	Introduction and general discussion	Submission of language and circulation of C-Version		Consideration of language proposals			Adoption of the outcome document
	Step 1	Step 2		Step 3			Step 4
		Step 2a	Step 2b	Step 3a	Step 3b	Step 3c	
Actions	**Introduction of reports** by the Secretariat **Statements** by Member States **Questions and Answers**	**Member States submit language** for inclusion in the 'conclusions and recommendations section of the report'[2]	**Circulation of C-Version** 24 hours before its consideration[3]	**Introduction of language** 1st reading **Negotiations** 2nd reading *Please note: discussion part is not negotiated or adopted*[4]	**Negotiations** among Member States (frequently in informal-informal consultations)	**Informal adoption** of the draft report	**Formal meeting to adopt** all draft reports at the closure of the session
Output	Statements uploaded to the CPC Place on e-deleGATE Discussion part of the draft report prepared by Secretariat to *"reflect accurately and objectively the discussion that took place at the meetings"* [1]		**C-Version** (Committee Version) prepared by Secretariat reflecting all language submissions	**(C/Rev.1 etc.)**	**F-Version** (Final Version) prepared by Secretariat reflecting the agreed language	**Draft reports (L.4 and addenda)**	**A/81/16**[5]
Notes	[1]paragraph 366 of A/53/16 The discussion part is not intended to be verbatim	[2] for more details regarding language submission, please consult the "Guidelines for the submission of language for inclusion in the report of the Committee" [3] paragraph 151 of A/62/16		[4] paragraph 629 of A/54/16: *"The Committee recognized that the discussion section does not represent a consensus view, and therefore negotiations on the discussion section should be avoided."*			[5] Report of CPC will subsequently be considered by ECOSOC and General Assembly.