

International

1. United Nations

I. **Official Letter** (*see “UN Letter from Frey” attachment*)

- a) written by Professor Barbara Frey addressed to:
 - 1. Special Rapporteur on Contemporary Forms of Racism
 - 2. Special Rapporteur on Religious Intolerance

II. **Complaint**

- a) devised by Human Rights Program, University of Minnesota, includes citations from International Human Rights Law

III. **Statements**

- a) by family members affected by grave desecrations
- a2) Procedures:
 - 1. Central place/person is designated
 - 2. Information Form circulated and turned into Central Place/Person (Bee – you have this/*see “Grave Reporting Form” attachment*)
 - 3. 1 Day Event declared – announced over radio/community calendars/newspapers. Event declared as “UN Letter Writing Event” and statements gathered for all family members affected
 - 3a) Volunteers recruited – bilingual English/Hmong speakers and/or English speakers + bilingual speakers paired together
 - 3b) Location/Time determined – flyers sent out to community centers around town(s)
 - 4. 3c) Equipment needed – copy machine, pens, extra paper, paper clips, STATEMENT GATHERING FORMS (Bee – you have this/*see “Statement Form Page 1” attachment and “Statement Form Page 2 and 3” attachment*) 3 PGS TOTAL!
 - 3d) Speakers for the Event – line up speakers – designated MC/speaker for the event, etc. (We had Yee as designated speaker and Professor Frey as guest speaker and Charles Thomas Fasthorse – Native American Medicine Man...he spoke of desecrations that occurred in South Dakota – our goal: *community sharing* – other groups affected by grave desecrations to share their story with Hmong community)
 - 33) All statements pre-numbered before event
 - 3f) Call everyone who has turned in Information Forms to notify them of event – tell everyone to bring ID or I-94 number/forms and any other relevant documents
 - 3g) Volunteers show up 30 min/1 hr. before the event and get briefed on the Statement Gathering Form (we offered them pizza)/Room set up with desks around the room in U-shape and rows of chair in center of room for those awaiting their turn/Mike and podium in front of room

3h) Everyone signs in upon entering the event

- Tips:
1. Number all forms so information can stay together
 2. Try not to write anything else but necessary information on the official forms that will be sent into the UN
 3. COPY EVERYTHING – given by the statement givers
 4. Make sure interviewees understand purpose/procedure – that their statements will be sent to the UN and most likely nothing will happen, but this is a way to get the information onto public record and is only the beginning of the steps that can be taken: making clear that the event is NOT to get the remains returned immediately is advisable.
 5. When briefing to volunteers – make sure volunteers know that information should be as detailed as possible – ask for as many details as possible and the form to the United Nations is double-sided – don't forget 2nd side!

IV After the Event

1. Make 3 copies of everything – send originals w/ Cover Letter (see cover letter from Barbara Frey) stating where and when they were collected. Also can note in cover letter that they are supplemental to the complaint sent by Human Rights Program or event of March 2, 2006 and include main contact.
2. Send ORIGINALS to the United Nations
3. Send copy to Human Rights Program
Human Rights Program
214 Social Sciences Building
267 19th Avenue South
Minneapolis, MN 55455
4. Keep third copy for your records

National/State

1. National

- I. Send 4th copy of all statements to State Department w/ letter addressed to Secretary of State, Condoleeza Rice (*see “Frey Letter to Rice” attachment and “Frey Letter to Rice pt 2” attachment*)
- II. Send press release out to local/national media regarding this (*see Press Release to State Dept” attachment*)

III. Send same package VIA a Congressional delegate (Anthrax quarantine)

- a. Find a member who will work with you and send the same package you sent to UN and State Dept through his or her office – because non-member letters and packages get quarantined for Anthrax, it takes weeks and weeks for these to get through. If send via a Congressional delegate, then the package does not have to go through this process

and will get to Sec. of State Condoleeza Rice much quicker.

IV. Follow Up – call the State Department – and ask if they received

<i>Secretary</i> Condoleeza Rice	7th Floor	202-647-5291
<i>Personal Assistant</i> Laura E. Lineberry	7226	202-647-7098
<i>Chief of Staff</i> Brian Gunderson	7226	202-647-5548
<i>Deputy Chief of Staff</i> Ruth Elliott	7226	202-647-9572
<i>Staff Assistant to Chief of Staff</i> Kelley Irey	7234A	202-647-5548
<i>Senior Advisor</i> James Wilkinson	7226	202-647-9572
<i>Scheduling</i> Linda Dewan	7226	202-647-5733
<i>Executive Assistant</i> Robert S. Beecroft	7226	202-647-9572
<i>Special Assistant</i> Marisa Plowden	7226	202-647-9573
<i>Special Assistant</i> Christy Agor	7226	202-647-6822

State Government Action

- I. Resolutions/Proclamations
 - a. **Find an ally** in both the Senate and the Assembly. You will need a member of the legislature in each chamber to serve as the resolution's primary sponsor. This may be a person with a large Hmong population in their district, or someone that you or one of your volunteers has a connection with. If neither of these are possible, try contacting the legislators that serve the district of your school. Contact information for legislators can be found through the California State Legislature website: <http://www.legislature.ca.gov>. The best way to convince a legislator to work with you is to emphasize the benefits to them: 1) this is a noncontroversial measure 2) this is a matter of great interest to the Hmong community 3) the text of the resolution has already been prepared. These points are best made by meeting the legislator in person. Finding legislatures who are ready and willing to work with you is the essential key to getting a resolution passed. Finally, support for the resolution should be bipartisan to ensure its passage. This can be accomplished either by using a member of one party for the Senate and the other party for the Assembly as your chief authors or by requesting of your chief authors that they have members of both parties sign on to the bill as co-authors.
 - b. **Write your resolution.** (See HRP for a copy of the MN resolution.) Submit this draft to your legislators at the earliest possible date. You should request that your chief authors/sponsors in each chamber be in contact with one another to hammer out language they are comfortable with. You are looking to pass a Joint Resolution, so the text of the resolution in each chamber must be identical.
 - c. **Educate your legislature.** You should distribute an informational packet to every member of your state's legislature. (Contact HRP for a sample packet used in MN.) This will serve as a substitute for lobbying on behalf of the resolution. The packet should be as brief as possible to maintain the

reader's attention. A cover letter should explain the general cause and inform the legislator of the resolution and why it is necessary.

Supplemental materials will provide further insight for those who read on.

- d. **Scheduling.** Being that this is an election year, deciding when to approach legislators about this issue is important. This summer the CA legislature will recess from July 7 through August 7 provided that the budget is passed prior to Aug. 7. The legislature should then be in session through September/October, followed by elections in November. Consider these dates and your school schedule to determine when to approach legislators. Remember that as elections approach, legislators will be spending less and less time in the office as they concentrate on their campaigns.
- e. **Proclamations.** In addition to a resolution from the state legislature, local government bodies may be approached to lend their support through city council resolutions or proclamations from mayors or even the governor. Contacting staff members of the mayor/governor may be the easiest way to see if this is a possibility and how you will proceed. It is best to approach only those bodies that have a connection to the Hmong community, such as the councils/mayors of cities where there is a large Hmong population.
- f. **Questions.** Feel free to email me with any questions along the way.
Rachel Lipsey: lips0032@umn.edu

II. Event/Publicity

- a. You may choose to **plan an event**, such as a rally, in order to garner more publicity for the passage of your resolution. This event may coincide with the date of the resolution's consideration or it may come before or after the resolution is passed. In choosing the location of this event, find out if there are public spaces on the capitol grounds that you can use, as being close to the legislature will make a more poignant message and allow legislators and other staff to attend more easily.
- b. **Speakers** at the event may include the authors/sponsors of the resolution, key people from the Hmong community and Hmong families who have been directly affected by the grave desecrations.
- c. **The press** must be alerted ahead of time of your event. Send out press releases two weeks to a month in advance if possible. You may also want to send out a reminder as the event approaches. Also, the day of the event you should prepare press kits that will provide journalists with the background information they will need to write a long and intriguing article. The press kits should include the final text of the resolution as well as other information about the issue and other actions that have been taken.
- d. **A community gathering** may be scheduled for after the event to allow community members to come together and coordinate their work on this issue. You may choose to contact various restaurants to request donations of food for the event or the community gathering.

