GUIDELINES FOR SUBMISSION OF QUADRENNIAL REPORTS FOR NON-GOVERNMENTAL ORGANIZATIONS IN GENERAL AND SPECIAL CONSULTATIVE STATUS WITH THE ECONOMIC AND SOCIAL COUNCIL

In accordance with Economic and Social Council resolution 1996/31, non-governmental organizations (NGOs) in General and Special consultative status *"shall submit to the Council Committee on Non-Governmental Organizations through the Secretary-General every fourth year a brief report of their activities, specifically as regards the support they have given to the work of the United Nations."* (paragraph 61-c)

The consultative relationship is reciprocal. NGOs are granted the privilege of participating in a wide variety of United Nations-sponsored meetings and activities and in return they are expected to contribute in some way to furthering the development aims of the Economic and Social Council (ECOSOC) and the United Nations at large. Similarly the quadrennial review presents the opportunity for non-governmental organizations to make their activities in support of the United Nations more widely known to Member States and at the same time to receive valuable feedback on their programmes of work and official acknowledgement of their contribution as partners to global development.

The quadrennial review exercise serves as an important management tool in monitoring the increasingly complex relationship between the United Nations and the steadily growing number of NGOs seeking and receiving consultative status with the Economic and Social Council.

I. <u>SCHEDULE FOR SUBMISSION</u>

Quadrennial reports are due for submission according to the following table:

A report for the period:	should be submitted in:	by NGOs that received status in:	Note:
2002-2005	2006	1946, 1950, 1954, 1958, 1962, 1966, 1970, 1974, 1978, 1982, 1986, 1990, 1994, 1998, 2002	A previous report covering the years 1998-2001 was due in 2002 for NGOs in this group
2003-2006	2007	1947, 1951, 1955, 1959, 1963, 1967, 1971, 1975, 1979, 1983, 1987, 1991, 1995, 1999, 2003	A previous report covering the years 1999-2002 was due in 2003 for NGOs in this group
2004-2007	2008	1948, 1952, 1956, 1960, 1964, 1968, 1972, 1976, 1980, 1984, 1988, 1992, 1996, 2000	A previous report covering the years 2000-2003 was due in 2004 for NGOs in this group
2005-2008	2009	1949, 1953, 1957, 1961, 1965, 1969, 1973, 1977, 1981, 1985, 1989, 1993, 1997, 2001	A previous report covering the years 2001-2004 was due in 2005 for NGOs in this group

The reporting cycle begins in the year the organization was granted status. In the case of reclassification from the Roster to the Special category or from Special to the General

category, the year of the reclassification marks the beginning of the quadrennial reporting cycle.

Reports should be submitted to the Secretariat (NGO Section/DESA) no later than 1 June of the year following the last year of the reporting period i.e. a quadrennial report covering the years 2002-2005 should be submitted no later than 1 June 2006.

The completed Quadrennial Report must be submitted electronically. It should be sent by email attachment in MS Word format (.doc) **or** as RTF document (.rtf) to the NGO Section at desangosection@un.org. Please note, only the submissions received via this address are recorded on the official database.

II. FORMAT

1. The report must be written in either English or French.

2. The following information should be clearly set out **at the upper left-hand corner of the first page of the report:**

    -   The name of the organization and its acronym, if any
    -   Consultative category (General or Special)
    -   The year in which consultative status was granted

    e.g: **American Association of Jurists – AAJ**
           (Special Consultative Status granted in 1989)

3. The printed report must not exceed five pages of **double spaced text,** using regular style Times New Roman 12 point font.

4. The report must be submitted on **plain** paper (no letterhead, graphics etc.); standard letter size 8.5" x 11" (21.6cm x 27.9cm).

5. Please note that the entire report must be written as running text. Information presented in frames, boxes, columns, tables or graphs will not be accepted and cannot be processed.

6. **Please note that all pertinent information must be presented in the body of the report itself**. Your report will be submitted to the Committee on Non-Governmental Organizations in an official United Nations document containing the texts of several quadrennial reports for the same period. **No annexes are attached to this document.** The Committee members, therefore, will not have any appended material (e.g. official documents, informational/promotional material, financial statements, etc.) before them when they review your report.

Organizations should, however be prepared to make copies of all material (publications, texts of statements, updated financial statements, updated membership lists, etc.) cited in the report available to the members of the Committee upon request.

III. UPDATED CONTACT INFORMATION

The following information should be clearly set out **on a separate page**
- The name of the organization followed by its acronym, (if any)
- Headquarters' address – including **both postal and street address(if different)**
- Telephone; fax; email; website
- Consultative category (General or Special)
- The year in which consultative status was granted
- The years covered by the report
- The name, title and contact information of the person submitting the report (this is very important – more than one contact person familiar with the report contents is recommended)

IV. CONTENTS of the REPORT

PART I.   Introduction
A brief introductory statement should recall:
  i.   The aims and purposes of the organization and its main course of action.
  ii.   Any change that may have had a **significant impact** on the organization vision and/or functions in terms of its orientation, its programme, the scope of its work, etc. Such changes might include, but are not limited to:
  a) An amendment to the constitution or by-laws. It is a standing rule that the Secretariat of the Committee on NGOs, (the NGO Section/DESA) must be officially informed of any amendment to the constitution originally submitted by the NGO in question, when first it applied for consultative status with the Economic and Social Council.
  b) A substantial increase or significant change in the geographical distribution of the membership or any substantial change in the amount and/or sources of funding
  c) Any new organizational affiliations or mergers with programmatic or other implications
  d) A reclassification of consultative status with the Economic and Social Council

Please note:
- Administrative changes through routine electoral processes need not be mentioned;
- If an important change is noted, the report should provide a **brief** description of how the indicated change has affected the organization.

  For example:
  Change in Constitution: "While the Organization's aims and purposes remained the same, an amendment, approved by GCR's General Assembly and by the Legal authorities here on 20 July 2001, extends the possible geographical coverage of its activities beyond Greece. This allows GRC to cooperate with NGOs with similar objectives in other countries and to operate beyond Greece…."

Expanded Areas of Activities: "While its broad aims and objectives, as well as the nature of its activities remain much as described in the submission of 27 May 1999, GCR has expanded their range in Greece. It has also strengthened significantly its cooperation with non-Greek NGOs and extended its operations to other countries. Furthermore, its advocacy role has been strengthened." *(i.e. the scope of operations has grown from national to international)*

If there have been no significant changes during the reporting period section (ii) should be omitted.

PART II. Contribution of the organization to the work of the United Nations

This portion of the Quadrennial Report is most important. NGOs are encouraged to take part in the appropriate intergovernmental fora so that the work of the Economic and Social Council and the United Nations at large might benefit from their specialized input. Moreover, NGOs are expected to undertake specific activities to advance the achievement of the United Nations Millennium Development Goals. Your report should, therefore**,** chronicle activities pertaining to the following:

i) Participation in the work of the Economic and Social Council and its subsidiary bodies and/or major conferences and other United Nations meetings. Contribution might include: oral and/or written statements; proposal of agenda items; organization of parallel NGO meetings, side events, etc.

PLEASE NOTE: Each reference to a conference or meeting attended or organized by the NGO should indicate the venue (city and country), date, official title, and session if appropriate. In addition, **the nature of your participation** or other role should be indicated and the title or theme of any document, visual presentation, written or oral statement presented by your organization at the event in question, or derived from the proceedings as an output, should be cited.

> **For example:**
> 1) "The Summit of the African Union 11 July 2003, Maputo, Angola. The IAC attended and lobbied for the adoption of the Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa."
> 2) **"2001:** Representatives attended the following meetings in Europe, all related to the health and status of women: Basque Region, 31 May – June; Brussels, 24 September; Geneva, Switzerland 21 May; Madrid, Spain 19-23 November; Strasbourg, France 16 May; Vienna, Austria 8-9 May ; Oslo, Norway 13 September."

ii) **Cooperation with United Nations bodies and/or specialized agencies in the field and/or at Headquarters.** This might include: preparation of, or contribution to, research papers and studies; joint sponsorship of meetings; humanitarian activities or operational projects; financial assistance received from or given to the United Nations, etc.

For example:

"Project in collaboration with UNICEF to create meeting points and contexts which promote adolescent education in Bolivia, Paraguay and Perú, 2000-2001.

Technical assistance to United Nations Programme on HIV/AIDS (UNAIDS) and Programa Internacional de las Naciones Unidas para la Fiscalización Internacional de las Drogas (PNUFID) and United Nations Office on Drug and Crime (UNODC) in 2002."

iii) Initiatives undertaken by the organization in support of internationally agreed development goals, in particular, **the Millennium Development Goals**, which now form the basis of the global agenda for the 21st century.

For example:
i) Activities in line with the Millennium Development Goals
The organization contributed to the Millennium Development Goals (MDGs) in the following four geographical regions: Central America, South America, Africa and Asia. Major actions undertaken were the following:
- **Goal 1. Eradicate extreme poverty and hunger**
  - Target 2. Halve the proportion of people who suffer from hunger
    ACTIONS:
    - Children fed or given nutritional care = 162,079
    - Expectant mother given prenatal care = 7,950
    - Nutrition training for mothers = 7,772
    - Implementation of school kitchens = 327

Goal 2. Achieve universal primary education
  - Target 3. Ensure that children everywhere, boys and girls alike, will be able to complete a full course of primary schooling.
    ACTIONS:
    - School material packs delivered = 2,408,697
    - Classrooms built or renovated = 2,270
    - Children registered in Intervida centers = 6,197
    - Teachers trained = 16,279

Goal 5. Improve maternal health
  - Target 6. Reduce by three quarters the maternal mortality ratio.
    ACTIONS:
    - Provision of general medical care = 1,586,285
    - Training for community midwives = 376

Goal 7. Ensure environmental sustainability
  - Target 10. Halve the proportion of people without sustainable access to safe drinking water and sanitation.
    ACTIONS:
    - Drinking water systems established = 179
    - School sanitary services established = 406
    - Integral community healthcare systems established = 25"

ii) Activities in Support of Global Principles

World AIDS Day was observed each December !st by the organization. At the 2003 commemoration, the Secretary-General of the United Nations presented his remarks at the event via videotape. At the 2004 World AIDS Day commemoration, the Secretary-General presented his remarks in person and at the 2005 World AIDS Day commemoration; the President of the General Assembly was the Keynote speaker. All three events, which were free and open to the public at the Cathedral of St. John the Divine in New York City, resulted in a turnout of several thousand people on each occasion and were web cast, globally, to thousands more via the Kaiser Foundation network.

If your organization has not participated as fully as might be expected in the work of the Economic and Social Council:

For example:
1. "The organization did not participate in the work of the Economic and Social Council and its subsidiary bodies, in major conferences or other United Nations meetings during the reporting period because it focused its activities on the development and implementation of programmes of education for drug abuse prevention and in social awareness campaigns, as well as in expanding its knowledge on the matter, working mainly with governmental and local organizations in Spain as well as in Latin America."

2. "The organization would have performed much better in the implementation of United Nations programmes if not for the following problems which are ongoing:
    Information about international meetings and conferences was and still is very sparse and generally arrives too late to be included in plans and budgets.
    Scarce funds and few representative staff (all volunteers) make attendance at international meetings very difficult.
    Poor national communications infrastructure makes it difficult to keep abreast of opportunities for collaboration through local United Nations offices."

Instructions for finding information about United Nations conferences and events from the United Nations website www.un.org:

1. From the UN homepage: click the "welcome" in the appropriate language

2. From the welcome page: in the left hand column, click "Conferences and Events"

3. From the Conferences and Events page: in "Background Information" click the bullet point entitled "Past Conferences and Special Sessions". This will give you a list of all of the past conferences and sessions from 1994 to 2006.

4. Click on the name of the Conference that you wish to find details about. From this page you may access information about the specific conference including

agendas, round-table discussions, and written and oral reports that were presented, etc.

Information about past meetings of the Economic and Social Council and its Subsidiary Bodies

1. From the United Nations homepage: click the "welcome" in the appropriate language

2. From the welcome page: in the left hand column, click "Main Bodies"

3. From the Main Bodies page: clicking on the "Economic and Social Council" hyperlink will lead to the Economic and Social Council homepage.

4. From the Economic and Social Council homepage: click on the "Meetings" link found in the top right hand corner of the page and drag your curser down to "ECOSOC". This will lead you to links to meetings of the Council, its functional commissions and other bodies.

III.   Editorial Guidelines

Quadrennial reports are issued as submitted in final official United Nations documents without formal editing. Authors of the reports are requested to observe broad editorial guidelines and to edit their documents for correctness to ensure that they are in conformity with generally accepted practice.

The report should be drafted using the third person (i.e. "the executive director attended…" OR "The organization's representative attended..." and NOT "I attended…")

With the exception of certain public figures of unquestioned international renown, please try to avoid the use of proper names. Individuals should be identified by their official or functional titles wherever possible.

The use of non-parliamentary language that might be construed as being offensive should be scrupulously avoided.

References to United Nations documents or publications should cite both the title and indicate the relevant symbols. Quotations should be carefully referenced.

ABBREVIATIONS and ACRONYMS

General guidelines

Abbreviations and acronyms (words formed from the initial letters of other words, e.g. UNESCO) should always be explained. The name or title should be written out in full the first time it occurs in a document, followed by the abbreviation in parentheses.

Abbreviations and acronyms are not used for names or titles that occur only once or twice in a text, except when the entity referred to is better known by the abbreviation or acronym, as in the case of UNICEF. In such cases, it may be preferable to give the abbreviation first, followed by the full name in parentheses. In rare cases, the full name of an entity is almost never used, e.g. Interpol.

The most common units of weight and measure, such as cm^2, kg and km, need not be written out.

"United Nations" should not be abbreviated in English. The form "ONU" is acceptable in French.

In United Nations style, abbreviations and acronyms are written without full stops: UNDP, not U.N.D.P.

Acronyms or abbreviated forms should not be used in running text for the following (although short titles may be used where appropriate):

> Principal organs and major offices of the United Nations:
> - General Assembly, Security Council, Economic and Social Council
> - United Nations Office at Geneva/Vienna/Nairobi
>
> Titles of senior officials:
> - Secretary-General, Under-Secretary-General, Special Representative of the Secretary-General
>
> Conventions, treaties, plan/programmes of action
> Funds, programmes and the like that are not established as organizations
> **Names of Member States**
> The World Tourism Organization and the World Trade Organization, to avoid confusion (but International Trade Centre UNCTAD/WTO)
> The International Criminal Court (to avoid confusion with organizations such as the International Chamber of Commerce)
> The International Court of Justice, the International Tribunal for the Former Yugoslavia, the International Criminal Tribunal for Rwanda and other courts and tribunals
> Military or police forces
> Military terms, such as:
> - ASZ (air safety zone), GSZ (ground safety zone)
> - EAF (Entity Armed Forces), JSF (Joint Security Forces)
> - COMKFOR (Commander of KFOR or KFOR Commander)
> - DDR (disarmament, demobilization and reintegration) and variations thereon
>
> Obscure titles or names mentioned only once or twice in a document

Exceptions to the general rules set out above include the following:
- Office of the United Nations High Commissioner for Refugees (UNHCR)

- Office on the United Nations High Commissioner for Human Rights (OHCHR)
- (both to be used in reference to the Office only, not the High Commissioner)
- United Nations Office for Project Services (UNOPS)

Short Titles
A short title may be used to replace a name or title that occurs several times in a document, provided that the full name is used the first time it occurs and that there is no risk of ambiguity; the Assembly (the United Nations General Assembly), the Council (the Economic and Social Council), the Committee (The Committee on Non-Governmental Organizations), the United Kingdom (the United Kingdom of Great Britain and Northern Ireland), the United States, (the United States of America).

AVOIDING AMBIGUITY

Dates
The day should always be followed by the month and year: 21 April 2004.
Months should be written out in full.

Seasons
As the designations of the seasons relate to different times of the year in the northern and southern hemisphere, they should be used with care. A phrase such as "a meeting to be held in the spring" is ambiguous; a precise date (or month or quarter) should be given, if this can be ascertained

Biannual, biennial etc.
> biannual means occurring twice a year
> biennial means occurring every other year (every two years)
> bimonthly, biweekly and biyearly are ambiguous: they mean either "occurring twice a month/week/year" or "occurring every other month/week/year"

It is best to avoid these words entirely, and write "twice a month/week/year" and "every other month/week/year" (or "every two months/weeks/years") as appropriate.

This year, next year
Non-specific references to "this year", "next year" or "last year" should be avoided. The specific year should be written, thus: "In 2004, the Secretary-General reported…"; "The number of peacekeeping operations in 2005 was…"; "Beginning in 2006…"

Country Names
All documents must adhere to the accepted United Nations terminology with respect to the names of Member State countries and territories.

Country names and currencies are listed in the United Nations Multilingual Terminology Database (http://unterm.un.org). After you start your search, enter the name of the country in the "search" field. Under "subject", click on the down arrow and choose

"country name". Both the short and formal country names are given. The short form is used for most purposes in the United Nations. The formal names are generally used in legal texts, such as treaties.

The country name is normally given after the name of a city, unless the city is the nation's capital.

For example:
"The organization's representative held discussions with officials of the World Bank (Washington DC, 5 May 2004) and later presented the outcome of that meeting to the membership at the Organization's Annual General Meeting ,(11-13 August, Sergipe, Brazil)."

PLEASE NOTE THE FOLLOWING:

Use of the term "Persian Gulf" and "Gulf":

1. The term "Persian Gulf" is used as the standard geographical designation for the sea area between the Arabian Peninsula and the Islamic Republic of Iran. The full term "Persian Gulf" is always used to designate that sea area when it is first referred to in a text and is repeated thereafter whenever necessary for the sake of clarity.

2. The term "Gulf" is used to identify or refer to the general geographical area surrounding or adjacent to the sea area referred to in paragraph 1 above or to refer to the situation around that sea area. The terms "Gulf area", "Gulf region" and "Gulf States" are examples of such usage.

Use of the term "the Falkland Islands (Malvinas)":

1. In accordance with a decision of the Fourth Committee of the General Assembly at its 1560th meeting, on 18 November 1965, of which note was taken by the General Assembly at the 1398th plenary meeting on 16 December 1965, the name to be applied to the Territory of the Falkland Islands (Malvinas) in all United Nations documents is the following:
   a. In English, "Falkland Islands (Malvinas)"
   b. In Spanish, "Islas Malvinas (Falkland Islands)"
   c. In all languages other than English and Spanish, the equivalent of "Falkland Islands (Malvinas)"

Please note also the correct United Nations terminology for the following:

1. Autonomous Regions of Muslim Mindanao
2. Bolivarian Republic of Venezuela [Venezuela]*

3. Hong Kong, Special Administrative Region of China [Hong Kong SAR of China]*
4. Macau, Province of China
5. Taiwan, Province of China
6. Tibet, Autonomous Region of China

7. Democratic Republic of Congo
8. Republic of Congo

9. Democratic People's Republic of Korea (North Korea)
10. Republic of Korea (South Korea)

11. Kosovo
12. The Former Yugoslav Republic of Macedonia [The FYR of Macedonia]*

13. Palestine [*when referring to the territory under the administration of the Palestinian Authority*]
14. The Occupied Territories of Palestine [*when referring to the areas under the administration of the Israeli government*]
15. Pakistani Administered Kashmir *[in reference to North West Frontier Province]*
16. Indian Administered Kashmir *[in reference to North West Frontier Province]*

[   ]* short form also acceptable