**FICSA/C/74/INFO/3**



**TEMPLATE FOR**

**STANDING COMMITTEE RAPPORTEURS**

***Instructions****: download this template; save it separately, and use it to work on your report.*

*Please read in conjunction with the* [*Guide for Rapporteurs*](https://ficsa.org/fileadmin/user_upload/INFOC02_Briefing_SC_Chairs.pdf)

*Embracing change & resilience*

*Promoting protection & solidarity*

* Heading font: Candara, graduated size (use Styles – see examples below); text font: Bookman Old Style, 11 points).
* All headings in **bold,** flush left: exception is the centred heading of the report.
* Subheadings in bold (smaller than main headings), flush left.
* Paragraphs numbered sequentially.
* Please thoroughly read [INFOD03 Briefing\_SC Rapporteurs](https://ficsa.org/fileadmin/user_upload/INFOC02_Briefing_SC_Chairs.pdf) and consult its Annexes.

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# REPORT OFTHE STANDING/AD HOC/PERMANENT TECHNICAL COMMITTEE ON (topic)

## Introduction

1. The Standing Committee (see Annex I for participants) met x times to address its agenda, and held a joint session with the Standing Committee on xxx to discuss x topic. It adopted an agenda and elected its rapporteur. Annex III provides details on what the recommendation(s) should contain.

## Name of agenda item 1

2. *As much explanatory text under each subheading as readers will need to understand what the issue was, the approach the committee took to tackling it and why it made the recommendations that it did.* Do not repeat ad verbatim who said what.

### Conclusion(s)

3. State any conclusions reached by the committee: that is, statements about the situation or available approaches.

### Recommendation(s) if applicable

4. The Standing Committee recommended that x specific group take y specific action by z deadline. Refer to [Annex III of the Guide for Rapporteurs](https://ficsa.org/fileadmin/user_upload/INFOC02_Briefing_SC_Chairs.pdf) for guidance.

## Name of agenda item 2

5. As much explanatory text under each subheading as readers will need to understand what the issue was, the approach the committee took to tackling it and why it made the recommendations that it did. Do not repeat ad verbatim who said what. Refer to Annex III of the

### Conclusion(s)

6. State any conclusions reached by the committee: that is, statements about the situation or available approaches.

### Recommendation(s) if applicable (Please fill in Annex 2 for each recommendation)

6. “The Standing Committee recommended that x specific group take y specific action by z deadline.”

## Other business (if any)

7. The Standing Committee did have any other business to be discussed.

## Nomination of Standing Committee officers and core group members

8. The following delegates were nominated as Standing Committee officers:

• Name (Organization) as Chair

• Name (Organization) as Vice-Chair

• Name (Organization) as Vice-Chair

9. The following participants in the SC were nominated as members of the core group:

Name (Organization)

Name (Organization)

Name (Organization)

## Participants

(The FICSA Secretariat will provide the list of participants in the following format)

Chair/Coordinator xx (organization)

Vice-Chair/Vice-Coordinator xx (organization)

Rapporteur xx (organization)

President, FICSA xx (organization)

Member, FICSA Executive Committee xx (organization)

Regional Representative(s) xx (organization)

Staff association/union [in alphabetical order] Name of delegate(s)

### Association(s) with consultative status[[1]](#footnote-2)

Staff association/union [in alphabetical order] Name of delegate(s)

### Federation(s) with observer status

Staff association/union [in alphabetical order] Name of delegate(s)

### Guest(s)

If applicable xx (organization)

## Detailed information on recommendations

|  |  |
| --- | --- |
| **Recommendation for agenda item x** (title) |  |
| **Summary of issue**  |  |
| **Responsible person(s)** | Who |
| **Next step(s)/ specific action(s)** | should do what |
| **Deadline** | by when (provide an approximation) |
| **Resources required (indicate estimated cost if applicable)** | [ ] Specialist/Consultant[ ] Legal Adviser[ ] SC Chair/Vice-Chair[ ] Core group member(s)[ ] FICSA Secretariat[ ] FICSA ExCom (Compensation, Field, Treasurer, Other)[ ] Volunteer/Intern[ ] Other (Please specify) |
| **Deliverable** | [ ]  Literature review[ ] Paper/Article[ ] Background paper with options[ ] Legal article/review/opinion[ ] Talking points for high-level fora/forum – Advocacy[ ] Comparative study[ ] Good practices[ ] Recommendations/ guideline for SAs/unions |
| **Issue for high-level fora** | [ ] International Civil Service Commission (ICSC)[ ] High-Level Committee for Management (HLCM)[ ] HR Network[ ] Joint Pension Board[ ] UN General Assembly[ ] Inter-Agency Security and Management Network (IASMN)[ ] Other (Please specify) |

1. First word initial cap, lower case thereafter for all headings and subheadings, except official titles such as Officers or Core Group. [↑](#footnote-ref-2)