

# GUIDELINES FOR ELSA DELEGATIONS TO HR BODIES

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SEMINARS & CONFERENCES  
2021/2022



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The European Law Students' Association

These Guidelines are based on the previous editions of ELSA International Delegation's Handbook. The current edition of the Guidelines for ELSA Delegations to the United Nations High Commissioner for Human Rights is a result of a joint collaborative work of:

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**Table of Contents**

Table of Contents 4

Introduction 3

1. About the European Law Students’ Association 3

2. ELSA and International Organisations 3

3. Office of the United Nations High Commissioner for Human Rights (OHCHR) 5

    Charter-based Bodies 6

    Treaty-based Bodies 8

    ELSA Delegations sent to OHCHR 9

4. General Rules of Procedure for Observers in OHCHR 9

5. Responsibilities of an ELSA Delegates 9

6. General Rules of Conduct 11

7. Geneva 13

8. Online 19

9. Networking Opportunities 20

10. Fundraising 20

11. Experiences and Tips of Former ELSA Delegates 21

### Introduction

The aim of these guidelines is to provide appointed ELSA Delegates with all the information necessary in order to prepare for attending a respective OHCHR session. Any relevant feedback or questions are encouraged, in order to improve this Guide for future ELSA Delegates.

### 1. About the European Law Students' Association

The European Law Students' Association (ELSA) is an international, independent, non-political, non-for-profit organisation run by and for students. It comprises of students and recent graduates who are interested in academic and personal excellence in addition to their studies at their universities. ELSA offers law students a perfect platform to develop their existing skills, acquire new skills and meet fellow students and legal professionals throughout Europe.

Five law students from Austria, Hungary, Poland and West Germany founded ELSA in 1981. Today ELSA is the world's largest independent law student's association and it is represented at nearly 375 law faculties in 44 countries across Europe with membership in excess of 70 000 students and young lawyers.

ELSA's activities comprise a large variety of academic and professional events and projects that are organised to fulfil the vision of ELSA and in order to provide our members opportunities to enhance their skills and to interact with each other. Furthermore, ELSA provides law students opportunities to develop their skills through our traineeship program as well as through our publications. Finally working in the ELSA Network prepares active members of ELSA for their professional life through international experience gained through the association.

### Vision

*"A just world in which there is respect for human dignity and cultural diversity"*

### Purpose

The purpose is to contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers by:

- a) providing opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.
- b) assisting law students and young lawyers to be internationally minded and professionally skilled.
- c) encouraging law students and young lawyers to act for the good of society.

To read more about ELSA, please visit our website: [www.elsa.org](http://www.elsa.org).

### 2. ELSA and International Organisations

ELSA has gained a notable name and reputation in the international community. For many years now, thanks to having a special status within a number of different international organisations and institutions, allows for its members and alumni to participate in the events organised by those institutions.

ELSA has a special status and cooperation with:

- UN Educational, Scientific and Cultural Organization (UNESCO)(since 1994);
- UN Economic and Social Council (UN ECOSOC) (since 1997);
- UN Commission on International Trade Law (UNCITRAL) (since 1997);
- UN Office on Drugs and Crime (UNODC);
- Council of Europe (CoE) (since 2000);
- Office of the United Nations High Commissioner for Human Rights (OHCHR);
- World Intellectual Property Organization (WIPO)(since 2005);
- Organisation for Economic Co-operation and Development (OECD)(since 2016);
- Coalition for the International Criminal Court (CICC).

### **ELSA Delegations**

ELSA Delegations are regulated in the [International Council Meeting Decision Book](#) under decisions relating to Seminars and Conferences (S&C). The specific information concerning ELSA Delegations can be found in the [ELSA Delegations Terms and Conditions](#).

The ELSA Delegates are appointed by the International Board of ELSA, according to the [Selection Criteria](#), which consists of:

Formal criteria:

- the application form shall be submitted before the deadline;
- the application form shall be written in English;
- All of the fields of the application form shall be filled;

Content criteria:

- the quality of the curriculum vitae of the Applicant;
- the quality of the motivation letter of the Applicant;
- the level of ELSA knowledge and contribution to ELSA's activities of the Applicant; and
- Appreciation of ELSA International.

According to the Terms and Conditions of ELSA Delegations, the Applicant for ELSA Delegations:

- shall be a member of ELSA or its alumni organisation;
- should have a solid ELSA background and an active participation in ELSA's activities;
- should have an academic competence in the field of law connected to the work of the institution and the topic of the event;
- should show the interest in the topic of the respective session and strong motivation to participate in the session.

It is up to the discretion of ELSA International to appoint the members of the Delegation, using the principles of: *objectivity, neutrality and equality*.

### **3. Office of the United Nations High Commissioner for Human Rights (OHCHR)**

The United Nations High Commissioner for Human Rights (OHCHR) is a specialized agency of the United Nations. The office was established by the UN General Assembly in 1993 in the wake of the 1993 World Conference on Human Rights.

The OHCHR represents the world's commitment to universal ideals of human dignity. It works to promote and protect the human rights that are guaranteed under international law and stipulated in the Universal Declaration of Human Rights of 1948. Although respecting and enforcing human rights remain responsibilities residing within a state's domestic power, the High Commissioner provides necessary assistance to governments to fulfil and implement their human rights obligations by offering trainings in the areas of administration of justice, legislative reform, and electoral process. Every year, the OHCHR aims to increase its filed presence in unstable environments, likely to endanger human rights.<sup>1</sup>

OHCHR's thematic priorities are strengthening international human rights mechanisms; enhancing equality and countering discrimination; combating impunity and strengthening accountability and the rule of law; integrating human rights in development and in the economic sphere; widening the democratic space; and early warning and protection of human rights in situations of conflict, violence and insecurity. The main method of work is focused on standard-setting, monitoring and implementation on the ground.

The office is headed by the High Commissioner for Human Rights, who co-ordinates human rights activities throughout the UN System and supervises the Human Rights Council in Geneva, Switzerland. As of September 1, 2018 Michelle Bachelet assumed her mandate as the High Commissioner for Human Rights of the UN.

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<sup>1</sup> Human Rights Bodies, available at: <https://www.ohchr.org/EN/HRBodies/Pages/HumanRightsBodies.aspx> (last accessed 9/04/2020).

The Office of the High Commissioner for Human Rights (OHCHR) works to offer the best expertise and support to the different human rights monitoring mechanisms in the United Nations system: UN Charter-based bodies, including the Human Rights Council, and bodies created under the international human rights treaties and made up of independent experts mandated to monitor State parties' compliance with their treaty obligations. Most of these bodies receive secretariat support from the Human Rights Council and Treaties Division of the Office of the High Commissioner for Human Rights (OHCHR).<sup>2</sup>

### Location

Office of the United Nations Commissioner for Human Rights (OHCHR)  
Palais Wilson  
52 rue des Pâquis  
CH-1201 Geneva, Switzerland

More information on [www.ohchr.org](http://www.ohchr.org)

### Charter-based Bodies

There are five human rights charter bodies:

- Human Rights Council
- Universal Periodic Review
- Commission on Human Rights (replaced by Human Rights Council)
- Special Procedures of the Human Rights Council
- Human Rights Council Complaint Procedure

Charter bodies include the former Commission on Human Rights, the Human Rights Council, and Special Procedures. The Human Rights Council held its first meeting on 19 June 2006. This intergovernmental body, which meets in Geneva 10 weeks a year, is composed of 47 elected United Nations Member States who serve for an initial period of 3 years, and cannot be elected for more than two consecutive terms. The Human Rights Council is a forum which is empowered to prevent abuses, inequity and discrimination, protect the most vulnerable, and expose perpetrators.

The Human Rights Council is a separate entity from OHCHR. This distinction originates from the separate mandates they were given by the General Assembly. Nevertheless, OHCHR provides substantive support for the meetings of the Human Rights Council, and follow-up to the Council's deliberations.<sup>3</sup>

Special Procedures is the general name given to the mechanisms established by the Commission

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<sup>2</sup> Ibid.

<sup>3</sup> Ibid.)

on Human Rights and assumed by the Human Rights Council to address either specific country situations or thematic issues in all parts of the world. Special Procedures are either an individual - a special rapporteur or independent expert - or a working group. They are prominent, independent experts working on a voluntary basis, appointed by the Human Rights Council.

Special Procedures' mandates usually call on mandate-holders to examine, monitor, advise and publicly report on human rights situations in specific countries or territories, known as country mandates, or on human rights issues of particular concern worldwide, known as thematic mandates. All report to the Human Rights Council on their findings and recommendations, and many also report to the General Assembly. They are sometimes the only mechanism that will alert the international community to certain human rights issues, as they can address situations in all parts of the world without the requirement for countries to have had ratified a human rights instrument.<sup>4</sup>

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<sup>4</sup> Ibid.

OHCHR supports the work of rapporteurs, independent experts and working groups through its Special Procedures Branch (SPB) which services all but one of the thematic mandates and provides centralised support to the Special Procedures as a system. The Field Operations and Technical Cooperation Division (FOTCD) supports the work of country-mandates.

### **Treaty-based Bodies**

There are ten human rights treaty bodies that monitor implementation of the core international human rights treaties:

- Human Rights Committee (CCPR)
- Committee on Economic, Social and Cultural Rights (CESCR)
- Committee on the Elimination of Racial Discrimination (CERD)
- Committee on the Elimination of Discrimination against Women (CEDAW)
- Committee against Torture (CAT)
- Subcommittee on Prevention of Torture (SPT)
- Committee on the Rights of the Child (CRC)
- Committee on Migrant Workers (CMW)
- Committee on the Rights of Persons with Disabilities (CRPD)
- Committee on Enforced Disappearances (CED)

There are nine core international human rights treaties, the most recent one - on enforced disappearance - entered into force on 23 December 2010. Since the adoption of the Universal Declaration of Human Rights in 1948, all UN Member States have ratified at least one core international human rights treaty, and 80 percent have ratified four or more.<sup>5</sup>

There are currently ten human rights treaty bodies, which are committees of independent experts. Nine of these treaty bodies monitor implementation of the core international human rights treaties while the tenth treaty body, the Subcommittee on Prevention of Torture, established under the Optional Protocol to the Convention against Torture, monitors places of detention in States parties to the Optional Protocol.

The treaty bodies are created in accordance with the provisions of the treaty that they monitor. OHCHR supports the work of treaty bodies and assists them in harmonizing their working methods and reporting requirements through their secretariats. Every session held by committee is preceded by a thematic working group

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<sup>5</sup> Ibid.

## **ELSA Delegations sent to OHCHR**

ELSA sends delegations to the following OHCHR bodies:

- Human Rights Committee (CCPR);
- Committee on Economic, Social and Cultural Rights (CESCR);
- Committee on the Elimination of Racial Discrimination (CERD);
- Committee on the Elimination of Discrimination against Women (CEDAW);
- Committee against Torture (CAT);
- Committee on the Rights of the Child (CRC);
- Committee on Migrant Workers (CMW);
- Committee on the Rights of Persons with Disabilities (CRPD);
- Committee on Enforced Disappearances (CED).

## **4. General Rules of Procedure for Observers in OHCHR<sup>6</sup>**

The special procedures of the Human Rights Council are independent human rights experts with mandates to report and advise on human rights from a thematic or country-specific perspective. The system of Special Procedures is a central element of the United Nations human rights machinery and covers all human rights: civil, cultural, economic, political, and social. As of August 1, 2017 there are 44 thematic and 12 country mandates.

With the support of the Office of the United Nations High Commissioner for Human Rights (OHCHR), special procedures undertake country visits; act on individual cases and concerns of a broader, structural nature by sending communications to States and others in which they bring alleged violations or abuses to their attention; conduct thematic studies and convene expert consultations, contribute to the development of international human rights standards, engage in advocacy, raise public awareness, and provide advice for technical cooperation. Special procedures report annually to the Human Rights Council; the majority of the mandates also reports to the General Assembly. Their tasks are defined in the resolutions creating or extending their mandates.

## **5. Responsibilities of an ELSA Delegates**

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<sup>6</sup> Special Procedures of the Human Rights Council, available at: <http://www.ohchr.org/EN/HRBodies/SP/Pages/Welcomepage.aspx>, (last accessed 9/04/2020).

It is a great honour that ELSA has the Observer Status at WIPO, an honour which comes with great opportunities and responsibilities for each ELSA Delegate. Therefore, it is of utmost importance to comply with the responsibilities of an ELSA Delegate set in the Terms and Conditions of ELSA Delegations.

The ELSA Delegate shall:

- Respect ELSA International's vision: "A just world in which there is respect for human dignity and cultural diversity";
- Be aware that ELSA International is a non-political and independent organisation and thus the ELSA Delegate shall not express any political or partisan views on behalf of ELSA International, or any other views that could be assimilated to ELSA International's position, during an ELSA Delegation;
- Represent ELSA International diligently in a professional manner;
- Be academically well-prepared and familiar with the main points of the respective session and related documents;
- Attend briefings and meetings regarding the relevant ELSA Delegation, as well as briefings and meetings organised by the Head of Delegation;
- Report all activities carried out to ELSA International in the evaluation survey;
- Forward all the contacts made during the event to ELSA International;
- Request ELSA International in advance for any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International;
- Fill in a comprehensive survey, which will represent the ELSA Delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two (2) weeks after the end of the event to ELSA International. The report shall include the contacts made with individuals and institutions;
- Ensure before departing for ELSA Delegations, that he/she is covered by an insurance that protects them from any kind of harm that could result from their travel, stay and attendance to the ELSA Delegation.

The Head of Delegation (HoD) is an ELSA Delegate, who due to an outstanding application, has been appointed by ELSA International to participate in an ELSA Delegation and to coordinate the respective ELSA Delegation during the event.

### ***HoD To-Do:***

- Trust your fellow ELSA Delegates. They are carefully chosen by the International Board concerning both academic and ELSA background;
- Ensure high quality of work and appearance during the event;

- Familiarise other ELSA Delegates with the agenda of the respective meeting for the following day;
- Inform ELSA International in case of any problems occurring during the duration of an ELSA Delegation.
- Be the social link between ELSA Delegates. They do not know each other in most of the cases and are alone in a foreign city;
- Keep looking for the greater good. Even if there might be conflicts between single ELSA Delegates ensure that this image is not projected to externals;
- Be innovative. You might face situations you did not expect at all, so do not lose your smile and try to solve it as fast and as efficiently as possible;
- Confirm the delegations' participation in the particular sessions with conference officers;
- Think of sites to go after plenary or workshops. The ELSA Delegation itself is also a great opportunity to socialize for all of the delegates;
- Ensure that the evaluation form is submitted on time to ELSA International.

## 6. General Rules of Conduct

### Attendance

It is extremely important that every ELSA Delegate attends all the sessions, in order to show a professional and serious image towards the institutions and organisations. Skipping sessions does not leave a good impression among the other delegates and it is harmful for ELSA's reputation. The attendance of ELSA Delegates to the event is monitored by the Head of Delegation each day of the session.

At the end of the first day or on the second day of the session, a list of participants should be made available to the delegates at the registry. The Head of Delegation should make sure that names of all ELSA Delegates are spelt correctly. If some of the ELSA Delegates were not able to actually take part in the ELSA Delegation, the Head of Delegation should ask in person at the registry to delete the respective name from the list.

### Business Cards

When attending ELSA Delegation, ELSA Delegates have a chance to meet the representatives of Member States or another NGO. Thus, it is recommended to bring your business cards, as there is a custom of exchanging business cards between the participants of the meeting. Therefore, it is good to have them during the event. When receiving the business card from other participants, take a look at it for about 10 seconds. Put it either in your business card envelope or in the inner

pocket of your jacket. Never put it in your trousers pocket and never ever in your back pocket of your trousers. If Asians, especially a Chinese or Japanese gives you a business cards, receive the business card with both hands and bow a little and study it intensively. Same further steps apply.

Each ELSA Delegate is responsible for printing own business cards. A template for the ELSA business card will be provided to every ELSA Delegate by the respective ELSA Delegations Team Member.

### **Dress Code<sup>7</sup>**

The clothes that the ELSA Delegates wear during the sessions should be formal. The primary objective of the dress code is to show a professional image outwardly by wearing a unified outfit. This will also create a team atmosphere among the ELSA Delegates.

- **Suits**
  - A suit always looks professional and is the best option. Be sure to keep suits clean and wrinkle-free.
- **Shirts & Tops**
  - Males should wear a collared button-down shirt. Females may wear a blouse, sweater or button-down shirt. Dresses are also appropriate as long as they are adequate in length. No T-shirts.
- **Pants & Bottoms**
  - Slacks and suit pants are acceptable, preferably in dark colours. Females may wear skirts but should also wear pantyhose or stockings. Skirts should not be more than two inches above the knee. No jeans or shorts.
- **Shoes**
  - Females may wear high heels, but they may prove uncomfortable after some time. Open-toe shoes are not recommended. Males should wear dress shoes. No sneakers or flip-flops.
- **Hair**
  - The hair should be kept professional at all times; hair style should not detract from the overall appearance.
- **Jewellery & Piercings**
  - Piercings on a face that is not for cultural purposes or on the ears, it is best to remove the rings or studs during the conference for a professional presentation.

### **Making a Statement**

The official position or statement of the ELSA Delegation can be announced only after earlier approval by ELSA International. Thus, the willingness to make a statement should be communicated to ELSA International well in advance, before the meeting takes place, attaching the statement with the summary of the scientific background. The statement should present a strictly academic point of view, touching the legal aspects of the topic, containing objective and

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<sup>7</sup> These recommendations are from the United Nations Association of the United States of America (UNA-USA). For further information, please visit: [www.unausa.org](http://www.unausa.org)

neutral legal inputs or legal opinions on a certain matter discussed during the session. Any statement delivered by ELSA Delegation would be seen as the official point of view of the ELSA's 44 National Groups. Therefore, such a statement should stand in line with ELSA's non-political status.

### **Letter of Confirmation**

After their appointment and confirmation of willingness to participate in an ELSA Delegation, ELSA Delegates receive the Letters of Confirmation from ELSA International confirming their appointment as the ELSA Delegates which may help with fundraising of participation. The Letter of confirmation contains official names of an ELSA Delegate and one's National Group.

### **Evaluation Form**

After the end of the respective ELSA Delegation, each ELSA Delegate is obliged to fill in an online evaluation form. The evaluation form aims to collect the feedback from ELSA Delegates regarding the course of the meeting attended, topics discussed and experience of ELSA Delegates with participation in the project, to help ELSA International to improve ELSA Delegations and to better prepare future ELSA Delegates.

### **Certificate of Participation**

After the evaluation form has been filled out by an ELSA Delegate, ELSA Delegates will receive the Letters of Participation from ELSA International, that will constitute the official document confirming their attendance to the ELSA Delegation. The Letter of Participation confirms that the ELSA Delegate fulfilled his/her duties related to the participation in the ELSA Delegation and completed the evaluation form. The Letter is individual and contains only the name of the ELSA Delegate.

## **7. Geneva**

### **ELSA Genève**

c/o Faculté de Droit de l'Université de 40,  
Boulevard du Pont-d'Arve 1211 Genève, Switzerland

E-mail : [geneva@ch.elsa.org](mailto:geneva@ch.elsa.org)

Webpage: [www.geneve.elsa-switzerland.org](http://www.geneve.elsa-switzerland.org)

Facebook page: [https://www.facebook.com/pg/elsageneveunige/about/?ref=page\\_internal](https://www.facebook.com/pg/elsageneveunige/about/?ref=page_internal)

## General Information

Geneva is the second most populous city in Switzerland (after Zürich) and is the most populous city of Romandy (the French-speaking part of Switzerland). Situated where the Rhône River exits Lake Geneva (in French also known as Lac Léman), it is the capital of the Republic and Canton of Geneva. While the municipality itself (city centre) has a population (as of December 2018) of 201,818, the metropolitan area has 1,260,000 residents, according to a 2018 census.<sup>8</sup>

Geneva is a global city, a financial centre, a worldwide centre for diplomacy and the most important international co-operation centre with New York because of the presence of numerous international organisations, including the headquarters of many of the agencies of the United Nations and the Red Cross. It is also the place where the Geneva Conventions were signed, which chiefly concerns the treatment of wartime non-combatants and prisoners of war.<sup>9</sup>

Geneva has been described as the third European financial centre after London and Zürich, and the world's fifteenth most important financial centre by the Global Financial Centres Index, ahead of Frankfurt and Sydney, and a 2009 survey by Mercer found Geneva to have the third-highest quality of life of any city in the world (narrowly outranked by Zürich). The city has been referred to as the world's most compact metropolis and the 'Peace Capital'. According to the World Cost of Living of 2020, Geneva was ranked as tenth most expensive city in the world<sup>10</sup>.

## Official Sites

[www.geneva.ch](http://www.geneva.ch)

[www.geneva.info](http://www.geneva.info)

[www.geneve-tourisme.ch](http://www.geneve-tourisme.ch)

## Airport and Flights

[www.skyscanner.net](http://www.skyscanner.net)

[www.easyjet.com](http://www.easyjet.com)

[www.flysas.com](http://www.flysas.com)

[www.airbaltic.com](http://www.airbaltic.com)

The International Airport of Geneva opens at 5 a.m. and closes at midnight: [www.gva.ch](http://www.gva.ch). On arrival by air a free 'Unireso' ticket can be taken from the ticket machine (baggage recovery area).

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<sup>8</sup> Geneva, available at: [www.en.wikipedia.org/wiki/Geneva](http://www.en.wikipedia.org/wiki/Geneva) (last accessed 9/04/2020)

<sup>9</sup> Ibid.

<sup>10</sup> World Cost of Living of 2020, available at: <https://www.eiu.com/n/campaigns/worldwide-cost-of-living-2020/> (last accessed 9/04/2020)

The ticket enables its holder to take a train from the airport to the central train station ‘Cornavin’ of Geneva (www.cff.ch) and to use public transport in Geneva city for 80 minutes.

## Life in Geneva during an ELSA Delegation

While preparing for an ELSA Delegation you will have to book the accommodation and get to know the places to get a meal or how to move around the city. In this section you may find some recommendations of the former ELSA Delegates and suggestions prepared by the ELSA Delegations Team.

To help you with getting an overview of the expenses during an ELSA Delegation in Geneva, you may find here the estimated prices and costs of participation in an ELSA Delegations. The content of the estimated costs consists of three factors: accommodation, meals and public transport within the relevant city. Given data are only examples of the wide spectrum of accommodation, meals and transportation, used for the purpose of illustrating the costs linked to the living expenses in the specific city.

Please note that all prices are relevant for the end of the year 2019.

### 1) Accommodation <sup>11</sup>

The prices of the accommodation vary from the type of accommodation you will choose. Below you can find an overview of the average prices for different types of accommodation. Please bear in mind that given data are only examples of a wide spectrum of places available in Geneva.

#### a. Hostel

	Minimum price range	Medium price range	High price range
<b>Name</b>	Nyon Hostel	City Hostel Geneva	Geneva Hostel
<b>Website</b>	<a href="https://nyonhostel.ch/">https://nyonhostel.ch/</a>	<a href="http://www.cityhostel.ch/en/">http://www.cityhostel.ch/en/</a>	<a href="https://www.genevahostel.ch/en/">https://www.genevahostel.ch/en/</a>
<b>Costs</b>	Multi-bed room / person / night from: 33 CHF (around 30 euro)	Multi-bed room / person / night from: 33 – 36 CHF (around 30-32 euro)	Multi-bed room / person / night from: 38 CHF (around 35 euro)

#### b. Hotel

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<sup>11</sup> Examples of the selected accommodation are as close to the Palais de Nations as possible

	Minimum price range	Medium price range	High price range
<b>Name</b>	Ibis budget Geneva	Hotel Mon Repos	Hotel Montbrillant Geneve
<b>Website</b>	<a href="https://www.accorhotels.com/gb/hotel-5653-ibis-budget-geneve-aeroport/index.shtml?adults=&amp;children=&amp;nights=&amp;dateIn=">https://www.accorhotels.com/gb/hotel-5653-ibis-budget-geneve-aeroport/index.shtml?adults=&amp;children=&amp;nights=&amp;dateIn=</a>	<a href="https://hotelmonrepos.ch/en">https://hotelmonrepos.ch/en</a>	<a href="http://www.montbrillant.ch/fr/">http://www.montbrillant.ch/fr/</a>
<b>Costs</b>	Standard room with 2 single beds / night from: 81 CHF	Standard single room / night from: 124 CHF	Standard single room / night from: 208,33 CHF

**Other:**

City Hostel Geneva: [www.cityhostel.ch](http://www.cityhostel.ch)  
 Geneva Youth Hostel: [www.genevahostel.ch](http://www.genevahostel.ch)  
 Mandat International: [www.mandint.org](http://www.mandint.org)  
 Home Saint Pierre: [www.homestpierre.ch](http://www.homestpierre.ch)  
[www.hostelworld.com](http://www.hostelworld.com)  
[www.glocals.com](http://www.glocals.com) (section ‘Classifieds’)

**c. Airbnb**

	Minimum price range	Medium price range	High price range
	Private room / night from:	Apartment / 4 persons / night from:	Apartment / 6 persons <sup>12</sup> / night from:
<b>Costs</b>	82 CHF	140 CHF	321 F

Other short-term apartments:

[www.airbnb.com](http://www.airbnb.com)  
[www.genprop.ch](http://www.genprop.ch)  
[www.citybaseapartments.com](http://www.citybaseapartments.com)  
[www.homelidays.co.uk](http://www.homelidays.co.uk)  
[www.unige.ch/dife/bulog/offresenligne.html](http://www.unige.ch/dife/bulog/offresenligne.html) (information about private accommodation in Geneva provided by the University of Geneva)

<sup>12</sup> One ELSA Delegation consists of max. 5 persons, however 6 persons apartments are easier to find

**2) Meals**

In general, Geneva is quite an expensive city. Having a meal in the city in less expensive places is of an average cost between 15 and 30 CHF /meal /per person. However, you can lower the costs of meals by buying food in the supermarkets like *Coop, Lidl, Migros*, while some of them have their own mini-restaurants, with average prices of around 5-10 CHF. If your time for lunch is limited, you can find **canteens** in the UN buildings. If you are an ELSA Delegate to:

- OHCHR:
  - OHCHR Palais Wilson Canteen: around 10-20 CHF/meal /per person,
- For sessions held in Palais de Nations:
  - Cafeteria: around 20 CHF/meal/per person,
  - Delegates restaurant: around 25 CHF CHF/meal/per person.

Important, it is possible to pay only with cash (Swiss francs or Euros) in the canteens. Usually, it is relatively cheaper to pay in Swiss francs.

Restaurants:

- [www.resto.ch](http://www.resto.ch)
- [www.geneverestaurants.ch](http://www.geneverestaurants.ch)

**3) Public Transportation**

Buses and trams start running around 5.30 a.m. and stop around 00.30 a.m. Trams number 13 and 15 (direction ‘Nations’) go to the stop ‘Nations’ located right near WIPO and UN headquarters. These trams stop at the central train station (‘Cornavin’) and close to City Hostel Geneva and Youth Hostel Geneva.

Buses 5 (direction ‘Aéroport’ or ‘Palexpo’), 8 (direction ‘OMS’), F (direction ‘Ferney’) and Z (direction ‘Bois- Chatton’) pass the stop ‘Nations’.

If you are coming to UN directly from the airport you may take bus 5 (direction ‘Hopital’) or 28 (direction ‘Jardin Botanique’) and exit at the stop ‘Nations’.

Detailed information about timetable and prices can be found at: [www.tpg.ch](http://www.tpg.ch)

	<b>Geneva Transport Card</b>	<b>Single ticket valid per one hour</b>	<b>Estimated taxi fare for 5 km</b>
<b>Costs</b>	<b>Free</b> - by staying in a hotel, youth hostel or at the campsite (not	3 CHF	26,5 CHF



## 5) Getting a Simcard

- It's possible to purchase a pre-paid simcard at the exchange office at the Geneva Airport.
- You need a valid ID (passport or identity card) to purchase a simcard.
- There is a Swisscom office in Gare Cornavin, and other variations include Yallo, Salt, Sunrise, and some other options are Coop, Migros, Aldi, Lebara, and Lycamobile.

## 6) Timetable of some of the supermarkets in the city center

- Migros (07:00-10:00; Saturday until 18:00; Sunday closed);
- Coop (08:00-19:00; Saturday until 18:00; Sunday closed; nearby City Hostel Geneva and Geneva Youth Hostel);
- Lidl (Mon-Wed 08:00-19:00; Thu 08:00-21:00; Saturday until 18:00; Sunday closed; nearby City Hostel and Geneva Youth Hostel);
- Aperto (06:00-22:00; open every day; inside the main train station).

## 7) Currency Exchange

Currency of Switzerland is Swiss franc (currency designator CHF). You might need to buy some Swiss francs in order, for example, to pay at UN canteens or to buy tickets for public transportation. The cheapest places for currency exchange are post offices. There is a post office not far from the central train station at Rue du Mont-Blanc.

## 8) Emergency Phone Numbers

Police: 117

Fire brigade: 118

Ambulance: 144

Poisoning: 145

## 8. Online

We proceed with the Online ELSA Delegations to adapt this unique flagship project to the times where physical meetings are not an option. For every meeting and session of OHCHR, delegates witness international decision making remotely, in a socially responsible way during the pandemic.

Appointed delegates will follow the session via the webcast broadcasted on UN web tv. According to the agenda of the meetings for NGOs, delegates can follow only the public meetings scheduled.

The Coordinator of OHCHR will share the link to the session on UN web TV closer to the date of the conference.

### **9. Networking Opportunities**

Even though ELSA Delegations are mostly online or in a hybrid format, it does not mean that ELSA Delegates will not have any networking opportunities! Indeed, for some sessions, the UN organizes side events and/or informal meetings for delegates, usually taking place after the official session or between two of them. They are not mandatory (for the purposes of receiving the Certificate of Participation) but we strongly recommend ELSA Delegates attend them. Side events or informal meetings represent highly interactive and formative moments. During online delegations, they usually take place on Zoom and delegates can have the possibility to ask questions to the speakers during the Q&A session; while joining them on-site will allow ELSA Delegates to see diplomats and academics in a more informal environment and, eventually, approach some of them.

During on-site delegations, how to approach other delegates and/or diplomats and speakers could be facilitated by the introduction of yourself as a representative of ELSA, alongside your ELSA personalized business card. When it comes to hybrid or online ones, you can approach other delegates in other ways. To give you a concrete example: if you will ask a question during the Q&A sessions addressed to the delegate you would like to approach, Zoom allows you to send him/her a direct message and we suggest you do it just right after the session. A further step could be to send to the respective delegates an invitation request on LinkedIn, in order to add him/her to your contacts. When doing so, we recommend you to, firstly, introduce yourself as a representative of ELSA International and use a formal behavior all the time, which includes the using of formal language, the avoiding bothering him/her just for asking banal or irrelevant questions, and of sending hundreds of invitations at the same time to hundreds of diplomats. You should contact only delegates you have had the chance to have engaged with and always addressing to them by introducing yourself and ELSA International. Our association has gained a good reputation throughout the years, thus a lot of delegates are familiar with ELSA and you can expect a positive response from them.

### **10. Fundraising**

Since a participation in an ELSA Delegation can be pricey, the ELSA Delegates may consider to search for some fundraising.

#### **Where?**

- 1) Foundations (consult your Local/National ELSA officers);
- 2) Government – Public administration;
- 3) NGOs;

- 4) Law firms;
- 5) Universities;
- 6) ELSA Network (your own Group and the Local Group of the location for accommodation).

### **What to offer?**

- 1) Cooperation with Local Group – long term/wider scope;
- 2) Direct information:
  - Personal report – summary,
  - Article;
- 3) Distribute university materials;
- 4) Appearance in materials issued by your Group;
- 5) Promotion, e.g. during events organised by your Group;
- 6) Contacts – speakers, e.g. participation in the events organised by your Group.

Before approaching any institution, remember to follow procedure set in the International Council Meeting Decision Book and the regulation for your National Group. If you manage to get a sponsor, remember to thank them afterwards and send a professional report with pictures.

## **11. Experiences and Tips of Former ELSA Delegates**

### **General Preparation**

Whilst attending ELSA Delegation you will be networking with other delegates. Therefore, make sure you can describe what ELSA is in few sentences, what is the Association's approach to human rights, what are the flagship project organised by ELSA whether it has previously sent ELSA Delegates to the institution. In order to access these information, visit [elsa.org](http://elsa.org) or contact your Local or National Board.

Understand the whole context of your session, what came before, and what the targets are for the future sessions. Go to the OHCHR's webpage, and search for the session to which you are going (they are presented on the right side of the page).

It is strongly recommended to take some photos with other ELSA Delegates, delegates, officials or near signboards of important institutions in order to share your experiences with ELSA International and submit your testimonial via ELSA Delegations Evaluation Form you will have to fill out after your ELSA Delegation, which could be used for the promotion of future ELSA

Delegations.

### **Registration on the First Day**

Registration might be taking some time depending on the number of delegates. Plan at least 60 minutes to register. Fill in the registration form carefully. The registration of the delegates is usually held in the main building of Palais Wilson or Palais des Nations. Remember to bring with you your QR Code (it has been provided to you in the registration email, you might as well print the entire email and bring it with you: it will help the registration personnel). If requested, fill in the registration form carefully. In the field in which you are asked to write your official position, write 'delegate' or 'head of delegation'. The registration personnel will give you your badge/ground pass, which has to be worn every day. If you are late and there is no one at the registry be confident and explain the purpose of your visit to security. Usually, they treat you with understanding and you will be allowed to enter the OHCHR premises.

Remember to bring your valid ID card or a passport (the same you used for registration purpose) and the documents confirming your appointment and registration to the session provided to you by ELSA International and the hosting international organisation!

### **Plenaries**

Remember to arrive to the meeting on time. The working day usually starts around 10 a.m. and ends by 6 p.m., however the last day of the event can get longer and finish later than that. In the plenary room every delegation has assigned seats, do not take a seat of another delegation, even if it is empty.

If you are attending ELSA Delegation for the first time, you may notice that people around speak with the different accents and at the very beginning it can be a bit difficult to understand everything. It could take you some time to get used to it, so try to stay tuned and understand. Be careful with the earplugs, they might be quite uncomfortable, in case they do not fit your ear perfectly you can also bring your own headset.

There should be no problem to leave plenary to take a breath of some fresh air, however, do it discreetly. Ensure your cell phone is silent, and never play with it in plenary.

Make sure you have all the relevant materials with you to be able to follow the discussion. All the session materials published on the OHCHR website are available for free on the reception desk near the entrance to the Session hall.

On the second day of the session ask for the list of participants at the reception. Make sure that the title of our organisation and names of its delegates are spelt correctly. Later, this list will be included in the draft report of the session prepared by the Secretariat and published on the

official webpage of OHCHR.

For the schedules of the session and side and parallel events refer to the handouts. Sometimes additional events or schedule changes will be posted on the notice boards. Attend the NGO briefings on the morning to update the schedule and have the possibility to ask questions concerning timetable matters as well as questions on substance. Attend the linkage caucus in the evenings after the official plenaries in order to connect with other NGOs and have the possibility to ask questions in an informal environment.

### **Being Academically Well-Prepared**

Make sure to prepare to the meeting in advance. Visit the Organisation's homepage and find out what will be discussed at the session you are going to attend. Get an idea of the structure and work of the Organisation. Go to the recommended websites to get an overview of the general topic. Moreover, take a look at the materials provided to you by the respective ELSA Delegations Team Member, as well as materials sent out by the organisation of which meeting you are going to attend.

The work needs to be divided between the ELSA Delegates before coming to the session. In order to be sure that a session will be entirely covered by notes of the ELSA Delegates it is recommended to take notes by turns (for example one ELSA Delegate covering the morning session, another the afternoon). Such a system increases the responsibility of the ELSA Delegates for their part of work and, eventually, the quality of the covered material. Long presentations made by the authors of studies (papers) should preferably be covered by different ELSA Delegates.

### **Approaching Other Delegates**

When you plan on approaching other delegates, it is suggested to do it in no more than 2 people. While doing so, smile, make a visual contact with the person and introduce yourself as a representative of ELSA International. Remember to stay positive, you don't have to be afraid of the people, moreover ELSA has gained a good reputation throughout the years, thus a lot of delegates are familiar with our organisation and you can expect the positive response from them.

**All this information should be enough for a successful ELSA Delegation. For any other questions do not hesitate to contact the respective ELSA Delegations Team Member ([dhrbodies@elsa.org](mailto:dhrbodies@elsa.org)) or Director for ELSA Delegations ([delegations@elsa.org](mailto:delegations@elsa.org)), who can assist you and give you the additional information needed. This is it.**

**May you enjoy your status as the ELSA Delegates!**