



Chapter III, Section 7

CONFERENCE SERVICES Guide for Reviewers and Editors

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Introduction

As a reporter you will form a key link between the meetings of the conference delegates and those who have not been able to attend them and want to be informed. Your report will be posted on the on-line news service for NGOs www.ngochr.org. Therefore, it is important to:

- Verify that the information you present is correct (names, titles, etc.);
- Summarize the session so that people who have not been able to participate may be fully informed.

Specific Instructions

3.7.1 Structure: Each session report consists of a short introduction (in bold), a general summary of the session and a brief conclusion.

- a. In the **introduction**, the most important issue of the session is described, in a way that catches the reader's attention.
- b. In the **main section**, the most important, salient and interesting issues are summed up.
- c. The **concluding paragraph** contains the conclusions that the presenters have come to. If no formal conclusion was reached, two or three sentences are given to conclude the report itself. If specific proposals were made by the presenters or the audience, these should be included as well.

3.7.2 **Statements** Session summaries should not contain any freestanding statements, made by the reporter. When a statement is made, it should always be clear who made it and who said what. For example: "A participant asked if CONGO is changing its mandate by creating regional focus areas. Ms. Bloem responded that CONGO continues to serve and represent all regions and all NGOs..."

3.7.3 **English used** Use American English

3.7.4 **Capitalization** Capitalize organization names and functions. Different from French, names of organizations should to be capitalized as follows: "the Graduate Institute for Development Studies, H.E. Boutros Boutros-Ghali, Secretary-General of the International Organization of the Francophonie".

3.7.5 **Acronyms** All acronyms are to be written in capitals, e.g. "CIVICUS, UNDP, UNOG, ECOSOC" etc.

3.7.6 **Capitalize titles** "Role of NGOs in Developing Countries". Titles are followed by a soft break (ctrl + return) and not a paragraph return. Capitalize "Internet".

3.7.7 **Names of presenters** In the body of the text, when a person is first presented, his or her first and last names should be preceded by "H.E., Mr., Ms., Dr." and followed by the organization, e.g. "Mr. Jean-Pierre Gontard of the Graduate Institute for Development Studies (IUED) pointed out that...." If the organization name is very long, one can put a comma before "of" and after the end of the organization name.

If the name occurs again later in the text, only the title and the last name need to be repeated: "Mr. Gontard".

3.7.8 Do not use contractions, e.g. "he regretted that the treaty hadn't been followed properly" but rather "...that the treaty had not been followed properly".

3.7.9 Make sure all acronyms used have been properly defined earlier in the text, e.g. "Ms. Elizabeth Reusse-Decrey of the Swiss Campaign to Ban Landmines stressed the importance of Non-State Actors (NSA) (e.g. guerrillas, rebel groups) in disarmament work. This is considered crucial, because of the number of NSA who use and produce mines."

3.7.10 **Hyphens and dashes**

a. Hyphens (short) are used in composed words: "above-mentioned, follow-up". They are short and are used without a space before and after.

b. " M-dashes (long - type hyphen twice, return and back space) are used to separate thoughts:

c. "Human rights - clearly defined in the declaration for human rights - need to always be respected as such." They are long and used with a space before (opening) and after (closing).

3.7.11 **Singular and plural**

a. Plurals of acronyms as follows: one NGO two NGOs, LDCs, CSOs

b. Singular following group names: the government is; the US is

3.7.12 **Foreign words** Use italics for foreign (i.e. non-English) words

3.7.13 **Dates** Dates should be written as follows: "14 March 2005"

3.7.14 **Numbers** write in full the numbers 1-9, e.g. "two, three," Write all higher numbers in figures only, e.g. "122, 500, 854"

3.7.15 **Punctuation**

a. Bulleted lists: each point of a bulleted list should end with a semi-colon. If the point is very long, a full stop might also be adequate.

b. Make sure there are no double spaces between words, including between sentences.

c. Different from French, exclamation marks, colons and question marks are never preceded by a space in English.

- d. Use English quotations marks : "..." not French ones " ... "
- e. Put closing punctuation outside quotation marks, except when it is part of the quote.

Example

19 MARCH PLENARY MEETING CONTINUES DEBATE ON SELF-DETERMINATION March 22, 2004

Authors: Delphine Pastorel, Consuelo Ballardier

Heated discussion took place during the Plenary meeting which dealt with issues such as the violation of human rights by the construction of the dividing wall in the Occupied Palestinian Territory, the promotion of human rights to education and national courts jurisprudence and the effects of mercenaries on the enjoyment of human rights.

Professor John Dugard, Special Rapporteur on the situation of human rights in the Palestinian territories occupied by Israel since 1967, opened the plenary meeting by acknowledging the worsening of the situation in the Occupied Palestinian Territories (OPT) in the past year from a human rights perspective. His attention focused mainly on Israel's construction of the dividing Wall, a key factor in the deterioration of the human rights situation in the OPT.

According to Professor Dugard, the main issue at stake is not whether the construction of the Wall in itself could be justified by Israel as a legitimate security measure, but rather whether the construction of the Wall within Palestinian territory could be justified by Israel for security reasons. In fact, his report found no such justification, it concludes that "the Wall violates the prohibition on the forcible acquisition of territory, and seriously undermines the right to self-determination of the Palestinian people by reducing the size of a future Palestinian State". Moreover the report states that the location of the Wall violates important norms of international humanitarian law, as well as human rights norms.

While the Palestinian Representative qualified this report as "objective, accurate and sincere", Ambassador Yaakov Levy, Permanent Representative of Israel, strongly reacted to it. Mr. Levy declared that "for the most part, the Report is less of a factual document than it is a presentation of a virtual reality that conforms to the Rapporteur's agenda; a reality in which no Israeli action in self-defense is justified, in which the Palestinian leadership is untainted by support for terrorism or corruption".

A second point of discussion was the presentation of the United Nations acting High Commissioner for Human Rights, Mr. Bertrand G. Ramcharan, re-stated the recommendations of his report to the World Conference on Human Rights[1] with regards to the promotion of human rights education, particularly in primary and secondary schools, and the development of the role of national courts in the protection of human rights. He stressed the importance of making human rights teaching materials, in local languages, available to teachers in primary, secondary and other schools around the world, as well as to provide judges around the globe with basic materials, in local languages, on the core international human rights norms and jurisprudence. Delegates from New Zealand, China, Bahrain, Mexico and Pakistan notably acknowledged their support and concurred with Mr. Ramcharan's report, on the primary responsibility of states in the promotion and protection of human rights, and the consequent crucial importance of strengthening national protection systems. Several

comments were made towards the Commission, for the promotion and the protection of human rights:

- The delegates from Pakistan, Cuba and Russia expressed their concerns about the politicization of human rights, and about the double standards that are applied with regards to the implementation of human rights, thus leading to "selective and discriminatory resolutions" against the South.
- The delegates from Pakistan, Cuba and Bahrain emphasized the need to recognize national specificities and historic, cultural and religious heritage in order to guarantee the promotion of human rights.
- The delegate from Bahrain, Pakistan and China emphasized the link that exists between the struggle against poverty and the promotion and the protection of human rights.
- The delegates from Pakistan, China, Russia and Cuba raised their concerns about the under-representation of developing countries in the staff of the Office of the High Commissioner on Human Rights
- The delegates from Pakistan and Russia expressed their disagreements with the proposition made by Mr. Ramcharan in his report, that the Commission could bring the Security Council's attention in cases of grave, frequent, or systematic violations of human rights.

The issue of the right of peoples to self-determination and its application to peoples under colonial or alien domination or foreign occupation, was introduced at the end of the session, through the presentation of the report[2] made by Mr. Enrique Bernales Ballesteros, Special Rapporteur of the Commission on Human Rights on the use of mercenaries as a means of violating human rights and impeding the exercise of the right of peoples self-determination. The report emphasized that "on the one hand, the traditional type of mercenary intervention which impedes the exercise of the right of peoples to self-determination remains; on the other hand, there are the beginnings of a process of change, in which the mercenary becomes a multi-role, multi-purpose professional, recruited, hired and trained to commit criminal acts and violate human rights". It also stressed that one of the greatest problems in combating mercenary activities is the lack of a "clear, unambiguous and comprehensive legal definition of a mercenary", and therefore proposed a definition that can be internationally prosecutable and "reflects the multi-purpose criminal characteristics of mercenary activity".