



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

When submitting a draft resolution that is based on an existing resolution, delegations are kindly requested to download the official version thereof from the [UN Official Document System \(ODS\)](#). The new text and/or changes to existing text should be clearly marked – bold typeface for the new text, and strikethrough for deleted text – in both the electronic and hardcopy version of the downloaded text.

The attention of main sponsors is drawn to the deadlines for the submission of draft resolutions as indicated in the draft programme of work approved by the Committee at its organizational meeting on 9 October 2013 [[please see online calendar of meetings](#)].

Similarly, when submitting revisions to an already issued draft resolution (L document), amendments/new text should be clearly marked in the electronic or hardcopy version of the latest version of the already issued 'L' document – bold typeface for the new text, and strikethrough for deleted text.

The Secretariat requires 48 hours to process and issue draft resolutions/decisions and, whenever required, to prepare and issue documents on Programme Budget Implications (PBI) arising from the adoption of the draft proposals.

The text of the draft resolution should be submitted to the Secretariat of the Committee electronically or e-mailed to the item officer by the prescribed deadline, together with the signed list of co-sponsors, if any.

Draft resolutions not in compliance with the requested format will be returned.

The cooperation of delegations would be greatly appreciated.