

Brussels, 26 February 2015

- Proposals for amendments by the EU and its Member States -

## Recommended format for communications

### I. Information on correspondent submitting the communication

Full name of organization or person(s) submitting the communication:

Permanent address:

Address for correspondence on this matter, if different from permanent address:

Telephone:

E-mail:

If the communication is made by a group of persons, provide the above information for each person and indicate one contact person.

If the communication is submitted by an organization, provide the following information for the contact person authorized to represent the organization in connection with this communication:

Name:

Title/Position:

Telephone:

E-mail:

### II. Party concerned

Name of the Party concerned by the communication:

### III. Facts of the communication

Detail the facts and circumstances of the alleged non-compliance. Include all matters of relevance to the assessment and consideration of your communication. Explain how you consider that the facts and circumstances described represent a lack of compliance with the provisions of the Convention:

### IV. Provisions of the Convention relevant for the communication

List as precisely as possible the provisions (articles, paragraphs, subparagraphs) of the Convention that the Party concerned is alleged not to comply with:

## V. Nature of alleged non-compliance

For each of the above provisions which you allege to be in non-compliance, please clearly explain how you consider that the Party concerned has failed to comply with that provision based on the facts of your case. (Please note that each individual alleged breach needs to be substantiated so provide as attachments to your communication any key supporting documentation that will help to substantiate your allegations):

Please also indicate whether the communication concerns a specific case of a person's rights of access to information, public participation or access to justice being violated as a result of the alleged non-compliance of the Party concerned or whether it relates to an alleged general failure by the Party concerned to implement, or to implement correctly, the said provisions of the Convention by the Party concerned. If you consider that the alleged non-compliance concerns a general failure by the Party concerned, please provide as attachments to your communication any key supporting documentation that will help to substantiate the allegation that it is a general failure:

## VI. Use of domestic remedies

Describe which, if any, domestic procedures have been invoked to address the particular matter of alleged non-compliance which is the subject of the communication. Specify which procedures were used, when, which claims were made, what the results were and whether there are any other domestic remedies available.

If no domestic procedures have been invoked or if there are other domestic remedies available, explain why they have not been used before submitting this communication. This information will be important for the Compliance Committee's decision on admissibility of the case.

## VII. Use of other international procedures

Indicate if any international procedures besides the Aarhus Convention Compliance Committee have been invoked to address the alleged issue of non-compliance which is the subject of the communication. If so, specify which

procedures were used, when, which claims were made and what the results were:

## **VII. Confidentiality**

Unless you expressly request it, none of the information contained in your communication will be kept confidential. If you are concerned that you may be penalized, harassed or persecuted, you may request that information contained in your communication, including the information on your identity, be kept confidential. If you request any information to be kept confidential, you are invited to clearly indicate which. You may also elaborate on why you wish it to be kept confidential, though this is entirely optional.

## **VIII. Supporting documentation (copies, not originals)**

- Relevant national legislation, highlighting the most relevant provisions.
- Decisions/results of other procedures.
- Relevant correspondence with the authorities.
- Any other documentation substantiating the information provided under section V above.

Avoid including extraneous or superfluous documentation and, if it is necessary to include bulky documentation, endeavour to highlight the parts which are essential to the case.

Provide all documents in the original language, together with a legal standard English translation thereof, or if that is not possible, a legal standard translation in either Russian or French.

## **IX. Summary**

Attach a two to three-page summary of all the relevant facts of your communication.

## **X. Signature**

The communication should be signed and dated. If the communication is submitted by an organization, a person authorized to sign on behalf of that organization must sign it.

## **XI. Address**

Please send the communication by e-mail AND by registered post to the following address:

**Secretary to the Aarhus Convention**

United Nations Economic  
Commission for Europe  
Environment and Human  
Settlement Division Room 332,  
Palais des Nations  
CH-1211 Geneva 10, Switzerland  
Phone: +41 22 917 2376  
E-mail: [aarhus.compliance@unece.org](mailto:aarhus.compliance@unece.org)

Clearly indicate:

“Communication to the Aarhus Convention Compliance Committee”