Submitting your Quadrennial Report

Guidelines for NGOs
in General and Special Consultative Status
with ECOSOC

Introduction

Under ECOSOC resolution 1996/31, NGOs with general or special consultative status, must submit to the Committee on NGOs, every 4 years, a brief report of their activities, specifically on the support they have given to the work of the United Nations. By resolution 2008/4, the Council has taken measures to suspend organizations which fail to submit the reports on time.

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The consultative relationship is reciprocal. NGOs are granted the privilege of participating in a wide variety of United Nations-sponsored meetings and activities. In return, they are expected to contribute, each in their own way, to support the development aims of the Economic and Social Council (ECOSOC) and the United Nations at large.

Thus, the quadrennial review presents the opportunity for NGOs to make their activities in support of the United Nations more widely known to Member States, and at the same time to receive feedback on their programmes of work and official acknowledgement of their contribution as partners to global development.

The quadrennial review exercise serves as an important tool in monitoring the relationship between the United Nations and the steadily growing number of NGOs in consultative status with the Economic and Social Council.

1. Who Needs to Submit?

If your organization carries Roster status, you do not need to submit a quadrennial report. The report is only required for NGOs with special or general consultative status. If you do not know the status, search for your organization's name on our website: www.un.org/ecosoc/ngo

2. When to Submit

Quadrennial reports are due for submission according to the following table:

A report for the period:	should be submitted in:	by NGOs that received status in:
2006–2009	2010	1946, 1950, 1954, 1958, 1962, 1966, 1970, 1974, 1978, 1982, 1986, 1990, 1994, 1998, 2002, 2006
2007–2010	2011	1947, 1951, 1955, 1959, 1963, 1967, 1971, 1975, 1979, 1983, 1987, 1991, 1995, 1999, 2003, 2007
2008–2011	2012	1948, 1952, 1956, 1960, 1964, 1968, 1972, 1976, 1980, 1984, 1988, 1992, 1996, 2000, 2004, 2008
2009–2012	2013	1949, 1953, 1957, 1961, 1965, 1969, 1973, 1977, 1981, 1985, 1989, 1993, 1997, 2001, 2005, 2009

The reporting cycle begins in the year the organization was granted status. In the case of reclassification from the Roster to the Special category or from Special to the General category, the year of the reclassification marks the beginning of the new quadrennial reporting cycle.

As a rule, reports should be submitted no later than 1 June of the year following the last year of the reporting period. Therefore, a quadrennial report covering the years 2006-2009 should be submitted no later than 1 June 2010.

3. Getting Started

Make sure you have your organization's login information and password to our various applications from our website, www.un.org/ecosoc/ngo . These are usually displayed at the bottom of the page of the letter you received. Logging in to the system gives you many benefits. This includes the ability to update all the contact information of your organization. You can also review all the upcoming conferences and events at the United Nations that you are entitled to attend. Many NGOs use the database to pre-register for many of ECOSOC's functional commissions. Our web applications also allow you to search for organizations that have similar interests to yours. We welcome you to try all these features!

After you have logged into website, click Consultative Status->Quadrennial Reports.

On the following page, you will see your previous submitted reports, current reports, and reports that are now due for submission.
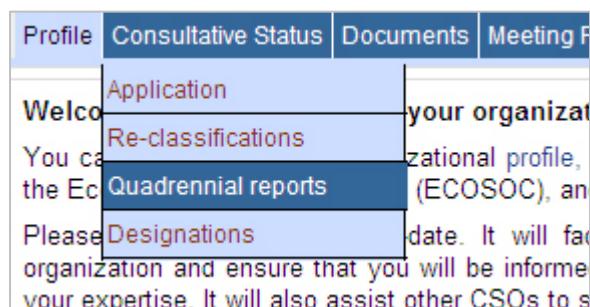
To submit a new report, click "Submit Report". A screen will then appear with eight text fields for you to complete. You will be required to complete all fields on this page.

- **Field 1** – A basic introduction to your organization;
- **Field 2** – The aims and purposes of your organization;

- **Field 3** –Any changes with a significant impact.
- **Field 4** – Your contribution to the work of the UN;
- **Field 5** – Your participation in meetings of the UN;
- **Field 6** – Your cooperation with UN bodies;
- **Field 7** – Your initiatives taken in support of the MDGs.
- **Field 8** – Any additional information you want to share.

Once you have completed all the above fields, your report is ready to be submitted.

Each field has a maximum of 3,950 characters (around 750 words). The system will not allow for additional text, as we will otherwise exceed the existing limitations on official documents. The report must be completed in English or French.

4. Completing your Report

The information must be typed or pasted in as running text. Information presented in frames, boxes, columns, tables or graphs are not required and cannot be processed. No annexes or attachments are required. The Committee will not have any appended material when it reviews your report.

Field 1 – Introduction

A brief introductory statement should recall your organization's name and its geographical coverage.

Field 2 – Aims and purposes of the organization and its course of action

Enter a brief statement on the aims and purposes of your organization, and how you work to achieve those aims.

Field 3 – Any change that may have had a significant impact

Here you can list any changes in your organization's orientation, programme, or scope of work. These changes might include:

- an amendment to the constitution or by-laws;
- an increase or significant change in the geographical distribution of the membership or funding;
- any new organizational affiliations or mergers with programmatic or other implications; or
- reclassification of consultative status with the Economic and Social Council.

You do not need to include administrative changes through routine electoral processes. If there have been no significant changes, you can indicate so in the field too.

Field 4 – Your contribution to the work of the UN

NGOs in consultative status are expected to undertake activities to advance the achievement of the development agenda of ECOSOC and the United Nations at large. Your report should, therefore, list your main activities over the past four years that are in support of that agenda.

Field 5 – Your participation in the fora of the UN

NGOs are encouraged to take part in the appropriate intergovernmental fora so that the work of the Council, and the United Nations at large, can benefit from your input. Participation in the work of the Council and its subsidiary bodies might include: oral and written statements; proposals of agenda items; organization of parallel NGO meetings or side events.

Please be precise when you list your activities. Each reference to a conference or meeting attended or organized by the NGO should indicate the venue (city and country), date, official title, and session if appropriate. Also, the nature of your participation should be indicated and the title or theme of any document, presentation, or statement presented by your organization at the event should be cited. For example:

> "The Summit of the African Union, 11 July 2009, Maputo, Angola. The IAC attended and lobbied for the adoption of the Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa."

or

> "**2001**: Representatives attended the following meetings in Europe, related to the health and status of women: Basque Region, 28–31 May; Brussels, 24 September; Geneva, Switzerland; 21 May; Madrid, Spain 19–23 November."

Field 6 – Your cooperation with UN Bodies

Cooperation with United Nations bodies or specialized agencies in the field or at Headquarters might include: preparation of, or contribution to, research papers and studies; joint sponsorship of meetings; humanitarian activities or operational projects; or financial assistance received from or given to the United Nations. For example:

> "Project in collaboration with UNICEF to create meeting points and contexts which promote adolescent education in Bolivia, Paraguay and Perú, 2006–2007."

or

> "Technical assistance to United Nations Programme on HIV/AIDS (UNAIDS) and Programa Internacional de las Naciones Unidas para la Fiscalización Internacional de las Drogas (PNUFID) and United Nations Office on Drug and Crime (UNODC) in 2008."

Field 7 – Your initiatives taken in support of the MDGs

Here you can list all initiatives undertaken by your organization in support of internationally agreed development goals, in particular, the Millennium Development Goals, which form the basis of the UN's global peace and development agenda. (See www.un.org/millenniumgoals). For example:

> The organization contributed to the MDGs in Madagascar, Benin and Gambia. Major actions undertaken were the following:
>
> **Goal 1. Eradicate extreme poverty and hunger.** Target 2. Halve the proportion of people who suffer from hunger. ACTIONS: Children provided nutritional care = 162,079. Expectant mothers given prenatal care = 7,950
>
> **Goal 2. Achieve universal primary education.** Target 3. Ensure that children everywhere, boys and girls alike, will be able to complete a full course of primary schooling. ACTIONS: Classrooms built or renovated = 2,270. Teachers trained = 16,279.
>
> **Goal 7. Ensure environmental sustainability.** Target 10. Halve the proportion of people without sustainable access to safe drinking water and sanitation. ACTIONS: Drinking water systems established = 179. Integral community healthcare systems established = 25."

You are also welcome to list your activities in support of global principles. This would typically include your advocacy work. For example:

> "World AIDS Day was observed each year on 1 December by our organization. At the 2008 commemoration, the Secretary-General of the United Nations presented his remarks at the event via videotape. At the 2009 World AIDS Day commemoration, the Secretary-General presented his remarks in person. All two events, which were free and open to the public at the Cathedral of St. John the Divine in New York City, resulted in a turnout of several thousand people and were web cast globally via the Kaiser Foundation network website."

There is no problem if your organization did not participate as fully as might be expected in the work of the Economic and Social Council. You could state, for example:

> "Our organization did not participate in the work of the Council and its subsidiary bodies as we focused our activities on the development and implementation of programmes of education for drug abuse prevention and in social awareness campaigns, as well as in expanding its knowledge on the matter, working mainly with governmental and local organizations in Spain as well as in Latin America."

or

> "Our organization would have been able to contribute more to the implementation of United Nations programmes if not for the following problems which are ongoing: information about international meetings and conferences is very sparse to us and arrives too late. Also, scarce funds and few representative staff (all volunteers) make attendance at international meetings very difficult."

You can find the details about the meetings of the Council by visiting www.un.org/ecosoc . Click on the "Meetings" link. This will lead you to links to meetings of the Council, its functional commissions and other bodies.

Field 8 – Additional information

Here you can enter any additional information that you would want to share with the Committee on NGOs. You can leave it blank if you have no further comments. Do not consider this item to be a "suggestion box" for the DESA NGO Branch. Use our email address ngobranch@un.org for that purpose instead.

5. Saying it Right – Editorial Guidelines

Quadrennial reports are issued as submitted in final official United Nations documents without formal editing. Authors of the reports are expected to observe broad editorial

guidelines, and to edit their documents for correctness to ensure that they are in conformity with generally accepted practice.

Please appreciate that you are writing an official document intended for Member States of the United Nations. Therefore, we cannot accept your report if these guidelines are not followed. A refused report, or an improperly drafted report, is not in the interest of your organization!

Style. Please observe the following points.

- The report should be drafted using the third person. For example, use phrases such as "the Executive Director attended…" or "The organization's representative attended…" Do not use "I attended…" Please try to avoid the use of proper names. Individuals should be identified by their official or functional titles wherever possible.
- References to United Nations documents or publications should cite both the title and indicate the relevant symbols. Quotations should be referenced.
- Abbreviations and acronyms (words formed from the initial letters of other words, e.g. UNESCO) should always be explained. As is good practice everywhere, the name or title should be written out in full the first time it occurs in a document, followed by the abbreviation in parentheses.
- "United Nations" should not be abbreviated in English. The form "ONU" is acceptable in French.
- In United Nations style, abbreviations and acronyms are written without full stops: UNDP, not U.N.D.P.

When Not to Use Acronyms. Do not use any acronyms for the following, but write them in full:

- Principal organs and major offices of the United Nations: General Assembly, Security Council, Economic and Social Council; United Nations Office at Geneva/Vienna/Nairobi
- Titles of senior officials: Secretary-General, Under-Secretary-General, Special Representative of the Secretary-General.
- United Nations conventions, treaties, plans or programmes of action.
- Funds, programmes and the like that are not established as organizations
- Names of Member States. See below.
- The World Tourism Organization and the World Trade Organization, to avoid confusion (but International Trade Centre UNCTAD/WTO).

- The International Criminal Court (to avoid confusion with organizations such as the International Chamber of Commerce).
- The International Court of Justice, the International Tribunal for the Former Yugoslavia, the International Criminal Tribunal for Rwanda and other courts and tribunals.
- Military or police forces, and military terms, such as: ASZ (air safety zone), GSZ (ground safety zone), EAF (Entity Armed Forces), JSF (Joint Security Forces), or DDR (disarmament, demobilization and reintegration).
- Obscure titles or names mentioned only once or twice in a document.

Short Titles: A short title may be used to replace a name or title that occurs several times in a document, provided that the full name is used the first time it occurs and that there is no risk of ambiguity; the Assembly (the United Nations General Assembly), the Council (the Economic and Social Council), the Committee (The Committee on Non-Governmental Organizations), the United Kingdom (the United Kingdom of Great Britain and Northern Ireland), the United States (the United States of America).

Dates: The day should always be followed by the month and year: 21 April 2004. Months should be written out in full.

Respect Terminology: It is very important that all documents must adhere to the accepted United Nations terminology with respect to the names of Member State countries and territories. Please note the correct terminology for the following:

- Hong Kong, Special Administrative Region of China [Hong Kong SAR of China]*#
- Macau, Special Administrative Region of China [Macau SAR of China]*#
- Taiwan, Province of China*#
- Tibet, Autonomous Region of China*#
- Autonomous Regions of Muslim Mindanao
- Bolivarian Republic of Venezuela [Venezuela]*
- Democratic Republic of Congo
- Republic of Congo
- Democratic People's Republic of Korea (North Korea)
- Republic of Korea (South Korea)
- Kosovo
- The Former Yugoslav Republic of Macedonia [The FYR of Macedonia]*

- Palestine
  [when referring to the territory under the administration of the Palestinian Authority]
- The Occupied Territories of Palestine
  [when referring to the areas under the administration of the Israeli government]
- Pakistani Administered Kashmir
  [in reference to North West Frontier Province]
- Indian Administered Kashmir
  [in reference to North West Frontier Province]

Notes: * The short form is also acceptable. # These entities should not be referred to as countries.

For more information, visit the following website: http://unterm.un.org.

6. Saving and completing your report

We recommend that you complete your report in a text document before you submit it from the online database. You can save your draft and complete it later. Once you have satisfactorily completed the online form, you can save it by clicking on the "Save" button at the bottom of the page. Please note that if you fail to click on the "submit" button, the report will not reach us.
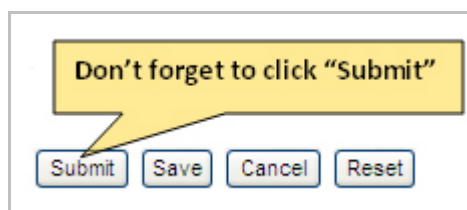
Once you have submitted the report, you will receive an automated response that acknowledges receipt of your report.

Our staff will review your report before deciding to submit it to the Committee. If we have questions or concerns on your report, we will contact you. Under normal circumstances, your report will be reviewed by the Committee on NGOs during one of its two annual sessions, either in January or in May each year. In order to check the

status of your quadrennial report, please log in to our website with your user name and password.

If you have questions or problems uploading your report, contact us:
Email: quadreports@un.org or
Phone 1 212 963 8652

We are here to assist you!