

B. What to look for

Reporting officers should use the following indicators when examining the rights described below:

- the **nature** of the violations: which rights are most subject to violations
- the **severity**: are the violations gross, glaring, flagrant?
- the **frequency**: are the violations occasional, frequent, persistent?
- the **range**: are the violations systematic, pervasive, affecting people throughout society? Are they isolated, affecting a small number of individuals, or are they directed at particular groups within society?

Officers should also mention **trends**. Are violations becoming more or less severe, frequent, pervasive? The role of **government and opposition groups** should also be scrutinized. Have they openly committed, condoned or secretly ordered human rights violations? Do they deal effectively with violations when they occur? Do they lack the will and/or the ability to stop human rights abuses? To what extent are human rights abuses investigated? To what extent are human rights abusers brought to justice and punished?

II. THE STRUCTURE OF THE REPORT

Outlined below is the structure to be used in drafting the annual reports on human rights, democratic development and good governance. As mentioned in the introduction to the present guide, all reports should have a common format for purposes of comparison and analysis.

The report to be drafted should be comprised of three sections. The first section, entitled **Overview/Summary** will be of particular value in meeting frequent requirements for concise briefing material for Ministers and senior management at headquarters. It consists of seven points (listed below) and should be drafted in approximately one or two pages.

A. OVERVIEW/SUMMARY

1. Legal and institutional context

In this section, reporting officers are asked to briefly describe the legal and institutional context for enshrinement, promotion and protection of democratic and human rights principles. Officers should consider the following points:

- What are the constitutional guarantees for the protection of human rights and democratic principles? (Constitution and laws are an important guide to principles of governance and human rights although they are not always adhered to.)
- Is the judiciary independent, free from corruption and government interference?
- Are there any national human rights commissions? (Are they independent, do they have powers to investigate and order remedy for human rights abuses?)