

EXPERT MECHANISM ON THE RIGHTS OF INDIGENOUS PEOPLES (EMRIP)

17th Session

July 2024

Docip Services



Docip provides the following tools and services for **Indigenous Peoples' delegates** to facilitate their work during the 17th session of the Expert Mechanism on the Rights of Indigenous Peoples (EMRIP). Most of the services are **free**, and all documents are published in **four languages: English, Spanish, French and Russian**.

Where can you find us at the Palais des Nations?

PLEASE SCAN THIS QR CODE FOR LATEST CHANGES. DUE TO THE ONGOING RENOVATION WORKS, DIFFERENT ENTRANCES AND SERVICES MAY NOT BE AVAILABLE AT TIMES.

MAIN ENTRANCE
PREGNY GATE
RECEPTION
ACCREDITATION
Access for all visitors (delegates, conference participants, etc.)

ACCESS DOORS TO THE BUILDINGS
OPEN ACCESS 7:00 a.m. - 7:00 p.m.
CK: A15 | A17 | E40
Open access 08:00 a.m. - 6:00 p.m.: S1
Open access for guided tours: E39

DOORS UNDER PERMANENT ACCESS CONTROL AUTHORIZED BADGES ONLY:
Door S2
Door C21
Door D9
Door A13
Door A18
Door B20
Door H60

ACCESSIBILITY
Accessibility at the Palais des Nations premises is more limited than usual due to the ongoing renovation works.
For accessible routes throughout the premises, please visit our updated webpage.

ACCESSIBLE DOORS
Open access: 7:00 a.m. - 7:00 p.m.:
Doors C6 | A15 | E40 | H60

ACCESSIBLE TOILETS
MAIN ENTRANCE | Ground floor, 1st floor
Door A15 | Ground floor near the Cafeteria
Door A13 | 2nd, 3rd and 5th floors
Door C6 | Ground floor, 1st, 2nd, 3rd and 4th floors
Door E40 | 1st, 3rd and 4th floors
Door A17 | 3rd floor
Door B20 | Ground floor
Door H60 | All floors
TEMPUS | Ground floor

SERVICES CURRENT OPENING TIMES OF THESE SERVICES ARE AVAILABLE ON OUR WEBSITE.

FLOOR	DOOR	FLOOR	DOOR
1	S1	2	E40
-1	S1	1	E40
1	S1	1	E40
0	C6	1	E40
3	C6	2	E40
0	A1315	6	E40
8	A1315	2	H60
2	A1315	1	H60
2	E39		

CONFERENCE ROOMS

BUILDING	FLOOR	DOOR
BUILDING A		
ROOMS III, V	1	C6
ROOMS VI, VII, VIII, IX	3	A13
ROOMS X, XI, XII	3	A15
ROOM XIV	1	A18
ROOM XV	2	A11
ROOM XVI	5	A1315
CONCORDIA 1-5	2	A1315
ASSEMBLY HALL	3	A1315
BUILDING B		
LIBRARY	1	B20
8:30 a.m. - 5:30 p.m.		
UNITED NATIONS MUSEUM AT GENEVA	1	B20
9:00 a.m. - 5:00 p.m.		
ARCHIVES READING ROOM	3	B20
8:30 a.m. - 5:30 p.m.		
BUILDING C		
ROOMS I, II	1	C6
ROOM IV	3	C6
COUNCIL CHAMBER	1	C6
BUILDING E		
ROOMS XVII, XVIII	1	E40
ROOMS XIX, XX	3	E40
ROOMS XXI, XXII, XXIII, XXIV, XXV, XXVI, XXVII	1	E40
BUILDING S		
ROOM S1	0	S2
ROOMS S2, S3, S4	3	S2
ROOM S5	4	S2
TEMPUS		
1, 2, 3		0

You will find Docip's office in Room E.3004 (Building E). All plenary sessions will be held in Conference Room XIX, and side events will be held in Conference Room VIII (Building A) and Room XXVI (Building E).

Technical Secretariat

The Technical Secretariat is a space available to Indigenous delegates for meeting and working throughout the week of the Expert Mechanism. Our offices are located in **Room E3004** (Building E, 3rd Floor, immediately below Room XIX).

This space will be open from **9:00 am to 6:00 pm** from **Monday, 8 July** to **Friday, 12 July**, and will offer the following services:

1. Access to computers, printers, and photocopiers

Docip can provide a limited number of laptops to delegates; we also offer printing, scanning and photocopying services. When the Technical Secretariat is closed, you may use the computers available in common areas of the UN Building.

2. Translation services in English – Spanish – French – Russian:

Docip translates different types of documents, such as:

- Statements and interventions
- Communications (with the Special Rapporteur, Members of the Expert Mechanism, UN agencies, etc.)
- Reports
- Presentations/flyers for side events

Translation requests are to be sent via this form: [EMRIP 17 Translation request](#)

For a document of 2-3 pages, we can ensure delivery within 24 hours.

For documents exceeding 3 pages in length, expect 48 hours delivery time.

3. Interpretation services in English – Spanish – French – Russian:

Interpretation requests are to be sent via this form: [EMRIP 2024 Side Events - Interpretation request](#)

Docip's focal point is **Lorena White**, who may be reached at: lorena.white@docip.org

We provide interpretation services for:

- Your informal or bilateral meetings (with the Special Rapporteur, Member States, Indigenous organizations, etc.): *service supported by Docip depending on availability of interpreters. (You are encouraged to submit your requests as early as possible for best availability.)*
- Your Caucus meetings: *service supported by Docip depending on availability of interpreters.*
- Your side events: *please consult the price list below to find the applicable rate for your organization.*

Type of organization	Hourly rate per language combination EN<>SP / EN<>FR / EN<>RU	Admin Fee	One language combination (e.g.: EN<>SP)	Two language combinations (e.g.: EN<>SP + EN<>FR)	Hourly rate per interpreter (all taxes included)
Indigenous organizations <i>without funds</i>	Funded by Docip and/or Interpreters. Subject to approval				
Indigenous organizations <i>with funds</i>	160 CHF	0%	1 hour x 160 CHF = 160 CHF	1 hour x 320 CHF = 320 CHF	80 CHF
NGOs in coalition with Indigenous Peoples	300 CHF	10%	1 hour x 300 CHF + 10% = 330 CHF	1 hour x 600 CHF + 10% = 660 CHF	150 CHF
International Organizations, UN agencies, enterprises, etc.	400 CHF	10%	1 hour x 400 CHF + 10% = 440 CHF	1 hour x 800 CHF + 10% = 880 CHF	200 CHF

* Please consider that all our invoices also include a charge of 30 CHF per language/day for Bank fees.

4. New service: Proofreading of Statements

If you would like some assistance with proofreading your statement (spelling, grammar, linguistic clarity, etc.), please send your request to: translation@docip.org.
This service is free of charge for Indigenous organizations.

Documentation Services

- As part of its mandate, Docip collects **documents relating to the rights of Indigenous Peoples** and makes them available in its database.
- This contributes to the **Memory of the World process** by collecting evidence of Indigenous Peoples' experiences as Human Rights Defenders, which also contributes to the recognition of the rights of Indigenous Peoples at the international level.
- We respond to **information requests and undertake research** for representatives of Indigenous Peoples, academics, diplomatic missions, and other interested parties.

During EMRIP, Docip:

- collects statements made by Indigenous Peoples – available upon request at our documentation center; and
- makes statements available on [our online portal](#) on a regular basis.

Please send a copy of your intervention/statement to our documentation service! Our volunteers will **ask you for it in the conference room**, but you can also bring it directly to our office or send it by email to: documentation@docip.org. Thank you!

Publications

Docip provides Indigenous Peoples worldwide with clear and accessible insight into international discussions that concern them. It also gives readers the tools needed to follow up and engage in the

discussions conducted at the international level, in relation to issues faced by Indigenous Peoples regarding the recognition of their rights.

○ **Docip publications:**

- **summarize the interventions** made before the relevant international mechanisms that might be of interest to Indigenous Peoples, while respecting our principles of neutrality and impartiality.
- are **published in four languages (EN, SP, FR & RU)**.
- are shared through our **social media** ([Facebook](#) and [Twitter](#) (X) pages) and by **email**. Can also be distributed via regular mail to reach Indigenous delegations in remote areas and raise awareness about these issues.

Each year, Docip publishes two **Summary Notes** (summaries of **UNPFII** and **EMRIP** sessions).

These summary notes provide a concise summary of the discussions, statements and points raised during the conference. These documents will be made available in the four languages and will be delivered in the months following the respective conferences.

To **receive our Summary Notes**, please use the following link: <https://bit.ly/docip-subscription>

Training Sessions

Docip offers training services to Indigenous delegates that consist of two parts:

- (1) a capacity-building program, and
- (2) a follow-up of training conducted by Docip in previous years.

● **Capacity-building program**

This program takes place once a year in Geneva and provides a group of delegates from a common Indigenous region access to one or more international mechanisms in accordance with the international agenda of relevant meetings. In addition to focused training in these mechanisms, the program also provides guidance on documentation of human rights violations.

● **Follow-up of previously-conducted training**

To ensure the quality of its service, Docip monitors the results of the training it has previously provided to Indigenous organizations and remains available to respond to specific requests related to topics covered during past training.

Do not hesitate to contact us during this 17th Session of the Expert Mechanism to express needs or offer feedback on the training you have already participated in with Docip.

Additionally, please note that, as of 2019, Docip is no longer providing training to newcomers at international conferences (UNPFII and EMRIP). This shift is intended to avoid interference with the United Nations Voluntary Fund, which carries out this type of training with Indigenous delegates at international conferences.

For more information on Docip Trainings, please do not hesitate to contact our UN Advocacy Officer, **Anne-Charlotte Lagrandcourt** (ac.lagrandcourt@docip.org).

Information Service

Docip provides and transmits useful information on international issues of interest to Indigenous Peoples' organizations and their supporters.

Before the EMRIP session, we specifically share information on:

- Docip services
- The Indigenous Peoples Caucus and its preparatory and follow-up meetings
- Information from the EMRIP Secretariat
- Important official documents for the session
- Side events

During the session, you will find a dedicated webpage, <https://bit.ly/docip-emrip17-en> on our website, as well as a calendar listing official meetings and side events, <https://bit.ly/docip-emrip17-prog-en>.

Our [Facebook](#) and [Twitter/X](#) pages will keep you updated on last-minute changes, deadlines, and important events.

For further information, or to submit information that you would like to publish or share, please contact **Pascal Angst** (pascal.angst@docip.org).

To read our weekly newsletter, you can visit our website (<https://bit.ly/docip-news>) or subscribe to our mailing list: <https://bit.ly/docip-subscription>

To discover our activities on social media, follow us on [Facebook \(@docip.org\)](#) and [X \(@docip_en\)](#).

Legal and advocacy services on UN mechanisms

Docip provides legal and advocacy support to Indigenous Peoples relating to:

- UN mechanisms and procedures (legislative processes, civil society consultations, calls for proposals, etc.);
- advocacy actions to be taken;
- facilitating contacts with key actors (UN experts and other human rights mechanisms, delegates, and organizations);

- following up on key elements of the agendas of UN mechanisms; and
- legal review of statements/communications/reports during the conference.

For more information about UN Mechanisms, please contact **Anne-Charlotte Lagrandcourt** (ac.lagrandcourt@docip.org) or set up an in-person meeting at Docip's office between 9:00 am and 6:00 pm.

Legal and advocacy support services at the European Union

PURPOSE: Docip strives above all to facilitate the exchange of information between European institutions and Indigenous Peoples who wish to inform the European Union (EU) about challenges experienced by their communities at the local level.

Our office in Brussels is available to Indigenous Peoples to support them by:

1. Informing and assisting them on EU processes (legislative processes, civil society consultations, calls for proposals, etc.)
2. Facilitating contacts with the EU institutions
3. Informing them on key elements of the European agenda
4. Assisting Indigenous Delegates who wish to:
 - Raise awareness of EU decision-making members and involve them in Indigenous issues in order to make these issues, in the long term, an EU priority.
 - Encourage the EU to act to support them against the abuses experienced by their communities.

For information about EU mechanisms, please contact **Mathias Wuidar** (mathias.wuidar@docip.org), or set up an in-person meeting at Docip's office between 9:00 am and 6:00 pm.

Docip Director

Our director, Rémi Orsier, will be present at the EMRIP meeting. To make an appointment, contact him at remi.orsier@docip.org.

Docip/June 2024

With the support of:



AVEC LE SOUTIEN
DE LA
VILLE DE GENÈVE



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