

STANDARD INFORMATION FORM

Personal Information:

Name:

Gender:

Hometown:

Date of birth:

Address:

ID card no:

Family members related to violation:

Family Members:

Father:

Mother:

Wife/husband:

Son/daughter:

Contact information:

Address:

Phone contact:

Education:

Biographical information:

Profession(s):

Type of human rights work:

Affiliation(s):

Overview of previous work:

Human Rights Work

(what kind of human rights, what kind of work etc – when/where/what/how/with who/for what reason)

Past Violations

(victim of what kind of persecution, who has been the persecutor, what laws have been broken etc)

Current Situation (details)

(victim of what kind of persecution, who is the persecutor, what laws have been broken etc – how/where are they now)

All relevant information regarding the violation allegedly committed against the human rights defender, or organization, association or group, including:

- Date
- Place
- Description of the events/incident

- Nature of violation suffered or threatened

The information must indicate the connection of the alleged violation to human rights activities performed.

If the violation involves or includes the arrest and/or imprisonment of an individual or group of human rights defenders, information is required on :

- Identity of the authority involved (individual and/or ministry and/or department)
- Date and place of arrest
- Any circumstances under which the arrest was made that are relevant to the violation
- Nature of charges, if any, and the legal statute invoked
- Potential penalties the individual or group faces
- Place of detention, if known
- Term of detention
- Information on the provision of access to legal counsel and family members
- Steps taken to seek administrative or judicial remedy, nature of the remedy sought, legal entity before which proceedings have been taken, and stage or result of such proceedings

If the defender is being prosecuted in the courts for any activity in defence of human rights or related activity, or as a consequence of such activity:

- The date and location of the trial
- The court hearing the case
- The relevant appeal procedures
- The penalties the group or individual faces

Perpetrator(s) of the alleged violation

- Name(s), if known
- If they are members of the security forces, their rank, functions, the unit or service, etc. to which they belong
- If they are members of a civil defence group, paramilitary or other forces or an armed group, details on whether or how these groups relate to the State (e.g. cooperation with the State security forces, including information on chains of command, if available, State collusion with or acquiescence in their operations)

Steps taken by or on behalf of victim or organization to seek a remedy at the national level

All relevant information regarding:

- Whether a complaint was filed
- If so, when, where, by whom and before which authority

Steps taken by the concerned authorities

- Whether or not an investigation or inquiry into the alleged violation has been initiated and/or concluded
- If so, by which authority, ministry or department of the Government
- Progress and status of the inquiry or investigation at the time of submission of the allegation
- Whether or not the investigation or inquiry has resulted in charges or other legal action
- If so, the reason why the result is unsatisfactory

- Measures, if any, taken to protect person(s) under threat

The violation alleged may not be the result of one incident or event, but may be a continuing violation owing to conditions, policies, practices or laws that obstruct the promotion, protection and/or realization of human rights.

In such cases submissions must include:

- All relevant information regarding such conditions, policies, practices or laws
- The nature of the prejudice suffered by an individual or group(s) working for the defence of human rights because of the above
- Methods used for impeding the work of human rights defenders by adopting the above
- Agencies (State, non-State) employed for harassment, intimidation and/or injury to human rights defenders because of these conditions and laws or in the course of such practices and policies
- Possible measures that can be taken to remedy the situation
- Any action taken by individuals or groups at the national level to reverse the conditions, policies and practices or for reform of the laws that are contrary to the rights recognized by the Declaration

List of related information:

(links to published articles, news stories about the person etc)