

GUIDELINES FOR SUBMISSION OF QUADRENNIAL REPORTS FOR NGOs IN GENERAL AND SPECIAL CONSULTATIVE STATUS WITH THE ECONOMIC AND SOCIAL COUNCIL

1. In accordance with Economic and Social Council resolution 1996/31, non-governmental organizations in consultative status in General and Special Categories shall submit to the Council Committee on Non-Governmental Organizations, every fourth year, a brief report of their activities, in particular regarding their contribution to the work of the United Nations.

2. The Committee, at its 1989 session, "stressed the need for non-governmental organizations required to submit quadrennial reports to provide the Secretariat with clear and timely information including, inter alia a brief introductory statement recalling the aims and purposes of the organization".

3. The Committee on Non-Governmental Organizations, at its session in 1991, emphasized "the need for non-governmental organizations requested to submit quadrennial reports to provide a clear picture of their activities as they related to the United Nations". The Committee further noted that "the report should conform to the guidelines elaborated by the Non-Governmental Organizations Section pursuant to the relevant decisions of the Committee". The Committee recalled that "organizations failing to submit adequate reports on time would be subject to any reclassification in status that the Committee might deem appropriate". The Committee, at its session in 1998, decided that "only those reports elaborated in conformity with the guidelines and submitted to the Secretariat no later than 1 June of the year preceding the regular session of the Committee would be transmitted to it for consideration".

5. The submission of the quadrennial reports provide an opportunity for non-governmental organizations to make their activities in support of the United Nations more widely known to Member States. In preparing the report, your main concern should be to reflect accurately the activities of your organization as they relate to the work of the United Nations.

6. We look forward to receiving your report **according to the following table:**

If your organization was granted Special or General Consultative Status in **1948, 1952, 1956, 1960, 1964, 1968, 1972, 1976, 1980, 1984, 1988, 1992, ou 1996**, the report should contain information on your organization's activities for the years **1996, 1997, 1998, et 1999**.

If your organization was granted Special or General Consultative Status in **1949, 1953, 1957, 1961, 1965, 1969, 1973, 1977, 1981, 1985, 1989, 1993, ou 1997**, the report should contain information on your organization's activities for the years **1997, 1998, 1999, et 2000**.

If your organization was granted Special or General Consultative Status in **1950, 1954, 1958, 1962, 1966, 1970, 1974, 1978, 1982, 1986, 1990, 1994 ou 1998**, the report should contain information on your organization's activities for the years **1998, 1999, 2000, et 2001**.

If your organization was granted Special or General Consultative Status in **1947, 1951, 1955, 1959, 1963, 1967, 1971, 1975, 1979, 1983, 1987, 1991, 1995 et 1999**, the report should contain information on your organization's activities for the years **1999, 2000, 2001, et 2002**.

INSTRUCTIONS FOR THE COMPLETION OF QUADRENNIAL REPORTS

I. Format

The report (in document form) must not exceed four pages double-spaced. Please note that any report exceeding this limit will not be accepted. It should be submitted in English or French.

Please submit two hard copies of the Report to:

Non-Governmental Organizations Section/Department Economic and Social Affairs
United Nations - Room DC1-1480
New York, N.Y. 10017 USA
Fax: (212) 963-4116 or 963-9248

The report should contain all relevant information without referring to Annexes. However, any relevant publications sent to the Non-Governmental Organizations Section will be made available to the States Members of the Committee on Non-Governmental Organizations.

II. Content

Please provide the following information:

- a) Name of Organization: (Centered in capital letters)
- b) Headquarters' Address:
- c) Consultative Status Category (Special or General):
- d) The year in which consultative status was granted:

Text: (Double-spaced, no more than 4 pages)

1. Brief introductory statement recalling the aims and purposes of the organization. (Please indicate, if appropriate, (i) any increase in geographical membership; (ii) any substantial changes in sources of funding; (iii) any affiliation to an international NGO in consultative status).
2. Participation in the Economic and Social Council and its subsidiary bodies and/or conferences and other United Nations meetings (through: attendance at meetings; oral and/or written statements). (Please indicate date and place of meeting, and for oral/written statements, item or subject).
3. Cooperation with UN bodies and specialized agencies.
4. Other relevant activities:
 - (i) Action in implementation of United Nations resolutions (i.e. action at international, regional or national level);
 - (ii) Consultations and cooperation with officials of the United Nations Secretariat;
 - (iii) Preparation of papers and/or other material at the request of the Economic and Social Council and its subsidiary bodies, or of the United Nations Secretariat;
 - (iv) Other examples of consultative and substantive activities, including financial assistance received from or given to the United Nations, field-level collaboration, joint sponsorship of meetings, seminars, studies, etc.

III. Editorial Suggestions

1. All reports should indicate name of organizations, headquarters address, telephone and fax numbers, e-mail address and website (if available), especially in the case if there has been a change during the past four years.
2. **All reports should be drafted using the third person**, (i.e. The Organization's representative attended ..." or "The Executive Director attended..." and NOT "I attended ..." or "Mr. Smith attended ...").
3. It is encouraged that a report begins with a brief introductory paragraph which summarizes the content.
4. Reference to United Nations documents or publications should accurately indicate the relevant code numbers. Quotations should be carefully referenced.

5. Give all language versions, when available, of all references to titles of organizations, publications, newsletters, magazines, etc.

6. **Do not use acronyms without spelling out first titles or organizations names.**

However, acronyms may be used to designate United Nations bodies and specialized agencies, i.e. UNDP, UNICEF, WHO, etc. In referring to United Nations bodies, please give accurate names, i.e. Commission on Human Rights and NOT Human Rights Commission.

7. Please indicate name and title of persons submitting the report at the lower bottom line of the last page of report.

8. You are encouraged to attach copy of your publications for the reporting period, especially those which contain articles or information regarding the United Nations.

9. Experience has shown that members of the Committee on NGOs are likely to request information about the geographical membership of NGOs. Please attach to your report as a separate document, a geographical breakdown of your membership (List the number of members by country and indicate whether they are associations and/or individuals. Indicate the total number of members).