

ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA (ESCWA)

**GUIDE TO ESCWA CONFERENCE
AND PUBLISHING SERVICES**



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Introduction

The Economic and Social Commission for Western Asia (ESCWA) of the United Nations is a regional commission of the Economic and Social Council (ECOSOC). As part of its work, ESCWA secretariat organizes conferences and intergovernmental and expert group meetings. It also services workshops, symposiums, seminars and meetings of non-governmental organizations (NGOs). Henceforth, all of these are referred to as meetings.

In addition to conference services, ESCWA secretariat publishes, produces and disseminates printed and electronic documentation and publications.

The permanent headquarters of ESCWA are located at United Nations House, Beirut. This modern building, located in Beirut Central District (BCD), also houses the regional offices of various international bodies, including the United Nations Children's Fund, United Nations Population Fund, United Nations Development Programme, United Nations Industrial Development Organization, Office of the Personal Representative of the Secretary-General in Southern Lebanon, Office for Drug Control and Crime Prevention, Office of High Commissioner for Refugees, Office of High Commissioner for Human Rights and the World Bank.

Meetings and related documentation, including reports, publications and papers, constitute one of the principal methods employed by the United Nations to implement its programmes. Meetings must be run as economically and efficiently as possible.

The purpose of this guide, therefore, is to outline the stages involved in planning, preparing and servicing meetings held at United Nations House and away from ESCWA headquarters. Furthermore, the guide indicates how documents need to be submitted and presented to conform with United Nations standards. This is illustrated and explained by charts, model forms, checklists and information on United Nations policies.

RESPONSIBILITIES OF THE CONFERENCE SERVICES SECTION

A. CORE FUNCTIONS

The core functions of the Conference Services Section (CSS), as outlined in the bulletin of the Secretary-General of 27 December 2002 (ST/SGB/2002/16), are as follows:

(a) Providing conference, publishing, language and library services; producing and disseminating ESCWA's printed and electronic documentation and publications to member States, ESCWA's organizational units, the general public and educational institutions;

(b) Planning conference requirements with the chiefs of divisions of ESCWA and other United Nations organizations and Government authorities;

(c) Organizing, servicing and providing interpretation and high quality documentation for the sessions of ESCWA, intergovernmental subsidiary bodies conferences, meetings and seminars, in cooperation with the relevant units of the secretariat of ESCWA and the Department for General Assembly and Conference Management (DGACM) at Headquarters;

(d) Providing technical, administrative and logistical support to meetings held as part of the regular substantive programme of ESCWA, including meeting arrangements and translation and processing of relevant documents."

B. FUNCTIONAL UNITS

1. *Meetings Services*

This Unit is responsible for the following:

(a) Preparing the quarterly and annual calendar of conferences and meetings in close coordination with the Secretary of the Commission;

(b) Providing servicing for ESCWA sessions of main and subsidiary bodies, expert groups, workshops, NGOs and ad hoc meetings, including meetings of Government authorities and non-United Nations entities;

(c) Arranging for the provision of Arabic, English and French interpretation services, as required;

(d) Coordinating services with the relevant division, Secretary of the Commission, Budget and Finance Unit (BFU), Human Resources Unit (HRU), Building Management and Mail Unit (BMMU), Security and Safety Unit (SSU), Information and Communication Services Unit (ICSU), United Nations Information Service and United Nations Information Centre (UNIS/UNIC) and Procurement and Travel Unit (PTU);

(e) Planning and coordinating the servicing of meetings held away from ESCWA headquarters, as required;

(f) Producing statistics and reports on the utilization of conference facilities according to category and type.

2. *Documents Control*

This Unit is responsible for the following:

(a) Receiving all requests for language and documentation services;

- (b) Ensuring that requests for the processing of documents correspond to established guidelines;
- (c) Ensuring conformity with United Nations regulations on the control and limitation of documentation;
- (d) Controlling the flow of work through the various stages of processing (see figure);
- (e) Planning the documentation production schedule at ESCWA headquarters in accordance with the requirements of the ESCWA work programme. Priority is given to certain documents, namely, parliamentary reports and recurrent and non-recurrent publications. Otherwise, documents are processed in the order in which they are submitted. It is also responsible for ensuring compliance with United Nations instructions and guidelines regarding control and limitation of documentation;
- (f) Maintaining statistical records of CSS activities with regard to documents and publications.

3. Reference, Terminology and Editorial Support

This Unit is responsible for providing reference and terminology services for editors and translators. Editorial assistants are responsible for providing assistance to editors and proofreading texts after they have been edited and formatted.

4. Editing

This Unit is responsible for editing ESCWA documents and publications in Arabic and English.

5. Translation

This Unit is responsible for translating ESCWA documents and publications from and to Arabic, English and French.

6. Text Processing/Desktop Publishing

This Unit is responsible for typing and preparing the computer drafts of translated and edited texts and formatting and preparing a camera-ready copy for the Reproduction Unit.

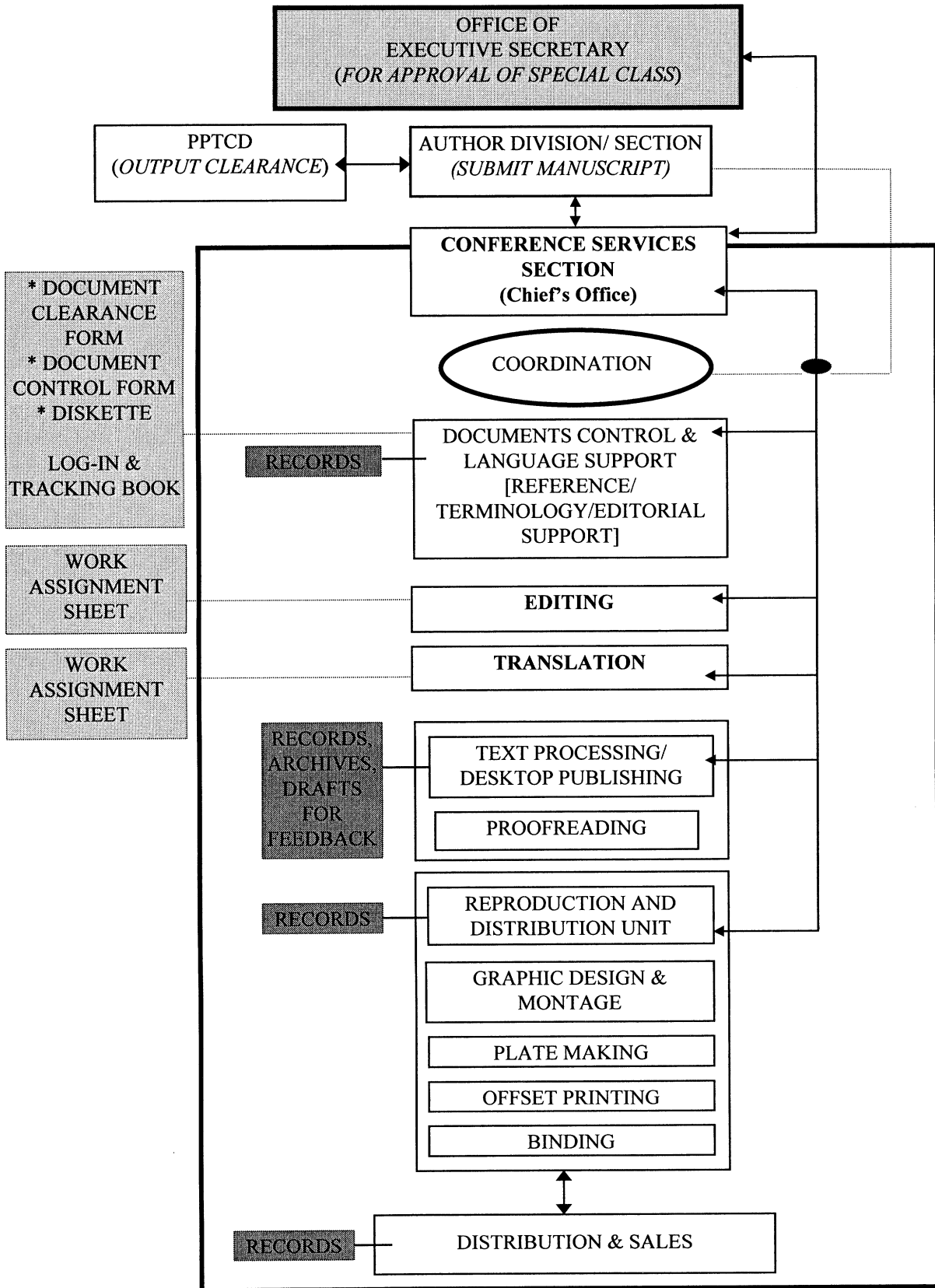
7. Reproduction

This Unit is responsible for reproducing and preparing art designs of ESCWA documents and publications.

8. Documents Sales and Distribution

This Unit is responsible for distributing ESCWA documents and publications.

Figure. Documentation processing flow chart



September 2001, revised June 2002.

PART ONE
MEETINGS



I. THE PLANNING OF MEETINGS

A. AUTHORITY FOR CONVENING MEETINGS

The Terms of Reference and Rules of Procedure of ESCWA, rule 22, provides as follows:

“The secretariat shall, in accordance with these rules: (a) interpret speeches made at meetings; (b) receive, translate and circulate the documents of the Commission and its subsidiary bodies; (c) publish and circulate the records of meetings, the resolutions of the Commission and the required documentation.”

The preparation and organization of meetings therefore form part of the mandate of CSS.

B. TYPES OF MEETING

There are five principal types of meeting, namely, intergovernmental, expert group, symposiums, seminars and workshops.

1. *Intergovernmental meetings*

(a) *Session of the Commission*

Member countries discuss the Programme of Work and performance of the Commission at the Session, which is held every two-years. Two meetings are usually held on each day of the Session. It is attended by senior officials and Ministers. Interpretation is provided in the three working languages of the Commission, namely, Arabic, English and French.

(b) *Meetings of subsidiary bodies of the Commission*

Policy decisions are made at these types of meetings, which are normally open to international and regional organizations and NGOs. They are usually provided with interpretation.

2. *Expert group meetings*

Technical issues of concern in the region are discussed at meetings to which experts in a given field from the ESCWA region, other Arab States and other countries and organizations are invited. Such meetings are usually funded under the regular budget. Interpretation is available to organizers of meetings upon request, in which case the necessary financing should be provided.

3. *Symposiums*

Symposiums are major expert working groups convened by the Secretary-General, usually at the request of a legislative body.

4. *Seminars*

These are attended by selected persons in a given field, including coordinators and lecturers. These types of meeting include training courses.

5. *Workshops*

Selected persons attend workshops in order to exchange expertise and upgrade or learn substantive skills. These types of events also include training courses.

C. FINANCING

Meetings organized by the secretariat are financed from the regular budget. Meetings organized by the secretariat in cooperation with Governments or other United Nations bodies are funded from

extrabudgetary resources. Information on the funding of all other meetings must be given to CSS by the division concerned well in advance of the date of the meeting.

D. RELEVANT ACTORS

1. *Requesting office*

The substantive division or the party concerned requests the organization of a meeting, prepares the necessary papers and usually determines the participants.

2. *Secretary of the Commission*

The Secretary of the Commission coordinates all intergovernmental meetings held by ESCWA. He or she also organizes and supervises the provision of secretariat services for ESCWA sessions of main and subsidiary bodies. This includes the preparation of agendas and draft reports. It is the further responsibility of the Secretary to issue invitations and arrange for the distribution of documents.

3. *Conference Services Section (CSS)*

The chief of the section coordinates with the Secretary of the Commission on all matters related to the organization of a meeting; provides assistance and advice to chiefs of division and managers in the planning of their meetings; and, when necessary, assists in concluding agreements with host Governments regarding arrangements and requirements for meetings held in other countries.

This section is central to the planning, servicing and follow-up of meetings and the preparation and distribution of related documentation. It is involved in all types of meetings, including meetings held at United Nations House by the offices of other United Nations agencies and bodies, governmental authorities or non-United Nations bodies. It may also service meetings that are held away from ESCWA headquarters.

4. *Budget and Finance Unit (BFU)*

This Unit determines the availability of resources and the expenditure item under which resources have been allotted. It also prepares daily subsistence allowance payments and settles travel claims.

5. *Human Resources Unit (HRU)*

This Unit is responsible for preparing special service agreements for interpreters, translators and short-term contracts. Sufficient time must be allowed for this Unit to recruit conference and support personnel, especially interpreters, and to prepare contracts on the recommendation of CSS.

6. *Building Management and Mail Unit (BMMU)*

This Unit receives and dispatches faxes; maintains and operates the sound and other office equipment, including air conditioning; provides stationery supplies; and prepares meeting rooms.

7. *Security and Safety Unit (SSU)*

This Unit provides grounds passes to staff members and participants to meetings. There is only one pedestrian entrance to the building and one vehicle entrance. Security officers are permanently on duty at both entrances, and also patrol throughout the building.

8. *Information and Communication Services Unit (ICSU)*

This Unit provides computer equipment and related technical support for conferences and meetings.

9. *UN Information Service/UN Information Centre (UNIS/UNIC)*

These services are responsible for generating publicity for meetings. They coordinate with the press, arrange for photographic and television services at meetings and provide information for participants and the public.

10. *Medical Unit*

A nurse is on duty during working hours. A doctor is on duty on certain days and on call during conferences.

11. *Procurement and Travel Unit (PTU)*

This Unit is responsible for reserving hotel rooms for participants, making visa and travel arrangements, and providing assistance with regard to hospitality. During conferences, PTU has a desk in the Conference Area located on B-1 level.

E. CALENDAR OF MEETINGS

In order to ensure that all activities related to meetings are properly planned and coordinated, CSS meets on a quarterly basis with the Secretary of the Commission, division representatives, BFU and BMMU. As a result of their joint efforts, CSS prepares a calendar of meetings every January for the forthcoming year, which is updated and circulated to all staff every quarter. A list is also prepared of the meetings and conferences that have been held by ESCWA during the preceding year.

F. PLANNING AND FORECASTING DOCUMENTATION

Every December, the Programme Planning and Technical Cooperation Division (PPTCD) requests each substantive division to prepare a forecast of the documentation to be processed during the forthcoming year. Such forecasts should be coordinated with Documents Control and must include: (a) pre-session, in-session and post-session documentation for meetings issued under a United Nations document symbol; and (b) miscellaneous documentation, including publications, public information material and non-symbol papers.

II. PREPARING FOR MEETINGS

On the basis of the calendar of meetings, at least two months prior to the dates proposed for the meeting, the requesting office must complete and submit a Request for Conference Facilities form to CSS.¹ This form must be completed for every meeting convened in one of the three meetings rooms,² regardless of whether conference services are required. The information given on this form must include the opening and closing dates of the meeting, name of the responsible officer, account to be charged and any requirements, including interpretation. With respect to the documentation, the information must include the following: (a) title of the document; (b) estimated number of pages; (c) anticipated date of submission; (d) language of submission; and (e) job required. The number of pages to be edited, translated and reproduced must be determined in advance. The six-week rule for the distribution of documents must be taken into consideration.

The Request for Meeting Facilities form must be completed, signed and forwarded to the Chief of CSS. When required, CSS prepares a cost estimate for convening meetings in consultation with BFU and BMMU. If temporary assistance is required throughout the year, arrangements for contractual conference and support services, interpreters, translation and editing are initiated by CSS and processed by HRU.

Invitations to intergovernmental meetings must be cleared by the Secretary of the Commission. Clearance of invitations to expert group meetings, workshops and seminars must be cleared by PPTCD. Provision for the following must be taken into account by the office of the Secretary of the Commission when invitations are prepared: protocol coverage of official events and official visits, presentation of credentials, admission of new members and attendance of non-members.

¹ Sample attached as annex IV.

² Main Conference Hall, Committees Rooms I and II, see annex VI for floor plans.

III. SERVICING MEETINGS

A. PLANNING AND ORGANIZING MEETINGS

The Chief of the requesting division or the substantive coordinator must hold organizational meetings with CSS, well in advance of any conference. In order to allow for maximum participation, invitations must be sent to participants six weeks in advance of the date of the meeting. Meetings should normally be scheduled to take place from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

1. *Administrative arrangements for a meeting*

When required, a cost estimate for convening a meeting must be prepared by CSS in consultation with BFU and BMMU.

CSS coordinates the distribution of duties and responsibilities of support staff servicing the meeting; all matters relating to meeting rooms; the reproduction and distribution of documents; interpretation, when required; and registration.

Organizers should coordinate with BMMU and PTU, with input to CSS, with regard to the arrival of participants, hotel reservations, visas, arrangements for reception at the airport and transportation between hotels, the meeting and hospitality events.

The Secretary of the Commission will also coordinate protocol and seating arrangements for all intergovernmental meetings. For other meetings, the organizer will coordinate seating arrangements with Meetings Services in advance of a meeting.

2. *Protocol services*

The protocol officer supported by a team of ushers must be present at all meetings in order to take responsibility for all protocol-related matters and to escort high-level dignitaries to and from the entrance of United Nations House, the VIP delegates' lounge, the podium or their designated seats.

3. *Journal*

A journal comprising two parts, namely, the programme of scheduled meetings and summary of meetings held, must be prepared by the relevant division for all major meetings, with the exception of ESCWA sessions, when the journal is prepared by CSS. Journal preparation must begin on the day before the first session of the meeting, in order to ensure that the meetings programme is distributed in the morning. A final issue of the journal, containing a summary of the meetings held, must be prepared on the last day of the meeting. A sample journal template is available from CSS (see annex VI).

B. CONFERENCE FACILITIES

There are three conference rooms at United Nations House. These are as follows:

1. *Main Conference Hall*

This accommodates up to 274 participants, has a podium and speaker's desk and is equipped with interpretation facilities for the three working languages, an audio-visual system and computer projection facilities (see annex VII).

2. *Committee Room I*

This U-shaped room accommodates up to 93 participants and is equipped with interpretation facilities for three languages, an audio-visual system and computer projection facilities (see annex VII).

3. *Committee Room II*

This theatre accommodates up to 58 participants and is equipped with interpretation facilities for three languages, an audio-visual system and computer projection facilities (see annex VII).

All three conference rooms are located on level B-1. They are equipped with an infrared system for simultaneous interpretation, which can be received anywhere on the floor.

Permission to use the conference rooms by ESCWA secretariat or by other United Nations agencies and bodies accommodated at the United Nations House must be obtained from CSS. Permission to use the conference rooms and facilities at the United Nations House with regard to governmental authorities and non-United Nations organizations must be obtained in writing from the Office of the Executive Secretary.

C. TRANSLATION AND WORD-PROCESSING

The number of translators required for a meeting involving two daily sessions, each of which is three to four hours long, is determined on the basis of the assumption that one translator can translate some 1,650 words per day, or five standard pages. The number of revisers is determined on the basis of one reviser for every two translators.

The standard word-processing output of one operator is 12-15 pages per day.

D. SUPPORT STAFF

In order to service a meeting of 100-200 participants, the following support staff are required:

- (a) Conference coordinator from CSS;³
- (b) Two meetings services assistants, supervised by a conferences affairs officer, who also prepare badges and name plates;
- (c) Two to four staff from the requesting division to occupy the registration desk at the opening of meetings;
- (d) Three to four ushers from the requesting division, to be supervised by the protocol officer, in order to escort participants to the meeting room;
- (e) One information assistant, to be available at all times, in order to respond to any enquiries;
- (f) One or two documents distribution assistant(s), assigned by CSS against divisional budgets;
- (g) One to three reproduction/photocopying clerks, assigned by CSS against divisional budgets;
- (h) One technician to service printers, computers and peripherals, provided by ICSU;
- (i) One sound engineer from BMMU to operate the audio and interpretation systems, including computer projection and screens;
- (j) One technician from BMMU to service the photocopiers, microphones, hearing kits and other conference room equipment;
- (k) One messenger from BMMU;

³ When meetings are held away from ESCWA headquarters, the conference coordinator must be sent in advance, in order to oversee the preparations and arrangements for the conference rooms, equipment and training of local staff.

(l) Two labourers from BMMU to move furniture and equipment as well as to provide photocopying paper, water flasks and glasses to participants;

(m) One staff member from BFU, if required;

(n) One staff member from PTU, if required.

E. PUBLICITY

UNIS, which must be informed in advance of meetings, has the following duties:

- (a) Organizing the work of media representatives during meetings and responding to their queries;
- (b) Generating publicity for meetings by coordinating with the media;
- (c) Issuing press releases concerning meeting proceedings;
- (d) Providing information for the media and public;
- (e) Arranging for television coverage of meeting participants;
- (f) Providing information to the media with regard to ongoing debates and conclusions of the meetings.

F. SUPPLIES NEEDED FOR A MEETING

Meetings require the following supplies: badges for participants; flags for each country represented; and name plates for countries, experts, observers, United Nations specialized agencies, intergovernmental organizations, NGOs and the secretariat. Folders, writing pads and ball pens are provided upon request.

G. REGISTRATION OF PARTICIPANTS

Two to three bilingual staff are required in order to process registration at a meeting of 100-200 participants. Their main duties include assistance in the preparation of the provisional and final list of participants on the basis of the credentials supplied and the names of participants as they appear on the registration cards, one week before the meeting. The requesting office must prepare a provisional list of participants before the meeting and must revise that list in accordance with the participants registered. That list must be submitted to Meetings Services at least three days in advance for the preparation of participant badges and name plates. The final list of participants must be submitted to the Documents Control unit for finalization and publishing. The names in the provisional list of participants must be given in the following order:

- (a) ESCWA member States (alphabetical order by country);
- (b) Member States of the United Nations represented by observers;
- (c) Non-member States represented by observers;
- (d) Representatives of United Nations Secretariat units;
- (e) United Nations bodies;
- (f) United Nations councils, commissions or committees;
- (g) Specialized agencies;
- (h) Other intergovernmental organizations;
- (i) NGOs;
- (j) Other organizations;
- (k) Secretary (or secretariat) of the body holding the session or meeting.⁴

⁴ Only the person elected or appointed to serve as the secretary of the meeting should be included in the list of participants; no other service staff must be mentioned.

H. INTERPRETATION

Intergovernmental meetings are provided with interpretation. For a meeting with two daily sessions of three to four hours each, two interpreters per language (Arabic, English and French) are required. Interpreters are recruited as necessary. CSS must be notified two months in advance of a meeting of the need for interpretation facilities and the languages required. This is in order for CSS to coordinate recruitment with HRU.

Regional and subregional intergovernmental meetings are convened when policy decisions are to be made. Such meetings are open to non-governmental, international and regional organizations, and are usually provided with interpretation services.

Expert group meetings cover specific technical issues of concern to ESCWA member countries. Participants are recognized experts in a given field from countries and organizations both within and outside the region. The outcome is a report, including recommendations. Such meetings are held in either Arabic or English or both, and are provided with interpretation services at the demand and expense of the relevant division or organization.

I. DOCUMENTATION FOR MEETINGS

See part II, chapter V, section A, page 19.

IV. SERVICING FOR MEETINGS HELD AWAY FROM ESCWA HEADQUARTERS

A. EXPENDITURE

An estimate of the cost of meetings to be held away from ESCWA headquarters is prepared by CSS in coordination with other relevant units.

B. LIST OF REQUIREMENTS

Host countries must fulfil certain requirements, including the provision of a venue, transportation, communications, interpretation services, equipment, stationery, hospitality, the requisite local staff and miscellaneous expenses. A conference affairs officer will be designated by CSS in order to oversee on-site preparations, conference room arrangements and equipment and the hiring of local staff.

C. EQUIPMENT AND SUPPLIES

Meetings held away from ESCWA headquarters require the following:

- (a) Computers equipped with required software and access to the Internet;
- (b) Printers;
- (c) Computer projection facilities with screen for PowerPoint presentations;
- (d) Audio-visual system, including interpretation and booths (when required);
- (e) Photocopiers;
- (f) Pigeonholes for the distribution of documents;
- (g) Notice board for the announcement of meetings.

D. OFFICES AND OTHER WORKING AREAS NEEDED

Meetings held away from ESCWA headquarters require the following:

- (a) Office for the Executive Secretary and/or Deputy Executive Secretary;
- (b) Office for the Secretary of the Commission and/or Rapporteur;
- (c) Office for the Chief of CSS and the Chief of Meetings Servicing;
- (d) Office for translators and revisers;
- (e) Interpreters' lounge;
- (f) Information office;
- (g) Offices for Documents Control, word-processing operators and proofreaders;
- (h) Area for registration and information;
- (i) Area for distribution;
- (j) Area for reproduction/photocopying;
- (k) Area for the Travel Office.

E. FACILITIES TO BE PROVIDED TO SERVICE STAFF

Staff involved in meetings held away from ESCWA headquarters require the following:

- (a) Issuance of laissez-passer;
- (b) Accommodation (close to the conference venue);
- (c) Assistance in obtaining visas;
- (d) Transportation between the airport and the hotel and, if necessary, between the hotel and the conference venue.



PART TWO
DOCUMENTS



V. DOCUMENTATION SERVICES

A. DOCUMENTATION FOR MEETINGS

All documents prepared for submission to an intergovernmental meeting, including speeches by chiefs of division, must be submitted for clearance to the Office of the Executive Secretary. Documents prepared for other meetings, namely, workshops, expert group meetings and symposiums, must be cleared for processing by PPTCD.

Documentation for a meeting includes, but is not limited to, the following:

- (a) Information note to participants;
- (b) Provisional agenda (which should be prepared well in advance of the meeting);
- (c) Annotated agenda;
- (d) Provisional organization of work;
- (e) Documents related to agenda items;
- (f) Draft final report.

It may also include the following:

- (a) Pre-session information note to participants;
- (b) Local information for participants;
- (c) List of documents;
- (d) List of participants.

Documents related to the organization of work and information for participants must be prepared in coordination with CSS. The requesting office must provide CSS with a list of the names and credentials of those included on any provisional or final list of participants.

While background papers are prepared by the secretariat, both the secretariat and experts prepare discussion papers. Country papers are prepared by, or at the request of, officials of the country concerned. The final report of a meeting is prepared by the relevant secretariat division.

The final report of a meeting is submitted to the meeting in draft form, with an "L" symbol, sometimes in several parts. It becomes final once the complete draft has been adopted by the meeting.

B. OTHER DOCUMENTATION

All documents that do not relate to meetings must be sent to Documents Control after the author division has verified that the correct reference material has been included with the text and that the document conforms to United Nations guidelines with regards to the presentation of material (see part two, chapters VII and VIII). Other documentation includes, but is not limited to, the following:

- (a) Studies;
- (b) Journals;
- (c) Statistical publications;
- (d) Newsletters;
- (e) Manuals.

C. SUBMISSION PROCESS

1. *How to submit*

All submissions, including those unrelated to meetings, must be made to Documents Control with the appropriate form on a diskette using standard United Nations software. A double-spaced hard copy of the text must also be submitted. The information to be provided on the diskette includes the name and version of the software used; the file name or number; and the room number of the submitting officer. Documents must be submitted in Microsoft Word. Reference material must be provided with the manuscript and Documents

Control form. Documents Control will assign a symbol to the document or publication and determine the number of copies to be printed.

Particular attention should be paid to the following:

(a) A diskette must contain only one version of one original document. In the case of long documents, chapters must be saved in individual files of no more than 85 standard pages of 330 words per page;

(b) Documents must be submitted using Microsoft Word and 1.5 spacing printed on one side only of A4 paper (21 x 29.7 cm). Left and right margins must be at least 2.0 cm, while top and bottom margins must be 2.5 and 3.4 cm, respectively. Pages must be unbound and numbered consecutively from the cover page to the last page, including illustrations and annexes, in the order in which the author intends them to be used;

(c) Each figure must be submitted on a separate sheet and bear a number and a title or caption. Four blank lines must be left in the original to indicate approximately where a figure is to be inserted. Following instruction, referring to the figure by its number, should appear in the centre of that space;

(d) Figures must be numbered consecutively with Roman numerals (unless there are more than 20, in which case Arabic numerals must be used). Tables and maps must be numbered consecutively with Arabic numerals. In running text, the titles of tables must not be capitalized. A list of the number and titles of figures and tables must be submitted with the original;

(e) In United Nations parliamentary documentation, references to quoted matter must be numbered consecutively throughout with Arabic numerals and should appear either at the end of the document or at the end of each chapter, while explanatory or substantive footnotes, referred to in the text by a series of numbers in superscript (¹, ² and so on), should appear at the bottom of the page in which reference to them is made;

(f) Conclusions and recommendations must be given in boldface type. Editors do not have the authority to determine which parts of a text should appear in boldface. Documents containing conclusions and recommendations that are not in boldface will therefore be returned by the editor to Documents Control;

(g) Official logos must be standardized. Author divisions must ensure that all United Nations emblems or other official logos that appear on documents comply with the regulations outlined in ST/AI/189/Add.21.

Annex I provides examples of how a document should be formatted in Arabic and English.

2. Language and services required

On submission of the document, CSS must be notified of the language in which it is to be issued, the number of pages and whether translation, editing and/or printing are required. Documentation for meetings must be submitted to CSS a minimum of 10 weeks in advance of when it is required, in order for the material to be sent to participants within the specified time.

3. Early submission of documents

Sufficient time must be allowed for the processing of documents. Preparations for a mid-level conference should begin one year before it is due to take place, and for high-level meetings, two or even three years in advance. A schedule must be prepared by the requesting office, namely, the substantive division or section concerned, for the dispatch of invitations and the provisional agenda.

When preparing documentation for a conference, resolutions adopted by the General Assembly and ECOSOC must be taken into consideration. Pursuant to these resolutions, documents submitted to an intergovernmental meeting must reach participants six weeks before the meeting takes place (six-week rule) and the length of such documents must not exceed 16 pages, including annexes. When a report is submitted late, namely, less than 10 weeks before a session is to begin, the author department must supply a footnote

for addition to the cover page, giving a reason for the delay. In the case of failure to supply such an explanation, the following footnote will be used:

The document was submitted late to the Conference Services without the explanation required under paragraph 8 of General Assembly resolution 53/208, B, by which the Assembly decided that, if a report is submitted late, the reason should be included in a footnote to the document.

In order to assist CSS to establish its processing schedules, each division is required to submit, during the last quarter of each year, estimates of the number of pages to be submitted for editing, translation, typing and reproduction during the following year and to update those estimates every three months.

While it may not be possible to forecast the number of pages with any precision, a considered estimate should be submitted.

All documents that are expected to be submitted during the period covered by the forecast should be listed, including those already reported but not submitted.

D. DISTRIBUTION OF DOCUMENTS

Distribution lists for ESCWA documents and publications will be reviewed and updated by CSS at least twice a year, on 1 January and 1 July. Divisions must provide CSS with the distribution list for each document, for addition to the relevant CSS distribution list.

VI. TYPES OF PUBLICATION

A. STUDIES

1. *Purpose*

Studies explore or analyse in depth a specific theme or topic. They are prepared at the request of a parliamentary body or on the initiative of the secretariat in connection with the implementation of the Programme of Work.

Studies should undergo peer review before publication. The decision to publish a study may be taken following critical review of the manuscript.

2. *Audience*

Studies are largely addressed at policy makers, planners, researchers and academics.

3. *Presentation*

(a) *Front matter*

The front matter of an ESCWA publication may contain some or all of the following elements, normally in the order shown:

- (i) Cover and, if the binding is sufficiently thick, spine;
- (ii) Title page;
- (iii) Reverse of title page, on which the document symbol and/or sales number are given and disclaimers made;
- (iv) Foreword (written and signed by the Executive Secretary);
- (v) Preface (including acknowledgements where relevant);
- (vi) Table of contents, headed "Contents" (including lists of tables, figures and maps);
- (vii) Explanatory notes;
- (viii) List of abbreviations (this may be incorporated in the explanatory notes).

Front matter should be paginated in bold lower-case Roman numerals at the bottom of the page. The title page is counted as page i.

(b) *Body of the text*

- (i) Introduction;
- (ii) Chapters, or in the case of a periodical, separate articles or essays.

(c) *End matter*

The end matter may include the following elements, normally in the order shown:

- (i) Annexes (numbered consecutively with upper-case Roman numerals);

- (ii) Notes;
- (iii) Glossary;
- (iv) Bibliography or list of references;
- (v) Index (indexes must be prepared using the United Nations Bibliographical Information System [UNBIS] bibliographic reference tools);
- (vi) Back cover (the back cover of sales publications includes the sales notice in the six official languages of the United Nations which explains how to obtain United Nations publications; and a tagline in English, showing the place of printing, the job number, the date of printing and the print run, the document symbol [if any] and the sales number).

Each element of the end matter must begin on a separate right-hand page.

(d) *Alternative presentations*

While most ESCWA studies conform closely to the structure described above, variations are possible, depending on whether the study is exploratory, descriptive or analytical. Some studies, for example, could be organized in accordance with the stages of research. Such a study might have the following chapters or sections:

- (i) An abstract or summary of 150-200 words, stating the subject matter and purpose of the study and the main results;

or

- (ii) An introduction of not more than two standard pages (330 words per page) containing the background of the study and including, where applicable, the authority on which it was prepared, a brief review of the relevant literature and a clear statement of the objectives of the study;
- (iii) Design of the study, including materials and methods used;
- (iv) Findings of the study;
- (v) Discussion and interpretation of the findings;
- (vi) Conclusions and recommendations.

4. *Length*

Each chapter of a study must be fairly uniform in length and must not exceed 30 manuscript pages of 330 words per page. The complete study in published form must not exceed 100 pages.

B. JOURNALS

1. *Purpose*

The principal aim of journals is to ensure that available articles that are relevant to the ESCWA region are made widely available. Such articles must be original and not previously published, and focus on specific topics in the field concerned. They should have been subjected to peer review in order to ensure analytical depth and strong empirical orientation.

2. Audience

Journals are addressed at planners, policy makers, professionals in the field, researchers and academics.

3. Presentation

(a) Front matter

This must include the following:

- (i) Cover (including spine if necessary);
- (ii) Inside front cover (which can include a photo caption, disclaimers and so on);
- (iii) Table of contents (headed "Contents");
- (iv) Abstracts of articles if such do not form part of each article or chapter.

(b) Body of the text

Each article must have an abstract when abstracts are not included in the front matter, and a concluding section which highlights policy or programme implications and makes recommendations.

(c) End matter

This must include the following:

- (i) Glossary;
- (ii) Index of articles;
- (iii) Notes to potential authors on the style expected for submissions;
- (iv) Back cover (including sales notice and tagline).

C. STATISTICAL PUBLICATIONS

1. Purpose

The aim of these publications is to disseminate quantitative economic, social and technical data with the focus on the ESCWA region.

2. Audience

These publications are primarily addressed at statisticians, planners, researchers and academics.

3. Contents

(a) Compilations of national cross-sectional, longitudinal, time series and other such data or indicators on economic, social or technical topics;

(b) Brief analyses accompanying the data.

4. Presentation

Statistical publications may be prepared in hard copy, a combination of hard copy and material provided in electronic format (diskettes, CD-ROM, online databases and the Internet), or in electronic format only, depending on the nature of the material and its periodicity.

The front and end matter of statistical publications issued in print format may follow the presentation guidelines for studies set out in section A above. The body of a statistical publication usually comprises data presented in tables, charts, graphics, infographics and other forms. Presentation is designed to maximize the import and clarity of the data.

D. NEWSLETTERS

1. *Purpose*

Newsletters are aimed at disseminating information of a general nature in the field concerned with the focus on the ESCWA region.

2. *Audience*

Such publications are addressed at the general public interested in the field concerned.

3. *Contents*

Newsletters may include the following types of material:

(a) Textual and graphic information and data on major developments in the field concerned, including action taken or planned by the United Nations or its related agencies, and by Governments and organizations outside the United Nations system;

(b) New items with regard to ongoing or planned activities, including highlights of recent meetings and announcements about the availability of recently-published materials, forthcoming meetings and training programmes;

(c) Highlights of important articles and texts, including declarations and resolutions; updates on progress in the implementation of resolutions; and other decisions. Such items must be written in a journalistic style.

Newsletters must not contain the following:

(a) Substantive papers or analytical articles;

(b) The full text of resolutions;

(c) Full reports of meetings;

(d) Editorials;

(e) Complete book reviews. However, listings of recent books in the areas of interest with brief descriptions of the contents may be included;

(f) Any mention by name, or report on the activities of specific United Nations officials. Some flexibility is, however, possible when reporting on the activities of the Secretary-General and other senior officials.

4. *Presentation*

Instructions governing the production of newsletters in printed or electronic format are set out in ST/AI/189/19/Rev.1.

Newsletters should contain the following elements:

(a) Nameplate or flag, including, *inter alia*, the name of the newsletter and, where applicable, a non-United Nations logo, date, volume and number and ISSN number;

(b) Columns: usually varying between one and three or more;

(c) Masthead: often presented as a box containing information on the organization and making disclaimers. The masthead must not be highlighted or appear on page 1;

(d) Table of contents: to be included if the newsletter is more than a few pages long;

(e) Mailing label area: in order to eliminate the need for envelopes when mailing a newsletter, it may be designed as a “self-mailer”, whereby room for postal information is left on the outside panel. Any such newsletter must conform to the postal requirements of the country of origin and the country of destination.

5. *Length*

Printed newsletters must not exceed 40 standard pages per year.

E. MANUALS

1. *Purpose*

Manuals are aimed at explaining a process or procedure or how to use a piece of equipment.

2. *Audience*

Such publications are destined for the user of the process or procedure.

3. *Presentation*

(a) *Front and end matter*

The front and end matter of a manual must conform with the presentation prescribed for studies in section A, 3 of this chapter.

(b) *Body of the text*

The body of the manual must contain the following elements:

- (i) Introduction explaining the purpose of the manual and how to use the manual and tools or equipment needed;
- (ii) Chapters containing a step-by-step explanation of the process or procedure, illustrated wherever possible with drawings or photographs and ending with a checklist;
- (iii) Annexes containing information that is liable to change, including, for example, sources of supply.

F. MEETING REPORTS

1. *Purpose*

To distribute the edited report of a special meeting or conference.

2. *Presentation*

Reports of meetings must contain the following elements:

(a) *Front and end matter*

The front matter must include the title of the meeting, a table of contents and an introduction. A final list of the participants and the organization of work may be included as annexes.

(b) *Body of the text*

- (i) Report or summary of the meeting (including summary of main presentations), highlighting recommendations and conclusions. All paragraphs must be numbered;
- (ii) Abstracts of papers presented at the meeting or, where appropriate, selection of such papers.

G. PARLIAMENTARY REPORTS

All reports of the Secretary-General, except those prepared for the Security Council or its subsidiary bodies, must begin with a summary. In notes by the Secretary-General transmitting a report of the Secretary-General or an Office of Internal Oversight Services report, the summary must appear at the beginning of the report being transmitted. If the summary is missing, the report will be returned by Documents Control to the author division.

VII. PREPARATION FOR PUBLISHING DOCUMENTS

Once a document has been included in the Programme of Work of the secretariat, the substantive and servicing units share responsibility for preparing the manuscript for publication in accordance with United Nations policy and practice. The various stages in the publication process are described below.

A. STAGE ONE: PLANNING THE OUTLINE AND TERMS OF REFERENCE

Once a publication has been listed as an item in the Programme of Work of the secretariat, the author division creates a production plan, including an outline of the manuscript and, if preparation of the draft is to be outsourced, terms of reference for the consultant. The terms of reference must be specific, setting out clearly the expectations of the division with regard to the substance of the publication, the requirements for submission in accordance with appropriate timetables and regulations and the terms of payment.

B. STAGE TWO: DRAFTING THE TEXT

When assigning a staff member or consultant to draft a text for publication, the author division will provide the outline referred to above, in addition to specific instructions or terms of reference for the assignment, including a time frame for completing and submitting various parts of the manuscript to the designated supervisor for monitoring and review. The division must inform the drafter of the need to prepare manuscripts in accordance with United Nations rules and regulations and ESCWA house style.

C. STAGE THREE: REVIEWING THE DRAFT TEXT

Once the draft text has been submitted to the author division, the division will arrange for review according to standard procedures that are adapted, if necessary, to the requirements of the United Nations. Peer review is an important mechanism for text review.

D. STAGE FOUR: TEXT-PROCESSING AND PRE-SCREENING THE ORIGINAL

Having been reviewed, the draft will be returned to the author division for text-processing and pre-screening prior to submission to Documents Control. At this stage, a staff member from the author division must examine the original in order to ensure that it complies with United Nations standards, policies and practices, conforms to house style and that all reference material has been provided in full.

E. STAGE FIVE: EDITING THE DRAFT

When a draft document is to be published by ESCWA as an official United Nations publication under the approved publications programme, it must be submitted by the author division to the Documents Control unit of CSS for editorial clearance. An editor will edit the document in accordance with United Nations editorial practices, policies and standards. The editor will also take into account the need to produce texts that are intelligible to the target audience and ensure that the language is of a high standard.

Should a draft fail to pass the editorial review, it will be returned to the author division for revision. In such a case, the editor will discuss with the drafting officer what must be done to bring the draft up to standard, or provide the officer with a written explanation of the changes that must be made or reference material that must be supplied.

Having satisfied editorial review, the draft is formatted in accordance with United Nations style by the text-processing unit, then proof-read.

The proof-reader checks for discrepancies between the edited copy of the draft and the printed text. If any discrepancies are found they should be noted and corrected. The proof-reader introduces no other changes without first seeking the approval of the editor.

F. STAGE SIX: PREPARING THE CAMERA-READY COPY

The author division reads the edited document and inserts changes where necessary. These should be kept to a minimum. Extensive re-writing at this stage is not possible.

VIII. UNITED NATIONS REQUIREMENTS FOR EDITORS AND AUTHORS

Some hints on writing for the United Nations are set forth below:

(a) British spelling must be used in United Nations documents. Refer as necessary, in particular with regard to hyphenation, to the United Nations spelling list (ECS/2001/1) or to the most recent Oxford Concise English Dictionary;

(b) The words “Government(s)” and “State(s)” must have an initial capital letter. Country names must conform to United Nations Guidelines (see *Guidelines on the Preparation of Manuscripts No. 1*, 10 December 1997, available from CSS);

(c) Ordinal numbers (except when the number of a meeting) must be spelt out in full, as must centuries and anniversaries;

(d) Lists of countries, in both text and tables must be alphabetized, unless there are compelling reasons not to do so;

(e) All dates must be double-checked;

(f) Secretariats must be referred to as follows: the Secretariat of the United Nations; the secretariat of ESCWA or any other regional commission;

(g) All paragraphs in meeting reports must be numbered;

(h) *Write* “heads of delegation”, *not* “heads of delegations” and “chiefs of division”, *not* “chiefs of divisions”;

(i) The 12-hour system must be used when schedules or organizations of work for meetings are prepared, namely, 10 a.m. (not 10.00 hours);

(j) The order of listing must always be respected in meeting reports, both in the list of participants and the section of the report on attendance. The Editorial Manual has a useful order of listings (pp. 139-142);

(k) Names of boats and foreign phrases must be italicized. Many Latin words are no longer italicized: check in the latest Oxford Dictionary;

(l) The term “Persian Gulf” must be treated with caution: check editorial directives as to current practice.

Note the following:

(a) Avoid using ‘but’, ‘as’, ‘although’ and ‘such as’. Suggested alternates are ‘while’, ‘whereas’, and ‘such...as’. Sentences must not begin with ‘also’, ‘but’ or ‘and’;

(b) Restructure a sentence rather than use ‘etc.’;

(c) Avoid using ‘for example’, ‘i.e.’, or ‘e.g.’. In preference, use ‘namely’. Note, however, that, ‘namely’ must be preceded and followed by commas, thus, ..., namely,

(d) Use ‘must’ rather than ‘have to’ or ‘should’;

(e) There is no need to give the name of a country after its capital. If a meeting is held in Beijing, there is no need to add “China”. However, if the city is not the capital, give the country;

(f) Do not capitalize ‘cold war’ or ‘third world’;

(g) Documents are not “sent” or “delivered” to other bodies. They are “submitted” or, occasionally, “transmitted”;

(h) Make sure documents are free of unnecessary repetition;

(i) Avoid dashes and parentheses in running text if possible;

(j) Do not use such phrases as: “this will be discussed in detail later in this document”. It is preferable to say “this will be reviewed in detail below”. The word “later” may be used in speech but not in a written report;

(k) Avoid saying that Palestine is a “member State” of ESCWA. Say, rather, that it is a member of ESCWA. Do not say “ESCWA countries”, but “ESCWA member countries”; note that this expression is preferable to “ESCWA member States”. The Holy See is not a State Member of the United Nations, it has observer status;

(l) Avoid writing: ESCWA was requested to:

Study
Help
Assist

Correct this to: ESCWA was requested:

To study
To help
To assist

or, preferably: ESCWA was requested to do the following:

Study
Help
Assist;

(m) Never use “UN”, always write “United Nations”. Do not write “UNESCWA”, write “ESCWA”. Never begin a sentence with an acronym, and make sure acronyms are spelt out in full the first time they appear;

(n) Use bold or italics only in headings.

IX. REFERENCES AND BIBLIOGRAPHICAL INFORMATION

Under United Nations regulations, all quotations must be identical to the original, of which a photocopy must be provided. Furthermore, all references which appear either in the text or in the bibliography, must be accompanied by a photocopy of the cover page of the source book or journal, the title page, including place and date of publication, and name of publisher and, in the case of articles, a photocopy of the first page of the article and the front page of the magazine.

Divisions must make these points clear in the terms of reference that are provided to authors. Failure to provide this type of documentation considerably slows down the editing process and undermines the credibility of a document.

References to books must include the following:

- (a) Name of author, with given name or initials;
- (b) Title of book (and subtitle, if any);
- (c) Edition (if more than one edition exists);
- (d) Name of editor (if any);
- (e) Title and number of series (if any);
- (f) Publication data (place and year of publication and name of publisher);
- (g) Number of volume (if there is more than one);
- (h) Specific reference (page number).

References to articles in periodicals must include the following:

- (a) Name of author, with given name or initials;
- (b) Name of periodical;
- (c) Place of publication;
- (d) Volume number;
- (e) Issue number;
- (f) Date;
- (g) Specific reference (page number).

References to Government publications must include the following:

- (a) Name of country;
- (b) Name of Government department or unit;
- (c) Title of document or article;
- (d) Title of publication;
- (e) Title of series (if any);
- (f) Publication data (place, name of Government printing office or other authority, year);
- (g) Specific reference.

ANNEXES



Annex I

FORMATTING AN ESCWA DOCUMENT IN ENGLISH AND ARABIC

Main points in producing an English document at ESCWA

Software: Microsoft Word 97. Create new file and select Blank Document Template for English text

Margins: Regular A4 size:
Left: 2.0 cm
Right: 2.0 cm
Top: 2.5 cm
Bottom: 3.4 cm
From edge: Header 1.25 cm Footer: 2.5 cm.

*Prepared by:
Text Processing Unit
Conference Services
Section/ESCWA
June 1998*

Font size:
Times New Roman 13, bold for the title of the document.
Times New Roman 11 for text.
Times New Roman 9 for footnotes, endnotes and sources in tables.

Justification: Full justification for main text

Space between lines: Exactly 12 for text and Exactly 11 for footnotes.

General format and appearance

1. **Cover page** (on a separate page, type the title of the document, centred and in large font).
2. **Prefatory matter** if it is available (the word Preface or Foreword should appear centred in boldface at the top of the page). It should be on a separate page after the cover page.
3. **Table of contents** (after the prefatory matter comes the table of contents). The word **CONTENTS** should appear in boldface and in upper case. Only chapter headings and first-degree subheadings should appear in the table of contents. The wording of headings listed in the table of contents should correspond exactly to the wording in the text. This also applies to the list of tables, figures and annexes, which must appear in the table of contents if they are included in the document.
4. **Body of the document.** When the table of contents is completed, the main text begins on the following page and may be divided into the following levels:

I. PROBLEMS OF INDUSTRIALIZATION

(Chapter heading, centred, bold)

Example:

A. PRINCIPAL PROBLEMS

(First-degree sub-heading, centred and small caps)

1. *Basic materials*

(Second-degree sub-heading, centred and italics)

(a) *Main products* (Third-degree sub-heading, at left margin, italics)

(i) *Source of supply* (Fourth-degree subheading, italics, indented five Spaces or tab)

a. *Operating mines* (Fifth-degree subheading, italics, indented ten spaces or two tabs)

i. *Anthracite* (Sixth-degree subheading, Italics, indented fifteen spaces Or three tabs)

5. Each chapter begins on a separate page. After the body of the document, we might have annexes, references, and/or a bibliography. Each of these begin on a separate page.

ARRANGEMENT OF PARAGRAPHS IN THE ENGLISH DOCUMENT

1. The basic characteristic of inflation in countries of the ESCWA region is that the CPI does not reflect the true level.
2. The main objectives of the National Roads Project are:
 - (a) To implement a pilot road rehabilitation programmes in support of the RRP;
 - (b) To strengthen institutional capacity for maintenance and development of the national road implementation. During the first year of the pilot programmes, about 150 km of road links would be rehabilitated.
 - (c) To reduce reliance on the Government budget by requiring users to pay for the provision of roads according to:
 - (i) To support the MPW Programmes Implementation Unit (PIU) in planning and programming works; preparing guidelines and reviewing feasibility and environmental studies;
 - (ii) To carry out a detailed study of road-user charges to recommend the level and structure of charges;
 - (iii) To assist in the preparation of laws and regulations to implement the statement of road sector policy according to:
 - a. The National Roads Project would help finance a three-year pilot programmes;
 - b. Urgently needed road rehabilitation works and the necessary technical assistance in support of the Government Road Rehabilitation Programmes;
 - c. The main components of the project are described below:
 - i. The programmes would rehabilitate about 400 km of selected international, primary and secondary roads distributed among the North, Mount Lebanon;
 - ii. South and Bekaa regions (*Muhafazahs*) of Lebanon. The National Roads;
 - iii. To strengthen the capacity of the Directorate of Roads to develop and implement the Road Rehabilitation Programmes, including the preparation of feasibility and environmental studies and supervision of work of:
 - To strengthen the capacity of the Directorate of Roads to develop and implement the Road Rehabilitation Programmes;
 - The National Roads Project aims at strengthening the institutional capacity of MPW to properly manage the maintenance of the road network;
 - In this concern the project would support MPW with such urgently needed equipment as vehicles, computers.

النقاط الأساسية عند طباعة الوثائق العربية في الإسكوا

Microsoft Word 97 . نفتح ملف جديد ونختار ANormal.dot للوثيقة العربية

البرنامج المطلوب:

بالنسبة لحجم الورق A4 تكون الهوامش كالاتي:

الهوامش:

إعداد: وحدة تجهيز النصوص

الهامش الأيسر: 2.0 cm

قسم خدمات المؤتمرات/الإسكوا

الهامش الأيمن: 2.0 cm

حزيران/يونيو ١٩٩٨

الهامش الأعلى: 2.5 cm

الهامش الأسفل: 4 cm

نوع الخط وحجمه:

bold، Arabic Transparent 16 لعنوان الوثيقة

Arabic Transparent 14 بالنسبة للنص في الوثيقة

Arabic Transparent 11 بالنسبة للحواشي أو المراجع أو المصادر في الجداول

Full justification بالنسبة للنص الأساسي في الوثيقة

ضبط الهوامش (Justification):

المسافات بين السطور (Line spacing): Exactly at pt 16 بالنسبة للنص الأساسي و Exactly at pt 14 بالنسبة للحواشي.

شكل الوثيقة العام وطريقة تنسيقها

- ١- صفحة الغلاف (على صفحة منفصلة، يُطبع عنوان الوثيقة الأساسي في الوسط وبجسم خط كبير و bold).
- ٢- بعد صفحة الغلاف تأتي صفحة التصدير أو التمهيد. وإذا توفرت هذه الصفحة، تطبع بشكل وسطي و bold في أعلى الصفحة، ودائماً على صفحة منفصلة.
- ٣- قائمة المحتويات (بعد التصدير أو التمهيد تأتي صفحة المحتويات). تُطبع كلمة المحتويات بشكل وسطي و bold في أعلى الصفحة. ولا تظهر في صفحة المحتويات إلا عناوين الفصول والعناوين الفرعية الأولى. ونص الفصول والعناوين الفرعية الذي يظهر في قائمة المحتويات هو نفسه الذي يجب أن يرد في متن الوثيقة. وهذا ينطبق أيضاً على قائمة الجداول والأشكال والمرفقات، التي يجب أن تظهر في قائمة المحتويات إن كانت موجودة في الوثيقة.
- ٤- أجزاء الوثيقة. بعد تحضير قائمة المحتويات يبدأ النص الأساسي للوثيقة على الصفحة التالية، ويمكن أن يأخذ التقسيمات التالية بالنسبة للعناوين الأساسية والعناوين الفرعية:

أولاً- الملامح الديمغرافية والاجتماعية للعائدين

(عنوان فصل، centred, bold, large font)

مثال:

ألف- تحويلات العائدين

(عنوان فرعي أول، centred, bold)

١- العمالة الوافدة

(عنوان فرعي ثانٍ، centred, underline)

(عنوان فرعي ثالث، إلى الهامش الأيمن، underline)

(أ) الأهداف الأساسية

(عنوان فرعي رابع، underline, indented five spaces or tab)

(١) مصادر التمويل

أ- الأمم المتحدة ومنظمتها المختلفة (عنوان فرعي خامس، underline, indented ten spaces or two tabs)

١' اللجنة الرئيسية (عنوان فرعي سادس، underline, indented fifteen spaces or three tabs)

- ٥- يبدأ كل فصل على صفحة جديدة. وتنتهي بعض الوثائق بمرفقات أو ملاحق أو مراجع، وكل من هذه يجب أن يبدأ على صفحة جديدة.

تقسيم فقرات الوثيقة العربية

١- عرض التقدم المحرز في تنفيذ برنامج العمل لفترة السنتين ١٩٩٨-١٩٩٩، وما أنجزته شعبة الطاقة والموارد الطبيعية والبيئة في مجال الموارد المائية خلال عام ١٩٩٨.

٢- عرض ومناقشة الرؤية المستقبلية للمياه في منطقة الإسكوا كما يلي:

(أ) تقديم مقترحات حول تشكيل مجموعات عمل متخصصة في مواضيع مائية مختلفة؛

(ب) عرض التقدم المحرز في تنفيذ برنامج العمل لفترة السنتين ١٩٩٨-١٩٩٩، وما أنجزته شعبة الطاقة في هذا المجال الحيوي؛

(ج) عملية التسجيل المدني، الجزء الثالث: السياسات المتعلقة بالكشف عن المعلومات الشخصية، ومضمون السجلات وترقيمها وهي كما يلي:

(١) دليل المشترك في عمليات التسجيل؛

(٢) تشكيل مجموعات عمل متخصصة في مواضيع مائية مختلفة وعرض التقدم المحرز في تنفيذ برنامج العمل لفترة السنتين ١٩٩٨-١٩٩٩، وما أنجزته شعبة الطاقة في هذا المجال الحيوي؛

(٣) برنامج العمل للفترة ١٩٩٥-١٩٩٦، وهو كما يلي:

أ- تنفيذ برنامج العمل لفترة السنتين ١٩٩٨-١٩٩٩، وما أنجزته شعبة الطاقة في هذا المجال الحيوي؛

ب- مواضيع مائية مختلفة وعرض التقدم المحرز في تنفيذ برنامج العمل؛

ج- دليل المشترك في عمليات التسجيل علي الشكل التالي:

'١' تنفيذ برنامج العمل لفترة السنتين ١٩٩٨-١٩٩٩، وما أنجزته شعبة الطاقة في هذا المجال الحيوي؛

'٢' مواضيع مائية مختلفة وعرض التقدم المحرز في تنفيذ برنامج العمل؛

'٣' دليل المشترك في عمليات التسجيل المبينة فيما يلي:

- تنفيذ برنامج العمل لفترة السنتين ١٩٩٨-١٩٩٩؛
- مائية مختلفة وعرض التقدم المحرز في تنفيذ برنامج العمل؛
- دليل المشترك في عمليات التسجيل.

MARGINS AND FONTS FOR ESCWA ARABIC/ENGLISH DOCUMENTS AND PUBLICATIONS

1. REGULAR A4 SIZE:

LEFT: 2.0 cm
RIGHT: 2.0 cm
TOP: 2.5 cm
BOTTOM: 3.4 cm for English
4 cm for Arabic

Gutter: 0 cm
From edge:

Header: 1.25 cm
Footer: 2.5 cm

FONT FOR ENGLISH DOCUMENTS:

Times New Roman 11 for text.
Times New Roman 9 for footnotes, endnotes and sources in tables.
Line spacing for text: Exactly 12.
Line spacing for footnotes: Exacty 11.

FONT FOR ARABIC DOCUMENTS:

Arabic Transparent 14 for text.
Arabic Transparent 11 for footnotes, endnotes and sources in tables.
Line spacing for text: Exactly 16.
Line spacing for footnotes: Exactly 14.

2. BOOK SIZE:

LEFT: 2.5 cm
RIGHT: 5.0 cm
TOP: 2.5 cm
BOTTOM: 8.0 cm

Gutter: 0 cm
From edge:

Header: 1.25 cm
Footer: 7.2 cm

FONT FOR ENGLISH DOCUMENTS:

Times New Roman 11 for text.
Times New Roman 9 for footnotes, endnotes and sources in tables.
Line spacing for text: Exactly 12.
Line spacing for footnotes: Exactly 11.

FONT FOR ARABIC DOCUMENTS:

Arabic Transparent 12 for text.
Arabic Transparent 10 for footnotes, endnotes and sources in tables.
Line spacing for text: Exactly 15.
Line spacing for footnotes: Exactly 13.

Annex II

CHECKLISTS FOR PRODUCING DOCUMENTATION

A. CHECKLIST FOR CLEARING PUBLICATION MANUSCRIPTS

1. *Activity clearance* (to be cleared by the Supervisor of Documents Control)
 - (a) Activity code:
Publications programme code;
Work programme code.
 - (b) Budget code:
 - Regular fund;
 - Extra-budgetary fund.
 - (c) Clearances:
 - Executive Secretary;
 - Cartographic Section, United Nations Headquarters, for maps;
 - Author Division;
 - Other Divisions;
 - Acknowledgements of third parties.
2. *Manuscript clearance* (to be cleared by Documents Control staff)
 - Documents Control form fully completed;
 - Hard copy provided matches the electronic copy;
 - Double-spaced manuscript, including footnotes and quotations;
 - Manuscript typed on one side of the paper, with margins of 2.5 cm on all four sides of the paper (A-4 size);
 - Manuscript pages numbered sequentially;

Title of document should include the following:

 - Original;
 - Re-titled;
 - Reformulated.

Type of document should include the following:

 - Recurrent publication (sales/non-sales item);
 - Non-recurrent (sales/non-sales item);
 - Parliamentary document (paper or report);
 - Meeting document (paper or report);
 - Information material;
 - Additional activity (approved by Executive Secretary);
 - Original material (or that text does not duplicate previously published material);
 - Previously translated text, if any.

Manuscripts, which do not pass the above checklist, should be returned to the author division for revision.

B. CHECKLIST FOR DOCUMENTS CONTROL

- (a) Count file words and calculate standard pages (ESP);
- (b) Send copy on diskette to Text Processing;
- (c) Enter the following in the logbook:
 - (i) Job number (see box 1);
 - (ii) Document title;
 - (iii) Document symbol (see box 2);
 - (iv) Type of document;
 - (v) Submission date by division;
 - (vi) Name of Division/Section;
 - (vii) Number of actual pages;
 - (viii) Number of ESP;
 - (ix) Language of draft;
 - (x) Job requirements. These include the following:
 - a. English editing;
 - b. Arabic editing;
 - c. English translation;
 - d. Arabic translation;
 - e. Arabic revision;
 - f. Reproduction only;
 - g. Tracking information on document;
 - h. Processing (in and out of each unit);
 - i. Number of copies requested; (according to the mailing list of the Division/Section);
 - j. Date for reproduction (in);
 - k. Date for distribution (out).

Box 1. Job number

- (a) Strictly for internal use;
- (b) Assigned to all material;
- (c) Comprises the last two digits of the year and a serial number corresponding to the order of submission to Documents Control, namely, 02-9999.

Box 2. Document symbol

This is composed of some or all of the following elements:

- (a) Letters denoting the main organ, sub-organ, division or section, to which the documentation belongs, namely, (E), (ESCWA) (ENR), (ED, SD, HS, Trans.);
- (b) An indication of the year of publication or number of ESCWA Session;
- (c) Sequential number that indicates the last publication of the Division/Section;
- (d) Letters denoting the nature of document, namely, Inf., for information series, L for draft resolution or paper, CP for country papers or reports, WG for expert group meetings, seminars, workshops, training workshop, IG for intergovernmental meeting paper or report. For example, E/ESCWA/Div/Year/serial number.

- (d) Ensure that the following are carried out:
 - (i) Pages are sequentially numbered;
 - (ii) Insertion of disclaimers, as required;
 - (iii) Author division has submitted the required annexes to meeting reports, including a final list of participants, in both original and translated versions, if translation of the report is required;
 - (iv) Number of copies requested matches the mailing list of the Division/Section.
- (e) Request, follow-up, type and maintain records of ISBN, ISSN and Sales Number; ensure that Text Processing receives and inserts this information as required;
- (f) Prepare work assignment sheet for referencing, editing, translation, editorial assistants and Text Processing;
- (g) Distribute work according to the process line;
- (h) Follow-up with language staff on status and/or completion of assignment;
- (i) Follow-up with:
 - (i) Author division on document approval (in and out of the division);
 - (ii) Reproduction with regard to production stage (in and out of the unit);
 - (iii) Distribution with regard to the distribution status of each document.
- (j) Act as a liaison with Text Processing with regard to submitting and receiving documents.

C. CHECKLIST FOR COMPILATION OF WORK-RELATED STATISTICS

1. *Work planning data*

- (a) Prepare lists of documentation activities of individual division as per work programme;
- (b) Prepare quarterly work priority lists;
- (c) Prepare statistical tables on work programme activities;
- (d) Coordinate with Meetings Services on the control and monitoring of meeting documentation.

2. *Staff productivity*

Prepare monthly, quarterly, annual and biennial individual productivity sheet for language staff.

3. *Section productivity*

Prepare monthly, quarterly, annual and biennial statistical productivity reports.

D. CHECKLIST FOR ADMINISTRATION OF CONTRACTUAL WORK

- (a) Initiate the contract procedure for individual contractors, namely, translators, editors, interpreters and support staff as required;
- (b) Prepare material for language contractors, namely, reference copy, reference material, editorial guidelines, double-spaced copy and diskette copy (where necessary);
- (c) Follow-up and monitor the submission and delivery of material;

(d) Deliver work to Text Processing, for formatting purposes;

(e) If the contract relates to interpretation, prepare payment voucher, evaluation form and attach copy of the contract and last evaluation made (if any) and submit to the office of the Chief for inspection and assessment;

(f) If the contract relates to translation or editing, submit the work to the office of the Chief with payment voucher, evaluation form, copy of the contract and last evaluation made (if any) for inspection and assessment;

(g) If the contract relates to support staff, prepare the payment voucher, evaluation form and copy of the contract and submit to the relevant supervisor;

(h) Update rosters of freelance staff.

E. PRE-EDITING CHECKLIST

1. *Publications*

Check cover and title page for the following information:

(a) Title of publication;

(b) Symbol block. This includes: distribution category, symbol, date of submission and original language;

(c) Job number;

(d) Year of publication;

(e) Acronyms and abbreviations are spelled out the first time they appear in English text and are provided as an explanatory list in the front matter of the publication;

(f) Country names conform to United Nations regulations.

2. *Meeting papers/reports*

Check cover and title page for the following:

(a) Symbol block. This includes: distribution category, symbol, date of submission and original language;

(b) Job number;

(c) Title against calendar of meetings;

(d) Date and venue;

(e) Agenda item.

3. *Front and end matter*

Ensure the following:

(a) Table of contents conforms to text;

- (b) Information on the verso-side page of the title relating to sales information, namely, symbol, ISBN, ISSN, Sales Number and job number are correct;
- (c) Foreword is written and signed by Executive Secretary;
- (d) Preface is prepared by author division;
- (e) Inclusion of English/Arabic glossary (if any) in Arabic publications.

4. *Main text*

Ensure the following:

- (a) Any direct quotation or reproduction is identical to the original, a copy of which is provided with any other reference material;
- (b) Footnotes conform to information in bibliography;
- (c) Format is correct (check manual prepared by Text Processing).

This information pertains to studies, namely, recurrent and non-recurrent publications, meeting papers and reports. With regard to newsletters, manuals, journals, directories or proceedings, see chapter VI.

F. CHECKLIST FOR REFERENCING MANUSCRIPT

- (a) Verify acronyms, names, titles and dates;
- (b) Attach a complete list of reference material to each translation/editing job, by photocopying the contents and any specific pages of each reference, including footnotes and entries in the bibliography;
- (c) Extract, verify and photocopy any quotations in the text, by checking each page to see if it contains quotations. Number all references sequentially;
- (d) Consult with the author or with the responsible division with regard to unattributed quotations. With regard to references that have not been provided, check the unit and the library and if they cannot be located, submit to author or the responsible division;
- (e) Organize the reference material by numbering the references to match the master text, which will be presented to the editor/translator;
- (f) If references are not available or cannot be verified in any way, write notes to editors and/or translators on the work assignment sheet;
- (g) Return the output with all relevant information, in addition to the work assignment sheet with your initials on it, to the supervisor of the unit;
- (h) The supervisor of the unit spot checks the work, to ensure thoroughness and/or follow-up with the division concerned, when required;
- (i) The supervisor submits the output to Documents Control after it has been finalized.

G. CHECKLIST AND INFORMATION FOR EDITORS*

The role of the editor is to verify that a document conforms to United Nations standards and practices, to ensure that all facts contained in the document are correct and to make such stylistic changes as are necessary to render the document coherent and clearly intelligible.

1. To check the submission or to verify that you have been given a job you can work with, ask yourself the following questions:

- (a) Is the manuscript complete?
- (b) Have the necessary references been attached or are they readily available? Is there a reference list?
- (c) Is the format correct?
- (d) Is there a clear indication of the time frame required for the job?
- (e) Have the names of the consulting official and the submitting officer, plus their office and phone numbers been indicated?
- (f) Have the necessary special instructions been indicated?
- (g) Does the manuscript conform to guidelines on the control and limitation of documentation?

2. To check the overall picture or to make sure that the document is what it says it is and does what it is supposed to, ask yourself the following questions:

- (a) Does the title page have the required information – symbol block, correct information about the meeting for which it is being prepared, agenda item, title, date etc?
- (b) Does the document have an executive summary if one is called for?
- (c) Does it present conclusions and recommendations clearly?
- (d) Do the divisions within the document (sections, chapters) and the topical headings correspond to the table of contents and are they correctly presented?
- (e) If there are annexes or appendices, are they properly presented?
- (f) If it is a parliamentary document, does it respond to the mandate in the corresponding legislation?

3. Types of texts that may require editing include the following:

- (a) Publications (recurrent and non-recurrent);
- (b) Reports and papers of intergovernmental bodies;
- (c) Expert group meetings' papers and reports;
- (d) Information material;
- (e) Informal papers, conference room papers, non-symbol papers.

4. Editing the text means turning the possible “sow’s ear” into the potential “silk purse”. In order to achieve this, an editor must do the following:

* This has been adapted from a paper prepared by United Nations Office at Geneva.

(a) Check facts: Quotations (direct and indirect), country names, resolution and decision numbers and dates of adoption, abbreviations and acronyms (spell out if necessary), spelling in general and of proper names in particular;

(b) Referencing: For those documents that need to be translated, indicate sources to language versions that can be found easily. Reorganization: as necessary, but only after discussion with the consulting officer;

(c) Check grammar: Ensure that what is written is correct;

(d) Ensure style: This can be difficult. One helpful hint from a former editor – if it isn't really wrong, let it be.

5. Final steps.

These include the following:

- (a) Double-check the title page one last time;
- (b) Check page numbering and paragraph numbering;
- (c) Check footnote or endnote numbering;
- (d) Double-check the table of contents against the body of the text.

6. A few hints.

These include the following:

(a) If the document includes text in more than one language, indicate on the front page, or in an accompanying note, where within the manuscript the text in other languages other than the original is found (by paragraph or page number);

(b) For a correction that needs to be made many times or for several such, or for other information that will be of general use to the translators or text-processors, write a separate accompanying note rather than simply putting the info on the front page of the document. Remember that an edited text will be split among several translators and/or text-processors and that they all need to have your enlightenment;

(c) Indicate your name and extension on the cover page so anyone who needs to can call you with questions;

(d) If the report has gone for advance translation before editing, be sure that the translators and text-processors can see all of your editing marks. A cross in the left margin is often used to show an editing change in the corresponding line.

Annex III

DOCUMENT CONTROL FORM

ESCWA - Conference Services Section (CSS)

DOCUMENT CONTROL FORM

TO BE FILLED IN BY SUBMITTING OFFICE (in quadruplicate):

Date submitted to PPCU: _____ Requested date due: _____

Document title: _____

Number of pages submitted: _____ Allotment account number: _____

Language of draft: Arabic English French

Translate into: Arabic English French

Revision Editing Typing Offset

Re-roll **(Please indicate original job no. here:)** _____

Number of copies requested: _____ *(Check against distribution lists):*

Internal: Chiefs of Division Chiefs of Section Chiefs of Unit

External: Division mailing list Sectoral mailing list Selected distribution

Input to a meeting? Yes No Title of meeting: _____

Does the document include copy righted or previously translated text? Yes No

Are the appropriate references attached ? Yes No

Submitting Office: _____ Extension: _____ Signature: _____

Consulting Officer: _____

TO BE FILLED IN BY DOCUMENTS CONTROL UNIT:

Job no: _____

Date received by CSS: _____ Approved Symbol: _____

Total no. copies: Arabic: _____ English: _____ French: _____

Distribution type: General Restricted Limited Special

No. of copies for: Depository libraries External regular mailing list (EREG)

REMARKS: _____

Reference		Editing		Text Processing Pool		Reproduction		Distribution	
In	Out	In	Out	In	Out	In	Out	In	Out
		Translation							
		In	Out						

REQUEST FOR CONFERENCE FACILITIES FORM

UNESCWA

Conference Services Section (CSS)

REQUEST FOR CONFERENCE/MEETING FACILITIES

To: Chief, Conference Services Section

Date:

From:

1. Title of conference or meeting:
2. Number of participants:
3. Account number:
4. Venue: Main Hall Committee Room I Committee Room II Other
5. Dates: From: To: 6. Time: From: To:
7. Officer responsible: Ext:
8. Working languages: Arabic English French
9. Interpretation: Arabic English French Not required
10. Documentation requirements:

Original language	No. of documents	Est. total No. of pages	Translation	Editing	Text Processing	Reproduction
Arabic: pre-session						
in-session						
post-session						
English: pre-session						
in-session						
post-session						

11. Preparation of sets for distribution: Yes No
12. Equipment required: PC Notebook Printer
 Headphones Sound recording Flip chart
 Computer projector Slide projector Overhead projector
13. Stationery and supplies: Yes (to be requisitioned by CSS) No (by division)
14. Coffee breaks*: A. Rich (after opening): No. of persons:
B. Regular: No. of persons: No. of coffee breaks:
15. Receptions*: No. of persons: No. of receptions: Date:
16. Meeting participants at the airport: Yes 17. Travel services: Yes
18. Finance services: (DSA, OT) Yes 19. Information/Press services: Yes
20. Special requirements:

* To request services directly from Procurement Unit.

TEMPLATE FOR RESERVATION OF CONFERENCE ROOMS FORM

2003 Meetings and Conferences

Reservation of Conferences Rooms

Title of Meeting	Rooms		Interpretation		Sound record.	Date and place	Month							Day	Sessions a.m. p.m.	Type of Meeting	Status of request	Number of participants	Remarks	
	Hajj	I II	FL	A E			F	M	T	W	T	F	S							S
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				

SESSION JOURNAL**يومية الدورة**

United Nations
Economic and Social Commission for
Western Asia (ESCWA)
Twenty-first Session
8-11 May 2001



لأمم المتحدة
للجنة الاقتصادية والاجتماعية لغربي آسيا
(الإسكوا)
لدورة الحادية والعشرون
١-١١ أيار/مايو ٢٠٠١

THURSDAY, 10 MAY 2001

No. 3/2001
العدد ٣/٢٠٠١

خميس، ١٠ أيار/مايو ٢٠٠١

PROGRAMME OF MEETINGS AND AGENDA**برنامج الاجتماعات وبنود جدول الأعمال****Scheduled Meetings**

Thursday, 10 May 2001

Ministerial Session**الجلسات المقررة**

الخميس، ١٠ أيار/مايو ٢٠٠١

الدورة الوزارية**First Meeting**

9.30 – 10.30 a.m.

Item 1**Conference Hall**

Opening of the twenty-first session.

(Chairman: His Excellency Basil Fleyhan, Minister of Economy and Trade of Lebanon, chair of the last session)

- Message from Mr. Kofi Annan, Secretary-General of the United Nations, delivered by Ms. Mervat Tallawy, Executive Secretary of ESCWA.
- Statement by Ms. Mervat Tallawy, Executive Secretary of ESCWA.
- Statement by His Excellency the President of Lebanon, Emile Lahoud, delivered by His Excellency Mahmud Hamud, Minister for Foreign and Emigrants Affairs.

قاعة المؤتمراتافتتاح الدورة الحادية والعشرين. **البند ١****جلسة الأولى**

٩٢-١٠٣٠

(برئاسة معالي السيد باسل فليحان، وزير الاقتصاد والتجارة بالجمهورية اللبنانية رئيس الدورة السابقة).

- رسالة السيد كوفي عنان، الأمين العام للأمم المتحدة تلقيها السيدة مرفت تلاوي، الأمين التنفيذي للإسكوا.

- كلمة السيدة مرفت تلاوي، الأمين التنفيذي للإسكوا.

- كلمة فخامة رئيس الجمهورية اللبنانية العماد إميل لحود، راعي الدورة يلقبها معالي السيد محمود حمود وزير الخارجية والمغتربين.

Closed Meeting

10.30 - 11 a.m.

Committee Room I

Closed session of heads of delegation to discuss organizational questions.

غرفة الاجتماعات ١

جلسة مغلقة لرؤساء الوفود لمناقشة الأمور التنظيمية.

٤ مغلقة

١٠-١١٠٠

Second Meeting		Conference Hall	قاعة المؤتمرات	الجلسة الثانية
11 – 11.30 a.m.	<u>Item 2</u>	Election of officers.	انتخاب أعضاء المكتب.	البند ٢ ١١ر٣٠-١١ر٠٠
	<u>Item 3</u>	Adoption of the agenda.	إقرار جدول الأعمال.	البند ٣
	<u>Item 4</u>	Proposed organization of work.	تنظيم الأعمال المقترح.	البند ٤
	<u>Item 5</u>	Invitation to States Members of the United Nations and/or of the specialized agencies not members of the Commission to participate in the capacity of observer in the twenty-first session of the Commission.	دعوة الدول الأعضاء في الأمم المتحدة و/أو في الوكالات المتخصصة، التي ليست أعضاء في اللجنة الاقتصادية والاجتماعية لغربي آسيا، للاشتراك بصفة مراقب في الدورة الحادية والعشرين للجنة.	البند ٥
11.30 a.m. - 1.30 p.m.	<u>Item 6</u>	Consideration and adoption of the report of the Preparatory Committee on the activities of the Commission.	النظر في تقرير اللجنة التحضيرية عن أنشطة اللجنة واعتماده.	البند ٦ ١٣ر٣٠-١١ر٣٠
Third Meeting		Conference Hall	قاعة المؤتمرات	الجلسة الثالثة
3 – 3.30 p.m.	<u>Item 7</u>	The role of ESCWA in the coordination of regional activities of the United Nations system.	دور الإسكوا في تنسيق الأنشطة الإقليمية لمنظومة الأمم المتحدة.	البند ٧ ١٥ر٣٠-١٥ر٠٠
3.30 – 5.30 p.m.	<u>Item 8</u>	Adoption of the Agreement on International Roads in the Arab Mashreq.	اعتماد اتفاق الطرق الدولية في المشرق العربي.	البند ٨ ١٧ر٣٠-١٥ر٣٠
5.30 – 6.30 p.m.	<u>Item 9</u>	Efforts to combat HIV/AIDS in the ESCWA region.	جهود مكافحة فيروس نقص المناعة البشرية/متلازمة نقص المناعة المكتسب (HIV/AIDS) في منطقة الإسكوا.	البند ٩ ١٨ر٣٠-١٧ر٣٠
		Friday, 11 May 2001 Ministerial Session	الجمعة، ١١ أيار/مايو ٢٠٠١ الدورة الوزارية	
Fourth Meeting		Conference Hall	قاعة المؤتمرات	الجلسة الرابعة
9 a.m. – 1 p.m.				١٣ر٠٠-٩ر٠٠
Fifth Meeting		Conference Hall	قاعة المؤتمرات	الجلسة الخامسة
2.30 – 3.30 p.m.				١٥ر٣٠-١٤ر٣٠

**Summary of Meetings Held
Wednesday, 9 May 2001**

Preparatory Committee

Fourth Meeting

Report of the Executive Secretary on the activities of the Commission (Item 5(e) and (f)) (continued):

Representatives of the secretariat of ESCWA presented the two reports of the Executive Secretary on the activities of the Commission contained in documents E/ESCWA/C.1/21/7 and E/ESCWA/C.1/21/8. The representatives of Bahrain, Egypt, Saudi Arabia and the United Arab Emirates made interventions during the discussion.

Fifth Meeting

Adoption of the Report of the Preparatory Committee on the activities of the Commission (Item 6)

The Rapporteur of the Preparatory Committee presented that Committee's draft report, contained in document E/ESCWA/C.1/L.9. The representatives of Bahrain, Egypt, Kuwait, Oman, Qatar and Saudi Arabia made interventions during the discussion of the draft report.

The Committee adopted the draft report in its revised form.

Conclusion of the work of the Preparatory Committee.

**موجز الجلسات المعقودة
الأربعاء، ٩ أيار/مايو ٢٠٠١**

اللجنة التحضيرية

الجلسة الرابعة

تقرير الأمين التنفيذي عن أنشطة اللجنة (البند ٥ (هـ) و(و)) (تابع):

عرض ممثلو الأمانة التنفيذية تقرير الأمين التنفيذي عن أنشطة اللجنة الواردين في الوثيقتين E/ESCWA/C.1/21/7 و E/ESCWA/C.1/21/8؛ وتكلم في المناقشة مندوبو مصر والبحرين والإمارات العربية المتحدة والسعودية.

الجلسة الخامسة

اعتماد تقرير اللجنة التحضيرية عن أنشطة اللجنة (البند ٦)

عرض مقرر اللجنة التحضيرية مشروع تقرير هذه اللجنة الوارد في الوثيقة E/ESCWA/C.1/21/L.9؛ وتكلم في مناقشة التقرير مندوبو البحرين ومصر وعمان والكويت والسعودية وقطر.

واعتمدت اللجنة مشروع التقرير بصيغته المنقحة.

اختتام أعمال اللجنة التحضيرية.

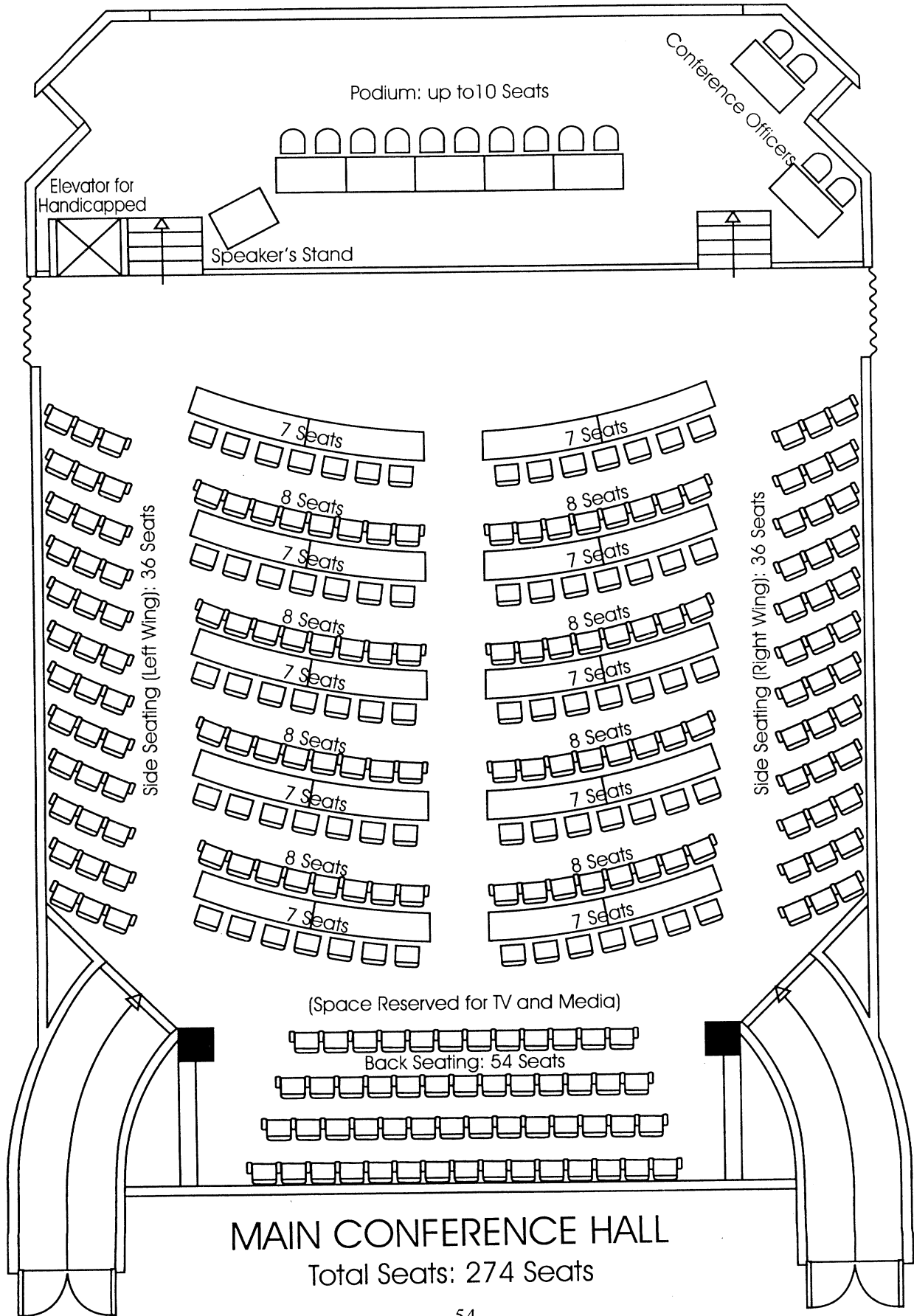
Side Events

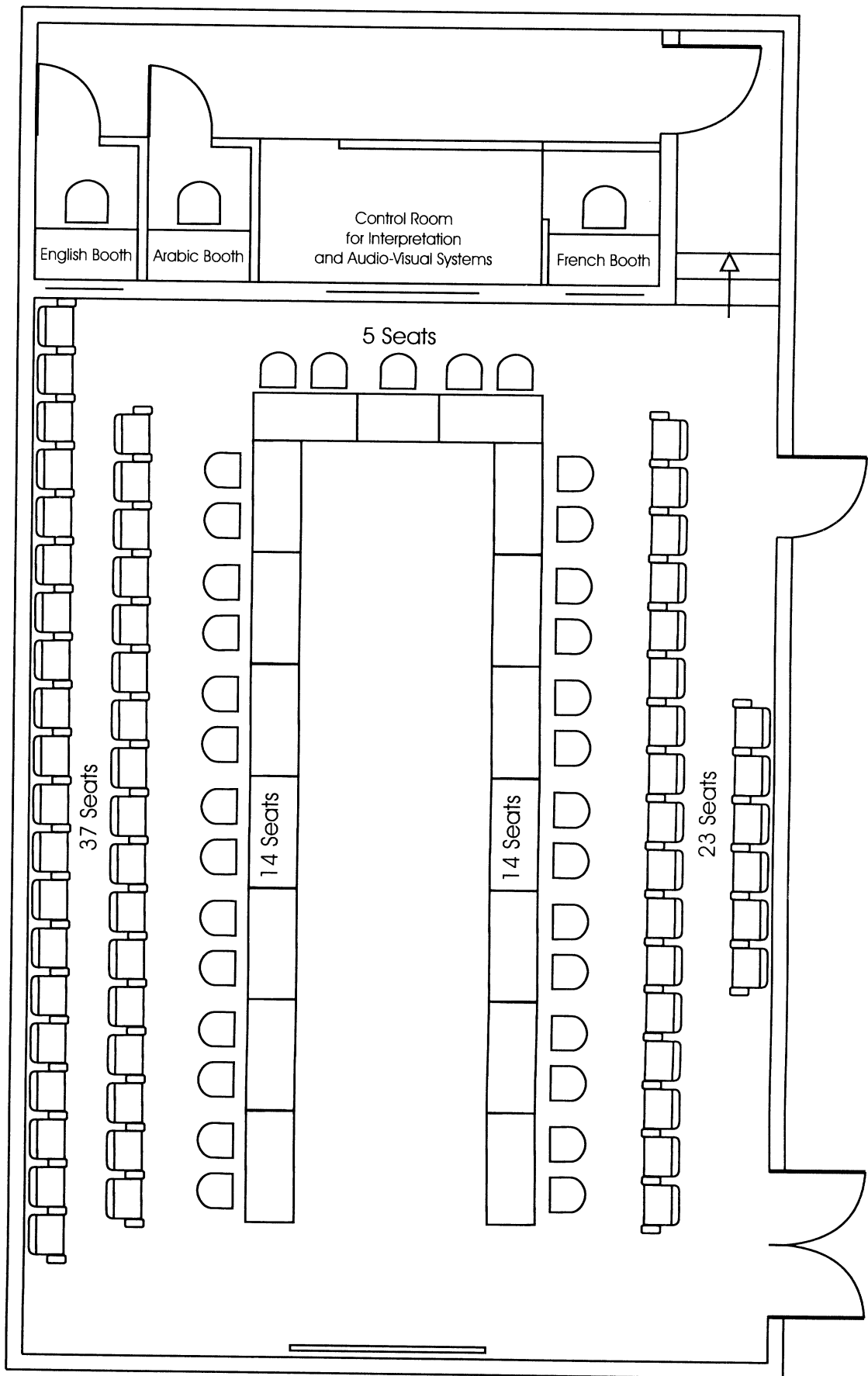
Round Table	12.00 – 1.30 p.m.
Reception	6.30 – 8.00 p.m.
Musical Evening	8.00 – 9.15 p.m.

أنشطة جانبية

١٣ر٣٠-١٢ر٠٠	حلقة حوار
٢٠ر٠٠-١٨ر٣٠	حفلة استقبال
٢١ر٠٥-٢٠ر٠٠	أمسية موسيقية

PLAN OF MEETING ROOMS





COMMITTEE ROOM I
 (U-SHAPED) Total Seats: 93 Seats



Annex VIII

TERMS OF REFERENCE FOR CONSULTANTS WITH REGARD TO REFERENCES AND ACKNOWLEDGEMENTS

1. It is the responsibility of authors to ensure that complete reference and bibliographical material is provided and that all material and ideas from other sources, whether quoted directly or paraphrased are clearly acknowledged. Authors must ensure that quotations are identical to the original, a copy of which must be provided.
2. Authors must ensure that all references which appear as footnotes to the text and in the bibliography, are accompanied by a photocopy of the cover page of the book or journal and its title page, including the place and date of publication and name of publisher, and in the case of articles, photocopies of the first page of the article and the front page of the magazine.
3. All references to quoted material in footnotes, tables, charts, figures and bibliographies must include, as applicable, the name of the author or responsible body, title of the publication, periodical or document, edition, name of editor, title of series and number, publication data, including place, name of publisher and year of publication, number of volume and specific page reference.
4. If a translation is quoted, both the translation and the original language text must, wherever possible, be submitted to CSS.
5. It is also the responsibility of the author to ensure that comprehensive references are provided for tables, charts and figures.
6. It must always be borne in mind that failure to provide references and make acknowledgements may entail liabilities for the Organization and the individuals concerned.

Annex IX

LIST OF ADDITIONAL REFERENCE MATERIAL

This list includes, but is not limited to, United Nations material related to the servicing of meetings and the publication standards and regulations for the control and limitation of documentation. The purpose of this list is to provide instructions to all United Nations Secretariat staff involved in the servicing of meetings and the drafting and editing of United Nations documents and publications:

A copy of the references, which were compiled in a file entitled, *United Nations Publications and Documents: Guidelines and Instructions* have been made available to all ESCWA chiefs of division. The list is as follows:

- (a) Publications Policy of the United Nations (A/C.5/48/10), 13 October 1993;
- (b) Regulations for the Control and Limitation of Documentation (ST/AI/189/Add.1-Add.29);
- (c) Editorial Directive (ST/CS/SER.A), prepared by Editorial Service, Department of General Assembly Affairs and Conference Services;
- (d) Drafting and Editing Instructions (ST/Drafting Manual);
- (e) Guidelines on the preparation of manuscripts, prepared by the Editorial and Composition Section, United Nations Office at Vienna, 10 December 1997.