Format for communications to the Aarhus Convention Compliance Committee

**Important note:**

**The communication should be no more than 6,000 words (ten A4 pages). If in an exceptionally complex case more than ten pages are required, in no circumstances should the communication be longer than 12,000 words (twenty A4 pages). The paragraphs of the communication should be numbered and a list of annexes provided at the end.**

**I. Information on correspondent submitting the communication**

1. [Full name of organization or person(s) submitting the communication

Permanent address

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

Telephone

Email

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

Email]

**II. Party concerned**

1. [Name of the Party concerned by the communication]

**III. Facts of the communication**

1. [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 the Convention.]

**IV. Provisions of the Convention with which non-compliance is alleged**

1. [List as precisely as possible the provisions (articles, paragraphs, subparagraphs) of the Convention that you allege the Party concerned has not complied with.]

**V. Nature of alleged non-compliance**

1. [For each of the provisions with which you allege non-compliance, clearly explain how you consider that the Party concerned has failed to comply with that provision based on the facts of your case. (Provide as attachments to your communication the key supporting documentation that will help to substantiate your allegations).]
2. [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 a general failure by the Party concerned to implement, or to implement correctly, the provisions of the Convention. If you consider that the non-compliance concerns a general failure by the Party concerned, provide as attachments to your communication any key supporting documentation that will help to substantiate that it is a general failure.]

**VI. Use of domestic remedies**

1. [Describe which, if any, domestic remedies have been invoked to address the particular matter of non-compliance which is the subject of the communication. Specify which domestic remedies were used, when they were used, what claims were made, what the results were and whether there are any other domestic remedies available.]
2. [If no domestic remedies have been invoked or if there are other domestic remedies available, explain why they have not been used. This information will be important for the Compliance Committee’s decision on admissibility of the case.]

**VII. Use of other international procedures**

1. [Indicate if any international procedures besides the Aarhus Convention Compliance Committee have been invoked to address the issue of non-compliance which is the subject of the communication. If so, specify which procedures were used, when they were used, what claims were made and what the results were.]

**VIII. Confidentiality**

1. [Note that 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 information on your identity, be kept confidential. If you request any information to be kept confidential, clearly indicate which information. It is also helpful for the Committee to know why confidentiality is requested.]

**IX. Supporting documentation (copies, not originals)**

1. [Insert a list of annexes at the end of your communication. Clearly specify in your communication which paragraph of your communication each annexed document relates to. For each annexed document, highlight those parts which are essential to your case.]
2. [Avoid including extraneous, superfluous or bulky documentation. Attach only documentation essential to your case, including:
* Relevant national legislation, highlighting the most relevant provisions.
* Relevant decisions/results of other review procedures, highlighting the most relevant sections.
* Relevant correspondence with public authorities of the Party concerned or other documentation that substantiates your allegations of non-compliance, highlighting the most relevant sections.]
1. [Provide all supporting documentation 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.]

**X. Signature**

1. [Sign and date the communication. If the communication is submitted by an organization, a person authorized to sign on behalf of that organization must sign it.]

**XI. Sending the communication**

1. Send the communication by email to the Secretary to the Compliance Committee at the following address:

aarhus.compliance@un.org

1. In the exceptional case that you do not receive an acknowledgement of receipt from the secretariat by email within one week, send the communication by registered post to the following address:

Secretary to the Aarhus Convention Compliance Committee

United Nations Economic Commission for Europe

Environment Division

Palais des Nations

CH-1211 Geneva 10, Switzerland