

## CLA Human Rights and Rule of Law Committee Terms of Reference

### Mission Statement

*The Committee aims to be instrumental in the promotion and protection of Human Rights and the Rule of Law in the Commonwealth and to raise awareness where human rights are violated, with a particular focus where violations impact on the independence of the legal profession and the judiciary, the separation of powers, Latimer House Principles and Rule of Law matters.*

*The Committee is to act as a resource for the President, both in terms of providing input when requested and in terms of flagging issues that should be raised at higher levels.*

### Other guiding principles/aims

The Human Rights and Rule of Law Committee's work will:

- Implement the CLA's Diversity & Inclusion policy
- Champion CLA for membership growth by enhancing the CLA's value offering

### Activities

<b><i>Assisting the President</i></b>	<ul style="list-style-type: none"> <li>• The Committee will fulfil its aims by assisting the President of the CLA in the drafting and issuance of statements (whether independently or jointly with other associations or agencies), by working with local bar associations, establishing contacts and relationships with other Human Rights and Rule of Law associations and agencies in order to raise awareness, widen and deepen the debate.</li> </ul>
<b><i>Exchange views and knowledge</i></b>	<ul style="list-style-type: none"> <li>• Partnering with Commonwealth Secretariat and other NGOs and agencies to assist to develop Human Rights and the Rule of Law throughout the Commonwealth.</li> <li>• Internally to the CLA, the Committee shall seek to broaden the knowledge of the members of the Committee (and in turn the broader CLA) by inviting specialists in the field to join the committee and by</li> </ul>

	<p>organizing presentations and discussions lead by specialists on relevant topics.</p> <ul style="list-style-type: none"> <li>• Make speaker recommendations to the CLC Papers Committee</li> <li>• Webinars, training and articles to generate discussions on Human Rights and the Rule of Law</li> <li>• Contribute Newsletter and journal articles</li> </ul>
<b><i>Developing policy positions</i></b>	<ul style="list-style-type: none"> <li>• Develop Human Rights and Rule of Law policies and protocols for endorsement by CLA Council</li> </ul>
<b><i>Undertaking special projects</i></b>	<ul style="list-style-type: none"> <li>• Working within resources the Committee's focus will be on the most critical situations and worst abuses and the Committee should (selectively) seek to work alongside funded agencies and associations, to assist and amplify the work that they carry out. Provide training for practitioners using experienced trainers</li> <li>• Collaborate with other CLA Committees and the Hubs on Human Rights and the Rule of Law</li> <li>• Provide capacity to the Commonwealth Secretariat to assist its development of Human Rights and the Rule of Law</li> </ul>

### **Membership**

- Initial membership from Council, ExCo and YCLA
- Co-option of other members who can contribute specialist expertise or other advantages
- All Members are required to be in good standing with CLA unless they represent a partner organisation (ie. NGO and Commonwealth accredited organisation partners, or non lawyers)

### **Possible Partnerships**

- Commonwealth Secretariat
- NGOs such as the Death Penalty Project and the World Justice Project

### **Administration**

- A Committee secretary to be appointed who will be responsible for meeting arrangements and minute taking and be the point of contact to liaise with the Secretariat for diary planning, record keeping and circulation of documents. Where subgroups are set up to focus on specific projects, a subgroup secretary will be appointed who will report to the plenary Committee on the subgroup activities.
- Meetings will be held every 2 months
- Reporting lines

- Where there are subgroups, they shall report to the Plenary Human Rights and Rule of Law Committee
  - To ExCo – brief verbal report with advance notification if specific Agenda time requested and with documents for circulation to be provided to the Secretariat the week before the ExCo meeting.
  - To Council – a brief written summary of activity and any relevant reports for circulation to be with the Secretariat 2 weeks before the Council meeting. Requests for substantial agenda time at Council to be requested at least 2 weeks in advance.
  - General Meeting – a written report of activity for the CLA membership. To be received no later than one month before the CLC
- For webinars and in-person events: the Committee members are required to identify their target audience, speakers and propose a Budget to disclose any financial exposure for the CLA, potential earnings for CLA and details of promotional or other requirements and the call upon the Secretariat's time. A Committee member will be identified to work with the Secretariat who will assist with scheduling (to coordinate with activities of other CLA Hubs and Committees) hosting on Zoom and marketing. Submission of all data (dates, times, speakers' bios etc) must be submitted at least 8 weeks prior to the event to give time for successful marketing strategies.

**May 2023**