

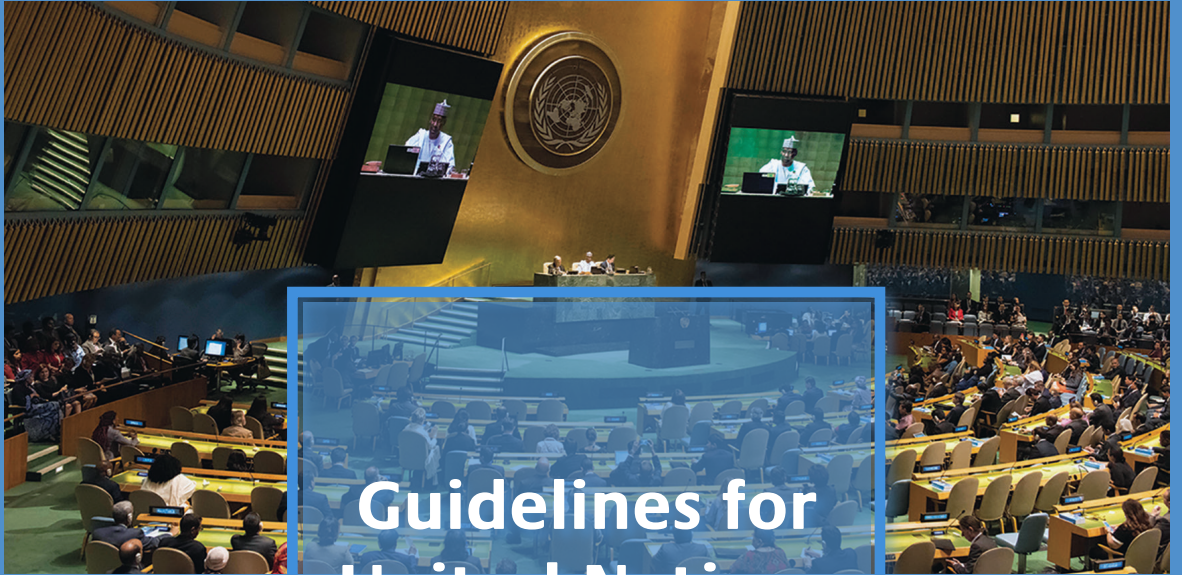


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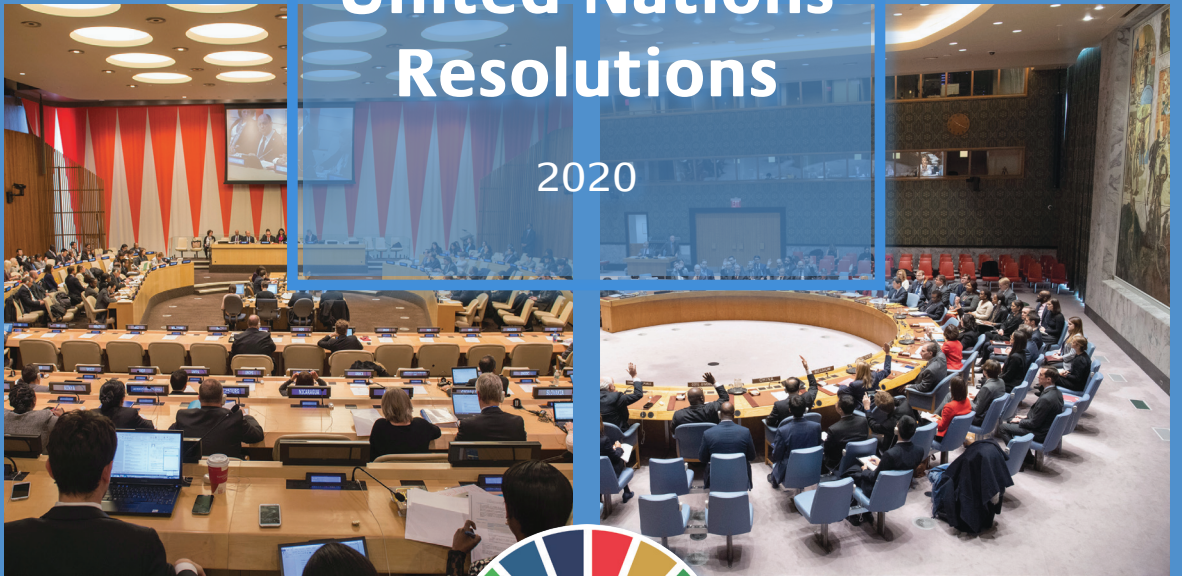
KNOWLEDGE TO LEAD

New York Office



Guidelines for United Nations Resolutions

2020



**UN@75
UNITAR@57**



**The Future We Want,
The UN We Need**



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ASG-ED Mr. Nikhil Seth,
Executive Director of UNITAR



H.E. Mr. Marco Suazo,
Head of Office UNITAR NY

UNITAR is dedicated to fulfilling its mandate on capacity building and training diplomats around the world. Pursuant to its origination in a General Assembly resolution in 1963, UNITAR seeks to enhance the effectiveness of the Diplomats and the United Nations, this publication is especially dedicated to the New York diplomatic community – one of the largest communities in the world. To this end, the New York Office aims to equip Member States' diplomats with the capacity to navigate and contribute to the United Nations decision-making process more efficiently. In particular, it seeks to respond to the needs of delegates from developing and least developed countries, providing them with the knowledge and capabilities necessary to operate effectively within the United Nations system.

“Guidelines for United Nations Resolutions” prepared by UNITAR–NYO is an important tool for the delegates, supporting them in the process of preparing, drafting and negotiating a draft resolution in the General Assembly and its main committees. We recognize the ECOSOC and the Security Council, require a different approach which is not covered here.

The guidelines include easy step by step flowcharts and graphics that make the process more visual and therefore easily understood for the delegates joining the delegations.

UNITAR and its staff is extremely proud to produce this tool for Member States which will be available in English, Spanish, French and Arabic in hard copies as well as in electronic format to be downloaded from UNITAR website.

I take this opportunity to thank Larry Johnson, Maria Maldonado, Kenji Nakano, Loraine Sievers, Ziad Mahmassani, as well as all the members of the UNITAR Team for their support which made these guidelines possible.

ASG-ED Mr. Nikhil Seth,
Executive Director of UNITAR



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The Future We Want,
The UN We Need

UNITAR Guidelines for United Nations Resolutions 2020

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New York Office

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Notes and acknowledgments

The following guidelines are designed to facilitate the process of drafting, submitting and adopting United Nations resolutions.

Notes

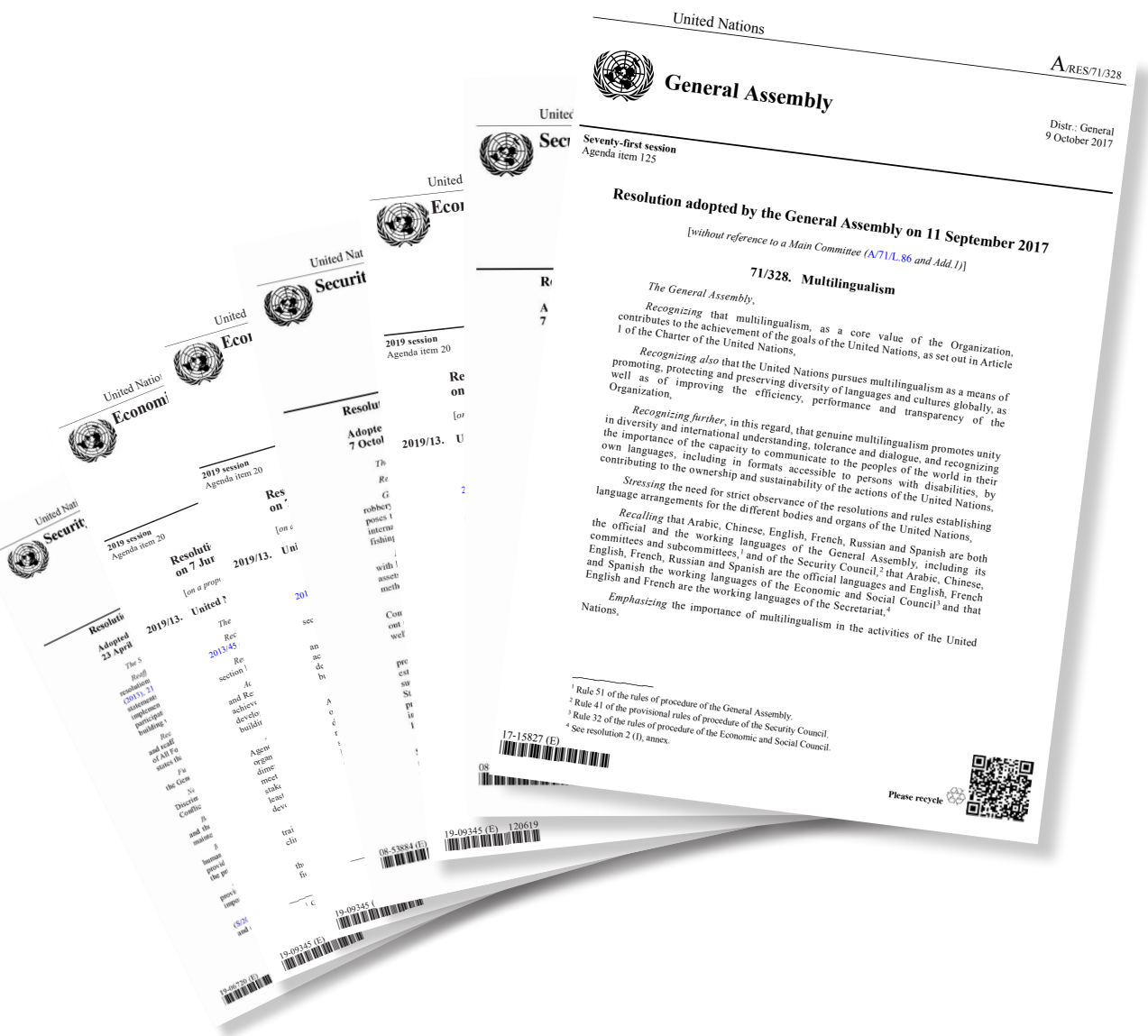
- Resolutions adopted by the General Assembly or other United Nations bodies are considered recommendations to Member States, except those adopted by the Security Council under Chapter VII of the Charter of the United Nations, which are considered binding in whole or in part.
- All resolutions constitute a mandate for the United Nations Secretariat.
- All official United Nations documents referenced or quoted in these guidelines may be found on the United Nations web page, <https://www.un.org/en/sections/general/documents/index.html>, or other United Nations publications. Secretariat working papers are made available to Member States and are accessible via the United Nations intranet.
- The present guidelines will be reviewed in accordance with the United Nations General Assembly decision-making process.

The following guidelines were prepared and designed by the UNITAR New York Office, edited and supervised by H.E. Mr. Marco A. Suazo, with notable contributions by Mr. Harris LaTeef and Mr. Thomas Englebert.

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UNITAR also recognizes *Negotiating at the United Nations: A Practitioner's Guide*, written by Ms. Rebecca E. Webber Gaudiosi, Ms. Jimena Leiva Roesch, and Ms. Ye-min Wu.



United Nations

A/RES/71/328



General Assembly

Distr.: General
9 October 2017

United



Sec

Seventy-first session
Agenda item 125

Resolution adopted by the General Assembly on 11 September 2017
[without reference to a Main Committee (A/71/L.86 and Add.1)]

71/328. Multilingualism

The General Assembly,

Recognizing that multilingualism, as a core value of the Organization, contributes to the achievement of the goals of the United Nations, as set out in Article 1 of the Charter of the United Nations,

Recognizing also that the United Nations pursues multilingualism as a means of promoting, protecting and preserving diversity of languages and cultures globally, as well as of improving the efficiency, performance and transparency of the Organization,

Recognizing further, in this regard, that genuine multilingualism promotes unity in diversity and international understanding, tolerance and dialogue, and recognizing the importance of the capacity to communicate to the peoples of the world in their own languages, including in formats accessible to persons with disabilities, by contributing to the ownership and sustainability of the actions of the United Nations,

Stressing the need for strict observance of the resolutions and rules establishing language arrangements for the different bodies and organs of the United Nations,

Recalling that Arabic, Chinese, English, French, Russian and Spanish are both the official and the working languages of the General Assembly, including its committees and subcommittees,¹ and of the Security Council,² that Arabic, Chinese, English and Spanish are the official languages and English, French, Chinese and Spanish are the working languages of the Economic and Social Council³ and that English and French are the working languages of the Secretariat,⁴

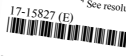
Emphasizing the importance of multilingualism in the activities of the United Nations,

¹ Rule 51 of the rules of procedure of the General Assembly.

² Rule 41 of the provisional rules of procedure of the Security Council.

³ Rule 32 of the rules of procedure of the Economic and Social Council.

⁴ See resolution 2 (1), annex.



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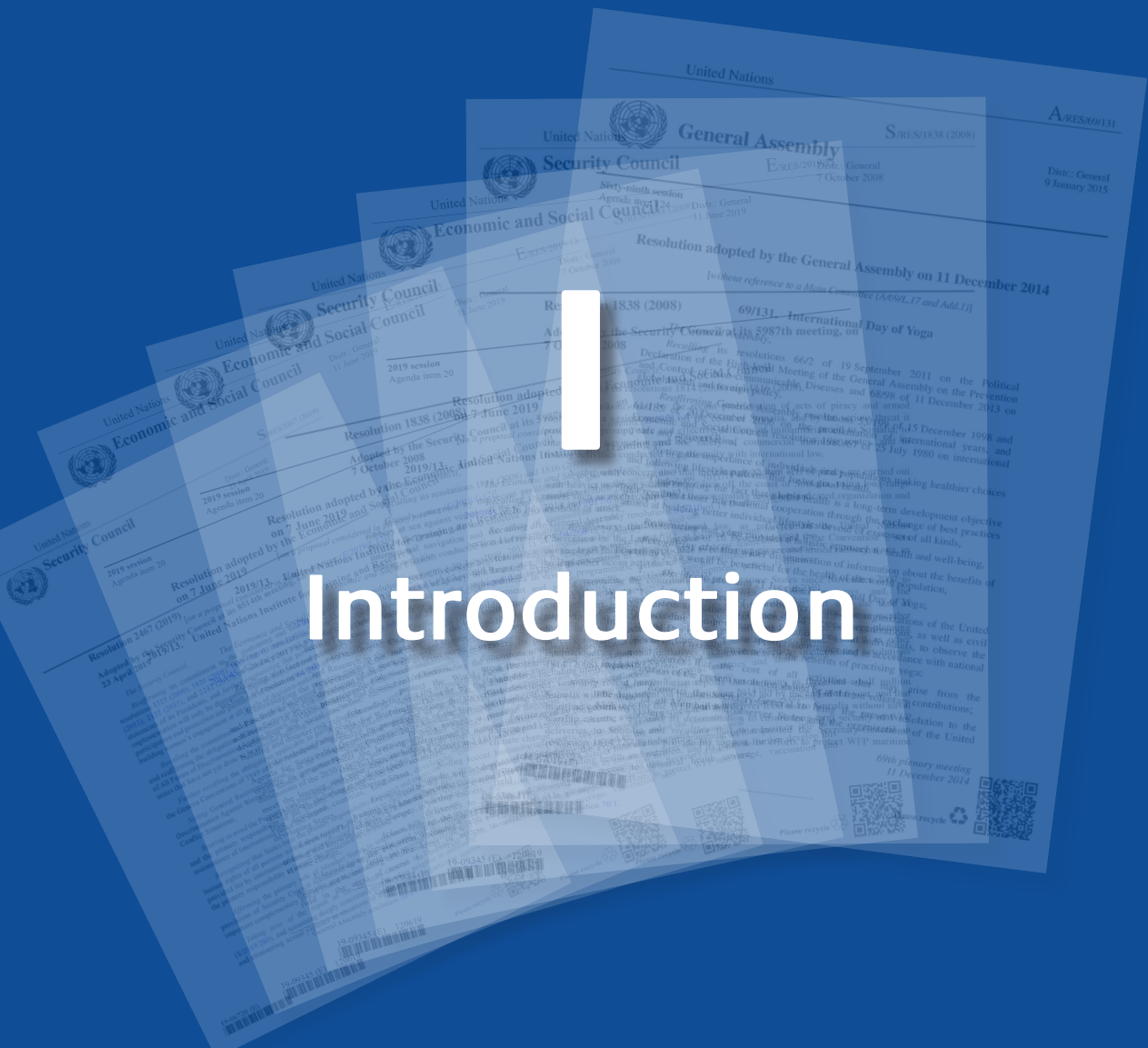
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Contents

	<i>Page</i>
I Introduction	8
I.1 Scope of the guidelines	10
I.2 What is a United Nations resolution?	10
I.3 How are United Nations resolutions implemented?	10
I.4 Voting procedure and decision-making process of the General Assembly	11
A. Overview of voting	11
B. Methods of voting	12
C. Excerpt from the <i>United Nations Juridical Yearbook 1986</i>	12
II General Committee of the General Assembly	16
II.1 Functions	17
II.2 Composition at the seventy-fourth session	17
Chairs of the six Main Committees	17
Elected Vice-Presidents of the General Assembly	18
Permanent members of the Security Council	18
III Recommendations of the General Committee	20
III.1 Excerpts from the report of the General Committee to the General Assembly at its seventy-fourth session	21
IV Notes on resolutions and decisions	30
IV.1 Resolutions and decisions of the General Assembly and other organs	31
IV.2 Resolutions and decisions of the Security Council	32
IV.3 Resolutions and decisions of the Economic and Social Council	37
IV.4 System of identification of resolutions and other formal decisions of United Nations organs	39
V Preparing a draft resolution in the General Assembly: flowchart	42
ANNEXES	44
I. Elements of a United Nations Resolution	46
II. Rules of procedure of the General Assembly	48
III. An insider's guide to preparing a draft resolution in the General Assembly	68
IV. Guidelines for submission of proposals in the General Assembly plenary	79
V. Consideration of programme budget implications by the plenary and the Main Committees of the General Assembly: overview	84
VI. Meaning of "takes note of" and "notes" in resolutions	87
VII. Resolutions: frequently used terms	89
VIII. Majorities required for votes in the General Assembly	90
IX. Solving global policy challenges: five lessons in multilateral negotiation	92



Introduction

The purpose of these guidelines is to help delegations in the process of preparing draft resolutions and decisions, principally in the General Assembly and the Main Committees, as prescribed in the Charter of the United Nations and the rules of procedure of the General Assembly.

Article 10 of the Charter outlines the right of the General Assembly to bring issues to the attention of the Security Council, Member States, or both, as follows:

The General Assembly may discuss any questions or any matters within the scope of the present Charter or relating to the powers and functions of any organs provided for in the present Charter, and, except as provided in Article 12, may make recommendations to the Members of the United Nations or to the Security Council or to both on any such questions or matters.

The rules of procedure of the General Assembly specify the process through which the resolutions and decisions of the Assembly and the Main Committees are to be adopted.

The present guidelines cover the application of those rules, at every step from drafting, submitting and negotiating to adopting resolutions in the Main Committees, the General Assembly, and other decision-making organs of the United Nations.

I.1 Scope of the guidelines

The present guidelines deal with some of the questions arising in the drafting, editing, submission, voting and implementation of United Nations resolutions and decision-making processes. Unless otherwise indicated, they apply to resolutions and decisions of all United Nations decision-making organs.

I.2 What is a United Nations resolution?

A resolution is the formal expression of the opinion or will of a United Nations organ.

Decisions are another type of formal action taken by United Nations bodies and often concern procedural matters such as elections, appointments, and time and place of future sessions. They are sometimes used to record the adoption of a text representing the consensus of the members of a given organ.

General Assembly resolutions and decisions have the same legal status. Resolutions¹ reflect the views of the Member States, provide policy recommendations, assign mandates to the United Nations Secretariat and the subsidiary bodies of the General Assembly and decide on all questions regarding the United Nations budget. With the exception of decisions regarding payments to the regular and peacekeeping budgets of the United Nations, General Assembly resolutions/decisions are not binding for Member States.

I.3 How are United Nations resolutions implemented?

A. General Assembly

Resolutions and decisions are adopted in accordance with the Charter of the United Nations and the General Assembly's rules of procedure.

The *GA Handbook*, a practical guide to the General Assembly rules, procedures, and working methods, has additional information about resolutions in section 3.5, beginning on p. 52. The guide was first published in 2011 by the Permanent Mission of Switzerland to the United Nations.

Some examples of the various types of resolutions and decisions are:

- admission of States to membership in the United Nations (see General Assembly resolution [65/308](#))
- adoption of the budget (see General Assembly resolutions [74/264 A-C](#))
- election of members to United Nations bodies (see General Assembly decision [68/403](#), in [A/68/49 \(Vol.II\)](#))
- final text of multilateral treaties (see General Assembly resolution [61/177](#))

¹ A resolution generally, but not invariably, consists of two clearly defined parts: a preamble and an operative part. The preamble generally recites the considerations on the basis of which action is taken, an opinion expressed, or a directive given. The operative part states the opinion of the organ or the action to be taken.

- political declarations (see General Assembly resolution 70/294)
- procedural matters (see General Assembly resolution 67/250)
- taking note of a report (see Economic and Social Council resolution 2014/9)

The nature of the resolution determines if it contains provisions considered binding on States.

See, for example, the Secretariat's legal opinion of 9 May 1986, on Questions relating to the voting procedure and decision-making process of the General Assembly - General rule applicable to the calculation of the majority required for the adoption of resolutions and decisions by the General Assembly - Exceptions to the rule - Effect of absence or non-participation on the binding force of resolutions and decisions, published in the *United Nations Juridical Yearbook*, 1986 (see excerpt in sect. I.4 below).

B. Security Council

See section IV.2 for details on the work of the Security Council and the the drafting, voting, and implementation of Security Council resolutions and decisions.

C. Economic and Social Council

See section IV.3 for further details on Economic and Social Council resolutions and decisions.

I.4 Voting procedure and decision-making process of the General Assembly

A. Overview of voting

Voting may occur in any United Nations principal organ or body. In general, voting takes place:

- In accordance with the Charter of the United Nations and the rules of procedure of the body
- During formal meetings
- On draft resolutions, draft decisions, or procedural matters
 - o Sometimes votes are held paragraph by paragraph until a final text is agreed upon

- Members of the body may vote
 - o Yes, or In favour
 - o No, or against
 - o Abstain
- Only members of the body can vote
 - o The Security Council regularly invites non-members of the Security Council to participate in meetings, **without the right to vote.**
 - o Under Article 19 of the Charter, a Member which is in arrears in the payment of its financial contributions to the Organization shall have no vote in the General Assembly if the amount of its arrears equals or exceeds the amount of the contributions due from it for the preceding two full years. The General Assembly may, nevertheless, permit such a Member to vote if it is satisfied that the failure to pay is due to conditions beyond the control of the Member.

B. Methods of voting

Votes may be:

- **Recorded vote**
 - o How each member voted is recorded
 - o See, for example, [A/72/PV.60](#)
 - o Votes are typically recorded electronically but a roll-call vote may be conducted if requested by a Member State, or a vote may be taken by a show of hands (rule 87 of the rules of procedure of the General Assembly)
- **Secret ballot**
 - o Usually for elections
 - o See, for example, [A/69/PV.39](#)
- **Non-recorded vote**
 - o Number of members voting for, against and abstaining is recorded
 - o Individual votes are not reported
 - o See, for example, [A/PV.320](#) and [A/49/PV.56](#)

C. Excerpt from the *United Nations Juridical Yearbook 1986*

Part Two. Legal activities of the United Nations and related intergovernmental organizations Chapter VI. Selected legal opinions of the Secretariats of the United Nations and related intergovernmental organizations

QUESTIONS RELATING TO THE VOTING PROCEDURE AND DECISION- MAKING PROCESS OF THE GENERAL ASSEMBLY—GENERAL RULE APPLICABLE TO THE CALCULATION OF THE MAJORITY REQUIRED FOR THE ADOPTION OF RESOLUTIONS AND DECISIONS BY THE GENERAL ASSEMBLY—EXCEPTIONS TO THE RULE—EFFECT OF ABSENCE OR NON-PARTICIPATION ON THE BINDING FORCE OF RESOLUTIONS AND DECISIONS

Letter to the Permanent Observer of an intergovernmental organization to the United Nations

I should like to refer to the note dated 2 May 1986 addressed by your Mission to the Office of Legal Affairs. The Mission has requested information and clarification from the Office with regard to the voting procedure and decision-making process of the General Assembly. Specifically, the questions that have been put to us are the following:

1. How is a Member State that is absent or not participating in the voting process treated in connection with the calculation of the majority required for the adoption of a resolution or decision by the General Assembly?
2. Is a Member State which was absent or which announced its non-participation in the voting process when a particular resolution or decision was put to the vote nevertheless bound by the terms of the resolution or decision in question validly adopted by the General Assembly?

With regard to the first question, I should like to draw your attention to the rules of procedure of the General Assembly governing voting in the Assembly (rules 82 to 95). You will note that in rules 83 and 84, reference is made to “a two-thirds majority of the members present and voting” and in rule 85, to “a majority of the members present and voting”. The term “members present and voting” is defined in rule 86 to mean members that cast an affirmative or negative vote. The same rule expressly states that Members which abstain from voting are considered as not voting. In accordance with these provisions, only Member States which are present and which cast an affirmative or a negative vote are taken into account for the purpose of calculating the majority required for the adoption of a resolution or decision by the General Assembly.

It is relevant however to mention that, while most decisions of the General Assembly require either a simple or a two-thirds majority of the members present and voting, there are special cases based on provisions of the Charter of the United Nations or of the Statute of the International Court of Justice where the present and voting element is not applicable to the calculation of the majority required for the adoption of the decisions concerned. One such case is the election of members of the International Court of Justice where, in accordance with the provisions of the Statute of the Court, an absolute majority of votes is required in the General Assembly, such absolute majority being based on the total number of Members of the United Nations plus three non-members which are parties to the Statute of the Court. The other case where a special majority is required is in connection with the adoption of amendments to the Charter of the United Nations which, pursuant to Article 108 of the Charter, require a two-thirds majority of the members of

the General Assembly for adoption. In these two cases, the majority required is an absolute or a qualified majority based on a definite number of States which is not affected by abstentions, absences or announcements by States that they are not participating in the vote. In these two special cases, abstentions, absences and non-participation in the vote do not have the effect of reducing the majority required (which would be the case if the present and voting requirement applied) and therefore have a negative impact.

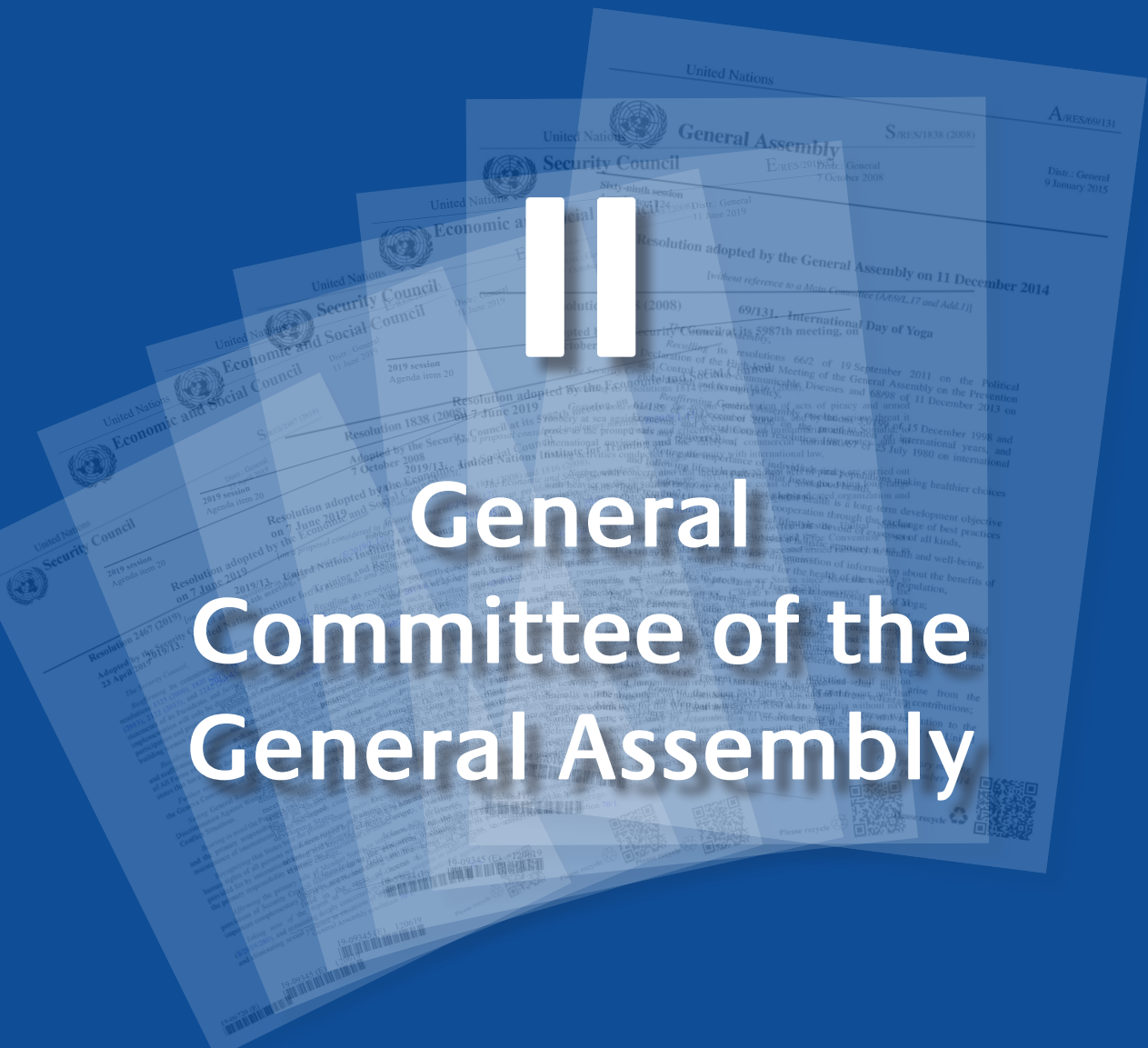
It should be noted that the officially recognized method of voting under the rules of procedure of the General Assembly is reflected in rule 87 which refers to a “yes” or affirmative vote, a “no” or negative vote and to abstention. Accordingly, non-participation in the vote is not indicated in the official result of the vote announced by the President and reflected in the official record of the meeting. From a legal standpoint, a Member that declares its non-participation in the voting process is in the same situation as a Member State that was absent during the voting.

As to the second question, one must distinguish between resolutions and decisions which are purely recommendatory in nature and resolutions and decisions which are binding on Member States. In general, resolutions and decisions other than those relating to the institutional framework and administrative and financial administration of the Organization are recommendatory in nature and are thus not legally binding even on those Members that vote in favour of the resolutions or decisions in question. To the extent that resolutions or decisions produce legally binding effects on the Members of the Organization, all Member States are legally bound to comply with such resolutions or decisions validly adopted in accordance with the provisions of the rules of procedure of the General Assembly and the Charter of the United Nations. Such legally binding resolutions or decisions include decisions relating to the adoption of the scale of assessments for the apportionment of expenses of the Organization under Article 17 of the Charter, decisions relating to the budget of the Organization and other decisions relating to the internal administration and management of the Organization. Once a legally binding resolution or decision of this type is validly adopted, it is binding on all Member States, including those that voted against, abstained, were absent or declared their non-participation in the decision-making process.



UN PHOTO/RICK BAJORNAS (2)

General Assembly Votes on Human Rights of Minorities in Myanmar, 27 December 2019, United Nations, New York.



General Committee of the General Assembly

General Committee

The General Committee is composed of the President of the General Assembly and 21 Vice-Presidents, and the Chairs of the six Main Committees. The five permanent members of the Security Council also serve as Vice-Presidents.

II.1 Functions

At the beginning of each session, the General Committee considers the provisional agenda and the supplementary list and makes recommendations to the General Assembly.

The role of the General Committee has been further strengthened over the past few sessions with the holding of informal meetings and briefings, open to all Member States, on specific issues under consideration by or pertaining to the work of the Assembly.

The General Committee also makes recommendations to the General Assembly concerning the closing date of the session. It assists the President and the General Assembly in drawing up the agenda for each plenary meeting, and in the general conduct of the work of the General Assembly.

It shall not however, decide on any political question (see section VI of the rules of procedure of the General Assembly).

See section IV below for excerpts from the report of the General Committee to the General Assembly at its seventy-fourth session (A/74/250), relevant to the decision-making process in the Assembly.

II.2 Composition at the seventy-fourth session

President H.E. Mr. Tijjani Muhammad-Bande (Nigeria)

Chairs of the six Main Committees²

First Committee	H.E. Mr. Sacha Sergio Llorenty Solíz (Plurinational State of Bolivia)
Second Committee	H.E. Mr. Cheikh Niang (Senegal)
Third Committee	H.E. Mr. Christian Braun (Luxembourg)
Fourth Committee	H.E. Mr. Mohammed Hussein Bahr Aluloom (Iraq)
Fifth Committee	H.E. Mr. Andreas Mavroyiannis (Cyprus)
Sixth Committee	H.E. Mr. Michal Mlnár (Slovakia)

² The Chairs of the Main Committees change at every session of the General Assembly in a rotational scheme based on regional groups. Normally they are endorsed by regional groups.



Elected Vice-Presidents of the General Assembly³

African States

Cabo Verde, Congo, Ethiopia, Tunisia, Zimbabwe

Asia-Pacific States

Indonesia, Oman, Papua New Guinea, Singapore, Uzbekistan

Eastern European States

Croatia

Latin American and Caribbean States

Argentina, Belize, Trinidad and Tobago

Western European and other States

Malta, Turkey

Permanent members of the Security Council

China, France, Russian Federation, United Kingdom of Great Britain and Northern Ireland, United States of America

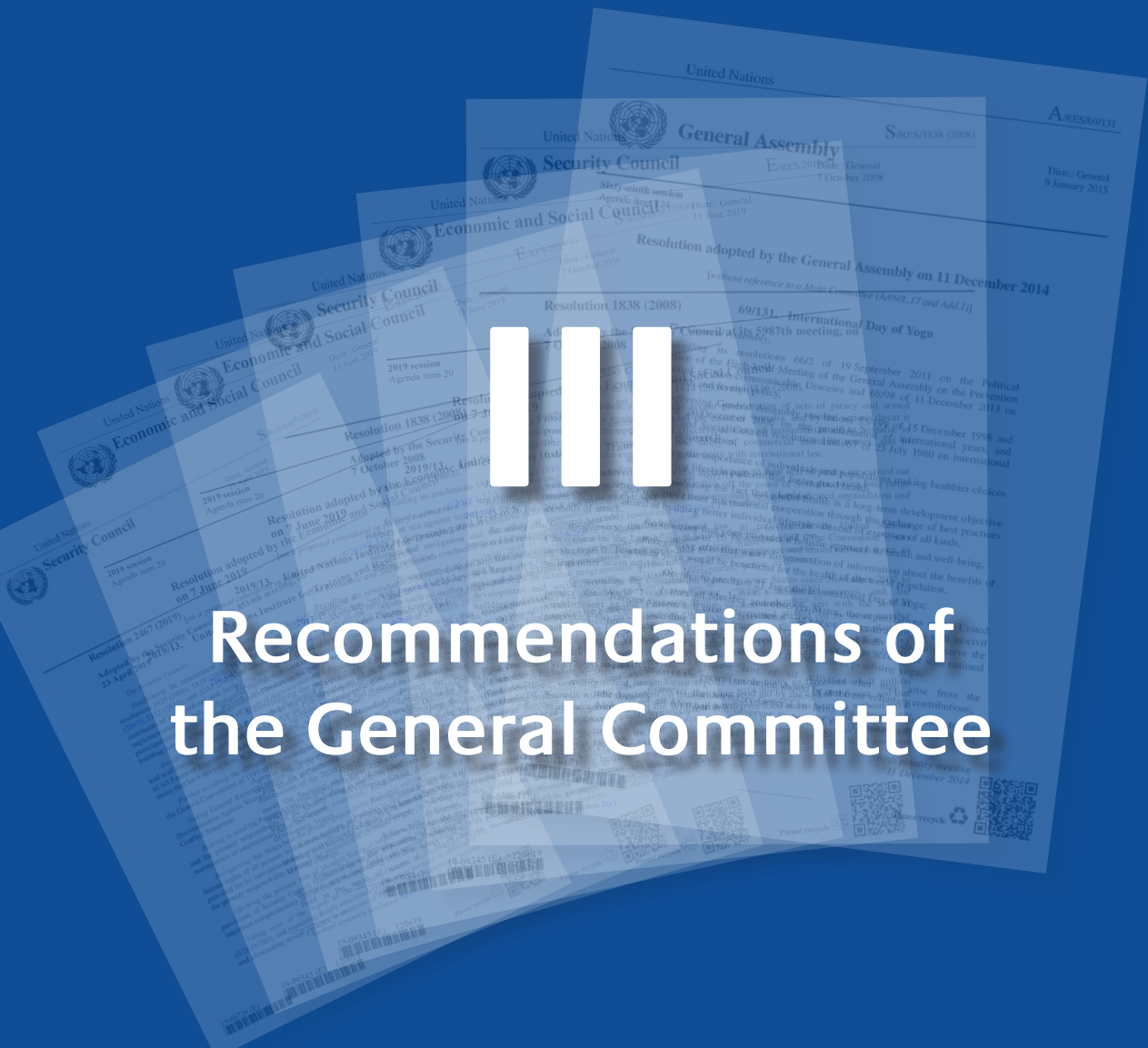
³ Vice-Presidents of the General Assembly are elected on a rotating scheme and on the basis of the endorsement of regional groups. Normally they change at every session of the General Assembly.



UN PHOTO/MARK GARTEN;



UN PHOTO/CIA PAK



Recommendations of the General Committee

III.1 Excerpts from the report of the General Committee to the General Assembly at its seventy-fourth session⁴

I. Introduction

1. At its 1st meeting, on 18 September 2019, the General Committee considered a memorandum by the Secretary-General relating to the organization of the seventy-fourth regular session and future sessions of the General Assembly, the adoption of the agenda and the allocation of items (A/BUR/74/1). A summary of the discussions will appear in the summary record of the meeting (A/BUR/74/SR.1).
2. The General Committee took note of the resolutions of the General Assembly relating to the revitalization of its work.⁵

II. Organization of the session

A. General Committee

3. The General Committee took note of rule 40 of the rules of procedure and document A/56/1005 (annex, paras. 9–10) pertaining to the functions of the Committee.
4. The General Committee also took note of paragraph 5 of the annex to resolution 58/316 pertaining to the functions of the General Committee, in particular subparagraphs (e) to (h), according to which the Committee shall continue to consider the further biennialization, triennialization, clustering and elimination of items of the customary agenda of the General Assembly; schedule informal briefings on topical issues; recommend to the Assembly a programme of, and format for, interactive debates on the items of its agenda; and consider ways and means to further improve its working methods to increase its efficiency and effectiveness in all aspects.
5. The General Committee further took note of subsequent resolutions on the revitalization of the work of the General Assembly, in which the Assembly stressed the importance of enhancing the role of the General Committee; and resolution 72/313, in which the General Assembly, recalling its resolutions 1898 (XVIII), 2837 (XXVI), 45/45, 51/241, 58/126 and 58/316, called upon the President of the General Assembly to make full use of the General Committee throughout the session, with a view to reviewing the programme of work of the Assembly and its Main Committees, in line with rule 42 of the rules of procedure of the General Assembly.
6. The General Committee took note that, at the outset of each session, each Vice-President of the General Assembly should designate a liaison person for the duration of the session. This designation may be made by means of a letter to the President (resolution 55/285, annex, para. 20).

⁴ See A/74/250.

⁵ Resolutions 46/77, 47/233, 48/264, 51/241, 52/163, 55/285, 56/509, 57/300, 57/301, 58/126, 58/316, 59/313, 60/286, 61/292, 62/276, 63/309, 64/301, 65/315, 66/294, 67/297, 68/307, 69/321, 70/305, 71/323, 72/313 and 73/341.



B. Rationalization of work

...

10. The General Committee draws the attention of the General Assembly to paragraph 29 of resolution [73/341](#), in which the Assembly emphasized that the General Assembly and its Main Committees, at the seventy-fourth session, in consultation with Member States, should continue their consideration of and make concrete proposals for the further biennialization, triennialization, clustering and elimination of items on the agenda of the Assembly, including through the introduction of a sunset clause, with the clear consent of the sponsoring State or States, taking into account the relevant recommendations of the Ad Hoc Working Group on the Revitalization of the Work of the General Assembly, during the seventy-fourth session of the Assembly.

...

13. The General Committee brings to the attention of the General Assembly paragraph 24 of resolution [73/341](#), in which the Assembly reaffirmed existing relevant mandates related to the improvement of the working methods of the Main Committees.

...

C. Closing date of the session

...

22. The General Committee also recommends to the General Assembly that, during the main part of the session, the First Committee complete its work by Friday, 8 November, the Special Political and Decolonization Committee (Fourth Committee) by Friday, 15 November, the Second Committee by Wednesday, 27 November, the Third Committee by Thursday, 21 November, the Fifth Committee by Friday, 13 December, and the Sixth Committee by Wednesday, 20 November 2019.⁶

...

G. Conduct of meetings, length of statements, explanations of vote, right of reply, points of order and concluding statements

41. The General Committee draws the attention of the General Assembly to the relevant rules of procedure regarding the conduct of meetings, namely, rules 35, 68, 72, 73, 99 (b), 106, 109, 114 and 115.

...

43. The General Committee brings to the attention of the General Assembly that, in accordance with past practice, debates in plenary should include statements, as applicable, by the President of the General Assembly, the Secretary-General,

⁶ A mandatory deadline, not later than 1 December, should be established for the submission to the Fifth Committee of all draft resolutions with financial implications (see para. 76).



Member States and observers, unless otherwise mandated by the Assembly; that each delegation makes no more than one statement in a debate, delivered by no more than one accredited representative physically present in the General Assembly Hall (and not with a video recording or screen-projected presentation), unless otherwise mandated by the Assembly; that the President shall call upon speakers in the order in which they signify their desire to speak, in accordance with rule 68 of the rules of procedure, including among speakers on behalf of a group of Member States; that a delegation introducing a proposal or a draft amendment thereto, if any, is entitled to take the floor at the beginning of the debate among Member States; that the introduction of a proposal or a draft amendment thereto is to be made by no more than one delegation; that the consideration of proposals would take place following the conclusion of the debate; that, in the event that the Assembly resumes its consideration of an agenda item after having concluded its debate on it with a view to considering a proposal and a draft amendment thereto, if any, statements by delegations are limited to the introduction, followed by the consideration, of the proposal (see also para. 36); that, after action on proposals under an agenda item, and besides statements in explanation of vote after the vote, “statements after adoption” are permitted only at the President’s discretion; that the Secretary-General may be represented at the podium only by the Deputy Secretary-General or by another member of the Secretariat designated by him in order to make a statement on his behalf, in accordance with rule 70 of the rules of procedure; and that statements by the President or the Secretary-General are made either by themselves (and not with a video recording or screen-projected presentation) or by a Vice-President of the General Assembly or a member of the Secretariat designated by the Secretary-General in order to make a statement on his behalf, in accordance with rule 70 of the rules of procedure, respectively, who is physically present in the General Assembly Hall.

...

47. The General Committee brings to the attention of the General Assembly the fact that explanations of vote should be limited to 10 minutes; that, when the same draft resolution is considered in a Main Committee and in plenary meeting, a delegation should, as far as possible, explain its vote only once, that is, either in the Committee or in the plenary meeting, unless that delegation’s vote in the plenary meeting is different from its vote in the Committee; and that delegations should exercise their right of reply at the end of the day whenever two meetings have been scheduled for that day and whenever such meetings are devoted to the consideration of the same item (decision 34/401, paras. 6–8 (A/520/Rev.18, annex V)).

...

51. The General Committee also draws the attention of the General Assembly to the fact that the voting results are final once the voting process has concluded in the Assembly. Delegations may submit voting intention forms provided by the Secretariat in order to clarify their voting intentions, which will be further reflected in the official records of the meetings.
52. The General Committee further draws the attention of the General Assembly to the fact that, once the Assembly adopts a draft resolution or decision, Member States can no longer alter its sponsorship. Likewise, when a Main Committee has adopted a proposal and recommends its adoption by the Assembly, Member States can no longer alter its sponsorship.

...



I. Resolutions

59. The General Committee brings to the attention of the General Assembly that:
- Whenever possible, resolutions requesting the discussion of a question at a subsequent session should not call for the inclusion of a separate new item and such discussion should be held under the item under which the resolution was adopted (decision 34/401, para. 32 (A/520/Rev.18, annex V))
 - Efforts should be made to reduce the number of resolutions adopted by the General Assembly. Resolutions should request reports of the Secretary-General only in cases where that would be indispensable for facilitating the implementation of those resolutions or the continued examination of the question⁷
 - In order to ensure that resolutions have greater political impact, they should be short, in particular as regards the preambular part, and should focus more on action-oriented operative paragraphs (resolution 57/270 B, para. 69)
 - Whenever possible, for the adoption by the General Assembly of agreed texts of resolutions and decisions, informal consultations should be carried out with the widest possible participation of Member States (resolution 45/45, annex, para. 1 (A/520/Rev.18, annex VII, para. 1))
 - The terms “takes note of” and “notes” are neutral terms that constitute neither approval nor disapproval (decision 55/488, annex)⁸
60. The General Committee brings to the attention of the General Assembly paragraph 23 of the annex to resolution 60/286, in which the Assembly encouraged Member States to submit draft resolutions in a more concise, focused and action-oriented form, and paragraph 21 of resolution 66/294, in which the Assembly encouraged Member States, United Nations bodies and the Secretariat to continue to consult on the consolidation of documentation in order to avoid duplication of work, to exercise the fullest possible discipline in striving for concise resolutions, reports and other documentation, inter alia, by referring to previous documents rather than repeating actual content, and to focus on key themes, and called upon them to observe existing submission deadlines so as to allow for the timely processing of documents to be examined by intergovernmental bodies.
61. The General Committee noted and decided to bring to the attention of the General Assembly the fact that the Secretary-General encourages Member States to transmit all draft resolutions and decisions in accordance with the guidelines for submission outlined by the Secretariat.⁹
62. The General Committee brings to the attention of the General Assembly that the numbering of resolutions and decisions is sequential, and that resolutions or decisions containing identical titles will be assigned identical symbols followed by a letter designation (e.g. “A” and “B”).

⁷ *Official Records of the General Assembly, Forty-first Session, Supplement No. 49 (A/41/49)*, para. 21, recommendation 3 (f).

⁸ See annex V to the present guidelines.

⁹ See annex III to the present guidelines.



J. Documentation

63. The General Committee brings to the attention of the General Assembly that the Assembly, including its Main Committees, should merely take note of those reports of the Secretary-General or subsidiary organs that do not require a decision by the Assembly and should neither debate nor adopt resolutions on them, unless specifically requested to do so by the Secretary-General or the organ concerned (decision 34/401, para. 28 (A/520/Rev.18, annex V)).
- ...
65. The General Committee further draws the attention of the General Assembly to resolutions 48/264 and 55/285, in which the Assembly emphasized that restraint should be exercised in making requests for new reports and requested more integrated reports, and to resolution 57/270 B, in which it recognized the need to avoid requesting duplicative reports from the Secretary-General.
66. The General Committee draws the attention of the General Assembly to resolution 67/297, in which the Assembly encouraged Member States, United Nations bodies and the Secretariat to continue to consult on the consolidation of documentation in order to avoid duplication of work, to exercise the fullest possible discipline in striving for concise resolutions, reports and other documentation, inter alia, by referring to previous documents rather than repeating actual content, and to focus on key themes, and called upon them to observe existing submission deadlines in order to allow for the timely processing of documents to be examined by intergovernmental bodies.
67. The General Committee also draws the attention of the General Assembly to paragraph 54 of resolution 72/313 and paragraph 32 of resolution 73/341, in which the Assembly requested the Secretariat to continue to improve, harmonize and unify e-services provided to Member States under e-deleGATE with a view to creating a full-fledged delegates' online workplace in order to save costs, reduce the environmental impact and improve the distribution of documents, including the continuation of the practice of making available all official correspondence of the United Nations addressed to the Member States; and paragraphs 36 and 45 of resolution 72/313, in which the Assembly requested the Secretariat to ensure the availability through the e-deleGATE portal of provisional lists of speakers at United Nations meetings and conferences not later than by the end of the business day preceding the relevant meeting or conference; and requested the President of the General Assembly, in order to enhance transparency, to continue to attach the list of speakers at high-level thematic debates organized by the President to the summary of those events.
68. The General Committee brings the following to the attention of the General Assembly:
- Resolutions should contain requests for observations from States or reports by the Secretary-General insofar as they are likely to facilitate the implementation of the resolutions or the continued examination of the question (resolution 45/45, annex, para. 10 (A/520/Rev.18, annex VII, para. 10))
- ...



K. Questions relating to the programme budget

70. The General Committee draws the attention of the General Assembly to rule 153 of the rules of procedure, which reads:

No resolution involving expenditure shall be recommended by a committee for approval by the General Assembly unless it is accompanied by an estimate of expenditures prepared by the Secretary-General. No resolution in respect of which expenditures are anticipated by the Secretary-General shall be voted by the General Assembly until the Administrative and Budgetary Committee (Fifth Committee) has had an opportunity of stating the effect of the proposal upon the budget estimates of the United Nations.
71. Pursuant to rule 153 of the rules of procedure, the Secretariat considers the financial implications of all draft resolutions and decisions of the General Assembly and its subsidiary organs. This process begins once the draft is submitted for issuance as a document of the Assembly. Until then, the Secretariat is not in a position to provide any official view as to whether a draft resolution or decision will have financial implications.
72. The General Committee brings to the attention of the General Assembly that, in accordance with rule 153 of the rules of procedure, the consideration by the Administrative and Budgetary Committee (Fifth Committee) of any proposal involving expenditure before such a proposal is voted on by the Assembly is mandatory and the rule as formulated does not provide for any exceptions.
73. The General Committee draws the attention of the General Assembly to the need for initiators of proposals with budgetary implications to clarify a timetable at an early stage with the Chair of the Administrative and Budgetary Committee (Fifth Committee) and the Chair of the Advisory Committee on Administrative and Budgetary Questions, in order to ensure full compliance with rule 153.
74. With regard to rule 153 of the rules of procedure, and paragraph 13 (d) of decision 34/401, which requires a minimum period of 48 hours before action is taken on a proposal so as to allow the Secretary-General to prepare the programme budget implications of proposals before the Assembly, the General Committee brings to the attention of the Assembly the fact that, in most cases, more than 48 hours are required for the Secretary-General to review the programme budget implications of proposals before the Assembly.
75. The General Committee also brings to the attention of the General Assembly paragraph 31 of resolution 71/323, in which the Assembly recalled rules 153 and 154 of the rules of procedure of the General Assembly and encouraged the Chairs of the Main Committees and the Secretary-General to ensure observance of those rules, within their respective mandates.
76. The General Committee draws the attention of the General Assembly to paragraphs 12 and 13 of decision 34/401 (A/520/Rev.18, annex V), which read:
 12. It is imperative that Main Committees should allow sufficient time for the preparation of the estimate of expenditures by the Secretariat and for its consideration by the Advisory Committee on Administrative and Budgetary Questions and the Fifth Committee and that they should take this requirement into account when they adopt their programme of work.



13. Furthermore:
- (a) A mandatory deadline, not later than 1 December, should be established for the submission to the Fifth Committee of all draft resolutions with financial implications;
 - (b) The Fifth Committee should, as a general practice, consider accepting without debate the recommendations of the Advisory Committee on Administrative and Budgetary Questions on the financial implications of draft resolutions up to a prescribed limit, namely \$25,000 on any one item;
 - (c) Firm deadlines should be set for the early submission of the reports of subsidiary organs which require consideration by the Fifth Committee;
 - (d) A minimum period of 48 hours should be allowed between the submission and the voting of a proposal involving expenditure in order to allow the Secretary-General to prepare and present the related statement of administrative and financial implications.
77. The General Committee also draws the attention of the General Assembly to regulation 5.9 of the Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation (ST/SGB/2018/3; first adopted in resolution 37/234, annex; the rules in the current revised edition are issued pursuant to resolution 72/9), as well as to Assembly resolution 54/236 and its decision 54/474. Regulation 5.9 reads:
- Regulation 5.9.* No council, commission or other competent body shall take a decision involving either a change in the programme budget approved by the General Assembly or the possible requirement of expenditure unless it has received and taken account of a report from the Secretary-General on the programme budget implications of the proposal.
78. Furthermore, the General Committee further draws the attention of the General Assembly to paragraph 6 of its resolution 35/10 A, in which the Assembly:
- Decides* that all proposals affecting the schedule of conferences and meetings made at sessions of the General Assembly shall be reviewed by the Committee on Conferences when administrative implications are being considered under the requirements of rule 153 of the rules of procedure of the Assembly.
79. The General Committee draws the attention of the General Assembly to section VI of its resolution 45/248 B on procedures for administrative and budgetary matters, in which the Assembly:
1. *Reaffirms* that the Fifth Committee is the appropriate Main Committee of the General Assembly entrusted with responsibilities for administrative and budgetary matters;
 2. *Reaffirms also* the role of the Advisory Committee on Administrative and Budgetary Questions;
 3. *Expresses its concern* at the tendency of its substantive Committees and other intergovernmental bodies to involve themselves in administrative and budgetary matters;



4. *Invites* the Secretary-General to provide all intergovernmental bodies with the required information regarding procedures for administrative and budgetary matters.
80. The General Committee also draws the attention of the General Assembly to the oral statement of programme budget implications read by the Secretariat prior to the consideration of a proposal containing budgetary implications that would have an impact on future budget periods and that would be included in the proposed programme budget or that would be funded from extrabudgetary resources.
81. The General Committee further draws the attention of the General Assembly to the views expressed by the Advisory Committee on Administrative and Budgetary Questions on the use of the phrase “within existing resources”¹⁰ and to the report in which the Committee emphasized the responsibility of the Secretariat to inform the Assembly thoroughly and accurately about whether there are enough resources to implement a new activity.¹¹
- ...
83. The General Committee also brings to the attention of the General Assembly that all activities related to international conventions or treaties that, under their respective legal arrangements, ought to be financed outside the regular budget of the United Nations, may be undertaken by the Secretariat only when sufficient funding is received, in advance, from States parties and States not parties participating in the meetings.
84. The General Committee draws the attention of the General Assembly to the provision contained in paragraph 11 of resolution 69/250, in which the Assembly invited Member States to include in new legislative mandates adequate information on the modalities for the organization of conferences or meetings.
- ...
86. The General Committee further draws the attention of the General Assembly to the estimated costs relating to the issuance of an additional report or note by the Secretariat not exceeding 8,500 words in length when originating in the Secretariat or 10,700 words when not originating in the Secretariat, which are \$27,200 for 8,500 words and \$34,100 for 10,700 words, and that those costs relate to the editing, translation and issuance of the document and do not include additional services relating to substantive support in the drafting of its content.

¹⁰ *Official Records of the General Assembly, Thirty-eighth Session, Supplement No. 7A (A/38/7/Add.1-23), document A/38/7/Add.16.*

¹¹ *Ibid., Fifty-fourth Session, Supplement No. 7 (A/54/7).*



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IV

Notes on resolutions and decisions

IV.1 Resolutions and decisions of the General Assembly and other organs

Resolutions

Resolutions are formal expressions of the opinion or will of United Nations organs.

Security Council, General Assembly, Economic and Social Council and Human Rights Council resolutions are issued initially as individual documents (in the series *S/RES/-*, *A/RES/-*, *E/RES/-* and *A/HRC/RES/-*).

A resolution generally consists of two parts:

- **Preamble**
 - o Presents the background or motive for the resolution
 - o Each preambular paragraph begins with an italicized present participle (*Recalling...*, *Expressing its concern...*)
- **Operative part**
 - o States the opinion of the organ or the action to be taken
 - o Has numbered paragraphs
 - o Each operative paragraph begins with an italicized verb in the present tense (*Decides...*, *Requests...*)

In some cases, a resolution may have one or more annexes containing additional texts, such as the text of a convention.

Decisions

Decisions are another type of formal action taken by United Nations bodies. Decisions often concern procedural matters such as elections, appointments, or the time and place of future sessions. They are sometimes also used to record the adoption of a text representing the consensus of the members of a given organ.

Annual compilations

Resolutions and decisions of the principal organs are:

- Compiled at the end of the session or year
- Published as part of the *Official Records* of the organ

Resolutions and decisions of subsidiary bodies usually appear in the report of the body to its parent organ.

Resolutions of the General Assembly

The adoption of a resolution in the General Assembly begins with the circulation of a draft resolution, as a document of one of the Main Committees (for example, [A/C.1/74/L.27](#)) or of the plenary Assembly (for example, [A/74/L.37](#)).

A Committee draft resolution is first considered by the Committee concerned; if it is adopted, the Committee recommends it for adoption by the General Assembly in a report (issued as a document in the [A/](#) series). Each Committee submits to the Assembly at least one report on each agenda item allocated to it.

Resolutions and decisions of the General Assembly are identified by an arabic number that indicates the session and another arabic number corresponding to the order of adoption (for example, [74/236](#)).

For more details on General Assembly resolutions, see annex II.

IV.2 Resolutions and decisions of the Security Council

Resolutions of the Security Council

by Loraine Sievers

The Security Council has several formats which it can employ when taking decisions. Although resolutions are the best known of these, in fact the word “resolution” appears nowhere in the Charter of the United Nations. Rather, in relation to the Security Council, the Charter speaks only of its “decisions”.

The term “outcome document” has come into use to cover the Council’s various decision-making formats, which include not only resolutions and statements by the President, but also certain letters and notes by the President.

“Outcome document” is also used to describe statements to the press and press elements, delivered by the President on behalf of all Council members, but these latter documents are not considered decisions.

This section will focus on resolutions; the other decision formats are briefly described below, in the section entitled “Other decisions of the Security Council”.

The most recent comprehensive presidential note on the working methods of the Security Council ([S/2017/507](#)) devotes 11 paragraphs to the Council’s outcome documents. The first issue addressed is the drafting of these documents.

In paragraph 78 of the note, it is stated that the Council members support, “where appropriate, the informal arrangement whereby one or more Council members (as ‘penholder(s)’) initiate and chair the informal drafting process”. This arrangement is with a view to facilitating “timely initiatives to ensure Council action while preserving an element of continuity”.

Throughout Security Council history, those drafting Council decisions have been self-designated. What is a relatively recent practice, settled into place around 2005, is that a small number of permanent members have served as continuous “penholders” for most of the Council’s recurring decisions on certain agenda items. This practice has particularly developed around country- or region-specific items for which peacekeeping mandates, sanctions regimes or counter-terrorism arrangements need periodically to be renewed. The penholders which prepare such periodic texts tend also to draft outcome documents in response to new developments on those same agenda items.

The concentration of penholding among a few permanent members has led to a concerted effort by the elected members to diversify this responsibility within the Council. At their initiative, as is stated in the note (S/2017/507, para. 79), “Any member of the Security Council may be a penholder”. Nonetheless, in present practice, the Council’s elected members participate in that capacity mainly in connection with a few thematic issues or humanitarian aspects of country- or region-specific agenda items. In paragraph 79 it is also provided that “More than one Council member may act as co-penholders, when it is deemed to add value, taking into account as appropriate the expertise and/or contributions of Council members on the subjects”. Council members advocating co-penholding have in particular supported giving such a role to Chairs of related subsidiary bodies of the Council, as well as to members from a region relevant to the agenda item.

Although support for the penholder practice is expressed in the note, this does not mean that other Council members are precluded from preparing their own drafts on the same subject, should they so wish. Rule 32 of the Council’s provisional rules of procedure makes clear that this is allowable, in that it sets out the voting order in the case of more than one draft resolution.

When a draft resolution is being prepared which follows on a similar previous resolution, often the penholder will present the draft to other members of the Council in a “track changes” version, to highlight the new provisions or modifications which are being proposed. In the case of new developments or items, the draft will be presented in clean copy. In either case, as is affirmed in the note, Council members should make every effort to ensure that outcome documents are “focused, succinct and action-oriented”.

Discussions on a draft resolution usually begin at the level of experts from each Council delegation. If the process runs into significant difficulties, sometimes the draft will be taken up by the Deputy Permanent Representatives or Permanent Representatives of members of the Council.

In paragraph 81 of the note penholders are encouraged “to present and discuss the draft with all members of the Security Council in at least one round of informal consultations or informal-informals”. (“Informal informals” are off-record discussions which usually take place at the Permanent Mission of a penholder.) The process should be carried out in an inclusive manner, which will allow participation of all Council members, and “with openness and flexibility”.

Paragraph 83 of the note provides also for consulting informally, as appropriate, with the broader United Nations membership, particularly States directly involved or affected, as well as with relevant regional organizations and other groups.

It is usual for penholders to try to achieve consensus. To this end, once negotiations have

reached a definitive stage, penholders will commonly put the draft under a no-objection procedure. If “silence is broken”, penholders will often try to address any outstanding issues through further negotiations. But if an impasse appears unbridgeable, penholders may decide to bring the draft to a vote without further adjustments to the text.

Rule 32 provides that “Principal motions and draft resolutions shall have precedence in the order of their submission”. In today’s practice, the “submission” of a draft resolution takes place when a penholder requests the Secretariat to put a text “into blue”. This instructs the Secretariat to prepare the draft resolution for its eventual issuance as a Council document. This entails formatting it with a Security Council masthead, assigning to it a document symbol, and translating it into the other five official languages.

Once a penholder has requested that a draft be “put into blue”, Council members normally have 24 hours for final consideration before it is voted upon. However, the practice of putting a draft “into blue” is a “gentleman’s agreement” which is completely unwritten. Accordingly, if timing is an important consideration, a draft can be brought to a vote within a shorter period.

Until a draft resolution is voted upon, any Council member may decide to become a co-sponsor. A draft which is sponsored by all 15 Council members is called a “presidential text”.

On occasion, Member States that are not members of the Council may also co-sponsor Council draft resolutions, particularly those addressing thematic issues. To do so, those States must submit a request, pursuant to rule 37, to participate in the meeting at which the draft will be put to a vote.

Amendments to a draft may be proposed during an adoption meeting, either in writing or orally. If more than one amendment is proposed, pursuant to rule 36, the Council President will decide the order in which they are voted upon.

A substantive draft resolution will be adopted if it obtains a minimum of nine affirmative votes, with no negative vote having been cast by a permanent member. A resolution which obtains the required majority will be considered adopted even if one or more Council members do not participate in the vote or are absent.

Unlike the practice in the General Assembly, a statement made at a Security Council meeting at which a resolution is voted upon is not called an “explanation of vote”. Rather, the Council terminology is a “statement before the vote” or a “statement after the vote”. This is because, in practice, Council members are not required to limit their remarks at such meetings only to explaining their vote, but may also address any issue related to the agenda item in question.

Once a draft resolution has been voted upon – and either adopted or rejected – the text of the draft will be issued as a Security Council document (with a symbol in the S/ series). If it is adopted, the text will also be issued separately under a resolution symbol (S/RES/. . .).

In its practice, the Council has adopted all resolutions at public meetings other than those relating to the appointment of a Secretary-General which, pursuant to rule 48, must be adopted at a private meeting. However, nothing in the Charter states that a meeting is necessary for the adoption of a Security Council resolution. This is an important consideration in the light of contingency planning for extended closures of the United Nations premises owing to extreme weather, terrorism, or a severe pandemic.



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Article 25 of the Charter reads: “The members of the United Nations agree to accept and carry out the decisions of the Security Council in accordance with the present Charter.” The International Court of Justice pointed out in an *Advisory Opinion* of 1971 that this obligation inheres if the language in a particular resolution so indicates, whether or not that resolution explicitly cites Chapter VII.

Other decisions of the Security Council

Statements by the President

Statements by the President are initially issued as individual documents.

- symbol pattern since 1994: S/PRST/year/--
- example: S/PRST/2020/1

Before 1994, they were issued in the general Security Council document series.

- symbol pattern S/--
- example: S/26695

They are included in the annual volume entitled “Resolutions and decisions of the Security Council”.

Statements by the President are adopted by consensus of all 15 Council members. The statements are negotiated in informal consultations. If consensus is reached, under current practice they will be adopted at a formal Council meeting at which the Council President will either read out the text in full, or read it into the record. In either case, no vote is taken. Although consensus is required, following the adoption, it is possible for one or more Council members to politically dissociate themselves from a statement.

Letters from the President of the Security Council

Some decisions of the Security Council are published in the form of letters from the Council President, often addressed to the Secretary-General. In such cases, the consensus of all 15 Council members is required. However, it is possible for one or more Council members to politically dissociate themselves from a letter.

Notes by the President of the Security Council

Since the 1990s, decisions issued in the form of notes by the President of the Security Council usually relate to procedural matters. They have no specific document series symbol assigned to them, but are issued as regular Council documents.

Annual volumes of resolutions and decisions

The annual compilations of Security Council resolutions, presidential statements, letters from the President, notes by the President and procedural decisions currently cover a calendar year (1 January-31 December), and form part of the Security Council *Official Records*. They are organized by topic, not sequentially.

- symbol pattern: S/INF/--
- example: S/INF/70

IV.3 Resolutions and decisions of the Economic and Social Council

by Ziad Mahmassani

The process of tabling and considering draft resolutions and decisions in the Economic and Social Council is similar to that of the plenary and the Main Committees of the General Assembly; there are however specific nuances pursuant to the Council's rules of procedure (E/5715/Rev.2) and its limited membership.

The vast majority of proposals tabled in the Council are considered during its management segment. They are mainly recommendations from subsidiary bodies as contained in their reports, as well as other proposals; 39 of the 43 draft resolutions and 50 of the 65 draft decisions adopted by the Council at its 2019 session were adopted in the management segment. However, stand-alone draft resolutions are also tabled as L. documents directly in the Council.

Proposals (draft resolutions or decisions) are submitted in the Council by any State pursuant to rule 72 of the rules of procedure, and also by the Bureau. Proposals by States non-members of the Council may be put to the vote (that is, acted upon) by the Council only upon the request of any member of the Council. This request may be communicated by the member directly to the Secretariat or during a formal Council meeting.

With respect to the submissions by the Bureau, these are made by the President or by the Vice-President responsible for the relevant segment, including outcome documents such as the ministerial declaration of the high-level political forum on sustainable development and the high-level segment of the Council tabled by the President and the proposals on certain items from the management segment tabled by the Vice-President responsible for that segment.

Negotiations on proposals to be submitted by the Bureau are conducted through the appointment of facilitators. For stand-alone proposals, the main sponsor(s) usually leads the facilitation process and convenes the informal consultations. Facilitators of stand-alone proposals should consult the Council's calendar and coordinate with the Bureau/Secretariat to ensure that the negotiations conclude in a timely manner in order to be acted upon at the relevant meeting/segment.

The submission process for stand-alone proposals is similar to that of other intergovernmental bodies. The main sponsor is required to submit the proposal electronically (currently by email) to the Secretariat in both clean and track changes versions (if previously considered and based on the previous E/RES document), and specifying the agenda item under which it is to be issued.

Sponsorship of proposals is through the e-deleGATE portal. States may sponsor proposals in the Council whether or not they are members of the Council.

IV

The guidelines for the submission of proposals in the Council are set out in the e-deleGATE portal. These guidelines include important information on the submission process including with regard to the timing for the issuance of the L. document. Proposals should be circulated 24 hours in advance of their consideration pursuant to rule 54 of the rules of procedure.

During the consideration of proposals, delegations have the opportunity to deliver a general statement before or after action and members of the Council may deliver an explanation of vote before or after action on the proposal. Only members of the Council may request a vote on a proposal and the voting is limited to its 54 members. Proposals in the Council are adopted by a simple majority of Council members present and voting (rule 60 of the rules of procedure).



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IV.4 System of identification for resolutions and other formal decisions of United Nations organs*

A. General observation

United Nations resolutions are identified by the name of the issuing body, written in full, and a number, according to the systems described below. Although all resolutions other than those of the Security Council have titles, these are not used for purposes of identification.

B. Resolutions and decisions of the General Assembly

The resolutions and decisions of the General Assembly are identified according to the systems explained below.

1. Regular sessions

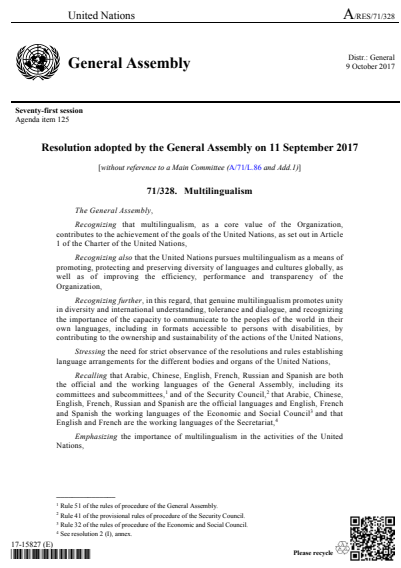
Until the thirtieth regular session, the resolutions of the General Assembly were identified by an arabic numeral followed, in parentheses, by a roman numeral indicating the session (for example: resolution 3363 (XXX)). When several resolutions, each complete in itself, were adopted under the same number, each of them was identified by a capital letter placed between the two numerals (for example: resolution 3367 A (XXX), resolutions 3411 A and B (XXX), resolutions 3419 A to D (XXX)). The decisions were not numbered.

Since the thirty-first session, as part of the new system adopted for symbols of General Assembly documents, resolutions and decisions have been identified by an arabic numeral, indicating the session, followed by an oblique stroke and another arabic numeral (for example: resolution 31/1, decision 31/308). When several resolutions or decisions are adopted under the same number, each of them is identified by a capital letter placed after the two numerals (for example: resolution 31/16 A, resolutions 31/6 A and B, decisions 31/406 A to E).

2. Special sessions

Until the seventh special session, the resolutions of the General Assembly were identified by an arabic numeral followed, in parentheses, by the letter "S" and a roman numeral indicating the session (for example: resolution 3362 (S-VII)). The decisions were not numbered.

Since the eighth special session, resolutions and decisions have been identified by the letter "S" and an arabic numeral indicating the session, followed by an oblique stroke and another arabic numeral (for example: resolution S-8/1, decision S-8/11).



* Excerpted from the United Nations Editorial Manual Online.

3. Emergency special sessions

Until the fifth emergency special session, the resolutions of the General Assembly were identified by an arabic numeral followed, in parentheses, by the letters “ES” and a roman numeral indicating the session (for example: resolution 2252 (ES-V)). The decisions were not numbered. Since the sixth emergency special session, resolutions and decisions have been identified by the letters “ES”, and an arabic numeral indicating the session, followed by an oblique stroke and another arabic numeral (for example: resolution ES-6/1, decision ES-6/11).

4. Assignment of numbers

In each of the series described above, the numbering follows the order of adoption. In the case of decisions, which are not issued in preliminary form as documents, numbers assigned follow a block of numbers set aside for the resolutions; the numbering of the decisions normally begins with the next series of hundreds. Since the fifty-seventh session, decisions on elections and appointments have begun with 401 and other decisions with 501 (for example: General Assembly decisions 57/401 and 57/501).

C. Resolutions and decisions of the Security Council

Resolutions of the Security Council are identified by an arabic numeral, representing the serial number of the particular resolution in the series of all resolutions of the Council, and the year of adoption, in parentheses. They do not bear a title.

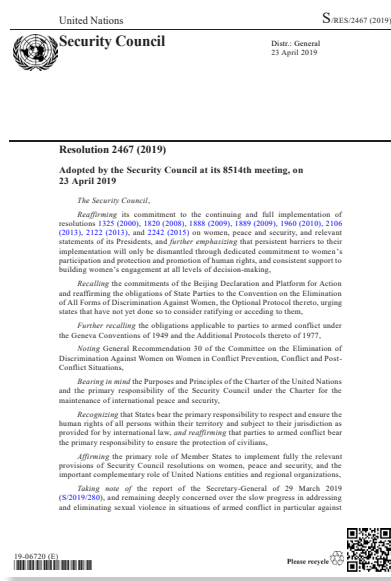
Example :

Security Council resolution 479 (1980)

This system of numbering Security Council resolutions was instituted on 1 January 1965 and was applied retroactively to those adopted earlier. The resolutions, numbered in the order of their adoption, are published on a yearly basis in the series Resolutions and Decisions of the Security Council, in the Official Records of the Security Council for the corresponding year or period. (Beginning with resolutions and decisions adopted in 2001 and 2002, volumes of resolutions and decisions of the Security Council cover the period from 1 August of one year to 31 July of the next.) In this final form they are grouped under subject headings.

The numbers of resolutions adopted before 1 January 1965 may be found in the consolidated checklist of resolutions adopted by the Security Council from 1946 to 1964 (S/INF/19/Rev.1/Add.1).

Decisions of the Security Council are not numbered.



D. Resolutions and decisions of the Economic and Social Council

The resolutions and decisions of the Economic and Social Council are identified according to the systems explained below.

1. Resolutions

Until 1977 (up to and including the resumed sixty-third session), the resolutions of the Economic and Social Council were numbered consecutively and were identified by an arabic numeral followed by an indication of the session in parentheses (for example: resolution 1733 (LIV), resolution 1915 (ORG-75), resolution 2046 (S-III), adopted at the fifty-fourth session, the organizational session for 1975 and the third special session, respectively). When several resolutions were adopted under the same number, each of them was identified by a capital letter (for example: resolution 1926 B (LVIII), resolutions 1954 A to D (LIX)). The last resolution so numbered is resolution 2130 (LXIII), of 14 December 1977. Exceptions to this rule are resolutions adopted by the Economic and Social Council at its first two sessions; in references to those resolutions, the session number (which was indicated, for those two sessions only, by an arabic numeral) precedes the resolution number (also indicated by an arabic numeral).

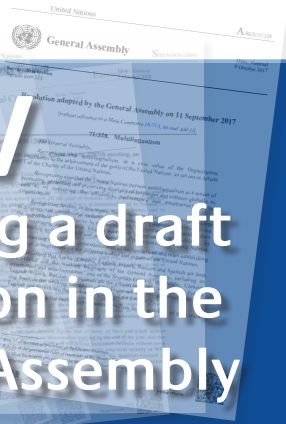
Since 1978, as part of the new system adopted for symbols of Council documents, the resolutions are numbered on a yearly basis and are identified by two arabic numerals separated by an oblique stroke, the first numeral indicating the year, the second the number of the resolution in the annual series (for example: resolution 1978/36).

2. Decisions

Until 1973 (up to and including the resumed fifty-fifth session), the decisions of the Council were not numbered. From 1974 to 1977 (up to and including the resumed sixty-third session), the decisions were numbered consecutively and were identified by an arabic numeral followed by an indication of the session in parentheses (for example: decision 64 (ORG-75), decision 78 (LVIII), adopted at the organizational session for 1975 and the fifty-eighth session, respectively). The last decision so numbered is decision 293 (LXIII), of 2 December 1977.

Since 1978, as part of the new system adopted for symbols of Council documents, the decisions are numbered on a yearly basis and are identified by two arabic numerals separated by an oblique stroke, the first numeral indicating the year, the second the number of the decision in the annual series (for example: decision 1999/203).



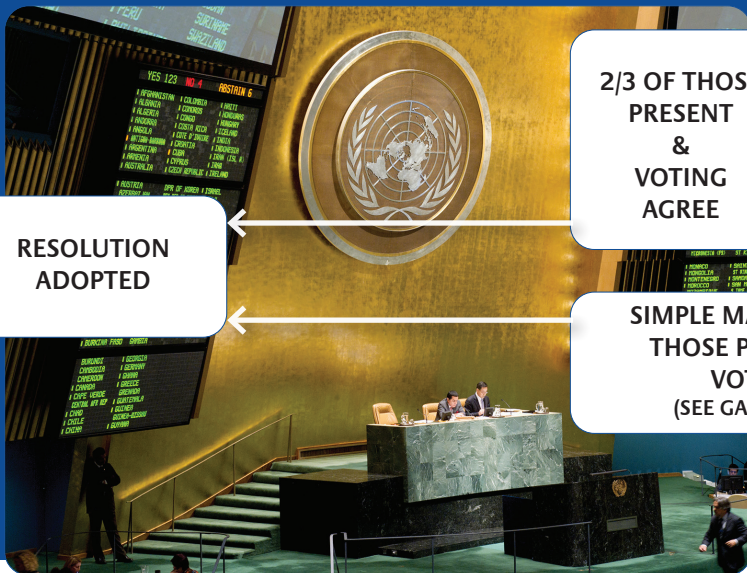
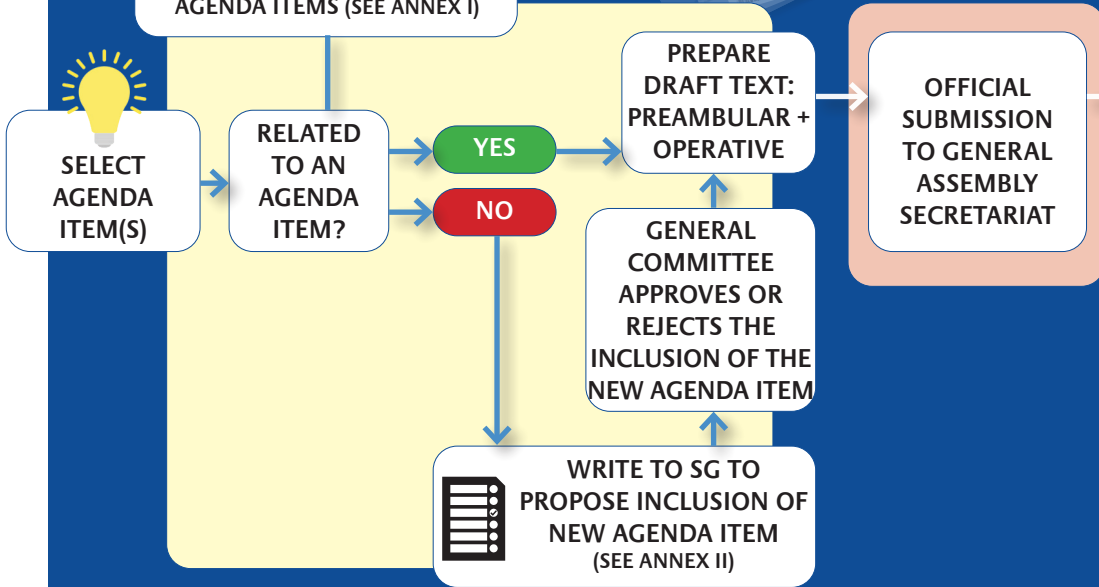


V

V

Preparing a draft resolution in the General Assembly

RULES 13, 14, 15, 18, 20, 21, 28, 40, 41 OF THE RULES OF PROCEDURE RELATED TO THE AGENDA ITEMS (SEE ANNEX I)

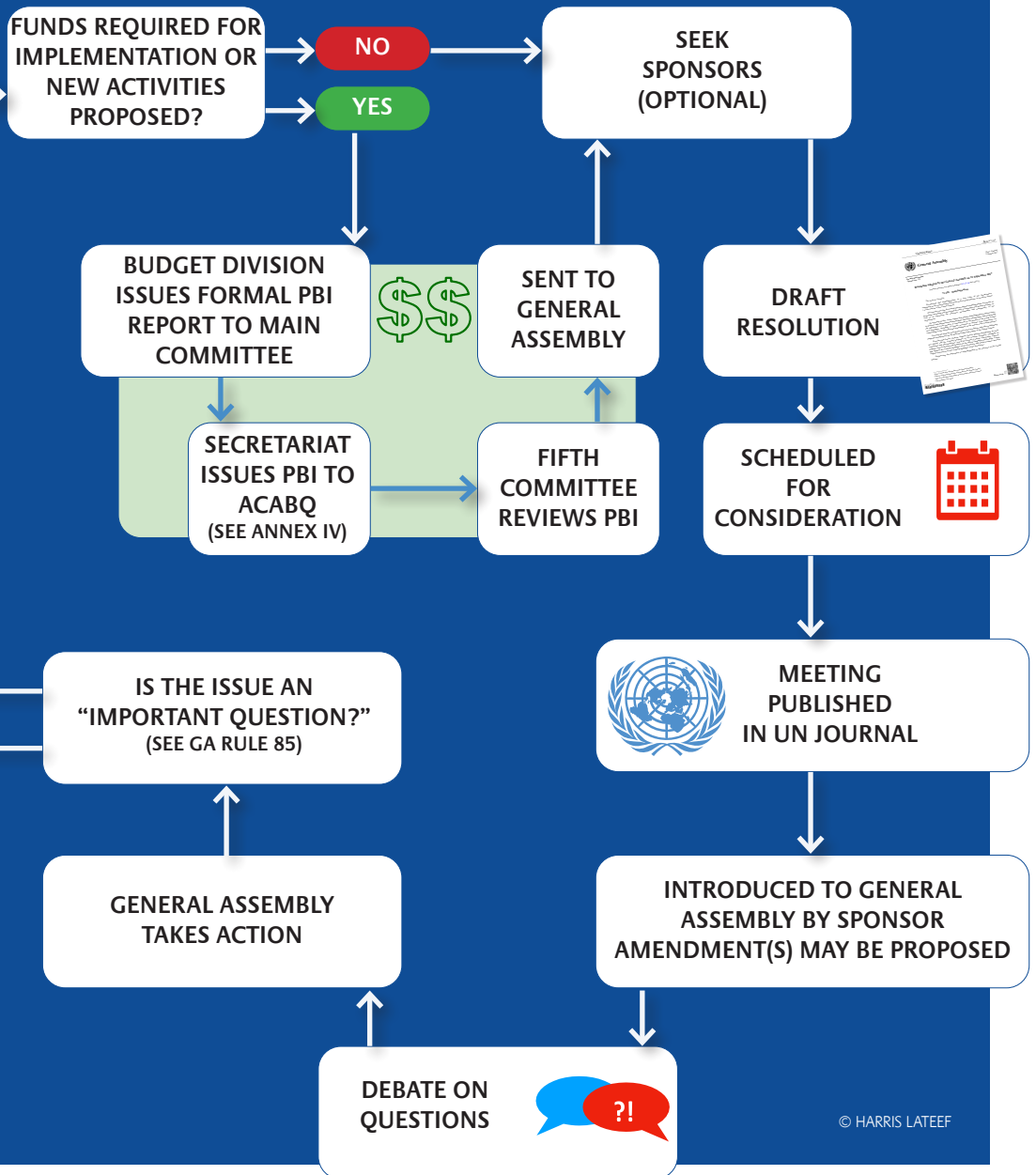


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Annexes

	<i>Page</i>
Annexes	
I. Elements of a United Nations Resolution	46
II. Rules of procedure of the General Assembly	48
III. An insider's guide to preparing a draft resolution in the General Assembly	68
IV. Guidelines for submission of proposals in the General Assembly plenary	79
V. Consideration of programme budget implications by the plenary and the Main Committees of the General Assembly: overview	84
VI. Meaning of "takes note of" and "notes" in resolutions	87
VII. Resolutions: frequently used terms	89
VIII. Majorities required for votes in the General Assembly	90
IX. Solving global policy challenges: five lessons in multilateral negotiation	92

Annex I

Elements of a United Nations Resolution



United Nations
General Assembly

A/73/L.86

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15 May 2019

Original: English

Seventy-third session
Agenda item 29
Advancement of women

Assembly Session
and Agenda Item

Resolution
Cosponsors

Albania, Andorra, Angola, Armenia, Australia, Austria, Azerbaijan, Bangladesh, Belgium, Benin, Bosnia and Herzegovina, Bulgaria, Cabo Verde, Canada, Central African Republic, Chile, China, Colombia, Comoros, Côte d'Ivoire, Croatia, Czechia, Djibouti, Egypt, Equatorial Guinea, Eritrea, Estonia, Finland, France, Georgia, Hungary, Ireland, Israel, Japan, Kenya, Latvia, Lebanon, Liberia, Lithuania, Luxembourg, Malaysia, Mali, Malta, Mexico, Micronesia (Federated States of), Monaco, Mongolia, Morocco, Nigeria, Norway, Paraguay, Peru, Philippines, Portugal, Qatar, Republic of Moldova, Romania, Samoa, Seychelles, Sierra Leone, Spain, Sri Lanka, Switzerland, Thailand, Turkey, Uruguay, Vanuatu, Venezuela (Bolivarian Republic of), Viet Nam and Zambia: draft resolution*

Resolution
Title

Twenty-fifth anniversary of the Fourth World Conference on Women


(PP)
Preambular
Paragraph
(Un-numbered)


The General Assembly,
Recalling Economic and Social Council resolution 2018/9 of 12 June 2018,
Recognizing the significance of the Fourth World Conference on Women, held in Beijing in September 1995,
Recalling that the Council, in its resolution 2016/3 of 2 June 2016, requested the Commission on the Status of Women, in order to achieve concrete results in each review cycle, to consider and make a recommendation at its sixty-second session on how best to utilize the year 2020, on the occasion of the twenty-fifth anniversary of the Fourth World Conference on Women, so as to accelerate the realization of gender equality and the empowerment of women and girls,

(OP)
Operational
Paragraph
(Numbered)


1. *Decides*, in order to celebrate the twenty-fifth anniversary of the Fourth World Conference on Women, so as to accelerate the realization of gender equality and the empowerment of all women and girls, to convene a one-day high-level meeting of the General Assembly in the margins of the general debate of the Assembly at its seventy-fifth session, and that the outcome of the high-level meeting shall take the form of a Chair's summary;

19-08018 (E) 200519



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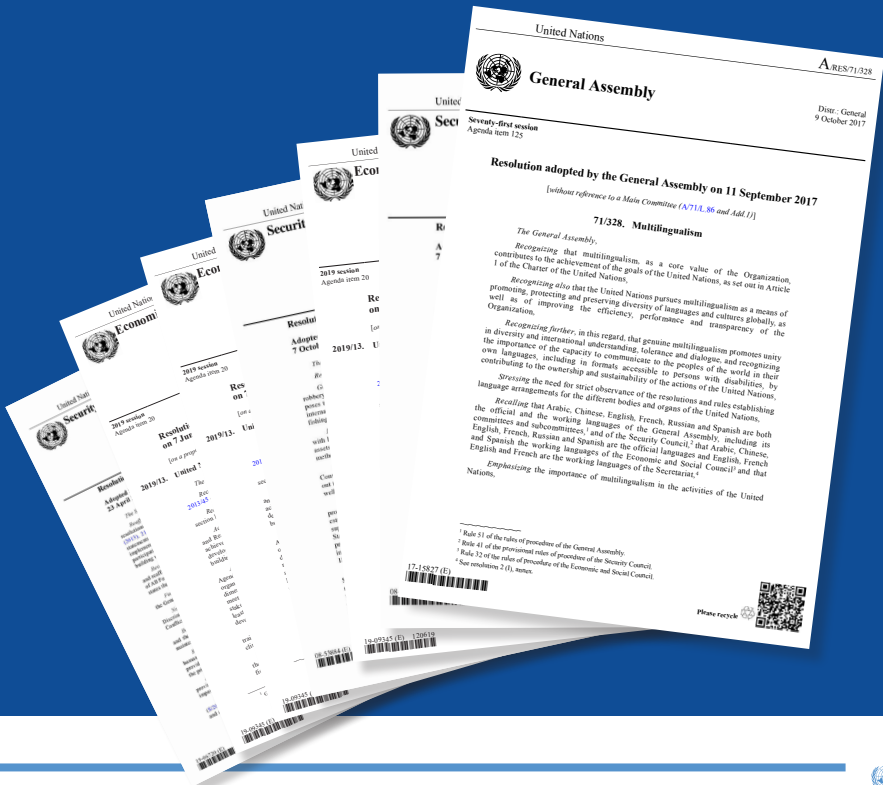


Page Two

A/73/L.86

Final Paragraph

2. *Recommends* that the President of the General Assembly conduct consultations to finalize the organizational arrangements for the high-level meeting of the Assembly.



Annex II

Rules of procedure of the General Assembly

Rules of procedure governing inclusion of items in the agenda of the General Assembly

<i>Rule</i>	<i>Subject</i>
13	The provisional agenda <i>What should be included?</i>
14	Inclusion of supplementary items in the agenda <i>What is a supplementary item/supplementary list?</i>
15	Additional items of an important and urgent character <i>What majority is needed?</i>
18	Inclusion of supplementary items in the agenda of a special session <i>What is a special session?</i>
20	Explanatory memorandum to accompany request for inclusion of an item <i>What is needed for the inclusion of an item?</i>
21	Provisional agenda and supplementary list to be approved by the General Assembly
23	General Committee debate on inclusion of an item in the agenda <i>What is the process in the General Committee regarding inclusions?</i>
40	Functions of the General Committee with regard to the provisional agenda

Relevant rules of procedure*

II. Agenda

Regular sessions

Provisional agenda

Rule 12

The provisional agenda for a regular session shall be drawn up by the Secretary-General and communicated to the Members of the United Nations at least sixty days before the opening of the session.

Rule 13

The provisional agenda of a regular session shall include:

- (a) The report of the Secretary-General on the work of the Organization;
- (b) Reports from the Security Council, the Economic and Social Council, the Trusteeship Council, the International Court of Justice, the subsidiary organs of the General Assembly and the specialized agencies (where such reports are called for under agreements entered into);
- (c) All items the inclusion of which has been ordered by the General Assembly at a previous session;
- (d) All items proposed by the other principal organs of the United Nations;
- (e) All items proposed by any Member of the United Nations [see annex IV, para. 18, and annex VI, para. 2];
- (f) All items pertaining to the budget for the next financial year and the report on the accounts for the last financial year;
- (g) All items which the Secretary-General deems it necessary to put before the General Assembly;
- (h) All items proposed under Article 35, paragraph 2, of the Charter by States not Members of the United Nations.

Supplementary items

Rule 14

Any Member or principal organ of the United Nations or the Secretary-General may, at least thirty days before the date fixed for the opening of a regular session, request the inclusion of supplementary items in the agenda [see annex IV, para. 18, and annex VI, para. 2]. Such items shall be placed on a supplementary list, which shall be communicated to Members at least twenty days before the opening of the session.

* A/520/Rev.18.

*Additional items***Rule 15**

[see introduction, paras. 7 and 25; see also annex IV, paras. 18 and 24]

Additional items of an important and urgent character, proposed for inclusion in the agenda less than thirty days before the opening of a regular session or during a regular session, may be placed on the agenda if the General Assembly so decides by a majority of the members present and voting. No additional item may, unless the General Assembly decides otherwise by a two-thirds majority of the members present and voting, be considered until seven days have elapsed since it was placed on the agenda and until a committee has reported upon the question concerned.

Special sessions*Provisional agenda***Rule 16**

[see introduction, para. 9]

The provisional agenda of a special session convened at the request of the Security Council shall be communicated to the Members of the United Nations at least fourteen days before the opening of the session. The provisional agenda of a special session convened at the request of a majority of the Members, or upon the concurrence of a majority in the request of any Member, shall be communicated at least ten days before the opening of the session. The provisional agenda of an emergency special session shall be communicated to Members simultaneously with the communication convening the session.

Rule 17

The provisional agenda for a special session shall consist only of those items proposed for consideration in the request for the holding of the session.

*Supplementary items***Rule 18**

Any Member or principal organ of the United Nations or the Secretary-General may, at least four days before the date fixed for the opening of a special session, request the inclusion of supplementary items in the agenda. Such items shall be placed on a supplementary list, which shall be communicated to Members as soon as possible.

*Additional items***Rule 19**

[see introduction, para. 9]

During a special session, items on the supplementary list and additional items may be added to the agenda by a two-thirds majority of the members present and voting. During an emergency special session, additional items concerning the matters dealt with in resolution 377 A (V) may be added to the agenda by a two-thirds majority of the members present and voting.

Regular and special sessions*Explanatory memorandum***Rule 20**

[see introduction, para. 7; see also annex IV, para. 18]

Any item proposed for inclusion in the agenda shall be accompanied by an explanatory memorandum and, if possible, by basic documents or by a draft resolution.

*Adoption of the agenda***Rule 21**

[see annex IV, paras. 19-23, and annex VI, paras. 1 and 2]

At each session the provisional agenda and the supplementary list, together with the report of the General Committee thereon, shall be submitted to the General Assembly for approval as soon as possible after the opening of the session.

*Amendment and deletion of items***Rule 22**

[see introduction, para. 7]

Items on the agenda may be amended or deleted by the General Assembly by a majority of the members present and voting.

*Debate on inclusion of items***Rule 23**

[see introduction, para. 7]

Debate on the inclusion of an item in the agenda, when that item has been recommended for inclusion by the General Committee, shall be limited to three speakers in favour of, and three against, the inclusion. The President may limit the time to be allowed to speakers under this rule.

*Modification of the allocation of expenses***Rule 24**

No proposal for a modification of the allocation of expenses for the time being in force shall be placed on the agenda unless it has been communicated to the Members of the United Nations at least ninety days before the opening of the session.

III. Delegations*Composition***Rule 25**

[rule based directly on a provision of the Charter (Art. 9, para. 2); see annex IV, para. 44]

The delegation of a Member shall consist of not more than five representatives and five alternate representatives and as many advisers, technical advisers, experts and persons of similar status as may be required by the delegation.

*Alternates***Rule 26**

An alternate representative may act as a representative upon designation by the chairman of the delegation.

IV. Credentials

Submission of credentials

Rule 27

The credentials of representatives and the names of members of a delegation shall be submitted to the Secretary-General if possible not less than one week before the opening of the session. The credentials shall be issued either by the Head of the State or Government or by the Minister for Foreign Affairs.

Credentials Committee

Rule 28

A Credentials Committee shall be appointed at the beginning of each session. It shall consist of nine members, who shall be appointed by the General Assembly on the proposal of the President. The Committee shall elect its own officers. It shall examine the credentials of representatives and report without delay.

Provisional admission to a session

Rule 29

Any representative to whose admission a Member has made objection shall be seated provisionally with the same rights as other representatives until the Credentials Committee has reported and the General Assembly has given its decision.

V. President and Vice-Presidents

Elections

Rule 30

[see introduction, paras. 17, 18, 22, 38 and 47 (a)]

Unless the General Assembly decides otherwise, the General Assembly shall elect a President and twenty-one Vice-Presidents at least three months before the opening of the session over which they are to preside. The President and the Vice-Presidents so elected will assume their functions only at the beginning of the session for which they are elected and shall hold office until the close of that session [rule based directly on a provision of the Charter (Art. 21, second sentence)]. The Vice-Presidents shall be elected after the election of the Chairmen of the six. Main Committees referred to in rule 98, in such a way as to ensure the representative character of the General Committee.

*Temporary President***Rule 31**

[see introduction, paras. 17, 18, 22 and 48 (b)]

If, at the opening of a session of the General Assembly, the President for that session has not yet been elected, in accordance with rule 30 above, the President of the previous session, or the chairman of that delegation from which the President of the previous session was elected, shall preside until the Assembly has elected a President.

*Acting President***Rule 32 [105]^a**

If the President finds it necessary to be absent during a meeting or any part thereof, he shall designate one of the Vice-Presidents to take his place.

Rule 33 [105]

A Vice-President acting as President shall have the same powers and duties as the President.

*Replacement of the President***Rule 34 [105]**

If the President is unable to perform his functions, a new President shall be elected for the unexpired term.

*General powers of the President***Rule 35 [106]**

[see introduction, para. 7; see also annex I, para. 39, annex III, para. (g), annex IV, paras. 39 and 67, annex V, para. 3, and annex VI, para 7]

In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall declare the opening and closing of each plenary meeting of the session, direct the discussions in plenary meeting, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat.

^a Figures indicated between square brackets in sections dealing with rules for plenary meetings refer to identical or corresponding rules for committee meetings.

The President may, in the course of the discussion of an item, propose to the General Assembly the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak, the closure of the list of speakers or the closure of the debate. He may also propose the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion.

Rule 36 [107]

[see introduction, para. 7; see also annex I, para. 39, annex III, para. (g), annex IV, paras. 39 and 67, annex V, para. 3, and annex VI, para 7]

The President, in the exercise of his functions, remains under the authority of the General Assembly.

The President shall not vote

Rule 37 [104]

The President, or a Vice-President acting as President, shall not vote but shall designate another member of his delegation to vote in his place.

VI. General Committee

Composition

Rule 38

[see introduction, paras. 7, 15, 17, 18, 22 , 38 and 44]

The General Committee shall comprise the President of the General Assembly, who shall preside, the twenty-one Vice-Presidents and the Chairmen of the six Main Committees. No two members of the General Committee shall be members of the same delegation, and it shall be so constituted as to ensure its representative character. Chairmen of other committees upon which all Members have the right to be represented and which are established by the General Assembly to meet during the session shall be entitled to attend meetings of the General Committee and may participate without vote in the discussions.

Substitute members

Rule 39

[see introduction, paras. 15, 17 and 30; see also annex IV, para. 10]

If a Vice-President of the General Assembly finds it necessary to be absent during a meeting of the General Committee, he may designate a member of his delegation to take his place. The Chairman of a Main Committee shall, in case of absence, designate one of the Vice-Chairmen of the Committee

to take his place. A Vice-Chairman shall not have the right to vote if he is of the same delegation as another member of the General Committee.

Functions

Rule 40

[see introduction, para. 7; see also annex III, para. (f), annex IV, paras. 11-14, annex V, para. 1, annex VI, para. 4, and annex VII, paras. 3 and 6]

The General Committee shall, at the beginning of each session, consider the provisional agenda, together with the supplementary list, and shall make recommendations to the General Assembly, with regard to each item proposed, concerning its inclusion in the agenda, the rejection of the request for inclusion or the inclusion of the item in the provisional agenda of a future session. It shall, in the same manner, examine requests for the inclusion of additional items in the agenda and shall make recommendations thereon to the General Assembly. In considering matters relating to the agenda of the General Assembly, the General Committee shall not discuss the substance of any item except insofar as this bears upon the question whether the General Committee should recommend the inclusion of the item in the agenda, the rejection of the request for inclusion or the inclusion of the item in the provisional agenda of a future session, and what priority should be accorded to an item the inclusion of which has been recommended.

Rule 41

[see introduction, para. 7; see also annex III, para. (f), annex IV, paras. 11-14, annex V, para. 1, annex VI, para. 4, and annex VII, paras. 3 and 6]

The General Committee shall make recommendations to the General Assembly concerning the closing date of the session. It shall assist the President and the General Assembly in drawing up the agenda for each plenary meeting, in determining the priority of its items and in coordinating the proceedings of all committees of the Assembly. It shall assist the President in the general conduct of the work of the General Assembly which falls within the competence of the President. It shall not, however, decide any political question.

...

XII. Plenary meetings

Conduct of business

Emergency special sessions

Rule 63

[see introduction, para. 9]

Notwithstanding the provisions of any other rule and unless the General Assembly decides otherwise, the Assembly, in case of an emergency special session, shall convene in plenary

meeting only and proceed directly to consider the item proposed for consideration in the request for the holding of the session, without previous reference to the General Committee or to any other committee; the President and Vice-Presidents for such emergency special sessions shall be, respectively, the chairmen of those delegations from which were elected the President and Vice-Presidents of the previous session.

Report of the Secretary-General

Rule 64

Proposals to refer any portion of the report of the Secretary-General to one of the Main Committees without debate shall be decided upon by the General Assembly without previous reference to the General Committee.

Reference to committees

Rule 65

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.

Discussion of reports of Main Committees

Rule 66

[see introduction, para. 7; see also annex V, para. 15]

Discussion of a report of a Main Committee in a plenary meeting of the General Assembly shall take place if at least one third of the members present and voting at the plenary meeting consider such a discussion to be necessary. Any proposal to this effect shall not be debated but shall be immediately put to the vote.

Quorum

Rule 67 [108]

[see introduction, para. 30; see also annex III, para. (g) (i), annex IV, para. 67, and annex VI, para. 7]

The President may declare a meeting open and permit the debate to proceed when at least one third of the members of the General Assembly are present. The presence of a majority of the members shall be required for any decision to be taken.

*Speeches***Rule 68 [109]**

[see annex III, para. (g) (ii), annex IV, paras. 69-71, and annex V, para. 17]

No representative may address the General Assembly without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.

*Precedence***Rule 69 [111]**

The Chairman and the Rapporteur of a committee may be accorded precedence for the purpose of explaining the conclusions arrived at by their committee.

*Statements by the Secretariat***Rule 70 [112]**

The Secretary-General, or a member of the Secretariat designated by him as his representative, may at any time make either oral or written statements to the General Assembly concerning any question under consideration by it.

*Points of order***Rule 71 [113]**

[see introduction, para. 7; see also annex IV, para. 79]

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the President in accordance with the rules of procedure. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

*Time limit on speeches***Rule 72 [114]**

[see introduction, paras. 7 and 30]

The General Assembly may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. Before a decision is taken, two representatives may speak in favour of, and two against, a proposal to set such limits. When the debate is limited and a representative exceeds his allotted time, the President shall call him to order without delay.

*Closing of list of speakers, right of reply***Rule 73 [115]**

[see annex IV, paras. 46, 69, 77 and 78, and annex V, paras. 8-11]

During the course of a debate, the President may announce the list of speakers and, with the consent of the General Assembly, declare the list closed. He may, however, accord the right of reply to any member if a speech delivered after he has declared the list closed makes this desirable.

*Adjournment of debate***Rule 74 [116]**

[see introduction, para. 7]

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favour of, and two against, the motion, after which the motion shall be immediately put to the vote. The President may limit the time to be allowed to speakers under this rule.

*Closure of debate***Rule 75 [117]**

[see introduction, para. 7]

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the General Assembly is in favour of the closure, the President shall declare the closure of the debate. The President may limit the time to be allowed to speakers under this rule.

*Suspension or adjournment of the meeting***Rule 76 [118]**

[see introduction, para. 7]

During the discussion of any matter, a representative may move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be immediately put to the vote. The President may limit the time to be allowed to the speaker moving the suspension or adjournment of the meeting.

*Order of procedural motions***Rule 77 [119]**

Subject to rule 71, the motions indicated below shall have precedence in the following order over all other proposals or motions before the meeting:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the item under discussion;
- (d) To close the debate on the item under discussion.

*Proposals and amendments***Rule 78 [120]**

[see annex IV, paras. 87 and 88]

Proposals and amendments shall normally be submitted in writing to the Secretary-General, who shall circulate copies to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the General Assembly unless copies of it have been circulated to all delegations not later than the day preceding the meeting. The President may, however, permit the discussion and consideration of amendments, or of motions as to procedure, even though such amendments and motions have not been circulated or have only been circulated the same day.

*Decisions on competence***Rule 79 [121]**

[see introduction, para. 7]

Subject to rule 77, any motion calling for a decision on the competence of the General Assembly to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

*Withdrawal of motions***Rule 80 [122]**

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended. A motion thus withdrawn may be reintroduced by any member.

*Reconsideration of proposals***Rule 81 [123]**

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the General Assembly, by a two-thirds majority of the members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

Voting*Voting rights***Rule 82 [124]**

[rules 82, 83 and 85 reproducing textually the three paragraphs of Article 18 of the Charter]

Each member of the General Assembly shall have one vote.

*Two-thirds majority***Rule 83**

[rules 82, 83 and 85 reproducing textually the three paragraphs of Article 18 of the Charter]

Decisions of the General Assembly on important questions shall be made by a two-thirds majority of the members present and voting. These questions shall include: recommendations with respect to the maintenance of international peace and security, the election of the non-permanent members of the Security Council, the election of the members of the Economic and Social Council, the election of members of the Trusteeship Council in accordance with paragraph 1 c of Article 86 of the Charter, the admission of new Members to the United Nations, the suspension of the rights and privileges of membership, the expulsion of Members, questions relating to the operation of the trusteeship system, and budgetary questions.

Rule 84

[see introduction, para. 10]

Decisions of the General Assembly on amendments to proposals relating to important questions, and on parts of such proposals put to the vote separately, shall be made by a two-thirds majority of the members present and voting.

*Simple majority***Rule 85 [125]**

[rules 82, 83 and 85 reproducing textually the three paragraphs of Article 18 of the Charter]

Decisions of the General Assembly on questions other than those provided for in rule 83, including the determination of additional categories of questions to be decided by a two-thirds majority, shall be made by a majority of the members present and voting.

*Meaning of the phrase "members present and voting"***Rule 86 [126]**

For the purposes of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

*Method of voting***Rule 87 [127]**

[see introduction, para. 24; see also annex IV, para. 84, and annex VII, para. 2]

(a) The General Assembly shall normally vote by show of hands or by standing, but any representative may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the President. The name of each member shall be called in any roll-call, and one of its representatives shall reply "yes", "no" or "abstention". The result of the voting shall be inserted in the record in the English alphabetical order of the names of the members.

(b) When the General Assembly votes by mechanical means, a non-recorded vote shall replace a vote by show of hands or by standing and a recorded vote shall replace a roll-call vote. Any representative may request a recorded vote. In the case of a recorded vote, the General Assembly shall, unless a representative requests otherwise, dispense with the procedure of calling out the names of the members; nevertheless, the result of the voting shall be inserted in the record in the same manner as that of a roll-call vote.

*Conduct during voting***Rule 88 [128]**

[see introduction, para. 7; see also annex IV, paras. 74-76, and annex V, paras. 6, 7 and 11]

After the President has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The President may permit members to explain their votes, either before or after the voting, except when the vote is taken by secret ballot. The President may limit the time to be allowed for such explanations. The President shall not permit the proposer of a proposal or of an amendment to explain his vote on his own proposal or amendment.

*Division of proposals and amendments***Rule 89 [129]**

[see introduction, para. 7]

A representative may move that parts of a proposal or of an amendment should be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are approved shall then be put to the vote as a whole. If all operative parts

of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

Voting on amendments

Rule 90 [130]

[see introduction, para. 7]

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the General Assembly shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of the proposal.

Voting on proposals

Rule 91 [131]

If two or more proposals relate to the same question, the General Assembly shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The General Assembly may, after each vote on a proposal, decide whether to vote on the next proposal.

Excerpt from the conclusions of the Special Committee on the Rationalization of the Procedures and Organization of the General Assembly*

VII. RESOLUTIONS

A. SUBMISSION OF DRAFT RESOLUTIONS

1. *Date of submission of draft resolutions*

87. The Special Committee recommends to the General Assembly that draft resolutions should be submitted as early as possible so as to give debates a more concrete character. It considers, however, that no rigid rule should be established in the matter, since it is for delegations to determine, in each case, the most appropriate moment for submitting draft resolutions [para. 254].

88. So as to ensure that debates take shape as quickly as possible without making it mandatory for delegations to submit a formal draft resolution, the Special Committee also considers that delegations might resort more often to the possibility of circulating draft resolutions as informal working papers which would provide a basis for the discussion but whose contents would be strictly provisional [para. 255].

2. *Submission of draft resolutions in writing*

89. Because of the appreciable loss of time that such a procedure could entail, the Special Committee decided not to endorse the suggestion that proposals and amendments should be submitted in writing only [para. 256].

3. *Consultations*

90. The Special Committee, recognizing the indisputable value of consultations, believes that delegations should explore every avenue for arriving at negotiated texts. It considers, however, that the initiative for such consultations must rest solely with the delegations concerned and can, under no circumstances, be dictated in mandatory provisions [para. 258].

91. The Special Committee also believes that the Chairmen of the Main Committees should be invited to bear in mind the possibility of establishing, where necessary, working groups for the purpose of facilitating the adoption of agreed texts. Such groups may be open, as appropriate, to interested delegations. It does not, however, consider it advisable to contemplate the establishment of such working groups whenever two or more draft resolutions have been introduced on the same matter [para. 259].

4. *Number of sponsors*

92. The Special Committee did not endorse the suggestion that the number of sponsors of a draft resolution should be limited [para. 260].

93. The Special Committee does, however, wish to draw attention to the practice whereby the sponsors of a proposal decide whether other delegations can become co-sponsors [para. 261].

* A/520/Rev.18, annex IV. Paragraph numbers in brackets refer to the report of the Special Committee (Official Records of the General Assembly, Twenty-seventh Session, Supplement No. 26 (A/8426)).

5. *Time-lapse between the submission and the consideration of draft resolutions*

94. The Special Committee, while recognizing the difficulties experienced by some delegations in consulting their Governments within the time laid down by rules 80 and 121^a of the rules of procedure, does not deem it advisable to propose an amendment to those rules [para. 265].

B. CONTENT OF RESOLUTIONS

95. The Special Committee is of the opinion that the wording of resolutions, to be effective, must be as clear and succinct as possible. It recognizes, however, that only the delegations concerned can decide upon the content of the proposals which they are sponsoring [para. 267].

96. The Special Committee also wishes to emphasize that the text of a draft resolution should not go beyond the competence of the Committee in which it is submitted. Where, however, it is suggested that a draft resolution does so, the Special Committee feels that it is up to the Committee concerned to take a decision in the matter [para. 268].

C. FINANCIAL IMPLICATIONS

1. *Financial controls*

97. The Special Committee feels that the provisions of rules 154 and 155^b of the rules of procedure are satisfactory and should be strictly applied [para. 272].

98. The Special Committee is also of the opinion that the financial implications of draft resolutions should be viewed in terms of an overall assessment of priorities and that the principal organs should give careful consideration to the draft resolutions adopted by their subsidiary organs where such drafts call for the appropriation of funds [para. 273].

2. *Work of the Advisory Committee on Administrative and Budgetary Questions*

99. The Special Committee recognizes that the Advisory Committee on Administrative and Budgetary Questions should meet more frequently, but does not consider itself qualified to make detailed recommendations on the matter [para. 275].

3. *Resolutions setting up new organs*

100. While acknowledging that new organs should be set up only after mature consideration, the Special Committee believes that it would be inadvisable to amend the rules of procedure and lay down hard and fast rules in the matter [para. 277].

^a Rules 78 and 120 of the present rules of procedure.

^b Rules 153 and 154 of the present rules of procedure.

D. VOTING PROCEDURE

1. *Required majority*

101. The Special Committee considers that rules 88 and 127^c of the rules of procedure should be left unchanged [para. 282].

102. The Special Committee also considers that the suggestion referred to in paragraph 279 of the report is unacceptable and, moreover, goes beyond its mandate [para. 283].

2. *Measures to accelerate procedures*

103. The Special Committee, recalling the recommendations which it has made elsewhere concerning debate on items already considered in Committee (see para. 50 above) and roll-call votes (see para. 84 above), feels that it is inadvisable to make any changes in the relevant provisions of the rules of procedure [para. 287].

3. *Consensus*

104. The Special Committee considers that the adoption of decisions and resolutions by consensus is desirable when it contributes to the effective and lasting settlement of differences, thus strengthening the authority of the United Nations. It wishes, however, to emphasize that the right of every Member State to set forth its view in full must not be prejudiced by this procedure [para. 289].

E. REDUCTION IN THE NUMBER OF RESOLUTIONS

105. The Special Committee did not endorse the suggestions aimed at reducing the number of resolutions adopted by the General Assembly [para. 293].

^c Rules 86 and 126 of the present rules of procedure.

Annex III

An insider's guide to preparing a draft resolution in the General Assembly

by Maria D. Maldonado and Kenji Nakano

General

What is a draft resolution?

A draft resolution is a proposal that has not yet been adopted and has not yet become a resolution.

What is a resolution?

A resolution is the formal text of a proposal adopted by a United Nations body.

The subject matter of a draft resolution or a resolution

The subject matter of any draft resolution or resolution has to be related to an item in the agenda of the United Nations organ, in this specific case, the agenda of the General Assembly.

Agenda of the General Assembly

The agenda of the General Assembly for the seventy-fourth session is contained in document A/74/251. The agenda for the seventy-fifth session, which will open in September 2020, will be contained in document A/75/251. The agenda is issued only after the Assembly has adopted it during the first week of the session. A provisional agenda (A/75/150) is issued in mid-July, which is normally a close reflection of the agenda the Assembly will adopt. The inclusion of other items in the agenda may be proposed after the issuance of the provisional agenda. A table listing the various documents concerning the agenda is attached in this section of annex III on page 76.

If there is no item in the agenda under which a draft resolution could be submitted, a new item would have to be included.

A request for the inclusion of an item is done by means of a letter to the Secretary-General. It should include an explanatory memorandum giving the reasons why the inclusion of the item is proposed, and, if possible, a draft resolution (rule 20 of the rules of procedure). An item may be included virtually at any time during the session. A sample of a letter requesting the inclusion of a new item is attached in this section of annex III on page 77.

Step by step

History of an issue or item

A useful thing to do when preparing a draft resolution is to look up the history of the item under which one is proposing it. The quickest way of doing this is to consult the annotated preliminary list of items (A/75/100, issued on 14 June). This document lists all the known items that will be included in the provisional agenda, and eventually in the agenda. It succinctly gives the history of the item, when it was first included, by whom requested, and the number of resolutions adopted under it and it summarizes the most recent resolution adopted by the General Assembly.

It is also helpful to look at the final version of the resolution adopted by the General Assembly under that item – or a similar item – in the *Official Records* publication that is issued after the conclusion of the Assembly session. For the most recent session the document is A/74/49 (Vols. I, II and III).

Sample resolutions

Draft resolutions have a standard format. Some samples have been selected to illustrate what a draft resolution looks like when it is issued on annex I on page 46.

Timing

The question of timing is important for preparing, negotiating and submitting a draft resolution. The General Assembly meeting in plenary has a programme of work which is issued in advance of the session – in July of each year – and is reviewed by the General Committee of the Assembly when the Assembly commences its work, on the basis of a report of the Secretary-General. For instance, the proposed programme of work for the seventy-fourth session may be found in document A/73/895, updated in September 2019 and on an ongoing basis at <https://www.un.org/en/ga/info/meetings/74schedule.shtml>. The programme of work lists the items the Assembly is expected to consider during each of the 13 weeks of the main

part of the regular session. The schedule is subject to change. The General Assembly Affairs Branch maintains the schedule up to date and issues revisions to it as needed.

In case of an emergency, such as a natural disaster affecting a country and making it urgent that a resolution be adopted requesting international assistance, the schedule may be adjusted to accommodate prompt action.

It is preferable to have an adequate lead time so that the draft resolution may be processed as a document and be issued before the Assembly considers it. If in doubt about how much time you need, do check with the Secretariat.

Rule 78

Rule 78 of the rules of procedure stipulates that a draft resolution must be circulated as a document to Members no later than the day before its consideration.

Languages

The draft resolution may be prepared and submitted in any of the six official languages of the General Assembly. As a matter of practice, however, most of them are submitted in English with a few in French or Spanish.

If a draft resolution is prepared in a language other than English, sponsors should bear in mind that for the purposes of negotiating the text or seeking sponsors, the draft may have to be translated into English and other languages depending on whether the sponsors share the same language or if the complexity and sensitivity of the question requires it, even before the text is officially submitted to the Secretariat.

Text of a draft resolution

The drafter of the draft resolution has to put down on paper all the elements of the draft resolution and even though it is not yet an official document, care must be taken to follow the standard format of the draft resolution.

The draft resolution usually has a title that may be the same as the item under which it is considered or a different, more specific one. For instance, under the general item on humanitarian assistance, the title may read "Assistance to [a specific country]". In cases in which more than one resolution is adopted under the same item, it is helpful if each one has a different title.

Parts of a resolution or draft resolution

A resolution is composed of two parts: a preambular part and an operative part.

The preambular part (optional) concerns the background of the issue (what considerations led to the proposal), may refer to the Charter of the United Nations, cites related decisions (other resolutions on the question or on related issues) if any, and other relevant documentation (reports of United Nations bodies or the Secretary-General), if any.

The operative part asserts the positions or decisions the General Assembly takes and are generally action-oriented. For instance, if a report was considered by the Assembly, the Assembly will take note of the report. The Assembly may invite, request or urge certain actions by Member States, the President of the General Assembly, subsidiary organs, specialized agencies and other institutions of the United Nations system, or it may request the preparation of reports by the Secretary-General for the next session or any other future session. Usually the Assembly includes a paragraph in the resolution specifying whether the item under which the resolution is adopted or a given topic should continue to be considered and at what intervals. By doing so, once the resolution is adopted, it mandates the inclusion of the item in the provisional agenda of future sessions.

Many suggestions have been made to keep resolutions succinct. However, there is no rule or decision limiting the length of a resolution.

Preambular part (paragraphs not numbered)

The preamble to the draft resolution states the purpose, context and reasons for the decisions the General Assembly will take when adopting the draft resolution.

As illustrated in our examples, the Assembly begins by recalling previous resolutions which give the legislative history and context of the proposal.

The preamble also refers to the reports that have been examined by the Assembly in connection with the issue.

If subsidiary organs have been involved in the issue, or if conferences or other activities connected with the issue have taken place, these may also be mentioned in the preamble.

The preamble may further describe various aspects of the issue, the reasons why the

proposal is being presented, the needs being identified, what may be required to address them and by whom.

Operative part (paragraphs numbered)

The operative part of the draft resolutions in our examples contains paragraphs that make pronouncements – the views of the Assembly on an issue, defining or characterizing certain situations.

Other paragraphs call for general or specific action by States and other actors.

In some of the paragraphs the Assembly also takes note of the pronouncements of or decisions taken by other international organizations or forums.

There are also requests for reports of the Secretary-General or reports from subsidiary bodies that should be considered at a specific session.

The Assembly also requests the Secretary-General to provide the services required for some subsidiary bodies to perform their work.

Often the Assembly takes note of the reports of the Secretary-General or a subsidiary organ in an operative paragraph.

If the issue is to be considered at future sessions, usually a paragraph is included indicating that the item should be included in the provisional agenda of a specific future session.

Negotiations and sponsorship

Once the draft resolution is on paper, the Member State proposing it normally tries to ascertain what measure of support the proposal will have. On some issues, such as emergency humanitarian assistance, it may be relatively easy to obtain support, but there are other questions which, depending on their complexity and sensitivity, may require considerable time and effort to negotiate.

As a first step, the original sponsor may wish to consult with like-minded countries or members of a regional group. Once the text is agreed, Member States can open it for sponsorship on the e-deleGATE portal (delegate.un.int) by navigating to Plenary

& Committees/GA Plenary/GA Plenary e-Sponsorship^a in initiating e-Sponsorship, Member States can indicate which other Member States can co-sponsor the draft resolution. Once e-Sponsorship is initiated, all registered users of eligible delegations will be informed.

Official submission^b

When the draft resolution is ready to be officially submitted, the "main sponsor" or "original sponsor" or the "coordinator" of the draft resolution should approach the General Assembly Affairs Branch. The person who receives draft resolutions is seated at the General Assembly table during meetings of the Assembly. The table is at the left hand of the President, next to the podium. When the Assembly is not meeting, draft resolutions may be taken to the General Assembly office on the 30th floor of the Secretariat building.

The draft resolution has to be delivered in person, no faxes, please, with the following:

1. Electronic version of the text (email or USB key);
2. Hard copy (signed and dated on every page);
3. Signature by a member of the delegation in person of the submission certificate (provided by General Assembly Affairs Branch at time of submission). The Secretariat person in charge will need to receive and read the text and may have some questions such as who will be introducing the draft resolution, so that he/she can inform the List of Speakers Officer, who sits at the table to the right hand of the President in the General Assembly Hall. He/she will also ask who should be contacted if the editors or translators have queries.^c

Draft resolutions are issued as documents in the "L." series (for example, A/74/L.3, A/C.1/74/L.6). They are numbered in the order in which they are submitted.

Minimum notice of four business days before consideration of the item is required to process a draft resolution and issue it in all languages. Member States must therefore submit draft resolutions with ample lead time to avoid problems.

All delegations that have sponsored^d the draft resolution by the time it is submitted in accordance with the instructions above will be listed as co-sponsors on the "L." document. All delegations that sponsor subsequently will be announced before adoption as "additional sponsors" and will be listed in an addendum to the "L." document. A draft resolution will be open for co-sponsorship until just before its adoption. Paper signature lists for sponsorship will no longer be accepted.

^a For details, see www.un.org/en/ga/pdf/e-sponsorship_initiating_ga_rev1.pdf.

^b See annex III to the present guidelines.

^c See annex III, appendix.

^d For details, see https://www.un.org/en/ga/pdf/e-sponsorship_cosponsor_ga.pdf.

Programme budget implications - what if the resolution requires funds for implementation?^e

Most of the sample draft resolutions used to illustrate this exercise contain requests for reports. A quick examination of the draft resolution reveals that those reports are not new activities. We see in the preambular part that the draft resolution refers to reports of the Secretary-General and other reports that have been considered. However, for the purposes of this exercise, let us say that the resolution proposes new activities, for instance, that a conference be held or that an in-depth study by experts be prepared. This would give rise to questions related to resources and timing,

Rule 153 of the rules of procedure provides that "No resolution involving expenditure shall be recommended by a committee for approval by the General Assembly unless it is accompanied by an estimate of expenditures prepared by the Secretary-General. No resolution in respect of which expenditures are anticipated by the Secretary-General shall be voted by the General Assembly until the Administrative and Budgetary Committee (Fifth Committee) has had an opportunity of stating the effect of the proposal upon the budget estimates of the United Nations."

In accordance with that rule, the Secretary-General must submit a statement of programme budget implications, in which the new activities requested are outlined and the cost of these are estimated. Will the conference be held away from Headquarters? What's the duration? What services are expected?

Interpretation, translation, several simultaneous meetings of working groups? Or how many experts should be hired to prepare an in-depth study by the deadline indicated?

The statement of programme budget implications prepared by the Secretary-General is normally issued as a document of the General Assembly or a Main Committee. It is first discussed by the Advisory Committee on Administrative and Budgetary Questions, which is an advisory committee of experts. This Committee invites representatives of the Secretariat to explain the estimates proposed by the Secretary-General and submits its recommendations to the Fifth Committee. The Fifth Committee then must meet and consider both the Secretary-General's statement and the recommendations of the Advisory Committee.

^e For details see annex IV to the present guidelines.

The Fifth Committee discusses the costs and then reports to the General Assembly, informing it of the amount of funding that will be required to implement the draft resolution if it is adopted.

The process takes several days. As set out in annex V, paragraph 13 (d), of the rules of procedure, a "minimum period of forty-eight hours should be allowed between the submission and the voting of a proposal involving expenditure in order to allow the Secretary-General to prepare and present the related statement of administrative and financial implications". If a draft resolution will require the preparation of a statement of programme budget implications, the sponsors should aim to submit it taking into consideration the schedule of work of the Advisory Committee and the Fifth Committee. In any case, a mandatory deadline, not later than 1 December every year, is established for the submission to the Fifth Committee of all draft resolutions with financial implications.

In paragraph 67 of its first report on the proposed programme budget for the biennium 2000-2001 (A/54/7), the Advisory Committee noted that the use of the phrase "within existing resources" or similar language in a resolution has a negative impact on the implementation of activities; therefore efforts should be made to avoid the use of this phrase in resolutions and decisions.

Announcement

Once the draft resolution has been circulated as an "L." document and it has been scheduled for consideration, let us say, a week from the date of issuance, the membership has to be advised when the item will be considered. The *Journal of the United Nations* will announce the meeting in advance of the day of consideration, with the agenda for the meeting and documents to be considered, including any reports and the draft resolution.

Observations

We still have a number of scenarios ahead of us involving the draft resolution on its way to being considered and adopted by the General Assembly. There is its introduction by one of the sponsors, the debate on the question which may include comments on the draft resolution, the proceedings of the meeting and possible procedural motions that may arise, amendments, revisions, explanation of vote, votes, consensus, separate votes to name a few. All these will be examined in the part of this workshop that deals with the decision-making process.

Once the draft resolution is adopted, it is given a number and it is issued as a document in the A/RES/... series.

Documents concerning the agenda of the General Assembly and the organization of its work

Note: The corresponding document symbols for the seventy-fifth session will be A/75/50, A/75/100, A/75/150 . . .

<i>Symbol</i>	<i>Title</i>	<i>Description</i>
A/74/50	Preliminary list of items to be included in the provisional agenda of the 74th regular session	Issued early in the year, usually in February. List derived from the Charter and resolutions
A/74/100	Annotated preliminary list of items to be included in the provisional agenda of the 74th regular session	Contains the history of items: when and who, resolutions adopted, related documents, such as reports, to be discussed. Issued in mid-June
A/74/150	Provisional agenda of the 74th session	Lists the items and the rule, resolution or decision authorizing their inclusion. Issued in July, 60 days before the opening of the session of the General Assembly
A/74/200	List of supplementary items proposed for inclusion in the agenda of the 74th session of the General Assembly	Items proposed for inclusion after the issuance of the provisional agenda and 30 days before the opening of the session
A/BUR/74/1	Memorandum by the Secretary-General on the organization of the seventy-fourth regular session of the General Assembly, adoption of the agenda and allocation of items	Contains the proposals of the Secretary-General on the organization of the session; the draft agenda, updated; and recommendations concerning the items to be considered in the Main Committees or in plenary meeting. Issued in September
A/74/250	First report of the General Committee on the organization of the seventy-fourth regular session of the General Assembly, adoption of the agenda and allocation of items	Contains the General Committee's recommendations to the General Assembly, based on the memorandum by the Secretary-General. Issued in the first week of the session
A/74/251	Agenda of the seventy-fourth session of the General Assembly	The agenda adopted by the General Assembly
A/74/252	Allocation of agenda items for the 74th session of the General Assembly	List of items to be considered in plenary meeting and by each Main Committee

United Nations

A/73/143

**General Assembly**

Distr.: General

16 July 2018

Original: English

Seventy-third session**Request for the inclusion of an item in the provisional agenda of the seventy-third session****Safeguarding ocean space for present and future generations****Letter dated 12 July 2018 from the Permanent Representative of Malta to the United Nations addressed to the Secretary-General**

I have the honour to request, on behalf of the Government of Malta and in accordance with the rules of procedure of the General Assembly, the inclusion of an item entitled “Safeguarding ocean space for present and future generations” in the provisional agenda of the seventy-third session of the General Assembly.

In accordance with the rules of procedure of the General Assembly, an explanatory memorandum concerning my Government’s request is attached hereto (see annex).

(Signed) Carmelo **Inguanez**
Ambassador
Permanent Representative

18-11773 (E) 230718



Please recycle A small recycling symbol consisting of three chasing arrows forming a triangle.



A/73/143

Annex**Explanatory memorandum**

1. One of the main goals of the 1967 Malta proposal on the law of the sea to the General Assembly was to ensure that problems of ocean space were dealt with on a holistic basis in the interest of present and future generations. This goal received widespread support and is reflected in the preamble to the 1982 United Nations Convention on the Law of the Sea, wherein the States parties declare that they are conscious that the problems of ocean space are closely interrelated and need to be considered as a whole, using an integrated approach.
2. The 1982 United Nations Convention on the Law of the Sea, known as the constitution for the oceans, remains the cornerstone of global ocean governance. It has set up a legal order which facilitates international communications and promotes peaceful uses of the oceans, the equitable and efficient utilization of their resources, the protection and preservation of the marine environment and the conservation of living resources. Furthermore, with an impressive 168 States parties, many of its norms reflect customary international law.
3. While the Convention recognizes, directly and indirectly, that the problems of ocean space have to be considered as a whole, its general provisions do not effectively ensure that problems related to ocean space are dealt with in an integrated manner. The Convention has been supplemented by numerous valuable legal instruments adopted under the aegis of the United Nations and other international organizations. This process, while contributing greatly to various aspects of global ocean governance, deals with ocean space issues on a sectoral basis. Furthermore, most discussions taking place in international organizations, other than the United Nations, focus on the sectoral implementation of specific provisions of the Convention that fall within their mandate.
4. That approach is inherently fragmented and makes it difficult to deal with problems of ocean space as a whole, inhibiting the development of an effective and sustainable global ocean governance. To address this fragmentation, the international community has, in various instruments, recognized the need for an integrated approach to address the problems of ocean space in a coherent, cross-sectoral, interdisciplinary and integrated manner.
5. There is therefore a need to devise an integrated global strategy under the direction of the General Assembly to review and examine the current fragmented approaches to ocean governance and advise the General Assembly on the rationalization and coordination of these efforts.
6. The Government of Malta proposes that the General Assembly request the Secretary-General to consider the possibility of the establishment of an appropriate mechanism or panel which could consider and coordinate, in consultation with the Special Envoy for the Ocean, the valuable and relevant work being undertaken by the competent organs and programmes within the United Nations system and outside the United Nations framework, to make recommendations with a view to providing options to the General Assembly on how a global strategy to ensure that all problems of ocean space are effectively considered as a whole, and to promote the realization of a more sustainable and effective ocean governance in the interest of present and future generations.

Guidelines for the submission of proposals (draft resolutions/draft decisions/draft amendments) in the General Assembly plenary*

NOTE: A minimum of FIVE (5) full business days' advance notice before consideration of the item is required to process a proposal (draft resolution/draft decision) as a limited distribution ("L.") document in all official languages. This period includes four full days for processing, counting from the day following the day of submission, and takes into account rule 78 of the rules of procedure of the General Assembly.

This document aims to guide delegations who wish to submit draft resolutions, draft decisions or draft amendments (hereafter referred to as "proposals") for consideration by the General Assembly plenary. The following guidelines outline the steps for preparing proposals and include tips and timelines for submission to the Secretariat. This document is non-exhaustive and is intended as a suggested process.




1. Preparation of proposals

- a. For **draft resolutions and/or draft decisions** ("L.--" __ documents) **based on previous resolutions or decisions**, the official **A/RES document**¹ [available on the Official Document System (ODS) at <https://documents.un.org>] must be used as the **base text**. All new text and changes to the old text must be clearly indicated using the **Track Changes feature** in Microsoft Word (see below Tip 1).
- b. For **revised draft resolutions or decisions** ("L.__/Rev.__" documents), the previously issued draft resolution or draft decision must be used as the base text, with **all revisions clearly indicated**.

Where no previous text(s) exist, delegations are requested to include the **agenda item**² that the proposal(s) is related to.

The submission of draft resolutions and/or draft decisions that do not comply with these guidelines will delay the processing of the texts concerned.

TIP 1: HOW TO TRACK CHANGES IN MICROSOFT WORD

- Locate the previously issued resolution (A/RES/session number/resolution number, e.g. A/RES/74/1), decision or, in the case of revised draft resolutions, the previously issued draft (L. document, e.g. A/74/L.1) on the ODS at <https://documents.un.org>, download the Word version and save it as a new document.
- On the Review tab, click on the "Track Changes" icon  to turn on the Track Changes feature.
- Make changes to the document: any changes to the original text will now be indicated and saved in the document.

* Available at www.un.org/en/ga/pdf/guidelines_submit_draft_proposals.pdf.

¹ Resolutions are available in the Official Document System (ODS); to search for a resolution, use the symbol A/RES/session number/resolution number, for example, A/RES/74/1.

² For the seventy-fourth session, select the relevant agenda item from document A/74/251.



2. Co-sponsorship of proposals in e-DeleGATE

Draft resolution and/or draft decision texts are usually negotiated among delegations³ well in advance⁴, prior to submission to the Secretariat. Delegation(s) can open a proposal for co-sponsorship by other delegations, through the e-DeleGATE portal (<https://delegate.un.int>). The sponsor (lead delegation) of the proposal(s) is responsible to upload the document(s) in the e-DeleGATE portal and open the text for e-Sponsorship (see below Tip 2).

TIP 2: CO-SPONSORING A DRAFT RESOLUTION

- A Member State (known as the Sponsor) (not jointly with other Member States) can open a text for sponsorship on the e-deleGATE portal (<https://delegate.un.int>) by navigating to: **Plenary & Committees/GA Plenary/GA Plenary e-Sponsorship**.
 - When initiating e-Sponsorship, Member States can indicate which other Member States and/or Observer States can co-sponsor the proposal. Once e-Sponsorship is initiated, all registered users of eligible delegations will be informed.
 - All delegations that have co-sponsored the proposal **by the time it is submitted to the Secretariat for issuance in ODS**, will be listed as co-sponsors on the “L--” document.
 - Draft resolutions and/or decisions will remain open for co-sponsorship **until just before adoption by the GA plenary**.
 - All delegations that co-sponsor after the submission of the draft proposal (either through e-Sponsorship or by pressing the button from their Member State’s seat, when requested by the Secretary, during the relevant GA plenary meeting) will be announced **before adoption** as “**additional co-sponsors**” and will be listed when an addendum to the “L--” document is issued after the adoption. **Paper signature lists for sponsorship are no longer accepted.**
- NOTE: Once the General Assembly adopts a draft resolution and/or decision, Member States can no longer alter its sponsorship.**



3. Submission of proposals

Thereafter, delegations are requested to submit **proposals** as follows:

- ✉ ✓ **Step 1: By email** (as a Microsoft Word doc or on a USB key) to the representative of the General Assembly Affairs Branch (GAAB), Ms. Gal Buyanover [email: gal.buyanover@un.org , +1 212 963-2986]. The draft will be processed and issued in the six official languages as an L document, available on ODS⁵.
- 👤 ✓ **Step 2: In person as a hard copy document** (signed and dated on each page) on the **30th floor** of the Secretariat Building or in the General Assembly Hall during plenary meetings. You are kindly requested to indicate a date and timeframe, when visiting the 30th floor. The representative of delegation will be requested to sign a submission certificate (provided by GAAB at time of submission).

NOTE: Delegations are requested to inform GAAB if:



- ✓ The delegation intends to **introduce** the draft proposal at a plenary meeting;
- ✓ **Changes** to the draft proposal are expected – oral changes to a draft resolution / draft decision can be made by the main sponsor or by the Secretariat upon notification by the main sponsor;



- ✓ To obtain information on the **programme of work**, please contact Ms. Radhika Ochalik [email: ochalik@un.org, (212) 963-3233].

³ Member States, the State of Palestine, the Holy See and the European Union.

⁴ To reserve rooms for consultations on draft resolutions and/or decisions before submission to the Secretariat, please contact the Meetings Management Section at (212) 963 8114 or (212) 963 7351.

⁵ Please check ODS on a regular basis for documents.



Appendix: Editing of proposals at the United Nations

i. Introduction: The editing process

The Editing Section 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.

Editors will not make changes that alter the meaning of a resolution.

- When a language issue touches on a substantive matter, the editor will consult with the submitting official.
- It is crucial for the editors to be informed when parts of a draft have been the subject of particularly intensive negotiations or are otherwise highly sensitive.

Why is it important for resolutions to be edited?

- They are important international instruments which constitute the official records of the Organization.
- The time pressure of negotiation and processing can lead to mistakes.
- Ambiguous language in the original can result in different interpretations in the other languages.
- Editing ensures that the principle of multilingualism is respected.

ii. Draft resolutions

All draft resolutions are submitted to the Department for General Assembly and Conference Management (DGACM) for editing, translation, typing, proofreading and printing.

DGACM requires a minimum of five full business days before consideration of the item to process draft resolutions.

Given the limited time available for processing, it is helpful if:

- Contact information (telephone and email) for the main Sponsor or Facilitator is provided to ensure that editors can reach him/her to consult on the text;
- For draft resolutions based on a previous resolution, the adopted text (with the symbol A/RES/ [session number]/[resolution number]) is downloaded from ODS and used as the basis for preparation of the new resolution.

iii. Adopted resolutions

Final editing process

- After adoption, the final editing process ensures concordance among all six language versions.
- Changes made by delegates at the time of adoption, if any, are incorporated into the text.
- Footnotes are checked for accuracy and additional footnotes inserted as needed.
- The finalized resolutions are issued with A/RES/xx/xxx symbols.

iv. Structure of resolutions

Paragraphs

Resolutions are essentially one long sentence with three elements:

- The name of the organ (the General Assembly)
- Preambular paragraphs
- Operative paragraphs

Subparagraphs

- Subparagraphs are identified by lower-case letters: (a), (b), (c) in English.
- The text of each subparagraph begins with a capital letter.
- Subparagraphs must have a similar, parallel structure (see examples below).

Example from resolution 66/167:

6. *Calls upon* all States:
- (a) To take effective measures to ensure...
 - (b) To foster religious freedom and pluralism...
 - (c) To encourage the representation and meaningful participation of...
 - (d) To make a strong effort to...

Example from resolution 66/94:

10. *Reaffirms* the importance ... of the work of the Commission ... and in this connection:
- (a) Welcomes the initiatives of the Commission ...
 - (b) Expresses its appreciation to the Commission ...
 - (c) Takes note with interest of the comprehensive approach ...
 - (d) Expresses its appreciation to the Governments ...
 - (e) Reiterates its appeal to ...

v. **Changes that editors make to resolutions**

According to standard editorial practice, editors:

- Check and correct titles and facts;
- Correct grammar and syntax;
- Correct, add or delete footnotes;
- Make minor adjustments to style to bring the text in line with United Nations editorial standards and to make the text translatable.

Titles of bodies, meetings, conventions, etc.

- Titles are checked and corrected as needed.
- In general, the full title is used at first mention in the preamble and at first mention in the operative part. Thereafter, a shortened form of the title may be used.

Example from resolution 67/184:

2. *Notes* the progress made thus far in the preparations for the [Thirteenth United Nations Congress on Crime Prevention and Criminal Justice](#);
3. *Decides* that the duration of the [Thirteenth Congress](#) should not exceed eight days;

Acronyms and abbreviations

- With few exceptions, acronyms and abbreviations are not used in resolutions and will be spelled out in accordance with the practice governing titles outlined above.

Dates

- Dates of meetings, adoption of conventions, declarations, etc., will be checked and corrected if necessary.

Countries

- In general, the short form of the names of countries is used in United Nations documents, including in resolutions.
- For the official short names of countries, please visit untermportal.un.org.

Cities

- Names of cities are followed by the name of the country, unless the city is the capital, in which case the country is omitted. The standard presentation in English is "Istanbul, Turkey".

Punctuation

- Editors will apply United Nations style in keeping with standard editorial practice.
- If a punctuation mark becomes a matter of political sensitivity, the editors must be informed.

Avoiding personification

- A resolution or report does not decide/recommend/launch/convene/extend a mandate, etc.; it is the author of the report or the body adopting the resolution that takes the action.

Example:

“General Assembly resolution 65/14 requested the Secretary-General to report...”

will be changed to read:

“The General Assembly, in its resolution 65/14, requested the Secretary-General to report...”

Notes/Takes note

- “Notes” is used in the sense of “observes”.
- “Takes note” is used when the object is a report, statement or decision. A body should not “take note” of (or “welcome”) its own past decision, but rather “recall” it.

Reiterates

- If the General Assembly “reiterates” something, it is repeating a statement made in a previous resolution. Therefore, if “reiterates” is used, some context must be given.

Example from resolution 67/246:

6. *Reiterates* that accountability is a central pillar of effective and efficient management that requires attention and strong commitment at the highest level of the Secretariat, as defined in paragraph 8 of its resolution 64/259 of 29 March 2010;

- If the Assembly does not wish to provide context, a more appropriate verb, such as “affirms”, “reaffirms”, “stresses” or “emphasizes”, should be used.

Example from resolution 67/246:

4. *Reaffirms* paragraph 37 of its resolution 62/87 and paragraph 2 of its resolution 64/228 ...

Footnotes

- Source footnotes may be added or deleted during the editing process.

Seasons of the year

- Since the seasons of the year vary in different hemispheres, editors will change a reference to “the summer of 2018”, for example, to “the third quarter of 2018”.

Including, inter alia

- The use of “including” together with “inter alia” is redundant; editors will delete one or the other.

vi. Editorial help desk and other resources


Editors are available to offer assistance and advice. Please contact: editingny@un.org or (212) 963-2528

Other resources

- United Nations Editorial Manual Online (<http://www.dgacm.org/editorialmanual/>)
- Manuel de rédaction et d’édition de l’Organisation des Nations Unies (<http://dd.dgacm.org/ores/french/>)
- UNTERM (<https://unterm.un.org/>)
- Official Document System (<https://documents.un.org/>)

Annex V

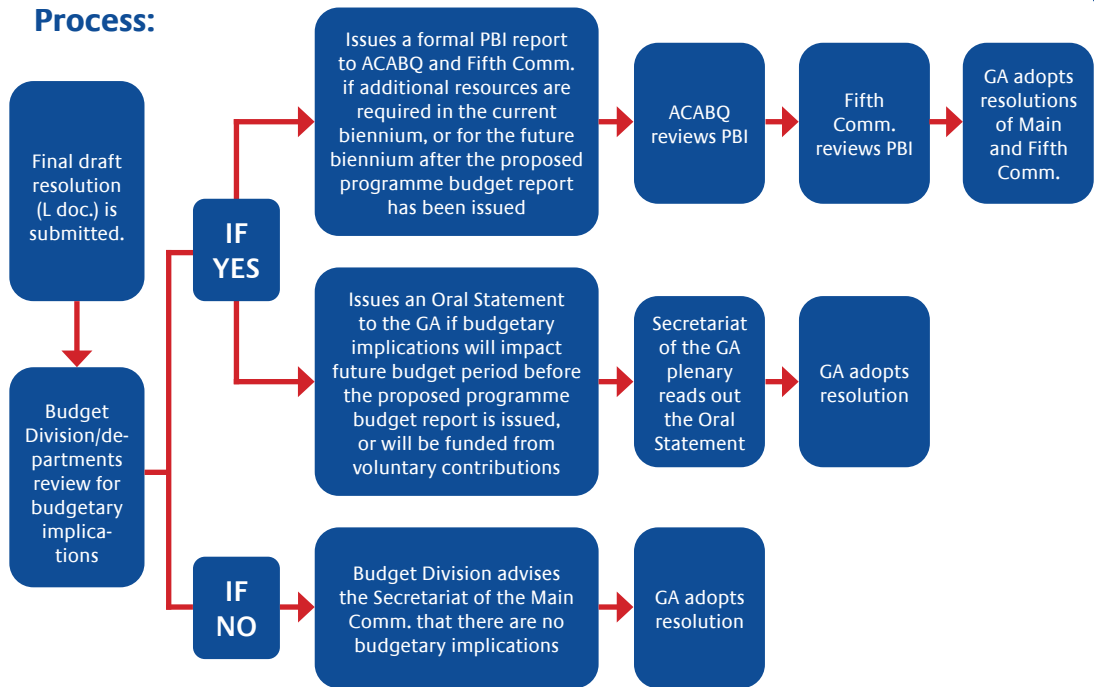
Consideration of programme budget implications by the plenary and the Main Committees of the General Assembly: overview



Programme Planning
and Budget Division

Programme budget implications: regulatory framework, process and practice for the General Assembly plenary

Process:



Regulatory framework:

- GA Rules of procedure, rules 153 and 154
- GA resolutions 45/248 B section VI, 69/321 (para. 25) and 70/247 (paras. 1–5)
- GA decision 34/401 (paras. 12 and 13) Financial Regulations and Rules (ST/SGB/2013/4), regulations 2.10 and 2.11, and rule 102.6
- Programme planning Regulations and Rules (ST/SGB/2016/6), regulation 5.9 and rule 105.8

Process: Timing for issuance of an Oral Statement or PBI

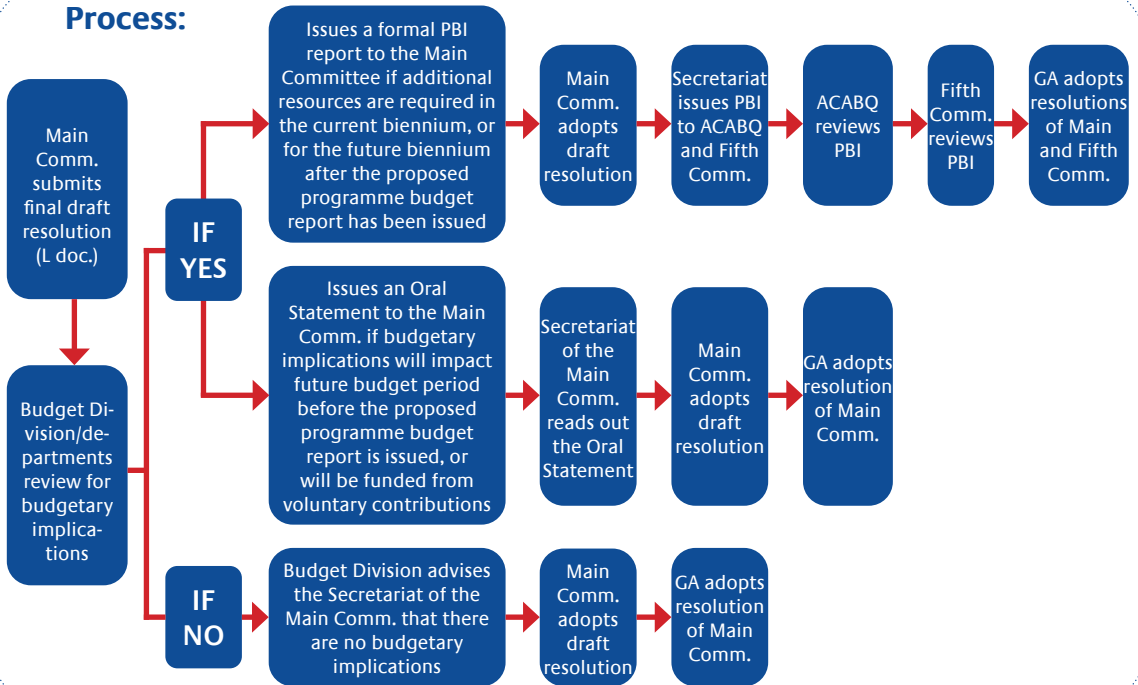
- Before a final draft resolution/decision (L doc.) is submitted, PPBD, if approached by the Secretariat of the plenary and after preliminary consultation with relevant Departments, can indicate: whether budgetary implications are expected based on the latest draft; possibly a sense of magnitude of such implications; but no detailed cost estimates.
- Once a final draft proposal is submitted, the secretariat submits it to PPBD, which has a **minimum of 48 hours** for consultation with relevant Departments, review and issuance of a formal PBI report or Oral Statement as necessary (GA decision 34/401).

Practice: Examples of language that may trigger budgetary implications

- Requests the SG to submit a (new) report...
- Requests the SG to establish a dedicated (new) capacity to support...
- Requests the SG to carry out xxx (new) activity...
- Requests the SG to expand/increase the scope/scale of an activity or strengthen the Secretariat's role...
- Decides to convene an open-ended working group/conference/meeting...
- Decides to increase membership of/establish the Committee...
- "Within existing resources" does not preclude budgetary implications.

Programme budget implications: regulatory framework, process and practice for the Main Committee

Process:



Regulatory framework:

- GA Rules of procedure, rules 153 and 154
- GA resolutions 45/248 B section VI, 69/321 (para. 25) and 70/247 (paras. 1-5)
- GA decision 34/401 (paras. 12 and 13) Financial Regulations and Rules (ST/SGB/2013/4), regulations 2.10 and 2.11, and rule 102.6
- Programme planning Regulations and Rules (ST/SGB/2016/6), regulation 5.9 and rule 105.8

Process: Timing for issuance of an Oral Statement or PBI

- Before a final draft resolution/decision (L doc.) is submitted, PPBD, if approached by the Secretariat of the plenary and after preliminary consultation with relevant Departments, can indicate: whether budgetary implications are expected based on the latest draft; possibly a sense of magnitude of such implications; but no detailed cost estimates (contact: Director, PPBD).
- Once a final draft proposal is submitted, the secretariat of the Main Comm. submits it to PPBD, which has a **minimum of 48 hours** for consultation with relevant Departments, review and issuance of a formal PBI report or Oral Statement as necessary (GA decision 34/401).

Practice: Examples of language that may trigger budgetary implications

- Requests the SG to submit a (new) report...
- Requests the SG to establish a dedicated (new) capacity to support...
- Requests the SG to carry out xxx (new) activity...
- Requests the SG to expand/increase the scope/scale of an activity or strengthen the Secretariat's role...
- Decides to convene an open-ended working group/conference/meeting...
- Decides to increase membership of/establish the Committee...
- "Within existing resources" does not preclude budgetary implications.

Meaning of “takes note of” and “notes” in resolutions

Letter dated 4 April 2001 from the Legal Counsel to the Chairman of the Fifth Committee*

I have the honour to refer to your letter of 2 April 2001 requesting by 4 April 2001 our legal opinion, pursuant to a decision of the Fifth Committee on 26 March 2001, as to whether the expression "taking note of" a report may mean that the General Assembly had agreed to the content of the report.

The meaning of the phrase "taking note of" is determined by the ordinary meaning of the expression in the context that the expression is used, in the light of the circumstances in which it was drafted and ultimately of course, the intention of the body adopting the resolution.

In this connection, reference is made to a report of the Secretary-General before the Fifth Committee in 1987 in which he indicated that, within existing resources, he would take certain actions with regard to the construction of conference facilities. The Fifth Committee requested advice as to whether "taking note of" the report would indicate approval. This Office, in an opinion read to the Fifth Committee and to the General Assembly, opined that although "taking note of" the proposed course of action did not express either approval or disapproval, the Secretary-General is instructed to proceed with the necessary work within the funds available (see A/42/PV.99). We note that, last year during the fifty-fourth session, Member States cited the latter opinion in the Fifth Committee in support of the proposition that "taking note" does not express either approval or disapproval. Such Member States, however, failed to refer to the conclusion stated in the opinion that the Secretary-General was authorized to proceed with the proposed course of action.

Thus, where a report by the Secretary-General or subsidiary organ proposes or recommends a specific course of action, within existing resources, which requires a decision by the General Assembly, a decision or resolution taking note of such report in the absence of further comment by the organ concerned constitutes authorization of the course of action contained therein. Of course, where a report by the Secretary-General or subsidiary organ proposes a specific course of action that raises financial implications, the procedures in rule 153 of the rules of procedure of the General Assembly would have to be followed and the General Assembly would have to specifically authorize the course of action and authorize specifically the additional resources after following the required procedures.

Where a report by the Secretary-General or subsidiary organ does not propose or recommend any course of action which requires a decision by the General Assembly, taking note of such report merely takes cognizance that it has been presented and does not express either approval or disapproval. Indeed, in paragraph 28 of annex VI to the rules of procedure of the General Assembly, the General Committee in its report on the rationalization of the work of the Assembly stated that "The General Assembly, including its Main Committees, should merely take note of those reports of the

* A/C.5/55/42, annex II.

Secretary-General or subsidiary organs which do not require a decision by the Assembly and should neither debate nor adopt resolutions on them, unless specifically required to do so by the Secretary-General or the organ concerned."

Member States should, in any event, clearly express their intent when adopting a particular decision or resolution. The latter recommendation is particularly relevant if Member States do not agree with the Office of Legal Affairs' opinion on the definition of the expression "taking note of" to govern the interpretation and implementation of their decisions and resolutions.

* * *

In its decision 55/488 of 7 September 2001, the General Assembly reiterated that the terms "takes note of" and "notes" are neutral terms that constitute neither approval nor disapproval.

Paragraph 28 of annex V to the rules of procedure provides as follows:

The General Assembly, including its Main Committees, should merely take note of those reports of the Secretary-General or subsidiary organs which do not require a decision by the Assembly and should neither debate nor adopt resolutions on them, unless specifically requested to do so by the Secretary-General or the main organ concerned.

Annex VII

Resolutions: frequently used terms

<i>Preambular part</i>	<i>Operative part</i>
Acknowledging	Acknowledges
Affirming	Affirms
Alarmed, expressing alarm	Expresses alarm
Appreciating	Appreciates
Commending	Commends
Concerned, gravely concerned, remaining concerned, expressing concern	Expresses concern, deep concern
Considering	Considers
Deploring	Deplores, deeply deplores
Emphasizing	Emphasizes, re-emphasizes
Noting, noting with appreciation, noting with satisfaction, noting with concern	Notes, notes with appreciation, notes with satisfaction, notes with gratitude, notes with alarm, notes with concern
Reaffirming	Reaffirms
Recalling	Recalls
Recognizing, recognizing in particular, recognizing also	Recognizes
Reiterating	Reiterates
Stressing	Stresses
Taking note, taking note with appreciation, taking note with concern	Takes note, takes note with appreciation
Stressing	Stresses
Underlining, underscoring	Underlines, underscores
Urging	Urges
Welcoming	Welcomes, welcomes with appreciation, strongly welcomes
Aware	Accepts
Bearing in mind	Adopts
Believing	Agrees
Cognizant	Appeals
Conscious	Approves
Convinced	Authorizes
Desiring	Calls for
Determined	Calls upon
Disturbed, deeply disturbed	Condemns, condemns strongly, reiterates its strong and unequivocal condemnation
Guided	Decides, also decides, further decides
Having considered, having examined, having heard	Declares
Having received	Demands
Mindful	Denounces
Realizing	Discourages
Regretting	Endorses
Renewing its commitment, its unwavering commitment	Envisages
Taking into account, taking into consideration	Invites
	Proclaims
Thanking	Recommends
	Requests, renews its request, reiterates its request

Annex VIII

Majorities required for votes in the General Assembly

Voting	Majority		Voting	Majority		Voting	Majority	
	Simple	2/3		Simple	2/3		Simple	2/3
3	2	2	33	17	22	63	32	42
4	3	3	34	18	23	64	33	43
5	3	4	35	18	24	65	33	44
6	4	4	36	19	24	66	34	44
7	4	5	37	19	25	67	34	45
8	5	6	38	20	26	68	35	46
9	5	6	39	20	26	69	35	46
10	6	7	40	21	27	70	36	47
11	6	8	41	21	28	71	36	48
12	7	8	42	22	28	72	37	48
13	7	9	43	22	29	73	37	49
14	8	10	44	23	30	74	38	50
15	8	10	45	23	30	75	38	50
16	9	11	46	24	31	76	39	51
17	9	12	47	24	32	77	39	52
18	10	12	48	25	32	78	40	52
19	10	13	49	25	33	79	40	53
20	11	14	50	26	34	80	41	54
21	11	14	51	26	34	81	41	54
22	12	15	52	27	35	82	42	55
23	12	16	53	27	36	83	42	56
24	13	16	54	28	36	84	43	56
25	13	17	55	28	37	85	43	57
26	14	18	56	29	38	86	44	58
27	14	18	57	29	38	87	44	58
28	15	19	58	30	39	88	45	59
29	15	20	59	30	40	89	45	60
30	16	20	60	31	40	90	46	60
31	16	21	61	31	41	91	46	61
32	17	22	62	32	42	92	47	62

Voting	Majority		Voting	Majority		Voting	Majority		Voting	Majority	
	Simple	2/3		Simple	2/3		Simple	2/3		Simple	2/3
93	47	62	123	62	83	153	77	103	183	92	124
94	48	63	124	63	84	154	78	104	184	93	124
95	48	64	125	63	84	155	78	104	185	93	125
96	49	64	126	64	85	156	79	105	186	94	126
97	49	65	127	64	86	157	79	106	187	94	126
98	50	66	128	65	86	158	80	106	188	95	127
99	50	66	129	65	87	159	80	107	189	95	128
100	51	67	130	66	88	160	81	108	190	96	128
101	51	68	131	66	88	161	81	108	191	96	129
102	52	68	132	67	89	162	82	109	192	97	130
103	52	69	133	67	90	163	82	110	193	97	130
104	53	70	134	68	90	164	83	110			
105	53	70	135	68	91	165	83	111			
106	54	71	136	69	92	166	84	112			
107	54	72	137	69	92	167	84	112			
108	55	72	138	70	93	168	85	113			
109	55	73	139	70	94	169	85	114			
110	56	74	140	71	94	170	86	114			
111	56	74	141	71	95	171	86	115			
112	57	75	142	72	96	172	87	116			
113	57	76	143	72	96	173	87	116			
114	58	76	144	73	97	174	88	117			
115	58	77	145	73	98	175	88	118			
116	59	78	146	74	98	176	89	118			
117	59	78	147	74	99	177	89	119			
118	60	79	148	75	100	178	90	120			
119	60	80	149	75	100	179	90	121			
120	61	81	150	76	101	180	91	122			
121	61	82	151	76	102	181	91	122			
122	62	82	152	77	102	182	92	123			

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Annex IX

Solving global policy challenges: five lessons in multilateral negotiation

by Rebecca E. Webber Gaudiosi

Your community, business, or organization is facing a monumental policy challenge requiring a solution. Maybe it's a new regulatory need (or threat), an environmental concern, or a public health issue. There are multiple actors, myriad vested interests, and vast differences in perspective on the solution (or on the need for a solution at all!). Radically different data sets and assumptions are cited from proponents on each side. The question appears unsolvable. But at least some of the stakeholders believe there's a problem, and everyone has an interest in the outcome, so something must be done ... This is the set up for a classic multilateral negotiation.

In a changing, interconnected world where climate change and human impacts are altering the equation of our daily lives and every individual and entity in society has an interest, we will collectively face ever-more-difficult policy debates and decisions at the local, national, and international levels.

How do we deal with these issues when there are conflicting interests? We can talk about the many issues—and solutions—but we also need to institutionalize how to arrive at the right answers, how to develop the right policies, and how to do that in a way that makes them stick.

I spent close to 10 years negotiating at the United Nations, and I believe that multilateral outcomes—those truly developed inclusive of all the stakeholders—offer the only workable policy solutions to our ever-expanding challenges.

Lesson One: Make friends

The other stakeholders in the discussion may, in reality, feel and behave more like combatants than friends, but it's a mistake to view them this way. Better solutions come from listening and brainstorming, and creating an atmosphere that fosters these. Get to know your counterparts and understand them—all of them, not just those who appear to be more on your side. It's in everyone's interest to get to a good policy outcome.

Lesson Two: Think motivations

The next thing to do in any negotiation is to assess your counterparts (after getting to know them a little). Each individual representing a group or organization will likely have both a professional and a personal agenda. Especially on issues like the environment or health in which individuals—even those representing an organization—feel rightly that the stakes are personal. Further, every “negotiator” will have both policy outcome goals and more personal interests driving their behaviour (for example, catching the attention of that attractive industry representative, impressing the new boss with a tough win). Differences in perspective on the problem—the hardest hurdle to overcome—are based in different underlying assumptions and can be rooted

in these personal/professional goals and interests. It helps to try to view the issue from another's angle, as this will better enable you to lead your counterparts through the problem from your point of view.

Lesson Three: Remain calm and self-aware

While engaging in debate on the important issues under discussion, it is important not to let emotion blind you, or allow your counterparts' emotional theatre to mislead you. Stay calm, listen to the underlying interests being conveyed, and hold your ground for a fair deal. As most of us learned in *Psychology 101* (or its equivalent), emotion leads to mistakes and poor decision-making

Lesson Four: Be a creative problem solver

Sometimes there just isn't a universally agreeable solution to a problem; more often, however, there is at least a mutually disagreeable one. In a seemingly intractable debate, getting to a good outcome often just requires significant creativity—maybe even redefining your idea of what a “good” outcome looks like. In being creative, protect the core interests of your position and maintain your bottom line—don't erode your list of “absolute must-haves” unless it was unrealistic—then find a deal that meets them while allowing the other parties to meet theirs. That deal may not look anything like the outcome you expected, but if everyone's core interests are met, then it's OK.

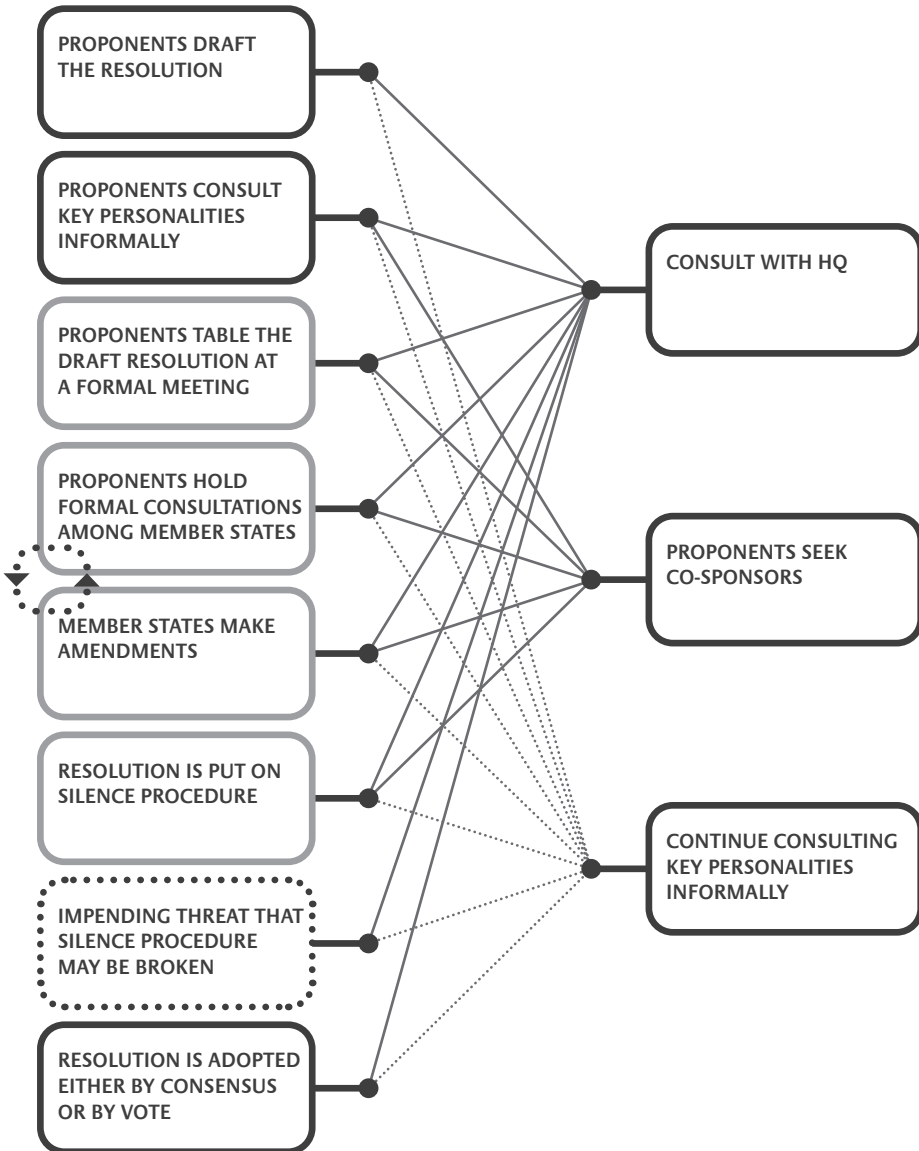
Lesson Five: Protect the legitimacy of the outcome

For an outcome to be successful (and by that I mean be “accepted” and implemented by the parties), its “legitimacy” is paramount. For an outcome to be legitimate, each participant needs to feel that the process was fair, that everyone won some/lost some, that their bottom lines were protected, and that they weren't bullied or sidelined. Further, participants in the policy discussion are likely colleagues or neighbours, community players, or “future combatants” and you'll negotiate with each other again. It's therefore essential that negotiators, especially powerful parties, avoid the “gorilla trap”. Bullying or betraying the trust built in a discussion may help one (gorilla) party to easily win its position in one specific debate, but it's a losing tactic in the long run. Each negotiator's behaviour helps set the tone not just in this debate, but in future discussions, and a deal made in bad emotion will mean a deal that doesn't work as well as it might have otherwise, because its legitimacy is in doubt.

Lesson One is really the most important of these. In every negotiation, I've found that it's the key to a successful outcome. The other lessons show us that equally important is each individual negotiator: you and your approach will make all the difference in any policy debate. Each individual has power—to impact the tone of the discussion, the terms of the debate, and the legitimacy of the process. She also has a responsibility—to herself, her position, and a workable policy outcome. That power and responsibility are increasingly important in public and international policy debates. Because this stuff is serious.

UN resolutions negotiation timeline*

UN RESOLUTIONS NEGOTIATION TIMELINE



Note: diagrams not to scale and relationships indicative

* Source: Rebecca E. Webber Gaudiosi, Jimena Leiva Roesch and Ye-min Wu, *Negotiating at the United Nations: A Practitioner's Guide* (Routledge, New York, 2019.)

Guidelines for United Nations Resolutions

2020



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