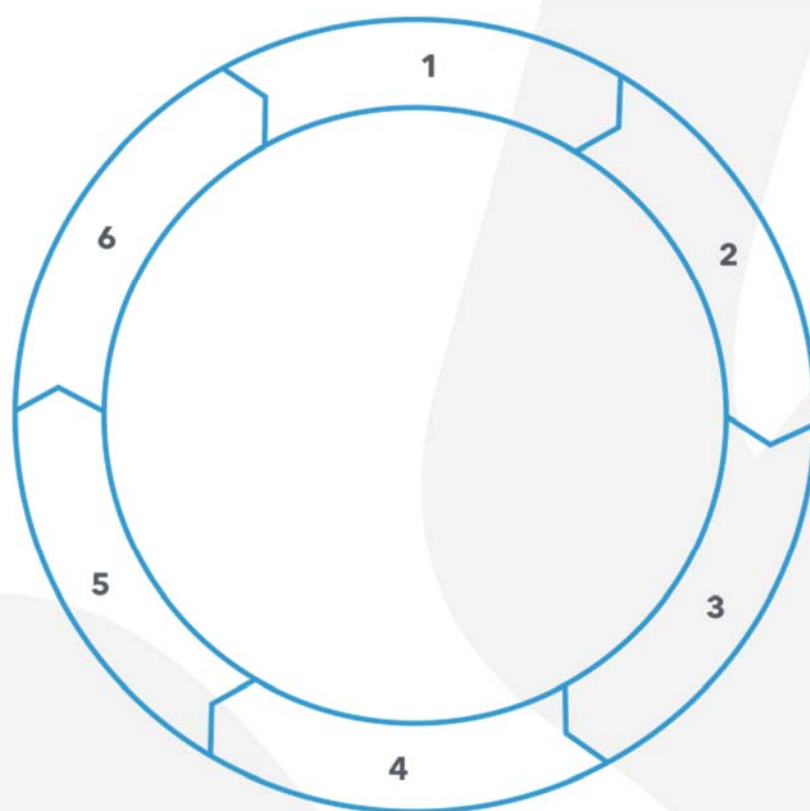


# The Reporting Cycle

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## Step 1: Report

Periodic report (e.g. every four or five years) by the state party to the committee. The treaty bodies welcome reports (parallel report) or independent information from the NHRIs and other non-state stakeholders. When doing that, NHRIs should be familiar with the state party report, general comments of the treaty body and concluding observations from previous reviews, which can be found on the country website.

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## Step 2: List of issues

The committee presents a list of issues to the state party. The list comprises of what the committee proposes to be the human rights issues of highest concern. NHRIs and other stakeholders may provide inputs and suggestions for the list before the committee reaches its decision on which issues to include.

Rather than developing a report on all aspects of the concerned convention(s), the list of issues includes a number of points that the committee believes should enjoy top priority or consideration in the report.

## Step 3: Written Replies

The state party submits written replies to the list of issues.

NHRIs may comment on the list of issues and make an oral or written submission regarding the list of issues, to the treaty body.

## Step 4: Dialogue

Oral review of the state party. This might take place a long while after the state submitted its report as some treaty bodies have a backlog.

NHRIs may participate in the review, but the form of participation differs, depending on committee: in some committees, NHRIs may make statements, in others NHRIs may only participate as observers. In addition, the presence of the NHRI provides an opportunity between sessions to speak to members of the committee and the members of the state delegation to share views and suggestions of the NHRI.

## Step 5: Concluding observations

The committee adopts the Concluding Observations, including recommendations, after the oral review of the issues concerning the state party.

NHRIs should disseminate the Concluding Observations as widely as possible and encourage the state party to have them translated to local language(s).

## Step 6: Follow-up

The state party follows-up on, and implements the recommendations.

NHRIs should monitor the state party by doing their own follow-up and keeping track of what the state party has done in order to implement the recommendations. If possible, the NHRI may act as an adviser to the responsible state agencies to enhance the implementation.