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Agenda item 55

Revitalization of the work of the General Assembly**Control and limitation of documentation****Note by the Secretariat****I. Background**

1. In my report entitled “Strengthening of the United Nations: an agenda for further change” (A/57/387 and Corr.1), I identified the sheer volume of reports as a major problem for the Organization in serving Member States better, as it was drowning the Secretariat’s ability to provide focused and value-added analysis and making it difficult for delegations to absorb and act upon the reports. I also proposed an integrated treatment of the issue through a reduction in the quantity, length and frequency of reports. Having considered the report, the General Assembly, in resolution 57/300 of 20 December 2002, endorsed the approach contained therein.
2. Subsequently, on 19 December 2003, the Assembly, in resolution 58/126 on the revitalization of the work of the General Assembly, recognized that the heavy volume of documentation should be reduced and requested the Secretary-General to make proposals for the consolidation of reports on related subjects.
3. In its resolution 58/250, on the pattern of conferences, the Assembly noted that reports not originating from the Secretariat comprise the bulk of the documents issued and requested the Secretary-General to examine ways and means to achieve compliance with the relevant guidelines on page limits.
4. In its agreed conclusions 2002/1, the Economic and Social Council called for further efforts to ensure greater overall coherence among the reports requested and to streamline its documentation.
5. The current paper responds to each and all of the above-mentioned requests and reports on the Secretariat’s comprehensive efforts towards the control and limitation of documentation by reducing the quantity, length and frequency of reports requested by the intergovernmental machinery, by consolidating such reporting requests, and by issuing drafting guidelines for reports prepared and/or compiled in the Secretariat.

II. Efforts at the intergovernmental level regarding requests for documentation

6. The rationalization of documentation must start with requests for documentation, for instance by examining ways to avoid duplication. Documentation overload in the United Nations intergovernmental bodies has to be seen in its totality.

7. In the case of the Economic and Social Council and its subsidiary bodies, documentation is generated from two sources: the standing mandate for subsidiary bodies to report to the Council; and the requests for documents stemming from resolutions and decisions adopted by the Council and its subsidiary apparatus. The generation of documentation and the volume of documentation for the Council therefore depend on the length of the Council's own report and the requests contained in the resolutions and decisions adopted by the Council.

8. Consequently, the Bureau of the Economic and Social Council has examined a paper entitled "guidelines on documentation", which takes a focused view of documentation for the Council and its subsidiary bodies and includes further steps that could be taken to limit the reports of the functional commissions and the subsidiary bodies of the Council (see annex I to the current note). Those guidelines are drawn mostly from extant legislation adopted by the General Assembly and the Economic and Social Council on the control and limitation of documentation and they cover both the format and the content of reports. The legislation cited includes General Assembly resolutions 49/221 and 58/250 and Council resolutions 1998/46, 1999/55 and 2001/27 and agreed conclusions 2002/1.

9. The guidelines have already been communicated to Member States and the bureaux of all functional commissions and discussions have been undertaken, starting from the premise that the volume of reporting can be reduced only if the Council and its subsidiary bodies exercise restraint in their requests for documentation and streamline the reports on their work. That is indeed where greater efforts should be directed.

III. Consolidation of reports

10. In the light of the recommendations of the Secretary-General and the endorsement by Member States concerning the need to reduce documentation mentioned above, the Secretariat is attempting to reduce the number of reports before Member States through the consolidation of reports on related issues. It is widely recognized that producing more timely reports of higher quality is critical to the efforts to revitalize the work of the General Assembly and the Economic and Social Council. The overall objective is to reduce the number of reports by avoiding duplication, promoting coherence and adding cross-references to sections of other reports that deal with the same issue.

11. To facilitate this effort, each Secretariat Department and Office has been requested to scrupulously review the numerous mandates for reports from its area and to suggest where such mandates could be consolidated. In so doing, it has been emphasized that such consolidation should contribute to coherent policy development while maintaining the essential analysis of each important issue. Through careful scrutiny, it is believed that such an approach could lead to the

reduction of documentation by about 25 per cent without sacrificing quality. The proposed list of consolidated reports is contained in annex II.

IV. Efforts regarding page limits

12. Reports totally within the power and purview of the Secretary-General comprise approximately 30 per cent of the total pre-session documentation for the General Assembly, the Economic and Social Council and the Security Council and are subject to a clearly established rule of 8,500 words (16 pages). In exceptional cases, waivers can be sought and granted. The bulk of the remaining documentation is divided among reports of intergovernmental bodies and individual entities, major policy-setting documents, resolutions, decisions, communications from Member States, and documents comprising replies from Member States. Current efforts at this stage focus on all but resolutions, decisions and communications.

13. There are no clear intergovernmental rules regarding page limits for those categories of documents that are not totally within the purview of the Secretariat. However, the General Assembly, in resolution 53/208 B, stressed the need for compliance with the existing page limits and invited all intergovernmental bodies to consider, where appropriate, the possibility of further reducing the length of their reports to 20 pages. Although those reports are not directly submitted in the name of the Secretary-General, they are in fact often drafted by or with input from Secretariat staff.

14. In order to continue tackling the problem at its root, it is necessary first and foremost to develop and enforce guidelines for drafting and compiling those categories of documents. The guidelines, which are attached as annex III to the present note, include in many cases the elements that were circulated to the bureaux of the subsidiary bodies of the Economic and Social Council and take into account already existing legislation as well as some practical and technical suggestions that would facilitate the processing of documentation. The guidelines have been discussed with representatives of author departments, secretariats of intergovernmental and expert bodies and the staff in the Department for General Assembly and Conference Management directly responsible for planning and processing documentation. All authors are expected to follow these guidelines when drafting, preparing questionnaires and submitting documentation to intergovernmental bodies.

15. Ultimately the goal is to make a difference, to reduce the documentation workload without compromising the quality and content of reports and, of course, to improve the timeliness of availability of the required reports, thereby contributing to the smooth and efficient functioning of intergovernmental bodies. To assist in that regard, an interdepartmental task force is to be convened by the Assistant Secretary-General for General Assembly and Conference Management. The task force will constantly review the progress made, including the level of adherence to the drafting guidelines and page limits.

Annex I

Further measures suggested for Economic and Social Council machinery

1. Limiting reports to:
 - (a) A brief discussion on organizational and procedural matters.
 - (b) Recommendations, including resolutions and decisions adopted. The current practice of including extensive summaries of discussions should be discontinued.
2. Mandating the presentation of oral rather than written reports, particularly in regard to progress reports and reports that are submitted on an annual basis.
3. Encouraging the submission of a single consolidated report on related topics under a single item or sub-item of the agenda, taking into account similar reports requested by other intergovernmental bodies.
4. Requesting the Secretariat to compile for the Council and for each of its subsidiary bodies a list of documents mandated in draft resolutions and decisions to be adopted at a given session in order to give members a clear picture of all documentation requested, and to include in the report on the status of documentation for a given session a list of all reports already mandated for the coming year.
5. Making increased efforts at biennialization or triennialization of agenda items or sub-items. Consideration should be given to the question whether in fact the majority of agenda items need to be examined on an annual basis.
6. To the extent possible, examining the need for a set format for reports in general, and for procedural reports in particular.

Annex II

Proposed consolidation of reports for the fifty-ninth session of the General Assembly*

Department for Disarmament Affairs

GA res. 58/34, para. 11, and 58/68, para. 4

Report of the Secretary-General on the risk of nuclear proliferation in the Middle East and on the establishment of a nuclear-weapon-free zone in the region (under items 64 and 70)

GA res. 58/68, para. 4

[Report of the Secretary-General on the risk of nuclear proliferation in the Middle East]

GA res. 58/34, para. 11

[Report of the Secretary-General on the establishment of a nuclear-weapon-free zone in the region of the Middle East]

GA res. 58/56, para. 21, 58/51, para. 29, 58/47, para. 5, and 58/46, para. 3

Report of the Secretary-General on nuclear disarmament (under item 67 (p), (q), (t) and (x))

GA res. 58/56, para. 21

[Report of the Secretary-General on nuclear disarmament]

GA res. 58/51, para. 29

[Report of the Secretary-General on the need for a new agenda towards a nuclear-weapon-free world]

GA res. 58/47, para. 5

[Report of the Secretary-General on reducing nuclear danger]

GA res. 58/46, para. 3

[Report of the Secretary-General on follow-up to the advisory opinion of the International Court of Justice on the Legality of the Threat or Use of Nuclear Weapons]

GA res. 58/58, para. 10, and 58/241

Report of the Secretary-General on the implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects, and assistance to States for curbing the illicit traffic in small arms (under item 67 (y) and (z))

GA res. 58/58, para. 10

[Report of the Secretary-General on assistance to States for curbing the illicit traffic in small arms and collecting them]

GA res. 58/241

[Report of the Secretary-General on the implementation of the Programme of Action to Prevent, Combat and Eradicate the illicit Trade in Small Arms and Light Weapons in All its Aspects]

* Reports which appear in brackets would be combined in the consolidated report shown in bold print.

GA res. 58/241, para. 14

[Report of the Secretary-General on the outcome of consultations on further steps to enhance international cooperation in preventing, combating and eradicating illicit brokering in small arms and light weapons]

Department of Economic and Social Affairs

GA res. 58/202, para. 17, and 58/203, para. 18

Report of the Secretary-General on the international financial system and development (under item 86 (b) and (c))

GA res. 58/202, para. 17

[Report of the Secretary-General on the international financial system and development]

GA res. 58/203, para. 18

[Report of the Secretary-General on the external debt crisis and development including a comprehensive and substantive analysis of the external debt and debt-servicing problems of developing countries]

GA res. 58/212, para. 15, 58/242, para. 15, and 58/243, para. 6

Report on the implementation of the United Nations Framework Convention on Climate Change, the United Nations Convention to Combat Desertification and the Convention on Biological Diversity (under item 88 (d), (e) and (f))

GA res. 58/212, para. 15

[Note by the Secretary-General transmitting the report of the Executive Secretary of the Convention on Biological Diversity on the ongoing work regarding the Convention including on its Cartagena Protocol]

GA res. 58/242, para. 15

[Report of the Secretary-General on the implementation of the United Nations Convention to Combat Desertification in Those Countries Experiencing Serious Drought and/or Desertification, Particularly in Africa]

GA res. 58/243, para. 6

[Report of the Executive Secretary of the United Nations Framework Convention on Climate Change on the work of the Conference of the Parties]

GA res. 57/243, para. 16, and dec. 58/545

Report on industrial development cooperation (under items 90 and 92 (c))

GA res. 57/243, para. 16

[Report of the Secretary-General on industrial development cooperation]

GA dec. 58/545

[Note by the Secretary-General transmitting the report of the Director-General of the United Nations Industrial Development Organization on the outcome of the Global Biotechnology Forum]

GA res. 58/222, para. 38, and 58/221, para. 10

Report of the Secretary-General on the implementation of the first United Nations Decade for the Eradication of Poverty (1997-2006) and on the International Year of Microcredit, 2005

GA res. 58/222, para. 38

[Report of the Secretary-General on the implementation of the first United Nations Decade for the Eradication of Poverty (1997-2006)]

GA res. 58/221, para. 10

[Report of the Secretary-General on the preparation of the International Year of Microcredit, 2005]

GA res. 57/181, para. 14, and 58/185, para. 1 (e)

Report of the Secretary-General on the elimination of all forms of violence against women, including crimes identified in the outcome document of the twenty-third special session of the General Assembly, and progress on an in-depth study (items 101 and 102)

GA res. 57/181, para. 14

[Report of the Secretary-General on the elimination of all forms of violence against women, including crimes identified in the outcome document of the twenty-third special session of the General Assembly]

GA res. 58/185, para. 1 (e)

[Progress report of the Secretary-General on an in-depth study on all forms of violence against women]

GA res. 58/205, para. 12, and 58/230, para. 17

Report on the state of the implementation of the Monterrey Consensus

GA res. 58/205, para. 12

[Report of the Secretary-General on the implementation of resolution 58/205 on preventing and combating corrupt practices and transfer of assets of illicit origin and returning such assets to the countries of origin]

GA res. 58/230, para. 17

[Annual analytical assessment by the Secretary-General of the state of the implementation of the Monterrey Consensus, including the follow-up to implementation of the outcome of the International Conference on Financing for Development]

GA res. 57/305, II, para. 41, and 58/144, para. 11

Report of the Secretary-General on the improvement of the status of women in the United Nations Secretariat

GA res. 57/305, II, para. 41

[Report of the Secretary-General on a comprehensive review of progress made towards the goal of 50/50 gender distribution]

GA res. 58/144, para. 11

[Report of the Secretary-General on the improvement of the status of women in the United Nations Secretariat]

Department of Management

GA res. 58/270, paras. 10, 14 (i), 25, 30, 44, 58/272, sect. IX, para. 4, and 58/273, para. 2

First performance report on the programme budget for the biennium 2004-2005

GA res. 58/272, sect. IX, para. 4

[Report of the Secretary-General on expenditure related to the sixtieth session of the Commission on Human Rights]

GA res. 58/270, para. 44

[Report of the Secretary-General on the possibilities of absorption or mobilization of extrabudgetary resources for the Repertory of Practice of the United Nations]

GA res. 58/270, para. 30

[Report of the Secretary-General on resource needs for overtime and night differential]

GA res. 58/270, para. 25

[Report of the Secretary-General on the progress made and impact of measures to suspend recruitment action for new vacancies in General Service posts for the biennium 2004-2005]

GA res. 58/270, para. 10

[Report of the Secretary-General on the variation between the projected recosting needs arising from inflation and currency movements, as at October 2003 and the time of the first performance]

GA res. 58/270, 58/272 and 58/273

[First performance report on the programme budget for the biennium 2004-2005]

GA res. 58/273, para. 2

[Report of the Secretary-General on the unforeseen and extraordinary expenses for the biennium 2004-2005]

GA res. 58/270, para. 16

[Report of the Secretary-General on the implications for human resources management policies of the experiment to redeploy posts to meet the evolving needs of the Organization]

GA res. 58/253, paras. 13, 17, 19, 21, 22 and 23

Report of the Secretary-General on the first performance report for the International Criminal Tribunal for Rwanda for the biennium 2004-2005

GA res. 58/253, para. 23

[Report of the Secretary-General on the possibility of assistance to the Tribunal from the United Nations Office at Nairobi and other offices in respect of remote translation]

GA res. 58/253, para. 22

[Report of the Secretary-General on oversight functions, particularly on oversight of resources allocated for the upgrading of prison facilities]

GA res. 58/253, para. 19

[Report of the Secretary-General on resource requirements for the Investigations Division for 2005]

GA res. 58/253, para. 13

[Report of the Secretary-General on prioritizing and deploying resources in support of the completion strategy]

GA res. 58/253, para. 21

[Report of the Secretary-General on optimal media for the dissemination of information on the work of the International Criminal Tribunal for Rwanda]

GA res. 58/253

[Report of the Secretary-General on the first performance report for the International Criminal Tribunal for Rwanda for the biennium 2004-2005]

GA res. 58/253, para. 17

[Report of the Secretary-General on proposals for the necessary resources to aid in the transfer of cases to national jurisdiction]

GA res. 55/226, para. 2, 58/253, para. 5, 55/225, para. 2, and 58/255

Report of the Secretary-General on the biennialization of the budgets of the Tribunals for the Former Yugoslavia and Rwanda

GA res. 58/255

[Report of the Secretary-General on biennialization of the budget for the International Tribunal for the Former Yugoslavia and related views of the Board of Auditors]

GA res. 55/225, para. 2

[Report of the Secretary-General on biennialization of the budget for the International Tribunal for the Former Yugoslavia]

GA res. 58/253, para. 5

[Report of the Secretary-General on biennialization of the budget for the International Criminal Tribunal for Rwanda and related views of the Board of Auditors]

GA res. 55/226, para. 2, and 58/255, para. 5

[Report of the Secretary-General on biennialization of the budget for the International Criminal Tribunal for Rwanda]

GA res. 58/255, paras. 4, 11, 13, 18 and 20

Report of the Secretary-General on the first performance report for the International Tribunal for the Former Yugoslavia for the biennium 2004-2005

GA res. 58/255, para. 20

[Report of the Secretary-General on whether some of the posts identified for abolition or redeployment could be released earlier than planned]

GA res. 58/255, para. 18

[Report of the Secretary-General on a proposal for resource requirements for the Investigations Division for 2005]

GA res. 58/255, para. 13

[Report of the Secretary-General on reforms in the legal aid system and defence costs]

GA res. 58/255, para. 4

[Report of the Secretary-General on measures to ensure continued close collaboration between the Tribunals]

GA res. 58/255, para. 11

[Report of the Secretary-General on prioritizing and deploying resources in support of the completion strategy]

GA res. 58/255

[Report of the Secretary-General on the first performance report for the International Tribunal for the Former Yugoslavia for the biennium 2004-2005]

GA res. 58/272, V, paras. 4 and 5

Report of the Secretary-General on estimates in respect of matters of which the Security Council is seized

GA res. 58/272, V, para. 5

[Report of the Secretary-General on expansion of the treatment of larger missions with a view to providing a level of information similar to peacekeeping budgets]

GA res. 58/272, V, para. 4

[Report of the Secretary-General on special political missions: estimates in respect of matters of which the Security Council is seized and on synergies and complementarities between various missions and other relevant entities of the United Nations to ensure efficiency and optimum use]

GA res. 58/270, paras. 48 and 58

Report of the Secretary-General on the review of the regular programme of technical cooperation and the Development Account

GA res. 58/270, para. 48

[Report of the Secretary-General on the review of the regular programme of technical cooperation]

GA res. 58/270, para. 58

[Comprehensive report of the Secretary-General on improving the performance of the Development Account]

GA res. 57/305, II, paras. 4, 10, 13, 14, 17, 33, 44, 53, 56 and 58; 57/305, III, para. 3, and 57/305, IV, para. 3

Report of the Secretary-General on human resources management

GA res. 57/305, IV, para. 3

[Report of the Secretary-General on a comprehensive monitoring system for screening process for recruitment]

GA res. 57/305, II, para. 58

[Report of the Secretary-General on concrete proposals on new contractual arrangements]

GA res. 57/305, II, para. 56

[Report of the Secretary-General on progress made in the implementation of measures taken for a career development system]

GA res. 57/305, II, para. 53

[Report of the Secretary-General on proposals to solve any problems resulting from increased staff mobility]

GA res. 57/305, II, para. 44

[Report of the Secretary-General on reduction of the time needed to complete a national competitive examination cycle]

GA res. 57/305, II, para. 33

[Report of the Secretary-General on progress made by departments in implementation of their respective human resources action plans]

GA res. 57/305, II, para. 17

[Report of the Secretary-General on the performance of Galaxy]

GA res. 57/305, II, para. 14

[Report of the Secretary-General on differences among policies/procedures for staff recruitment, selection and appointment]

GA res. 57/305, II, para. 13

[Report of the Secretary-General on causes of continuously high vacancy rates]

GA res. 57/305, II, para. 10

[Report of the Secretary-General on accountability of programme managers in the staff selection process]

GA res. 57/305, III, para. 3

[Report of the Secretary-General on the application of staff rule 104.14]

GA res. 57/305, II, para. 4

[Report of the Secretary-General on the achievements of the human resources reform]

GA res. 57/305, II, paras. 29 and 36, and 58/270, para. 51

Report of the Secretary-General on the requirement for indicative means to measure progress in improving equitable geographical representation

GA res. 57/305, II, para. 29

[Report of the Secretary-General on the requirement for indicative means to measure progress in improving equitable geographical representation]

GA res. 58/270, para. 51

[Report of the Secretary-General on developing a more robust capability in the Office of Human Resources Management to enable it to reduce the level of underrepresentation]

GA res. 57/305, II, para. 36

[Report of the Secretary-General on the inclusion in the CEB agenda of the question of geographical distribution in the secretariats of the United Nations system]

GA res. 57/305, II, paras. 30, 35, 37 and 46, and 57/305, VIII and IX, para. 7

Report of the Secretary-General on the composition of the Secretariat

GA res. 57/305, VIII

[Report of the Secretary-General on placement of staff serving in the Executive Office of the Secretary-General]

GA res. 57/305, II, para. 46

[Report of the Secretary-General on factors inhibiting the selection of young people]

GA res. 57/305, II, para. 37

[Report of the Secretary-General on monopoly on senior posts by nationals of any Member State or group of States]

GA res. 57/305, II, para. 35

[Report of the Secretary-General on temporary staff appointed at the Professional level or above for less than one year under the 100 series and implications of substantive appointments]

GA res. 57/305, IX, para. 7

[Report of the Secretary-General on statistics on the composition of the General Service and related categories]

GA res. 57/305, II, para. 30

[Report of the Secretary-General on the level of underrepresentation]

GA res. 57/305, V, paras. 4 and 8

Report of the Secretary-General on consultants

GA res. 57/305, V, para. 8

[Report of the Secretary-General on the use of consultants and individual contractors]

GA res. 57/305, V, para. 4

[Report of the Secretary-General on the establishment of posts in the areas where consultants are frequently hired for a period of more than one year]

GA res. 57/305, VI, paras. 2, 5 and 6

Report of the Secretary-General on the employment of retired former staff

GA res. 57/305, VI, para. 6

[Report of the Secretary-General on the employment of retired former staff, including information on economy and efficiency gains envisaged in the context of language posts]

GA res. 57/305, VII, para. 2

[Report of the Secretary-General on exceptions made and their circumstances for the retention of staff in service beyond mandatory age of separation]

GA res. 57/305, VI, para. 5

[Report of the Secretary-General on number of retired staff serving in posts that affect the decision-making process, in particular recruitment and promotion]

GA res. 57/305, VI, para. 5

[Report of the Secretary-General on the employment of retired former staff, including the number of staff hired for periods exceeding two years]

GA res. 57/305, VI, para. 5

[Report of the Secretary-General on the employment of retired former staff, including criteria for selection in the Professional category]

Department of Political Affairs

GA res. 57/35, paras. 40-44, 57/46-57/48, 57/156, 57/157 and 57/298

Report of the Secretary-General on cooperation between the United Nations and regional organizations (under item 58 (a), (c), (e), (f), (g), (i), (j), (l), (n), (o), (p) and (s))

GA res. 57/298

[Report of the Secretary-General on cooperation between the United Nations and the Organization for Security and Cooperation in Europe]

GA res. 57/41, para. 8

[Report of the Secretary-General on cooperation between the United Nations and the Caribbean Community]

GA res. 57/156, para. 23

[Report of the Secretary-General on cooperation between the United Nations and the Council of Europe]

GA res. 57/40, para. 15

[Report of the Secretary-General on cooperation between the United Nations and the Economic Community of Central African States]

GA res. 57/35, para. 2

[Report of the Secretary-General on cooperation between the United Nations and the Association of South-East Asian Nations]

GA res. 57/44, para. 21

[Report of the Secretary-General on cooperation between the United Nations and the Southern African Development Community]

GA res. 57/37, op para. 7

[Report of the Secretary-General on cooperation between the United Nations and the Pacific Islands Forum]

GA res. 57/42, para. 11

[Report of the Secretary-General on cooperation between the United Nations and the Organization of the Islamic Conference]

GA res. 57/157, para. 9

[Report of the Secretary-General on cooperation between the United Nations and the Organization of American States]

GA res. 57/48, para. 28

[Report of the Secretary-General on cooperation between the United Nations and the African Union]

GA res. 57/46, para. 12

[Report of the Secretary-General on cooperation between the United Nations and the League of Arab States]

GA res. 57/47

[Report of the Secretary-General on cooperation between the United Nations and the Inter-Parliamentary Union]

GA res. 57/43, para. 16

[Report of the Secretary-General on cooperation between the United Nations and the International Organization of la Francophonie]

International Civil Service Commission

GA res. 58/251 and 57/285

Annual report of the International Civil Service Commission (Suppl. No. 30)

GA res. 57/285, para. 7

[Note by the Secretary-General transmitting the report of ICSC on grade equivalency between the United Nations and the United States Government]

GA res. 57/285

[Note by the Secretary-General transmitting the comments of ICSC on the findings and recommendations of the panel on the strengthening of the international civil service]

Office for the Coordination of Humanitarian Affairs

GA res. 58/114, para. 16, and 57/153 and ECOSOC res. 2003/5, para. 42

Report of the Secretary-General on strengthening of the coordination of emergency humanitarian assistance of the United Nations and on the utilization of the Central Emergency Revolving Fund

GA res. 57/153

[Report of the Secretary-General on the utilization of the Central Emergency Revolving Fund]

GA res. 58/114, para. 16 and ECOSOC res. 2003/5, para. 42

[Report of the Secretary-General on the progress made in the implementation of and follow-up to the strengthening of the coordination of emergency humanitarian assistance of the United Nations]

GA res. 57/103, para. 12, 57/148, para. 8, 58/24, para. 10, 58/26, para. 9, and 58/115, para. 13

Report of the Secretary-General on humanitarian assistance and rehabilitation for countries and regions (Ethiopia, Malawi, Somalia, Tajikistan and the Federal Republic of Yugoslavia*)

GA res. 57/103, para. 12

[Report of the Secretary-General on emergency international assistance for peace, normalcy and rehabilitation in Tajikistan]

GA res. 57/148, para. 8

[Report of the Secretary-General on humanitarian assistance to the Federal Republic of Yugoslavia*]

GA res. 58/115, para. 13

[Report of the Secretary-General on assistance for humanitarian relief and the economic and social rehabilitation of Somalia]

GA res. 58/24, para. 10

[Report of the Secretary-General on emergency humanitarian assistance to Ethiopia]

GA res. 58/26, para. 9

[Report of the Secretary-General on emergency humanitarian assistance to Malawi]

GA res. 57/255, para. 7, 58/214, para. 22, and 58/215, para. 7

Report of the Secretary-General on the International Strategy for Disaster Reduction and on international cooperation to reduce the impact of the El Niño phenomenon

GA res. 57/255, para. 7, 58/214, para. 22, and 58/215, para. 7

[Report of the Secretary-General on the International Strategy for Disaster Reduction, in particular the state of preparations for the World Conference on Disaster Reduction in 2005, containing a separate section on natural disaster and vulnerability]

* As from 4 February 2003, the name of the Federal Republic of Yugoslavia was changed to "Serbia and Montenegro".

GA res. 57/255, para. 7

[Report of the Secretary-General on international cooperation to reduce the impact of the El Niño phenomenon]

Office of the United Nations High Commissioner for Human Rights

GA res. 56/266 and 58/160, para. 55

Report of the United Nations High Commissioner for Human Rights and report of the Secretary-General on the comprehensive implementation of and follow-up to the World Conference against Racism, Racial Discrimination, Xenophobia and Related Intolerance (under items 106 (a) and (b))

GA res. 56/266 and 58/160, para. 55

[Annual report of the United Nations High Commissioner for Human Rights on the comprehensive implementation of and follow-up to the World Conference against Racism, Racial Discrimination, Xenophobia and Related Intolerance]

GA res. 58/160, para. 55

[Report of the Secretary-General on the World Conference against Racism, Racial Discrimination, Xenophobia and Related Intolerance and the comprehensive implementation of and follow-up to the Durban Declaration and Programme of Action]

GA res. 58/171, paras. 8 and 9

Report of the United Nations High Commissioner for Human Rights and report of the Secretary-General on human rights and unilateral coercive measures (Suppl. No. 36) (under items 108 (b) and (e))

GA res. 58/171, para. 8

[Report of the United Nations High Commissioner for Human Rights on human rights and unilateral coercive measures (Suppl. No. 36)]

GA res. 58/171, para. 9

[Report of the Secretary-General on human rights and unilateral coercive measures]

Office of Internal Oversight Services

GA res. 57/305 and 58/270, para. 52

Note by the Secretary-General transmitting the report of the Office of Internal Oversight Services on follow-up to the reform of the Office of Human Resources Management

GA res. 57/305

[Note by the Secretary-General transmitting the report of the Office of Internal Oversight Services on follow-up to the reform of the Office of Human Resources Management]

GA res. 58/270, para. 52

[Note by the Secretary-General transmitting the report of the Office of Internal Oversight Services on a study on the availability in local labour markets of the skills for which international recruitment for posts in the General Service category now takes place]

United Nations Office on Drugs and Crime

GA res. 58/140, para. 24, and 58/135, para. 9

Report of the Secretary-General on international cooperation in the fight against transnational organized crime and on strengthening the United Nations Crime Prevention and Criminal Justice Programme

GA res. 58/140, para. 24

[Report of the Secretary-General on strengthening the United Nations Crime Prevention and Criminal Justice Programme]

GA res. 58/135, para. 9

[Report of the Secretary-General on international cooperation in the fight against transnational organized crime]

United Nations Relief and Works Agency for Palestine Refugees in the Near East

GA res. 58/93 and 58/95

Report of the Commissioner-General of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (Suppl. No. 13)

GA res. 58/93, para. 3, and 58/95, para. 3

[Report of the Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East]

GA res. 58/93 and 58/95

[Report of the Commissioner-General of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (Suppl. No. 13)]

Annex III

Drafting guidelines for reports not totally within the purview of the Secretariat

Reports, including those of intergovernmental/expert bodies, should be action-oriented and limited to:

1. A brief discussion on organizational and procedural matters.
2. Recommendations, including resolutions and decisions adopted.
3. Policy recommendations emanating from multi-stakeholder dialogues and panels and round tables rather than summaries of the meetings.
4. New developments, findings and recommendations, particularly for recurrent reports.
5. Quotations from United Nations documents only when legislative authority is cited.

Reports should not include:

1. A summary of statements made at opening and closing meetings, unless pertinent to the conclusions reached.
2. Summaries of statements by individuals; a list of speakers for each item could be included instead.
3. A general summary of statements under each item.
4. Analysis of information provided unless required to support policy findings.
5. A lengthy discussion of organizational and procedural matters.
6. Repetition of already published texts or repetition of texts with only minor changes.
7. Extraneous information that does not contribute to deliberations.

In drafting reports, the following also applies:

1. Biennialization/triennialization and consolidation of reports are not a priori reasons to exceed page limits.
2. When the Secretary-General is not explicitly requested to reproduce in extenso information received from Member States, government replies should be summarized and page limits should apply.
3. Cut-off dates should be established and maintained for the inclusion of information requested from Member States.
4. Specific questionnaires should be provided whenever possible to focus the information provided. The questionnaires could also encourage limiting the replies to a pre-determined length.
5. A list of reports requested at each session should be submitted to the body concerned before the closure of the session.