

## STATE OF HUMAN RIGHTS REPORTS: DEVELOPMENT PROCESS Section 40 - Ombudsman Act 2013

### CHOOSE AN ISSUE & RESEARCH



Monitor and assess based on research, what's popular in the media, etc. a human rights related issue (from previous year/years or emerging) which affects or has a profound impact on the lives of majority of society. Alternatively, the issue can be the decision/ direction of the Ombudsman/ Human Rights Commissioner. It can also be obtained from advice provided by members of the Advisory Council. To ensure practicality, the Office can decide on specific aspects of an issue to focus on. For example, if the issue is violence, rather than focusing on all aspects of violence it can be specific to women and girls in the family setting. Conduct preliminary research and gather information on the issue.

### CONSULTATIONS



Consult relevant stakeholders covering all demographics and geographical areas as well as agencies doing work related to the issue. Various methods of consultations must be used e.g. surveys, questionnaires, one-on-one consultations, interviews etc. Make sure to follow Office's *Consultation & Stakeholder Engagement Policy* regarding process etc. Assess and evaluate stakeholder feedback. Conduct further research to address gaps.

### REPORT WRITING



Draft Report based on submissions and research. The Report to make reference to major documents relating to the development of Samoa and most importantly compliance with international human rights conventions / instruments that Samoa is a party to. Considerations of various groups e.g. disability, children, elderly etc. need to be factored in especially if the Report is thematic-based. E.g. if the Report is on Right to Health, the right to health of all groups must be addressed.

Include update on actions taken by Government to implement recommendations from previous reports & new developments to promote and protect human rights. Recommendations made must be Specific, Measurable, Achievable, Realistic and Timely (S.M.A.R.T) for Government to consider and implement.

### FURTHER CONSULTATIONS & RESEARCH



Disseminate first draft to agencies who contributed for comments before finalization. Finalize Report and translate. Subsequently, submit copy to the relevant Minister for sign off before submission to Parliament for tabling & discussion. Reports should also be circulated to ministries who will be responsible for implementing recommendations (once endorsed) for noting and to provide a response regarding their stance.

### SUBMISSION TO PARLIAMENT & GOVERNMENT ACTION



Report to be assessed by relevant Parliamentary Committee and issue recommendation for Government (through relevant agencies) to respond to regarding Government's position. Government's response is provided to the House for final debate before action is approved as to next steps. See *NHRI Infosheet\_ Process of discussing SHRR reports* for more information on process. NHRI only monitors the progress of discussions in Parliament as well as the implementation of its recommendations that have been endorsed.