

**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.<sup>1</sup>

**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

<sup>1</sup> 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 facts<sup>2</sup> constituting a violation of rights (indicate in particular the place and date of the acts of violation): .....

.....

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

.....

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

.....

Provisions of relevant public laws and international legal instruments<sup>3</sup>: .....

.....

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

.....

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): .....

.....

Documents annexed to the complaints: .....

.....

Suggested action<sup>4</sup>: .....

.....

Place and date: .....

Signature<sup>5</sup>: .....

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

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

<sup>4</sup> 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.

<sup>5</sup> For international organizations, signature of a person empowered to represent the organization.