

# **Committee on the Rights of Persons with Disabilities**

## **Rules for working**

Plain English version of:

**Rules of Procedure agreed August 2016 CRPD/C/1/Rev.1**

**Note:** Please note this is not a United Nations official document.

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# **Chapter 1 General Rules**

## **Part 1 Sessions**

### **Rule 1 Meetings of the Committee**

1. The Committee on the Rights of Persons with Disabilities will have meetings to do the work set down by the Convention on the Rights of Persons with Disabilities and Optional Protocol.

2. The Committee will work to include everyone and be accessible for everyone.

3. The Secretary-General will make sure the Committee has the staff and resources to do work well and set up the first meeting.

### **Rule 2 Sessions**

1. The Committee will have at least two sessions a year.

2. The dates of the Sessions will be decided by the Committee after talking with the Secretary-General and checking the dates for conferences set by the General Assembly.

### **Rule 3 Where the sessions take place**

Usually the sessions will be in the United Nations offices in Geneva. Sometimes the Committee may decide to have them in other places. This will follow the rules of the United Nations on where sessions can take place

### **Rule 4 Special sessions of the Committee**

1. The Committee will decide when special sessions are needed. When the Committee is not in a regular session, the Chair can call a special session after talking with officers of the Committee. The Chair can also call a special session when:

- More than half of members of the Committee ask for one
- A State who is part of the Convention asks for one.

2. A special session will is held as soon as it can be fitted in.

### **Rule 5 Group to set the agenda for the session**

1. Before each session, the Chair will ask up to five members of the Committee to meet. The group will be a mix of people from around the world.

2. This group will write a list of issues and questions coming from the reports that States have sent in. The group will send this list to the State they are looking at.

### **Rule 6 Telling members about the next session**

The Secretary-General will write to members as soon as possible, telling them where and when the first meeting of the session will be held. Members should be told at least six weeks before the session.

### **Rule 7 Being accessible**

1. The Committee will use the best way for each person to understand and take part. This may be in sign language, Braille, easy language or any other way that makes it easy.

2. Personal assistants can come to any meetings to support a member. This includes private meetings of the Committee.

3. To make sure all Committee members can take part in meetings as equals, the Committee will:

- Give accessible information to members who need it at the same time as everyone else

- Make sure the web page of the Committee is accessible.

4. Meetings will be held in places that are accessible in every way. This includes:

- Accessible toilet
- Things like scanners to help people get the information in a way they need
- Braille printers
- Hearing loops for people who have difficulty in hearing
- Anything else that is needed to make a place accessible.

## **Part 2    Agenda**

### **Rule 8    The draft agenda**

The Secretary-General and the Chair will write the draft agenda for each session. It will include all of the things:

- Decided by the Committee at the last session
- The Chair wants to include
- A member of the Committee wants to include
- A State wants to include
- From the Secretary-General.

### **Rule 9    Accepting the agenda**

The first thing on the draft agenda at a session will be to accept the agenda, except when the Committee needs to vote in new officers.

### **Rule 10    Changing the agenda**

In a session, the Committee can make changes to the agenda.

## **Rule 11      Sending out the draft agenda**

1. The Secretary-General will send out the draft agenda to members of the Committee six weeks before a session.
2. The draft agenda will be accessible.

## **Part 3    Members of the Committee**

### **Rule 12    How long a member can be on the Committee**

1. The time people can spend on a Committee starts on 1 January of the year after a member starts. It ends 4 years later, on 31 December.

When a State has just agreed to the Convention, their members will be on the Committee for 2 years.

2. A member can stand twice for election to the Committee.

### **Rule 13    When there is a spare place**

Sometimes a Committee member may die, leave or not be able to carry on for some other reason.

Then the State they are from can put forward another person who would be good for the job.

### **Rule 14    Solemn promise**

When they start, members of the Committee will make a solemn promise in a public meeting saying:

- I promise I will do my job on the Committee for persons with disabilities. I will be honest, always do what the Convention says, be fair and be the best I can be.

## **Part 4    Officers**

### **Rule 15    Elections**

The Committee will elect a Chair, 3 vice Chairs and a rapporteur.

These will be the Bureau of the Committee and meet often.

### **Rule 16    How elections will happen**

1. When only one person stands for an office the Committee can accept that person.
2. When two or more people stand the Committee will vote. The person with the most votes will be elected.
3. If there is a tie on equal votes, the Committee will discuss it and try to agree who will have that office. Then there will be another vote.
4. Voting is in secret.

## **Rule 17     How long members can be an officer**

1. Officers are elected for two years. They can stand for election again as long as everyone who wants to has a chance.
2. Only Committee members can be officers. When an officer leaves the Committee , he or she is no longer an officer.

## **Rule 18     The Chair**

1. The Chair will do the job as set out in the Convention and Optional Protocol. The Chair will follow the rules for the meetings.
2. When doing the job, the Chair is responsible to the Committee.

## **Rule 19     Acting Chair**

1. Sometimes, when the Chair cannot come to a meeting, they will ask the vice-Chair to do their job. When the vice-Chair cannot do this, a member of the Bureau will act as Chair.
2. The acting Chair will have the same power as the Chair.

## **Rule 20    Replacing officers**

Sometimes an officer cannot carry on with his or her job. Then the Committee will vote for someone to replace him or her for the rest of their time.

## **Part 5 The Secretary-General and their office**

### **Rule 21 Report**

The Secretary-General or someone from his office (called the Secretariat) will go to all the sessions of the Committee. That person may give reports by speaking or in writing.

### **Rule 22 Money**

The Committee may want to suggest things that cost money. The Secretary-General will work out the cost and send it to Committee members as soon as possible. The Chair must make sure members see this and discuss it in session before a final decision is made.

### **Rule 23 The Secretariat**

1. When the Committee asks, and if the General Assembly agrees, the Secretary-General will:

- Provide a Secretariat
- Make sure the Committee has an office and staff that make it possible to do its job
- Make sure everything needed is accessible.

2. The Secretary-General will tell members of the Committee straight away about any questions that may be brought up for thought, or anything else that happens the Committee needs to know about.

## **Part 6 Communicating and languages**

### **Rule 24 Ways of communicating**

The Committee will communicate using, among other ways:

- Different languages
- Words written and shown on a screen
- Braille
- Communicating through touch such as finger spelling
- Large print
- Using computers to show things such as written pages, pictures, films, tapes
- Plain language
- A person reading what someone else wrote
- Using computers to speak
- Any new way that comes up in the future.

### **Rule 25 Languages used by the Committee**

1. The languages the Committee uses will include spoken and non-spoken languages and other languages like sign language.

2. Anyone at meetings of the Committee can use any of the ways to communicate in the list for Rule 24.

## **Rule 26     Official languages**

1. The official languages of the Committee will be Arabic, Chinese, English, French, Russian and Spanish.

2. The Committee decisions will be made available in these languages as well as other accessible ways.

## **Rule 27     Notes of Committee meetings**

1. The Secretary-General will give the Committee short notes of the meetings with the main facts. They will be in the official languages and accessible ways.

2. These notes can be put right and sent back to the Secretary-General in the languages used. Any changes will be put on one sheet and sent out soon after the session ends.

3. The short notes of public meetings can be set out to anyone, unless the Committee does not want this to happen.

4. There will also be sound recordings made of meetings of the Committee as well as other accessible ways.

## **Rule 28      Understanding the Convention**

To help people better understand the Convention and how it might be used, some of the meetings may be used to talk about details of the Convention or other important information.

## **Part 7 Public and private meetings**

### **Rule 29 Public and private meetings**

Committee meetings are usually open to anyone to come and listen. The Committee may decide sometimes that a meeting must be in private. Part of a Convention can ask for private meetings.

### **Rule 30 Taking part in meetings**

1. Article 38 of the Convention says departments of the UN may go to Committee meetings to give advice and information about their areas of work. They may also go to private meetings when the Committee invites them.

2. Other expert organizations may also come to meetings when the Committee invites them.

3. The Committee may ask other expert groups and individuals to send written information when it is part of their area of work.

4. There are rules on involving organizations of persons with disabilities and other non-government organizations. (in CRPD/C/1/2 annex II). Those rules are part of the way the Committee works.

## **Part 8    Sending    out    Committee papers**

### **Rule 31    Sending out official papers**

1. All papers of the Committee and those given to the Committee by departments of the UN will be for anyone to see, unless the Committee decides to keep some things private.
2. All papers of the Committee can be seen in accessible ways.

## **Part 9 Carrying out Committee business**

### **Rule 32 Having enough members for a meeting**

The Committee needs 8 members at a meeting to make decisions. When there is a total of 18 members of the Committee 12 members are needed to make decisions.

### **Rule 33 What the Chair can do**

1. The Convention gives the Chair powers. The Chair will also:

- Open and close sessions
- Make sure the Committee talks about the right things
- Make sure the Committee keeps to the rules
- Say who can speak next
- Put questions to a vote
- Say what the decisions are.

2. The Chair will keep order and the meeting on track.

3. When the Committee are talking about a subject the Chair can suggest to the Committee:

- To limit the amount of time a person can speak
- How many times a person can speak about the subject
- Say when there have been enough speakers.

4. The Chair will decide when a member is not keeping to these rules.

5. The Chair can say they think enough has been said about something, or if discussion should carry on at another time. The Committee needs to keep to the question in discussion. The Chair can ask a member to stop talking about something else.

## **Part 10 Decisions**

### **Rule 34 Agreeing to decisions**

1. The Committee will try to agree on a decision by discussing it and everyone coming to the same way of thinking. When they cannot agree by talking, there will be a vote.

2. The Chair or a member can ask for a vote.

### **Rule 35 Who can vote**

1. Each member of the Committee has one vote.

2. Any issue the Committee votes on will be accepted when more people vote yes than no. Committee members need to be at the meeting to vote.

### **Rule 36 Same number of votes**

When a vote gets the same number of votes for 'yes' and 'no', the issue will not be accepted.

## **Rule 37    How voting is done**

The Chair picks the first person to vote. From this person, members will vote in the order they come in the alphabetical order.

## **Part 11 Reports of the Committee**

### **Rule 38 Reports to the General Assembly and Economic and Social Council**

The Committee must write reports every two years on what it has done for:

- The General Assembly. This is the meeting of all the countries of the world who are part of the United Nations
- The Economic and Social Council. This is the place in the United Nations where important social issues are discussed.

### **Session reports**

Committee session reports will include:

- What happened at each session
- What happened at each special session
- The actions of the group
- The work of the Committee under the Convention and Optional Protocol
- What members did in groups working for the Committee
- What rapporteurs did
- What decisions the Committee made
- What happened with reports given to the Committee.

When necessary, the Committee can accept a report at the next session.

# **Chapter 2 What Committees do**

## **Part 12 Reports needed for articles 35 and 36 of the Convention**

### **Rule 39 Reports from States**

The Committee will write rules for States on what needs to be in their reports.

### **Rule 40 Not sending in reports**

1. At each session, the Secretary-General will tell the Committee which States have not sent reports or other information the Committee asked for. The Committee will send a letter through the Secretary-General to remind them about their report.

2. When a report is very overdue, the Committee will write to the State to remind it to send the report. It will be asked to work with the Committee.

3. When a State still does not send the report or information, the Committee will decide what to do next and include that in its report to the General Assembly.

## **Rule 41 Telling a State when its report will be looked at**

As soon as possible, the Committee will write to States with the dates and place of the session at which it will examine reports from those States.

The Committee will invite people from the State to the meetings about its report. The Committee may need extra information. The spokesperson for that State needs to be able to answer questions the Committee may have about the report and give any more information they need.

## **Rule 42 Looking at State reports**

1. The Committee will look at a State report as set out in article 36 of the Convention.
2. The Committee may give advice and ideas to States on their report.
3. The Committee may ask for more detail from States including other information about how they are putting the Convention into practice.

### **Rule 43 When a member cannot take part in discussing a report**

1. If a member is from the country a report is about, they cannot take part in looking at the report.

2. A rapporteur must be independent and fair. It means a member who is part of a regional organization cannot be a rapporteur for any of the States in that region. But they can be on the Committee team that looks at reports of that organization.

3. Any questions about this will be decided by the Committee without that person at the meeting.

### **Rule 44 Asking for more reports or information**

The Committee can ask any State for more information or extra reports. The Committee will say when the State must send that information or report.

### **Rule 45 Sending out a State report that asks for practical advice or help**

1. A report may ask for practical help. The Committee can then send the report to:

- Agencies that can give this kind of help

- Services in the un that may give support or money
- Other non-governmental organizations.

2. The reports from States will be sent with the thoughts and advice of the Committee about the help needed.

3. The Committee can ask a State what help they had and how it is making a difference.

#### **Rule 46 Giving advice**

1. The Committee may give other advice to States after reading the reports.

2. The Committee will include any advice it gives in the report to the General Assembly.

#### **Rule 47 Saying what the Committee thinks**

1. The Committee may write what it thought about the report. This is to help a State make better use of the Convention and put everything the Convention asks for in its reports.

2. The Committee will include its thoughts in its report to the General Assembly.

## **Rule 48 Working together with States**

The Committee will work together with a State to support it to find ways of making the Convention happen.

### **Rule 48 bis List of issues from reports**

The Committee will:

- Write a list of issues about first reports from a State
- Write a list of issues about regular reports from a State who is not using simple reports
- Limit how many questions it will ask
- Ask questions about the most important things.

States must give short and exact replies in no more than 30 pages.

### **Rule 48 ter Simpler reports**

The Committee will ask if a State wants to do its report in a simpler way. Then, a year before the State has a report to do, the Committee will send a list of issues. The Committee will ask some questions The answers the State gives to the questions will be its regular report.

## **Part 13 Different parts of the United Nations and other organizations working with us**

### **Rule 49 Different parts of the United Nations**

1. Different agencies and other parts of the United Nations may say what they think to the Committee if the subject it comes under their work. For example, agencies responsible for schools or older people.

2. The Committee may ask these organizations and services:

- For more information on how a State is using the Convention
- To write reports about how they observe a State using the Convention
- To give advice on how States can use the Convention better.

### **Rule 50 Regional organizations**

Sometimes a few States that are close to each other form an organization to work together, like the European Union.

The Committee can ask them to give more information it can use in its work.

## **Rule 51 Human rights groups**

Some groups work on human rights in one State. The Committee can ask them to give more information it can use in its work.

## **Rule 52 Independent organizations**

Some groups are independent of the Government in their State. The Committee can ask them to give more information it can use in its work.

## **Rule 53 Working with other human rights groups**

This Committee will work with other groups to make sure they are saying the same things and are not doing the same work.

## **Rule 54 Setting up working groups of the Committee**

1. The Committee can set up small groups to help with the work. The Committee will say who is in these groups and what their job is.
2. Each working group will elect its own officers and use the Committee's rules for working.

## **Part 14a How the Committee will deal with messages sent using the Optional Protocol**

### **Rule 55 Sending information to the Committee**

1. The Secretary-General will tell the Committee when information comes in using the Optional Protocol.
2. The Secretary-General may check that the person who wrote it meant to use the Optional Protocol. Sometimes it is not possible to be certain on this. When it is not certain, the Secretary-General will send the message to the Committee.
3. The information can be sent using any of the methods listed in rule 24 in this paper.
4. A State must agree to the Optional Protocol before anyone can use it to send messages.

### **Rule 56 Keeping a list of information**

1. The Secretary-General will keep a list of all the information given to the Committee using the Optional Protocol.

2. Any member of the Committee can ask to see a copy of the information in the language it was sent.

## **Rule 57     Asking for more information**

1. The Secretary-General may ask for more information to make sure the Optional Protocol is the right thing to use. They may ask:

2. Who the person is who sent it :

- Their name and address
  - The date they were born
  - What their job is
  - Anything else that helps to show who they are
- The state the message is about
- The reason for sending the message
- What part of the convention the writer says was not being met
- All the details about the problem
- What the writer did in the state to try to sort out the problem
- If any other group is also looking at the same problem.

2. When the Secretary-General can ask for more information, and say when he wants to receive it.

3. The Committee may agree to ask more questions to get more information.

**Rule 58      Information for Committee members**

The Committee will be able to see the Secretary-General's list of the information and messages sent.

## **Part 14b Rules for how the Committee looks at information and messages**

### **Rule 59 Public and private meetings**

1. Committee meetings that look at information sent using the Optional Protocol will be private. Meetings when the Committee talks about issues such as how the Optional Protocol can be used can be public.

2. The Committee may send out official papers about what happens in the private meetings. This information is for the media and the public to use.

### **Rule 60 When a member cannot be part of a Committee meeting about a message**

1. A member cannot be part of a Committee meeting about a message from the Optional Protocol when:

- The member knows someone the information is about
- The member made decisions about this case elsewhere
- It is about the State the member is from.

2. The Committee will decide if this applies to a member without that person in the meeting.

## **Rule 61 Not taking part in a meeting**

A member may decide it is not right to be at the meeting that looks at certain information. The member then will tell the Chair what they have decided.

## **Rule 62 Members at the meeting**

Members who take part in a decision will sign a register to say they are either taking part or not taking part in the meeting.

The final decision will show what is on the register.

## **Rule 63 Setting up working groups and rapporteurs**

1. The Committee can set up small groups to work on certain issues and choose one or more rapporteurs to help with this.

2. The working groups will use the same rules as the Committee for working.

## **Rule 64     Interim measures**

1. After getting a message and before reaching a decision on it, the Committee can ask a State to put in place some interim measures. This is to make sure anyone named as a victim in the message is not badly treated or hurt.

2. When this is asked for, it will be made clear the Committee has not looked at the issue yet or made a decision.

3. The State may say why the interim measures are not needed.

4. When the Committee agrees with the State that the interim measures are not needed, the State can ask for them to be withdrawn.

## **Rule 65     The way to deal with messages**

1. The Committee will follow the rules of the Optional Protocol and vote to decide if the information sent should be included or not.

2. A working group can decide that information sent should be included if all members of the group agree.

3. A working group can decide that information sent should not be included if all members of the group agree, this decision will be given to the Committee who can agree with it without talking about it.

If a Committee member asks to discuss the information then the Committee will look at the information in detail and make a final decision.

### **Rule 66 Dealing with messages**

The Committee will deal with the messages in the order they arrive, unless the Secretary-General, Committee or working group say one message is more important than another.

### **Rule 67 Dealing with messages together**

The Committee, the Special Rapporteur or the working group may decide that two or more messages are about the same issues and can be looked at together.

### **Rule 68 Deciding when to use the Optional Protocol**

1. The Committee will use articles 1 and 2 of the Optional Protocol to decide if information can be included.

2. Article 12 of the Convention says to how decide when a person has capacity. The Committee will use this rule to decide about capacity even if the State uses different rules.

### **Rule 69 Who can send messages and information**

Messages can be sent by the person the issue is about, someone writing for the person or a group.

### **Rule 70 What happens when a message comes in**

1. The Secretary-General registers the message and makes sure the person who sent the message agrees that the State can know who they are. The Special Rapporteur will take the message to the State and ask for it to stay confidential. The Special Rapporteur will ask the State to write a reply.

2. It will be made clear that this does not mean the Committee have decided to accept the message.

3. The State will have six months to reply saying:

- if they think the message can be accepted by the Committee
- If they think what the message says is right
- What they have done to improve things.

4. When a message is very unusual, the Committee can ask the State just to write if they think the Committee can accept it. The State can still reply in six months about if the Committee can accept the message and what was right or wrong about it.

5. The State can write to say the Committee should not accept a message and why they think that. The State can also ask the Committee to decide first about accepting the message and consider how right the information is at another time.

6. The State may say there are still things they can do to improve things. They will need to tell the Committee what these things are.

7. The State may say the person who sent the message does not have capacity. They will need to tell the Committee what laws and support they have that can help the person.

8. The Committee, a working group or the Special Rapporteur will look at the information from the State. They might decide whether to accept the message separately from how useful the information is.

9. When a State asks the Committee to refuse a message, they will still have the original six months to say how good they think the information is. The

Committee, a working group or the Special Rapporteur can decide to give the State longer.

10. The Committee, a working group or the Special Rapporteur can ask for more information to help to decide whether or not to accept the message. This may be to the State or the person who sent the message. They will be given a date to give their answers by.

11. The Committee, a working group or the Special Rapporteur will show both the State and the person who sent the message what the other has said. They can comment on this by a date they will be given.

### **Rule 71 Messages the Committee cannot accept**

1. When the Committee decides the information sent doesn't follow article 2 (d) of the Optional Protocol, it will write to the person who sent the message and the State saying the message is not acceptable. This letter will be sent, as soon as possible, by the Secretary-General.

2. If the person sending the message disagrees with the decision above and thinks it no longer applies, they can write to the Committee saying why. The Committee may look at it again.

3. Any member of the Committee can ask that the letter saying they cannot accept it includes what they said in the meeting. Also see Rule 73 para 6 below.

**Rule 72 Other things to do when thinking about accepting a message separately from how useful the information is**

1. Sometimes the Committee or a working group may decide to accept a message before the State has said what they think about it. The Committee will tell the State and the person who wrote the message, through the Secretary-General.

2. Any member of the Committee can ask that the letter saying they can accept it includes what they said in the meeting. Also see Rule 73 para 6 below.

3. When the Committee, a working group or the Special Rapporteur consider the information they can also hear from other people or organizations. They need a letter from the person who wrote the message or the State to agree to them doing this. The Committee will ask the person who wrote the message and the State what they think about the new information.

4. The Committee may think again about accepting information after the State has said what they think about it.

## **Rule 73     What the Committee thinks**

1. The Committee will only decide what they think when they have agreed they can look at the information and everyone has had the chance to have their say about it. It is important that the Committee, the State and the person who wrote the message see all the information.

2. The Committee or a working group can ask other parts of the United Nations if they have any information that may help. The State and the person who wrote the message must see all information the Committee receives.

3. The Committee can give all the information to a working group, which can advise on how good the information in the message is.

4. The Committee must consider articles 1 and 2 in the Optional Protocol before deciding how good the information is.

5. The Committee will vote on its decision. The Secretary-General will tell the State and the person who wrote the message what the decision is.

6. Any member of the Committee who has taken part in the decision can ask for the things they said to be added to what the Committee decided. They must

ask for this to be done within two weeks of getting the Committee's decision.

#### **Rule 74 Stopping communication**

The Committee may decide to stop all communication about a message in certain situations. This includes when they become unsure why the message was sent.

#### **Rule 75 Follow up to what the Committee thinks**

1. The Committee will write to the State saying what they think and what should be done. The State must reply within six months and include what they have done.

2. The Committee may then ask the State for more information on what they have done.

3. The Committee might ask for more information about what they have done under article 35 of the Convention.

4. Following article 5 of the Optional Protocol the Committee will ask a Special Rapporteur or working group to decide what the State should do to make the Committee's views happen.

5. The Special Rapporteur or working group may make contact with individuals and groups and do whatever they need to do their job. They will advise the Committee if anything else needs doing.

6. The Special Rapporteur or working group may visit the State if they need to follow up any issues. They will need both the Committee and the State to agree to their visit.

7. The Special Rapporteur or working group will report regularly to the Committee on what they are doing.

8. The Committee will include information about this in their two-year report to the General Assembly.

## **Rule 76      Keeping information confidential**

1. The Committee or working group will look at any messages that use the Optional Protocol in private meetings.

2. All the information gathered by the Committee and its members will stay confidential unless the Committee decides otherwise.

3. The Secretary-General, the Committee, a working group or Rapporteur will not make public any information about a message.

4. The victim or the person who wrote the message can tell who they want about it. But the Committee , a working group or Rapporteur can ask them to keep it confidential.

5. The Committee's decisions on messages they decide not to accept will be made public, but only after Rule 72 above has been followed if the decision about how good the information is has been made separately.

6. The Committee may decide to keep the names of the people involved confidential. The Committee may decide this themselves or when the people involved ask for it.

7. The UN office is responsible for sending out the Committee's final decisions. It is not responsible for copying and sending out other things people have said about messages.

8. Information given about the Committee's views under article 5 of the Convention will not be confidential unless the Committee decides otherwise. The same applies to any follow up decisions by the Committee.

9. The Committee shall include in its report information on what it has done under articles 1 to 5 of the Optional Protocol.

**Rule 77 Telling people about what the Committee has done**

The Committee can send out information about what they have done under articles 1 to 5 of the Optional Protocol. The Secretary-General will send this out using the most accessible formats.

## **Part 15 How the Committee looks at issues using the Optional Protocol**

### **Rule 78 How the Committee gets information**

1. The Secretary-General will pass on information to the Committee that has been sent in to be looked at under article 6 (1) of the Optional Protocol.
2. The Secretary-General keep a record of what information goes to Committee. Any Committee member can ask to see that information.
3. If necessary, the Secretary-General write a short description about information sent to Committee members.

### **Rule 79 Collecting information**

The Committee might collect together all the information they have. This will include information from other parts of the United Nations.

### **Rule 80 Keeping information confidential**

Unless the Committee is following article 7 or the Optional Protocol, all the information about an inquiry under article 6 is confidential.

## **Rule 81 Meetings for information for article 6**

All Committee meetings looking at the information for article 6 are private.

## **Rule 82 First things to check**

1. The Committee may check how good the information is that they have and may ask for more to confirm facts.

2. The Committee must decide how good the information is in cases when people's rights under the Convention have been broken, sometimes very badly.

3. The Committee can create a working group to help it do its job.

## **Rule 83 Looking at the information**

1. If the Committee thinks it has good information about cases when people's rights under the Convention have been badly broken, it will ask the State what it thinks.

2. The Committee will consider anything the State says as well as any other information it has.

3. The Committee may decide to get more information from:

- People who speak up for the State
- Regional organizations
- Government organizations
- Human rights organizations in the State
- Organizations independent of the State
- Other people, including experts.

4. The Committee will decide how it will get this extra information.

5. The Committee can ask for any more information that the United Nations may have.

#### **Rule 84 Starting an inquiry**

1. The Committee can ask one or more of its members to do an inquiry and make a report in a certain time.

2. Everything the inquiry does is confidential and should follow rules set by the Committee.

3. The members doing the inquiry will decide how they will work following the rules laid down.

4. While the inquiry is under way, the Committee might wait to look at any of the reports from the State.

### **Rule 85     The State working with the United Nations**

1. The Committee will ask the State to work with the inquiry.

2. The Committee may ask the State to put forward someone who can speak with members of the Committee.

3. The Committee may ask the State to send information that a member working on the inquiry asks for.

### **Rule 86     Visits**

1. The Committee may decide they need to visit the State.

2. The Secretary-General will ask the State if this is acceptable.

3. The Committee will tell the State when they want to visit and where they want to go. They will go to places to help with the inquiry.

## **Rule 87     Hearings**

1. During a visit they may have hearings to help the members understand the issues.
2. The members and the State will decide how the hearings will happen.
3. Anyone who speaks in front of the hearing must promise to tell the truth and keep what anyone says confidential.
4. The Committee will tell the State they must not hurt or frighten anyone who speaks to them.

## **Rule 88     Support during an inquiry**

1. The Secretary-General will make sure members have the support they need. Other support may be asked to give help when needed.
2. Supporters must promise to be honest and fair, always do what the Convention says and keep what happens confidential.

## **Rule 89     Sending out findings, comments and suggestions**

1. The Secretary-General will send what they find out to the State together with any comments and advice.
2. The State has six months to send a reply.

## **Rule 90     Follow-up by the State**

1. The Committee may ask a State to include in its regular report anything it did after an inquiry.
2. After the six months referred to in Rule 89 above, the Committee can ask the State what it has done after the inquiry.

## **Rule 91     Who is this not for?**

Rules 78 to 90 do not count for States that think the Committee should not do all the things described in articles 6 and 7 of the Optional Protocol.

# **Chapter 3 Understanding and changing these rules**

## **Rule 92 Rule headings**

The rule headings are just to help us find our way round the rules. They do not change the meaning of the rule.

## **Rule 93 Understanding how the rules work**

The Committee can ask other Committees of the United Nations who have the same sorts of rules.

## **Rule 94 Stopping rules for a short time**

Any of these rules can be stopped for a time if two thirds of the Committee votes for it and it is not against the Convention.

## **Rule 95 Changes**

Any of these rules can be changed if two thirds of the Committee votes for it, if everyone has had 24 hours' notice and if it is not against the Convention.

## **Rule 96 Rules on the independence and fairness of members**

The Guidelines on the independence and fairness of members of the human rights treaty bodies (the Addis Ababa guidelines) (see A/67/222, annex I) are a central part of these rules.

## **Rule 97 The way Committees work**

The paper on the way Committees work (CRPD/C/5/4) is a part of these rules and should be read alongside this one.

## Chapter 4 Difficult words

Word	What it means
<b>Accessible</b>	something that is easy to use for persons with disabilities. Such as: <ul style="list-style-type: none"><li>• ramps to get into a building</li><li>• information in easy read or Braille</li><li>• sign language interpreters.</li></ul>
<b>Capacity</b>	being able to make a particular decision or choice at a particular time.
<b>The Convention</b>	this is the Convention on the Rights of Persons with Disabilities by the United Nations. It says what rights persons with disabilities have.
<b>General Assembly</b>	is made up of all States who are members of the United Nations. The General Assembly meets once a year.
<b>Hearing</b>	is like a court. People say what they think happened. They must make a solemn promise to tell the truth.
<b>Issue</b>	this is an important subject or problem to talk about.
<b>Inquiry</b>	asks questions to find out the truth.
<b>Interim measures</b>	things to change or do for a short time.

<b>Issue</b>	an important subject or problem to talk about.
<b>Officers</b>	people with specific jobs on the Committee such as Chair.
<b>Optional protocol</b>	this is a private way someone may contact the Committee without the State knowing.
<b>Rapporteur</b>	a person working for the UN who looks at how well countries are using recommendations from the UN.
<b>Regional organization</b>	some States join together in an organization to work together, like the European Union.
<b>Secretariat</b>	people from the office of the Secretary-General who support the administration and work of committees.
<b>Secretary-General</b>	the head of the United Nations.
<b>Session</b>	a meeting of a group of people. It may go on over a few days
<b>State</b>	a country