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**FORMAT FOR NATIONAL PROGRESS REPORTS ON THE
IMPLEMENTATION OF THE MONTEVIDEO CONSENSUS
ON POPULATION AND DEVELOPMENT***

* This document updates the document *Proposed format for the national progress reports on the implementation of the Montevideo Consensus on Population and Development* (LC/L.4202(MDP.3/4)), which was adopted at the third meeting of the Presiding Officers of the Regional Conference on Population and Development in Latin America and the Caribbean, held in Santiago on 4-6 October 2016.

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BACKGROUND

1. In resolution 1(II) adopted at the second session of the Regional Conference on Population and Development in Latin America and the Caribbean, the countries asked the secretariat to propose a format for the national progress reports on the implementation of the Montevideo Consensus on Population and Development, to be presented at the third meeting of the Presiding Officers of the Regional Conference on Population and Development.¹ Accordingly, the secretariat prepared this proposal, which was duly reviewed and adopted by the Presiding Officers at their third meeting, held at ECLAC headquarters in Santiago from 4 to 6 October 2016.²
2. The proposal is precise but not exhaustive, and is intended to provide countries with general guidelines as they take decisions on how to fulfil the mandate of the second session of the Regional Conference.
3. Bearing in mind the many different formats used to prepare reports on compliance with international instruments—from indices or general instructions to highly detailed guides—the secretariat felt it was apt to focus on general guidelines and give examples of specific criteria that could be used to prepare national reports, and suggest a methodology to guide the process.
4. This document is intended to complement the *Operational guide for implementation and follow-up of the Montevideo Consensus on Population and Development*³ published in 2015.⁴

OVERVIEW OF THE PROPOSAL

5. National progress reports on the implementation of the Montevideo Consensus are seen as a tool for assisting countries in sharing their experiences positively and helping them to achieve their goals while encouraging greater public awareness of population and development issues, as well as fostering dialogue between governments and stakeholders.

¹ Paragraph 11 of resolution 1(II): “*Urges* each country to prepare a progress report on implementation of the Montevideo Consensus on Population and Development, using a format to be circulated in due course, which shall be presented at the third session of the Regional Conference in 2017, and commissions the secretariat, in coordination with the United Nations Population Fund, to prepare that format for consideration and adoption by the Presiding Officers of the Regional Conference at their third meeting in 2016.”

² Paragraph 9 of the agreements of the third meeting of the Presiding Officers of the Regional Conference on Population and Development in Latin America and the Caribbean, Santiago, 4-6 October 2016.

³ LC/L.4061(CRPD.2/3)/Rev.1.

⁴ At the second session of the Regional Conference in 2015, the *Operational guide for implementation and follow-up of the Montevideo Consensus on Population and Development* was welcomed as a voluntary technical tool for assisting countries in the implementation of the priority measures of the Consensus and the follow-up to the Programme of Action of the International Conference on Population and Development beyond 2014.

6. The preparation of national reports on the implementation of the Montevideo Consensus is voluntary and these reports will be presented periodically.⁵
7. Preparing national reports could be an opportunity to assess the situation in each country and take steps to correct any limitations observed in the implementation of the Montevideo Consensus, when the country so decides.
8. As preparing and presenting national reports requires governments to invest time and resources, the teams responsible for this work should receive the support they need to gather and analyse available data adequately and efficiently.
9. Bearing in mind the different national reports needed for various international instruments, including those prepared for the meetings of the subsidiary bodies of ECLAC, broad recommendations have been outlined to help simplify the task. In accordance with the harmonized guidelines for United Nations national reports, countries are encouraged to refer to other national reports produced in the framework of follow-up to United Nations summits, conferences and treaties, when appropriate.
10. National reports should take into account the processes and outcomes relating to other documents of this kind —particularly those on the progress made in relation to the 2030 Agenda for Sustainable Development— with a view to ensuring consistency, avoiding overlap and generating synergies.
11. In line with resolution 700(XXXVI) adopted at the thirty-sixth session of ECLAC, which established the Forum of the Countries of Latin America and the Caribbean on Sustainable Development in May 2016, national reports will also contribute to the preparation of the report that the Regional Conference on Population and Development will present to this new regional mechanism for follow up and review of the implementation of the 2030 Agenda for Sustainable Development.
12. National reports and the regional review of the Montevideo Consensus overlap. Although they involve different processes, national reports represent a key input for the regional follow-up of implementation of the Consensus.
13. It is suggested that the countries include in their national reports the indicators proposed by the ad hoc working group for the preparation of a proposal on the indicators for regional follow-up of the Montevideo Consensus on Population and Development,⁶ which are expected to be adopted at the third session of the Regional Conference on Population and Development in El Salvador in 2017.

⁵ It has not been decided yet how often national reports should be published; this decision will be taken by the countries at the third meeting of the Regional Conference on Population and Development in Latin America and the Caribbean, to be held in 2017.

⁶ See LC/L.4201(MDP.3/3) [online] http://repositorio.cepal.org/bitstream/handle/11362/40481/S1600731_en.pdf?sequence=1&isAllowed=y

GENERAL GUIDELINES FOR PREPARING NATIONAL REPORTS

1. Format

14. Each report should contain the information needed to provide the Regional Conference on Population and Development of Latin America and the Caribbean with a clear picture of how the Montevideo Consensus is being implemented in the respective country. As much as possible, the document should adhere to the following rules:

- (a) A maximum of 60 pages for the report to be presented in 2017; subsequent reports may be limited to 40 pages (excluding annexes, in both cases).
- (b) A4 page format, 1.0 line spacing and 11-point Times New Roman font.
- (c) Electronic submission. Countries that wish to distribute printed documents may do so in the manner they deem most appropriate at the third session of the Regional Conference in 2017.
- (d) Electronic copies of the main legislative, legal, administrative and other texts mentioned in the report should be provided separately.
- (e) All the abbreviations used in the text should be explained, especially those that refer to national institutions, organizations, laws or other elements that may not be easily understood outside the country. A glossary explaining some terms or concepts that are specific to national legislation should also be included, if deemed necessary.

2. Content

15. The initial and subsequent reports will make up an integral part of the information that the Regional Conference and the secretariat will examine on the implementation of the Montevideo Consensus in each country. The recommendations for the content of the first report to be presented to the Regional Conference at its third session in 2017⁷ are as follows:

- (a) Provide sufficient information on the implementation of the Montevideo Consensus.⁸
- (b) Refer to the measures proposed in the *Operational guide for the implementation and follow-up of the Montevideo Consensus on Population and Development*, from 2013 onwards.
- (c) Explain the normative and empirical application of the priority measures of the Montevideo Consensus.
- (d) Provide statistical data broken down by income, sex, age, race, ethnic origin, migratory status, disability, area of residence and other categories that are relevant in the national content, which may be presented as annexes to the reports. The information should allow comparisons over time and indicate data sources. An analysis of the information relevant to the achievement of the Montevideo Consensus measures should be included in the body of the reports.

⁷ Later reports will focus on the progress made during the period between the publication of the initial report and the presentation of the subsequent reports.

⁸ “Sufficient information” means self-explanatory content, with no additional background information needed.

3. Recommended structure

16. The first national progress reports on the implementation of the Montevideo Consensus will be presented in 2017. These documents should be structured as follows:

- (a) In part one, provide information on the following in particular:
 - (i) National coordination mechanisms that act as a permanent liaison with the Regional Conference on Population and Development in Latin America and the Caribbean.
 - (ii) Preparation of the report. Consider, among other things, the nature of non-governmental public entities' or other civil society institutions' participation in preparing the report. Indicate the activities that have been carried out, such as parliamentary debates, seminars, workshops, mass media and publications.

- (b) In part two, provide information on the following in particular (try to maintain a word limit of about 2,000):
 - (i) A brief general description of the country: demographic, economic, social and cultural characteristics, as well as the political structure and institutions and legal framework related to the priority measures of the Montevideo Consensus.
 - (ii) National (institutional and programmatic) background and trajectory of treatment of population and development issues.

- (c) In part three, provide information related to:
 - (i) Implementation of the Montevideo Consensus:
 - A summarized update on the implementation of the Consensus, highlighting the main advances, as well as the problems and difficulties encountered, between 2013 and 2017.
 - The lines of action, targets, and respective time frame of the review and national indicators that will be used to follow up the Montevideo Consensus.
 - (ii) Review and analysis of the implementation of the priority measures of the Montevideo Consensus, identifying the main gaps and challenges.

- (d) In part four, provide information on:
 - (i) Conclusions, including the unresolved challenges and next steps.

SUGGESTED METHODOLOGY FOR PREPARING NATIONAL REPORTS⁹

1. Establish a National Committee

17. Create or establish a National Committee with a broad base and gender balance. Although the presentation of the report is essentially the government's responsibility, it is important to foster dialogue and consensus with all stakeholders, including civil society and academic institutions. When appropriate, cities and communities should establish their own mechanisms to report on progress made at the local and community levels. This information should be compiled in each country's report.

2. Decide which practices will be reported and their indicators

18. On the basis of the *Operational guide for the implementation and follow-up of the Montevideo Consensus on Population and Development*, it is proposed that countries will identify the best practices and indicators to be included in their national reports, affording particular attention to implementation gaps.

19. In order to decide on the most important practices to be documented, countries should consider analysing them on the basis of the following general criteria:

- (a) **They are consistent with the international human rights framework:** national legislation, regulations, procedures and administrative tasks related to the practices should comply as much as possible with the provisions of the treaties ratified by the State. If a country's legal provisions to ensure the exercise of a right are further-reaching than international legal instruments, the actions developed and reported by that country should respect the minimum requirements of its legislation.
- (b) **They guarantee equality and non-discrimination:** the benefits and services of the practices should be enjoyed by all without distinction, exclusion, restriction or preference on the basis of any of the motives outlined in international law.¹⁰
- (c) **They include the gender perspective and empowerment of women:** the practices should counteract the mechanisms that cause and sustain gender inequality, and promote the physical, economic and political autonomy of women.¹¹

⁹ See annex 1.

¹⁰ The motives outlined in the main international human rights instruments are race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status (see the Covenant on Economic, Social and Cultural Rights [online] <http://www.ohchr.org/EN/ProfessionalInterest/Pages/CESCR.aspx>). The Inter-American Convention on Protecting the Human Rights of Older Persons recently declared old age a motive for discrimination (see [online] http://www.oas.org/en/sla/dil/inter_american_treaties_A-70_human_rights_older_persons.asp).

¹¹ Physical autonomy refers to two areas that reflect social issues relevant to the region: women's reproductive rights and gender-based violence. Autonomy in decision-making refers to the presence of women at different levels of government and measures to encourage their full participation in equal conditions. Economic autonomy is women's ability to generate their own income and resources through access to paid work under the same conditions as men. It takes into account time use and women's contribution to the economy.

- (d) **They facilitate empowerment and participation:** the practices should allow people to exercise their rights and provide them with the instruments needed to do so¹² as well as create effective platforms for their involvement in the issues that concern them.¹³
- (e) **They respect ethnic and sociocultural diversity:** the practices should recognize and respect ethnic and sociocultural diversity and avoid one or more identities dominating the rest.
- (f) **They take into account the intergenerational perspective:** the practices should help adapt society's structures and functioning, policies and plans to the needs and skills of all generations, present and future, for the common good.
- (g) **They involve progressive realization and non-regression:** the practices implemented should use the maximum of available resources to achieve progressively the full realization of the rights they aim to protect,¹⁴ both of the country's general population and of vulnerable groups. Practices must also avoid regression in relation to national achievements.
- (h) **They reduce inequality and encourage social inclusion for sustainable development:** the practices should help create opportunities for vulnerable groups to build their capacity, and help achieve the Sustainable Development Goals.
- (i) **They include a cross-sectoral perspective:** the practices should take into account comprehensive approaches and coordinated cross-sectoral management that help to take advantage of resources and of the institutional offering for the target population.

20. Once the practices have been examined on the basis of general criteria, they should be analysed on the basis of criteria specific to each chapter of the Montevideo Consensus, as appropriate (see box 1).

¹² "Everyone has the right to an effective remedy by the competent national tribunals for acts violating the fundamental rights granted him by the constitution or by law." Article 8, Universal Declaration of Human Rights.

¹³ "States should encourage popular participation in all spheres as an important factor in development and in the full realization of all human rights." Article 8, paragraph 2, Declaration on the Right to Development.

¹⁴ "Each State Party to the present Covenant undertakes to take steps, individually and through international assistance and co-operation, especially economic and technical, to the maximum of its available resources, with a view to achieving progressively the full realization of the rights recognized in the present Covenant by all appropriate means, including particularly the adoption of legislative measures." Article 2, paragraph 1, International Covenant on Economic, Social and Cultural Rights.

Box 1
**Examples of specific criteria for each chapter of the Montevideo Consensus
 on Population and Development**

A. Full integration of population dynamics into sustainable development with equality and respect for human rights

Measures should:

- Strengthen the capacity of statistical systems and of the various entities responsible for official measurements and administrative records with a view to incorporating gender and human rights into the preparation, publication and dissemination of their indicators.
- Strengthen the institutions with responsibility for population and development comprehensively.
- Integrate population dynamics into sustainable development planning, sectoral policies and public policies and programmes in general, at the national and subnational levels.

B. Rights, needs, responsibilities and requirements of girls, boys, adolescents and youth

Measures should:

- Take advantage of the demographic dividend to provide social investment in adolescents and youth.
- Reduce the high and unequal levels of adolescent pregnancy, forced marriage and abuse and sexual violence against adolescents.
- Reduce the high levels of violence experienced by boys, girls, adolescents and young people.
- Promote the participation of youth in all spheres and at all levels.

C. Ageing, social protection and socioeconomic challenges

Measures should:

- Aim to eliminate social, legal, institutional and physical barriers that prevent or limit substantive equality for older persons with respect to other population groups.
- Allow older persons to make their own decisions and live independent lives, as much as possible.
- Facilitate contact and communication between persons of different ages as well as encourage ties and mutual learning.

D. Universal access to sexual and reproductive health services

Measures should:

- Help identify and review legislation, standards and practices that restrict access to sexual and reproductive health services.
- Aim to eradicate discrimination based on sexual orientation and gender identity in the exercise of sexual rights.
- Encourage men to take responsibility in sexual and reproductive health matters and in the reproductive care burden.
- Guarantee conditions for the exercise of sexual and reproductive rights, including those of adolescents.

Box 1 (concluded)

E. Gender equality

Measures should:

- Aim to eradicate all forms of violence against women and girls in public and private places.
- Aim to eliminate gender discrimination and asymmetries in relation to access to decent employment, job security, wages and decision-making on labour issues.
- Promote the shared responsibility of the State, the private sector, the community, families, women and men in unpaid domestic tasks and care work.

F. International migration and protection of the human rights of all migrants

Measures should:

- Provide information that shows the gap between migrants and national populations and between migrants of different origins.
- Encourage the elimination of all forms of discrimination experienced by migrants.
- Encourage the implementation of standards and policies based on the protection of all migrants, independent of their status or condition.

G. Territorial inequality, spatial mobility and vulnerability

Measures should:

- Guarantee universal access to basic services (drinking water, sewerage, electricity) for the entire population and in all territories.
- Promote sustainable urban development and strengthening of city systems and their rural environments.
- Facilitate the prevention and mitigation of the impact of socioenvironmental disasters and environmental vulnerability.

H. Indigenous peoples: interculturalism and rights

Measures should:

- Adapt the legal and institutional framework to make it coherent with international standards with regard to the rights of indigenous peoples.
- Aim to eliminate all forms of violence and discrimination against indigenous individuals and peoples and guarantee their right to health and physical and cultural survival.
- Provide timely, good-quality and relevant information on the situation of indigenous individuals and people from a gender and generational perspective.

I. Afro-descendants: rights and combating racial discrimination

- Implement laws, standards and policies (including institution strengthening) to promote and protect the rights of Afro-descendants.
- Aim to eliminate all forms of violence and discrimination against Afro-descendants and the overlapping of ethnic, racial, gender and generational inequalities.
- Provide timely and good-quality information on the situation of Afro-descendants from a gender and generational perspective.

3. National consultation workshop on the implementation of the Montevideo Consensus

21. It is proposed that, in keeping with each country's possibilities, the National Committee organize a workshop in which civil society should participate, with a view to validating the practices documented in the national report and to gathering opinions on the definition of priorities and future challenges.

4. Preparation of national reports on the implementation of the Montevideo Consensus

22. It is suggested that the National Committees build on the basic guidelines presented in the previous paragraphs when writing its report.

23. National Committees are encouraged to refer to the progress made in the definition of indicators for the regional follow-up of the Montevideo Consensus, the goals and indicators of the *Operational Guide on the implementation and follow-up of the Montevideo Consensus on Population and Development* and the indicators to measure the Sustainable Development Goals.

5. Presentation of national reports to the Regional Conference on Population and Development at its third session in 2017

24. Heads of delegation may present their national reports at the third session of the Regional Conference on Population and Development.

25. It is suggested that delegations include technical experts on population and development who can make general statements when needed or answer any questions arising during the discussion between the States.

26. Countries that wish to may disseminate their reports in full or in part to national media sources.

Annex A1

Recommended steps for the preparation of national reports

