



## Report Writing at SRMUN

Some things to keep in mind

- Absolutely no prewritten reports or segments
- Merge working documents with others that are on the same issue or aspect
- The final document is from the body, not an individual or groups of delegates

What makes a report-writing committee unique?

- Reports are much more text heavy than resolutions.
- Reports use complete sentences rather than a single sentence in a resolution and are made up of a series of paragraphs
- Reports do not use operative or preambulatory clauses
- Reports, like resolutions, are the final recommendations of the committee on the topic
- Reports will be identified in committee as working paper, draft report segment, and report segment
- The final report will combine all report segments approved by the body – collaboration is the key to the body’s success

Structure of a Report:

**Introduction:** The introduction is always difficult because you do not want it to overlap with the mandate so it should focus on the general goals of the body, possibly including key documents that shaped the committee or details about its history, depending on the wants of your director. It may also include an overview of the situation with which the committee is confronted.

**Mandate:** While the introduction provides basics, the mandate consists of generally one section entitled “General Background” and needs to explain explicitly why the committee has the right and authority to proceed. Here those writing the report need to call on specific previous documents, agreements, statements, etc that relate to the committees goals while also explaining the background of the situation and why action is necessary.

**Conclusions and Recommendations:** The conclusions section is the first sub-point in the “Conclusions and Recommendations” section and should provide one to three concise paragraphs that explain the committee’s overall feeling and, well, conclusions on a subject. It is very similar to the conclusion of any standard report you would write for a class assignment. Typically in this section, perambulatory-like phrases are used.

(Recommendations): This sub-section is also straight-forward and should be exceptionally detailed, providing actions that the committee recommends be taken just like you would see in the operatives section of a resolution. Because of this, the same types of operative words are generally used and developed into complete sentences.



TO CONCLUDE: The intro says who the committee is and what it values, the mandate explains why the committee can act and narrates the history of the situation, the conclusion seeks to explain the situation as the committee sees it and justify policy prescriptions that are laid out in the recommendations subsection.

*SRMUN HEADING HERE*

- I. Introduction**
  - 1.
- II. Mandate**
  - General Background**
  - A. SEGMENT TITLE**
    - 1.
    - 2.
- III. Conclusions and Recommendations**
  - A. SEGMENT TITLE**
    - 1.
    - 2.

### **Building a Report in Committee**

Each subtopic should have enumerated clauses, which outline the substance of the report. Each sub-header (A, B, C, etc.) should be repeated in all four parts of the report. Usually, one sub-header would correspond to one draft report segment. For example, if a final report is the combination of three report segments, then sub-header A would correspond to the first segment, B to the second segment and C to the third segment. Thus, the introduction of the first draft report segment would become sub-header A of the introduction of final report, and same goes for the other parts of the report



**Southern Regional Model United Nations XXIII**  
*Revitalizing "An Agenda for Peace": Preventative Diplomacy,  
Conflict Resolution, and the Making of Peace in Our Time*  
November 20 – 22, 2014

Committee: The Peacebuilding Commission

Subject:

Sponsors:

Signatories:

1 **Country-Specific Configuration of the Peacebuilding Commission,**

2

3 **I. Introduction: [TOPIC NAME]**

4

5 *NO HEADINGS OR SUB-HEADINGS HERE*

6

7 **II. Mandate: Poverty Reduction**

8

9 **A. [TOPIC NAME]**

10

11 *NO SUB-HEADINGS HERE*

12

13 **III. Conclusions and Recommendations: [TOPIC NAME]**

14

15 **A. Conclusions**

16

17 **3. [CONCLUSION PARAGRAPH 1]**

18

19 **4. [CONCLUSION PARAGRAPH 2]**

20

21 **B. Recommendations**

22

23 **5. [RECOMMENDATION PARAGRAPH 1]**

24

25 **6. [RECOMMENDATION PARAGRAPH 2]**

26

**Comment [M1]:** Relative to only that topic for PBC...

**Comment [M2]:** NOTE: This starts at 3 as the Introduction and Mandate sections count technically as number 1 and 2.