

WIPO INTERGOVERNMENTAL COMMITTEE ON
INTELLECTUAL PROPERTY AND GENETIC RESOURCES,
TRADITIONAL KNOWLEDGE AND FOLKLORE

PRACTICAL GUIDE FOR OBSERVERS

The IGC

Established in September 2000, the WIPO Intergovernmental Committee on Intellectual Property and Genetic Resources, Traditional Knowledge and Folklore (the IGC) serves as a forum where WIPO Member States and observers can discuss and address the intellectual property issues that arise in the context of access to genetic resources (GRs) and benefit-sharing as well as the protection of traditional knowledge (TK) and traditional cultural expressions (TCEs).

In 2009, WIPO Member States decided that the IGC should begin formal negotiations with the objective of reaching agreement on one or more international legal instruments that would ensure the effective protection of GRs, TK and TCEs. Such an instrument or instruments could range from a recommendation to WIPO members to a formal treaty that would bind countries choosing to ratify it.

IGC webpage

A specific IGC webpage provides all the relevant documentation and information regarding the IGC in an electronic form, including the present practical guide: <http://www.wipo.int/tk/en/igc/index.html>.

IGC OBSERVERSHIP

IGC accredited observers include intergovernmental organizations and numerous accredited non-governmental organizations (NGOs), many of whom represent **indigenous peoples and local communities**.

Indigenous peoples and local communities in particular need to be able to participate, express their views and have their voices heard in the IGC decision-making process, in accordance with the 2007 UN Declaration on the Rights of Indigenous Peoples, as the outcome of the IGC negotiations will affect their rights.

Accredited observers can attend IGC sessions, participate in the work of the IGC and express their views in accordance with the WIPO General Rules of Procedure. The right to submit proposals, amendments and motions and the right to vote are exclusive rights of Members States at the IGC. In the practice of the IGC, however, drafting proposals made by observers are taken into account if supported by at least one Member State.

The WIPO General Rules of Procedure (publication No.399 Rev.3) are available at http://www.wipo.int/export/sites/www/freepublications/en/general/399/wipo_pub_399.pdf.

The list of NGO's which are accredited observers to the IGC is available at the IGC webpage.

ACCREDITATION

To participate in any session of the IGC, an NGO needs to be a permanent observer to WIPO or specifically accredited to the IGC only by a formal decision of the IGC. The WIPO Secretariat is not empowered to give accreditation.

A fast-track accreditation procedure was put in place to frame the process. In order to be granted accreditation, any interested NGO needs to submit a request for accreditation.

For further practical information regarding the accreditation procedure and to retrieve the accreditation application form, please visit <http://www.wipo.int/tk/en/igc/accreditation.html>.

FINANCIAL SUPPORT: THE WIPO VOLUNTARY FUND

To enhance and support the participation of **indigenous peoples and local communities** in the work of the IGC, a voluntary contribution fund for representatives of accredited observers who represent indigenous peoples or local communities was set up in 2005.

Only already accredited NGO's which represent indigenous peoples or local communities may nominate representatives for funding by the WIPO Voluntary Fund. The nominated representatives need to submit an application form in order to apply for funding. Recommendations for funding are taken by an independent Advisory Board and are binding upon the WIPO Secretariat.

For more information on the Voluntary Fund and to retrieve the funding application form, please visit our website: http://www.wipo.int/tk/en/ngoparticipation/voluntary_fund/index.html.

INVITATION TO PARTICIPATE and NOMINATE REPRESENTATIVES

A few months before the opening of each session of the IGC, all accredited observers receive a letter of invitation from WIPO to participate, including references to the relevant documentation.

Invited observers are requested to initiate the registration process and nominate in advance their representative(s) in view of their participation in the session of the IGC. Practical information in that regard is included in the invitation letter.

LOCATION OF THE IGC SESSION REGISTRATION AND SECURITY BADGES

Usually, sessions of the IGC, as well as related consultations and side-events, take place at the WIPO headquarters at 34, chemin des Colombettes, 1211 Geneva 20, Switzerland (Arpad Bogsch Building, adjacent to the Place des Nations). A current plan of access is annexed to the present practical guide.

At their arrival at the Arpad Bogsch Building (the AB Building), NGO's representatives are requested to complete their registration at the registration desk located in the reception hall. The desk is open from the opening day of the IGC session at 9:00 a.m.

Registered representatives will receive an official identification badge for the duration of the IGC session that will allow them to access the WIPO premises, meeting rooms and cafeterias.

All persons including WIPO staff, delegates, observers and visitors, while in WIPO premises, are required to wear their ID badges in plain view at all times. The WIPO Safety & Security Coordination Service (SSCS) personnel will access-control all persons for these badges when entering WIPO premises.

ONLINE DOCUMENTATION

IGC webpage

The IGC webpage provides all the relevant documentation and information regarding the IGC in an electronic form, including the present practical guide: <http://www.wipo.int/tk/en/igc/index.html>.

All the WIPO working documents, including provisional agendas, provisional programs of work and brief summaries of the relevant working documents that are of relevance to IGC sessions, including extensive reports of each IGC sessions, are available, as they are posted online in all six United Nations languages,, in an electronic form at http://www.wipo.int/meetings/en/topic.jsp?group_id=110.

Written submissions by accredited observers are available at <http://www.wipo.int/tk/en/igc/ngo/ngopapers.html> and can be posted online by emailing them to grtkf@wipo.int.

PRINTED DOCUMENTATION

All WIPO working documents relevant to the on-going session of the IGC are available in a printed form at the **WIPO Documents Counter**, located next to the Plenary Room (Room A). The WIPO Documents Counter is open for the duration of the session from 10am to 13pm and from 15pm to 18pm.

Other WIPO relevant publications and flyers are available in a printed form on a table next the WIPO Documents Counter during the IGC session.

The WIPO Information Center sells other WIPO publications in a printed form and souvenirs. The Information Center is located in the reception hall of the AB Building. It is open from 9 a.m. to 12.30 p.m. and from 2 p.m. to 5.30 p.m.

The WIPO Library is located in the WIPO New Building. Its opening hours are from 9 am to 6 pm, from Monday to Friday. For further information, please visit the website (<http://www.wipo.int/library/en/index.html>) or contact the Library staff at 0041(0)22 3388573.

EMAIL CONTACT WITH THE WIPO SECRETARIAT INTERNET ACCESS and TELEPHONE

The WIPO Secretariat may be contacted by email at grtkf@wipo.int.

Internet PCs, Printers, Wireless Internet

PCs with USB connections on the front of each CPU, as well as a shared printer, are available on the mezzanine of the AB Building. More Internet PCs and a printer are also available in the WIPO Information Center. All PCs have permanent access to the Internet and are equipped with a Dolphin interceptor which will allow users to use his own personal Dolphin product (screen reader or screen magnifier). One JAWS screen reader has also been installed on the mezzanine. A headphone set is available for this purpose at the Reception desk.

The WIPO Wireless Local Area Network (WLAN) is available free of charge on the ground floor and 13th floor of the AB Building, as well as in the cafeterias of the WIPO PCT Building from Monday to Friday, from 7.00 a.m. to 10 p.m. and on weekends, from 7 a.m. to 6 p.m.

Telephone

Calls can be made from the telephone cabins located in the WIPO reception hall of the AB Building. The telephones can be operated with credit cards or telephone cards. Telephone cards are available for purchase at the WIPO Information Center. All incoming calls should be made to the Central WIPO Switchboard, on the following number:
(+41 22) 791 91 11.

SECRETARIAL SUPPORT FOR INDIGENOUS PEOPLES AND LOCAL COMMUNITIES OBSERVERS

A fully equipped office with multilingual secretarial support provided by the Indigenous Peoples' Center for Documentation, Research and Information (doCip) and financed by WIPO, is available to help accredited observers who represent indigenous peoples and local communities in preparing and translating statements and other documentation. A fax machine and computer with printer and internet connection is available, and wireless connectivity is available for those with Wi-Fi -ready laptop computers. Please contact a member of the WIPO Secretariat for further information during the IGC session.

Observers who represent indigenous peoples and local communities may organize **consultations**, with interpretation, in a dedicated room on the 13th floor of the AB Building during the IGC session. Other meeting rooms may be booked, should they be available, through the WIPO Secretariat or at the WIPO Documents Counter.

The 13th floor of the AB Building offers place for extended gatherings as well as drinks and snacks vending machines.

For further information regarding the Indigenous Peoples' Center for Documentation, Research and Information (doCip), see www.docip.org.

SCHEDULE OF MEETINGS

Plenary meetings of the IGC take place in the Plenary Room (Room A) on the ground floor of the AB Building and usually run from 10am, on the day of opening of the IGC session, to 1pm and from 3pm to 6pm. Plenary meetings may be suspended or prolonged for night meetings by the Chair as needed.

Consultations and events of a particular interest for observers representing indigenous peoples and local communities

Upon invitation of the Chairperson of the WIPO Indigenous Caucus, accredited observers who represent indigenous peoples and local communities meet at the **Indigenous Consultative Forum** in order to prepare for the IGC. A meeting room is made available by WIPO in the AB Building for that purpose. Interpretation is provided by doCip and financed by WIPO. Any accredited observer who represents indigenous peoples or local communities and who wishes to attend the Consultative Forum is requested to advise the WIPO Secretariat in advance in order to be granted an ID badge at his or her arrival at the WIPO premises.

An **indigenous peoples and local communities Panel**, chaired by an indigenous representative, takes place on the first morning of each IGC session in the Plenary Room (Room A). It is attended by Member States delegates and observers' representatives alike.

Observers who represent indigenous peoples and local communities can organize **consultations** on the 13th floor of the AB Building (see the preceding box).

A meeting room can be made available upon request for **side-events**. Please contact the WIPO Secretariat at wipo@grtkf.wipo at least one month ahead of the opening of the IGC if you wish to organize a side-event.

IN PLENARY SEATS AND INTERPRETATION

In the Plenary Room (Room A), each observer is given at least one seat and a name plate that identifies the name of the NGO the observer represents.

Simultaneous interpretation is provided in Arabic, Chinese, English, French, Russian and Spanish when the IGC meets formally and in plenary.

IN PLENARY MAKING INTERVENTIONS

Here are some practical tips for when speaking in the IGC plenary. Following these steps should help ensure that participants' statements are clearly heard by all participants and are accurately reported.

Participants can speak in any one of the following languages during formal and plenary meetings of the IGC: Arabic, Chinese, English, French, Russian and Spanish.

Participants who wish to take the floor and speak on the **current agenda item** should raise their name plate in advance. During breaks, participants can also approach the podium and advise the Secretariat of their intention to speak on the current agenda item. The Chair of the IGC may deny any participant the right to take the floor if his or her statement does not relate to the current agenda item.

When invited by the Chair to make their intervention, participants are strongly encouraged to speak clearly, at a normal speaking pace and into the microphone but not too close to it, and to focus on the issue currently discussed.

Prepared texts should be read at a normal speaking pace in order to make sure that the statements are understood and accurately interpreted by the interpreters. Participants are invited to provide their written statement(s) to the Secretariat, if possible in advance, either in hard copy or, preferably, in electronic form, through a USB memory key (available from the Secretariat) or through the WIPO Secretariat email: grtkf@wipo.int.

This will ensure that the participants' statements are fully and accurately covered in the report of the IGC session.

EMERGENCY LOST AND FOUND PROPERTY

In case of any emergency, the WIPO Safety & Security Coordination Service (SSCS) can be contacted night or day by IGC participants at the following telephone number: 9338 or, from outside WIPO premises, 022/3389338.

All inquiries concerning lost and found items can be addressed to the WIPO SSCS at the main WIPO Reception in the AB Building. Participants in the IGC are reminded to safeguard their personal belongings at all times while in the WIPO premises.

TRANSPORTATION AND PARKING

Public Transport

Buses of the Transports Publics de Genève (TPG) to and from Geneva city center (and the railway station) stop at avenue Giuseppe Motta outside the ITU tower (bus lines 8, 11 and 22 stop at "UIT") and Place des Nations (bus lines 5, 28, F, V, Z and tram lines 13 and 15 stop at "Nations"). For more information see <http://www.tpg.ch>. See the plan of access that is annexed to the practical guide.

Taxis

Please contact the main Reception Desk in the AB Building. Participants may be dropped off by car in front of the entrance to the WIPO PCT building, but no parking is allowed there.

FURTHER PRACTICAL INFORMATION

Postal service: There is a Post Office on the ground floor of the International Conference Center Geneva (CICG) located at 17, rue de Varembé. Hours: 8 a.m. to noon and 2 to 6 p.m. Postage stamps may also be purchased from the Information Center located in the lobby of the main WIPO building.

Cloak stand: Self-service cloak stands, situated in front of Room A, are available. This area is unattended, and WIPO can take no responsibility for loss or theft.

WIPO Cafeterias: A self-service cafeteria is located at the ground floor of the PCT Building and can be accessed by elevator near the ATM on the right-hand side of the AB Building Reception Hall. Another cafeteria is located in the WIPO New Building (NB Building), in front of the AB Building. Both cafeterias are open from 8 a.m. to 5 p.m.

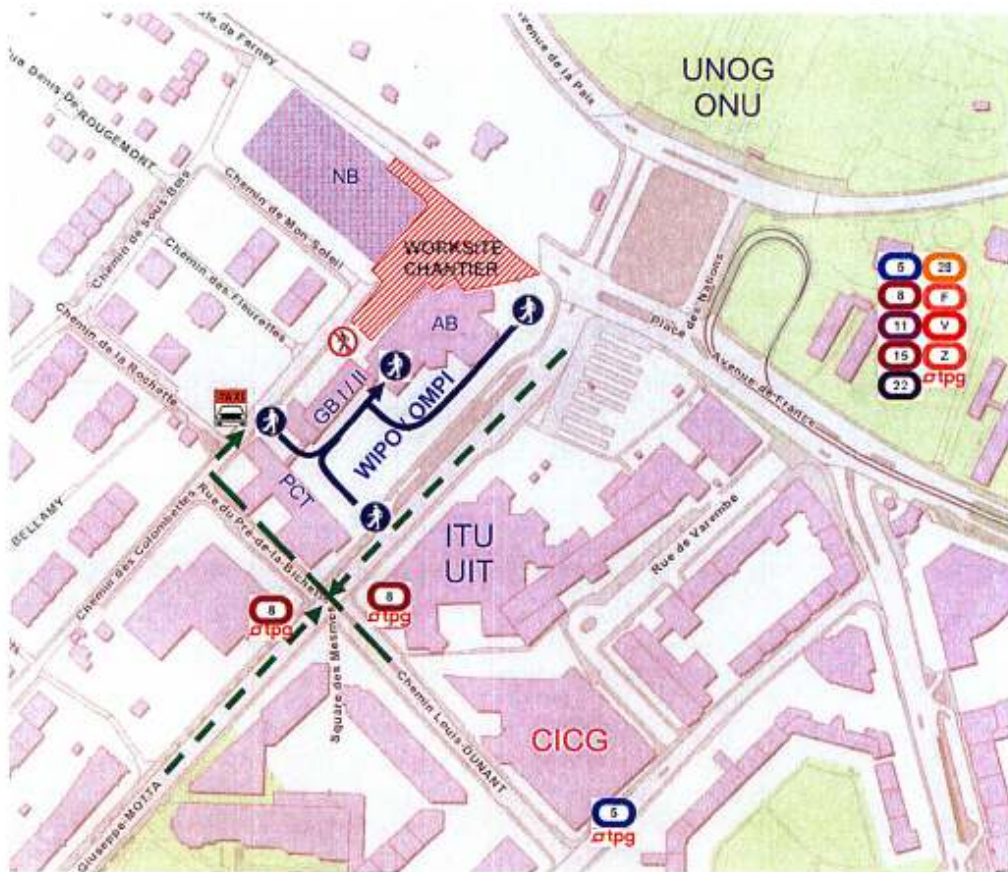
Bank: An office of the Union de Banques Suisses (UBS) is situated across the street at chemin Louis-Dunant. Hours: 8.30 a.m. to 4.30 p.m. (Monday to Friday). An Automated Teller Machine (ATM) is also available on the right-hand side of the main lobby.

Restaurants: There are a number of restaurants in the vicinity

Chinese: New Shanghai (88, rue de Montbrillant, 022/734 00 81); Japanese: Sagano (86, rue de Montbrillant, 022/733 11 50); Thai: Thai Phucket (33, avenue de France, 022/734 41 00); Italian: La Romana (37, rue de Vermont, 022/734 82 86); Pizzeria des Nations (87, rue de Montbrillant, 022/734 35 45); French/Italian: La Colombe (11, chemin des Colombettes, 022/734 58 00), etc.

Hotels:

The Geneva Tourism Office provides a list of hotels on its website (<http://www.geneve-tourisme.ch>). Please note that the WIPO Secretariat does not book hotel rooms on behalf of the IGC participants.



Pedestrian access
 Accès piétons
 Acceso peatonal



Vehicle and pedestrian access
 Accès véhicules et piétons
 Acceso vehículos y peatonal