**­­­­­­­­­Submission sheet**

Individuals, groups and organizations wishing to submit information and documentation to the United Nations Independent International Commission of Inquiry on the Occupied Palestinian Territory, including East Jerusalem, and Israel (hereafter the “COI”) are kindly asked to fill in this sheet with any information they are able to provide, and attach it to their submissions.

It is not a requirement to provide all requested information if not available, though particular attention should be given to filling in the section on consent.

Unless indicated otherwise in the form, the COI will consider all materials received to be usable in its reports, but without attribution as to the source.

|  |  |
| --- | --- |
| **Name of submitting individual/entity** |  |
| **Contact of submitting individual/entity** | Email(s):  Telephone/WhatsApp/Signal/Other:  Web Address:  Agree to be contacted by the COI: Yes No |
| **Relationship of submitting entity/individual to the alleged victim/s** |  |
| **Human rights violation/s or abuses alleged to have occurred** |  |
| **Date/s of incident/time period** | DD/MM/YYYY |
| **Place of incident** | Village/township/city:  Province: |
| **Name/s of alleged victim/s gender, age** | Name:  Gender  Age:  Father’s name:  Nationality:  Profession  Phone number/email:  Address: |
| **Identification of those allegedly responsible** | Name of alleged perpetrator if known:  State or non-state entity with which perpetrator is affiliated, if any: |
| **Description of the incident(s)/allegations (2000-word limit)** | Detailed description of the incident(s) or alleged violation(s):   * What happened? * In what context did it take place? * When and where did it happen? * Who is/are the victim(s) (nationality, sex, age, affiliation,…)? * Who is/are the alleged perpetrator(s)? What are their motives?   Please also include information on the impact of these violations, as well as age and gender-sensitive considerations (e.g. how these violations affected women and men, girls and boys differently). |
| **Description of the State’s response (500-word limit)** | Indicate whether the incident was reported to the authorities: Yes NoIf yes, which authorities: \_\_\_\_\_\_\_  Information on any investigations, judicial processes, decisions/judgements and sentences, including reparations, in response to the incident: |
| **Methodology employed in the collection of information** | Please provide a description of the methodology employed in the collection of the information shared - primary, secondary sources, means of verification, etc., along with how informed consent was gained from the information provider. If needed, attach a copy of the relevant standard operating procedures followed. |
| **Consent** | **Please indicate whether you, the person submitting the information, agree to the following use of the information by the COI with or without personally identifiable data:**  **INFORMED CONSENT TO USE THE INFORMATION:**    1. Use internally and publicly (e.g. public report, press release), with without personally identifiable data.  2. Use internally only (within the COI), with without personally identifiable data.  **INFORMED CONSENT TO SHARE THE INFORMATION:**  1. Share information with national authorities, courts or accountability mechanisms that respect international standards (including due process) with without personally identifiable data. Understanding that information may be disclosed to the accused/defendant and potentially the public.  2. Share information with national human rights institutions, with without personally identifiable data.  3. Refer to national or international organizations (including UN human rights mechanisms and other UN entities) and/or organizations providing victim assistance (e.g. ICRC, medical, legal), with without personally identifiable data.  4. Share info with international and regional courts – including the International Criminal Court (ICC) -, or accountability mechanisms of other States that respect international standards (including due process) with without personally identifiable data. Understanding that this includes disclosure of information to the defendant/accused and potentially the public.  **Additional Details on Consent:**  Please indicate if consent to provide this information to the CoI has been received from the alleged victims (any consent given must be provided by the victim or by relatives or legal representatives on their behalf, or by a parent/legal guardian in case of a child) Yes No ; consent provided by: \_\_\_\_\_\_\_  If necessary, please explain: |
| **Description of any broader issues not related to specific violations (2000-word limit)** | Description should be succinct, highlighting issues of relevance to the mandate of the COI, and include concrete examples whenever possible.  Please also include information on the impact of these violations, as well as age and gender-sensitive considerations (e.g. how these violations affected women and men, girls and boys differently) as relevant. |
| **Any other human rights NGOs to whom you reported the incident** | If appropriate, please provide name and contact information of any other person or organization to whom the incident was reported. |
| **Additional materials (documents, images, videos, etc) relevant to the incident(s)/allegation(s)** | Please indicate, if you are aware of, or in possession of, any additional materials from other sources (including the media and NGOs) in which the above incident(s)/allegations are cited, that are deemed relevant/useful. The COI may follow-up at a later date in order to receive the material(s) indicated.  Date of publication:  Title:  Source (author/organisation):  Web link:  Type of material: Documents (total doc); Images (total images); Videos (total videos); Other (please specify) |