

## A) PARTICIPATION IN MEETINGS

### 1) Do I need ECOSOC Status to use the UN Human Rights Mechanisms?

No. You do not need ECOSOC Status to engage with the Special Procedures (SPs) or the Treaty Bodies (TBs). You need consultative ECOSOC Status (<http://csonet.org/index.php?menu=134>) to attend and participate to the Human Rights Council (HRC), but if you do not have ECOSOC Status, NGOs with ECOSOC Status can request participation on your behalf.

### 2) Who is eligible to get ECOSOC Status?

International, regional, sub-regional, national non-governmental organizations, non-profit organizations, public sector or voluntary organizations.

An NGO must have been in existence (officially recognized by a government) for at least two years, must have an established headquarters, a democratically-adopted constitution, authority to speak for its members, a representative structure, appropriate mechanisms of accountability and democratic and transparent decision-making processes. The basic resources of the organization must be derived mainly from contributions of the national affiliates or other components or from individual members.

### 3) How do I get accreditation?

NGOs planning to attend a session of a Treaty Body can register on this website: <https://indico.un.org/category/800/>. An NGO planning to attend a session of the HRC (<https://www.ohchr.org/EN/HRBodies/HRC/Pages/Accreditation.aspx>) must send a letter of request for accreditation to the Secretariat. The letter should be sent well in advance of the relevant session and at least two weeks in advance if visa attestations are required. The letter must contain the following elements:

- Submitted on the official letterhead of the organization;
- State the title and duration of the session the organization wishes to attend, e.g. "[Name of NGO], in consultative status with ECOSOC, wishes to send the following members to attend the Xth session of the Human Rights Council (dates of session)";
- List the name/s (FAMILY NAME, First name) of the person/s who will represent the organization at the session (exactly as they appear in their passports);
- List the name(s) of those members already in possession of a valid identity badge issued by UNOG Security and Safety Section, and who plan to attend the Council session, with an indication that the person(s) hold(s) an annual badge.
- The letter must be signed by the President, or Chief Executive Officer of the organization, or the organization's Main Representative to the United Nations Office at Geneva if he/she is so authorized.
- NGOs in need of 'attestation of accreditation' for Swiss visa application purposes, should state this explicitly in the letter of request for accreditation. Please consult Swiss consular officials in your country regarding visa application deadlines, apply accordingly and ensure documentation is in order.
- send the letter to the United Nations Office at Geneva NGO Liaison Officer to: [ungeneva.ngoliaison@unog.ch](mailto:ungeneva.ngoliaison@unog.ch)

### 4) Can I watch events happening in Geneva or New York?

All public meetings can be followed live on the UN webcast (<http://webtv.un.org/>). A video recording of the event will be available on the same website afterwards. Side-events or private meetings are not available online.

## B) SUBMITTING INFORMATION TO HR MECHANISMS

### 5) Which mechanisms can receive my information?

The Universal Periodic Review (UPR) (<https://www.ohchr.org/en/hrbodies/upr/pages/uprmain.aspx>) of the HRC is partially based on information submitted by civil society. Information on specific cases can also be submitted to the Special Procedures (SPs) (<https://www.ohchr.org/en/hrbodies/sp/pages/welcomepage.aspx>) of the HRC. The TB system (<https://www.ohchr.org/EN/HRBodies/Pages/Overview.aspx>) receives information in form of shadow reports on countries that are being reviewed and a number of TBs have the capacity to receive communications on individual cases (<https://www.ohchr.org/EN/HRBodies/TBPetitions/Pages/HRTBPetitions.aspx>).

### 6) What should be included in the report?

A report will be useful if it includes information and knowledge from the field of corruption and illustrates how corruption is systematic. It is helpful if the link between corruption and human rights violations is established clearly in the report and if you refer to the relevant articles of the human rights and anti-corruption conventions (see Annex 3 of the Practitioners' Guide). Be detailed and specific with a view on dynamics and institutional practices.

### 7) Why should I use these mechanisms?

Human Rights Mechanisms base their reports on several sources of information: State reports, reports of UN agencies and alternative reports from civil society. It is crucial that anti-corruption groups report to these mechanisms and submit individual cases to inform them about human rights violations that result from corruption. These mechanisms can then use your information in their reports or recommendations to States.

### 8) Is it necessary to come to Geneva or can I participate remotely, through video statements or video conferences?

Most mechanisms allow NGOs to submit pre-recorded video statements, that will be played as if the NGO was reading an oral statement. Most TBs also allow participation in NGO briefings through video conference. Contact the relevant institution for more detailed information (see useful links and contacts).

### 9) Which mechanism is the most useful for anti-corruption groups ?

Every mechanism has their own advantages and weaknesses, and it is up to you to see which one can help you to get the biggest impact on the ground. For example, the mechanisms of the HRC are more political and thus might get more visibility than others, but TBs are known for their technical and detailed expertise. Special Procedures are more suitable for urgent action, while TBs focus on long-term changes. Some are meant to deal with individual cases, others look at entire countries, and still others have a thematic mandate.

What can help you to make this decision, is to check which human rights are violated by the corrupt practice/act you would like to highlight, and report to the mechanisms that are most relevant to those human rights (see also Annex 3 of the Practitioners' Guide for guidance and examples).

We also recommend you to use the system holistically by utilizing all the mechanisms available: reiterate recommendations from one mechanism that were not implemented in other mechanisms, and remind the State of its outstanding obligations to ensure that they are implemented.

### 10) Does engaging with UN HR Mechanisms restrain my ability to engage in judicial processes elsewhere ?

Submitting information to the UPR or to a SP does not impact on your ability to bring cases before national or international judicial systems. Also, there is no need to exhaust national remedies before addressing the UPR or the SP. The same goes for submitting information in the reporting process of TBs.

However, to address a individual complaint on an alleged violation of a right to a TB, national remedies need to be exhausted. A TB will also not take up a case which is currently dealt with by another international mechanism (details see below).

### Accreditation to participate as observers in the HRC session

Requests for accreditation for sessions of the HRC should be made online. Please allow 3 working days for your request to be processed. Upon presentation of identification and a copy of the confirmation email/e-ticket, a photo-badge valid for the session will be issued at the “Pregny Gate” security entrance: 8-14 Avenue de la Paix, Geneva.

### Participating in the HRC session with a written submission

NGOs may submit written statements to the HRC of up to 2000 words ahead of a given session in English, French or Spanish, individually or jointly with other NGOs. The deadline for written statements is normally two weeks prior to the session. The submission form can be downloaded and the submission should be registered (<https://ngoreg.ohchr.org/Account/Login?ReturnUrl=%2F>).

#### Checklist for written submission:

- Contact information for representatives submitting written statements (name, mobile, email).
- Standing Agenda item number (1-10) of statement.
- NGO’s name as it appears in the ECOSOC NGO database, indicating consultative status in brackets (General, Special, or Roster).
- For a joint statement, names of co-sponsoring NGOs, with or without ECOSOC status.
- Note the statement title in the original language of the statement.
- Statement to be in MS WORD document format (Font Times New Roman 10) and copied and pasted into the form.
- Use the tool Word Count. Length of text (including footnotes): and report number in designated area. NGOs in General consultative status: 2,000 words NGOs in Special consultative status and on the Roster: 1,500 words.
- Different language versions of one statement should be pasted in separate forms but should be sent in the same email.
- Email form to: [hrcngo@ohchr.org](mailto:hrcngo@ohchr.org)

### Participating in the HRC with an oral intervention

NGOs may make oral interventions during all substantive items of the HRC’s agenda. Requests should be submitted through the online form as of 2 pm Geneva, Switzerland time, on the Friday before the session.

#### Checklist for oral intervention:

- All NGOs registered to speak in person must confirm their registration as well as the name of the speaker in person at the List of Speakers Desk in Room XX 24 hours preceding the relevant meeting.

- Where the speaker is not from the inscribing NGO, an authorized representative from the latter must authorize this in writing.
- 25 copies of the oral statement should be provided to Conference Officers, seated at the back of the plenary room, half an hour prior to commencing the NGO list of speakers on a specific agenda item.
- Photocopiers are available outside the Secretariat offices, behind Room XX. Copies of NGO oral statements may be placed on the tables at the back of the plenary room only after delivery of the statement, and must clearly indicate the logo and full name of the NGO(s) that delivered the statement.
- NGOs which do not have an office or representative in Geneva, or do not have individuals accredited to the relevant session of the HRC may participate in some meetings by submitting a pre-recorded video statement. NGOs wishing to participate by video-message should submit a request to make an oral statement using the online form, and follow the Guidelines for NGO video statements (<https://ohchr.org/Documents/HRBodies/HRCouncil/GuidelinesNGOVideoStatements.pdf>).

Guidelines for making an oral statement are available here ([https://www.upr-info.org/sites/default/files/guidelines\\_registration\\_system\\_oral\\_statement\\_hrc\\_ngo\\_en.pdf](https://www.upr-info.org/sites/default/files/guidelines_registration_system_oral_statement_hrc_ngo_en.pdf)).

## Participating in debates, interactive dialogues and panel discussions, and organising “parallel events” or side events

- **Rooms** will be allocated according to their availability, and should be requested online (<https://ngoreg.ohchr.org/Account/Login?ReturnUrl=%2F>). The indicative **deadline** for requests is two weeks prior to the start of a session. Requests are processed in priority, subject to availability of rooms.
- NGO public parallel events are **listed**, with those organized by States or other entities, in the daily Bulletin of Informal Meetings.
- The NGO organizing the parallel event is requested to provide the Secretariat with a complete **list of its guests** in Excel format, with the first name in one column and the family name in a second column, at least 48 hours prior to the meeting. Persons who are invited only to take part in parallel events should present an identity document at Pregny Gate of Palais des Nations to receive a badge, which is valid only for the duration of the parallel event.
- NGO parallel events are **public meetings**, unless otherwise indicated by the organizers.
- Relevant NGO **material** can be made available inside the parallel event room, with the agreement of the organizing NGO. Any remaining documentation should be removed by the organizing NGO at the end of the meeting.
- **Interpretation** for NGOs’ parallel events is not provided by the UN. NGOs may bring their own interpreters, and inform the Secretariat ahead of time.
- **Visual recording** by accredited NGO delegates is permitted during a parallel event with the approval of the event organizers and upon written notification to the Secretariat of the HRC. The Chair of the meeting should inform the participants that it is being recorded; Photography should not disrupt the proceedings of the meeting.

## More information

There are several existing guidelines and webpages on participating with the HRC:

- A practical guide for NGO participants ([https://ohchr.org/Documents/HRBodies/HRCouncil/PracticalGuideNGO\\_en.pdf](https://ohchr.org/Documents/HRBodies/HRCouncil/PracticalGuideNGO_en.pdf)) (February 2013)
- Guidelines for written statements ([https://ohchr.org/Documents/HRBodies/HRCouncil/PracticalGuideSubmissionNGO\\_ws.pdf](https://ohchr.org/Documents/HRBodies/HRCouncil/PracticalGuideSubmissionNGO_ws.pdf))
- Website of the HRC (<https://www.ohchr.org/EN/HRBodies/HRC/Pages/NGOParticipation.aspx>)

For further information or assistance, please contact the LGO Liaison team of the HRC Secretariat at [hrcngo@ohchr.org](mailto:hrcngo@ohchr.org).

### Accreditation and ECOSOC status

NGOs with ECOSOC status wishing to accredit representatives to the session of the Advisory Committee must send a **letter of request**, for accreditation to the Secretariat.

Requests for accreditation should be sent to the attention of the Accreditation Officer, indicating AC Accreditation as subject reference.

E-mail address: [hrcadvisorycommittee@ohchr.org](mailto:hrcadvisorycommittee@ohchr.org)

The request for accreditation should be sent **well in advance** of the relevant session. Upon request, the UN Office at Geneva (UNOG) NGO Liaison Office (not the Secretariat of the Advisory Committee) may issue relevant 'attestation of accreditation' for visa application purposes. NGOs should explicitly indicate their need in the accreditation request sent to the Secretariat of the Advisory Committee, and copied to the UNOG Liaison Office, which will issue the attestation and transmit it to the concerned NGO headquarters.

The **UNOG Liaison Office** may be contacted at the following address:

United Nations Office at Geneva

NGO Liaison Office

Office of the Director-General - Room 153 - Palais des Nations

1211 Geneva 10

Tel: + 41 (0)22 917 13 04 / (0)22 917 21 78

Email: [ungeneva.ngoliaison@unog.ch](mailto:ungeneva.ngoliaison@unog.ch)

**The letter** must contain the following elements:

- Submitted on the official letterhead of the organization;
- State the title and duration of the session the organization wishes to attend, e.g. "[Name of NGO], in consultative status with ECOSOC, wishes to send the following members to attend the Xth session of the Advisory Committee (dates of session)...";
- List the name/s (FAMILY NAME, First name) of the person/s who will represent the organization at the Advisory Committee session. Names of persons must appear exactly as they appear in their passports;
- List the name(s) of those members already in possession of a valid identity badge issued by UNOG Security and Safety Section, and who plan to attend the Advisory Committee session, with an indication that the person(s) hold(s) an annual badge.
- The letter must be signed by the President, or Chief Executive Officer of the organization, or the organization's Main Representative to the United Nations Office at Geneva if he/she is so authorized.

Apply in person to the security entrance at Pregny Gate, 8–14 Avenue de la Paix; on presentation of an identity document and a copy of the letter of accreditation faxed by the concerned NGO, a photo-badge valid for the duration of the session will be issued.

## Participation to the Advisory Committee

NGOs may

- Submit **written statements** relevant to the work of the HRC Advisory Committee ahead of the relevant session.
  - Send the written statement by email to [hrcngo@ohchr.org](mailto:hrcngo@ohchr.org) clearly marking in the subject line, at least two weeks prior to the start of a session.
  - Submit your written statement in MS WORD (Font Times New Roman 10; no bold; no underline; no italics).
  - Word limit: 2,000 words for NGOs in general consultative status; and 1,500 words for NGOs in special consultative status and on the roster.
  - Written contributions may be submitted in accordance with the Secretariat guidelines for the submission of NGO written statements to the HRC sessions, accessible at the following link: submission form (<https://www.ohchr.org/Documents/HRBodies/HRCouncil/AdvisoryCom/FormWrittenStatementNGO.doc>).
- Make **oral statements** under substantive items of the agenda.
- The list of speakers desk will be located inside the conference room. NGOs can only be (pre-) registered by persons holding a badge of the concerned NGO.
  - 25 copies of the oral statement are to be provided to the UN Conference Service at the beginning of the relevant meeting. Conference Service staff can be approached in the middle of the conference room. Photocopiers are available near the conference room. To take the floor, NGO speakers should use the conference-table seat reserved for that purpose.
  - Additional copies of NGO oral statements may be placed by NGOs on the tables at the back of the conference room, after delivery of the statement. NGOs are not permitted to distribute documents in the conference room.
  - Reserved desks and boards are available outside the conference room for display of documentation, clearly attributable to NGOs.
- **Observe** the proceedings of the Advisory Committee
- A limited number of seats in the Public Gallery, above the conference room, are available for persons wishing to observe the proceedings of the Advisory Committee. Individuals or groups who wish to attend are required to fax a letter (24 hours before the desired date) to the Secretariat of the Advisory Committee, (+41 (0) 22 917 90 11 prior to the session, and at +41 (0) 22 917 04 94 during the session), containing the following information: date(s) of the visit; purpose of the visit; and full name(s) of those wishing to attend.
  - Access to the public gallery will be granted depending on the availability of seating and other circumstances.
- Organize **parallel events** of relevance to the work of the HRC (see above)

## More information

- Webpage of the HRC Advisory Committee (<https://www.ohchr.org/EN/HRBodies/HRC/AdvisoryCommittee/Pages/NGOParticipation.aspx>)



### Submitting a report

NGOs can submit reports on the human rights situation of the State under review. The deadline for the submission of information is about six to eight months before the session. Late submissions are not considered. Deadlines for the entire third cycle can be accessed by country and by session ([https://www.upr-info.org/en/sites/default/files/general-document/pdf/deadlines\\_stakeholders\\_submissions\\_by\\_session\\_3rd\\_cycle.pdf](https://www.upr-info.org/en/sites/default/files/general-document/pdf/deadlines_stakeholders_submissions_by_session_3rd_cycle.pdf)).

The contribution should be uploaded here (<https://uprdoc.ohchr.org/Account/Login.aspx?ReturnUrl=%2f>). Guidelines on how to register are available here ([https://www.ohchr.org/Documents/HRBodies/UPR/How-to-GuideUPR\\_Online\\_Registration\\_System.doc](https://www.ohchr.org/Documents/HRBodies/UPR/How-to-GuideUPR_Online_Registration_System.doc)). Information and guidelines on written submissions are available here (<https://www.ohchr.org/Documents/HRBodies/UPR/TechnicalGuideEN.pdf>).

Checklist for the written submission: see above (HRC)

### Engaging in the UPR Pre-sessions

The Pre-session of each State under Review lasts one hour. NGOs are given the floor between 5 to 7 minutes each 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. After all speakers have made their presentations, the moderator opens up the floor to questions from the audience.

**Conditions** for participation:

- Grassroots and national CSOs; because they ensure a bottom-up approach to advocacy, placing local voices at the forefront of international human rights dialogue;
- National coalitions; CSOs working in coalitions benefit from the collective knowledge of each of its members, as they often represent a large spectrum of human rights, and their engagement tends to be more sustainable;
- CSOs that have submitted a report to the UPR and are committed to engaging in the process, in particular in the implementation phase;
- A broad representation of the various human rights issues representing the concerns of the local population. In particular, a balance is sought amongst civil and political rights, and economic, social and cultural rights; and
- Ensuring a gender perspective for each Pre-session; where possible, gender parity amongst panel-lists is also sought.

**More information:**

- UPR-info's website (<https://www.upr-info.org/en>)
- Contact: [presessions@upr-info.org](mailto:presessions@upr-info.org)

## Participating in the sessions of the Working Group on the UPR

The report of the Working Group will be adopted at the HRC plenary session. **20 minutes** of that meeting are allocated to NGOs to make a statement. In total, ten NGOs are given two minutes each.

NGOs need to **sign up** online the week before the beginning of the HRC session, usually the Thursday at 2:00 pm, Geneva time. Please check the exact date and time here (<https://www.ohchr.org/EN/HRBodies/HRC/Pages/NgoParticipation.aspx>). NGOs will then have to confirm in person at the List of Speakers' Desk in Room XX the day before speaking. The ten slots will be allocated on a first come, first serve basis. The online form for the sign-up is available here (<https://ngoreg.ohchr.org/Account/Login?ReturnUrl=%2F>).

NGOs which do not have an office or representative in Geneva, or no individuals accredited to the relevant session of the HRC may participate in some meetings of the Council by submitting a pre-recorded **video statement**. NGOs wishing to participate by video-message should submit a request to make an oral statement using the online form, and follow the Guidelines for NGO video statements (<https://ohchr.org/Documents/HRBodies/HRCouncil/GuidelinesNGOVideoStatements.pdf>).

Checklist and guidelines: see above (HRC).

## More information

- HRC's webpage on UPR (<https://www.ohchr.org/en/hrbodies/upr/pages/uprmain.aspx>)
- UPR-info's website (<https://www.upr-info.org/en>)
- UPR-info's website on documentation for NGOs (<https://www.upr-info.org/en/how-to/documentation-for-ngos/handbooks--toolkits>)
- For questions or help, please contact [uprsubmissions@ohchr.org](mailto:uprsubmissions@ohchr.org)



### Reporting information to the Special Procedures

**Individual cases, or communications**, can be submitted to special procedures mandate holders by a victim or by any other person, organization or institution that possesses credible information about the case. The decision concerning intervention is at the mandate holder's discretion. If he/she is of the view that the communication does not require action, this information will be shared with the complainant.

Special procedures can be **activated even where** a State has not ratified the relevant treaty, and it is not necessary to have exhausted domestic remedies to access the special procedures. Moreover, a complaint may be submitted simultaneously before a treaty body and a special procedure.

Ensure that the **victim is aware** that his/her case is being transmitted to the special procedures mechanisms, that his/her name will be communicated to the authorities and that his/her name (or initials) will appear in the public report of the special procedure.

Each special procedure establishes different requirements for the submission of communications. However, the following **minimum information** must be included for a communication to be assessed:

- The identification of the alleged victim(s);
- The identification of the alleged perpetrators of the violation;
- The identification of the person(s) or organization(s) submitting the communication (this information will be kept confidential);
- The date and place of incident;
- A detailed description of the circumstances in which the alleged violation occurred.

#### Contacting special procedures mandate-holders

- E-mail: [SPDInfo@ohchr.org](mailto:SPDInfo@ohchr.org) (for general inquiries and information) or urgent-[action@ohchr.org](mailto:action@ohchr.org) (for individual cases/complaints only)
- Fax: +41 (0)22 917 90 06
- Post:

Quick Response Desk Office of the UN High Commissioner for Human Rights  
Palais des Nations 8–14, avenue de la Paix  
CH–1211 Geneva 10 - Switzerland

- Civil society actors should indicate in the subject line of the e-mail or fax, or on the cover of the envelope, which special procedure(s) they wish to contact. As the contact address is the same for all special procedures, a clear indication of the main subject or purpose of the correspondence will allow for a more timely response. It is essential to also indicate whether the correspondence is aimed at submitting broad information, an individual complaint, or whether it is another type of request (e.g., invitation to attend a conference, request for a meeting with the mandate-holders and/or their assistants).

## More information

- Website Special Procedures on Nominations (<https://www.ohchr.org/EN/HRBodies/HRC/SP/Pages/nominations.aspx>)
- Website on submissions of information to the Special Procedures (<https://spsubmission.ohchr.org/>)
- Information on the appointment process of experts (<https://www.ohchr.org/EN/HRBodies/HRC/SP/Pages/BasicInformationSelectionIndependentExperts.aspx>)
- Working with the United Nations Human Rights Programme - A Handbook for Civil Society (from p. 107) ([https://www.ohchr.org/EN/AboutUs/CivilSociety/Documents/Handbook\\_en.pdf](https://www.ohchr.org/EN/AboutUs/CivilSociety/Documents/Handbook_en.pdf))
- Website Special Procedures (<https://www.ohchr.org/en/hrbodies/sp/pages/welcomepage.aspx>)
- Website Special Procedures on Communications (<https://www.ohchr.org/EN/HRBodies/SP/Pages/Communications.aspx>)

## A) REPORTING PROCESS

There are nine core international human rights treaties, who each have a corresponding committee. These Committees consist of independent experts who monitor the implementation of their respective international human rights treaty.

All States parties to a treaty are obliged to submit regular reports to the Committee on how the rights of the treaty are being implemented. The Committee examines each report and addresses its concerns and recommendations to the State party in the form of “concluding observations”. More information is available below.

## B) COMPLAINTS PROCEDURE

8 TBs have an individual communications procedure: CCPR, CERD, CAT, CEDAW, CRPD, CED, CESC, CRC. The CMW's complaints procedure has not yet entered into force.

**Conditions** include the following:

- A person or organisation including NGOs can bring a complaint on behalf of the individual victim provided they have received the victim's written consent to do so. Such consent is not necessary if there are strong grounds for believing that it is impossible to obtain given the circumstances of the particular case.
- It has to be shown that the alleged victim is individually and directly affected by the alleged violation. A so-called actio popularis is not admissible.
- The alleged violation must relate to a right actually protected by the treaty in question.
- The complaint has to be sufficiently substantiated.
- The complaint must refer to events that occurred after the entry into force of the complaint mechanism of the relevant treaty body in the State party.
- In general, the same matter cannot have been submitted to another international body, including other treaty bodies and regional mechanisms. However, cases submitted to special procedures can simultaneously be submitted to a treaty body.
- Domestic remedies must have been exhausted, unless there is sufficient evidence that proceedings at the national level have been unreasonably prolonged or would be ineffective.
- The complaint cannot relate to a provision of the treaty to which the State has expressed a substantive reservation.
- The complaint cannot be a frivolous, vexatious or otherwise inappropriate use of the complaint procedure.
- The complaint is brought against a State that satisfies two conditions. First, it must be a party (through ratification or accession) to the treaty that provides for the rights which have allegedly been violated. Second, the State party must have recognized the competence of the committee monitoring that treaty to receive and consider complaints from individuals, by ratifying the optional protocol or by making a declaration.

### Format and content of the complaint

- Use of the model complaint forms and guidelines is recommended
- The complaint is written in one of the official United Nations languages (Arabic, Chinese, English, French, Russian and Spanish).
- Basic personal information is given: name, nationality, date of birth, postal address and e-mail address of the complainant, State party against which it is directed.

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- In chronological order, all the facts on which the complaint is based.
  - Detail the steps he or she has already taken to exhaust the remedies available in the State party against which the complaint is directed.
  - Supply copies of all documents of relevance to their claims and arguments, especially administrative or judicial decisions on the claims issued by national authorities. If these documents are not in an official language of the United Nations, a full or summary translation must be submitted. The documents should be listed chronologically, numbered consecutively and accompanied by a concise description of their contents.
  - The complaint should not exceed 50 pages (excluding annexes). If it exceeds 20 pages, it should also include a short summary of up to 5 pages highlighting its main elements.
  - If the information is not received within a year from the date of the request, the file will be closed.

### Direct your correspondence and inquiries to:

- Petitions and Inquiries Section
- Office of the High Commissioner for Human Rights
- United Nations Office at Geneva
- 1211 Geneva 10, Switzerland
- T: +41 22 917 90 22 (particularly for urgent matters)
- E: [petitions@ohchr.org](mailto:petitions@ohchr.org)

### Interim measures:

A committee may, in urgent cases, at any stage of the procedure, request the State party to take measures to prevent any irreparable harm to the complainant or alleged victim in connection with the claims in the case. These are called interim measures. The complainant can make a request for interim measures of protection.

### More information:

- FAQ on the complaints procedure (<https://www.ohchr.org/Documents/HRBodies/TB/23FAQ.pdf>)
- Factsheet on individual communications (<https://www.ohchr.org/Documents/Publications/FactSheet7Rev.2.pdf>)
- Webpage on individual communications (<https://www.ohchr.org/EN/HRBodies/TBPetitions/Pages/IndividualCommunications.aspx>)

## WHO AND WHAT

The HR Committee is the body of independent experts (<https://www.ohchr.org/EN/HRBodies/CCPR/Pages/Membership.aspx>) that monitors implementation of the International Covenant on Civil and Political Rights (<https://www.ohchr.org/EN/ProfessionalInterest/Pages/CCPR.aspx>) by its State parties.

All States parties are obliged to submit regular reports to the Committee on how the rights are being implemented. The Committee examines each report and addresses its concerns and recommendations to the State party in the form of "concluding observations".

In addition to the reporting procedure, the First Optional Protocol (<https://www.ohchr.org/EN/ProfessionalInterest/Pages/OPCCPR1.aspx>) to the Covenant gives the Committee competence to examine individual complaints (<https://www.ohchr.org/EN/HRBodies/TBPetitions/Pages/HRTBPetitions.aspx>) with regard to alleged violations of the Covenant by States parties to the Protocol.

## COMPLAINTS PROCEDURE

- **Legal basis:** Optional Protocol to the ICCPR (<http://ccprcentre.org/optional-protocol-iccpr>)
- There is no **time limit** to submit complaints to the HR Committee. However, in order to prevent possible abuse the Committee introduced a rule regarding delays in submission: there might be abuse when the complaint is submitted after five years from the exhaustion of domestic remedies or, where applicable, after three years from the conclusion of another procedure of international investigation or settlement, unless there are reasons justifying the delay.
- The Committee considers that the HRC Complaint Procedure and complaints submitted to special rapporteurs or working groups of the HRC do not constitute "**other international bodies**", meaning that a complaint will be admissible for the HR Committee if it is also submitted to these mechanisms. Furthermore, the HR Committee accepts cases as long as "the **same matter** is not being examined under another procedure of international investigation or settlement". As a result, complaints dismissed by other international mechanisms on procedural grounds will be admissible for the HR Committee.
- "The **same matter**" for the HR Committee means relating to the same author, the same facts and the same substantive rights. Facts that have been submitted to another international mechanism can be brought before the Committee if the Covenant provides for a broader protection.

## STATE REVIEWS

- **Submitting written information: 3 opportunities**
  - Before the adoption of the List of Issues (Prior to Reporting): deadline is approximately 2 months before the session.
  - Before the session: deadline for information on State parties to be examined by the Committee is 1 month before the session.
  - For the evaluation during the follow-up procedure
- **All submissions to the HR Committee should be:**
  - Submitted to the HR Committee Secretariat in Geneva, in English, French or Spanish. As most members use English as their working language, documents submitted in French and Spanish should, to the extent possible, be translated into English. Please note that the UN Secretariat does not translate documents submitted by NGOs.
  - Submissions should be limited to a maximum of 10,000 words (approx. 15 pages) and provided in electronic form ONLY. Do not send hardcopies. More information on deadlines and format can be found in the 'Information Note for NGOs', which is published on the webpage of the relevant session of this Committee.
- **Attending and contributing to treaty body sessions**
  - Formal briefings for NGOs

- NGOs who have submitted a written report to the HR Committee have the opportunity to speak at the formal briefing. Only one NGO representative per report submitted is allowed to take the floor. It takes place on the Monday before the review in the Conference Room at Palais Wilson. The meeting is closed but interpretation is provided. Registration is obligatory through CCPR-Centre's website. The deadline for registration is 2 weeks before the session.
- Informal briefings for NGOs  
The CCPR-Centre organizes informal briefings for NGOs. All information can be found on their website. It takes place an hour before the review starts (14h-15h), usually in room RS-181 at Palais Wilson. The meeting is closed and no interpretation is provided. Registration is obligatory through CCPR-Centre's website. The deadline for registration is 2 weeks before the session.
- **More information:**
  - Website Committee (<https://www.ohchr.org/en/hrbodies/ccpr/pages/ccprindex.aspx>)
  - Website CCPR-Centre (<http://ccprcentre.org/>) – contact them: [info@ccprcentre.org](mailto:info@ccprcentre.org)
  - Guidelines on NGO participation ([http://ccprcentre.org/files/media/NGO\\_Guidelines\\_English1.pdf](http://ccprcentre.org/files/media/NGO_Guidelines_English1.pdf))
  - Contact the Secretariat:  
Email: [ccpr@ohchr.org](mailto:ccpr@ohchr.org)  
Postal address:  
Human Rights Committee Secretariat  
8-14 Avenue de la Paix, CH 1211 Geneva 10, Switzerland

## THEMES DISCUSSED BY THE HUMAN RIGHTS COMMITTEE

- **Corruption, non-discrimination and equality**
  - Discrimination and extortion of religious minorities
  - Corruption among law enforcement officials and related to that, discrimination of vulnerable groups
  - Restrictions imposed on NGOs in the fight against money laundering
  - Discrimination on grounds of sexual orientation and gender identity: extortion from LGBT persons in police stations in return for not disclosing their sexual orientation or gender identity
- **Corruption as a threat to the right to life, liberty and security of person**
  - Death penalty should not be imposed for corruption related crimes, but only for the most serious crimes
  - Widespread corruption and extortion and hazardous working conditions in the cotton sector and poor living conditions during the harvest, which have resulted in deaths
  - The broad definition of terrorist acts in the Terrorism and Money-laundering Act
  - Extortion in detention centers
  - Extortion by vigilante groups
  - Fraud during elections
- **Corruption as a threat to freedom from ill-treatment and torture in detention**
  - Corruption within penitentiary facilities
  - Corruption among law enforcement officials, leading to discrimination of vulnerable groups or complicity in human trafficking
  - Impunity for acts of corruption or extortion
  - Intimidation and harassment of persons exposing corruption, tax evasion and other scandals
- **Corruption as a threat to independence of the judiciary, due process and the right to a remedy**
  - Corruption in the judiciary and fair trial rights, independence of judges and their appointment, selection, dismissal and promotion procedures
  - Corruption among law enforcement officials
  - The broad definition of terrorist acts in the Terrorism and Money-laundering Act
  - Impunity for acts of corruption or extortion
  - Intimidation and harassment of persons exposing corruption, tax evasion and other scandals
  - Extortion by vigilante groups
- **Corruption as a violation of the right to political participation**
  - Corruption among public officials
  - Fraud during elections
  - Corruption in the government
  - Impunity for acts of corruption or extortion
- **Corruption as a threat to the freedom of expression**
  - Intimidation and harassment of persons exposing corruption, tax evasion and other scandals

## WHO AND WHAT

The CESCR is the body of independent experts (<https://www.ohchr.org/EN/HRBodies/CESCR/Pages/Membership.aspx>) that monitors implementation of the International Covenant on Economic, Social and Cultural Rights (<https://www.ohchr.org/EN/ProfessionalInterest/Pages/CESCR.aspx>) by its States parties.

All States parties are obliged to submit regular reports to the Committee on how the rights are being implemented. The Committee examines each report and addresses its concerns and recommendations to the State party in the form of "concluding observations".

In addition to the reporting procedure, the Optional Protocol to the ICESCR (<https://www.ohchr.org/EN/ProfessionalInterest/Pages/OPCESCR.aspx>) provides the Committee competence to receive and consider communications (<https://www.ohchr.org/EN/HRBodies/TBPetitions/Pages/HRTBPetitions.aspx>) from individuals claiming that their rights under the Covenant have been violated.

## COMPLAINTS PROCEDURE

**Legal basis:** Optional Protocol to the CESCR

**Admissibility requirements specific to this Committee:**

- The Committee may, if necessary, decline to consider a complaint where it does not reveal that the author has suffered a clear disadvantage, unless the Committee considers that the complaint raises a serious issue of general importance.
- A complaint must be submitted within one year of the exhaustion of domestic remedies, except where the author can demonstrate that it was not possible to submit the complaint within that time limit.
- Complaints under this Convention may be brought not only by or on behalf of individuals but also by or on behalf of groups of individuals.

**Friendly settlements:**

Under the Optional Protocol, the Committee can facilitate friendly settlements at any time of the procedure before a final decision has been reached. The friendly settlement procedure is conducted on the basis of consent of the parties and is confidential. The Committee may terminate the procedure if the matter is not susceptible to reaching a resolution or any of the parties does not consent, decides to discontinue it, or does not display the requisite will to reach a settlement. Once both parties have expressly agreed to a settlement, the Committee adopts a statement of the facts and the solution reached. If no settlement is reached, the Committee continues the examination of the complaint according to the normal procedure.

## STATE REVIEWS

- **Submitting written information: 3 opportunities**
  - For the Pre-Sessional Working Group (PSWG): deadline is between 10 and 8 weeks before the beginning of the PSWG.
  - For the session: deadline is between 6 and 3 weeks before the beginning of the session.
  - For the follow-up procedure



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- **All submissions to CESCR should:**

- Be submitted in English, French or Spanish. It is very useful to submit a report and/or summary translated into English.
- Be transmitted to the CESCR Secretariat electronically in word format to [cescr@ohchr.org](mailto:cescr@ohchr.org). Paper copies are in principle no longer distributed.
- Be concise, and should not exceed 10 pages, or max 15 pages for coalition submissions. Paragraphs should be numbered for ease of reference. More information can be found in the 'Information Note for NGOs', which is published on the webpage of the relevant session of this Committee.

- **Attending and contributing to treaty body sessions**

The Committee sets aside part of the first day at each session to enable NGOs to provide oral information. Such information should:

- (a) focus specifically on the provisions of the ICESCR;
- (b) be of direct relevance to matters under consideration by the Committee;
- (c) be credible and not be abusive.

The meeting is open and provided with interpretation. Register your participation to the briefing at least ten days before the beginning of the session or the pre-session. Representatives of organizations that are unable to travel to Geneva can engage with the Committee via video message, teleconference or videoconference. Contact the CESCR Secretariat to make the necessary arrangement.

- **More information:**

- Website Committee (<https://www.ohchr.org/EN/HRBodies/CESCR/pages/cescrindex.aspx>)
- Webpage on NGO participation (<https://www.ohchr.org/EN/HRBodies/CESCR/Pages/NGOs.aspx>)
- Website Global Initiative on Economic, Social and Cultural Rights (<https://www.gi-escr.org/>)
- Contact the Secretariat: [cescr@ohchr.org](mailto:cescr@ohchr.org)

## THEMES DISCUSSED BY THE CESCR COMMITTEE

- **Corruption as a threat to independence of the judiciary, due process and the right to a remedy**

- Corruption in the justice system

- **Corruption as a threat to the freedom of expression**

- Stigmatization of Human Rights Defenders that denounce corruption

- **Corruption as a threat to general legal obligations under economic, social and cultural rights**

- Widespread corruption having an impact on the enjoyment of CESCR in general

- **Corruption as a threat to rights including the right to an adequate standard of living and to an education**

- Limited access to health care because non-official fees are required for services
- Corruption resulting in limited access to food
- Corruption resulting in limited access to housing
- Corruption related to land allocation
- Corruption in the social security system
- Violations of the labour law linked to corruption

## WHO AND WHAT

The Committee Against Torture is the body of 10 independent experts (<https://www.ohchr.org/EN/HRBodies/CAT/Pages/Membership.aspx>) that monitors implementation of the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (<https://www.ohchr.org/EN/ProfessionalInterest/Pages/CAT.aspx>) by its State parties.

All States parties are obliged to submit regular reports to the Committee on how the rights are being implemented. The Committee examines each report and addresses its concerns and recommendations to the State party in the form of “concluding observations”.

In addition to the reporting procedure, the Committee may also consider individual complaints (<https://www.ohchr.org/EN/HRBodies/TBPetitions/Pages/HRTBPetitions.aspx>) or communications from individuals claiming that their rights under the Convention have been violated.

## COMPLAINTS PROCEDURE

**Legal basis:** article 22 CAT. – States recognize the Committee’s competence by making a declaration.

### **Admissibility requirements specific to this Committee:**

- A complaint will be declared inadmissible not only if it is under examination by **another procedure** of international investigation or settlement but also if the same matter has been the subject of a decision in the past under such procedure.
- A complaint may be rejected as inadmissible if the **time** elapsed since the exhaustion of domestic remedies is so unreasonably prolonged as to render consideration of the complaint by the Committee or the State party unduly difficult.

## STATE REVIEWS

- **Submitting written information: 3 opportunities**
  - Before the adoption of the List of Issues (Prior to Reporting): deadline is approximately 10 weeks before the session in which the LOI(PR) will be adopted.
  - For the session: deadline for information on State parties to be examined by the Committee is 4 weeks before the session.
  - For the follow-up procedure
- **Attending and contributing to treaty body sessions**

Only CSOs that have submitted written information to the CAT Committee for the given State may participate to briefings. It takes place prior to the dialogue with the State party’s delegation and is private. Interpretation is provided. During these one-hour briefings, the NGOs representatives have approximately 20 minutes to address the Committee, the remaining time being used for the members of the Committee to pose questions.

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Contact the World Organisation Against Torture (OMCT), an NGO assisting in the coordinating of NGOs participation for the sessions ([cat@omct.org](mailto:cat@omct.org)) and copy the Secretariat of the Committee ([cat@ohchr.org](mailto:cat@ohchr.org)), to confirm attendance at the NGOs in-session briefings by filling in the attached attendance form (English | French | Spanish). The deadline for your confirmation of attendance is two weeks before the beginning of the session.

- **More information:**

- Website Committee (<https://www.ohchr.org/EN/HRBodies/TBPetitions/Pages/HRTBPetitions.aspx>)
- Webpage on NGO participation (<https://www.ohchr.org/EN/HRBodies/CAT/Pages/NGOsNHRIs.aspx>)
- Website World Organization Against Torture (<https://www.omct.org/>)
- Contact the Secretariat: [cat@ohchr.org](mailto:cat@ohchr.org)

## THEMES DISCUSSED BY THE COMMITTEE AGAINST TORTURE

- **Corruption as a threat to the right to life, liberty and security of person**

- Corruption in detention centers
- Corruption among law enforcement officials and security forces
- Enforced Disappearances

- **Corruption as a threat to freedom from torture**

- Corruption in the judiciary
- Corruption in detention centers
- Corruption among law enforcement officials and security forces
- Corruption in the Authority in charge of combating corruption
- Treatment of refugees and asylum seekers
- Corruption linked to human trafficking
- Enforced Disappearances
- Fight against terrorism

- **Corruption as a threat to freedom from ill-treatment and torture in detention**

- Corruption in the judiciary
- Corruption in detention centers
- Corruption among law enforcement officials and security forces
- Enforced Disappearances

- **Corruption as a threat to independence of the judiciary, due process and the right to a remedy**

- Corruption in the judiciary
- Corruption among law enforcement officials
- Corruption restricting the right to a lawyer

### WHO AND WHAT

The Committee on the Rights of the Child (CRC) is the body of 18 Independent experts (<https://www.ohchr.org/EN/HRBodies/CRC/Pages/Membership.aspx>) that monitors implementation of the Convention on the Rights of the Child (<https://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>) by its State parties.

All States parties are obliged to submit regular reports to the Committee on how the rights are being implemented. The Committee examines each report and addresses its concerns and recommendations to the State party in the form of "concluding observations".

The Committee is also able to consider individual complaints (<https://www.ohchr.org/EN/HRBodies/TBPetitions/Pages/HRTBPetitions.aspx>) alleging violations of the Convention on the Rights of the Child (<https://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>) and its first two optional protocols by States parties to the third Optional Protocol.

### COMPLAINTS PROCEDURE

**Legal basis:** First Optional Protocol to the CRC

**Admissibility requirements specific to this Committee:**

- A complaint is inadmissible if the same matter has already been examined by the Committee or has been or is being, examined under another procedure of international investigation or settlement.
- A complaint must be submitted within one year of exhaustion of domestic remedies, except in cases where the complainant can demonstrate that it was not possible.
- Where there is a concern that representation, despite the victim's consent, may be a result of improper pressure or inducement, the Committee may request additional information or documents, including from third party sources, that show that the submission of a complaint on the alleged victim's behalf is not a result of improper pressure or inducement and is in the best interests of the child.

**Victims:** if possible, the alleged victim may be informed of the complaint and his/her views shall be given due weight in accordance with their age and maturity.

**Friendly settlements:** the Committee can facilitate friendly settlements in complaints submitted to it. A friendly settlement must be based on respect for the obligations set forth in the Convention and/or the substantive Optional Protocols thereto.

### STATE REVIEW

- **Submitting written information**

Reports should be submitted in English. If there is a French or Spanish version of the report, this can also be submitted. Reports have a maximum length of 20 000 words and should contain a title page with all key information. The document should have page numbers and a table of contents. If a report is not meant for publication, the word 'Confidential' must be marked on all pages. Suggested recommendations should be marked clearly and stand out under each section. A list of all recommendations should be attached as an annex to the report.

**Deadlines:**

Alternative reports for the pre-session			Additional submissions between the pre-session and the session*		
	Electronic copies	Paper copies		Electronic copies	Paper copies
<b>February pre-sessional working group</b>	1 November	20 November	<b>September session</b>	15 August	20 August
<b>June pre-sessional working group</b>	1 March	20 March	<b>January session</b>	15 December	20 December
<b>October pre-sessional working group</b>	1 July	20 July	<b>May session</b>	15 April	20 April

22 hard copies of all reports should be posted to:

Child Rights Connect  
1 Rue de Varembé, 1202 Geneva, Switzerland  
T: +41 (0)22 740 4730  
F : +41 (0)22 740 4683  
E : [secretariat@childrightsconnect.org](mailto:secretariat@childrightsconnect.org)  
W : [www.childrightsconnect.org](http://www.childrightsconnect.org)

5 paper copies of each submission should be sent to the following address:

Committee on the Rights of the Child (CRC)  
Human Rights Treaties Division (HRTD)  
Office of the United Nations High Commissioner for Human Rights (OHCHR)  
Palais Wilson - 52, rue des Pâquis  
CH-1201 Geneva (Switzerland)

All reports should also be submitted electronically through the Child Rights Connect website at this link.

(<https://www.childrightsconnect.org/upload-session-reports/>)

- **Attending and contributing to treaty body sessions**

Requests of national, regional and international NGOs to participate in the pre-sessional working group should be submitted to the Committee through its secretariat at least two months prior to the beginning of the pre-sessional working group concerned.

Based on the written information submitted, the Committee will issue a written invitation to selected NGOs to participate in the pre-sessional working group.

Speaking time: maximum of 15 minutes for NGOs coming from in-country and 5 minutes for others. This meeting is closed and takes place 1 hour before the pre-session. Simultaneous interpretation in English, French and Spanish is provided.

Only the organisations that submit written information can be invited to participate in the pre-sessional working groups.

The Committee does not meet formally with NGOs during the session.

- **More information:**

- Website Committee (<https://www.ohchr.org/EN/HRBodies/CRC/Pages/CRCIndex.aspx>)
- Webpage on NGO participation ([https://www.ohchr.org/Documents/HRBodies/CRC/GuidelinesForPartners\\_en.pdf](https://www.ohchr.org/Documents/HRBodies/CRC/GuidelinesForPartners_en.pdf))
- Website Child Rights Connect (<https://www.childrightsconnect.org/>)
- Guidelines on NGO participation ([https://www.childrightsconnect.org/wp-content/uploads/2015/07/EN\\_GuidetoCRCReportingCycle\\_ChildRights-Connect\\_2014.pdf](https://www.childrightsconnect.org/wp-content/uploads/2015/07/EN_GuidetoCRCReportingCycle_ChildRights-Connect_2014.pdf))
- Contact the Secretariat: [crc@ohchr.org](mailto:crc@ohchr.org)

## THEMES DISCUSSED BY THE CRC COMMITTEE

- **Corruption, non-discrimination and equality**
  - Extortion of refugees and asylum seekers
- **Corruption as a threat to the right to life, liberty and security of person**
  - Corruption related to human trafficking
  - Right to life of children
- **Corruption as a threat to freedom from torture**
  - Sexual exploitation of children
  - Gender-Based Violence of children and the lack of investigations due to corruption
- **Corruption as a threat to independence of the judiciary, due process and the right to a remedy**
  - Corruption in the judiciary, in particular the juvenile justice system, leading to impunity
  - Corruption among government and law enforcement officials, and in the public sector in general
- **Corruption as a threat to general legal obligations under economic, social and cultural rights**
  - Widespread corruption having an impact on the enjoyment of children's rights in general
  - Allocation of resources to children or children-related departments
- **Corruption as a threat to rights including the right to an adequate standard of living and to an education**
  - Allocation of resources to health care, education and social services
  - Corruption resulting in limited access to education
  - Corruption related to the issuance of birth certificates
  - Corruption related to adoption
  - Corruption resulting in limited access to health care
  - Corruption among the inspectors of child labour

## WHO AND WHAT

The CEDAW Committee is the body of 23 independent experts (<https://www.ohchr.org/EN/HRBodies/CEDAW/Pages/Membership.aspx>) that monitors implementation of the Convention on the Elimination of All Forms of Discrimination against Women (<https://www.ohchr.org/EN/ProfessionalInterest/Pages/CEDAW.aspx>).

Countries who have become party to the treaty are obliged to submit regular reports to the Committee on how the rights of the Convention are implemented. During its sessions the Committee considers each State party report and addresses its concerns and recommendations to the State party in the form of concluding observations.

In accordance with the Optional Protocol to the Convention (<https://www.ohchr.org/EN/ProfessionalInterest/Pages/OPCEDAW.aspx>), the Committee is mandated to receive communications (<http://www.un.org/womenwatch/daw/cedaw/protocol/>) from individuals submitting claims of violations of rights in the Convention. This procedure is only available when the State concerned has accepted it.

## COMPLAINTS PROCEDURE

**Legal basis:** Optional Protocol to the CEDAW

**Admissibility requirements specific to this Committee:**

- A complaint will be inadmissible not only if it is being examined by another procedure of international investigation or settlement but also if it has been examined under such procedure.
- Complaints under this Convention may be brought not only by or on behalf of individuals but also by or on behalf of groups of individuals.

## STATE REVIEW

- **Submitting written information: 3 opportunities**
  - For the pre-sessional working group

Written NGO submissions should not exceed 3,300 words (6,600 words for NGO coalitions) and should be sent 2 months in advance electronically in Word format to [cedaw@ohchr.org](mailto:cedaw@ohchr.org). In case NGOs also wish to submit hard copies, they should send 10 copies to the following address:

CEDAW Secretariat  
OHCHR - Palais Wilson  
52, rue des Pâquis  
CH-1201 Geneva, Switzerland

- For the session

NGOs wishing to make written submissions to the Committee are requested to indicate the full name of the NGO, the State party to which the information relates and whether the submission can be put on the CEDAW website. Deadline: three weeks prior to the beginning of the session.

The information should not exceed 3,300 words (6,600 words for NGO coalitions) and be submitted in Word format by e-mail to [cedaw@ohchr.org](mailto:cedaw@ohchr.org). If NGOs also wish to submit hard copies, they should send 15 hard copies of their submission to the address mentioned above.

NGOs can avail themselves of the support of IWRAP-Asia Pacific to submit their written information electronically (in Word format) to the Secretariat. For details, contact IWRAP-Asia Pacific:

10-2, Jalan Bangsar Utama 9  
 Bangsar Utama  
 59000 Kuala Lumpur, Malaysia  
 Tel: +60 322 822 255  
 Email: [iwraw-ap@iwraw-ap.org](mailto:iwraw-ap@iwraw-ap.org) or [iwraw\\_ap@yahoo.com](mailto:iwraw_ap@yahoo.com)

- For the follow-up procedure

- **Attending and contributing to treaty body sessions**

Informal public meetings for NGOs take place the week of the review on Monday. On average, a maximum of 10 minutes is allocated for all NGOs wishing to intervene on one particular country. The available time is divided among the NGOs wishing to speak on a country and additional time is reserved for questions from Committee members.

Informal private briefings take place from 1:45 to 2:45 pm on the day preceding the Committee's dialogue with the State party concerned.

- **More information:**

- Website Committee (<https://www.ohchr.org/en/hrbodies/cedaw/pages/cedawindex.aspx>)
- Webpage on NGO participation ([https://tbinternet.ohchr.org/\\_layouts/15/treatybodyexternal/TBSearch.aspx?Lang=en&TreatyID=3&DocTypeID=93&DocTypeCategoryID=3](https://tbinternet.ohchr.org/_layouts/15/treatybodyexternal/TBSearch.aspx?Lang=en&TreatyID=3&DocTypeID=93&DocTypeCategoryID=3))
- Website International Women's Rights Action Watch (<https://www.iwraw-ap.org/>)
- Contact the Secretariat: [cedaw@ohchr.org](mailto:cedaw@ohchr.org)

## THEMES DISCUSSED BY THE CEDAW COMMITTEE

- **Corruption, non-discrimination and equality**
  - Corruption linked to women in prostitution
  - Corruption related to help programmes of indigenous communities
- **Corruption as a threat to the right to life, liberty and security of person**
  - Corruption related to human trafficking
  - Corruption among law enforcement officials
- **Corruption as a threat to freedom from torture**
  - Violence against women
- **Corruption as a threat to independence of the judiciary, due process and the right to a remedy**
  - Access to remedies or justice
  - Corruption among law enforcement officials and armed forces
- **Corruption as a threat to general legal obligations under economic, social and cultural rights**
  - Corruption in employment and recruitment for public services
  - Corruption among health care personnel
- **Corruption as a threat to rights including the right to an adequate standard of living and to an education**
  - Corruption in employment and recruitment for public services



### WHO AND WHAT

The Committee on the Elimination of Racial Discrimination (CERD) is the body of independent experts (<https://www.ohchr.org/EN/HRBodies/CERD/Pages/Membership.aspx>) that monitors implementation of the Convention on the Elimination of All Forms of Racial Discrimination (<https://www.ohchr.org/EN/ProfessionalInterest/Pages/CERD.aspx>) by its State parties.

All States parties are obliged to submit regular reports to the Committee on how the rights are being implemented. The Committee examines each report and addresses its concerns and recommendations to the State party in the form of "concluding observations".

In addition to the reporting procedure, the Committee is also mandated to examine individual complaints (<https://www.ohchr.org/EN/HRBodies/TBPetitions/Pages/HRTBPetitions.aspx>).

### COMPLAINTS PROCEDURE

**Legal basis:** article 14 CERD - States recognize the Committee's competence by making a declaration.

**Admissibility requirements specific to this Committee:**

- Complaints under this Convention may be brought not only by or on behalf of individuals but also by or on behalf of groups of individuals.
- The complaints must be submitted within six months of the final decision by a national authority in the case.
- The fact that the same matter is pending before or has been the subject of a decision under another international procedure will not render the complaint inadmissible.

### STATE REVIEW

- **Submitting written information: 3 opportunities**
  - For the List of Themes: written NGO submissions be sent 3 months in advance electronically to [cerd@ohchr.org](mailto:cerd@ohchr.org). Hard copies do not need to be provided.
  - For the session: the CERD secretariat advises that alternative reports be sent to the secretariat at the latest two weeks before the relevant session. When submitting an alternative report an electronic version should be submitted to the secretariat by email: [cerd@ohchr.org](mailto:cerd@ohchr.org).
  - For the follow-up procedure
- **All submissions to CERD should:**
  1. Be submitted in English, French or Spanish. As most Committee members use English as their preferred working language, documents submitted in French and Spanish should, to the extent possible, be translated into English.

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2. Be transmitted to the CERD Secretariat **1 month before the session** for the information to be more likely taken into account, electronically to [CERD@ohchr.org](mailto:CERD@ohchr.org).
  3. There is no page or words limit for alternative reports. Generally it is suggested that civil society actors make their alternative reports as concise as possible and preferably submit it with a summary page. A title page with the name of the organisation(s) and a table of contents should also be included. A short description of the mandate or nature of the organisation, network or coalition of organisation is also helpful.
  4. More information on deadlines and format can be found in the 'Information Note for NGOs', which is published on the webpage of the relevant session of this Committee.

- **Attending and contributing to the session**

NGO representatives may have **informal meetings** with the Committee members to present country-specific information on States parties that are about to be reviewed. To find out the schedule of informal meetings, please consult the Programme of Work of the relevant session. Usually they take place at the beginning of each week. Interpretation is provided.

**Lunchtime briefings** by the NGOs may also be arranged immediately prior to the afternoon meetings when the States parties' reports are being discussed, typically from **13.45** to **14.45** pm. The accommodation of the request will depend on the availability of the Committee members. There is a screen and sockets for e.g. using laptops, wireless internet is normally available in the room and civil society actors who could not come to Geneva can participate through skype. This should be requested three days in advance of the proposed date of the briefing. It is important that there is no facility for simultaneous interpretation, so briefings should ideally be convened in one of the working languages of the Committee members, mostly English, French or Spanish.

Contact the CERD Secretariat at [cerd@ohchr.org](mailto:cerd@ohchr.org) preferably 3 weeks before the beginning of the session to confirm attendance to the informal meeting and/or arrange a lunchtime briefing.

- **More information:**

- Website Committee (<https://www.ohchr.org/en/hrbodies/cerd/pages/cerdindex.aspx>)
- Website International Movement of All Forms of Discrimination and Racism (<https://imadr.org/>)
- Guidelines on NGO participation ([https://tbinternet.ohchr.org/Treaties/CERD/Shared%20Documents/1\\_Global/INT\\_CERD\\_INF\\_7827\\_E.pdf](https://tbinternet.ohchr.org/Treaties/CERD/Shared%20Documents/1_Global/INT_CERD_INF_7827_E.pdf))
- Contact the Secretariat: [cerd@ohchr.org](mailto:cerd@ohchr.org)

## THEMES DISCUSSED BY THE CERD COMMITTEE

- **Corruption as a threat to independence of the judiciary, due process and the right to a remedy**
  - Corruption within the judiciary
  - Corruption among law enforcement officials

## WHO AND WHAT

The Committee on Enforced Disappearances (CED) is the body of independent experts which monitors implementation of the Convention by the States Parties.

All States parties are obliged to submit reports to the Committee on how the rights are being implemented. The Committee examines each report and addresses its concerns and recommendations to the State party in the form of "concluding observations".

In accordance with article 31, a State Party may declare that it recognizes the competence of the Committee to receive and consider communications from or on behalf of individuals subject to its jurisdiction claiming to be victims of a violation by this State Party of provisions of this Convention.

## COMPLAINTS PROCEDURE

**Legal basis:** article 31 CED – States recognize the Committee's competence by making a declaration.

**Admissibility:**

- The Committee has competence solely in respect of enforced disappearance which commenced after the entry into force of the Convention
- A complaint will be considered inadmissible if the same matter is being examined under another procedure of international investigation or settlement of the same nature.

**Process:**

The Committee should be distinguished from the Working Group on Enforced or Involuntary Disappearances, a body composed of five independent experts. The Working Group examines cases of enforced disappearance alleged to have occurred in any part of the world. However, the Working Group's basic mandate is not to monitor the implementation of the Convention in the States parties to it, but to assist relatives to ascertain the fate and whereabouts of their disappeared family members.

The model form for submission is available here (<https://www.ohchr.org/Documents/HRBodies/CED/Art31Model-ComplaintsForm.doc>).

## STATE REVIEW

- **Submitting written information: 3 opportunities**
  - Before the adoption of the List of Issues (Prior to Reporting): written information should be transmitted to the CED Secretariat in Geneva 4 months before the LOI(PR) will be adopted.
  - For the session: The deadline for information on States parties to be examined by the Committee is 1 month in advance of the session.
  - For the follow-up procedure: the deadline for information on the follow-up dialogue is 1 month in advance.

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- **All submissions to CED should be:**

1. Submitted in English, French or Spanish. As most members use English as their working language, documents submitted in French and Spanish should, to the extent possible, be translated into English.
2. The information should not contain names of victims except if related to public cases or if the consent of the victims or their families is obtained.
3. All documents must be submitted in electronic form to [ced@ohchr.org](mailto:ced@ohchr.org) stating clearly in the subject of the email the country the submission refer to and the session number. All information will be posted on internet as public unless the submitting organization specifies otherwise.
4. More information on deadlines and format can be found in the 'Information Note for NGOs', which is published on the webpage of the relevant session of this Committee.

- **Attending and contributing to treaty body sessions**

Civil society representatives have the possibility to address the Committee in formal private sessions (closed meetings) with interpretation. These meetings are set out in the programme of work (see session webpage) and normally take place a day or two before the consideration of the report of the State party concerned.

Informal briefings (without interpretation) may also be organized between civil society representatives and members of CED on the day prior to (or the day of) the examination of the relevant State party report. To find out the schedule of formal and informal meetings you may contact the Secretariat.

Contact the CED Secretariat ([ced@ohchr.org](mailto:ced@ohchr.org)) 2 weeks before the session to confirm attendance at a formal briefing and/or informal briefing.

- **More information:**

- Website Committee (<https://www.ohchr.org/en/hrbodies/ced/pages/cedindex.aspx>)
- Webpage on NGO participation (<https://www.ohchr.org/EN/HRBodies/CED/Pages/CivilSociety.aspx>)
- Website International Coalition Against Enforced Disappearances (<https://www.icaed.org/home/>)
- Contact the Secretariat:
  - General: [ced@ohchr.org](mailto:ced@ohchr.org)
  - Postal address of the Secretariat-Geneva:  
Committee on Enforced Disappearances – Secretariat  
8-14 Avenue de la Paix  
CH 1211 Geneva 10, Switzerland

## THEMES DISCUSSED BY THE CED COMMITTEE

The CED Committee has not mentioned corruption in any of its Concluding Observations between 2007 and 2017.

### WHO AND WHAT

The Committee on the Protection of the Rights of All Migrant Workers and Members of their Families (CMW) is the body of independent experts (<https://www.ohchr.org/EN/HRBodies/CMW/Pages/Membership.aspx>) that monitors implementation of the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (<https://www.ohchr.org/EN/ProfessionalInterest/Pages/CMW.aspx>) by its State parties.

All States parties are obliged to submit regular reports to the Committee on how the rights are being implemented. The Committee will examine each report and address its concerns and recommendations to the State party in the form of “concluding observations”.

The Committee will also, under certain circumstances, be able to consider individual complaints (<https://www.ohchr.org/EN/HRBodies/TBPetitions/Pages/HRTBPetitions.aspx>) or communications from individuals claiming that their rights under the Convention have been violated once 10 States parties have accepted this procedure in accordance with article 77 of the Convention.

### COMPLAINTS PROCEDURE

**Legal basis:** article 77 CMW – States recognize the Committee’s competence by making a declaration. The procedure will enter into force when ten States parties have made a declaration.

### STATE REVIEW

- **Submitting written information: 3 opportunities**
  - Before the adoption of the List of Issues (Prior to Reporting)
  - For the session
  - For the follow-up procedure
- **All submissions to the CMW are required to:**
  1. Identify the full name of the CSO/NHRI (in the title of the submission);
  2. Indicate the country to which the information relates (in the title of the submission);
  3. Indicate whether or not the submission may be posted on the webpage of CMW for public information purposes;
  4. Submit the report in Word and PDF formats by e-mail to the CMW Secretariat.
  5. Be in English, French or Spanish and generally not exceed ten pages in length.
  6. Address as briefly and precisely as possible the main human rights issues arising under the articles of the Convention

All written submissions should reach the Secretariat of the Committee three weeks prior to the beginning of the session, i.e., no later than 4 weeks before session. The Word and PDF versions of the submission should be sent to the following e-mail address: [cmw@ohchr.org](mailto:cmw@ohchr.org).

More information on deadlines and format can be found in the ‘Information Note for NGOs’, which is published on the webpage of the relevant session of this Committee.

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- **Attending and contributing to treaty body sessions**

The Committee sets aside time for NGOs to provide oral briefings in respect of countries being considered during the session. These briefings are scheduled on Monday, during the week of the review, approximately from 11:00 to 12:00, and are public. The meeting usually immediately follows the opening of the session.

NGOs making oral statements should note that such interventions should typically not exceed 8 minutes. More or less time may be provided by the Chair depending upon the number of speakers. CSOs/NHRIs should also bring 5 copies of their oral statements/talking points at least 15 minutes prior to the meeting for interpretation purposes.

NGOs must confirm their intention to brief the Committee by informing the secretariat in advance at [cmw@ohchr.org](mailto:cmw@ohchr.org). Prior to the briefing, NGOs are requested to send an electronic version of their statements/talking points in Word format to the same e-mail address.

NGOs may also brief the Committee through video-conferencing and should contact the Secretariat well in advance for more information in this regard.

NGOs may also organize informal one hour briefings for the Committee during lunch. Contact the CMW Secretariat to coordinate well in advance of the session.

- **More information:**

- Website Committee  
(<https://www.ohchr.org/EN/HRBodies/CMW/Pages/CMWIndex.aspx>)
- Contact the Secretariat: [cmw@ohchr.org](mailto:cmw@ohchr.org)

## THEMES DISCUSSED BY THE CMW

- **Corruption, non-discrimination and equality**
  - Extortion involving the families of detained migrants
- **Corruption as a threat to the right to life, liberty and security of person**
  - Corruption in law enforcement agencies, resulting in complicity to human trafficking
  - Extortion of migrant workers and their families

## WHO AND WHAT

The Committee on the Rights of Persons with Disabilities (CRPD) is the body of independent experts which monitors implementation of the Convention by the States Parties.

All States parties are obliged to submit regular reports to the Committee on how the rights are being implemented. The Committee examines each report and shall make such suggestions and recommendations on the report and shall forward these to the State Party concerned.

The Optional Protocol to the Convention gives the Committee competence to examine individual complaints with regard to alleged violations of the Convention by States parties to the Protocol.

## COMPLAINTS PROCEDURE

**Legal basis:** Optional Protocol to the CRPD

**Admissibility:**

- There is no time limit as such for the submission of complaints but it is best if complaints are filed expeditiously, following exhaustion of domestic remedies.
- A complaint will be inadmissible not only if the same matter is being examined under another procedure of international investigation or settlement but also if it has already been examined by such procedure or the Committee.
- Complaints under this Convention may be brought not only by or on behalf of individuals but also by or on behalf of groups of individuals.

## STATE REVIEW

- **Submitting written information: 3 opportunities**
  - Before the adoption of the List of Issues (Prior to Reporting): submissions need to be received by the Secretariat up to 4 months prior to the beginning of the session in which the list of issues will be adopted. There is a maximum of 5,350 words.
  - For the session: written contributions should be submitted 3 weeks before the beginning of the session. There is a maximum of 10,700 words for alternative reports.
  - For the follow-up procedure
- **All submissions to the CRPD should be:**
  1. Written in one of the Committee's working languages. The Committee encourages the submission of executive summaries in English.
  2. Sent in accessible digital or electronic formats, for example Word (No PDF formats).
  3. Sent as an attachment to an email to [crpd@ohchr.org](mailto:crpd@ohchr.org) (subject of the email: "submission" and the "name of the country"). It is not necessary to send hard copies.



The Committee recommends the following structure:

- Introduction of the submitting organization, description of its activities, mission/vision statement, the role that persons with disabilities play in the organization, and level of inclusiveness and participation of persons with disabilities in the drafting of the submission;
- Executive summary, no longer than one page. These requirements are not considered within the length limits recommended above.

More information on deadlines and format can be found in the 'Information Note for NGOs', which is published on the webpage of the relevant session of this Committee.

- **Attending and contributing to treaty body sessions**

NGOs can brief the Committee on the state reviews during official meeting time. NGOs can brief the Committee on the LOIs and LOIPRs in closed meetings. Participation should be requested 4 weeks in advance. The organisation shall specify in their request:

- Name of the organization: brief description of the organization(s), their mission/vision statement and the role that persons with disabilities play in the organization;
- The State party for which the briefing relates;
- Brief description of the topics that will be addressed during the briefing;
- Name and function of the speaker(s).

Speakers should submit electronic statements of their interventions to the Secretariat prior to the briefing to [crpd@ohchr.org](mailto:crpd@ohchr.org). Organizations should coordinate the use of meeting time amongst themselves. If such coordination is not feasible, the Committee Secretariat will allocate time slots. For coalitions, the average speaking time is 7 minutes. For single organizations, the speaking time is 5 minutes. Priority will be given to those applicant organizations that have also submitted written information. The order of interventions is:

1. Coalition of organizations of persons with disabilities;
2. Country-based organizations of persons with disabilities travelling to Geneva;
3. International organizations of persons with disabilities;
4. Other civil society organizations.

The UN provides International Sign interpretation and captioning in English during official meetings. For briefings held outside of official meeting time, such as lunch briefings, organizations shall provide captioning themselves (contact [scheduling@captionfirst.com](mailto:scheduling@captionfirst.com)).

Exceptionally, you can request a briefing through videoconference 4 weeks in advance when the following conditions are met:

- Fixed microphones are preferably used. Wireless microphones, pencil microphones and spider-like microphones are not suitable;
- The venue is an indoor facility, with no external light. Skype does not meet the requirements.

- **More information:**

- Website Committee (<https://www.ohchr.org/en/hrbodies/crpd/pages/crpdindex.aspx>)
- Document on NGO participation (<https://www.ohchr.org/Documents/HRBodies/CRPD/guidelinesDis-abledPersonsOrganizationsCivilSocietyOrganizations.doc>)
- Website International Disability Alliance
- Guidelines on periodic reporting to the Committee on the Rights of Persons with Disabilities, including under the simplified reporting procedure (CRPD/C/16/3) ([http://www.internationaldisabilityalliance.org/sites/default/files/crpd-c-16-3\\_en-2.doc](http://www.internationaldisabilityalliance.org/sites/default/files/crpd-c-16-3_en-2.doc))
- Contact the Secretariat: [crpd@ohchr.org](mailto:crpd@ohchr.org)

## THEMES DISCUSSED BY THE CRPD

- **Corruption as a threat to rights including the right to an adequate standard of living and to an education**
  - Corruption resulting in limited access to health care

### LISTS OF ISSUES (PRIOR TO REPORTING)

- **Human Rights Committee, Uzbekistan, 2019**

Anti-corruption measures (arts. 2 and 25)

3. Please report on the progress made in preventing and combating corruption effectively, including in relation to the prosecution of corruption at the highest level. Please clarify whether steps have been taken to:

- (a) criminalize all mandatory elements of bribery offences;
- (b) make all corruption offences criminal offences;
- (c) define the meaning of the term "substantial harm" as an element of the offence of abuse of power or office;
- (d) provide for the liability of legal entities for crimes of corruption; and
- (e) strengthen the operational and structural independence and specialization of law enforcement agencies and prosecutors dealing with corruption cases. Please also clarify whether consideration has been given to excluding the functions of combating economic and corruption crimes from the mandate of the State security bodies.

Elimination of slavery and servitude (art. 8)

14. Please report on further measures taken to eliminate forced labour in the cotton sector and on their practical impact. Inter alia, please:

- (b) report on measures taken to ensure financial transparency and address corruption in the cotton sector, including on any planned or implemented reforms to the State-set mandatory cotton production quota system that reportedly remains the main cause of forced labour and contributor to corruption; (...).

- **Human Rights Committee, Central African Republic, 2019**

Administration of justice (art. 14)

21. Please explain how the State party reconciles the provisions of article 107 of the Constitution of 30 March 2016, which provides that the judiciary is independent of the legislative and executive branches, with the fact that judges are appointed by the executive branch. Also please describe the measures taken to strengthen the capacity of the judicial system, in particular to

- (a) ensure the independence of the judiciary;
- (b) establish procedures to shield the judiciary from the influence of and interference by the executive branch and corruption;
- (c) ensure in practice the security of tenure of judges and magistrates; and
- (d) allocate the necessary resources, including human resources, for the system to function effectively.

22. Bearing in mind the information provided by the State party on the establishment of the High Authority on Good Governance in 2017, and the fact that bribery of national public officials is a criminal offence (articles 369 and 370 of the Criminal Code), please provide information on the practical measures taken to effectively combat corruption, including corruption in connection with natural resource management. Please provide information on the results achieved with such measures, as well as data on any corruption related prosecutions and convictions.

## CONCLUDING OBSERVATIONS

### • Human Rights Committee, Cameroon, 2017

Anti-corruption efforts

9. While acknowledging the measures taken by the State party to combat corruption (Operation Épervier), the Committee notes with concern that corruption is endemic in the State party. Also troubling are reports that public authorities, including those in the police, judicial, tax, education and health sectors, often extort money from individuals as a condition for providing services. The Committee takes note of the State party's anti-corruption measures, but is still concerned at allegations that these measures are exploited and misused in order to target certain prominent individuals, incl. political figures (arts. 2, 14, 25 and 26).

10. The State party should:

- (a) step up its efforts to combat corruption and to ensure that it does not go unpunished;
- (b) ensure that all cases of corruption are independently and impartially investigated and, where applicable, that appropriate judicial penalties are imposed on perpetrators; and
- (c) establish strict standards for public officials and ensure that those responsible for acts of corruption are subjected to disciplinary action and are prosecuted in court.

### • Committee on Economic, Social and Cultural Rights, Uzbekistan, 2014

The Committee recommends that the State party set up a comprehensive policy and mechanism to combat and prevent petty and systemic corruption, including by:

- (a) Streamlining the adoption of the draft anticorruption law, national programme and action plans, as well as codes of conduct for public institutions;
- (b) Fostering transparent corruption monitoring, especially in the areas of health care, education and residence registration, and ensuring adequate investigation into corruption cases and prompt punishment of perpetrators with commensurate sanctions;
- (c) Ensuring safe, accessible and visible channels for reporting corruption, in particular in the areas of health care, education and residence registration, as well as effective protection of anti-corruption activists and human rights defenders involved;
- (d) Training politicians, lawmakers, judges, law enforcement officers, civil servants and public service personnel, especially in the areas of education, health-care and residence registration, on ethics and the economic and social costs of corruption;
- (e) Conducting awareness-raising campaigns.

### • Committee Against Torture, Cambodia, 2011

The State party should:

- a) take immediate and urgent measures to eradicate corruption throughout the country which is one of the most serious impediments to the rule of law and the implementation of the Convention;
- b) such measures should include effective implementation of the anti-corruption legislation and the expeditious operationalization of the Anti-Corruption Unit, which should consist of independent members;
- c) increase its capacity to investigate and prosecute cases of corruption;
- d) establish a programme of witness and whistleblower protection to assist in ensuring confidentiality and to protect those who lodge allegations of corruption, and ensure that sufficient funding be allocated for its effective functioning;
- e) undertake training and capacity-building programmes for the police and other law enforcement officers, prosecutors and judges, on the strict application of anticorruption legislation as well as on relevant professional codes of ethics, and adopt effective mechanisms to ensure transparency in the conduct of public officials, in law and in practice;
- f) report back on progress achieved, and the difficulties encountered, in combating corruption;
- g) provide information on the number of officials, including senior officials that have been prosecuted and punished on account of corruption charges;
- h) intensify its efforts to establish and ensure a fully independent and professional judiciary in conformity with international standards and ensure that it is free from political interference; and
- i) provide information on provisions of the Anti-Corruption Law that address the independence of the judiciary