

Practical suggestions concerning the final preparation
and deposit of submissions to the CLCS
through the Secretary-General of the United Nations

The structure, content and format of the submission are addressed by the rules of procedure of the Commission on the Limits of the Continental Shelf (CLCS/40/Rev.2) and the Scientific and Technical Guidelines of the Commission (CLCS/11 and CLCS/11/Add.1). Both documents are available at:
http://www.un.org/Depts/los/clcs_new/commission_documents.htm

This list of practical suggestions concerning the finalization of the submission as well as the process of its deposit is provided to further assist coastal States that are planning to make a submission to the Commission.

Scheduling of the delivery

The Permanent Mission to the United Nations of the coastal State that plans to make a submission to the Commission on the Limits of the Continental Shelf should contact the Secretariat of the CLCS (Telephone: (212) 963-3962; email: doalos@un.org), in order to arrange the time of the delivery as well as its modalities (see below).

Modalities of the delivery

Normally the delivery of the submission can be carried out by a representative or delegation from the Permanent Mission or by a messenger authorized for this purpose.

Location for the delivery

The submission should be delivered to the Division for Ocean Affairs and the Law of the Sea, Office of Legal Affairs of the United Nations. The address of the Division is: 2 United Nations Plaza (fourth floor), New York, NY 10017. The entrance to the building, which is referred to as DC2, is located on 44th Street between 1st and 2nd Avenues.

Important:

- **Boxes, carts, and other large items need to be brought to the Division through the loading dock of 2 United Nations Plaza, which is located on 45th Street between 1st and 2nd Avenues in view of the existing security requirements. The loading dock may be used only from 10am to 12pm and from 1 to 5 pm;**
- **Conversely if the documentation contained in the submission can be easily transported by hand, access to the DC2 building can take place from the front entrance, where the documentation may be scanned by the building security personnel at the reception;**

- **In both cases access will be restricted to Permanent Mission personnel with the necessary UN grounds passes, to be obtained through the United Nations Protocol office. Existing UN grounds passes may need to be encoded at the reception of the DC2 building.**
- **Depending on the number of visitors checking in into the DC2 building or loading dock, it is advisable to factor 10-15 minutes for the access procedures.**

Note verbale of transmittal

The submission needs to be accompanied by a note verbale addressed to the Secretary-General of the United Nations.

With respect to amended submissions, such notes verbales should clarify whether the amended submission replaces the existing submission in its entirety or partially.

Verification of completeness of the submission and acknowledgement of receipt

The Division will ensure that the documentation is complete and will acknowledge receipt of the submission by note verbale.

In order to facilitate the verification that the submission has been received in its entirety, it is very important that the submission contain a **table of contents** with a detailed listing of all the submission's contents, including annexes, maps, charts, CDs, DVDs, bibliography (if any).

Number of copies and hard copy version and electronic version of the submission

The coastal State shall submit two electronic copies and two hard copies of the executive summary and the main body, and two electronic copies of the supporting scientific and technical data. The coastal State may submit one hard copy of the supporting scientific and technical data. "One electronic copy should be made in a secure unalterable format (e.g., locked pdf file), and should be certified by the coastal State to be identical to the hard copy version; the other electronic copy should be open. In the case of any discrepancies between the secure electronic copy and the hard copy of the submission, the latter will be deemed to be the primary source, unless the coastal State indicates otherwise. The electronic copies should be updated, as needed, to ensure that they are readable and software compatible when the submission is due for consideration by the Commission."

Data classified as confidential under Annex II to the rules of procedure

All submissions are treated confidentially, in the sense that only members of the Commission and designated staff members of the Secretariat have access to them. The rules of procedure also provide the submitting State with the possibility to request an even stricter confidentiality (see Annex II to the rules of procedure): if a submission contains data and material for which the coastal State invokes confidentiality under Annex II of the rules of procedure, such data and material shall be submitted in a separate sealed package, with a list of the material included therein.

During the sessions of the Commission, submissions are examined in the GIS laboratories of the Division. For submissions for which the provisions of Annex II have not been invoked, in order to expedite the work of the Commission and the preparation of the recommendations, a question arises as to whether the submitting State wishes to allow the possibility for members of the Commission to have access to all material also outside of United Nations Headquarters during the intersessional period. This access would take place on the understanding that the data and material will be used solely for the purposes of considering the submission and will not be shared with persons who are not members of the Commission or the Secretariat, in conformity with the general confidentiality requirements that apply to all submissions, including those not covered by Annex II to the rules of procedure. In order for the submitting State to allow such access to the material outside of the premises of the Division during the intersessional period, a declaration to this effect may be preferably included in the note verbale accompanying the submission.

Naming Conventions

Below are a few suggestions concerning the naming conventions that might be followed in the preparation of a submission. This is not a requirement, but merely a suggestion to facilitate the cataloguing and archiving of documents. In the examples below XXX should be replaced with a three-letter code to represent the name of the coastal State making the submission.

- Document: YYYY-MM-DD_XXX-DOC-001;
- PowerPoint Presentation: YYYY-MM-DD_XXX -PRE-001;
- Map: YYYY-MM-DD_XXX -MAP-001;
- CD/DVD: YYYY-MM-DD_XXX -DISC-001;
- Note verbale YYYY-MM-DD_XXX -NV-001;
- Letter: YYYY-MM-DD_XXX -LET-001.

Ideally the name of each letter, document, PowerPoint presentation and map should be printed on each page (in the header or footer thereof).

Important: in adopting a naming convention for the electronic version of the submission, it would be appreciated if the names of any folders/directories/files are kept short enough so that the total number of characters in the path leading to that file not to exceed 241 characters, to prevent that the data gets compromised during back-up operations on the servers of the Commission.

Page/slide numbering

In order to ensure their integrity and correct internal sequencing, all letters and documents should include page numbers in the footer or header. Similarly, all PowerPoint slides should be numbered.

Labelling/Marking

All CDs/DVDs/flash drives should be labelled by the Delegation. The label should contain:

- the title of the submission;
- the identification number of the CD/DVD/flash drive

If provided in a jewel box, the cover and spine of the box should contain the same information included on the label of the CD/DVD and a table of contents.

Maps/charts/illustrations

The hard copy of all maps/charts/illustrations should ideally be in colour if the electronic version is in colour too.

Focal point for joint submissions

In case two or more States decide to make a joint submission, it is strongly suggested that they appoint a focal point. For the sake of proper coordination, all communications between the delegations involved, on the one hand, and the Commission and/or the Secretariat, on the other hand, would take place through such focal point.

Financial assistance received from the Trust Fund for the purpose of facilitating the preparation of submissions

According to paragraph 27 of the Terms of Reference of the Trust Fund, upon submission to the Commission of its information on the limits of its continental shelf pursuant to article 76 of the Convention, a coastal State that has received assistance from this Fund shall disclose this information, including the involvement of any Commission members.