

**ANNEX III**

**STANDARD LETTER SENT BY THE OFFICE OF INTERNATIONAL STANDARDS  
AND LEGAL AFFAIRS TO THE AUTHORS OF COMMUNICATIONS EXAMINED  
UNDER 104 EX/DECISION 3.3**

**CONFIDENTIAL**

...

On behalf of the Director-General, I acknowledge receipt of your letter of ... alleging violations of human rights. Insofar as your communication concerns human rights falling within UNESCO's competence in the fields of education, science, culture or communication, it can be examined under the procedure approved by the Executive Board of UNESCO on 26 April 1978 in 104 EX/Decision 3.3, a copy of which is attached for your information.<sup>1</sup>

It must be stressed that in no case is UNESCO an international court nor can it become one. The rights falling within UNESCO's spheres of competence are essentially the following:

- the right to education (Article 26 of the Universal Declaration of Human Rights);
- the right to share in scientific advancement (Article 27);
- the right to participate freely in cultural life (Article 27);
- the right to information, including freedom of opinion and expression (Article 19).

These rights may imply the exercise of others, the most noteworthy of which are set out below:

- the right to freedom of thought, conscience and religion (Article 18);
- the right to seek, receive and impart information and ideas through any media and regardless of frontiers (Article 19);
- the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production (Article 27);
- the right to freedom of assembly and association (Article 20) for the purposes of activities connected with education, science, culture and information.

In accordance with 104 EX/Decision 3.3, I wish to draw your attention to the conditions governing admissibility, which must be met before UNESCO can take action on your communication. They are listed in paragraph 14(a) of 104 EX/Decision 3.3. In order to enable the Director-General to complete the file on your communication, you are invited to fill in the enclosed form<sup>2</sup> and to return it to UNESCO, duly signed by yourself, as soon as possible.

The allegations should be set out in a concise statement, specifying which of the human rights is/are considered to have been violated and which of UNESCO's fields of competence is/are concerned. The date of the decisions complained of and the authority which took them should be clearly indicated, including, in particular, whatever legal remedies have been used (for instance, recourse to the courts in the country concerned) and the results of such action. There should also be an indication as to whether another international procedure has been used and, if so, before what body, the date on which the matter was referred to it and any results of this procedure.

You will notice that you are asked whether you have any objection to your name being divulged and to your communication being brought to the notice of the UNESCO Executive Board Committee on Conventions and Recommendations, after it has been transmitted to the government concerned.

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<sup>1</sup> This decision is reproduced in Annex I hereto.

<sup>2</sup> The form is reproduced in Annex IV hereto.

Failing an affirmative answer from you on this point, no action on your communication can be taken by UNESCO under the aforementioned decision.

Finally, I would also like to draw your attention to the fact that in the context of this procedure, confidentiality is considered essential to the success of the action of the Executive Board's Committee on Conventions and Recommendations. It is therefore necessary that you maintain the confidentiality of the work of the Committee, including the confidentiality of the submission of your communication.

Please accept ... the assurances of my highest consideration.

Office of International Standards  
and Legal Affairs

**ANNEX IV**

**UNESCO FORM FOR COMMUNICATIONS CONCERNING HUMAN RIGHTS TO BE  
SUBMITTED TO UNESCO**

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**For UNESCO use only:**

**Date of communication:**

**Number of communication:**

**Date of dispatch of this form:**

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**To be filled in by the author of the communication:**

**I. INFORMATION CONCERNING THE AUTHOR**

**Name:**

**First name(s):**

**Nationality:**

**Profession:**

**Date and place of birth:**

**Present address:**

**Address to be used for correspondence (if other than the present address)**

**Indicate, by ticking the appropriate box, in what capacity you are acting:**

- victim of the violation or violations described below**
- representative of the victim or victims of the violations described below**
- person, group of persons or non-governmental organization with reliable knowledge of the violations described below**
- In another capacity. Specify.**

**II. INFORMATION CONCERNING THE VICTIM OR VICTIMS OF THE ALLEGED VIOLATIONS\***

If the author is the victim, tick here and pass directly to Part III.

Give the following particulars for each victim, adding as many pages as necessary.

Name: First name(s):

Nationality: Profession:

Date and place of birth:

Present address or whereabouts:

**III. INFORMATION CONCERNING THE ALLEGED FACTS**

Name of the country considered by the author to be responsible for the alleged violation.

Human rights allegedly violated (refer, if possible, to the Universal Declaration of Human Rights, the International Covenant on Economic, Social and Cultural Rights and the International Covenant on Civil and Political Rights).

Connection between the alleged violation and education, science, culture or information.

Facts of the claim.

**IV. INFORMATION CONCERNING MEANS OF REDRESS USED**

What steps have been taken to exhaust domestic remedies (recourse to the courts or other public authorities), by whom, when and with what results?

Has the matter been submitted to another international authority concerned with protection of human rights? If so, when and with what results?

**V. PURPOSE AND AIM OF THIS COMMUNICATION**

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\*N.B. This information is essential in cases where the communication concerns one or more individuals and specific cases of violation of human rights.

**VI. DECLARATION BY THE AUTHOR**

**Does the author agree to his communication being examined in accordance with the procedure approved by the Executive Board of UNESCO in 104 EX/Decision 3.3 and, in particular, is he willing for his name to be divulged and for the communication to be transmitted to the government concerned and brought to the notice of the UNESCO Executive Board Committee on Conventions and Recommendations?**

**Yes**

**No**

**Date:**

**Name, first name**

**Signature of author:**