

Guidelines for Submission of Draft Proposals in the General Assembly

NOTE: A 3-day minimum notice is required to process a draft proposal as an "L" document ("L.doc") in all languages.

Submissions must be done by delegations *in person* to a representative of the General Assembly Affairs Branch (GAAB) in Room S-3044 (Secretariat building, 30th floor) or in the GA Hall during plenary meetings and requires the following:

- Electronic version of the text (email or USB key)
- Hard copy (signed and dated on every page)
- List of Co-sponsors with signatures (if delegation wishes that Member States be listed on the initial L-doc.)
- Signing by delegation in person of submission certificate (provided by GAAB at time of submission)

TIP: SUBMITTING A DRAFT PROPOSAL


- To reserve rooms for consultations on draft resolutions before submission, please contact Meetings Planning & Coordination (212) 963-8114 or (212) 963-7351.
- For submission of a draft proposal for issuance as a "L.--" document in the six official languages please contact Ms. Jori Joergensen (212) 963-7784 or joergensenj@un.org.
- For the Programme of Work please contact Ms. Radhika Ochalik (212) 963 3233 or ochalik@un.org.

For draft resolutions ("L.--" documents) based substantially on pre-existing resolutions, the officially issued version (e.g. the A/RES document available on <https://documents.un.org>) must be used as the base text, with all new text and changes to the old text clearly indicated (using TRACK CHANGES option in Word – see details below).

For revised draft resolutions ("L.--/Rev.—" documents), the original issued draft resolution must be used as the base text, with all revisions clearly indicated.

Drafts not in compliance with these guidelines will delay the processing dates of the draft resolution.

TIP: HOW TO TRACK CHANGES IN WORD

- Locate the officially issued resolution or L.doc on the UN Official Document System (ODS) at <https://documents.un.org>, download the word version and save as a new document;
- 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.

Once the text has been finalized, i.e. after negotiations have been completed, delegations can table a draft resolution. Once the text is final, Member States can start collecting Co-sponsors' signatures.

Please inform GAAB IF...

- the delegation intends to introduce the draft proposal at a plenary meeting
- there will be additional sponsors and the manner in which the Co-sponsor' signatures be collected
- changes to the draft proposals are expected -- any oral changes made to a draft proposal must be certified with the author of such changes (signature from the proposing delegation).

TIP: CO-SPONSORING A DRAFT PROPOSAL

- **Member States submitting a draft proposal must sign the co-sponsorship form** (which can be obtained from GAAB in the General Assembly Hall or in Room S-3044);
- Delegations need to **sign** and **print** their name on the list, including the **date** of signature;
- If delegations so wish, signatures can be received on their behalf, in which case they would need to inform Member States that a copy is available in the General Assembly Hall or Room S-3044 for signature. The list has to be accompanied by a copy of the draft resolution for the perusal of delegations;
- Refrain from circulating multiple versions of the Co-sponsor form: inform GAAB if there are additional Co-sponsor lists. GAAB must receive all lists BEFORE the adoption of the resolution;
- No signatures will be accepted once a resolution has been adopted.