

# National Mechanisms for Reporting and Follow-up (NMRF)

Key capacities and  
UN support to strengthen them

*OHCHR Capacity Building Programme*



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# Why a National Mechanism for Reporting and Follow-up (NMRF)?

- **Ongoing growth** in human rights mechanisms (int'l and regional), reporting requirements, and number of human rights recommendations addressed to States
- **Timely and quality reporting** demand sustainable technical expertise
- Quality reporting requires **effective follow-up and implementation** of recommendations by many Ministries and at the local level

Ad-hoc arrangements **are not viable** anymore!



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# What is a NMRF?

A standing permanent Government structure with a mandate to:

**Coordinate and prepare reports to and engage with the international and regional human rights mechanisms (including treaty bodies, the universal periodic review and special procedures)**

**Coordinate and track national follow-up and implementation of the treaty obligations and recommendations/ decisions emanating from these mechanisms.**



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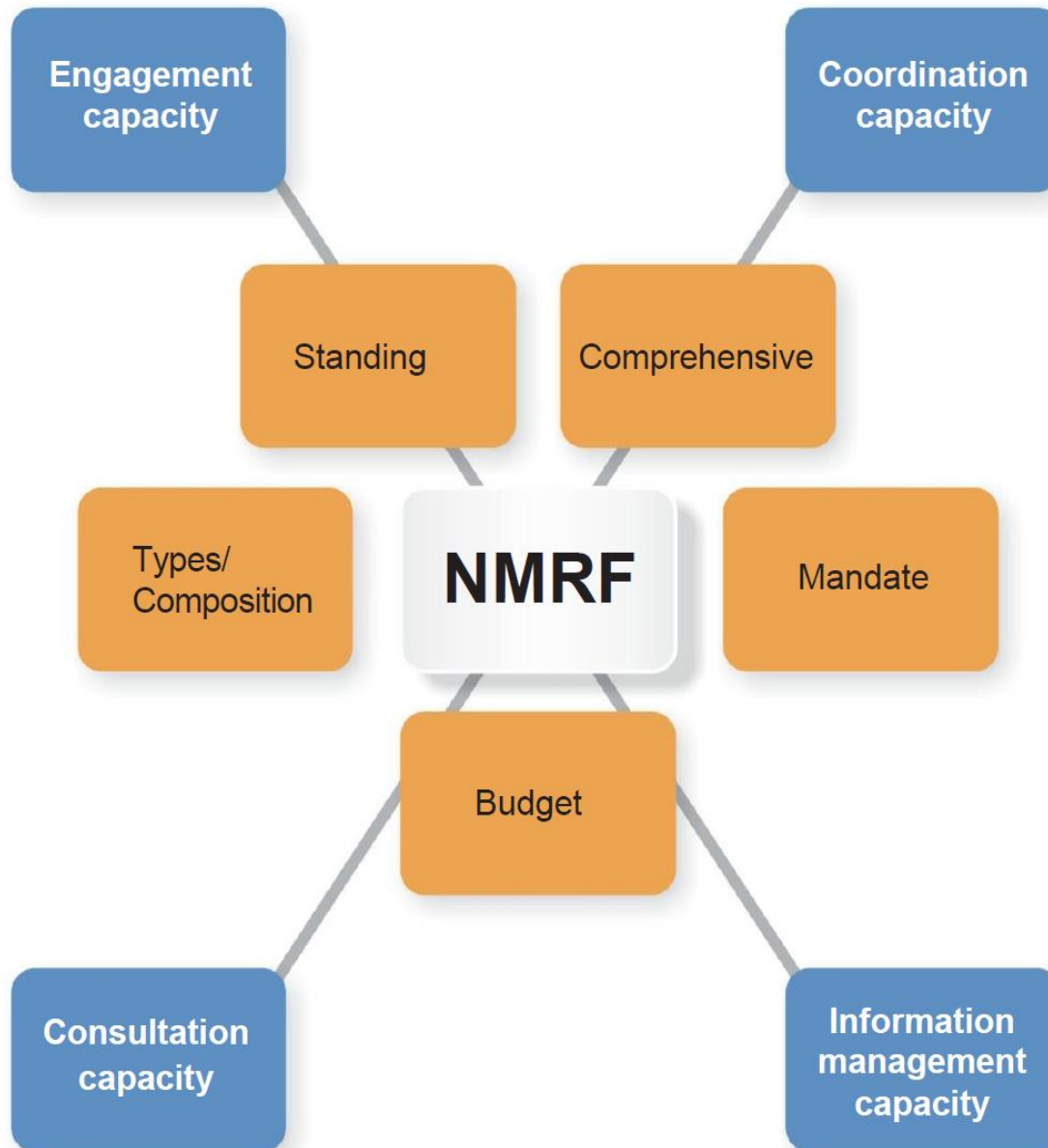
# What are the main types of NMRFs?

Based within  
a ministry

Inter-  
ministerial

Separate  
institution

# What are the key features and capacities of a NMRF?



See OHCHR Guide and Study at  
[http://www.ohchr.org/Documents/Publications/HR\\_PUB\\_16\\_1\\_NMRF\\_PracticalGuide.pdf](http://www.ohchr.org/Documents/Publications/HR_PUB_16_1_NMRF_PracticalGuide.pdf)  
and  
[http://www.ohchr.org/Documents/Publications/HR\\_PUB\\_16\\_1\\_NMRF\\_Study.pdf](http://www.ohchr.org/Documents/Publications/HR_PUB_16_1_NMRF_Study.pdf)

# How can NMRFs function well?

An effective NMRF should have the following **four key capacities**:

- Engagement capacity
- Coordination capacity
- Consultation capacity
- Information management capacity



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# Engagement capacity

The capacity to engage and liaise with international and regional human rights bodies and organize and centrally facilitate the preparation of reports and responses to international and regional human rights mechanisms. Different parts in Government need different level of technical expertise in that regard.

This may include:

- Dedicated capacity and knowledge (e.g. through the establishment of a permanent executive secretariat for such purposes with trained staff knowing about each int'l human rights mechanism)
- Ministerial focal points
- Establishment of standardized internal reporting guidelines and procedures or checklists to organize Special Procedures visits



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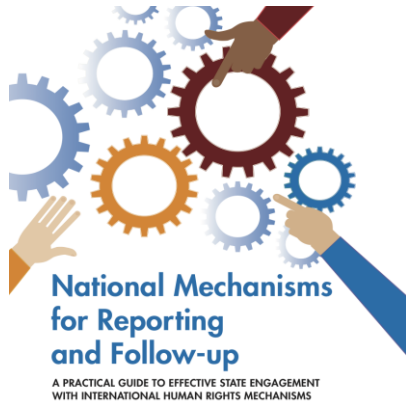
# Engagement capacity- CHECKLIST



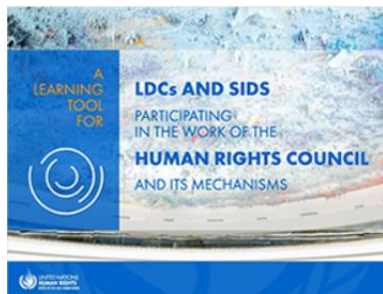
- Establish an executive secretariat to support the work of the NMRF
- Build the capacity of the executive secretariat for engagement with international human rights mechanisms, but also for drafting and presentation
- Establish a network of focal points in each ministry, appointed by each minister, for drafting and information-sharing purposes
- Establish standardized reporting guidelines and procedures for the national mechanism's members and focal points to follow
- Make an inventory of upcoming Universal Periodic Review and Treaty Body reporting obligations, as well as forthcoming Special Procedure mandate holder visits and visits of the Subcommittee on Prevention of Torture
- Develop a work plan and calendar of activities together with timelines, assignment of responsibilities and estimated costs (of participation in dialogues in Geneva, for example)
- Establish specific drafting groups from among the network of focal points (e.g., under the coordination of the mechanism's executive secretariat) organized for each of the human rights treaties ratified; or focusing on groups of rights; or for a specific upcoming report



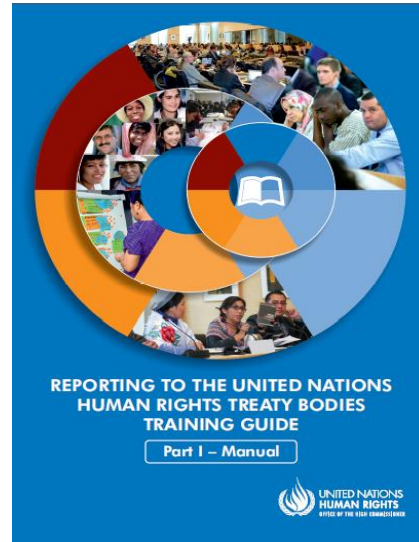
# Engagement capacity- OHCHR tools



**Practical Guide and Study on National Mechanisms for Reporting and Follow-up (NMRF)**



**E-learning tool on Human Rights Council designed for Government officials from LDCs and SIDS**



**Manual and Facilitators Guide on Reporting to the Treaty Bodies**



**E-learning tool on Reporting to the Treaty Bodies**



See <http://www.ohchr.org/EN/HRBodies/UPR/Pages/CyclesUPR.aspx>

**Treaty Specific Trainers Guides, e.g. on CRPD and OPCAT- Preventing Torture- The role of National Preventive Mechanisms**



**Monitoring the Convention on the Rights of Persons with Disabilities**  
Guidance for Human Rights Monitors  
Professional training series No. 17



**Fact Sheets on certain rights, e.g. right to health, right to adequate food, right to water, forced evictions, right to development**



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# Coordination capacity

The capacity and authority to disseminate information, and to organize and coordinate information gathering and data collection from government entities, but also other State actors such as the National Statistics Office, SDG implementation focal point “agency/Ministry”, Parliament and the Judiciary, for reporting and follow-up to recommendations.

This may include:

- Solid mandate, terms of reference, and annual work plans engaging all relevant Ministries, the National Statistics Office and SDG focal point (lead agency/Ministry)
- Email lists and regular coordination meetings
- Use of templates for collecting information
- Standing procedures for coordination with Parliament



# Coordination capacity - CHECKLIST



- Hold regular (plenary) meetings of the NMRF
- Draw up a calendar of regular coordination meetings with all Ministerial focal points and establish an e-mail list to allow for regular information sharing
- During the regular plenary and/or focal point meetings include debriefings by the head of delegation on the Universal Periodic Review and interactive dialogues before Treaty Bodies and the recommendations received
- For an upcoming report, (a) hold a preparatory meeting of the NMRF to explain how the relevant human rights mechanism works and outline the structure and content of the upcoming report; and (b) send a template/table to the members of the NMRF and the focal points listing previous recommendations with the responsible line Ministries, with a request for information and/or draft input for the periodic report, including word limits and submission deadlines
- Map actors and build synergies between NMFR and SDG implementation and monitoring bodies and processes
- Through the Ministry of Justice, transmit recommendations from human rights mechanisms to various levels of the judiciary and collect information on human rights-related cases from the courts
- Establish a standing procedure to interact with Parliament, for example informing Parliament on the reporting/review process, submitting draft reports for comments, forwarding recommendations, and liaising between Parliament and Special Procedures mandate holders



# Consultation capacity

The capacity to foster and lead meaningful consultations with the country's NHRI(s) and civil society including with marginalized groups.

This may include:

- Dedicated focal point for liaising with other stakeholders
- Establishing a mailing list
- Regular consultations with different stakeholders
- Participation of stakeholders in selected meetings (observer)



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# Consultation capacity - CHECKLIST



- Draw up a calendar of consultations with all stakeholders keeping in mind reporting deadlines
- If institutionally separate, the national mechanism can create a separate directorate for coordination with the NHRI and civil society
- Otherwise, it can establish a “desk” for consulting with the NHRI and civil society during the drafting process
- Systematically include NHRI representatives in the national mechanism’s structure and working groups, and in plenary meetings (without voting rights in order to preserve their independence in line with the Paris Principles)
- Send draft reports to NHRIs for comments
- Establish an NGO contact network and mailing list
- Invite civil society to participate periodically in selected plenary or focal point meetings
- Hold subject-specific meetings with civil society (including in response to requests from civil society groups) including marginalized groups
- Systematically ensure participation of children
- Circulate the minutes of plenary meetings and/or meetings with civil society among the civil society network
- Facilitate and convene discussions (including e.g. “public viewing” combined with possibly a a panel discussion of life webcasted session) between State and civil society in context of TB or UPR reviews, the experiences of which could feed into SDG review processes
- Collect good practices of meaningful consultations, of leaving no one behind and tell the story



# Coordination and consultation capacity- OHCHR tools



**Webcasting** of sessions (TBs/UPR), e.g. “public viewing” combined with possibly a panel discussion between State and civil society



Human Rights: Handbook for Parliamentarians -published jointly with the Inter-Parliamentary Union



Working with the United Nations Human Rights Programme: A Handbook for Civil Society



How to Follow Up on United Nations Human Rights Recommendations



Civil Society Space and the United Nations Human Rights System



# Information management capacity

## The capacity of a NMRF to

- track the issuance of recommendations and decisions by the international and regional human rights mechanisms
- systematically capture and thematically cluster (including against SDGs) these recommendations and decisions in a user-friendly spread sheet or database
- identify responsible Government Ministries and/or agencies for their implementation
- develop HRM recommendations implementation plans, which can feed into any other national action plan or roadmap, including time-lines, with relevant Ministries to facilitate such implementation, and indicators
- manage information regarding the implementation of treaty provisions and recommendations, including with a view to preparing the next periodic report



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# Information management capacity-CHECKLIST

- Cluster recommendations by human rights theme and SDG, analyse and prioritize them, and circulate clustered and prioritized recommendations among members and focal points
- Keep those lists up to date
- Develop, based on these clustered and prioritized lists, a HRM recommendations implementation plan (word-processing file, spreadsheet or database) or a national human rights action plan, feed into SDG implementation plan or other national action plans (as applicable) and track its implementation
- If a database is used, keep it up to date, recording progress in the implementation of recommendations from human rights mechanisms, and make it public
- During the regular plenary meetings ask members to report back at the end of the year on how their respective ministries have implemented recommendations addressed to them in the implementation plan or national human rights action plan and what they have done to implement their pledges under the universal periodic review
- Issue an annual report and make it public
- Create a website and/or social media presence
- If institutionally separate, include a separate directorate within the national mechanism responsible for tracking progress in the implementation of recommendations from human rights mechanisms





# Information Management Capacity- OHCHR tools

Summary table	Type	Functions	Databases for analysis
<b>UPR</b>	Inter-governmental	- Country analysis	National reports (State, UN, national stakeholders)- <a href="http://www.ohchr.org/EN/HRBodies/UPR/Pages/Documentation.aspx">http://www.ohchr.org/EN/HRBodies/UPR/Pages/Documentation.aspx</a>
<b>SPs</b>	Independent experts	- Thematic analysis and reports to HRC/GA - Country visits - Individual complaints	Special Procedures country mandate holders reports- <a href="http://spinternet.ohchr.org/_Layouts/SpecialProceduresInternet/ViewAllCountryMandates.aspx">http://spinternet.ohchr.org/_Layouts/SpecialProceduresInternet/ViewAllCountryMandates.aspx</a> Reports to the Human Rights Council or General Assembly after country visits or on thematic issues- See <a href="http://www.ohchr.org/EN/HRBodies/SP/Pages/AnnualreportsHRC.aspx">http://www.ohchr.org/EN/HRBodies/SP/Pages/AnnualreportsHRC.aspx</a> and <a href="http://www.ohchr.org/EN/HRBodies/SP/Pages/GAReports.aspx">http://www.ohchr.org/EN/HRBodies/SP/Pages/GAReports.aspx</a> Recommendations on individual complaints- <a href="https://spcommreports.ohchr.org/">https://spcommreports.ohchr.org/</a>
<b>TBs</b>	Independent experts	- Country analysis - Country visits (1 TB) - Individual complaints - Thematic analysis (General Comments)	National reports (State, UN, national stakeholders)- <a href="http://tbinternet.ohchr.org/_layouts/treatybodyexternal/TBSearch.aspx?Lang=en">http://tbinternet.ohchr.org/_layouts/treatybodyexternal/TBSearch.aspx?Lang=en</a> Decisions on individual complaints- <a href="http://juris.ohchr.org/">http://juris.ohchr.org/</a> General Comments- <a href="http://www.ohchr.org/EN/HRBodies/Pages/TBGeneralComments.aspx">http://www.ohchr.org/EN/HRBodies/Pages/TBGeneralComments.aspx</a>

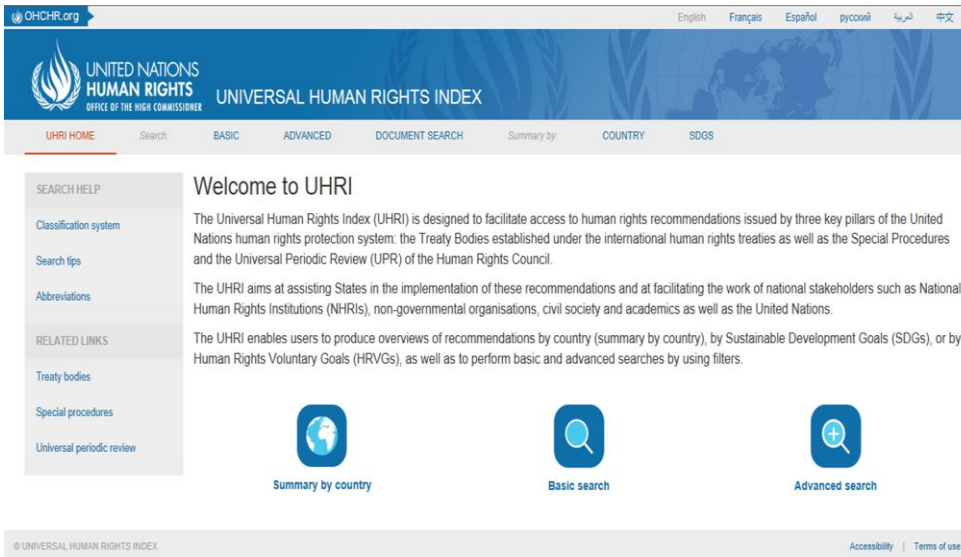
**RECOMMENDATIONS made by mechanisms after reporting or visits (if public)-**

<http://uhri.ohchr.org/>



# Information Management Capacity- OHCHR tools

## Key databases for development of Recommendations Implementation Plan



OHCHR.org English Français Español العربية 中文

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UHRI HOME Search BASIC ADVANCED DOCUMENT SEARCH Summary by: COUNTRY SDGs

SEARCH HELP

Classification system

Search tips

Abbreviations

RELATED LINKS

Treaty bodies

Special procedures

Universal periodic review

Welcome to UHRI

The Universal Human Rights Index (UHRI) is designed to facilitate access to human rights recommendations issued by three key pillars of the United Nations human rights protection system: the Treaty Bodies established under the international human rights treaties as well as the Special Procedures and the Universal Periodic Review (UPR) of the Human Rights Council.

The UHRI aims at assisting States in the implementation of these recommendations and at facilitating the work of national stakeholders such as National Human Rights Institutions (NHRIs), non-governmental organisations, civil society and academics as well as the United Nations.

The UHRI enables users to produce overviews of recommendations by country (summary by country), by Sustainable Development Goals (SDGs), or by Human Rights Voluntary Goals (HRVGs), as well as to perform basic and advanced searches by using filters.

Summary by country Basic search Advanced search

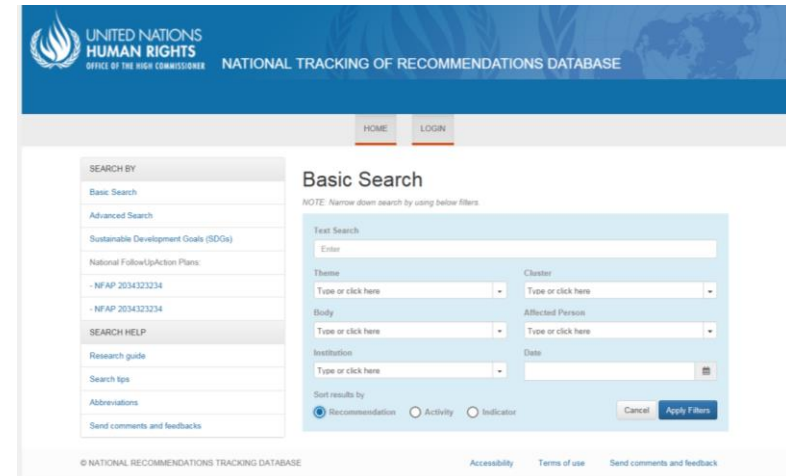
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### UN Human Rights Index (UHRI)

A **database** that compiles all HR recommendations, allows for export of tables of thematically clustered recommendations including clustered against SDGs <http://uhri.ohchr.org/en>

### Other relevant human rights mechanisms specific databases:

- Treaty bodies jurisprudence database: <http://juris.ohchr.org/>
- Special Procedures communications database: <https://spcommreports.ohchr.org/>



UNITED NATIONS HUMAN RIGHTS OFFICE OF THE HIGH COMMISSIONER NATIONAL TRACKING OF RECOMMENDATIONS DATABASE

HOME LOGIN

SEARCH BY

Basic Search

Advanced Search

Sustainable Development Goals (SDGs)

National Follow-Up/Action Plans

- NFAP 2034323234

- NFAP 2034323234

SEARCH HELP

Research guide

Search tips

Abbreviations

Send comments and feedbacks

Basic Search

NOTE: Narrow down search by using below filters

Text Search

Enter

Theme

Type or click here

Cluster

Type or click here

Body

Type or click here

Affected Person

Type or click here

Institution

Type or click here

Date

Sort results by

Recommendation  Activity  Indicator

Cancel Apply Filters

© NATIONAL RECOMMENDATIONS TRACKING DATABASE Accessibility Terms of use Send comments and feedback

### National Recommendations Tracking Database (NRTD)

serves as a tool to assist States in preparing an implementation plan and prepare for the next periodic report to human rights mechanisms and can be used to also record related SDG implementation (under finalization)



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# Information Management Capacity- OHCHR tools

## Recommendations Implementation Plans

- Focused tool for use of Government entities
- Development largely an internal Government process, coordinated by the National Mechanism for Reporting and Follow-up (NMRF)
- Contains all human rights mechanisms recommendations, thematically clustered, with assigned responsibilities for implementation and indicators to measure implementation
- Open-ended time frame (new recommendations to be integrated)
- Tracking its implementation will facilitate the periodic reporting and responding to the human rights mechanisms
- Clustered recommendations can easily be cross-linked to SDGs to build synergies and linkages between the different follow-up and reporting processes for SDGs and human rights
- Useful tool to inform CCA/UNDAF between Government and United Nations Country Team



Human Rights Indicators:  
A Guide for Measurement  
and Implementation



Guidance Note to Data  
Collection and  
Disaggregation