



FICSA/C/73/INFO/2

**73<sup>rd</sup> FICSA COUNCIL**

London 10-14 February 2020  
Hosted by IMO



The IMO logo is located to the right of the main title. It features the acronym 'IMO' in a bold, sans-serif font, with the words 'INTERNATIONAL MARITIME ORGANIZATION' in a smaller font below it. The logo is enclosed in a square border.

**BRIEFING FOR STANDING COMMITTEE CHAIRS &  
RAPPORTEURS**

***One strong Federation – One strong voice***

Geneva, 16 December 2019

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# 1. General principles

## For Chairs and Co-Chairs

- **Remind participants to sign in at each meeting.**
- Select a rapporteur for single and for joint standing committee meetings.
- Simplify the rapporteur's task by clearly and concisely summarising decisions taken on of each agenda item.
- Ensure that the rapporteur has the summary sheet for each agenda item.
- Set ground rules for interventions from observers and guests who can provide views which are, however, not taken into account in the reports and which need to be moderate.
- Provide the rapporteur with the Committee's report of the previous year to provide<sup>1</sup>:
  - (i) a sense of the issues under debate; and
  - (ii) a feel for the style of reporting.

## For Rapporteurs

- Remind the Chair to sum up the outcome of the discussion under each agenda item.
- If the Chair's summary is not full or clear, ask the Chair to restate the decision(s) reached and point to any crucial item that the Chair might have omitted.
- Ensure that participants sign the attendance sheet accurately and legibly.

## 2. Instructions for preparing Committee Reports

### The report

The committee reports serve as reference material for the members throughout the year, so they should be both brief and clear. Focus on the essence of the debate and decisions reached by consensus.

Provide a summary of topics with their high-level decisions and/or recommendations at the opening of the report. Also give them in boxes and in bold after each relevant chapter as per the custom.

If possible, supplement the decisions reached by listing any deadlines set for action, indicating the funds required and listing the full names including affiliation of those entrusted with the implementation of the decisions. **Citing FICSA or the Executive Committee as responsible for implementation is not enough.** The template which provides information on each listed agenda item will provide the Chair with a dedicated space for this approach.

Include the description of a minority position in the report if a participant insists.

Before the report goes to plenary, the participants should read it and the Chair must clear it. At the meeting convened to discuss the draft, anyone wishing to make changes must give their amendments to the rapporteur **in writing**. Every attempt should be made by the Chair to ensure that all members of the committee accept the draft report, as discussion of issues are not usually re-opened in plenary. Delegates can, however, request clarifications, in plenary if required.

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<sup>1</sup> Note that the reporting style changed as of 2020 in terms of passive versus active language

## Reporting style

Write committee reports in **reported or indirect speech**. This means describing the events and statements made in the past tense and usually in the third person, to tell the story of the discussion to people who were not there at the time. See the following examples for guidance.

Pronouns and possessive adjectives normally change from the first or second person to the third person. Convert first-person pronouns (“I, we, me, us”) to the third person (“he/she, they, him/her, them”). Do the same with possessive adjectives: “my, our, mine, ours” become “his/her, their, his/hers, theirs”, respectively. The table shows how to convert direct speech into reported speech in various verb tenses.

Direct speech		Reported/indirect speech	
Verb tense	Sample	Verb tense	Sample
Simple present	“I never go out”	Simple past	He/she said that he/she never went out
Present continuous	“I am waiting”	Past continuous	He/she said that he/she was waiting
Present perfect	“I have lost my way”	Past perfect	He/she said that he/she had lost his way
Present perfect continuous	“I have been waiting”	Past perfect continuous	He/she said that he/she had been waiting
Simple past	“I took the bus”	Past perfect	He/she said that he/she had taken the bus
Future	“I will be in Turin”	Conditional	He/she said that he/she would be in Turin
Future continuous	“I’ll be coming”	Conditional continuous	He/she said that he/she would be coming

The next example converts a statement into reported speech.

### Direct speech

The newly-elected General Secretary said, “I thank Council for the trust you place in me. I am conscious of the responsibility I have taken on and the expectations placed in me. I assure all Member associations/unions that I will do everything in my power to serve you well.”

### Reported/indirect speech

The newly-elected General Secretary thanked Council for the trust they placed in her. She was conscious of the responsibility she had taken on and the expectations placed in her. She assured all Member associations/unions that she would do everything in her power to serve them well.

### Adverbs and adverbial phrases

Adverbs and adverbial phrases of time also change. Convert:

- today *into* that day
- yesterday *into* the day before
- next year *into* the following year



This includes a summary of all main agenda items, as well as their related high-level decisions/recommendations.

### **Introduction**

1. The Standing Committee on Conditions of Service in the Field met twice to address items 1-6 of its agenda. Item 4 was discussed in a joint session with the Standing Committee on General Service Questions.

### **Adoption of the agenda (Agenda item 1)**

2. The Standing Committee on Conditions of Service in the Field adopted the following agenda: [Reproduce the agenda circulated as CRP and incorporate any changes]

1. Adoption of the agenda
2. Election of a rapporteur
3. Review of the recommendations of the 71<sup>st</sup> Session of the FICSA Council
4. Priorities for 2019
5. Other business
6. Nomination of Standing Committee Officers and Core Group members for the coming year

### **Election of a rapporteur (Agenda item 2)**

2. John Smith was appointed Rapporteur,

### **Review of the recommendations of the 71<sup>st</sup> session of the FICSA Council (Agenda item 3)**

[Keep the description of the debate under each agenda item short and reflect only major issues should be. Those issues should be addressed separately under a sub-heading and the pertinent recommendations included under the same]

*Subheading*

[Summary of debate]

<b>The Standing Committee recommended that ...</b>
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*Side heading*

[Summary of debate]

[High-level decision/recommendation, boxed]

*Side heading*

[Summary of debate]

[High-level decision/recommendation, boxed]

### **Priorities for 2019 (Agenda item 4)**

*Side heading*

[Summary of debate]

[High-level decision/recommendation, boxed]

*Side heading*

[Summary of debate]

[High-level decision/recommendation, boxed]

### **Other business (Agenda item 5)**

*Side heading*

[Summary of debate]

[High-level decision/recommendation, boxed]

*Side heading*

[Summary of debate]

[High-level decision/recommendation, boxed]

**Nomination of Standing Committee Officers and Core Group members for the coming year (Agenda item 6)**

xx. The Standing Committee nominated [name and association] as Chair/Coordinator and [names and associations] as Vice-Chairs/Vice-Coordinators.

xx. The following were nominated as members of the Core Group:

[names and associations]

[Give any resolutions in an annexed.]

