**Maldives National Mechanism for Implementation, Reporting and Follow-up**

**Introduction**

The Republic of Maldives is party to seven of the nine core international human rights treaties and seven of its Optional Protocols. Maldives also extended a standing invitation to all special procedures mandate holders on 2nd May 2006 and reaffirmed this standing invitation in 2019. While Maldives has completed several cycles of reporting under different human rights conventions, the Universal Periodic Review (“**UPR**”) and other bodies in the past, reporting was carried out on an ad-hoc basis, with committees disbanded after formulation of national reports. The establishment of a standing mechanism was critical to ensure coherence in formulation of national reports, and timely and systematic follow-up on the progress of implementation of the recommendations issued by the various international human rights mechanisms.

The Maldives National Mechanism for Implementation, Reporting and Follow-up (“**Maldives NMIRF”)** is the national standing structure mandated to coordinate and prepare national reports, and engage with international and regional human rights mechanisms, including the United Nations (“**UN**”) human rights treaty bodies, special procedures and the Universal Periodic Review (“**UPR**”). The mechanism also coordinates and tracks the implementation of Maldives’ international human rights obligations and recommendations issued by various international human rights mechanisms. The Maldives NMIRF performs these functions in coordination with Ministries, various Government agencies, the Parliament and the Judiciary, as well as in consultation with independent State institutions, the National Human Rights Institution (“**NHRI**”) and civil society organisations (“**CSOs**”) and other relevant parties.

The mechanism was initially established on 5th November 2020, by the President. At the time of its establishment, the available literature and advice from the UN Office of the High Commissioner for Human Rights (“**OHCHR**”) focused on establishing a national mechanism with two functions; ‘reporting’ and ‘following-up’ on Maldives’ international human rights obligations. Therefore, the mechanism was then set up as the Maldives National Mechanism for Reporting and Follow-up.

However, after almost two years of operations, bringing some structural changes to the mechanism was found to be necessary in order to ensure its effectiveness and feasibility. Furthermore, the OHCHR stressed on the importance of including the ‘implementation’ function, as such mechanisms should be able to track implementation of recommendations issued by the UPR process or the treaty bodies after each review cycle, and as specific attention must be afforded to honour and implement the commitments made by the State during review processes.

Taking into consideration the changes required to improve the functions of the national mechanism and to include the function of monitoring implementation efforts, the mechanism was restructured and renamed as the Maldives National Mechanism for Implementation, Reporting and Follow-up on 30th October 2022.

The current structure of the Maldives NMIRF is as follows:

**NMIRF Steering Committee**

Tier 1

Tier 2

**NMIRF Committee**

Tier 3

**Treaty-based Subcommittees**

CERD Subcommittee

ICESCR Subcommittee

CEDAW Subcommittee

ICCPR Subcommittee

CRPD Subcommittee

CAT Subcommittee

CED Subcommittee *(to be established upon ratification)*

CRC Subcommittee

This document contains the various Terms of Reference (“**TOR**”) and Standard Operating Procedures (“**SOPs**”) determining and detailing the composition, functions and procedures of the different committees and subcommittees of the Maldives NMIRF as detailed below:

1. The main TOR of the Maldives NMIRF
2. TOR of the NMIRF Steering Committee
3. TOR of the NMIRF Committee
4. SOPs of Treaty-based Subcommittees

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**Terms of Reference**

**Maldives National Mechanism for Implementation, Reporting and Follow-up**

# 1. Functions and Responsibilities

The functions and roles of the Maldives NMIRF are:

* 1. To engage and liaise with international and regional human rights bodies, including the UN human rights treaty bodies, the special procedures of the Human Rights Council and the UPR.
	2. To organize and centrally facilitate the preparation of national reports to be submitted to international human rights mechanisms, including mid-term and follow-up reports. The work of preparation of reports shall include:
		1. Coordinating the collection of information and statistical data for the reports, including the preparation of matrixes or other necessary documents to facilitate data collection, or by managing and utilising the National Recommendation Tracking Database (“**NRTD**”) once adopted;
		2. Engaging and coordinating with all national stakeholders including relevant Ministries, Government agencies and State institutions for the preparation of reports;
		3. Holding regular consultations with independent institutions, the NHRI as well as all relevant CSOs, other relevant parties and ensure the preparation of inclusive reports;
		4. Regularly updating the common core document for all treaties;
		5. Building the capacity of the members of the NMIRF Treaty-based Subcommittees and the staff of the Secretariat.
	3. To follow up on the recommendations issued by international human rights mechanisms through established monitoring tools, and to track the implementation of those recommendations. The work of follow-up and monitoring implementation shall include:
		1. Engaging and coordinating with all national stakeholders including relevant Ministries, Government agencies and State institutions to follow-up on recommendations issued;
		2. Collecting, systematically capturing and thematically clustering recommendations;
		3. Analysing the requirements of each recommendation and identifying the Ministries, Government agencies and State institutions responsible for its implementation and application;
		4. Developing implementation plans, including time-lines, with relevant Ministries to facilitate effective and efficient implementation;
		5. Holding regular consultations with independent State institutions, the NHRI, as well as all relevant CSOs to ensure inclusive plans for implementation;
		6. Monitoring the progress regarding the implementation and application of the recommendations;
		7. Building the capacity of the members of the NMIRF Treaty-based Subcommittees and the staff of the Secretariat.
	4. To respond to communications and follow-up questions and recommendations/decisions received from international human rights mechanisms, as well as provide any support deemed necessary during the visits by special procedures mandate holders and treaty bodies.
	5. To foster and lead regular consultations for reporting and follow-up with independent State institutions, the NHRI, CSOs and other relevant parties.

# 2. Structure and Composition

* 1. The Maldives NMIRF is a three tier inter-ministerial mechanism. The three-tiers of the Maldives NMIRF are:
		1. **Tier 1 - NMIRF Steering Committee**

This Steering Committee comprises of the President’s Office (“**PO**”), the Attorney General’s Office (“**AGO**”) and the Ministry of Foreign Affairs (“**MFA**”). The Steering Committee is a high-level committee and will make final policy decisions regarding the works of the NMIRF. If a certain meeting of the NMIRF Steering Committee is held to decide on a matter relating to a specific treaty work, then the lead agency for that treaty will join the Steering Committee meeting.

* + 1. **Tier 2 – NMIRF Committee**

This mid-level committee comprises of technical representatives from Ministries and State institutions. This Committee will oversee the execution of general NMIRF works, including formulation of work plans and oversight of the NRTD. This Committee will also be responsible to carry out the reporting, follow-up and monitoring of implementation of the recommendations from the UPR process.

* + 1. **Tier 3 - Treaty-based Subcommittees**

The Treaty-based Subcommittees comprise of relevant Ministries and State institutions, specific to carrying out the implementation of the specific treaties. The Subcommittees shall have a policy level and technical level representation from each Ministry, Government agency and State institution that is a member of the Subcommittee. These subcommittees shall carry out the report writing, attend review sessions and directly monitor implementation.

**Note:** The NMIRF Committee will have representation from technical level only as this committee is envisaged to have constant members as much as possible, in order to retain the institutional memory and to ensure the continuity of the main work of the NMIRF. These technical level members will also be the technical representation in the Treaty-based Subcommittees, if their institution is part of that Treaty-based Subcommittee.

* 1. The Attorney General’s Office is the designated secretariat to carry out all the administrative functions of the NMIRF.
	2. The composition of the NMIRF Committee and Treaty-based Subcommittees are included in **Annex 1** of this document.

**Maldives NMIRF**

**NMIRF Steering Committee**

Tier 1

Tier 2

**NMIRF Committee**

Tier 3

**Treaty-based Subcommittees**

CERD Subcommittee

ICESCR Subcommittee

CEDAW Subcommittee

ICCPR Subcommittee

CRPD Subcommittee

CAT Subcommittee

CED Subcommittee *(to be established upon ratification)*

CRC Subcommittee

# 3. NMIRF Secretariat

* 1. The Attorney General’s Office is the secretariat of the Maldives NMIRF. The Secretariat shall lead and coordinate the work of the NMIRF, as detailed below:
		1. With regard to substantive work of the NMIRF, the Secretariat shall:
			1. Support lead agencies in drafting reports, and finalise and submit final reports to MFA for submission to the relevant human rights mechanism;
			2. Organise and facilitate consultations with the NHRI, CSOs and other relevant parties for contributions towards State reports and other work of the NMIRF;
			3. Facilitate information management, by ensuring that information is collected / the NRTD is updated by the relevant focal points throughout the year;
			4. Follow-up on recommendations issued by assisting lead agencies in the formulation of plans for implementation of recommendations;
			5. Support lead agencies in attribution of responsibilities for implementation, after consultations with the relevant Committees of the Maldives NMIRF.
		2. With regard to administrative work and capacity building of the NMIRF, the Secretariat shall:
			1. Schedule, coordinate and service meetings of the Steering Committee, the NMIRF Committee and the Treaty-based Subcommittees of the NMIRF;
			2. Update and maintain the membership of all the Committees of the NMIRF;
			3. Identify, coordinate and organise trainings for members of the NMIRF on the NMIRF and NRTD, and to build knowledge and capacities of members of NMIRF on international human rights mechanisms;
			4. Ensure that the NMIRF adheres to strict reporting guidelines and deadlines under the human rights mechanisms;
			5. Carry out all logistical arrangements and any other work related to the running and administration of the NMIRF.
		3. With regard to enhancing engagement with international human rights mechanisms, the Secretariat shall, with instruction from the Steering Committee, build relationships with such mechanisms, and assist in facilitating State visits of special procedures mandate holders and treaty bodies.

# 4. Meetings of the NMIRF

* 1. The NMIRF will sit in the form of different Committee meetings, as detailed below.
		1. **NMIRF Steering Committee** shall meet at the request of any of its members. The NMIRF Steering Committee TOR shall contain the procedure for convening NMIRF Steering Committee meetings.
		2. **NMIRF Committee** shall meet biannually. Additional meetings can be organised on a need basis as detailed in the NMIRF Committee TOR.
		3. **Treaty-based Subcommittees** shall meet at least once a year and more frequently in a reporting year. The Treaty-based Subcommittee SOP shall contain the procedure for convening the Subcommittee meetings.

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**Terms of Reference**

**NMIRF Steering Committee**

# 1. Introduction and Purpose

The NMIRF Steering Committee is comprised of the President’s Office, the Attorney General’s Office and the Ministry of Foreign Affairs. The Steering Committee is a high-level committee and will make final policy decisions regarding sensitive and critical matters. This TOR encapsulates the functions, composition and methodology of the NMIRF Steering Committee.

# 2. Functions and Responsibilities

* 1. Make final policy decisions regarding sensitive and critical matters identified in executing the works of the NMIRF.
	2. Finalise sensitive language to be used in reports and reviews.
	3. Advice and make final decisions on the delegations representing Maldives at treaty body reviews and the UPR.
	4. Advice the Cabinet on becoming party to human rights treaties and optional protocols, to which Maldives is not yet party to.
	5. Advice the Cabinet on matters related to human rights treaties and optional protocols.
	6. Advice the NMIRF Committee on the overall functioning of NMIRF and the execution of general management of the NMIRF works.
	7. Bring any necessary changes to the composition of the NMIRF Committee.
	8. Resolve any issues that come up with regard to the works of the NMIRF which are not solved at the NMIRF Committee level.

# 3. Structure and Composition

* 1. The NMIRF Steering Committee is comprised of technical and policy level representation from PO, AGO and MFA.
	2. While preparing State reports and participating in reviews under a particular treaty/convention, the lead agency for that particular treaty/convention shall become part of the Steering Committee.

(For instance, the Ministry of Gender, Family and Social Services will automatically become a member of theSteering Committee while reporting and taking part in reviews under the Convention on the Elimination of All Forms of Discrimination against Women.)

* 1. The NMIRF Secretariat will serve as the secretariat of the Steering Committee.

# 4. Methodology

* 1. The Steering Committee members shall participate in the bi-annual meetings held by the NMIRF Committee and provide advice and guidance on the matters discussed in the meeting.
	2. The Steering Committee shall meet at least once whenever a reporting or preparation for a review session is being carried out for deliberation on finalizing content and language for each report, and to give policy direction where amendments are needed.
	3. Any member of the Steering Committee can call for a meeting, which is to be facilitated and serviced by the NMIRF Secretariat.
	4. All meetings of the Steering Committee must be well documented, with decisions made in the meetings communicated with relevant committees of the NMIRF.

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**Terms of Reference**

**NMIRF Committee**

# 1. Introduction and Purpose

The NMIRF Committee is comprised of technical representatives from selective Ministries and State institutions. This Committee will oversee the execution of general NMIRF works, including finalisation of TORs and SOPs, formulation of work plans and oversight of the NRTD. The NMIRF Committee will also be responsible to carry out the reporting, follow-up and implementation of the recommendations under the UPR process. This TOR encapsulates the functions, composition and methodology of the NMIRF Committee.

# 2. Functions and Responsibilities

* 1. With regard to general works and functioning of the NMIRF, the NMIRF Committee shall:
		1. Oversee the execution of the general works carried out under the NMIRF throughout the year and making decisions regarding the overall functioning of the NMIRF considering advice from the NMIRF Steering Committee;
		2. Formulate and adopt the NMIRF Work Plan annually;
		3. Strengthen the NMIRF, and in that regard, assist in the capacity building of the members of the NMIRF Treaty-based Subcommittees, by providing them with the necessary guidance and training, with the support from the NMIRF Secretariat;
		4. Ensure consistency in the functioning of the various Treaty-based Subcommittees of the NMIRF;
		5. Bring any necessary changes to the composition of Treaty-based Subcommittees;
		6. Ensure that the reporting, follow-up and implementation works are carried out in consultation with the NHRI and CSOs and other relevant parties;
		7. Support special procedures mandate holders and treaty bodies during their visits and provide any support deemed necessary after the completion of the visit.
	2. With regard to the NRTD, the NMIRF Committee shall:
		1. Adopt and oversee the functioning of the NRTD;
		2. Participate in capacity building trainings on using the NRTD;
		3. Ensure that NRTD is updated throughout the year, and in that regard ensure that the relevant staff of the respective Ministries, Government agencies and State institutions are informed on how to use the database;
		4. Formulate and adopt a comprehensive SOP with regard to inserting information and updating the NRTD, once adopted.
	3. With regard to the UPR, the NMIRF Committee shall:
		1. Undertake formulation of UPR State Report, in accordance with the **Report Formulation Process** prescribed in the SOPs for the Treaty-based Subcommittees;
		2. Undertake follow-up and tracking of implementation of the recommendations issued, in accordance with the **Implementation Tracking Process** as prescribed in the SOPs for the Treaty-based Subcommittees.
	4. As the NMIRF Committee consists of technical level representation, it is the responsibility of the Committee member, to regularly inform and relay the decisions and work carried out by the NMIRF, to the senior management and specifically the head of the Ministry, Government agency or State institution, which they represent in the Committee.
	5. The AGO will be the lead agency for the UPR process.

# 3. Structure and Composition

* 1. The NMIRF Committee will have representation of technical level from the following institutions:
	2. President’s Office
	3. Attorney General’s Office
	4. Ministry of Foreign Affairs
	5. Ministry of Defence
	6. Ministry of Home Affairs
	7. Ministry of National Planning, Housing & Infrastructure (SDGs)
	8. Ministry of Education
	9. Ministry of Economic Development
	10. Ministry of Islamic Affairs
	11. Ministry of Youth, Sports and Community Empowerment
	12. Ministry of Gender, Family and Social Services
	13. Ministry of Health
	14. Maldives Police Service
	15. Maldives Correctional Service
	16. National Counter Terrorism Centre
	17. Anti-Trafficking in Persons Office
	18. Family Protection Authority
	19. Maldives Immigration
	20. Maldives Bureau of Statistics
	21. Local Government Authority
	22. Prosecutor General’s Office
	23. Department of Judicial Administration
	24. Judicial Service Commission
	25. People’s Majlis
	26. The member representing an institution in the NMIRF Committee, shall also represent that institution as the technical level member in all the Treaty-based Subcommittees.
	27. The NMIRF Steering Committee has the authority to bring changes to the composition of the NMIRF Committee.
	28. The NMIRF Secretariat will serve as the secretariat of the NMIRF Committee.

# 4. Methodology

* 1. The NMIRF Committee shall meet biannually. Additional meetings can be organised on a need basis.
	2. The following could be the purposes of NMIRF meetings:
		1. Formulate and finalise the NMIRF annual Work Plan and calendar;
		2. Take stock of achievements and pending work of the NMIRF;
		3. Take stock of existing capacities and needs to strengthen the NMIRF;
		4. Take stock of the implementation status of the recommendations received from various treaty bodies;
		5. Obtain updates on the status of the implementation of the recommendations received through the UPR process;
		6. Discuss whether the NRTD is being regularly updated and discuss challenges faced and solutions to ensure regular and effective use of the NRTD;
		7. Exchange experiences of different Treaty-based Subcommittees and share good practices;
		8. Regularly review and update the SOPs of the Treaty-based Subcommittees based on discussions of the NMIRF Committee.
	3. The NMIRF Secretariat will be responsible to call for the biannual meetings of NMIRF Committee, prepare the agenda and communicate any decisions from the meetings to the relevant committees of the NMIRF.

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**Standard Operating Procedures**

**Treaty-based Subcommittees**

# 1. Introduction and Purpose

The Treaty-based Subcommittees comprise of relevant Ministries, Government agencies and State institutions, specific to carrying out the implementation of the specific treaties/conventions. The Subcommittees shall have a policy level and technical level representation from each Ministry, Government agency and State institution that is a member of the Subcommittee. These Subcommittees shall carry out the report writing, attend review sessions and directly monitor implementation under their respective treaty/convention.

This SOP details out the steps to be followed by the Treaty-based Subcommittees in submitting a State report under human rights treaties and in follow-up and implementation of recommendations issued to the State after each review by treaty bodies.

# 2. Functions and Responsibilities

* 1. Formulate and finalise State reports to be submitted under international human rights treaties/conventions to which Maldives is party to, in accordance with the **Report Formulation Process** outlined below.
	2. Carry out follow-up and track implementation of recommendations issued by treaty bodies, in accordance with the **Implementation Tracking Process** outlined below.
	3. Maintain and update the specific parts of the NRTD, relevant to the respective treaty (in accordance with the SOPs developed once NRTD is adopted).
	4. Suggest changes to the steps prescribed in this SOP, in order to make the reporting and implementation process more effective and efficient, which shall be reviewed and if necessary, adopted by the NMIRF Committee.

# 3. Structure and Composition

* 1. The Treaty-based Subcommittees comprise of relevant Ministries, Government agencies and State institutions, specific to carrying out the implementation of the specific treaties/conventions. The composition of each Subcommittee is detailed in **Annex 1** of this SOP.
	2. The Subcommittees shall have a policy level and technical level representation from each Ministry, Government agency and State institution that is a member of the Subcommittee.
	3. If required, any additional institutions that are identified as key to a specific reporting cycle, but are not a permanent member of the Treaty-based Subcommittee, can be included in the Treaty-based Subcommittee as temporary members.
	4. The names of the Subcommittees and the lead agency for each Subcommittee is identified below:

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| --- | --- | --- |
|  Treaty-based Subcommittee | Lead Agency | Treaty Body |
| Subcommittee on International Covenant on Economic, Social and Cultural Rights (ICESCR Subcommittee) | Attorney General’s Office | Committee on Economic, Social and Cultural Rights (CESCR) |
| Subcommittee on International Covenant on Civil and Political Rights (ICCPR Subcommittee) | Attorney General’s Office | Human Rights Committee (CCPR) |
| Subcommittee on Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (CAT Subcommittee) | Ministry of Home Affairs | Committee against Torture (CAT) |
| Subcommittee on International Convention on the Elimination of All Forms of Racial Discrimination (CERD Subcommittee) | Attorney General’s Office | Committee on the Elimination of Racial Discrimination (CERD) |
| Subcommittee on Convention on the Elimination of All Forms of Discrimination against Women (CEDAW Subcommittee) | Ministry of Gender, Family and Social Services | Committee on the Elimination of Discrimination against Women (CEDAW) |
| Subcommittee on Convention on the Rights of the Child (CRC Subcommittee) | Ministry of Gender, Family and Social Services | Committee on the Rights of the Child (CRC) |
| Sub-Committee on Convention on the Rights of Persons with Disabilities (CRPD Subcommittee) | Ministry of Gender, Family and Social Services | Committee on the Rights of Persons with Disabilities (CRPD) |
| Subcommittee on International Convention for the Protection of All Persons from Enforced Disappearance (CED Subcommittee) | *(To be determined upon ratification)* | Committee on Enforced Disappearances (CED) |

# 4. Methodology

* 1. The Treaty-based Subcommittees shall meet at least once a year and more frequently in a reporting year, on a need basis.
	2. The lead agency or the NMIRF Secretariat can call for a Treaty-based Subcommittee meeting.
	3. The lead agency shall be responsible to prepare the agenda and communicate any decisions from the meetings to the relevant committees of the NMIRF.
	4. The Treaty-based Subcommittees shall follow the procedures outlined below, when carrying out report formulation and tracking of implementation of recommendations.

# 5. Report Formulation Process

* + 1. **Information Collection**
1. Matrix Preparation
	* 1. Prepare a matrix to ascertain the implementation status of the concluding observations and/or recommendations from the previous cycle and list of issues or list of issues prior to reporting.
		2. The concluding observations and/or recommendations issued in previous cycle, and the list of issues or list of issues prior to reporting issued to the State, as well as the recommendations issued, if any, by relevant special procedure mandate holders will form the basis of the matrix.
		3. The following components shall be included in the information collection matrix.
			1. Concluding observations and/or recommendations from previous cycle;
			2. List of issues or list of issues prior to reporting;
			3. Respective implementing agencies;
			4. Work done by the respective implementing agencies, including information on any future plans for the implementation of the recommendation;
			5. Any statistical data that needs to be submitted (This can be attached to the matrix as an additional document).
		4. The matrix shall be prepared and information received shall be compiled by the NMIRF Secretariat in consultation with the lead agency identified under each Treaty-based Subcommittee.
		5. The lead agency and the NMIRF secretariat shall identify any additional information that need to be included in the report, apart from those that are highlighted in the concluding observations and/or recommendations or list of issues or list of issues prior to reporting.
		6. A sample information collection matrix for the Report Formulation Process is attached as **Annex 2** of this SOP.
2. Sharing the Matrix
	* 1. The NMIRF Secretariat shall share the matrix with any other institution from which information is required (apart from those represented in the respective Treaty-based Subcommittee).
		2. The matrix shall be shared with members of the Treaty-based Subcommittee via email, requesting for information and providing a timeline to share the necessary information.
		3. The matrix may be shared with other institutions that are not members of the Subcommittee, via letter or email, requesting for information required and also requesting to appoint a focal point for any future coordination during the reporting process.
	1. Identifying areas where policy decisions are needed
		1. After reviewing the concluding observations and/or recommendations and the list of issues or list of issues prior to reporting, the lead agency in consultation with the NMIRF Secretariat shall identify the areas where a policy decision is required.
		2. Such issues shall be notified to the NMIRF Steering Committee, who will make the necessary decision after consulting the relevant institutions.
		3. **Consultations**
	2. Consultation with the NHRI - Human Rights Commission of the Maldives (HRCM)
		1. As the statutory body responsible for the protection and promotion of human rights in the country, it is imperative to consult with the HRCM, in preparing national reports to be submitted to international human rights mechanisms.
		2. The lead agency, with the support from the NMIRF Secretariat, shall organise and lead the meetings with HRCM.
		3. Consultations with HRCM must be carried out at least once before drafting the report, and at least once after drafting is completed.
		4. The purposes of the conducting consultations with the HRCM include:
			1. To obtain findings or data collected by the HRCM with regard to the concluding observations and/or recommendations and list of issues or list of issues prior to reporting.
			2. To compare information received from various institutions with the information or data gathered by the HRCM.
			3. To seek views and opinion of the HRCM on the report.
			4. To obtain information on work carried out jointly by the HRCM and the Government to implement the recommendations.
	3. Consultation with CSOs and other relevant parties
		1. The lead agency, with the support from the NMIRF Secretariat, shall organise and lead the meetings with CSOs and other relevant parties.
		2. An open announcement shall be put out to inform and seek participation from the CSOs across the country. Simultaneously, the lead agency shall consult with the Subcommittee to identify and make a list of CSOs and reach out to those who actively contribute to the relevant areas highlighted in the concluding observations and/or recommendations and list of issues or list of issues prior to reporting. The lead agency shall reasonably attempt to inform all CSOs about the consultation meetings.
		3. The lead agency can decide on the format of the consultation (meeting, workshop or other) depending on the response received to partake in the reporting process.
		4. Consultations with CSOs must be carried out at least once before drafting the report, and at least once after drafting is completed.
		5. The purposes of the conducting consultations with the CSOs include:
			1. To obtain findings or data collected by the CSOs with regard to the concluding observations and/or recommendations and list of issues or list of issues prior to reporting.
			2. To compare information received from various institutions with the information or data gathered by the CSOs.
			3. To seek views and opinion of the CSOs on the report.
			4. To discuss points that the CSOs may wish to highlight in the national report.
			5. To obtain information on work carried out jointly by the CSOs and the Government to implement the recommendations.
	4. Consultation with other independent State institutions
		1. The Subcommittee must consult with any other independent State institution, which has a relevant mandate as to that of the treaty under which reporting is being conducted (such as Ombudspersons’ Offices).
		2. The lead agency, with the support from the NMIRF Secretariat, shall organise and lead the meetings with independent State institutions.
		3. Consultations with such institutions must be carried out at least once before drafting the report, and at least once after drafting is completed.
		4. The purposes of the conducting consultations with the independent State institutions include:
		5. To obtain findings or data collected by the institution with regard to the concluding observations and/or recommendations and list of issues or list of issues prior to reporting.
		6. To compare information received from various institutions with the information or data gathered by the independent institution.
		7. To seek views and opinion of the institution on the report.
		8. To obtain information on work carried out jointly by the institution and the Government to implement the recommendations.
		9. **Drafting the report**
	5. The identified lead agencies under each Treaty-based Subcommittee will be responsible to formulate and draft the report based on input provided by all the stakeholders.
	6. Once the initial draft is ready, the lead agency shall review and check if all the points highlighted in the list of issues or list of issues prior to reporting are addressed. If any gaps are identified during the drafting stage, the lead agency shall, with the assistance from the NMIRF Secretariat, reach out to the respective institution to obtain the missing information.
	7. The lead agency shall consult and seek opinion from the respective Treaty-based Subcommittee members as much as possible while preparing the draft report. Meetings shall be convened as and when needed.
	8. Once the initial draft of the report is ready, the lead agency must share the draft with the Secretariat, to check for mistakes and to circulate with the relevant stakeholders consulted in the process (Subcommittee members, other institutions, NHRI and CSOs) for comments.
	9. The lead agency is responsible to incorporate any comments and feedback provided by the different stakeholders during the commenting stage.
	10. After incorporating comments from stakeholders, the report shall be shared with the Secretariat to carry out the finalisation process.
		1. **Finalising the report**
	11. Once a final draft of the report is ready after incorporating feedback from at least one round of commenting, the report shall be shared via email with the NMIRF Steering Committee to see if there are any areas where policy directives are required, and to finalise language relating to sensitive matters.
	12. After incorporating any advice from the NMIRF Steering Committee, the report shall be shared with the respective Treaty-based Subcommittee for their final validation and approval.
	13. Once approved by the Treaty-based Subcommittee, the NMIRF Secretariat shall share the report with the Ministry of Foreign Affairs, requesting to submit it to the relevant international human rights mechanism.
	14. The Ministry of Foreign Affairs shall inform the Treaty-based Subcommittee through the NMIRF Secretariat once the report has been submitted and received by the relevant international human rights mechanism.

# 6. Implementation Tracking Process

1. **Sharing the Concluding Observations**
	1. Once concluding observations and/or recommendations are issued after a review, the NMIRF Secretariat shall share it with the respective Treaty-based Subcommittee within one month of receipt of the concluding observations and/or recommendations.
2. **Implementation Matrix / NRTD**
	1. The lead agency in consultation with the NMIRF Secretariat shall prepare an implementation plan. The plan shall include the following:
		1. Preparation of a matrix identifying specific institutions mandated to implement the recommendations;
		2. The frequency at which follow up will be done with implementing agencies to obtain updates on the status of implementation;
		3. The frequency at which Subcommittee meetings will be held to discuss implementation process and challenges in the implementation process;
		4. Overall timeline for different processes, including implementation and reporting for the next cycle.
		5. The Implementation Matrix shall include the following components:
			1. Concluding observations and/or recommendations issued at the last review cycle.
			2. Respective implementing agencies;
			3. Actions taken or planned by the respective implementing agency to implement the recommendation;
			4. Estimated timeline for implementation;
			5. Challenges faced by the implementing agency in implementing the recommendation;
			6. Resources (financial or other) required to implement the recommendation;
			7. Whether or not the same recommendation has been issued by any other human rights mechanism.
		6. The lead agency shall share the implementation matrix with the respective Treaty-based Subcommittee and all the implementing agencies within six months after the concluding observations and/or recommendations are issued.
		7. A sample information collection matrix for Implementation Tracking Process is attached as **Annex 3** of this SOP.

# Annex 1 – Composition of Treaty-based Subcommittees

**Subcommittee on International Covenant on Economic, Social and Cultural Rights (ICESCR Subcommittee)**

1. Attorney General's Office (Lead Agency)
2. President's Office
3. Ministry of Foreign Affairs
4. Ministry of Education
5. Ministry of Higher Education
6. Ministry of Health
7. Ministry of Economic Development
8. Ministry of Home Affairs
9. Ministry of Tourism
10. Ministry of Gender, Family and Social Services
11. Ministry of National Planning, Housing and Infrastructure
12. Ministry of Youth, Sports and Community Empowerment
13. Ministry of Arts, Culture and Heritage
14. Ministry of Environment, Climate Change and Technology
15. Ministry of Transport and Civil Aviation
16. Ministry of Fisheries, Marine Resources and Agriculture
17. Maldives Bureau of Statistics
18. Child and Family Protection Service
19. Department of Juvenile Justice
20. Maldives Pension Administration Office
21. Family Protection Authority
22. Maldives Police Service
23. National Pay Commission
24. Labour Relations Authority
25. Civil Service Commission
26. Local Government Authority
27. Department of Judicial Administration
28. Judicial Service Commission
29. People’s Majlis

**Subcommittee on International Covenant on Civil and Political Rights (ICCPR Subcommittee)**

1. Attorney General's Office (Lead Agency)
2. President's Office
3. Ministry of Foreign Affairs
4. Ministry of Home Affairs
5. Ministry of Gender, Family and Social Services
6. Ministry of Youth, Sports and Community Empowerment
7. Ministry of Environment, Climate Change and Technology
8. Ministry of Islamic Affairs
9. Ministry of Economic Development
10. Ministry of Defence
11. Child and Family Protection Service
12. Registrar of Associations
13. Anti-Trafficking in Persons Office
14. Maldives Police Service
15. Maldives Correctional Service
16. Maldives Immigration
17. Maldives Bureau of Statistics
18. Prosecutor General's Office
19. Elections Commission
20. Maldives Media Council
21. Maldives Broadcasting Commission
22. Information Commissioner's Office
23. Department of Judicial Administration
24. Judicial Service Commission
25. People’s Majlis

**Subcommittee on Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (CAT Subcommittee)**

1. Ministry of Home Affairs (Lead Agency)
2. National CAT and OPCAT Committee
3. President's Office
4. Attorney General's Office
5. Ministry of Foreign Affairs
6. Ministry of Gender, Family and Social Services
7. Ministry of Education
8. Ministry of Health
9. Maldives Police Service
10. Maldives Correctional Services
11. Maldives Immigration
12. Department of Juvenile Justice
13. Child and Family Protection Service
14. Family Protection Authority
15. Maldives Bureau of Statistics
16. National Integrity Commission
17. Prosecutor General's Office
18. Inspector of Correctional Service
19. Department of Judicial Administration
20. Judicial Service Commission
21. People’s Majlis

**Subcommittee on International Convention on the Elimination of All Forms of Racial Discrimination (CERD Subcommittee)**

1. Attorney General's Office (Lead Agency)
2. President's Office
3. Ministry of Foreign Affairs
4. Ministry of Economic Development
5. Ministry of Home Affairs
6. Ministry of Education
7. Ministry of Islamic Affairs
8. Anti-Trafficking in Persons Office
9. Ministry of Gender, Family and Social Services
10. Maldives Police Service
11. Maldives Bureau of Statistics
12. Labour Relations Authority
13. Maldives Correctional Services
14. Maldives Immigration
15. Department of Judicial Administration
16. Judicial Service Commission
17. People’s Majlis

**Subcommittee on Convention on the Elimination of All Forms of Discrimination against Women (CEDAW Subcommittee)**

1. Ministry of Gender, Family and Social Services (Lead Agency)
2. President's Office
3. Attorney General's Office
4. Ministry of Foreign Affairs
5. Ministry of Education
6. Ministry of Health
7. Ministry of National Planning, Housing and Infrastructure
8. Ministry of Youth, Sports and Community Empowerment
9. Registrar of Associations
10. Ministry of Environment, Climate Change and Technology
11. Ministry of Higher Education
12. Ministry of Economic Development
13. Ministry of Islamic Affairs
14. Anti-Trafficking in Persons Office
15. National Counter Terrorism Centre
16. Department of National Registration
17. National Social Protection Agency
18. Family Protection Authority
19. Maldives Police Service
20. Maldives Bureau of Statistics
21. Labour Relations Authority
22. Local Government Authority
23. Prosecutor General's Office
24. Civil Service Commission
25. Elections Commission
26. Employment Tribunal
27. Department of Judicial Administration
28. Judicial Service Commission
29. People’s Majlis

**Subcommittee on Convention on the Rights of the Child (CRC Subcommittee)**

1. Ministry of Gender, Family and Social Services (Lead Agency)
2. Attorney General's Office
3. President's Office
4. Ministry of Foreign Affairs
5. Ministry of Education
6. Ministry of Health
7. Ministry of Youth, Sports and Community Empowerment
8. Ministry of Tourism
9. Ministry of Islamic Affairs
10. Anti-Trafficking in Persons Office
11. Child and Family Protection Service
12. Department of Juvenile Justice
13. Maldives Police Service
14. Maldives Correctional Service
15. Department of National Registration
16. National Social Protection Agency
17. Labour Relations Authority
18. Maldives Bureau of Statistics
19. Prosecutor General's Office
20. Local Government Authority
21. Department of Judicial Administration
22. Judicial Service Commission
23. People’s Majlis

**Sub-Committee on Convention on the Rights of Persons with Disabilities (CRPD Subcommittee)**

1. Ministry of Gender, Family and Social Services (Lead Agency)
2. Attorney General's Office
3. President's Office
4. Ministry of Foreign Affairs
5. Ministry of Education
6. Ministry of Higher Education
7. Ministry of Health
8. Ministry of National Planning, Housing and Infrastructure
9. Ministry of Economic Development
10. Registrar of Associations
11. National Disaster Management Authority
12. National Social Protection Agency
13. Disability Council
14. Maldives Bureau of Statistics
15. Local Government Authority
16. Department of Judicial Administration
17. Judicial Service Commission
18. People’s Majlis

**Subcommittee on International Convention for the Protection of All Persons from Enforced Disappearance (CED Subcommittee)**

*(This Subcommittee is to be established upon ratification of the Convention. Lead Agency also to be determined once Convention is ratified and has been incorporated into domestic law)*

1. Attorney General's Office
2. President's Office
3. Ministry of Foreign Affairs
4. Ministry of Home Affairs
5. Ministry of Gender, Family and Social Services
6. Ministry of Defence
7. Maldives Police Service
8. Maldives Correctional Services
9. Maldives Immigration
10. Prosecutor General's Office
11. Department of Judicial Administration
12. Judicial Service Commission
13. People’s Majlis

# Annex 2: Sample Information Collection Matrix for the Report Formulation Process



# Annex 3: Sample Information Collection Matrix for the Implementation Tracking Process



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(END OF DOCUMENT)