



Necessary Information for Complaints to Human Rights Bodies

Complaints of human rights violations directed to Treaty Monitoring Bodies or the Human Rights Council Special Procedures should contain the following information:

When and Where: Date, time and precise location of the incident (Country, region, municipality and/or community).

Victim(s): Name, number and full details on the location of the individual(s), people or community that has been or will be affected or at risk as result of alleged facts.

What happened: Detailed circumstances of the alleged violation. If an initial event leads to others, please describe them chronologically. In case of general measures such as national legislation or policies, indicate their stage of development and how indigenous peoples have or will be affected by them.

Perpetrator(s): Information on who allegedly committed the violation. If known, an explanation of the reasons why they are suspected of being responsible and whether they have any relation with national authorities.

Actions taken by national authorities: Has the matter been reported to the national administrative or judicial authorities? If applicable, what actions have been taken by the relevant authorities to remedy the situation?

Actions taken before international bodies: Has any legal action been initiated before international or regional human rights mechanisms? What is the state of development of these actions?

Source of Information: Name, address and contact information for the individual or organization presenting the information. The details of the person or organization giving the information is absolutely necessary to follow up in case the Rapporteur would need clarification or further information on the case. **This information is kept in the strictest confidence and is not given to the State.**

Additional information required by most Special Procedures and all Treaty Monitoring Bodies including the CERD UA/EW

Exhaustion of domestic remedies/Application to other international procedures:

Explain steps taken by or on behalf of the alleged victims to obtain redress within the State (Country) concerned for the alleged violation – detail which procedures have been pursued, including recourse to the local, provincial and/or national courts, judicial processes and public authorities, including which claims you have made, at which times, and with what outcomes.

Explain the steps taken by or on behalf of the alleged victims to obtain redress within the State (Country) concerned. Detail which procedures have been pursued, including recourse to the local, provincial and/or national courts, judicial processes and public authorities. Include which claims you have made, at which times, and with what outcomes.

