

Sixty-ninth session of the General Assembly

Third Committee

Requirements for submission of draft proposals for processing by the UN Secretariat

The following are the requirements for submission of draft proposals (resolutions and decisions) to the Secretariat. Cooperation of delegations in this respect will be highly appreciated.

1. Delegations are reminded that when submitting a draft proposal which is based on an existing GA resolution, the official Word version of that GA resolution (downloaded from ODS – the Official Documents System -- as document "A/RES/___/___") should be used as the base text. [The new text and changes should be clearly marked using track changes¹](#), in the electronic and hardcopy versions of the submitted text.

2. Similarly, when submitting revisions to an already issued draft resolution (A/C.3/69/L._ document), the changes should be clearly marked using track changes in the electronic and hardcopy versions of the already issued "A/C.3/69/L.____" document. Drafts not in compliance with above guidelines will delay the processing of the draft resolution.

3. The hardcopy version of the draft proposal, duly signed by the Main Sponsor must include the following information at the top of the submitted draft proposal: *name, phone, cell and e-mail of the Facilitator.*

4. The list of Co-sponsors with signatures must be submitted along with the draft proposal. No additional sponsors will be accepted once a resolution has been adopted.

5. The Secretariat requires *at least 48 hours* to process and issue a draft resolution, and, if required, a statement of Programme Budget Implications (PBIs) of the activities to be adopted in the draft resolution. More time is required whenever the draft resolution will give rise to programme budget implications and a separate L.-document with PBIs needs to be issued.

18 September 2014

¹ HOW TO TRACK CHANGES IN WORD

- Locate the officially issued resolution on the ODS (A/RES/68/___--.) and "Save As" the document as a new document in Word;
- On the tools menu, choose the "Track Changes" option to open the Reviewing toolbar;
- Turn on Track Changes option by clicking the icon  and makes changes onto the document; Any changes to the original text will now be indicated in the document.