



**Guidelines for
Sponsoring Conferences, Seminars and Workshops
on Human Rights**

National Human Rights Commission, India
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1. Introduction

The National Human Rights Commission may identify areas where awareness regarding some social/ legal issues pertaining to human rights is required through Conferences, Seminars and Workshop (herein after referred as programmes). Also organisations or institutions may identify some issues wherein discourse is required to conduct programmes. National Human Rights Commission may sponsor such programmes for a wider outreach of Human Rights aspects by the commission.

2. Objectives

The commission utilizes conferences, seminars and workshops to deliberate, discuss and share knowledge on various issues and themes regarding Human Rights. These events serve as a platform for engagement with a diverse range of stakeholders, including civil society groups, academics, human rights defenders, and others. Organizers are expected to ensure comprehensive information dissemination and facilitate an exchange of ideas during the events. The resulting reports and recommendations from these deliberations play a crucial role in informing the commission's policy development, legal recommendations and guidelines.

3. Eligibility Criteria

The following organizations are eligible to apply for funding to conduct conferences, seminars and workshops.

- i.) Universities, Institutions, Law Schools;
- ii.) Autonomous bodies and research organizations;
- iii.) **Non-Governmental Organizations (NGOs)** at the state or national level with a minimum of three years of experience and proven research capability in Human rights issues and concerns;
- iv.) These NGOs must be registered under a relevant Indian statute, such as the Societies Registration Act, 1860, or the Public Trusts Act of various states or registered as Non-Profit organization under relevant provisions of Companies Act 2013.
- v.) UGC/ AICTE recognised academic institutions actively engaged in Human Rights research activities, including but not limited to the thematic subjects mentioned in Annex - IV.



4. Required Documents

4.1. For Non-Governmental Organizations (NGOs), Trusts and Not for profit organizations (NPOs):

- i.) Completed application form (Annex - I);
- ii.) Brief organizational profile;
- iii.) Certified copy of registration certificate;
- iv.) Certified copy of Memorandum and Articles of Association demonstrating the organization's objective to conduct human rights related activities, including conferences, seminars and workshops;
- v.) Certified copies of audited financial statements for the past three years;
- vi.) Certified copies of annual/ activity reports for the past three years;
- vii.) Detailed proposal outlining the program's objectives, target audience, and expected outcomes;
- viii.) Information on resource persons;
- ix.) Geographical area covered by the proposed programme;
- x.) Tentative date and venue of the programme; and,
- xi.) Signed undertaking (Annex - III).

4.2. For Universities, Government Organizations, Autonomous Bodies, Research Organizations/ UGC recognised Academic Institutions:

- i.) Brief organizational profile;
- ii.) Detailed proposal outlining the program's objectives, target audience, and expected outcomes;
- iii.) Information on resource persons;
- iv.) Geographical area covered by the proposed program;
- v.) Tentative date and venue of the program; and,
- vi.) Signed undertaking (Annex - III).



5. Program Coordinator

The program coordinator shall be responsible to coordinate with the Commission. Program coordinator will submit the program report to the commission in English or Hindi.

6. Financial Norms

6.1. In all sponsored programmes, the following financial limits shall be strictly observed:

Admissible amount (head wise)						
Sl. No.	Particulars	Description	Number	Maximum admissible Amount		
				One Day	Two Day	Three Day
i.)	Hall/ Site charges	Actual charges or up to: Rs. 20,000/- per day	1	20,000	40,000	60,000
ii.)	Accommodation and TA for Resource persons	Rs. 5000/- per day	5	25,000	50,000	75,000
iii.)	Honorarium to Resource persons	Rs. 4000/- per Resource person (Maximum Five Resource persons)	5	20,000	40,000	60,000
iv.)	Promotion and advertisement	Banners and standees		10,000	20,000	20,000
v.)	Sound and Multimedia			25,000	40,000	50,000
vi.)	Meal and Tea Charges	350/- per head	200 participants per day	70,000	140,000	210,000
vii.)	Conference Kit	150/- per head	200 participants per day	30,000	30,000	30,000
viii.)	Secretarial assistance			25,000	40,000	50,000
ix.)	Miscellaneous			10,000	20,000	30,000

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x.)	Honorarium for Program Coordinator or Nodal officer	5000 per day	1 per day	5,000	10,000	15,000
xi.)	10% of the total cost as overhead expenditure			24,000	43,000	60,000
xii.)	TOTAL			2,64,000	4,73,000	6,60,000

6.2. The contribution of NHRC will be subjected to following conditions:

- i.) Maximum contribution by NHRC will be 50% of the total incurred cost or subjected to following limits, whichever is lesser:
 - a. Rupees one lakh twenty five thousand for one day programme.
 - b. Rupees two lakh and twenty five thousand for two days programme.
 - c. Rupees three lakh for three days programme.
- ii.) While the contribution of the NHRC shall be as per details given in agenda and restricted to the amount mentioned therein, the institution is not restricted to incur expenditure as per limits given in agenda.
- iii.) The programmes will be convened in collaboration with the NHRC ensuring the active involvement of NHRC officers in the inaugural and valedictory session of the programmes.
- iv.) Theme of the conference will be either from the subjects mentioned in Annex IV or shall be decided in consultation and approval of NHRC.
- v.) If the number of participants is required to be more than 200, additional amount may be considered upon receiving of such request.

7. General Conditions

- i.) Proposals will be assessed based on the applicant organization's eligibility, experience, and competence.
- ii.) The commission will also consider the relevance of the proposed topic, objectives, and expected outcomes of the programme.
- iii.) Funding will be released in two instalments. The first instalment of 50% amount will be released after the commission approves the proposal. Remaining 50% will be released after conducting the programme and subject to receiving the following:
 - a. Original duly signed utilization certificate, (certified by a Chartered Accountant except in the case of the educational institutions Judicial Training Institutes, Police Training Institutes and Administrative Training Institutes;
 - b. Accounts of the expenditure;



- c. Original or attested copies of bills & vouchers (revenue stamp required for cash payments exceeding Rs. 5,000); and,
 - d. The program report along with a pen-drive containing both the report and program details including photos and videos.
- iv.) The original utilization certificate (GFR 12A Format only) along with all supporting documents must be submitted within one month of the event.
 - v.) Organizations receiving financial assistance must display few standard banners (6ft x 3ft) with the NHRC logo and name in a clearly readable font size (8" - 10") at prominently visible places in and around venue. The banner should prominently feature the programme title, date, and venue.
 - vi.) Organizations receiving financial assistance must ensure that on the days of the event the Name and the logo of the National Human Rights commissions should be apparently visible throughout the day during all the sessions. Such can be done through making sure that the name and the logo appears on the background of the centre stage, in form of Banner or Slide projections, as the case may be. The NHRC logo and name should be prominently displayed on all conference materials, including banners, posters, brochures, and the conference website, as the case may be.
 - vii.) Organizers are expected to invite the Chairperson, Members, senior officials, and other resource persons of the NHRC well in advance to be part of the Inaugural and Valedictory ceremony.
 - viii.) The separate panels and sessions on specific Human Rights themes may also be organised during the event as and when suggested by the commission. In such regard, the organisers are expected to send the proposals to the commission in advance.
 - ix.) Funds cannot be used to purchase equipment or assets.
 - x.) The said seminars, conferences and workshops will only be conducted on the subjects/ themes approved by the NHRC.
 - xi.) Any unspent funds along with accrued interest must be returned to the NHRC within 30 days.
 - xii.) Separate accounts for the program must be maintained and may be subject to audit by the commission's representative.
 - xiii.) Notwithstanding, anything contained in these guidelines, the commission reserves the right to directly approach any institution to organise a conference, seminar, or workshop on any relevant issue or topic that it deems appropriate. Approval of such proposal would be granted by the commission only.
 - xiv.) The commission independently reserves the right to hold any seminar/ conference on any occasion/ specific subject in collaboration with SHRC or any other institution. Approval on such conferences/ seminars will be taken by the commission.

**Application Form**

(Attach a separate sheet where applicable)

Particulars	Details
1. Organizational Details	
i.) Name of Organization	
ii.) Complete postal address	
iii.) Telephone Number	
iv.) Email Address	
2. Registration Details	
i.) Whether registered under the Societies Registration Act, 1860, or any other Act, (to be specified) and the date of registration (please enclose a copy of the Registration Certificate)	
ii.) Particulars of the present members of Executive Body / Board of Management; Date on which it was constituted and tenure.	
iii.) Name of the person and his / her designation nominated or authorized to act on behalf of the organization.	
iv.) Name of the Project Director, his Telephone number, fax number, mobile Number and E-mail ID	
3. Programme Details	
i.) Title	
ii.) Topic Description	
iii.) Objectives	
iv.) Geographical Area Targeted	
v.) Target Group	
4. Previous Experience in the field/ theme projected (If any, kindly give the details of the event)	



i.)	
ii.)	
iii.)	
iv.)	
v.)	
5. Sponsorship Details	
i.) Financial assistance sought with Break-up of cost estimates	
ii.) (As per NHRC guidelines)	
iii.) Proposed dates for conduct of event	
iv.) Venue	
v.) Resource Persons	

Attached Documents

- Registration Certificate (certified copy)
- Memorandum & Articles of Association (certified copy)
- Audited Statements (last 3 years, certified copies)
- Annual Reports (last 3 years, certified copies)
- Undertaking (as per Annex III of Guidelines)

Signature & Designation with the seal/ stamp



Format for the post-event Report of Programmes (NHRC)

1. Cover Page

- i.) Title: Clearly state the title of the conference, seminar and workshop.
- ii.) Organization: Include the full name and address of the organization that conducted the event.
- iii.) Funding Acknowledgement: Prominently display details of the National Human Rights Commission, Delhi, at the bottom of the page as the funding organization.

2. Introduction

- i.) Background: Briefly explain the subject matter addressed by the programme.
- ii.) Objectives: Clearly outline the goals and aims that the event aimed to achieve.

3. Methodology

Describe the process followed for conducting the event. This could include details on Selection of participants or speakers, session formats (presentations, discussions, etc.) or any specific tools or resources used during the programme.

4. Proceedings

- i.) Briefly summarize the inaugural and valediction function (if held).
- ii.) Provide a session-by-session breakdown of the key points discussed, or elaborated including lectures, presentations, deliberations, discussions and recommendations.

5. Observations

Share any significant observations or insights gained from the event.

6. Recommendations/ Action Points

- i.) Categorize recommendations based on the relevant level of action that can be at directed towards, Local state or central authorities.
- ii.) Clearly identify the problems or issues raised during the event and suggest potential solutions or actions to address them.
- iii.) Specify the departments or agencies responsible for implementing the recommendations.



7. Additional Notes

- i.) Ensure the report is well-organized, concise, and easy to read.
- ii.) Use clear headings and subheadings to structure the content.
- iii.) Maintain a professional tone throughout the report.
- iv.) The report to be proofread carefully before submission.

8. Annexures

- i.) List of dignitaries who participated.
- ii.) List of resource persons and experts.
- iii.) List of participants.
- iv.) Copies of presentations made by experts (if applicable).
- v.) Photographs and videos capturing key moments of the event.
- vi.) A pen-drive containing the complete report and program details.



Undertaking

Undertaking for Seeking Assistance for NHRC sponsored Conference/ Seminar/ Workshop
[Affix Stamp Paper of One Hundred Rupees]

UNDERTAKING

We, [Name of Organization], hereby agree to be responsible for the following:

1. We will ensure the proper administration and management of the funds granted by the National Human Rights Commission (NHRC) exclusively for the conference/ seminar/ workshops for which the financial assistance is provided.
2. We declare that our organization is not receiving funds from any other source for undertaking this specific program.
3. Compliance History: We confirm that our organization has not been blacklisted or faced any disciplinary action from any Government/ Semi-Government/ Autonomous body.
4. In the event of misuse or unauthorized use of funds for purposes other than those specified in the NHRC sanction order or for withholding or suppressing any information regarding funding from other official sources related to the sanctioned project, we agree to refund the full amount with interest.

Signature

[Name of authorized signatory]

On Behalf of

[Name of Organization (with seal)]

Full Address

Telephone Number

PAN Number

Signatures of Witnesses:

1.

[Name and Signature]

[Address]

2.

[Name and Signature]

[Address]



List of Human Rights Themes

Sl. No.	Subject/ Theme
1.	Business and Human Rights
2.	Environment, Climate Change and Human Rights
3.	Police and prison reforms, Rights of prisoners
4.	Rights of LGBTQI+ community people
5.	Rights of Domestic Workers
6.	Right to Mental Health
7.	Rights of Manual Scavengers
8.	Rights of Labourers
9.	Right to Privacy, Digital Space and Human Rights
10.	Right to Development, Sustainable Development and Human Rights
11.	Right to Employment and Skill Development
12.	Sports and Human Rights, Youth Affairs
13.	Human Rights in Cultural, Philosophy and Arts
14.	Right to Water and Sanitation
15.	Human Rights in Social Media, Media (Print & Electronic)
16.	Right to Education
17.	Rights of Children & Juvenile Justice
18.	Rights of Consumers
19.	Legal aid to victims
20.	Right to Health, HIV AIDS,
21.	Human Rights in Public Sector Undertakings
22.	Rights of Persons with Disabilities
23.	Rights of Seafarers
24.	Rights of Women
25.	Sexual and Reproductive Rights
26.	Rights of SCs/ STs/ OBCs
27.	Rights of Minorities
28.	Rights of Internally Displaced Persons (IDPs) arising out of development programmes, conflicts, riots and disasters, etc.
29.	Human Rights of Fisherman
30.	Right to Food Security and Nutrition
31.	Rights of the Older Persons/ Senior Citizens
32.	Rights of Refugees