

WHO CAN SUBMIT INFORMATION?

Any individual, group, civil society actor or national human rights body can submit information to the Special Procedures mandate holders. Those submitting may be direct or indirect victims of the alleged violations or claiming to have a direct or reliable knowledge of those allegations.

HOW TO SUBMIT INFORMATION?

ONLINE SUBMISSION TOOL AT
spsubmission.ohchr.org

WHAT CAN SPECIAL PROCEDURES COMMUNICATIONS DO FOR YOU?

Special Procedures communications are targeted and victim-centred interventions; firmly anchored in international human rights law, and with regard to all rights: civil, cultural, economic, political and social; bringing forward victims' voices and lived experiences; reaffirming obligations and responsibilities to uphold international human rights commitments and effectively addressing specific cases of human rights violations and abuses; contributing to the strengthening of human rights advocacy with concerned stakeholders, including for specific legislative, institutional and policy reforms.

They can be issued irrespective of whether an alleged victim has exhausted domestic remedies and whether the concerned stakeholder has ratified international or regional human rights instruments.

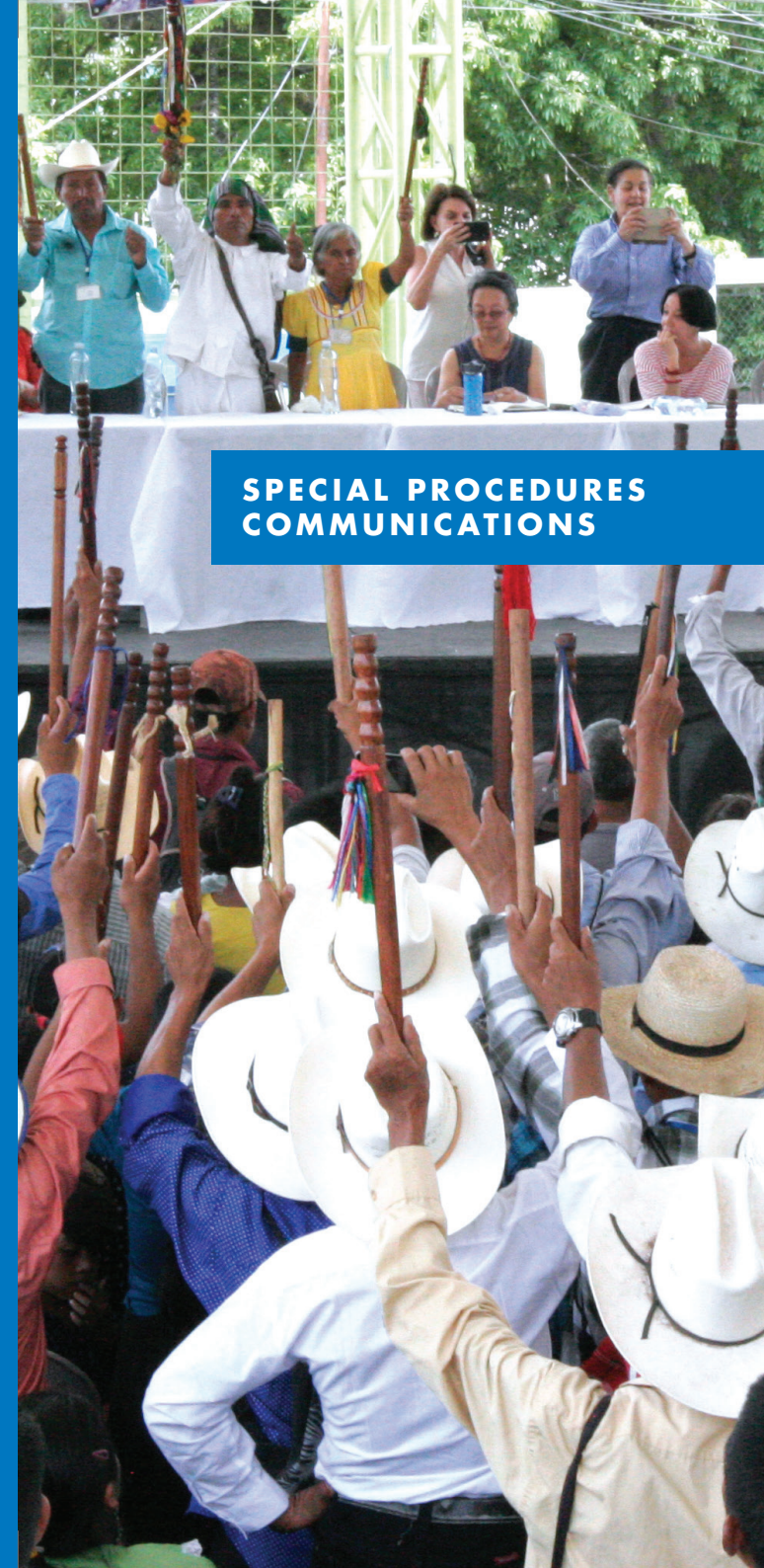
They are neither a judicial nor an investigation mechanism. They seek clarifications from concerned stakeholders on the presented cases as well as on any action undertaken by them, including remedial action for victims' redress and reparation.

On the 70th anniversary of the Universal Declaration on human rights, the communications by special procedures mandate holders are as current and relevant as ever. These communications, which intend to establish a dialogue on cases of alleged human rights violations, aim to be a tiny contribution towards the realization of the right to an effective remedy that everyone is entitled to, as the Declaration stipulates.

"Thanks for reading my messages and taking them into account. I finally have the impression that someone is listening to me and paying attention to the case of my son"

WROTE THE MOTHER OF A DISAPPEARED PERSON.

Besides the concrete outcome of each case, these communications aspire to honour the resilience of those who in the face of extreme suffering find the strength to claim their rights and seek redress.



**SPECIAL PROCEDURES
COMMUNICATIONS**

WHAT ARE THE SPECIAL PROCEDURES COMMUNICATIONS?

Letters addressed to Governments and other actors, over allegations of human rights violations and abuses, which already occurred, are ongoing, or have the risk of occurring. Communications may be sent individually by one mandate holder or jointly by several. They may deal with cases affecting one individual or a group of individuals or communities (*Urgent Appeals and Allegation Letters*). They may also examine the content of draft or existing legislation, policy or practice not deemed in compliance with international human rights norms and standards (*Other Letters*).

As per the Code of Conduct of the Special Procedures mandate holders, these *Urgent Appeals* and *Allegation Letters* remain confidential for a period of 60 days maximum. They are then made public in reports presented to the Human Rights Council and in the communications site at: spcommreports.ohchr.org. *Other Letters* are made available on the above communication site to the public 2 days after they have been sent. Some communications on urgent cases may be followed by press releases issued within the 60 days at the discretion of mandate holders.

SP COMMUNICATIONS AND STAKEHOLDERS' REPLIES CAN BE FOUND AT spcommreports.ohchr.org

WHAT INFORMATION IS NEEDED?

The Special Procedures mandate holders will only act on credible and substantiated information which is factual, updated, as clear as possible, and not politically motivated or based exclusively on reports disseminated by mass media.

Submissions need to be an accurate account of the ALLEGED VIOLATION and include the following information:

- **DATE, TIME AND LOCATION** OF THE INCIDENT(S)
- **VICTIMS**, INCLUDING THEIR NAMES
- TYPES OF **VIOLATIONS**
- THE **CIRCUMSTANCES** OF THE ALLEGED VIOLATIONS (IN CHRONOLOGICAL ORDER)
- **ALLEGED PERPETRATORS** OF THE VIOLATIONS
- ANY **ACTIONS TAKEN BY THE VICTIMS** AND/OR THEIR LEGAL REPRESENTATIVES AND POSSIBLE OUTCOMES
- ANY **ACTIONS TAKEN BY RELEVANT AUTHORITIES** TO REMEDY THE SITUATION AND POSSIBLE OUTCOMES
- **ANY OTHER INFORMATION** THAT MAY FURTHER CLARIFY THE CONTEXT IN WHICH THE VIOLATIONS HAVE OCCURRED INCLUDING **POSSIBLE PATTERNS AND TRENDS**

When submitting information on legislation and policies, you are encouraged to send the actual text of such legislation and policies as well as an analysis of how these do not comply with international human rights standards.

CONSENT

Mandate holders are guided by the principle of “do no harm”. For this reason, the **CONSENT** of the victim or the victim’s representative (family member or legal counsel) is **REQUIRED**. This means that:

- The victims or their representatives are aware and agree that a letter containing their names and further information on them is to be sent to the concerned stakeholder (incl. Governments)
- The victims or their representatives are aware and agree that the letter containing their names will be included in the Special Procedures public reports and communications site unless protection concerns are brought to the attention of mandate holders. For example names of child victims, trafficked, sexually abused and tortured victims, and those persons facing high threat of reprisal will not be disclosed by mandate holders in the public report on communications.

KINDLY NOTE THAT NEITHER MANDATE HOLDERS NOR THE UN WILL BE ABLE TO PROVIDE PHYSICAL PROTECTION TO VICTIMS SUBMITTING CASES OF ALLEGED VIOLATIONS THROUGH THIS PROCEDURE.

FOR MORE INFORMATION
ohchr.org/EN/HRBodies/SP/Pages/Communications.aspx