**TERMS OF REFERENCE FOR THE NATIONAL MECHANISM FOR IMPLEMENTATION, REPORTING AND FOLLOW-UP**

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# **Purpose and scope**

These Terms of Reference describe the purpose and functions of the Insert name of the National Mechanism for Implementation, Reporting and Follow-up (NMIRF) as well as the responsibilities and working methods of its members.

The Insert name of the National Mechanism for Implementation, Reporting and Follow-up (NMIRF) is responsible for leading the work related to the State’s international human rights obligations and reporting requirements for international and regional human rights mechanisms, including the Universal Periodic Review, the Special Procedures, and the UN treaty bodies.

# **Background**

This section might include information on:

* **The international and regional human rights instruments** to which the State is a State party.
* **The rationale for establishing a National Mechanism**. (e.g. adopting a comprehensive, efficient and sustainable approach to engaging with the international and regional human rights mechanism)
* **The mandate of the NMIRF**: whether it has been established by legislation (passed through parliament); formal regulation (executive decrees or policies, but not through parliament), or through a policy mandate (after the adoption of an executive/ministerial policy provision).

# **Functions of the NMIRF**

This section might list the following (non exhaustive list):

* + To engage and liaise with international and regional human rights bodies;
  + To coordinate and centrally facilitate the preparation of reports to international and regional human rights mechanisms, including initial, mid-term and periodic reports;
  + To coordinate responses to individual communications and follow-up questions and recommendations/decisions received from such mechanisms;
  + To coordinate visits by the Special Procedures mandate holders and the Sub-Committee on the Prevention of Torture;
  + To disseminate information, and to organize and coordinate information gathering and data collection from government entities and actors, including the national statistics office, the SDG focal point (agency/Ministry), the parliament, the judiciary and subnational entities, for reporting and follow-up to recommendations;
  + To coordinate and facilitate regular consultations for reporting and follow-up with the National Human Rights Institution, civil society and other relevant stakeholders;
  + To track recommendations and decisions by the international and regional human rights mechanisms, to systematically capture and thematically cluster them;
  + To identify responsible Government Ministries and/or agencies for their implementation of the recommendations and to formulate plans to implement recommendations from human rights mechanisms, including timelines;
  + To manage information regarding the implementation of treaty provisions and recommendations, with a view to preparing reports;
  + To coordinate the achievement of the Sustainable Development Goals linked to recommendations from human rights mechanisms.

# **Structure and composition of the NMIRF**

* Chairperson: Ministry A
* Vice Chairperson: Ministry B
* Members of the Committee: includes a list of all ministries and government agencies making part of the NMIRF.
* Others:
  + Judiciary;
  + Parliament;
  + National statistics office;
  + Civil society organizations;
  + National Human Rights Institution.

This section might include information on:

* The number and nature of focal points to be appointed by each ministry/government agency as members of the NMIRF (e.g. firm and alternate, professional and technical)
* Whether drafting groups will be established, either based on the human rights treaties ratified, focusing on groups of rights, or for a specific upcoming report.

By being part of the National Mechanism for Implementation, Reporting and Follow-up (NMIRF), ministries and government agencies:

* Guarantee a consistent and coordinated approach to human rights monitoring and reporting, ensuring the submission of high-quality reports to international and regional human rights mechanisms from the State;
* Contribute to the integration a human rights perspective into the State’s public service culture and policy making;
* Promote accountability and transparency within and among ministries and government agencies.

# **Meetings of the NMIRF**

* **Determine the periodicity of meeting**: NMIRFs usually meet 2 to 4 times per year.
* Include information on the **participation of civil society and National Human Rights Institutions** in NMIRF meetings. Please note that National Human Rights Institutions should safeguard their independence in line with the Paris Principles – A/RES/48/134 (e.g. by participating only as observers and without voting rights)

# **Functions of NMIRF secretariat**

The Secretariat of the NMIRF will comprise representatives from the following ministries: Ministry A, Ministry B (Note: The Ministry of Foreign Affairs and/or the Ministry of Justice are often appointed as secretariat).

The functions of the secretariat will include (non exhaustive list):

* + Coordinate and engage with international and regional human rights mechanisms, including during visits by Special Procedures mandate holders and the Sub-committee on Prevention of Torture.
  + Build the knowledge and capacity of the NMIRF members and other stakeholders;
  + Coordinate meetings of the National Mechanism;
  + Organize consultative processes and meetings with the National Human Rights Institution (NHRI) and civil society;
  + Maintain an updated mailing list of NMIRF focal points and other relevant stakeholders;
  + Prepare annual reports and disseminates any relevant information among the members/focal points of the mechanism;
  + Coordination and tracking of the implementation of the recommendations; including through the maintenance of a database/spreadsheet or monitoring tool.
  + Coordinate the drafting process of State reports;

# **Resources**

* This section outlines the ministry/government agency responsible for making budgetary allocations for costs related to the functioning of the NMRF secretariat.
* It might also determine whether each line ministry will be required to make budgetary allocations for costs related to participation of the focal point persons in the NMIRF.

# **Working methods and operational aspects**

* Determine the quorum for NMIRF meetings.
* List relevant documents to be developed by the NMIRF secretariat, including a work plan and calendar of activities, standardized internal reporting guidelines and procedures, checklists, and standard operating procedures (SOPs) for the use of a monitoring and tracking tool.