



CONFERENCE OF THE PARTIES TO THE UNITED NATIONS CONVENTION AGAINST TRANSNATIONAL ORGANIZED CRIME

Twelfth session of the Conference of the Parties to the UN Convention against Transnational Organized Crime

Vienna, Austria | 14 -18 October 2024

Guidance Note for Member States on the Submission and Processing of Draft Resolutions and Decisions within the UNTOC COP Framework

Is there a deadline by which to submit a draft resolution?

In its [decision 6/3](#), on the organization of work for future sessions of the Conference, the Conference decided that, starting with the seventh session, the firm deadline for the submission of draft resolutions would be **two weeks prior to the commencement of the relevant session**.

Deadline for the submission of draft resolutions

Monday, 30 September 2024

via <https://edelegate.un.int/>

In accordance with Conference decision 6/3, the firm deadline for the submission of draft resolutions for consideration by the Conference at its twelfth session is **Monday, 30 September 2024**. Draft resolutions should be submitted as early as possible in order to enable productive discussions during the pre-session consultations.

How are draft resolutions submitted?

Draft resolutions have to be submitted **through the e-deleGATE portal (e-Proposals)**, at <https://edelegate.un.int/>.

How are revisions to draft resolutions integrated in the text?

Any revisions to a draft resolution that has already been distributed as an official document must be made in the official, edited version of the text. For this purpose, sponsors are requested to obtain the finalized official electronic Word document from the secretariat. Revisions to the text must be clearly marked using track changes in Word.

When are pre-session consultations held?

In its decision 6/3, the Conference decided that, for future sessions of the Conference, starting with the seventh session, the Conference would be preceded by informal pre-session consultations, without interpretation, to be held on the working day preceding the first day of the Conference, which would provide an opportunity for States to engage in informal consultations on draft resolutions and, inter alia, the provisional agenda for the subsequent session of the Conference.

The informal pre-session consultations for COP12 will be held on **Friday, 11 October 2024**. An invitation to the informal pre-session consultation with a schedule of discussions will be circulated in due time.



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How can a sponsors of a draft resolutions book a conference room for the purpose of holding informal consultations?

Sponsors of resolutions wishing to hold informal consultations during COP12 should kindly consult the Secretariat, in particular the consulting officer assigned to support them, to assist with the room booking.

How can a State Party co-sponsor a draft resolution?

States Parties wishing to co-sponsor draft resolutions have two options. They may:

- ✓ Co-sponsor a draft resolution through the e-deleGATE portal (**e-Proposals**), at <https://edelegate.un.int/> or
- ✓ Indicate their co-sponsorship in the Plenary Hall **immediately after the adoption of the resolution**. At this time, the co-sponsors are read out and go on record.

What is the deadline for co-sponsorship?

Co-sponsorship will be possible **until the end of the first working day after the Conference, which is Monday, 21 October 2024.**

How are revisions to draft resolutions integrated in the text?

Any revisions to a draft resolution that has already been distributed as an official document must be made in the official, edited version of the text. For this purpose, sponsors are requested to obtain the finalized official electronic Word document from the secretariat. Similarly, official documents can be obtained from the United Nations Official Document System (ODA), available at: <https://documents.un.org/>

Why is it important for resolutions to be edited?

Resolutions are important international instruments. Once adopted, they belong to the world. Many of them will be cited for years, even decades, to come. For this reason, it is imperative for them to be grammatically and factually correct, consistent, and equivalent in all six official languages.

United Nations editors are highly qualified professionals who are conversant in at least three of the six official languages. They play a key role in carrying out the General Assembly's mandates on multilingualism, ensuring equal treatment for all six languages and delivering equally authentic resolutions in all six languages. In addition, editors play a key role as coordinators, because every time they solve a problem in the original language version, they save five translators from having to solve the same problem independently.

For more information, kindly refer to the document entitled '[Drafting and editing of resolutions at the United Nations](#)' available at [2017_10_31_Editing_of_resolutions_WEB.pdf \(unodc.org\)](#). Annex I of this document provides a list of *Common preambular verbs, adjectives and operative verbs*.



UNODC

United Nations Office on Drugs and Crime

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Where can I find all previous resolutions adopted by the Conference?

All the previous resolutions adopted by the Conference of the Parties to the United Nations Convention against Transnational Organized Crime are available at:

<https://www.unodc.org/unodc/en/treaties/CTOC/resolutions-and-decisions-conference-of-the-parties-to-the-united-nations-convention-against-transnational-organized-crime.html>

Similarly, delegates may wish to consult the **Compendium and Thematic Index of Recommendations, Resolutions and Decisions adopted by the Conference of Parties to the United Nations Convention against Transnational Organized Crime and its Working Groups**, which is available at: <https://www.unodc.org/unodc/en/treaties/CTOC/compendiums-working-groups.html>

The Indexed format in the Compendiums makes these documents a user-friendly tool for the quick location of terms/words, hence offering delegates a resource to get a glance of what has been put forward in the past by the COP. In so doing, delegates can articulate new recommendations and/or mandates that are attuned and complemented existing ones. Likewise, delegates may double check for past reference of a given terminology as well as, when applicable, be able to quote previous resolutions and/or avoid overlapping with existing mandates. Resolutions adopted by other Vienna-based intergovernmental bodies, such as the Commission on Crime Prevention and Criminal Justice and the Commission on Narcotic Drugs are available at: [Resolutions and Decisions DB \(unodc.org\)](https://www.unodc.org/unodc/en/treaties/CTOC/compendiums-working-groups.html)