

## Docip services during UNPFII'22

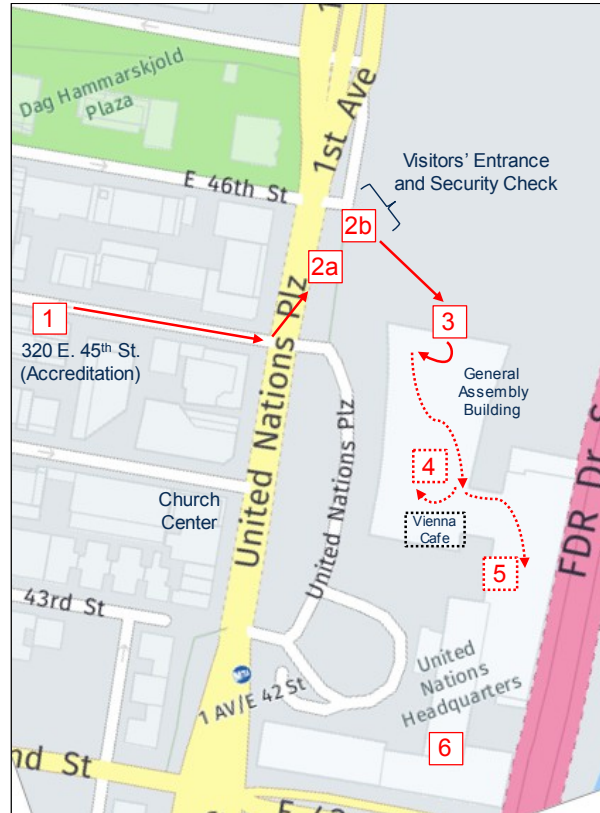
Docip provides the following tools and services for Indigenous delegates to facilitate their work during the 22<sup>nd</sup> session of the United Nations Permanent Forum on Indigenous Issues (UNPFII22):

### Where can you find us at the UN?

**You will find us in Conference Room A (level B1) and in plenary sessions.**

After receiving your accreditation badge at 320 East 45th Street (**area 1 on the map**), proceed to the **UN Visitors' Entrance (2a)** and pass through the security checkpoint (**2b**). Then walk across the plaza and enter the General Assembly Building (**3**). Take the stairs on your right down to the B1 level, then walk by the bookshop, where you will find another security checkpoint for presenting your badge. Conference Room 4 will be on the right (*as seen on the map*). To get to **Docip Office (5)**, turn *left* at the Vienna Café, follow the corridor to the Conference Room Building and turn right at the elevators. **Conference Room A (5)** will be on your right.

Alternatively, you may be able to reach Docip office more quickly from the main entrance (**3**) by crossing through the building on the first floor and accessing the elevators to the basement after passing through a different security checkpoint.



**Legend:** (N.B.: Dotted lines indicate basement level)

- |  |   |
|--|---|
| 1- Accreditation (320 E. 45th St.)       | 4- Conference Room 4 (B1 level - basement): main meeting room of PFII |
| 2a- Visitors' Entrance                   | 5- Docip Office - Room A (B1 level - basement)                        |
| 2b- Security Check                       | 6- Secretariat Building: location of IPs' Secretariat                 |
| 3- Entrance to General Assembly Building |   |



## Technical Secretariat

The Technical Secretariat is a space available to Indigenous delegates for meetings and working during the Forum. This space will be opened from **9:00am to 7:00pm** from **Monday 17<sup>th</sup> of April** to **Friday 28<sup>th</sup> of April** 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. **To borrow a laptop, please come to our office with a valid, government-issued ID.** 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 documents, such as:

- Statements and interventions
- Reports
- Presentations/flyers for side events

Translation requests are to be sent via this form: UNPFII'22 Translation request: <https://rb.gy/uh0o2e>

Annabelle, Rab and Susanna will be present at the Docip office to provide you with accurate information on service delivery and procedures for requests to follow.

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

For documents greater than 3 pages, expect 48 hours delivery time.

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

Please send your interpretation requests using [this form](#).

Docip's focal point **Hanane Ajjour**, [Hanane.ajjour@docip.org](mailto:Hanane.ajjour@docip.org) +41 76 733 81 71

We provide interpretation services for:

- Your informal or bilateral meetings (with the Special Rapporteur, Member States, Indigenous organizations, etc.): **Service supported by Docip upon availability of interpreters.**
- Your Caucus meetings: **Service supported by Docip upon availability of interpreters.**
- Your side events: **Please consult price list below to refer to the applicable rate.**

Type of organisation	Hourly rate per language combination (EN><SP or EN><FR or EN><RU)	Admin fee	One language combination (e.g.: EN<>SP)	Two language combinations (E.g. : EN<>SP + EN<>FR)
<b>Indigenous organizations</b> <i>without funds</i>	<b>Funded by Docip</b> <b>Subject to approval</b>			
<b>Indigenous organizations</b> <i>with funds</i>	Special rate : 140 CHF	<b>0%</b>	1 hour x 1 language x 140 CHF <b>= 140 CHF</b>	1 hour x 2 languages 140 CHF = <b>280 CHF</b>
<b>NGOs in coalition with Indigenous Peoples</b>	300 CHF	10%	1 hour x 300 CHF+ 10% = <b>330 CHF</b>	1 hour x 2 x 600 CHF + 10% = <b>660 CHF</b>
<b>International Organizations, UN agencies, enterprises etc.</b>	400 CHF	10%	1 hour x 400 CHF + 10% = <b>440 CH</b>	1 hour x 2 x 800 CHF + 10% = <b>880 CHF</b>



## Documentation Services

- Docip collects all types of documents relating to Indigenous issues and makes them available on its database as part of its mandate.
- We provide a memory of the process of recognizing the rights of Indigenous Peoples at the international level.
- We respond to information requests and undertakes research for indigenous peoples' representatives, academics, diplomatic missions, and other interested parties.

### During UNPFII, Docip:

- Collects statements made by indigenous Peoples during the PFII sessions.
- Collect speakers lists.
- Makes statements available on [our online portal](#) on a regular basis.
- Collects statements made by Indigenous Peoples during the PFII sessions available upon request at our documentation center.

**UNPFII Recommendations Database** includes the recommendations made during prior sessions of the Permanent Forum (available only in English).

Link: <https://unpfii.desa.un.org/>

Please deliver 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](mailto:documentation@docip.org). Thank you!



## Docip Publications

Docip provides Indigenous Communities worldwide with clear and accessible insight into the international discussions that concern them. It also gives readers the tools needed for following, and engaging with, the discussions conducted in the international arena that are related to the recognition of issues confronting indigenous peoples and to their rights.

### The publications:

- summarize the interventions presented in the relevant international mechanisms that might be of interest to Indigenous Communities, while respecting our principles of neutrality and impartiality.
- are published in four languages: English, Spanish, French and Russian.
- are distributed by regular mail, on our **social media** ([Facebook](#) and [Twitter](#) pages) and by **email**, to reach indigenous communities 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 English, Spanish, French and Russian and will be delivered in the months following the respective conferences.

To subscribe to our publications, please use the following link: <https://bit.ly/docip-subscription>



## Docip Information Service

Docip provides and transmits useful information on international issues of interest for Indigenous Peoples' organizations and their supporters. We publish information in four languages (English, Spanish, French, and Russian).

**Before the UNPFII session**, we inform you on the following subjects:

- Docip services
- Indigenous Peoples Caucus's preparatory meeting and follow-up meetings
- UNPFII Secretariat
- important official documents for the session
- side events

**During the session**, each day you will find on our website an agenda, available in four languages, listing side events for the day <https://bit.ly/docip-pfii22-prog-en>

Our Facebook and Twitter 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 have disseminated, please contact Mr. **Pascal Angst** ([pascal.angst@docip.org](mailto:pascal.angst@docip.org)).

You can read the news and information updates on our website (<http://bit.ly/docip-news>) or by subscribing to our mailing list: <https://bit.ly/docip-subscription>.

To follow our activities on social media, follow us on [Facebook](https://www.facebook.com/docip.org) (@docip.org) and [Twitter](https://twitter.com/docip_en) (@docip\_en).



## Docip legal support services on UN mechanisms

Docip provides legal support to Indigenous Peoples so as to:

- Inform on and assist with UN mechanisms and procedures
- Advise on advocacy actions to be taken
- Ease access to key actors, delegates, and organizations
- Follow-up on Treaty Bodies' and UN mechanisms' agendas
- Review and edit of statements/communications/reports during the PFII

For more information, please contact **Anne-Charlotte Lagrandcourt** ([ac.lagrandcourt@docip.org](mailto:ac.lagrandcourt@docip.org)) or set up an in-person meeting at Docip's office from 9:00 am to 6:00 pm.

These services are free. Interpretation and translation are available upon request (English, French, Spanish, and Russian).

## Docip 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 with:

- Informing and assisting them on EU processes (legislative process, civil society consultations, calls for proposals, etc.)
- Facilitating contacts with the EU institutions,
- Informing them on key elements of the European agenda,
- Assisting Indigenous Delegates who wish to:
  1. 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.
  2. Encourage the EU to act to support them against the abuses experienced by their communities.

If you have questions or wish to get in touch with a member of our team in Brussels, you can write to them at: [eu@docip.org](mailto:eu@docip.org).

## Docip Director

Our director **Rémi Orsier** will be attending the Permanent Forum and preparatory caucus meetings from April 14<sup>th</sup> to April 20<sup>th</sup>.

Please do not hesitate to contact him at: [remi.orsier@docip.org](mailto:remi.orsier@docip.org)

With the support of:



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