Padova Model UPR Handbook

2023

General Information and Procedure Guidelines

Table of Contents

LIST OF ABBREVIATIONS

CSO	Civil Society Organisation
GA	General Assembly
HRC	Human Rights Council
NGO	Non-Governmental organisation
NHRI	National Human Rights Institution
RS	Recommending State
SuR	State under Review
UN	United Nations
UPR	Universal Periodic Review
WG	Working Group
WGR	Working Group Report

CHAPTER 1: OBJECTIVES AND TERMINOLOGY

The purpose of this General Information and Guidelines Handbook (hereafter "Handbook") is to define the rules and guidelines for the Model UPR. The Secretariat of the Model UPR strongly encourages participants to read this Handbook in advance of the Model UPR, and to review it throughout the process, as it will successfully guide you through your Model UPR experience.

1.1 UPR mechanism

The UPR, or Universal Periodic Review, is a unique mechanism of the Human Rights Council (HRC). It was established on 15 March 2006, in accordance with the Resolution of the United Nations (UN) General Assembly No: 60/251 (A/RES/60/251). The UPR aims at improving the human rights situation in all UN Member States. It is designed to support and expand the promotion and protection of human rights on the ground by assessing States' human rights records and providing them with technical assistance in order to enhance their capacity to deal effectively with human rights challenges, and sharing human rights best practices among States and other stakeholders.

The UPR involves a periodic review of the human rights records of all UN Member States and provides an opportunity for all States to declare what actions they have taken to improve the human rights situation in their countries and to overcome related challenges. It is a unique, State-driven peer review mechanism whereby the human rights record of all States is reviewed every four and a half years on equal

footing by fellow States during an inter-governmental Human Rights Council Working Group session in Geneva. All States, without exception, are engaged actively in reviewing the human rights record of their peers and in making recommendations to them. Currently, no other mechanism of this kind exists. 42 Member States are reviewed annually during three UPR Working Group Sessions (UPR WG Sessions), which are dedicated to 14 Member States each. Furthermore, local and international Non-Governmental organisations (INGOs), National Human Rights Institutions (NHRIs) and independent experts are involved in the reviewing process by providing Reports on the respective human rights situations.

The reviewing process is divided into three stages: Pre-review, Review and Post-review. The first stage is a preparation for the general review process, which includes the submission of necessary documents, such as country Reports and submissions from relevant stakeholders (the list of necessary documents required is discussed in detail below). The second stage is the Review itself and the adoption of the Working Group Report after an interactive dialogue by the UPR WG and the adoption of the UPR Outcome by the HRC in its Plenary Session. The third phase, the Post-review, consists of the implementation of the UPR recommendations, which were accepted during the review process.

1st Stage	2nd Stage	3rd Stage
(Pre-review)	(Review)	(Post-review)
- Submission of documents - Advocacy efforts	- Interactive dialogue - Adoption of the Working Group Reports - UPR Outcome adoptions by the HRC (UPR as Item 6)	Implementation and follow up

1.2 About the Model UPR

The Model UPR is a simulation of the Universal Periodic Review of the United Nations[1]. The aim of the Model UPR is to provide educational activities on human

---

[1] The Model UPR has first been conducted by the Human Rights Centre of the University of Padova in 2018, and has since been organised annually by an international team of students and former delegates, with the coordination of professors from the Human Rights Centre "Antonio Papisca" and the MA Degree Programme in Human Rights and Multi-level Governance (HRG), supported by the Department of Political Science, Law and

rights mechanisms; to increase students' knowledge on human rights; to improve their diplomatic negotiation skills; to bring together experts and students from different universities and academic fields; and to combine theoretical knowledge and practical experience.

The process of the Model UPR simulation is designed to reflect the real UPR processes, to keep students involved in a human rights review on a deeper and more detailed level, and to encourage academic negotiations.

1.3 Official and Working Language

The official and working language of the Model UPR is English.

1.4 Agenda and Timeline Overview

The Model UPR is divided into two periods.

The first period takes place before the simulation days. During this time, participants will meet the Secretariat of the Model UPR and be introduced to the programme. Throughout the first period, participants receive comprehensive training and associated materials to assist their participation in the Model UPR. Participants will also be required to complete pre-simulation assignments. They will also have the opportunity to meet and interact with other participants. This **first period** is, generally, scheduled in the following manner:

The **second period** is composed of the UPR simulation days, where participants will engage in activities that replicate the real UPR mechanism:
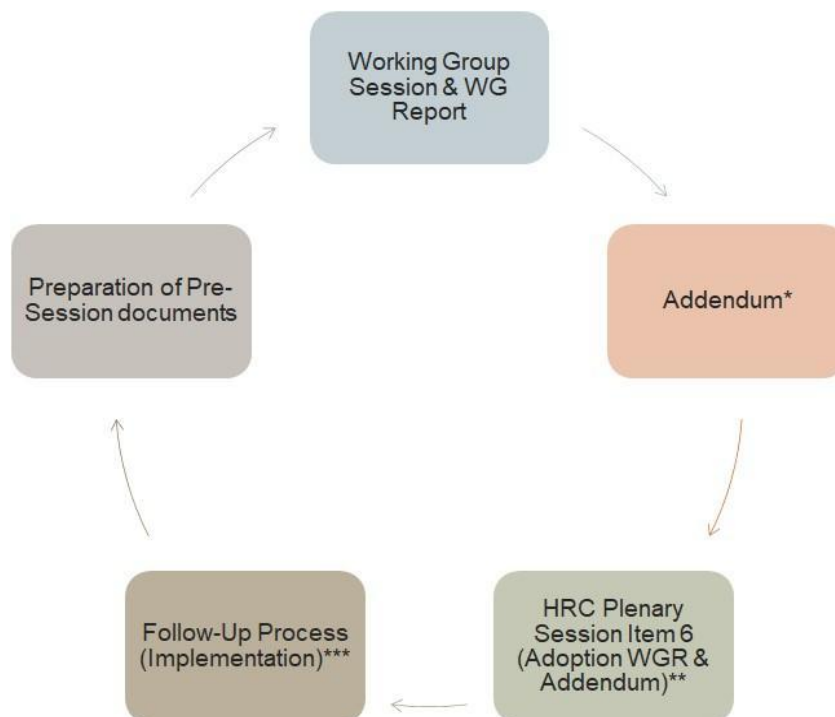
* Addendum: In the real UPR process, States have approximately 6 months to compile their addendum containing responses to the received recommendations.
** In the Model UPR, only one document (called Addendum but comprising the Final Working Group Report) is adopted at the Item 6.
*** Implementation: not (yet) part of the Model UPR.

1.5 Terminology

During the Model UPR, you will encounter and use the terminology adopted during the official UPR procedure. The following section provides a brief definition of the essential terms of the UPR procedure. The definitions are adopted from UPR Info[2] and should provide an overview of the UPR technicalities. The tasks and specific roles of the participating teams of the Model UPR as well as the simulation procedures are explained in the respective chapters below.

Addendum: The Addendum is a document drafted by the State under Review (SuR) complementing the UPR Working Group Report (UPR WG Report). It exposes the State's clear position on all recommendations received during the UPR WG session (supported or noted). The Addendum is presented at Item 6 of the agenda of the HRC Plenary Session, which is dedicated to the adoption of the UPR Outcome Reports. In the Model UPR, the Addendum and the final WG Report are combined into one document, the WG Report-Addendum.

---

[2] UPR-Info (n.d.). *Glossary.* UPR-Info. https://www.upr-info.org/en/glossary .

<u>Note</u>: In reality, the time between the Working Group session, where recommendations are made, and the presentation of the Addendum during Item 6 is approximately six months. Details on the Addendum are provided in Chapter 3.

Advance Written Questions: Advance questions can be raised by Member or Observer States before the review. They are directed at the SuR and enquire about the human rights situation in that country. The SuR will reply to the concerns raised in those advance questions during its review at the UPR Working Group.

Alliance building between INGOs and NHRIs: INGOs and NHRIs are advised to build alliances where they see common ground on issues of shared concern.The engagement in alliance building will be conducted online during the Pre-review stage of the Model UPR.

Civil Society Organisations (CSOs): CSOs, which are also known as the "civil society" of the UPR, include INGOs, NHRIs and other stakeholders such as community groups, labour unions, indigenous groups, charitable organisations, faith-based organisations, professional associations, and foundations.

HRC Plenary Session Item 6 (Item 6): The HRC agenda has 10 items in total. Item 6 is dedicated to the UPR and takes place approximately 6 months after the Working Group Session. Under Item 6, the Working Group Report and its Addendum are adopted by the HRC plenary. In addition, it provides a platform for all UN Member States and CSOs to present UPR-related concerns and remarks regarding each SuR.

Lobbying with States: INGOs and NHRIs shall interact with States for the purpose of having their recommendations included in the WG Session, and their arguments considered and discussed in the Item 6 Session. This will commence online only through the Moodle platform prior to the simulation days and in-person during the simulation.

Member State: There are 193 UN Member States. Every UN Member State goes through the UPR process as a SuR and engages as a Recommending State during other countries' reviews. The specific role distribution for the Model UPR is discussed in Chapter 2 and 3.

NGO: A Non-Governmental organisation is an interest group that has come about through civil society, acts independently from the government of a State and serves social or political goals (e.g. humanitarian causes or environmental protection). A NGO can have a local/national or international scope of work. In the Model UPR, six international NGOs (INGOs) are represented due to their broad scope of action and advocacy, alongside six NHRIs or local NGOs.

National Human Rights Institution (NHRI): A NHRI is an independent State body with a constitutional and/or legislative mandate to protect and promote human rights. NHRIs are ranked according to their independence from the respective governments.

National Report (or State Report): The National Report is prepared by the government of the SuR, following a broad national consultation process with relevant stakeholders, to present an up-to-date record of the human rights situation in the country since the last review. It should also include information regarding implementation of recommendations accepted by the State in the previous UPR cycle. Details on the requirements of the National Reports for the Model UPR are explained in Chapter 3.

Pre-Sessions: The Pre-Sessions are informal meetings organised by an independent INGO known as UPR Info to bring together NHRIs, NGOs, and States to discuss the human rights situation in the States coming up for review at the UPR. The Pre-Sessions provide a valuable international platform for CSOs to engage with UN Member States and advocate with State delegations ahead of the Review and make their voice heard at the UPR. These sessions also facilitate diplomatic delegations to ascertain information on countries' human rights landscapes. The ultimate aim of the Pre-Sessions is to ensure that the recommendations that will be made at the Review are specific and well-targeted.

Recommendations: Recommendations are suggestions made to the SuR by Recommending States on how to improve the human rights situations in the reviewed country. Recommendations can be diverse in terms of desired actions, issues addressed, and possible timelines for action. UPR Info
provides a Database of Recommendations,[3] which includes each UPR
recommendation ever made. In the UPR process, recommendations can be supported or noted by the SuR.

Review: The Review itself takes place at the UPR WG session. It examines UN Member States vis-à-vis their commitments to human rights under international human rights law. In particular, States are reviewed on their human rights obligations deriving from the UN Charter, the Universal Declaration of Human Rights, international human rights and international humanitarian law, and any voluntary pledges and commitments made by the State. The Working Group will use the National Report, the Compilation of UN Information and the information provided by stakeholders (INGOs and NHRIs) to conduct the review. During the Review, an interactive dialogue takes place between the SuR and the Recommending States.

---

[3] See: UPR-Info (n.d.). *Database of Recommendations.* UPR-Info.
https://upr-info-database.uwazi.io/ .

Here, concerns and questions concerning the SuRs human rights record are addressed and recommendations on how to improve the human rights situation in the respective countries are issued. In the UPR process, recommendations can be supported or noted by the SuR. At the end of the Review, during the WG Session, the Working Group Report is adopted.

Recommending State: A Recommending State (RS) is a State that takes the floor during the review of a specific SuR to ask questions, make comments, and make recommendations for the improvement of human rights standards in the SuR. In the Model UPR, the RS also acts as Troika for one of the SuR.

State under Review: A SuR is a UN Member State that is having its human rights record reviewed at the UPR WG session.
In the Model UPR, the SuR presents its National Report, answers to questions that were posed in advance, responds to recommendations and questions posed during the Working Group, and presents final remarks.

Troika: The Troika is a group of three states that assist the SuR during its review at the UPR WG session. In the Model UPR, it is composed of two members from other participating States that shall support a SuR to draft their WG Report. The members of the Troika and the States, which they shall support, will be announced prior to the simulation days. As explained in Chapter 2, Troika members may accumulate further functions inside of their team. In sum, the Troika has three main tasks:

- Record and review the recommendations received by the assigned SuR during the WG Session;
- Support the assigned SuR to draft its WG Report;
- Present the WG Report during the WG Adoption session, mentioning, inter alia, the number of recommendations received, accepted and noted by the assigned SuR.

Working Group: The UPR Working Group (WG) is the body that conducts the human rights review of the States. It is composed of the 47 member States of the HRC. However, any of the 193 UN Member States, as well as the Holy See and the State of Palestine, can participate in the review. The WG meets in Geneva, Switzerland, three times per year. A total of 14 countries are reviewed in each WG session. WG Sessions usually take place in January, May and November. During the Model UPR, the six States that are represented during the simulation are part of the WG. Further information is provided in Chapters 3 and 4.

Working Group Report: The interactive dialogue between the SuR and UN member States is summarised in a WG Report for each country reviewed. This Report documents what was said during the review, including a summary of

the intervention of the SuR and of questions and comments made by RS, as well as a complete list of all recommendations made to the SuR. The Troika and the SuR assist the UPR Secretariat in drafting this Report.

Note: The WG Report is adopted by the Working Group during the UPR session but approximately 6 months later it is also adopted by the HRC at the plenary session, along with the Addendum containing the SuR's responses to recommendations. In the Model UPR, the WG Report is drafted by the SuR and the Troika and is adopted after the WG Session and, together with the Addendum, is also adopted during Item 6 of the HRC plenary session.

1.6 Useful Links

All participants are strongly advised to check the following websites. They contain crucial information and serve to establish a common base of knowledge among all participants, which guarantees a smooth conduct of the simulation and a valuable personal learning experience.

General information on the UPR can be found at the following websites:
https://www.ohchr.org/en/hrbodies/upr/pages/uprmain.aspx
https://www.ohchr.org/en/hrbodies/upr/pages/basicfacts.aspx
https://www.upr-info.org/en
https://www.upr-info.org/en/upr-process/what-upr/qa-modalities-upr-process

Information on the Member States with regard to the UPR:
https://www.ohchr.org/EN/HRBodies/UPR/Pages/Documentation.aspx
https://upr-info-database.uwazi.io/
https://www.upr-info.org/en/review

General Information for Recommending States:
https://www.upr-info.org/en/get-involved/states/recommending-state-role

General Information for States under Review:
https://www.upr-info.org/en/get-involved/states/states-under-review-sur-role

Information on NGOs and NHRIs with regard to the UPR:
https://www.ohchr.org/EN/HRBodies/UPR/Pages/NgosNhris.aspx
https://www.upr-info.org/en/get-involved/cso/role

CHAPTER 2: ROLES OF THE TEAMS

2.1. Participating as a team representing a State

In the Model UPR, six States are selected each year as participating States, of which each will act as State under Review (SuR) as well as a Recommending State (RS). The State is assigned by the Secretariat in the selection process. Each team has four members serving as delegates and one more member serving as a researcher (who will participate online for the duration of the simulation). The specific roles are explained further in Chapter 3.

The specific State that a team will represent is announced after the registration period. A team is required to research as much as possible about the State's political and human rights situation, as well as how it traditionally engages in the UPR procedure. This offers the participants a unique opportunity to represent the respective State authentically and to practise their advocacy and diplomatic skills.

2.1.1. Performing as a State under Review (SuR)

Each Working Group and Item 6 Session is dedicated to the review of the human rights situation of one of the six States respectively. During the session, in which the human rights situation of the team's State is reviewed, the team performs as a SuR. <u>When in the position of a SuR, a team has to prepare and do the following:</u>[4]

a) Prior to the WG Session:
- Each Team is expected to undertake a thorough research on the human rights situation of their assigned States.
- Each Team must adopt for their members authentic delegate roles and titles of their State for the purposes of their engagement in the procedure.
- Each Team must write a National Report and submit it within the established deadline.
- Each Team is expected to engage in lobbying with INGOs/NHRIs. Please note that Teams should not engage in lobbying with the domestic NHRI of their State.

---

[4] The following bullet points are an overview of the tasks a team representing a SuR has to perform. Further details on the deadlines as well as the written submissions follow in Chapter 3 and in the Appendix.

b) Working Group Session:
- Each Team is expected to present an Opening Statement, a summary of the National Report, during the WG Session.
- Each Team is expected to address **Advance Written Questions** in the national Report (if the team received any prior to the WG Session).
- Each Team may reply to recommendations raised during the WG Session according to the real behaviour of the State they are representing.
- Each Team is expected to cooperate with their assigned Troika to draft the WG Report (decide which recommendations will be accepted , noted or, in case, submitted to further examination).

c) Preparation for the Item 6:
- Each Team should draft information for the WG Report Addendum for the HRC Plenary Item 6, comment on the respective human rights scenario and state its position to the recommendations made during the simulation.

d) Item 6 Session:
- Each Team should present the outcome of the review (Final Working Group Report & Addendum) and debate its content with other States and INGOs/NHRIs and give closing statements.

2.1.2. Performing as a Recommending State (RS)

Teams will perform as RS during the five WG Sessions and during the five Item 6 Sessions, in which other States' human rights situations are discussed. As RS, teams have to prepare the following[5]:

a) Prior to the WG session and Pre-Session:
- Each Team should consider submitting advance questions within the established deadline (Advance questions are not obligatory; Advance questions should be asked/not asked according to the diplomatic reality. Teams should consider how the State they are representing acts in reality).
- Each Team should engage in lobbying with INGOs/NHRIs. Please note that Teams should not engage in lobbying with the domestic NHRI of their State.
- Each Team has to prepare recommendations, notes, remarks and comments for the other five States, based on their research, INGO/NHRI Reports, lobbying and the National Reports of the other States.

---

[5] The following bullet points are an overview of the tasks a team representing a RS has to perform. Further details on the deadlines as well as the written submissions etc. follow in Chapter 3 and in the Appendix.

b) WG Session:
- Each Team has to present their recommendations, notes, remarks and comments and engage in an interactive dialogue.
- Each Team has to perform as the Troika during one of the sessions and prepare itself in advance for the role of Troika.
- Each Team has to draft and present the WG Report of the State it was assigned as Troika in the WG Adoption.

c) Preparation for Item 6:
- Each Team should engage in lobbying with INGOs/NHRIs. Please note that Teams should not engage in lobbying with the domestic NHRI of their State.
- Each Team should prepare observations and comments on the progress of other States during the Model UPR.

Item 6 Session:
- Each Team has to debate the outcome of the review of the other States with the provided observations and comments.

2.1.3. Suggested role distribution within State Teams

SuR Role 1	SuR Role 2
The delegate will perform as the SuR representative during the WG session for the State their team represents. The delegate has to: - Draft and perform the Opening Statement presenting the State's National Report. - Engage in the interactive dialogue with other participating States during its State's review. - Draft the WG Report with the Troika indicating which received recommendations will be accepted or noted. - Draft and perform WG Review and Adoption Closing Statement.	The delegate will perform as the SuR representative during the Item 6 Adoption Session and to represent the State during Pre-Session and in the preparation to HRC Item 6. The delegate has to: - Draft and present Opening Statement and State's Final WG Report and Addendum. - Engage in interactive dialogue with other participating States, INGOs and NHRI during State's Item 6 Adoption Session. - Draft and perform the Closing Statement.

RS Role 1	RS Role 2
The delegate will perform as the RS representative during WG Sessions of the other participating States and act as Troika to another participating State, together with the participant performing Role 2. The delegate should engage in lobbying with INGOs and NHRIs prior the simulation days, during the Pre-Sessions and on the day of preparation to Item 6. **During the simulation days the delegate has to:** ● Engage in interactive dialogue with further participating States during their Review expressing remarks, comments, concerns and recommendations about their respective human rights achievements and/or shortcomings. ● Act as Troika to another participating State, supporting it in the WG Report draft. Draft and the WG Report outcome speech - from the State of which she/he was assigned to be the Troika - at its respective Adoption Session. ● Present remarks, comments, and/or concerns regarding the WG Report of further participating States during their WG Adoption Sessions.	The delegate will perform as the RS representative during the Item 6 Adoption Sessions referring to other participating States and acting as Troika to another participating State, together with the participant performing Role 1. The delegate should engage in lobbying with INGOs and NHRIs prior the simulation days, during the Pre-Sessions and on the day of preparation to Item 6. **During the simulation days the delegate has to:** ● Act as Troika to another participating State, supporting it in the WG Report draft. ● Present the WG Report outcome from the State of which she/he was assigned to be the Troika at its respective Adoption Session. ● Deliver the WG Report outcome at the WG Adoption Session in the role of the Troika (mentioning, inter alia, the number of recommendations received, accepted and noted by the assigned State under Review). ● Draft and expose remarks, comments or concerns regarding the Final WG Report and Addendum of further participating States during their Item 6 Adoption Sessions.

Researcher
Online
The researcher will support teams on the development of written assignments - e.g. drafting of Reports, recommendations, provision of necessary information. They will conduct research on the respective SuR, and engage in online lobbying with the INGOs/NHRIs prior to the simulation days, during the Pre-Sessions and on the day of preparation for Item 6.

Detailed information on the State Teams' assignments is provided in **Chapter 3**.

2.2. Participation in pairs representing INGOs or NHRIs

In the Model UPR, six **international NGOs** (INGOs) will cover the human rights situation in at least 3 of the represented States, and may focus on a specific human rights area.

Six **NHRIs/local NGOs** will cover the overall human rights situation of one of the participating States, namely that in which the NHRI/local NGO is situated.

It is expected that NHRIs/local NGOs and INGOs shall develop alliances for the purposes of lobbying with participating States to have their recommendations included in the WG session, and their arguments considered and discussed in the Item 6 Session. To ensure an authentic experience, teams representing NHRIs should collaborate with INGOs and not other NHRIs when lobbying participating States.

Overall, 12 teams represent INGOs and NHRIs:
- 6 teams represent international NGOs
  - Each team has 1 member as INGO representative (who will participate in person) and 1 member as researcher (a compulsory component of the team who will participate online for the duration of the simulation).
- 6 teams represent NHRIs and/or local NGOs
  - Each team has 1 member as NHRI/NGO representative (who will participate in person) and 1 member as researcher (a compulsory component of the team who will participate online for the duration of the simulation).

Tasks are distributed between international and local NGOs and NHRIs as follows:[6]

a) **International NGOs:**
- Each INGO should discuss the human rights situation in *at least 3 of the participating States.*
- Each INGO may focus on a specific human rights area (according to its thematic specialisation).
- Each INGO should present its Reports.

b) **NHRIs/Local NGOs:**
- Each NHRI/local NGO should discuss the overall human rights situation in the *specific country in which they are located*.
- Each NHRI/local NGO should present its Reports.

2.2.1. Roles of INGOs and NHRIs

INGOs and NHRIs/local NGOs Teams should participate in an active dialogue with each other before and during the simulation. In addition, the INGOs and NHRIs/local NGOs Teams are expected to engage with the States Teams and lobby for human rights improvements (NHRIs/local NGOs shall focus research efforts and recommendations on the State they are located in). Such alliances may be on the basis of shared issues of concern, or due to traditional collaboration at the UPR. In this instance, teams are expected to undertake research to ensure their lobbying efforts are as authentic to the organisation that they represent as much as possible. During the lobbying, INGO/NHRI Teams should encourage participating States to support their recommendations and include them in their agenda.

The INGO/NHRI Teams have to represent the INGO/NHRI as authentically as possible and reflect the political and diplomatic reality their organisation operates within.

The specific roles and assignments are explained further in Chapter 3.

CHAPTER 3: ASSIGNMENTS

Throughout the Model UPR process, participants will be required to **complete assignments**. Completion of these assignments ensures the experience is as authentic as possible, as well as providing opportunities to enhance research, communication, and presentation skills. The training programme will provide you with the information and guidance required to undertake these assignments.

The following section provides **an overview of the assignments to be completed** by States Teams, NHRI/local NGOs Teams, and INGOs Teams. Participants are **strongly advised** to review the Handbook in advance of the training programme, and to refer to the following section when preparing their assignments.

Material such as statistical data for use in the assignments shall be collected from official sources, including for example:

1. **UPR Info** upr-info.org
2. **Official UN websites** [e.g. the compilation of UN Information, summary of stakeholders information (NGO/NHRI submissions)]
3. **National Reports** [avoiding the use of speculative sources, as newspapers]

All participants have an optional, but strongly recommended, assignment: the participation in an **online quiz developed by the Secretariat** aiming to verify and improve participants' knowledge about the Model UPR. This quiz will be available on the Model UPR Moodle platform and may be answered more than once.

1st Assignment

The team must select their **internal roles**. The **internal roles** are the following:

States	**4 State delegates** (each one with a specific role)	**1 researcher** (compulsory, and participating online)
INGOs	**1 delegate** (or the equivalent relevant name)	**1 researcher** (compulsory, and participating online)
NHRIs	**1 delegate** (or the equivalent relevant name)	**1 researcher** (compulsory, and participating online)

3.1 State Teams

3.1.1 Definition of Internal roles

As explained in the previous chapter [at section 2.1.3. Suggested Role Distribution within State Teams], State Teams are composed of **four delegates** who assume specific roles for the duration of the simulation, and **one researcher** who will provide online support.

State Teams shall provide the following information to the Secretariat regarding their internal roles:

1. Which team member will adopt the role of the **researcher**
2. Which team members will adopt roles as **on-site delegates** (Roles 1 and 2 in Box 1 above):

   a. Which delegate will represent the State during its Review in the respective WG Session (**SuR Role 1**). **The title of this delegate shall also be named.**

   b. Which delegate will represent the State during the Adoption of its Final WG Report and Addendum in the respective Item 6 Session (**SuR Role 2**). **The title of this delegate shall also be named.**

   c. The delegate will represent the State during the review of the other participating States in the WG Sessions and will draft the WG Report outcome at the WG Adoption Session in the role of the Troika (**RS Role 1**). **The title of this delegate shall also be named.**

   d. Which delegate will represent the State during the Adoption of the Final WG Report and Addendum of further participating States in the Item 6 Session, and will draft and deliver the WG Report outcome at the WG Adoption Session in the role of Troika (**RS Role 2**). **The title of this delegate shall also be named.**

For each of the four State's roles, participants are expected to check **official sources** in order to **select a title** that is close to the real State's delegates at the UPR.

3.1.2 Acting as a State under Review: National Report

The **National Report** reflects the current human rights situation of each participating State. It shall also provide information regarding the steps taken towards the implementation of recommendations received in previous UPR cycles.

The **National Report** shall be drafted with a maximum of **5.000 words**, following the specifications provided by the Secretariat and according to the style used by each State in reality.

Each **National Report** shall be read by all *Participating States* and *Civil Society organisations* in order to provide solid ground material to draft recommendations and remarks as well as to discuss the respective human rights situations in the WG Sessions.

3.1.3 Advance Written Questions

Every participating State may pose **Advance Written Questions** (AWQ) to the other five participating States regarding their human rights performance. These questions shall be based on the respective States' National Reports, and on information drawn from further reliable sources, including the UPR compilation of UN information and the summary of contributions of stakeholders. Whether **AWQ** are stated, their number and format depend on the behaviour of the real States at the UPR. The teams should represent their State as close to reality as possible.

For example, *some States do not pose* **AWQ** *to other States to which they are politically aligned. Participants shall verify through official sources how their assigned States usually behave at the UPR.*

3.1.4 Interaction with INGOs/NHRIs

Through **lobbying** with Recommending States (RS), INGOs and NHRIs can express their views on the human rights situation in the SuR, including proposals for redress and reform. The **RS** may then use that information in their recommendations during the WG Sessions. States shall engage in this task in an authentic manner, mirroring the political reality of their assigned State.

Alliance building among INGOs and NHRIs shall commence **online** prior to the simulation days and be exponential during the Pre-Session and the preparation day for the Item 6. While **lobbying with States** will commence through **Moodle** prior to the Simulation Days and continue on-site during the simulation days.

Alliance building (INGOs and NHRIS)	Online
Lobbying with States	Moodle platform & on-site
WG Sessions	On-site
Item 6	On-site

3.1.5 Acting as a Recommending State: Recommendations, remarks, comments and concerns

Each participating State acting as RS shall **draft remarks, comments, concerns, and recommendations** to each further participating State regarding their human rights performance. These **remarks, comments, concerns, and recommendations** shall be based on the information provided by States' National Reports, on information drawn from further reliable sources, including the UPR compilation of UN information and the summary of contributions of stakeholders, and from lobbying with participating CSOs. Their number and format shall also respect the real behaviour of States at the UPR.

The most important unity among these tasks are the recommendations, which can cover a wide range of human rights issues and are the main added value and outcome of the WG session, since they shall be **accepted or noted by the SuR** during the WG Sessions and their implementation status will be assessed through the Item 6 and further UPR Reviews.

The **remarks, comments, concerns, and recommendations** shall be orally presented during the review of each respective participating State in the WG Sessions. Their oral presentation may differ from their written draft and it is a task of the **Troika** to control what is exposed by each Recommending State regarding its assigned State, since the WG Report is based on the recommendations made orally.

Format

There is **no word limit** for the remarks, comments, concerns and recommendations. However, there is a strict **speaking-time limit (1.5 minutes)** for each delegate during the WG session (on-site). Anything which is not presented during the delegate's statement in the WG session will not be included in the official outcome Report. This means that the **written remarks, comments, concerns and recommendations** should be as precise as possible to allow the delegate to deliver its content orally in the short timeframe during the WG session.

The **remarks, comments, concerns and recommendations** should be written and delivered in a diplomatic language and professional manner that mirrors the represented States' usual performance in the UPR. The UPR is a collaborative and non-confrontational mechanism. Thus, **it is expected that the recommendations follow a professional format and are presented appropriately**.

The remarks, comments, concerns and recommendations shall **begin** with a short introduction and formal address to the President of the HRC and to the State that is reviewed on behalf of the RS. They should then **include a part in which the RS**

acknowledges the implementation of previous recommendations by the SuR. Further, they can **express concern about the human rights situation** of the SuR. Finally, the **recommendations must be named**.

The recommendations must provide

1. Constructive critique, be precise and action-oriented, specific, measurable, achievable, relevant and time-bound (**SMART recommendations**)
2. The word **"recommend"** must be included prior to listing the recommendations to clarify that the following remarks are the official recommendations (and not solely comments or remarks)
3. Usually, a **State** poses **2 to 3 recommendations per statement**
4. Further details may be provided in the respective Training Sessions
5. The **written remarks**, comments, concerns and recommendations shall be uploaded to Moodle in **.doc or .docx format** by the assigned deadline
6. The **oral delivery** of the statement should be performed by the delegate acting as the RS representative during WG Sessions in the other participating States (RS Role 1)

3.2 INGOs/NHRIs

3.2.1 Definition of internal roles and human rights areas covered by INGOs and NHRIs

INGOs Teams shall provide the following information to the Secretariat
1. Which team member will play the role of the **researcher**
2. A **title** for the **on-site representative**. *Participants are expected to check official sources in order to provide a title that is close to the INGOs behaviour at the real UPR.*
3. Which **specific human rights themes** will be covered by the INGO Team

NHRIs shall provide the following information to the Secretariat
1. Which team member will play the role of the **researcher**
2. A **title** for the **on-site representative**. *Participants are expected to check official sources in order to provide a title that is close to the NHRIs behaviour at the real UPR.*

3.2.2 INGOs/NHRIs Report - UPR submission

The **Report/UPR submission** shall be drafted with a **maximum of 1.500 words**, following the specifications provided by the Secretariat during the training prior to

the simulation and in accordance with the style, tone and language used within the submissions produced INGO and NHRI in practice.

INGOs Report/UPR submissions shall cover their chosen thematic area, presenting the human rights status quo in this specific thematic area of at least 3 participating States, providing a follow up to the previous UPR States' Review and posing adequate recommendations regarding possible improvements. **INGOs that cover similar themes or States may cooperate and present a Joint Report.**

NHRIs Report/UPR submissions shall present the status quo of their specific State referring to all relevant human rights issues, providing a follow up to the implementation of recommendations accepted and noted during previous UPR States' Review and posing adequate recommendations to address possible shortcomings. **NHRIs cannot form alliances and proceed to joint recommendations to their State.**

3.2.3 Lobbying with States Teams and Lobbying Plan

With regards to lobbying, historical and seasonal alliances among States shall be taken into consideration. *For example*: China tends to ally with Russia due their similar political agenda.

Therefore, it is not likely that these two States would pose many recommendations to each other. However, both would tend to make recommendations to the USA, maintaining the alignment to their political agenda.

Lobbying shall take place during 3 stages throughout the simulation (on-site)

<u>1st Stage</u>

Online, after the delivery of the INGO and NHRI Reports as well as National Reports, targeting <u>Advance Written Questions</u>, through Moodle Platform

NHRIs/INGOs shall identify possible States that could support their agenda and extend their recommendations to participating States of interest. *For example,* if International NGO X has chosen gender issues as its thematic area, where one of its targets is to improve the	At this **first stage** lobbying can be made using the **Moodle platform** as well as private online means. It is expected that the statements, comments, concerns, and suggestions made during the lobbying process by NHRI, local NGOs, and INGOs will be delivered in a diplomatic language and in a professional manner.

gender situation in State Y, the INGO shall identify if State A, B and C would pose **Advance Written Questions** to State Y regarding gender issues. INGOs can propose specific recommendations or general ones. International NGOs can also partner up with local NGOs and NHRIs in order to present a united front regarding a specific subject – identify similar recommendations from local NGOs and NHRIs. It is recommended that NHRIs arrange a partnership with INGOs based on specific issues **as a united front** is more coherent and therefore stronger.	

2nd Stage

During the Pre-Session day, targeting recommendations that will be made in the Working Group Session

CSOs shall analyse **Advance Written Questions** submitted by States, identifying States that were supportive to their agenda and seek further support during the WG Sessions. Additionally, they shall work on **different strategies** to approach less supportive States. **New partnerships** can be developed. The aim is to convince as many States as possible to include certain recommendations to their list of	At this **second stage**, lobbying can be made using the Moodle platform, private online means, as well as present/online meetings on the day of the Pre-Session. Here too, it is expected that the statements, comments, concerns, and suggestions made during the lobbying process by NHRI, local NGOs, and INGOs will be delivered in a diplomatic language and professional manner.

recommendations to target other States during the WG day.	

3rd Stage

Item 6
On the Item 6 preparation day, targeting Item 6 dialogue

CSOs shall analyse States' final WG Reports and Addendums. They shall then convince as many States and other CSOs as possible to inquire about the measures taken by the target States regarding accepted recommendations. In case the measures taken by the respective State are deemed as inadequate or insufficient, CSOs shall ask for further improvements.	At this **third stage**, lobbying can be conducted using the Moodle platform and private present/online meetings. It is expected that the statements, comments, concerns, and suggestions made during the lobbying process by NHRI, local NGOs, and INGOs will be delivered in a diplomatic language and in a professional manner.

After analysing participating States' historical alliances with CSOs as well as their respective National Reports, INGOs and NHRIs shall develop a **Lobbying Plan**. This Lobbying Plan should expose which States they intent to approach:

1. The reasons behind this choice and the strategy that will be applied to convince the respective State to include INGOs/NHRIs recommendations in the form of **Advance Written Questions**
2. Recommendations or remarks (that will be presented during the WG Session and during Item 6).

The Report shall be **drafted** with a **maximum of 1.000 words**, following the model provided by the Secretariat.

3.2.4 INGOs/NHRIs presentation − Pre-Session

During the **Pre-Session day**, the on-site INGO/NHRI representatives shall present their organisation's Report/UPR submission in an up to **10 minutes** (20 minutes in case of a Joint Report) presentation. This presentation shall be delivered to the Secretariat accompanied by a **PowerPoint**. The design of each presentation shall follow the team's choice.

3.2.5 Lobbying Report and notes, remarks, concerns or comments to Item 6

The **Lobbying Report** shall be **drafted** with a **maximum of 1.000 words**, following the guidance provided by the Secretariat. INGOs and NHRIs shall expose the outcomes of their Lobbying Plans elaborating on their achievements and shortcomings in each step of the lobbying process (prior to the simulation, during the Pre-Session day and prior to Item 6).

Furthermore, I**NGOs** shall provide the Secretariat with a **written draft of the notes, remarks, concerns or comments** that they plan to present during Item 6 on each participating State (max. 1 minute). NHRIs and local NGOs are required to present notes, remarks, concerns or comments only regarding the State they are located in (max. 2 minutes).

CHAPTER 4: PROCEDURES DURING THE SIMULATION

4.1 On-site participation

The delegates of each participating State and INGOs/NHRIs representatives will be able to attend on-site. Researchers will participate online.

4.2 Rules of Conduct

Teams are expected to:

- Adhere to the **schedule** and rules of the game of the Model UPR.
- Speak **English** fluently, since the official working language of the Model UPR is English.
- Use formal and **diplomatic language** in the written Reports and oral presentations.
- Raise **placards** to participate in the discussion.
- Finish all **interventions** with the phrase "Thank you".
- Stand up when speaking to show **respect**.
- Avoid using mobile phones during the formal sessions as it is <u>prohibited</u>.
- Refer to the President (moderator/chair) of the session as "**Mr./Madam President**".
- Refer to other delegates as "**fellow delegate(s)** of (name of the State...)".
- **Professional conduct** (language, demeanour, and tone) is required throughout the duration of the simulation, <u>including the Lobbying Sessions (online and on-site).</u>

4.3 Pre-Session

During the Pre-session, CSOs will present their Reports and lobby participating States to include their agenda/recommendations in the WG Session. Simultaneously, states shall note critical aspects of the human rights situation in their country in order to anticipate the types of recommendations and questions they may receive. They shall also try to use the information provided by CSOs regarding possible recommendations they could issue to the other participating states.

Example of an *Agenda*

<u>This schedule is not definitive. Participants will be provided with a detailed agenda closer to the commencement of the simulation.</u>

Pre-Session	1:00 pm	Opening

	1:10 - 1:20 pm	Presentation INGO 1/ Joint Presentation
	1:25 - 1:35 pm	Presentation INGO 2/ Joint Presentation
	1:40 - 1:50 pm	Presentation INGO 3/ Joint Presentation
	1:55 - 2:05 pm	Presentation INGO 4/ Joint Presentation
	2:10 - 2:20 pm	Presentation INGO 5/ Joint Presentation
	2:25 - 2:35 pm	Presentation INGO 6/ Joint Presentation
	2:35 - 3:00 pm	Coffee-break
	3:00 - 3:10 pm	Presentation NHRI/ local NGO 1
	3:15 - 3:25 pm	Presentation HRI/ local NGO 2
	3:30 - 3:40 pm	Presentation HRI/ local NGO 3
	3:45 - 3:55 pm	Presentation HRI/ local NGO 4
	4:00 - 4:10pm	Presentation HRI/ local NGO 5
	4:15 - 4:25 pm	Presentation HRI/ local NGO 6
	4:25 - 4:40 pm	Coffee-break
	4:40 - 6:00 pm	Lobbying

4.4 WG Session: UPR States' Review, WG Report by Troika and its Adoption

In order to understand the design of the simulation, please take into account that during WG Sessions, when one State is being reviewed (as a State under Review), the other five States perform as Recommending States. For example, in the second WG round, when State 1 is performing as a SuR, State 2 - 6 are acting as Recommending States.

State under Review (role 1) presents **National Report**	**10-15 min.**
First three Recommending States (role 2) address their **recommendations**	**1.5 min**. each
SuR representative **responds**	**1.5 min**.

Other two Recommending States address their **recommendations**	**1.5 min**. each
SuR representative **responds** and adds **closing remarks***	**1.5 min**.
Review closes	tot. max. **30 min**. each **State**

*At their respective review, States comment on their review process and respond (when adequate) to the recommendations, questions, and remarks posed by their peers.

Closing remarks are delivered to the Secretariat **before the WG session** via the Moodle platform in .doc or .docx format.

Example of an *Agenda*

This schedule is not definitive. Participants will be provided with a detailed agenda closer to the commencement of the simulation.

WG Session	Morning: 9:00 am - 1:00 pm	
	9:00 - 9:05 am	Opening
	9:05 - 9:35 am	Review of State 1
	9:40 - 10:10 am	Review of State 2
	10:15 - 10:45 am	Review of State 3
	10:50 - 11:35 am	Draft of WG Report with Troikas
	11:40 - 11:45 am	Opening
	11:45 - 12:05 am	Adoption of the WG Report of State 1
	12:10 - 12:30 am	Adoption of the WG Report of State 2
	12:35 - 12:55 am	Adoption of the WG Report of State 3

	12:55 am - 1:00 pm	Closing of morning session (*morning reviewed States deadline to deliver WG Report, Troika and States' closing speeches*)
	1:00 - 2:00 pm	Lunch break

WG Session	Afternoon: 2:00 pm - 6:00 pm	
	2:00 - 2:05 pm	Opening
	2:05 - 2:35 pm	Review of State 4
	2:40 - 3:10 pm	Review of State 5
	3:15 - 3:45 pm	Review of State 6
	3:50 - 4:35 pm	Draft of WG Report with Troikas
	4:40 - 4:45 pm	Opening
	4:45 - 5:05 pm	Adoption of the WG Report of State 4
	5:10 - 5:30 pm	Adoption of the WG Report of State 5
	5:35 - 5:55 am	Adoption of the WG Report of State 6
	5:55 - 6:00 pm	Closing of afternoon session (*afternoon reviewed States deadline to deliver WG Report, Troika and States' closing speeches*)

4.4.1 Troika - Draft of WG Report

Each State (SuR of State X) will be matched with another State (RS of State Y) that will be performing as its Troika.

Example of **Troika**

France as a State under Review   >   Canada as a Recommending State

SuR delegates of France will work with RS delegates of Canada on the draft of the WG Report. The review of each participating State during the WG Sessions shall be reflected in these Reports.

After the presentation of the National Report and the interactive dialogue in which the RS' recommendations are delivered, the respective SuR shall draft this Report with the

28

support of the Troika, indicating the recommendations that it accepts or notes (**45 minutes**)

In order to facilitate this task, the Troika will receive a written draft of the remarks, comments, concerns and recommendations concerning their assigned State already in a WG Report format. The Troika is expressly **forbidden to reveal the content** of this document to their assigned State before or during its review. During its review, the Troika shall take note on which and how the recommendations were orally presented by the RS and update the received draft accordingly. As noted above, only the recommendations that are presented orally are considered. During the time given to the Troika and the SuR to draft the WG Report, the State shall approve or modify the draft updated by the Troika and indicate which of the mentioned recommendations will be accepted or noted.

The WG Report, emphasising the number of received, accepted and noted recommendations, will be presented by the Troika at the end of the WG session during the WG Report Adoption of the respective SuR. One of the Troika members (RS Role 2) shall present the outcome, with a timeframe of 4 to 5 minutes.

The final draft of the WG Report and the written draft of the speech provided by the Troika shall be delivered to the Secretariat via the Moodle platform in .doc or .docx format until the end of each block of reviews (= review of three States).

4.4.2. WG Report Adoption

Chair/President opens the adoption.	
Troika (RS 2) delivers the **WG Report outcome**	**4-5 min.**
The President opens the floor for **comments**	**max. 1 min.** for each **RS**
SuR representative **answers**, when seen fit	**2 min.**
President calls for **objections**	
Adoption of the WG Report	

SuR final remarks*	2 min.
President closes the session	**tot. max. 20 min.** each **WG Report Adoption**

* At the Adoption of their WG Report, States, inter alia, thank their Troika, their peers, the President of the HRC and provide concluding remarks about their WG Report.
Final remarks are delivered to the Secretariat **before the WG session** via the Moodle platform in .doc or .docx format.

Example of an *Agenda*

This schedule is not definitive. Participants will be provided with a detailed agenda closer to the commencement of the simulation.

Preparation for Item 6	2:00 pm	Deadline for Final WG Report and Addendum
	8:00 pm	Deadline for notes, remarks, concerns or comments for State members acting as RS and INGOs
	8:00 pm	Deadline for opening statement for State members acting as SuR
	all day	INGOs and NHRIs shall lobby States to have their agenda added to the remarks of the RS members
	8:00 pm	INGOs and NHRIs Lobbying Report and notes, remarks and comments to Item 6

4.5 Item 6

All State delegates and INGOs/NHRIs are required to be present for Item 6.

The final WG Report and Addendum (= one document) shall clearly reflect the position of the SuR on the recommendations received during the WG session as well as the steps taken by the SuR towards the implementation of recommendations received during the WG session. **Normally, the time span represents approximately 6 months counted from the end of the WG Sessions.** In the Model UPR, the participants are expected to be creative in devising/figuring out possible positions and actions that the respective States would adopt. Some States may also provide information on progress made towards noted recommendations. It shall reflect the possible behaviour of the assigned State in reality. It is a projection developed by participants following States' social and political current circumstances and human rights track. The Reports will be made previously available on the Moodle platform.

4.5.1 WG Report and its Addendum

SuR role 2 presents **opening statement** *(i)* of the **WG Report** and its **Addendum**	**4-5 min**.
Possible **comments**, remarks and **questions** by **NHRIs**, **INGOs** and **States**	**max. 2 min**. per **NHRI/INGO**; **max. 1 min**. for **States** *(ii)*
SuR answers if needed and makes **final remarks** *(iii)*	**2 min**.
Adoption of the outcome	**tot. max. 25 min.** each **State**

(i) During Item 6 - when they briefly present and comment their conclusions regarding the final WG Report and Addendum (not forgetting to thank the support provided by the Troika). The written draft of this opening statement shall be delivered to the Secretariat **before the Item 6 Session** via the Moodle platform in .doc or .docx format. The oral presentation shall be performed during the State's respective Item 6.

(ii) Each participating State acting as RS shall draft remarks, comments and concerns to each participating State regarding the final WG Report and Addendum. These remarks, comments and concerns can be enriched by participating CSOs through lobbying. Their number and format shall also respect the real behaviour of States at the UPR. Participants shall verify through official sources how their assigned States normally behave at the real UPR. The remarks, comments and concerns shall be orally presented during the review of each respective participating State in the Item 6 Session.

(iii) At Item 6, States briefly respond to concerns presented by further States and CSOs and present conclusions regarding the Item 6 Session, thanking their peers and the President of the HRC.

Final remarks are delivered to the Secretariat **before the WG session** via the Moodle platform in .doc or .docx format.

Example of an *Agenda*

This schedule is not definitive. Participants will be provided with a detailed agenda closer to the commencement of the simulation.

Item 6	Morning: 9:00 am - 1:00 pm	
	9:00 - 9:05 am	Opening
	9:05 - 9:30 am	Adoption of the Final WG Report and Addendum of State 1
	9:35 - 10:00 am	Adoption of the Final WG Report and Addendum of State 2

	10:05 - 10:30 am	Adoption of the Final WG Report and Addendum of State 3
	10:35 - 11:00 am	Adoption of the Final WG Report and Addendum of State 4
	11:05 - 11:30 am	Adoption of the Final WG Report and Addendum of State 5
	11:35 - 12:00 am	Adoption of the Final WG Report and Addendum of State 6
	12:00 am	Closing of session
	12:00 - 12:30 am	Lunch break
	12:30 am - 1:00 pm	Awards
	1:00 - 1:45 pm	Closing ceremony

4.5.2 Awards & Closing Ceremony

Each participant will receive a **certificate of participation** for their engagement in the Model UPR. Further to this, there is the opportunity to be awarded for team performances during the simulation.

During the simulation, the performance of the Model UPR teams will be evaluated according to clearly defined criteria explained in Chapter 5 and communicated during the Training Sessions. Based on this evaluation, the teams may receive one of the awards, which are listed below during the Closing Ceremony. Awards are granted to participants who exhibit exemplary performance during the simulation. Awards will be given to teams and with an outstanding performance in the respective category:

The Best State under Review Award

Will be awarded to one of the SuR Delegations who actively engaged during the simulation. The team should display a profound knowledge of the national human rights issues of the State it represents, exhibit a synchronised team strategy during the simulation and approach the respective States/INGOs and NHRI critically and realistically.

The Best Recommending State Award

Will be awarded to one RS Team for its outstanding performance during the Model UPR and its authentic representation of the assigned State. It will be awarded to a team that shows great potential during the simulation, participates actively in the discussions and shows a systemic assessment of their roles through the strategies they exhibit during the simulation.

The Best INGO Delegation Award

Will be awarded to one INGO Delegation, considering its understanding of the political standpoint and delegation behaviour of the assigned INGO. The INGO will be evaluated based on their representation during the lobbying, the Pre-Session and the Item 6. The participants need to demonstrate a sound knowledge of the national human rights issues of the represented States and an exceptional understanding of the human rights advocacies of the INGO they choose to represent.

The Best NHRI or local NGO Delegation Award

Will be awarded to one NHRI/local NGO Delegation considering their understanding of the political standpoint and delegation behaviour of the assigned NHRI/local NGO. The NHRI/local NGO will be evaluated based on their representation during the lobbying, the Pre-Session and the Item 6. The participants need to demonstrate a sound knowledge of the national human rights issues of the represented States and an exceptional understanding of the human rights advocacies of the NHRI/local NGO they represent.

Best performing team according to the participants

Will be awarded to one team among all participating actors, considering the participants' perceptions of its overall performance. At the end of the WG session, a poll will be made available on Moodle/ the respective online

platform until a specific time inviting all the participants to vote for the best performing team according to their personal perception. Participants are therefore encouraged to actively follow all sessions and observe the other participants' contributions in order to vote for the most outstanding performance during the award ceremony.

The awards and certificates of participation will be awarded during the official closing ceremony.

CHAPTER 5: EVALUATION

The evaluation of the written and oral contributions by the teams will be undertaken using the criteria below.

5.1 Evaluation criteria

Content (display of knowledge, factual accuracy, and quality of recommendations):
The participants accurately presented the most relevant human rights issues and correctly presented the working area of the actor they represent. The recommendations tackle the most pressing human rights issues and are relevant and realistic. In written contributions, the sources should be (wherever possible) primary sources, of a high quality and (if possible) of a high variety.

Authenticity (roleplay, interaction with others, diplomatic language):
The participants use diplomatic language, engage actively with other participants, and establish strategic alliances with other stakeholders, where possible, and commit to historical alliances and a realistic behaviour and style adopted by the actors.

Public speaking skills (stress resilience, spontaneity and active engagement):
The participants are able to present their statements in a professional and competent manner, keep calm in case of irregularities, and engage wherever possible in a polite and respectful manner with other participants.

Structure (clarity, coherence, adequate and convincing arguments)
The participants structure their contribution in a clearly understandable and coherent way. Arguments should be supported by adequate and convincing facts.

Time Management/Deadline
If participants speak for more than 15 seconds than their allocated time, one point will be deducted. If participants hand in their written contributions more than 1 hour later than the deadline (without justifying reasons as extraordinary circumstances) one point will be deducted.

Plagiarism
The names of laws, specific names, etc. must not be changed, but if content from other source material is directly replicated, this will constitute plagiarism. If more than 25% of written contributions is detected as plagiarism, 1 point will be deducted for each 5% (e.g. -1 for above 25%, -2 for above 30%, -3 for above 35%, -4 for above 40%, -5 for above 45%). Reports containing more than 50% of copied text without proper reference and citation will be rejected.

Participation
Attendance to the Training Sessions will be checked by the Secretariat. Participation and engagement during all the Training Sessions by all team members is an additional asset. Extra points will be allocated for participation.

Rules of Conduct
Participants are expected to adhere to the rules of conduct presented on chapter 4.2 both online and during simulation days.