

Methodology of the follow-up procedure to concluding observations

Rapporteur and Alternate Rapporteur for follow-up to concluding observations

1. The Committee appoints a Rapporteur on follow-up to concluding observations and an alternate rapporteur, in charge of the procedure, for a two-year term.

Number of selected recommendations, criteria for selection, and reply by the State party

2. The Committee selects up to four sub-paragraphs from its concluding observations that will be included in the follow-up procedure. These sub-paragraphs should not include recommendations under other procedures. The criteria for this selection are that the issues selected for urgent short-term action and should be specific, measurable, achievable and realistic within the relevant time frame. The selected issues constitute a major obstacle to women's enjoyment of their human rights and would therefore constitute a major obstacle for the implementation of the Convention as a whole. The State party is required to respond to the selected sub-paragraphs within one or two years. Its replies will constitute the follow-up report and shall be made public on the webpage of the Committee. These follow-up reports that are to be assessed during the upcoming session are announced under [“upcoming events” on the CEDAW website](#) and on the websites of the [corresponding sessions](#).

Guidelines on the drafting of follow-up reports by States parties

3. The guidelines on the drafting of follow-up reports by State parties are as follows:

(a) The follow-up report shall be concise and shall focus on the recommendations identified by the Committee in the framework of the follow-up procedure, and not exceed a maximum length of 3,500 words;

(b) The State party is requested to provide information on all measures taken subsequent to the issuance of the recommendations that have been selected for the follow-up procedure, specifying the date of adoption and the status of implementation of each of these measures;

(c) It shall be submitted within the deadline stipulated in the Concluding Observations (one or two years);

(d) It shall be submitted in one of the official languages of the United Nations, with an electronic version in Word format sent to the following email address: cedaw@ohchr.org;

(e) If the Committee considers that further information is necessary, it will request the State party to provide such information within a new deadline, or to include the additional information in the next periodic report.

Guidelines on the submission of information related to the follow-up by National Human Rights Institutions, NGOs, and other organizations

4. The follow-up procedure allows for the consideration of information from other organizations, National Human Rights Institutions and NGOs. The guideline on the submission of information by these organizations are as follows:

(a) These submissions shall be as concise as possible and not exceed a maximum length of 3,500 words;

(b) The deadline for the submission of written information by other organizations, National Human Rights Institutions and NGOs is four weeks before the beginning of the session during which the State party's follow-up report is scheduled to be assessed (the Committee would kindly ask these organizations to regularly check the submission status of follow-up reports by State parties on [CEDAW website for the follow-up procedure](#));

(c) Reports from other organizations, National Human Rights Institutions and NGOs shall be transmitted to the Secretariat in electronic version in Word format at the following email address: cedaw@ohchr.org;

(d) These submissions which are not confidential shall be made public on the webpage of the Committee.

Action taken in response to States parties replies

5. The Rapporteur will assess, in cooperation with the respective country rapporteur, if the country rapporteur is not available, with another member of the Committee, the responses received in order to determine whether the issues designated by the Committee for follow-up have been adequately addressed by the State party concerned and whether further information is required.

6. The Rapporteur on follow-up to concluding observations will brief the Committee on the actions taken or proposed at each session of the Committee. Based on the recommendations made by the Rapporteur, the Committee will discuss the progress made by States parties on the implementation of the follow-up recommendations and decide what action may be appropriate in a closed meeting.

7. The Rapporteur will transmit the Committee's findings by letter to the permanent mission to the United Nations of the State party concerned, which will be made public on the Committee's website, after having been transmitted to the permanent mission. The Committee will note in the communications to the State party whether the responses have been received in a timely or untimely manner. In its communications with the State party, the Committee will identify which action(s) it has selected from the following non-exhaustive list of options:

(a) "No further information or action will be necessary";

(b) "Requests further information on implementation within a specific time frame or in the next periodic report";

(c) "Requests further clarification" concerning the issues raised in the follow-up response;

(d) "Recommends technical assistance" to be provided by specific United Nations entities.

8. The Committee will provide a report on its follow-up activities in its report to the General Assembly on an annual basis.

Criteria to monitor the implementation of follow-up recommendations

9. When reviewing follow-up reports of States parties, the Committee assesses:

(a) The quality of the information provided by State parties;

(b) The degree of implementation of the recommendations made by the Committee.

10. The Committee decides the quality of the information provided by State parties based on following categories:

(a) “Satisfactory” indicates that the information received from the State party is thorough and extensive, and that it relates directly to the recommendation;

(b) “Partially satisfactory” indicates that the information received from the State party is thorough and extensive, but that it fails to respond fully to the recommendation;

(c) “Unsatisfactory” indicates that the information received from the State party is vague and incomplete, and/or that it fails to address the recommendation;

(d) “No response” indicates that the State party has not addressed the concern or recommendation in the response.

11. The Committee assesses the level of implementation based on the following categories:

(a) “Implemented” indicates that the State party has provided evidence of the full implementation of all actions recommended by the Committee; in this case, the Rapporteur on follow-up requests no additional information from the State party;

(b) “Substantially implemented” indicates that the State party has provided evidence that it has taken substantial action towards the implementation of the recommendation, but that this action fails to respond fully to the recommendation; in this case, the Rapporteur on follow-up requests no additional information from the State party;

(c) “Partially implemented” indicates that the State party took some steps towards the implementation of the recommendation, but that it needs to take further action to implement all measures recommended by the Committee; in this case, the Rapporteur on follow-up requests additional information from the State party, within a specific time frame or in the next periodic report, on further steps taken to implement the recommendation;

(d) “Not implemented” indicates that the State party has taken no action to implement the recommendation or that the action taken has not directly addressed the situation; in this case, the Rapporteur on follow-up requests information from the State party, within a specific time frame or in the next periodic report, on steps taken to implement the recommendation;

(e) “Lack of sufficient information to make an assessment” indicates that the State party has provided some information, but that it is insufficient to assess whether the recommendation has been implemented; in this case, the Rapporteur on follow-up requests information from the State party, within a specific time frame or in the next periodic report, on steps taken to implement the recommendation;

(f) “Information or measures taken are contrary to or reflect rejection of the recommendation” indicates that the State party has taken no steps to implement the recommendation, reinforcing the Committee’s concerns, or that it rejects the recommendations made by the Committee; in this case, the Rapporteur on follow-up indicates that the State party has failed to cooperate with the Committee in respect of the recommendation. The Rapporteur on follow-up thus requests information from the State party, within a specific time frame or in the next periodic report, on steps taken to implement the recommendation.

12. Sub-paragraphs of the follow-up recommendations are split up into their different elements and assessed separately.

Reminders

13. The Rapporteur will transmit reminders to States parties after the information has become overdue. If information is not received despite of reminder, the Committee will send invitation letters

to State parties to hold meetings with the respective permanent missions to the United Nations in order to sustain dialogue on the issues raised in the follow-up paragraphs. Reminders will be made public. The sending of reminders may be suspended for States parties that are faced with natural disaster, war or such situations that would possibly preclude follow-up activities. The Committee will not send further reminders after sending one reminder and one invitation letter to the respective permanent mission.

Subsequent periodic report

14. Once the next periodic report of a State party is considered by the Committee, a new cycle for follow-up will commence. It is important that the follow-up from the previous reporting round be systematically integrated as an essential part of the reporting process and that all the information under the procedure be made available in the respective country files. Any outstanding recommendations relating to the follow-up procedure will be addressed during the subsequent constructive dialogue and reflected in the subsequent concluding observations.

Role of the secretariat

15. The Committee's secretariat will assist the Committee and the Rapporteur by undertaking the following tasks:

- (a) Receive a soft copy of State party responses; process the responses, immediately after receipt, for editing and translation, with relevant symbols; and post them as well as letters by the Rapporteur on the Committee's web page hosted on the OHCHR website under "follow-up procedure";
- (b) Draft letters for the Rapporteur;
- (c) Consider ways, together with the Committee and the Rapporteur, to engage with the stakeholders.

Engagement with stakeholders

16. The Committee may engage with stakeholders with regard to the follow-up procedure by inviting National Human Rights Institutions, United Nations country teams, United Nations entities, in particular the United Nations Entity for Gender Equality and the Empowerment of Women and non-governmental organizations, to provide information to the Committee in relation to its follow-up procedure. The Committee, with the assistance of the Office of the United Nations High Commissioner for Human Rights, may also engage with United Nations entities on the ground to maximize the implementation of the concluding observations through the follow-up mechanism.

17. Information provided by National Human Rights Institutions, United Nations country teams and/or entities and non-governmental organizations will be made public or confidential in accordance with the same rules on submissions that are provided for the consideration of State party reports and list of issues and questions. Normally the submissions of United Nations country teams and other United Nations entities will be considered confidential. The submissions of National Human Rights Institutions may be considered confidential, if requested. The information from other sources will be considered either public or confidential, as requested.

18. If the Committee receives alternative information on follow-up report which contradicts the information provided by the State party, it will assess the information as follows:

- (a) If the Committee receives information from United Nations country teams and other United Nations entities (UNCTs) on the contradictory information, the Committee shall undertake a follow-up assessment based on information provided by UNCTs. If the information provided by UNCTs also contradicts with information from the State party, the Committee shall include the contradictory

information in the assessment and shall request the State party to clarify the information in the next periodic report.

(b) If the Committee does not receive information from UNCTs on the contradictory information, the Committee shall include in the assessment the contradictory information from alternative sources of information and shall request the State party to clarify the information in the next periodic report. In this case, the degree of implementation of recommendation is assessed based on the information from the State party.

Assessment of the follow-up procedure

19. The Committee will assess the follow-up procedure every three years.