

THE WORLD ORGANISATION AGAINST TORTURE'S (OMCT)
GUIDELINES FOR THE SUBMISSION OF URGENT APPEALS

QUESTIONNAIRE FOR TRANSMISSION OF A CASE TO OMCT¹

This questionnaire does not replace the more detailed questionnaires drawn up in collaboration with Huridocs

*Missing information must not be an obstacle to transmission of a communication, unless it is essential information**

Minimum elements to be included in the information provided:

Information concerning the victim(s)*

First name(s)* :..... Surname(s)* :

It is advisable to indicate clearly the surname(s) and first name(s). If necessary to facilitate identification, also indicate the pseudonym, if any.

Sex* :

Age :

(date of birth or approximate age – especially vital for cases concerning persons aged under 18)

Nationality :

Specify the nationality or origin, particularly when dealing with refugees, stateless persons, etc.

Type and number of identity document :

Occupation and/or profession* :

Place of residence :

Social ties :

Indicate group, community or ethnic origin, sector or religious group, organisation (trade union, farmer's union, professional association, human rights, etc.), political party or any other body to which the victim(s) may belong.

¹ Cases transmitted by NGOs that are not members of the SOS-Torture network are treated as "bilateral actions" subject to falling within the OMCT mandate.

Information concerning facts or events

Type of violation* :

Torture or other cruel, inhuman or degrading punishment or treatment; forced disappearance, summary execution or extrajudicial killing; detention, etc. A list of the types of violation most commonly dealt with by OMCT is included as an annex to this document.

Circumstances of the events(s)*:

Day, month and year* : **Place of event(s)* :**

Provide indications to enable identification of the place (hamlet, village, town, department, province and state if it is a federated State).

Actual or presumed causes of the violation :

Activities - social, political or other - of the victim(s), family members, group, community, organisation or membership of another body that may be relevant to the case, social-economic context, and the connection of the alleged violation to human rights activities performed by the victim.

Also state whether the victim believes that he/she was specifically targeted because of gender, and specify the reasons behind this conclusions.

Actual or presumed perpetrators* :

Authorities, civil servants, army, police, paramilitary groups and/or private security guards, rebel groups, transnational corporations, involvement of international financial institutions, etc. In the case of army or police, mention, if possible, grade, function, unit to which they belong and the authority in charge.

In the case of arrests and detentions:

- i. Was the victim allowed to meet with family and friends during detention
- ii. Was the victim allowed to meet with legal representation during detention

If the victim was tortured or ill-treated:

- i. Specify the methods of torture or ill-treatment
- ii. Specify purpose of torture or ill-treatment
- iii. Did the victim receive appropriate medical treatment

Precedents* :

Indicate all incidents, similar or not, that the victim(s), family members, friends or members of the group or organisation may have undergone, including, if possible, the same details concerning the perpetrators

Steps taken to solve or obtain clarification of the case

- i. Indicate all the steps undertaken, including complaints filed with the police and justice authorities or steps taken by the authorities themselves, and the results of these steps. If no steps have been taken, state why not;
- ii. Indicate the attitude of the authorities concerning the complaints filed;
- ii. Indicate if the case has been communicated to an international (universal or regional) surveillance body. If so, indicate to which body, date and result, if any.

Intervention requested

- i. Urgent appeal (general public distribution to approximately 90'000 recipients);
- ii. Bilateral intervention (to relevant authorities and in some cases, to international bodies and/or institutions, governments or persons in a position to intervene effectively);
- iii. Communication to all international surveillance bodies which should be informed about the case;
- iv. Assistance to victims (request the special questionnaire).

Authorities with which it is advisable to intervene*

Indicate the name(s), first name(s), function, authority or institution, postal address, fax (with country code for dialling from abroad), e-mail address.

Complementary information

Include all information that you may consider useful for clarification of the basic information.

It is also of utmost importance to inform OMCT of any future developments concerning a case for which OMCT has intervened. For example, deaths in detention, results of trials, releases of detainees, re-appearances of disappeared persons, should all be communicated to OMCT, so that cases may be followed or closed, depending on the developments.

Source of information

Indicate the name of the organisation, address, telephone or fax number and/or e-mail address of the relevant person(s) who should be consulted if complementary information is required. The organisation must be able to obtain such information immediately or in the shortest possible time.

As a general rule, all communications from OMCT include the name of the organisation of origin, except when this would be a risk for the organisation, its members or third parties, such as witnesses. Consequently, it should be clearly stated if the source of the information is to remain confidential.

Please send to :

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