

REPORTS OF THE WORKING GROUPS TO THE CONFERENCE

A PROPOSED OUTLINE

- I. Executive Summary 1 page
Summarize the conclusions in Chapters III and IV, and key recommendations from Chapter VI
- II. Methodology Half to 1 page
 - a. Desk and/or field research conducted
 - b. Sources consulted
 - c. Meetings of the Working Group – formal and informal
 - d. Actors involved: donor and host authorities, external experts, UNRWA
- III. Issues at Stake 2 pages
This chapter should provide the problem statement or diagnostic of critical issues under discussion. It should describe the role of UNRWA vis-à-vis the Palestine refugees in the area, in the context of other actors (host authorities, NGOs, other UN agencies), identifying opportunities for establishing or strengthening partnerships where appropriate, or delineating clearer the future responsibilities of different actors, if necessary. It should also provide a short description of the WG's approach to the main theme and explain why the sub-themes were selected, referring to any major topics excluded from the TOR. Reference should be made to aspects of the UNRWA Medium Term Plan.
- IV. Themes Addressed 8-10 pages
 - a. *Sub-Theme 1*
 - i. Standards or 'benchmarks': refer to appropriate international, regional or national standards, or to UNRWA-set benchmarks
 - ii. Briefly describe main conclusions of the WG (supplementary material can be made available as background documents at the Conference)
 - iii. Highlight areas of work that require strengthening or identified gaps that need to be filled in the period under consideration
 - iv. Address financial implications of findings
 - v. Refer to special circumstances or time-bound factors (e.g. *intifada* in oPt; access issues; any legislative restrictions on exercise by the refugees of their rights and on the work of international agencies)
 - vi. Provide an opportunity for minority or dissenting views in the WG to be expressed
 - b. *Sub-Theme 2*
As above
 - c. *Sub-Theme 3*
As above

- V. Follow-Up Action Half to 1 page
Describe what follow-up actions are currently envisaged or could be considered by the actors to whom recommendations are addressed. For example, this could cover the external evaluation of UNRWA being led by a group of donors in 2004. It could also consider tasks that were not feasible in the Conference preparatory phase such as a survey of beneficiary needs in the camps, or the implications for UNRWA of an Israeli withdrawal from Gaza.
- VI. Consolidated Recommendations 3 pages
- a. Recommendations to the international community (donors, other UN agencies, multilateral aid bodies)
 - List in a series of short bullet points
 - b. Recommendations to host governments and the Palestinian Authority
 - List in a series of short bullet points
 - c. Recommendations to UNRWA
 - List in a series of short bullet points
- VII. Appendices
Provide appendices as appropriate. Possibilities:
- Key statistics (e.g. schoolchildren in UNRWA schools, refugee shelters in need of reconstruction, health indices, camp populations/density)
 - Major sources of external funding
 - Extracts from relevant sections of UNRWA Medium-Term Plan budget summaries
 - Bibliography

Total Pagnation: 15 – 18pps + appendices

Style and Format:

Reports should be drafted with an emphasis on clarity and brevity, avoiding discursive expression. Key issues should be highlighted. While WGs should strive for consensus wherever possible, the search for common conclusions and recommendations may sometimes obscure divisions of opinion; reports could acknowledge this reality in places.

It is recommended that reports be single-spaced and submitted in Times New Roman font (as in this document), in 12 point size. Use full justification. Indent new paragraphs and provide a space line between paragraphs to aid readability.

UNRWA's External Relations Department will be responsible for light editing of the draft reports after their submission, by 19 April, to ensure consistency of style. Any contradictions or inconsistencies within the body of each report or between the four reports will be referred back to the Chairs and Vice-Chairs for reconciliation.