



ENAR Shadow Reports Drafting Instructions

Objectives

The annual ENAR Shadow Reports aim to present the general situation of racism and discrimination in the EU Member States, while representing the NGO and/or victim perspective on these issues. The special focus of this year's report is on Muslim communities and the prevalence of Islamophobia in the country. Reports are an opportunity to develop an objective presentation, complimented by the NGO assessment, of the situation in the specific country. Reports should not be used to present the activities/agenda of any individual organisation.

The overall objectives of the Shadow Report are to provide an overview of the situation of racism, and to inform ENAR advocacy strategies at the national and European levels. The ENAR shadow reports have had a demonstrable impact on policy change, and represent a key source of analysis.

Content

In order to facilitate comparability between country reports, and the production of the European Shadow Report 2011/2012, it is *essential* that authors reflect a common structure in their reports as outlined in the report template provided by the ENAR secretariat. If there are particular national situations which are not reflected in the structure outlined, the authors should immediately contact the ENAR secretariat in order to discuss how to take this into account. Where no data is available or a particular section is not relevant this must be explained in the report.

Template and Formatting

The *Shadow Report Template* is intended to assist you in drafting the country report in a way that meets ENAR's objectives. The template outlines the content and formatting of the report, providing titles and subtitles to be followed as well as a brief explanation of what each topic should include.

In the template, you will see that beneath some of the titles and subtitles, detailed guidelines are added. These should be deleted as you write these sections into the same document. Write your report within the document using the template

provided and rename it *ShadowReport2011/2012_country* (replacing the country with your own).

Please respect and do not alter any of the formatting (i.e. margins, fonts, headings, titles etc.) in the template. You should apply all the styles as they appear in the template document, which has been specifically formatted for this purpose.

Length

The recommended length of each section is indicated in the template and the report should be approximately 35-40 pages in total (not including the Bibliography or Appendix). The report must not exceed a maximum of 45 pages in total length - longer reports will not be accepted. In cases of exceptional circumstances, where authors have difficulty adhering to the page recommendations for each section, they should contact Celina Kin-Armbrust at the ENAR Secretariat (celina@enar-eu.org) to discuss alternative arrangements.

Drafting standards (to be reflected in the submitted writing samples as part of the selection criteria of the author(s))

1. Language and Terminology

The language of the report shall be one of the ENAR official languages (English or French) and should be of a high formal language. It is essential that the author(s) shows through the writing sample that s/he can write in a high quality language and that s/he can report in a clear and coherent manner. Authors submitting writing samples of low language quality, or of poor quality reporting, will not be accepted as the reports have to be easily understood by a wide range of readers.

As terminology may vary according to national specificities, authors should be careful when drafting the report to not take for granted that others will understand the significance of the terms they use. Authors are encouraged to provide definitions and elaborate on the national context of terms wherever possible.

In case a translation will be carried out by the National Coordination, it is imperative that the report shall be qualitatively comparable to the mother tongue version.

2. References and Sources

Referencing skills will also be assessed as part of the selection process. Authors are expected to reference all statements by stating their source of information and by using a wide range of material to provide for solid argumentation.

The reports should represent a balance of objective information from a wide-variety of reliable and substantiated sources as well as subjective information based on experiences from the author's involvement in civil society. While

authors are expected to assess the country-specific situation from an NGO perspective, in establishing the situation and in the interest of developing comprehensive reports, it is imperative that material from a wider sphere than the author's own organisation is used.

Primary sources of information include raw, original, uninterpreted, and unevaluated information, original document containing firsthand information about a topic. Examples include pieces of legislation, Treaties, interviews.

Secondary sources are sources that digest, analyse, evaluate and interpret the information contained within primary sources. They tend to be argumentative. Examples include scholarly articles and books as well as the media.

Authors are encouraged to include information from other NGOs and civil society organisations, inter-governmental organisations, governmental bodies at the national level and at the European level (where relevant), independent think tanks, and the media. A brief list of useful country reports and research resources has been included at the end of these guidelines. This list is general and authors are encouraged to expand on it using country-specific sources. If authors do not have a working knowledge of the language of the country, they are encouraged to collaborate with individuals that do so as to have full access to country specific sources.

Authors should use the drafting of the reports to engage all members of the ENAR National Coordination in their country. For example at an early stage they should ask National Coordination members if there are specific issues they would like to see raised in the report. The reports should be discussed at any forthcoming meeting of the National Coordination.

Where there is a lack of data on a specific topic, authors should explicitly state that such a gap exists, and where possible, identify which alternative sources could be used to fill the identified gaps. This in itself is a relevant finding reflective of the situation in the specific country. In these instances, authors are encouraged to present their views on the issues and to elaborate on the topic based on their experiences in civil society and in stakeholder consultation and participation. Authors can decide to focus on a specific community different from the previous years.

Authors are expected to use the referencing methods outlined in the *Shadow Report Style Instructions*.

Timing

The 2011/2012 Shadow Reports should cover March 2011 – March 2012. This will allow for timelier information when the report is launched on the 21st March. The report will not focus on developments post March 2012, though specific developments can be highlighted where these are relevant to the discussion.

Deadline

As per the contract, completed reports along with completed checklist must be sent to Celina Kin-Armbrust at the ENAR Secretariat (Celina@enar-eu.org) by 2nd September 2012 at the latest.

The ENAR Secretariat will coordinate with National Coordinations regarding the dissemination of the reports when they have been finalised.

Copyright

Copyright for the Shadow Reports will be transferred to ENAR. National Coordinations are encouraged to promote and disseminate the reports however they cannot be used for commercial purposes.

ENAR National Coordinations remain responsible for the content of their country report.

Useful country specific resources

EUMAP Website (Open Society Foundations):

<http://www.eumap.org/>

At Home in Europe Project (Open Society Foundations)

http://www.soros.org/initiatives/home/articles_publications/publications/muslims-europe-20091215

European Commission against Racism and Intolerance (ECRI) Country Reports:

<http://www.coe.int/t/e/human%5Frights/ecri/4%2DPublications/>

European Council on Refugees and Exiles (ECRE) Country Reports:

http://www.ecre.org/resources/publications_list

European Fundamental Rights Agency (FRA) RAXEN data/country reports and EU MIDIS:

http://fra.europa.eu/fraWebsite/research/raxen/raxen_en.htm

and

http://fra.europa.eu/fraWebsite/eu-midis/index_en.htm

European Roma Rights Centre (ERRC) Country Reports:

http://www.errc.org/Countryrep_index.php

EUROSTAT website:

<http://epp.eurostat.ec.europa.eu/portal/page/portal/statistics/themes>

Human Rights Watch country-specific publications and World Report 2009:

<http://www.hrw.org/reports/world/index.html> and <http://www.hrw.org/world-report-2009>

Migration Policy Group (MPG) Migration and Antidiscrimination Country Reports:

http://www.migpolgroup.com/projects_publications.php?id=19

MIPEX, Migrant Integration Policy Index:

<http://www.mipex.eu/countries>

National Reports on Strategies for Social Protection and Social Inclusion 2009 (as well as previous National Actions Plans on Social Inclusion):

<http://ec.europa.eu/social/main.jsp?langId=en&catId=750>

Minority Rights Group International (MRG) publications:

<http://www.minorityrights.org/>

Migration Policy Institute (MPI) publications:

<http://www.migrationpolicy.org/europe/mpieurope/>

Public Interest Law Institute's Database on Anti-Discrimination and Equality Law:

http://www.pili.org/dadel/Main_Page

United Nations Committee on the Elimination of Racial Discrimination (CERD) Annual Reports:

<http://www.un.org/depts/dhl/resguide/spechr.htm>

United Nations Human Rights Documentation: A Guide to Country-Specific Research,
Penny L. Parker:

<http://www.projecteleanor.com/2003/guide.html>