

Required information for cases sent to the UN Special Rapporteur on cultural rights

Artistic freedom

1. **When and Where.** Date, time and precise location of the incident (country, region, municipality, area).

If applicable indicate whether it is a public or private space (i.e. gallery, museum, theatre, street, cinema, etc)

2. **What happened.** Detailed circumstances of the alleged violation. If an initial event leads to others, describe them chronologically.

In case of general measures such as national legislation or policies, indicate their stage of development and how artists and cultural actors have or will be affected by them.

INFORMATION REGARDING THE ALLEGED VIOLATION

1. Date:

2. Place:

3. Time:

4. The nature of the incident: Describe the circumstances of the incident:

3. **Victim(s).** Name, number and full details about the artist, cultural center or other concerned actor that has been or is at risk as result of alleged fact.

4. **Perpetrator(s).** Information on who allegedly committed the violation. If known, an explanation of the reasons why they are suspected of being responsible.

5. **Action taken by national authorities :** when the authorities are not the perpetrator, has the matter been reported to the national administrative or judicial authorities? If applicable, what actions have been taken by the relevant authorities to remedy the situation?

6. **Action taken by other actors** : Has any legal action been initiated before international or regional human rights mechanisms? What is the state of development of these actions?

6. **Source**: Name and full address of the organization or individual(s) submitting the information. The details about the person or the organization submitting the information is essential in case that the Rapporteur would need clarification or further information on the case. This information is always kept confidential.

Here we have to include information about ARJ as the organization submitting the information but also the information about the original source and who to contact to know more and follow up on the case.

« The information concerning this case was transmitted by X organization that can be contacted for more information (give contact details) »

« ARJ has learnt for X,Y,Z organization, newsletter, etc that... »

Remember : there is only one person at the UN receiving all the information. You should prepare the case to the extent possible so he/she only has to double check the information. Over time when ARJ becomes a fully entrusted case provider, they will consider information coming from us is reliable which entails a responsibility to check our sources.

7. Action requested

Here you can specify what type of action is needed : in general a letter to the authorities. At the end of the year, when the Special Rapporteur presents its report and actions, all cases will be included.

Contact information

Information addressed to the Special Rapporteur should be sent by mail, fax or e-mail to:

Special Rapporteur in the field of cultural rights

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United Nations
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