

# The Universal Periodic Reporting Process

A Guide for  
National Human Rights Institutions



NORTHERN  
IRELAND  
HUMAN  
RIGHTS  
COMMISSION



Commonwealth Forum of  
National Human Rights Institutions

September 2016

# Foreword

I am delighted to introduce this guide produced by the Northern Ireland Human Rights Commission in its role as the Chair of the Commonwealth Forum of National Human Rights Institutions.

This guide is designed to assist staff at National Human Rights Institutions (NHRIs) by setting out a stage-by-stage best practice approach to the Universal Periodic Review (UPR) Process across the four and a half year cycle. We hope that this guide can help NHRIs make the most of the Universal Periodic Review Process to hold States accountable to their human rights obligations and emerge with effective recommendations NHRIs can utilise in their ongoing work.

I hope you find this guide useful in your work and the Northern Ireland Human Rights Commission would welcome your feedback on this guide including ways it has proved valuable in your work and anything that can be done to improve on the publication.

Les Allamby,

Chief Commissioner of the Northern Ireland Human Rights Commission  
Chair of the Commonwealth Forum of National Human Rights Institutions

# Introduction

National Human Rights Institutions (NHRIs) have a unique role to play in the Universal Periodic Review Process (UPR). This guide highlights key stages of the UPR Process for NHRIs and provides information on what actions are to be taken at which stages over the four and a half year cycle.

The stages highlighted in this guide are equally relevant to both large and small NHRIs. However this guide is cognisant that the degree to which an NHRI may be able to engage with each stage is dependent on their size and available resources. Consequently, this guide highlights where resources can be focused when facing resource and capacity constraints.











This guide was produced after collating lessons learnt by the Northern Ireland Human Rights Commission (NIHRC) and other members of the Commonwealth Forum of National Human Rights Institutions (CFNHRI). We are grateful to the Commonwealth Secretariat, UPR Info, the UN Office of the High Commissioner of Human Rights (UN OHCHR) and the Global Alliance of National Human Rights Institutions (GANHRI) for assisting in the production of this guide.

This guide contains an Addendum providing details on the process mapping exercise the NIHRC undertook to reflect on its internal processes and improve them. This may be useful to NHRIs looking to make their own internal processes more effective.

The CFNHRI encourages NHRIs to take the information contained within this guide and adapt it to work best for their individual institutions.

## 8

### Production of the Midterm Parallel Report

-  Update your Communication Plan
-  Update your timetable with dates and deadlines
-  Update your stakeholder database
-  Encourage the State to submit a mid-term national report
-  Plan and conduct engagement with stakeholders
-  Review material on your central database
-  Monitor and track your impact
-  Draft and submit your mid-term parallel report
-  Produce and release a media statement
-  Disseminate your mid-term parallel report to stakeholders


## 1

### Preparation before producing your Full Parallel Report

-  Create/update a communication plan
-  Create/update a timetable
-  Create/update the stakeholder database
-  Create/update a stakeholder engagement strategy
-  Engage with your State's national consultation process
-  Engage with stakeholders
-  Create/update a central database
-  Monitor and track your impact









## 2

### Production of your Full Parallel Report

-  Produce full parallel report
-  Engage with Civil Society
-  Submit your Parallel Report
-  Liaise with the UN OHCHR
-  Produce and release a media statement
-  Share your parallel report with all your relevant stakeholders utilising your stakeholder database
-  Engage with your national legislative bodies to highlight your parallel report
-  Ask the State to share its draft report










## 7

### Actions following the UN HRC Plenary Session

-  Maintain a dialogue with the State under Review on how it is addressing the recommendations
-  Liaise with elected representatives on recommendations and encourage them to hold the State to account
-  Approach States who made recommendations to enquire how they can help you realise these
-  Measure the impact of your parallel report and briefing note(s) on the UPR Process
-  Utilise recommendations in your future publications
-  Utilise recommendations in future strategic and business planning
-  Utilise recommendations in other treaty monitoring processes
-  Review your work to identify lessons learnt, good practice, and areas for improvement

## 3






### Preparation for the UPR Working Group

-  Update the stakeholder database
-  Liaise with UN OHCHR, the ICC, and UPR Info
-  Arrange travel plans and accreditation
-  Consider organising further meetings in Geneva
-  Identify relevant states
-  Share your parallel report with identified states
-  Attend UPR Info's 'pre-session' in Geneva
-  Organise meeting with relevant actors in Geneva
-  Prepare a draft media statement for release at the end of Stage 4

# An NHRI's Guide to the UPR Review Process






## 6

### UN Human Rights Council Plenary Session

-  A-status NHRIs should provide an oral statement of 2 minutes max.
-  Encourage national stakeholders to watch the webcast of the adoption of the report
-  Complete your previously prepared media statement and disseminate it
-  Disseminate the Plenary Session Report to stakeholders
-  If you have considered it useful, host a UPR specific event on the side-lines of the UN HRC Plenary Session



## 5

### Preparation for the UN Human Rights Council Plenary Session

-  Advise the State to accept all relevant recommendations
-  Prepare an oral statement for presentation at the UN HRC Plenary Session
-  Organise your travel arrangements and accreditation
-  Prepare a draft media statement
-  Consider hosting a UPR specific event or briefing on the side-lines of the UN HRC Plenary Session

## 4

### Review by the UPR Working Group

-  Complete and disseminate your media statement
-  Disseminate the Outcome Report with stakeholders



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# Acronyms

CFNHRI	Commonwealth Forum of National Human Rights Institutions
CSOs	Civil Society Organisations
GANHRI	Global Alliance of National Human Rights Institutions
NGOs	Non-Governmental Organisations
NHRIs	National Human Rights Institutions
NIHRC	Northern Ireland Human Rights Commission
UN HRC	United Nations Human Rights Council
UN OHCHR	United Nations Office of the High Commissioner for Human Rights
UPR	Universal Periodic Review
SDGs	Sustainable Development Goals

Blue boxes provide reference points to note

- Specific action points are listed in the main text

# Stage 1:

## Preparation before producing your Full Parallel Report



Create/update a communication plan



Create/update a timetable



Create/update a stakeholder engagement strategy



Create/update the stakeholder database



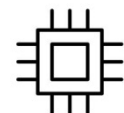
Engage with your State's national consultation process



Engage with stakeholders



Monitor and track your impact



Create/update a central database

- Certain preparatory actions must be completed before the submission can be drafted and will require long-term planning (not necessarily a large amount of work-time) to ensure the process runs smoothly



#### Create/ Update a communication plan

- This is an overarching strategy for communications
- This should be specific to the UPR Process but should work alongside your other forms of communication
- See [Communication Plan – Annex A](#)



#### Create/ Update a timetable

- Establish key UPR dates. These are available for each State at [www.upr-info.org/en/review](http://www.upr-info.org/en/review)
- Establish key dates and timeframes for your internal work-schedules and authorisation processes
- See [Timetable – Annex A1](#)



#### Create/ Update a stakeholder database

- Include all actors you will be in contact with during the UPR Process, both to meet, receive information from, and to disseminate information to
- See [Stakeholder Database – Annex A2](#)



#### Create/ Update a stakeholder engagement strategy

- Detail how and when you will engage with stakeholders in advance of producing your parallel report
- See [Stakeholder Engagement Strategy – Annex A3](#)



#### Engage with your State's national consultation process

- Encourage the State to nominate a contact person
- Encourage the State to organise a multi-stakeholder event or events to allow the participation of all interested parties, including Government Departments/Ministries, NHRI, and Civil Society Organisations (CSOs). These parties should represent a range of rights, issues, and be drawn from a diverse range of peoples and regions within the state, including marginalised groups
- Take a role in the national consultations – encourage participation and help facilitate events where possible
- The information gathered at the event(s) can be used to help inform your parallel report if you wish
- If the State does not organise national consultations – consider organising them yourself
- Act as a critical friend to the State – assisting where necessary but reminding the State of its responsibilities and obligations



### Engage with stakeholders

- o Independently engage with CSOs – including those who work across all rights and issues, and those who work with specific rights and issues. This can be done in a one-on-one process or can be done with groups of CSOs on specific rights, particular issues, or based on geographic location
  - You may be doing this on an ongoing basis, or for other treaty monitoring processes. These can be incorporated into a stakeholder engagement strategy for the UPR process
  - Encourage and support CSOs in providing information to inform your report
- o Conduct a 'needs analysis' to identify and evaluate all relevant issues and rights, and across as many geographical regions and cities as possible
- o Note the recommendations of the previous UPR cycles
  - This consultation should aim to get updates on the actions taken in regard to previous recommendations
  - This consultation should also aim to gather information on whether there are any new issues not previously covered
- o This information should help inform your parallel report



### Create/ Update a central database

- o Ensure that the material is up to date including:
  - Internal information your NHRI has produced
  - Other domestic and international developments
  - Where appropriate, engage with the state and CSOs to check that your information is the most up to date available
- o Where there is an established position (e.g. the domestic legislation in relation to Child, Early and Forced Marriage is not compatible with human rights law) of your NHRI, make sure that this is up to date
- o See **Central Database – Annex B**

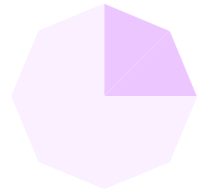


### Monitor and track your impact

- o Assess the State's progress in addressing the recommendations from the previous UPR cycle and measure the impact that your work has had
- o This analysis can shape your strategy when producing your parallel report

# Stage 2:

## Production of your Full Parallel Report





Produce your full parallel report

- o **Individual written submissions must not exceed 2815 words** (additional documentation can be annexed for reference). **Joint submissions must not exceed 5630 words.** The cover page, endnotes and annexes will not be counted within the word/page limits of contributions
- o Issues should be prioritised and the parallel report should be kept succinct and to the point
- o **Fill in the matrices of recommendations** specific to your state and attach this as an annex to your report
  - This is available in a list of documents by selecting your state here - <http://www.ohchr.org/EN/HRBodies/UPR/Pages/Documentation.aspx>
- o See **Producing your Parallel Report – Annex C**
- o Track the impact of your parallel report moving forwards



Engage with Civil Society

- o Encourage CSOs to produce their own parallel reports
  - Consider providing capacity building and training to facilitate this
- o Encourage CSOs to consider attending events in Geneva, especially those with observer status at the UN Human Rights Council (HRC)



Submit your Parallel Report

- o Upload your parallel report through the online UPR Submissions Registration System at [uprdoc.ohchr.org](http://uprdoc.ohchr.org)
- o More information is available on uploading your submission at <http://www.ohchr.org/EN/HRBodies/HRC/Pages/NHRIParticipation.aspx> and at <http://www.ohchr.org/EN/HRBodies/UPR/Pages/NgosNhris.aspx>

- o The UN Office of the High Commissioner for Human Rights (OHCHR) may include parts of the your parallel report within a 'summary of stakeholder information' alongside information provided by other stakeholders including, amongst others, CSOs, human rights defenders, academic institutions and research institutes, regional organizations, as well as civil society representatives. (This summary will total 10 pages)
- o This 'summary of stakeholder information' is one of three sources which form the basis of the review of the state. The other two sources are:
  - o Information prepared by the State under Review, which can take the form of a national report, and any other information considered relevant by the State under Review, which could be presented either orally or in writing (20 pages)
    - The State's national report deadline is later than yours
  - o The UN OHCHR produces a single report of information contained in the reports of treaty bodies, special procedures, including observations and comments by the State under Review, and other relevant official UN documents. (10 pages)
- o These documents are available at [www.ohchr.org/EN/HRBodies/UPR/Pages/Documentation.aspx](http://www.ohchr.org/EN/HRBodies/UPR/Pages/Documentation.aspx)





### Liaise with the UN OHCHR

- o Provide the person producing the UN OHCHR single report with information on the most pertinent recommendations and observations from other treaty body mechanisms and special rapporteur reports – their report is only 10 pages, so they too will have to prioritise issues – you can provide support to help them do this
- o See [UN OHCHR Summary of Stakeholder Information – Annex D](#)



### Produce and disseminate a media statement

- o See [Media Statement – Annex A4](#)
- o Highlight this through your website and social media



### Share your parallel report with all your relevant stakeholders utilising your stakeholder database



### Engage with your national (and regional) legislative bodies within your jurisdiction, including individual elected representatives, to highlight your parallel report

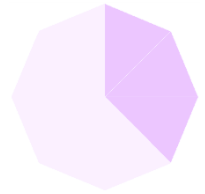


### Ask the State to share draft versions of its national report if you feel it would be beneficial. The State may choose not to do so



# Stage 3:

## Preparation for the UPR Working Group



Update the stakeholder database



Liase with UN OHCHR, GANHRI and UPR Info



Arrange travel plans and accreditation



Identify relevant states



Consider organising further meetings in Geneva



Share your parallel report with identified states



Attend UPR Info's 'pre-session' in Geneva



Prepare a draft media statement for release at the end of Stage 4



Organise meeting with relevant actors in Geneva



Update the stakeholder database and include Embassies/ Permanent Missions/ Departments or Ministries

- o See [Stakeholder Database – Annex A2](#)
- o Lists of embassies within your State are available on Wikipedia under 'List of diplomatic missions in <insert state>'
- o A list of Permanent Missions to the UN Office at Geneva is available at [www.unog.ch/80256EE600582E34/\(httpPages\)/8CEC446B720477DA80256EF8004CB68C?OpenDocument&expand=1&count=10000](http://www.unog.ch/80256EE600582E34/(httpPages)/8CEC446B720477DA80256EF8004CB68C?OpenDocument&expand=1&count=10000)
- o Lists of Departments or Ministries of States are available through Government websites of the State in question



Liaise with the UN OHCHR, the GANHRI, and UPR Info to finalise dates and lay the groundwork for future contact and meetings

- o Look at <http://www.upr-info.org/en/news> and the UN OHCHR Information Note produced before UN HRC Sessions



Arrange travel plans, and get accreditation for:

- o UPR Info's 'pre-session'
- o UN Palais des Nations (where the UPR Working Group session will take place)
- o Detailed information is available at <http://www.ohchr.org/EN/HRBodies/HRC/Pages/NHRIParticipation.aspx>



Consider organising further meetings in Geneva

- o This could include meetings with those who have not attended UPR Info's event and you have identified as important or meetings in relation to other Convention reporting mechanisms



Identify relevant states which:

- o Form the troika for the State under Review (see [www.upr-info.org/en/news](http://www.upr-info.org/en/news))
- o Made recommendations to the State under Review in previous UPR cycles which were accepted
  - Your parallel report will have identified how much progress has been made on these recommendations
- o Made recommendations to the State under Review in previous UPR cycles which were noted
  - Your parallel report will have identified how much progress has been made on these recommendations
- o Are interested in issues you have raised in your parallel report
  - To establish which States are interested in which issues, look at recommendations States have made during other sessions to other States under Review.
    - Information is available at [www.upr-info.org/database/](http://www.upr-info.org/database/) and [www.upr-info.org/database/statistics/](http://www.upr-info.org/database/statistics/)



Share your parallel report for identified states or draft short 'briefing notes' touching on specific topics

- o Contact can be made through embassies or permanent missions to the UN in Geneva.
  - Meet these actors in person where possible
- o Encourage interested states to challenge the State under Review's delegation in the upcoming sessions based on human rights concerns and the Recommendations contained within your parallel report
- o You can also contact Ministries/ Departments of states, as they often make the ultimate decisions on what they will raise during the UPR Working Group session
- o Provide further information and follow up on areas following meetings
- o **You can draft a briefing note(s) for identified States to inform them of how to question the State under Review**
  - You can draft suggested questions for identified states to ask of the State under Review – whether these are used is dependent on the states involved
  - You can draft suggested recommendations for identified states to ask of the State under Review – whether these are used is dependent on the states involved



Attend UPR Info's 'Pre-session'

- o This is an event which brings together NHRIs, CSOs, and Permanent Missions to the UN to discuss the human rights situation in States one month in advance of the working group in Geneva
- o See [UPR Info Pre-Session – Annex E](#)
- o **This is a very effective way of influencing the UPR process**
- o **This is the most important of the three Geneva stages to attend in person. If you can only afford to attend one stage – Come at this stage**
  - The greatest impact you can have in the UPR Process is to get States to ask pertinent questions of, and make relevant recommendations to, your State under Review. The UPR Info 'Pre-session' is the best opportunity to talk to representatives of other States and ensure they know the best questions to ask and the best recommendations to make



Organise meetings with relevant actors not in attendance at UPR Info's 'pre-session' while in Geneva

- o This may be an opportunity to engage with other treaty bodies on issues not specifically related to the UPR process (e.g. the OHCHR or the Committee on the Rights of Persons with Disabilities on your upcoming work on the Convention on the Rights of Persons with Disabilities)



Prepare a draft media statement to be released after the Outcome Report has been announced (at the end of [Stage 4 – Review by the UPR Working Group](#)) – include all the details you can at this stage

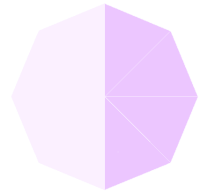
- o See [Media Statement – Annex A4](#)

- o Highlight through your website and social media



# Stage 4:

## Review by the UPR Working Group



**This review takes place at the UN Palais des Nations, Geneva, and is conducted by the 47 members of the UN HRC. Any UN Member State can take part in the discussion/dialogue with the State under Review.**



Complete and disseminate your prepared media statement



Disseminate the Outcome Report with stakeholders

## The Review

- o This takes place in Geneva at the UN Palais des Nations
- o Reviews are conducted by the UPR Working Group – the 47 members of the UN HRC. Any UN Member State can take part in the discussion/dialogue with the State under Review. (see [www.ohchr.org/EN/HRBodies/HRC/Pages/CurrentMembers.aspx](http://www.ohchr.org/EN/HRBodies/HRC/Pages/CurrentMembers.aspx))
- o The State under Review is assisted by a 'troika' of three assisting states, drawn by lots following elections for the UN HRC membership in the UN General Assembly. (see [www.upr-info.org/en/news](http://www.upr-info.org/en/news) for news on your state's troika)
- o There is an interactive dialogue between the State party and other UN Member States. Any UN Member State can pose questions, comments, and make recommendations to the States under Review. The troika assists in grouping questions and issues
- o This interactive dialogue lasts for 3.5 hours. The State under Review's overall speaking time throughout the review is 70 minutes. Other States have a combined total of 140 minutes
- o The other States have a maximum of 2 minutes each to make a statement (dependent on how many states wish to take the floor over the 140 minutes). States can normally raise two to four issues and make two to four recommendations in this time
- o This process is available to watch in person or through a webcast
- o You can book a room at the UN Palais des Nations to organise an event to run at, or around, the same time as this review

## Outcome Report

- o After the review, the troika and reporting state, with UN OHCHR assistance, produce an 'Outcome Report' which provides a summary of the discussion, and includes questions comments, and recommendations

## UN Working Group Session

- o No sooner than 48 hours after the interactive dialogue there is a 30 minute discussion on the adoption of the Outcome Report
  - The State may make preliminary comments on recommendations stating whether they:
    1. Accept recommendations, or
    2. Note recommendations
- o A recommendation which is only 'noted' by a State does not affect the validity of the recommendation
- o All recommendations are included in the final Plenary Session Report (see [Stage 6 – UN Human Rights Council Plenary Session](#))
- o The Outcome Report is adopted by the UPR Working Group
- o **NHRIs are unable to address the floor at the Review or subsequent UPR Working Group Session**
- o **It may be not be beneficial to attend this stage in Geneva as you will have already talked to representatives of other States in [Stage 3 – Preparation for the UPR Working Group](#) to ensure they know the best questions to ask and the best recommendations to make**





Complete and disseminate your prepared media statement

- o See [Media Statement – Annex A4](#)
- o Highlight this through your website and social media

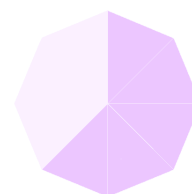


Disseminate the Outcome Report with stakeholders

- o Focus on domestic stakeholders within your stakeholder database
- o You can send the whole report to interested stakeholder
- o You might also consider highlighting specific aspects of the Outcome Report to those stakeholders who work in specific areas (e.g. highlighting aspects dealing with child rights to child rights advocates)

# Stage 5:

## Preparation for the UN Human Rights Council Plenary Session



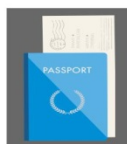
Advise the State  
to accept  
all relevant  
recommendations



Prepare an oral  
statement for  
presentation at the UN  
HRC Plenary Session



Prepare a draft  
media statement



Organise your  
travel  
arrangements  
and accreditation



Consider hosting a UPR specific  
event or briefing on the side-lines  
of the UN HRC Plenary Session

- o The UN OHCHR prepares an Information Note on each UN HRC Session. This provides the exact date of the Plenary Session and associated deadlines you will need to know



Advise the State to accept all relevant recommendations (i.e. those related to international human rights)

- o States may or may not have accepted or noted recommendations at this stage. Now is an opportunity for you to advise the State
- o Highlight the Outcome Report to CSOs, and encourage CSOs to ask the State to accept relevant recommendations
- o Meet with politicians and highlight that they can raise questions in legislative bodies (national and sub-national) about the recommendations – and that they can use other political mechanisms to advise the State to accept relevant recommendations
- o Engage the media to share the recommendations and highlight the key recommendations, the background to why this recommendation was made, and the state's response

- o **Only NHRIs with A-Status may speak at the UN HRC Plenary Session**
- o **If you do not have A-Status then there is no great value in attending the UN HRC Plenary Session in person in Geneva**



Prepare an oral statement for presentation during the adoption of the UPR Outcome Report at the UN HRC Plenary Session (if you are an NHRI with A-Status)

- o Prioritise and highlight two/ three key relevant recommendations you want to advise the State to accept (or, if the State under Review has already accepted a key recommendation, welcome this and encourage action to be taken to implement the recommendation)
  - Consider your Strategic Priorities when deciding which recommendations to highlight
    - You can still highlight recommendations which have been noted by the State under Review, or recommendations that you believe will only be noted by the State under Review

- o In general, prior to the adoption of the report of the UPR Working Group at the UN HRC, the State under Review will publically state which recommendations will be accepted and which will be noted. This information will be included in the report and/or in the Addendum to the report, available on the UN OHCHR webpage. Sometimes this information is made public only few days before the adoption of the report at the Council. NHRIs can contact their respective Governments to have this information beforehand.

- Liaise with CSOs who will speak and discuss what you will each cover in your two minutes and decide whether you all want to highlight the same points for emphasis, or highlight different points to capture as much as possible
- The oral statement should be a **maximum of two minutes** in length

- o Decide how you will deliver your oral statement and inform the GANHRI Geneva Representatives
  - See **Oral Statements – Annex F**
  - You can deliver your oral statement:
    - In person
    - Through the GANHRI Geneva Representative reading a statement on your behalf
    - Through a pre-recorded video
      - o See **Specifications of Oral Statements as UN Videos – Annex G**
      - o This video should be uploaded online, be a maximum of two minutes, and meet very specific technical requirements to be accepted



Organise your travel arrangements and accreditation



Prepare a draft media statement

- o See **Media Statement – Annex A4**
- o This is to be disseminated after the Plenary Session (at the end of **Stage 6 – UN Human Rights Council Plenary Session**)
- o At this stage you may not have all of the details you wish to include at a later date in the final statement



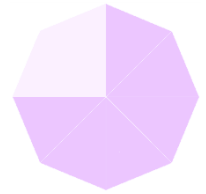
Consider hosting a UPR specific event or briefing on the side-lines of the UN HRC Plenary Session

- o You can book a room at the UN Palais des Nations to organise an event to run at, or around, the same time as the Plenary Session
  - Detailed information is available under 'NHRI Parallel Events' at <http://www.ohchr.org/EN/HRBodies/HRC/Pages/NHRIParticipation.aspx>



# Stage 6:

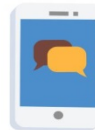
## UN Human Rights Council Plenary Session



**This event occurs in Geneva and there may be a gap of a couple of months between this and working group stage.**



A-status NHRIs should provide an oral statement of 2 minutes max.



Encourage national stakeholders to watch the webcast of the adoption of the report



Disseminate the Plenary Session Report to stakeholders



Complete your previously prepared media statement and disseminate it





If you have considered it useful, host a UPR specific event on the side-lines of the UN HRC Plenary Session


- o This event occurs in Geneva and there may be a gap of a couple of months between this and working group stage
- o At the session, the State under Review can reply to questions and issues not sufficiently addressed during the Working Group and respond to recommendations
- o The final Plenary Session Report is adopted by the UN HRC at a plenary session
- o **Only A-Status NHRIs may speak at the UN HRC Plenary Session**
- o **If you do not have A-Status then there is no great value in attending the UN HRC Plenary Session in person in Geneva**


- 🎤 A-status NHRIs should provide an oral statement of a maximum of two minutes
  - o (As noted in detail in [Stage 5 – Preparation for the UN Human Rights Council Plenary Session](#)) – this oral statement can be delivered in person, through a representative (from GANHRI or regional coordinating bodies), or through a pre-recorded video)

- o The oral intervention from the A-Status NHRI takes place immediately after the intervention of the State under Review and before interventions from the UN member States and CSOs

-  Encourage national stakeholders to watch the webcast of the adoption of the report
  - o When the UN HRC is in session, the webcast is available at <http://www.unmultimedia.org/tv/webcast/c/un-human-rights-council.html>
  - o Updates during the session are also shared through Twitter @UN\_HRC

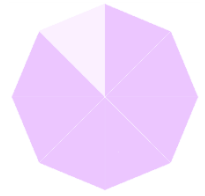
-  Complete your previously prepared media statement and disseminate it
  - o See **Media Statement – Annex A4**
  - o Prioritise issues to highlight domestically which will generate public interest
  - o Highlight this through your website and social media

-  Disseminate the Plenary Session Report to stakeholders
  - o It is possible to book rooms at the UN Palais des Nations for media events following the Plenary Session Report
  - o Highlight the Plenary Session Report and recommendations:
    - Within your NHRI
    - To other domestic bodies with a human rights mandate
    - To elected representatives and legislative bodies.
  - o You can highlight the whole report or highlight specific aspects of the Outcome Report to those stakeholders who work in specific areas (e.g. highlighting aspects dealing with women’s rights to women’s rights CSOs)

-  If you have considered it useful, host a UPR specific event on the side-lines of the UN HRC Plenary Session

# Stage 7:

## Actions following the UN Human Rights Council Plenary Session



Maintain a dialogue with the State under Review on how it is addressing the recommendations



Liase with elected representatives on recommendations and encourage them to hold the State to account



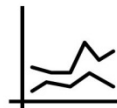
Measure the impact of your parallel report and briefing note(s) on the UPR Process



Approach States who made recommendations to enquire how they can help you realise these



Utilise recommendations in your future publications



Utilise recommendations in future strategic and business planning



Review your work to identify lessons learnt, good practice, and areas for improvement



Utilise recommendations in other treaty monitoring processes





Maintain a dialogue with the State under Review on how it is addressing the recommendations

- o Disseminate the recommendations to relevant ministries/departments and legislative body (including regional bodies where applicable)
- o Immediately encourage the State to establish/update an implementation plan to implement the accepted UPR recommendations. This can be developed as, or in conjunction with, a National Action Plan for human rights
- o Monitor how the State is addressing the recommendations which accord with international human rights obligations on an ongoing basis



Liaise with elected representatives on recommendations which match their interests, and encourage them to raise questions in legislative bodies (national and sub-national), or use other methods to highlight the recommendations and hold the State to account



Approach States who made recommendations to enquire how they can help you realise these



Measure the impact that your parallel report and briefing note(s) had on the UPR Process

- o Note how many of your suggested questions for identified states to ask of the State under Review were utilised by the UPR Working Group
- o Note how many recommendations you made in your parallel report and briefing note(s) were reflected in the final Plenary Session Report



Utilise recommendations in your future publications



Utilise recommendations in future strategic and business planning



Utilise recommendations in other treaty monitoring processes

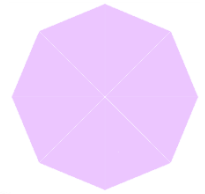


Review your work to identify lessons learnt, good practice, and areas for improvement

- o See [Addendum, Process Mapping – Producing this Guide](#)

# Stage 8:

## Production of the Midterm Parallel Report



Update your Communication Plan



Update your timetable with dates and deadlines



Encourage the State to submit a mid-term national report



Update your stakeholder database



Plan and conduct engagement with stakeholders



Review material on your central database



Draft and submit your mid-term parallel report



Monitor and track your impact



Produce and release a media statement



Disseminate your mid-term parallel report to stakeholders

- o This stage comes half-way through the UPR Process, approximately two years after [Stage 7 – Actions Following the UN Human Rights Council Plenary Session](#), and can be completed entirely from within your State – you do not need to travel to Geneva



Update your Communication Plan

- o See [Communication Plan – Annex A](#)



Update your timetable with dates and deadlines

- o See [Timetable – Annex A1](#)



Update your stakeholder database

- o See [Stakeholder Database – Annex A2](#)



Encourage the State to submit a mid-term national report.

- o The State has to voluntarily submit a mid-term national report



Plan and conduct engagement with stakeholders

- o This is an exercise for the State to provide updates on its progress. Advise the State to hold consultations, but do not be surprised if it does not
- o You should engage with stakeholders as broadly as possible including CSOs
- o This engagement should be inputted into your mid-term parallel report
- o See [Stakeholder Engagement Strategy – Annex A3](#)



Review material on your central database

- o See [Central Database – Annex B](#)



Monitor and track your impact

- o Assess the State's progress in addressing the recommendations contained in the Plenary Session Report and measure the impact your work has had



Draft and submit your mid-term parallel report

- o Your mid-term parallel report should be no more than **10 pages**
- o Base your report structure on previous UPR recommendations (there may be more than one UPR cycle of recommendations to look to)
- o See [Producing your Parallel Report – Annex C](#)



Produce and disseminate a media statement

- o See [Media Statement – Annex A4](#)
- o Highlight through your website and social media



Disseminate your mid-term parallel report to stakeholders

- o Highlight your mid-term parallel report to the State and government
- o Highlight the State's national report within your NHRI

- o Highlight the State's national report and your mid-term parallel report to other domestic bodies with a human rights mandate
- o Highlight the State's national report and your mid-term parallel report to legislative bodies (national and sub-national) and elected representatives

# Annex A

## Communication Plan

A Communication Plan is an overarching strategic approach identifying key audiences, key messages by audience, and channels and actions detailing how you will implement the plan.

There are a number of associated Annexes which form part of the Communication Plan:

Timetable	Annex A1
Stakeholder Database	Annex A2
Stakeholder Engagement Strategy	Annex A3
Media Statement	Annex A4

To draft a Communication plan:

- Define what the Communications Objective is, for example:
  - 'To position the <your institution> with the people of <your state> and with key stakeholders - as a unique institution and a leader – the national human rights institution for <your state> with an over-arching remit across all issues and all groups'
- Identify your Communication Priorities, for example:
  - We will focus scarce resources on strategically chosen stakeholders and issues, since spreading resources across all stakeholders would dilute impact
  - We have sought the views of our stakeholders, learning from this we want to work together to deliver mutual outcomes given our common interests, and such issues as scarce resources
  - We will seek to encourage others to amplify our messages by showing how we can help them and add value for them
- Identify and agree your Key Audiences, for example:

General Public/ Communities/ Media	Government	Oversight Bodies	Inspectorate Bodies
CSOs (Regional)	Religious Organisations	Staff	Other human rights organisations/legal

- Develop your messages for each audience
  - Once you have identified your audiences, the next task is to break down your objectives into relevant messages for each of those audiences
  - Start with the audiences that are the highest priority
  - Remember that your messages should be relevant and appropriate to the audience

- You might want to speak to the general public with less legalistic or technical language than you would use when engaging for example with government
- Remember that it is very important that there is a continuity across the messages
- It is important that all of your stakeholders understand what kind of organisation you are, so your messaging needs always to link back to your organisational values
- Select your Communication Channels
  - For each audience identified, you should now indicate the most appropriate channels for communicating with them
  - These might include an e-bulletins, one-to-one meetings, conferences, media statements, or wider methods such as social media (e.g. Facebook, Twitter, Instagram) and your website
- Review and Evaluate
  - What does success look like and how will you know when objectives have been met?
  - Indicate the tools you will use to evaluate your communications
    - These could be simple measures such as monitoring any changes to government policy that you have been advising on, website hits or media coverage; not only in terms of quantity, but also on whether your message was the lead in any subsequent media coverage

An example of a Communication Plan is contained on the following page:

**Communication Plan - UNIVERSAL PERIODIC REVIEW**

**Key Audiences**

State  Parliamentarians  Government Departments	Civil Society Organisations CSOs  NGOs	UN Representatives  Special Rapporteurs  UN OHCHR  GANHRI  (Regional bodies where relevant)
-------------------------------------------------------------	----------------------------------------------	---------------------------------------------------------------------------------------------------------------------

**Key message by audience**

NHRIS are here to offer expertise and advice	Encourage CSOs to produce parallel reports & to engage in process	Highlight Pertinent recommendations
----------------------------------------------	-------------------------------------------------------------------	-------------------------------------

**Channels & Actions**

Events and outreach - See [Stakeholder Engagement Strategy – Annex A3](#)  
 Letters - See [Stakeholder Database – Annex A2](#)  
 Engage media - See [Media Statement – Annex A4](#)



# Annex A1

## Timetable

- Establish key UPR dates
  - o these are available for each State at [www.upr-info.org/en/review](http://www.upr-info.org/en/review) and <http://www.ohchr.org/EN/HRBodies/UPR/Pages/NgosNhris.aspx>
  - o For example, the date for:
    - The submission of your parallel report
    - The UPR Working Group session
    - UPR Info's 'pre-session'
      - See **UPR Info Pre-Session – Annex E**
    - The UN HRC Plenary Session
    - The mid-term report
  
- Establish dates for your internal work-schedules and authorisation processes
  - o Work in parallel with your **Stakeholder Engagement Strategy – Annex A3**
  - o For example, the date for:
    - National consultations
    - Your internal drafting period
    - Finalising the report

An example:

UPR		Internal	
24/05/2012	Last UPR		
		12/2014	Review best practice and impact of previous UPR work, and train new staff
01/2015	Mid-term Reporting	01/2015	Sign-off report and submit
		02/2015	Disseminate report
07/2015	National Consultation	07/2015	Awareness raising on website and with key stakeholders
		08/2015	Run regional conferences with stakeholders
		10/2015	Background research
03/2016	Drafting period	01/2016	Prepare first draft

		03/2016	Refinement of drafting
		25/05/16	Sign off on parallel report
01/09/2016	Parallel Report Submission	09/2015	Local Awareness raising
		12/2015	Engagement with officials
		01/2015	Liaise with Embassies
02/2017	Organise UPR Info Session and Geneva		
		07/2016	Civil society engagement
		09/2016	Submit final report
01/2018	Next UPR		

# Annex A2

## Stakeholder Database

A Stakeholder Database is a list of all people and organisations you engage with and communicate with which can be easily sorted into categories.

Name	Job Title	Organisation	Northern Ireland, UK, or Internation	UPR	ICCPR	ICESCR	CRC	CEDAW	CRPD	CERD	CAT	CMW	CED	Email Address	Phone Number	Address	Town	Postcode	Country
...	Permanent Secretary	Department for Employment and Learning	NI	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes								
...	Director	ABC Community Network	NI	Yes	Yes	Yes	Yes	Yes	Yes	Yes									
...	Chief Executive	Age NI	NI	Yes	Yes	Yes		Yes	Yes	Yes	Yes								
...	Committee Clerk	Committee for Education	NI	Yes	Yes	Yes													
...	Chair	Community Relations Council	NI	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes						
Baroness ...		House of Lords	UK	Yes	Yes	Yes		Yes											
...	Policy Officer	Human Rights Consortium	NI	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes						
...	Director	Include Youth	NI	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes								
...	Commissioner	Irish Human Rights & Equality Commission	Int	Yes	Yes	Yes			Yes										
...	Legal Assistant	Law Centre NI	NI	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes						
...	Speaker	N.I Assembly	NI	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes						
Professor ...	Professor	National University of Ireland, Galway	Int	Yes	Yes	Yes				Yes									
...	Mayor	Newry, Mourne and Down District Council	NI	Yes	Yes				Yes		Yes								
...	Deputy Chief Constable	Police Service Northern Ireland	NI	Yes	Yes		Yes	Yes	Yes	Yes	Yes		Yes						
... MLA	Party Leader	Ulster Unionist Party	NI	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes						
...	Director	Women's Aid	NI	Yes	Yes	Yes	Yes	Yes		Yes		Yes							
...	Ambassador	Germany Permanent Mission in Geneva	Int	Yes															

# Annex A3

## Stakeholder Engagement Strategy

A Stakeholder Engagement Strategy is a process to identify the relevant stakeholders and organisations you should be engaging with, with the objective of communicating organisational messages and building relationships to support your UPR parallel reporting process.

- Conduct initial desktop research – scan previous concluding observations and internal documents (for example your previous Annual Statements) to get an idea of issues, as well as State’s national report to the Treaty body
- Conduct a search of Treaty database to ascertain which CSOs have previously submitted parallel reports to the previous Treaty bodies
- Scan CSOs to gather evidence of recent research, policy briefings or submissions on relevant issues
- Create a table/database listing the issues, which organisations have previously submitted, which issues/rights or expressed concerns/interests in the issues and gather contact details
- Organise meetings with Government Department/Ministries officials and CSOs. Some of these meetings may be conducted where you are aware that organisations have raised similar issues or whether joint submissions have been made. Otherwise the meetings have taken place on a one to one basis
- During these meetings, give an explanation of the Treaty and the monitoring process and your NHRI’s role in making submissions as not all organisations will have participated in a Treaty monitoring process
- In engagement meetings discuss what has been previously raised and ascertain whether the issues are still relevant and whether any new issues have emerged that would be of interest to the relevant UN Committee
- From meetings, ascertain whether the organisations have any up to date evidence and data on the issues in the form of research/ conference reports, annual reports, policy submissions etc.
- It is also useful to ascertain in meetings whether there are any other organisations or individuals that would be useful to contact that have conducted work in the area
- During the meetings, ascertain whether organisations are submitting and advise CSOs that they can submit a parallel report of their own, if possible. Provide contact details of Treaty body secretariat where needed
- Engagement may also include follow up via phone calls/emails to get clarity on issues

- Ensure a copy of the report is sent to the relevant stakeholders after the report has been approved by NHRI and sent to the Treaty body

An example:

<b>Categorised issues from last Recommendations</b>	<b>Possible Gov. Deps/Mins and NGOs/CSOs identified</b>	<b>Engagement arranged (include dates)</b>	<b>Section drafted</b>
Right to Social Security re: non-nationals;	NI Equality Commission, Law Centre NI, Red Cross		
Protection of family, mother and children -Childcare -Domestic Violence -Child and Forced Marriage -FGM -Human Trafficking	Law Centre NI, Advice NI, Red Cross, Romanian Roma Community Association		
Right to an adequate standard of living -poverty (child poverty, anti-poverty strategy) -Food banks -Housing -Homelessness -Traveller Accommodation	WSN, Women's Aid Federation, Save the Children		-Section drafted on FGM on XX/XX/XXXX

# Annex A4

## Media Statement

A Media Statement is a written or recorded communication directed at a specific audience (e.g. the media) for the purpose of announcing something newsworthy. It can be disseminated in many ways including on your website, via email, and via social media channels (e.g. Twitter and Facebook).

Points to note when drafting a UPR Media Statement:

- Choose a title likely to get media interest
- Include your institution logo and date of the media statement
- The media statement should be one A4 page
- There should be two – three key messages in the media statement
- Provide hyperlinks to further content where relevant (e.g. to the report on the UN site)
- Target the media statement to its audience (e.g. focus on text for the print media, and pictures and videos for social media)
- Include a quote from the highest placed source possible (e.g. your Chief Commissioner)
- When ending the media statement explain what will happen next
- Avoid technical language – use plain English which someone unfamiliar with the issues can understand. Avoid using acronyms where possible
- Get the release proof-read before disseminating it
- Include a 'Note to Editors' which contains more detailed content
  - Explain some of the UPR process, and where the content of this media statement falls within that process
  - Highlight the venue and date of the events you are highlighting
  - Provide links to further information where available
  - Highlight more recommendations and provide a list of a number of these if applicable
  - Focus on factual information – quote where necessary
- Disseminate your media statement to your identified media stakeholders
  - See [Stakeholder Database – Annex A2](#)
  - Upload your media statement to your website
  - Highlight the media statement, or key messages, through social media

- Ensure you have a named person and contact person on the press release so that the media can follow up on the issues raised
- Consider other strategies to promote your message including radio and television interviews

An example:



**Press Release: Immediate**

**Date: 20 September 2012**

## **UK Human Rights Record Examined at United Nations**

The UK's three Human Rights Commissions are today [Thursday 20 September 2012] giving evidence on the UK's human rights record as part of the Universal Periodic Review process, where the UK is examined every four and a half years by the United Nations Human Rights Council.

NIHRC Chief Commissioner Professor Michael O'Flaherty stated:

*"As part of this crucial United Nations evidence session, the Human Rights Commission will today express its grave concern on the failure of the UK to respond to recommendations raised in UPR concerning Northern Ireland. We will use this opportunity to state that the UK's international human rights obligations apply across its territory and with equal effect in areas that have devolved authority. The Commission believes that the UK Government can still correct the gap in the response in time for their appearance before the Human Rights Council in Geneva."*

As part of the evidence session the Northern Ireland Human Rights Commission will also:

- State that the Human Rights Act is an essential legal protection and that international organisations like the United Nations should scrutinise and challenge plans to scrap the Act.
- Express concern that the current UK Bill of Rights process may undermine existing protections in the Human Rights Act 1998.

**ENDS**

## Further information:

For further information please contact (Claire Martin, Communications Manager) (028) 9024 3987 (office) [REDACTED] (mobile).

## Notes to editors

1. The Northern Ireland Human Rights Commission is an independent statutory body first proposed in the Belfast (Good Friday) Agreement (1998) and established in 1999 by the Northern Ireland Act (1998). It is answerable to Parliament at Westminster.
2. Professor Alan Miller, Chair of the Scottish Human Rights Commission will deliver a joint statement on behalf of the three UK Commissions at the United Nations Human Rights Council on 20 September 2012. The session will be broadcast [here](#)
3. The Northern Ireland Human Rights Commission's full submission on UPR is available [here](#)
4. In a joint statement, The Equality and Human Rights Commission, the Northern Ireland Human Rights Commission and the Scottish Human Rights Commission, to the Human Rights Council will warn of the growing alarm felt in all parts of the UK at public spending cuts.

The submission reads: "We are concerned by the effect of the economic crisis and austerity measures adopted by the UK Government on [the] enjoyment of human rights in the UK. We are particularly concerned with their potential effect on women, children, ethnic minorities and disabled people. We recommend that the UK Government ensures it respects human rights in budgetary decisions and carefully monitors the impact of policy on disadvantaged groups through equality and human rights impact assessments."

The joint submission also calls on the UK government to:

- Develop a plan to implement the recommendations which come from the Universal Periodic Review. The UK government should timetable when actions would be taken, with civil society and the commissions holding the government to account on its delivery.
- Sign and ratify international human rights treaties and protocols guaranteeing the right to individual petition. For example, the UK has still not ratified the Optional Protocol to the UN Convention on the Rights of the Child, under which children would be able to bring allegations of human rights violations directly to the responsible UN Committee.
- Adopt the many specific recommendations made to it including improving legal safeguards for those in immigration detention, acting on the UK's record of violence against women and children in society, conditions of detention, especially for children and people with disabilities, and tackling discrimination, especially against members of ethnic or religious minorities.



At an earlier meeting in May other UN member states made several recommendations to the UK government, including that it:

- Develops a National Action Plan on Human Rights.
  - Remove reservations or interpretive declarations to international human rights treaties;
  - Incorporate international human rights standards, including the UN Convention on the Rights of the Child, into domestic law;
  - Comply with decisions of the European Court of Human Rights.
  - Reconsider the continued legality of corporal punishment against children and raising the minimum age of criminal responsibility.
  - Guarantee economic, social and cultural rights and ensure that human rights are taken into account in the context of economic austerity, particularly the rights of vulnerable groups and in the context of welfare reform;
  - Take effective measures to combat all forms of violence against women and increase efforts to combat human trafficking.
  - Recognise the human rights to water and sanitation.
5. The Universal Periodic Review (UPR) is a unique process which involves a review of the human rights records of all 192 UN Member States once every four years. The UPR is a State-driven process, under the auspices of the Human Rights Council, which provides the opportunity for each State to declare what actions they have taken to improve the human rights situations in their countries and to fulfil their human rights obligations. As one of the main features of the Council, the UPR is designed to ensure equal treatment for every country when their human rights situations are assessed.
6. The UPR was created through the UN General Assembly on 15 March 2006 by resolution [60/251](#), which established the Human Rights Council itself. It is a cooperative process which, by 2011, will have reviewed the human rights records of every country. Currently, no other universal mechanism of this kind exists. The UPR is one of the key elements of the new Council which reminds States of their responsibility to fully respect and implement all human rights and fundamental freedoms. The ultimate aim of this new mechanism is to improve the human rights situation in all countries and address human rights violations wherever they occur.

# Annex B

## Central Database

A Central Database provides a platform for members of staff across to provide updates on ongoing policy issues, including domestic and international developments. A central database acts as an information management tool. It also provides material which can be used to provide reports to UN Committees and other bodies in relation to ongoing developments.

- You may already have a tailored system/ database for collating and storing information
- The UN HCR has developed a tool which is available through contact with them
- The New Zealand Human Rights Commission has developed an advanced publicly accessible tracking system - [npa.hrc.co.nz/#/](http://npa.hrc.co.nz/#/)
- Other NHRIs, including the Northern Ireland Human Rights Commission, have specifically designed software to collate and store information in a readily accessible form. If you would like information on this, please contact [daniel.morris@nihrc.org](mailto:daniel.morris@nihrc.org)

A word document can be perfectly suitable for work on the UPR Process. An example is included on the next page.

Issue:	Commission Position	Responsible Staff Member	Information sources	Domestic Developments	International Developments

# Annex C

## Producing your Parallel Report

- The review is based on:
    - (a) The Charter of the United Nations;
    - (b) The Universal Declaration of Human Rights;
    - (c) Human rights instruments to which a State is party;
    - (d) Voluntary pledges and commitments made by States, including those undertaken when presenting their candidatures for election to the Human Rights Council; and
    - (e) Applicable international humanitarian law.
  - You must submit your parallel report before the State submits its national report, so you can't respond to the state's views at this stage
- 
- Draw information from your central database to inform your parallel report
    - **Individual written submissions must not exceed 2815 words** (additional documentation can be annexed for reference). **Joint submissions must not exceed 5630 words.** The cover page, endnotes and annexes will not be counted within the word/page limits of contributions
    - **Issues should be prioritised and your parallel report should be kept succinct and to the point**
  - **Your parallel report should be thematic** (e.g. children, education, persons in detention).
    - Use recommendations from previous UPR cycles to establish the themes and structure of your parallel report (this is not required, but is an effective approach)
      - Reference to previous recommendations should be clear including UPR cycle number, paragraph number, recommendation number, and recommending state
        - This can include both recommendations which were accepted, and which were noted
        - This can include repeated recommendations from more than one previous cycle, which should be clearly identified
    - Identify what progress has been made in relation to these recommendations by the State. Include achievements, best practices, challenges and constraints of States and information on the implementation of accepted and noted UPR recommendations, and what is required to achieve the full implementation of previous recommendations
    - Identify any retrogression which has taken place
    - Progress and retrogression can be identified by categories of 'fully implemented'/ 'partially implemented etc. or with values of numbers/ percentages etc.)

- Use reliable information in your report, and prioritise first-hand information where possible. Include information gathered through your stakeholder engagement. Secondary information should be accurately end-noted
  - See [Stakeholder Engagement Strategy - Annex A3](#)
- Recommendations and concluding observations from other treaty body mechanisms and Special Rapporteurs can inform your parallel report
  - The UN OHCHR will collate information contained in the reports of treaty bodies, special procedures, including observations and comments by the State under Review, and other relevant official UN documents, so don't merely list these, only include them where relevant
    - **Provide the person producing the UN OHCHR Report with information on the most pertinent recommendations and observations** from other treaty body mechanisms and special rapporteur reports – their report is only 10 pages, so they too will have prioritise issues – you can provide support to help them do this
      - See [UN OHCHR Summary of Stakeholder Information – Annex D](#)
- Include a brief outline of how the state is meeting Sustainable Development Goals (SDGs)
  - For states which receive aid, detail how this aid is used
  - For states which provide aid, detail how much aid is given
- You can **include recommendations** that State laws and practice should align with human rights obligations
  - These should be as specific as possible (use SMART recommendations - Specific, Measurable, Achievable, Result-Oriented and Time-Bound – where possible). This is very effective method of making your point clearly and succinctly
- Complete the separate 'matrices of recommendations'
  - This is a separate and additional document which should be attached as an annex to your parallel report
  - These are specific to your state and are available at <http://www.ohchr.org/EN/HRBodies/UPR/Pages/NgosNhris.aspx>
  - You can add a column into the 'matrices of recommendations' to represent any such values and comments on the implementation of previous recommendations
- You can consider sharing a draft of your parallel report, or specific sections, with trusted CSOs, and interested stakeholders for comment
- You can include endnotes and annexes which will not count towards your word limit. Endnotes should only be used to reference information contained within your substantive report, and should not include unconnected information. Use endnotes rather than footnotes in your report
- Do not include pictures in your parallel report

- Include a cover page with basic information on your NHRI including your logo, establishment date, name, physical and electronic addresses, mandate, and GANHRI accreditation (this does not count towards your limit)
- Include an executive summary page and a contents page (this does not count towards your limit)
- Format the document as a word document (.doc or .docx) not as a .pdf
- Number the paragraphs and pages
- Make your submission as accessible as possible (e.g. a large text version)
- Write your parallel report in UN official languages only – and preferably in English, French, or Spanish
- Be aware of confidentiality – your report will be published online – any reference to an individual should be made with this in mind

For example:

**Education** (1<sup>st</sup> cycle: 15; 2<sup>nd</sup> cycle: 110.103, 110.106)

21. The NIHRC recommends that education provision for children held in detention in NI be transferred from the Youth Justice Agency NI to the Department of Education NI. The NIHRC notes that the Minister for Justice NI and the Minister for Education NI have agreed that responsibility for the education of child offenders should be transferred to the DENI but the reallocation of this responsibility has not yet occurred. This would ensure children in detention have access to the full education curriculum.<sup>36</sup>

22. The NIHRC notes the CRC recommendation that the UK ‘invest considerable additional resources’ to achieve a truly inclusive education for disadvantaged groups.<sup>37</sup> The NIHRC notes that there has been no new resource allocation towards the Traveller Education Support Service (TESS).<sup>38</sup>

23. The NIHRC notes that the DENI commenced a review of special educational needs and inclusion commenced in August 2009 and that updated legislation is still awaited.<sup>39</sup>

**Children and criminal justice** (1<sup>st</sup> cycle: 2, 7, 9; 2<sup>nd</sup> cycle: 110.81, 110.87, 110.94,

24. The NIHRC recommends that the age of criminal responsibility in NI is raised to at least 12 years in line with repeated CRC Committee recommendations<sup>40</sup> and the Human Rights Committee comment that a ‘State party cannot absolve itself from its obligations under the [ICCPR, art. 24] regarding persons under the age of 18 notwithstanding that they have reached the age of majority under domestic law’.<sup>41</sup>

25. The NIHRC notes that there is an overuse of remand in custody for children in NI due to a serious gap in suitable bail packages.<sup>42</sup> In accordance with CRC, art. 37(b), the NIHRC advises that children should be held in custody only where absolutely necessary.<sup>43</sup> The NIHRC further recommends that the legislative provision permitting children on remand in NI to be held in custody for the purposes of gathering information on the child be repealed.<sup>44</sup>

26. In accordance with CRC, art. 37(c), the NIHRC advises that the legislative provision, which allows a 15-17 year old offender to be detained in the young offenders centre if considered likely to injure him or herself or others, should be repealed.<sup>45</sup>

- Submit your Parallel Report
  - o Upload your parallel report through the online UPR Submissions Registration System at [uprdoc.ohchr.org](http://uprdoc.ohchr.org)
  - o More information is available on uploading your submission at <http://www.ohchr.org/EN/HRBodies/HRC/Pages/NHRIParticipation.aspx> and at <http://www.ohchr.org/EN/HRBodies/UPR/Pages/NgosNhris.aspx>

# Annex D

## UN OHCHR Summary of Stakeholder Information

### **Where to submit?**

NHRIs, wishing to submit information for consideration and possible inclusion by UN OHCHR in the summary of stakeholders' information, may send their contribution to [UPRsubmissions@ohchr.org](mailto:UPRsubmissions@ohchr.org)

Please avoid sending information to other UN OHCHR electronic addresses. Please note (a) the UN OHCHR secretariat will confirm electronically receipt of your message and submission; and (b) while stakeholders are not encouraged to fax or mail a hardcopy of their submission to the UN OHCHR secretariat, they may in the case of technical difficulties with electronic mail fax their submission to +41 22 917 90 11.

### **Format of the submission**

Each electronic submission and relevant e-mail message should concern one country only. In the e-mail message accompanying the submitted documents kindly include:

- (a) In the title of the e-mail message: the name of the (main) stakeholder/NGO/NHRI submitting the contribution, the kind of contribution (individual and/or joint), the name of the reviewed country and indicate the month and year of relevant UPR session, e.g., "**National Human Rights Commission of [country] - UPR submission - [Country] - ..<insert year>**";
- (b) In the text of the e-mail message accompanying the submission, kindly indicate the contact details of the reference person in your organization / institution;
- (c) A paragraph describing the main activities of the submitting organization/coalition, as well as date of establishment, especially for those organizations which interrelate for the first time with the United Nations, would be also welcomed.

Please note that the summary of other stakeholders' input prepared by OHCHR will reference the list of relevant sources, which will be made available on-line.

### **Content of the written submission**

- Submissions should follow the structure of the General Guidelines for the preparation of information under the UPR:  
[ap.ohchr.org/documents/dpage\\_e.aspx?si=A/HRC/DEC/6/102](http://ap.ohchr.org/documents/dpage_e.aspx?si=A/HRC/DEC/6/102)
- Stakeholders' submissions should not be longer than five pages , to which a more detailed and factual report may be attached (the page limit for submissions is 10 pages when submitted by large coalitions of stakeholders )
- Submissions should cover a maximum of a 4 year-time period



- Submission documents should be saved as a Word document only, i.e. not as PDF file
- Written contributions should be submitted in United Nations official languages only, preferably in English, French or Spanish
- Kindly submit the final version of your text as revised versions might be difficult to be accepted at a later stage
- Paragraphs and pages of each submission should be numbered
- Submissions may include an introduction paragraph summarizing the main points contained therein
- As a way of introduction, stakeholders are also encouraged to indicate key words in relation to their submission (e.g., domestic violence)
- Stakeholders should refrain from annexing reports from other organizations

**Please note also:**

- (a) Submissions substantially in excess of the agreed page and/or time limit will not be considered
- (b) Submissions containing language manifestly abusive (i.e., incitement to violence, inherently racial language, etc.) will not be considered

# Annex E

## UPR Info Pre-Sessions



## UPR Info Pre-sessions

### OBJECTIVES

- To offer the National Human Rights Institutions (NHRIs) and civil society organisations (CSOs) a **unique advocacy platform** to brief Permanent Missions on the human rights situation in the States under Review; and
- To **influence the recommendations** that the international community will make to the State under Review by lobbying several Missions at once.

### FORMAT

- **Country-specific human rights meetings** are organised one month prior to the UPR Working Group session, bringing together Permanent Missions, NHRIs and CSOs to discuss the situation on the ground in the forthcoming States under Review;
- Each Pre-session **lasts one hour**. The NHRI and CSOs are given the floor to share their assessment of the human rights situation in the country since the previous review and the progress accomplished by the State under Review in implementing the recommendations; and
- With the **transparency and universality principles** in mind, all Permanent Missions are invited, including the State under Review.

### OUTCOMES

- The Pre-sessions offer an **exchange of information** on the human rights situation of the forthcoming State under Review;
- States receive **up-to-date information, precise questions and recommendations to make at following UPR Working Group session**. The information given reflects the reality on the ground and represents the concerns of local and national rights-holders;
- *UPR Info* has received extensive positive feedback from participants highlighting the importance of the UPR Pre-Sessions as a **forum for collaboration and information sharing**; and
- The Pre-Sessions fill the expressed need from both Permanent Missions and CSOs to meet prior to the UPR Working Group Session to identify, discuss, and further develop recommendations to ensure focused attention to the most relevant human rights issues during the review.

## NHRI PARTICIPATION

### Why participate?

- As the primary institution tasked with monitoring human rights compliance, the NHRI has an unparalleled insight into a broad array of issues at the national level;
- The NHRI liaises with multiple stakeholders in the UPR process including government bodies, local CSOs and rights holders, offering a unique overview of UPR participation from both State and civil society perspective; and
- NHRIs with A-status have special recognition in the UPR process. A-status NHRIs have a dedicated section in the summary of other stakeholders' information, and are given the floor directly after the State under Review during the adoption at the UN HRC plenary session.

### Who should participate?

NHRI staff, preferably senior representatives, who have been working on the UPR process, including monitoring the implementation of recommendations. We particularly encourage the participation of women speakers.

### How to participate?

The Pre-sessions take place approximately one month in advance of the UPR Working Group. *UPR Info* sends a call for applications about three months in advance of the Pre-sessions. Interested parties should complete and return the application form by email, as well as attach the NHRI's UPR submission. Information is available at [www.upr-info.org/en/upr-process/pre-sessions](http://www.upr-info.org/en/upr-process/pre-sessions). To ensure that your NHRI is included in the list of contacts, please email your contact information to: [presessions@upr-info.org](mailto:presessions@upr-info.org)

# Annex F

## Oral Statements

A-status NHRIs wishing to deliver an oral statement at the UN HRC Plenary Session should send their requests by email to the GANHRI Geneva Representative in order to be inscribed on the list of speakers.

NHRIs should indicate:

- Name of the institution
- Name and title of the representative that will speak on behalf of institution
- Agenda Item – in this case ITEM 6. Universal Periodic Review
- Contact details of the representative or person of contact
- **Indicate how you will deliver the oral statement**
  - In person
  - Through the GANHRI Geneva Representative reading a statement on your behalf
  - Through a pre-recorded video
    - This video should be uploaded online, be a maximum of two minutes, and meet very specific technical requirements to be accepted
      - See [Specification of Oral Statements as UN Videos – Annex G](#)

Requests for inscription to the list of speakers should be sent to Katharina Rose, GANHRI Geneva Representative, at [k.rose.icc@gmail.com](mailto:k.rose.icc@gmail.com) and Cynthia Radert, UN OHCHR National Institutions and Regional Mechanisms and Civil Society Section at [cradert@ohchr.org](mailto:cradert@ohchr.org)

In advance to the UPR session, NHRIs need to provide a written soft copy of their oral statement to the GANHRI Geneva Representative ([k.rose.icc@gmail.com](mailto:k.rose.icc@gmail.com)) and to the UN HRC ([msu@unog.ch](mailto:msu@unog.ch) and [hrcstatement@ohchr.org](mailto:hrcstatement@ohchr.org)) in advance of the session. The soft copy of the oral statement must be provided in Word format (.doc or .docx) and it is advisable to check that these have been received before attending the event (to ensure they are translated).

NHRIs can bring hard copies of the statement to be distributed in the plenary room. This is no longer a requirement, but it is recommended to bring at least five hard copies to share with representatives present.

# 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.

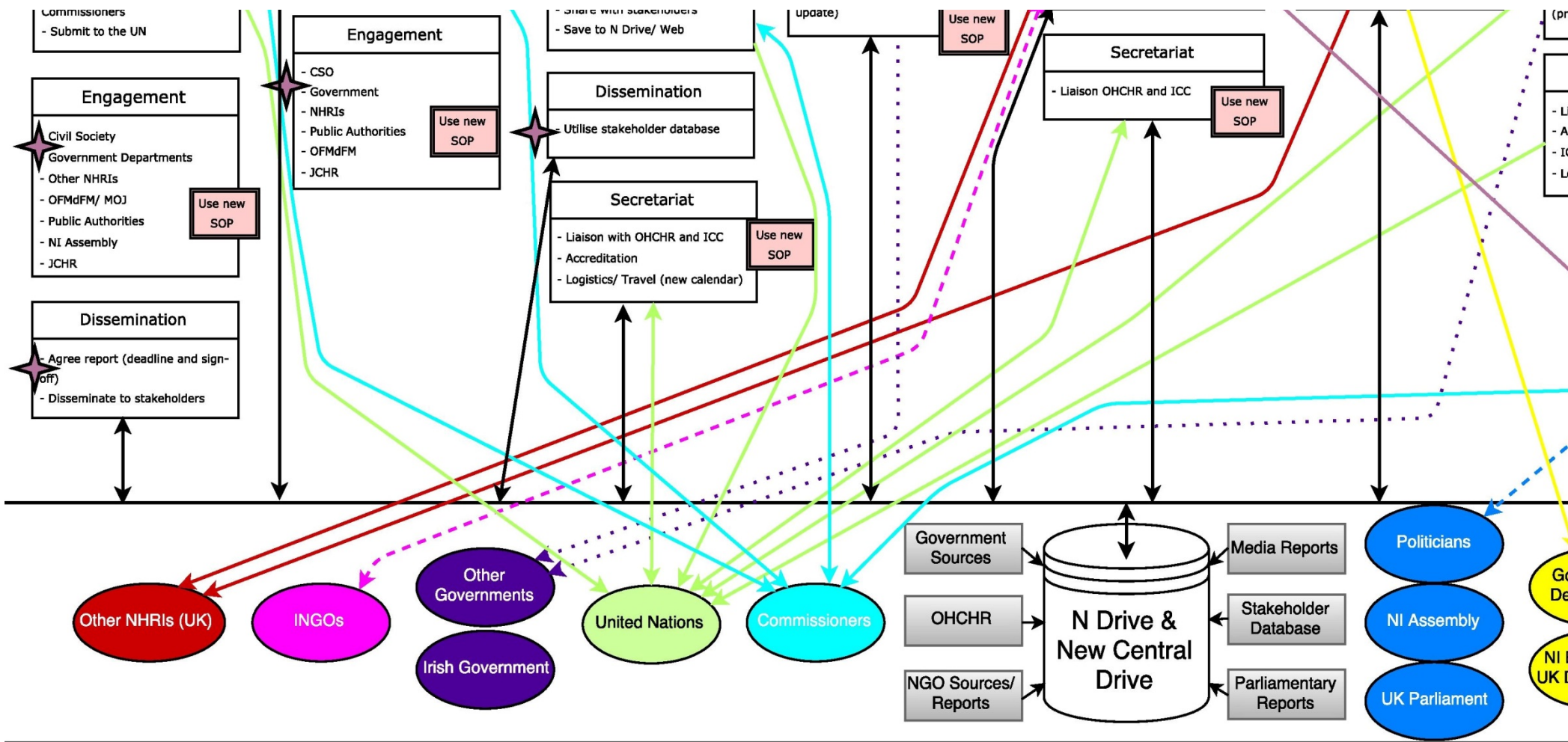
The transcript of the video message will be posted on the HRC extranet along with other oral statements.

# Addendum

## Process Mapping –Producing this Guide

The NIHRC produced this guide after undertaking a process mapping exercise to document its engagement with the UPR process in January 2016. This process mapping exercise, augmented with best practice advice from other institutions, laid the foundations for this guide. The mapping process was extremely useful in identifying how the NIHRC could operate more effectively.

The process mapping exercise was facilitated by a training team who worked alongside NIHRC staff over two days. Initial training was given on the basics of process mapping before the NIHRC staff produced an in depth process map of the NIHRC's then current engagement with the UPR process. The first process map followed the UPR's chronological sequence and included engagements with all stakeholders. While undertaking this first process mapping exercise, notes were attached highlighting questions, concerns, and identified inefficiencies over our then engagement. The following day the NIHRC staff reflected on the process and then produced a streamlined process map on how they wished to engage with the UPR process, addressing the range of notes attached to the diagram on questions, concerns, and identified inefficiencies. This streamlined process map is included below.



Arrows indicate the flow of information

SOP = Standardised Operating Procedure (i.e. a written guide on how to complete this step)