

This Template serves as a reference tool for organizations planning to submit a stakeholder report for the 2015 Universal Periodic Review of the United States. **Reports** from organizations on human rights issues (e.g. Stakeholder reports) **are due to the Office of the High Commissioner for Human Rights (OHCHR) by 11:59pm Geneva time/5:59pm Eastern/2:59 Pacific, September 15, 2014.** They must be submitted electronically and organizations must [register online to submit the reports](#).

Below you will find guidelines for the written reports. The format guidelines are STRICTLY adhered to. You can go to the [OHCHR link](#) both to learn about the submission process and to access important resources about the UPR, including the OHCHR [Technical Guide for UPR Submissions](#) and the [Practical Guide for Civil Society: Universal Periodic Review](#). The OHCHR is very clear that any Report that does not follow the format guidelines **will not be considered**. The OHCHR offers suggested content guidelines.

Format Guidelines

- Individual organization submissions can be no longer than 2815 words (about 5 pages)
- Joint, coalition submissions can be no longer than 5630 words (about 10 pages)
- The cover page and information included as footnotes/endnotes are not considered as part of the page or word count. OHCHR staff who compile the summary of information submitted by stakeholders for the UPR Working Group do not consider information contained in footnotes/endnotes.
- Paragraphs and pages should be numbered.
- Written submissions should be saved as a Word document **only**.
- Stakeholder reports submitted to the UN should be **FINAL**. There will be **no** opportunity for revisions.

Content Guidelines

This is the second U.S. Government Universal Periodic Review. Groups submitting reports (Stakeholders) are asked to include in their document any information on what action has or has not been taken by the Government on [the recommendations from the last UPR review of the U.S. Government held in 2010](#). The [U.S. Government responded to the recommendations](#). Some recommendations were accepted by the U.S. - meaning they should have taken some action on them since 2010; some were rejected - in which case your organization can encourage the government to accept them and say why they should; and some were partially rejected or accepted.

Stakeholders are strongly encouraged to provide written reports that:

- Are specifically tailored for the UPR¹;
- Contain credible and reliable information on the human rights situation in the U.S.;

¹Remember the UPR considers: the Charter of the United Nations, the Universal Declaration of Human Rights, human rights instruments to which a State is party, voluntary pledges and commitments made by States, including those undertaken when presenting their candidatures for election to the Human Rights Council; and applicable international humanitarian law

- Highlight main issues of concern [i.e. specify which human rights are involved in your report and what violations of those rights are occurring] and identify possible recommendations and best practices [i.e. what should the U.S. Government do to make sure those recommendations are known and acted upon]
- Cover the period elapsed since the last review [since 2010] and include information on follow-up and developments [i.e. has the U.S. Government done anything to protect the rights addressed in your report since the last review];
- Do not contain manifestly abusive language;
- When referring to information attributed to a UN body or mechanism refrain from listing all treaties ratification, concluding observations and recommendations of the UN human rights treaty bodies, special procedures or reports (these are reflected in the UN compilation prepared by OHCHR [i.e. do not include things they already know which are broad in scope - focus on the rights abuses on which you are reporting];
- **First-hand information should be given priority.** Second-hand information should be referred to in footnotes/endnotes, and only if necessary.
- To the extent possible, recommendations made by stakeholders to the U.S. Government should be linked to the themes addressed in the subparagraphs of the submission [i.e. each recommendation should be linked to the issues/facts addressed in your report].
- Annexes to the submissions should not include pictures, maps, organizations' annual reports, States' reports or reports from other organizations.

The following template is intended as a quick reference tool. Please email upr@ushrnetwork.org if you have questions or need additional information. We also encourage you to refer to the [OHCHR website](#) and resources noted above.

SAMPLE STAKEHOLDER SUBMISSION COVER PAGE

[INSERT: THEMATIC ISSUE ADDRESSED IN STAKEHOLDER REPORT]

Submission to the United Nations Universal Periodic Review of

United States of America

Second Cycle
Twenty Second Session of the UPR
Human Rights Council
April - May 2015

Submitted by: [INSERT ORGANIZATION(S) NAME, include abbreviation(s)]

Contact Name: [INSERT NAME]

Contact Phone/Email [INSERT PHONE NUMBER/EMAIL ADDRESS]

Organization website: [INSERT WEBSITE, if applicable]

[Include a paragraph describing who your organization is, the main activities of the organization/coalition, their status with the UN Economic and Social Council (ECOSOC) if any, and the date the organization/coalition was established. Organizations do not have to have ECOSOC status to submit reports.]

[List the Organizations/Individuals that Endorse this Report]

SAMPLE STAKEHOLDER REPORT CONTENT GUIDE

NOTE: We encourage organizations and individuals that have submitted reports for the 2013 ICCPR and CERD reviews to include related substantive content about the issues they raised in their reports.

I. SUMMARY

Use Key Words that describe your issue/human rights violation

Examples: racial discrimination, abuses in the criminal justice system, denial of right to education, whichever terms apply to the situation you are writing about. This is the Theme of your submission. Identify the particular issues relating to this theme that you will discuss in the report.

What is your methodology? [i.e. How did you get the information you are submitting? Did you personally experience denial of your human rights? Are you a grassroots group working with directly impacted persons? Did you do a study of directly impacted persons? Did you host an event where directly impacted persons shared their stories and experiences? Remember the OHCHR requests that submissions include first-hand information.]

Summarize your suggested recommendations. (“The United States Government should . . .”)

II. LEGAL FRAMEWORK

- What federal, state, and/or local laws and regulations relate to your theme? [Describe them but do not critique them in this section]
- For your theme, what were the recommendations from the last review in 2010? ([See 2010 UPR Outcomes Report](#))
- Did the Government accept any of those recommendations? ([See Recommendations Supported by the U.S. Government](#))

III. U.S. COMPLIANCE WITH ITS INTERNATIONAL HUMAN RIGHTS OBLIGATIONS

- Issue 1: ____
 - Has the U.S. Government done anything about the recommendations it accepted related to this issue?
 - Has what the government done, or failed to do, had an impact on your theme?
 - For this issue, what new types of human rights violations have occurred since the last review in 2010?
 - Is there public awareness that these rights exist in your country/state/community?
 - What are “best practices” the government could use to make sure they protect these human rights?
 - Suggested Recommendations (make them clear and concise – describe how they could work):
 - How can the government protect against these abuses continuing in the future?
 - What steps should the government take to make certain that protection is effective?
 - How can the government help to increase public awareness about the existence of these rights?
 - How are your recommendations linked to your theme?

- Issue 2: ____
 - Has the U.S. Government done anything about the recommendations it accepted related to this issue?
 - Has what the government done, or failed to do, had an impact on your theme?
 - For this issue, what new types of human rights violations have occurred since the last review in 2010?
 - Is there public awareness that these rights exist in your country/state/community?
 - What are “best practices” the government could use to make sure they protect these human rights?
 - Suggested Recommendations (make them clear and concise – describe how they could work):
 - How can the government protect against these abuses continuing in the future?
 - What steps should the government take to make certain that protection is effective?
 - How can the government help to increase public awareness about the existence of these rights?
 - How are your recommendations linked to your theme?
- Issue 3: ____ [etc.]

III. CONCLUSION

[Briefly summarize the issues and repeat your recommendations.]

ENDNOTES/FOOTNOTES

Footnotes and endnotes for references are allowed and are not counted in the word limit. Footnotes can be used to refer to relevant reports or information produced by another party. Examples of documents for further reference: specific UDHR or treaty articles, case law in the U.S., if it applies, other treaty recommendations that apply to your theme emerging from prior ICCPR, CERD, CAT reviews for example, government documents or records that apply to your theme.

**SAMPLE REPORT STRUCTURE:
UPR HAITI SUBMISSION ON RIGHT TO EDUCATION**

Right to Education

Introduction

Paragraph 1.

Legal Framework for the Promotion and Protection of the Right to Education

2.

3.

4.

5.

Realization of the Right to Education in Haiti

6.

High Cost of Education

7.

8.

9.

Lack of Schools

10.

11.

Impact of Earthquake

12.

13.

Poor Quality of Education

14.

15.

16.

17.

Recommendations to the Haitian Government and its Partners

Paragraphs 1-11