



Monitoring Compliance
with International Human
Rights Framework

ETKİNİZ
EU PROGRAMME

Etkiniz EU Programme

Request for Support Guideline



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1

Human Rights Monitoring (HRM)

The International Human Rights Normative framework lays down obligations that states are bound to respect, protect and fulfil. This framework includes treaties (covenants, conventions, protocols) ratified within a system of intergovernmental/interstate organisations, such as the United Nations (UN) and the Council of Europe (CoE); jurisprudence and general comments of treaty monitoring bodies; declarations and resolutions accepted within these intergovernmental systems; reports of experts from United Nations (UN); special procedures; and Council of Europe organs (*please click here [for a non-exhaustive list of International Human Rights Framework Relevant to Turkey](#)*)

Human Rights Monitoring comprises: (1) gathering; (2) verifying; and (3) using human rights information for advocacy to improve the situation regarding human rights.

HRM should be considered as completely different from monitoring the impact or success of a project. HRM sets out the extent to which existing legislation and practices are in accordance with international human rights standards and norms, and the steps to be taken by governments to address the human rights violations.

Many different means and methods can be used for HRM. However, regardless of the method used, various principles, such as independence, impartiality, inoffensiveness, trustworthiness and ensuring everyone's safety, should be adhered to.



2

ETKİNİZ

ETKİNİZ is an EU-funded programme, launched in January 2019, which provides support to CSOs, networks, platforms and civil initiatives in Turkey for monitoring compliance with the International Human Rights Framework. The three-year programme aims to strengthen the role of civil society organisations (CSOs) in the protection and promotion of human rights¹ by improving their ability to monitor and advocate for compliance with international human rights standards.

The results expected from ETKİNİZ are:

- civil monitoring initiatives secured and sustainably strengthened;
- quality and quantity of civil monitoring reports improved and increased;
- civil society organisations equipped with the necessary expertise, know-how and skills for civil monitoring;
- increased civil society access to, and impact on European and international human rights framework and mechanisms;
- dialogue forums established for improving the civil monitoring environment;
- awareness of citizens raised concerning the role and value of civil monitoring for protection and promotion of human rights.

Under this programme, the ETKİNİZ team supports CSOs that monitor compliance with international human rights standards in Turkey and carry out monitoring-based advocacy activities based on their needs and demands.

ETKİNİZ mainly aims to build and/or increase the expertise of CSOs.

ETKİNİZ is not a grant programme, but an in-kind support programme. This means that ETKİNİZ makes payments for all costs approved within the scope of a request directly to suppliers and service providers.

The maximum amount of in-kind support is EUR 3 000. In certain cases (increasing requirements because of changes in the political agenda, extra costs needed to achieve

¹ Human rights law and issues are constantly expanding and evolving. Therefore, Etkiniz is open to all issues that require HRM. In order to guide CSOs wanting to approach Etkiniz for support, here is a non-exhaustive list: women's rights, the rights of the child, youth rights, the rights of persons with disabilities, the rights of minorities and ethnic groups, the rights of lesbian-gay-bisexual-transsexual-intersex individuals, the rights of refugees and migrants, the rights of internally displaced persons, stateless persons, indigenous peoples' rights, the rights of the elderly, workers' rights, victims' rights, rights related to the environment, such as toxic substances, food security, business and human rights, protection of human rights defenders, prevention of discrimination, right to a fair trial, economic and social cultural rights, civil and political rights.



the purpose of the work, etc.) the ETKİNİZ team might consider increasing the maximum in-kind contribution by 50%. Each CSO may apply more than once, but support to a CSO may not exceed EUR 12 000.

ETKİNİZ is expected to support about 60 actions in the period July 2019 - July 2020.

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CSOs That Can Benefit From ETKİNİZ Support

The main requirement to be able to benefit from ETKİNİZ support is to be a Civil Society Organisation (CSO), officially registered in Turkey and active in the protection and promotion of human rights.

ETKİNİZ accepts request for support from following types of CSO:

- associations;
- foundations;
- non-profit cooperatives;
- civil society networks and platforms (these networks and platforms have to be represented by a CSO with a public legal personality);
- civil initiatives (these initiatives have to be represented by a CSO with a public legal personality);
- labour unions;
- bar associations;
- occupational organisations.

CSOs that complete the ETKİNİZ registration process and receive a username and password can start the process of requesting support.

ETKİNİZ does not support requests involving academic/commercial/for-profit/political party activities or scholarships for personal or political gains.



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ETKİNİZ Support Categories

ETKİNİZ provides support under two main categories: human rights monitoring and access to international human rights mechanisms.

I. Human Rights Monitoring (HRM)

HRM support will help new and existing civil monitoring initiatives, including actions aimed at improving human rights monitoring based on the international human rights framework. This enables CSOs to design and implement their own actions with support from ETKİNİZ. ETKİNİZ particularly supports innovative approaches to HRM.

The following is an indicative, non-exhaustive, list of activities ETKİNİZ may support:

- Strengthening HRM efforts through mobilisation of ETKİNİZ experts to use international human rights standards and mechanisms
- Short- or long-term national and international expert advice for improvement of your HRM activities and your advocacy efforts
- Expert advice on using new technologies to improve your HRM
- Creating a strategic basis for HRM efforts
- Identifying key indicators for HRM efforts
- Collecting and verifying data on research topics
- Converting the data collected into statistical information
- Reading and interpreting existing data given in other studies in this field
- Preparing internationally recognised HRM reports
- Disseminating findings and reports, and broadening outreach
- Publicising results in easily understandable formats, such as videos or through visual information to disseminate findings and broaden outreach
- Carrying out campaigns and lobbying activities related to results
- Engaging in dialogue and establishing partnerships with organisations operating in similar fields and developing key strategies
- Reaching the public through press and media activities
- Sharing work with public administrators
- Participating in webinars and/or requesting webinar training in HRM subjects
- Coming together with different organisations, institutions and establishments to engage in dialogue related to HRM and advocacy activities
- Building long-term capacity in HRM processes



Expenses covered:

- venue rental;
- food and catering;
- intercity travel (an additional TRY equivalent of EUR 10 will also be provided as daily subsistence allowance to the person traveling.
- accommodation (covers room and breakfast only);
- stationery costs;
- translation (translation of reports, brochures, videos etc.);
- interpretation (simultaneous or consecutive);
- sign language translation;
- equipment rental (equipment purchases are not supported; for equipment rental, the total rental price should not exceed 1/3 of the equipment's purchase price);
- website design, software and management;
- software purchase and membership expenses (database, storage, design, etc.);
- design and management of social media tools;
- domain name and hosting;
- design, editing, printing and dissemination of publicity, information, promotion etc. materials.

In addition, ETKİNİZ will consider reasonable accommodation measures if/when needed as described in the UN Convention on the Rights of Persons with Disabilities Article 2. (for example: translation or transfer expenses for participants with disabilities).

II. Access to International Human Rights Mechanisms

This category is about providing support to CSOs that want directly to target international human rights mechanisms for reporting and advocacy. This support gives CSOs the opportunity to compile reports quickly for different international mechanisms. Support includes meetings, travel, translation and other logistical items associated with report preparation.

In addition, CSOs can use this support to access international human rights mechanisms, such as attending meetings, reporting sessions or one-to-one appointments at the UN and the CoE, as well as in EU Member States, Candidate Countries, European Neighbourhood and Partnership Instrument (ENPI) countries, countries of the European Economic Area and the European Common Market.² ETKİNİZ

² EU Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.



will consider requests for international travel to any other country on a case-by-case basis.

Organisations can request for support under this category, if they need help to ensure that the actions they are taking are included in the monitoring mechanisms of the UN, the CoE and other similar international bodies, or if they want to access such mechanisms

Activities supported include:

- preparing reports for international human rights mechanisms;
- organising visits to, or meetings with international human rights mechanisms;
- Inviting members/experts of international human rights mechanisms to events and meetings in Turkey;
- organising meetings or events on international human rights mechanisms in Turkey;
- organising advocacy events abroad targeting international human rights mechanisms.

Expenses covered:

- venue rental;
- food and catering;
- international travel (an additional EUR 50 will also be provided as daily expenditure support);
- accommodation (covers room and breakfast only);
- stationery costs;
- translation (translation of reports, brochures, videos etc.);
- equipment rental (equipment purchases are not supported; for equipment rental, the total rental price should not exceed 1/3 of the equipment's purchase price);
- website design, software and management;
- software purchase and membership expenses (database, storage, design, etc.);
- design and management of social media tools;
- domain name and hosting;
- Design, editing, printing and dissemination of publicity, information, promotion etc. materials.

Candidate Countries: Albania, Bosnia and Herzegovina, Montenegro, Kosovo, Macedonia, Serbia.

ENPI Countries: Azerbaijan, Belarus, Algeria, Armenia, Morocco, Palestine Regional Authority, Georgia, Israel, Switzerland, Iceland, Libya, Lebanon, Egypt, Moldova, Norway, Syria, Tunisia, Ukraine, Jordan.

European Economic Area (EEA): Iceland, Liechtenstein, Norway.

European Common Market: Switzerland



- international travel;
- event participation fees;
- passport fees (maximum 5-year of a maroon passport fee is supported under the programme);
- visa fee (the visa process is the responsibility of the person applying for visa — the ETKİNİZ TAT only refunds the visa fee);
- travel insurance;
- departure fee;
- interpretation and/or sign language translation (CSOs receiving supported are expected to work with volunteer consecutive interpreters; the interpreter's travel, accommodation etc. costs can be requested from ETKİNİZ).

In addition, ETKİNİZ will consider reasonable accommodation measures if/when needed as described in the UN Convention on the Rights of Persons with Disabilities Article 2. (for example: translation or transfer expenses for participants with disabilities).

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Expert Support

ETKİNİZ aims to create and/or increase expertise of CSOs and can provide external expert support when such expertise does not exist within the organisation. The ETKİNİZ expert pool was created to provide CSOs with the experts in the areas they need. CSOs can request expert support from the ETKİNİZ expert pool in fields such as: training; consultancy; communication; facilitation or moderation at events and meetings; surveys and field research and guidance support; human rights law consultancy; monitoring evaluation; impact analysis; translation services, etc.

If a request for expert support is judged deemed compliant, the ETKİNİZ team contacts the CSO to plan the process.



ETKİNİZ also organises forums and capacity building training programmes to improve the monitoring and advocacy capacities of CSOs. The dates and topics of the forums and capacity building training programmes are announced on the ETKİNİZ website (www.etkiniz.eu) and social media accounts.

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Getting Started

In-kind support does not include the expenses of short/long term experts. All expert expenses are covered separately by ETKİNİZ.

Organisations wanting to apply have to register on the ETKİNİZ Information System, by visiting www.etkiniz.eu and clicking on the "APPLY NOW" button and then "CLICK FOR REGISTRATION" button.

Applicants logging into the ETKİNİZ Information System for the first time, click the "REGISTER" button, fill in the required information and click the "REGISTRATION IS COMPLETED" button. They will then see the statement "Your registration has been successfully completed" on the screen, if all the required information has been provided. A confirmation e-mail is sent to the applicant's registered e-mail, followed by another e-mail providing a username and password.

When registering on the ETKİNİZ Information System, all users are asked to accept the recording of their personal data by approving ETKİNİZ's procedure for processing of personal data, which is compliant with EU General Data Protection Regulation (GDPR)³. The relevant clarification and consent text is automatically presented to users for approval during the registration process.

³ https://ec.europa.eu/info/law/law-topic/data-protection_en



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Support Request Process

After the applicant has received their username and password, they can make their online support request through the ETKİNİZ Information System, logging in using their user name and password. Applicants are presented with a “New Request” form and required to answer the questions it contains.

The activities to be supported should start within a maximum 6 months from the date of the support request.

When applicants have completed their support request, they click on the “**SAVE YOUR SUPPORT REQUEST**” button to forward it to the ETKİNİZ team. They then receive an automatic e-mail receipt sent to the email address registered in the Information System.

Applicants can contact the ETKİNİZ support desk, if they have any problems or questions about their support request (destek@etkiniz.eu).

Persons who do not have technical equipment and internet access or who are not computer literate can contact the support desk by calling +90 312 447 7960 /+90 312 4482543 /+90 539 857 5960. The ETKİNİZ team will provide the guidance necessary about how to proceed with the support request.

AS LONG AS RESOURCES ARE SUFFICIENT AND THE ETKİNİZ TECHNICAL ASSISTANCE TEAM'S IMPLEMENTATION CAPACITY IS NOT EXCEEDED, ETKİNİZ SUPPORT IS ALWAYS

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Compliance Criteria and Compliance Check

OPEN TO REQUESTS FOR SUPPORT.

The ETKİNİZ team assesses the compliance of the requests for support on a monthly basis in date order submitted. ETKİNİZ will announce the results of support requests made up to the 25th of each month by the 25th of the following month at the latest.

For example, all support requests submitted by 25 July are evaluated in the date order submitted and the results announced by 25 August the latest. A new support request period starts after the 25th of each month.



The ETKİNİZ Team informs the CSOs of the results of the support requests individually via e-mail through the Information System.

The compliance check is carried out in two stages. In the first stage, the TAT checks that :

- 1. The support request is made by a CSO related to HRM, and**
- 2. The support request relates to international rights standards and norms.**

Following the verification of compliance in accordance with the above criteria, the TAT then further evaluates the support request.



If a support request is not compliant with the above criteria, the ETKİNİZ team makes efforts to recommend other support mechanisms.

In the second stage, the ETKİNİZ team evaluates support requests on the basis of the criteria below.

COMPLIANCE CRITERIA

Determining Criteria

Does the support request involve a direct link with international human rights mechanisms, such as communication, submission, reporting, etc. (in particular to UN human rights committees)?

Does the support request focus on making a good impact and improving human rights?



Are the objectives and outputs of the support request measurable?

Does it prioritise disenfranchised/marginalised groups?

Does it engage relevant rights holders, other relevant stakeholders?

Does it include any measures to protect right holders?

- a. Does it have measures to ensure non-discrimination?
- b. Does it promote gender equality?

SUPPORTING CRITERIA

Is the requested budget amount below or equal to EUR 3 000?

Do the requested budget items correspond to the proposed activities?

Is the support request realistic in terms of budget and planned results?

Based on the above criteria, TAT will assess the requests for support and place them under one of the categories below to design its response to the CSOs.

- **Compliant⁴**: Support requests that comply with at least five of the determining criteria and all of the supporting criteria are accepted as compliant and the ETKİNİZ team contacts the CSO to commence the support process.

⁴ The ETKİNİZ Team provides the necessary information and some guidance documents, forms and checklists to the CSOs it is supporting via e-mail to assist them in the implementation process.



- **Semi-compliant:** In case, a support request meets three of the determining criteria, the ETKİNİZ team will contact the CSO, and work with them to improve the support request to ensure that at least five 5 determining criteria and all supporting criteria are met.
- **Non-compliant:** Support requests that comply with less than three of the determining criteria will be considered as non-compliant. The ETKİNİZ contacts CSOs that have submitted non-compliant requests and makes recommendations to them concerning other EU funded support mechanisms if relevant.

Support requests are evaluated on monthly basis. The **ETKİNİZ team** carries out the compliance check in request date order on a monthly basis.

Notifications of support request compliance/semi-compliance/non-compliance submitted up to the 25th of each month are announced by the 25th of the following month at the latest. The ETKİNİZ team informs the CSOs of the results of their support requests individually through the Information System. CSOs have the right to object to the compliance check results by sending an email to destek@etkiniz.eu.

During the compliance check process, the ETKİNİZ team may request additional documents and information from CSOs about their actions.

ETKİNİZ does not accept urgent requests for support; however, CSOs that require such support may contact the ETKİNİZ Support Desk (destek@etkiniz.eu).

The ETKİNİZ team may find it necessary to limit the implementation of multiple support requests from the same applicant in order to give equal opportunity to all CSOs during peak periods.

The ETKİNİZ team places particular emphasis on ensuring that the support request process and provision of support is conducted without creating a competitive environment between civil society organisations. Thus, if an organisation has an innovative idea that could be used in human rights monitoring, the ETKİNİZ team is always ready to provide assistance in the support request process. The helpdesk can be contacted to answer any questions about support requests.

Should there be changes in the support request conditions during the lifespan of the programme, they are announced on the ETKİNİZ website and social media without affecting implementation.

The language used for support requests is Turkish. Support requests can also be made in both Arabic and Kurdish. However, applications in Arabic or Kurdish, should be emailed to destek@etkiniz.eu.



If the support request is considered semi-compliant, the applicant may be requested to revise/improve the support request. Those who can re-submit revised/improved requests before the subsequent request period will retain their order in the ranking.

CSOs whose support requests are evaluated as non-compliant can contact the ETKİNİZ support desk (destek@ETKİNİZ.eu) to get feedback about their request.

The ETKİNİZ team reserves the right to take appropriate measures, make modifications to the support categories and increase in-kind financial support limits, when necessary.

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Contact

Applicants any with questions about requests under the ETKİNİZ EU programme support, can contact the ETKİNİZ support desk:

E-mail: destek@etkiniz.eu

Phone: +90 312 447 7960 /+90 312 4482543 /+90 539 857 5960

The ETKİNİZ support desk is open for telephone calls between 13.30-16.30 on weekdays and can make appointments for face-to-face meetings.

Suggestions and complaints about the ETKİNİZ EU programme can be sent to info@etkiniz.eu or bilgi@etkiniz.eu.

Address : Mahatma Gandhi Caddesi No:102/2, 06700 Gaziosmanpaşa, Ankara +90 312 447 7960 /+90 312 4482543 /+90 539 857 5960

Digital Channels:

www.etkiniz.eu

destek@etkiniz.eu

bilgi@etkiniz.eu

<https://twitter.com/etkinizab>

<https://www.instagram.com/etkiniz/>

<https://www.facebook.com/ETKİNİZab>

https://www.youtube.com/channel/UCup8UZ0_ZiforqoM-acAr7g?view_as=public



ANNEX I: International Human Rights Framework Relevant to Turkey

United Nations

- 1. Human Rights Council Complaints Procedure**
- 2. Commission and Sub-Commission on the Promotion and Protection of Human Rights (complaints or communications)**
- 3. Universal Periodic Review**
- 4. Treaty Bodies**
 - 4.1. International Convention on the Elimination of All Forms of Racial Discrimination**
 - 4.2. International Covenant on Economic, Social and Cultural Rights**
 - 4.2.1. Optional Protocol to the Covenant on Economic, Social and Cultural Rights**
 - 4.3. International Covenant on Civil and Political Rights (communications procedure)**
 - 4.3.1. Optional Protocol to the International Covenant on Civil and Political Rights (communications procedure)**
 - 4.3.2. Second Optional Protocol to the International Covenant on Civil and Political Rights, aiming at the abolition of the death penalty**
 - 4.4. Convention on the Elimination of All Forms of Discrimination against Women**
 - 4.4.1. Optional Protocol to the Convention on the Elimination of Discrimination against Women (communications procedure)**
 - 4.5. Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (communications procedure)**
 - 4.5.1. Optional Protocol to the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment**
 - 4.6. Subcommittee on Prevention of Torture (communications procedure)**
 - 4.7. Convention on the Rights of the Child**
 - 4.7.1. Optional protocol to the Convention on the Rights of the Child on the involvement of children in armed conflict**
 - 4.7.2. Optional protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography**
 - 4.7.3. Optional Protocol to the Convention on the Rights of the Child on a communications procedure (communications procedure)**
 - 4.8. International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families**
 - 4.9. International Convention for the Protection of All Persons from Enforced Disappearance**



- 4.10. Convention on the Rights of Persons with Disabilities**
 - 4.10.1. Optional Protocol to the Convention on the Rights of Persons with Disabilities (communications procedure)**
- 5. Special Procedures**
 - 5.1. Working Group of experts on people of African descent**
 - 5.2. Working Group on arbitrary detention**
 - 5.3. Working Group on the issue of human rights and transnational corporations and other business enterprises**
 - 5.4. Working Group on enforced or involuntary disappearances**
 - 5.5. Working Group on the use of mercenaries as a means of violating human rights and impeding the exercise of the right of peoples to self-determination**
 - 5.6. Working group on the issue of discrimination against women in law and in practice**
 - 5.7. Special Rapporteur in the field of cultural rights**
 - 5.8. Special Rapporteur on the rights of persons with disabilities**
 - 5.9. Special Rapporteur on the right to education**
 - 5.10. Special Rapporteur on the issue of human rights obligations relating to the enjoyment of a safe, clean, healthy and sustainable environment**
 - 5.11. Special Rapporteur on extrajudicial, summary or arbitrary executions**
 - 5.12. Special Rapporteur on the right to food**
 - 5.13. Special Rapporteur on the promotion and protection of the right to freedom of opinion and expression**
 - 5.14. Special Rapporteur on the rights to freedom of peaceful assembly and of association**
 - 5.15. Special Rapporteur on adequate housing as a component of the right to an adequate standard of living**
 - 5.16. Special Rapporteur on the right of everyone to the enjoyment of the highest attainable standard of physical and mental health**
 - 5.17. Special Rapporteur on the situation of human rights defenders**
 - 5.18. Special Rapporteur on the independence of judges and lawyers**
 - 5.19. Special Rapporteur on the rights of indigenous peoples**
 - 5.20. Special Rapporteur on the human rights of internally displaced persons**
 - 5.21. Special Rapporteur on the human rights of migrants**
 - 5.22. Special Rapporteur on minority issues**
 - 5.23. Independent Expert on the enjoyment of all human rights by older persons**
 - 5.24. Special Rapporteur on extreme poverty and human rights**
 - 5.25. Special Rapporteur on the right to privacy**
 - 5.26. Special Rapporteur on contemporary forms of racism, racial discrimination, xenophobia and related intolerance**
 - 5.27. Special Rapporteur on freedom of religion or belief**



- 5.28. Special Rapporteur on the sale of children, child prostitution and child pornography
- 5.29. Special Rapporteur on contemporary forms of slavery, including its causes and its consequences
- 5.30. Special Rapporteur on the promotion and protection of human rights and fundamental freedoms while countering terrorism
- 5.31. Special Rapporteur on torture and other cruel, inhuman or degrading treatment or punishment
- 5.32. Special Rapporteur on trafficking in persons, especially women and children
- 5.33. Special Rapporteur on the promotion of truth, justice, reparation and guarantees of non-recurrence
- 5.34. Special Rapporteur on the negative impact of unilateral coercive measures on the enjoyment of human rights
- 5.35. Special Rapporteur on violence against women, its causes and consequences
- 5.36. Independent expert on protection against violence and discrimination based on sexual orientation and gender identity
- 5.37. Special Rapporteur on the implications for human rights of the environmentally sound management and disposal of hazardous substances and wastes
- 5.38. Special Rapporteur on the human right to safe drinking water and sanitation
- 5.39. Special Rapporteur on the right to development

Council of Europe

6. **European Court of Human Rights**
 - 6.1. **Execution of judgments of the European Court of Human Rights**
7. **European Social Charter**
8. **Safety of Journalists Platform**
9. **Commissioner for Human Rights**
10. **European Committee on Social Cohesion, Human Dignity and Equality**
11. **GREVIO - Violence against Women and Domestic Violence**
12. **Lanzarote Committee – Sexual exploitation and abuse of children**
13. **GRETA – Trafficking in human beings**
14. **FCNM – Minorities**
15. **Venice Commission – Democracy through Law**
16. **GRECO – States against Corruption**
17. **Budapest Committee - Cybercrime**
18. **Parliamentary Assembly – PACE**
19. **Congress of Local and Regional Authorities**