

Guide: How to Structure a Report

If you are reporting to a body without a pre-defined reporting format, you could use the structure exhibited below, for your report:

- Heading and short introduction to the NHRI and its mandate and which sources of information have been used to compile the report.
- **Chapter 1**
Structural issues (general situation of human rights in the state, national legislation complying with the international obligations of the state and the national public institutions mandated to fulfil human rights): briefly point out whether there are general barriers for ratification/implementation of human rights treaties and make recommendation(s).

Example 1:

- 1.1. X has not ratified the following human rights convention(s) and protocols:
 - ✓ Short analysis of which convention(s)
 - ✓ The NHRI recommends that XX ratify and implement:
 - UN Convention on YY
 - Optional protocol on NN

- **Chapter 2**

General provision (of the convention e.g. ICCPR). In this chapter, the NHRI identifies issues/barriers/challenges in implementing the convention.

Example 1:

- 2.1. Incorporation of ICCPR in domestic legislation (ICCPR art. 2)
 - ✓ short analysis of the human rights issue
 - ✓ The NHRI recommends that XX strengthen the rule of law by incorporating ICCPR

Example 2:

- 2.2. Gender equality (ICCPR art. 3)
 - 2.2.1 Shortcomings in equal access to justice in rural areas on ground of gender
 - ✓ Short analysis of the human rights issue
 - ✓ The NHRI recommends that XX take measures to ensure women have equal access to justice in rural areas by introducing a travelling judicial taskforce.

- **Chapter 3**

Subjective rights/substantive rights (choose only the articles relevant and where the NHRI deems there is a serious human rights issue)

Example 1:

3.1. Prohibition of torture (ICCPR article 7)

3.1.1 Coercion in psychiatric treatment

- ✓ Short description of the problem
- ✓ The NHRI recommends that XX abolish the use of forced physical restraints lasting more than 48 hours.

It is important to provide clear references in footnotes or endnotes, in order to substantiate the analysis of the NHRI.