



NGO Lobbying for the UPR Working Group



Questionnaire on States' Drafting Process for Statements¹

	How does the Ministry of Foreign Affairs (MFA) proceed to draft statements during a UPR working group session?	Can the Geneva Mission take aboard issues without having to seek approval from the capital?	Does your MFA have a preference with regard to the stage(s) at which NGOs could feed their information into the process? Which section of your MFA should be contacted in the capital (if applicable)?	Is there a preference for personal contact/ meetings or Email?	What would be the best timing to receive NGO information at these three stages (Capital, Embassies, Geneva)?	Would the delegation in Geneva take on board last minute information?	If so, what is the latest deadline and who needs to approve the inclusion of this information in a statement (ambassador, first secretary)?	Does your MFA have priorities in terms of thematic issues to be raised during the UPR and/or of countries to formulate recommendations to?	Contact details of the person in charge of drafting declarations during the UPR
Albania	Geneva-Mission->Capital->Geneva Mission	No	The NGOs should contact only the Albanian Permanent Mission in Geneva.	Preference for receiving information by Email	Geneva Mission: 2 months before the review	No		1. Discrimination against women 2. Violence in the family 3. Minority issues. Promotion of their rights 4. Education.	
Botswana	Geneva-Mission->Capital->Geneva Mission	No	It could be a combination of the three. The relevant section of the MFA is the Department of Multilateral Affairs.	No preference	Capital: 1 month before the review, Embassies: 1.5 months before the review, Geneva Mission: 2 weeks before the review	No		Not really. The recommendations should be geared at assisting the State under review to emerge from the UPR session with a challenge to set out to improve its human rights record.	

¹ Mandat International and UPR Info have been requested by a number of NGOs to conduct a survey seeking out the process through which States draft their interventions for the UPR working group. The aim of this survey is to improve NGOs understanding of these processes, in a view to facilitate their interaction and advocacy efforts with States. For the latter, the survey is designed as an opportunity to inform NGOs about their preferences as to how and when NGOs should contact them, in a view to save time and make the process more efficient for both. The survey has been conducted between January and March 2012, and has been addressed to all Geneva-based Permanent Missions.

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Bulgaria	Geneva-Mission->Capital->Geneva Mission	No	The NGOs should contact the Geneva Mission directly	Preference for receiving information by Email	Geneva Mission: 1 month before the review	No		Bulgaria mainly raises questions and makes recommendations as regards the social, economic and cultural rights, as well as non-discrimination and women's rights	
Chile	Local Embassy->Capital->Geneva Mission	No	NGOs should contact the Geneva Mission or the Embassy	Preference for receiving information by Email	Capital: 1.5 months before the review, Embassies: 1.5 months before the review, Geneva Mission: 1.5 months before the review	Yes	At least three days before the statement, capital's approval	Children and women issues, ratification of human rights treaties	

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Colombia	Geneva-Mission->Capital->Geneva Mission	No	Some NGOs contact our Embassies in the country under review, other contact our Mission in Geneva. All information is welcome. We process the information, and the Mission in Geneva, together with the MFA, decides about the text of the interventions and what could be included in the text.	No preference	Capital: 1 month before the review, Embassies: 1 month before the review, Geneva Mission: 1 month before the review	No	If there is a very important issue we could maybe consider the information, but of course, we prefer to evaluate the information and prepare the declaration in advance. Whether it is possible to include or not a reference to last minute information also depends on the sensitivity of the issue; in some cases the Mission in Geneva could take the decision but in other cases consultation with the MFA could be required.	Colombia has usually included in its interventions references to women's rights and the fight against all forms of discrimination.	Alvaro Ayala, Mission of Colombia to the UN, alvaro.ayala@misioncolombia.ch

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Croatia	From the MFA to the Geneva Mission	In practice the Geneva Mission has always been contacting the capital which finally makes decisions, taking into account all the considerations including the information from the Mission.	Division for Human Rights and Regional International Organisations and Initiatives		Capital: 3 – 4 months before the review	Preferably, not.			Mrs. Romana Kuzmanić-Oluić, Counselor, Division for Human Rights and Regional International Organisations and Initiatives - Email: romana.kuzmanic-oluic@mvep.hr
Czech Republic	Local Embassy->Capital->Geneva Mission		NGOs can contact capital, Geneva Mission and the Embassy.	Preference for meetings and information sent by Email	Capital: 1.5 months before the review, Embassies: 1.5 months before the review, Geneva Mission: 1.5 months before the review	Yes			

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Denmark	Capital -> Embassy -> Capital -> Geneva Mission	Yes	MFA (the human rights unit) and the Geneva Mission	No preference	Capital: 1.5 months before the review, Embassies: 1.5 months before the review, Geneva Mission: 1.5 months before the review	Yes	No deadline - can be right before the review. Level of approval can be first secretary, ambassador or capital depending on the sensitivity of the issue...	Thematic priorities: Women, children, torture, death penalty, racism, business & HR, freedom of expression, freedom of religion or belief, indigenous peoples, human rights defenders.	

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France	Local Embassy->Capital->Geneva Mission. Usually, local embassies are asked to provide the capital with relevant information on the human rights situation of their country of residence. On this basis, the capital drafts an intervention which is sent to the Geneva mission. It can be completed/fine-tuned by the permanent mission in Geneva, in close consultation with the capital, based upon information provided by NGO based and/or met in Geneva.	The final intervention, to be delivered in the plenary, is always previously sent to the capital in order to seek final approval from it.	Any stage is relevant, depending on the localisation of the NGO (locally and/or Geneva-based ?). A combination of the three might be superfluous as the local embassy, the capital and the permanent mission in Geneva are in close contact. A locally-based NGO could, at a first stage, approach the embassy based in the country under review and at a second stage get in contact with the mission in Geneva (if the NGO manages to come to Geneva) for a short interview	Preference is generally given to personal contacts, schedule permitting (a certain degree of flexibility of the NGO in this regard is highly appreciated). If an interview if not possible, the delegation carefully revise the information (preferably short and tailor-made) sent by email.	Between 2 and 1.5 months to approach embassies and/or the capital, between 1 month and 2 weeks to approach the Geneva mission (close attention has to be given to the Human Right Council schedule, meetings during HRC sessions being extremely difficult to arrange).	It is not recommended to transmit information at the last minute, as it does not give enough time to the delegation to consult its capital and instructions have in general already been received.	It is preferable to transmit any relevant information to the representation before the opening of the UPR session. The inclusion of late information in a statement has to be agreed upon by the head of the HR section in Geneva, in close contact with the capital.	Thematic issues in the field of human rights are seen as equally important. The delegation of France however puts a special emphasis on a range of issues, among others, the fight against impunity, sexual orientation and gender identity, women's rights, rights of the child, arbitrary detentions, enforced disappearances, extreme poverty ...	

<p>Georgia</p>	<p>The statement drafting for the UPR working session is a consultative process which involves the central apparatus of the Georgian MFA and its relevant diplomatic representations abroad. Believing in the need for individualized approach to each human rights problem, there are no formal restrictions on the sequence of the procedure of the UPR statement drafting. In principle, all involved actors, the central apparatus, local embassy and the Geneva Mission, through the consultative process, act interchangeably as the initiative proposers, information providers, the actual drafters of the statement and its reviewers. The efficiency of the process is ensured through the closest coordination between them.</p>	<p>In principle, the information may be submitted to any Georgian diplomatic representation abroad or the central apparatus of the MFA, based on the convenience of the information provider. Where the NGO has more than one branch and can provide the information based on Georgia's preferred point of submission, either Georgia's Permanent Missions in New York and Geneva, or the MFA central apparatus would be a preference.</p>	<p>Given the workload of Georgia's diplomatic personnel, both in the capital and the representation s abroad, the e-mail communicatio n might be more preferable and could even be more effective. If, however, there is a strong presumption that the issue in question necessarily requires a personal meeting, and provided that the schedule of the person with whom the meeting is required allows so, a meeting with the NGO representative s may be arranged.</p>	<p>The information may in principle be submitted whenever the respective NGO considers it to be ready for submission, but preferably at least two or three weeks prior to the session.</p>	<p>The later the information is received below the two weeks threshold the lesser is the probability of its processing through its regular consultative process. This, however, does not automatically exclude potential inclusion of certain information into the statement, especially of information requiring an immediate publicity due to the gravity of certain human rights violation/s and the risk of occurrence of irreparable harm.</p>	<p>Georgia does not have an a priori preferential treatment of any human rights problem based on its nature or geographic scope. As stated in the first question, for the purposes of effective resolution of any such problem, it believes in individual and contextualized approach to it.</p>	<p>The contact details of all structural units of the central apparatus of the Georgian MFA as well as Georgia's diplomatic representation s abroad are available at the MFA official website: www.mfa.gov.ge</p>
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Ghana	Geneva-Mission->Capital->Geneva Mission	Yes	First contact Geneva mission. Should there be a need to contact MFA, NGOs can contact the multilateral bureau.	Preference for receiving information by Email	Capital: 2 months before the review, Embassies: 2 months before the review, Geneva Mission: 1 month before the review	No		Respect for rule of law, right to education, health and gender equality.	
Greece	Local Embassy->Capital->Geneva Mission	No	The Mission and the Human Rights Directorate in the Greek MFA.	Preference for receiving information by Email.	Capital: 1.5 months before the review, Geneva Mission: 1.5 months before the review	Yes	2 days in advance. Need for MFA approval.	Gender equality, trafficking, rights of the child, torture, slavery, etc.	More than one person involved. Information can be sent to the Mission's Email: mission.greece@ties.itu.int
Hungary	Geneva-Mission->Capital->Geneva Mission	Yes	NGOs should contact our Mission in Geneva.	Preference for receiving information by Email	Capital: 1.5 months before the review, Embassies: 1.5 months before the review, Geneva Mission: 1 month before the review	Yes	2 weeks before the session. The ambassador approves the inclusion of an information in a statement.	Minority issues. Disability. Freedom of expression.	ilakatos@mfa.gov.hu / bratkai@mfa.gov.hu

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Ireland	Local Embassy->Capital->Geneva Mission (however the process is fluid as the Mission may also give early views)	Approval is sought by phone if need be but not necessary when policy orientation known.	Contact should be made through the Mission normally.	Email in first instance but the Mission is open to meetings.	Geneva Mission: Not more than 2 months and not less than 2 weeks before the UPR examination.	Yes	2 days. Information considered by Ambassador and First Secretary.	Civil and political rights, Freedom of the press and Assembly, Economic and social rights and human rights infrastructure.	Ambassador Gerard Corr and Aoife Lyons (Email: aoife.lyons@dfa.ie)
Israel	Geneva-Mission->Capital->Geneva Mission	Yes	Contact the Geneva Mission directly.	Preference for receiving information by Email	Geneva Mission: 1 month before the review	Yes			rapporteur@geneva.mfa.gov.il counselor@geneva.mfa.gov.il
Italy	Local Embassy->Capital->Geneva Mission	Yes. However, statements should be in line with Italian foreign and human rights policy.	At an intermediate stage, not too early nor too close to the UPR, via the Embassy or, preferably, via the Permanent Mission in Geneva. The office in charge at the Ministry is the n. II of the Department for Political Affairs and Security.	You can mail and/or contact the Permanent Mission in Geneva for personal meetings. Better to send us, anyway, the documents that you want to be examined (easier to forward them to other colleagues)	Geneva Mission: between 1 month and 2 weeks before the review	It is difficult. It depends on the source, the information, its reliability and relevance to the statement already prepared. However, information is always welcome.	Statements are normally approved by the Ambassador.	See http://www.esteri.it/MAE/EN/Politica_Estera/Temi_Globali/Diritti_Umani.htm?LANG=EN and http://www.esteri.it/MAE/EN/Politica_Estera/Temi_Globali/Diritti_Umani/Default.htm?LANG=EN	It depends on the countries. Mostly but not exclusively Roberto Nocella, roberto.nocella@esteri.it

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Maldives	Geneva-Mission->Capital->Geneva Mission	No	In the case of the Maldives, the information should be given to the Geneva Mission for consideration.	No preference	Geneva Mission: 1 month before the review	As statements require a processing time, it is unpractical to include any such information. But the Mission will always be forth-coming to such information	The Ambassador in consultation with the Ministry.	The Maldives have 5 clear priority areas and it focuses on these themes when formulating recommendations. They are: a) environment and climate change impact on human rights b) women's and children's rights c) torture d) disability e) independence of the judiciary	Geneva Mission: info@maldivesmission.ch
Moldova	Geneva-Mission->Capital->Geneva Mission	No	We prefer the combination between Geneva and MFA 2 weeks prior to the UPR WG session. At the MFA the Multilateral Cooperation Department, Council of Europe and human rights Division should be contacted.	No preference	Capital: 1 month before the review, Embassies: 1.5 months before the review, Geneva Mission: 1.5 months before the review	Yes	MFA and Ambassador		

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Norway	Local Embassy->Capital->Geneva Mission	Yes	Geneva delegation, but for local NGOs the Ministry (Human Rights Section) or the Embassy.	No preference	Capital: 1 month before the review, Embassies: 2 months before the review, Geneva Mission: 2 weeks before the review	Yes	One week. Approval by Minister Councillor.	Gender and LGBT. We formulate recommendations to all countries, since universality is a main strength of the UPR.	GS@mfa.no
Oman	Geneva-Mission->Capital->Geneva Mission	No	Geneva Mission	Preference for receiving information by Email	Geneva Mission: 2 weeks before the review	No	Ambassador	No	Mr. Ahmed Al Kathairi, Phone: +41 (0)22 758 96 60, Email: missionoman@bluewin.ch
Paraguay	Geneva-Mission->Capital->Geneva Mission	Yes	It should be a combination of the three. The section in charge at the MFA is called "Human Rights Department", Phone: + 595 21 448409, Email: ddhh@mre.gov.py	No preference	Capital: 1 month before the review, Geneva Mission: 1 month before the review	Yes	1 week. The approval of the Ambassador or the Chargé de Affaires is always necessary.	-	

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Portugal	Combined inputs from Embassy, Capital and Geneva Mission. Capital sends final ok.	No	Portugal's MFA would prefer to receive information through the Permanent Mission.	No preference	Capital: 1.5 months before the review, Embassies: 1.5 months before the review, Geneva Mission: 1.5 months before the review	No		Economic, social and cultural rights, namely the optional protocol to the ICESCR; non-discrimination and death penalty.	
Republic of Korea	Local Embassy->Capital->Geneva Mission	No	Local Embassy would be most preferred as main contact for NGO information as they provide the first draft of the statements as well as more detailed supplementary background/situation report of the country under review.	Preference for receiving information by Email	Embassies: 1 month before the review	No		No.	

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Slovenia	First drafts are prepared at Geneva and capital level. Embassies' inputs are sought and incorporated in Geneva/capital.	Normally, all statements are approved by the capital. However, the Mission does have some discretion to make last minute adjustments where relevant information was not readily available beforehand, particularly in priority policy areas.	As early as possible, as statements are prepared well in advance of sessions. Contacting Geneva Mission suffices, as we will always forward relevant information to the responsible official. In the capital, the Human Rights Department coordinates the preparations for UPR.	Electronic communication can be more expedient, particularly just before or during sessions. If meetings are requested, this should be done well in advance.	Geneva Mission: 1 to 1.5 months in advance would be a good time, but no later than 2 weeks before the UPR session.	Sometimes, if considered particularly pertinent. In politically sensitive cases, however, this may not be possible.	Last-minute changes are exceptional and we try to avoid them. Should there be a last minute change, Ambassador would be approving it.	We consider it a matter of principle to intervene on every country (equal treatment). Slovenia's thematic policy priorities will normally take precedence over other topics to be raised.	A substantial number of staff (Mission and MFA) are involved in the drafting process. We therefore prefer not to provide a full list. All contacts may be made via the mission's HR staff (urska.cas-svetek@gov.si, andrej.zitko@gov.si).
Spain	Local Embassy->Capital->Geneva Mission	No	Combination of the three.	No preference	Capital: 2 months before the review, Embassies: 2 months before the review, Geneva: 2 months before the review	No		HR instruments, death penalty and LGBT among others.	

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Sudan	Geneva-Mission->Capital->Geneva Mission	Yes in issues where the position is known and seek the approval of the capital in new issues.	Combination of the three. The section to be contacted is the department for Human Rights, Women and Children.	Preference for receiving information by Email	Capital: Before drafting the national document	Yes if possible	Ambassador	It depends on the reviewed country	Mission.sudan@bluewin.ch
Switzerland	Capital->ministry-wide consultation->Geneva Mission	No	All offices of the MFA (Embassy, capital and Mission) can be contacted. This should be done at least one month before the review.	No preference	Capital: 1 month before the review, Embassies: 2 months before the review, Geneva Mission: 1 month before the review	No		No.	
Thailand	Obtaining information and inputs from capital and local embassy -> drafting statement by GVA mission	Yes	Preference is to receive NGO inputs via Geneva Mission	Preference for receiving information by Email.	Geneva Mission: 2 to 4 weeks before the review	No	1 week before the UPR WG. Approval of Ambassador required.	Rights of vulnerable groups. ASEAN countries / countries with strategic interests	Information should be sent to thaimission@vtxnet.ch
Turkey	Local Embassy->Capital->Geneva Mission	No	The Geneva Mission	Preference for receiving information by Email	Geneva Mission: 2 weeks before the review	Yes	Ambassador-2 days before the statement	Women's and children's rights	

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United Kingdom	Local Embassy->Capital->Geneva Mission	No	Embassy should be the first point of contact. Often we begin drafting the UPR statements 6-8 weeks before the UPR session.	Preference for receiving information by Email	Capital: 4 months before the review, Embassies: 4 months before the review	No	2 weeks before the session. Capital/Embassy have to approve, not Geneva.	The UK (FCO) has recently selected a number of HR priority issues (ie not just for the UPR). These include combatting torture, freedom of expression, freedom of religion and belief, women's rights and the death penalty.	
United States	Capital (with Embassy input) > Geneva	No	No great preference between country and Washington D.C and Geneva, as long as information is passed on early.	MarizJC@state.gov in Geneva; DRL/MLGA for the Dept. of State	2 to 1.5 months	We'll listen to anybody, but last minute info cannot be considered.	Absolute latest deadline would be roughly two weeks out, and approval always comes from Washington.	Fundamental civil and political rights are of most interest when they are blatantly abused, but we pay attention to the full spectrum.	
Yemen	Geneva-Mission->Capital->Geneva Mission	No			Geneva Mission: 1 month before the review	Yes			FadhI Almaghafi, Deputy Permanent Representative of Yemen to the UN. Phone: +41 22 799 05 10/11/17, Fax: +41 22 798 04 65, Mobile: +41 79 862 96 09