

Guidelines for proposals (draft resolutions, decisions and amendments) for consideration in the General Assembly plenary

1. A 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, including the preparation, co-sponsorship, submission and editing of proposals, while not being exhaustive. The main points of contact during this process are as follows:

Preparation, submission and co-sponsorship of proposals	Wannes Lint Email: lint@un.org
Programme of work	Radhika Ochalik Email: ochalik@un.org
Reservation of rooms for consultations <i>before</i> submission to the Secretariat	Meetings Management Section Email: gmeets@un.org
Editing of proposals	Editing Section Email: editingny@un.org

3. Delegations are requested to inform the Secretariat (lint@un.org) of any intention to make a statement to introduce a proposal at a plenary meeting and/or to make an oral revision/correction to their own proposal.

I. Preparation of proposals

4. Delegations are requested to determine if a “base text” exists for the proposal, for example a resolution from a previous session with similar language or the original draft if the proposal reflects a revision (issued as “L./Rev.”). The proposal is to be submitted using “track changes” mode¹ on the basis of the “base text”. If a “base text” exists for the proposal but the proposal is not submitted on such a basis, there will be delays in the processing of the proposal.

5. If no “base text” exists and the text is thus a completely new proposal, delegations are requested to identify the agenda item under which the proposal is submitted. Agenda items can be extracted from the agenda as reflected in document A/[session]/251. For example, the agenda of the seventy-fifth session of the General Assembly is available as document [A/75/251](#).

¹ Information on the “track changes” feature in Microsoft Word is provided [here](#).

II. Co-sponsorship of proposals

6. Proposals are usually negotiated prior to submission to the Secretariat. During this process, a single delegation can open a proposal for co-sponsorship by other delegations using the e-deleGATE portal (<http://delegate.un.int>), indicating which Member States and (if applicable under resolutions 52/250 and/or 58/314) observer States can co-sponsor the proposal. Once the process is initiated, all registered users of eligible delegations will be informed via portal notification.

7. 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 proposal (“L.”). A proposal will remain open for co-sponsorship until just before the action on it in a plenary meeting of the General Assembly. In addition to co-sponsoring on the e-deleGATE portal, delegations will also have an opportunity to co-sponsor the proposal in the General Assembly Hall, by pressing a microphone button from their national seat when invited by the Secretary. These delegations will be marked as additional co-sponsors and listed when the addendum to the proposal is issued.

8. Hardcopy lists with signatures are not accepted.

9. Once the General Assembly takes action on a proposal, delegations can no longer be added or withdrawn from the list of co-sponsors.

III. Submission of proposals

10. Delegations are requested to submit proposals via email to the General Assembly Affairs Branch (lint@un.org). Upon submission, the draft 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>).

IV. Editing of proposals

11. The Editing Section edits all United Nations documents, including draft resolutions/ decisions/amendments, 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.

12. Editors will not make changes that alter the meaning of a proposal. When a language issue touches on a substantive matter, the editor will consult. It is important for the editors to be informed when parts of a draft have been the subject of particularly intensive negotiations or are otherwise highly sensitive.

13. More information on the editing of proposals can be found in the United Nations Editorial Manual (in [English](#); in [French](#)), as well as in the document “Editing of proposals at the United Nations” (in [English](#)). Information on terminology can be found in the United Nations Terminology Database (<http://unterm.un.org>).