**24th session of the Committee of Experts on Public Administration**

**Written statement by [insert your organization’s name]**

*Agenda item [insert number]: [Insert the agenda item related to the input]*

One individual statement per organization.

Inputs must pertain to one of the items on the agenda of the 24th session as approved by ECOSOC. The number and title of the agenda item in question must be indicated on the submission.

Inputs may not exceed 1,500 words. Use font ‘Times New Roman’ 12.

Indicate the start of a new paragraph with a double line break. Paragraphs of the input should not be numbered.

Do not use footnotes, endnotes or web links. Please incorporate all information into the body of the input.

Avoid using abbreviations and acronyms. For a list of permissible acronyms, please consult the [UN Editorial Manual](https://www.un.org/dgacm/en/content/editorial-manual/abbreviations). The acronyms on this list can be used if spelled out in the first instance. Please do NOT use the acronym of the Committee of Experts on Public Administration ("CEPA") and the acronym of your organization in written inputs.

Editorial recommendations:

Keep inputs clear, concise, and simple. Avoid repetition.

Introduce key ideas and present needed information in the first sentence or paragraph of your input.

Organize material using the principle of one thought per paragraph to make reading effortless.

Ensure accurate facts and figures.

Do not be critical of a UN Member State or Government leader/s.