

Guidelines for the preparation, co-sponsorship and submission of proposals (draft resolutions, draft decisions and amendments) for consideration in the plenary of the General Assembly

1. Written notice from a delegation is required five working days before the consideration of a proposal in the plenary of the General Assembly. The five-day period includes four working days for the processing of the proposal, counting from the day following the day of submission, and takes into account rule 78 of the rules of procedure of the General Assembly.

2. The guidelines set forth in this document outline a suggested process for the submission of proposals to the Secretariat. The main points of contact are as follows:

Submission of proposals	Wannes Lint Email: lint@un.org
Programme of work	Sangeeta Sharma Email: sharma7@un.org
Reservation of rooms for consultations <i>before</i> submission to the Secretariat	Meetings Management Section Email: gmeets@un.org
Announcement of informal consultations in the <i>Journal of the United Nations</i>	Journal Unit Email: journal@un.org

3. Delegations are requested to inform the Secretariat (lint@un.org) if oral corrections, revisions or amendments to the proposals are expected.

I. Preparation of proposals

4. Information on the reservation of rooms for consultations *before* submission of the proposal to the Secretariat may be obtained from the Meetings Management Section (gmeets@un.org). Such consultations can be announced in the *Journal of the United Nations* (journal@un.org) if the agenda item under which the proposal is submitted is considered directly by the plenary (see section II if the agenda item is exclusively allocated to a Main Committee).

5. Delegations are requested to determine if a “base text” exists for the proposal, for example a resolution from a previous session, or the original draft resolution from the current session if the proposal reflects a revision thereto (which will be issued as “L./Rev.”). If a “base text” exists, the revised text is to be submitted using the “base text” with new changes inserted in “track changes” mode, to avoid delays in the processing of the proposal beyond the five-day period.

6. If no “base text” exists and the text is a new proposal, delegations are requested to include the agenda item under which the proposal is being submitted. The relevant agenda item may be found in the agenda as reflected in document A/[session]/251: for example, the agenda of the seventy-eighth session of the General Assembly is set out in document [A/78/251](#).

II. Submission of proposals under an agenda item exclusively allocated to a Main Committee

7. The submission of proposals under an agenda item exclusively allocated to a Main Committee should in principle be made to the secretariat of the Main Committee (please see [A/INF/78/2](#) for contact details).

8. In accordance with rule 65 of the rules of procedure, the General Assembly shall not, unless it decides otherwise, make a final decision upon any item on the agenda until it has received the report of a Committee on that item, and accordingly, a proposal that is meant for an agenda item exclusively allocated to a Main Committee may be submitted only after the conclusion of the work of the Committee in the main part of the session and may be considered by the Assembly only after consideration of the Committee's reports, subject to an Assembly decision to consider the agenda item directly in a plenary meeting of the Assembly. It is not possible to announce in the *Journal* informal consultations on a proposal that is meant for an agenda item exclusively allocated to a Main Committee, as the consideration of that item directly in plenary meeting is subject to an Assembly decision.

III. Co-sponsorship of proposals

9. Delegations may open their proposal for co-sponsorship either before or upon submission (for submission, please see scenarios A and B in section IV).

10. Proposals are usually negotiated prior to submission to the Secretariat. During this process, the main sponsor(s) can open a proposal for co-sponsorship by other delegations using the e-deleGATE portal (<http://edelegate.un.int>). Only delegations of Member States may upload proposals on the portal and open proposals for co-sponsorship. When initiating co-sponsorship, a delegation can indicate which Member States and observer States can co-sponsor the proposal. Once the process is initiated, all registered users of eligible delegations will be informed.

11. All delegations that have co-sponsored the proposal by the time it is submitted to the Secretariat will be listed as co-sponsors on the draft resolution or draft decision ("L._"). A draft resolution or draft decision will remain open for co-sponsorship until the moment of adoption at a plenary meeting of the General Assembly. In the General Assembly Hall, delegations will be invited once again to signal their intention to co-sponsor the proposal by pressing a button from their national seat when requested by the Secretary. These delegations will be included as additional co-sponsors in the official record of the meeting.

12. Paper signatures are not accepted since co-sponsorship ahead of a plenary meeting is done through the e-deleGATE platform.

13. Once the General Assembly adopts a draft resolution or draft decision, Member States may no longer alter its sponsorship.

Scenario A. Opening a proposal for co-sponsorship

Step 1. Go to <https://edelegate.un.int/> and log in using your credentials.

Step 2. Go to "General Assembly" → "Plenary" → "Resolutions and Decisions" → "e-Proposals".

Step 3. Click on "Initiate a proposal".

Step 4. Complete the form, check the box to certify that you are authorized to open the proposal for co-sponsorship and click “Submit”.

Step 5. If you wish to immediately submit the proposal for issuance, check “Yes” in response to “Do you want to immediately submit the proposal for issuance?” (see also step 4 under section IV below).

Scenario B. Co-sponsoring a proposal

Step 1. Go to <https://edelegate.un.int/> and log in using your credentials.

Step 2. Go to “General Assembly” → “Plenary” → “Resolutions and Decisions” → “e-Proposals”.

Step 3. Confirm that the proposal is open for co-sponsorship. Click on the title of the proposal.

Step 4. Click on the “Co-sponsor” button and complete the form.

Step 5. Check the box to certify that you are authorized to co-sponsor and click “Submit”.

Step 6. Confirm that your delegation is included in the list of co-sponsors of the proposal.

IV. Submission of proposals for issuance as L documents

14. Delegations are requested to submit proposals via the “e-Proposals” module on the e-deleGATE platform. Please contact the General Assembly Affairs Branch (lint@un.org) with any questions. Upon submission, drafts will be processed and issued in the six official languages of the United Nations and made available on the Official Document System (<http://documents.un.org>).

Scenario A. Submitting a proposal if it has not been previously uploaded to the e-deleGATE platform pursuant to section III above

Step 1. Go to <https://edelegate.un.int/> and log in using your credentials.

Step 2. Go to “General Assembly” → “Plenary” → “Resolutions and Decisions” → “e-Proposals”.

Step 3. Click on “Initiate a proposal”.

Step 4. Complete the form and check “Yes” in response to “Do you want to immediately submit the proposal for issuance?”.

Step 5. Check the box to certify that you are authorized to submit the proposal and click “Submit”.

Scenario B. Submitting a proposal if it has been previously uploaded to the e-deleGATE platform pursuant to section III above, including if the proposal has been previously opened for co-sponsorship via e-deleGATE

Step 1. Go to <https://edelegate.un.int/> and log in using your credentials.

Step 2. Go to “General Assembly” → “Plenary” → “Resolutions and Decisions” → “e-Proposals”.

Step 3. Click on the title of the proposal.

Step 4. Click on the “Submit the proposal” button, complete the form, check the box to certify that you are authorized to take this action and click “Submit”.

V. Editing of proposals

15. The English Translation and Editorial Service edits all United Nations documents, including draft resolutions and draft decisions, to ensure that the text is clear, accurate, consistent and grammatically correct, conforms to United Nations editorial standards and is translatable into the other five official languages.

16. Editing staff will not make changes that alter the meaning of a proposal. When a language issue touches on a substantive matter, they will consult with the submitting official. It is crucial for editing staff to be informed when parts of the text of a proposal have been the subject of particularly intensive negotiations or are otherwise highly sensitive.

17. More information on the editing of proposals can be found in the United Nations Editorial Manual (<https://www.un.org/dgacm/en/content/editorial-manual>). Information on specific aspects of terminology can be found in the United Nations Terminology Database (<http://unterm.un.org>).
