



Fifth Committee of the General Assembly

Guidelines for submitting language for draft resolutions

- Kindly send language submissions **via email** to coordinators (contact details of all coordinators are available on [C5 Place](#)) and **copy the Secretariat of the Fifth Committee** (please use generic c5-cpc email address rather than copying individual staff).

Please note: the Secretariat will always acknowledge receipt. If no acknowledgement is received within 24 hours, please contact the Secretariat.

- Clearly indicate the language proponents and report title(s). When submitting language on behalf of several Member States, the submitting delegation should copy all concerned representatives in the email.
- Avoid acronyms (spell out full names, e.g. Secretary-General rather than SG, United Nations rather than UN, Joint Inspection Unit rather than JIU).
- **Do not** use automatic formatting such as for the numbering of paragraphs and headings or for bulleted lists.
- *Italicize* the first verb used in both operative and preambular paragraphs and make a clear distinction between preambular and operative paragraphs:
 - Preambular: ***Recalling, Stressing,*** and
 - Operative: ***Recalls, Stresses.***
- When referring to paragraphs or sections in reports of the Advisory Committee, please indicate the exact reference. In particular, where multiple reports of the Advisory Committee are under consideration in a draft resolution, to ensure that the Rev.1 contains the correct reference, please ensure that each reference contains the title or symbol of the relevant report.
- When using **language from a previous resolution** please indicate the specific resolution referenced, including section and paragraph as appropriate. When it is not a direct quote, indicate accordingly ("***Based on resolution __, para. __***").
- Avoid using references to numbered paragraphs in your own proposed language (i.e. "as referred to in paragraph "x" above") as paragraphs may be reordered.
- **Organize language** into categories/sub-headings, especially if they are included in the skeleton.
- To the extent possible, keep to **one idea or issue per paragraph**.

Tips and tricks for submitting language

Reports of the Advisory Committee: It is the practice of the General Assembly to “endorse” the conclusions and recommendations contained in the reports of **ACABQ (text in bold)**. In cases where language submissions contradict (partially or fully) or go beyond the recommendations of ACABQ, “**subject to the provisions of the present resolution**” will have to be added to the paragraph that endorses ACABQ.

Where the Assembly does not (or does only partially) agree with a recommendation of ACABQ, it traditionally “**takes note**” of the paragraph containing the recommendation and/or includes language modifying the recommendation of ACABQ.

In some instances, the Committee has avoided the use of “takes note”; instead, the Committee chose to include direct language effectively being opposite to a recommendation of ACABQ, sometimes preceded by “Recalls” [the specific paragraph containing the recommendation of ACABQ the Committee does not agree with].

- ➔ Please note that it is the practice of the Committee not to refer (note, take note, recall, etc.) to ACABQ paragraphs that do not have bolded text.

Reports of the Secretary-General: The General Assembly traditionally “**takes note**” of reports of the Secretary-General. In accordance with decision 55/488 of 7 September 2001, the terms “**takes note of**” and “**notes**” are neutral terms that constitute neither approval nor disapproval”.

- ➔ Please note that it is the practice of the Committee not to refer (note, take note, recall, etc.) to individual paragraphs in an SG report.

Other relevant practices:

- ➔ It is the practice of the Committee not to refer to **past** reports that the GA has already taken action on.

Rather, if action has been taken on such a report, reference is made to the specific action (such as recalling a specific paragraph in a resolution, including one that may have endorsed a recommendation of ACABQ). Alternatively, it is also possible to paraphrase or recall a decision.

- ➔ “*Recalls*” and “*Reiterates*” are only used when previous resolutions have spelled out exactly what is being recalled or reiterated (i.e., they are not used to emphasize a general principle or a specific position).
- ➔ Difference between “**in the next report**” and “**in future reports**”:
 - “**In the next report**” (or a report to be submitted at a specific session) is used when requesting information on a **one-time basis**, to be provided in the immediately forthcoming report.
 - “**In future reports**” is used when requesting information to be included on an **ongoing basis** in subsequent reports.

More details on the practices of the Committee when taking action on reports are available on [Practices of the Fifth Committee with regard to terms used when taking action on reports](#).

For costing purposes, the following interpretations are established practice:

Language proposal	Costing Interpretation
<i>Decides to reduce resources for by 5 per cent ...</i>	Reductions will be made from the SG-level (and/or ACABQ if ACABQ agrees with SG)
<i>Decides to reduce resources for by 1.5 million ...</i>	
<i>Decides to further reduce resources for by 5 per cent...</i>	Reductions will be made from the ACABQ-level (where ACABQ has already proposed cuts)
<i>Decides to further reduce resources for by 1.5 million ...</i>	
<i>Takes note of paragraph xx of the report of the Advisory Committee</i>	Resource will be kept at the SG-level (where ACABQ has proposed cuts)
<i>Takes note of paragraph xx of the report of the Advisory Committee <u>and decides to ...</u>;</i>	Taking note of a recommendation of ACABQ means that resources would be kept at SG-level. If an adjustment to the SG amount is required a decision also needs to be added.
<i>Recalls paragraph xx of the report of the Advisory Committee <u>and decides / decides to further...</u></i>	Recalling of a recommendation of ACABQ means that resources would be kept at ACABQ-level. If an adjustment to the ACABQ amount is required a decision also needs to be added (use further if adjustment is in addition to the ACABQ-level)

Dos and don'ts of language submissions

Original formulation	Improved formulation	Rationale
<i>Encourages/Requests the Secretariat to....</i>	<i>Encourages/Requests the Secretary-General Secretariat to....</i>	Any request to the "Secretariat" should be addressed to the Secretary-General. The Charter describes the Secretary-General as "chief administrative officer" of the Organization, who shall act in that capacity and perform "such other functions as are entrusted" to them by the Security Council, General Assembly, Economic and Social Council and other United Nations organs.
<i>Requests the establishment of a mechanism to...</i>	<i>Requests the Secretary-General to establish a the establishment of a mechanism to...</i>	Resolutions should always specify who a request is made to.

Original formulation	Improved formulation	Rationale
... requests the Secretary-General to report thereon at [the main/first/second part of the (resumed)] XXth session of the Fifth Committee ;	... requests the Secretary-General to report thereon at [the main/first/second part of the its (resumed) XXth session of the Fifth Committee ;	The subject of GA resolutions is the Assembly. It is the practice of the Assembly not to requests reports to be made to specific Main Committees. Rather, it is the allocation of agenda items that determines which Main Committee(s) and/or Plenary will consider the requested information.
... requests the Secretary-General to submit to the Fifth Committee a report...	... requests the Secretary-General to submit to the Fifth Committee a report...	
Decides to reduce/increase the budget for ...	Decides to reduce /increase budget/requirements/appropriations resources OR provisions for...	"Resources" or "provisions" are the best terms as requirements are identified by the SG, and the budget and the appropriation do not yet exist at the time of language submission.
Decides to reduce the requirements for....		
Decides to reduce the appropriation for...		
Takes note of paragraph XX of the report of the Advisory Committee, and decides to appropriate the amount of \$_____ for.../authorize the Secretary-General to enter into commitments in an amount not exceeding ____ dollars ... ;	Takes note of paragraph XX of the report of the Advisory Committee and ; d Decides to appropriate (to the Special Account for ...) the amount of _____ dollars for ... /authorize the Secretary-General to enter into commitments in an amount not exceeding ____ dollars ;	The approval of overall resources or the overall appropriation should be separate and using standardized (skeletal) language. Delegations may add "taking note of ACABQ..." in a separate paragraph.
Decides to approve the proposed / the requested resources for XX in 2021 in the amount of XXX dollars ;	Decides to approve the proposed / the requested resources for [category] in the amount of XXX dollars;	When providing a categorical amount, it is not necessary to refer to any reference point.
	Decides to approve the proposed/requested resources for [category] in the amount of XXX dollars ; (or resources as proposed / as requested).	Alternatively, delegations may simply approve the resource level as proposed (no need to repeat dollar amount).
Decides to abolish one D-1 Chief of Service Rule of Law Officer;	Decides to abolish the post of Chief of service, Rule of Law Office (D-1);	Posts are abolished, not persons.
Takes note of/Recalls of paragraph xx of the report of the Secretary-General ...	It is suggested to paraphrase the main message in the paragraph.	It is the practice of the Committee (Assembly) not to refer to individual SG paragraphs
Takes note of/Recalls paragraph xx of the report of the Advisory Committee (where there is no bolded text in the paragraph)...	It is suggested to paraphrase the main message in the paragraph.	It is the practice of the Committee (Assembly) not to refer to ACABQ paragraphs that do not have bolded text.