

UNIVERSAL PERIODIC REVIEW

ADDENDA TO REPORTS OF THE WORKING GROUP

The Universal Periodic Review (UPR) is a unique process which involves a periodic review of the human rights record of all 193 UN Member States. Following the review of a State by the Working Group (WG), a report is prepared by the troika with the involvement of the State under review and assistance from the OHCHR. This report contains all recommendations addressed to the State under review, as read out by States during the review.

A State under review should take position on each recommendation it has received. In line with paragraph 32 of the Annex to Human Rights Council (HRC) resolution 5/1, the State has **two options** regarding positions; it can choose to either **support** a recommendation or **note** a recommendation.

A State under review may choose to already take position during the WG on some or all of the recommendations, which is duly reflected in the report.

In line with paragraph 16 of the Annex to HRC resolution 16/21, the State should communicate its position on all recommendations received in **written format** (the so-called **Addendum**), ahead of the plenary session of the HRC during which the UPR outcome of the State will be adopted.

The **Addendum should therefore contain** the position on the recommendations on which the State had not taken position yet during the WG (i.e. deferred), and confirmation of, or change in, any positions taken during the WG.

Any further change in its position *after the submission* of the Addendum should be orally indicated by the delegation in its statement during the adoption of the report at the Council plenary. Any such further change should be flagged to the Secretariat ahead of the start of the adoptions.

Exceptionally, when a State does not support a recommendation in its entirety, it should clearly indicate in the Addendum which part is supported and which part is noted. Each constituent part should be able to be a **recommendation on its own**. The underlying guiding principle should be the preservation of the integrity of the entire recommendation as read out by the recommending State, and the provisions as per paragraph 32 of HRC resolution 5/1.

An example of a position on a recommendation supported in part and noted in part that is acceptable would be:

“Ratify the International Covenant on Economic, Social and Cultural Rights and ratify the Istanbul Convention.”

Supported: Ratify the International Covenant on Economic, Social and Cultural Rights
Noted: Ratify the Istanbul Convention

An example of a position on a recommendation supported in part and noted in part that is **NOT** acceptable (and hence the entire recommendation would be counted as “noted” by the Secretariat) would be:

“Strengthen the provision of adequate sexual and reproductive healthcare services”

Supported: Strengthen the provision of adequate healthcare services

Noted: sexual and reproductive

Based on the Addendum, at the HRC plenary adoption, the HRC President will inform the Council about the number of recommendations received by the State under review and those enjoying its support and those noted. Where applicable, the President will also state that “additional clarification was provided on another [number] recommendations, indicating which parts of the recommendations were supported and which parts were noted”.

Technical requirements, deadlines, submission and publication

States should duly pay attention to the following with regard to the Addendum

Word limit:	2,675 words maximum. This word limit includes paragraph numbering and the standard UN report cover page. In order to meet the word limit, States are kindly requested to ensure that the body of the Addendum is within 2,600 words.
Paragraph numbering	Paragraphs should be numbered to facilitate reference.
Use of endnotes	Endnotes/footnotes could be used to provide references and relevant links to the information included in the Addendum. They are not for the substantive text. They are not part of the 2,675 words word-count and will not be translated.
Annexes	Annexes could be used to provide additional information. Annexes do not form part of the word count and will not be translated.
Language	The Addendum should be submitted in one of the six official languages of the UN.
Editing	Addenda are not edited by UN Editors.
Format	Addenda should be submitted in Word format .
Deadlines	States under review have an option to choose between two deadlines at their preference. The first deadline is set to ensure the translation of addenda in the UN official languages before the adoption of the UPR outcomes by the HRC plenary. The second deadline is for submission of addenda for processing in the original language only. If an Addendum is submitted within the second deadline, an advance version of the document in the original language of submission will be published pending finalisation of its translation. For exact dates of submission, please consult the relevant official correspondence from the UPR Secretariat.
Submission	By email to ohchr-uprstates@un.org .
Publication	Prior to the adoption of the UPR outcomes by the HRC plenary, addenda are published on the relevant UPR country webpages: https://www.ohchr.org/en/hr-bodies/upr/documentation . and HRC regular session documentation webpage: https://www.ohchr.org/en/hr-bodies/hrc/regular-sessions .

Practical recommendations

- Given that all UPR Working Group reports are subject to UN-compliant editing following the *ad-referendum* period, addenda should correspond and refer to the edited version of the Working Group reports. States under review are thus encouraged to use **advance edited version**¹ of the UPR Working Group reports available on the relevant UPR Extranet page² at <https://uprmeetings.ohchr.org/Pages/default.aspx> ;
- If the advance edited version of the Working Group report is unavailable at the moment when the State under review is planning to submit its Addendum, the State may wish to use ascending recommendation numbers (e.g. *Recommendation 1, Recommendation 2, etc.*) corresponding to the set of outstanding recommendations included in the Working Group report. This will help avoid possible discrepancies between the Addendum and the edited version of the Working Group report in reference to recommendations numbers;
- In order to respect the established word limit and allow sufficient space for comments on the position taken in relation to recommendations, it is advisable not to include the text of recommendations in the addenda. This will also help to avoid possible discrepancies with the edited version of the Working Group report in reference to the text of recommendations, if the State under review uses an unedited version of the Working Group report in preparation of its Addendum. However, where recommendations are supported in part and noted in part, the full text of the recommendation might be required to be included in order to clearly communicate these positions.
- In conformity with guidance provided for the preparation of the National Report³, States are also encouraged to hold consultations, in connection with the process of decision making on recommendations received during their review and in preparation of the Addendum, including with parliament, the judiciary, and local and regional governments. Ideally, such consultations could take place within the national mechanism for implementation, reporting and follow up (NMIRF). States may consider incorporating in the Addendum information on such national processes so that good practices may be identified.

¹ The advance edited versions of UPR Working Group reports are available in the original language(s) of the reports, i.e. English (and French, if applicable), and used as basis for translation into other UN official languages.

² Final versions of UPR Working Group reports, translated in all the six official languages of the UN, become available after the first deadline for submission of addenda (See “Technical requirements, deadlines, submission and publication”). The final version of the reports will be posted, approximately six weeks before the relevant HRC session, on the relevant HRC session webpage, as well as UPR country webpages of the OHCHR public website:
<https://www.ohchr.org/EN/HRBodies/UPR/Pages/Documentation.aspx>

³ <https://www.ohchr.org/en/hr-bodies/upr/cycles-upr>

Annex

Suggested template of an Addendum to the Working Group report

1. A total of [XX] recommendations were made during the interactive dialogue held on [day, month, year]. [Country] has examined all recommendations made, in accordance with the provisions of paragraphs 27 and 32 of the annex to Council resolution 5/1 and paragraph 16 of annex to Council resolution 16/21.

2. The following recommendations formulated during the interactive dialogue have been examined by [Country] and enjoy the support of [Country]:

[List of recommendations, incl. para. nr of recommendation as per edited WG report, and any comment/clarification the State under review may wish to provide. The State under review may wish to also reiterate supported recommendations, as per the WG report]

Para. nr. of recommendation	State position	Comments (optional)
XXX.1	Supported	
XXX.2	Supported	
XXX.3	Supported	

3. The following recommendations formulated during the interactive dialogue and on which a position had not been taken yet have been examined by [Country] and have been noted by [Country]:

[List of recommendations, incl. para. nr of recommendation as per edited WG report, and any comment/clarification the State under review may wish to provide. The State under review may wish to also reiterate noted recommendations as per the WG report]

Para. nr. of recommendation number	State position	Comments (optional)
XXX.4	Noted	
XXX.5	Noted	
XXX.6	Noted	

4. *[In exceptional cases, when the State under review does not support a recommendation in its entirety, it should list the recommendation in the Addendum and clearly indicate which part is supported and which part is noted. Each constituent part should be able to be a recommendation on its own. The underlying guiding principle should be the preservation of the integrity of the entire recommendation as read out by the recommending State, and the provisions as per paragraph 32 of HRC resolution 5/1. For further guidance and examples, please refer to page one of the current note.]*

5. Summary statement: In total, out of [XX] recommendations received, [XX] enjoy the support of [Country], and [XX] are noted. Additional clarification is provided on another [XX] recommendation(s), indicating which part of the recommendation(s) has been supported and which part has been noted.