



**X's Compliance with Y Treaty
Suggested List of Issues Relating to [Issue(s)]**

Submitted by The Advocates for Human Rights

a non-governmental organization in special consultative status with ECOSOC since 1996

**_ Session of the [mechanism] (Pre-Sessional Working Group)
start date of session–end date of session [use date format DD Month YYYY]**

Submitted [DD Month YYYY]

The Advocates for Human Rights (The Advocates) is a volunteer-based non-governmental organization committed to the impartial promotion and protection of international human rights standards and the rule of law. Established in 1983, The Advocates conducts a range of programs to promote human rights in the United States and around the world, including monitoring and fact finding, direct legal representation, education and training, and publications. [add subject-specific boilerplate as needed]

[Description of other organizations that co-author the report.]

EXECUTIVE SUMMARY

1. [insert executive summary 1-5 paragraphs]¹
2. [Provide a brief description of the methodology used to gather information for the report.]

[Country] fails to uphold its obligations under the [treaty]
3. [Provide an overview paragraph or paragraphs, which may mention the relevant human rights standards as interpreted by the relevant treaty body. Recall that your primary audience is the group of treaty-body experts, so you usually do not need to explain the treaty language.]

I. Issue 1 [In one short sentence, describe the human rights violation for the first issue (and add the relevant articles of the treaty in parentheses).]
4. [Give a 1-3 sentence summary of the problem and the recommendations that the treaty-body should make to solve the problem.]
5. [Include a brief summary of any reference to the issue from the previous Concluding Observations, if any.]
6. [Include a brief summary of whether or how the State Party Report addresses the issue, if at all.]
7. [In 1-8 paragraphs, provide a picture of the “facts on the ground” relating to this issue since the previous Concluding Observations were published. If the State Party report is wrong, explain why and how. If the State Party report omits important information, say so and share that information. If there is no State Party report, simply provide information, building off of the Concluding Observations from the last review if possible. Provide one or two examples, case studies, or stories to illustrate what is really happening.²]
 - Suggested topics for this section:
 - i. Relevant laws
 - ii. Gaps between laws and practice
 - iii. Facts
 - iv. Main reasons for lack of progress
 - v. Examples / case studies / stories
8. **Suggested questions** relating to [Issue 1]: [note that the report may, in the alternative, offer suggested questions as a separate section at the end]
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¹ Use FOOTNOTES. Use FULL CITATIONS for each footnote. **Provide a footnote for each sentence that has substantive information.** Do not use short citations, *ibid.*, or *supra*.

² If you want to keep your sources confidential or anonymous, you can write footnotes like this: Interview with Confidential Source Number 23, 15 May 2019, Lviv, Ukraine (notes on file with author).

II. Issue 2 [In one short sentence, describe the human rights violation for the second issue (and add the relevant articles of the treaty in parentheses).]

9. [Give a 1-3 sentence summary of the problem and the recommendations that the treaty-body should make to solve the problem.]
10. [Include a brief summary of any reference to the issue from the previous Concluding Observations, if any.]
11. [Include a brief summary of whether or how the State Party Report addresses the issue, if at all.]
12. [In 1-8 paragraphs, provide a picture of the “facts on the ground” relating to this issue since the previous Concluding Observations were published. If the State Party report is wrong, explain why and how. If the State Party report omits important information, say so and share that information. If there is no State Party report, simply provide information, building off of the Concluding Observations from the last review if possible. Provide one or two examples, case studies, or stories to illustrate what is really happening.]
 - Suggested topics for this section:
 - i. Relevant laws
 - ii. Gaps between laws and practice
 - iii. Facts
 - iv. Main reasons for lack of progress
 - v. Examples / case studies / stories
13. **Suggested questions** relating to [Issue 2]: [note that the report may, in the alternative, offer suggested questions as a separate section at the end]

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III. Issue 3 [In one short sentence, describe the human rights violation for the third issue (and add the relevant articles of the treaty in parentheses).]

14. [Follow the same format as above.]

IV. Suggested questions for the Government of X: [use this section if the report doesn't incorporate suggested questions in the sections above]

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