

**EIGHTH ANNUAL MEETING OF THE ASIA PACIFIC FORUM OF  
NATIONAL HUMAN RIGHTS INSTITUTIONS**

**REPORT FROM THE MEETING OF SENIOR EXECUTIVE OFFICERS**

15th and 16th February 2004  
Kathmandu, Nepal

*Purpose*

The purpose of this report is to provide Forum Councillors with information on the outcomes of the two workshops of the Senior Executive Officers Group (SEO) held on Sunday 15<sup>th</sup> February and Monday 16th February, 2004.

*Attendance*

Representatives from the national human rights institutions of Australia, Fiji, India, Indonesia, Malaysia, Mongolia, Nepal, New Zealand, Palestine, Philippines, Republic of Korea, Sri Lanka and Thailand.

Representatives of the UN Office of the High Commissioner for Human Rights, the Network of National Human Rights Institutions of the Americas and the APF secretariat.

*Discussions*

The agenda for the first half day meeting sets out the range of issues discussed by the SEOs.

*Outcomes*

The SEO Group had two sessions:

In session one the Group;

1. Confirmed that the role and functions of the group, as outlined in the relevant meeting paper of last year's seventh annual meeting, continue to apply. The primary purpose of the Group is to "assist in the effective and efficient functioning of NHRIs by:
  - discussions of common problems
  - considering practical assistance through sharing of activities, experiences, expertise and resources of each other
  - developing communication strategies
  - promoting opportunities for the development of members
  - consider staff training and staff exchanges
  - consider ways members can assist the development and operations of the APF and its secretariat".
2. The component of the APF website dedicated to SEOs will continue to be developed. The APF secretariat will work with the co-chairs of the SEO group, a working group of SEOs and all APF member institutions to considerably expand the range of information on the site.

The frank exchange of information, internal training programmes, policies and experiences relating to operational management and comparative information would be helpful to the development of the management capability of the Group.

This project will be the main effort for the SEO group for the next year.

3. An intersessional working group of SEOs has been formed. This working group is comprised of the SEOs of Australia, Mongolia, Nepal, New Zealand and South Korea.
4. The SEOs of Nepal and New Zealand were elected as 'co-chairs' of the group. In the future the Chair will follow the convention of the annual meeting and rotate the Chair.

In session two the Group:

5. discussed management issues including;
  - the development, implementation and monitoring of national action plans
  - strategic planning processes for NHRIs
  - operational planning and implementation of the strategic plan
  - the APF business plan and in particular components which assist in the management of NHRIs
  - Complaint handling – some key indicators and processes
  - future information exchange
6. accepted with thanks the undertaking by the Secretariat to proceed with the development of the website resource, and in particular thanked the Australian Commission in generously offering web personnel to carry out the work
7. observed that the sessions on management issues confirmed that there was a great deal of information and experience within the Group that would be to the great benefit of all to share
8. agreed to proceed promptly to identify issues and prepare for discussions at the next meeting
9. thanked the OHCHR, the APF secretariat and the member NHRIs of the APF for facilitating the development of the SEO Group.

Kathmandu

17th February 2004.