

7. Report Writing

Reports follow a drafting process similar to resolutions: working paper; draft report; final report. At the end of the week, each report segment the committee has adopted is combined into one comprehensive report. As the final report is to combine all the draft segments into **one coherent document**, it is vitally important for delegates to work with this goal in mind.

Different resolutions passed by a body should not contradict each other. The need for coherence is emphasized in a report. Delegates need to be conscious from the first night of committee sessions that their **segments will need to be combined with those of other groups**. Delegates will be able to articulate diverging viewpoints in a report on matters where there is disagreement; however, this needs to be made explicit in the respective segment of the report dealing with a certain issue. Even if such disagreement exists, it may not lead to contradicting recommendations. Directors and Assistant Directors are aware of the difficulties facing delegates in drafting a coherent report, and their acceptance of draft segments will take into consideration the status of working papers still circulating.

The structure of the report/report segment is the following:

I. Introduction – describe the significance of the topic, giving background information.

Key question: **what?**

II. Mandate – mention the reasons for taking action by the committee, recalling its past actions or resolutions, other relevant official documents (such as GA/SC Resolutions, outcomes of international conferences, etc.) and/or actions taken by other organizations. Key question: **why?**

III. Conclusions – describe the actual situation, illustrating negative and positive development, and define possible prospects for the future, derived from the information provided. Key question: **how?**

IV. Recommendations – provide information on what shall be done to tackle the problem; addressing adequate actors which shall take actions. Key question: **what shall be done and by which means?**

As mentioned above, the work in a report writing committee takes place in working groups which discuss single elements of the topic on the agenda. It means, if the topic is “cinema”, group 1 will discuss “the directors”, group 2 “the actors” and group 3 “the film studios”. The decision which group you join will depend on your strategy. However, it is important to make a contribution rather than to prevent the progress – any unsatisfactory formulations in other segments can be always removed by amendments.

After the working paper is completed, it is handed in to the chair and becomes a draft segment. The segment handed in first becomes the draft segment A and the first one to vote on, and if passed, the first one to appear in the final report.

In the final version of the report introductions from each segment are put together into one introduction, and so it happens with the mandates, conclusions and recommendations. The final structure should look as following:

I. Introduction

A. Introduction from segment A

B. Introduction from segment B

II. Mandate

A. Introduction from segment A

B. Introduction from segment B

III. Conclusions

A. Conclusions from segment A

B. Conclusions from segment B

IV. Recommendations

A. Recommendations from segment A

B. Recommendations from segment B