



Guidelines for Coordinating the "Day of the Endangered Lawyer" Activities

Overview

Each year, the Coalition identifies and focuses on a country where lawyers face significant risks. This country is selected through a structured nomination and voting process. A dedicated working group is then formed to prepare a comprehensive report, culminating in global activities, including statements, conferences and demonstrations on January 24.

Country Selection Process

- **May 30:** Coalition members propose potential focus countries for the next year's activities.
- **Last Friday of June:** Voting is held among Coalition members to select the focus country.

Proposal Submission Rules

Proposals for the focus country must adhere to the following criteria:

1. Justification must be based strictly on verifiable facts.
2. At least one proposing organization must volunteer to participate actively in drafting the report.
3. Proposing organizations must have reliable contacts in the proposed country to verify facts and information for the report.
4. Proposals must clearly state how focusing on the selected country could positively impact lawyers in that country.
5. Proposals do not need a specific format and can be submitted via email.



Establishing the Working Group

Once the focus country is selected:

- Form a working group responsible for drafting the annual report.
- Assign specific roles and responsibilities within the working group clearly.

Timeline for Report Drafting

- **Early July:** Set up a joint Google document for collaboration.
- **Mid-July:** Initial meeting to define roles, tasks, and main topics.
- **August 31:** Complete the first draft of the report.
- **September 1:** Circulate the first draft to Coalition members.
- **September 20:** Deadline for feedback from Coalition members.
- **October 15:** Integrate feedback, amendments, and suggestions.
- **October 16:** Circulate the second draft to Coalition members.
- **October 31:** Deadline for additional feedback.
- **November 15:** Finalize and close the report for amendments (except urgent developments).
- **November 15:** Prepare a concise version of the report as a letter for embassies, consulates, and other institutions.
- **December 15:** Obtain final approvals and gather logos from Coalition members.
- **December 20:** Distribute all final materials (reports, statements, visual materials) to Coalition members.

Publishing Date

- **December 20:** The report must be finalized and published before Christmas to accommodate both action-oriented organizations and those organizing conferences.



Activities on January 24

- All Coalition members participate by organizing activities such as demonstrations, press conferences, webinars, or seminars.
- Action-oriented organizations will have access to the finalized report by late December to allow for adequate preparation and publicity.

Reporting Post-Activities

- **February 1:** Deadline for all organizations to submit photos, activity summaries, and other documentation from events.
- **February 15:** Publish an overall summary report of all global activities.

Coalition Meetings

- **Early October:** Progress review meeting regarding report drafting and current issues.
- **Early December:** Planning meeting to discuss finalized activities and coordination for January 24.
- **Early March:** Evaluation of the activities and coordination
- **End of June:** Selection of the next year's country

Voting System

- Voting should be clear, transparent, and accessible to all coalition members.
- Suggested voting mechanism:
 - Clear timeline for nomination and voting.
 - Transparent announcement of voting results immediately after the deadline.
 - All organisations should indicate their 1st and 2nd choice. If there is a tie, the second votes will be considered.



Coordination and Communication

- Designate a central coordinator responsible for communication and distribution of documents.
- Regular updates and reminders about deadlines and responsibilities to ensure smooth coordination.