

Seventy-first session of the General Assembly

Second Committee

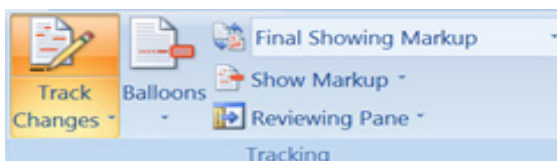
Guidelines for the submission of draft proposals for processing by the Secretariat.
Cooperation of delegations in this respect will be highly appreciated.

1. When submitting a draft resolution that is based on an existing General Assembly resolution, please download the official Word version of that resolution from the [Official Document System \(ODS\)](#), usually available under the symbol A/RES/xx/xx. Changes should be clearly marked using track changes.¹ Note that changes should be shown as follows: bold typeface for new text and strikethrough for deleted text.
2. Similarly, when submitting revisions to an already issued draft resolution (A/C.2/71/L._ document), download the Word version of that draft resolution from the ODS. Changes should be clearly marked using track changes. Note that changes should be shown as follows: bold typeface for new text and strikethrough for deleted text.
3. The text of the draft resolution with changes clearly marked should be submitted to the Secretariat by e-mail. The Bureau member responsible for the item under which the draft resolution is submitted should be copied in that email.
4. For standalone draft resolutions,² in addition to providing the Secretariat the text of the draft resolution via an e-mail, the main sponsor is also required to provide a hardcopy of the draft resolution, duly signed by the main sponsor, together with the list of Co-sponsors. No additional sponsors will be accepted once a draft resolution has been adopted by the Committee.
5. Member States should be aware of the deadlines for the submission of draft proposals as indicated in the draft programme of work ([A/C.2/71/L.1](#)) approved by the Committee at its organizational meeting on 28 September 2016 [see also the online [calendar of meetings](#)].
6. All draft resolutions are normally edited, translated, formatted, proofread and reproduced by DGACM within 48 hours of submission. 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 can be cleared up quickly.

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

¹ HOW TO TRACK CHANGES IN WORD

- 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 indicated in the document.

² In the Second Committee, most of the original draft proposals are submitted by the Group of 77 and China.