gDOC

DGACM Guide to Document Submission

Table of contents

I.   Introduction

1.   The Department for General Assembly and Conference Management (DGACM) receives all official documents to be processed for United Nations (UN) meetings through the Documents Management Section (DMS) of the Central Planning and Coordination Division (CPCD). All documents regardless of type, slotted or non-slotted, are now submitted via gDoc directly to DMS. Submitters wishing to obtain a forecast number for the purpose of submitting a slotted document must, as a first step, plan and coordinate their submission directly with their DMS organ focal point (A/E/S). Please refer to section III below for more details on the process. The purpose of the guidelines is to guide submitters and author departments on document submission requirements and the correct usage and application of gDoc. The guidelines came into effect on 1 December 2016 and supersedes all previous document submission guidelines.

II.   Rules governing the submission of documents

Basic submission guidelines

2.   All documents that are to be processed in any form (including fair copy) and into any official language must be submitted to DMS through gDoc.

3.   The following 7 sub-items must be taken into account while preparing documents for submission. Sub-items **A**, **B**, **C, and D** (in blue) are mandatory. Sub-items **E**, **F** and **G** should be adhered to as closely as possible.

(a) Mode of submission: All documents must be submitted electronically via gDoc. Submissions via e-mail will not be accepted;

(b) Format: All submissions MUST be submitted as an MS Word-only document, be single-spaced, correctly paginated and in 10-point Times New Roman font (smaller font is permissible in tables and graphics). Use of text boxes in MS Word is highly discouraged; please use tables (with or without borders) instead to facilitate the processing of the document in all languages. *Tables, charts, graphs, statements and other material may **NOT** be embedded as images nor in Excel format; any file containing material embedded in non-Word format will be returned to the author for resubmission in Word-only format*;

(c) Paragraphs, tables and figures must be numbered for ease of reference. Tables and figures should also have titles;

(d) Native Excel files containing tables, charts and graphs represented within the Word document must be submitted along with the Word document;

(e) If the document contains images, images must be attributed (please see guidelines on the use of photographs in official documentation in para. 6 below). Source and captions (if any) should be outside the image. If images have text in them, it must be editable and readable when printed in monochrome;

(f) All submitted images must be sent as a separate file conforming to specific guidelines. Please see page 3.

(g) Naming convention for additional files. Tables, figures and visuals submitted in separate files should be clearly identified. In the file name, authors must indicate the kind of graphic it is (table, figure, visual), the budget section it belongs to and its number in the series. For example, for budget section 3, the file for table 1 would be named *Table 3.1*, and the file for figure I of the same budget section would be named *Figure 3.I*; other images and visuals in the same budget section would be named *Visual 3.1*, *Visual 3.2*, etc. In the case of visuals and images, authors must indicate in the document where to insert them, e.g. "*[[insert visual/image 4.2 here]]*".

(h) Submissions which are based on previously issued documents, such as reports on a similar topic from a previous session or draft texts, MUST be based on Word-only files of those documents downloaded from the Official Document System (ODS) (it is not necessary to adjust font sizes and formatting).

(i) Changes must be clearly marked, as applicable;

(j) References must be submitted via gDoc, as applicable;

(k) Documents may be submitted in the six official languages of the UN only.

4.   Documents not conforming to these basic specifications may be returned to the submitter. If your document does not meet the above 7 criteria, please call DMS first at extension 3-6579 or 7-5895 to discuss your submission prior to submitting it through gDoc. It is the responsibility of the submitting office to adhere to the above specifications and to make any necessary changes in order to bring the submission into compliance. For additional specific information regarding UN editorial guidelines, please see ST/CS/SER.A/44/Rev.1.

5.   Staff members must be registered with gDoc in order to submit documents for processing. (If you do not have a gDoc user account, please refer to paragraph 40.)

6.   Guidelines on the use of photographs in official documentation:

Photographs must have attribution. The United Nations can publish them only with knowledge of who the photographer is or who holds the copyright. Publishing photographs without appropriate authorization could expose the United Nations to accusations of copyright infringement.

- The United Nations must be especially careful about photographs of minors. Normally when minors are photographed and when such photographs are released by the United Nations, the permission of the parent or guardian should be sought.

- The publication of photographs should not be seen to endanger the safety and security of the individuals photographed.

- The publication of photographs should not risk harming the reputation of the individuals or children concerned without appropriately examining the context within which the photographs were taken or the actions of the individuals themselves.

- Publication of photographs should not prejudice the security or proper conduct of ongoing operations or activities of the United Nations anywhere in the world.

- The Secretary-General's bulletin on information sensitivity, classification and handling (ST/SGB/2007/6) provides important policy guidance in this regard. Under section 1 of that bulletin, sensitive information entrusted to or originating from the United Nations includes "documents whose disclosure is likely to endanger the safety or security of any individual, violate his or her rights or invade his or her privacy" and "documents whose disclosure is likely to endanger the security of Member States or prejudice the security or proper conduct of any operation or activity of the United Nations, including any of its peacekeeping operations". See http://dd.dgacm.org/editorialmanual/ed-guidelines/format/maps.htm.

Additional specifications pertaining to the use of images or photographs in reports or publications

- All submitted images must be sent as separate files with a resolution of 300 dpi.
- For images with overlaid text to be readable and accessible, the text must be manipulable. All text, digits and symbols contents must be typed and selectable. It is recommended to use the built-in Word chart creator. Anything created in Illustrator and embedded in a Word document will be treated as an image and will not be read by an accessibility program. However, images created in Illustrator and embedded in InDesign[1] maintain readability to accessibility programs.
- All contents need to be clearly readable and visible on the normal printed out page size, or in a standard 100% size on screen.
- The images in the output document should not be narrower than the text field (usually 6.5 inches).
- If graphics are submitted in colour, no more than 10 colours can be used, as any more colours interfere with conversion to monochrome.

---

[1] Adobe InDesign files are only accepted for the processing of Publications. For standard SG reports, please provide images editable within Microsoft Office. All other file types are incompatible and will be returned to the submitter for revision.

- If images are submitted in colour, please use a CMYK colour profile.
- Avoid switching between portrait and landscape pages within the same document
- All images should have captions; all tables and charts and other elements should have a title, and alternative descriptions must be provided.
- All characters encoding used for any other language than the six official languages must be reliable and available widely in different devices.
- All content should be contained in the document structure and the various parts of the document clearly identified by the authors, in a sequential order (i.e. Chapter I, Section 1, 2, 3, Chapter II, Section 1 ,2, 3, etc.). The entire document should flow consistently from start to finish.
- Colours can be used provided that they are not being used to indicate something (i.e. the blue line is 2017 and the green line is 2016), since this will make that particular part not accessible to the persons with colour blindness.

Submission and processing of non-mandated documents and publications

7.   All submissions that are determined to be non-mandated and/or extrabudgetary (XB) must be authorized by the Executive Office (EO) of DGACM prior to commencement of work by the Documents Management Section. Please follow the steps below when submitting an XB document for processing:

(a) Submit your document through gDoc as detailed in section III;
(b) Ensure the XB option is selected (step 3B, page 16) and enter a complete Umoja account code (either fund center/fund/budget period, internal order number, or WBSe);
(c) A requisite Umoja Service/Sales Order will be created to charge for the work requested with the funding code provided. Your Financial Approver will receive an automated workflow email from Umoja indicating that the order is ready for approval. Once approved, the workflow goes back to the EO to confirm the cash availability against the funding provided in Umoja. Once the EO carries out a successful cash confirmation, your document will then be authorized by the EO in gDoc and work will commence immediately.   An incomplete or incorrect funding code in Umoja will result in the gDoc submission being rejected, and you will be notified by e-mail. If the cash confirmation in Umoja cannot be carried out, your Financial Approver will be notified by DGACM/EO.
(d) If a quotation is required before submission to gDoc, please email dms@un.org to request one.

Submission and processing of documents or material considered confidential or classified

8. All requests for processing of documents or material considered confidential or classified must first be submitted in writing directly to the Chief of the Documents Management Section.

9. Such requests should detail the nature of the submission, including information on word count, date of completion and the service or services requested (e.g. editing, translation, text-processing, formatting, and printing). The Chief will review the request and advise on the process.

10. Please note that under no circumstances should confidential or classified material be transmitted directly to the DMS generic e-mail address (dms@un.org) or uploaded to gDoc until the procedure detailed in paragraphs 8 and 9 above have been carried out and clearance and instructions have been obtained from the Chief or Documents Management Officers.

11. For more information, please contact:

Ms. Deirdre DURRANCE (Chief): durrance@un.org
Mr. Masud RANA (Documents Management Officer): rana@un.org
Mr. Dawa SANGEY (Documents Management Officer): sangey@un.org
Mr. Carlos RIVAS (Documents Management Officer): rivas@un.org

Slotted documents (pre- and post-session)

12. The slotting system is a tool for documentation forecasting and planning. It is a means to achieve the timely issuance of documents through workload forecasting and capacity-planning. Since the inception of the slotting system, DGACM has identified three indicators of achievement: timely submission of manuscripts, timely processing within DGACM and, most importantly, timely issuance of official documents in all official languages. The slotting system represents a concrete attempt to respond to the reiterated requests of Member States that documents be made available in good time for consideration by the bodies for which they are prepared. It is also an attempt to resolve the problem of late submission of documents.

13. The waiver management system is a tool to manage those documents that are over the agreed word limits. The word limits for documents submitted for processing are to be strictly enforced by all UN documents management units. In his memorandum of 25 April 2002 on "Page limits for reports originating in the Secretariat", the Secretary-General requested heads of department "to clear draft reports prepared under your authority and to sign justifiable requests for waivers for major policy documents. The

requests, to be granted only in exceptional cases, should continue to be addressed to the Assistant Secretary-General, DGACM, who will seek the guidance of the Chef de Cabinet as may be required." In paragraph 16 of section B of its resolution 53/208, the General Assembly called upon the Secretariat "to make its procedures for obtaining waivers to the 16-page rule more rigorous, while maintaining, however, the necessary degree of flexibility, with a view to encouraging author departments to reduce the length of their submissions while maintaining high standards of quality". Author departments will be aware that the granting of waivers for excessive length of their reports is increasingly rare.

14.   In addition to the basic submission requirements for all documents, there are extra conditions that submitters must keep in mind for slotted documents. Slotted documents not meeting these additional terms may be returned to the submitter. It is the submitter's responsibility to make the required changes and resubmit the document to DMS for processing.

15.   **Slotted documents submitted to DMS after 16:30 hours (New York time) on any given day will be considered as having been received on the following business day.** Reports of the Secretary-General must be submitted along with proof of clearance from the Office of the Secretary-General. Word limit waivers must be sought in advance and be uploaded to gDoc along with the submission.

16.   A forecast number is now required at the time of submission and must be entered in the slot number field at the top of the D2. If you do not have a forecast number, please contact your DMS focal point, who can guide you through the forecasting process. Documents slotted for intergovernmental bodies must carry the right organ code and not the name of the submitting office in the field ***Organ Acronym.***

17.   The manuscript must be submitted as a single file in Word format only. Any other objects such as graphs, charts, tables or images contained within the manuscript must be converted into an editable format.

18.   Slotted documents must bear a masthead on the cover page and must include the session number, relevant agenda items and, where applicable, the date of the meeting. You may download a masthead from previously issued documents on ODS. (http://www.ods.un.org/login.asp?language=E). Please note that the masthead date is the date of submission in gDoc. Please refer to **ST/CS/SER.A/35** for additional information.

19.   Submissions based on previously issued texts should be provided with track changes in a separate file for reference. In other words, submitters should provide a clean copy of the document as the standard electronic submission AND a document with track changes as a reference file.

20.   For all reference material or previously issued material that is available on ODS, submitters are required to list only the document symbols in the remarks field in the D2 or in the remarks field in the document list screen.   All other reference materials must be attached to gDoc in separate electronic files and clearly marked as "References".

21.   Requests for changes in or corrections to documents still in process must be submitted to DMS via gDoc with changes clearly marked on the originally submitted draft. The text should be labeled "Departmental correction".

22.   Requests for changes in, or corrections to documents that have already been issued, may be submitted in accordance with the procedure described in paragraphs 34 and 35 below.

23.   The word limits are as follows: 8,500 words for documents originating in the Secretariat and 10,700 words for documents not originating in the Secretariat (General Assembly resolution 52/214).   The total word count includes footnotes, endnotes, headings and any hidden text. DMS should be alerted to any documents that are likely to exceed mandated word limits during the preliminary forecasting exercise.

24.   If any document is expected to exceed the word limit, a request for a waiver must be sent by the departmental head to the Assistant Secretary-General of DGACM six weeks in advance of the slotted date, and before the report is submitted to EOSG for approval (for reports requiring SG clearance). Only when a waiver is granted will the document be considered to have been submitted and be sent for processing.

25.   All reports originating in the Secretariat must include a summary, consolidated conclusions, recommendations, other proposed actions and relevant background information. All documents submitted to legislative organs by the Secretariat and expert bodies for consideration and action should have conclusions and recommendations in bold print (resolution 52/214).

26.   Reports submitted after the 10 week submission deadline (10 weeks prior to the document's date of consideration) must bear a footnote providing the reasons for late submission (resolution 53/208) irrespective of the slot date.

27.   **Please note that the Chef de Cabinet in her memo on the "Procedures for Approval/Clearance of Reports of the Secretary-General" sent to all departments on 5 June 2017, stated that reports to the General Assembly that do not contain policy proposals that have resource implications or that could be viewed as politically sensitive should be submitted to the EOSG for informational purposes at the same time as the document is submitted to DGACM. A cover note indicating the rational for not requiring EOSG consideration should be attached. Please see annex *III*.**

Draft resolutions and the 48-hour rule

28.   All draft resolutions that are submitted must be based on the previous A/RES version from ODS. Changes must be clearly marked.

29.   The minimum time allowed for draft resolutions to be processed is 48 hours. This excludes weekends and holidays. The 48-hour timetable will begin *the day after* the document has been received by DMS. An example of a submission timetable is provided below:

> If a draft resolution is received at 11.00 hours on any business day, the document will be scheduled to be completed no sooner than 09.00 hours two business days after the date of submission. This means if the document is submitted at 11.00 hours on a Monday morning, the document will be scheduled to be completed no sooner than 09.00 hours on the following Thursday.

30.   Depending on the size and complexity of the resolution, DGACM may require up to 96 hours[2] (after the day of submission) to finalize the request in all working languages. This will depend on the total workload in the editorial and translation services in addition to date of consideration, length and urgency of the documents concerned. Likewise, there will be circumstances in which documents must be completed in less than 48 hours. Any request for a schedule of less than 48 hours must be discussed with and cleared by the Chief of DMS. All requests for revision, reissuance and corrigenda should also be cleared by the Chief of DMS. For more information regarding reissues, revisions and corrigenda, please refer to paragraph 35.

Submission of communications

31.   In accordance with paragraph 30 of decision 34/401, quoted in paragraph 30 of annex V to the rules of procedure of the General Assembly (A/520/Rev.17) concerning the work of the Main Committees,***"Member States should refrain, to the extent possible, from requesting the circulation of any individual communications as documents of the General Assembly and in lieu thereof, where circulation of such documents is desired, should, as far as possible, request such circulation under the cover of a note verbale in the official languages in which they submit them."***

32.   After taking the above into consideration, delegations requesting issuance of communications as documents of the General Assembly must address their requests to

---

[2] The Department reserves the right to increase the amount of time required to process draft resolutions from the standard 48 hour window to 96 hours based on certain factors, such as but not limited to: word count, subject or topic complexity, capacity constraints, and/or other unforeseen or exigent circumstances.

the Secretary-General. The communications must be signed by the permanent representative or chargé d'affaires of the permanent mission to the United Nations. They should indicate the session of the General Assembly, plus the number and title of the agenda item under which circulation is requested, using the agenda of the current session of the General Assembly contained in document A/XX/251[3]. For more information, please see annex I.

33.   Electronic versions in Microsoft Word should be sent to gaab@un.org with a copy to dms@un.org to facilitate the processing of communications. If versions in any other United Nations official languages are available, they should be included with a clear indication of the original language and/or which language versions are to be used for reference only. Special attention of the author departments and submitting missions is drawn to the following:

> (a) To avoid copyright issues, materials that are accessible to the public on websites or through the media, such as statements, press releases and images, should be cited (referenced) rather than included in the communications, as stated in the Delegates Handbook;
> (b) In addition, in accordance with ST/AI/189/Add.18, names of commercial firms and industrial enterprises may not be mentioned in official United Nations documents.

34.   For additional information, please contact Ms. Deirdre Durrance (durrance@un.org), Mr. Masud Rana (rana@un.org) , and Mr. Dawa Sangey (sangey@un.org).

Reissues, revisions, and corrigenda

35.   Parliamentary documents, including communications from Member States, may be reissued for technical reasons to make minor editorial changes or to correct grammatical or text-processing mistakes. Any other such changes, such as additional text or substantively altered language, must be resubmitted to the addressee(s) in their entirety with a request for their issuance either as a revision (Rev.) or a corrigendum (Corr.). A revision (Rev.), which indicates a new text superseding and replacing a previously issued document, can be requested when additional information received following the issuance of the original makes it necessary to replace the document in its entirety. A corrigendum (Corr.) is issued to correct a specific part of a previously issued document, the purpose of which is to correct an error or errors, not merely typographical, and is issued as a separate document but forms an integral part of the original document. For additional information regarding the structure and composition of revisions and corrigenda, please refer to the UN Editorial Manual.   See also annex I, paragraph 10 of this guide.

---

[3] XX denotes the session number.

36.   Requests for corrigenda or revisions, i.e. A/xx/123/Corr.1 or A/xx/123/Rev.1 must be submitted to DMS through gDoc. They must be accompanied by a marked-up document based on the latest edited version as found on ODS. Requests for reissuing documents for technical reasons as a result of errors introduced during processing by DGACM must first be cleared by the Chief of DMS. Such requests should be sent by email and specify the reason(s) why the document should be reissued. Once received, such requests will be reviewed by DMS and the Documentation Division to determine whether a reissue is warranted, and will be processed accordingly.

37.   Be advised that revisions, departmental corrections, or replacement texts to forecasted documents will only be accepted during the first 72 hours after submission. Any manuscript modifications submitted after 72 hours will not be incorporated. This is to ensure that documents received by DMS are final or as close to final as possible. Should changes be required after 72 hours have passed, then a new submission such as a /Rev.XXX or /Corr.XXX will be necessary. The only exception to this policy is for technical reissues (applicable only if the Secretariat introduced errors to the final documents during the editing or translation phase).

Overnight processing

38.   Documents requiring overnight processing must be announced to DMS no later than 13.00 hours (New York time), and submitted no later than 15.00 hours.   Please email the DMS front desk at dms@un.org to notify us and initiate the process. Unannounced documents submitted without prior notification will not be processed with an overnight schedule. There are no exceptions to this policy.

39.   Submitters are required to provide a cellphone number (or overnight contact number) for the consulting official listed on the D2 for all overnight submissions. This is important, as we may need to contact the consulting official for questions and/or clarifications during the night.

40.   In cases where mission-critical translation is required during periods of exigent circumstances (e.g. early release from Headquarters owing to weather-related conditions), it is the responsibility of the submitter to contact DMS as early as possible (no later than 12.00) in order for the appropriate resources to be coordinated. All other submissions will be processed during the next normal business day.

41.   Should an urgent need arise to process and issue a document prior to a meeting taking place the next morning, the Chief of DMS should be contacted by cell phone in addition to email to avoid any potential delays.

This section intentionally blank

III. Submission of documents through gDoc

gDoc registration

42.   All documents submitted for processing are required to be submitted electronically via gDoc. All submitters must register for access to gDoc. **Please note that gDoc only works correctly with Chrome or Firefox browsers. Internet Explorer is not supported.**

43.   If you already have a gDoc account, then please skip to paragraph 42. Otherwise please follow the simple steps below to create your account:

      STEP 1: Please visit https://gDoc.un.org to sign up for an account.

      STEP 2: Select the **pre-registration** link

      STEP 3: Complete the registration form thoroughly then select **Register**.

44.   Generally, all the fields with a yellow background are required. Other fields on the registration form, though not required, may be important. Try to fill in as much information as possible. Should you require additional assistance or clarification, please call the DMS front desk at extension 3-6579 or 7-5895.

45.   Below are brief descriptions of the fields in the Registration Form.

(a) Last Name: This is a required field. Enter your last name;

(b) First Name: This is a required field. Enter your first name;

(c) Middle Name: This field is optional. Enter your middle name if so desired**;**

(d) gDoc User ID: This is a required field. Please select a unique user ID. Suggestion would be to use your UN index number;

(e) Password: This is a required field. Enter a unique password that is not easy to guess**;**

(f) Retype Password: This is a required field. Please retype your selected password;

(g) E-mail address: This is a required field. Enter your e-mail address;

(h) Confirm e-mail address: This is a required field. Re-enter your e-mail address;

(i) Room Number: This is a required field. Enter your room number;

(j) Office Phone (Primary): This is a required field. Enter your office telephone number**;**

(k) Cellphone/Home Phone (Alternate): This field is optional. Enter your alternate contact number if so desired**;**

(l) Duty Station: Please select your duty station;

(m) Work Area: Please select your work area. For submitters, please select the second from top option [Submitting Office (SUB)];

(n) Primary Role: Please select the appropriate role. For submitters, please leave this option set to [Submitter];

(o) Department: This is a required field. Please select your department. If your department is not listed, please call the DMS front desk at 3-6579 or 7-5895**;**

(p) Division: This is a required field. Please select your division. If your division is not listed, please call the DMS front desk at 3-6579 or 7-5895**;**

(q) Office Group: This is a required field. Please select your office group which should be represented as a combination of your department and your division. If your office group is not listed, please call the DMS front desk at 3-6579 or 7-5895**;**

(r) Remarks: This field is optional. You may enter any pertinent remarks here at this time.

(s) Cancel or Register buttons: Select [Register] to submit your registration application or [Cancel] to quit.

46.   Your account will be activated by the gDoc Administrator once all your information has been verified. Once your application has been approved, you will receive an e-mail containing your approval verification along with login credentials.
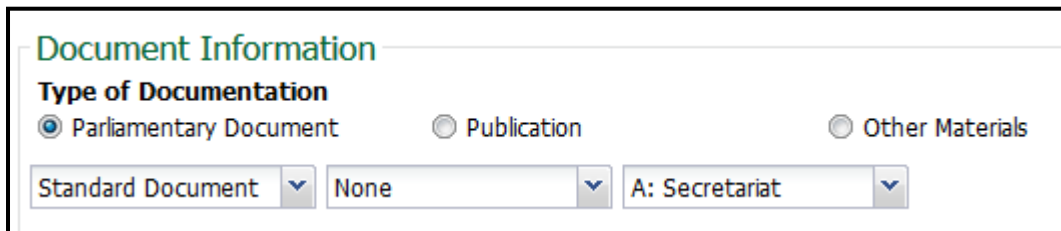
gDoc submission process

47.   This section assumes that you already have an active gDoc account. If you do not have a gDoc account, please see paragraph 40 above for instructions on how to apply for one.
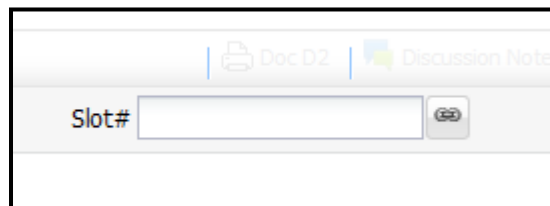
STEP 1: Log into gDoc, then select the [Add New Document] icon in the upper right-hand corner
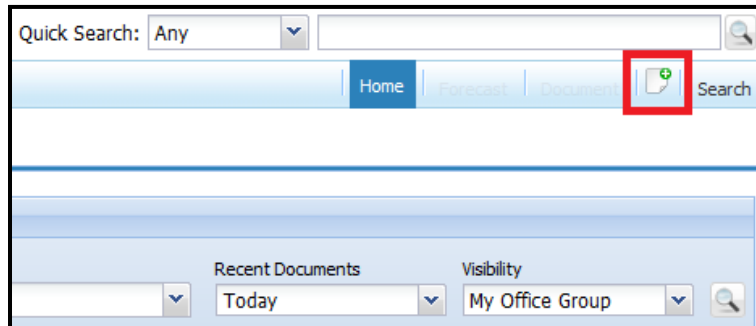
STEP 2A: Select Type of Documentation – Parliamentary, Publication or Other Materials. Based on the selection chosen, the D2 may change the number of mandatory fields

STEP 2B: If your document is forecasted, please enter your 7-digit forecast number into the Slot # field. Then, hit [Enter] on your keyboard. If your forecast number is correctly linked, you will see an approval pop-up dialogue box and most of the mandatory fields will be prepopulated.

STEP 3A: Fill out all mandatory fields shaded in yellow. Fields not shaded in yellow are optional. *Pro tip: hovering your cursor over any field in the D2 will show a brief description of each field's function.*

Document Information

Type of Documentation
- ◉ Parliamentary Document
- ○ Publication
- ○ Other Materials

Standard Document ▾ | None ▾ | A: Secretariat ▾

Symbol 1	Symbol 2	Total # Original Pages
(DGACM) Test Submission		78

Title	Requested Completion Date	Time
Your document's title goes here	12-12-2014	

Mandate

Mandate URL | Distribution | Output

Please note that gDoc is connected to gMeets. You must now enter your organ code or organ acronym. *Pro tip: enter the first 3 letters of your organ's or department's acronym to display a list. Select the most relevant one. If your organ or department is not listed, please call the DMS front desk at 3-6579 or 7-5895.*

Organ, Session & Agenda Information

Organ Code	Organ Acronym	Organ Title

Meeting Req #	Session Title	Session *Start Date*	*End Date*

| Location	Agenda Item	Sub Item	Consideration Date	Session Budget Type

STEP 3B: If your document is XB, i.e. extrabudgetary or non-mandated and does not fall under the Regular Budget (RB), thus requiring payment for translation or printing services rendered, please click the radio button next to XB. Once done, an account number field appears where you will need to enter a valid BAC (Umoja has re-termed BAC to "Coding Block"). XB documents submitted without a valid BAC or Coding Block will be returned to the submitter.

Budget type	Account No
○ RB ◉ XB	

STEP 4: Language configuration dialog.

Click [Select Language] button. A Language Information dialogue box will appear. Select your original language(s) and version(s) (what you want your job translated to) then select **OK**.
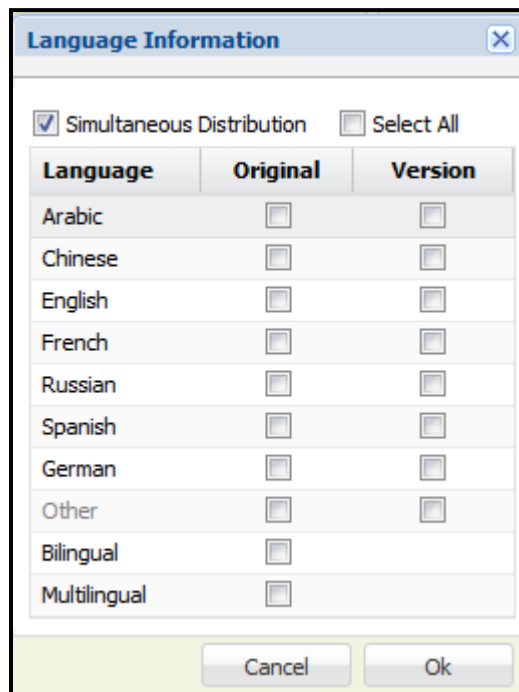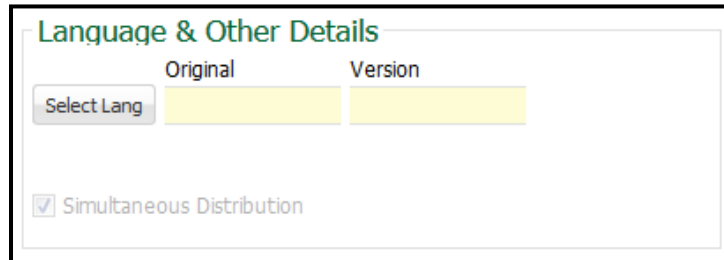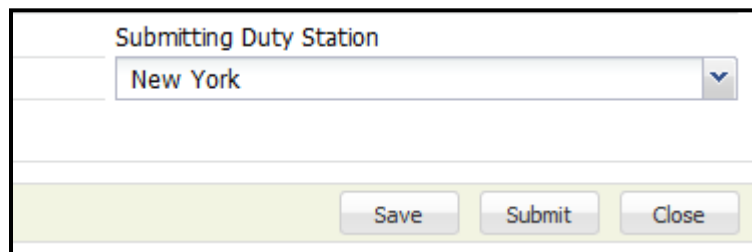

48. Below are brief descriptions of the fields in the Language Configuration dialog box:

(a) Original: It is mandatory that at least 1 checkbox be checked in this column. These checkboxes represent the draft language(s) of the document being submitted for processing. Select or deselect the checkboxes as applicable.

(b) Version: It is mandatory that at least 1 checkbox be checked in this column. These checkboxes represent languages in which the draft will be processed (translated and typed). Select or deselect the checkboxes as applicable.
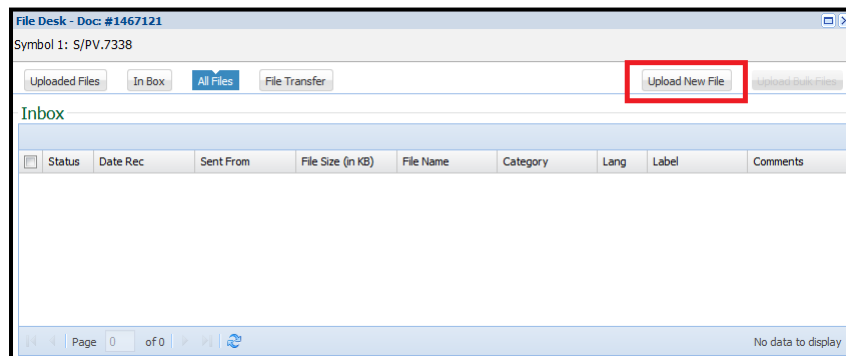
49. Generally, all the fields with the yellow background are required. Other fields on the D2, though not required, may be important, depending on the type of the document you are submitting. Try to fill out as much information as possible. **Please note however that the special instructions box should not be used to indicate requests for email copies of translations. All final translations are available directly from DocBox in gDoc once the last service logs out (for simultaneous distribution jobs), or as each language completes (faircopy only).**

STEP 5: Complete the D2 form thoroughly, and then select either **Save, Submit or Close**. If you choose to save, your D2 will be recorded and saved to your dashboard. If you select Submit, you will automatically be brought to the File Desk screen.

STEP 6: When inside the File Desk dialogue screen, Select **Upload New File**

STEP 7: Select **Browse** to locate the file on your computer. Once you've located the file and modified the **Category** and **Language** drop-down selections to their appropriate settings, select **Upload This File**
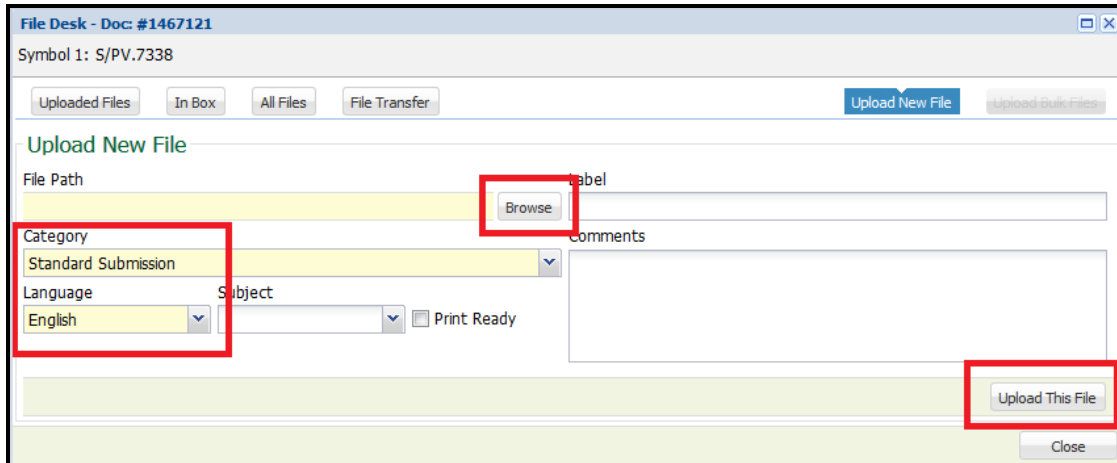
50.   Please note that the selection of the appropriate file category for your submission is a critical step in ensuring your document is processed on time. Please make sure you familiarize yourself with the various submission categories, which are briefly described in paragraph 48 below.

> **STEP 8**: Once the file has been uploaded, select the check box to the left of the uploaded file name, and then in the lower right-hand corner, select **Send File(s) & Complete Submission**.
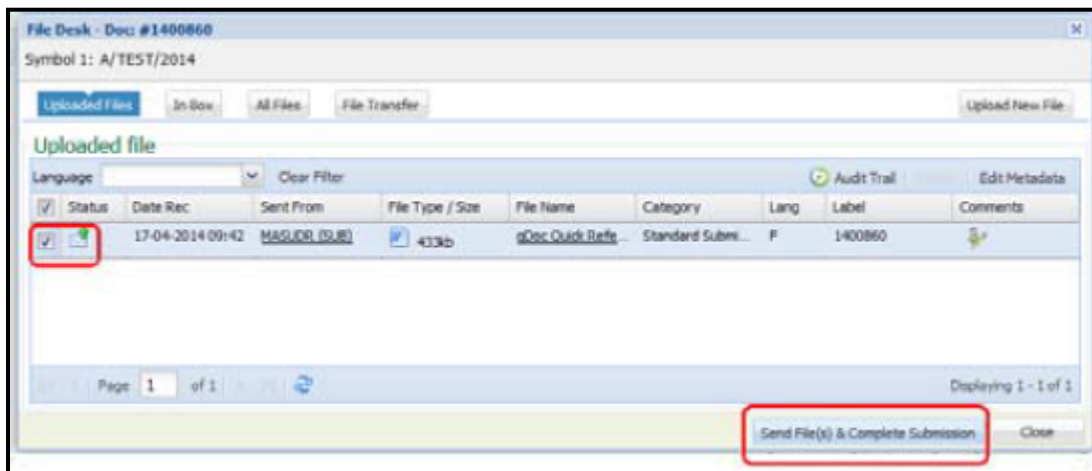
51.   Congratulations, that's it. You're done!

52.   Once your document has been sent, you will be returned to the D2. From there you can simply close the D2 to return to your dashboard. Your dashboard will show the document request number plus the status of your submission.

Submission categories

53.   There are currently 20 document submission categories in gDoc. These are briefly described as follows:

(a) **Standard submission:** Used to indicate that the document being submitted is for processing by DGACM and that there are no foreseeable corrections or other changes pending to the document as submitted;

(b) **Advance submission:** Used to indicate that the document is being submitted for advanced processing with the likelihood of changes and/or additions being sent at a later date. The document will be processed and held until cleared for final processing by the submitting office (to be used sparingly);

(c) Reissue submission: Used to indicate that the document being submitted constitutes a reissue for technical reasons, effectively replacing a previously issued version of the document;

(d) Pink-ticket submission: Used to indicate that the document being submitted should be processed with some urgency. Please do not select this option for overnight requests (primarily for Security Council);

(e) Echelon submission: Used to indicate that the document being submitted should be processed with extreme urgency. This submission category is only for use by the Security Council submitting office;

(f) Final submission (was advance): Used to indicate that the document being submitted is the final submission of a document that was previously submitted as an Advance Submission. Please do not use the Standard Submission category label if the document was previously submitted as an Advance Submission;

(g) Reference (submitter): Used to indicate documents that are to be used as reference material in support of standard, advance, reissue, pink ticket and echelon submissions;

(h) Correspondence worksheet: Used to indicate that the document being submitted is a correspondence worksheet. This submission category is for use only by the English Text Processing Unit;

(i) Replacement text: Used to indicate that the document being submitted is a full replacement for a previously submitted text;

(j) Departmental correction: Used to indicate that the document being submitted is a correction from the department to a previously submitted document. Please note that only the page(s) with the corrections clearly marked should be uploaded as a correction. Please also use the comment box to indicate the affected paragraphs and/or pages, for instance, "corr on page 17";

(k) French delegation correction: Used to indicate that the document being submitted is a correction originating from the French delegation. This submission category is for use only by the Security Council submitting office;

(l) Charts/slides/tables: Used to indicate that the document being submitted consists only of charts, slides or tables;

(m)Replacement charts/slides/tables: Used to indicate that the document being submitted is a full replacement for previously submitted charts, slides or tables;

(n) Note to editors: Used to indicate that the document being submitted contains an information note for the Editing Section;

(o) Signatures (for editors only): Used to indicate that the document being submitted contains signatures for verification by the Editing Section;

(p) Word version as promised: Used to indicate that the document being submitted is the Word version of a previously submitted PDF version of the same document;

(q) Do not use this file: Used to indicate discontinued use of a file that was previously uploaded. Please do not send files labelled as such to DMS;

(r) Other: Used to indicate any document category not available in the list of current options. Please make sure you provide a short description of the file in the comments box;

(s) File format (Adobe InDesign): Used to indicate that the document being submitted is in Adobe InDesign file format;

(t) Instructions: Used to indicate that the document being submitted contains instructions for DMS. This document category should be used if the "Special Instructions" fields in the D2 or the "Comments" field in the Filedesk dialogue are found to be inadequate for the length of instructions required.

Important note regarding gDoc notifications

54.   It is recommended that all submitters enable gDoc notifications. <u>E-mails containing translated files are no longer sent to you</u>. Instead, system-generated e-mail notifications from gDoc, including instructions on how to retrieve your final documents, will be sent to you once your job is available in all languages. To enable or verify that your gDoc notifications are configured correctly, please do the following:

STEP 1: Log into gDoc and click on your name in the upper left-hand corner. A drop-down menu will appear.
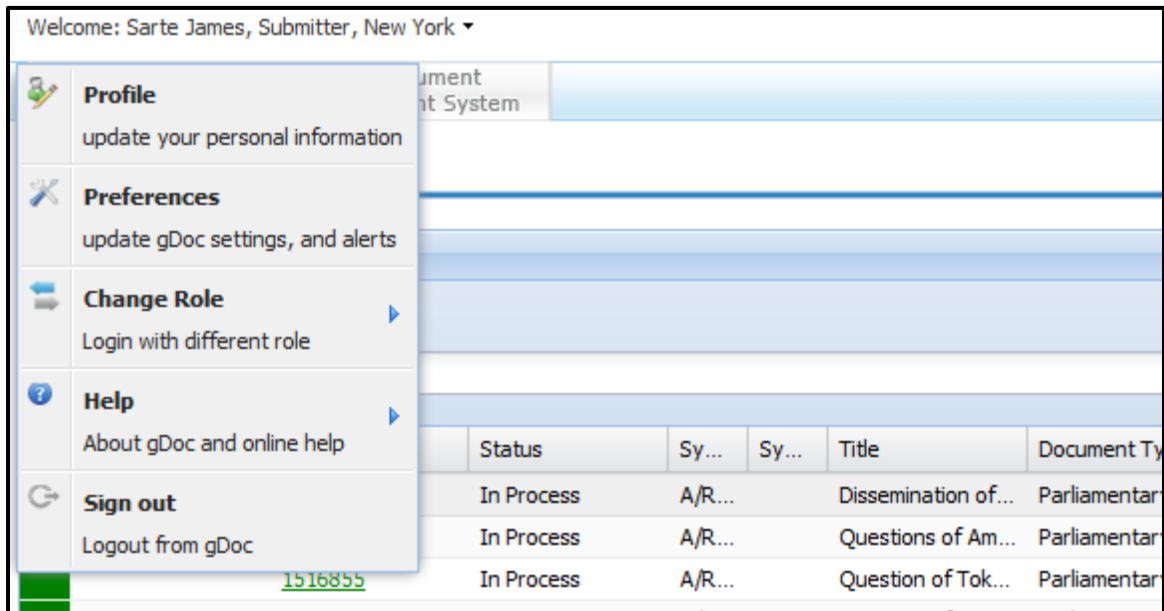
STEP 2: Click on **Preferences**. A **User Preferences** box will appear. Ensure that the checkbox next to **E-mails and gDoc Alerts for Submitter** is checked. To ensure that you receive notifications once your submission has been completed, please check the box next to **Alert me when Document is issued**.
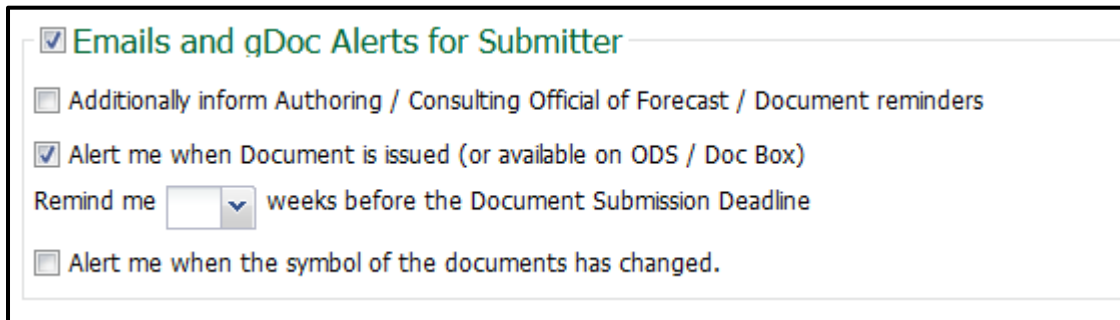
IV. Important contact information in DMS

Documents Management Section (DMS)			
Name	**Extension**	**Cell Phone**	**Room**
1. DURRANCE, Deirdre (Chief)	7-5409	(917) 716-8128	S-12FWS
2. SANGEY, Dawa (Documents Management Officer)	3-3924	(917) 520-3659	S-12FWS
3. RANA, Masud (Documents Management Officer)	7-2141	(917) 403-7785	S-12FWS
4. RIVAS, Carlos (Documents Management Officer)	3-8004	(551) 243-1044	S-12FWS
Senior Documents Management Assistants			
5. ABRAHAM, Manny	7-5793	(646) 719-5592 / (917) 538-7643	S-12FWS
6. HOGAN, Brian	3-8672	(845) 781-3078	S-12FWS
7. SARTE, James	3-4053	(212) 844-9842	S-12FWS
8. STAMBULI, Margareth	3-0896	(914) 310-4046 / (914) 668-4621	S-12FWS
Documents Management Assistants			
9. DANYO-RIVERA, Marina	3-6591	(718) 598-5011	S-12FWS
10. DESINOR, Lesly	7-2271	(718) 637-9061	S-12FWS
11. HAMPSTEAD, Curt	3-0515	(732) 266-1234	S-12FWS
12. NITTI, David	3-1817	(862) 812-3001	S-12FWS
13. PLASOTA, Monika	3-6577	(917) 539-5179	S-12FWS
14. SMITH, Wensley	3-1543	(347) 413-2331	S-12FWS
15. VORAUER, Bileena	3-0609	(917) 293-4640	S-12FWS
16. YI, Pyone Pyone (Kay)	3-0888	(917) 854-6110 / (201) 766-2362	S-12FWS
Front Desk			
17. DMS Front Desk	3-6579 / 7-5895		N/A
18. DMS E-mail	dms@un.org		N/A

V. Annexes

I.   Guidelines for circulation of letters

UNITED NATIONS   NATIONS UNIES

POSTAL ADDRESS – ADRESSE POSTALE: UNITED NATIONS, NY 10017
CABLE   ADDRESS – ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE:

The Executive Office of the Secretary-General of the United Nations presents its compliments to all Permanent and Observer Missions of Member States to the United Nations, as well as to the Delegation of the European Union to the United Nations, and hereby conveys for their immediate attention, pertinent guidelines regarding the proper procedures for the submission of letters requesting the circulation of correspondence as official documents of the General Assembly, the Security Council or the Economic and Social Council, kindly requesting adherence to said guidelines.

The Executive Office of the Secretary-General has the further honour to advise that the present Note Verbale supersedes the previous communication of 11 March 2013. It draws the attention of Member States to the attached guidelines on the proper submission of revisions and identical letters, and emphasizes General Assembly decision 34/401 and resolution 43/222C regarding the circulation of communications.

The Executive Office of the Secretary-General of the United Nations avails itself of this opportunity to renew to all Permanent and Observer Missions of Member States to the United Nations, as well as to the Delegation of the European Union to the United Nations, the assurances of its highest consideration.

7 June 2016

GUIDELINES FOR SUBMITTING LETTERS FOR CIRCULATION AS OFFICIAL DOCUMENTS OF THE UNITED NATIONS

1.   Delegations requesting the circulation of letters as official documents of the General Assembly, and/or of the Security Council or the Economic and Social Council should ensure that they are addressed to the President of the General Assembly, and/or the President of the Security Council, or the President of the Economic and Social Council. The letters should be signed by the Permanent Representative or Chargé d'affaires of the Permanent Mission to the United Nations, by the Permanent Observer or Chargé d'affaires of the Permanent Observer Mission to the United Nations, or by the Head of the Delegation of the European Union to the United Nations or his or her substitute.

2.   If the request to circulate the letter to any of the above intergovernmental bodies is addressed to the Secretary-General, the letter must also be sent to the Executive Office of the Secretary-General in the original.

3.   All letters must be received in the original by the addressee with a live signature or stamp.

4.   Requests should include the following language: "[…] I should be grateful if you would circulate this letter as an official document of [the General Assembly under agenda item__] [the Security Council] [the Economic and Social Council under agenda item__]." Identical letters for more than one addressee should be indicated in all the letters and originals received by the respective offices.

5.   Delegations requesting circulation of letters as documents of the General Assembly or the Economic and Social Council should indicate the session of the General Assembly and/or of the Economic and Social Council, and the number and title of the agenda item under which circulation is requested, using the agenda of the current session of the General Assembly and/or of the Economic and Social Council.

6.   Only Member States of the United Nations, the Observer Missions of the Holy See and the State of Palestine and the Delegation of the European Union to the United Nations may request circulation of letters as official documents of the United Nations.

7.   Request for the issuance of letters as official documents of the Security Council may be submitted by Member States in accordance with Rule 6 of the Provisional Rules of Procedure of the Security Council.

8.   In accordance with Decision 34/401 and resolution 43/222C of the General Assembly, Member States requesting circulation are encouraged to do so under cover of a Note Verbale in the relevant official languages.

9.   A subsequent request for change(s) to any part of a submitted letter should be resubmitted in its entirety to the same office(s) to which the original request was addressed. A copy of the previous communication must be attached for ease of reference. If the communication was already issued, the official symbol must be referenced.

10.   A communication may be reissued for technical reasons which are limited to minor editorial changes and grammatical or text-processing mistakes in the original submission or issued documents. Any other changes, such as additional text or substantively altered language, must be resubmitted to the addressee(s) in their entirety with a request for their issuance either as a revision (Rev.) or a corrigendum (Corr.). A revision (Rev.), which indicates a new text superseding and replacing a previously issued document, is prepared when additional information received following the issuance of the original makes it necessary to replace the document in its entirety. A corrigendum (Corr.) is issued to correct a specific part of a previously issued document, the purpose of which is to correct an error or errors, not merely typographical, and is issued as a separate document but forms an integral part of the original document.

11.   To facilitate processing, electronic versions of the letters in Microsoft Word format should also be sent to the General Assembly Affairs Branch: gaab@un.org, Documents Planning Unit: dpu-dgacm@un.org and/or the Security Council Affairs Division: dpa-scsb3@un.org, so as to facilitate their timely processing. If versions in any other United Nations official languages are available, they should also be included with a clear indication of the original language(s) and the language versions for reference only. Any questions or clarifications should also be directed to the indicated addresses.

12.   Missions are advised to verify the issuance of their letters by searching on the Official Document System at http://ods.un.org or by reviewing the daily list published in the *UN Journal*.

II. *Note verbale requesting submissions in Word*

United Nations 🇺🇳 Nations Unies

HEADQUARTERS • SIEGE   NEW YORK, NY 10017
TEL.: 1 (212) 963.1234 • FAX: 1 (212) 963.4879

REFERENCE: DGACM/OUSG/02/2014

The Secretariat of the United Nations presents its compliments to the Permanent Missions to the United Nations and has the honour to request the provision of electronic files in Microsoft Word of all communications or other manuscripts being submitted to the Secretariat for issuance as United Nations documents.

As envisaged by the Secretary-General in his programme of reform (A/55/780), since 2000 the Department has implemented and regularly updated an electronic flow of documents through its processing system known as eDoc (to be migrated to gDoc as of 20 May 2014) – see ST/CS/SER.A/44/Rev.1. For these processing reasons as well as for budgetary reasons relating to the increased costs of non-electronic processing and in keeping with the Secretary-General's "greening the UN" initiative, the Secretariat will greatly appreciate your understanding and support in providing United Nations document submissions in Microsoft Word format.

The Secretariat fully recognizes that cover letters are sometimes transmitted by fax or scanned PDF files in order to meet the need for documented signatures; such brief cover letters of one or two pages may be accommodated without great difficulty. Lengthy attachments, transmitted reports or longer letters of a substantive nature, however, represent enormous obstacles to timely and high-quality processing when submitted in fax or PDF format without an accompanying Word file. The Secretariat would be greatly obliged that electronic files in Microsoft Word of all submitted material are included along with any faxed copies or PDF-scanned files which may be provided for the purposes of authentication.

The Secretariat wishes to reiterate the unswerving commitment of the Department for General Assembly and Conference Management to the timely issuance of high-quality United Nations documents. For further advice or support in this regard, please contact:

Document submission matters:	dcu@un.org
Editorial matters:	editorialcontrol@un.org

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Missions to the United Nations the assurances of its highest consideration.

12 May 2014

T. C. H.

III. *Procedures for Approval/Clearance of Reports to the Secretary-General*

United Nations **Nations Unies**

INTEROFFICE MEMORANDUM   MEMORANDUM INTERIEUR

TO: All Heads of Departments, Offices and Regional   DATE: 17 May 2018
A: Commissions

REFERENCE:

THROUGH:
S/C DE:

FROM: Maria Luiza Ribeiro Viotti
DE: Chef de Cabinet

SUBJECT: **EOSG Clearance/Approval of Reports of the Secretary-General**
OBJET:

1.   Please refer to my Memorandum dated 5 June 2017 (*copy attached*), in which I outlined the procedures guiding the process of clearing reports of the Secretary-General in the Executive Office of the Secretary-General (EOSG).

2.   In recent months, we have been receiving numerous submissions requiring extensive review only a day or two before the deadline for submission. I wish to reiterate and to remind all submitting offices that reports requiring approval/clearance **must** be submitted to the EOSG **at least six (6) working days before the submission/slot date** in order to ensure adequate review and any necessary consultation with the author department/office.

3.   I hereby request the cooperation and assistance of all managers and Heads of Departments/Offices in impressing upon the relevant focal points the importance of ensuring that the above parameters are observed in order to facilitate the required due diligence within the EOSG for the review and clearance of reports, particularly those addressing sensitive and critical issues.

4.   As we all work to support the demanding agenda of the Secretary-General, your kind cooperation and immediate attention to this request would be greatly appreciated.

United Nations 🇺🇳 **Nations Unies**

INTEROFFICE MEMORANDUM   MEMORANDUM INTERIEUR

TO:
A: All Heads of Departments, Offices and Regional Commissions   DATE: 5 June 2017

         REFERENCE:

THROUGH:
S/C DE:

FROM: Maria Luiza Ribeiro Viotti
DE: Chef de Cabinet

SUBJECT: **Procedures for Approval/Clearance of Reports of the Secretary-General**
OBJET:

1.   The purpose of this Memorandum is to clarify and confirm the procedures to be followed with respect to the clearance of reports of the Secretary-General, as well as with respect to reports issued by the Organization that have policy implications or are of political relevance beyond their immediate subject matter.

2.   The following principles and procedures should be kept in mind when finalizing and submitting draft reports of the Secretary-General:

     i.   All reports of the Secretary-General to the Security Council or to the Human Rights Council must be submitted to the Executive Office of the Secretary-General (EOSG) for approval/clearance before submission.

     ii.   All entities preparing reports to be issued in the name of the Secretary-General are requested to inform the EOSG as early as possible of the date and content of upcoming reports that relate to mission mandate renewals, definition of major policy positions, have significant resource implications, or include elements that are controversial or highly sensitive.

     iii.   With respect to reports of the Secretary-General to the General Assembly and its subsidiary organs, and to the Economic and Social Council, all reports which contain policy proposals, which have any resource implications, or could be viewed as politically sensitive have to be submitted to the EOSG for approval/clearance before submission to the Department for General Assembly and Conference Management (DGACM) for processing. If in doubt, entities preparing such reports should seek guidance from my Office.

     iv.   This also concerns reports prepared by Secretariat entities, including the Regional Commissions, that are not necessarily issued in the name of the Secretary-General but are of policy or political relevance beyond the immediate subject matter or agenda item with which they are concerned, or are likely to evoke political sensitivities. If in doubt, entities preparing such reports should inform the EOSG of their reporting mandate or intention, **as early as possible** and before submitting the reports for publication, to ensure consultation and to obtain guidance from the Secretary-General and his senior staff.

v.   Reports requiring approval/clearance must be submitted to the EOSG **at least** six (6) working days before the submission/slot date to enable review and, if required, consultation with the author department/office, before clearance is accorded.

vi.   Reports of the Secretary-General which do not meet the criteria outlined in 2 (iii) or (iv) above should be submitted to the EOSG for information at the same time as they are being submitted to DGACM. The covering note should indicate the rationale for not requiring the consideration of the EOSG.

vii.   In all cases, reports submitted to the EOSG should be submitted to sgcentral@un.org under cover of a Note containing the following information:

- a brief summary of the main elements included;
- an indication of the key stakeholders consulted during its preparation and confirmation that these stakeholders have cleared the final proposed text;
- a brief explanation of previous reports on this topic and any significant developments since the previous reporting period;
- an indication of the corresponding legislative mandates and how the report responds to previous resolutions or decisions, if any;
- an explanation of any political or other sensitive issues raised in the report;
- an indication of any significant policy differences with respect to the submitted text; and
- a reflection of how it responds to decisions of the Executive Committee on the related subject matter, where relevant.

viii.   Reports prepared in the name of the Secretary-General should seek to be strategic and analytical, conforming to the highest quality standards, and should convey the voice and perspective of the Secretary-General. In instances where the subject matter has been considered in the Executive Committee, relevant reports should reflect the decisions of the Committee, where applicable.

ix.   Observations, conclusions or recommendation sections should accurately reflect the positions of the Secretary-General and include forward-looking recommendations rather than summarizing the preceding content of the report.

x.   In instances, where the submitting entities are not clear on the course of action that the Secretary-General may wish to pursue, more than one option could be submitted with a brief explanation of the rationale and potential implications of each option.

xi.   Reports should be factual, objective, concise and accurate. Information or quotes should be attributed to the relevant sources.

xii.   Entities preparing reports should seek legal guidance on legal issues or interpretations from the Office of Legal Affairs at an early stage in the preparation process.

xiii. It is expected that reports will be reviewed and approved by the senior management of the preparing entity before submission to the EOSG.

xiv. Entities preparing reports should also remain mindful of the word limit stipulated, at a maximum 8,500 words including annexes, which should not be exceeded in draft reports submitted to the EOSG for review/approval.

3. I count on your support and that of your staff in ensuring that the above procedures are followed.

4. Separately, I will issue updated guidance on the preparation of draft letters for the signature of the Secretary-General and the process pertaining to the submission of reports to the Security Council. Previous guidelines will remain in place until such time.

IV.   *About the author*

55.   The present document is authored by the Documents Management Section (New York) of the Department for General Assembly and Conference Management. To send any suggestions or comments regarding this guide, please send an e-mail to **dms@un.org**.