NPM¹ Assessment matrix for NPMs

	Introduction					
		ASSESSSMEN T TOOL PARAGRAPH	NO	Partial	YES	Comments
1.	Is education and information regarding the prohibition against torture fully included in the training of any personnel who might be involved in depriving persons of their liberty?	1				
2.	Is the prohibition of torture, cruel, inhuman and degrading treatment and punishment included in the working regulations of such personnel?	1				
3.	Does the NPM examine rules or instructions issued in regard to the duties and functions of law enforcement personnel, civil or military, medical personnel, public officials and other persons who may be involved in the custody, interrogation or treatment of any individual subjected to any form of detention in order to verify conformity with the UNCAT, OPCAT and other human rights instruments?	9.5				
4.	Are all methods and processes of taking the liberty and freedom of a person systematically reviewed by the NPM?	1				

¹ Following the criteria established by OPCAT, the SPT Guidelines on NPMs, and the Self-assessment tool for NPMs.

5.	Has the State Party provided the NPM with the necessary, sufficient and appropriate resources to enable it to carry out its functions in accordance with the requirements of the OPCAT?	3		
6.	Does the State Party refrain from supervising the NPM?	3		
7.	Does the NPM have the capacity to operate in conformity with the principles relevant to the status of national institutions for the promotion and protection of human rights (Paris Principles) ² ?	4		
8.	Is the development of the NPM considered an ongoing obligation, with reinforcement of formal aspects and working methods refined and improved incrementally? If yes, please provide some examples in the comment field.	5		
9.	Does the NPM systematically and periodically carry out self-evaluation? If yes, please indicate date of last exercise in comment box.	6 and 18		
10	Does this assessment consider existing challenges, such as resourcing issues?	18		
11	. Does the assessment consider an assessment of activities currently undertaken?			
12	. Does the assessment consider criteria for the selection of planned activity?	18.1		

² http://www.ohchr.org/EN/ProfessionalInterest/Pages/StatusOfNationalInstitutions.aspx

13. Does the assessment consider criteria for the composition, of working groups, visiting and outreach teams?	18.2		
14. Does the assessment consider criteria for the involvement of specific forms of professional expertise or other input from national/international stakeholders?	18.2		
15. Does the assessment consider analysis of problems /challenges; and of good practices identified?	18.3		
Does the assessment consider cooperation with other actors?	18.4		
17. Does the assessment consider resources budgeted?	18.5		
18. Does the assessment consider strategies and working methods to be adopted when implementing activities?	18.6		
19. Does the assessment consider recommendations submitted to authorities?	18.7		
20. Does the assessment consider follow-up actions and an assessment of implementation of recommendations, including dialogue with authorities?	18.8		
21. Does the assessment consider systematisation of observations, recommendations issued and the responses received from authorities?	18.9		
Does the assessment consider implementation?	18.9		

23.	Does the assessment consider analysis of how and why both successes and failures in effective change have occurred?	18.9		
24.	Does the assessment describe all other NPM activities besides visiting, output and impact assessments?	18.10		
25.	Does the assessment consider resources spent?	18.11		
26.	Does the assessment consider the need to develop alternative strategies or approaches?	18.12		
27.	Are the working strategies subject to periodic evaluation and improvement?	19		
28.	Does the NPM include its partners in review and stock-taking of its activities?	19		
29.	Does the NPM seek input from international stakeholders, like the SPT in periodic evaluation and improvement?	19		
30.	Has the NPM considered benefitting from the SPT regarding training and technical assistance with a view to strengthening its capacities? If the NPM has concrete needs, please specify in comment box.	5		
31.	Can the SPT offer advice and assistance to the NPM in the evaluation of its needs and the means necessary to strengthen the protection of persons deprived of their liberty against torture and ill-treatment upon request from State Parties and/or a NPM? If reply is yes, please specify in comment box.	5		

32	Does the NPM make recommendations to the relevant authorities, with the aim of improving the treatment and conditions of persons deprived of their liberty and to prevent torture or other cruel, inhuman or degrading treatment or punishment of those persons?	9.1		
33	Does the NPM engage in a meaningful process of dialogue with the SP responsible concerning the implementation of any recommendations made?	9.1		
34.	Does the NPM engage in a meaningful process of dialogue with any other stakeholders concerning the implementation of any recommendations made?	9.1		
35	Does the NPM publicize its opinions, findings and other relevant information?	9.2		
36	Does the NPM make use of a broad range of media?	9.2		
37	Does the NPM submit proposals and observations concerning existing legislation?	9.3 and 12.4		
38.	Does the NPM submit proposals and observations concerning draft legislation?	9.3 and 12.4		
39	Does the NPM submit proposals and observations concerning relevant human rights action plans?	9.3		
40	Does the NPM make submissions to the Government, Parliament and any other competent body on an advisory basis?	9.3		

41. Does the NPM perform systematic reviews of interrogation rules, instructions, methods and practices as well as arrangements for the detention and treatment of persons subjected to any form of detention in any territory under a SPs jurisdiction, with a view to preventing any cases of torture?	9.4		
42. Does the NPM assist in the formulation of programmes for the teaching of the prohibition and prevention of torture and other cruel, inhuman or degrading treatment or punishment?	9.6		
43. Does the NPM carry out research into human rights?	9.6		
44. Does the NPM, where appropriate, take part in the execution of such programmes and research in schools, universities and professional fields/spheres?	9.6		
45. Does the NPM examine the curricula of the educational institutions to ensure that education and information regarding the prohibition against torture is fully included in the training of law enforcement personnel, civil or military, medical personnel, public officials and other persons who may be involved in the custody, interrogation or treatment of any individual subjected to any form of detention?	9.7		
46. Does the NPM contribute to the reports which States Parties are required to submit to United Nations bodies and committees, and to regional institutions, pursuant to their treaty obligations?	9.8		

Factors	to evaluate		NO	Partial	YES	Comments
	Organisation of the NPM					
54.	Has the NPM met with the SPT?	9.10				
53.		9.10				
,	Has the NPM established or does it maintain contacts with other NPMs with a view to sharing experiences and reinforcing effectiveness?	9.10				
	Does the NPM inform the UN and regional bodies of follow-up of recommendations, as appropriate?	9.9				
	Does the NPM provide advice at the national level with respect to follow-up of recommendations?	9.9				
	Does the NPM follow-up the implementation process of recommendations made by United Nations and regional bodies to the SPs with regard to torture and related issues?	9.9				
	Does the NPM, where necessary, with respect to the reports to UN and regional institutions, express an opinion on the subject, in accordance with its independent status?	9.8				
	Does the NPM present its own shadow report?	9.8				

55.	Are the mandate and powers of the NPM clearly set forth in a constitutional or new or existing legislative text, specifying its composition and its sphere of competence? If yes, please give links to relevant texts in comment box.	10		
56.	Does this same constitutional text or legislation specify that the visiting mandate of the NPM extends to all places where people are or may be deprived of their liberty, as set out in Article 4 of the OPCAT?	10		
57.	Does the relevant legislation specify the period of office of the members of the NPM (for either a determined or undetermined period)?	11		
58.	Does the relevant legislation specify any grounds for their dismissal?	11		
59.	Does the legislation guarantee that both the members of the NPM and its staff enjoy such privileges and immunities as are necessary for the independent exercise of their functions?	11		
60.	Does the legislation address the issue of reprisals and other actions of such a nature against NPM members, their partners or any person who has communicated with the NPM?	11		
61.	Does the NPM have the power to freely select the places of deprivation of liberty in which visits are to be carried out?	12.1		

62. Does the NPM have the power to undertake the regular examination of the treatment of persons deprived of their liberty in those places?	12.1		
63. Does the NPM have the power to determine the timing of such visits?	12.1		
64. Does the NPM have the power to determine whether the visits are to be announced or unannounced?	12.1		
65. Does the NPM have the power to select the persons to be interviewed	12.1		
66. Does the NPM have access to all personal and sensitive information necessary for pursuing its mandate?	12.2		
67. Does it have access to all premises?	12.2		
68. Does it have access to all persons necessary for pursuing its mandate?	12.2		
69. Does it have the power to make recommendations to the relevant authorities?	12.3		
70. Are all these powers set out in the legislation?	12		
71. Are members of the NPM selected through an open, transparent and inclusive process?	13		
72. Do members of the NPM collectively have the expertise and experience necessary for its effective functioning?	13		
73. Is the selection process prescribed in the governing NPM legislation?	13		

74	Does the NPM ensure that its team has the diversity of background (gender, minorities), capabilities and professional knowledge necessary to enable it to properly fulfil its NPM mandate?	13		
75	. Does the NPM in its activities benefit from cooperation with civil society, universities and qualified experts, Parliament, Government departments etc.?	13		
76	. Has the NPM created relations with civil society members who are dedicated to working with vulnerable groups?	13		
77	. If the NPM performs other functions in addition to those under the OPCAT, are the NPM functions located within a separate unit or department, with its own staff and a separate budget?	14		
78	. With respect to the above, is the relationship between the NPM function and the rest of the organisation, the working methods and safeguards applicable to preserve the independence of the NPM function clearly described in relevant internal regulations?	14		
79	. Has the State made available the necessary resources for the effective functioning of the national preventive mechanisms?	15		
80	. Has the NPM prioritised its own use of resources, on the basis of a regular analysis of its practice and experience, and in the light of its evaluation of its needs and the means necessary for it to exercise its mandate appropriately?	15 and 9		

Factors	to evaluate		NO	Partial	YES	Comments
	Working Strategy of the NPM					
	Are there policies and procedures for data protection and issues of confidentiality?	16.8				
	Are there policies and procedures for communication with other national and international actors, including the SPT, and the press?	16.7				
	Are there policies and procedures for sharing information within the NPM?	16.6				
	Are there policies and procedures for employment of external experts, establishing necessary qualifications and terms of reference for their work?	16.5				
	Are there policies and procedures for preventing conflicts of interest?	16.4				
	Are there policies and procedures for employment and dismissal of staff?	16.3				
	Are there policies and procedures for decision making?	16.2				
83.	Do these policies and rules address its work and budgets for all its activities?	16.1				
	Has the NPM developed policies and rules of procedure which address the organisation of the office?	16.1				
	Does the NPM advocate for the provision of the resources necessary for the effective exercise of its mandate, with the assistance of the SPT and /or other relevant actors if necessary?	15				

91	Has the NPM formed partnerships with national and international actors in order to raise awareness of the obligations of the State Parties among decision makers and within the general public?	17		
92	Are these partnerships in order to encourage and facilitate change in legislation, policies of authorities, general attitudes, and conditions and practices in places of detention?	17		
93	Has the NPM developed long term as well as short term concrete strategies for its work in order to achieve the maximum impact on problems and challenges relevant to its mandate in the local context?	18		
94	Do members of the NPM and its staff receive on-going training on NPM activities and torture prevention, inter alia, methodological, strategic, and ethical issues?	20		
95	Do external experts and other possible contributors receive on-going training on NPM activities and torture prevention, inter alia, methodological, strategic, and ethical issues?	20		
96	Do members of the NPM and its staff participate in developing working methods?	20		
97	Do external experts and other possible contributors participate in developing working methods?	20		

98. Is the SPT involved any of the NPM activities on training and development of working methods?	20		
Implementation of Visiting Activities			
Planning			
99. In the framework of its visiting activities does the NPM actively seek for information in order to ensure that it has inventories for all places of detention?	21		
100. Does the NPM keep an archive of all relevant and available information about places of detention and the treatment of persons held there?	21		
101. Does the NPM have criteria for the selection of places to be visited?	22		
102. Does the NPM have criteria for deciding on thematic visits?	22		
103. Do these criteria ensure that all places of detention are visited regularly?	22		
104. Do these criteria take into account the type and size of institutions, and their level, and the character of known human rights problems?	22		
105. Do these criteria leave room for flexibility in the allocation of resources to ensure that follow-up and urgent visits can be undertaken?	22		
106. Are these criteria transparent, clear and published?	22		

107. Is the visiting team composed of individuals with the necessary knowledge (i.e. languages and special needs/vulnerable groups)?	23		
108. Does the composition of the visiting team take into account experience and skills of members?	23		
109. Does the composition of the visiting team take into account a gender balance?	23		
110. Does the composition of the visiting team ensure adequate representation of ethnic and minority groups?	23		
111. Does the visiting team have the necessary human resources to enable it to properly carry out its tasks?	23		
112. Does the visiting team have the necessary technical resources to enable it to properly carry out its tasks?	23		
113. Does the visiting team have the necessary time available to enable it to properly carry out its tasks?	23		
Visit Methodology			
114. Has the NPM developed guidelines for visits to the various categories of places of detention? If yes, please give list in the comment box.	24		
115. Do these guidelines include instructions for selecting the theme of a visit?	24		

116. Do these guidelines include instructions for conducting private interviews?	24		
117. Do these guidelines include instructions for developing policies for dealing with vulnerable groups of detainees?	24		
instructions for ensuring that information from all available sources, such as from the administration of the visited institution, from staff, from detainees from all areas and units, from other visitors if appropriate, as well as from outside actors such as civil society and other monitoring mechanisms, is collected?	24		
119. Are all facilities within institutions visited, bearing in mind the target of the visit?	25		
120. Are existing registers assessed?	25		
121. Are examples of case records assessed?	25		
122. Are activities and services for the detainees assessed?	25		
123. Have practices and tools been developed to cross check, test and assess observations?	26		
124. Have practices and tools been developed to ensure that recommendations are based on rigorous analysis and are factually well grounded?	26		

125. Has the NPM put in place an effective data management system to ensure that the data collected is systematized?	26		
126. Is there a policy which provides for an immediate debriefing with the representatives of the place of detention at the end of a visit?	27		
127. Has the NPM developed a code of conduct for a visiting team?	28		
128. Does this code of conduct include how to address detainees and staff?	28		
129. Does this code of conduct include the observation of cultural and any other relevant sensitivities?	28		
130. Does this code of conduct include how and when to conduct individual or group interviews?	28		
131. Does this code of conduct include handling security and safety issues?	28		
132. Does this code of conduct include how and when to ensure confidentiality?	28		
133. Does this code of conduct include managing internal debriefings in order to coordinate and cross check data collection and prepare for the closing of the visit?	28		
134. Does this code of conduct include how to ensure that the visitors do not step outside or in any other way exceed the NPM mandate during a visit?	28		
135. Does this code of conduct include how to ensure participation in reporting and follow-up etc.?	28		
136. Does the NPM have clear guidelines for reporting individual cases of deliberate ill-treatment?	29		

137. Does the NPM have clear guidelines for requesting inquiries?	29		
138. Does the NPM have clear guidelines for maintaining the confidentiality of the detainee concerned and any other source of the relevant information?	29		
139. Does the NPM have clear guidelines for protecting such persons against reprisals?	29		
Visit Reports			
140. Do visit reports focus on the most important issues, i.e. reporting ill-treatment, gaps in policies, regulations, and practices, as well as the appropriateness of conditions under which detainees are living?	30		
141. Do visit reports reflect any systematic lack of protection of the rights of detainees?	30		
142. Are good practices noted and filed for systematic analysis?	30		
143. Are cases of deliberate ill- treatment examined to identify gaps in the protection of persons deprived of their liberty?	30		
144. Are recommendations well founded, reflecting relevant international norms and practices?	31		
145. Do recommendations have a preventive focus, addressing systematic gaps and practices (root causes)?	31		

146. Are recommendations feasible in practice?	31		
147. Are recommendations relevantly focused, precise and non-complex, so as to avoid confusion in the dialogue about their implementation?	31		
148. Has the NPM, based on experience, developed a strategy for the use of its report?	32		
149. Does this strategy include submission to relevant official bodies and the Government for publication, dissemination and dialogue and possibly its publication, for the purpose of alerting wider society?	32		
Follow-up on SPT's and own recommendations for changes			
150. Does the NPM regularly verify the implementation of recommendations?	33		
151. Does the NPM verify implementation through continuous contacts and, if necessary, follow-up visits to problematic institutions?	33		
152. Does it verify implementation based on other relevant information from. e.g., Human Rights bodies, governmental institutions and civil society?	33		
153. Has the NPM put in place a clear 'impact-orientated' follow-up strategy?	33		
154. Has the NPM developed the practices and tools necessary to implement the strategy?	33		

155. Does the NPM maintain a constructive dialogue with the relevant governmental authorities regarding the implementation of recommendations?	34		
156. Does the NPM maintain a constructive dialogue with institution directors/managers of the places of detention regarding the implementation of recommendations?	34		
157. Does the NPM maintain a constructive dialogue with the supervising authorities of the addressees?	34		
158. Does the dialogue involve both written and oral exchanges?	34		
159. Are addressees of the recommendations required, on request from the NPM, to develop a concrete policy or plan of action to commence reform where needed?	34		
160. Are there instances where the NPM recommends that authorities immediately put an end to certain practices and initiate a criminal investigation?	34		
161. Are visit reports, including recommendations, published? If yes, please give link to the webpage.	35		
162. Are annual reports published? If yes, please give link to the webpage.	35		
163. Does the annual report include recommendations for change?	35		

164. Does the annual report include the outcome of the dialogue with authorities, i.e. follow-up on recommendations mentioned in previous annual reports?	35		
165. Does the NPM publish thematic reports?	35		
166. Does the NPM in all aspects of its work have a strategy for maintaining a dialogue and cooperation with other relevant national and international actors, including civil society?	36 43		
167. Does the NPM consider all relevant information received from them?	36		
168. Does the NPM advocate for submission of relevant information to the NPM?	36		
Prevention of reprisals against persons interviewed during visits, others providing the NPM with information before or after a visit and also NPM members			
169. Has the NPM developed a strategy for the prevention of reprisals or threats from staff, as well as from fellow detainees, against persons interviewed during visits?	37		
170. Has the NPM developed a strategy for prevention of reprisals against others who may provide sensitive or critical information before or after a visit?	37		
171. Does the strategy address cases of threat of reprisals against NPM members and staff?	37		

by the NPM setting out the types of information that can be collected during group interviews and the types of information that should be collected in private interviews only?	37.1		
173. Does the strategy include a policy on how additional private interviews will be conducted to preserve the anonymity of the source of information whenever sensitive or critical information is obtained during a private interview?	37.1		
174. Does the NPM during talks with management, staff and detainees, stress that reprisals are explicitly prohibited in the OPCAT?	37.2		
175. Does the NPM during talks with management, staff and detainees stress that follow-up will focus on this issue?	37.2		
176. Does the NPM during talks with management, staff and detainees stress that all persons that have been contacting NPM in facility subject to reprisals should notify the NPM?	37.2		
177. Is information in written form widely distributed to managers, staff and detainees which contains information about the mandate and working methods of the NPM?	37.2		
178. Does this information include the absolute prohibition of reprisals?	37.2		
179. Does this information include the contact address of the NPM?	37.2		

180. Is the NPM expressly permitted (either in law or in practice) to distribute any material about the NPM to detainees and others in the facilities?	37.2		
181. Is it expressly permitted (either in law, regulations or in practice) that persons may receive and keep such material?	37.2		
182. Are cases of particular concern followed-up and monitored, including after the transfer of the detainees or personnel concerned to other institutions?	37.3		
183. Is increased attention paid to, and enhanced monitoring carried out of, places where reprisals (are likely to) have occurred?	37.3		
184. Is intervention and the assistance of other actors, including NGOs, sought and facilitated?	37.4		
185. Does the NPM share relevant information with international monitoring bodies about possible cases of reprisals?	37.4		
186. Does the NPM act upon immediately relevant information from other actors, including NGOs working directly or indirectly with detainees, which gives rise to concerns regarding the possibility of reprisals?	37.5		
187. Is any well-founded concern about reprisals analysed, as far as possible verified, and filed?	37.6		

188. Is any well-founded concern about reprisals included in the reporting of the NPM?	37.6		
189. Are such concerns subject to recommendation for improvement of institutional practices with a view to protection and to compensation of the victims and to prevent reoccurrences?	37.6		
190. Are cases of particular individuals at risk of reprisals brought to the attention of the authorities and followed-up?	37.7		
191. Is this done with the consent of the persons concerned?	37.7		
192. In case of alleged reprisals, does the NPM seek to ensure that a disciplinary or criminal investigation is initiated?	37.8		
193. In case of alleged reprisals does the NPM seek to ensure that victims are protected?	37.8		
194. In case of alleged reprisals does the NPM seek to ensure that victims, when relevant, are compensated?	37.8		
Issues related to the legislative framework			
195. Does the NPM ensure that the relevant legislative framework must encompass an absolute prohibition of torture?	38		

196. Does the NPM ensure that the relevant legislative framework encompasses the definition of torture in accordance with the provisions of the UNCAT, Article 1?	38		
197. Does the NPM ensure that the penalties for infractions are commensurate with the gravity of the offence?	38		
198. Is place of detention appropriately defined by the national law?	38		
199. Does this definition keep in mind the OPCAT principles and protection of human rights?	38		
200. Does the NPM monitor and analyse systematically the implementation of proceedings against suspected perpetrators of torture and ill-treatment?	39		
201. Does the NPM advocate for, or facilitate the establishment of, a national register of allegations of torture, any investigation or criminal proceedings undertaken, and the outcome thereof?	39		
202. Does the NPM advocate for the establishment of an independent body with capacity to assess allegations of torture and ill-treatment according to the Istanbul Protocol?	39		
203. Is the NPM mandated to assess draft and existing legislation against the State Party's international obligations and against other international standards?	40		

204. Does the NPM propose and advocate for necessary legislative changes?	40		
205. Does the NPM advocate for the implementation of the state party's international obligations with parliamentarians and government?	40		
206. Is this done in conjunction with other relevant actors when appropriate?	40		
207. Does the NPM propose and advocate for amendments to the legislation if it is not compliant with the UNCAT, OPCAT and the Paris Principles?	40		
208. Has the NPM developed a system to ensure that it is alerted to relevant legislation and draft laws?	40		
209. Does the legislation establishing the NPM clearly state the obligation for competent authorities to examine the recommendations of the NPM and to enter into a dialogue with it regarding the implementation of its recommendations?	41		
Cross-Cutting Issues			
Cooperation and communication			
210. Has the NPM established a mechanism for communicating and cooperating with relevant national authorities on the implementation of recommendations?	42		
211. Does this mechanism include urgent action procedures?	42		

212. Has the NPM established a means for addressing and resolving any operational difficulties encountered during the exercise of its duties, including during visits?	42		
213. Has the NPM established a policy for publicising reports, or parts of reports including the main findings and recommendations?	42		
214. Has the NPM established a policy regarding the production and publication of thematic reports?	42		
215. Has the NPM established a strategy for cooperation with other national and international actors, including the SPT on follow-up of cases of suspected or documented torture or ill-treatment and cases of possible reprisals?	43		
216. Does this strategy encompass cooperation with a wide range of national actors such as non-governmental organizations, trade unions, concerned social and professional organizations, trends in philosophical or religious thought, universities and qualified experts, Parliament, Government departments?	43		
217. Is special attention paid to creating relations with civil society members devoted to dealing with vulnerable groups?	43		
218. Has the NPM established a strategy for making its mandate and work known to the general public?	44		

219. Has the NPM established a simple, accessible and confidential procedure through which the general public might provide it with relevant information?	44		
Systematization of experiences			
220. Does the NPM ensure that important concrete and contextual observations arising from its visits to institutions and stemming from other reliable sources are categorised, filed and regularly processed?	45		
221. Does the NPM ensure that such observations are used in dialogue with the authorities?	45		
222. Does the NPM ensure that such observations are used for the ongoing planning of work and further development of its strategies?	45		
223. Does the NPM ensure that its recommendations and the responses from the authorities are categorized, filed and regularly processed?	45		
Does the NPM ensure that these are used in dialogue with the authorities?	45		
225. Does the NPM ensure that these are used for the ongoing planning of work and for the further development of its strategies?	45		
Prioritizing resources			

226. Does the NPM prioritise the most problematic issues and institutions?	46		
227. Does the NPM ensure that it does not disregard any particular form of institution or geographical area and any other NPM task other than visiting from the scope of its work?	46		
Annual Report			
228. Is a separate annual report of the NPM published	47		
229. Does the annual report of the NPM include accounts of current challenges to the protection of the rights of persons deprived of their liberty and to the effective execution of the NPM's mandate?	47.1		
230. Does the annual report include strategic short and longer term plans, including setting priorities?	47.1		
231. Does the annual report include analysis of the most important findings?	47.2		
232. Does the annual report include an account of recommendations and the responses of the authorities to them?	47.2		
233. Does the annual report include follow-up on issues outstanding from previously published reports?	47.3		
234. Does the annual report include consideration of thematic issues?	47.4		

235. Does the annual report include accounts of cooperation with other actors on the prevention of torture?	47.5		
236. Does the annual report include an overview of all other NPM activities undertaken and their outcomes?	47.6		