

UNCT Checklist for engaging with Special Procedures

General Checklist	
Read all reports of special procedures reports relating to the country, as well as those in relation to thematic issues of relevance to your country	
Read all the communications sent by special procedures to the country and the responses received by the Government, if any	
Know whether there is a special procedure with the mandate to monitor the situation on the country (country mandate)	
Know about existing thematic mandates or cross-cutting themes on a subject of interest for your programming	
Know whether the government has issued a standing invitation to special procedures	
Know which government ministries and individuals are responsible for issues related to cooperation with special procedures, including responses to special procedures' communications, responses to requests for visits by special procedures, the issuance of standing invitations and follow-up to special procedures recommendations	
Know whether any special procedure mandate holders is planning to undertake a visit to the country	
Know whether any opportunities exist to invite special procedures to in-country events, seminars or discussions (not official missions)	
Provide information to local and national stakeholders on how to engage with Special Procedures mandate holders	
Keep track of situations or cases that may deserve attention from special procedures mandate holders	
Know who in the local OHCHR office or UNCT will coordinate special procedure visits and ensure representation from civil society and other relevant stakeholders	
Know which individuals, from the country, if any, are special procedure mandate holders and could hence be helpful in training and / or awareness-building	
Mission Preparation Checklist	
Know how to give feedback to special procedures on the preparation of a visit and on main issues to be addressed and request the Terms of Reference for the visit	
Know which individuals will be involved in a mission to the country:	
<ul style="list-style-type: none"> ▪ From the OHCHR (both headquarters and country/regional presence) 	
<ul style="list-style-type: none"> ▪ From the UN agencies, funds and programmes in the country 	

<ul style="list-style-type: none"> ▪ From local and national government (which ministries) and the NHRI 	
<ul style="list-style-type: none"> ▪ From any relevant NGOs and grassroots organizations 	
<ul style="list-style-type: none"> ▪ From the press and other media 	
Know what the proposed mission meeting schedule is, including travelling times	
Mission Engagement Checklist	
Participate in the UNCT briefing of the special procedures mandate holders	
Know the meeting schedule and in-country contact information for the mandate holder and team	
Follow-Up Checklist	
Request a draft report from special procedures for the UNCT's comments prior to publication and utilize the final report to analyse what role the UNCT can play in addressing issues identified	
Follow the presentation of the report to the Human Rights Council and the response from the government	
Identify the different channels available for disseminating the results and recommendations of the Special Procedures visit, contribute to their follow-up and engage with various national stakeholders in this context, including the government	
Keep in contact with the Special Procedures mandate holder through OHCHR after the visit and work to support appropriate follow-up to the recommendations	