



## ANNEX 2.

### Checklist for stakeholders – Engaging in the review of a State party by a Treaty Body

The aim of this annex is to provide practical advice to stakeholders interested in engaging in the review of a State party by a Treaty Body. This advice does not intend to be exhaustive. It is suggested to read this annex in conjunction with chapters 5 and 6 of this Training Guide.

#### I. Before deciding to engage in the Treaty Bodies reporting procedure, it may be useful to know:

- The core international human rights treaties which the State of your interest has ratified
- The State party upcoming deadlines to submit reports (initial and/or periodic); to which Treaty Bodies; and, under which reporting procedure (i.e., standard or simplified)
- Whether the State party has submitted its follow-up reports to the relevant Treaty Bodies

This information may assist you in deciding to which Treaty Body reporting procedure your organization/institution may engage, taking in consideration its mandate and thematic priorities.

#### II. Once there is an interest to engage on a particular Treaty Body reporting procedure you may wish to be aware of the following:

- The latest concluding observations issued by the Treaty Body to the State party and, where relevant the status of the follow-up procedure to those recommendations
- Has the State party already submitted its report to the Treaty Body of your interest?
- Has the respective Treaty Body scheduled the adoption of the list of issues on the report of the State party?
- For the simplified reporting procedure: has the Treaty Body scheduled the adoption of the list of issues prior to reporting?
- Has the Treaty Body adopted the list of issues on the report of the State party?
- Has the Treaty Body already scheduled the review (constructive dialogue) of the State party report?

**TIP** → **Check the webpage of the Treaty Body of your interest to find out information about its upcoming and future sessions, such as:**

- Which States parties will be reviewed and when; and
- For which States parties list of issues or list of issues prior to reporting will be adopted and when

→ **Treaty Bodies webpages can be accessed at: <http://www.ohchr.org/EN/HRBodies/Pages/HumanRightsBodies.aspx>**

#### III. How to engage in the review of a State party?

Reflecting on the following issues may assist your organization/institution on deciding how you would like to go about your engagement in a Treaty Body reporting procedure:

- At which stage of the reporting cycle would you like to engage? (i.e., for the List of Issues/List of Issues Prior to Reporting; for the constructive dialogue; or both) Why?

- ✓ How would you like to contribute? (i.e., written submission only or written submission plus oral briefing)
- ✓ Would your contribution be individual (only your organization/institution) or joint (e.g., through a network of CSOs, UN inter-agency report)?
- ✓ If besides your written contribution, you would also like to provide an oral briefing to the Treaty Body? (see Section V)



→ **Consult the informative note on the participation of CSOs and/or NHRIs issued by the Treaty Body of your interest to find out specific information about:**

- **Modalities and specific instructions on how, when and to whom submit written information;**
- **Modalities to address a Treaty Body as well as deadlines to request an oral briefing. The venue and dates for these briefings can be also included; and**
- **Instructions on how to register to attend a Treaty Body session**

→ **These notes are updated by the Secretariat every session and available at the webpage of each Treaty Body at <http://www.ohchr.org/EN/HRBodies/Pages/HumanRightsBodies.aspx>**

#### IV. How to draft an alternative report?

1. Some suggestions on issues you may wish to take into consideration at the outset of your preparations, include:
  - ✓ The focus and structure of your alternative report (e.g., selected issues or all articles/clusters of the treaty)
  - ✓ Get familiar with the specific reporting guidelines of the relevant Treaty Body as well as with its general comments and jurisprudence, if existing, so you can make use of these tools when drafting your alternative report
  - ✓ Get acquainted with the relevant legislative framework, policies, etc. which seek to implement the provisions of the treaty in the State party
  - ✓ For reports under the standard reporting procedure: get familiar with the State party report, so you can identify issues of concern your organization/institution may wish to address in the alternative report
  - ✓ For periodic reporting procedures: know the content of the last concluding observations
  - ✓ Analyse the extent to which law, policy and practice comply with the principles and standards of the treaty as well as with the concluding observations, so you can highlight the main challenges in the alternative report
2. When drafting an alternative report, it is suggested to:
  - ✓ Make reference to the relevant article in the treaty you are referring to
  - ✓ Reference all information correctly (e.g., jurisprudence)
  - ✓ Do not use abusive language
  - ✓ Be clear and precise, accurate and objective; and provide examples/evidence of alleged human rights violations, where relevant



- ✓ Integrate a gender perspective in the alternative report (i.e., mention whether there are any differences between women/men with regard to the enjoyment of specific human rights; include disaggregated data, etc)
  - ✓ Include concrete suggestions on how could the human rights situation be improved
3. On the format and submission of your alternative report, you may wish to take into consideration that:
- ✓ Advice on the length of written submissions varies amongst Treaty Bodies – a general suggestion would be **10 pages plus a summary**
  - ✓ Stakeholders' alternative reports are not translated. To ensure that most of the members of a Treaty Body understand your information it is advised to submit it in English.
  - ✓ Even though most Treaty Bodies working languages also include French and Spanish, you are encouraged to include a summary of your alternative report in English, if you submit your information in any of these languages
  - ✓ Written information should be sent directly to the **Secretariat of the relevant Committee** (except for CRC) and only in **electronic form** in Word and PDF formats. Treaty Bodies Secretariats contact details are included in the quick reference table for stakeholders below.

## V. How to provide an oral briefing?

If you have submitted an alternative report to a Treaty Body, it may be worth it to consider presenting orally your information to the relevant Committee. It is suggested to:

- ✓ Discuss within your organization the availability of funds to travel to Geneva and who would be representing the organization there;
- ✓ Get acquainted with the available options to address the Treaty Body of your interest and decide which modality you would like to use (see quick reference table below);
- ✓ Be aware that the time slot allocated to have an exchange with the Treaty Bodies is usually one hour. Often this time is shared amongst various stakeholders – e.g., CSOs and NHRIs or only CSOs or only NHRIs<sup>52</sup> depending on the Treaty Body, which means that your time to present oral information to a Treaty Body will be limited!
- ✓ Get in touch with the NGO assisting the relevant Treaty Body in coordinating CSOs participation at the session / pre-session working group, if any (see quick reference table below). Otherwise, CSOs are encouraged to coordinate amongst themselves so as to make the best use of their shared time slot, which varies depending on the number of stakeholders addressing a Treaty Body;
- ✓ Prepare your oral statement well in advance and highlighting only your main concerns!
- ✓ If travelling to Geneva is not a suitable option, consider reaching out the Secretariat of the Treaty Body of your interest to inquire about the possibility to provide your oral briefing via a video-conference!

<sup>52</sup> See: OHCHR paper on engagement of NHRIs with the UN Human Rights Treaty Bodies (2016), paras. 15 – 20, available at: <http://www.ohchr.org/EN/HRBodies/AnnualMeeting/Pages/MeetingChairpersons.aspx>

## QUICK REFERENCE TABLE FOR STAKEHOLDERS

TB	Stakeholders deadlines to submit written information	Oral briefings	Secretariat contact details
CERD	<p><b>For country reviews:</b> at any time from the moment the review of the State party of your interest is scheduled, <b>but at the latest 3 weeks</b> prior to the relevant session</p> <p><i>Note:</i> the Committee sends a <i>list of themes</i> to the State party 4 to 6 weeks prior to the country review with aim to frame the constructive dialogue around key issues.</p> <p>If you wish to contribute to the <i>list of themes</i>, it is suggested to do so <b>8 weeks prior to the country review</b> and clearly indicate that your input is for such a list.</p>	<p><b>CSOs and NHRIs</b> may address the Committee during its meeting time* – i.e., with interpretation to present information on the countries to be reviewed.</p> <p><i>Lunchtime briefings</i> by CSOs and NHRIs with Committee members may also be arranged. No interpretation is provided. Requests will be accommodated depending on the availability of Committee members.</p> <p>Contact the Secretariat should you wish to address the Committee during its meeting time and/or to arrange a lunchtime briefing <b>latest 3 weeks prior to the session.</b></p> <p><i>*Public meetings. For their set out check the Programme of work of the relevant session, available at the Committee's webpage.</i></p>	<p>Tel: +41 22 917 97 57</p> <p>E-mail: <a href="mailto:cerd@ohchr.org">cerd@ohchr.org</a></p>
CESCR	<p><b>For country reviews:</b> preferably <b>6 weeks</b> and at the <b>latest 3 weeks</b> before the Committee's session.</p> <p><b>For list of issues:</b> preferably <b>10</b> and at the latest <b>8 weeks</b> before the relevant pre-session working group.</p>	<p><b>CSOs and NHRIs</b> may address the Committee during its session meeting time* and/or pre-session working group** – i.e., with interpretation to present information on the countries to be reviewed.</p> <p><i>Lunchtime briefings</i> by CSOs with Committee members may also be arranged. No interpretation is provided. Requests will be accommodated depending on the availability of Committee members.</p> <p>Contact the Secretariat should you wish to address the Committee during its meeting time and/or to arrange a lunchtime briefing <b>latest 4 weeks prior to the session.</b></p> <p><i>*Public meetings. For their set out check the Programme of work of the relevant session, available at the Committee's webpage.</i></p> <p><i>**Closed meetings.</i></p>	<p>Tel: +41 22 917 90 00</p> <p>E-mail: <a href="mailto:cescr@ohchr.org">cescr@ohchr.org</a></p>



TB	Stakeholders deadlines to submit written information	Oral briefings	Secretariat contact details
HRCtee	<p><b>For country reviews: 4 weeks</b> before the Committee's session.</p> <p><b>For list of issues: 12 weeks</b> before the relevant session.</p> <p><b>For list of issues under the simplified reporting procedure: 12 weeks</b> before the relevant session.</p>	<p><b>CSOs and NHRIs</b> may address the Committee during its meeting time* – i.e., with interpretation to present information on the countries to be reviewed.</p> <p><i>Lunchtime briefings</i> by CSOs (and NHRIs) with Committee members may also be arranged. No interpretation is provided.</p> <p><b>CSOs</b> wishing to address the Committee or to arrange a lunchtime briefing should contact CCPR-Centre at the latest <b>2 weeks prior to the session</b>. Copy the Secretariat in your communications.</p> <p><b>NHRIs</b> wishing to address the Committee or request a lunchtime briefing should contact the Secretariat at the latest <b>2 weeks prior to the session</b>.</p> <p><i>*Closed meetings. For their set out check the Programme of work of the relevant session, available at the Committee's webpage.</i></p>	<p>Tel: +41 22 917 92 61</p> <p>E-mail: <a href="mailto:ccpr@ohchr.org">ccpr@ohchr.org</a></p> <p>The <b>CCPR Centre</b> is an NGO assisting in the coordination of CSOs participation and collaboration with the Committee: Rue de Varembe 1, 1202 Genève Tel: +41 22 332 25 55 E-mail: <a href="mailto:info@ccprcentre.org">info@ccprcentre.org</a> <a href="http://www.ccprcentre.org">www.ccprcentre.org</a></p>
CEDAW	<p><b>For country reviews: 3 weeks</b> before the Committee's session.</p> <p><b>For list of issues: 6 weeks</b> prior to the relevant pre-sessional working group.</p> <p><b>For list of issues under the simplified reporting procedure: 6 weeks</b> prior to the relevant pre-sessional working group.</p>	<p><b>CSOs and NHRIs</b> may address the Committee during its session meeting time* and/or pre-sessional working group** – i.e., with interpretation to present information on the countries to be reviewed.</p> <p><i>Lunchtime briefings</i> by CSOs with Committee members may also be arranged. No interpretation is provided.</p> <p><b>CSOs</b> wishing to address the Committee or arrange a lunchtime briefing should contact IWRAW-Asia Pacific, at the latest <b>3 weeks prior to the session / pre-sessional working group</b>.</p> <p><b>NHRIs</b> wishing to address the Committee should contact the Secretariat at the latest <b>3 weeks prior to the session and 6 weeks pre-sessional working group</b>.</p> <p><i>*Public meetings. For their set out check the Programme of work of the relevant session, available at the Committee's webpage.</i> <i>**Closed meetings.</i></p>	<p>Tel: +41 22 917 94 43</p> <p>E-mail: <a href="mailto:cedaw@ohchr.org">cedaw@ohchr.org</a></p> <p><b>IWRAW-Asia Pacific</b> is an NGO assisting in the coordination of CSOs participation and collaboration with the Committee: 10-2, Jalan Bangsar Utama 9 Bangsar Utama 59000 Kuala Lumpur, Malaysia Tel: +60 322 822 255 E-mail: <a href="mailto:iwraw-ap@iwraw-ap.org">iwraw-ap@iwraw-ap.org</a> <a href="mailto:iwraw_ap@yahoo.com">iwraw_ap@yahoo.com</a></p>

TB	Stakeholders deadlines to submit written information	Oral briefings	Secretariat contact details
CAT	<p><b>For country reviews:</b> <b>4 weeks</b> before the Committee’s session.</p> <p><b>For list of issues:</b> <b>16 weeks</b> before the relevant session.</p> <p><b>For list of issues under the simplified reporting procedure:</b> <b>16 weeks</b> before the relevant session.</p>	<p><b>CSOs, NHRIs and National Prevention Mechanisms (NPMs)</b> may address the Committee during its meeting time* – i.e., with interpretation to present information on the countries to be reviewed.</p> <p>CSOs wishing to address the Committee should contact the World Organisation against Torture (OMCT) at the latest <b>3 weeks prior to the session</b>. Copy the Secretariat in your communications.</p> <p><b>NHRIs and NPMs</b> wishing to address the Committee should contact the Secretariat at the latest <b>3 weeks prior to the session</b>.</p> <p><i>*Closed meetings. For their set out check the Programme of work of the relevant session, available at the Committee’s webpage.</i></p>	<p>Tel: +41 22 917 97 06</p> <p>E-mail: <a href="mailto:cat@ohchr.org">cat@ohchr.org</a></p> <p>The <b>World Organisation against Torture (OMCT)</b> an NGO assisting in the coordinating of CSOs participation and collaboration with the Committee: 8, rue du Vieux-Billard 1211 Geneva 8 PO Box 21 Switzerland Tel: +41 22 809 4939 E-mail: <a href="mailto:omct@omct.org">omct@omct.org</a></p>
CRC	<p><b>For country reviews:</b> <b>3 weeks</b> before the session.</p> <p><b>For list of issues:</b> <b>12 weeks</b> before the relevant pre-sessional working group.</p> <p><b>CSOs and NHRIs</b> written information should be submitted electronically through the Child Rights Connect website at this link: <a href="http://www.childrightsconnect.org/upload-session-reports/">http://www.childrightsconnect.org/upload-session-reports/</a></p>	<p><b>CSOs and NHRIs</b> are invited to address the Committee during its pre-sessional working group* – i.e., with interpretation to present information on the countries to be reviewed, in line with the Committee’s “Guidelines for the participation of partners” (available at the webpage of CRC).</p> <p><b>Children</b> may also participate in the CRC reporting. Please refer to the Committee’s “Working methods on the participation of children in the CRC reporting” available at the webpage of the Committee.</p> <p><i>*Closed meetings.</i></p>	<p>Tel: +41 22 917 91 41</p> <p>E-mail: <a href="mailto:crc@ohchr.org">crc@ohchr.org</a></p> <p><b>Child Rights Connect</b> is an NGO assisting in the coordinating CSOs participation and collaboration with the Committee: 1 rue de Varembe 1202 Geneva, Switzerland Tel: +41 (0) 22 740 4730 E-mail: <a href="mailto:crcreporting@childrightsconnect.org">crrreporting@childrightsconnect.org</a> <a href="http://www.childrightsconnect.org">www.childrightsconnect.org</a></p>



TB	Stakeholders deadlines to submit written information	Oral briefings	Secretariat contact details
CRPD	<p><b>For country reviews:</b> at least <b>3 weeks</b> before the Committee's session</p> <p><b>For list of issues:</b> at least <b>3 weeks</b> before the relevant session or pre-sessional working group</p> <p><b>For list of issues under the simplified reporting procedure:</b> at least <b>16 weeks</b> before the relevant session or pre-sessional working group</p>	<p><b>CSOs, NHRIs and Independent Monitoring Frameworks (IMFs)</b> may address the Committee during its session meeting time* and/or pre-sessional working group** – i.e., with interpretation to present information on the countries to be reviewed.</p> <p><b>CSOs</b> wishing to address the Committee should contact the Secretariat at the latest <b>4 weeks prior to the session / pre-sessional working group</b>.</p> <p><b>NHRIs and IMFs</b> wishing to address the Committee at the session or pre-sessional working group should contact the Secretariat at the latest <b>4 weeks prior to the session / pre-sessional working group</b>.</p> <p><i>*Closed meetings. For their set out check the Programme of work of the relevant session, available at the Committee's webpage.</i></p> <p><i>**Closed meetings.</i></p>	<p>Tel: +41 22 917 91 06</p> <p>E-mail: <a href="mailto:crpd@ohchr.org">crpd@ohchr.org</a></p> <p>The <b>International Disability Alliance</b> is an NGO supporting national and regional organizations or persons with disabilities in their participation with the work of the Committee:</p> <p>Route de Ferney 150, CH-1211 Geneva Tel: +41 (0) 22 788 42 73 E-mail: <a href="mailto:jjperezbello@ida-secretariat.org">jjperezbello@ida-secretariat.org</a> / <a href="mailto:info@ida-secretariat.org">info@ida-secretariat.org</a></p>
CMW	<p><b>For country reviews:</b> <b>3 weeks</b> before the Committee's session</p> <p><b>For list of issues:</b> <b>3 weeks</b> before the relevant session</p> <p><b>For list of issues under the simplified reporting procedure:</b> <b>3 weeks</b> before the relevant session</p>	<p><b>CSOs and NHRIs</b> may address the Committee during its session meeting time* – i.e., with interpretation to present information on the countries to be reviewed.</p> <p><i>Lunchtime briefings</i> by CSOs and NHRIs with Committee members may also be arranged. No interpretation is provided.</p> <p>Stakeholders wishing to address the Committee and/or arrange a lunchtime briefing should contact the Secretariat at the latest <b>3 weeks</b> prior to the session.</p> <p><i>*Public meetings. For their set out check the Programme of work of the relevant session, available at the Committee's webpage.</i></p>	<p>Tel: +41 (0) 22 917 93 35</p> <p>E-mail: <a href="mailto:cmw@ohchr.org">cmw@ohchr.org</a></p>

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CED	<p>For country reviews: <b>4 weeks</b> before the Committee's session</p> <p>For list of issues: <b>12 weeks</b> before the relevant session</p>	<p><b>CSOs and NHRIs</b> may address the Committee during its meeting time* – i.e., with interpretation to present information on the countries to be reviewed.</p> <p><i>Lunchtime briefings, skype calls or tele-conferences by CSOs (and NHRIs) with Committee members may also be arranged. No interpretation is provided.</i></p> <p>Stakeholders wishing to address the Committee should contact the Secretariat at the latest <b>2 weeks prior to the session</b> –also for lunchtime briefings.</p> <p><i>*Closed meetings. For their set out check the Programme of work of the relevant session, available at the Committee's webpage.</i></p>	<p>Tel: +41 22 917 92 56</p> <p>Email: <a href="mailto:ced@ohchr.org">ced@ohchr.org</a></p>