

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
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- 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:

The diagram illustrates a sample report text with several callout boxes and arrows pointing to specific parts of the text:

- Callout 1:** "Note the previous recommendations are highlighted" points to the underlined text: Education (1st cycle: 15; 2nd cycle: 110.103, 110.106)
- Callout 2:** "Note domestic developments are highlighted (or lack thereof)" points to the underlined text: Education (1st cycle: 15; 2nd cycle: 110.103, 110.106)
- Callout 3:** "Note clear recommendations" points to the text: "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."³⁶
- Callout 4:** "Note other treaty body recommendations" points to the text: "The NIHRC notes the CRC recommendation that the UK 'invest considerable additional resources' to achieve a truly inclusive education for disadvantaged groups."³⁷
- Callout 5:** "Note work undertaken by the State" points to the text: "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."³⁹
- Callout 6:** "Note specificity" points to the text: "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"⁴⁰ 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."⁴¹
- Callout 7:** "Note reference to Human Rights Treaty obligations" points to the text: "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."⁴⁵
- Callout 8:** "Note work undertaken by you where applicable" points to the text: "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."⁴⁴

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