Reporting Gender-Based Violence Under CEDAW

Focus on Myanmar
A comprehensive analysis and guide for using shadow and alternative reports to hold States Parties accountable for violations of gender-based violence under CEDAW, with a particular focus on Myanmar.

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Authors’ Note on Terminology

CEDAW shadow reports are defined as reports submitted by non-governmental organizations (NGOs) and other concerned stakeholders to the CEDAW Committee alongside the State’s report. When the State has not submitted a report on time but an NGO or other actor wishes to submit their own in its absence, that report is called an alternative report.

We have mostly relied on the term “shadow report” in this report and all other elements of the Capstone toolkit for ease of reference only.
Project Abstract

Myanmar is currently navigating a tenuous transition to a market economy, democracy and peace after decades of repressive military leadership and civil war. Struggling with high rates of poverty, low regional and international integration and trade and continued ethnic clashes, Myanmar is also considered one of the world’s worst human rights abusers. Repression of women and minority groups, state-sanctioned torture, rape and other sexual and gender-based violence (GBV) are widespread. It is against this backdrop that NGO Gender Group (NGO GG), a Yangon-based NGO dedicated to promoting gender equality within Myanmar society, sought technical and legal capacity building assistance creating and establishing an effective alternative reporting methodology on GBV under the international Convention to End all forms of Discrimination against Women (CEDAW). Using a mixed methodology of comparative literature reviews, desk research and expert practitioner interviews, the Capstone group researched and evaluated best practices for writing CEDAW shadow reports for impact, and designed a series of customized trainings and training aids to express the findings to NGO Gender Group. At the client’s request, significant emphasis was placed on fostering reporting credibility via instruction on safe, effective and ethical gender-based violence data collection. It is hoped that as a result of this Capstone collaboration, NGO Gender Group will be more familiar with and better able to avail themselves of the CEDAW reporting process, and better able to advocate on behalf of survivors of GBV.
Executive Summary

This final report represents just one piece of a broader Toolkit of resources and materials prepared by the Capstone team for NGO Gender Group. It contains the consolidation and analysis of research into the best practices and methodologies of writing effective CEDAW shadow reports and concludes with a list of recommendations for writing such a report specifically focused on GBV in coalition with other organizations. Several appendices and an annex displaying the raw data collected from our initial literature review of existing CEDAW shadow reports are also included.

Besides this final report, the Toolkit contains a series of brief instructional reference guides, which we refer to as “Quick Guides,” several PowerPoint presentations, revisions to the initial surveys NGO GG will use in collecting data, and a sample collection of some of the best shadow reports our review revealed.
Report Methodology

**Phase I: Desk Research & Analysis**
In the first phase of research and analysis, the Capstone team conducted a comprehensive literature review of existing CEDAW reports. Reports were evaluated qualitatively against a series of indicators that included 1) Organization, 2) Persuasiveness, 3) Quality of Citations, 4) Quality of Data and 5) Quality of Writing.

Additionally, the Capstone team conducted a literature review of safe and ethical GBV data collection methodologies, with a particular emphasis on approaches that ensured the physical and mental wellbeing of participants and interviewers. Methodologies that promoted the principle of “Do No Harm” and survivor-centered interactions were prioritized.

**Phase II: In-Country Assessment & Information Exchange**
In the second phase of research and analysis, the Capstone team travelled to Myanmar to meet with the Client and conduct a series of interviews, brainstorming sessions, collaborative trainings and information sharing in order to further assess and respond to Client needs.

**Phase III: Final Research & Review**
In the third phase of research and analysis, the Capstone team reconvened to evaluate the results of Phase I and Phase II. The team adapted existing materials and developed new resources according to the Client needs identified during the field visit and during subsequent follow-ups.
CEDAW Basics: A Refresher

This section provides a basic overview of CEDAW, CEDAW General Recommendations and the CEDAW Committee.

What is CEDAW?
The Convention on the Elimination of All Forms of Discrimination against Women (“CEDAW”), adopted in 1979 by the UN General Assembly, is often described as an international bill of rights for women. Consisting of a preamble and 30 articles, it defines what constitutes discrimination against women and sets up an agenda for national action to end discrimination and violence against women. States ratifying the Convention are required to incorporate gender equality into their domestic legislation, repeal all discriminatory provisions in their laws, and enact new provisions to guard against discrimination against women.¹

What is the CEDAW Committee?
The CEDAW Committee consists of 23 women’s rights experts from around the world. Countries who have become parties to the treaty submit regular reports every four years to the Committee to explain how they are fulfilling their obligations under the Convention. The Committee meets in sessions to review these reports and describes its concerns and recommendations in a list of Concluding Observations. The CEDAW Committee also issues general recommendations on any issues affecting women to which it believes the States parties should devote more attention. General recommendations elaborate more specifically upon these issues and provide more nuanced guidance to States on how to better adhere to both the spirit and the letter of the Convention.²

How Do General Recommendations Work?
General Recommendations are designed to help States parties interpret and actually apply the terms of the Convention in practice as well as offering further guidance on how to report on their compliance with the treaty. They do not carry the same binding force as the terms of the Convention itself, but are a critical source from which to draw more specific guidance on exactly what obligations States parties maintain under the convention.³

What is the CEDAW Optional Protocol?
An optional protocol to the Convention was adopted in 2000 establishing inquiry and complaint mechanisms. ⁴ It allows individuals to bring specific complaints of violations to the attention of the Committee, and permits the Committee to conduct investigations into grave or systemic abuse. Not every country that is party to CEDAW has signed onto the optional protocol, as is the case with Myanmar. ⁵

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GBV Under CEDAW

This section provides a legal overview of how NGOs can incorporate GBV into their shadow reporting based on the specific terms of the Convention and its General Recommendations. Reference this section when considering how to frame the legal arguments that support your shadow report, always tying them back to the Convention.

Follow-up with this other item from the Toolkit:
- GBV Under CEDAW & Using CEDAW for Impact (Presentation)

CEDAW, GBV & General Recommendations
Gender-based violence is not specifically mentioned in the original text of the CEDAW convention. It has however been the subject of many general recommendations issued by the CEDAW committee, which has made clear that it constitutes a form of discrimination against women. As of 2015, the Committee has made 30 general recommendations, at least six of which mentioned gender-based violence specifically.

General Recommendation #12 (1989 – Violence Against Women)\(^6\)
General Recommendation #12 encourages States parties to include information regarding any domestic legislation that may or may not be in place to protect women from violence, what support services may exist for women who are survivors of aggression or abuse, statistical data on both the incidence of gender-based violence and on the women survivors themselves.

General Recommendation #19 (1992 – Violence Against Women)\(^7\)
General Recommendation 19 represents the largest and one of the most significant discussions of gender-based violence under CEDAW ever issued by the Committee. Following up on their recommendation that States parties simply report more specifically about GBV in their periodic reports, (GR #12), this time the committee declared that, “Gender-based violence is a form of discrimination that seriously inhibits women’s ability to enjoy rights and freedoms on a basis of equality with men.”\(^8\)

\(^7\)Ibid.
\(^8\)CEDAW General Recommendation #19, RefWorld, http://www.refworld.org/docid/52d920c54.html
It clarified that, “The Convention in article 1 defines discrimination against women. The definition of discrimination includes gender-based violence, that is, violence that is directed against a woman because she is a woman or that affects women disproportionately. It includes acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion and other deprivations of liberty. Gender-based violence may breach specific provisions of the Convention, regardless of whether those provisions expressly mention violence.”

It emphasized that women experience violence at the hands of the government and by private actors, noting that States may also be responsible for private acts if the State fails to prevent, investigate, punish and/or remedy them when they occur. This provides some of the strongest language

GR #19 is organized according to specific CEDAW Articles much the same way NGO shadow reports can be organized.

General Recommendation #21 (1994 - Equality in Marriage & Family Relations)

The Committee reaffirmed its emphasis on gender-based violence with this recommendation by referencing the earlier GRs.

General Recommendation #23 (Political & Public Life)

The Committee reaffirmed its emphasis on gender-based violence with this recommendation by referencing the earlier GRs.

General Recommendation #24 (Women & Health)

Specifically referencing Article 12 of the Convention and noting that gender-based violence is a critical health issue for women, GR #24 asks States parties to ensure

(a) “The enactment and effective enforcement of laws and the formulation of policies, including health care protocols and hospital procedures to address violence against women and abuse of girl children and the provision of appropriate health services;”

(b) “Gender-sensitive training to enable health care workers to detect and manage the health consequences of gender-based violence;”

General Recommendation #30 (Women in Conflict Prevention, Conflict and Post-conflict Situations)

Ibid.
Ibid.
Ibid.
Ibid.
Ibid.
Ibid.
Specifically concerning Articles 1-3 & 5(a) of the Convention, GR #30 recommends that States parties prohibit all forms of GBV with zero-tolerance policies and develop gender-sensitive methods for responding to instances when they occur.

**The Intersection of CEDAW, GBV & SCR 1325**

Adopted unanimously in 2000, United Nations Security Council Resolution #1325 on women, peace and security (UNSCR 1325) requires all UN Members States to uphold and respect women’s rights before, during and after hostilities, and throughout peace negotiations and reconstruction. UNSCR 1325 has four “pillars” that support its goals: Participation, Protection, Prevention, and Relief and Recovery. It calls upon States and involved parties to increase women’s participation in all levels of decision-making, to end impunity for war crimes including sexual and gender based violence, to respect the civilian and humanitarian nature of refugee camps, and to increase technical, logistical and financial support for gender sensitive training. UNSCR 1325 helps to expand the scope of CEDAW’s application by highlighting its relevance to all parties in conflict and in peace. NGOs can draw upon this landmark resolution in conjunction with CEDAW General Recommendation #30 when reporting on women’s involvement in conflict and reconciliation processes.

GBV Under Myanmar Law

This section provides an overview of existing legal frameworks related to GBV in Myanmar, mention of which should be incorporated into any CEDAW report on GBV. Next, it provides useful examples of ways national NGOs in other countries and international NGOs have effectively framed existing legal frameworks within their own shadow reports. Reference this section when introducing international treaties and domestic laws combating violence against women in Myanmar.

It is important to understand and reference existing legal frameworks – national, regional and international – in order to monitor their implementation and hold states accountable.

Myanmar is party to several international treaties that require the prohibition of violence against women. It ratified CEDAW on 22 July 1997 and submitted its initial report in 2000.\(^\text{16}\) Myanmar is also a signatory of the Universal Declaration of Human Rights (UDHR) and the Beijing Declaration and Platform for Action and party to the Convention on the rights of Children (CRC). It has committed to the Millennium Development Goals (MDGs), was a participant at the 1994 International Conference on Population and Development (ICPD), and is a member of the ASEAN Committee on Women and Children (ACWC).

Myanmar does not have specific domestic legislation against GBV, although there are sections of the Penal Code containing provisions for crimes against women including rape, abuse and seduction of and sex with under-age women. Spousal rape is not considered a crime unless the wife is younger than 14 years old. Article 375 of the Myanmar Penal Code prohibits rape and Article 376 allows the courts to sentence convicted rapists to life in prison. However, Women’s League of Burma believes that “the domestic laws prohibiting rape [are] limited [and] extremely outdated.”\(^\text{17}\)

Human trafficking of women is another major issue. The Myanmar government made trafficking a national cause starting in 1997. The “Anti Trafficking in Persons Law” was enacted on 13 September 2005.

\(^\text{17}\) “Same Impunity, Same Patterns,” Women’s League of Burma (WLB), Jan 2014, p.25.
An analysis conducted by Gender Equality Network (GEN) reveals that many of the laws are not compatible with CEDAW. While the 2008 Myanmar constitution guarantees women’s equality, it does not satisfy CEDAW requirements to also define and prohibit direct and indirect discrimination against women. GEN has contributed to the National Strategic Plan for the Advancement of Women, 2013-2022 (NSPAW) and developed an inclusive drafting process for the anti-violence against women law. The NSPAW outlines action for advancement of women in 12 priority areas. It aims to provide the basis for capacity development and policy and program formulation across the different sectors of government.

Many NGOs around the world choose to discuss the local legal frameworks as it pertains to the issues in their own shadow reports, commenting on what still needs to be improved. The example below shows how the legal framework addressing GBV issues is presented in an Iraqi shadow report.

**Chapter I: Reservations**

Iraq still has reservations concerning Article 2 of CEDAW, with both its clauses (f - g), even though the 2005 Iraqi Constitution approved the principle of equality before the law and ensured equal opportunities without discrimination in articles 14 and 16.

**Chapter II: Harmonization of CEDAW into National legislation**

**Article 41 contradiction with Article 14 of the 2005 Constitution**

Article 41 of the Constitution sets legal grounds for inequality, and is completely inconsistent with the text of Article 14 of the Constitution, which emphasizes equality before law with no discrimination based on gender.

**Chapter III: Strategies and Laws to Combat Violence against Women**

The Government has taken a positive step, ratifying the National Strategy to combat violence against women in March 2013, written with the participation of CSOs, but it did not allocate the necessary resources in the budget for 2013 so far.

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**Iraqi Women in Armed Conflicts And Post Conflict Situation**

Shadow Report submitted to the CEDAW Committee at the 57th Session pp. 36-42

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Available Data on GBV in Myanmar

This section provides an overview of existing research on GBV in Myanmar, and ways NGOs in other countries have used existing research from various sources in their own country in their own shadow reports. Reference this section as a primer before conducting new research to get a better sense of what data already exists.

Follow-up with this other item from the Toolkit:
- Existing GBV Research in Myanmar (Document Repository)

Gender-based violence is a serious social and humanitarian issue in Myanmar. Both qualitative and quantitative surveys have been conducted in attempts to determine an accurate picture of the GBV situation in Myanmar. This section will summarize notable existing studies on GBV in Myanmar and will also provide some examples of how NGOs in other countries have used both types of data in their shadow reports.

The existing research on GBV should provide the basis upon which any additional research and data will be collected to avoid duplication, and in order to leverage evidence that has already been collected. This is particularly true in cases where there are limited resources and capacity to conduct extensive additional research. Existing research can serve as a valuable tool in addressing gaps or inconsistencies with what was provided in the government reports.

Domestic violence
The term ‘domestic violence’ includes violence against women perpetrated by an intimate partner or other family member(s), whether this violence occurs within or beyond the confines of the home.  

GEN recently released the findings of their GBV study in “Behind the Silence: Violence Against Women and their Resilience, Myanmar.” According to their research, more than half of the women across their survey samples experienced intimate partner sexual violence or marital rape. And in the interviews with 38 victims, all women claimed

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21 Ibid., p. 32
that they have experienced more than one type of violence, including physical, economic, emotional and sexual violence.\textsuperscript{22} Palaung Women’s Organization’s study “Voices for Changes: Domestic Violence and Gender Discrimination in the Palaung Area,”\textsuperscript{23} reveals several astonishing facts about domestic violence in the area of Paulang. For example:

- 90% of the respondents had experienced or seen physical violence within families in their community, and 62% claim to experience or witness physical violence within the family on an almost daily basis.
- 75% of the respondents claimed that domestic violence is more common in poorer families and communities, compared with richer and better-educated families. (This shows that the data could be analyzed by breaking down in terms of different indicators, such as age, marital status, income, education level or rural/urban, etc. So it’s important to collect demographic information of the respondents when you conduct interviews.)
- Though prevalence and incidence are high, 81% of the participants believed that domestic violence could be solved with the help of friends and relatives.
- The study concludes that domestic violence and gender discrimination in Palaung Community could be attributed to several factors, including lack of legal protection, government failure to raise awareness of women’s rights, economic crisis and unemployment.

**Sexual Violence**

Sandra Htar’s report, “Support for intimate partner and sexual violence female survivors: Situation analysis of services VAW,” highlights ways to prevent violence against women (VAW) and ways to provide support for survivors.\textsuperscript{24} She focuses on three prevention measures\textsuperscript{25} addressing violence against women:

- Primary prevention – to stop VAW before it occurs (e.g. eliminating gender inequality)
- Secondary prevention – to reduce the risk of revictimization (e.g. first-line medical care, counseling, legal assistance, crisis accommodation, safety planning or the arrest of perpetrator)
- Tertiary prevention – long-term rehabilitation

**State-Sponsored Sexual Violence**

\textsuperscript{22}Ibid., p. 25.
\textsuperscript{24}Sandra Htar, “Support for intimate partner and sexual violence female survivors: Situation analysis of services VAW,” 2014.
\textsuperscript{25}Ibid.
CSOs have documented high prevalence rates of VAW in conflict-affected areas of Myanmar. Women’s League of Burma (WLB) has been focusing on the ongoing use of state-sponsored sexual violence in Burma’s ethnic communities and has published two reports “If They Had Hope, They Would Speak,” and, “Same Impunity, Same Patterns.” Their research is based on 104 documented cases. However, they believed that this number only reveals “the tip of the iceberg” as violence against women in conflict zones is not random but rather widely and systematically used. They call for the adoption of new laws and increased government accountability and responsibility for human rights abuses.

**Sexual Harassment**
A huge literature gap exists with regard to data on sexual harassment in Myanmar. Nilar Kyu and Atsuko Kanai conducted one of the only such studies, called “The Prevalence, Antecedents and Consequences of Sexual Harassment in Myanmar Workplace.” Kyu and Kanai carried out their surveys by sampling women working in universities, government and the private sector, concluding that, “over half of all female workers have experienced at least one incident of harassment during their working life.” They also explored the outcomes of various types of sexual harassment and the survivors’ coping responses.

**Cross-Border Trafficking**
Over 120,000 internally displaced persons (IDPs) have fled to the Burma-China border since 2011 in an attempt to avoid local violence. These civilians, especially women, are extremely vulnerable to sexual violence, rape and trafficking. A recent research project conducted by Erin Kamler focused on the rise of trafficking issues across the Burma-China border and presented analysis from the perspectives of both survivors and community members:

- Trafficking survivors – According to these survivors, the increasing number of trafficking cases are mainly due to demand from China. They face stigma upon return to Myanmar.
- Community members – Women’s activists and KIA soldiers identified gender discrimination, lack of legal protection (handled with customary law instead of formal law), and weakness in government collaboration as key factors leading to a worsened situation of cross-border trafficking.

Kachin Women’s Association Thailand (KWAT) has documented trafficking across the Burma-China borders for years. Their findings are presented in two reports, 1)

26 Ibid., p.4.
27 “Same Impunity Same Patterns,” Women’s League of Burma (WLB), January 2014, p.10.
29 Ibid., p. 220.
Driven Away: Trafficking of Kachin Women on the China-Burma Border, which is based on 63 cases during 2000-2004, and 2) “Pushed to the Brink: Conflict and Human Trafficking on the Kachin-China Border,” which includes 24 cases gathered from Kachin IDP camps during 2011-2013.31

According to Driven Away, trafficking is mainly attributed to three reasons: poverty and unemployment, state drug eradication policies, and denial of the right to education. The study also analyzes the challenges faced by women after return, such as community pressure and a lack of support. Pushed to the Brink focused on the breakout of conflict between the Myanmar Army and ethnic armed groups since 2011 and how the conflict and resulting displacement are exacerbating cross-border trafficking.

Good Examples of How to Use Existing Research

Studies from human rights international organizations. The United Nations Office of the High Commissioner for Human Rights (UNOHCHR), the United Nations Population Fund (UNFPA), and Amnesty International, etc., are widely cited in NGO shadow reports. The following examples are from a shadow report of the Democratic Republic of Congo (2013).32

For example, despite investigations into rape and other acts of sexual violence committed by at least 100 FARDC soldiers who attacked Kalambahiro and Bushani villages in North Kivu province, between 31 December 2010 and 1 January 2011, no trial has taken place to date.

------See MONUSCO and OHCHR report

Under DRC law, when a State agent has been convicted, the State can be held responsible in solidum and if the perpetrator is indigent the State must pay the compensation awarded to the victim. While cases of prosecution have been heralded as successes in the fight against sexual violence, to date none of the judgments passed have been enforced with regard to reparation awards.

------See Amnesty International report

Research from local or national level authorities. Since it’s not always possible for NGOs to conduct nationwide investigation, statistics and research findings provided by local or national level authorities could be cited as evidence to support their arguments. The following segment from a Malaysian NGO Shadow Report sets a great

31 “Driven Away,” and “Pushed to the Brink,” http://www.kachinwomen.com/kachinwomen/publications/reports
example by using domestic violence data from the Ministry for Women, Family and Community Development combined with their own research.

The conclusion that “Most women who fled their home and sought shelter...” is derived from number of the cases received by Women’s Aid Organization, the coordinator of this shadow report.

Domestic Violence
Women are more likely than men to be victims of domestic violence which is a gross violation of fundamental human rights, the right to life, personal security and safety, to be free of degrading and inhumane treatment and to be free of torture. In Malaysia, husbands or boyfriends physically beat approximately 1.8 million women or 39% of women above the age of 15 years. Most women who fled their homes and sought shelter at the Women’s Aid Organisation (WAO) were victims of domestic violence. In the year 2003, there were 2,555 cases of domestic violence reported to the police, 636 cases reported to the department of social welfare and 165 cases reported to the Ministry.

The numbers of domestic violence are calculated based on the cases reported to the police, the Department of Social Welfare and the Ministry for Women, Family and Community Development.

Data from medical facilities. Another example is also from an Iraqi shadow report (2014), which uses a survey issued by the Ministry of Planning and the Ministry of Health. Surveys and reports from medical facilities are one of the key sources when doing research on prevalence/incidence of violence against women.

a. Survey of the Integrated Social and Health Situation of Iraqi Women (I wish 2011) issued by the Ministry of Planning - Central Bureau of Statistics, in cooperation with the Bureau of Statistics of Kurdistan - the Ministry of Health:

6. According to the report; there is a lack of awareness on the right concept of violence against women, it is noted that the understanding of Iraqi women to violence is different from the international definition of violence against women, as most women in Iraq agreed that the economic deprivation, denial of the exercise of the rights to communicate with family, the denial of right to education and the right to work constitute violence against women, whereas most women don’t consider the deprivation of political participation, must know the wife activities all times, beating the girl if she misbehaved and obtain permission before traveling are cases of violence against women.
The statistics by one of the women's organizations in Egypt indicate that:

- 62% of men interviewed by the center admitted that they had sexually harassed a woman once or more.
- 69% of harassment cases occur on the street.
- 42% of harassment cases occur in public transport
- 20% occur on the beach
- 6% occur in workplace

— Shadow report on the status of Egyptian women in matters of personal status and forms of violence against women according to CEDAW Convention by CEWLA Foundation (2009)

Online Surveys

In a weekly referendum conducted by the website (Arab Net) in August 2008, opinions of readers were divided regarding the reasons why women are sexually harassed in public places. A total of 25,072 votes, including 48.7% put the responsibility on girls who are indecently dressed. 48.2% of the votes attributed the reason to lack of deterrent laws for the perpetrators of an act of sexual harassment.

— Shadow report on the status of Egyptian women in matters of personal status and forms of violence against women according to CEDAW Convention by CEWLA Foundation (2009)
Survey of CEDAW Reporting Guides

This section synthesizes the most useful tips and suggestions for writing an effective CEDAW shadow report according to a survey of existing CEDAW shadow report guides. Reference this section when planning, organizing and writing your shadow report.

Follow-up with these other items from the Toolkit:
- Further Resources & Guides for Writing a Shadow Report (Quick Guide)
- How to Use the OHCHR Website (Quick Guide)
- Team Collaboration (Quick Guide)
- CEDAW Shadow Reports: Good and Bad Practices (Presentation)
- Sample Collection of “Good” Shadow Reports

This survey is an amalgamation and distillation of several resources on how to prepare an effective CEDAW Shadow Report. Although the following guidelines are avowed good practices, authors have considerable liberty to deviate from these suggestions.

It must be noted that any differences in expert opinions regarding formatting and structure have been reconciled by giving precedence to the International Women's Rights Action Watch Asia Pacific (IWRAW) report (refer to the Capstone Quick Guide “Further Resources & Guides for Writing a Shadow Report”) which is authored in consultation with persons who have previously served on CEDAW committees.

I. General Guidelines

Structure
- Organize the report according to the CEDAW articles, following the structure of the official report, for ease of use and reference.
- Under the relevant article, identify and organize all the topics that are relevant.
- If a particular subject seems to be relevant to more than one Article, choose the most appropriate Article and categorize it under that, making a special note of the other relevant Articles.
- Use hierarchical organization: arrange the report by using broad topics, followed by narrow subheadings.
Citation

- The burden of proof rests with the author; emphasize the credibility of your narrative.
- Specify the methodology used, especially when making a claim that contradicts the government narrative and when presenting data.

Coherent Narrative

- Context/Background: assume that the reader knows nothing and provide enough contextual and background information for anyone who may not be entirely familiar with the history or current socio-economic and political situation of the region you are writing about.
- Recommendations: prepare concise, actionable, relevant recommendations that the government (or other actors) can take up to improve the situation. Even if you do not have a concrete recommendation, acknowledge that some action needs to be taken to address an issue/situation.
- Use and highlight case studies and interviews to substantiate your narrative, where possible.
- Repetitive headings: use similar subheadings under each article (where possible) to make it easy to navigate your report and to emphasize key points.
- Be specific: write individual paragraphs to address each issue/subject.
- Explain the meanings of terms that may be unfamiliar to the reader: it is useful to have a glossary, but you may briefly explain word-meanings within the text itself.

Comment on Government CEDAW Obligations

- CEDAW obligations vary depending on whether a government is a signatory or has ratified the convention, and depending on the reservations (exceptional clauses) they have identified.
- Mention the government mechanisms that exist, or lack thereof, to address the issue at hand.
- Address the Reservations, as identified by the government, and make an argument for Withdrawal, where applicable.
- You may choose to paraphrase the substance of the government CEDAW report, or highlight critical differences with the shadow report, under each Article.

Formatting

- Maintain consistency in fonts and font size.
- Length: when submitting a report as an individual organization, 10 pages is the recommended maximum limit. When submitting as a coalition of multiple NGOs, the report can be longer.
• Maintain consistency in language or “narrative voice” – especially when jointly authoring a CEDAW shadow report, ensure that one lead editor finalizes the end product.
• Write small, concrete paragraphs and avoid long, undifferentiated text.
• Be careful about using highlighting and other formatting tools: do so sparingly, in order to maximize the impact of a few key points.
• Insert a Table of Contents and Page Numbers to make the report reader-friendly.

**Visual Aids**
• Visual aids (e.g. graphs or charts) are useful in identifying and recording trends or chronological sequences.
• They may be used to compliment the text and make a profound statement of the big picture.
• Ensure that the report is professionally translated into English, as errors may take away from the overall impact.

II. Specific Guidelines for Reporting on GBV

**Case Studies**
• Trace the role of government laws and policies.
• Make an analytical link to your stated position, in the context of government action (or inaction).
• Ensure that your case studies do not contradict your analysis.
• Be careful about your methodology and ensure accuracy at every step. Establishing and maintaining credibility is absolutely essential in CEDAW shadow reporting.

**Statistics**
• Statistics may be useful in articulating change over time or presenting comparisons.
• They may be used to emphasize or compliment your evidence and analysis.

**Statement of Obstacles or Challenges**
• Make a note of the challenges or obstacles that prevent progress under each article.

**Identifying Types of GBV**
• Mention each relevant type under the relevant Article (while identifying and noting all other relevant Articles.)
• You may mention the same issue under two separate Articles where appropriate (e.g. rape may be recorded multiple times, under domestic violence and again under military oppression, and so on.)
• When reporting on a particular issue, make a note of other economic, social and cultural factors that may exacerbate this form of discrimination.

**Legal Aspects**
• Where possible, emphasize and articulate violations and discriminatory or inefficient legislation and regulations. Such analysis is useful to the committee and will help inform shadow report recommendations

**Recommendations & Questions**
• Make it easy for the CEDAW Committee! Draft recommendations so that the committee may include them when preparing their List of Observations to the State CEDAW report.
• Frame questions for the government that the committee may address during the session.

### III. Writing a CEDAW Shadow Report in Twelve Steps

**Step 1: Create a Timeline**
From the moment you decide to author a CEDAW shadow report, create a timeline for the following steps.

**Step 2: Identify your Mission**
The style and content of your report will vary slightly according to your stated mission. To write a coherent and impactful report, it is important to identify and articulate your mission. This may encompass one or more of the following:
• Monitoring and assessing the government track record;
• Raising awareness and building political pressure through publicity;
• Highlighting best practices that NGOs can use to advocate for further action.

**Step 3: Strategize and Prioritize**
Keep in mind your unique challenges and limitations. Decide whether you will be authoring a comprehensive and detailed report on a particular issue, or a selective report highlighting only a few key issues.

**Step 4: Allies**
• Jointly authored reports are often more impactful as the CEDAW Committee is often overwhelmed with reports. Therefore, to maximize your impact and minimize overlap, consider forming an alliance with other NGOs to author a single, compelling report.
• Clarify each organization’s role in creating the shadow report: identify the expertise of each organization and delegate, rather than duplicate work.
**Step 5: Gather Documentation and Evidence to Support Your Mission**
- Present a critical, unbiased analysis of your data.
- Focus on ethics and confidentiality.
- While processing data, be aware of other treaties besides CEDAW that may be useful advocacy platforms.

**Step 6: Obtain the State Report**
- Carefully review the State Report in order to identify gaps and areas of concern so that you may effectively address them in your shadow report.

**Step 7: Read Previous concluding observations**
- Obtain a copy of the CEDAW Committee’s previous concluding observations, so that you may analyze where the State has taken adequate action to address the issues highlighted therein since the last State review.

**Step 8: Timing the Report**
- To have maximum impact, an NGO must try and submit a first draft of the CEDAW shadow report at the time of the Pre-Session of the CEDAW committee, so that initial observations and recommendations may be included in the Committee’s questions to the State delegation.
- The Final Report must be submitted well before the Committee meeting, so that all members have had a chance to read, examine and reflect on the report.

**Step 9: Submission**
- 40 printed copies must be submitted to the UN CEDAW offices.
- Alternately, the report may be submitted electronically to IWRAW, so that they may send printed copies to all members of the committee.

**Step 10: Participate in the Review Process**
- NGOs are invited to participate in the formal review process during the Committee sessions. The timetable is usually announced at least three months in advance.

**Step 11: Accountability and Follow Up**
- The State reporting process may follow a 4-8 year cycle, so NGOs play a vital role in keeping the government accountable to the CEDAW obligations
- Determine a strategy to follow up after the Committee submits its final recommendations.
- Use other mechanisms, outside of CEDAW, to follow up on your stated mission.

**Step 12: Optional Protocol**
• If and/or when Myanmar signs and ratifies the Optional Protocol, consider if there are any appropriate complaint actions that can be pursued to follow-up on the report and seek accountability for specific violations.
Key Reminders

This section highlights some key trends identified during the survey of existing CEDAW shadow report guides. Use this section as a final reminder to make sure that your shadow report includes the most important aspects of recommended content and formatting.

Follow-up with this other item from the Toolkit:
- The Do’s of CEDAW Reporting (Quick Guide)

From the extensive survey of CEDAW shadow reports that was conducted, some clearly important patterns emerged. The best, most quoted, and seemingly effective reports (the ones cited by concluding observations) seem to follow the recommendations mentioned above. They have been written well and make appropriate, specific and measurable recommendations.

Proofread and Acknowledge Contributors
When reports are submitted as a coalition, as CAM intends to do, there is a higher risk of formatting and language issues. This points to the need to have multiple proofreaders and close cooperation by all parts of the coalition. Additionally, some coalitions make a point of specifying, either in their introduction, or on the table of contents, what sections, studies, or general contributions the different organizations in the coalition have provided. You may want to thank specific individuals, or organizations that helped with the process, like the main editor, translators, coordinators or those who have contributed in specific and important ways to the project.

Use Your Strengths
The most important point, however, is that there is no defined, required way to create an effective and impactful CEDAW shadow report. While CEDAW shadow reports have many similarities, many of them are also very different and play to the organization’s knowledge and strengths. It is important that the organization presents a clear picture of the issues in their country. Make sure you write about what you know best while also utilizing local expertise, and suggest clear, appropriate, and measurable recommendations for the committee. The power of the shadow report comes from the recommendations the organizations make and the local knowledge they provide to the CEDAW Committee.
Safe & Ethical GBV Data Collection

A shadow report on GBV can be improved with the inclusion of primary research and original data. Reference this section throughout the data collection process to ensure that data is collected safely, ethically, and effectively. Follow-up with the “Revised Surveys,” “Interview Reminders,” Quick Guide and “Research Methodology and GBV” presentation found elsewhere in the Toolkit.

Follow-up with these other items from the Toolkit:
- Revised Surveys for Data Collection: Focus Group Discussions
- Revised Surveys for Data Collection: In-Depth Interviews
- Revised Surveys for Data Collection: Key Informant Interviews
- How to Conduct a Successful Interview (Quick Guide)
- Data Analysis (Quick Guide)
- Research Methodology and GBV (Presentation)

Data Collection and GBV-Specific Considerations

I. General Data Collection
The following section describes how to create a survey design plan, including the types of data that can be collected, and recommendations for how to collect each.

A methodology for data collection must contain a design plan to achieve the research objective. The first step is to clearly define the research objective and to establish clear, operational definitions of concepts and terms. Limitations need to be discussed at the beginning of the project to ensure that the remainder of the plan is realistic. Given the objective, the appropriate data collection methods and respective tools should then be devised (e.g. focus groups, individual surveys, interviews, etc.), followed by a plan to analyze the data. Lastly, a timeline should be established for the entire project and the budget projected.33

When designing a survey or an interview, one should define the objective of the research. Determine who should be targeted; use clear and unambiguous language; keep questions to a minimum; obtain consent to perform the interview or distribute the survey; maintain confidentiality of those providing responses to ensure the most thoughtful and complete responses are provided; arrange questions in a logical order so that they are grouped into coherent sections and transition well; and determine how the data will be analyzed and how the information will be used. For interview design specifically, interviewers and the setting/location of the interviews must be chosen wisely to ensure comfort of participants; body language that is open, welcoming, and supportive should be encouraged; and open-ended questions are suggested to allow for in-depth responses.

Data Type
You can focus on collecting and utilizing quantitative and/or qualitative data. Generally, both are useful in CEDAW shadow reports.

Methods for collections
- Questionnaires – to collect standardized data from a large number of people
- Individual interviews
- Focus Groups
- Direct observation

Quantitative Data (Numbers)
Pros
- More reliable and objective
- Can use the statistics to generalize a finding
Cons
- Less detailed

Qualitative Data (Narratives)
Pros
- Information is richer, allowing audience to connect with the experiences
- Deeper insight into the study
Cons
- Time consuming to collect
- Smaller samples as one narrative cannot represent the prevalence across regions/countries
- More expensive to collect

Recording Data – Hard Copies

35 Ibid.
Recommendations for proper hard copy data collection include using waterproof black indelible ink; entering data into a bound notebook with numbered pages to ensure no data is lost; and initialing and dating any data that is crossed out to ensure that no data is either erroneously or maliciously removed.\textsuperscript{36} To ensure proper management of the records, the data collection team should check for the presence of all notebooks and records before leaving the field and when returning from the field; store the data in a safe, locked place; and make two copies of all forms, e.g. another hard copy or by scanning the hard copy into an electronic format.\textsuperscript{37}

\textbf{Data Collection Methods}

\textit{Focus Group Discussions}\textsuperscript{38}
Focus Groups are sometimes used to collect data across masses. This is useful when there are limited resources (time, manpower, finances) to collect data and can provide greater insight from responses, as supportive and encouraging group dynamics may be developed. A sample size of 6-10 people is recommended with members of a group sharing something in common. Several groups should be used to get a more objective and macro-level view of the situation.

\textit{Interviews}\textsuperscript{39}
When preparing for an interview, it is important to choose a non-distracting location, inform participants as to the purpose of the interview and the approximate length of the interview, obtain permission to record responses, and provide contact information for respondents to reach out to the interviewer if desired. Questions should address: background/demographics, behaviors, opinions/values, and knowledge, beginning with factual questions and moving into more personal, controversial matters later in the interview. It is recommended to end an interview with an open-ended question allowing respondents to provide any additional information they prefer to share. Interviewers should only ask one question at a time, attempt to remain neutral to responses, listen actively with responsive body language and affirmations “okay”/“uh-huh”, and verbally explain when there is a transition between topics to create a smoother interview.

\textit{Data Analysis}

\textsuperscript{37} Spruce, Data Collection Guide – Hardcopy Forms, https://mnspruce.ornl.gov/sites/default/files/DCG_Hardcopy_Forms_20100427.doc
\textsuperscript{38} University of Surrey, http://libweb.surrey.ac.uk/library/skills/Introduction%20to%20Research%20and%20Managing%20Information%20Leicester/page_56.htm
\textsuperscript{39} James Shepherd-Barron, “Professional Survival Solutions”, Chapter 7 Managing.
Quantitative data can be analyzed using statistical tests comparing the difference between variables or by counting variables (frequencies of variables), represented by proportions and displayed with graphs and tables.  

Qualitative data should first be recorded immediately upon obtaining it, and later analyzed and consolidated into just what is meaningful and usable while still accurate. Then patterns can be identified and data grouped into themes, which may or may not be directly relevant to the research objective. Such data may be displayed in graphs, tables, matrices or in writing.

II. GBV-Specific Data

The primary considerations when collecting GBV-related data are “do no harm” and “survivor-centered care.” When survivors are interviewed (or potential survivors), questions must be asked in a sensitive manner which requires interviewers to be trained with the skills to ask the questions in a non-judgmental way, to offer support during the interview, and be able to end an interview if safety (physical or psychological) becomes an issue. Additionally, to ensure that no harm is done to survivors during this process, their participation must be voluntary. Survivor-centered care ensures that every decision made during this process considers the effects on survivors and how to ensure the best care for survivors. Survivors should not be interviewed unless the data cannot be acquired any other way, as interviews can often prove triggering or traumatic despite even with the best precautions.

If safe and ethical guidelines are not followed, even with good intentions, collection of GBV data can result in causing harm to survivors. If survivors are presently in an abusive relationship or if their perpetrators have access to survivors, then perpetrators may opt to retaliate against the survivor for their participation in such a survey. This is why confidentiality is of such importance. In addition to the safety concerns associated with conducting such surveys, survivors may be emotionally triggered by discussing GBV and without proper support during an interview and follow-up care, they may experience severe psychological distress. For these reasons, understanding the following best practices for GBV data collection methodology are of grave importance.

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40 University of Surrey.  
http://libweb.surrey.ac.uk/library/skills/Introduction%20to%20Research%20and%20Managing%20Information%20Leicester/page_76.htm  
41 University of Wisconsin-Extension, “Analyzing Qualitative Data,”  
http://learningstore.uwex.edu/Assets/pdfs/G3658-12.pdf  
42 Replicating the UN Multi-Country Study on Men and Violence: Understanding Why Some Men Use Violence Against Women and How We Can Prevent It: Ethical and Safety Guidelines for Research on Gender-Based Violence, Partners for Prevention: A UNDP, UNFPA, UN Women, and UNV Regional Joint Programmed for Gender-Based Violence Prevention in Asia and the Pacific,  
http://www.partners4prevention.org/sites/default/files/ethical_and_safety_guidelines_for_research_with_men_final.pdf  
43 WHO Ethical and safety recommendations for researching, documenting and monitoring sexual violence in emergencies, WHO,  
importance. The following elements demonstrate the global best practices to ensure these considerations.

**Consent and Confidentiality**

By far, the most emphasized factors to ensure safe and ethical data collection of GBV data were to receive informed consent from participants and to ensure maintaining their confidentiality. Individual consent must be received before an interview begins, including informing participants as to the reason for the interview, the nature of the questions, their option to refuse to participate (at the beginning or at any point during, including skipping questions), and ensuring options other than a written form requiring a signature are available for illiterate participants (sometimes it is safer for interviewers to sign that they received verbal consent from participants). Confidentiality must be maintained at all times. Standard Operating Procedures (SOPs) should be developed (especially if data collection is executed across multiple agencies) to ensure that data is collected and stored in manners that maintain participant confidentiality. In certain contexts, this will require interviewers disclosing mandatory reporting laws to participants prior to interviews so that confidentiality may be legally maintained. Some systems have been designed to not record names but instead identify households with a unique code, where the code key is kept separately from the questionnaires (allowing for the destruction of the household code list upon completion of the data collection); relatedly, an important point to maintaining confidentiality is to store all records in locked files in safe locations. Finally, reporting of data must be aggregated sufficiently so that no one individual could be identified.

Confidentiality can be difficult to obtain, especially in the context of Myanmar where focus group convenings are often arranged by community leaders who remain present during discussions. Some ways to mitigate these concerns are to: make clear to participants that their participation is voluntary and that they should not feel pressured to respond to any questions; work with community leaders to ensure that individuals asked to participate in group discussions do not face any consequences for not participating; and offer individuals the option to write down some responses or give them the opportunity to follow up with an organization to provide more data in a manner that maintains their confidentiality. If confidentiality cannot be ensured,

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44 Ibid.
46 Ibid. WHO
47 Ibid.
48 Ibid. Partners for Prevention
49 Ibid.
the organization must then decide if it is safe and ethical to ask individuals to participate in such discussions.

**Survey Design**

- **Definition of Violence** — how are you classifying types of GBV?
  - e.g., the Gender-Based Violence Information Management System (GBVIMS) identifies 6 types: rape (penetration), sexual assault (includes FGM), physical assault, forced marriage, denial of resources/opportunities or services, and psychological/emotional abuse.

- The survey should measure both **prevalence and incidence** of the violence in order to accurately demonstrate the extent of the violence.

- The **severity** of the incidence or impact needs to be measured with a scale, ranging from no physical injury but emotional/mental harm to death.

- It is recommended that the **time period** the survey covers is consistent, often examining both lifetime measurements jointly with incidents from the last year.

- Population sub-sets can be used only if there are no essential exclusions (such as only questioning violence within marriage but not dating relationships which would unjustly exclude a large portion of the population). As for age sub-sets, it is recommended that women and girls aged 16-65 years old be targeted.

**Interviews**

All interviewers must be given adequate training to safely and ethically conduct GBV-related interviews. The sensitivity of the material requires that interviewers and translators are carefully chosen in regards to interviewing skills, communication skills, empathy, data recording skills, understanding of GBV, ability to abide by ethical recommendations and context appropriateness (age, gender, sex, religion, ethnicity, political affiliation). In addition to these skills that ensure questions are asked sensitively without judgment, interviewers must be trained to enforce safety measures such as interviewing participants in safe spaces, ending interviews if a safety risk occurs, or acting quickly to mitigate risk such as changing the subject when interviews are interrupted, which also aids to maintain confidentiality. It is also important to note the trauma that these types of interviews can have on participants and the secondary trauma that interviewers may experience. It is suggested that interviewers provide a list of resources, including agencies and individuals that

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52 Gender-Based Violence Information Management System, GBVIMS. www.gbvims.org
53 Classification Tool, Gender-Based Violence Information Management System, http://www.gbvims.com/
54 Ibid. WHO
55 Ibid. Partners for Prevention.
participants may reach out to for emotional support, to participants at the end of an interview; and in areas where resources are limited, interviewers should bring a trained counselor to interviews who can offer support to participants after the interview. 56 Additionally, agencies should create strong support systems for researchers and field interviewers to address issues of secondary trauma.57

**Physical and Psycho-social Safety**

The safety and security of the interviewers and the participants prior to, during, and after the interview is of upmost importance. As previously stated, interviewers must choose private, safe locations to interview survivors, ensuring maintenance of their confidentiality throughout the process, and take action to terminate interviews if safety risks occur. It must also be recognized that survivors’ physical safety may be at risk after interviews if it is discovered that the survivor reported sensitive information. This is why maintaining confidentiality and taking precautions to ensure reported finding cannot be used to identifying individual participants are key, and are potentially life-saving actions.58 The data collection teams’ safety is also of concern, and thus the composition of the team as well as establishing means of communications with daily itineraries and check-in times with headquarters, safe transportation to and from interview sites, and safety strategies to address various safety scenarios to ensure their safety, is very important.59

In addition to physical safety, the psychosocial safety of both interviewers and participants is important. See the “Interviews” section above for suggestions on offering support for interviewers and participants during and after interviews.
CEDAW Advocacy & Beyond

NGOs can use a CEDAW shadow report for future advocacy efforts beyond the initial CEDAW shadow report submission process. Use this section as a starting point for planning a larger advocacy campaign.

Follow-up with these other items from the Toolkit:
- Advocacy Beyond CEDAW (Presentation)
- How to Create an Organization Facebook Page (Presentation)

Further CEDAW Advocacy Opportunities

**CEDAW NGO Pre-Sessional Working Group**

A very important part of the CEDAW review process includes a meeting of the pre-sessional working group, often consisting of 5-10 Committee members, other relevant UN experts and NGO representatives. This is an excellent opportunity for interested NGOs to present their accounts of the women’s human rights situations in their countries or regions alongside the country report of the State’s party.

Since States parties don’t always have an incentive to report human rights violations in their country honestly or accurately, well-documented NGO accounts can often play a critical role in revealing the true extent of abuses. The Committee may hold informal consultations with NGOs to obtain and clarify information, where oral accounts can be presented even if a written shadow report has not been prepared. Similarly, NGOs can also organize relevant side events for members of the Committee alongside the formal CEDAW session.

**CEDAW’s Follow-Up Procedure**

Each list of Concluding Observations can include dozens of recommendations for improving the human rights situation in a country under review. A special procedure requires that the Committee select two such recommendations from the overall list to follow-up for short-term action in one to two years. In order to be selected, the issues must represent a major obstacle to women’s enjoyment of their human rights and

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would therefore constitute a major obstacle for the implementation of the Convention as a whole. NGOs can also submit alternative follow-up reports on these particular issues.

**National Action Plans & CEDAW**

National Action Plans (NAPs) can be drawn up by States, often with significant NGO participation, to identify steps to improve the promotion and protection of human rights. They can be important tools for reviewing a country’s human rights record, setting targets, and generating commitment to action. With robust design and implementation, NAPs can provide cohesive guidance across the various parts of local, regional and national government, and a public tool for measuring progress. NAPs are at the forefront of the CEDAW review process, and their creation and effective implementation are often recommended by the Committee as a Concluding Observation.

**Advocacy Beyond CEDAW**

I. Create or increase online presence

Social media offers organizations a chance to move towards a type of communication in which they can directly interact with, listen to and engage with community members and allies. It is about having real conversations and not a monologue. Not only does it become a place to share your work, reports and events, the social media presence helps people understand the way the organization operates, how its people think and act. Since the interactions are regular and very often in response to real-time events this medium helps establish the credentials of an organization. Furthermore, your organization’s visibility is not only increased locally, but also internationally.

- Platforms: NGO Website, Facebook, Twitter, Tumblr, Instagram, Idealist, LinkedIn

**Things to consider**

- Time commitment: Running an effective social media presence takes time. You have to maintain your presence. Always post on your social media outlets consistently. If you are trying to contribute strong and consistent social media presence, you are communicating to your followers and the rest of the world that you are here to stay and to make a real difference.

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64 Ibid.
• Costs: Popular social media platforms, such as Facebook, YouTube and Twitter, are free. However, websites come with the cost of hiring someone to design a template. Visual aids like photos and videos, graphics, charts, cartoons, etc. can be very effective ways to grab attention and communicate your message when words can’t, especially across language barriers.

II. Local Advocacy Options
The use of local media allows for issues to be communicated to the community and provides the potential to generate support. A good relationship with your community’s media is critical to the success of your advocacy. Building relationships with local allies can create space in which to talk about your work, events and goals via local cable television shows, radio talk shows, newspapers and magazines. Writing op-ed pieces, letters to the editor and sharing press releases with local news outlets can also be hugely effective advocacy tools. All of these tools and platforms can be harnessed to leverage existing work into fundraising opportunities as well, the value of which should not be underestimated or forgotten. It is much easier to approach a potential donor with a body of evidence illustrating the kind of work you do, have done and are capable of than without.

III. International Advocacy Options
• Participation in Commission on the Status of Women (CSW) meetings in NYC in the future, when possible.
• Attend CEDAW or other Treaty Body Committee review sessions: you can also meet allies in the committees and other organizations with similar goals.
• Join international women’s advocacy networks or coalitions like the Global Network of Women Peacebuilders (www.gnwp.org), or the Association of Women’s Rights in Development (www.awid.org) to share advocacy materials, experiences and calls for action with women’s groups from around the world, and possibly to attend any of their international events.

Things to Consider:
• Travel funds would have to be raised in advance for your delegation to attend such international advocacy events. In anticipation, you may wish to incorporate such travel costs in your grant proposals to donors as part of your overarching advocacy and international exchange efforts.
Final Recommendations

These recommendations represent the culmination of the Capstone team’s research and assistance during the Spring 2015 and are designed exclusively to aid in the preparation of a CEDAW shadow report on the issue of Gender-based Violence (GBV). Recommendations are just that – recommended – and are not obligatory.

I. Shadow Report

- **Format**: Use a unified and clear format, with concise paragraphs for maximum impact.
- **Translation**: Work with a professional on the English translation of the report.
- **Recommendations**: Focus on making actionable, smart and measurable recommendations for the government. Where possible, mention the ministry, department or institution that could be held accountable to implement this recommendation.
- **Research Focus**: Determine and define the scope of your research and data collection, bearing in mind the organizational strengths of the coalition.
- **Consider** addressing other human rights issues and violations, using a GBV lens; the marginalization of ethnic minorities, LGBTQ rights etc., in order to include other vulnerable populations in the scope of your research on GBV.
- **Highlight the gaps** in the existing laws and institutions in comparison to the Myanmar government’s obligations under the CEDAW convention and the realities on the ground.

II. Data Collection

- **Utilize secondary data** in addition to, or instead of collecting primary data (where ethical, safe and accurate data collection is not possible.)
- **Determine the categories** of GBV that you will focus on in your report.
- **Adhere to the principles of Survivor Centered Care** during every step of data collection.
- **Ensure that responses are meticulously recorded and safely stored** when conducting surveys or focus group discussions.
- **Examine the government report** to see what GBV issues it covers in order to identify gaps in existing data.
- **Maintain a data repository** to use for further advocacy efforts.

III. Working within a Coalition

- **Memorandum of Understanding**: set clear guidelines for CEDAW Action Myanmar (CAM) members, a unified mission and vision statement and standard operating procedures.
• **Structure**: agree on an organizational structure, including a steering committee comprised of leaders/members with a demonstrated commitment to writing a GBV focused shadow report.

• **Standardize data collection** methods and practices across the coalition so that data analysis is easy and efficient.

• **Map out a timeline** that all members adhere to.

IV. General

• **Create an online presence** in order to raise your platform, expand your advocacy effort and provide current contact information to stakeholders and collaborators; for instance, create and maintain a Facebook page and/or a website.

• **Use all available channels** within the CEDAW mandate to hold the government accountable to its obligations under the convention in the intervening period between two States’ reports.

• **Attend** the upcoming UN Women training on research methodology, UNFPA trainings on GBV data collection and any other trainings that may be useful in the process of writing a shadow report, working on GBV issues or working within a coalition etc.

• **Recognize your own organizational limitations and embrace them.** Addressing the complexities of the issue of discrimination against women is a challenging and long-term process. The work you are doing is monumental, significant and remarkable. Do not worry about what you cannot accomplish, focus instead on your strengths and making the strongest case possible for those you represent.
## Annex I: Matrix – Shadow Report Literature Review

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<thead>
<tr>
<th>Indicators</th>
<th>Country</th>
<th>Australia</th>
<th>Bahrain</th>
<th>Cambodia</th>
<th>DRC</th>
<th>Egypt</th>
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<td>Australian Human Rights Commission</td>
<td>BHRWS (Bahrain Human Rights Watch Society)</td>
<td>Coalition led by CAMBOW</td>
<td>REDRESS</td>
<td>CEWLA</td>
<td>EACPE</td>
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<td>practical</td>
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<td>They conducted a field study regarding sexual harassment</td>
<td>It has citations but not properly presented</td>
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<td>other sources</td>
<td>No details about methodology</td>
<td>unclear</td>
<td>unclear</td>
<td>not sure</td>
<td></td>
</tr>
<tr>
<td>Data</td>
<td>Original/primary source or secondary?</td>
<td>primary</td>
<td>Primary and secondary sources. Includes a review of jurisprudence on each issue</td>
<td>both</td>
<td>secondary</td>
<td>secondary</td>
<td></td>
</tr>
<tr>
<td>Data</td>
<td>What kind (qualitative or quantitative)? Use of examples</td>
<td>quantitative where available</td>
<td>quantitative where available</td>
<td>Qualitative, yes, examples are used</td>
<td>interview</td>
<td>statistics</td>
<td>statistics, other reports</td>
</tr>
<tr>
<td>Data</td>
<td>How is the data displayed (graphs, numbers, tables)?</td>
<td>none</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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</tr>
<tr>
<td>Writing</td>
<td>well written / Poorly written</td>
<td>well written</td>
<td>okay</td>
<td>well written</td>
<td>well written, but poorly organized document</td>
<td>well written</td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>Clear headings</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>NOTES</td>
<td>Includes section on VAW at the end based on GR 19</td>
<td>Comprehensive approach, covers a lot of topics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indicators</td>
<td>Country</td>
<td>Indonesia</td>
<td>Iraq</td>
<td>Jordan</td>
<td>Lebanon</td>
<td>Malaysia</td>
<td>Mexico</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Author</td>
<td></td>
<td>Coalition led by Iraqi Women's Network</td>
<td>Human Forum for Women's Rights &amp; MIZAN</td>
<td>Coalition led by CFUWI</td>
<td>Woman's Aid Organization</td>
<td>Coalition</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
<td>goes by articles</td>
<td>Thematic, though there's a part where they address the issues article by article</td>
<td>Thematic</td>
<td>Goes by articles, but still a bit confusing to follow</td>
<td>Thematic</td>
<td></td>
</tr>
<tr>
<td>Persuasiveness</td>
<td></td>
<td>Not great. Several recommendations aim to change laws and the constitution. While appropriate, not very specific on how.</td>
<td>Very vague recommendations e.g. &quot;Increase employment opportunities for women&quot;</td>
<td>Hard to find recommendations, not very well identifiable within the report.</td>
<td>yes</td>
<td>practical</td>
<td></td>
</tr>
<tr>
<td>Citations</td>
<td></td>
<td>It has citations but not properly presented</td>
<td>some citations, but still unclear</td>
<td>Not very well done. References and sources presented at the end.</td>
<td>yes</td>
<td>footnotes</td>
<td></td>
</tr>
<tr>
<td>Data</td>
<td></td>
<td>not clear</td>
<td>unclear</td>
<td>Not clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data</td>
<td></td>
<td>not clear</td>
<td>not clear</td>
<td>not clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data</td>
<td></td>
<td>uses case studies to highlight some issues</td>
<td>quantitative where available</td>
<td>quantitative where available</td>
<td>statistics, news articles, case studies, pictures</td>
<td>both, clever use of case studies</td>
<td></td>
</tr>
<tr>
<td>Data</td>
<td></td>
<td>case studies</td>
<td>mixed in with prose</td>
<td>theres some tables with data on them.</td>
<td>numbers/tables</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
<td>okay</td>
<td>poorly written</td>
<td>poorly written</td>
<td>well written</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
<td>yes</td>
<td>yes</td>
<td>yes, to a degree. Could be better</td>
<td>yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOTES</td>
<td></td>
<td>focused on domestic workers and trafficking</td>
<td>very long, not very focused and hard to understand how some issues link to CEDAW and what the committee can do about them</td>
<td>Terrible formatting. Different paragraphs have different fonts. English is pretty bad in some parts</td>
<td>Very poor formatting. Lots of issues with subtitles being different and background colors for accentuation being misused.</td>
<td>Alternative report, it is TOO extensive. Would be better if more focused, less verbose. Still has some good sections and follows structure very well.</td>
<td>interesting structure. Use of data from cases</td>
</tr>
<tr>
<td>Indicators</td>
<td>Country</td>
<td>Mexico</td>
<td>Norway</td>
<td>Philippines</td>
<td>Spain</td>
<td>Sri Lanka</td>
<td>Sri Lanka</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------</td>
<td>--------</td>
<td>--------</td>
<td>-------------</td>
<td>-------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Author</td>
<td>Coalition</td>
<td>NGO Coalition</td>
<td>Women's Legal Bureau</td>
<td>Impacto de Genero YA</td>
<td>European Centre for Constitution and Human Rights</td>
<td>Women and Media Collective, Colombo</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>Does it follow the CEDAW article structure or is it organized thematically?</td>
<td>Thematic</td>
<td>Thematically</td>
<td>Thematic</td>
<td>articles</td>
<td>Hybrid - thematic + articles</td>
<td>yes, follows articles</td>
</tr>
<tr>
<td>Persuasiveness</td>
<td>Are recommendations persuasive? Practical? Targeted?</td>
<td>None. It's impossible to follow. Terribly written and organized</td>
<td>no</td>
<td>practical</td>
<td>yes</td>
<td>yes! (entities critical areas of concern)</td>
<td></td>
</tr>
<tr>
<td>Citations</td>
<td>Does it have proper citations?</td>
<td>none</td>
<td>Footnotes</td>
<td>yes but not properly done.</td>
<td>footnotes, very few</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Data</td>
<td>How was it collected and analyzed?</td>
<td>unclear</td>
<td>Other sources and studies</td>
<td>Other sources</td>
<td>Mix of field research and other sources + organizational capability</td>
<td>ngo alliance, met and worked over a period of 5 years, pooled knowledge and research</td>
<td></td>
</tr>
<tr>
<td>Data</td>
<td>Original/primary source or secondary?</td>
<td>not clear</td>
<td>secondary</td>
<td>secondary</td>
<td>both, the authors are very particular to question the credibility and veracity of certain sources (esp. interviews etc.)</td>
<td>both, the authors are very particular to question the credibility and veracity of certain sources (esp. interviews etc.)</td>
<td></td>
</tr>
<tr>
<td>Data</td>
<td>What kind (qualitative or quantitative)? Use of examples</td>
<td>quantitative when used</td>
<td>Other sources</td>
<td>Other sources</td>
<td>Mixes, Analysis of reports, govt. sources, case studies, fieldwork and interviews.</td>
<td>data analysis, other reports analysed. no examples.</td>
<td></td>
</tr>
<tr>
<td>Data</td>
<td>How is the data displayed (graphs, numbers, tables)?</td>
<td>mixed in</td>
<td>n/a</td>
<td>n/a</td>
<td>tables/ numbers</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Writing</td>
<td>Well written / Poorly written</td>
<td>poor</td>
<td>Well written</td>
<td>well written</td>
<td>well written</td>
<td>Well written</td>
<td>very well written</td>
</tr>
<tr>
<td>Writing</td>
<td>Clear headings</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>Yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>NOTES</td>
<td>Use as an example of what not to do.</td>
<td>Great organization and breadth.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix I: Shadow Report Outline Template

Appendix II: Capstone Terms of Reference (TOR)