**OHCHR Treaty Body Capacity Building Programme**

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

**Part IV – The Reporting Procedure**

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

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

1. Participants will be divided in two groups (10 persons each);
2. The CEDAW Convention and reporting guidelines as well as some fictitious documents i.e., SP report, COBs and NGO report will be distributed;
3. A sample of guiding questions for Committee members will be also circulated. Participants are encouraged to prepare additional questions;
4. Each group is a delegation of a State party and both groups will be engaging in a constructive dialogue with the CEDAW Committee.

**Participants playing the role of Committee members should**:

* Decide who will be playing the role of Chairperson of the Committee, except when an actual member of a Committee is participating. S/he will be opening and moderating the session.
* Look at all the information received by the Committee on the State party to be examined e.g., State party report, replies to LoIs, previous COBs and alternative information. Compare the information and find the gaps.
* Look at the Committee’s reporting guidelines and, where relevant, the list of issues and questions sent to the State party. On this basis prepare questions on issues of concern and/or on issues which require further clarifications from the State party.
* Coordinate their interventions during the constructive dialogue and manage the time of their interventions

**The scenario will be as follows:**

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