

DEA-Economic and Social Council Secretariat-precis writers-verbatim records - 5<sup>th</sup> session

01 Jun 1947  
30 Nov 1947.

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Box-1  
File-17

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M. Delavenay

G.E. Yates

Records of the Fourth Session of the Economic  
and Social Council

24 November 1947

You will recall that the precis writers' pool was disbanded about half-way through this session and that improvised arrangements had been made by this Department regarding records in the later stages. In the circumstances the ordinary process of revision of these records before printing will be insufficient and the result unsatisfactory; they will require to be gone over, in addition to Editorial revision, by staff of the Ecosoc secretariat. Owing to General Assembly commitments and to sick leave of staff this cannot be done by the date which I understand is at present proposed for this work in your Department i.e. December 2nd. I hope that it will be possible to arrange for these records to be reviewed by our staff before January 15th.



Mr. D. S. J. Alexander through Mr. L. Waller

cc: Mr. Delavenay, Tarn, Fletcher

G. E. Yates

24 November 1947

Official Records of the ECOSOC Fifth Session

With reference to your memorandum of 7 November 1947 and previous correspondence on the subject, I would like to give the following answers to the queries which have arisen with regard to the following reports:

- a) Report of the Secretary-General on the Draft Convention on the Crime of Genocide (documents E/447, 476 and 422); this report should not appear either as an Annex or as a Supplement because the Draft Convention on the Crime of Genocide was printed together with the resolutions of the Fifth Session.
- b) Interim Report of the International Children's Emergency Fund (documents E/459, E/459, Corr. 1, E/459/Add. 1 and E/579; this report should be published in the form of an Annex.
- c) Report of the Secretary-General on Relief Needs after the Termination of UNRRA (documents E/462 and E/462, Add. 1, 2 and 4; a short report should be published as a Supplement.
- d) Report of the Secretary-General on Expert Assistance to Member Governments (documents E/471, and E/471, Add. 1, 2 and 3; this report should be published as a separate Supplement.



INTEROFFICE MEMORANDUM

TO: Mr. G.E. Yates, ✓

FROM: D.S.J. Alexander, ECSOC, Central Desk, Editorial Division

SUBJECT: Official Records of the Economic and Social Council, Fifth Session Date 7 November 1947

through Mr. L. Waller

cc:

Mr. Delavenay

Mr. Tarn

Mr. L. Waller

Mr. Granville Fletcher

With reference to your memorandum of 31 October 1947 and previous correspondence on the subject, a complete list of reports to the Fifth Session of the Council has been carefully reviewed and the following conclusions have been reached:

1. We have already decided to publish the following reports in separate fascicules, as supplements:

Supplement 1 : Report of the Meeting of Experts, Passport and Frontier Formalities... (already published)

" 2 : Report of the Fiscal Commission

" 3 : Report of the Economic Commission for Europe (1st and 2nd sessions)

" 4 : Report of the Economic and Employment Commission

" 5 : Commission on Human Rights - Report of the Sub-Commission on Freedom of Information

" 6 : Report of the Economic Commission for Asia and the Far East, and Report of the Committee of the Whole ECAFE

2. Queries have arisen with regard to the following reports about



which we would like to receive some guidance from you.

- no
- a. Report of the S-G on the draft convention on the crime of Genocide (documents E/447, 476 and 422); this report does not appear in your list, yet it is considered that in view of its importance and the interest shown in the subject, separate printing of this document might also be indicated. The whole document including annexes totals some 84 pages.

Do you or do you not consider that it should be published as a separate supplement? If not, in view of the fact that this report was discussed by the Council, it would have to appear as an annex to the official records.

- as supplement as annexes
- b. Interim report of the International Children's Emergency Fund (documents E/459. Corr. 1; 459/Add. 1 and 579). This report totals some 40 pages. It does appear on your list; however, it has been suggested that you might perhaps approach the ICEF to ascertain whether or not separate publication of this report would be indicated. In the negative case, it is pointed out that if this report were published as an annex to the official records and not as a separate supplement, the ICEF could always re-print it as a separate publication for their own use, if they so desired.

- as supplement
- c. Report of the S-G on relief needs after the termination of UNRRA (documents E/462 and E/462/Add. 1, 2 and 4).

Note is taken of our conversation about this report when you indicated that only the first 12 pages of this document needed to be published. The point now arises, in view of the shortness of this report: can it be published as an annex, or should it be produced in the form of a special supplement? In this respect it is pointed out that the Secretary-General is likely to present such a report to each session of the Council, and that the previous report addressed to the Fourth Session is being published by us as Supplement No. 9 to the Official Records of that session.

- as supplement
- d. Report of the S-G on Expert Assistance to Member Governments (documents E/471, and E/471/Add. 1, 2 and 3). Taking into account the length of the report, its relative importance etc..., would you please rule whether this report should be published as a separate supplement or whether it is sufficient to publish it as an annex.

3. All other reports and documents relevant to the Fifth Session will be published as annexes following on after the summary records of

the meetings of the Session.

A reply from you on the points listed in the second paragraph above would be appreciated.



28 August 1947

Mr. Leroy D. Stinebower  
Deputy Representative in the  
Economic and Social Council  
United States Mission to the United Nations  
2 Park Avenue  
New York 16, New York

Dear Mr. Stinebower:

Thank you for your letter of August 17th in which you inform me of certain errors appearing on page 121 of the verbatim record of the 118th meeting of the Economic and Social Council.

The correction which you have submitted will be taken into account by the writers of the summary record.

Yours sincerely,

G. E. Yates, Secretary  
Economic and Social Council



*Verbatim  
Reports*

Executive Office of the Secretary-General

G.E. Yates

Records of Assembly Committees.

16 September 1947

If the following point has not been considered, would it not be worth while trying to arrange that the three committees which have simultaneous interpretation are the committees which get verbatim reporters? The point is, of course, that the summary records based on consecutive interpretation are much sounder than those based on simultaneous.



2315

Precis Writers Section.

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MEMORANDUM TO PRECIS-WRITERS

In order to obtain as much uniformity as possible in the presentation of summary records of the Economic and Social Council, precis-writers should conform to the following rules:

1. Number of copies

Summary records should be typed in the number of copies required by the Division concerned, plus 4 copies for the Council Secretariat, which will arrange for translation and reproduction. These four copies should be submitted to Mrs. Herman, Room H-134, Ext. 2564, within 24 hours of the close of the meeting.

2. Title page

a. Records of plenary meetings of the Economic and Social Council should be headed according to the following model:

ECONOMIC AND SOCIAL COUNCIL

FIFTH SESSION

Summary Record of the Eighty-Fifth Meeting

Held at Lake Success, New York, on Saturday, 19 July 1947 at 11:00 a.m.

President: Mr. .... (.....) [name in capitals,  
followed by name of  
country in brackets]

(no list of representatives, agencies, or secretariat required)

b. Records of meetings of Committees of the Council should be headed according to the following model:

ECONOMIC AND SOCIAL COUNCIL

FIFTH SESSION

COMMITTEE OF THE WHOLE

Summary Record of the First Meeting

Held at Lake Success, New York, on Friday, 32 July 1957 at 9:00 p.m.

Present:

Chairman: Mr. .... (.....) [name in capitals, followed by name of country in brackets]

Mr. X. Y. .... (Australia)

Mr. T. Z. .... (Belgium)

etc.

Representatives of Specialized Agencies:

Mr. X. Y. .... UNESCO (listed in alphabetical

Mr. T. Z. .... FAO order)

Consultants of Non-Governmental Organizations:

Category (a): Mr. Y. .... AF of L

Category (b): Mr. W. .... IOJ

Secretariat: (listed in order of administrative rank)



### 3. Content

Summary records should contain a concise, objective and balanced account of the proceedings. They should always make clear the continuity of discussion. They should include all the essential points discussed, any points, however small, which appear likely to give rise to further debate, and all decisions and agreements reached.

They should not be overloaded with compliments, flights of eloquence, repetition or unnecessary details.

They should understate rather than overstate when recording heated discussions.

### 4. Headings

Each agenda item should constitute a separate heading, as should any additional item introduced by the Chairman or other speaker.

### 5. Length of summary records

Summary records should be as short as the nature of the discussion permits. Only in exceptional cases should they exceed 10 double-spaced foolscap pages. Summary records of short meetings, of meetings which do not use simultaneous interpretation or of drafting committees can usually be considerably shorter.

Lengthy quotations should be avoided wherever possible. They can often be replaced by a reference to their source: e.g. "Quoting Article 6 of the Agreement between .....".

When a representative gives a series of examples to illustrate his point, they can often be summarized in one sentence: e.g., "Recalling the measures taken to conserve dwindling food supplies in his country, Mr. X.. proposed.....". or "Analyzing the functions to be performed by the proposed committee, Mr. X... welcomed in particular the fact that the committee would not .....".

Discussions arising out of a misunderstanding which is subsequently clarified can usually be omitted.

Space can often be saved, especially in records of small committees, by combining question and answer in one sentence: e.g., "In reply to a question raised by the representative of China, the Chairman pointed out .....".

Replies by the Chairman to several questions can also, on occasion, be combined.



Speeches should in principle be kept in chronological order, but brevity can sometimes be obtained (particularly in the case of the records of drafting committees) by combining the interventions of several representatives: e.g., "Mr. X... (Cuba), Mr. Y... (Czechoslovakia) and Mr. Z... (United Kingdom) supported the text proposed by the Sub-Committee. The representative of the United Kingdom pointed out, however, that a slight drafting amendment might be necessary ....".

Similarly, several separate interventions by one representative on a given subject can often be combined.

#### 6. Paragraphing

A new paragraph should always be used for each new intervention and for each new idea introduced in the course of a speech.

Frequent paragraphing makes records more readable and easier to consult.

#### 7. Spelling

For the sake of uniformity, English and not American spelling should be used throughout.

Words such as "specialize", "characterize", "organization," should, however, be written with a "z".

Words such as "committee" or "commission" are spelled with a capital only when a specific body is referred to.

The words "Government", "State", and "Power" are spelled with an initial capital when they are used with reference to a specific country.

#### 8. Style

Summary records in English are written in the third person and in the past tense. In French they are written in the third person and in the present tense.

Words such as "this", "these", "yesterday", "ago" should not be used. "This" can be replaced by "that" or, in many cases, by "the". "These" should be replaced by "those"; "three days ago" by "three days previously"; "yesterday" by "the previous day" or by a reference to the date in question; etc.

Unnecessary qualifying verbs should be avoided. Expressions such as "He added" or "He considered that" are more often than not superfluous.

The simplest method of expression is usually the correct one: e.g., for "He proceeded to demonstrate" state simply "He then showed"; for "He pronounced himself in favour of" substitute an expression such as "He approved" or "He favoured".



When reference is made to a specific document, the exact title and number of the document should always be included, either in the body of the text or in a footnote. Representatives often misquote document titles; the correction should be made by the precis-writer.

Representatives are ordinarily designated by their surnames without first names, as follows: Mr. JONES (Canada) ..... All representatives are normally referred to as "Mr." The title of Dr. is used only in the case of doctors of medicine. Titles which form part of the name must, of course be used: e.g., Sir Alexander Cadogan.

The term "delegate" is incorrect and should be replaced by "representative".

Reference to specific parts of articles, chapters, etc. should go from the general to the particular: e.g., "Chapter I, Article 14, paragraph 4, line 3". (The word "article" is written with an initial capital only when it refers to an Article of the Charter.)

#### 9. Recording of decisions

When a decision is taken, whether by a specific vote or not, it is recorded as follows:

Decision: The Polish amendment was adopted by nine votes to six.

or Decision: The United Kingdom proposal was adopted.

or Decision: The United Kingdom proposal was rejected by nine votes to five. (The majority is always stated first even if it is against the proposal.)

When a vote is taken by roll-call, delegations are listed in English alphabetical order in the following categories: In favour, Against, Abstained, Absent.

When a vote is taken by show of hands, the result should be recorded according to the Chairman's announcement or in consultation with the Secretary of the meeting.

#### 10. Close of the meeting

The close of the meeting is recorded as follows:

The meeting rose at 4:30 p.m. (centered and underlined)



GB/CL.

DELEGATION FRANCAISE  
AUX NATIONS UNIES

ECO/N°

LE 15 Août 1947.

Son Excellence,  
Monsieur TRYGVE LIE  
Secrétaire Général des Nations Unies  
LAKE-SUCCESS  
( à l'attention de M. YATES )

Monsieur le Secrétaire Général

J'ai l'honneur de porter à votre connaissance que dans le procès-verbal de la 116ème séance du Conseil Economique et Social, tenue le 14 août 1947, la traduction du discours prononcé par M. BORIS et qui figure aux pages 71 et suivantes, a complètement déformé les propos tenus par le Délégué français. Sur plusieurs points très importants, on prête à M. BORIS des idées diamétralement opposées à celles qu'il a exprimées. Plusieurs passages n'ont avec le discours tenu en fait, aucun rapport d'aucune sorte.

Je vous prierais d'ailleurs, de vérifier vous-même en confrontant la sténographie et le procès-verbal en anglais.

Dans ces conditions, en même temps que j'élève une protestation très vive contre une négligence impardonnable, je vous prierais, vu l'importance de la question traitée et le danger des fausses interprétations en la matière, de

.....

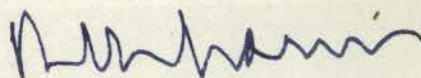


DELEGATION FRANCAISE  
AUX NATIONS UNIES

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bien vouloir faire procéder à une traduction exacte du discours et d'en faire assurer la distribution.

Je vous prie d'agréer, Monsieur le Secrétaire Général, avec mes remerciements anticipés, l'assurance de ma considération très distinguée.



P. MENDES-FRANCE.





UNITED KINGDOM DELEGATION TO THE UNITED NATIONS  
EMPIRE STATE BUILDING  
NEW YORK 1, N. Y.

TELEPHONE:  
LONGACRE 5-2070

REPLIES SHOULD BE ADDRESSED  
P. O. Box 304  
NEW YORK 1, N. Y.

7th August, 1947.

Dear Gilbert,

Parting shot. I have had the honour to address the Economic and Social Council twice. On the first occasion I was recorded as "Mr. Gore-Smith" and on the second occasion (E/P.V.106 page 71) as "Mr. Clow". I am sorry that I shall not be here to address it a third time, but could ~~suggest~~ *put forward* various possible suggestions which might appeal to you.

After all of which many congratulations on the job which you are doing and I look forward to seeing you again in September.

*Yours ever*  
*Paul Gore-Smith*

(P.H. Gore-Smith)

G. Yates, Esq.,  
Room H 134,  
Lake Success.

*Suggestions: Gore-Smith (which appears in and R.) or Gore-Smith.*



11 August 1947

Dear Paul,

Many thanks for your parting note. You may be interested to hear that five minutes after I received it a superhuman effort on the part of Mrs. Herman retrieved a summary record in which you appeared, perhaps not surprisingly in all the circumstances, as "Mr. Sore-Booth". Actually these documents get occasional hoodoes - there was a paper about Danubian barges that kept cropping up in agenda items, especially on the Status of Women, many months after the barges were safely sunk by the disposing power.

I hope there is time for more social activity in September than there was this August.

Yours ever,

Paul H. Gore-Booth, Esq.,  
Foreign Office  
Downing Street  
London, S.W.1



**DRAFT**

Mr. Frank Green

A. Messing-Mierzejewski

Precis Writers

17 June 1947

As there will be no more regular service of precis writers during the Fifth Session of the Economic and Social Council, it was decided by the Assistant Secretary-General that the Department should assume responsibility for these functions. In order to provide for efficient precis writer service each Division is requested to send to me before 20 June a list of the names of 2-3 persons available between 19 July and 16 August and who are able to cover the agenda subjects pertaining to the work of the responsible Divisions and Sections respectively.