

## Docip services during the 18th session of the Permanent Forum on Indigenous Issues



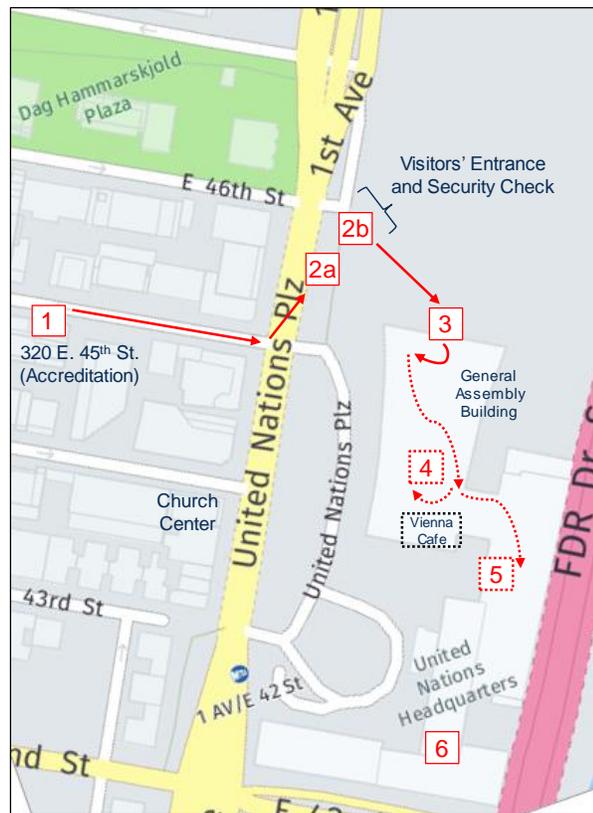
Docip provides the following tools and services for indigenous delegates to facilitate their work during the 18<sup>th</sup> session of the United Nations Permanent Forum on Indigenous Issues (UNPFII18):

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

**Our office is located in Conference Room C (level B1)**

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. To get to **Conference Room 4 (CR4) (4)**, turn *right* at the Vienna Café. CR4 will be on the right (*as seen on the map*). To get to **Docip's Office (5)**, turn *left* at the Vienna Café, follow the corridor to the Conference Room Building and turn right at the elevators. **Conference Room C (5)** will be on your right.

Alternatively, you may be able to reach Docip's 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's Office - Room C (B1 level - basement)                      |
| 2b-Security Checkpoint                   | 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 meeting and working during the Forum. This space will be open from **9:00am to 7:00pm** from **Monday 22 April** to **Friday 26 April** and will offer the following services:

### Access to computers, printers and photocopiers

When the Technical Secretariat is closed, you can use the computers made available in various common areas of the UN Building.

### Translations provided free of charge: English – Spanish – French – Russian

Docip translates a wide variety of types of documents, such as:

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

For a document of 2-3 pages, we can guarantee a turnaround of no longer than 24 hours. For a longer document, the turnaround/deadline will depend on the availability of our volunteer translators.

Please send your translation requests to the following email address: [translations@docip.org](mailto:translations@docip.org)

### Interpretation services: English – Spanish – French – Russian, for:

- Your informal or bilateral meetings (with the Special Rapporteur, Member States, Indigenous organizations, etc.): **Service provided free of charge**
- Your Caucus meetings: **Service provided free of charge**
- Your side events: **Please consult the fee schedule below**

<b>Free of charge</b>	Indigenous organizations with minimal financial resources
<b>\$75/hour per interpreter</b>	Indigenous organizations with financial resources available
<b>\$85/hour per interpreter</b>	NGO in coalition with Indigenous Peoples
<b>\$135/hour per interpreter</b>	International organizations, UN agencies or Member States

Please send your interpretation requests as soon as possible to Ms. Johanna Massa (Technical Secretariat Coordinator) at [johanna.massa@docip.org](mailto:johanna.massa@docip.org).

## Documentation Center

- Docip collects all types of documents concerning indigenous issues and makes them available on its database.
- It safeguards the memory of the process of recognizing the rights of indigenous peoples at the international level.
- It transmits this memory, notably to younger generations, using various methods, including preparing DVDs, posting on its website, distributing photocopies, responding to specific requests, etc.
- It responds to information requests and undertakes research for indigenous peoples' representatives, academics, diplomatic missions, and other interested parties.

### The Documentation Center collection contains the following resources:

- **Digital documents**
  - Statements made by indigenous representatives, international organizations and governments.
  - Documents from UN treaty bodies and agencies such as WIPO that are related to indigenous peoples.
  - Documents linked to follow-up of the World Conference on Indigenous Peoples.
- **Journals**
- **Monographs and Thematic Files**

### During UNPFII, Docip:

- Collects statements made by indigenous peoples during the PFII sessions.
- Posts your statements online to make them available to all, including those who are unable to attend the conference. Link: <http://bit.ly/STATEMENTS-UNPFII18>

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

Link: [https://esa.un.org/unpfiidata/UNPFII\\_Recommendations\\_Database\\_list.asp](https://esa.un.org/unpfiidata/UNPFII_Recommendations_Database_list.asp)

For more information, please contact our documentation manager, Ms. Priscilla Saillen, at the following address: [priscilla.saillen@docip.org](mailto:priscilla.saillen@docip.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's 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 in 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 (the latter method exclusively for the Update)**, in order 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) and one issue of the **Update** (news bulletin on what is happening at the international level regarding indigenous peoples' rights).

For more information, please contact us at: [publications@docip.org](mailto:publications@docip.org).

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

## Docip Training Sessions

Docip offers a training service to indigenous delegates that consists of two parts: (1) a capacity-building program, and (2) a follow-up of the training already 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. The program aims to provide training on international mechanisms, as well as on documentation of human rights violations.

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

In order to ensure the quality of its service, Docip monitors the training it has already provided to indigenous organizations and is always available to respond to specific requests related to topics covered during past training.

**Do not hesitate to contact us during this 18th Session of the Permanent Forum 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 plans to carry out this type of training with indigenous delegates at future conferences.

For more information on Docip Trainings, please do not hesitate to contact Ms. Claire Moretto at [claire.moretto@docip.org](mailto:claire.moretto@docip.org)

## Docip's 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's 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.

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 these news and information updates on our website (<http://bit.ly/docip-news>) or by subscribing to our mailing list: <http://bit.ly/docip-inscription>.

To take part in our social network, follow us on Facebook (@docip.org) and Twitter (@docip\_en).

## **Docip's legal support services on UN mechanisms**

Docip provides support in the following areas:

- Documentation research
- Legal research
- Networking with other delegates and organizations
- Follow-up on the agenda of the Treaty Bodies and the UPR, funds, etc.
- Public speaking techniques for presenting statements during the PFI

You can contact the legal support service if you have questions concerning your communications to the Special Rapporteur on the rights of indigenous peoples, or if you would like to learn more about the procedure for engaging with the Treaty Bodies and the UPR. You can also contact the legal support service for general questions, advice on follow-up procedures or on editing of your communications and reports.

For more information, please contact Mr. Andrés Del Castillo, Docip's legal support attorney ([andres.delcastillo@docip.org](mailto:andres.delcastillo@docip.org)) or come to the office in person between the hours of 9:00am and 6:00pm to arrange a meeting.

These services are available free of charge in English, French or Spanish; Russian interpretation can also be arranged, if needed.

## Docip's Services at the EU

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

Docip's satellite office in Brussels is at the disposal of indigenous peoples to:

- facilitate contacts with the EU
- inform and assist them on EU processes (legislative process, civil society consultations, calls for proposals, etc.)
- inform them on key elements of the European agenda
- assist indigenous delegates who wish to:
  - raise the 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 eliminate or alleviate the abuses suffered by their communities.

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

## Contact information for the Director

Docip Director Rémi Orsier will be on site and available to meet with you during the Indigenous Caucus preparatory meeting, as well as during the first week of the PF. If you would like to meet with him, please do not hesitate to write him at the following address: [remi.orsier@docip.org](mailto:remi.orsier@docip.org)

*Docip/JM/April 2019*

With the support of:



*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.*