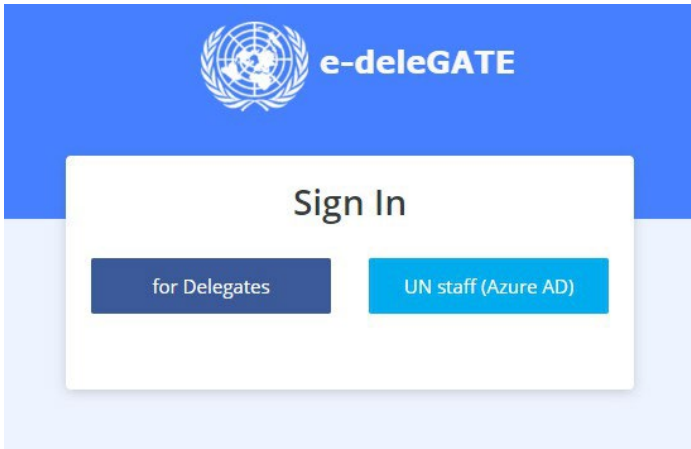
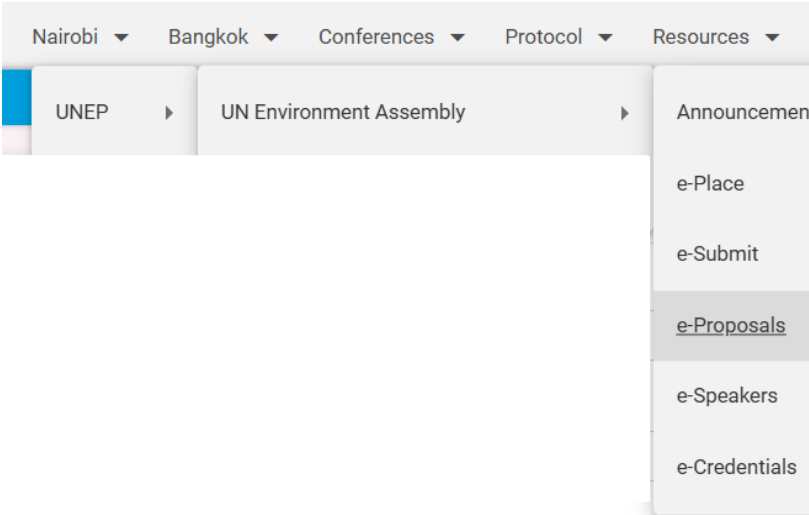
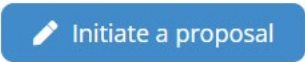


➤ Go to https://edelegate.un.int/ and login to e-deleGATE, Secure Portal for Delegates.	
➤ Go to the <i>Nairobi</i> ➔ <i>UNEP</i> ➔ <i>UN Environment Assembly</i> ➔ <i>e-Proposals</i> drop down menu.	
➤ Click <i>Initiate a proposal</i>	

➤ Choose if it is a resolution or a decision	☒ Draft resolution ☐ Draft decision ☐ Amendment
➤ Type the title in the field <i>Proposal title</i>	Proposal title* Upload proposal text Background material for proposal + Choose + Choose All draft resolutions/decisions must be submitted as background material in the decisions previously adopted by the Governing Body
➤ Click <i>Choose</i> to select the file of the draft proposal text to be uploaded	+ Choose
➤ Select the file to upload on your computer and click <i>Open</i>	the General Assembly on 3 D All Files (*.*) Open Cancel ☒ Draft resolution ☐ Draft decision
➤ Click <i>Choose</i> for background material and select your Note Verbale and Concept note (see guidelines) ➤ Click <i>Add additional main sponsor(s)</i> if other Member States are main proponents of your text	Background material for proposal + Choose + Add additional main sponsor(s)

[OPTIONAL] ➤ If the draft proposal is to be tabled on behalf of a group, click the <i>(optional) On behalf of the States Members of the United Nations that are members of</i> drop down menu and select the Group that you are tabling on behalf of.	Sponsorship options (optional) On behalf of the States Members of the United Nations that are members of the Group of 77 and China For con
➤ Click the <i>checkbox</i> to confirm that you are duly authorized to table a draft proposal for co-sponsorship on behalf of this Group.	 I, [Name of delegate] , certify that I am duly authorized to table a draft proposal for co-sponsorship on behalf of the States Members of the United Nations that are members of this Group.
➤ Choose if you want other Member States to be able to co-sponsor your proposal ➤ If you choose “Yes”, your draft will be shown as OPEN in the overview ➤ If you choose “No”, your draft’s status will be blank in the overview	Is sponsorship of this proposal open to all other Member States? ☒ Yes ☐ No
➤ Please provide your <i>contact details and the contact details of a second focal point</i>	CONTACT DETAILS Name* Email* Mobile number* Alternative phone number Job title*  Add additional contact

➤ Click the <i>checkbox</i> to confirm that you are duly authorized to table draft proposals for co-sponsorship on behalf of your delegation	on title Micro, Small and Medium-Sized Enterpr ☒ I, [Name of delegate] , certify that I Committee) on behalf of the delegation Submit
➤ Click <i>Submit</i>	on title Micro, Small and Medium-Sized Enterpr ☒ I, [Name of delegate] . certify that I Committee) on behalf of the delegation Submit
➤ You will now see your draft proposal listed in the main overview	