Suggested guidelines for preparing statements

(a) Format

1. Use generic fonts and formatting.
2. Indicate the start of a new paragraph with a double line break.
3. Paragraphs should not be numbered.
4. Proof read and spell check.
5. Avoid abbreviations and acronyms, as well as footnotes.

(b) Substance

1. Be accurate in your facts and figures. Provide proper referencing for information taken from other sources.
3. Avoid quotations and acronyms.
4. Be clear and simple for greater advocacy impact.
5. Highlight a key idea at the beginning of a paragraph.
6. Avoid repeating information and ideas.
7. Avoid jargon.
8. Introduce key ideas and present needed information in the first sentence or paragraph of your statement.
9. Organize material using the principle of one thought per paragraph to make reading effortless.
10. Verify references to titles and dates of the United Nations events and conferences.

(c) Structure:

Mandate:
The Economic and Social Council, in its resolution 2014/14 of 14 July 2014, decided to convene a transparent and inclusive dialogue involving Member States and all relevant stakeholders on the longer-term positioning of the United Nations development system, taking into account the post-2015 development agenda, including the interlinkages between the alignment of functions, funding practices, governance structures, capacity and impact of the United Nations development system, partnership approaches and organizational arrangements.

1. Title of the statement and name of NGO submitting (Acronym in parentheses).
2. Introduction, objective and purpose of statement.
3. Overview of the interlinked areas of the above mandate that relate to the work of the NGO (Clearly set out which area of the mandate is being addressed).
4. Specific examples of how the interlinked areas as per the above mandate affect the work of the NGO.
5. A way forward: expectations, specific recommendations for the longer-term positioning of the UN development system within the interlinked areas in the above mandate.
6. Closing sentence.