

# Annex G

## Specifications of Oral Statements as UN Videos

For all interventions through video messages a letter of request will have to be addressed to the UN HRC Secretariat or the UN OHCHR National Institutions and Regional Mechanisms Section and comply with all the below requirements:

- Letter submitted on official letterhead and signed by the head of the NHRI or the Secretary General;
- Indication of the HRC session concerned, agenda item and specific segment of the programme of work in which the oral statement through video-messaging will be made;
- Indication of the full name (FAMILY NAME, First name) and functional title of the person who will deliver the statement (name of the person must appear exactly as it appears in his/her passport or formal identity document) as a designated representative;
- Colour copy of the person's passport or of formal identity document.

Pre-recorded video messages together with their transcripts must be uploaded before the deadline sets by the UN OHCHR:

<https://extranet.ohchr.org/sites/video/SitePages/Home.aspx>

(This link is only active when the UN HRC is in session at the time you need to upload the video)

The deadline to submit video messages is usually two weeks before the beginning of the session. To know the exact deadline, NHRIs should check the Information Note prepared by the UN OHCHR for each UN HRC session.

NHRIs wishing to participate in the UN HRC session through video messaging need to send a request to Ms. Cynthia Radert ([cradert@ohchr.org](mailto:cradert@ohchr.org)) with Ms Katharina Rose in copy ([k.rose.icc@gmail.com](mailto:k.rose.icc@gmail.com)). Ms Cynthia Radert will then provide a username and a password to upload the video message.

### **Rules regarding the content and technical specifications**

Oral statements delivered by video message are subject to the same rules as oral statements delivered in person. The video messages are subject to the same time limits as, and should mirror as closely as possible, the oral statements delivered in person. In particular, the following rules must be strictly observed:

- The video statement must consist of a single shot of one individual delivering a statement, seated against a neutral, monochrome background;
- The camera should be focussed on the person's face, and should not move during the shot;

No symbols, flags, banners or other images are permitted in the shot, either in the background or on the clothing of the person delivering the statement.

The video statement must include captioning. NHRIs are encouraged to consider including international sign language, to enhance participation of persons with

disabilities. A transcript of the video statement must also be submitted in order to facilitate interpretation.

In the absence of captioning and transcript, the video statement will not be admissible.

The minimum technical specifications for the video are as follows:

Resolution:

- video resolution min 640x480 max 1024x768, frame rate 30 fps
- audio resolution 44100 Hz, 16 bits, stereo

AVI/WMV

- video encoding WMV3 (Windows Media Video 9)
- audio encoding WMA2 (Windows Media Audio 2)

MOV

- video encoding H.274
- audio encoding MP3 or AAC

### **Delivery of the video statement**

The video statement will be projected in the room under the same conditions as an oral statement delivered in the room.

The rules of procedure and practices of the Council apply in the same manner to video statements as to all other statements.

Whenever a point of order is raised during the projection of a video statement, the President of the UN HRC will interrupt the intervention and address the issue in accordance with the rules of procedure and practices of the Council. The President will then resume the projection of the video statement unless a second point of order is raised or the President considers that the message infringes the Council's rules of procedure or practices, in which case the President may interrupt the projection of the video statement.

As the speaker will not be present in the room, a written communication recalling the applicable rules of procedure and practices of the Council shall then be forwarded to the organization concerned.

The transcript of the video message will be posted on the HRC extranet along with other oral statements.