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**Guidelines for  
Members of the Committee of the Parties  
and Contact persons  
in the context of the evaluation procedure**

**1. Members of the Committee of the Parties**

The representative of the Party (that is, the member of the Committee of the Parties) plays a key role in the evaluation procedure and in accordance with the Convention, is required to be actively involved in the following steps of the evaluation procedure:

**a. Questionnaire [Article 68, paragraph 1]**

- Receive GREVIO's request to report on the [legislative and other] measures taken to give effect to the provisions of the Convention as provided for under Article 68, paragraph 1
- Ensure the distribution of this request to report to all the different national bodies concerned
- Co-ordinate all the replies
- Submit to GREVIO the consolidated state report, in English or in French, by the deadline.

**c. Draft evaluation report [Article 68, paragraph 10]**

- Receive GREVIO's draft evaluation report
- Ensure its distribution to all relevant ministries and any other state entities
- Co-ordinate all the comments, and
- Submit to GREVIO the consolidated comments, in English or French, by the deadline.

**d. Final evaluation report [Article 68, paragraph 11]**

- Receive GREVIO's final evaluation report
- Ensure its distribution to the different national bodies concerned
- Co-ordinate all the comments, and
- Submit to GREVIO any final comments, in English or French, by the deadline

**e. Follow-up [Article 70, paragraph 2]**

Ensure that the national Parliament receives a copy of GREVIO's Evaluation Report.

In some cases, the member of the Committee of the Parties and the contact person are one and the same person - who therefore would also be responsible for carrying out the tasks listed below.

**2. Contact Persons [GREVIO's Rules of Procedure, Rule 39, point 6]**

In addition, each Party is requested to appoint a contact person to liaise with GREVIO and its Secretariat on all matters related to the evaluation visit.

The person appointed should work in the government structure and, as far as possible, be responsible for national policies to combat violence against women and domestic violence. While there is no obligation for the contact person to be part of the co-ordinating body established under Article 10 of the Istanbul Convention (see point 1, above), Parties may find it useful to appoint a staff member from within this entity.

The specific tasks of the contact person in the context of the evaluation visit include liaising with the Secretariat to:

- set the dates for GREVIO's evaluation visit
- facilitate the setting-up of meetings with the relevant governmental and public bodies,
- assist with the practical arrangements for the evaluation visit, and
- keeping the member of the Committee of the Parties up-to-date on the arrangements.

The contact person will receive a letter from the Executive Secretary confirming the modalities of the visit and the composition of the delegation.