Model UPR Handbook

A Guide to design and implement a Model UN featuring the Universal Periodic Review

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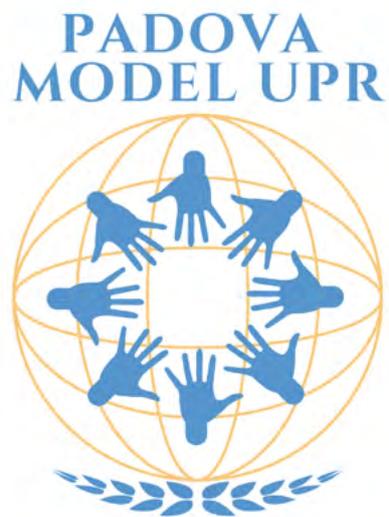
A Guide to design and implement a Model UN featuring the Universal Periodic Review

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List of abbreviations

CSO	Civil Society Organization
GA	General Assembly
HRC	Human Rights Council
NGO	Non-Governmental Organization
NHRI	National Human Rights Institution
RS	Recommending State
SuR	State under Review
UN	United Nations
UPR	Universal Periodic Review
WG	Working Group
WGR	Working Group Report

Foreword

A "Model UN" (MUN) is a simulation exercise, very popular worldwide in universities and schools, that allows students to learn about the functioning of UN bodies by participating as States' delegates or in some other capacity in the institutional mechanisms and immersing themselves in the dynamics of the General Assembly, the Security Council, etc. The UN itself has developed a wonderful package to help educational institutions to develop and conduct 'Models'. MUNs are an excellent modality of 'learning by experience', a way of gaining first-hand practical knowledge of how UN bodies work in real life.

At the University of Padova, for many years, the Master's Course in Human Rights and Multi-level Governance has tried to implement a 'learning by experience' modality by organizing, in May or September, an annual study trip to the UN headquarters in Geneva. Enthusiastic groups of international students have undertaken a 9-hour pullman journey from Padova (northern Italy) to Switzerland and spent exciting days between Palais des Nations and Palais Wilson, in Rue de Varembé and Rue de la Paix, meeting UN officers, diplomats, NGOs, activists, humanitarian staff, and also attending, as audience, the ongoing meetings of the Geneva-based human rights bodies.

The meetings of the Universal Periodic Review (UPR) mechanism, in particular, attracted a great deal of interest. The ritualism of the Working Group, the variety of themes and issues addressed in the interactive dialogues, the complexity of the political-diplomatic game put on the stage in the many phases of the procedure, attracted the attention and stimulated the creativity of both students and teachers.

Back home from one of those study trips, the idea came out of bringing to Padova some of the feelings and passions associated with the UPR experience. The University of Padova had never had a strong tradition in running MUNs, but the simulation mode immediately appeared as a suitable way of landing the idea. In the summer of 2018, a pilot was set up, also thanks to a student who had just finished an internship at the UPR Branch of the Office of the High Commissioner for Human Rights (OHCHR). The fundamental features of the Padova Model were already there. The main characters: States under review, reviewing States, NGOs, and National Human Rights Institutions. The scenarios: the Working Group and the 'Item 6' meetings of the Human Rights Council – squeezed, for obvious reasons, into a shortened sequence. The rationale of the game: to encourage participants to get into the technicalities of the procedure, to study the human rights data of the concerned States, and to understand and make the most of the potential for change enshrined in the UPR cycle. The acquired skills: drafting reports and comments in good diplomatic language, effectively using a 30-second speech; quickly grasping the mood of a delegate to suggest what to recommend or how to engage an evasive player.

The first edition of the Padova Model UPR, in 2018, was an affair internal to the class of International Law of Human Rights, run and attended by the course students. We all realized the huge potential of the design. The simulation was barely over, and yet a team of participants volunteered to revise the rules, improve the format, and open the game to more students, from universities in Italy and abroad. A 'secretariat' was established to communicate via social networks with prospective participants and take care of the selection process. The 2019 edition of the Padova Model UPR was a fully student-led undertaking.

New features were added, namely the troika States and the presession phase, that further enriched the scenario. We had the support of UPR Info and of the OHCHR UPR Branch. The Padova simulation was mentioned in the OHCHR website as a 'stand up for human rights' best practice. Thanks to the efforts of the following generation of Padova (and Graz, Venice, Giessen, etc.) students who engaged as the 'Secretariat', the overall structure of the simulation grew so strong that it could also face the shift from the face-to-face to the fully online mode. In fact, the preparatory trainings and the final three-day phase of the 2020 model were entirely performed online, a realistic reproduction of the UPR, as the 'real' Working Group and the Item 6 Human Rights Council meetings also went virtual.

This *Handbook* is the result of a collective work carried out by master's students under the supervision of Dr. Ling Han and me, taking advantage of comments and hints from UN and NGO experts. We offer it in the hope that more and more students and teachers may feel encouraged to join us on this path by implementing the Padova Model UPR. It is our conviction that the Model UPR may contribute to socializing among the youth a critical and articulated knowledge of this human rights procedure. Far from upholding a 'gamification' of the human rights discourse, the MUN method in general, and the Model UPR in particular, can support the whole machinery of human rights promotion and protection – including the Special Rapporteurs' network and the Treaty Bodies –, and motivate civil society actors worldwide to sustain their mandates.

Padova, September 2021

Paolo De Stefani
University of Padova, Padova Model UPR coordinator

Chapter 1 Objectives and Terminology

The purpose of this Handbook is to define the rules and guidelines for the Model UPR - an academic simulation of the Universal Periodic Review (UPR), a unique United Nations (UN) mechanism which reviews the human rights records of all UN Member States. The Secretariat of the Model UPR hopes that this handbook will successfully guide you through your Model UPR experience!

1.1 UPR mechanism

The UPR, or Universal Periodic Review, is a unique mechanism of the Human Rights Council (HRC). It was established on 15 March 2006, in accordance with the Resolution of the United Nations (UN) General Assembly No: 60/251 (A/RES/60/251). The UPR aims at improving the human rights situation in all UN Member States and it is designed to support and expand the promotion and protection of human rights on the ground, by assessing States' human rights records, providing them with technical assistance in order to enhance their capacity to deal effectively with human rights challenges, and sharing human rights best practices among States and other stakeholders.

The UPR involves a periodic review of the human rights records of all UN Member States and provides an opportunity for all States to declare what actions they have taken to improve the human rights situation in their countries and to overcome related challenges. It is a unique, State-driven peer review mechanism whereby the human rights record of all States is reviewed every four and a half years on equal footing by fellow States during an inter-governmental Human Rights Council Working Group session in Geneva. All States, without exception, are engaged actively in reviewing the human rights record of their peers and in making recommendations to them. Currently, no other mechanism of this kind exists. 42 Member States are reviewed annually during three UPR Working Group Sessions (UPR WG sessions), which are dedicated to 14 Member States each. Furthermore, local and international Non-Governmental Organizations (NGOs), National Human Rights Institutions (NHRIs) and independent experts are involved in the reviewing process by providing reports on the respective human rights situations.

The reviewing process is divided into three stages: pre-review, review and post-review. The first stage is a preparation for the general review process, which includes the submission of necessary documents, such as country reports and submissions from relevant stakeholders (the list of necessary documents required for the Model UPR is discussed in detail below). The second stage is the review itself and the adoption of the working group report after an interactive dialogue by the UPR WG and the adoption of the UPR Outcome by the HRC in its Plenary Session. The third phase, the post-review, consists on the implementation of the UPR recommendations, which were accepted during the review process.

Box 1. UPR Review process

1st Stage	2nd Stage	3rd Stage
Before the Review (Pre-review)	At the Review (Review)	After the Review (Post-review)
• Submission of documents • Advocacy efforts	• Interactive dialogue • Adoption of the Working Group reports • UPR Outcome adoptions by the HRC (UPR as Item 6)	• Implementation and follow up

1.2 About the Model UPR

The Model UPR is a simulation of the Universal Periodic Review of the United Nations[1]. The aim of the Model UPR is to provide educational activities on human rights mechanisms; to increase students' knowledge on human rights; to improve their diplomatic negotiation skills; to bring together experts and students from different universities and academic fields; and to combine theoretical knowledge and practical experience.

The process of the Model UPR simulation is designed to reflect the real UPR processes, to keep students involved in a human rights review on a deeper and more detailed level, and to encourage academic negotiations.

1.3 Official and Working Language

The official and working language of the Model UPR is English.

1.4 Agenda and Timeline Overview

The Model UPR is divided into two periods. The first period is prior to the simulation days, when the participants will initially be introduced to the Secretariat of the Model UPR. Then they will receive material and training regarding the Model UPR, have the opportunity to interact with each other and develop their assignments. This **first period** is scheduled as the following:

Model UPR workflow – First period

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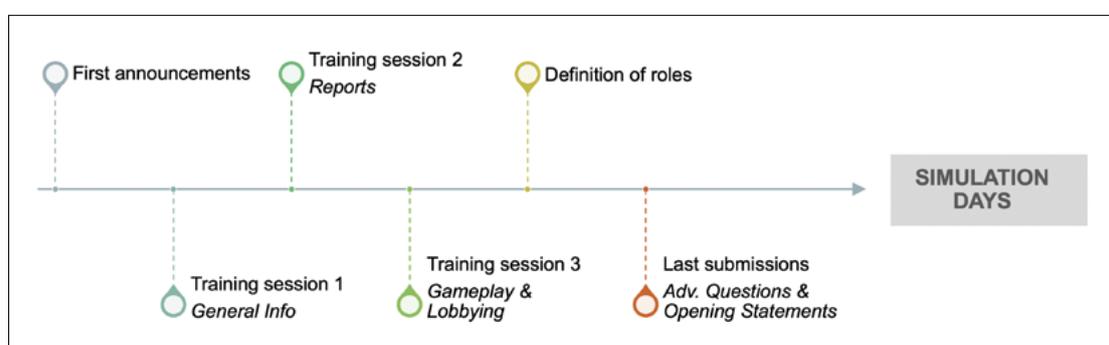
[1] The Model UPR has first been conducted by the Human Rights Centre of the University of Padova in 2018, and has since been organized annually by an international team of students and former delegates, with the coordination of professors from the Human Rights Centre "Antonio Papisca" and the MA Degree Programme in Human Rights and Multi-level Governance (HRG), supported by the Department of Political Science, Law and International Studies (SPGI) and the Archive "Peace Human Rights" of the University of Padova, as well as UN and NGO officers.

The **second period** is composed of the UPR simulation days, where participants will engage in activities that replicate the real UPR mechanism:

Model UPR workflow – Second period

* In the real UPR process, States have approximately 6 months to compile their addendum containing responses to the received recommendations.

** In the Model UPR, only one document (called Addendum but comprising the Final Working Group Report) is adopted at the Item 6.

*** Implementation: not (yet) part of the Model UPR.
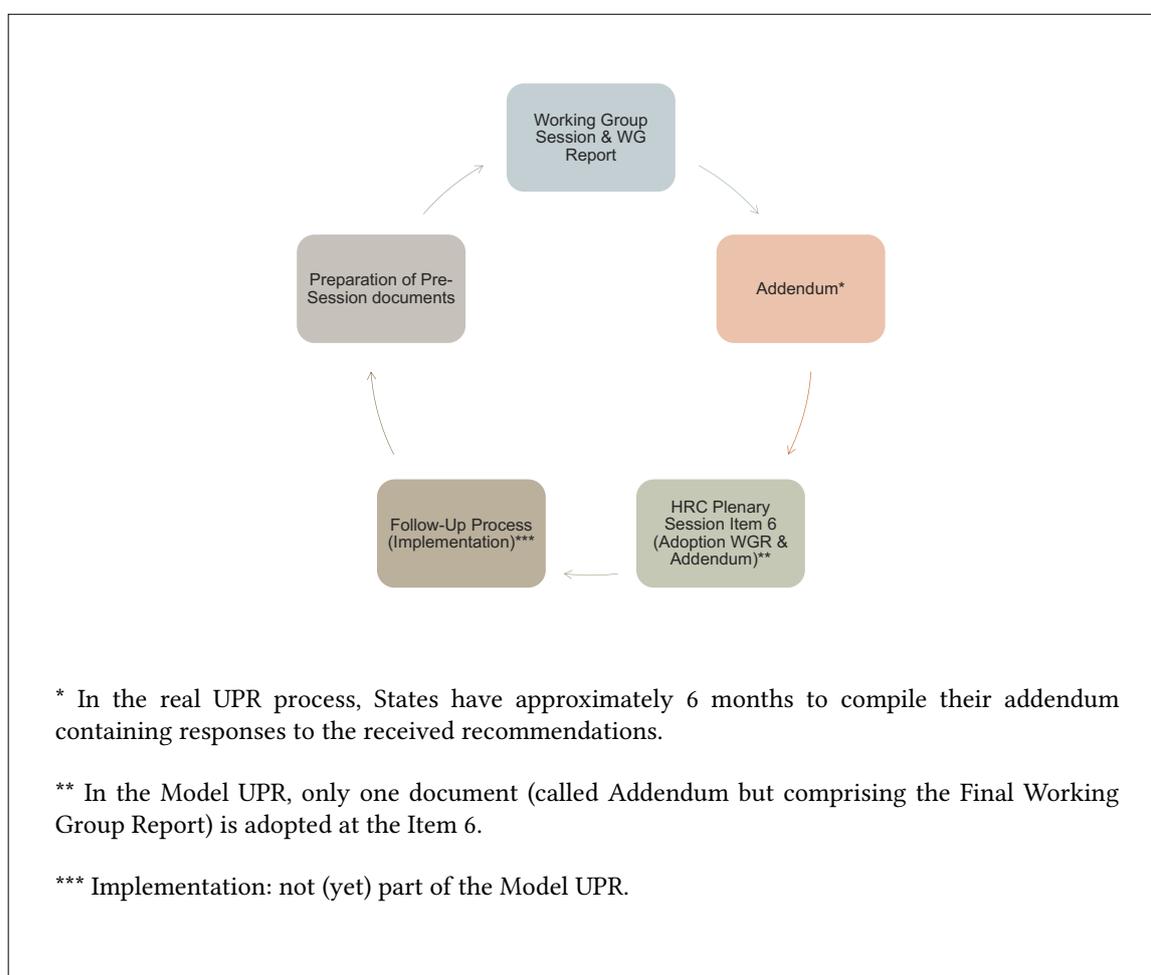
1.5 Terminology

In the following, essential terms of the UPR procedure are defined briefly. The definitions are retrieved from UPR Info[2] and should provide an overview of the UPR technicalities. The tasks and specific roles of the participating teams of the Model UPR as well as the simulation procedures are explained in the respective chapters below.

> **Addendum:** The Addendum is a document drafted by the State under Review (SuR) complementing the UPR Working Group Report (UPR WG Report). It exposes the State's clear position on all recommendations received during the UPR WG session (supported or noted). The Addendum is presented at Item 6 of the agenda of the HRC Plenary Session, which is dedicated to the adoption of the UPR Outcome reports. In the Model UPR, the Addendum and the final WG Report are combined into one document.
>
> Note: In reality, the time between the Working Group session, where recommendations are made, and the presentation of the Addendum during Item 6 is approximately six months. Details on the Addendum are provided in Chapter 3.
>
> **Advance Written Questions:** Advance questions can be raised by Member or Observer States before the review. They are directed at the SuR and enquire about the human rights situation in that country. The SuR will reply to the concerns raised in those advance questions during its review at the UPR Working Group.
>
> **Civil Society Organizations (CSOs):** CSOs, which are also known as the "civil society" of the UPR,

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[2]   UPR-Info (n.d.). Glossary. UPR-Info. https://www.upr-info.org/en/glossary.

include NGOs, NHRIs and other stakeholders such as community groups, labor unions, indigenous groups, charitable organizations, faith-based organizations, professional associations and foundations.

HRC Plenary Session Item 6 (Item 6): The HRC agenda has 10 items in total. Item 6 is dedicated to the UPR and takes place approximately 6 months after the Working Group Session. Under Item 6, the Working Group report and its Addendum are adopted by the HRC plenary. In addition, it provides a platform for all UN Member States and CSO to present UPR-related concerns and remarks regarding each SuR.

Member State: There are 193 UN Member States. Every UN Member State goes through the UPR process as a SuR and engages as a Recommending State during other countries' reviews. The specific role distribution for the Model UPR is discussed in Chapter 2 and 3.

NGO: A Non-Governmental Organization is an interest group that has come about through civil society, acts independently from the government of a State and serves social or political goals (e.g. humanitarian causes or environmental protection). A NGO can have a local/national or international scope of work. In the Model UPR, six international NGOs (INGOs) are represented due to their broad scope of action and advocacy, alongside six NHRIs or local NGOs.

National Human Rights Institution (NHRI): A NHRI is an independent State body with a constitutional and/or legislative mandate to protect and promote human rights. NHRIs are ranked according to their independence from the respective government.

National Report (or State Report): The National Report is prepared by the government of the SuR, following a broad national consultation process with relevant stakeholders, to present an up-to-date record of the human rights situation in the country since the last review. It should also include information regarding implementation of recommendations accepted by the State in the previous UPR cycle. Details on the requirements of the National Reports for the Model UPR are explained in Chapter 3.

Pre-Sessions: The Pre-Sessions are informal meetings organized by an independent NGO known as UPR Info to bring together NHRIs, NGOs, and States to discuss the human rights situation in the States coming up for review at the UPR. The Pre-Sessions provide a valuable international platform for civil society to engage with UN Member States and advocate with State delegations ahead of the Review and make their voice heard at the UPR. These sessions also facilitate diplomatic delegations to ascertain information on countries' human rights landscapes. The ultimate aim of the Pre-Sessions is to ensure that the recommendations that will be made at the Review are specific and well-targeted.

Recommendations: Recommendations are suggestions made to the SuR by Recommending States on how to improve the human rights situations in the reviewed country. Recommendations can be diverse in terms of desired actions, issues addressed and possible timelines for action. UPR Info provides a Database of Recommendations,[3] which includes each UPR recommendation ever made. In the UPR process, recommendations can be supported or noted by the SuR.

Review: The Review itself takes place at the UPR WG session. It examines UN Member States vis-à-vis their commitments to human rights under international human rights law. In particular, States are reviewed on their human rights obligations deriving from the UN Charter, the Universal Declaration of Human Rights, international human rights and international humanitarian law, and any voluntary pledges and commitments made by the State. The Working Group will use the National Report, the Compilation of UN Information and the information provided by stakeholders (NGOs and NHRIs) to conduct the review. During the Review, an interactive dialogue takes place between the SuR and the Recommending States. Here, concerns and questions concerning the SuRs human rights record are addressed and recommendations on how to improve the human rights situation in the country are issued. In the UPR process, recommendations can be supported or noted by the SuR. At the end of the Review, during the WG Session, the Working Group Report is adopted.

Recommending State: A Recommending State (RS) is a State that takes the floor during the review of a specific SuR to ask questions, make comments, and make recommendations for the improvement of human rights standards in the SuR. In the Model UPR, the RS also acts as Troika for one of the SuR.

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3   See: UPR-Info (n.d.). *Database of Recommendations.* UPR-Info. https://upr-info-database.uwazi.io/.

State under Review: A SuR is a UN Member State that is having its human rights record reviewed at the UPR WG session.

In the Model UPR, the SuR presents its National Report, answers to questions that were posed in advance and responds to recommendations and questions posed during the Working Group.

Troika: The Troika is a group of three states that assist the SuR during its review at the UPR WG session. In the Model UPR, it is composed of two members from other participating States that shall support a SuR to draft their WG Report. The members of the Troika and the States, which they shall support, will be announced prior to the simulation days. As explained in Chapter 2, Troika members may accumulate further functions inside of their team. In sum, the Troika has three main tasks:

- Record and review the recommendations received by the assigned SuR during the WG Session;
- Support the assigned SuR to draft its WG Report; and
- Present the WG Report during the WG Adoption session, mentioning, inter alia, the number of recommendations received, accepted and noted by the assigned SuR.

Working Group: The UPR Working Group (WG) is the body that conducts the human rights review of the States. It is composed of the 47 member States of the HRC. However, any of the 193 UN Member States, as well as the Holy See and the State of Palestine, can participate in the review. The WG meets in Geneva, Switzerland, three times per year with. A total of fourteen (14) countries are reviewed in each WG session. WG Sessions usually take place in January, May and November. During the Model UPR, the six States that are represented during the simulation are part of the WG. Further information is provided in Chapters 3 and 4.

Working Group Report: The interactive dialogue between the SuR and UN member States is summarized in a WG report for each country reviewed. This report documents what was said during the review, including a summary of the intervention of the SuR and of questions and comments made by RS, as well as a complete list of all recommendations made to the SuR. The Troika and the SuR assist the UPR Secretariat in drafting this report.

Note: The WG report is adopted by the Working Group during the UPR session but approximately 6 months later it is also adopted by the HRC at the plenary session, along with the Addendum containing the SuR's responses to recommendations. In the Model UPR, the WG report is drafted by the SuR and the Troika and is adopted after the WG Session and, together with the Addendum, is also adopted during Item 6 of the HRC plenary session.

1.6 Useful Links

All participants are encouraged to check the following websites. They contain crucial information and serve for establishing a common base of knowledge among all participants, which guarantees a smooth conduct of the simulation and a valuable personal learning experience.

General information on the UPR can be found at the following websites:

https://www.ohchr.org/en/hrbodies/upr/pages/uprmain.aspx
https://www.ohchr.org/en/hrbodies/upr/pages/basicfacts.aspx
https://www.upr-info.org/en
https://www.upr-info.org/en/upr-process/what-is-it/qa-on-the-modalities-of-the-upr-process

Information on the Member States with regard to the UPR:

https://www.ohchr.org/EN/HRBodies/UPR/Pages/Documentation.aspx
https://upr-info-database.uwazi.io/
https://www.upr-info.org/en/review

General Information for Recommending States:

https://www.upr-info.org/en/how-to/recommending-state

General Information for States under Review:

https://www.upr-info.org/en/how-to/state-under-review

Information on NGOs and NHRIs with regard to the UPR:
> https://www.ohchr.org/EN/HRBodies/UPR/Pages/NgosNhris.aspx
> https://www.upr-info.org/en/how-to/role-ngos

Chapter 2 Roles of the Teams

2.1 Participating as a team representing a State

In the Model UPR, six States are selected each year as participating States, of which each will act as State under Review (SuR) as well as a Recommending State (RS). The State is assigned by the Secretariat in the selection process. Each team has four members as delegates and up to two more members as researchers (optional and their participation may be remote during the simulation days). The specific roles are explained further in Chapter 3.

The specific State that a team will represent is announced after the registration period is over. A team is required to research as much as possible about the State's political and human rights situation. This offers the participants a unique opportunity to represent the respective State authentically and to practice their advocacy and diplomatic skills.

2.1.1 Performing as a State under Review (SuR)

Each Working Group and Item 6 Session is dedicated to the review of the human rights situation of one of the six States respectively. During the session, in which the human rights situation of the team's State is reviewed, the team performs as a SuR. Hence, *in the position of a SuR, a team has to prepare and do the following*:[4]

a) Prior to the WG Session:
   - Teams are expected to undertake a thorough research on the human rights situation of their assigned States.
   - Teams must write a National Report and submit it within the established deadline.
b) Pre-Session:
   - Teams are expected to engage in lobbying with NGOs/NHRIs.
c) Working Group Session:
   - Teams are expected to present an Opening Statement, a summary of the National Report, during the WG Session.
   - Teams may reply to advance questions (if the team received any prior to the WG Session) as well as to recommendations raised during the WG Session according to the real behavior by the State the team is representing.
   - Teams are expected to cooperate in the Troika meeting to draft the WG report (decide which

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[4] The following bullet points are an overview of the tasks a team representing a SuR has to perform. Further details on the deadlines as well as the written submissions follow in Chapter 3.

recommendations will be accepted or noted).

d) Preparation for the Item 6:
- Teams should draft information for the WG Report Addendum for the HRC Plenary Item 6, comment on the respective human rights scenario and state its position to the recommendations made during the simulation.

e) Item 6 Session:
- Teams should present the outcome of the review (Final Working Group Report & Addendum) and debate its content with other States and NGOs/NHRIs.

2.1.2 Performing as a Recommending State (RS)

Teams will perform as RS during the five WG sessions and during the five Item 6 sessions, in which other States' human rights situations are discussed. As RS, teams have to prepare the following[5]:

a) Prior to the WG session and Pre-Session:
- Teams should consider submitting advance questions within the established deadline (Advance questions are not obligatory; Advance questions should be asked/not asked according to the diplomatic reality. Teams should consider how the State they are representing acts in reality).
- Teams should engage in lobbying with NGOs/NHRIs.
- Teams have to prepare recommendations, notes, remarks and comments for the other five States, based on their research, NGO/NHRI Reports, lobbying and the National Reports of the other States.

b) WG Session:
- Teams have to present their recommendations, notes, remarks and comments and engage in an interactive dialogue.
- Each team has to perform as the Troika during one of the sessions and prepare itself in advance for the role of Troika.
- Each team has to draft and present the WG Report of the State it was assigned as Troika in the WG Adoption.

c) Preparation for Item 6:
- Teams should engage in lobbying with NGOs/NHRIs.
- Teams should prepare observations and comments on the progress of other States during the Model UPR.

d) Item 6 Session:
- Teams have to debate the outcome of the review of the other States with the provided observations and comments.

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[5] The following bullet points are an overview of the tasks a team representing a RS has to perform. Further details on the deadlines as well as the written submissions etc. follow in Chapter 3.

2.1.3 Suggested role distribution within State Teams

Box 2: Role distribution within State Teams during the simulation day

Subgroup SuR 2 team members on location + max 1 researcher:	*Subgroup RS* 2 team members on location + max 1 researcher:
On location *Role 1:* • Delegate performing as SuR representative during the WG session for the State their team represents. • Delegate supporting "SuR Role 2 delegate" during the Item 6 Adoption session referring to the State their team represents.	*On location* *Role 1:* • Delegate performing as RS representative during WG sessions of the other participating States. • Delegate supporting "RS Role 2 delegate" during the Item 6 Adoption session referring to the other participating States. • Delegate acting as Troika to another participating State, together with the participant performing Role 2. • Delegate engaging in lobbying with NGOs and NHRIs prior the simulation days, during the Pre-Sessions and on the day of preparation to Item 6.
Main assignments, Role 1 • Draft and perform the Opening Statement presenting the State's National Report. • Engage in the interactive dialogue with other participating States during its State's review. • Draft the WG Report with the Troika indicating which received recommendations will be accepted or noted. • Draft and perform WG Report Review and Adoption's Closing Statements.	*Main assignments, Role 1* • Engage in lobbying with NGOs and NHRIs during the Pre-session day. • Engage in interactive dialogue with further participating States during their Review expressing remarks, comments, concerns and recommendations about their respective human rights achievements and/or shortcomings. • Act as Troika to another participating State, supporting it in the WG Report draft. Draft and present the WG Report outcome speech - from the State of which she/he was assigned to be the Troika - at its respective Adoption Session. • Present remarks, comments, and/or concerns regarding the WG Report of further participating States during their WG Adoption Sessions.
Role 2: • Delegate performing as SuR representative during the Item 6 Adoption Session. • Delegate supporting "SuR Role 1 delegate" during the Working Group Session. • Delegate representing the State during Pre-Session and in the preparation to HRC Item 6.	*Role 2:* •nDelegate performing as RS representative during the Item 6 Adoption Sessions referring to other participating States. • Delegate supporting "RS Role 1 delegate" during the WG Sessions referring to further participating States. • Delegate acting as Troika to another participating State, together with the participant performing Role 1. • Delegate delivering the WG Report outcome at the WG adoption session in the role of the Troika. • Delegate engaging in lobbying with NGOs and NHRIs prior the simulation days, during the Pre-Sessions and on the day of preparation to Item 6.

Main assignments, Role 2	*Main assignments, Role 2*
• Draft and present Opening Statement and State's Final WG Report and Addendum. • Engage in interactive dialogue with other participating States, NGOs and NHRI during State's Item 6 Adoption Session. • Draft and perform the Closing Statement.	• Engage in lobbying with NGOs and NHRIs during the Pre-Session day. • Act as Troika to another participating State, supporting it in the WG Report draft. Present the WG Report outcome from the State of which she/he was assigned to be the Troika at its respective Adoption Session. • Deliver the WG Report outcome at the WG Adoption Session in the role of the Troika (mentioning, inter alia, the number of recommendations received, accepted and noted by the assigned State under Review). • Draft and expose remarks, comments or concerns regarding the Final WG Report and Addendum of further participating States during their Item 6 Adoption Sessions.
Online *Researcher, Role 3:* • Researcher supporting teams on the development and draft of the written assignments - e.g. draft of reports, provision of necessary information. • Delegate engaging in online lobbying with NGOs and NHRIs prior to the simulation days, during the Pre-Sessions and the on- day preparation to Item 6. *Main assignments:* • Research on the respective SuR. • Assist Roles 1 and 2 in developing and drafting assignments, and in preparing for the simulation days. • Engage in online lobbying with NGOs/NHRIs prior to the simulation days, during the Pre-Sessions and on the day of preparation to Item 6.	*Online* *Researcher, Role 3:* • Researcher supporting teams on the development of written assignments - e.g. draft of reports, recommendations, provision of necessary information. • Delegate engaging in online lobbying with NGOs and NHRIs prior to the simulation days, during the Pre-Sessions and the on- day preparation to Item 6. *Main assignments:* • Research on the respective SuR. • Assist Roles 1 and 2 in developing and drafting assignments, and in preparing for the simulation days. • Engage in online lobbying with NGOs/NHRIs prior to the simulation days, during the Pre-Sessions and on the day of preparation to Item 6.

Detailed information on the State Teams' assignments is provided in Chapter 3.

2.2 Participation in pairs representing NGOs or NHRIs

In the Model UPR, six **international NGOs** (INGOs) will cover the human rights situation in at least 3 of the represented States and may focus on a specific human rights area.

Six **NHRIs/Local NGOs** will cover the overall human rights situation of one of the participating States, namely that in which the NHRI/ local NGO is situated.

Both NHRIs/local NGOs and INGOs shall develop alliances among each other and lobby with participating States to have their recommendations included in the WG session, and their arguments considered and discussed in the Item 6 Session.

Overall, 12 teams represent INGOs and NHRIs:
- 6 teams represent International NGOs
  - Each team with 1 member as INGO representative and max. 1 member as researcher (optional and their participation may be remote during the simulation days)
- 6 teams represent NHRIs and/or Local NGOs
  - Each team with 1 member as NHRI/NGO representative and 1 member as researcher (optional and their participation may be remote during the simulation days).

Tasks are distributed between international and local NGOs and NHRIs as follows:[6]

a) **International NGOs:**
   - Each INGO should discuss the human rights situation in at least 3 of the participating States.
   - Each INGO may focus on a specific human rights area (according to its thematic specialization)
   - Each INGO should present its reports.
b) **NHRIs/Local NGOs:**
   - Each NHRI/Local NGO should discuss the overall human rights situation in the specific country in which they are located.
   - Each NHRI/Local NGO should present its reports.

2.2.1 Roles of INGOs and NHRIs

INGOs and NHRIs/Local NGOs Teams should participate in an active dialogue with each other before and during the simulation. In addition, the INGOs and NHRIs/Local NGOs Teams are expected to engage with the States Teams and lobby for human rights improvements (NHRIs/Local NGOs shall focus research efforts and recommendations on the State they are located in). During the lobbying, INGO/NHRI Teams should encourage participating States to support their recommendations and include them in their agenda.

The INGO/NHRI Teams have to represent the NGO/NHRI as authentically as possible and reflect upon the diplomatic reality.

INGO/NHRI Teams have to do the following:
   - Get in touch and keep contact with other NGOs/NHRIs and develop alliances among each other.
   - Write an NGO/NHRI Report (1000 - 1500 words).
   - Present the report during the Pre-Session (10 mins).
   - Engage in lobbying and report on the lobbying prior to the Item 6.
   - Prepare comments and questions for Item 6 (based on the WG Report and its Addendum and further reliable information) and present their final remarks during the dialogue during the Item 6.

Modalities depending on the simulation taking place entirely online or on-site: In order to develop these tasks, INGOs and NHRIs/Local NGOs Teams should have one on-site representative and one researcher. In case of an on-site event, the on-site representative will participate in the simulation days in person. The researcher shall provide support to the on-site representative on the development of the mandatory assignments - e.g. draft of reports, provision of necessary information. In case of an entirely online event, the researcher can equally take the role of a representative and present oral contributions or engage in lobbying.

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[6] The following bullet points are an overview of the tasks of a team representing an INGO/NHRI/Local NGO. Further details on the deadlines as well as the characteristics of written submissions follow in Chapter 3.

Chapter 3 Assignments

Data for the assignments shall be collected from official sources, including UPR Info and official UN websites (e.g. the compilation of UN Information, summary of stakeholders information (NGO/NHRI submissions) and the National Report), avoiding the usage of speculative sources, as newspapers.

All participants have an optional, but strongly recommended, assignment: the participation in an online quiz developed by the Secretariat aiming to verify and improve participants' knowledge about the Model UPR. This quiz will be available on the Model UPR Moodle platform and may be answered more than once.

3.1 State Teams

3.1.1 Definition of Internal roles

As explained in the previous chapter, (2.1.3. Suggested Role Distribution within State Teams (Box 2)), State Teams are composed of four delegates who assume specific roles during the simulation days, and a maximum of two researchers who provide online support.

State Teams shall provide the following information to the Secretariat regarding their internal roles:

1. *Which team members will perform in the role of researchers (if any - Roles 3 in Box 2 above).*
   a. Which of them will be dedicated to the SuR tasks
   b. Which of them will be dedicated to the RS tasks
      In the case of only one researcher items *a.* and *b.* shall be fulfilled by this one person.
2. *Which team members will perform as on-site delegates (Roles 1 and 2 in Box 2 above).*
   a. Which delegate will represent the State during its Review in the respective WG Session (**SuR Role 1**). The title of this delegate shall also be named, e.g. "Attorney General of the Republic of x".
   b. Which delegate will represent the State during the Adoption of its Final WG Report and Addendum in the respective Item 6 Session (**SuR Role 2**). The title of this delegate shall also be named, e.g. "Minister Counselor, Permanent Mission of xxx to the United Nations Office in Geneva"
   c. Which delegate will represent the State during the review of the other participating States in the WG Sessions and will draft the WG Report outcome at the WG Adoption Session in the role of the Troika (**RS Role 1**). The title of this delegate shall also be named, e.g. "Chairperson, the National Gender and Equality Commission".
   d. Which delegate will represent the State during the Adoption of the Final WG Report and Addendum of further participating States in the Item 6 Session, and will draft and deliver the WG Report outcome at the WG Adoption Session in the role of Troika (**RS Role 2**). The

title of this delegate shall also be named, e.g. "Chairperson, the National Gender and Equality Commission".

For each of the four State's roles, participants are expected to check official sources in order to provide a title that is close to the real State's behavior at the UPR.

3.1.2 Acting as a State under Review: National Report

The National Report reflects the current human rights situation of each participating State. It shall also provide information regarding the steps taken towards the implementation of recommendations received in previous UPR cycles.

The report shall be drafted with a maximum of 5.000 words, following the specifications provided by the Secretariat and according to the style used by each State in reality.

Each National Report shall be read by all participating States and Civil Society Organizations in order to provide solid ground material to draft recommendations and remarks as well as to discuss the respective human rights situations in the WG sessions.

3.1.3 Advance Written Questions

Every participating State may pose Advance Written Questions (AWQ) to the other five participating States regarding their human rights performance. These questions shall be based on the respective States' National Reports and on information drawn from further reliable sources, including the UPR compilation of UN information and the summary of contributions of stakeholders. Whether AWQ are stated, their number and format depend on the behavior of the real States at the UPR. The teams should represent their State as close to reality as possible. For example, some States do not pose AWQ to other States to which they are politically aligned. Participants shall verify through official sources how their assigned States usually behave at the UPR.

3.1.4 Interaction with NGOs/NHRIs

Through lobbying with Recommending States, NGOs and NHRIs can express their views on the human rights situation in the SuR. The RS may then use that information in their recommendations during the WG sessions. States shall engage in this task according to their political position in reality. Lobbying shall commence prior to the simulation days and be exponential during the Pre-Session and the preparation day for the Item 6.

3.1.5 Acting as a Recommending State: Recommendations, remarks, comments and concerns

Each participating State acting as RS shall draft remarks, comments, concerns and recommendations to each further participating State regarding their human rights performance. These remarks, comments, concerns and recommendations shall be based on the information provided by States' National Reports, on information drawn from further reliable sources, including the UPR compilation of UN information and the summary of contributions of stakeholders, and from lobbying with participating Civil Society Organizations. Their number and format shall also respect the real behavior of States at the UPR.

The most important assignment is the recommendations, which can cover a wide range of human rights issues and are the main added value and outcome of the WG session, since they shall be accepted or noted by the SuR during the WG sessions and their implementation status will be assessed through the Item 6 and further cycles.

The remarks, comments, concerns and recommendations shall be orally presented during the review of each respective participating State in the WG sessions. Their oral presentation may differ from their written draft and it is a task of the Troika to control what is exposed by each Recommending State regarding its assigned State, since the WG Report is based on the recommendations made orally.

Format:

There is no word limit for the remarks, comments, concerns and recommendations. However, there is a strict speaking-time limit (1,5 minutes) for each delegate during the WG session. Anything that is not said out loud during the delegate's statement in the WG session will not be included in the official outcome report. This means that the written remarks, comments, concerns and recommendations should be as precise as possible to allow the delegate to deliver its content orally in the short timeframe during the WG session.

The remarks, comments, concerns and recommendations should be written and delivered in a diplomatic language that mirrors the represented States' usual performance in the UPR. The UPR is a collaborative and non-confrontational mechanism. Thus, the recommendations must preserve appropriate manners.

The remarks, comments, concerns and recommendations shall begin with a short introduction and formal address to the President of the HRC and to the State that is reviewed on behalf of the RS. They should then include a part in which the RS acknowledges the implementation of previous recommendations by the SuR. Further, they can express concern about the human rights situation of the SuR. Finally, the recommendations must be named. The recommendations must provide constructive critique, be precise and action-oriented, specific, measurable, achievable, relevant and time-bound (SMART recommendations). The word "recommend" must be included prior to listing the recommendations to clarify that the following remarks are the official recommendations (and not solely comments or remarks). Usually, a State poses 2 to 3 recommendations per statement. Further details may be provided in the respective Training Sessions.

The written remarks, comments, concerns and recommendations shall be uploaded to Moodle in .doc or .docx format by the assigned deadline. The oral delivery of the statement should be performed by the delegate acting as the RS representative during WG sessions on the other participating States (RS Role 1).

3.1.6 Acting as a State under Review: Opening Statements

Participating States (acting as SuR) shall provide opening statements in two scenarios at the Model UPR:
   i.   During their respective review during the WG session - when they, inter alia, present their National Report and respond to the Advanced Written Questions posed by their peers.
   ii. During Item 6 - when they briefly present and comment their conclusions regarding the final WG Report and Addendum (not forgetting to thank the support provided by the Troika).

Participants shall verify through official sources how their assigned States behave at the UPR in order to fulfill this task properly - if and how they answer to the Advanced Written Questions and from which State, or how they would normally present their National Report and behave during Item 6.

Format and deadline:
   i.   10 to 15 minutes, following the State's behavior and style applied in reality. The written draft of this opening statement shall be delivered to the Secretariat *before the WG session*, via the Moodle platform in .doc or .docx format. The oral presentation shall be performed during the State's respective review at the WG sessions.
   ii. 4 to 5 minutes, following the State's behavior and style applied in reality. The written draft of

this opening statement shall be delivered to the Secretariat ***before the Item 6 Session*** via the Moodle platform in .doc or .docx format. The oral presentation shall be performed during the State's respective Item 6.

3.1.7 WG Report

The review of each participating State during the WG sessions shall be reflected in these reports. After the presentation of the National Report and the interactive dialogue in which the RS' recommendations are delivered, the respective SuR shall draft this report with the support of the Troika, indicating the recommendations that accepts or notes.

In order to facilitate this task, the Troika will receive a written draft of the remarks, comments, concerns and recommendations concerning their assigned State already in a WG Report format (***the Troika has expressly forbidden to reveal the content of this document to their assigned state before or during its review***). During its review, the Troika shall take note on which and how the recommendations were orally presented by the RS and update the received draft accordingly. As discussed above, only the recommendations that are presented orally are considered. During the time given to the Troika and the SuR to draft the WG Report, the State shall approve or modify the draft updated by the Troika and indicate which of the mentioned recommendations will be accepted or noted.

The WG Report, emphasizing the number of received, accepted and noted recommendations, will be presented by the Troika at the end of the WG session during the WG Report Adoption of the respective SuR. One of the Troika members (RS Role 2) shall present the outcome, with a timeframe of 4 to 5 minutes.

Deadline:
The final draft of the WG Report and the written draft of the speech provided by the Troika shall be delivered to the Secretariat via the Moodle platform in .doc or .docx format until the end of each block of reviews (= review of three States).

3.1.8 Acting as a State under Review: Final WG Report and Addendum

The final WG Report and Addendum (= one document) shall clearly reflect the position of the SuR on the recommendations received during the WG session as well as the steps taken by the SuR towards the implementation of recommendations received during the WG session. **Normally, the time span represents approximately 6 months counted from the end of the WG sessions.** In the Model UPR, the participants are expected to be creative in devising/figuring out possible positions and actions that the respective States would adopt. Some States may also provide information on progress made towards noted recommendations. It shall reflect the possible behavior of the assigned State in reality. It is a projection developed by participants following States' social and political current circumstances and human rights track.

3.1.9 Acting as a Recommending State: Notes, remarks, concerns or comments to Item 6

Each participating State acting as RS shall draft remarks, comments and concerns to each participating State regarding the final WG Report and Addendum. These remarks, comments and concerns can be enriched by participating Civil Society Organizations through lobbying. Their number and format shall also respect the real behavior of States at the UPR. Participants shall verify through official sources how their assigned States normally behave at the real UPR. The remarks, comments and concerns shall be orally presented during the review of each respective participating State in the Item 6 Session.

3.1.10 Acting as a State under Review: Closing/final Statements

Participating States acting as SuR shall provide closing/final statements in three scenarios at the Model UPR:

    i.   At their respective review during the WG session - when they, inter alia, comment on their review process and respond (when adequate) to the recommendations, questions, and remarks posed by their peers.

    ii.   At the Adoption of their WG Report during the WG session - when they, inter alia, thank their Troika, their peers, the President of the HRC and provide concluding remarks about their WG Report.

    iii.   At Item 6 - when they briefly respond to concerns presented by further States and Civil Society Organizations and present conclusions regarding the Item 6 Session, thanking their peers and the President of the HRC.

Participants shall verify through official sources how their assigned States normally behave at UPR in order to fulfill this task properly.

Format and deadline:

    i.   90 seconds. The written draft of this closing/final statement shall be delivered to the Secretariat **before the WG session** via the Moodle platform in .doc or .docx format. Its oral presentation shall be performed during the State's respective review at the WG sessions.

    ii.   2 minutes. The written draft of this closing/final statement shall be delivered to the Secretariat **before the WG session** via the Moodle platform in .doc or .docx format. Its oral presentation shall be performed during State's respective WG Report Adoption session.

    iii.   2 minutes. The written draft of this closing/final statement shall be delivered to the Secretariat **before the HRC Item 6 Session** via the Moodle platform, in .doc or .docx format. Its oral presentation shall be performed during State's respective Item 6 Adoption.

3.2 NGOs/NHRIs

3.2.1 Definition of internal roles and human rights areas covered by INGOs

INGOs Teams shall provide the following information to the Secretariat:

1. Which team member will play the role of the researcher.
2. A title for the on-site representative, e.g. "Director of field operations in xxx". Participants are expected to check official sources in order to provide a title that is close to the INGOs behavior at the real UPR.
3. What specific human rights thematic will be covered by the INGO Team.

NHRIs/Local NGO Teams shall provide the following information to the Secretariat:

1. Which team member will play the role of the researcher.
2. A title for the on-site representative, e.g. "Director of field operations in xxx". Participants are expected to check official sources in order to provide a title that is close to the INGOs behavior at the real UPR.

3.2.2 NGOs/NHRIs Report/UPR submission

The report/UPR submission shall be drafted with a maximum of 1500 words, following the specifica-

tions provided by the Secretariat during the training prior to the simulation and according to the style used by each NGO and NHRI in reality.

The report/UPR submissions from **INGOs** shall cover their chosen thematic area, presenting the human rights status quo in this specific thematic area of at least 3 participating States, providing a follow up to the previous UPR States' Review and posing adequate recommendations regarding possible improvements. INGOs that cover similar themes or States may cooperate and present a joint report.

NHRIs and Local NGOs Report/UPR submission shall present the status quo of their specific State referring to all relevant human rights issues, providing a follow up to the implementation of recommendations accepted and noted during previous UPR States' Review and posing adequate recommendations to address possible shortcomings.

3.2.3 Lobbying with States Teams and Lobbying Plan

With regards to lobbying, historical and seasonal alliances among States shall be taken into consideration. For example: China tends to ally with Russia due their similar political agenda. Therefore, it is not likely that these two States would pose many recommendations to each other. However, both would tend to make recommendations to the USA, maintaining the alignment to their political agenda.

Lobbying shall take place during 3 stages throughout the simulation:

1. After the delivery of the NGO and NHRI Reports as well as National Reports, targeting Advance Written Questions:
   a. **INGOs** shall identify possible States that could support their agenda and extend their recommendations to participating States of interest. For example, if International NGO X has gender issues as a thematic area and takes as one of its targets to improve the gender situation in State Y, it shall identify if State A, B and C would pose Advance Written Questions to State Y regarding gender issues. NGOs can propose specific recommendations or general ones. International NGOs can also partner up with Local NGOs and NHRIs in order to present a united front regarding a specific subject – identify similar recommendations from Local NGOs and NHRIs.
   b. **NHRIs and Local NGOs** shall work in a similar way as INGOs, searching for States that might support their recommendations and that might include the recommendations in their Advance Written Questions. Partnership with International INGOs regarding specific issues are recommended – a united front is more coherent and therefore stronger.

On this stage lobbying can be made using the Moodle platform as well as private online means.

2. During the Pre-Session day, targeting recommendations that will be made in the Working Group Session:
   a. CSOs shall analyze Advance Written Questions submitted by States, identifying States that were supportive to their agenda and seek further support during the WG sessions. Additionally, they shall work on different strategies to approach less supportive States. New partnerships can be developed. The aim is to convince as many States as possible to include certain recommendations to their list of recommendations to target other States during the WG day.

On this stage, lobbying can be made using the Moodle platform, private online means, as well as present/online meetings on the day of the Pre-Session.

3. On the Item 6 preparation day, targeting Item 6 dialogue:
   a. CSOs shall analyze States' final WG Reports and Addendums. They shall then convince as many States and other CSOs as possible to inquire about the measures taken by the target

States regarding accepted recommendations. In case the measures taken by the respective State are deemed as inadequate or insufficient, CSOs shall ask for further improvements.

At this stage, lobbying can be conducted using the Moodle platform and private present/online meetings.

After analyzing participating States' historical alliances with CSOs as well as their respective National Reports, NGOs and NHRIs shall develop a **Lobbying Plan**. This Lobbying Plan should expose which States they intent to approach, the reasons behind this choice and the strategy that will be applied to convince the respective State to include NGOs/NHRIs recommendations in the form of Advance Written Questions, recommendations or remarks (that will be presented during the WG Session and during Item 6). The report shall be drafted with a maximum of 1000 words, following the model provided by the Secretariat.

3.2.4 NGOs/NHRIs presentation – Pre-Session

During the Pre-Session day, the on-site NGO/NHRI representatives shall present their organization's report/UPR submission in an up to 10 minutes (20 minutes in case of a Joint Report) presentation. This presentation shall be delivered to the Secretariat accompanied by a PowerPoint to facilitate its projection. The design of each presentation shall follow the team's choice.

3.2.5 Lobbying Report and notes, remarks, concerns or comments to Item 6

The Lobbying Report shall be drafted with a maximum of 1000 words, following the guidance provided by the Secretariat. NGOs and NHRIs shall expose the outcomes of their Lobbying Plans elaborating on their achievements and shortcomings in each step of the lobbying process (prior to the simulation, during the Pre-Session day and prior to Item 6).

Furthermore, INGOs shall provide the Secretariat with a written draft of the notes, remarks, concerns or comments that they plan to present during Item 6 on each participating State (max 1 minute). NHRIs and Local NGOs are required to present notes, remarks, concerns or comments only regarding the State they are located in (max 2 min).

Chapter 4 Procedures during the Simulation

4.1 On-site participation

The event will be adapted according to the developments of the COVID-19 pandemic. In case an on-site event is possible, only four delegates of each participating State and one NGO/NHRI Representative will be able to attend on-site. Researchers may accompany the event online.

4.2 Rules of Conduct

Teams are expected to:
- Adhere to the schedule and rules of the game of the Model UPR.
- Speak English fluently, since the official working language of the Model UPR is English.
- Use formal and diplomatic language in the written reports and oral presentations.
- Raise placards to participate in the discussion.
- Finish all interventions with the phrase "Thank you".
- Stand up when speaking to show respect.
- Avoid using mobile phones during the formal sessions as it is prohibited.
- Refer to the President (moderator/chair) of the session as "Mr./Madam President".
- Refer to other delegates as "fellow Delegate(s) of (name of the State...)".

4.2.1 Online participation - Rules of Conduct

An online participation in the simulation may vary according to possible future measures and prohibitions for the containment of the COVID-19 pandemic. The participation can be either fully or partially remote.

In both cases, teams are expected to:
- Adhere to the schedule and rules of the game of the Model UPR.
- Speak English fluently, since the official working language of the Model UPR is English.
- Use formal and diplomatic language in the written reports and orally.
- Press the "wave" emoji if participants intend to speak and wait until they are given the floor.
- Start all interventions with the phrase "Mr./Madam President" or "fellow Delegate(s) of (the name of the State...)".
- Finish all interventions with the phrase "Thank you".
- Mute their microphones when they are not speaking in order to avoid causing disturbance.
- Keep their cameras on throughout the whole session.
- Write as their Zoom name the name of the State/NHRI/NGO they are representing next to their

> last name, as in the following example: Austria - Ms. Anderson.
- Speak loud, clear and with a steady tempo to be understandable and to avoid causing confusion.
- Be patient. The quality of the internet connection may vary depending on the peculiarities of each location etc., a fact that could possibly affect the quality of the sound and of the pixel analysis.
- Communicate and collaborate with the fellow team members through the private zoom chat in order to exchange necessary information.

4.3 Online participation - Necessary settings for the conduct of the simulation

4.3.1 Partially online Model UPR

All participants must be available online approximately 40 minutes prior to the start of each item in order to connect to Zoom/ the respective online platform through a specific link that will be provided by the Secretariat.

Participants must ensure that the room in which they will set up their equipment (computer, speakers etc.) and, thus, attend the simulation, is well-lit and away from continuous disturbing sounds. If this should be impossible, the use of a headset is recommended to avoid any disturbances during the performance.

In case of weak internet connection, and only after communicating the issue to the Secretariat, participants are allowed to turn their cameras off for the improvement of the connection speed.

In case of a weak internet connection, 5 extra minutes will be given for each UPR item: Pre-Session presentations, lobbying, Working Group Sessions and Adoption and Item 6.

Lobbying
In case of an on-site event, participants that will be attending the simulation in person are requested to bring either a laptop, a tablet or another electronic device that has access to Zoom for the simulation. If that should be impossible, please communicate this to the Secretariat. During the lobbying, on-site attending participants will be requested to connect to Zoom, in case online attending participants want to contact them (for example, if an online attending NGO representative wants to lobby a State delegate, who is on-site).

4.3.2 A complete online Model UPR - Team-related changes

Team-specific changes if the Model UPR will be organized online are the following:

State Teams:
The team size will remain at six participants maximum. Four participants represent the States and two participants act as researchers.
The lobbying and the Troika Sessions will be held in private rooms on Zoom. A member of the Secretariat will participate as an observer.

NGO/NHRI Teams:
The team size will remain at two participants maximum. However, in the case of an online Model UPR, both team members will act as presenters as well as researchers, while only one team member would act as a presenter during an on-site Model UPR.

The lobbying and the Troika Sessions will be held in private rooms on Zoom. Separate online rooms will be provided. A member of the Secretariat will participate as an observer.

Lobbying
Before the beginning of the activities, the Secretariat will break the main Zoom room into six smaller rooms, one for each State. If an NGO/NHRI representative wants to lobby a specific State, then they can contact the Secretariat through the Zoom chat and request to be put into the specific room. In each room, a member of the Secretariat will be attending as an observer.

Further alterations in the simulation's flow and agenda may be applicable and will be informed to the participants in due time.

4.4 Pre-Session

During the Pre-session, Civil Society Organizations will present their reports and lobby participating States to include their agenda/recommendations in the WG Session. Simultaneously, states shall note critical aspects of the human rights situation in their country in order to anticipate the types of recommendations and questions they may receive. They shall also try to use the information provided by CSOs regarding possible recommendations they could issue to the other participating states.

It is recommended that all participants refer to Chapter 3 to acquire detailed information regarding Pre-Session's mandatory assignments and to the Annex for the specific timeline.

Box 3. Agenda Pre-session (Day 1)

Pre-Session (Day 1)	1:00 pm	Opening
	1:10 - 1:20 pm	Presentation INGO 1/ Joint Presentation
	1:25 - 1:35 pm	Presentation INGO 2/ Joint Presentation
	1:40 - 1:50 pm	Presentation INGO 3/ Joint Presentation
	1:55 - 2:05 pm	Presentation INGO 4/ Joint Presentation
	2:10 - 2:20 pm	Presentation INGO 5/ Joint Presentation
	2:25 - 2:35 pm	Presentation INGO 6/ Joint Presentation
	2:35 - 3:00 pm	Coffee-break
	3:00 - 3:10 pm	Presentation NHRI/ local NGO 1
	3:15 - 3:25 pm	Presentation HRI/ local NGO 2
	3:30 - 3:40 pm	Presentation HRI/ local NGO 3
	3:45 - 3:55 pm	Presentation HRI/ local NGO 4
	4:00 - 4:10pm	Presentation HRI/ local NGO 5
	4:15 - 4:25 pm	Presentation HRI/ local NGO 6
	4:25 - 4:40 pm	Coffee-break
	4:40 - 6:00 pm	Lobbying

This schedule may change according to the amount of joint reports. Participants will be informed of any changes in due time.

4.5 WG Session: UPR States' Review, WG Report by Troika and its Adoption

It is recommended that all participants refer to Chapter 3 to acquire detailed information regarding WG session's mandatory assignments and to the Annex for the specific timeline.

Box 4. Agenda WG Session (Day 2)

WG Session (Day 2)	Morning: 9:00 am - 1:00 pm	
	9:00 - 9:05 am	Opening
	9:05 - 9:35 am	Review of State 1
	9:40 - 10:10 am	Review of State 2
	10:15 - 10:45 am	Review of State 3
	10:50 - 11:35 am	Draft of WG Report with Troikas
	11:40 - 11:45 am	Opening
	11:45 - 12:05 am	Adoption of the WG Report of State 1
	12:10 - 12:30 am	Adoption of the WG Report of State 2
	12:35 - 12:55 am	Adoption of the WG Report of State 3
	12:55 am - 1:00 pm	*Closing of morning session (morning reviewed States deadline to deliver WG Report, Troika and States' closing speeches)*
	1:00 - 2:00 pm	Lunch break
	Afternoon: 2:00 pm - 6:00 pm	
	2:00 - 2:05 pm	Opening
	2:05 - 2:35 pm	Review of State 4
	2:40 - 3:10 pm	Review of State 5
	3:15 - 3:45 pm	Review of State 6
	3:50 - 4:35 pm	Draft of WG Report with Troikas
	4:40 - 4:45 pm	Opening
	4:45 - 5:05 pm	Adoption of the WG Report of State 4
	5:10 - 5:30 pm	Adoption of the WG Report of State 5
	5:35 - 5:55 am	Adoption of the WG Report of State 6
	5:55 - 6:00 pm	*Closing of afternoon session (afternoon reviewed States deadline to deliver WG Report, Troika and States' closing speeches)*

4.5.1 Structure of WG Review

Duration: Each State Review lasts max. 30 min.

In order to understand the flow of the simulation, please take into account that during WG sessions, when one State is being reviewed (as a State under Review), the other five States perform as Recommending States. For example, in the second WG round, when State 1 is performing as a SuR, State 2 - 6 are acting as Recommending States.

1. State under Review - Opening Statement/ National Report presentation (10-15 min.).
2. Interactive dialogue: 3 Recommending States - Recommendations, remarks, comments or concerns - 1.5 min. each.

3. SuR representative comments - 1.5 min.
4. Interactive dialogue: 2 Recommending States - Recommendations, remarks, comments or concerns - 1.5 min. each.
5. SuR representative closing remarks - 1.5 min.
6. Review closes.

4.5.2 Troika - Draft of WG Report

Duration: max. 45 min.
Each SuR will be matched with one RS, that will be performing as its Troika. Each Troika will consist of two members.

1. If on-site, all participants have 5 minutes to evacuate the main room so that State members acting as SuR can find space to work with their assigned Troika.
2. The Troika will have received the WG Report template with the comments, remarks, concerns and recommendations of the States. It adapts this template during the WG Review to include or exclude content in case of discrepancies between the written and oral delivery. The Troika will find the drafted written recommendations of RS on the Moodle platform (Chapter 4 - 4.8), which the RS have uploaded in the previous afternoon.
3. The Troika work lasts 45 min. – States shall present which recommendations will be noted or accepted. The Troika can support the decision process. The WG Report final draft shall be reviewed and approved by the State and then delivered to the Secretariat.
4. The Troika drafts a speech for the Adoption. Members acting as SuR draft their final remarks. Both drafts shall be delivered to the Secretariat by the end of each session's closing (morning/afternoon respectively).
5. All participants have 5 minutes to return to their seats.
6. The Adoption of the 1st round begins.

4.5.3 WG Report Adoption

Duration: Each WG Report Adoption lasts max. 20 min.

1. Chair/President opens the adoption.
2. Troika delivers the WG Report outcome (4 to 5 min.).
3. The President opens the floor for comments (max. 1 min. for each RS).
4. SuR representative answer, when seen fit (2 min.).
5. President calls for objections.
6. Adoption of the WG Report.
7. SuR final remarks (2 min.).
8. President closes the session.
9. Lunch break (1 hour).

After lunch break the 2nd WG Review and Adoption round begins.

4.6 Preparation for Item 6

It is recommended that all participants refer to Chapter 3 to acquire detailed information regarding this day's mandatory assignments and to the Annex for the specific timeline. During this day, teams shall work on their assignments in private locations.

The base of the assignments of this day are the WG Reports drafted during the WG Sessions. The reports will be made available in the morning on the Moodle platform.

Box 5. Agenda Preparation for Item 6 (Day 3)

Preparation for Item 6 (Day 3)	2:00 pm	Deadline for Final WG Report and Addendum
	8:00 pm	Deadline for notes, remarks, concerns or comments for State members acting as RS and NGOs
	8:00 pm	Deadline for opening statement for State members acting as SuR
	all day	NGOs and NHRIs shall lobby States to have their agenda added to the remarks of the RS members
	8:00 pm	NGOs and NHRIs Lobbying Report and notes, remarks and comments to Item 6

4.7 Item 6, awards & closing ceremony

It is recommended that all participants refer to Chapter 3 to acquire detailed information regarding Item 6 mandatory assignments and to the Annex for the specific timeline.

Box 6. Agenda Item 6 (Day 4)

Item 6 (Day 4)	Morning: 9:00 am - 1:00 pm	
	9:00 - 9:05 am	Opening
	9:05 - 9:30 am	Adoption of the Final WG Report and Addendum of State 1
	9:35 - 10:00 am	Adoption of the Final WG Report and Addendum of State 2
	10:05 - 10:30 am	Adoption of the Final WG Report and Addendum of State 3
	10:35 - 11:00 am	Adoption of the Final WG Report and Addendum of State 4
	11:05 - 11:30 am	Adoption of the Final WG Report and Addendum of State 5
	11:35 - 12:00 am	Adoption of the Final WG Report and Addendum of State 6
	12:00 am	Closing of session
	12:00 - 12:30 am	Lunch break
	12:30 am - 1:00 pm	Awards
	1:00 - 1:45 pm	Closing ceremony

4.7.1 On-site participation

All State delegates and NGOs/NHRIs representatives (excluding researchers) are invited to attend this event on-site. In case of an online event, all participants are invited to attend.

4.7.2 Item 6

The HRC Plenary session Item 6 discusses the UPR. The aim is to debate about any subject that the review was not able to address, with States and Civil Society Organizations, and to adopt the UPR outcome report (WG Report and its Addendum). Comments, remarks, concerns and questions (normally just

NGOs pose questions) may be raised. This outcome is then adopted, following the debate. The delegates performing as SuR may or may not answer the comments, concerns, or questions. They shall present an opening statement about the outcome and also make final remarks.

Item 6 Adoption sample:

Duration: Each State Review lasts max. 25 min.

1. Opening (4 min.).
2. State X presentation of State's Addendum and views and conclusions regarding the Final WG Report (4 to 5 min.)
3. State's NHRI/local NGO remarks, comments and concerns (max. 2 min. per NHRI/local NGO).
4. Other participating States remarks, comments and concerns - optional (max. 1 min. per State).
5. INGOs remarks, comments and concerns – optional (max. 1 min. per INGO).
6. State X closing remarks and replies to concerns (2 min.)
7. Adoption of the outcome.

4.7.3 Awards & Closing Ceremony

During the simulation, the performance of the Model UPR teams will be evaluated according to clearly defined criteria explained in Chapter 5 and communicated during the Training Sessions. Based on this evaluation, the teams may receive one of the awards, which are listed below during the Closing Ceremony. Awards are granted to participants who exhibit exemplary performance during the simulation. Awards will be given to teams and with an outstanding performance in the respective category:

The Best State under Review Award
Will be awarded to one of the SuR Delegations who actively engaged during the simulation. The team should display a profound knowledge of the national human rights issues of the State it represents, exhibit a synchronized team strategy during the simulation and approach the respective States/NGOs and NHRI critically and realistically.

The Best Recommending State Award
Will be awarded to one RS Team for its outstanding performance during the Model UPR and its authentic representation of the assigned State. It will be awarded to a team that shows great potential during the simulation, participates actively in the discussions and shows a systemic assessment of their roles through the strategies they exhibit during the simulation.

The Best INGO Delegation Award
Will be awarded to one INGO Delegation, considering its understanding of the political standpoint and delegation behavior of the assigned INGO. The INGO will be evaluated based on their representation during the lobbying, the Pre-Session and the Item 6. The participants need to demonstrate a sound knowledge of the national human rights issues of the represented States and an exceptional understanding of the human rights advocacies of the NGO they choose to represent.

The Best NHRI or Local NGO Delegation Award
Will be awarded to one NHRI/local NGO Delegation considering their understanding of the political standpoint and delegation behavior of the assigned NHRI/local NGO. The NHRI/local NGO will be evaluated based on their representation during the lobbying, the Pre-Session and the Item 6. The participants need to demonstrate a sound knowledge of the national human rights issues of the represented States and an exceptional understanding of the human rights advocacies of the NHRI/local NGO they represent.

The Best performing team according to the participants
Will be awarded to one team among all participating actors, considering the participants' perceptions of its overall performance. At the end of the WG session, a poll will be made available on Moodle or the respective online platform until a specific time inviting all the participants to vote for the best performing team according to their personal perception. Participants are therefore encouraged to actively follow all sessions and observe the other participants' contributions in order to vote for the most outstanding performance during the award ceremony.

Regardless of the above-mentioned awards, each participant will receive a certificate of participation for their engagement in the Model UPR. The awards and certificates of participation will be handed during the official closing ceremony.

Chapter 5 Evaluation

The evaluation of the written and oral contributions by the teams is based on the criteria explained below. For written contributions, the participants will receive timely feedback comprising an assessment of their submission via Moodle or the respective online platform.

Evaluation criteria

Content (display of knowledge, factual accuracy, and quality of recommendations):
The participants accurately presented the most relevant human rights issues and correctly presented the working area of the actor they represent. The recommendations tackle the most pressing human rights issues and are relevant and realistic. In written contributions, the sources should be (wherever possible) primary sources, of a high quality and (if possible) of a high variety.

Authenticity (role play, interaction with others, diplomatic language):
The participants use diplomatic language, engage actively with other participants, and establish strategic alliances with other stakeholders, where possible, and stick to historical alliances and a realistic behavior and style adopted by the actors.

Public speaking skills (stress resistance, spontaneity and active engagement):
The participants are able to present their statements in a serious and competent manner, keep calm in case of irregularities, and engage wherever possible in a polite manner with other participants.

Structure (clarity, coherence, adequate and convincing arguments)
The participants structure their contribution in a clearly understandable and coherent way. Arguments should be supported by adequate and convincing facts.

Time/Deadline
If participants speak for more than 15 seconds than their allocated time, a penalty will be applied. If participants hand in their written contributions more than 1 hour later than the deadline (without justifying reasons as extraordinary circumstances) a penalty will be applied.

Plagiarism
The names of laws, specific names, etc. must not be changed. Apart from this, if more than 20% of plagiarism is detected, a penalty will be applied for each 10% (i.e. a penalty is applied once for plagiarism above 20%, twice for above 30%, etc.). Reports containing more than 50% of copied text without proper reference and citation will be rejected.

This *Handbook* results from a collective work carried out by master's students of the University of Padua and former delegates to the 2018, 2019 and 2020 editions of the Padova Model UPR. The systematization of rules and regulations took advantage of the inputs provided by the UPR Branch of the Office of the High Commissioner for Human Rights and from UPR Info, both partners of the Human Rights Centre "*Antonio Papisca*" of the University of Padova.

We encourage more and more students and teachers to join us by implementing the Padova Model UPR and adapt it to their specific interests and needs. Our conviction is that this Model UPR may contribute to socializing among the youth a critical and articulated knowledge of this human rights procedure and eventually increase the civil society active participation in the multi-level machinery of human rights promotion and protection.

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