— **Second Committee** —
Seventy-sixth session of the General Assembly

**Guidelines for submission of draft proposals
for processing by the Secretariat**

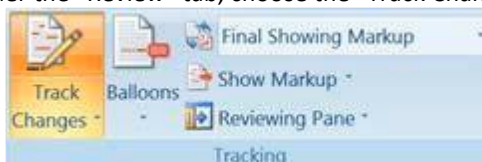*Formatting of draft proposals for submission*

1.   When preparing for the tabling of a recurrent draft resolution based substantially on a pre-existing General Assembly resolution, please download the issued Word version of that resolution from the Official Document System (ODS), available under the symbol A/RES/xx/xx. All revisions to the text should be clearly marked up using electronic track changes.1

2.   Similarly, when submitting a revised draft resolution, the original issued draft resolution available on ODS under the symbol A/C.2/76/L.xx, must be used as the base text. All revisions to the text should be clearly marked up using electronic track changes.

3.   For completely new draft proposals, no text needs to be marked up in electronic track changes. However, it would greatly facilitate the processing of the text if the sources of agreed language are reflected in parenthesis after relevant paragraphs.

Sponsorship of draft proposals

4.   All sponsorship of draft proposals will be conducted electronically through the e-Sponsorship module accessible on the e-deleGATE portal. Delegations tabling a draft proposal need to sponsor the text electronically before submitting the draft proposal for processing to the Secretariat. If delegations wish to be listed on an L.document as co-sponsors of a text open for additional sponsorship, electronic sponsorship of the draft proposal needs to be completed before the draft proposal is tabled by its main sponsor. Please see detailed step-by-step guidelines on "Initiating a draft proposal for sponsorship (by a main sponsor)" and "Co-Sponsoring a draft proposal" on the e-deleGATE portal of the Second Committee.

5.   Please refer to the possibility for a delegation to submit a proposal on behalf of a group of States. Please also refer to the possibility for delegations to co-sponsor a proposal issued as an L.document in the meeting directly before action is taken on the draft proposal.

6.   In accordance with previous practice, no additional sponsors will be accepted once a draft resolution has been adopted by the Committee.

---

1 HOW TO ELECTRONICALLY TRACK CHANGES IN A WORD DOCUMENT:
✦   Locate the officially issued resolution on the ODS (A/RES/XX/XXX) and "Save As" the document as a new document in Word.
✦   Under the "Review" tab, choose the "Track Changes" button. The Track Changes button becomes highlighted.

✦   Make the changes that you want by inserting, deleting, moving or formatting text. All changes to the original text will now be marked up in the document.

Submission requirements of draft proposals

7.   When ready to be tabled, and once sponsorship has been completed electronically, the softcopy electronically marked up and clean word versions of a draft resolution should be submitted to the Secretariat through the e-Submission module.

How to submit draft proposals through e-submission

•   Draft proposals and amendments are first required to be initiated and open for co-sponsorship on the e-deleGATE platform.

•   Main sponsors will have access to the button to submit their draft proposals/amendments through their draft proposal on the e-Sponsorship module.

•   Main sponsors are then required to complete the mandatory fields in the e-submission form to submit their resolution.

•   The list of co-sponsors will be generated by the e-Sponsorship platform.

•   An automated email will be sent to the submitter within 15 minutes to confirm the submission.

•   Once submitted, a subsequent email from the Second Committee Secretariat will be sent to confirm that the files attached are in compliance with the submission guidelines.

•   Submission files that are not in compliance with the guidelines will be returned to the submitter and may lead to delay in processing of the draft resolution.

Agreed deadlines for submission of draft proposals

8.   The deadlines for the submission of draft proposals can be found on the Committee's public website (the deadlines are also contained in the programme of work (A/C.2/76/L.1). Unless the Bureau takes an exceptional decision to extend a deadline, submissions after the expiration of these deadlines will not be accepted. Request for extension can only be made in writing to the Chair of the Committee, copying the other members of the Bureau, no later than 24 hours before the established deadline date. The request should include the justification for an extension and the additional length of time that would be needed.

Timelines for processing of draft proposals

9.   Recurrent draft resolutions based substantially on a previously adopted resolution, are normally edited, translated, formatted, proofread and reproduced by DGACM within 48 to 72 hours, starting from the business day following that on which the proposal was submitted. This time frame excludes weekends and holidays. The time frame may increase up to 96 hours based on certain factors, such as but not limited to: word count, subject or topic complexity, capacity constraints, and/or other unforeseen or exigent circumstances.

10.   For completely new draft resolutions, the time required for issuance in official languages will depend on their length and will be separately advised by the Secretariat following their submission.

11.   With such a short turnaround time, it is essential that the editor have the contact information of the main sponsor or the facilitator so that any questions, such as on the intended meaning of text and/or incomplete referencing, can be addressed quickly. Therefore, the Secretariat must be informed of the name, phone and cell numbers and e-mail of the delegate assigned by sponsors to answer any urgent questions. Please see also the "Guidelines for editing draft proposals" circulated in e-deleGATE.

<div align="center" style="color:red;">

**Draft proposals not in compliance with the requested format will be returned,
which will delay the processing and issuance of a draft proposal as an L-document.**

</div>