



**Seventy-second session of the General Assembly - Second Committee**  
**Guidelines for the submission of draft proposals for processing by the Secretariat**

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*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.<sup>1</sup>
2. Similarly, when submitting a revised draft resolution, the original issued draft resolution available on [ODS](#) under the symbol A/C.2/72/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.

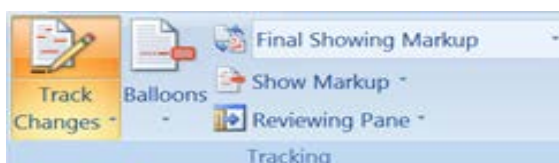
*Sponsorship of draft proposals*

4. Starting from the 72nd session, 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.

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<sup>1</sup> 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 versions of a draft resolution should be submitted to the Secretariat by e-mail. Please refer to the [Directory of Contacts](#) on the [e-DeleGATE portal](#) of the Second Committee and submit the draft proposal to the “Committee Secretariat” contacts listed for that item. The Bureau member responsible for the item under which the draft resolution is submitted should also be copied in the email. In addition, the signed identical hardcopy version of the draft resolution should be submitted to the Committee Secretariat in person.

### Agreed deadlines for submission of draft proposals

8. The [deadlines for the submission of draft proposals](#) were approved by the Committee at its organizational meeting on 25 September 2017 and can be found on the Committee’s public website (the deadlines are also contained in the programme of work ([A/C.2/72/L.1](#)), though the agreed deadline for draft proposals under item 17 was advanced by one week to 18 October). 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 hours, starting from the business day following that on which the proposal was submitted. This time frame excludes weekends and holidays.

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 also see “[Guidelines for editing of draft proposals](#)” on the Second Committee website for information on the editing process.

**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.**