Seventy-second session of the General Assembly

First Committee

GUIDELINES FOR SUBMITTING DRAFT RESOLUTIONS/DECISIONS

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The following are the requirements for submission of draft proposals (resolutions and decisions) to the Secretariat. *Cooperation of delegations in this respect will be highly appreciated.*

For draft resolutions ("L.__" doc) based substantially on pre-existing GA resolutions, the officially issued version (e.g. the A/RES/__/__ document issued on ODS) **MUST BE USED AS THE BASE TEXT**, with all new text and changes to the old text clearly indicated (using the TRACK CHANGES option in Word – see details below).

In order to expedite processing of resolutions, delegations are encouraged to use as the base text for their draft resolutions the pre-formatted files provided by the First Committee Secretariat on the First Committee Place at the e-deleGATE secure portal.

TIP: USING TRACK CHANGES IN WORD

- Locate the officially issued resolution or L.doc on the ODS (A/RES or L.--) and "Save As" the document as a new document in Word; or open a pre-formatted draft resolution from the First Committee Place
- On the tools menu, choose the "Track Changes" option to open the Reviewing toolbar;
- Turn on Track Changes option by clicking the icon and make changes onto the document;
- Any changes to the original text will be indicated in the document.

Similarly, when submitting revisions to an already issued draft resolution (A/C.1/71/L._/Rev._ document), the changes should be clearly marked using track changes in the electronic and hardcopy versions of the already issued "A/C.3/71/L.__" document. **Drafts not in compliance with above guidelines will delay the processing of the draft resolution.**

The list of Co-sponsors will be generated by the e-Sponsorship platform. Therefore, main sponsors are encouraged in the first instance to upload their "zero" drafts to the e-Sponsorship platform, in order to start generating co-sponsors (a detailed guidelines on initiating a draft proposal for sponsorship could be found on the e-Sponsorship platform page.

Once the text has been finalized, i. e. after negotiations have been completed, main sponsors should submit their drafts to the Secretariat for processing and distribution.

The Secretariat would strongly recommend that main sponsors submit their draft proposals by e-mail, in **MS Word format**, to 1stCommittee@un.org. The submitted drafts must be accompanied by the following information: *name, phone, cell and e-mail of the Facilitator.*

Please note that the deadline for submission of draft resolutions under all agenda items is Thursday, 12 October 2017, at noon, as indicated in the Programme of work and timetable for 2017.

The delegation submitting on behalf of a group of states has the option of indicating on the e-Sponsorship platform the group on behalf of which they are submitting the draft (NAM, ECOWAS, ASEAN, etc.). In this case, the title page of the draft resolution will contain a footnote indicating the group on behalf of which it is tabled. Subsequent addition of sponsors to the group drafts will be guided by instructions from main sponsor whether the draft is open or closed to other members. The Secretariat will respond to e-mail message containing the draft resolution/decision and will assign the "L" number to it.

The Secretariat requires at least **48 hours** to process and issue a draft resolution, and, if required, a statement of Programme Budget Implications (PBIs) of the activities to be adopted in the draft resolution. More time is required whenever the draft resolution will give rise to programme budget implications and a separate L.-document with PBIs needs to be issued.

The General Committee drew the attention of the General Assembly to the views expressed by the Advisory Committee on Administrative and Budgetary Questions regarding the use of the phrase "**within available resources**", as set out in document A/54/7 (see para.59 of A/71/250). Accordingly, the use of this phrase in draft resolutions or decisions **should be avoided**. Delegations are reminded to consult the document entitled "Overview of Programme Budget Implications process by the Main Committees of the General Assembly", which is uploaded on this page.