Seventy-third 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 changes, in the electronic and hardcopy versions of the submitted text.

2. Similarly, when submitting revisions to an already issued draft resolution (A/C.3/73/L._ document), the changes should be clearly marked using track changes in the electronic and hardcopy versions of the already issued "A/C.3/73/L.__" document. Drafts not in compliance with above guidelines will delay the processing of the draft resolution.

3. The hardcopy version of a draft proposal, duly signed by the Main Sponsor/s 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 will be generated by the Sponsorship platform.

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 resolu. More time is required whenever the draft resolution will give rise to program budget implications and a separate L.-document with PBIs needs to be issued.

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[1] HOW TO TRACK CHANGES IN WORD

ƒ   Locate the officially issued resolution on the ODS (A/RES/72/__.--) and "Save As" the document as a new document in Word;

ƒ   On the tools menu, choose the "Track Changes" option to open the Reviewing toolbar;

ƒ   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.