



# AMERICAN MODEL UNITED NATIONS INTERNATIONAL

## *Bringing Global Perspectives to Future Leaders*

### REPORTS TO THE ECONOMIC AND SOCIAL COUNCIL AND GENERAL ASSEMBLY BY SUBSIDIARY BODIES

#### I. GENERAL PURPOSE OF THE REPORT

Reports of functional commissions, standing committees, regional commissions, or other bodies reporting to the Economic and Social Council (ECOSOC) or the General Assembly (GA) should present, clearly and succinctly, all the information the Council or Assembly needs in order to review the work of its respective reporting body and to act on its recommendations. (Hereafter, all references to “Council” refer to the body receiving the report, whereas all references to “Commission” refer to the reporting body.)

Each report will cover one agenda item as determined by the issues listed in the *Issues at AMUN* handbook, will focus on matters requiring action or approval by the Council, and will present information that the Council needs in order to make appropriate decisions. Other matters which may be the subject of continuing study and action by the commission (but which may not require detailed attention by the Council, because, for example, no change of policy or procedure is involved) need only be referenced briefly.

The format outlined below generally follows the report format used by the United Nations reporting bodies, though it varies at some points to recognize the unique circumstances posed by a Model United Nations simulation.

#### II. FORMAT AND CONTENT

Each report should include a Table of Contents that lists the following: (a) chapter numbers; (b) headings and subheadings; and (c) page numbers.

Following the Table of Contents, the report should contain an Executive Summary, not to exceed one page. This summary, drafted after the body of the report, will outline the major points of the report, particularly the commission’s findings and its recommendations to the Council.

Chapter One of the report will be titled, “Matters calling for action by the Economic and Social Council or brought to its attention.” For bodies reporting to the General Assembly, the chapter titles should be changed accordingly. This chapter will contain the text of draft resolutions recommended by the commission for adoption by the Council. The resolutions will be titled and numbered sequentially with Roman numerals. With the exception of the title and numbering, the resolutions should follow standard resolution format as detailed in the *AMUN Rules and Procedures Handbook*. Additionally, this chapter will contain a short statement on other issues or matters requiring action or attention by the Council. These statements could include recommendations that have not been formalized into resolutions.

Chapter Two of the report will be titled according to the official agenda item before the commission. This chapter should contain a brief account of the proceedings that the commission considers essential to transmit to the Council. The focus should be on the decision-making *process* the commission followed in preparing its recommendations. For example, a commission that conducts its work by consensus may outline the process of negotiation and compromise that led to its recommendations, while another commission may choose to record various draft resolutions, amendments, and positions that were not

included in the final recommendations. Whenever possible, views should be summarized and expressed collectively, rather than assigned to specific speakers. On occasion, the commission, upon request, may approve within the report the assignment of positions and statements to specific speakers or delegations. Additionally, this section should contain details regarding voting or consensus outcomes as appropriate. If a draft has been adopted without opposition (i.e., by consensus), it is normally unnecessary to give the Council a detailed account of the proposals submitted and the discussion that preceded its adoption. Keep in mind that overall, the account of the proceedings should be limited to the essentials.

Chapter Three, if necessary, should be titled “Decisions adopted by the Commission at its 2013 session” and should contain those decisions, if any, adopted by the commission that do not require further action. It should contain a brief summary of those actions that the commission takes in its own name. This practice is, in reality, rare because ECOSOC Resolution 1623 (LI) states that all resolutions of functional commissions and subsidiary bodies should normally be in the form of drafts for approval by the Council.

The last chapter should be titled “Adoption of the report.” The chapter should detail the manner in which the commission adopted the final version of the report, including the voting record, if any.

Following the substantive chapters of the report, the commission may choose to include additional information for the Council. Appendices to a report may, for example, include the following headings: Statements of financial implications of actions and proposals of the commission; Publications and documents issued by the commission; or Reports of subsidiary bodies of the commission. Data, charts, or graphs may also be included in appendices

### III. SAMPLE TABLE OF CONTENTS

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### IV. THE REPORTING PROCESS

In ECOSOC commissions, reports are considered formally through Rule 9.5, Consideration of

Draft Reports. In GA commissions, reports are considered using Rule 7.14, Consideration of Draft Reports. While the discussion and debate of the content may be conducted formally or informally (see Rule 9.4, Consultative Session), reports shall be considered under their respective agenda topic. Debate upon reports should be closed using Rule 7.4, Closure of Debate. The default method of voting on draft reports is Adoption by Consensus, Rule 5.3. Should consensus fail, a placard vote will be taken. A simple majority is required for passage.

Reports will be heard by the General Assembly and by the Economic and Social Council during combined plenary sessions on Tuesday afternoon of the Conference. Commissions should conclude most of their substantive work by Monday evening, and should finalize and accept the report and compose the Executive Summary for the report during the morning session on Tuesday. The Executive Summary will be copied for all delegations in the Council hearing the report. Secretariat members in the appropriate Council will guide Representatives through the reporting process.

The Economic and Social Council will hold a plenary session during the afternoon on Tuesday of Conference to hear the reports of its commissions. ECOSOC will conclude its own work for the session by Tuesday morning. The Secretariat will establish a default agenda order for hearing reports but this order may be changed by a majority vote of the Council (Rule 9.3). Each report will be allotted a specific amount of time, to be determined by the Secretary-General, according to the total number of reports to be heard. This limit may be altered or repealed by a motion to limit debate (Rule 7.10). The President will then request a member of ECOSOC to bring the accepting resolution to the floor for consideration. The entire commission making the report will be recognized by the President of the Economic and Social Council, though generally three to five people will serve as primary presenters for the report. After a brief presentation, members of ECOSOC may ask questions about the work and proposals of the commission. Once the report has been heard and questions answered, ECOSOC will vote on the resolution to accept the relevant report. Following the vote, ECOSOC will hear the next report on its agenda, and this process will repeat itself until all reports have been heard.

For bodies reporting to the General Assembly, reports will be heard during the Tuesday afternoon session of the General Assembly Combined Plenary meeting. The reports will be placed on the agenda (determined by the Secretary-General) as the first new item for consideration during the afternoon session (Rule 8.4). Hearing a report will follow the same limits on debate as considering a resolution. The commission submitting the report will be recognized by the President of the General Assembly to address the body, and the commission will present its reports on both agenda items at this time. The entire commission making the report will be recognized, though generally three to five people will serve as primary presenters for the report. After this presentation, delegations of the General Assembly may ask questions of the reporting commission about its work and its proposals. When the General Assembly has exhausted its questions or time has expired, the General Assembly will move into voting procedures on a resolution accepting the commission's report.

## **V. COMMISSION UPDATES – ECOSOC COMMISSIONS ONLY**

Representatives of the commissions will have the opportunity to update the Economic and Social Council on the progress of their reports twice throughout the Conference. The first update will take place during the Sunday afternoon session, where each commission will be allowed 5 minutes to present its progress.

The second update will take place during the Monday evening session, where 5 minutes will be allotted per report. Presenters will be allowed to accept questions as time permits. This allows commissions an opportunity to factor in feedback from ECOSOC and will further engage ECOSOC in the work of its reporting bodies.

These sessions will be conducted via Consultative Session (rule 9.4), allowing the body to suspend the formal rules and interact directly with the presenters.

Members of each commission will be responsible for selecting its presenters, though members of the Dais Staff will be available for questions or guidance.