**Annex: Instructions for submitting information on acts of intimidation and reprisals to the report of the Secretary-General on “Cooperation with the United Nations, its mechanisms and representatives in the field of human rights”**

**Before submitting your case information, please ensure that:**

1. There is a direct **link to cooperation with the UN and that the** **case falls within the scope of Human Rights Council resolution 12/2**, namely reprisals or intimidation against those who:

(a) Seek to cooperate or have cooperated with the United Nations, its representatives and mechanisms in the field of human rights, or who have provided testimony or information to them;

(b) Avail or have availed themselves of procedures established under the auspices of the United Nations for the protection of human rights and fundamental freedoms, and all those who have provided legal or other assistance to them for this purpose;

(c) Submit or have submitted communications under procedures established by human rights instruments, and all those who have provided legal or other assistance to them for this purpose;

(d) Are relatives of victims of human rights violations or of those who have provided legal or other assistance to victims;

\*Refer also to Human Rights Council resolution 36/21 (A/HRC/RES/36/21 of 6 October 2017)

2. **Consent has been obtained from the alleged victim or his/her family** and this is clearly indicated in your email; meaning 1) the victim or his/her family has been informed and has understood the possible security risks, and 2) the victim or his/her family has agreed to have his/her case included in the reprisals report;

3. Mention is made of whether or not the alleged act of intimidation or reprisal has been referred to in any **official UN publication** (UN report, press release, public statement, video of UN conference etc.) and, if so, the reference to this publication, including document symbol number where relevant, is provided.

**Please also note, where relevant**:

1. If you are aware of **any Government response** to an action taken on a case – whether in writing, public statement, or in a meeting.
2. If a **case has already been submitted to the Assistant Secretary-General for Human Rights**, following his designation in October 2016 as the UN senior level official to prevent and address intimidation and reprisals, whether for information only or whether requesting action. Note: all letters written by the Assistant Secretary-General to concerned Governments remain confidential, but the action taken may be mentioned in the report, as well as potentially any written response from the Government.
3. Whether the information being submitted entails **follow-up/updates/developments to an ongoing case or a case that was reflected in a previous report**. As the report includes a specific section on follow up, information in relation to cases included in the 2017 (A/HRC/36/31) and 2016 (A/HRC/33/19) reports is particularly welcome. This information could for instance concern continued acts of reprisal or indicate measures that have been taken by the relevant State to investigate or prevent future reprisals from occurring. Please note that also for follow-up information the three requirements mentioned above must be adhered to.