

Annex D

UN OHCHR Summary of Stakeholder Information

Where to submit?

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

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

Format of the submission

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

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

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

Content of the written submission

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

- Written contributions should be submitted in United Nations official languages only, preferably in English, French or Spanish
- Kindly submit the final version of your text as revised versions might be difficult to be accepted at a later stage
- Paragraphs and pages of each submission should be numbered
- Submissions may include an introduction paragraph summarizing the main points contained therein
- As a way of introduction, stakeholders are also encouraged to indicate key words in relation to their submission (e.g., domestic violence)
- Stakeholders should refrain from annexing reports from other organizations

Please note also:

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