



DGACM
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DGACM Guide to Document Submission

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I. Introduction

1. The Department for General Assembly and Conference Management (DGACM) receives all official documents to be processed for United Nations (UN) meetings through the Documents Management Section (DMS) of the Central Planning and Coordination Division (CPCD). All documents regardless of type, slotted or non-slotted, are now submitted via gDoc directly to DMS. Submitters wishing to obtain a forecast number for the purpose of submitting a slotted document must, as a first step, plan and coordinate their submission directly with their DMS organ focal point (A/E/S). Please refer to section III below for more details on the process. The purpose of the guidelines is to guide submitters and author departments on document submission requirements and the correct usage and application of gDoc. The guidelines came into effect on 1 December 2016 and supersedes all previous document submission guidelines.

II. Rules governing the submission of documents

Basic submission guidelines

2. All documents that are to be processed in any form (including fair copy) and into any official language must be submitted to DMS through gDoc.
3. The following 7 sub-items must be considered while preparing documents for submission. Sub-items **A through F** (in blue) are mandatory. Sub-items **G through L** should be adhered to as closely as possible.
 - (a) **Mode of submission:** All documents must be submitted electronically via gDoc. Submissions via e-mail will not be accepted.
 - (b) **Format:** All submissions **MUST** be submitted as an MS Word-only document, be single-spaced, correctly paginated and in 10-point Times New Roman font (smaller font is permissible in tables and graphics). Use of text boxes in MS Word is highly discouraged; please use tables (with or without borders) instead to facilitate the processing of the document in all languages. Tables may **NOT** be embedded as images or as linked Excel tables. Figures such as charts or graphs should be included as editable elements where possible. Figures created in Excel or PowerPoint must be accompanied by the original file(s) (see sub-item 'd' below). Manuscripts containing material embedded in non-Word format may be returned to the author for resubmission per guideline standards.

- (c) Paragraphs must be automatically numbered, and tables and figures must be consistently numbered for ease of reference throughout the document. Tables and figures should also have titles.
- (d) Original Excel or PowerPoint files containing figures represented within the Word document must accompany the submission and must be provided *at the time of submission*. In the case of Excel files, all figures should be submitted in a single Excel file, with each figure accorded its own worksheet (tab) and should be labelled and ordered as they appear in the Word submission. *The figures in these files must match those in the Word submission*. Submissions missing accompanying Excel or PowerPoint files, or with discrepancies between the figures in the Word and accompanying files, may be returned to the submitter and marked as a late submission.
- (e) Parliamentary documents are not printed in color. As such, figures, graphs, charts, and other infographics **should be submitted in grayscale and formatted in such a way as to be legible when printed in monochrome**.
- (f) Submissions which are based on previously issued documents, such as reports on a similar topic from a previous session or draft texts, **MUST** be based on Word-only files of those documents downloaded from the Official Document System (ODS) (it is not necessary to adjust font sizes and formatting).
- (g) If a document contains images, they must be attributed (please see guidelines on the use of photographs in official documentation in para. 6 below). Source and captions (if any) should be outside the image. If images have text in them, it must be editable and readable when printed in monochrome.
- (h) All submitted images must be sent as a separate file conforming to specific guidelines. Please see pages 4 and 5.
- (i) Naming convention for additional files. Tables, figures, and visuals submitted in separate files should be clearly identified. In the file name, authors must indicate the kind of graphic it is (table, figure, visual), the budget section it belongs to and its number in the series. For example, for budget section 3, the file for table 1 would be named *Table 3.1*, and the file for figure I of the same budget section would be *Figure 3.I*; other images and visuals in the same budget section would be named *Visual 3.1*, *Visual 3.2*, etc. In the case of visuals and images, authors must indicate in the document where to insert them, e.g., “[*insert visual/image 4.2 here*]]”.
- (j) Changes must be clearly marked, as applicable.
- (k) References must be submitted via gDoc, as applicable.
- (l) Documents may be submitted in the six official languages of the UN only.

4. Documents not conforming to these basic specifications may be returned to the submitter. If your document does not meet the above 7 criteria, please call DMS (due to ongoing COVID-19 measures, please email dms@un.org) first at extension 3-6579 or 7-5895 to discuss your submission prior to submitting it through gDoc. It is the responsibility of the submitting office to adhere to the above specifications and to make any necessary changes to bring the submission into compliance. For additional specific information regarding UN editorial guidelines, please see [ST/CS/SER.A/44/Rev.1](#).
5. Staff members must be registered with gDoc 2.0 to submit documents for processing. (If you do not have a gDoc 2.0 user account, please refer to paragraph 46.)
6. Guidelines on the use of photographs in official documentation:

Photographs must have attribution. The United Nations can publish them only with knowledge of who the photographer is or who holds the copyright. Publishing photographs without appropriate authorization could expose the United Nations to accusations of copyright infringement.

- The United Nations must be especially careful about photographs of minors. Normally when minors are photographed and when such photographs are released by the United Nations, the permission of the parent or guardian should be sought.
- The publication of photographs should not be seen to endanger the safety and security of the individuals photographed.
- The publication of photographs should not risk harming the reputation of the individuals or children concerned without appropriately examining the context within which the photographs were taken or the actions of the individuals themselves.
- Publication of photographs should not prejudice the security or proper conduct of ongoing operations or activities of the United Nations anywhere in the world.
- The Secretary-General's bulletin on information sensitivity, classification and handling ([ST/SGB/2007/6](#)) provides important policy guidance in this regard. Under section 1 of that bulletin, sensitive information entrusted to or originating from the United Nations includes "documents whose disclosure is likely to endanger the safety or security of any individual, violate his or her rights or invade his or her privacy" and "documents whose disclosure is likely to endanger the security of Member States or prejudice the security or proper conduct of any operation or activity of the United Nations, including any of its

peacekeeping operations". See [Maps and figures, including photographs | Department for General Assembly and Conference Management \(un.org\)](#)

Additional specifications pertaining to the use of images or photographs in publications

- All submitted images must be sent as separate files with a resolution of 300 dpi.
- For images with overlaid text to be readable and accessible, the text must be manipulable. All text, digits and symbols contents must be typed and selectable. It is recommended to use the built-in Word chart creator. Anything created in Illustrator and embedded in a Word document will be treated as an image and will not be read by an accessibility program. However, images created in Illustrator and embedded in InDesign¹ maintain readability to accessibility programs.
- All contents need to be clearly readable and visible on the normal printed out page size, or in a standard 100% size on screen.
- The images in the output document should not be narrower than the text field (usually 6.5 inches).
- If graphics are submitted in colour, no more than 10 colours can be used, as any more colours interfere with conversion to monochrome.
- If images are submitted in colour, please use a CMYK colour profile.
- Avoid switching between portrait and landscape pages within the same document
- All images should have captions; all tables and charts and other elements should have a title, and alternative descriptions must be provided.
- All characters encoding used for any other language than the six official languages must be reliable and available widely in different devices.
- All content should be contained in the document structure and the various parts of the document clearly identified by the authors, in a sequential order (i.e. Chapter I, Section 1, 2, 3, Chapter II, Section 1 ,2, 3, etc.). The entire document should flow consistently from start to finish.
- Colours can be used provided that they are not being used to indicate something (i.e. the blue line is 2017 and the green line is 2016), since this will make that particular part not accessible to the persons with colour blindness.

¹ Adobe InDesign files are only accepted for the processing of Publications. For standard SG reports, please provide images editable within Microsoft Office. All other file types are incompatible and will be returned to the submitter for revision.

Submission and processing of non-mandated documents and publications

7. All submissions that are determined to be non-mandated and/or extrabudgetary (XB) must be authorized by the Executive Office (EO) of DGACM prior to commencement of work by the Documents Management Section. Please follow the steps below when submitting an XB document for processing:
 - (a) Submit your document through gDoc as detailed in section III;
 - (b) Ensure the XB option is selected (paragraph 70, page 25) and enter a complete Umoja account code (either fund center/fund/budget period, internal order number, or WBS);
 - (c) A requisite Umoja Service/Sales Order will be created to charge for the work requested with the funding code provided. Your Financial Approver will receive an automated workflow email from Umoja indicating that the order is ready for approval. Once approved, the workflow goes back to the EO to confirm the cash availability against the funding provided in Umoja. Once the EO carries out a successful cash confirmation, your document will then be authorized by the EO in gDoc, and work will commence immediately. An incomplete or incorrect funding code in Umoja will result in the gDoc submission being rejected, and you will be notified by e-mail. If the cash confirmation in Umoja cannot be carried out, your Financial Approver will be notified by DGACM/EO.
 - (d) If a cost estimate is required before submission to gDoc, please email dms@un.org to request one.

Submission and processing of documents or material considered confidential or classified

8. All requests for processing of documents or material considered confidential or classified must first be submitted in writing directly to the Chief of the Documents Management Section.
9. Such requests should detail the nature of the submission, including information on word count, date of completion and the service or services requested (e.g., editing, translation, text-processing, formatting, and printing). The Chief will review the request and advise on the process.
10. Please note that under no circumstances should confidential or classified material be transmitted directly to the DMS generic e-mail address (dms@un.org) or uploaded to gDoc 2.0 until the procedure detailed in paragraphs 8 and 9 above have been carried out and clearance and instructions have been obtained from the Chief or Documents Management Officers.

11. For more information, please contact:

TBD (Chief):

Mr. Masud RANA (Documents Management Officer): rana@un.org

Mr. Dawa SANGEY (Documents Management Officer): sangey@un.org

Slotted documents (pre- and post-session)

12. The slotting system is a tool for documentation forecasting and planning. It is a means to achieve the timely issuance of documents through workload forecasting and capacity-planning. Since the inception of the slotting system, DGACM has identified three indicators of achievement: timely submission of manuscripts, timely processing within DGACM and, most importantly, timely issuance of official documents in all official languages. The slotting system represents a concrete attempt to respond to the reiterated requests of Member States that documents be made available in good time for consideration by the bodies for which they are prepared. It is also an attempt to resolve the problem of late submission of documents.
13. The waiver management system is a tool to manage those documents that are over the agreed word limits. The word limits for documents submitted for processing are to be strictly enforced by all UN documents management units. In his memorandum of 25 April 2002 on “Page limits for reports originating in the Secretariat”, the Secretary-General requested heads of department “to clear draft reports prepared under your authority and to sign justifiable requests for waivers for major policy documents. The requests, to be granted only in exceptional cases, should continue to be addressed to the Assistant Secretary-General, DGACM, who will seek the guidance of the Chef de Cabinet as may be required.” In paragraph 16 of section B of its resolution 53/208, the General Assembly called upon the Secretariat “to make its procedures for obtaining waivers to the 16-page rule more rigorous, while maintaining, however, the necessary degree of flexibility, with a view to encouraging author departments to reduce the length of their submissions while maintaining high standards of quality”. Author departments will be aware that the granting of waivers for excessive length of their reports is increasingly rare.
14. In addition to the basic submission requirements for all documents, there are extra conditions that submitters must keep in mind for slotted documents. Slotted documents not meeting these additional terms may be returned to the submitter. It is the submitter’s responsibility to make the required changes and resubmit the document to DMS for processing.

15. **Slotted documents submitted to DMS after 16:30 hours (New York time) on any given day will be considered as having been received on the following business day.** Reports of the Secretary-General must be submitted along with proof of clearance from the Office of the Secretary-General. Word limit waivers must be sought in advance and be uploaded to gDoc along with the submission.
16. A forecast number is now required at the time of submission and must be entered in the slot number field at the top of the D2. If you do not have a forecast number, please contact your DMS focal point, who can guide you through the forecasting process. Documents slotted for intergovernmental bodies must carry the right organ code and not the name of the submitting office in the field ***Organ Acronym***.
17. The manuscript must be submitted as a single file in Word format only. Any other objects such as graphs, charts, tables, or images contained within the manuscript must be converted into an editable format.
18. Slotted documents must bear a masthead on the cover page and must include the session number, relevant agenda items and, where applicable, the date of the meeting. You may download a masthead from previously issued documents on ODS. (<http://www.ods.un.org/login.asp?language=E>). Please note that the masthead date is the date of submission in gDoc. Please refer to **ST/CS/SER.A/35** for additional information.
19. Submissions based on previously issued texts should be provided with track changes in a separate file for reference. In other words, submitters should provide a clean copy of the document as the standard electronic submission AND a document with track changes as a reference file.
20. For all reference material or previously issued material that is available on ODS, submitters are required to list only the document symbols in the remarks field in the D2 or in the remarks field in the document list screen. All other reference materials must be attached to gDoc in separate electronic files and clearly marked as “References”.
21. Requests for changes in or corrections to documents still in process must be submitted to DMS via gDoc with changes clearly marked on the originally submitted draft. The text should be labeled “Departmental correction”.
22. Requests for changes in, or corrections to documents that have already been issued, may be submitted in accordance with the procedure described in paragraphs 36 and 37.

23. The word limits are as follows: 8,500 words for documents originating in the Secretariat and 10,700 words for documents not originating in the Secretariat (General Assembly resolution 52/214). The total word count includes footnotes, endnotes, headings and any hidden text. DMS should be alerted to any documents that are likely to exceed mandated word limits during the preliminary forecasting exercise.
24. If any document is expected to exceed the word limit, a request for a waiver must be sent by the departmental head to the Assistant Secretary-General of DGACM six weeks in advance of the slotted date, and before the report is submitted to EOSG for approval (for reports requiring SG clearance). Only when a waiver is granted will the document be considered to have been submitted and be sent for processing.
25. All reports originating in the Secretariat must include a summary, consolidated conclusions, recommendations, other proposed actions and relevant background information. All documents submitted to legislative organs by the Secretariat and expert bodies for consideration and action should have conclusions and recommendations in bold print (resolution 52/214).
26. Reports submitted after the 10-week submission deadline (10 weeks prior to the document's date of consideration) must bear a footnote providing the reasons for late submission (resolution 53/208) irrespective of the slot date.
27. **Please note that the Chef de Cabinet in her memo on the "Procedures for Approval/Clearance of Reports of the Secretary-General" sent to all departments on 5 June 2017, stated that reports to the General Assembly that do not contain policy proposals that have resource implications or that could be viewed as politically sensitive should be submitted to the EOSG for informational purposes at the same time as the document is submitted to DGACM. A cover note indicating the rationale for not requiring EOSG consideration should be attached. Please see annex III.**

Draft resolutions and the 48-hour rule

28. All draft resolutions that are submitted must be based on the previous A/RES version from ODS. Changes must be clearly marked.
29. The minimum time allowed for draft resolutions to be processed is 48 hours. This excludes weekends and holidays. The 48-hour timetable will begin *the day after* the document has been received by DMS. An example of a submission timetable is provided below:

If a draft resolution is received at 11.00 hours on any business day, the document will be scheduled to be completed no sooner than 09.00 hours two business days after the date of submission. This means if the document is submitted at 11.00 hours on a Monday morning, the document will be scheduled to be completed no sooner than 09.00 hours on the following Thursday.

30. Depending on the size and complexity of the resolution, DGACM may require up to 96 hours or more² (after the day of submission) to finalize the request in all working languages. This will depend on the total workload of the editorial and translation services in addition to the date of consideration, length, and urgency of the documents concerned. Likewise, there will be circumstances in which documents must be completed in less than 48 hours. Any request for a schedule of less than 48 hours must be discussed with and cleared by the Chief of DMS. All requests for revision, reissuance and corrigenda should also be cleared by the Chief of DMS. For more information regarding reissues, revisions and corrigenda, please refer to paragraph 36.

Submission of communications

31. In accordance with paragraph 30 of decision 34/401, quoted in paragraph 30 of annex V to the rules of procedure of the General Assembly (A/520/Rev.17) concerning the work of the Main Committees, ***“Member States should refrain, to the extent possible, from requesting the circulation of any individual communications as documents of the General Assembly and in lieu thereof, where circulation of such documents is desired, should, as far as possible, request such circulation under the cover of a note verbale in the official languages in which they submit them.”***
32. After taking the above into consideration, delegations requesting issuance of communications as documents of the General Assembly must address their requests to the Secretary-General. The communications must be signed by the permanent representative or chargé d'affaires of the permanent mission to the United Nations. They should indicate the session of the General Assembly, plus the number and title of the agenda item under which circulation is requested, using the agenda of the current session of the General Assembly contained in document A/XX/251³. For more information, please see annex I.

² The Department reserves the right to increase the amount of time required to process draft resolutions to 96 hours or more based on certain factors, such as but not limited to: length, subject or topic complexity, capacity constraints, departmental corrections, and/or other unforeseen or exigent circumstances.

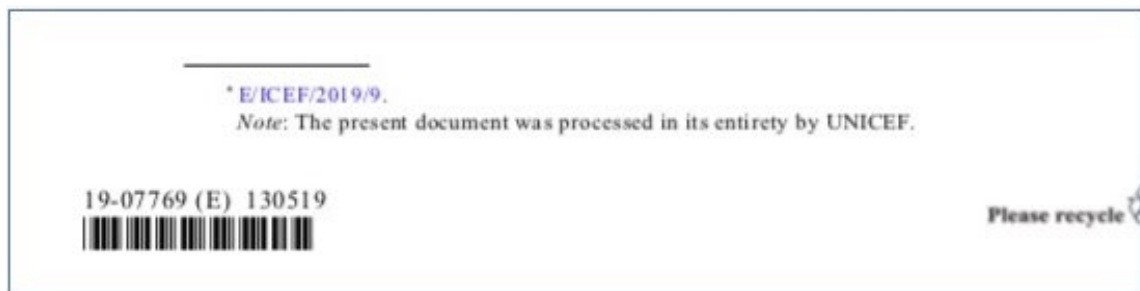
³ XX denotes the session number.

33. Electronic versions in Microsoft Word should be sent to gaab@un.org with a copy to dms@un.org to facilitate the processing of communications. If versions in any other United Nations official languages are available, they should be included with a clear indication of the original language and/or which language versions are to be used for reference only. Special attention of the author departments and submitting missions is drawn to the following:
- (a) To avoid copyright issues, materials that are accessible to the public on websites or through the media, such as statements, press releases and images, should be cited (referenced) rather than included in the communications, as stated in the [Delegates Handbook](#);
 - (b) In addition, in accordance with ST/AI/189/Add.18, names of commercial firms and industrial enterprises may not be mentioned in official United Nations documents.
34. For additional information, please contact Ms. Deirdre Durrance (durrance@un.org), Mr. Masud Rana (rana@un.org), and Mr. Dawa Sangey (sangey@un.org).

Submission of documents for ODS archival only

35. Documents that have been edited and/or translated externally (not submitted to and processed by DGACM) must bear a footnote on the first page. The footnote should read as follows:

Note: The present document was processed in its entirety by [name of submitting entity or organization].



Reissues, revisions, and corrigenda

36. Parliamentary documents, including communications from Member States, may be reissued for technical reasons to make minor editorial changes or to correct grammatical or text-processing mistakes. Any other such changes, such as additional text or substantively altered language, must be resubmitted to the addressee(s) in their entirety with a request for their issuance either as a revision (Rev.) or a corrigendum (Corr.). A revision (Rev.), which indicates a new text superseding and replacing a previously issued document, can be requested when additional information received following the issuance of the original makes it necessary to replace the document in its entirety. A corrigendum (Corr.) is issued to correct a specific part of a previously issued document, the purpose of which is to correct an error or errors, not merely typographical, and is issued as a separate document but forms an integral part of the original document. For additional information regarding the structure and composition of revisions and corrigenda, please refer to the UN Editorial Manual. See also annex I, paragraph 10 of this guide.
37. Requests for corrigenda or revisions, i.e. A/xx/123/Corr.1 or A/xx/123/Rev.1 must be submitted to DMS through gDoc. They must be accompanied by a marked-up document based on the latest edited version as found on ODS. Requests for reissuing documents for technical reasons as a result of errors introduced during processing by DGACM must first be cleared by the Chief of DMS. Such requests should be sent by email and specify the reason(s) why the document should be reissued. Once received, such requests will be reviewed by DMS and the Documentation Division to determine whether a reissue is warranted and will be processed accordingly.
38. Be advised that revisions, departmental corrections, or replacement texts to forecasted documents will only be accepted during the first 72 hours after submission. Any manuscript modifications submitted after 72 hours will not be incorporated. This is to ensure that documents received by DMS are final or as close to final as possible. Should changes be required after 72 hours have passed, then a new submission such as a /Rev.XXX or /Corr.XXX will be necessary. The only exception to this policy is for technical reissues (applicable only if the Secretariat introduced errors to the final documents during the editing or translation phase).

Departmental Corrections

39. Corrections to previously submitted documents that are currently in process must be submitted in track-changes.
40. For manuscripts containing a multitude of changes, the entire manuscript in track-changes may be uploaded in its entirety as an MS Word file. Please select the label 'Departmental Correction' at time of upload.
41. For corrections only affecting one page, a PDF (in track-changes) of the page containing the alteration may be uploaded to gDoc. Please select the label 'Departmental Correction' at time of upload.

Overnight processing

42. Documents requiring overnight processing must be announced to DMS no later than 13.00 hours (New York time) and submitted no later than 15.00 hours. Please email the DMS front desk at dms@un.org to notify us and initiate the process. Unannounced documents submitted without prior notification will not be processed with an overnight schedule. There are no exceptions to this policy.
43. Submitters are required to provide a cellphone number (or overnight contact number) for the consulting official listed on the D2 for all overnight submissions. This is important, as we may need to contact the consulting official for questions and/or clarifications during the night.
44. In cases where mission-critical translation is required during periods of exigent circumstances (e.g., early release from Headquarters owing to weather-related conditions), it is the responsibility of the submitter to contact DMS as early as possible (no later than 12.00) for the appropriate resources to be coordinated. All other submissions will be processed during the next normal business day.
45. Should an urgent need arise to process and issue a document prior to a meeting taking place the next morning, the Chief of DMS should be contacted by cell phone in addition to email to avoid any potential delays.

III. Submission of documents through gDoc 2.0

gDoc 2.0 registration

46. All documents submitted for processing are required to be submitted electronically via gDoc. All submitters must register for access to gDoc. **Please note that gDoc only works correctly with MS Edge, Safari, Chrome or Firefox browsers. Internet Explorer is not supported.**
47. If you already have a gDoc account, then please skip to paragraph 50. Otherwise please follow the simple steps below to create your account:

STEP 1: Please visit <https://conferences.unite.un.org/uc/Account/Register> to sign up for an account.

STEP 2: Enter your name, email address, location, and select [gDoc 2.0] from the application drop down list.

STEP 3: Enter any relevant remarks justifying the need for gDoc 2.0 access and then click the ‘Request Access’ button.

Request for Access

Use the form below to request access to the Unite Conferences Portal

Please choose the location and applications you wish to access. An administrator will contact you subsequently with details on how to log on.

Name


Email

Location

Application

- eLUNA Converter
- eLUNA Editorial
- eLUNA Search
- eLUNA VRS
- gDoc 2.0**
- gDoc2.0 AZ
- gMeets
- My APG

Remarks

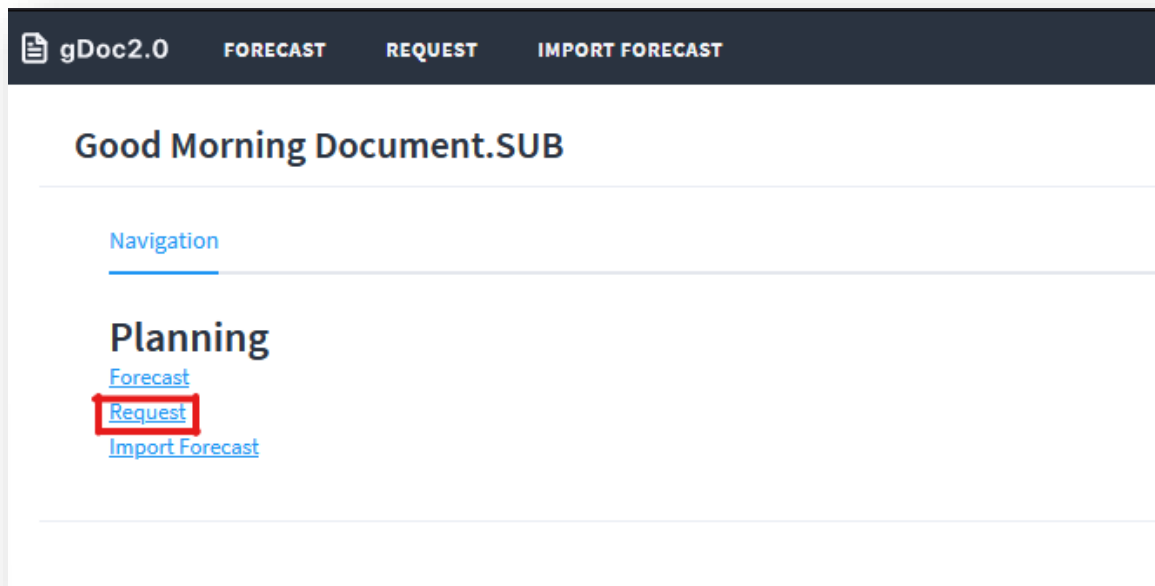
☒ I'm not a robot 

Request Access

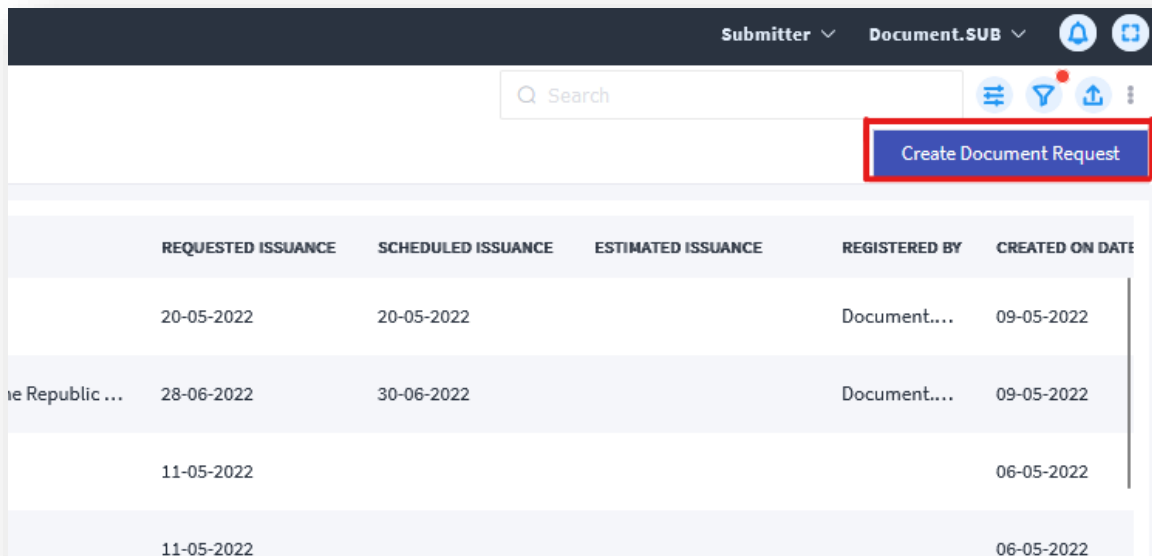
48. Should you encounter any difficulties during registration and require additional assistance or clarification, please email the DMS front desk at dms@un.org.
49. Your account will be activated by a gDoc 2.0 Administrator once your information has been verified. As soon as your application has been approved, you will receive an e-mail containing your approval verification along with login credentials.

gDoc submission process

50. This section assumes that you already have an active gDoc 2.0 account. If you do not have a gDoc account, please see paragraph 47 above for instructions on how to apply for one.
51. **STEP 1:** Log into gDoc 2.0, then click on the [Request] hyperlink in the left side of the screen:



52. **STEP 2:** After clicking on [Request], you will be brought to your dashboard. Here, you will be able to see your pending, current, and completed submissions. To submit a new request, click on the [Create Document Request] button in the upper right-hand corner of the dashboard:



53. **STEP 3:** A 'Create Document Request' dialogue box will appear. Ensure that your submitting office is correct. Also confirm that the duty station selected is appropriate. Finally, select the correct type of document being submitted under the 'Request Type' drop-down menu:

The 'Create Document Request' dialogue box contains the following fields:

- Submitted by: DGACM
- Processed by: New York - DGACM/DMS
- Request Type: Select (dropdown menu with options: Parliamentary, Non-Parliamentary, Correspondence)

Buttons: Create, Cancel

54. **STEP 3A:** For forecasted documents or other parliamentary submissions, please select [Parliamentary]. A 'Document Type' drop-down menu will appear. Please ensure that session type is correctly selected. If you have a forecast reference number, please enter it into the 'Forecast Ref#' field. If you cannot recall your forecast number, you may search for it by clicking the magnifying glass icon to the right of the field:

Create Document Request

Submitted by: DGACM

Processed by: New York - DGACM/DMS

Request Type: Parliamentary

Document Type: Pre-Session

Forecast Ref #: Please start typing

Create Cancel

55. **STEP 3B:** For faircopy translations, publications, or other non-parliamentary requests, please select [Non-Parliamentary]. A ‘Document Type’ drop-down menu will appear. Please select [Miscellaneous] if NOT submitting a publication request. A ‘Sub Type’ drop-down will appear. For faircopy translation requests, please select [Faircopy Only], otherwise, select the most appropriate type for your submission.

Create Document Request

Submitted by: DGACM

Processed by: New York - DGACM/DMS

Request Type: Non-Parliamentary

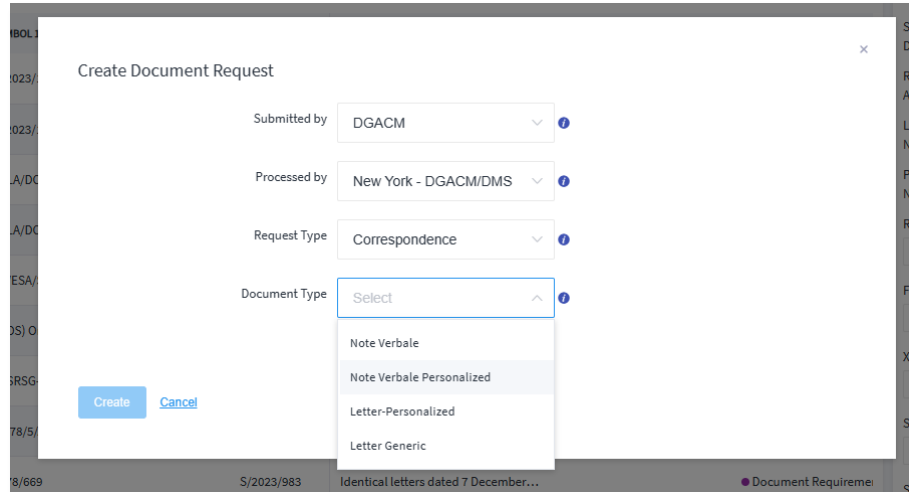
Document Type: Miscellaneous

Sub Type: Faircopy Only

Reproduction Only: Custom, Layout, Copy editing, Formal editing, Graphic design, Faircopy Only, Editing Only

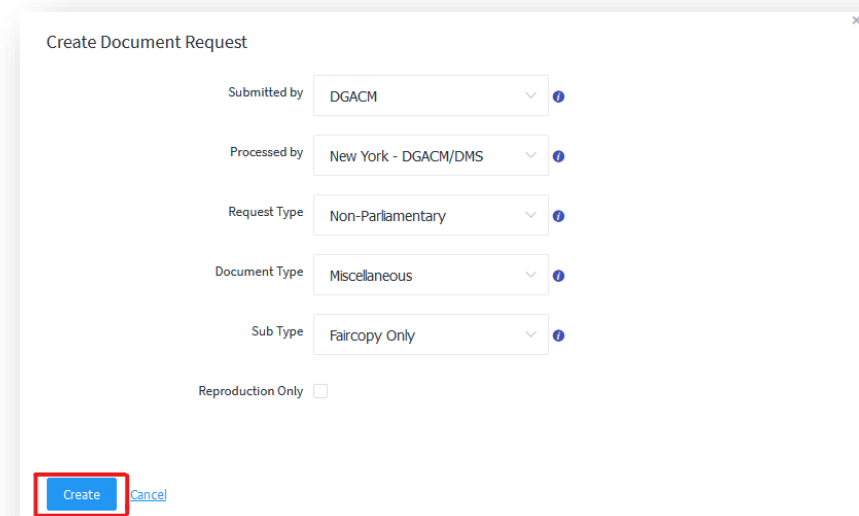
Create Cancel

56. **STEP 3C:** For [eCorrespondence](#) requests, please ensure 'Request Type' is set to [Correspondence]. A 'Document Type' drop-down menu will appear. More detailed instructions can be found [here](#). To continue with this workflow, please choose from one of the four options that's most applicable to your submission:



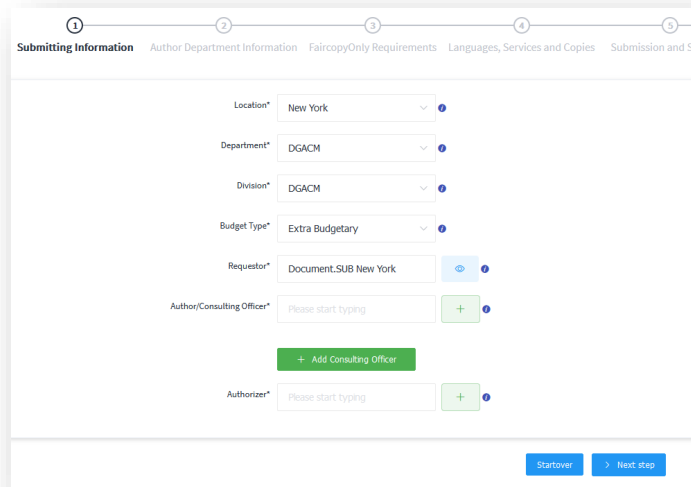
The screenshot shows a 'Create Document Request' dialog box. It has four dropdown menus: 'Submitted by' (DGACM), 'Processed by' (New York - DGACM/DMS), 'Request Type' (Correspondence), and 'Document Type' (Select). The 'Document Type' dropdown is open, showing four options: 'Note Verbale', 'Note Verbale Personalized', 'Letter-Personalized', and 'Letter Generic'. At the bottom left, there are 'Create' and 'Cancel' buttons. The 'Create' button is highlighted in blue.

57. **STEP 4:** The following steps will now demonstrate creation of a **Faircopy Request**. For specific information on submitting a forecasted document, please go to paragraph 69. After selecting the appropriate types from each drop-down menu, click on the [Create] button in the lower left-hand corner of the dialogue box:



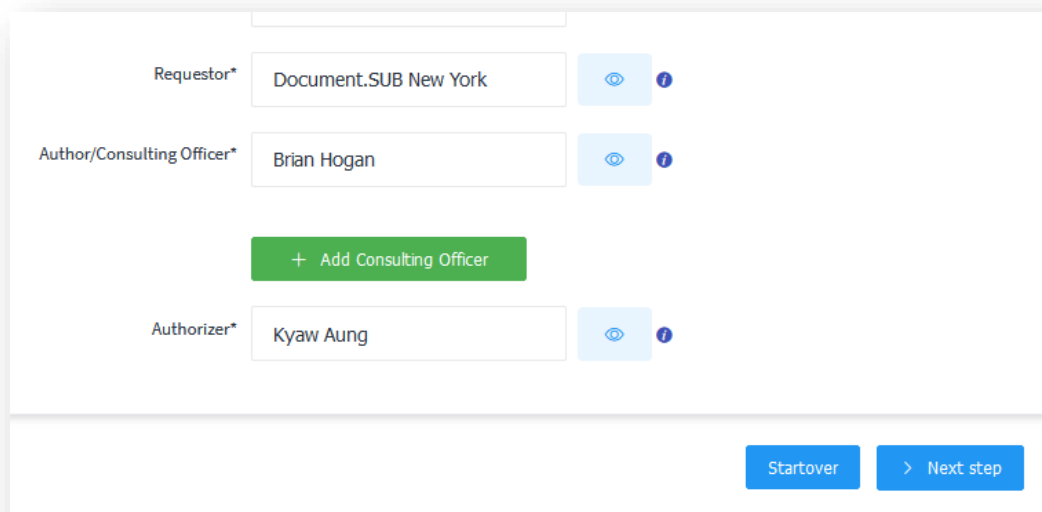
The screenshot shows the 'Create Document Request' dialog box with the following settings: 'Submitted by' (DGACM), 'Processed by' (New York - DGACM/DMS), 'Request Type' (Non-Parliamentary), 'Document Type' (Miscellaneous), and 'Sub Type' (Faircopy Only). There is a 'Reproduction Only' checkbox which is unchecked. At the bottom left, there are 'Create' and 'Cancel' buttons. The 'Create' button is highlighted with a red box.

58. **STEP 5:** A submission ‘Wizard’ consisting of 7 stages plus a summary will appear on screen. The first step details submitting information as well as budget type. The Location, Department, Division and Requestor fields will be automatically populated based on your account credentials. If you are authorized to submit on another entity’s behalf, you may adjust the location, department, and division fields accordingly.



The screenshot shows the 'Submitting Information' step of a 5-step wizard. The steps are: 1. Submitting Information, 2. Author Department Information, 3. FaircopyOnly Requirements, 4. Languages, Services and Copies, and 5. Submission and Schedule. The form contains the following fields: Location* (New York), Department* (DGACM), Division* (DGACM), Budget Type* (Extra Budgetary), Requestor* (Document.SUB New York), Author/Consulting Officer* (Please start typing), and Authorizer* (Please start typing). There is a green '+ Add Consulting Officer' button and a '+ Add Authorizer' button. At the bottom right are 'Startover' and '> Next step' buttons.

59. **STEP 6:** Next, ensure that the ‘Author/Consulting Officer’ field is filled out with whoever DMS can contact in the event questions arise. Additionally, ensure that the ‘Authorizer’ field is populated, especially for extra-budgetary submissions. Once each field has been populated, click on the [> Next step] button.



The screenshot shows the 'Author/Consulting Officer' and 'Authorizer' fields populated. The Requestor* field is 'Document.SUB New York'. The Author/Consulting Officer* field is 'Brian Hogan'. The Authorizer* field is 'Kyaw Aung'. There is a green '+ Add Consulting Officer' button. At the bottom right are 'Startover' and '> Next step' buttons.

60. **STEP 7:** The second stage in the wizard requires the submitter to specify the Author Department (organ). This is a mandatory field as denoted by the asterisk. Please check the [Show All] box and enter the organ name or acronym. If nothing appears, you may do an advanced search by clicking on the [magnifying glass] icon button to the right of the field. For non-parliamentary documents, the 'Meeting (Session) Request #' field may be left blank. Click on the [> Next step] button to proceed.

The screenshot shows the 'Author Department' step of a four-step wizard. The steps are labeled 1, 2, 3, and 4 at the top. Step 2, 'Author Department', is the active step. Below the step indicator, the title 'Author Department' is followed by 'FaircopyOnly Requirements' and 'Languages, Services'. The main heading is 'Information'. There are two input fields. The first is 'Author Department*' with the text 'onference Management' entered. To its right is a magnifying glass icon and a 'Show All' button with a checkmark, which is highlighted by a red rectangle. The second field is 'Meeting (Session) Request #' with the placeholder text 'Please start typing' and a magnifying glass icon.

61. **STEP 8:** The third stage will be specific to the type of submission you are creating. As this example is for a faircopy document, step 3 will be labeled as 'FaircopyOnly Requirements'. Please enter the Symbol, Title, Sub Title (if applicable), Mandate, Mandate URL (if applicable), and Special Instructions. Please note that mandatory fields are those denoted with an asterisk. Once the mandatory fields have been populated, you may click on the [> Next step] button to proceed.

The screenshot shows the 'FaircopyOnly Requirements' step of a five-step wizard. The steps are labeled 1, 2, 3, 4, and 5 at the top. Step 3, 'FaircopyOnly Requirements', is the active step. Below the step indicator, the title 'FaircopyOnly Requirements' is followed by 'Submitting Information', 'Author Department Information', 'Languages, Services and Copies', and 'Submission and Scheduling'. The main heading is 'FAIRCOPYONLY REQUIREMENTS'. There are six input fields. The first is 'Symbol*' with the text '(DHS) Test Submission 10May2022'. The second is 'Title*' with the text 'This is my test document's title'. The third is 'Sub Title'. The fourth is 'Mandate*' with the text 'n/a'. The fifth is 'Mandate URL'. The sixth is 'Special Instructions' with the text 'Please translate. For any questions, please email sart@un.org'. At the bottom right, there are three buttons: 'Startover', '< Previous step', and '> Next step'.

62. **STEP 9:** The fourth stage will now allow you to select the draft language(s) as well as the target or destination languages. If you have more than one original language within a single manuscript, select [Multilingual Single Version] from the drop-down menu. If on the other hand, you have a manuscript submitted in two original languages, such as original English as well as original Arabic, please select [Multiple Original Versions]. Most submissions however are generally comprised of a single original version which is what is demonstrated in the following screenshot. Once you have selected your original and destination languages, please click on the [> Next step] button.

LANGUAGE	ORIGINAL	DESTINATION
Arabic	<input type="radio"/>	<input checked="" type="checkbox"/>
Chinese	<input type="radio"/>	<input checked="" type="checkbox"/>
English	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
French	<input type="radio"/>	<input checked="" type="checkbox"/>
Russian	<input type="radio"/>	<input checked="" type="checkbox"/>
Spanish	<input type="radio"/>	<input checked="" type="checkbox"/>
German	<input type="radio"/>	<input type="checkbox"/>
Other	<input type="radio"/>	<input type="checkbox"/>

63. **STEP 10:** The fifth stage will allow you to specify the date and time (time to be implemented soon) you would like to have the translations completed by. Please note that while DMS strives to ensure all requested completion dates are met, this is not a guarantee, especially for ad-hoc or non-forecasted requests.

Continued on next page

64. **STEP 11:** The sixth stage in the wizard, labeled ‘File(s) for processing’ will allow you to upload all relevant files for your submission. Please click on the [Cloud with Arrow] symbol to open the file upload dialogue box.

65. Once the dialogue box appears, click on the [Select File] hyperlink in the upper left corner to browse for your file. Once uploaded, please select the appropriate category label. More information on category labels can be found on page 30. If this file constitutes multiple parts, please enter the part number. Should you wish to add a subject note, please do so in the ‘Subject’ text box. *Please note that DMS*

requires MS Word files for manuscripts. Any other file types such as PDF will require a justification before the system allows you to save.

Upload Document

Sample text Sample text.docx

Category* Part # Language Subject

Original Submission English

☐ Print ready

Total Words 58 ESP 0.18

Auto calculate? ☒

Print pgs. Photos Maps

0 0 0

Remarks

Justification

Cancel Save

66. Once your file(s) have been uploaded and saved, a box will appear showing you the file's relevant metadata. If satisfied, click on the [> Next step] button to continue.

Upload documents

Sample text Sample t... 10-05-2022 by Document.SUB

Category OriginalSubmission Language E Part# -

Word | ESPs 58 | 0.18 Auto Calculate ☒ Print-ready ☐

Subject

Notes

67. **STEP 12:** The wizard's seventh stage will now allow you to specify Distribution and Output types, as well as confidentiality level. Please select the most appropriate options based on the document being submitted. More information regarding distribution and output types can be found on page 31. Click on the [> Next step] button to proceed to the summary.

The screenshot shows the 'Distribution and Output' step of a seven-stage wizard. The progress bar at the top indicates the current stage is 7. The form contains the following fields:

- Distribution***: A dropdown menu set to 'General'.
- Distribution Instruction**: A text box containing 'Please email final translation to...'. A red circle with the number '1' is next to the word 'final'.
- Output***: A dropdown menu set to 'Faircopy Only'.
- Confidentiality**: A dropdown menu set to 'Not Applicable'.
- Embargo**: A checkbox that is unchecked.

At the bottom, there are three buttons: 'Startover', '< Previous step', and '> Next step'.

68. **STEP 13:** The summary page will now display all the choices made or entered in the Wizard. Should you need to alter anything, please click on any one of the stage numbers at the top. If you are satisfied, you may click [Save as Draft] or [Submit]. Should you choose to save as draft, you may return to the dashboard where you will see the request in draft status. If your document is extra-budgetary, then please save as draft and then enter your funding information in the [Finance] tab (see STEP 13A). If you click [Submit], the request will be sent to DMS and the submission process is now complete.

The screenshot shows the 'Summary' page of the submission wizard. The progress bar at the top indicates the current stage is 8. The page is divided into several sections:

- Requirements**: A table with columns for 'Symbol', 'Title', 'Mandate', and 'Mandate URL'. It shows a single row for '(2016) Test Submission (May2022)'.
- Special Instructions**: A text box containing 'Please translate. For any questions, please email: sarah@un.org'.
- Submitting Information**: A table with columns for 'Location', 'Department', 'Division', 'Budget Type', and 'Responsible'. It shows 'New York', 'DGACM', 'DGACM', 'X3', and 'Document, S/IB New York ID'.
- Languages and Services**: A section with 'Original Version' (Single Original Version), 'Original Language(s)' (English), and 'Destination Language(s)' (A, C, F, R, S).
- Submission and Schedule**: A section with 'Requested issuance date' (13-05-2022).
- Distribution and Output**: A section with 'Distribution' (Email Only (see instructions)), 'Distribution Instruction' (Please email final translations to...), 'Output' (Faircopy Only), 'Confidentiality' (Not Applicable), and 'Embargo Requested by Client' (unchecked).
- Author Information**: A section with 'Author Department' (Department for General Assembly and Conference Management) and 'Meeting it will specify'.

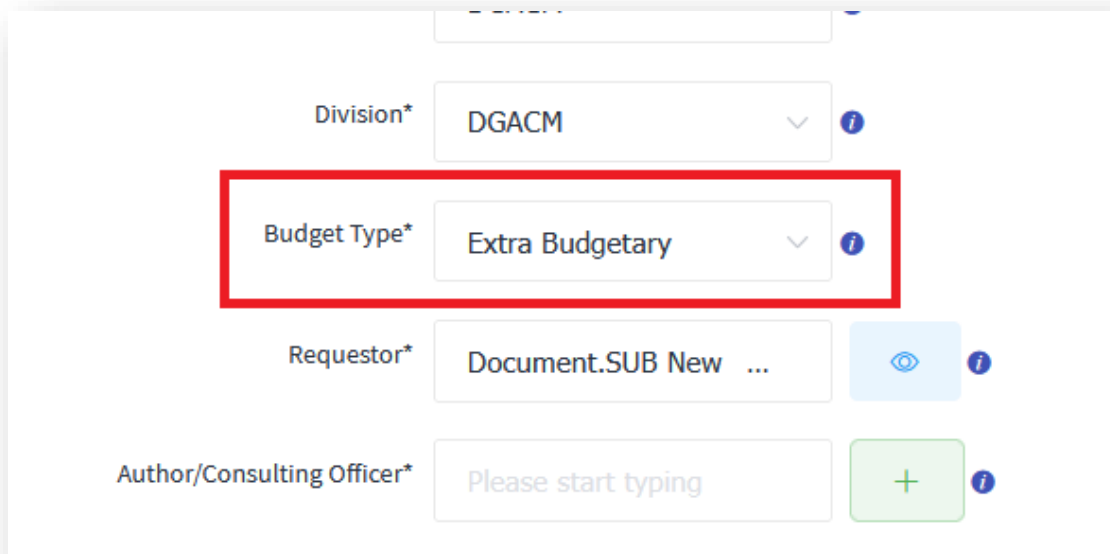
At the top right, there are two buttons: 'Save as Draft' and 'Submit'.

gDoc submission process (forecasted)

69. Submitting a forecasted document is very similar to the process used above for faircopy documents. Please see **STEP 3A** at paragraph 54. Once a forecast number has been entered, several fields in the Wizard will become pre-populated with the information contained in the forecast. The fields that require manual input are:
- a. Special Instructions
 - b. Requested issuance date
 - c. Document Disposition
 - d. File upload
 - e. Distribution
 - f. Distribution Instruction
 - g. Output
 - h. Confidentiality

Extra-budgetary submissions

70. For documents that are extra-budgetary in nature, the budget type must be specified in stage 1 of the submission wizard. Select [Extra Budgetary] from the 'Budget Type' drop-down menu:

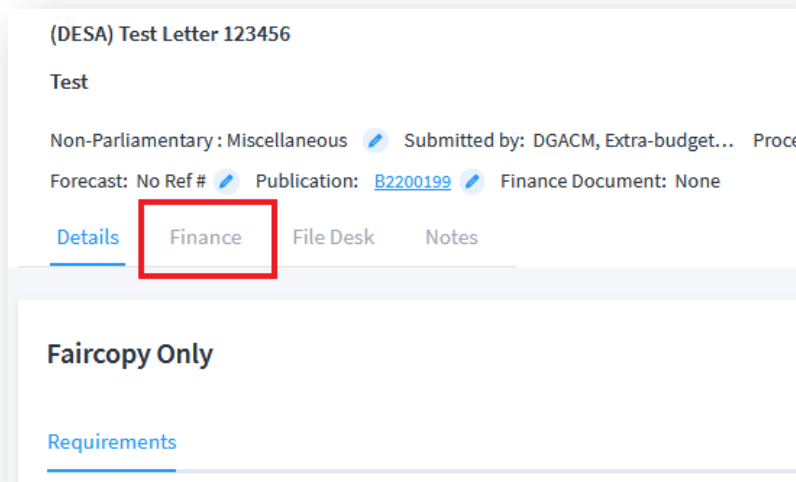


The screenshot displays a portion of a web-based submission wizard. It features four labeled input fields arranged vertically. The first field, 'Division*', has a dropdown menu with 'DGACM' selected. The second field, 'Budget Type*', is highlighted with a red rectangular box and shows 'Extra Budgetary' selected in its dropdown menu. The third field, 'Requestor*', contains the text 'Document.SUB New ...' and includes a blue eye icon. The fourth field, 'Author/Consulting Officer*', shows 'Please start typing' and includes a green plus icon. Each field has a small blue information icon to its right.

71. After completing the 7 wizard stages and are at the ‘Summary’ stage, please save your request as a draft. If you inadvertently click on [Submit] before entering the funding information, an error message will appear:

Please provide funding information.

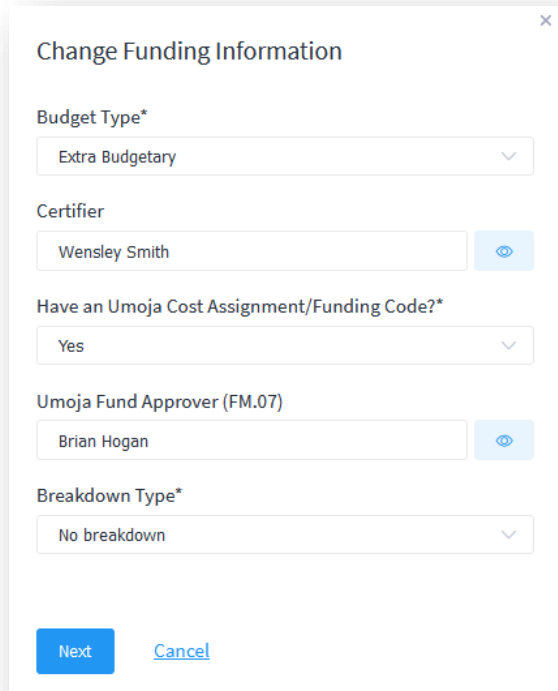
72. To enter funding information, click on the [Finance] tab in the upper left side of the screen:



The screenshot shows a web interface for document submission. At the top, it says "(DESA) Test Letter 123456". Below that is a "Test" section. Further down, there are fields for "Non-Parliamentary : Miscellaneous", "Submitted by: DGACM, Extra-budget...", "Forecast: No Ref #", "Publication: B2200199", and "Finance Document: None". Below these fields is a tabbed interface with four tabs: "Details", "Finance", "File Desk", and "Notes". The "Finance" tab is highlighted with a red rectangular box. Below the tabs, the "Faircopy Only" section is visible, followed by a "Requirements" link.

Continued on next page

73. Once within the [Finance] tab, click on the [+] icon to add funding information. A ‘Change Funding Information’ dialogue box will appear. Enter the correct fund certifier and approver as well as select the most appropriate options related to your fund. Click on the [Next] button when ready to proceed.



Change Funding Information

Budget Type*

Extra Budgetary

Certifier

Wensley Smith

Have an Umoja Cost Assignment/Funding Code?*

Yes

Umoja Fund Approver (FM.07)

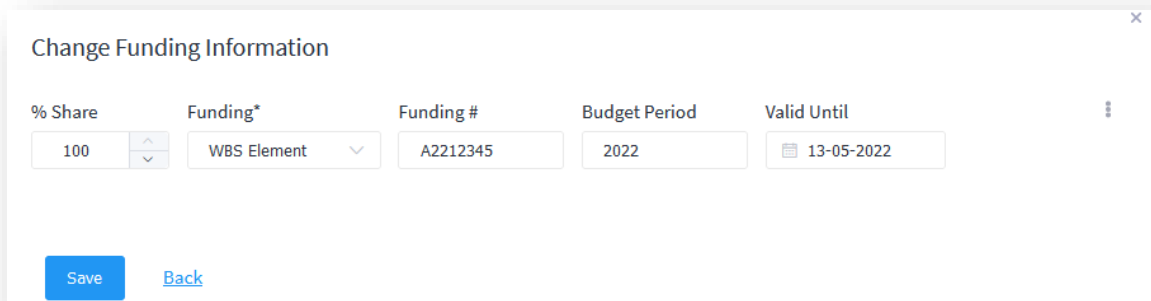
Brian Hogan

Breakdown Type*

No breakdown

Next Cancel

74. The next screen will now allow you to enter the fund specifics. Click on the [Save] button once all fields have been filled.



Change Funding Information

% Share

100

Funding*

WBS Element

Funding #

A2212345

Budget Period

2022

Valid Until

13-05-2022

Save Back

75. After all funding information has been entered, you may click on the [Submit] button to send your request to DMS for action.

SubmitCancel

DetailsFinanceFile DeskNotes

Funding information

Budget Type

Extra Budgetary

Certifier

Wensley Smith

Funding Code?

Yes

Umoja Fund Approver

Brian Hogan

Breakdown Type

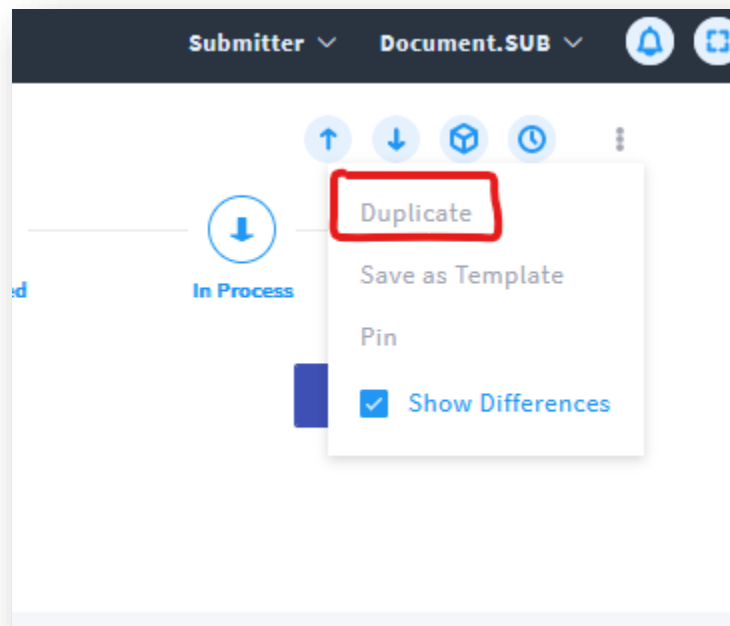
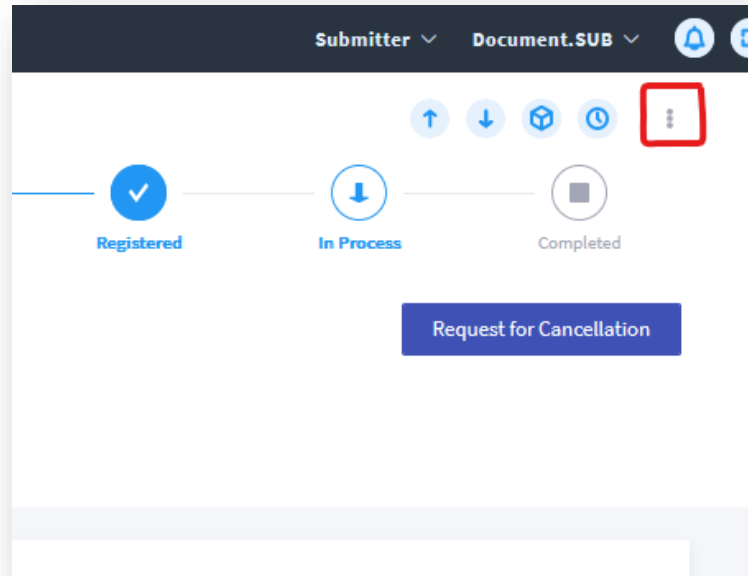
No breakdown

BREAKDOWN	% SHARE	FUNDING	FUNDING DETAILS
No breakdown	100	WBS Element	Funding #: A2212345, Budget Period: 2022, Valid Until: 13-05-2022

This area left blank

Duplicating existing requests

76. To duplicate an existing submission, please open the request and click on the three vertical dots located in the upper right-hand corner. Once the drop-down menu appears, please click on [Duplicate]:



77. Once the request has been duplicated, you will be presented with a new [DRAFT] document. The symbol and title will have the word **Duplicate** followed by a string of numbers following it. To update any fields in the new duplicated request, simply click on the [Pencil] icons circled in red below.

R2210350 Draft

(DESA/DISD) NV to MS_Duplicate20220715115124

Note verbale_Duplicate20220715115124

Non-Parliamentary: Miscellaneous Submitted by: General Assembly Aff... Processed by: New York - DGACM/DMS

Forecast: No Ref # Publication: B2200215 Finance Document: None

Details Finance File Desk Notes

Faircopy Only

Requirements

Symbol (DESA/DISD) NV to MS_Duplicate20220715115124

Title Note verbale_Duplicate20220715115124

Mandate

Mandate URL

Languages and Services

Original Version Single Original Version

Original Language(s) E

Destination Language(s) F R S

Original submission files

Total Words | ESPs 0 | 0

Total # of original pages 0

Special Instructions

78. For example, to update Symbol 1, please click on the [Pencil] icon in the box that says **Faircopy Only**. Upon doing so, a ‘Change General Info’ window will appear. Once done, please hit the [Save] button to continue and close the window.

Change General Info

Symbol* (DESA/DISD) NV to MS_Duplicate20220715115124

Title* Note verbale_Duplicate20220715115124

Sub Title

Mandate

Mandate URL

Save Cancel

Submission categories

79. There are currently 13 (TBD) document submission categories in gDoc. These are briefly described as follows:

The screenshot shows the 'Upload Document' interface. At the top is a 'Select File' button. Below it is a 'Category*' dropdown menu with a list of options: 'Original Submission', 'Advanced Submission', 'Final Submission', 'Charts/Slides/Tables', 'Departmental Correction', 'Instructions', 'Reference', and 'Edited Text'. To the right of the category dropdown are input fields for 'Part #', 'Language' (set to 'English'), and 'Subject'. There is also a 'Print ready' checkbox. Below these fields are 'Maps' input fields. At the bottom is a 'Justification' text area and 'Cancel' and 'Save' buttons.

- (a) **Original submission:** Used to indicate that the document being submitted is for processing by DGACM and that there are no foreseeable corrections or other changes pending to the document as submitted.
- (b) **Advance submission:** Used to indicate that the document is being submitted for advanced processing with the likelihood of changes and/or additions being sent later. The document will be processed and held until cleared for final processing by the submitting office (to be used sparingly).
- (c) **Final submission:** Used to indicate that the document being submitted was originally submitted as an advance submission. This file is now considered final with no future corrections or alterations to come. Please do not use the [Original Submission] category label if the document was previously submitted as an Advance Submission.

- (d) **Charts/slides/tables:** Used to indicate that the document being submitted consists only of charts, slides or tables.
- (e) **Departmental correction:** Used to indicate that the document being submitted is a correction from the department to a previously submitted document. Please note that only the page(s) with the corrections clearly marked should be uploaded as a correction. Please also use the remarks box to indicate the affected paragraphs and/or pages, for instance, “corr on page 17”.
- (f) **Instructions:** Used to indicate that the document being submitted contains instructions for DMS. This document category should be used if the “Special Instructions” fields in the D2 or the “Comments” field in the Filedesk dialogue are found to be inadequate for the length of instructions required.
- (g) **Reference:** Used to indicate documents that are to be used as reference material in support of standard, advance, reissue, pink ticket and echelon submissions.
- (h) **Reissue submission:** Used to indicate that the document being submitted constitutes a reissue for technical reasons, effectively replacing a previously issued version of the document.
- (i) **Pink-ticket submission:** Used to indicate that the document being submitted should be processed with some urgency. Please do not select this option for overnight requests (primarily for Security Council).
- (j) **Replacement text:** Used to indicate that the document being submitted is a full replacement for a previously submitted text.
- (k) **Replacement charts/slides/tables:** Used to indicate that the document being submitted is a full replacement for previously submitted charts, slides or tables.
- (l) **Do not use this file:** Used to indicate discontinued use of a file that was previously uploaded. Please do not send files labelled as such to DMS.
- (m) **Other:** Used to indicate any document category not available in the list of current options. Please make sure you provide a short description of the file in the comments box.

IV. Important contact information in DMS

Documents Management Section (DMS)			
Name	Extension	Cell / Alt. #	Room
1. TBD (Chief)	TBD	TBD	S-12FWS
2. RANA, Masud (Documents Management Officer)	7-2141	(917) 403-7785	S-12FWS
3. SANGEY, Dawa (Documents Management Officer)	3-3924	(917) 520-3659	S-12FWS
4. TBD (Documents Management Officer)	TBD	<i>TBD</i>	S-12FWS
Senior Document Management Assistants and Team Leads			
5. ABRAHAM, Manny (Planning Team)	7-5793	(646) 719-5592 / (917) 538-7643	S-12FWS
6. MCGRADY, Ilene (Security Council)	3-1014	(917) 582-5466	S-12FWS
7. SARTE, James (ECOSOC / Funds and Programmes)	3-4053	<i>Available via MS Teams</i>	S-12FWS
8. VORAUER, Bileena (General Assembly)	3-0609	(917) 293-4640	S-12FWS
Documents Management Assistants			
9. BENNETT, Joyce	3-3123	N/A	S-12FWS
10. COLACO, Tina	3-6543	(347) 886-6602	S-12FWS
11. DESINOR, Lesly	7-2271	(718) 637-9061	S-12FWS
12. EMBABI, Hala	3-0476	(646) 763-5280	S-12FWS
13. ESQUIVEL, Mary Ann	7-3776	<i>Available via MS Teams</i>	S-12FWS
14. LEKIC, Myra	<i>Available via MS Teams</i>	(201) 696-6707	S-12FWS
15. NITTI, David	3-1817	(862) 812-3001	S-12FWS
16. PLASOTA, Monika	3-6577	(917) 539-5179	S-12FWS
17. SMITH, Wensley	3-1543	(347) 413-2331	S-12FWS
Front Desk			
18. DMS Front Desk	3-6579 / 7-5895		N/A
19. DMS E-mail	dms@un.org		N/A

V. Annexes

I. *Guidelines for circulation of letters*



POSTAL ADDRESS | ADRESSE POSTALE: UNITED NATIONS, NY 10017
EMAIL ADDRESS | COURRIEL: SGCENTRAL@UN.ORG

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

The Executive Office of the Secretary-General of the United Nations presents its compliments to all Permanent and Observer Missions of Member States to the United Nations, as well as to the Delegation of the European Union to the United Nations, and hereby conveys for their immediate attention, pertinent guidelines regarding the proper procedure for the submission of correspondence addressed to the attention of the Secretary-General.

The Executive Office of the Secretary-General has the honour to inform that the present Note Verbale supersedes the previous communication of 14 June 2016. It also draws attention to the attached guidelines on the proper submission of revisions and identical letters and emphasizes United Nations General Assembly Decision 34/401, paragraph 30 (*attached*), resolution [43/222C](#) and the Rules of Procedure of the General Assembly [A/520/Rev.17](#) (*paragraph 30*), regarding the circulation of communications.

The Executive Office of the Secretary-General further requests that all Permanent and Observer Missions of Member States to the United Nations ensure that all letters and emails addressed to the Secretary-General are transmitted through an official Note Verbale or letter of transmittal signed by the Head of the Mission. When incoming correspondence is not being submitted in any of the working languages of the United Nations, an informal English or French translation should accompany that submission in order to expedite processing.

The Executive Office of the Secretary-General of the United Nations avails itself of this opportunity to renew to all Permanent and Observer Missions of Member States to the United Nations, as well as to the Delegation of the European Union to the United Nations, the assurances of its highest consideration.



2 April 2025

**GUIDELINES FOR THE SUBMISSION OF CORRESPONDENCE
TO THE SECRETARY-GENERAL AND FOR CIRCULATION
AS OFFICIAL DOCUMENTS OF THE UNITED NATIONS**

1. Delegations requesting the circulation of letters as official documents of the United Nations General Assembly, and/or of the Security Council or the Economic and Social Council, should ensure that they are addressed to the President of the General Assembly, and/or the President of the Security Council, or the President of the Economic and Social Council. The letters should be signed by the Permanent Representative or Chargé d'affaires of the Permanent Mission to the United Nations, by the Permanent Observer or Chargé d'affaires of the Permanent Observer Mission to the United Nations, or by the Head of the Delegation of the European Union to the United Nations, or his/her substitute.
2. If the request to circulate the letter to any of the above intergovernmental bodies is addressed to the Secretary-General, the original letter must also be sent to the Executive Office of the Secretary-General. Soft copies of letters should be transmitted under cover of a transmittal letter signed by the Head of the Mission and sent to: sgcentral@un.org.
3. All printed letters must be received in the original by the addressee with an official signature or stamp.
4. Requests for circulations should include the following language: "[...] I should be grateful if you would circulate this letter as an official document of [the General Assembly under agenda item __] [the Security Council] [the Economic and Social Council under agenda item __]." Identical letters for more than one addressee should be indicated in all the letters and originals received by the respective offices.
5. Delegations requesting the circulation of letters as documents of the General Assembly or of the Economic and Social Council should indicate the session of the General Assembly and/or of the Economic and Social Council, and the number and title of the agenda item under which circulation is being requested, using the agenda of the current session of the General Assembly and/or of the Economic and Social Council.
6. Only Member States of the United Nations, the Observer Missions of the Holy See and of the State of Palestine and the Delegation of the European Union to the United Nations may request the circulation of letters as official documents of the United Nations.
7. Request for the issuance of letters as official documents of the Security Council may be submitted by Member States in accordance with Rule 6 of the Provisional Rules of Procedure of the Security Council.

8. In accordance with Decision 34/401 and resolution 43/222C of the General Assembly, Member States requesting circulation are encouraged to do so under cover of a Note Verbale in the relevant official languages.

9. A subsequent request for change(s) to any part of a previously submitted letter should be resubmitted in its entirety to the same office(s) to which the original request was addressed. A copy of the previous communication must also be attached for ease of reference. If the communication has already been issued, the official symbol must be referenced.

10. A communication may be reissued for technical reasons, which are limited to minor editorial changes and grammatical or text-processing mistakes in the original submission or issued documents. Any other changes, such as additional text or substantively altered language, must be resubmitted to the addressee(s) in their entirety with a request for their issuance either as a revision (Rev.) or a corrigendum (Corr.). A revision (Rev.), which indicates a new text superseding and replacing a previously issued document, is prepared when additional information received following the issuance of the original makes it necessary to replace the document in its entirety. A corrigendum (Corr.) is issued to correct a specific part of a previously issued document, the purpose of which is to correct an error or errors, not merely typographical, and is issued as a separate document but forms an integral part of the original document.

11. To facilitate processing, electronic versions of the letters in Microsoft Word format should also be sent to the General Assembly Affairs Branch: gaab@un.org, Documents Management Section: dms@un.org and/or the Security Council Affairs Division: dpa-scb3@un.org so as to facilitate their timely processing. If versions in any other official languages of the United Nations are available, they should also be included with a clear indication of the original language(s) and the language versions for reference only. Any questions or clarifications should also be directed to the indicated addresses. All letters addressed to the Secretary-General should be sent to: sgcentral@un.org.

12. Missions are advised to verify the issuance of their letters by searching on the Official Document System at <http://ods.un.org> or by reviewing the daily list published in the [UN Journal](#).

13. Missions are also requested to ensure that all letters and emails addressed to the Secretary-General are transmitted through an official transmittal letter/Note Verbale signed by the Head of the Mission. While Member States can submit correspondence in any of the official languages of the United Nations, Missions are requested to also provide an informal English or French translation to expedite processing.

14. This guideline complements existing policies, including: Decision [34/401](#) of the General Assembly (*available on pg. 266, paragraph 30*), Rules of Procedure of the General Assembly ([A/520/Rev.17](#)), and DGACM Guide to Document Submission ([dgacm_sub_guide.pdf](#)). Missions are also encouraged to consult with the General Assembly Affairs Branch: gaab@un.org and the Documents Management Section: dms@un.org for updates.

15. Inquiries concerning all letters sent for the attention of the Secretary-General should be sent to: sgcentral@un.org.

April 2025

II. *Note verbale requesting submissions in Word*

14/195



HEADQUARTERS • SIEGE NEW YORK, NY 10017
TEL.: 1 (212) 963.1234 • FAX: 1 (212) 963.4879

REFERENCE: DGACM/OUSG/02/2014

The Secretariat of the United Nations presents its compliments to the Permanent Missions to the United Nations and has the honour to request the provision of electronic files in Microsoft Word of all communications or other manuscripts being submitted to the Secretariat for issuance as United Nations documents.

As envisaged by the Secretary-General in his programme of reform (A/55/780), since 2000 the Department has implemented and regularly updated an electronic flow of documents through its processing system known as eDoc (to be migrated to gDoc as of 20 May 2014) – see ST/CS/SER.A/44/Rev.1. For these processing reasons as well as for budgetary reasons relating to the increased costs of non-electronic processing and in keeping with the Secretary-General's "greening the UN" initiative, the Secretariat will greatly appreciate your understanding and support in providing United Nations document submissions in Microsoft Word format.

The Secretariat fully recognizes that cover letters are sometimes transmitted by fax or scanned PDF files in order to meet the need for documented signatures; such brief cover letters of one or two pages may be accommodated without great difficulty. Lengthy attachments, transmitted reports or longer letters of a substantive nature, however, represent enormous obstacles to timely and high-quality processing when submitted in fax or PDF format without an accompanying Word file. The Secretariat would be greatly obliged that electronic files in Microsoft Word of all submitted material are included along with any faxed copies or PDF-scanned files which may be provided for the purposes of authentication.

The Secretariat wishes to reiterate the unswerving commitment of the Department for General Assembly and Conference Management to the timely issuance of high-quality United Nations documents. For further advice or support in this regard, please contact:

Document submission matters: dcu@un.org

Editorial matters: editorialcontrol@un.org

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Missions to the United Nations the assurances of its highest consideration.

12 May 2014

T. C. H.

III. Procedures for Approval/Clearance of Reports to the Secretary-General




TO: All Heads of Departments, Offices, Funds and
A: Programmes and Regional Commissions
(see Distribution List)

DATE: 18 March 2024

REFERENCE:

THROUGH:

S/C DE:

FROM: E. Courtenay Rattray 
DE: Chef de Cabinet

SUBJECT: Procedures for Approval/Clearance of Reports of the Secretary-General

OBJET:

1. The purpose of this Memorandum is to clarify and confirm the procedures to be followed with respect to the clearance of reports of the Secretary-General, as well as with respect to reports issued by the Organization that have policy implications or are of political relevance beyond their immediate subject matter.
2. The following principles and procedures should be kept in mind when finalizing and submitting draft reports of the Secretary-General:
 - i. All reports of the Secretary-General to the Security Council or to the Human Rights Council must be submitted to the Executive Office of the Secretary-General (EOSG) for approval/clearance before submission.
 - ii. With respect to reports of the Secretary-General to the General Assembly and its subsidiary organs, and to the Economic and Social Council, all reports which contain policy proposals, which have any resource implications, or could be viewed as politically sensitive have to be submitted to the EOSG for approval/clearance before submission to the Department for General Assembly and Conference Management (DGACM) for processing. If in doubt, entities preparing such reports should seek guidance from my office.
 - iii. This also concerns reports prepared by Secretariat entities, including the Regional Commissions, that are not necessarily issued in the name of the Secretary-General but are of policy or political relevance beyond the immediate subject matter or agenda item with which they are concerned, or are likely to evoke political sensitivities. If in doubt, entities preparing such reports should inform the EOSG Unit handling the report of their reporting mandate or intention, as early as possible, and before submitting the reports for publication, to ensure consultation and to obtain guidance from the Secretary-General and his senior staff.
 - iv. All entities preparing reports to be issued in the name of the Secretary-General that relate to new mandates, mission mandate renewals, definition of major policy positions, that have significant resource implications, or include elements that are controversial or highly sensitive are requested to inform the EOSG as early as possible of the date and content of upcoming report. This allows EOSG and Departments to discuss and agree on the approach to the report prior to starting the drafting process.

v. Reports requiring approval/clearance must be submitted to the EOSG **by 2 p.m., at least eight (8) working days** before the submission/slot date to enable review and, if required, consultation with the author department/office, before clearance is accorded. For annual and other complex reports (e.g., responding to a new mandate; strategic assessments and reviews; or reports establishing benchmarks, having resource, policy or political implications), this deadline is **at least twelve (12) working days** before the submission/slot date. If the submission deadline/slot date falls on a holiday or a weekend, the preceding working day is considered as the due date.

vi. Reports of the Secretary-General which do not meet the criteria outlined in 2 (iii) or (iv) above have to be submitted to the EOSG for information at the same time as they are being submitted to DGACM. The covering note should indicate the rationale for not requiring the consideration of the EOSG.

vii. In all cases, reports submitted to the EOSG should be sent to sgcentral@un.org under cover of a Note containing the following information:

- a brief summary of the main elements included;
- an indication of the key stakeholders consulted during its preparation and confirmation that these stakeholders, including the senior management of the submitting entity, have cleared the final proposed text;
- a brief explanation of previous reports on this topic and any significant developments since the previous reporting period;
- an indication of the corresponding legislative mandates and how the report responds to relevant resolutions or decisions;
- an explanation of any political or other sensitive issues raised in the report;
- an indication of any significant policy differences with respect to the submitted text;
- a reflection of how the report responds to decisions of the Executive Committee on the related subject matter, where relevant;
- the due date of the report (e.g., Security Council deadline or DGACM slot date), and, in case of late submission, whether the report has been de- or re-slotted; and
- for reports submitted for information, the rationale for not seeking the approval of EOSG.

viii. Reports prepared in the name of the Secretary-General should seek to be strategic and analytical, conforming to the highest quality standards, and should convey the voice and perspective of the Secretary-General. In instances where the subject matter has been considered in the Executive Committee, relevant reports should reflect the decisions of the Committee, where applicable.

ix. Sections containing observations, conclusions or recommendations should accurately reflect the position of the Secretary-General and should include forward-looking recommendations rather than summarizing the preceding content of the report.

x. In instances where the submitting entities are not clear or disagree on the course of action that the Secretary-General may wish to pursue, more than one option could be submitted with a brief explanation of the rationale and potential implications of each option.

xi. Reports should be factual, objective, concise and accurate. Information or quotes should be attributed to the relevant sources. Data contained in tables, graphs, charts and infographics should be accurate, consistent and legible.

xii. Entities preparing reports should seek legal guidance on legal issues or interpretations from the Office of Legal Affairs at an early stage in the preparation process, and should ensure that, in the case of reports for which OLA has provided input, the final submission to EOSG has been cleared by OLA.

xiii. It is expected that reports will be reviewed and approved by the senior management of the preparing entity before submission to EOSG.

xiv. Entities preparing reports should also remain mindful of the word limit stipulated (usually a maximum of 8,500 words, including annexes and footnotes), which should not be exceeded in draft reports submitted to the EOSG for review/approval. Should the word count exceed the maximum word limit, the submitting entity is responsible for obtaining a waiver from DGACM, prior to the submission of the report to EOSG.

3. These procedures complement guidelines contained in other United Nations resources to be followed when preparing reports, including the DGACM Guide to Document Submission (https://iseek.un.org/system/files/dgacm_sub_guide.pdf), the Editorial Manual (<https://www.un.org/dgacm/en/content/editorial-manual>), and the United Nations Terminology Database (<https://unterm.un.org/unterm2/en/>).

4. I count on your support and that of your staff in ensuring diligence and complete adherence with the procedures outlined above.

Thank you.

IV. About the author

80. The present document is authored by the Documents Management Section (New York) of the Department for General Assembly and Conference Management. To send any suggestions or comments regarding this guide, please send an e-mail to dms@un.org.