

Note for the facilitator

Module 5: Committee on Enforced Disappearances: monitoring and reporting

Session sequence	<ol style="list-style-type: none"> 1. Quiz (10 minutes); 2. Participatory presentation (45 minutes); 3. Wrap-up (5 minutes).
Total duration	60 minutes
Venue requirements	Spacious training hall arranged in such a way as to promote peer-to-peer atmosphere; preferably round tables with 4 to 5 persons at each table (maximum of 25 participants)
Equipment	<ul style="list-style-type: none"> • Projector and screen • Laptop or computer • Speaker, 2–3 microphones (ideally wireless) • Flip charts
Training materials	<ul style="list-style-type: none"> • PowerPoint presentation – overview of the system of monitoring and reporting • Handouts for the quiz • Handouts for reporting cycle quiz (optional) • Facilitator’s copy of the quiz
Online adaptation	<p>The session can be adapted to be held online as follows:</p> <p>Step 1: Conduct the quiz (questions on preprepared PowerPoint slides)</p> <p>Step 2: Continue with the presentation and go through PowerPoint slides</p> <p>Step 3: Wrap-up</p> <ul style="list-style-type: none"> • Show key messages, for example on a preprepared PowerPoint slide
Background reading for facilitators	<ul style="list-style-type: none"> • Section IV.A of part I of the training • Committee, rules of procedure • Committee, working methods • Committee, guidelines on the form and content of reports under article 29 to be submitted by States parties to the Convention • Guidance note for States parties on the constructive dialogue with the human rights treaty bodies (A/69/285, annex I)

	<ul style="list-style-type: none"> • Committee, statement on the <i>ratione temporis</i> element in the review of reports submitted by States parties under the International Convention for the Protection of All Persons from Enforced Disappearance • OHCHR, Reporting to the Human Rights Treaty Bodies Training Guide. <p>Note: Before the session, please make sure to check the updated list of States parties to the Convention and the acceptance of the competence of the Committee under articles 31 and 32, here.</p>
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Learning objectives

By the end of this session, participants will be able to:

- Explain the system of monitoring and reporting to the Committee
- Describe the process of submitting reports under article 29 of the Convention
- List the requirements for reports submitted under article 29 of the Convention
- Name the key features of the follow-up procedure

Session preparation

- In advance of the session:
 - ✓ Test the projector and the sound system
 - ✓ Prepare copies of the quiz

Session sequence

Step 1: Quiz

Duration: 10 minutes

- Distribute the quiz to participants and ask them to answer it in groups. See the facilitator's copy of the quiz.

Step 2: Presentation

Duration: 45 minutes

- Take your time to carefully explain the main features of the reporting system under article 29 of the Convention during the presentation.
- Read the quiz questions and provide answers to them as you move along in your presentation. Try to first refer to the question of the quiz, ask participants to share their answers and use the presentation to verify or complement as needed. Reference to the relevant slides is included in the annotated facilitator's copy of the quiz.
- (Optional) To incorporate a participatory element, the optional reporting cycle puzzle may be used before introducing the reporting cycle. To do this, give each table five papers with each step of the reporting cycle written on it and ask them to arrange them in the correct order.

Step 3: Wrap-up

Duration: 5 minutes

Prepare a large sticky note for each key message, and place each one on the wall or board as you explain the key message. This (very simple) visual aid could help participants to better retain the key messages:

- Obligation to submit a report
- Contents of the initial report and list of issues
- Constructive dialogue with the Committee and concluding observations
- Alternative reports
- Follow-up procedure

Key messages for the wrap-up can include the following:

- The Committee, composed of 10 independent experts, is the treaty body mandated to monitor the implementation of the Convention. The main functions of the Committee are: examination of States parties' reports, urgent actions, individual communications, inter-State communications, country visits and referral of systematic enforced disappearances to the General Assembly (discussed at length in module 6).
- The Committee examines States parties' reports submitted under article 29 of the Convention. This function of the Committee applies automatically to all States parties, without the need for any specific separate declaration.
- Upon becoming a party to the Convention, a State undertakes to submit an initial report on the measures taken to give effect to its obligations within two years after the entry into force of the treaty for the State concerned. The report should contain specific information relating to the implementation of articles 1–25 of the Convention.
- States parties that do not comply with their reporting obligations will become subject to the Committee's procedure that allows consideration of a State party's situation in the absence of a report. According to the current practice of the Committee, the consideration of a State party's implementation of the Convention in the absence of a report might take place only after the transmission of up to four reminders to the State concerned and attempts by the Committee to engage informally with the State party's representatives in Geneva, while offering capacity-building support, and an attempt to meet the Permanent Representative of the State party concerned.
- The examination of a report under article 29 of the Convention takes the form of a constructive dialogue between the delegation from the reporting State and the Committee members held in public meetings, with the aim of enhancing the Committee's understanding of the level of implementation of the Convention in the State party concerned. Following this, the Committee adopts concluding observations on the States parties' reports that it considers.
- The Committee applies a follow-up procedure with regard to its concluding observations and requests States parties to provide information within one year on the steps taken to implement specific (usually up to three) recommendations of its concluding observations.
- Unlike the other human rights treaties, the Convention does not envisage a regular reporting cycle. However, pursuant to article 29 (4) of the Convention, the Committee may request States parties to provide additional information on the implementation of the Convention, depending on the seriousness of the situation in the country concerned.