**OHCHR Treaty Body Capacity Building Programme**

**Training package on Reporting to the United Nations Human Rights Treaty Bodies**

**Part IV – The Reporting Procedure**

**Session 4.2.3 – How to prepare for the constructive dialogue?**

**Simulation preparations (mock session) – 50 minutes preparation time**

1. Participants will be divided in two groups (10 persons each);
2. The CEDAW Convention and reporting guidelines as well as some fictitious documents i.e., SP report, COBs and NGO report will be distributed;
3. Each group is a delegation of a State party and both groups will be engaging in a constructive dialogue with the CEDAW Committee.

**Participants playing the role of the State party’s delegation should**:

* Discuss and agree on the composition of the delegation that will be going to Geneva. For example: why it would be relevant that a representative of X Ministry participate in the constructive dialogue? Would it be relevant to have representatives from the judiciary and the parliament in the delegation? Any other government institution? Is there gender balance in the composition of the delegation?
* Decide who will be the Head of the delegation. For example: the Ambassador in Geneva or a Minister coming from the capital? Any other representative?
* The Head of the delegation will be delivering an introductory statement to present the State party report as well as any updated and relevant information not contained in the report and/or the replies to the LoIs. S/he will be also making some very short closing remarks at the end of the constructive dialogue.
* Look at the information the State party has provided to the Committee e.g., report and replies to the LOIs as well as at previous Cobs and the alternative information provided to the Committee. Compare the information.
* Look at the reporting guidelines of the Committee as well as at the list of issues and questions sent to the State party.
* Identify the potential issues the Committee may raise during the dialogue and prepare responses.
* Coordinate who will be replying to the potential questions posed by the Committee members and who will be managing the time.

**The scenario will be as follows:**

1. The Chairperson of the Committee will open the session (1 min)
2. The Head of the Delegation will introduce his delegation and deliver introductory remarks (2 mins)
3. The Chairperson gives the floor to the Committee members to start posing questions stating that if questions are not sufficiently answered then Committee members will have the opportunity to pose follow-up questions (3 mins)
4. Members of the delegation to provide answers to the questions (5 mins)
5. Then Chairperson gives once again the floor to the Committee members (3 mins) and then to the delegation (4 mins)
6. The Chairperson thanks the delegation (1 min) and gives the floor to the Head of the delegation for concluding remarks (1 min)