Guidance to Member States on the submission of draft resolutions and decisions to the seventh session of the United Nations Environment Assembly

Endorsed by the Bureau of the seventh session of the United Nations Environment Assembly and of the Committee of Permanent Representatives at their joint meeting held on 3 July 2025

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A. Background

1. **Resolutions** are the formal expression of the opinion or will of the United Nations Environment Assembly (UNEA). They reflect the views of the Member States and provide policy recommendations. **Decisions** are another type of formal action taken by UNEA and often concern procedural matters such as elections, appointments, time and place of future sessions and budgetary and administrative matters.

2. All resolutions/decisions adopted by UNEA constitute a mandate for the Secretariat.

3. Draft resolutions and decisions can be submitted by Member States and members of specialized agencies (rule 68[1]), the President of the Environment Assembly (e.g. the draft ministerial declaration), or the Chair of the Committee of Permanent Representatives (CPR) (e.g. following conclusion of consultations in the Open-ended CPR). When a group of Member States tables a draft resolution/decision, it is usually done by the group's chair on behalf of the group. As per established practice of the Environment Assembly, the European Union may table draft resolutions/decisions as agreed by the States members of the European Union.

4. This note outlines guidance to Member States on the submission of draft resolutions and decisions to the seventh session of the United Nations Environment Assembly (UNEA-7), to be held from 8 to 12 December 2025. It builds on:

   a) UNEA rules of procedure (in particular rule 44);
   b) Guidance provided in UNEA decision 6/7 (paragraph 6);
   c) Outcome of the CPR-based review as endorsed at UNEA-5.2 in UNEA decision 5/4;
   d) Annex to the Committee of Permanent Representatives (CPR) Decision 167/1 containing the recommendations of the CPR at its 167th meeting on lessons learned from the sixth session of the United Nations Environment Assembly (UNEA-6);
   e) Previous guidance issued by the UNEA Bureau; and
   f) Best practice.

[1] Any State Member of the United Nations or member of a specialized agency or of the International Atomic Energy Agency which is not a member of the United Nations Environment Assembly may participate in the deliberations of the United Nations Environment Assembly. Any State thus participating shall not have the right to vote, but may submit proposals which may be put to the vote by request of any member of the United Nations Environment Assembly.

B. Existing guidelines

5. The relevant paragraphs in UNEA decisions 5/4 and 6/7, the outcome of the CPR-based review, and the Annex to CPR Decision 167/1 are set out in **Annex 1** to the present document.

C. Glossary and Terminology

6. Information on specific aspects of UNEA meetings and procedures terminology as well as on specific aspects of United Nations terminology is set out in **Annex 2** to the present document.

D. Key elements to be considered before the announcement and submission of drafts resolutions/decisions

7. Proponents are encouraged by the UNEA and CPR Bureaux to take due account of the following prior to announcing their intention to submit or submitting a draft resolution/decision for consideration by UNEA-7:

i. Report of the Executive Director to UNEA-7

8. The report of the Executive Director of the United Nations Environment Programme (UNEP) to UNEA-7 is available on the following link. In her report, the Executive Director identified 5 areas which may inform Member States in their preparation of draft resolutions/decisions for UNEA-7 and where UNEA-7 may wish to compel more effective, inclusive and sustainable multilateral action:

- Addressing the global hydrological cycle;
- Tackling nutrient pollution;
- Critical Energy and Digital Transition Minerals;
- Protecting the Earth's shield by protecting the stratosphere; and
- Deploying and scaling environmentally sustainable Artificial Intelligence

ii. Documentation to UNEA-7

9. In addition, a list of working and information documents to UNEA-7 (pre-session documents) are available on the following link: https://www.unep.org/environmentassembly/unea7/documents-resources/meeting-documents and may inform Member States in their preparation of possible draft resolutions/decisions for UNEA-7.

10. It is expected that "advance unedited" English versions of these working documents will be made available to delegations in advance of the 12th annual subcommittee meeting of the CPR to be held from 1 to 5 September 2025.

iii. On-line searchable repository of past resolutions/decisions previously adopted by the Governing Council and by UNEA

11. As mandated in the CPR decision 167/1, the Secretariat has created an online searchable repository of resolutions and decisions adopted by the Environment Assembly and the Governing Council. The repository can be filtered by name of the session, year of the session or type of document. It is also possible to search for key words in the title of the resolutions and decisions. To avoid overlap and duplication of existing work and mandates from previously adopted resolutions/decisions, proponents are encouraged to consult the on-line searchable repository https://www.unep.org/environmentassembly/documents-and-resolutions

iv. Focus and format of draft resolutions/decisions

12. The UNEA and CPR Bureaux recommends that draft resolutions and decisions for consideration by UNEA-7:

a. Focus on [2] :
   - New guidance to UNEP and/or invitations to United Nations system bodies;
   - New commitments of Member States;
   - Definition of a new global concept;
   - Addressing an emerging issue or an urgent matter.

b. Be in a concise, focused and action-oriented form, in particular as regards the preambular part, and focus more on action-oriented operative paragraphs, in order to ensure that resolutions have greater political impact.

13. The UNEA and CPR Bureaux also recommends that proponents use **the template and suggested format** for draft resolutions/decisions as set out in **Annex 3** to the present document.

[2] Subparagraph 11 (a) of the Annex to Decision 167/1 on recommendations of the CPR at its 167th meeting on lessons learned from UNEA-6

v. Informal engagement with the Secretariat prior to the announcement and submission

14. In line with paragraph 10 of the Annex to CPR decision 167/1, main proponents are strongly encouraged to **engage informally with the secretariat before the submission of any draft resolution** to facilitate possible technical improvements of draft resolutions, including to avoid overlap and duplication of existing work and to send request for support through the following email address: unep-unearesolutions@un.org. The secretariat will be available for the provision of technical and legal advice including on existing UNEP mandates and programme of work, resolutions adopted by the Environment Assembly or other relevant decision-making bodies.

vi. Consolidation of proposals

15. Further to the recommendations contained in the CPR-based review (para. 13 (b)) and the Annex to CPR decision 167/1 (para. 8):

- Member States are encouraged to **engage with each other** if delegations indicate their intention to submit draft resolutions on a same or similar topic, **to foster collaboration, co-sponsorship, consolidation of the proposals, avoiding duplication of work**.
- Member States are encouraged to consolidate proposals for draft resolutions and draft decisions aiming to strengthen or follow up on the implementation of resolutions previously adopted by the Environment Assembly **into a single draft resolution or decision for each Environment Assembly session**.

E. Timeline for the submission of draft resolutions and decisions

16. Without prejudice to the UNEA rules of procedure, in particular rule 44, and taking into account the guidelines outlined above, the UNEA-7 Bureau invites Member States to apply the following timelines for the submission of draft resolutions and decisions for consideration by UNEA-7:

Dates and deadlines	Key steps
July-September 2025	• To allow for an early exchange of views, delegations are strongly encouraged to **organize informal meetings**, which can be held in a hybrid format, to discuss the proposed topic on which a draft is to be submitted.

	• These meetings should be held **well before the twelfth annual subcommittee meeting of the CPR** scheduled from 1 to 5 September 2025. • Similarly, Member States in a position to do so are encouraged to **announce the intention to submit a draft proposal well before the twelfth annual subcommittee meeting of the CPR.** • Draft resolutions or decisions may also be submitted in full, if ready. • During this timeframe and in line with paragraph 10 of CPR decision 167/1 and past practice, proponents are encouraged **to engage informally with the secretariat before the submission of a draft resolution** to facilitate possible technical improvements of the drafts, including to avoid overlap and duplication of existing wok. • Member States are encouraged to foster collaboration, co-sponsorship, consolidation of the proposals into a single draft resolution, including draft resolutions aimed at strengthening or follow up on the implementation of previous UNEA resolutions, avoiding duplication of work. *Additional information on the procedure for announcement and submission is provided below.*
1-5 September 2025 ***The 12th annual subcommittee meeting of the Committee of Permanent Representatives***	• Member States in a position to do so may **announce their intention** to submit draft resolutions or decisions. • Draft resolutions or decisions may also be submitted in full, if ready. • A **concept note** (as referred to in the CPR-based review, subparagraph 13 (e) (ii) and in subparagraph 11 (a) of the Annex to CPR decision 167/1) **<u>should</u>** accompany the announcement or the submission of the draft resolution/decision. • Such a concept note can be presented before a draft resolution/decision is submitted and should include an explanation of the purpose of the initiative, including[3]:

[3] Subparagraph 11 a) of the Annex to CPR decision 167/1 on lessons learned from the sixth session of the United Nations Environment Assembly

	a. **New guidance to UNEP and/or invitations to United Nations system bodies;** b. **New commitments of Member States;** c. **Definition of a new global concept;** d. **Addressing an emerging issue or an urgent matter;** e. **Information on already agreed language;** f. **Linkage to the UNEA theme and UNEP's programme of work.** • In line with subparagraph 11 (b) of the Annex to CPR decision 167/1, proponents should identify **focal points** who can make themselves available, **preferably in person**, at the **annual subcommittee meeting** of the CPR and at the Open-ended CPR.
12 September 2025 *(12 weeks in advance of UNEA-7 as indicated in the CPR-based review)*	• Recommended final deadline **for announcing the intention** to submit a draft resolution or decision (as referred to in subparagraph 13 (e) (i) of the CPR-based review), in line with the requirements listed above. • Draft resolutions or decisions may also be submitted in full, if ready. *Additional information on the procedure for submission is provided below.*
29 September 2025 *(10 weeks in advance of UNEA-7 pursuant to UNEA decision 6/7 and as indicated in the CPR-based review)*	**Final recommended** deadline to **submit** draft resolutions and decisions *Additional information on the procedure for submission is provided below.*

F. Procedure for the announcement and submission of draft resolutions and decisions

17. Without prejudice to the UNEA rules of procedure and based on the guidance provided in UNEA decision 6/7 and in the Annex to CPR decision 167/1 as well as past practices, the following procedure is outlined for Member States for the announcement and submission of draft resolutions and decisions.

18. All draft resolutions and decisions should be **announced and submitted by the main proponent** via the **"e-Proposals"** module on the **e-deleGATE platform**. Delegations are requested to refer to the step-by-step guide set out in **Annex 4** to the present document. The guidelines can also be found on the **e-Proposals module.**

i. Announcement and submission

19. The announcement of the intention to submit a draft resolution/decision should include the following components:

i. **A <u>note verbale</u>** from the Member State (except if a Note Verbale has been submitted at the time of announcing the intention to submit a draft resolution).
ii. **A <u>word</u> version** of the zero draft (in the case of the submission).
iii. **<u>Contact details of the focal point(s) of the main proponent</u>,** keeping in mind proponents should identify **focal points** who should ideally make themselves available, **preferably in person**, at the **annual subcommittee meeting** of the CPR, the subcommittee meetings where the draft resolution will be discussed and the seventh meeting of the open-ended CPR (OECPR).
iv. **A <u>concept note</u>** which explains the **rationale and context** behind the initiative and which should include **<u>three sections</u>** providing the following information[4] :

Section 1 of the concept note- relation to:

- Sustainable Development Goals;
- UNEA-7 theme;
- UNEP's programme of work for the period 2022-2025;
- Previously adopted UNEA and Governing Council resolutions and decisions;
- Decisions and initiatives in other United Nations fora; and
- Information on already agreed language.

Section 2 of the concept note- Rationale of the initiative (as applicable):

- New guidance to UNEP and/or invitations to United Nations; system bodies; or
- New commitments of Member States; or
- Definition of a new global concept; or
- Addressing an emerging issue or an urgent matter that may have an impact on the environment.

Section 3 of the concept note – Financial requirements and implementation:

- Possible financial requirements and implications if adopted; and
- Identification of the main stakeholders for the implementation, if adopted (for example, Member States, intergovernmental organizations, UNEP, UN system, Major groups and Stakeholders).

[4] Subparagraph 13 (e) (ii) of the Outcome of the CPR-based review and subparagraph 11 a) of the Annex to Decision 167/1 on recommendations of the CPR at its 167th meeting on lessons learned from UNEA-6

ii. Notifications

20. When a new draft resolution/decision has been uploaded, all delegates with an e-deleGATE account will receive an automated message that a draft resolution/decision has been uploaded and can access the document in the e-Proposals module.

21. When a new version of the text of a draft resolution/decision has been uploaded, all delegates with an e-deleGATE account will receive an automated message that the text has been updated and can access the document in the e-Proposals module.

22. Submitted draft resolutions/decisions will be made available on the e-Proposals module and will include as they become available all relevant information including name and contact of the focal point(s) for the main sponsor of the resolution/decision,
co-sponsors, concept note, secretariat technical notes, name and contact of UNEP focal point(s) and different versions of the draft.

G. Co-sponsorship of proposals

23. Main proponents may open their draft resolution for co-sponsorship by other delegations upon submission using the e-Proposals module on the e-deleGATE portal (http://edelegate.un.int).

24. Member States wishing to co-sponsor a proposal should go to the e-Proposals module and choose the relevant proposal, before clicking on the “Co-sponsor” button. Only proposals labelled as “OPEN” are open for co-sponsorship. Delegations are requested to refer to the step-by-step guide set out in Annex 4.

25. All delegations that have co-sponsored the proposal will be listed as co-sponsors on the draft resolution/decision.

H. Support from the UNEP Secretariat

a. Trainings

26. The Secretariat will organize a two-day **in-person** training on negotiation skills on 8 and 9 September 2025 at the UNEP Headquarters in Nairobi.

27. Delegates from States Members of the United Nations and members of its specialized agencies and the European Union accredited to the CPR based in Nairobi and the environmental focal points at capitals, in particular, those who

would be representing delegations in the negotiation of UNEA-7 draft resolutions and decisions are strongly encouraged to participate.

28. In addition, the Secretariat will also offer, within available resources, trainings to appointed co-facilitators and screen editors well in advance of UNEA-7.

b. Technical notes

29. Within 2-3 weeks of the submission of a draft, the UNEP secretariat will prepare a **technical note** to facilitate the consultations and negotiations.

30. The technical note will be made available on the e-Proposals module and will provide the following information:

a. Relevant existing mandates, resolutions and UNEP activities;
b. Impact of the proposed draft resolution/decision and how to measure such impacts;
c. Alignment with UNEP's medium-term strategy and programme of work;
d. An initial legal assessment including on whether the draft resolution/ decision 1) relates to the mandates of the United Nations, the United Nations Environment Programme or Multilateral Environmental Agreements, 2) is in conformity with international standards, including the law and practice of the United Nations, 3) alignment, contrast or overlap with existing legal instruments, such as the previous Governing Council (GC) or UNEA Resolutions and decisions, MEAs and others;
e. Best estimate of additional costs required to implement the proposed resolution/decision; and
f. Name and contact of Secretariat focal point(s).

c. Identification of focal points

31. Upon the announcement of the intention to submit and submission of a concept note or upon submission of a draft resolution/decision, the Secretariat will identify focal point(s) who will be responsible for supporting the proponents and the co-facilitators from a technical standpoint for this specific resolution/decision.

32. The name and contact of Secretariat focal point(s) will be indicated in the technical notes and on the e-Proposals module.

d. Provision of procedural, technical and legal advice

33. The Secretariat of Governing Bodies will advise on procedural matters and on the conduct and facilitation of the meetings, based on established practice and past

precedent; inform of schedule of meetings; transmit messages as needed; and make available various iterations of the drafts on the e-Proposal module.

34. The focal points from the Secretariat will be available for the provision of technical and legal advice, including on existing UNEP mandates and programme of work, previous resolutions/decisions adopted by the Environment Assembly or other relevant decision-making bodies to facilitate possible technical improvements of draft resolutions/decisions, including to avoid overlap and duplication of existing work.

35. Proponents may send their request for support through the following email address: unep-unearesolutions@un.org

e. Provision of screen editing

36. The Secretariat through its screen editors will keep track of the textual proposals to the drafts.

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Annex 1 – Existing guidelines

Decision 6/7 Provisional agenda, dates and venue of the seventh session of the United Nations Environment Assembly, paragraph 6

"6. Strongly urges Member States to submit, in line with Environment Assembly decision 5/4, draft resolutions for consideration by the Environment Assembly at its seventh session, ***and to do so preferably at least 10 weeks in advance of the seventh session****, taking into account the theme of the session and the limited time and resources available for the negotiation of the draft resolutions during the seventh meeting of the Open-ended Committee of Permanent Representatives and the seventh session of the Assembly, without prejudice to the rules of procedure of the Assembly, in particular rule 44;"*

Outcome of the stocktaking meeting for the process for review by the Committee of Permanent Representatives

"3. … Reaffirm the mandate of the CPR and its role in the preparatory process of UNEA meetings, including in the preparation of draft resolutions and decisions, … this involves ***the preparation of draft resolutions and decisions, even in advance of the meeting of the annual subcommittee of the CPR,*** *as appropriate …" (paragraph 3).*

"*5. Under the guidance of the UNEA Bureau and with the support from the Secretariat, …* ***minimize as much as possible the number of formal and informal negotiation groups working in parallel at the OECPR and UNEA.****" (paragraphs 5 and 13).*

"13. Without prejudice to the UNEA Rules of Procedure, in particular rule 44, and to relevant decisions by the Governing Council of UNEP and by UNEA, ***encourage an early, inclusive and transparent inter-sessional preparatory process*** *with appropriate Secretariat support for the timely submission, consideration and negotiation of draft resolutions and decisions tabled for adoption at future sessions of UNEA by recommending Member States to:*

- *(a)* ***Devote at least half a day of the meeting of the annual subcommittee*** *in the year preceding a UNEA session, to identify areas suitable for the tabling of draft resolutions and decisions and indicate, where possible, early intentions to submit draft resolutions and decisions.*
- *(b) If delegations indicate their intention to submit draft resolutions on a same or similar topic,* ***engage with each other to foster collaboration, co-sponsorship, consolidation of the proposals, avoiding duplication of work****.*
- *(c) Include a* ***standard agenda item in all CPR meetings*** *in the period between the meeting of the annual subcommittee and the OECPR, whereby Member States and the Secretariat are invited to provide status updates to the Committee on the development and/or preparation of draft resolutions and decisions.*

(d) *Include* ***a standard agenda item in joint meetings of the UNEA and CPR Bureaux*** *between the meeting of the annual subcommittee and the OECPR to facilitate, in* ***close consultation with the CPR, the identification of facilitators to chair the informal consultations*** *on the draft resolutions and decisions as soon as possible for their in-depth consideration and to make efficient use of the intersessional period.*

(e) *Respect, as far as possible, the following guidance:*

i. ***Announce the intention to table*** *a draft resolution or decision* ***at the annual subcommittee or at least 12 weeks in advance of UNEA****;*

ii. ***Provide a concept note for the draft resolution*** *that explains the rationale and context behind the initiative, which* ***may include relevant information on the UNEA theme, UNEP's Programme of Work, the Sustainable Development Goals, and emerging global issues that may have an impact on the environment****.*

iii. ***Submit a draft resolution or a decision at least 10 weeks in advance of UNEA****, for further consideration and in-depth discussion by the CPR and its working groups in preparation for the OECPR.*

Taking into account different working processes of Member States, draft resolutions and decisions shall be given the same status and recognition regardless of the timing of their submission or communication of the intention to submit draft resolutions or decisions."

<u>Annex to Decision 167/1 - The sixth session of the United Nations Environment Assembly assessment and lessons learned: key recommendations</u>

"2. Encourages Member States, the President of the Environment Assembly, the bureaux of the Committee of Permanent Representatives and of the Environment Assembly, and the secretariat ***to take due account of the lessons learned from the sixth session of the Environment Assembly****, as set out in the annex to the present decision,* ***in preparing for future sessions of the Environment Assembly****"*

II. On the preparatory process under the Committee of Permanent Representatives

"8. Member States are encouraged to consolidate proposals for draft resolutions and draft decisions aiming to strengthen or follow up on the implementation of resolutions previously adopted by the Environment Assembly into a single draft resolution or decision for each Environment Assembly session, subject to the agreement of the proponents;

9. Without prejudice to the rules of procedure of the Environment Assembly, Member States are strongly encouraged to continue adhering to the deadline for

the submission of draft resolutions in accordance with the guidance provided in paragraph 13 (e) (iii) of the outcome of the consensual process for review by the Committee of Permanent Representatives, as endorsed by the Environment Assembly in decision 5/4, namely, to announce the intention to submit draft resolutions at least 12 weeks prior to the session of the Environment Assembly at which they are to be considered and to submit draft resolutions at least 10 weeks prior to the session;

10. The secretariat should be available for the provision of technical and legal advice (e.g., on existing UNEP mandates and programme of work, resolutions adopted by the Environment Assembly or other relevant decision-making bodies) and proponents are encouraged to engage informally with the secretariat before the submission of a draft resolution to facilitate possible technical improvements of draft resolutions, including to avoid overlap and duplication of existing work;

11. Proponents are encouraged:

(a) To respect, as far as possible, the guidance in paragraph 13 (e) of the outcome of the consensual process for review by the Committee of Permanent Representatives, namely, to provide a concept note for the draft resolution that includes an explanation of the purpose of the initiative, including:

(i) New guidance to UNEP and/or invitations to United Nations system bodies;
(ii) New commitments of Member States;
(iii) Definition of a new global concept;
(iv) Addressing an emerging issue or an urgent matter;
(v) Information on already agreed language;

(b) To identify focal points who can make themselves available, preferably in person, at the annual subcommittee meeting of the Committee of Permanent Representatives, and in person for the meetings of the Open-ended Committee of Permanent Representatives and the sessions of the Environment Assembly;

37. The secretariat is requested:

(a) To continue to provide technical notes that include: (i) substantive information on relevant existing mandates, resolutions and UNEP activities; (ii) information on alignment with the medium-term strategy; and (iii) a best estimate of additional costs required to implement the proposed resolution;
(b) To provide a template for draft resolutions and decisions for voluntary use by Member States;
(c) To create an online searchable repository of resolutions and decisions adopted by the Environment Assembly and the Governing Council;
(d) To continue, subject to the availability of resources, to offer training and guiding documents to delegates, appointed co-facilitators and on-screen editors well in advance of the Environment Assembly sessions, in cooperation with the secretariats of multilateral environmental agreements, where possible;

38. *Member States, the President of the Environment Assembly, the bureaux of the Environment Assembly and of the Committee of Permanent Representatives, and the Committee of Permanent Representatives, with the support of the secretariat, should make effective use of the intersessional period, including:*
(a) To invite written submissions by Member States on proposed topics to be addressed by the Environment Assembly to allow for an early exchange of views;
(b) To facilitate consideration of the Executive Director's reports and the secretariat's technical notes at the subcommittee meetings of the Committee of Permanent Representatives;
(c) To facilitate the meaningful participation of all Member States as early as possible in the preparation process for the sessions of the Environment Assembly;
(d) To encourage early identification of experienced co-facilitators in consultation with regional groups and the bureaux of the Environment Assembly and of the Committee of Permanent Representatives;
(e) To consider allowing text proposals made by Member States to be reflected in brackets, without preventing delegations from introducing additional text during the meeting of the Open-ended Committee of Permanent Representatives;
(f) To encourage co-facilitators to provide advice to proponents on possible ways to streamline the text of draft resolutions before the start of the meeting of the Open-ended Committee of Permanent Representatives, building on comments and inputs provided during the intersessional period, as appropriate;
(g) To consider opportunities, where relevant, and in consultation with proponents, to merge proposals for draft resolutions and draft decisions at an early stage;
(h) To provide sufficient time for bilateral consultations among Member States and the secretariat, particularly in the run-up to the Environment Assembly session;

39. *Subject to the agreement of Member States, the co-facilitators should, if appropriate, have the flexibility to begin negotiations on the operative paragraphs instead of the preambular paragraphs of draft resolutions and draft decisions;*

Annex 2 - Glossary and Terminology

Information on specific aspects of UNEA meetings and procedures and terminology can be found on the UNEA website from A to Z Glossary (**https://www.unep.org/environmentassembly/glossary**)

Information on specific aspects of United Nations terminology can be found in the United Nations Terminology Database (http://unterm.un.org)

Annex 3 – Template for draft resolution

More information on the drafting of resolutions and decisions can be found in the United Nations Editorial Manual (https://www.un.org/dgacm/en/content/editorial-manual).

Resolutions are essentially one long sentence. There are normally four elements in a resolution: the title, the name of the organ, the preamble and the operative part.

[TITLE of the draft resolution/decision]

The United Nations Environment Assembly,

Affirming [...],
Emphasizing [...],
Bearing in mind [...],
Recalling [...],
Taking note of [...],
Having considered [...]

1. *Affirms* [...],
2. *Takes note of* [...],
3. *Invites* [...],
4. *Requests* [...] to,
    a) Establish [...],
    b) Develop [...],
    c) Report on [...],
    a. [...],
    b. [...],
    c.
5. *Decides* to [...].

A. Title

- The title of a draft resolution is normally given by the main proponent of the draft.
- It should be concise and action-oriented.

Examples:
Combating sand and dust storms
Sound management of chemicals and waste
Promoting regional cooperation on air pollution to improve air quality globally

B. Name of the organ

The organ which is suppose to adopt the draft resolution, for example, the United Nations Environment Assembly or the General Assembly.

C. Preambular paragraphs

- **The preambular part is optional**.
- It concerns the background of the issue (what considerations led to the proposal).
- It may refer to the Charter of the United Nations, cite related Governing Council or UNEA resolutions/decisions on the question or on related issues if any, and other relevant documentation (reports), if any.
- Preambular paragraphs are not numbered.
- It is recommended that the draft does not include more than 6 preambular paragraphs.
- Preambular paragraphs must begin with a verb in the form of a present, past or perfect participle or an adjective in italics.

  Example:
  The United Nations Environment Assembly,
  Having examined **the report...**
  1. *Decides*...

- More examples of the types of verbs and adjectives used in preambular paragraphs include:

  Acknowledging, Affirming, Alarmed, Appreciating, Aware, Bearing in mind, Believing, Cognizant, Commending Concerned, Gravely concerned, Deeply concerned (about), Conscious, Convinced, Deploring, Disturbed, Deeply disturbed, Emphasizing, Expressing (alarm, appreciation, concern, deep concern, gratitude, satisfaction), Guided, Having considered, Having heard, Having received, Mindful,

Noting, Noting with concern, Noting with appreciation, Noting with satisfaction, Reaffirming, Realizing, Recalling, Recognizing, Reiterating, Stressing, Taking into account, Taking note, Taking note with appreciation, Taking note with concern, Thanking, Underlining, Underscoring the fact that, Urging, Welcoming.

D. Operative paragraphs

- Operative paragraphs express the opinions of UNEA and contain the action that they are agreeing to take. They are generally action-oriented.
- Operative paragraphs are numbered and must begin with an action verb.
- It is normally desirable that a new idea should be expressed in a separate paragraph.
- It is undesirable to include two operative verbs in one paragraph.

  Example:
  The form shown in the following example should be avoided:
  Takes note of the report of the Executive Director, and agrees with the recommendation that...

- It is recommended that the draft does not include more than 8 operative paragraphs.
- The Assembly may invite, request or urge certain actions by Member States, the Executive Director of UNEP, subsidiary organs, specialized agencies and other institutions of the United Nations system, or it may request the preparation of reports by the Executive Director for the next session or any other future session.
- Each operative paragraph begins with an italicized verb in the present tense (Decides..., Requests...) In some cases, a resolution may have one or more annexes containing additional texts, such as the text of a convention.

  Example:
  The United Nations Environment Assembly
  1. *Takes note with appreciation* of the report of the Executive Director on...
  2. *Requests* the Executive Director to.....

- More examples the types of verbs used in operatives paragraphs include:
  Accepts, Adopts, Affirms, Agrees, Appeals, Appreciates, Approves, Authorizes, Calls upon, Commends, Condemns, Strongly condemns, Decides, Declares, Demands, Denounces, Deplores, Discourages, Emphasizes, Encourages, Endorses, Expresses (alarm, appreciation, concern, gratitude, satisfaction), Invites, Notes, Notes with concern, Notes with appreciation, Notes with satisfaction, Reaffirms, Recognizes, Recommends, Reiterates, Rejects, Renews, Renews its invitation, Renews its commitment, Requests, Supports, Stress, Takes note, Takes note with appreciation, Underlines, Underscores the fact that, Urges, Welcomes.

(i) Wording of resolutions

- Generally speaking, a body usually "welcomes" an event or report at its first session subsequent to the event or issuance of the report and thereafter "recalls" the event or report.

- Similarly, the General Assembly or other organ "takes note" when the object is a report, a statement, or a decision taken by another body, which is being brought to its attention for the first time.

- **Personification.** A resolution or report does not decide/recommend/launch /convene/extend a mandate, etc, it is the author or body adopting the resolution or report who takes the action.
  Example:
  "UNEA resolution 6/14 requested the Executive Director to report…" should be changed to read "The United Nations Environment Assembly, in its resolution 6/14, requested the Executive Director to report…"

- **Takes note/notes.** In general, "takes note" is used when the object is a report, statement or decision. "Notes" is used in the sense of "observes".

- **A body should not take note of or welcome its own past decision.** More appropriate verb, such as "recalls" or "reaffirms", should be used.

- **Reiterates.** If UNEA uses the term "reiterating" or "reiterates" in a preambular or operative paragraph, it means that the Assembly is repeating something it has said in a previous resolution. If no such previous text can be found, a more appropriate verb such as "affirms" or "stresses" or "emphasizes" can be used.

- Special care must be taken, in drafting and editing resolutions, to ensure accuracy in terminology, particularly in the designation of persons, offices, bodies, organizations, titles of legal instruments, and the like.

- Names of organs, organizations, offices, and the like, must be given in full.

Annex 4 – Step-by-step guide on the e-Proposals module

- How to initiate a draft proposal: [Quickguide]
- How to make changes to your own draft proposal: [Quickguide]
- How to co-sponsor a draft proposal: [Quickguide]

More information on how to access e-deleGATE can be found on our FAQ page.