

UN PERMANENT FORUM ON INDIGENOUS ISSUES (UNPFII)

24th Session

April-May, 2025

Docip Services



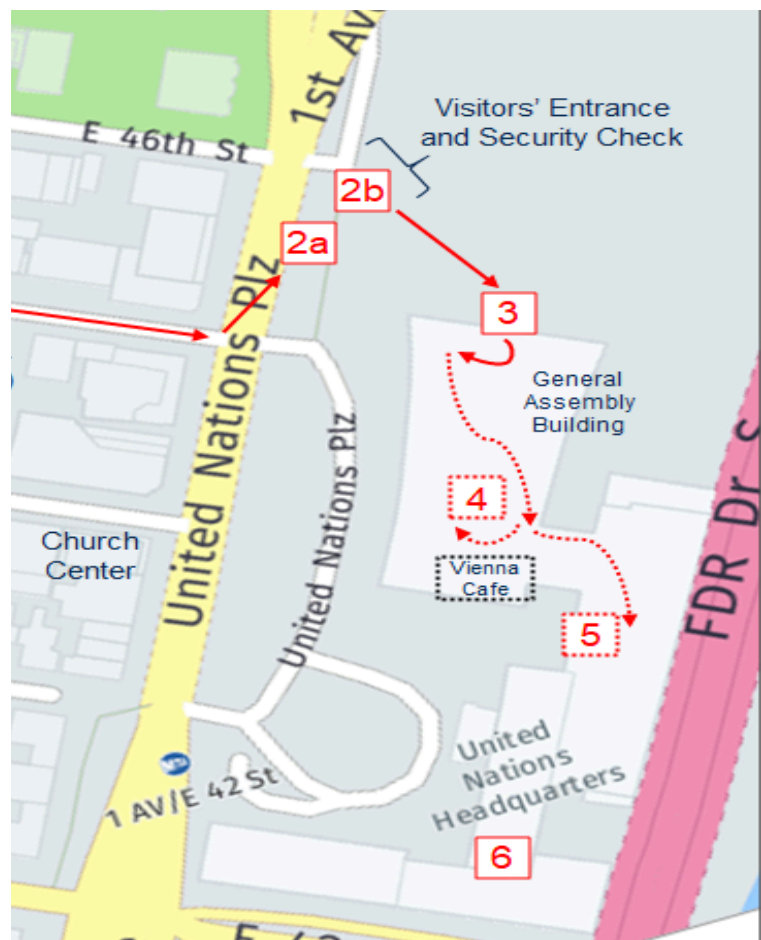
Docip provides the following tools and services for **Indigenous Peoples' delegates** to facilitate their work during the 24th session of the United Nations Permanent Forum on Indigenous Issues (UNPFII24). Most of the services are **free** and all documents are published in **four languages: English, Spanish, French and Russian**.

Where can you find us at the UN?

You will find us in **Conference Room B (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 at which you must present your badge.

Conference Room 4 (4) will be on the right. 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 B (5)** will be on your right. Alternatively, you may be able to reach **Docip's office** faster from the main entrance by crossing through the building on the first floor and accessing the elevators to the basement after passing through a different security checkpoint.

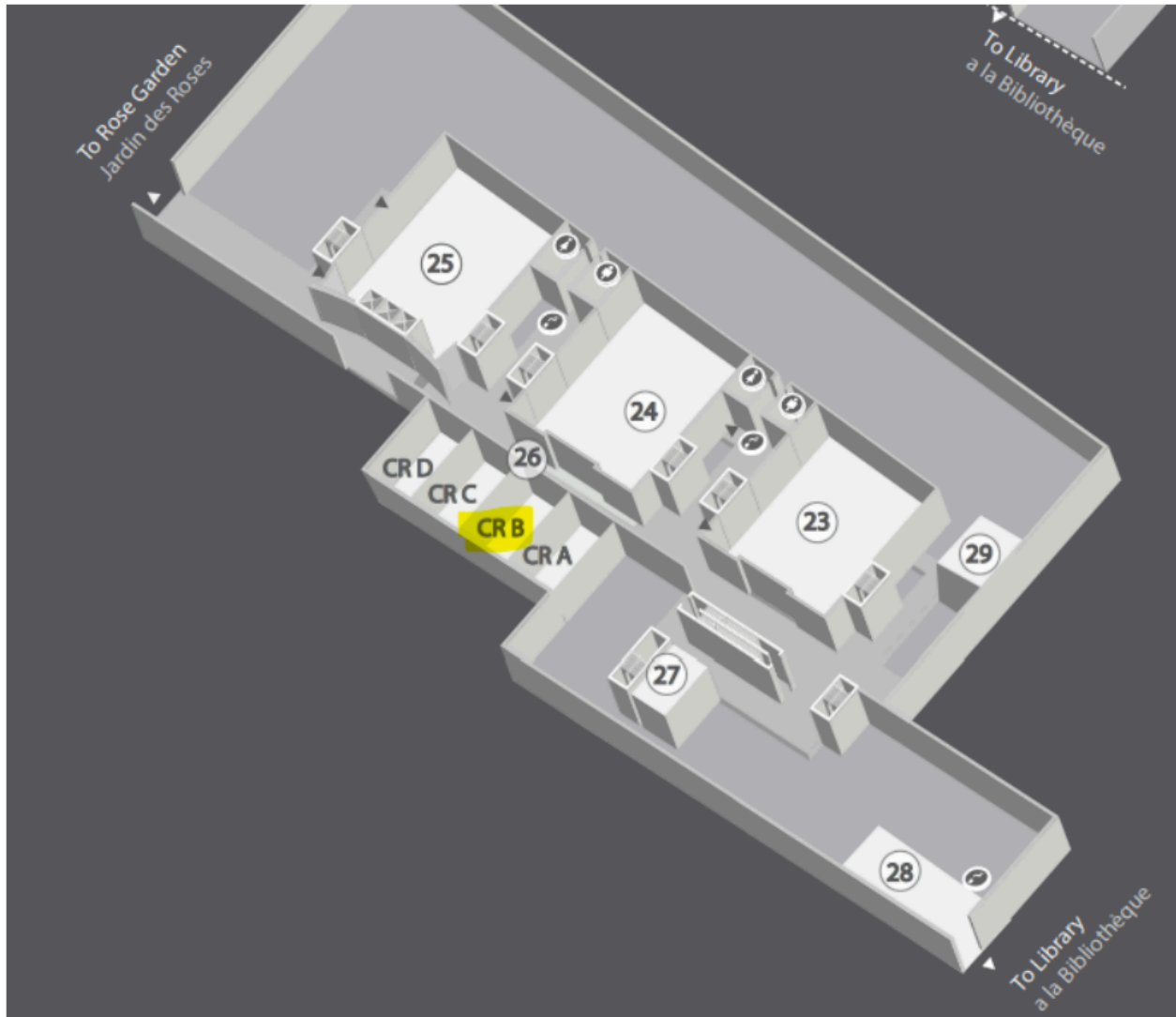


Legend: (N.B.: Dotted lines indicate basement level)

- | | |
|--|---|
| 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 B (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 open from **10:00 am to 6:00 pm** from **Monday 21st of April to Friday 2nd of May in Conference Room B.**



Docip 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 use a laptop, please come to our office with a valid 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 2025 Translation Requests](#)

Alberto, Annabelle 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, **Lorena White**, lorena.white@docip.org +41 762 744 811

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 the price list below to refer to the applicable rate.*

Type of organisation	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 <i>Subject to approval</i>				
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 Organisations, 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 include 30 CHF per language/day of Bank fees.

4. **New service offered for UNPFII24: 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

Documentation Services

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

During UNPFII, Docip:

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

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

o **Docip's 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 [X](#) pages) and by **email**.

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-lists>

Information Service

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

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

- Docip's services
- Indigenous Peoples Caucus's preparatory and follow-up meetings
- Information from the UNPFII Secretariat
- Important official documents for the session
- Side events

During the session, you will find a dedicated webpage <https://docip.org/en/unpfii24> on our website, as well as a calendar listing official meetings and side events <https://docip.org/en/unpfii24-prog>.

Our Facebook and 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).

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

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

Legal and advocacy support for United Nations mechanisms

Docip provides legal and advocacy support to Indigenous Peoples by:

- Assisting with UN mechanisms and procedures, including but not limited to treaty bodies, Indigenous mechanisms, special procedures, the Universal Periodic Review (UPR).
- Supporting advocacy efforts and strategic actions.
- Facilitating connections with key actors, such as UN experts, delegates, and human rights and/or Indigenous organizations.
- Monitoring and analyzing key developments on UN agendas.
- Conducting legal reviews of statements, communications, and reports before/during/after conferences.

For more information about UN Mechanisms, please contact **Anne-Charlotte Lagrandcourt** (ac.lagrandcourt@docip.org) or schedule an in-person meeting at Docip's office from 10:00 am to 6:00 pm.

Legal and advocacy support for 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:

1. Informing and assisting them on EU processes (legislative process, 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)

Docip Director

Our director **Rémi Orsier** will be attending the Permanent Forum and preparatory caucus meetings from April 18th to April 25th.

To set up an appointment you can contact him at: remi.orsier@docip.org

About Docip: Docip is a Swiss foundation, with offices in Geneva and Brussels, that has been working with Indigenous Peoples worldwide since 1978, facilitating their access to international and European institutions. Docip conducts its activities in accordance with principles of impartiality, neutrality, and non-interference. We respect Indigenous Peoples' right to self-determination.

Email: secretariat@docip.org

Website: <http://www.docip.org/en>

Facebook: <https://www.facebook.com/docip.org>

X: [@docip_en](https://twitter.com/docip_en)

With the support of:

Docip/ March 2025



AVEC LE SOUTIEN
DE LA
VILLE DE GENÈVE



The contents of this document are the sole responsibility of Docip and can under no circumstances be regarded as reflecting the position of funding organizations.

EU Transparency Register n° 74246505019-84