

Recommendation Writing and Submission

Recommendations are official documents that have been passed by the Committee of Ministers of the Council of Europe aiming to address a particular problem or issue. Recommendations are adopted by the Committee of Ministers of the Council of Europe and addressed to the Governments of the Council of Europe member States. Recommendations are submitted in draft form under the sponsorship of one or more delegations working in a committee. Primarily, a recommendation may address an opinion to a given topic. Recommendations nature and are non-binding, unless dealing with budgetary, internal-structure of the organization or admission of a new member-state.

Draft recommendations contain the proposals that the Committee of Ministers constructed in order to address the respective agenda under discussion. Draft Recommendations are debated and voted upon within the committee and they require a unanimous vote in order to be adopted. As soon as a draft is successfully passed within the committee they are officially numbered and submitted to the Committee's Secretariat in order to be forwarded to the respective governments of the member states.

It is important to acknowledge that in drafting a recommendation wording will influence its acceptance among fellow delegates. The draft recommendation should be clear and concise. Consequently, the better the substance of a draft recommendation is researched the higher the possibility of passing it within the committee session. The main aim of recommendation writing is to put down ideas in a clear and concise manner in accordance with the Council of Europe Format.

Recommendations have many capacities:

- They can either characterize a situation-acknowledging its existence and committing the organization to take action in the future;
- Regardless their non-binding character recommendation tend to fertilize the ground for future actions and put forth certain action plans in order to achieve the protection and promotion of the scopes of Council of Europe;

Status state on a recommendation

Signatory: Being a signatory to a recommendation only means that delegates want to see it put on the floor; it does not indicate sponsorship or support and the signatory has no further obligations. Signatories only wish to see the draft recommendations debated upon within the Committee and so do not commit themselves to necessarily support it in the voting procedure. Signing a recommendation can also be done under the scope of providing the committee with diverse perspectives on the matter incarnating the democratic nature of the Council of Europe decision making process.

Sponsor: Sponsors are generally the countries who have contributed in the drafting process of the document or find their countries policy mirrored in its content. Sponsoring states are the essence of the recommendations. They are the protagonists of the drafting process, take on the responsibility to present, support, and promote the draft's ideas by any means.

Basic points on Recommendation writing

The following list includes important points to consider when writing a draft recommendation. This is by no means an exhaustive list, but should provide a good starting point to make your draft recommendation as feasible and accurate as possible. Points to consider include:

- Preamble contains a general description of the topic serving as a justification for the engagement of the organization with the issue.
- Reiterate past actions or decision taken under the same scope or at least in similar interconnected cases;
- Operative clauses include the basic concept of the envisioned solution, a specific, precise and well structured action plan in terms of feasibility and effectiveness;
- Do not be blatantly political in the content of the draft recommendation – this may damage efforts to reach a consensus on the issue;
- Take into account that the outcome of the committee is a product of intense deliberations and compromise. A successful draft recommendation is as inclusive as possible when it comes to policy making;
- When drafting a document bear in mind your state's position as a member state of the Council of Europe obliged to serve the core values of the organization whilst trying throughout this multilateral platform to delegate its sovereign interests effectively;
- Consider whether the substance of your proposal is within the jurisdiction of your Committee. It is of high importance to acknowledge the framework mandate the Council of Europe bears ;
- Always consider previous Council of Europe decision on the topic – do not duplicate what other recommendations have done without referencing the appropriate sources.

FREDMUN retains a zero-tolerance policy on plagiarism

Draft Recommendation Format

The following format must be used for all draft recommendations submitted to the CY MUN Secretariat. Draft recommendations not submitted in this format will not be accepted. The Secretariat hold the right to reject a Draft Recommendations lacking basic format. The standard format is as follows:

- Single spaced throughout, with double spacing between clauses;
- Clauses must begin with proper introductory words/phrases, in italics;
- Perambulatory clauses end with commas and operative clauses end with semi-colons;
- Sub-clauses end with a semi-colon;
- Each operative clause must be numbered and indented; • The final operative clause ends with a period;
- Please do not number lines in the margin of the recommendation.

A regular Committee of Ministers Recommendation has the following pattern:

The Heading: identifying the body in which the recommendation is introduced (meaning: Committee of Ministers of the Council of Europe)

Numbering: the sequel number of each draft recommendation, presented by the Chair along with the submission of the recommendation by the Sponsor, i.e. Committee of Ministers Draft Rec. A/ 25.10.2013/ 1, which indicates the first Draft Recommendation submitted in the Committee of Ministers, on topic Area A, on the 25th of October 2013.

Subject: the "Subject of recommendation" line should exactly match the topics as outlined by the FREDMUN Board. Any draft recommendations, which are submitted off-topic, will not be accepted.

Sponsor: sponsor of a recommendation is the country that has been the initial instigator of the document and is being in agreement with its content. There is only ONE Sponsor for the Draft Recommendation.

Signatories: signatories are countries that may or may not agree with the content of the recommendation, but would like to have the recommendation discussed on the floor.

The Perambulatory Clauses: identify the problem and make references to several sources including references to, the Council of Europe Statute, statements by the Secretary General or the Council of Europe Parliamentary Assembly, background information explaining the need for further cooperation, recognition of the work or efforts of previous assemblies in dealing with the issue, general statements on the topic, its significance and its effects, citations of past Committee of Ministers Recommendation or treaties

relevant to the topic. The preamble contains everything except from the proposing action-plan to be taken. The preamble begins with the name of the simulated committee. Preambulatory phrases are underlined and separated by commas.

Some preambulatory phrases are:

Affirming...	Fully...
Alarmed...	...aware...
Anxious...	...believing...
Approving...	...bearing in mind...
Aware of...	Grieved...
Bearing in mind...	Guided by...
Being convinced...	Having...
Believing...	...adopted...
Cognizant...	...approved...
Concerned...	...considered...
Confident...	...examined further...
Conscious...	...received...
Considering...	...reviewed...
Contemplating...	Keeping in mind...
Convinced...	Mindful...
Declaring...	Noting...
Deeply disturbed...	...further
Desiring...	...with approval...
Determined...	...with concern...
Emphasizing...	...with deep concern...
Encouraged...	...with grave concern...
Endorsing...	...with regret...
Expressing...	...with satisfaction...
...appreciation...	Observing...
...deep appreciation...	Reaffirming...
Expecting...	Realizing...
Fulfilling...	Recalling...
	Recognizing...
	Referring...
	Regretting...
	Reiterating...
	Seeking...
	Stressing...
	Welcoming...

The Operative Clauses: dictate the necessary actions to be taken to provide for an action-plan for the topic at hand. It is the way for the supporter to express their country's main policy goals on the issue. Each operative clause begins with a number, ends with a semicolon and the final clause ends with a period. Operative clauses should be organized in a reasonable succession, and each clause should contain a single idea or policy suggestion and application. Therefore, it is important to choose the operative phrases and the wording of the operative clauses accordingly. Some operative phrases are:

Accepts...	Further...
Adopts...	...concurs...
Affirms...	...invites...
Appeals...	...proclaims...
Appreciates...	...reminds...
Approves...	...recommends...
Authorizes...	...requests...
Calls upon...	...resolves...
Commends...	Instructs...
Concurs...	Invites...
Condemns...	Notes...
Confirms...	...with appreciation...
Congratulates...	...with approval...
Considers...	...with interest...
Decides...	...with satisfaction...
...accordingly...	Reaffirms...
Declares...	...its belief...
Deplores..	Recognizes...
Designates...	Recommends...
Directs...	Regrets...
Emphasizes...	Reiterates...
Encourages...	Renews its appeal...
Endorses...	Repeats...
Expressing...	Suggests...
...its appreciation...	Strongly...
...its conviction...	Supports...
...its regret...	Takes not of...
...its sympathy...	Transmits...
...its thanks...	Urges...
...the belief...	Welcomes...
...the hope...	

Sample of a Draft Recommendation

Subject Of Recommendation: This must be a topic from the FREDMUN Agenda

Submitted To: Committee of Ministers

Submitted By: Name of country

Name of Committee: The Committee of Ministers

Noting,

Declaring,

Deeply convinced,

1. Accepts;

2. Affirms;

3. Declares.

Submission of a Draft Recommendation

A document is necessarily submitted to the board the Committee of Ministers in order to be approved as a draft recommendation. Members of the board check whether basic format and prerequisites (aforementioned) are in place. Afterwards draft recommendation is submitted to the Secretariat of FREDMUN (Deputy Secretary General) which examines the text for compliance with international law, compatibility with the competence of the body, policy of the sponsoring and signing states as well as grammar and syntax errors. The Secretariat has the right to either approve or disapprove the draft as a whole. Additionally it can as well freely modify its content and format without previous note. The Document is resubmitted to the Board of the Committee and can be officially introduced as a Draft Recommendation.

Amendments

After draft recommendation have been submitted to the committee, approved and revised by the Secretariat, it can be modified through changes known as amendments, suggested by the delegates of the committee, representing adjusted perspectives or proposals on the topic under discussion.

Phrasing and purpose of the amendment should complement the draft recommendation.

There are two types of amendments as outlined in the **Rules of Procedure** as well:

1. **Friendly Amendments**, which do not fundamentally change the meaning, the effects or the overall concept of the recommendation and are supported by the Sponsor. They are incorporated automatically in the main body of the text.
2. **Unfriendly Amendments**, which are due to change the substantial meaning of the recommendation and are not supported by the sponsor of the recommendation. The committee votes upon unfriendly amendments which if passed are included in the text of the recommendation.