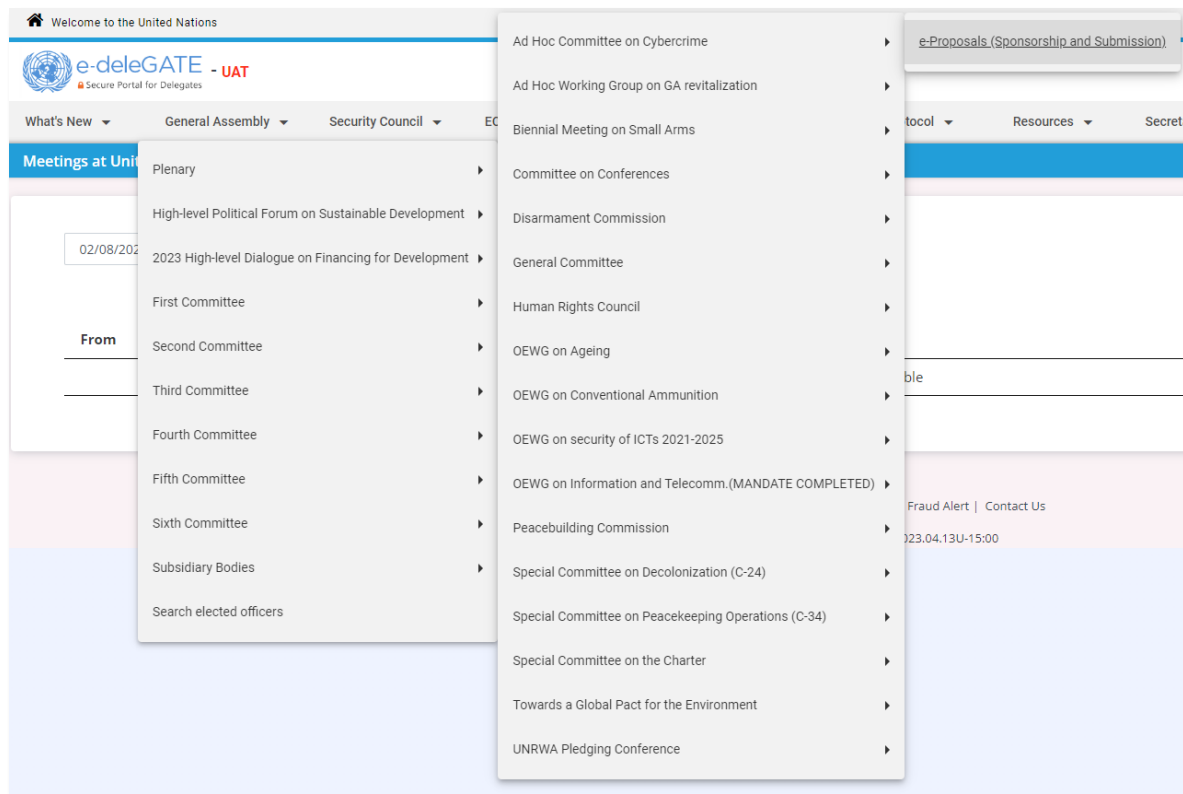


Guide to the submission and co-sponsorship of proposals

For the purpose of efficiency, delegations wishing to submit proposals at the Concluding session of the Ad Hoc Committee must use the e-deleGATE platform, where there is a specific module for the Ad Hoc Committee. Sponsorship for proposals also needs to be recorded through the e-deleGATE platform.

Accessing eDelegate



Please contact the Access Administrator/s in your Permanent Mission in New York, who will be able to give you access to all the parts of the e-deleGATE portal (<https://edelegate.un.int>) you need to use. The Ad Hoc Committee is located under **General Assembly** → **Subsidiary bodies** → **Ad Hoc Committee on Cybercrime**.

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

I. Preparation of proposals

A. Proposals

Delegations are requested to submit a proposal using the General Assembly format, referencing the Concluding session of the Ad Hoc Committee and the agenda item in the header. A blank template can be downloaded [here](#).

Sample proposal

**Ad Hoc Committee to Elaborate a
Comprehensive International Convention
on Countering the Use of Information and
Communications Technologies for
Criminal Purposes**

Concluding session

New York, 29 January–9 February 2024

Item x of the provisional agenda*

Title of agenda item

Country: draft decision/resolution

Country: amendment to draft decision/resolution A/AC.291/L.x

Title of decision/resolution

Please include the text of the proposal here.

B. Proposals, where a base text exists

Delegations are requested to determine if a “base text” exists for the proposal. In the case of the Ad Hoc Committee, this may be excerpts of the revised draft text of the convention but could also be a proposal previously adopted by a body. If a base text exists, in addition to the proposal, delegations are also requested to submit the revised “base text” in a separate document with the changes inserted in “track changes” mode, to avoid delays in the processing of the proposal.

II. Co-sponsorship of proposals

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

All delegations that have co-sponsored the proposal by the time it is submitted to the Secretariat will be listed as co-sponsors on the L document. A draft proposal will remain open for co-sponsorship until the moment of adoption at a plenary meeting of the Ad Hoc Committee. In the Ad Hoc Committee, delegations will be invited once again to signal their intention to co-sponsor the proposal by pressing a button from their national seat when requested by the Secretary. These delegations will be marked as additional co-sponsors and listed in the report of the meeting.

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

Once the Ad Hoc Committee adopts a draft resolution or draft decision, Member States may no longer alter its sponsorship.

A. Opening a proposal for co-sponsorship

- Step 1. Go to <https://edelegate.un.int/> and log in using your credentials.
- Step 2. Go to **General Assembly** → **Subsidiary bodies** → **Ad Hoc Committee on Cybercrime** → **e-Proposals (Sponsorship and Submission)**.
- Step 3. Click on "Initiate a proposal".



- Step 4. Complete the form, check the box to certify that you are authorized to open the proposal for co-sponsorship and click "Submit".
- Step 5. If you wish to immediately submit the proposal for issuance, check "Yes" in response to "Do you want to immediately submit the proposal for issuance?" (see also step 4 under section IV below).

B. Co-sponsoring a proposal

- Step 1. Go to <https://edelegate.un.int/> and log in using your credentials.
- Step 2. Go to **General Assembly** → **Subsidiary bodies** → **Ad Hoc Committee on Cybercrime** → **e-Proposals (Sponsorship and Submission)**.
- Step 3. Confirm that the proposal is open for co-sponsorship. Click on the title of the proposal.
- Step 4. Click on the "Co-sponsor" button and complete the form.

 Co-sponsor

- Step 5. Check the box to certify that you are authorized to co-sponsor and click "Submit".
- Step 6. Confirm that your delegation is included in the list of co-sponsors of the proposal.

III. Editing of proposals

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 proposal. 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 text of a proposal have been the subject of particularly intensive negotiations or are otherwise highly sensitive.

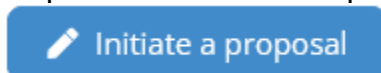
More information on the editing of proposals can be found in the United Nations Editorial Manual (<https://www.un.org/dgacm/en/content/editorial-manual>). Information on specific aspects of terminology can be found in the United Nations Terminology Database (<http://unterm.un.org>).

IV. Submission of proposals for issuance as L documents

Delegations are requested to submit proposals via the "e-Proposals" module on the e-deleGATE platform. Please contact the Ad Hoc Committee Secretariat (cybercrimeahc@un.org) with any questions. Upon submission, drafts will be processed and issued in the six official languages of the United Nations and made available on the Official Document System (<http://documents.un.org>).

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

- Step 1. Go to <https://edelegate.un.int/> and log in using your credentials.
- Step 2. Go to **General Assembly** → **Subsidiary bodies** → **Ad Hoc Committee on Cybercrime** → **e-Proposals (Sponsorship and Submission)**.
- Step 3. Click on "Initiate a proposal".



- Step 4. Complete the form and check "Yes" in response to "Do you want to immediately submit the proposal for issuance?".
- Step 5. Check the box to certify that you are authorized to submit the proposal and click "Submit".

B. Submitting a proposal if it has been previously uploaded to the edeleGATE platform pursuant to section II above

- Step 1. Go to <https://edelegate.un.int/> and log in using your credentials.
- Step 2. Go to "General Assembly" → "Plenary" → "Resolutions and Decisions" → "e-Proposals".
- Step 3. Click on the title of the proposal.

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

V. Circulation of proposals

Pursuant to rule 120 of the Rules of procedure of the General Assembly, proposals (draft resolution and decisions) 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 committee unless copies of it have been circulated to all delegations not later than the day preceding the meeting. The Chair 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.

Upon the submission of proposals in eDelegate for circulation as L documents, the draft will be processed and issued in the six official languages of the United Nations and made available on the Official Document System, as well as the webpage of the Concluding session.

Given the specific circumstance in relation to the Concluding session and time needed to have the proposals to be translated into all UN official languages, delegations are required to submit the proposals in eDelegate for circulation as L documents latest by Thursday, 8 February 2024, 12 noon NY Time.

In addition to indicating co-sponsorship in eDelegate, delegations will have the opportunity to sponsor proposals in the meeting room prior to their adoption.