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AUXILIARY GUIDE FOR THE PREPARATION OF THE REPORT OF STATE PARTIES TO THE PROTOCOL OF SAN SALVADOR, CORRESPONDING TO THE FIFTH CYCLE TO BE SUBMITTED IN DECEMBER 2025





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The Working Group to Examine the National Reports Envisioned in the Protocol of San Salvador (WGPSS or Working Group) the following guidelines for the preparation of the reports of the States Parties to the Protocol corresponding to the fifth cycle. The deadline to submit this report is set for December 31, 2025, and it must include updated information on the indicators of the first and second group of rights contemplated in the Protocol: education, health, social security, work, trade union rights, the benefits of culture, adequate food, and a healthy environment.

This guide does not replace or modify the methodology and procedures established by the General Assemblies of the Organization of American States for the preparation of State Party reports under the Protocol of San Salvador. It is essential to consistently refer to the publication: "Progress Indicators for Measuring Rights under the Protocol of San Salvador".¹ Additionally, when preparing the national report, States should consider the final observations and recommendations issued by the WGPSS regarding previous reports on the first and second group of rights, as well as the consolidated report, if it has already been submitted.

As outlined below, the Working Group offers technical assistance to States Parties and the teams responsible for preparing the Fifth Cycle report, in order to support them throughout the process.

I. Scope of the report

1. *Basis and coverage of rights.* According to the methodological document for the indicators of the Protocol of San Salvador (PSS), the report must be submitted by the States after three years of the date established for the presentation of the

¹ The guide "Progress Indicators for Measuring Rights under the Protocol of San Salvador" is available here: <https://www.oas.org/en/sare/social-inclusion/protocol-ssv/docs/pssv-indicators-en.pdf>

consolidated report which started in June 2019 (OAS-2013, para. 62.²) This guideline, in addition to appearing in the methodological document approved by the General Assembly in June 2013, has been systematically reiterated in the concluding observations and recommendations that the Working Group has delivered to the various States Parties on the evaluation of their reports³. As already stated, the next report is due on December 31, 2025.

2. *Introduction.* The report should include a brief narrative text as a general introduction (at the beginning of the report and with an extension not exceeding two pages) in which the State should contextualize the national socio-economic and political scenario and the way in which the State Party's policies sought or did not seek to address regressions and/or promote progress in compliance with the economic, social, cultural and environmental rights (ESCR) listed in the Protocol of San Salvador.
3. *Continuity of monitoring.* States Parties should report on the status of the rights contemplated in the PSS, based on their previous reports, giving continuity to their data series. To this end, a report should be included for each quantitative indicator for the period between the date (year/month) immediately following that reported by the State Party in its previous reports and the last for which it has information available at the time of preparation of the fifth cycle report. In addition, technical observations on specific indicators, contained in the Working Group's final observations and recommendations of each cycle, must be considered.
4. *Executive Summary.* States Parties are also encouraged to include an Executive Summary of up to ten pages highlighting the main findings found during the process of preparing the report based on the new information collected through the indicator matrix (this document should be submitted as an annex to the report) as well as the levels of progressivity achieved, the main obstacles or, where appropriate, setbacks encountered by the competent national authorities and the main initiatives in response to the observations and recommendations made by the WGPSS in relation to the previous reports submitted by the State.

II. Progress on WG's recommendations on previous reporting

5. *Follow-up to recommendations.* States Parties must report on actions taken in relation to the recommendations that the Working Group included in its observations and recommendations to previous reports,⁴ whether on specific or

² "The next report will be three years after the completion of this first process (first and second group of rights reported and with conclusions), and on that occasion, the States will report on both groups of rights in the same report, taking as a baseline to measure progressivity the previous report based on data from the year 2010."

³ The concluding observations and recommendations issued to date are available at: <https://www.oas.org/ext/en/human-rights/wgpss>

⁴ Given the various factors that delayed the submission of national reports, the Working Group will consider that the timing of its observations and recommendations to each country affects the feasibility of reporting progress.

general rights. To this end, the States Parties shall include in their consolidated reports, in addition to the indicator matrix, and the general introduction (already mentioned in point 2 of this document), a brief narrative text of up to two pages for each of the rights protected by the Protocol of San Salvador (preceding the matrices of indicators of each of the rights), describing the specific efforts under way to implement the observations and recommendations of the Working Group. This is particularly relevant if such efforts are not yet reflected in the requested indicators (for example, through ratification of treaties that may nevertheless be in progress, or programs that are not yet in the implementation phase but are in the design phase). Also, States Parties, can incorporate in the narrative part, commitments that emerge from the construction of the report itself. For example, those related to promoting new public policies, such as efforts to expand existing information systems or create new ones to respond to indicators for which there is no response at the time of preparation of the report.

6. *Multisectoral and systematic procedures for the preparation of reports.* The Working Group has reiterated in its observations and recommendations that it encourages the implementation of inter-institutional processes for the preparation of reports (this should be expressed in the narrative section of the report), as well as the consolidation of information systems for human rights indicators, with the aim of creating permanent monitoring tools that result in benefits for the State. To this end, it makes its technical assistance available to States Parties through workshops or remote consultations.
7. *Social participation.* The Working Group urges States to implement or strengthen mechanisms for citizen participation in the preparation of their reports, and to include information demonstrating such participation. It also recalls that the indicator documents approved by the General Assembly commit States to develop goals and actions for fulfilling ESCERs in a participatory manner with civil society organizations. Reports should explicitly describe the consultation and/or participation mechanisms used during their preparation.
8. *Collection and systematization of disaggregated information.* The Working Group emphasizes the need for States to strengthen efforts in expanding data collection systems to ensure disaggregated information is available. This is essential for objectively assessing the situation of individuals and groups facing special vulnerability or historical discrimination. Reports should specify which disaggregations are currently being used and identify additional ones that go beyond those proposed in the matrix, to better reflect relevant populations (e.g., by age, urban/rural location, disability, indigenous identity, migrant or refugee status, Afro-descendant background, LGBTI status, etc.). Please also refer to the publication entitled "Guide for the Operationalizing the Indicators of the Protocol of San Salvador from a cross-cutting LGBTI perspective"⁵ and the "Practical Guide for the operationalization of the indicators of the Protocol of San Salvador

⁵ The "Guide for Operationalizing the Indicators of the Protocol of San Salvador from a cross-cutting LGBTI perspective" is available here: https://www.oas.org/en/sare/social-inclusion/protocol-ssv/docs/LGBTI_perspective_Indicators_WGPSS.pdf

from a cross-cutting approach to indigenous peoples.”⁶ This series of thematic manuals, titled 'Measuring All Gaps,' aims to identify the gaps faced by population groups in accessing and exercising their economic, social, cultural, and environmental rights (ESCER).

9. *Explicit response of each of the indicators.* No indicator in the matrix should be left blank or omitted. The report must clearly explain any instances where a quantitative indicator is not addressed, specifying the reason—such as lack of data, absence of surveys, or other limitations⁷. For qualitative indicators that inquire about the existence of laws, policies, programs, or mechanisms, responses should be either affirmative or negative, and any absence must be explicitly stated.
10. *Incorporation of information from complementary sources.* In line with the consistent approach reflected in its observations and recommendations, the Working Group notes that, starting from the third cycle of reports, and in order to meet the standard of progress and broaden the scope of compliance with the obligations under the Protocol of San Salvador, the official information provided by States Parties is cross-checked with other sources. These include data from public institutions such as ombudsmen’s offices, audit and government oversight bodies, other international human rights mechanisms—particularly the Inter-American Commission on Human Rights (IACHR) and the Inter-American Court of Human Rights—as well as international and civil society organizations, among others.
11. *Publicity of the process.* The WGPSS urges States Parties to ensure that the process of preparing their reports is transparent and highly participatory, involving both State institutions and civil society. Additionally, once the Working Group has issued its observations and recommendations, States are encouraged to widely and publicly disseminate the final reports.

III. Possibility of simultaneously presenting reports from previous cycles

12. Effective monitoring of the Protocol of San Salvador (PSS) relies on the submission of reports using the indicators established under Article 19 of the Protocol. Acknowledging the challenges posed by the indicator-based monitoring methodology, the Working Group urgently calls on countries that have not submitted reports in any cycle to do so in a single consolidated document. These

⁶ The “Practical Guide for the operationalization of the indicators of the Protocol of San Salvador from a cross-cutting approach to indigenous peoples” is available in Spanish here:

https://www.oas.org/en/sare/social-inclusion/protocol-ssv/docs/LGBTI_perspective_Indicators_WGPSS.pdf

⁷ The technical details for the construction of each indicator can be consulted in the “Guide for the elaboration and presentation of indicators of progress for the Protocol of San Salvador”, available in Spanish here: https://www.oas.org/es/sadye/inclusion-social/protocolo-ssv/docs/MANUAL_INDICADORES.pdf

reports must include data series from 2010 for each quantitative indicator, as well as a detailed account of the evolution of public policies, strategies, or programs required by the qualitative indicators. This exceptional measure is intended to facilitate full participation by all States Parties in the reporting process.

IV. Source documents

- ✓ OAS. *Standards for the Preparation of Periodic Reports pursuant to Article 19 of the Protocol of San Salvador*. AG/RES. 2074 (XXXV-O/05). Adopted at the fourth plenary session, held on June 7, 2005.
- ✓ WGPSS. *Progress Indicators for Measuring Rights under the Protocol of San Salvador*, OEA/Ser.L/XXV.2.1, GT/PSS/doc.2/11 rev.2, 16 December 2011.
- ✓ OAS. *Progress Indicators for the Measurement of the Rights Considered in the Protocol of San Salvador*. Adopted at the second plenary session, held on June 4, 2012. AG/RES. 2713 (XLII-O/12).
- ✓ WGPSS. *Progress Indicators for Measuring Rights Contemplated in the Protocol of San Salvador. Second Group of Rights*; OEA/Ser.L/XXV.2.1, GT/PSS/doc.9/13, November 5, 2013.
- ✓ OAS. *Adoption of the Follow-up Mechanism for the Implementation of the Protocol of San Salvador*. Adopted at the second plenary session, held on June 4, 2014. AG/RES. 2823 (XLIV-O/14).
- ✓ WGPSS. *Guide for the elaboration and presentation of indicators of progress for the Protocol of San Salvador*, OEA/Ser.D/XXVI.23. 2018.
- ✓ WGPSS. *Guide for the Operationalizing the Indicators of the Protocol of San Salvador from a cross-cutting LGBTI perspective*. OEA/Ser.D/XXVI.27. 2020.
- ✓ WGPSS. *Practical Guide for the operationalization of the indicators of the Protocol of San Salvador from a cross-cutting approach to indigenous peoples*. OEA/Ser. D/XXVI.42. 2022.

