

ANNEX II**PRESENTATION OF COMPLAINTS**

The list of items below is designed to help applicants prepare a complaint which is as complete, precise and concise as possible, so as to facilitate the work of the Committee on the Human Rights of Parliamentarians.¹

I. INFORMATION CONCERNING THE COMPLAINANT

Family name:

First name:

Nationality:

Sex:

Home address:

e-mail address for exchange of confidential correspondence:

Highlight in which capacity the person submitting the complaint meets the criteria of a qualified source:

- a (former) parliamentarian(s) whose rights have been violated;
- a person authorized by a (former) parliamentarian whose rights have been violated;
- a family member of a (former) parliamentarian whose rights have been violated;
- another parliamentarian;
- a political party; or
- a recognized national or international organization in the area of human rights (United Nations and its specialized agencies; intergovernmental organizations; inter-parliamentary organizations and national or international non-governmental organizations competent in the area of human rights).

Does the person submitting the complaint agree for his/her identity to be made known to the authorities of the State in question?

- Yes
- No (specify reasons for refusal)

II. INFORMATION CONCERNING THE VICTIM OF THE VIOLATIONS

Member or former Member of Parliament whose rights have been violated:

Family name:

First name:

Nationality:

e-mail address for eventual exchange of confidential correspondence:
.....

Name of political party:

Political affiliation at the time of the alleged violation(s):

- Majority

¹ This list of items was established by the Committee in January 1977.

- Opposition
- Independent
- Other (specify)

Information concerning parliamentary status:

- (a) At the time of the alleged violation
 - Sitting parliamentarian
 - Former parliamentarian (specify end date of parliamentary term)
- (b) At the time of the presentation of the communication
 - Sitting parliamentarian
 - Former parliamentarian (specify end date of parliamentary term)

III. INFORMATION CONCERNING THE ALLEGED VIOLATION

Statement of the facts² constituting a violation of rights (indicate in particular the place and date of the acts of violation):

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Information concerning, if relevant to the case, parliamentary immunity:

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Information concerning, if relevant to the case, information on gender-based violations:

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Provisions of relevant public laws and international legal instruments³:

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Information concerning domestic remedies available and invoked: (parliamentary, judicial or disciplinary procedure)

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Names and addresses of persons with whom the Committee could, if necessary, communicate in order to obtain further information (in particular, name and address of legal counsel):

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Documents annexed to the complaints:

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Suggested action⁴:

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Place and date:

Signature⁵:

² The description of the facts should, as far as possible, be complete, precise and concise, and accompanied by supporting evidence.

³ The statement should, as far as possible, be accompanied by relevant extracts of the texts of the public laws referred to.

⁴ These suggestions are merely indicative. It is the responsibility of the Committee to determine, within the limit of the Inter-Parliamentary Union's capabilities, the action to be taken on them.

⁵ For international organizations, signature of a person empowered to represent the organization.