

UNCT Checklist for engaging with the Universal Periodic Review

General Checklist	
Know when the country is scheduled for the UPR	
Review the UPR information and reporting guidelines and familiarize yourself with the process	
Read all the UPR reports for the country prepared in the preceding cycles	
Know which government ministries and coordination mechanisms are in place to coordinate and carry out UPR reporting and implementation	
Know who to contact in the local or regional OHCHR office to get support and advice on the UPR process	
UPR Pre-session Checklist	
Assist the country in participating in the Working Group session in Geneva by liaising with OHCHR's UPR Secretariat	
Know if the UNCT is preparing a joint submission to be incorporated in the UN Compilation report or if there is a coordinated effort to submit relevant reports to the UPR Secretariat	
Know who in the government is responsible for writing the national report and explore the need/interest for technical assistance	
Know if the National Human Rights Institution and any civil society organizations are preparing individual or joint submissions and explore the need/interest for technical assistance	
UPR In-session Checklist	
Inform the local press and media about the UPR session in Geneva	
Participate in the review of the country by attending the Working Group session and/or making oral statements at adoption in the HRC plenary session	
Organize a screening of the webcast UPR session and / or other outreach activities for development partners and civil society	
UPR Post-session Checklist	
Provide support to States in establishing inter-ministerial committees (standing national mechanisms for reporting and follow-up) to coordinate State efforts in implementing recommendations of all international human rights mechanisms	
Review the UPR outcome report and identify opportunities for the recommendations to be included in UN planning and programming processes, such as the UNDAF and other country level plans	
Engage in a discussion with relevant government partners about UN policy advisory services and technical assistance that can be provided to support the UPR follow-up process	
Engage in a discussion with relevant government partners about arranging a UPR midterm review	