

Sixty-seventh session of the General Assembly

Third Committee

Requirements for submission of draft proposals for processing by the UN Secretariat

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.

Delegations are reminded that when submitting a draft proposal which is based on an existing GA resolution, the official Word version of that GA resolution (downloaded from ODS – the Official Documents System -- as document “A/RES/___/___”) should be used as the base draft. The new text and changes should be clearly marked in the electronic and hardcopy versions of the base text, in bold typeface, and deleted text, with strike out markings.

Similarly, when submitting revisions to an already issued draft resolution (A/C.3/67/L._ document), the changes should be clearly marked in the electronic and hardcopy version of already issued “A/C.3/67/L.____” document. Drafts not in compliance with above guidelines will delay the processing of the draft resolution.

Duly formatted text of the draft resolution (with the name, phone, cell and e-mail of the Facilitator), should be provided the Secretariat on paper (signed and dated) and by e-mail (or a memory stick), together with the list of sponsors with signatures. No additional sponsors will be accepted once a resolution has been adopted.

The Secretariat requires 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.