LEGAL BASIS

- HRC resolution 5/1 Institution-building of the UN Human Rights Council (Annex, paras. 26 – 32);
- HRC resolution 16/21 Review of the work and functioning of the Human Rights Council (Annex, paras. 15 – 16);
- President's statements 8/1 on modalities and practices for the universal periodic review process and 9/2 on follow-up to President's statement 8/1.

CONTENTS

The addendum to the report of the Working Group should contain:

**Main elements**

- Clear position of the State under review on all the outstanding recommendations expressed through an explicit indication of whether the recommendations *enjoy the support* of the State under review (‘supported’) or whether they are *noted* (‘noted’).

  Example:

<table>
<thead>
<tr>
<th>Recommendation number</th>
<th>State position</th>
<th>Comments (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX.1</td>
<td>Supported</td>
<td>The State under review enjoys discretion in providing comments / explanations on the position taken in relation to recommendations, provided that they are in line with the relevant provisions constituting the legal basis of the UPR process.</td>
</tr>
<tr>
<td>XXX.2</td>
<td>Noted</td>
<td></td>
</tr>
<tr>
<td>XXX.3</td>
<td>Supported</td>
<td></td>
</tr>
</tbody>
</table>

- If a recommendation includes elements and themes, which are distinct from one another, and the State under review is not in a position to support or note the recommendation in its entirety, a clear indication should be given as to which part of the recommendation has been supported and which part has been noted.

**Optional elements**

- Replies to issues that were not sufficiently addressed during the interactive dialogue in the Working Group;
- Positive developments and challenges faced by the State under review and sharing of best practices with regard to the implementation of recommendations;
- An indication of the necessity of technical assistance and capacity building measures;
Voluntary commitments and pledges made by the State under review.

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 recommended to use advance edited version1 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 a simple sequence recommendation number (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 number;

- 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.

- 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, local and regional governments. States may consider incorporating in the addendum information on such national processes so that good practices may be identified. Ideally, such consultations could take place within the coordination mechanism for implementation reporting and follow up (NMIRF), if it exists, with welcomed linkages to on-going efforts at the SDG – which would also be a good practice.

Technical requirements, deadlines, submission and publication

- 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;

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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
• **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 would not be translated;

• **Annex**: Annexes could be used to provide additional information. Annexes do not form part of the word count and would 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**: Document 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. 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](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](https://www.ohchr.org/en/hr-bodies/hrc/regular-sessions)

The availability of an addendum in all the six UN official languages before the plenary adoption by the HRC is ensured only if the document is submitted within the first deadline. 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.