



TEMPLATE FOR STANDING COMMITTEE RAPPORTEURS



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

Geneva, 17 November 2022

- Font: Candara
 - 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 [INFOD02 Briefing SC Rapporteurs](#) and consult its Annexes.
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REPORT OF THE 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.

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 status¹

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)

¹ First word initial cap, lower case thereafter for all headings and subheadings, except official titles such as Officers or Core Group.

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)	<input type="checkbox"/> Specialist/Consultant <input type="checkbox"/> Legal Adviser <input type="checkbox"/> SC Chair/Vice-Chair <input type="checkbox"/> Core group member(s) <input type="checkbox"/> FICSA Secretariat <input type="checkbox"/> FICSA ExCom (Compensation, Field, Treasurer, Other) <input type="checkbox"/> Volunteer/Intern <input type="checkbox"/> Other (Please specify)
Deliverable	<input type="checkbox"/> Literature review <input type="checkbox"/> Paper/Article <input type="checkbox"/> Background paper with options <input type="checkbox"/> Legal article/review/opinion <input type="checkbox"/> Talking points for high-level fora/forum – Advocacy <input type="checkbox"/> Comparative study <input type="checkbox"/> Good practices <input type="checkbox"/> Recommendations/ guideline for SAs/unions
Issue for high-level fora	<input type="checkbox"/> International Civil Service Commission (ICSC) <input type="checkbox"/> High-Level Committee for Management (HLCM) <input type="checkbox"/> HR Network <input type="checkbox"/> Joint Pension Board <input type="checkbox"/> UN General Assembly <input type="checkbox"/> Inter-Agency Security and Management Network (IASMN) <input type="checkbox"/> Other (Please specify)