

Annex X: Reporting Formats, Sample Recommendations and Conclusions – Global Horizontal Note and Secretary-General Reports

The following provides formats for use and guidance on content.

- The Annual Country Report of the Secretary-General on CAAC
- The Global Horizontal Note (the bimonthly report on grave violations of child rights)

The Global Annual Report of the Secretary-General on CAAC is another avenue for reporting; no standard template is as yet available for this. OSRSG will provide details in requests for inputs.

**TEMPLATE FOR THE ANNUAL COUNTRY-SPECIFIC SECRETARY-GENERAL REPORTS ON
CHILDREN AND ARMED CONFLICT
(SCR 1612/1882/1998)**

Country Task Forces for Monitoring and Reporting (CTFMR) are requested by Security Council Resolution 1612 (2005) to prepare a Secretary-General's country-specific annual report on the six grave violations against children affected by armed conflict. The Secretary-General's reports are then reviewed by the Security Council Working Group (SCWG) on CAAC and inform the SCWG on the development of its conclusions and recommendations.

The country reports are more focused than the annual Secretary-General's report on CAAC. The purpose is to provide in-depth information on grave violations committed against children in a specific country situation and on the progress achieved or setbacks related to the grave violations against children. The focus should be on the following six grave violations as described in the Secretary-General's report S/2005/072: killing or maiming, recruitment or use, rape and other grave sexual violence, abductions, attacks on schools or hospitals, and denial of humanitarian access.

The body of the report should not exceed 8,000 words, including the recommendations, and the executive summary should not exceed 500 words.

Executive Summary (500 words max)

The summary should highlight that the report has been prepared pursuant to the provisions of Security Council Resolution 1612 (2005) and is presented to the Security Council as the "*first, second, third...*" country-specific report on the situation of CAAC in the country concerned. It should also clearly state the reporting period covered by the report. If this is the first country-specific report, the reporting period should start at the beginning of the reporting period of the Secretary-General's global report on CAAC, where listing of parties triggered the implementation of the MRM in the country situation. For all following reports, the reporting period should start at the end of the previous reporting period.

The summary should identify key violators and/or violations in the overall context of the conflict. Progress made, setbacks and trends regarding the six grave violations should be briefly described. It may also be relevant to formulate at this early stage one or two key messages and recommendations that will be further developed in the body of the report.

1. Introduction

The introduction states again that the report is pursuant to Security Council Resolutions 1612, 1882, and 1998 that it is the (first, second, third, etc.) country report presented before the SCWG-CAAC. The reporting period should also be clearly stated again. It could be relevant to state here limitations of the report, such as access, for example.

2. Political and military development

This section should ideally not exceed one page to one page and a half. However, if this is the first report it can be longer, since it may also include specific information on parties to the conflict.

The purpose is to present briefly the relevant political and military developments that had positive or negative consequences on children. This should include:

- Background to the conflict

- Description of relevant armed forces and armed groups
- Description of political timeline and major military events
- Relevant peace process or mitigating activities

It should be stressed that this section should remain an overview of political and military events that occurred during the covered period. In this section, the Security Council expects an objective description of relevant facts, while subjective analysis should be avoided. The purpose of this section is to inform on developments that may affect the protection of children during conflict.

3. Grave violations against children

This section is the heart of the report and should describe the situation of children affected by the armed conflict and be illustrated by descriptions of incidents of grave violations. It should start with a short description of the trends compared with the previous reporting period (unless this is the first report). Gender-disaggregated information has to be provided throughout this section.

Depending on the number of parties to the conflict or regions affected by the conflict, the CTFMR may wish to split this section by parties or regions for each violation.

The violations

Country-specific reports should remain focused on grave violations by parties to the conflict in armed conflict situations and try to identify patterns if possible.

According to the 9th Report of the Secretary-General on Children and Armed Conflict, a pattern is defined as follows:

(The notion of pattern does) not necessarily amount to the commission of a war crime or crime against humanity, yet is serious enough to be brought to the attention of the Council. Based on the use of the notion in similar contexts, "pattern" denotes a "methodical plan", "a system" and a collectivity of victims. It is a "multiple commission of acts" which as such excludes a single, isolated or random conduct of an individual acting alone, and presumes an intentional, willful conduct. In proving the systematicity of the acts, it would also be necessary to show that all such acts, whether, killing, maiming or sexual violence are being perpetrated in the same context (either of an armed conflict or another situation of concern) and, from that perspective, are considered "linked".¹

Other violations against children can be described in the report if they are linked to one of the six violations. Some examples are:

- Detention of children allegedly associated with armed groups can be addressed in the 'recruitment and use' section.
- Displacement of children can be addressed in the 'killing or maiming' or in the 'rape and other grave sexual violence' sections, if relevant.
- Torture of children could also be added, if relevant, in the 'killing or maiming' section.

The six grave violations should be addressed in this order:

- Recruitment or use of children in armed forces or armed groups
- Killing or maiming of children
- Rapes or grave sexual violence against children
- Abduction of children
- Attacks on schools or hospitals
- Denial of humanitarian access

¹ 9th Global Report of the Secretary General on Children and Armed Conflict (S/2010).

Each violation should be addressed under a separate sub-section. If some violations have not occurred during the reporting period, it should be specified as such.

Trends and incidents

For each violation, the CTFMR should describe general trends, with comparison to previous reporting periods if relevant. This analysis should then be illustrated with a few relevant and specific examples. Considering the sensitivity of the topic and the information described in the report, all incidents should be **UN-verified**. If an incident has not been UN-verified but is considered as critical enough to be included in the report, it should be described as an 'allegation'.

Minimum standard of UN verification²

Multiple sources of information are ideal.

If you have information from **only one primary source**, the following criteria should be met:

- i. *Information has been received from a primary source. A primary source is a testimony from the victim, perpetrator or direct eyewitness.*

AND

- ii. *The information has been deemed credible by a trained and reliable monitor.*

AND

- iii. *The information has been verified as such by designated person(s) of the CTFMR.*

In some situations, supporting sources such as police and medical reports or official government documentation of an incident (especially in sexual violence), if assessed as credible by the CTFMR, may be sufficient. In the best interests of the child, such an official document may be taken in lieu of an interview with the primary source.

Information that does not meet the full criteria for verification

When the CTFMR has information that has been assessed as credible, but for which complete verification has not been completed or is not possible, this should still be documented and may be reported as 'alleged' or 'subject to verification'.

In describing the violations, statistics and broad statement should be avoided. They should be described objectively and illustrated by examples. Three well-documented UN verified examples of the violation are enough, but more relevant examples are also welcome. In doing so, it remains crucial to balance the cases by perpetrator, geographical location, gender and age of the victims, nature of the incident, etc.

For the purposes of MRM and reporting to the Security Council, it is imperative that information provided is *accurate, reliable, timely and objective*. The examples given to illustrate the trends should be as specific as possible, and include the following criteria:

- Gender of the victim(s).
- Age (or approximation).
- Date (or approximation).
- Place where the incident happened. If the identification of the place may threaten the security of the child or his/her relatives, it should not be revealed. However, a broad location should be specified instead (e.g., province).
- Party to the conflict whose member(s) perpetrated the violation.
- Factual description of the incident.

² Also refer to Chapter G.3 of the Field Manual on MRM.

If an event led to more than one violation against a single child, and this incident is used as an example, it should be reported in the most relevant section and include details on the different violations (i.e., a child has been abducted, raped and recruited).

4. Dialogue and Action Plans

Security Council resolutions emphasize dialogue with parties to the conflict and action plans as key elements of the MRM process. More specifically, Security Council Resolutions 1539, 1612, 1882 and 1998 have requested parties to the conflict to enter into dialogue with the UN for the preparation and implementation of concrete and time-bound Action Plans against the following violations: recruitment and use of children, grave sexual violence against children, killing and maiming of children, and recurrent attacks on schools or hospitals³

1. Provide updates on developments with regard to dialogue with parties to conflict and implementation of Action Plans. For the MRM Task Forces, this is the opportunity to highlight progress on, as well as challenges to, dialogue with parties to the conflict and implementation of Action Plans.
2. Present any other commitments that have been obtained from parties to the conflict with regard to other violations perpetrated against children.

5. Advocacy, protection response and follow-up on recommendations of the Secretary-General and conclusions of the SCWG

1. In the case of a first country report, begin this section with a brief description of the implementation of the MRM and challenges to its proper functioning, such as security issues, lack of funding, access, etc. For the reports that follow, provide an update of the MRM process, as well as of relations with governmental institutions and civil society.
2. Briefly describe advocacy and protection responses addressing the grave violations.
3. Describe the follow-up actions in response to the previous Secretary-General's report recommendations (except if it is the first report).
4. Describe the follow-up actions in response to the conclusions of the SCWG (except if it is the first report).

6. Recommendations

The recommendations are a key element of the report since they form the basis of the conclusions of the SCWG. They should remain **short, focused, actionable and time-bound**. It is crucial to remember that these recommendations are from the Secretary-General and, as such, should adopt the tone of the Secretary-General.

To be relevant and of use to the Security Council and its working group, recommendations have to respond to the content of the report, which means that they have to be specifically related to the grave violations described previously, and address how to prevent, respond to or seek accountability for them.

As long as they remain relevant to Security Council Resolutions 1612, 1882 and 1998, recommendations can address all range of issues and means to improve child protection, from dialogue with parties to legislative reforms and strengthening of the legal framework.

³ Also refer to the Action Plans guidelines in the annexes of the Field Manual on MRM.

Finally and as appropriate, they should try to address all parties that may be concerned with child protection, i.e., the government, non-state actors, UN agencies and missions, donors, regional organizations, community leaders and civil society.

NB: Reports of the Secretary-General are considered internal documents of the United Nations until such time that they are made public. In the meantime, the CTFMR can use information included in the report for advocacy purposes with national authorities and other parties to the conflict as long as it does not use the report as such before publication.

Global Horizontal Note template

Based on guidance issued by O/SRSG-CAAC, 17 February 2011

Bearing in mind the increasing reporting requirements of HQ to the field, the new GHN template aims to be less time-consuming. A shorter GHN should be more easily processed at UNHQ, in terms of consolidation, editing and vetting by OSRSG-CAAC and clearance by the Executive Office of the Secretary-General.

Inputs from the field should be 1.5 pages at a maximum. **Country inputs greater than this length will be substantially edited at HQ to fit the 1.5 page length requirement.**

All CTFMR in countries that are on the SCWG work plan⁴ should submit inputs every two months (see Template 1 attached): **Afghanistan, Central African Republic, Chad, Colombia, Democratic Republic of the Congo, Iraq, Myanmar, Nepal, Philippines, Somalia, Sri Lanka, South Sudan, Sudan, Uganda and Yemen, etc.**

In addition, SRSGs or RCs in the following situations of concern⁵ have the option to provide inputs and to use the GHN as a vehicle to keep the SCWG informed of developments relevant to child protection (see Template 2 attached): **Burundi,⁶ Côte d'Ivoire,⁷ Haiti, India, Lebanon, Occupied Palestinian Territory/Israel, Pakistan, Thailand, etc.** It is strongly recommended that inputs also be submitted every two months for coherence purposes.

In both templates, two new sections have been added. The first is a table that shows the disaggregated breakdown of incidents for each violation. This section is compulsory and is meant to give HQ a quick overview of trends during the reporting period. The second addition is an optional "Alert box" for UN internal issues. This has been designed as an opportunity for field colleagues to express concerns, describe constraints or limitations in the conduct of their work, or to advise advocacy actions for UNHQ. **Please note that information provided in the violation table and in the "Alert box" will not appear in the consolidated version of the GHN that will be presented to the SCWG. These are internal tools for enhancing exchange of practical information from field to HQ.**

Inputs should be submitted by the head of the CTFMR (or by the highest UN authority on the ground in the absence of CTFMR) formally by email to SRSG-CAAC. When submitting your inputs, please copy the following colleagues:

OSRSG-CAAC:

- Ms. Rosalie Azar (azarr@un.org)
- Ms. Naomi Miyashita (miyashita@un.org)
- Mr. Alec Wargo (wargo@un.org)

UNICEF-HQ:

⁴ The work plan of the SCWG for 2010-2011 is based on the annexes of the 9th Secretary-General Annual Report on children and armed conflict (S/2010/181)

⁵ The list of situations of concern is based on the content of the 9th Secretary-General Annual Report on children and armed conflict (S/2010/181)

⁶ For **Burundi and Côte d'Ivoire**, please use Template 1 attached, as both countries were formerly on the work plan of the SCWG.

⁷ Please see note 4 above.

- Mr. Stephane Pichette (spichette@unicef.org)
- Mr. Gary Risser (grisser@unicef.org)
- Ms. Lara Scott (lscott@unicef.org)

For inquiries, please contact the GHN focal point, Ms. Rosalie Azar, Programme Officer, OSRSG-CAAC (azarr@un.org, +1 917 367 8299).

Template 1

Revised template for countries that are on the SCWG work plan⁸

Max: 1.5 pages

Situation of concern: xxx

Parties as mentioned in the note

List all parties that are mentioned in the note. This section is meant to give a quick overview of who has been involved in violations during the reporting period.

Major trends and violations

The purpose of this section is to give SCWG members an overview of major development and trends of grave violations against children and to compare these with the previous reporting period if possible. Provide a brief analysis of who is doing what, to whom and where. In describing these trends, avoid listing incidents, unless there has been an incident of a certain magnitude that warrants specific mention. See below for a sample contribution:

A total of xx violations affecting xx girls and xx boys have been verified for the period; in addition, unverified information has been received that xx children have been affected. The areas most affected were xx, yy and zz. Violations were attributed to xx and yy armed forces/groups, though reports of violations have also been received of xx, yy, zz armed forces/groups. The following trends were noted for the period – xx, yy, zz. (Only highlight if an important new trend has been observed during the period. For example, girls were being targeted for recruitment; abduction of children from religious festivals; children were disproportionately represented among victims in [specify] attack, etc.)

NB: if there are no incidents or trends to report under one or more violations, mention that there is nothing to report.

Follow-up on SCWG conclusions and Secretary-General's recommendations

Describe follow-up actions, including advocacy and programmatic response, if relevant. The SCWG is especially interested in understanding what use is made of its conclusions in the field. In doing so, refer to specific recommendations from the Secretary-General's reports and conclusions of the SCWG (use reference numbers), and limit yourself to five conclusions/recommendations at a maximum.

Follow-up on dialogue and Action Plans

The aim of this section is to describe dialogue or constraints/limitations to dialogue with parties to the conflict. Also, provide information on preparation and implementation of Action Plans as requested by Security Council Resolutions 1539 (2004), 1612 (2005), 1882 (2009) and 1998 (2011).

Recommendations (optional)

⁸ In addition, **Burundi** and **Côte d'Ivoire** should also use this template, as they were formerly on the work plan of the SCWG and should also report on follow-up to conclusions of the SCWG and Secretary-General's recommendations.

This section is optional but aims to guide the SCWG or its members on immediate action that could be taken. In shaping your recommendation, refer to the SCWG Toolkit as a guide for what possible actions could be taken by the SCWG.

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THE FOLLOWING TWO BOXES ARE FOR INTERNAL PURPOSES ONLY AND WILL NOT BE PART OF THE CONSOLIDATED VERSION OF THE GHN THAT WILL BE SUBMITTED TO THE SCWG:

Summary of violations for the reporting period

| | Verified information | | | | Unverified information | | | |
|---|------------------------|----------------------|---------------------|----------------------------|------------------------|----------------------|---------------------|----------------------------|
| | Total no. of incidents | Total girls affected | Total boys affected | Total sex unknown affected | Total no. of incidents | Total girls affected | Total boys affected | Total sex unknown affected |
| Killing | | | | | | | | |
| Maiming | | | | | | | | |
| Recruitment and use | | | | | | | | |
| Rape and other grave sexual violence | | | | | | | | |
| Abductions⁹ | | | | | | | | |
| Attacks on schools | | | | | | | | |
| Attacks on hospitals | | | | | | | | |
| Denial of humanitarian access | | | | | | | | |

Internal alert box (optional)

This section will not be part of the consolidated version of the GHN that is provided to the SCWG, but an internal discussion box, which provides the CTFMR an opportunity to communicate with HQ on constraints in its work, lessons learned or advocacy areas it would like to emphasize.

⁹ Abductions for recruitment and use should be included in the ‘recruitment and use’ section.

Template 2

Situations of concern that are not on the SCWG¹⁰

Max: 1.5 pages

Situation of concern: xxx

Parties as mentioned in the note

List all parties that are mentioned in the note. This section is meant to give a quick overview of who has been involved in violations during the reporting period.

Major trends and violations

The purpose of this section is to give SCWG members an overview of major development and trends of grave violations against children and to compare these with the previous reporting period if possible. Provide a brief analysis of who is doing what, to whom and where. In describing these trends, avoid listing incidents, unless there has been an incident of a certain magnitude that warrants specific mention. See below for a sample contribution:

A total of xx violations affecting xx girls and xx boys have been verified for the period; in addition unverified information has been received that xx children have been affected. The areas most affected were xx, yy and zz. Violations were attributed to xx and yy armed forces/groups, though reports of violations have also been received of xx, yy, zz armed forces/groups. The following trends were noted for the period – xx, yy, zz. (Only highlight if an important new trend has been observed during the period. For example, girls were being targeted for recruitment; abduction of children from religious festivals; children were disproportionately represented among victims in [specify] attack, etc.)

NB: if there are no incidents or trends to report under one or more violations, mention that there is nothing to report.

Advocacy and other responses

Please describe briefly the existing/planned advocacy response and other responses against the grave violations, as described in the previous section.

Dialogue

This section aims to describe dialogue and engagement with parties, or constraints/limitations to dialogue with parties to the conflict.

Recommendations (optional)

This section is optional but aims to guide the SCWG or its members on immediate action that could be taken. In shaping your recommendation, refer to the SCWG Toolkit as a guide for what possible actions could be taken by the SCWG.

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¹⁰ To the exception of **Burundi** and **Côte d’Ivoire**, which should use Template 1.

THE TWO FOLLOWING BOXES ARE FOR INTERNAL PURPOSES ONLY AND WILL NOT BE PART OF THE CONSOLIDATED VERSION OF THE GHN THAT WILL BE SUBMITTED TO THE SCWG:

Summary of violations for the reporting period

| | Verified information | | | | Unverified information | | | |
|---|------------------------|----------------------|---------------------|----------------------------|------------------------|----------------------|---------------------|----------------------------|
| | Total no. of incidents | Total girls affected | Total boys affected | Total sex unknown affected | Total no. of incidents | Total girls affected | Total boys affected | Total sex unknown affected |
| Killing | | | | | | | | |
| Maiming | | | | | | | | |
| Recruitment and use | | | | | | | | |
| Rape and other grave sexual violence | | | | | | | | |
| Abductions¹¹ | | | | | | | | |
| Attacks on schools | | | | | | | | |
| Attacks on hospitals | | | | | | | | |
| Denial of humanitarian access | | | | | | | | |

Internal alert box (optional)

This section will not be part of the consolidated version of the GHN that is provided to the SCWG, but an internal discussion box, which provides the CTFMR an opportunity to communicate with HQ on constraints in its work, lessons learned or advocacy areas it would like to emphasize.

¹¹ Abductions for recruitment and use should be included in the ‘recruitment and use’ section.