

### **Stakeholder Reporting**

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- I. Stakeholder reporting general information:
  - A. Individual reports: 2815 words, plus cover letter and references, footnotes, endnotes
    1. Use footnotes/endnotes to put links to videos and other information so it doesn't count towards your word limit, but make sure the substantive information is within your word limit
    2. Visit [UPR2020.org](http://UPR2020.org) for sample reports to view and download
    3. Report template available on [UPR2020.org](http://UPR2020.org)
  - B. Coalition reports: reports written by 2 groups or more
- II. Cover page:
  - A. Choose one person to be the point person for the organization or Working Group and provide their contact information
  - B. Provide 1 paragraph about the organization (or 1 paragraph per org involved in a Working Group submission)
  - C. Remember: these reports will end up on the UN website, so make sure the information you provide is what you want to be public
  - D. Choose a clear, unique title for your report
- III. Notes on Section 2:
  - A. How do you know what the HR law is if you are not familiar?
    1. It will take a little digging!
    2. View slide 13 of Salimah's deck for information on committees based on treaties the US has signed)
    3. Check out reports from Working Groups and Special Rapporteurs who have visited the US to find out what human rights law is being violated
    4. Human Rights Council might have reports on your issue, which are searchable on the UN website
    5. Tip: Control F on your keyboard to - search for your issue to find recommendations if you do not have time to read entire reports

6. You are not expected to be a legal expert - the people who you are submitting reports to are the legal experts. Becoming a legal expert is not a good use of your time - they want to know what is happening on the ground, and they'll be able to recognize what rights are being violated as you describe the situation. However, it's still important that you are able to identify key rights being violated
  7. Make sure to look at the UDHR to see what rights apply to you issue, as well as specific treaties that apply to your issue
- IV. Notes on Section 3: Providing the insider scoop
- A. What they are looking for is what is happening on the ground with your issue; what things are they not able to know from Geneva or elsewhere?
  - B. Provide details including references to other reports.
  - C. There are multiple ways to outline section 3; there is some flexibility. One way is to divide by rights violations (as on slide 18 of Salimah's deck)
- V. Notes Section 4:
- A. Your recommendation might be used to question the US government
  - B. A UN member state might use your recommendation and uplift it
  - C. Make sure your recommendation is well-crafted and clear
  - D. What is something that would alleviate pressure? What is your solution? Who is the target for policy making? (Local gov't, federal?)
  - E. Make sure your recommendations are linked to what you are talking about throughout the report
- VI. USHRN Executive Summary:
- A. Sometimes the committees don't have time to read each report in full. It's important that you submit your report to USHRN for our executive summary as a broader joint stakeholder report. Then, if the committee is interested in something in the executive summary, they'll definitely go to your full report for more information. Reports are due to the USHRN on September 20.

*Note: The next webinar (on September 4) will answer questions about the online submission system and how to sign up as a group or organization through the UN.*