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Guide for IBA Officers: Participating in Public Consultations

What are public consultations?

Public consultations are requests from intergovernmental bodies (e.g. UN, OHCHR, Council of Europe) for written input from stakeholders on specific themes. They are an opportunity for IBA Committees to contribute expertise to influential reports, resolutions, and policy debates. Input should reflect the committees' collective perspective, and signed off by these committees. They should not seek to represent the IBA.

The Divisions team is here to support you with coordination, drafting logistics, and ensuring the correct review process is followed.

How will you be notified?

When a consultation is relevant to IBA's work, the Divisions team circulates an invitation by email to the relevant committees. Participation is entirely at the committee's discretion.

The email will:

- Provide a link to the official consultation notice.
- Outline deadlines for submissions. The Committees will have one working week to confirm that they would like to participate, and must submit their contribution to Divisions one working week before the deadline of the public consultation for the SPPI leadership to review.

Forming a Working Group

- Committees are encouraged to form a small Working Group to draft the response.
- Appoint a Chair within the group to coordinate.
- The Divisions team can help you solicit participation from your wider committee membership if needed.

Drafting the submission

- Use the guiding questions provided in the consultation notice to structure your response.
- There is no obligation to answer all questions. Focus on those most relevant to your committee's expertise.

Review process

- Before final submission, all draft responses must be sent to the Divisions team.
- The Divisions team will forward your draft to SPPI leadership to review before the final submission.
- Only once approved can the draft be submitted to the requesting organisation.

If you have any further queries about the Public Consultations please email
Divisions@int-bar.org



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