

Annex 3: Brazil: Procedural manual for programmes for the protection of human rights defenders (extract)¹

2. Programme objectives and aims

The objective of the National Programme for the Protection of Human Rights Defenders (NPPHRD), is to offer protection and support to individuals and legal entities, groups, institutions, organisations or social movements that promote, protect and defend Human Rights and which, as a consequence of their actions and activities face risks or are vulnerable as defined in the Declaration on the Right and Responsibility of Individuals, Groups and Organs of Society to Promote and Protect Universally Recognized Human Rights and Fundamental Freedoms, approved by the UN General Assembly of the United Nations (UN), Resolution 53/144, of the 9th December 1998.

Violations encompass all conduct that attacks the personal or institutional activities of Human Rights Defenders (HRDs) or of the organisation or movements where they work or are active, including attacks perpetrated, albeit indirectly, against family members or close associates. Such attacks include but are not restricted to the following criminal acts : murder or attempted murder, torture, physical aggression, threats, defamation, illegal or arbitrary imprisonment, false accusations, attacks or reprisals, and attacks or reprisals motivated for reasons of politics, religion, economic status, culture, origin, ethnicity, gender, sexual orientation, colour or race, age or other forms of discrimination, or any attempt to undermine, disqualify or criminalise their activities that may negatively affect their physical, psychiatric or moral integrity, their honour, or their property.

3. Programme principles and guidelines

The NPPHRD was created in 1997 by Decree 6,044/07. Its fundamental principles are:

- Respect for the dignity of the all human beings;
- Non-discrimination for reasons of gender, sexual orientation, ethnic or social origin, mental ability, origin, nationality, professional activity, race, religion, age, immigration or other status;
- Protection and support for HRDs, irrespective of their nationality or whether they are involved in legal proceedings;
- Promotion and guarantees of citizenship rights and Human Rights;
- The universality, indivisibility and interdependence of Human Rights;
- The cross-cutting nature of gender, sexual orientation, mental disability, ethnic origin, religion, nationality, professional activity, race and age in the design and implementation of public policy.

Based on these principles, the NPPHRD will adhere to the following general and specific guidelines.

General Guidelines

- Strengthen the Federal Pact by ensuring joint and coordinated actions by all spheres of government for the protection of HRDs and to combat the causes that result in situations of risk and/or vulnerability;
- Encourage bilateral or multilateral international cooperation;
- Collaborate with national and international Non-Governmental Organisations;
- Construct networks involving all spheres of government and civil society organisations;
- Confirm the condition of individuals as HRDs and guarantee of corresponding levels of protection and attention;

¹ Special Human Rights Secretariat, March 2009, Brasilia, www.direitoshumanos.gov.br

- Encourage and carry out research and diagnostics that take into account regional diversity, guaranteeing the organisation and exchange of information;
- Encourage the training of protection professionals both for the verification of the status of HRDs and assuring they receive the attention offered them;
- Harmonise legislation and administrative procedures concerning HRDs at Federal, Provincial and Municipal levels;
- Encourage civil society participation;
- Encourage the participation of trade unions and professional associations; and
- Guarantee full and sufficient access to information and the establishment of channels for dialogue between the state, society and the media.

Specific Guidelines

Specific Guidelines for the protection of HRDs:

- Implement integral preventive measures across all sectors of society as a part of public policy in areas, including but not exclusive to, health, education, labour, security, justice, social security, communications and culture;
- Support to establish social, educational and public information campaigns internationally, nationally, regionally and locally with a specific focus on the image and actions of HRDs;
- Monitor and evaluate campaigns, with the full participation of civil society;
- Provide support to social action and strengthen civil society; and
- Strengthen existing projects and encourage initiatives to establish new projects.

Specific Guidelines covering the pursuit of those responsible for threats or acts of intimidation against HRDs:

- Cooperation between state security bodies;
- National-level cooperation in the legal sphere;
- Confidentiality in legal procedures; and
- Integrated action to identify and punish those responsible for related crimes.

Specific Guidelines covering attention for vulnerable HRDs and those at risk:

- Protection of life and limb;
- Social, medical, psychiatric and material support;
- Initiatives aimed at overcoming the causes of situations of risk or vulnerability;
- Protection of privacy, images and personal information;
- Support to fulfil civil and administrative obligations of HRDs associated with court appearances;
- Temporary suspension of activities; and
- Exceptionally, relocation or provisional shelter in a secret location as required for the protection of HRDs.

4. Programme strategies

To fulfil its objectives the NPPHRD should develop a range of strategies designed to guarantee ample coordination between the state and civil society in order to increase the levels of recognition afforded HRDs and improve the protection available. Non-exhaustive guidance is provided below to help develop strategies to guarantee the public recognition of HRDs:

- Public declarations and notices signed by high ranking figures including the President of the Republic, high visibility figures, artists and personalities stating that the work of HRDs is vital to the democratic process, highly valued and has their support;
- Distribution of information by the mass media concerning violations committed against HRDs, including when the media themselves have been responsible for the violations;
- Education, awareness-raising and training on Human Rights and the role of HRDs for the police, prosecuting authorities and courts;
- Publicity campaigns aimed at the general public in support of Human Rights and HRDs;

- Revision of the legislation covering abuse of authority and the crime of issuing threats (Art. 147, of the Penal Code);
- Incorporation of the NPPHRD into other programmes run by the Special Secretariat for Human Rights, in particular the National Human Rights Education Programme (PNEDH);
- In situ actions and emergency measures in concrete cases where the rights of HRDs are violated.

In order to guarantee high quality analysis of the risks and vulnerability of HRDs:

- Guidance for the Civilian Police on the registration of threats and other related crimes, the adoption of appropriate measures for their legal investigation and their immediate communication to the prosecuting authorities;
- Provision of information to the HRDs who have suffered violations and to the entity representing the case on the results of investigations;
- Guarantee that the prosecuting authorities investigate cases without prejudice to any other investigations that may be undertaken by other competent authorities;
- In cases involving the violation of the rights of HRDs or threats against them, act rapidly to prioritise an institutional response, communicating the actions taken to the Provincial Programme Coordinating Committee or, in cases where there is no Provincial Programme Coordinating Committee, the General Programme Coordinating Committee;
- Organise Specialised Hubs in the Provincial Civilian Police Forces, the Federal District Police and the Federal Police, in order to expedite their actions in situations of risk and/or vulnerability of HRDs and witnesses;
- Create mechanisms and criteria governing administrative and legal actions for the monitoring of each case;
- Strengthen spaces to guarantee dialogue between civil society organisations and governments in order to identify and resolve problems (especially in the case of the Councils established to treat questions related to Human Rights);
- Implement the measures specified in the PNEDH in order to contribute to the construction of a new Human Rights culture;
- Cooperate with international human rights protection organisations and adopt the resolutions and precautionary and provisional measures ordered by the Inter-American Human Rights System;
- Establish links between the NPPHRD and a range of other public policies in order to establish the best possible conditions for countering situations of risk and/or vulnerability generated by situations of conflict;
- Propose the repeal or alteration laws that criminalise strategies designed to defend Human Rights, because historically these have been used against HRDs;
- Guarantee viable conditions for the protection of public servants responsible for the protection of HRDs in line with the UN Basic Principles on the Use of Force and Firearms by Law Enforcement Officials responsible for compliance with the law.

5. Indicative guidance on security

This section highlights a set of guidance intended to guarantee greater effectiveness in the implementation of the strategies presented above and the procedures that appear in the next section. The guidance focuses on basic security measures designed to protect the communication, information, documentation and materials necessary for the protection of HRDs.

First, it is important to clarify the use of certain concepts in order to avoid confusion. In the Programme, RISK refers to the possibility that a situation might occur that may damage or compromise the normal development of activities intrinsic to the work of HRDs, including murder, whether it follows threats or was unannounced. The NPPHRD should also provide training and workshops on Risk Management, in an attempt to increase the timeliness and operational capacity of information systems and enable the mission of protection to be fulfilled with the lowest number of “losses” possible.

Classification of risks

1. **Circumstantial Risk:** conditions to which all human beings may be exposed for natural or external reasons and which may only partially be resolved by preventive systems (possible earthquakes, fire, floods, etc).
2. **Personal Risk:** individual conditions that the individual creates and whose consequences they accept as a result of their responsible conduct (informing about illegal activities or Human Rights violations, acting as a witness in criminal investigations) and/or caused by their irresponsibility (debts, vices, etc). These risks should be controlled through the application of protection and security measures.
3. **Work-related Risk (consciously assumed):** conditions assumed by an individual as a result of their work-related activities, decisions they take, their decision-making role in relation to complex situations and the management of complex information or the results they may generate. These risks should be controlled by self-protection and prevention measures taken by the institution or employer.
4. **Extended Risk:** are risks acquired by other people (family members, friends)
5. **Situational Risk:** all indirect circumstances in urban or rural zones.

Types of risk:

- The risk should be **specific and individual**, affecting an individual HRD; it should not, therefore, be a generalised risk;
- It should be **concrete**, caused by concrete, manifest events and not based on abstract supposition;
- It should be **current**, that is, not past nor future;
- It should be **relevant**, that is, it should threaten property or legal interests that are valuable to the individual;
- It should be a **serious** risk, likely to occur given the circumstances of the case as a result of which it cannot be characterised as improbable;
- It should be **clear and perceptible**, and not a possible or ill-defined risk;
- It should be **exceptional**, and, finally
- It should be **disproportionate** when compared to the benefits derived by the person from the situation that generates the risk.

Threat:

Is the manifestation of the desire to cause some form of damage to the HRD; the threat may be transmitted in a variety of ways: written, verbal (face to face, by telephone or by other means), electronic, or by any other medium.

Kinds of threat:

1. Clear and ambiguous.
2. Frank and aggressive.
3. Specific and general.
4. Simple and repeated.
5. Unconditional and conditional.
6. Proximate and remote.
7. Premeditated and impulsive.

Observations on communications and IT

- No form of communication is entirely secure; careful control should be exercised in all cases;
- Request the telephone company to carry out periodic inspections in order to protect telephone communications;
- Install call identification equipment;
- Protected individuals should be given a 24 hour emergency mobile telephone number they can call in emergency situations and the landline number of the office, made exclusively available for HRDs;

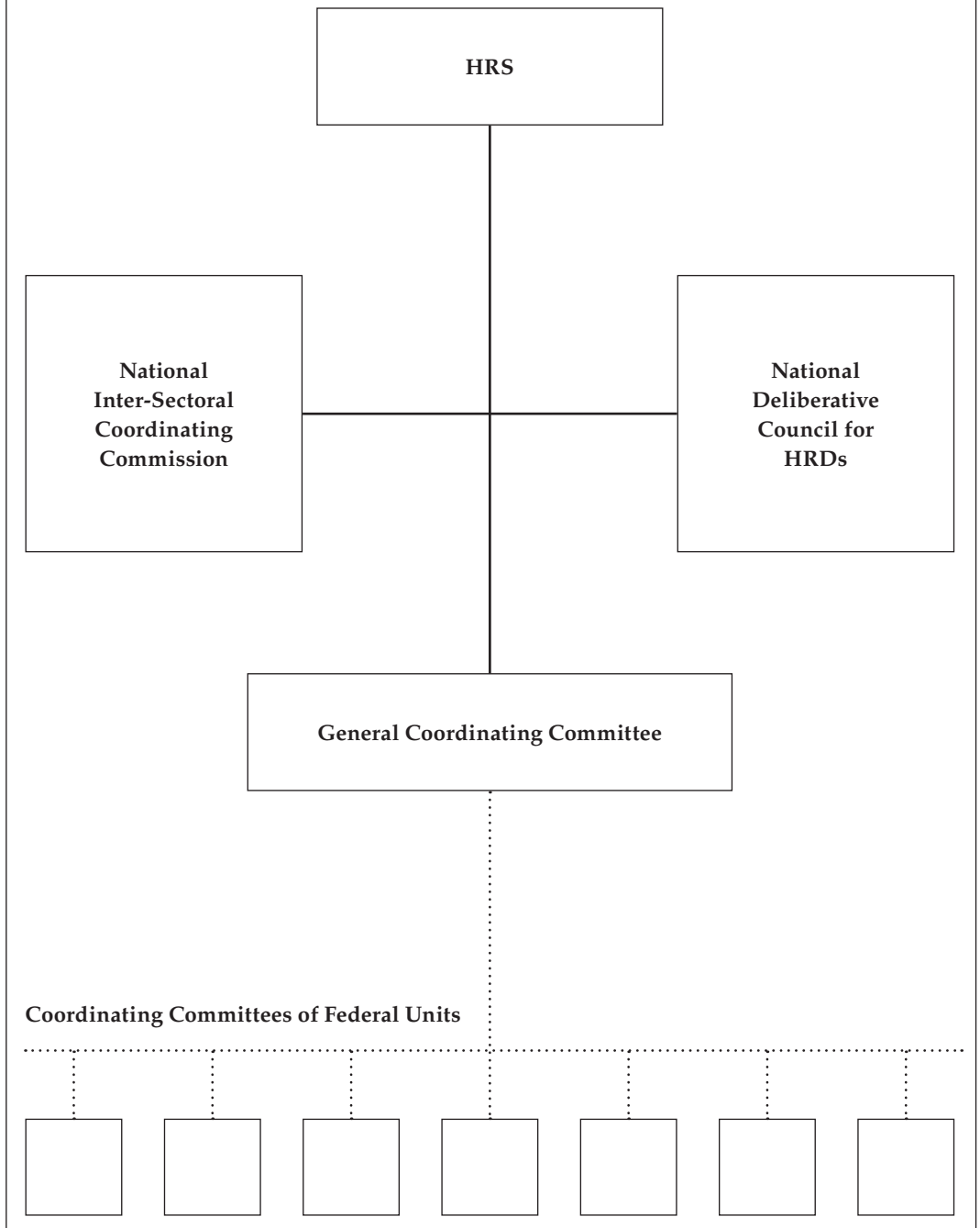
- In no circumstances should protected individuals be given access to the personal numbers of members of the Protection Team;
- Protected individuals should be made aware of the kind of support it has been agreed they may receive in an emergency situation;
- Avoid planning activities by telephone. When this cannot be avoided, use public or mobile telephones and voice distortion apparatuses. It is always more secure to speak in coded language;
- The least risky way to send messages is by fax;
- To guarantee maximum security, e-mail messages should be sent in attached archives and encryption software should be used. Confidential information should not be sent by e-mail;
- Microchips containing statistical and confidential information should not be connected to the internet;
- The personal telephones of team members should be ex-directory;
- In order to guarantee security in communications it is important to create a culture of secure communication; this is an educational process that should include the entire Protection Team, beneficiaries and volunteers.

Guidance on documentation and materials

- Security Classification (reserved, confidential, secret, top secret);
- Document Security: pay attention to the quality control, protection, reproduction and destruction of documents. Respect the following principles:
 - a. Discretionary Principle
 - b. Security Principle
 - c. Always seek a balance between the discretionary and security principles
- Exercise care in the distribution and reception of important documents and relevant legislation;
- At the end of each day collect, shred and burn papers, drafts, notes and copies of all papers with confidential contents;
- Before leaving the office, remove all confidential documents from work surfaces, storing them in their respective locked filing cabinets;
- Access to confidential documents depends on the function and not the seniority, social position or professional status of staff members;
- Each individual with knowledge of the contents of confidential documents is automatically legally responsible for their confidentiality.

6. Structure of the programme

In its structure the Programme should guarantee the coordination of the actions of the State, the Union and Federal Units, guaranteeing participation and oversight by civil society. At federal level a National Inter-Sectoral Coordinating Committee should be established to guarantee communication and coordination between the Human Rights Secretariat (HRS), the Presidency (represented with decision-making powers by the National Deliberative Council of HRDs) and Federal executive bodies.



The General Coordinating Committee and the Provincial and District Coordinating Committees should have inter-disciplinary teams. Membership of the National Deliberative Council for HRDs, established within the HRS, will ensure the participation of state employees and civil society on equal terms. It will have the following responsibilities:

- I. Decide on the implementation of the NPPHRD according to the parameters established by the law and in its regulatory framework;
- II. Discuss requests for inclusion in the NPPHRD;
- III. Determine the resources to be assigned, taking into account the decisions of the Provincial Deliberative Councils;
- IV. Support and implement the NPPHRD in participating states;
- V. Assume final responsibility and coordination of the NPPHRD at national level;
- VI. Assume other responsibilities assigned as a result of the regulation of the law.

The General Coordinating Committee of the NPPHRD has the following main responsibilities:

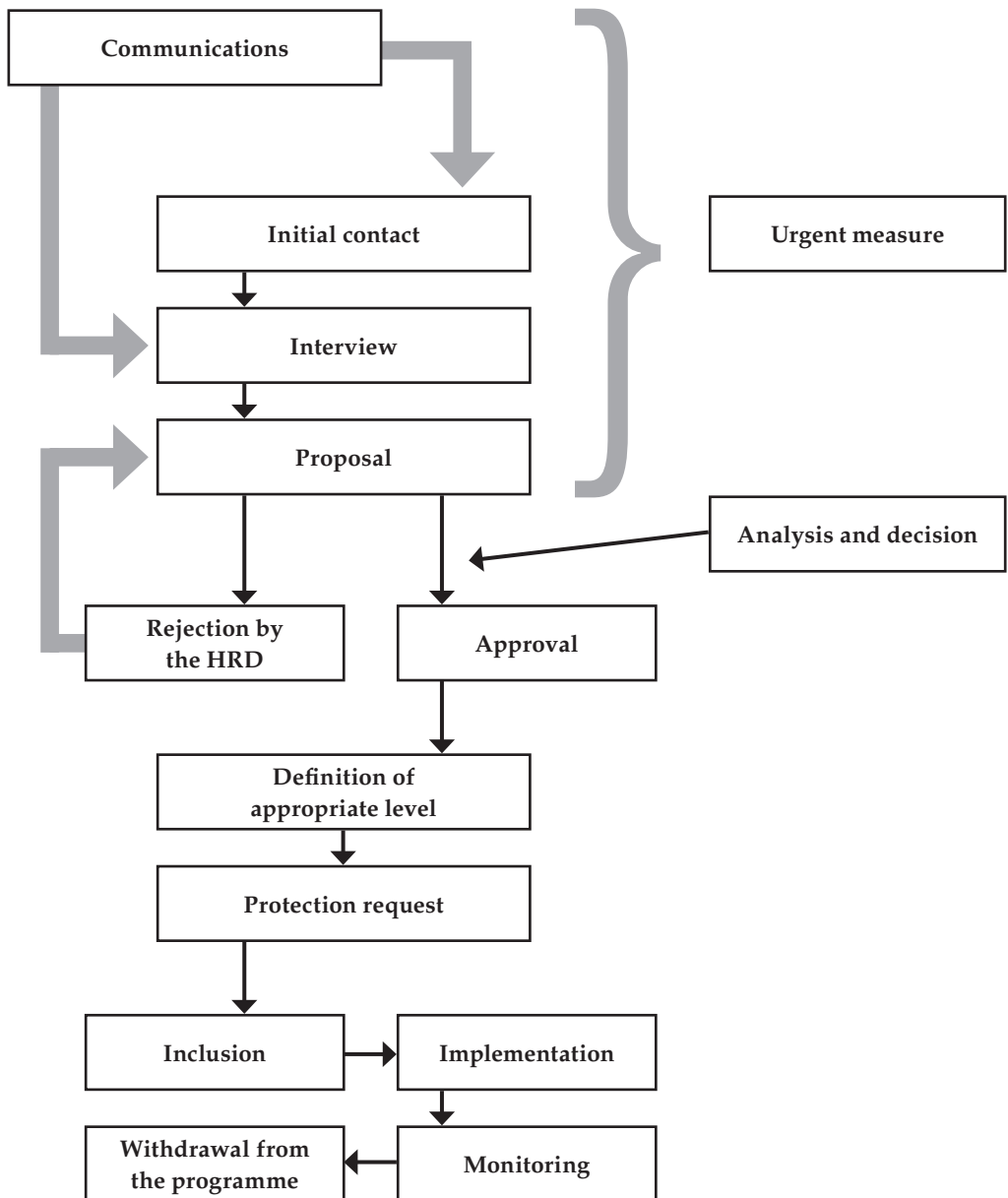
- I. Execute the state HRD protection policy according to the requirements established by the NPPHRD;
- II. Process requests for inclusion in the programme, presenting cases for decision by the Deliberating Council;
- III. Suggest a range of appropriate security measures to the Deliberating Council;
- IV. Propose increases or reductions in security measures to the Local Deliberating Council;
- V. Decide on provisional incorporation in the programme and the adoption of measures appropriate to the protection of HRDs in emergency situations;
- VI. Decide, in conjunction with the body responsible for public advocacy in the associated entity where it is based, on the reach of the judicial measures designed to protect HRDs;
- VII. In conjunction with the Federal Units, monitor the implementation of the recommendations, resolutions, and provisional measures of the international bodies of which Brazil is a member;
- VIII. Create and maintain data bases and consolidate statistics concerning HRDs and the violations committed against them;
- IX. Jointly with the Federal Units, establish local policies and actions for the protection of HRDs; and
- X. Suggest cooperation with international Human Rights protection organisations.

The members of the National Inter-Sectoral Commission will be drawn from public bodies pertaining to the Federal Executive Branch; it will have responsibility for guaranteeing cross-cutting activities for the protection of Human Rights and HRDs.

It will encourage the creation of Joint Councils and executive coordination procedures in the States that have signed agreements with the Union; these should have the same responsibilities as their national level counterparts. It is furthermore recommended that Special Risk Evaluation Commissions should be established in the Federal Units that will analyse the degree of risk and adopt emergency measures in consultation with the Coordinating Committee, with the aim of guaranteeing efficient responses to the requests for protection received.

7. Procedures

The Programme activities will be implemented through a set of procedures that have been designed taking into account the guidelines set out in this manual and the following flow chart.



At every stage, information will be gathered and recorded electronically; this will constitute the Programme's living archive but will also be the principal management tool. All staff involved in the provincial and general coordination structures of the Programme should therefore commit to maintaining the standard data base, which will be jointly administered with the beneficiaries.

The operational description of the procedures is detailed below, in adherence to the flow chart and the specimen forms reproduced in the Annex.

Communications

- Communications will be prepared by the threatened individuals or by their representatives, who may include NGOs, the prosecuting authorities or others (eg the media, the Church, international organisations, trade unions, Disk-Denúncia,² human rights audits, etc.);
- Communications should be sent to the Programme Coordinating Committees;
- All communications are to be registered in the appropriate data base, which will be developed by the General Coordinating Committee and maintained by the Provincial Coordinating Committees;
- Threatened individuals should communicate immediately with the institutions to which they belong, such as trade unions, the Church, etc.

Initial contact

- Initial contact will be established in person by the applicant; alternatively, the Programme's Technical Team will travel to the place where the threatened person is located;
- Confidentiality is guaranteed for all the information imparted during this first approach unless express authorisation is provided by the application for information to be shared;
- Once applicants have expressed their willingness to meet with the technical team they will be provided with information about the Programme;
- Following the initial contact the coordinator and the technical team will analyse the threat, conducting an exploratory examination of the situation, its implications and interconnections, and identifying the body which will serve as the reference point in the locality where the HRD is based;
- Subsequently, according to need, other people or institutions may be involved in order to optimise attention;
- Key information should be recorded in an Initial Contact Report and in written statements signed by the applicants; these statements will be used to organise the interview. (See specimen interview form in the Annex).

Emergency Measures

- It may be necessary at any given moment, pending the adoption of the other measures agreed as part of the process described here, to adopt emergency protection measures for the threatened HRDs in order to guarantee their physical safety.

Interview

- It is a principle of the programme that confidentiality is guaranteed for all the information imparted, unless express authorisation is provided by the application for it to be shared;
- Interviews are to be conducted by the technical team; the threatened HRDs may nominate a person to accompany them in the interview in order to guarantee the confidence of all participants in the process and increasing the likelihood of full and faithful recording and interpretation of the testimony;
- As a security measure, interviews should never be conducted in the offices of the organisations where the threatened HRD work;
- The threatened HRD will be attended by more than one member of the technical team, preferably in the presence of a lawyer;
- Whenever possible, video and audio recording equipment should be used, always with the consent of interviewees;
- The agreement should always incorporate the applicant's statement; if any objection is expressed great care should be taken at the point when the information is used;
- Relevant information should be recorded in the Interview Report which should be duly signed by the threatened HRDs. (See specimen interview form in the Annex).

² Translator's note: Disk-Denúncia [sic] appears to refer to campaigns intended to support the use of the telephone to report abuses to state bodies.

Proposal

- After the interview a Technical Report should be produced (specimen format attached) to include the diagnostic, risk evaluation, an expression of the willingness or otherwise of the HRD to be included in the Programme and, if they are to be incorporated, the measures proposed;
- The threatened individual should be informed of the kinds of protection the Programme is able to provide including information on the rules, preliminary recommendations, stages, etc. Their response should be duly recorded in the Technical Report;
- The case will be sent, along with the Technical Report, to be evaluated by the Provincial Coordinating Committee or, if circumstances dictate, the General Coordinating Committee.

Analysis and decision

- The Coordinating Committee to which the report was sent meets to discuss it and decide whether or not protection should be offered.
- The following factors should be taken into account during the design of the strategies:
 - a. **Sensitivity:** will the strategies provide a rapid response to the security needs of the individual or group?
 - b. **Adaptability:** will the strategies adapt rapidly to the new circumstances once the immediate danger of attack has receded?
 - c. **Sustainability:** will the strategies have long term usefulness even though the threats or attacks have not proved lethal?
 - d. **Effectiveness:** will the strategies provide adequate protection for the individuals or groups involved?
 - e. **Reversibility:** if the strategies do not work or the situation changes, is it possible to alter them?

Rejection

- The threatened individual may, within a reasonable timescale determined by the Coordinating Committee, reject the proposed protection measures. In such cases the Programme is still required to pass the case on to the relevant state bodies so that they may attempt to guarantee the protection of the HRD;
- The Programme is at liberty to refuse to include the HRD if it considers that there is no causal relationship between the threat and the activities of the HRD. In such cases the interested party may appeal to the Programme's National Council, in its capacity as superior administrative body;
- The Programme should urge action from the authorities to deal with the factors that led to the initial request for protection.

Approval

- The most appropriate security measures for the case in hand will be approved by simple majority in an ordinary or extraordinary meeting of the Provincial Coordinating Committee.

Definition of the appropriate level

When it approves the protection measures for a case the Provincial Coordinating Committee should choose the kind of protection to be offered from the following list of alternatives without prejudice to additional measures that may be deemed appropriate:

- I. Police protection;
- II. Secure and adequate transport so that the HRDs are able to continue their activities;
- III. Access to radio frequencies assigned to the security services, to be used for monitoring purposes and to request support, plus the provision of appropriate telecommunications equipment;
- IV. Provision and installation of personal security equipment for the individual and the office of the legal entity or group where the HRD works;
- V. Adoption of measures designed to overcome the causes that led to the inclusion of the HRD in the protection programme;
- VI. Protection of the identity, image and personal information of the HRD;

- VII. Social, medical, psychological and legal support and assistance;
- VIII. Monthly financial support to ensure individual or family subsistence in cases where the protected HRD is unable to carry out their habitual activities or in the total absence of income;
- IX. Support to comply with civil and administrative requirements that require the personal presence of the HRD;
- X. If the protected party is a public servant or member of the armed forces, temporary suspension of work activities without prejudice to their salary or benefits;
- XI. Change of residence or provisional lodging appropriate to the protection measures decided;
- XII. Changes to the Programme for the Protection of Victims and Witnesses set out in Law No° 9.807, of 13 July 1999.
 - a. Monthly financial support will be provided for a fixed period, the amount to be established by the council at the start of each financial year;
 - b. Measures that require the temporary suspension of the HRD's activities will be adopted only when strictly necessary for the security of the beneficiary or, in the case of organisations, its members;
 - c. The police will offer all necessary cooperation or support necessary for the implementation of each programme;
 - d. The measures and precautions related to protection programmes will be adopted, implemented and maintained so as to ensure the confidentiality of the protected parties and the agents involved in its execution.

Protection Request

- The written protection terms shall include the authorization of the threatened party, and shall be deemed to formalise the process by which they enter the programme.

Inclusion

- Inclusion will be formalised through the signing of a protocol or document in which the terms of the agreement are set out (see attached specimen);
- The Terms of Commitment and Inclusion will establish the obligations of both parties: the protected HRD and the state.

Implementation

- Refers to the protection itself, according to which all the measures agreed in the Terms of Inclusion and Commitment are carried out.

Monitoring

- Monitoring is carried out in all the phases of the application of the protection measures; it will ensure optimum implementation and consolidate the execution of the programme and the conditions under which the HRD receives protection;
- Monitoring will be carried out through periodic visits to the protected parties in the places where they carry on their activities, by providing accompaniment in the investigations or legal procedures in which they are involved, and by publishing periodic reports (see Annex);
- In addition to the regular monitoring of the Programme, periodic evaluations will be carried out by an external evaluator;
- It is the responsibility of civil society, represented in the Provincial and National Councils, to systematise and set out the results of the regular evaluations of the effectiveness of the provincial and national programmes;
- It is possible that during the execution of the protection measures it will be necessary to adopt other recommendations, including changes in the level of protection, in response to new information or changes in the situation.

Withdrawal from the Programme

- Withdrawal may occur for any of the following reasons:
 - I. Personal decision, or the formal expression of a decision taken by the majority of the members of the legal entity, institution, group, organisation or social movement; or
 - II. Compulsorily, as a result of failure to comply with the norms of the protection programme such that it implies an additional security risk to other protected parties or the public servants charged with their protection;
- A report setting out the reasons for the decision for the withdrawal must be prepared for it to be made effective.

Specimen terms of commitment and inclusion agreement

Agreement setting out the Terms of Commitment and Inclusion made between the **National Programme for the Protection of Human Rights Defenders (NPPHRD)** and _____ in order to guarantee that the latter may continue their work to promote, protect and guarantee Human Rights and universally recognised fundamental freedoms.

The State's national Programme for the Protection of Human Rights Defenders _____ (NPPHRD), represented by its Coordinating Committee _____, CONJ³ _____, whose office is represented by the NPPHRDs' Coordinating Committee for Implementation _____, bearer of Identification Document N° _____, CPF:⁴ _____, resident and domiciled in this city, and Mr/Ms _____, have decided to sign the current agreement setting out the Terms of Commitment and Inclusion according to the following clauses and conditions:

1. The aim of the **National Programme for the Protection of Human Rights Defenders (NPPHRD)** is to protect and support individuals and legal entities, institutions, groups, organisations or social movements that promote, protect, and defend Human Rights and which, as a result of their actions and activities in these fields, face risks, or are vulnerable to, or suffer, rights violations.
2. In the case of this agreement, situations of risk, vulnerability, or violation of rights refers to any conduct intended to attack the personal or institutional activities of HRDs or social organisation or movement intended to discriminate against, disqualify or criminalise their activities, or attack their physical, psychological or moral reputation, or their property. It also covers any attack, albeit indirect, carried out against family members or loved ones, including murder or attempted murder, torture, physical aggression, threat, intimidation, defamation, illegal or arbitrary imprisonment, false accusation, attacks or reprisals or acts of discrimination carried out for political, economic or cultural reasons, or because of origin, ethnicity, gender, sexual orientation, colour, age or any other reason.
3. In order to provide the protection defined above, after examining the case, the NPPHRDs may adopt, individually or collectively, the following measures in favour of HRDs, being obliged, also, to provide "hard protection", that is, police escort, during the period of risk.
 - a. Protect life, liberty, physical integrity, property and honour;
 - b. Observe the measures taken by the police and legal authorities carried out to investigate the crimes and formulate charges;
 - c. Offer social, medical, psychological and material support;
 - d. Adopt measures to overcome the causes generated by the situation of risk and vulnerability;
 - e. Protect identity, image and personal information;
 - f. Provide support for the fulfilment of civil and administrative obligations demanded of individuals summonsed by the courts to appear as witnesses;
 - g. When relevant, guarantee the temporary suspension of activities and functions; and
 - h. Exceptionally, change the place of residence or temporary lodging to a secret location compatible with the protection offered.
4. All HRDs who wish to be included in the NPPHRD should, whenever possible, adopt the self-protection measures suggested to them, including:
 - I. Inform the police and/or the prosecuting authorities and other bodies responsible for the Defence of Human Rights;
 - II. Exercise care in their daily movements, avoiding routines, altering their physical appearance and clothing, using well lit streets, avoiding remote and isolated places and seeking always to be accompanied by others. If you notice that you are being watched or followed, remain calm, observe the observer, note their characteristics, their height, colour, age, physical features and the vehicle number plate if possible; request someone to take a photograph, and inform the authorities immediately;

3 Translator's note: acronym in the original.

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- III. When travelling by bus, alight after or before your destination, observe who gets on, keeping the windows slightly open, exercise care at bus stops, traffic lights, and observe vehicles that have been driving close to the bus for a while. When travelling in a private vehicle, as well as taking these measures, be careful at intersections and in major streets, with people or vehicles that are close to entrances, or behind walls. Do not offer or accept rides unless the person is known to you;
- IV. Be aware of motorcycles, especially pillion riders when there are two people on the motorcycle;
- V. Whenever possible, avoid public places, parties, crowds, public meetings, bars, restaurants, places where fireworks are being set off, cubicles in public toilets, avoid having your back to windows and entrances; do not consume excess alcohol, and always ask others to help you with your security;
- VI. Always maintain your house well-illuminated, with the lawn cut; keeps dogs or geese, and use electronic alarms or systems designed to alert the presence of strangers and indicate their whereabouts;
- VII. Strengthen the security of the house with padlocks, and prepare a room that is difficult to access; acquire emergency equipment such as torches, candles, lanterns, bandages, medicines, etc.;
- VIII. Do not allow anyone to enter your residence without showing identification, especially if they are using company uniforms (postal service, water or electricity suppliers, prosecutors, police, public health professionals, etc.). If you do allow someone in always keep them under observation;
- IX. Acquire a mobile telephone, radio equipment, internet or other forms of immediate communication. Record suspicious or threatening phone conversations, noting the number from which the call was made;
- X. Maintain routine contact with the authorities, religious institutions and friends and establish support network with colleagues;
- XI. Change address if the threats are very serious, even temporarily avoiding contact even with those closest to you; do not stay with family members or loved ones;
- XII. Trust your instincts and feelings when it comes to self-protection: many times this can save lives.

This agreement is binding on the parties indefinitely or for the period that the situation of risk or vulnerability continues; it may be rescinded at the written request of the HRD and, once reviewed, two copies will be signed twice, the HRD keeping one copy, the other to be sent, along with the request for protection, to the Secretary of Public Security.

Place and Date

Coordinating Committee for
Implementation NPPHRD

HRD