

Myanmar National Human Rights Commission



The Procedures Relating to the Myanmar National Human Rights Commission Law 2023

The Republic of the Union of Myanmar
The Myanmar National Human Rights Commission

Notification No. 3/2016

The 7th Waning of Tabodwe, 1377 M.E.

(1 March 2016)

[Amend: 7.11.2017, 25.4.2022, 31.1.2023]

In exercise of the powers conferred under section 70 of the Myanmar National Human Rights Commission Law, the Myanmar National Human Rights Commission issues the following Procedures.

Chapter I

Title and Definitions

1. These Procedures shall be called **the Procedures Relating to the Myanmar National Human Rights Commission Law**.
2. The expressions in these Procedures shall have the same meaning as contained in the Myanmar National Human Rights Commission Law. In addition, the expressions shall have the meanings as follows:
 - (a) **Law** means the Myanmar National Human Rights Commission Law;
 - (b) **The Inquiry Team** means the team formed by the Commission to examine and conduct an inquiry into a complaint;

- (c) **The Field Investigation Team** means the team formed by the Commission to visit the site for conducting investigation as may be required;
- (d) **The Inspection Team** means the team formed by the Commission to inspect prisons, jails, detention centres and places of confinement;
- (e) **The Regular Meeting** means the meeting held once a month by the Commission;
- (f) **The Special Meeting** means the meeting to consider special or emergency matters held in between regular meetings. <Amend 25.4.2022>

Chapter II

Regulations to be abided by the Members of the Commission

3. The following regulations shall be abided by the member of the Commission:
- (a) To make every endeavour to achieve objectives of the Commission Law;
 - (b) To refrain from engaging in any activities or practices that conflict with or may be perceived to conflict with the functions of the Commission;
 - (c) To uphold mutual respect and understanding among the members of the Commission;

- (d) To refrain from misusing the duties and powers of the Commission stated in the Law;
- (e) To undertake responsibility for not revealing the discussions and decisions which are deemed confidential by the meeting of the Commission;
- (f) To keep secure the information and documents relating to the functions of the Commission;
- (g) To respect and abide the regulations laid down by the Commission.

Chapter III

Promoting Awareness of Human Rights

4. The Commission shall carry out the following measures to promote public awareness of human rights:

- (a) conducting awareness raising and dissemination of information as and when necessary, in order to make the public aware of international laws, domestic laws, activities of the State, regional activities, activities of the Commission and international activities relating to human rights;
- (b) publishing statements on domestic and international activities of the Commission relating to human rights as appropriate;
- (c) giving lecture, conducting conference, seminar, workshop, training workshop and talk as

appropriate, as well as publishing books, pamphlets and posters to raise awareness of human rights. Media may also be used if necessary.

Chapter IV

Inquiry into Human Rights Violations

Lodging Complaints on Human Rights Violations

5. An individual may lodge a complaint with the Commission on his/her own behalf or on behalf of another person or on behalf of a group of persons with complaint concerning any violation of human rights or any alleged violation of human rights under section 30 of the Law, in person or by registered mail, local or foreign express mail, fax or email with supportive documents comprising the following particulars:

- (a) name of the complainant, permanent address, copy of Citizenship Scrutiny Card, complete contact address, and telephone number, fax or email, if any;
- (b) full description of the violation of human rights, loss and damage suffered, and if required, recorded photos, audio files, video files and copies of supporting documents;

- (c) if the complaint is lodged on behalf of another person rather than by the victim, the particulars mentioned in sub-paragraphs (a) and (b) apply;
- (d) signature assuring the correctness of the particulars of the complaint.

6. A complaint addressed to the Chairperson of the Myanmar National Human Rights Commission may be sent to the Office of the Commission by registered mail, local or foreign express mail, fax, email or in person.

Scrutinizing and Inquiry into Complaints

7. The Commission shall form the Inquiry Team with three members of the Commission. In executing its functions, the Inquiry Team shall include the following persons: - **<Amend 25.4.2022>**

- (a) at least one member of the Commission; **<Amend 7.11.2017>**
 - (b) at least one officer who is not lower than the rank of assistant director; **<Amend 7.11.2017>**
 - (c) a staff of the Office of the Commission having legal expertise;
 - (d) for complaints lodging in other languages, a relevant language expert may be required.
8. (a) The functions of scrutinizing into complaints shall be carried out with at least two members out of

three members of the Inquiry Team. If there is only one member of the Commission of the Inquiry Team, the matter shall be submitted to the Chairperson and another member of the Commission shall be assigned to carry out the functions. **<Amend 25.4.2022>**

- (b) The Inquiry Team shall hold the meeting at least once a week and carry out the functions of scrutiny and inquiry into complaints, and submissions shall be made to the Chairperson of the Commission or to the Commission. **<Amend 25.4.2022>**

9. Although an inquiry shall be conducted normally by the Inquiry Team, if it is assumed that a complaint is important, it shall be submitted to the Chairperson of the Commission, and the Inquiry Team shall carry out in accordance with the guideline of the Chairperson.

10. In receiving a complaint, the Human Rights Protection Division of the Commission shall proceed as follows:

- (a) provide a receipt of the complaint to the person who brought the complaint in person or by a representative within office hours, and register it systematically;
- (b) place a locked mail box at the gate to receive letters beyond office hours, transfer complaints to

the Human Rights Protection Division by the officer concerned;

- (c) letters related to complaints sent by departments and organizations should be registered systematically;
- (d) keep the complaints secure;
- (e) refrain from disclosing and providing the content of the complaints to unrelated person or organization orally, or by phone, or by fax, or by using information and communication technology, or by mail or by any other means.

11. The Inquiry Team shall scrutinize and categorize a complaint which is consistent with the following:

- (a) the complaint is addressed to the Commission;
- (b) although being sent as a copy to the Commission, the complaint which is assumed to require further action shall be taken up;
- (c) the complaint which is in conformity with existing laws.

12. The Inquiry Team shall not be required to take action in respect of a complaint on any of the followings:

- (a) the complaint which is not made in good faith;
- (b) the complaint is not within the competence of the Commission;

- (c) a more appropriate remedy or reasonable channel of complaint is available to the complainant;
- (d) the complaint on which action has already been taken in accordance with the Procedures of the Commission;
- (e) the complaint which is not concerned with violation of human rights;
- (f) the content of the complaint lacks credibility, and no contact is available despite efforts to communicate;
- (g) the sufficient evidence of documents is lacking within five years from time on receiving a complaint; **<Amend 25.4.2022>**
- (h) cases under trial before any court, cases under appeal or revision on the decision of any court;
- (i) cases where final decision has been made by any court;
- (j) incompatible with particulars contained in paragraph 5. **<Amend 25.4.2022>**

13. The complaint mentioned in paragraph 12 shall be kept on record systematically although it was not necessary to take action.

14. Although the complainant was not able to submit witnesses or documentary evidence in lodging a complaint

previously, the Inquiry Team shall take action if the complainant lodges the complaint again by re-submission of witnesses or sufficient evidence.

15. The Inquiry Team:

- (a) shall review and discuss the complaint in brief, and if necessary, study the complaint in details and make a decision on action to be taken.
- (b) shall study the relevant laws and rules if they are referred to in the complaint and make a review for correctness. The advice of the Legal Affairs Division of the Commission shall be sought, if necessary.
- (c) may question persons involved in the matter being investigated, examine any exhibit and documents, and shall explain their statements, evidence and have them attested by a signature on their statements.
- (d) may, if necessary, with the permission of the Chairperson of the Commission, visit the site of human rights violation and conduct inquiry, obtain evidence and keep a record.

16. The department, organization or person concerned shall be promptly informed of the findings and discussions of the Inquiry Team. If the Chairperson considered it to be

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necessary, the findings shall be submitted to the President.

<Amend 25.4.2022>

17. The findings and recommendations of the Commission shall be included in the letter of the Inquiry Team. The recommendations shall contain the following:

- (a) a determination that a violation of human rights has occurred and a recommendation that such human rights violation and similar violations should not be repeated or continued;
- (b) appropriate measures by a person or any agency to redress the violation of human rights;
- (c) obtaining due compensation for the victim of violation of human rights for any loss and damage suffered;
- (d) responding to the Commission within thirty days from date of receipt of the recommendation letter, and in responding so, mentioning that the complainant will not be subjected to reprisal.

18. If the Inquiry Team has not received a response from the relevant department, organization or person within the prescribed thirty days, it shall send a reminder. If there is still no response even though a reminder has been sent, the Commission may report to the President. In addition, it may be mentioned in the annual report submitted to the President and the Pyidaungsu Hluttaw.

19. Regarding the action that has been taken by the relevant department, organization or person with regard to the Commission's recommendations, the Inquiry Team shall carry out as follows:

- (a) inform the complainant concerned if the action is assumed to have been completed and adequate;
- (b) if the action taken is considered to be incomplete and inadequate, a reminder shall be sent to the relevant department, organization or person to fulfill the Commission's recommendations;
- (c) send the reminder again to the relevant department, organization or person if the action is not yet taken.

20. If the complainant submits the application for withdrawal or amendment of the complaint in writing at any stage of scrutiny or inquiry, the Inquiry Team scrutinize the request and may allow accordingly.

Examination of Witnesses and Documents

21. In conducting an inquiry, summoning witness and examination, causing to produce documents shall be carried out in accordance with the principles of "natural justice" under section 29 of the Law, and in addition, the relevant provisions of the Code of Civil Procedure, the Code of Criminal Procedure and the Evidence Act may be invoked as appropriate.

22. The Inquiry Team is entitled to carry out as follows in examination any person who, in its opinion, is able to give information relating to any matter being investigated:

- (a) summon in writing to appear and testify at a place and time specified;
- (b) make affirmation as prescribed in Form (1);
- (c) examination;
- (d) give instruction to read the statement and attest the signature.

23. The Inquiry Team may summon in writing any persons or office to produce any documents or evidence in their possession or control that, in the opinion of the Inquiry Team, relate to any matter being investigated by it except the following:

- (a) documents or evidence, the release of which would affect the security and defence of the State;
- (b) documents which are under security classification as determined by the departments and organizations of the Government.

24. When summoning in writing to produce relevant documents in accordance with sub-paragraphs (a) and (b) of paragraph 23, the summon, to be issued to the relevant department, organization or person, shall emphasize that

such documents are vitally important for the investigation of human rights violations.

25. Voice recording by any means shall not be allowed in examining witness. If a complainant, a person being complained or a witness, applies for a copy of his/her statement, it can be provided with the permission of a member of the Commission who is member of the Inquiry Team.

26. If required, a person may be allowed to accompany a complainant, or a person being complained or a witness, when they appear and give testimony. However, the accompanying person is not allowed to intervene. If a complainant, or a person being complained or a witness who is blind or deaf-mute, or is unable to speak Myanmar language properly, he or she may obtain assistance from a person who is skillful in sign language and Braille or an interpreter, with permission of the Inquiry Team.

27. (a) The Inquiry Team shall arrange, as appropriate, to ensure that the persons appearing and giving testimony regarding the matter being investigated are not subjected to threats, obstruction or harassment by other persons.

(b) The Inquiry Team shall explain to the persons who appear and give testimony that their testimony and documentary evidence produced, including

the information relevant to the person giving testimony, are not allowed to be published or used as references by any other person, without the permission of the Commission and that those are kept confidential by the Commission.

Visiting the Site of Human Rights Violations and Conducting Field Investigation

28. If the Commission becomes aware of a violation of human rights through a complaint or news, or if it becomes aware of widespread, systemic or entrenched situations or practices that violate human rights, the Commission shall initiate an inquiry. If necessary, Field Investigation Team may be formed.

29. The Commission may form Field Investigation Team, as required, as follows:

- (a) a minimum of one to a maximum of three members of the Commission;
- (b) an officer who is not below the rank of staff officer; **<Amend 7.11.2017, 25.4.2022>**
- (c) a relevant language expert;
- (d) a note taker;
- (e) a person to take photograph and video record.

30. If a member of the Commission is not required to be included in Field Investigation Team, the Commission may

form Field Investigation Team with persons mentioned in sub-paragraphs (c), (d) and (e) of paragraph 29, headed by an officer of the Human Rights Protection Division who is not below the rank of assistant director.

31. With the permission of the Chairperson of the Commission, the Field Investigation Team shall carry out the following:

- (a) inform the relevant Union Ministry, the Region or State Government in advance to take necessary measures for a safe and smooth trip;
- (b) if necessary, local responsible persons may be included as members of the Field Investigation Team, with the permission of the Chairperson of the Commission and prior coordination with the relevant Union Ministry, the Region or State Government;
- (c) coordinate and make preparations with local organizations, departments on security and administrative matters of the team;
- (d) take instruments such as map, camera, voice recorder, stationery and measuring tools;
- (e) independently inspect, question, obtain testimonies and evidence;

- (f) study the background history of local ethnic people, their traditional cultures, customs and languages in advance, proceed with care so as not to affect the national unity, and utilize interpreters skilled in the language concerned;
- (g) notify the relevant persons that anyone who threatens, hinders, obstructs, molests or interferes with a member of the Commission or a staff of the Office of the Commission or a person acting on behalf of the Commission while that person is undertaking its functions shall be taken legal action;
- (h) assign an appropriate security classification to important information relating to the case being investigated which has not yet been officially released; **<Amend 25.4.2022>**
- (i) answer by leader of the team or by a person assigned by the team, when asked by media with respect to the case being investigated.

32. In coordinating with the government department and organization with respect to the case being investigated, the Field Investigation Team shall proceed as follows:

- (a) communicate through correspondence, telephone, fax and email to obtain required information, figures, evidence, and if required,

meet and coordinate in person with the relevant person;

- (b) notify in writing in advance for taking necessary measures in order to obtain testimony of witness;
- (c) obtain comments and remarks of the relevant government departments and organizations.

33. The Field Investigation Team has the power to exercise the functions in respect of examination of witnesses and documents as stated in paragraphs 21 to 27.

34. The findings and recommendations signed by the Chairperson or by a member of the Commission on behalf of the Chairperson shall be sent to the relevant department, organization or person. The recommendations shall mention the following:

- (a) a determination that a violation of human rights has occurred and a recommendation that such human rights violation and similar violations should not be repeated or continued;
- (b) appropriate measures by a person or any agency to redress the violation of human rights;
- (c) obtaining due compensation for the victim of violation of human rights for any loss and damage suffered.

Chapter V

The Inspection of Prisons, Jails, Detention Centres and Places of Confinement

Formation of the Inspection Team and its functions and duties

35. The Inspection Team may carry out inspection after notifying the relevant Union Ministry, Region or State Governments of the time of its intended visit under section 43 and section 44 of the Law, inspection of facilities of prisoners, detainees and those confined in prisons, jails, detention centres and places of confinement and interviewing them separately, and stating the steps to be taken for action by the relevant government departments and recommending to inform the Commission regarding the action taken.

36. The Inspection Team may, on human rights basis, inspect places of confinement where children, juvenile, persons with disabilities, older persons, male and female have been taken care under the Ministry of Social Welfare, Relief and Resettlement, the Ministry of Border Affairs and Philanthropic Organizations, and camps where victims are taken care in conflict areas and disaster areas.

37. The Commission shall form the Inspection Team as follows:

- (a) at least one member of the Commission; **<Amend 7.11.2017>**
- (b) at least one officer who is not below the rank of the staff officer; **<Amend 7.11.2017, 25.4.2022>**
- (c) two or three staffs of the Office of the Commission;
- (d) a relevant language expert for those foreigners and ethnic people who are in prisons and jails, if necessary.

38. Before the inspection visit, the Inspection Team shall carry out as follows:

- (a) notify the relevant Union Ministry, the Region or State Governments for necessary measures including the trip schedule and security matter;
- (b) coordinate in advance with the relevant Union Ministry, the Region or State Governments for providing assistance to the Inspection Team by local responsible persons, if required;
- (c) coordinate and make preparations with local organizations and departments on security and administrative matters of the team;
- (d) take instruments such as map, computer, camera, voice recorder, stationery and measuring tools.

39. The Inspection Team shall carry out inspection process as follows:

- (a) inspect prisons, jails, detention centres and places of confinement after notifying the relevant authorities of the time of its intended visit;
- (b) carry out inspection of prisons and jails in accordance with relevant laws;
- (c) inspect all areas and facilities for those detained or confined in prisons, jails, detention centres and places of confinement;
- (d) independently inspect, interview and obtain testimonies and evidence of prisoners, detainees and those confined;
- (e) prepare annual plan and inspect prisons, jails, detention centres and places of confinement after notifying;
- (f) prepare reports on the functions and publish them;
- (g) urge the relevant departments and organizations to inform the Commission about the steps being implemented regarding the Commission's recommendations;
- (h) take serious consideration of the need for not affecting bilateral relations between countries

and national solidarity if foreigners and local ethnic people are involved.

40. The Inspection Team shall inspect the following prisons, jails, detention centres and places of confinement:

- (a) all prisons and jails;
- (b) all lock-ups of courts and police stations;
- (c) camps where victims are taken care of, whether permanently or temporarily, due to natural disaster or any other cause;
- (d) relevant centres under the Social Welfare Department;
- (e) the following care centres and relevant schools established by voluntary social welfare organizations:
 - (i) philanthropic centres;
 - (ii) homes for the aged;
 - (iii) training schools for persons with disabilities;
 - (iv) child care centres;
 - (v) other care centres.

Standard Norms for Inspection

41. While inspecting prisoners in prisons and jails, the Inspection Team shall inspect the following in consistency

with the United Nations Standard Minimum Rules for the Treatment of Prisoners:

- (a) whether belongings of prisoner are kept systematically;
- (b) whether prisoner has injuries;
- (c) whether there is torturing of prisoners in prisons and jails;
- (d) whether female prisoners are kept separately, and juvenile prisoners are held separately;
 - (d-1) whether breast fed infants of female prisoners received adequate nutrition and health service in accordance with the standard norms of the Child Rights, **<Amend 25.4.2022>**
- (e) whether there are clean toilets;
- (f) whether appropriate clothes are issued;
- (g) whether food is provided daily;
- (h) whether prisoners are cared for personal hygiene;
- (i) whether physical exercise programme is arranged for prisoners;
- (j) whether there is good ventilation in prisons and jails;
- (k) whether prisons and jails are clean;

- (l) whether space and capacity of prisons and jails are adequate;
- (m) whether there is health care service;
- (n) whether there is sufficient drinking water and water for general use;
- (o) whether there is an opportunity to continue to study for education;
- (p) whether there are arrangements for nonformal education and vocational education;
- (q) whether there are arrangements for attitudinal and moral reform;
- (r) whether there is access to worship according to one's religious belief;
- (s) whether there are exercises and sport activities as well as libraries.

42. While inspecting detainees in detention centres, the Inspection Team shall inspect the following in consistency with the provisions of the Myanmar Police Manual:

- (a) whether confinement is made for more than 24 hours without remand;
- (b) whether there is remand ordered by the relevant magistrate;
- (c) whether there is confinement without bail although it is aailable offence;

- (d) whether there is still confinement of an accused whose case has been closed as mistaken or false;
- (e) whether travel allowance is provided to an accused when being released, whose case has been closed as mistaken or false;
- (f) whether there is confinement through corruption, or malice;
- (g) whether belongings of detainee are kept systematically;
- (h) whether detainee has injuries;
- (i) whether there is torturing of detainee in lock-up;
- (j) whether female detainees are kept separately, and alleged juvenile offenders are held;
 - (j-1) whether breast fed infants of female detainees received adequate nutrition and health service in accordance with the standard norms of the Child Rights, **<Amend 25.4.2022>**
- (k) whether there are clean toilets;
- (l) whether food is provided daily;
- (m) whether detainees are cared for personal hygiene;
- (n) whether physical exercise programme is arranged for detainees;

- (o) whether there is good ventilation in lock-up;
- (p) whether lock-up is clean;
- (q) whether space and capacity of lock-up is adequate;
- (r) whether there is health care service.

43. While inspecting places of confinement, the Inspection Team shall inspect the following whether there is taking care of on humanitarian basis in accordance with the international and domestic laws related to human rights:

- (a) whether reasonable and proper food and supplies are received, and food expenses are correct and proper;
- (b) whether there is any bias and misappropriation in providing food and supplies;
- (c) whether appropriate clothes are issued;
- (d) whether there is any bias and misappropriation in providing clothes;
- (e) whether there is appropriate accommodation and whether it can withstand the weather;
- (f) whether there is sufficient drinking water and water for general use;
- (g) whether there is an opportunity to continue to study for education;

- (h) whether there are arrangements for nonformal education and vocational education;
- (i) whether there are arrangements for attitudinal and moral reform;
- (j) whether there is access to worship according to one's belief;
- (k) whether there are exercises and sport activities as well as libraries;
- (l) whether there is healthcare service;
- (m) whether there are clean toilets;
- (n) whether there are arrangements for resettlement and rehabilitation;
- (o) whether there is any mental and physical torture and unjust treatment by authorities, or fellow residents.

Functions to be carried out after Inspection

44. After inspecting prisons, jails, detention centres and places of confinement, the Inspection Team shall carry out the following regarding the findings:

- (a) notify its findings to the relevant organizations at the Union level, the Region or State governments;
- (b) inform again to the relevant departments, organizations or persons to fulfill the functions, if the actions taken by the relevant departments,

organizations or persons on the recommendations of the Commission in respect of the matter investigated, are considered incomplete and inadequate.

45. The Inspection Team shall submit promptly to the Commission, get guidance to carry out functions when its findings are considered as unusual and important.

46. The Inspection Team shall send a letter of its findings and recommendations to the relevant department and organization. The letter shall be signed by the Chairperson of the Commission or the leader of the Inspection Team, on behalf of the Chairperson.

47. If the Inspection Team found credible evidence, in its inspection, of the violations of the rights of an individual or individuals, the report shall include the recommendations as follows:

- (a) a determination that a violation of human rights has occurred and a recommendation that such human rights violation and similar violations should not be repeated or continued;
- (b) appropriate measures by a person or any agency to redress the violation of human rights;
- (c) obtaining due compensation for the victim of violation of human rights for any loss and damage suffered.

48. The Inspection Team shall notify the persons concerned that legal action shall be taken against anyone who threatens, hinders, obstructs, molests or interferes with a member of the Commission or staff of the Office of the Commission or a person acting on behalf of the Commission while that person is undertaking its functions conferred by the Law.

Chapter VI

Matters related to holding meeting

49. The Commission shall hold the Regular Meeting once a month, and may hold the Special Meeting if required.

50. All members of the Commission shall attend the meeting without fail. When some members are not able to attend the meeting due to unforeseen circumstances, two-thirds of members shall constitute a quorum.

51. The Chairperson of the Commission shall preside over the meeting. In his/her absence, the Vice-Chairperson shall preside. In the absence of both, a member of the Commission deputed by the Chairperson shall preside.

52. The meeting shall normally be convened at the Office of the Commission. If required by exceptional circumstances, the Commission may convene the meeting at another venue.

53. Decisions made at the Commission meeting shall be based on consultation and consensus. In the event of the failure to attain consensus despite every effort, decision shall be made by voting of the member who are attending the meeting.

54. A member present may cast an affirmative, negative or neutral vote in making decision by voting. Decision shall be made by two-thirds majority.

55. Decisions confirmed at the meeting shall not be opposed, denied and proposed to amend by the members who did not attend the meeting. In addition, the decisions confirmed shall be presumed as approved by all members of the Commission.

56. The Head of the Office of the Commission shall be the Director General of the Office of the Commission. The Director General of the Office shall attend and record the meeting as Secretary of the Commission. In the absence of the Director General, the officer assigned by the member of the Commission who is authorized for administration by the Executive Committee shall attend and record the meeting, and provide thematic and logistic supports. Although the officer has no right to vote, that person has the right to make suggestions. **<Amend 31.1.2023>**

57. The participants at the Commission meeting shall discuss mainly relevant matters.

58. If there is direct or indirect connection with the interest of one member, that member shall not participate in the deliberation of the Commission meeting.

59. If required, in the deliberation of the meeting, representative or representatives of the department and organization of the Government related to the subject under consideration may be invited to participate as observer. Although the representative has no right to vote, that person shall be allowed the right to participate.

60. In case where special or urgent matters are required to be taken action by the Commission, a special meeting headed by the Chairperson with at least three members, altogether at least four members of the Commission may be held. The decisions of the special meeting shall be reported to the nearest regular meeting of the Commission. In the absence of the Chairperson, the meeting headed by the Vice-Chairperson with three members, altogether four members of the Commission may be held. In the absence of both, the meeting headed by the member deputed by the Chairperson with three other members, altogether four members may be held.

61. The Director General of the Office of the Commission or an officer assigned by the Director General shall prepare the draft of meeting minutes and submit them within the prescribed time limit to the members of the Commission

who attended the meeting for approval. The meeting minutes approved by the members of the Commission present at the meeting shall be distributed to the members and kept as record systematically.

Chapter VII

Miscellaneous

62. In order to implement its duties and powers, the Commission shall form the Office of the Commission with the following divisions:

- (a) Human Rights Promotion and Education Division;
- (b) Human Rights Protection Division;
- (c) Legal Affairs Division;
- (d) International Relations Division;
- (e) Administration and Finance Division; **<Amend 7.11.2017>**
- (f) e-Government Division. **<Amend 25.4.2022>**

63. The Commission shall establish its headquarters in Yangon and may establish its branches in appropriate places depending on its requirements.

64. The staffs of the Office of the Commission are responsible to keep secure the information and documents relating to the function of the Commission.

65. In implementing the provisions of the Law, the Commission may communicate with the President's Office, Office of the Union Government, the Pyidaungsu Hluttaw, the Union Supreme Court, Ministries, and Government organizations as may be required.

66. The Commission shall review the international human rights instruments to which Myanmar is not yet a party and recommend to the Government the international human rights instruments to which Myanmar should become a party.

67. In implementing the duties and powers of the Commission contained in section 22 sub-section (b) clause (ii) of the Law, the Commission shall form working groups as required in order to review the existing laws and proposed bills issued for public opinion in consistency with the international human rights instruments and for amendments as may be deemed necessary, and shall recommend to the Government.

68. The Commission may cooperate with the sub-regional organization - South East Asia National Human Rights Institutions Forum, regional organization - Asia Pacific Forum of National Human Rights Institutions, international human rights institution - Global Alliance of National Human Rights Institutions and other relevant organizations.

69. The Commission shall assist the Government in preparing national reports on human rights submitted to the United Nations organizations and regional organizations on an independent basis. If required, the Commission shall submit its own report. In this process, the Commission may cooperate with the Government organizations, non-governmental organizations and civil society organizations, United Nations organizations and international organizations as required.

70. The Commission may communicate with government departments and organizations, civil society organizations, non-governmental organizations, international organizations and regional organizations to obtain information, facts and figures related to government activities on human rights.

71. The Administration and Finance Division shall compile the activities of the Commission within calendar year, prepared by the divisions concerned.

72. The annual report of the Commission including its recommendations shall be adopted at the meeting of the Commission.

Sd/ Win Mra

Chairperson

Myanmar National Human Rights Commission

Form (1)

The Republic of the Union of Myanmar
The Myanmar National Human Rights Commission
Witness Affidavit

[Procedures Paragraph 22, Sub-paragraph (b) and (d)]

Affidavit of -----

- Name -
- Father Name -
- Citizenship Scrutiny Card -
- Employment -
- Address -

I do solemnly and sincerely promise that my statement is true, nothing is concealed, and that there is no falsification.

After affirming the correctness of the affidavit, I testify as follows.

(Signature)

Date: