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English only

**Committee on the Peaceful
Uses of Outer Space**
Scientific and Technical Subcommittee
Fifty-third session
Vienna, 15-26 February 2016

Compendium on rules of procedure and methods of work related to the United Nations Committee on the Peaceful Uses of Outer Space and its subsidiary bodies

Note by the Secretariat

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I. Introduction

1. At its fifty-eighth session, held in Vienna from 10 to 19 June 2015, the Committee on the Peaceful Uses of Outer Space requested the Secretariat to make available for the sessions of the Committee and its Subcommittees, in 2016, a compendium containing the rules, procedures and practices, including the processing of documentation, of the Committee and its subsidiary bodies¹.

2. The present note is submitted by the Secretariat pursuant to that request. The compilation is comprised of quotations of the Committee and its Subcommittees reports' provisions and contains decisions on the organization of the work of these bodies.

3. The note is comprised of quotations from reports of the Committee and its Scientific and Technical and Legal Subcommittees, which contain decisions of these bodies on matters relating to their work².

II. Background information

1. The Committee on the Peaceful Uses of Outer Space is a subsidiary organ of the United Nations General Assembly, established by General Assembly resolution 1472 (XIV) of 12 December 1959³. In accordance with Article 22 of the United Nations Charter⁴, which is restated also in Rule 161 of the Rules of Procedure of the General Assembly⁵ "the General Assembly may establish such subsidiary organs as it deems necessary for the performance of its functions".⁶ Further, Rule 161 of the Rules of Procedure of the General Assembly establishes that "the rules relating to the procedure of committees of the General Assembly ... shall apply to the procedure of any subsidiary organ unless the Assembly or the subsidiary organ decides otherwise."

2. The General Assembly, in the founding resolution and subsequent resolutions related to the work of the Committee, did not provide for Committee rules of procedure. Neither has it made any request or recommendation to the Committee to adopt its specific rules of procedure. The Committee has not adopted a formal set of its own rules of procedure. Instead, it has taken decisions on its procedures as needed and has applied the Rules of Procedure of the General Assembly with flexibility. Throughout the years, the Committee and its Subcommittees reiterated, on a number of occasions, that flexible and inclusive approach to the conduct of businesses greatly facilitated the work of their bodies, while allowing to take into due consideration various views and opinions of member States.

3. According to the legal opinion of the Office of Legal Affairs, a General Assembly subsidiary organ is a master of its own procedures and free to depart from the Rules of Procedure of the General

¹ *Official Records of the General Assembly, Seventieth Session, Supplement No. 20 (A/70/20)*, [Fifty-eighth session of the Committee, 2015], para. 359.

² Annex I contains a document which was not adopted by the Committee, but has direct relevance to the Committee's organizational matters. See also conference room paper A/AC.105/C.2/2012/CRP.14.

³ Online texts of General Assembly resolutions on outer space: <http://www.unoosa.org/oosa/documents-and-resolutions/search.jspx?&view=resolutions>

⁴ Online text of the Charter: <http://www.un.org/en/charter-united-nations>

⁵ Online text of the Rules of Procedure of the General Assembly: <http://www.un.org/en/ga/about/ropga>. Also available in document A/520/Rev. 16 and Corrigendum.

⁶ "Subsidiary organs" are to be distinguished from principal organs specified in the United Nations Charter or from completely autonomous bodies established by separate international agreement. *United Nations Juridical Yearbook, 1979* (United Nations publication, Sales No. E.82.V.1), pp. 171-172, para. 5.

Assembly under rule 161.⁷ In addition, the standard practice of United Nations bodies is that each body may interpret the rules of procedure applicable to it, to the extent such interpretation does not constitute an amendment or suspension of the rules, which may only be done pursuant to relevant rules governing method of amendment and method of suspension.⁸

III. Rules of procedure and methods of work related to the United Nations Committee on the Peaceful Uses of Outer Space and its subsidiary bodies

Section I

Agenda of the Committee and its Subcommittees

1. The Committee agreed to apply to the organization of its work the same methods as proposed by the Scientific and Technical and Legal Subcommittees. In that regard, the Committee agreed that ... maximum flexibility should be applied in the scheduling of items.⁹
2. The Committee stressed the continuous need for maximum flexibility in the scheduling of agenda items for the sessions of the Committee and its Subcommittees in order to optimize the balance between the consideration of agenda items in plenary meetings and work conducted in working groups.^{10/11/12/13}
3. The Scientific and Technical Subcommittee noted with satisfaction that the Secretariat had taken measures, in close consultation with the Chair of the Subcommittee, to rationalize and optimize the Subcommittee's use of time, including by scheduling the symposium during the second week, by scheduling the item entitled "General exchange of views and introduction of reports on national activities" over a longer period of time during the session and by limiting the number of slots for statements per meeting.^{14/15/16}
4. (a) Any proposal for including additional items in the agendas of the Committee or its subcommittees should be accompanied by a work plan, goals to be pursued and a time frame for consideration of the proposed items.

⁷ *United Nations Juridical Yearbook, 1973* (United Nations publication, Sales No. E.75.V.1), p. 144, para. 4.

⁸ *United Nations Juridical Yearbook, 1989* (United Nations publication, Sales No. E.00.V.1), p. 366.

⁹ *Official Records of the General Assembly, Sixty-sixth Session, Supplement No. 20 (A/66/20)* [Fifty-fourth session of the Committee, 2011], para. 298.

¹⁰ *Official Records of the General Assembly, Sixty-ninth Session, Supplement No. 20 (A/69/20)* [Fifty-seventh session of the Committee, 2014], para. 390.

¹¹ Report of the Legal Subcommittee on its fifty-second session, held in Vienna from 8 to 19 April 2013 (A/AC.105/1045), para. 199.

¹² Report of the Legal Subcommittee on its fiftieth session, held in Vienna from 28 March to 8 April 2011 (A/AC.105/990), para. 194.

¹³ Report of the Scientific and Technical Subcommittee on its forty-eighth session, held in Vienna from 7 to 18 February 2011 (A/AC.105/987), para. 216.

¹⁴ Report of the Scientific and Technical Subcommittee on its forty-eighth session, held in Vienna from 7 to 18 February 2011 (A/AC.105/987), para. 215.

¹⁵ Report of the Scientific and Technical Subcommittee on its forty-seventh session, held in Vienna from 8 to 19 February 2010 (A/AC.105/958), annex I, para. 17.

¹⁶ *Official Records of the General Assembly, Sixty-fifth Session, Supplement No. 20 (A/65/20)* [Fifty-third session of the Committee, 2010], para. 315.

(b) Any additional item may be included in an agenda or any item already under consideration may be deleted from an agenda with the approval of the General Assembly.¹⁷

5. At its fifty-fourth session, in 1999, the General Assembly welcomed the new approach taken by the Committee in composing the agenda of the Scientific and Technical and Legal Subcommittees.¹⁸

6. The Committee also expressed the wish that in future, on a trial basis, the agenda of its next session be drawn up in a more detailed item-by-item form, expressly mentioning each of the questions to be studied, instead of the mere examinations of the reports of its two subcommittees.¹⁹

7. The Committee also recognized that delegations could express views on other matters, for example, during the general exchange of views, and recommended that such considerations should be reflected in the report of the Legal Subcommittee under a heading "Other matters".²⁰

Decision-making

1. ... the agreement stated by its Chairman at the 2nd meeting of the Committee on 19 March 1962 ... "... it has been agreed among the members of the Committee that it will be the aim of all members of the Committee and its sub-committees to conduct the Committee's work in such a way that the Committee will be able to reach agreement in its work without need for voting" (A/AC.105/PV.2)²¹

Pattern of meetings

1. (a) Consensus agreement should be reached on the agenda structures before determining the alternative meeting pattern.

(b) The new meeting pattern should be two weeks each for the Scientific and Technical Subcommittee and the Legal Subcommittee, in February and in March, respectively, and one and one half weeks for the Committee in June, with the total meeting time being five and one half weeks.

(c) The Committee may decide on an *ad hoc* basis to extend or shorten the duration of a particular session whenever there is such a need.^{22/23}

2. The Committee agreed that in the future every effort should be made to avoid scheduling of sessions of the Committee and its subsidiary bodies in periods during which official holidays fall.²⁴

¹⁷ *Official Records of the General Assembly, Fifty-eighth Session, Supplement No. 20 (A/58/20)* [Forty-sixth session of the Committee, 2003], appendix III, paras. 10-11.

¹⁸ A/RES/54/67 of 6 December 1999, paras. 4 and 15 and *Official Records of the General Assembly, Fifty-fourth Session, Supplement No. 20 and corrigendum (A/54/20 and Corr.1), annex I*.

¹⁹ *Official Records of the General Assembly, Thirty-third Session, Supplement No. 20 (A/33/20)* [Twenty-first session of the Committee, 1978], para. 83.

²⁰ *Official Records of the General Assembly, Thirty-seventh Session, Supplement No. 20 (A/37/20)* [Twenty-fifth session of the Committee, 1982], para. 60.

²¹ Report of the Committee on the Peaceful Uses of Outer Space (A/5181) [First and Second sessions of the Committee, 1962], para. 4.

²² *Official Records of the General Assembly, Fifty-eighth Session, Supplement No. 20 (A/58/20)* [Forty-sixth session of the Committee, 2003], appendix III, paras. 12-14.

²³ At its twenty-fifth session, in 1982, the Committee agreed that "The recommendation of the Committee concerning the three-week duration of the Legal Subcommittee has been taken in light of the present agenda and is without prejudice to the future sessions of the Subcommittee. It is understood that if the agenda so demands, future sessions of the Legal Subcommittee may be extended to a fourth week". – *Official Records of the General Assembly, Thirty-seventh Session, Supplement No. 20 (A/37/20)* [Twenty-fifth session of the Committee, 1982], para. 63.

3. The Committee noted the flexible measures regarding procedure adopted by the Legal Subcommittee at its thirty-third session, in 1994²⁵, and agreed that the work of the Committee and its subsidiary bodies should be conducted with maximum flexibility by their respective chairmen, with a view to concluding the sessions of those bodies as early as practicable, without prejudice to their giving full consideration to the items on their agendas.²⁶

Procedural terminology

1. The Committee welcomed the decision of its Legal Subcommittee on the terminology to be used in its reports when the views of delegations are referred to in them, as reflected in paragraph 18 of its report.²⁷ The decision of the Legal Subcommittee was as follows: “the term “The view was expressed” will be used when reference is made to a view expressed by only one delegation; the term “Some delegations” will be used when reference is made to a view expressed by more than one delegation; and when reference is made to a contrary view expressed by more than one delegation, the term “Other delegations” will be used. Terms such as “few”, “a number”, “certain”, “several”, “many”, “most” will no longer be used”. The Committee decided that this terminology will be henceforth used in its own reports, as well as the reports of its subsidiary bodies when referring to views of delegations²⁸.

2. The Committee agreed to include the names of regional groups in the paragraphs listing the speakers under each agenda item in the reports of the Committee and its subsidiary bodies.²⁹ The Committee agreed to extend these provisions to the Group of 77 and China and other interregional groups.^{30/31}

Records of the Committee and Subcommittees

1. In accordance with the decision made by the Committee in 2011,³² and on the basis of the proposal made at its request by the Secretariat to review the use of unedited transcripts,^{33/34} the

²⁴ *Official Records of the General Assembly, Forty-fifth Session, Supplement No. 20 (A/45/20)* [Thirty-third session of the Committee, 1990], para. 151.

²⁵ Report of the Legal Subcommittee on its thirty-third session, held in Vienna from 21 March to 5 April 1994 (A/AC.105/573), para. 12.

²⁶ *Official Records of the General Assembly, Forty-ninth Session, Supplement No. 20 (A/49/20)* [Thirty-seventh session of the Committee, 1994], para. 159.

²⁷ Report of the Legal Subcommittee on its seventeenth session, held in Vienna from 13 March to 7 April 1978 (A/AC.105/218), para. 18.

²⁸ *Official Records of the General Assembly, Thirty-third Session, Supplement No. 20 (A/33/20)* [Twenty-first session of the Committee, 1978], para. 82.

²⁹ *Official Records of the General Assembly, Sixty-fifth Session, Supplement No. 20 (A/65/20)* [Fifty-third session of the Committee, 2010], para. 325.

³⁰ *Official Records of the General Assembly, Sixty-sixth Session, Supplement No. 20 (A/66/20)* [Fifty-fourth session of the Committee, 2011], para. 299.

³¹ Report of the Scientific and Technical Subcommittee on its forty-eighth session, held in Vienna from 7 to 18 February 2011 (A/AC.105/987), para. 223.

³² *Official Records of the General Assembly, Sixty-sixth Session, Supplement No. 20 (A/66/20)* [Fifty-fourth session of the Committee, 2011], para. 297.

³³ Review of the use of transcripts of the Committee on the Peaceful Uses of Outer Space and its Legal Subcommittee. Working paper submitted by the Secretariat (A/AC.105/C.2/L.282).

³⁴ The use of unedited transcripts in lieu of verbatim records was introduced by the Committee at its thirty-ninth session, in 1996, and by the Legal Subcommittee at its thirty-sixth session, in 1997. See the report of the Secretariat on records of the Committee (A/AC.105/L.207) and General Assembly resolutions 48/222 B, 49/221 B, 50/27, 50/206 B and 51/123. In accordance with

Committee agreed to discontinue their use and to use digital recordings on a permanent basis. It also agreed that the digital recording application should be further enhanced.³⁵

2. In accordance with the decision made by the Legal Subcommittee in 2011,³⁶ and on the basis of the proposal made by the Secretariat to discontinue the use of unedited transcripts,³⁷ the Subcommittee agreed to use digital recordings on a permanent basis, and agreed that the digital recording application should be further enhanced.^{38/39/40}

Reports on national activities in outer space

1. The Committee agreed that the reports to be submitted by Member States on their national activities in outer space should comprise a summary of those activities and not exceed three pages.⁴¹ The Scientific and Technical Subcommittee recommended that only reports not exceeding three pages should be included in the official document.⁴²

Statements and scientific and technical presentations

1. The Committee agreed to apply to the organization of its work the same methods as proposed by the Scientific and Technical and Legal Subcommittees. In that regard, the Committee agreed that:

(a) As a general rule, statements should not exceed 10 minutes;

(b) The number of scientific and technical presentations should be limited to a maximum of three presentations per meeting, presentations should be closely linked to the agenda items of the Subcommittee, and they should not exceed 15 minutes in duration. The Chair should remind delegations if that length of time is exceeded;

Assembly resolution 51/211 B, the Chair of the Committee on Conferences, in his letter of 1 April 1997, invited all intergovernmental bodies entitled to written meeting records to consider the possibility of requesting the Secretariat to issue unedited transcripts of one meeting for comparison purposes, with a view to the possible substitution of such transcripts for their usual records in the future. At its fortieth session, in 1997, the Committee agreed, on the basis of a conference room paper prepared by the Secretariat entitled "Utilization of unedited verbatim transcripts", to continue the use of those transcripts in lieu of verbatim records and to further review its requirements for those transcripts at its forty-first session, in 1998 (A/52/20, paras. 167-170).

³⁵ *Official Records of the General Assembly, Seventieth Session, Supplement No. 20 (A/70/20)* [Fifty-eighth session of the Committee, 2015], para. 356.

³⁶ Report of the Legal Subcommittee on its fiftieth session, held in Vienna from 28 March to 8 April 2011 (A/AC.105/990), para. 198.

³⁷ Review of the use of transcripts of the Committee on the Peaceful Uses of Outer Space and its Legal Subcommittee. Working paper submitted by the Secretariat (A/AC.105/C.2/L.282).

³⁸ Report of the Legal Subcommittee on its fifty-fourth session, held in Vienna from 13 to 24 April 2015 (A/AC.105/1090), para. 235.

³⁹ *Official Records of the General Assembly, Seventieth Session, Supplement No. 20 (A/70/20)* [Fifty-eighth session of the Committee, 2015], para. 355.

⁴⁰ Para. 30 of A/RES/70/82 of 9 December 2015.

⁴¹ *Official Records of the General Assembly, Sixty-fifth Session, Supplement No. 20 (A/65/20)* [Fifty-third session of the Committee, 2010], para. 317.

⁴² Report of the Scientific and Technical Subcommittee on its forty-eighth session, held in Vienna from 7 to 18 February 2011 (A/AC.105/987), para. 217.

(c) Member States and observers of the Committee should communicate to the Secretariat their wish to make scientific and technical presentations and under which item the presentation is to be made, in advance of the session, in order to optimize the plan of work of the session;

(d) Speaking notes for scientific and technical presentations should be provided to facilitate simultaneous interpretation;

(e) A list of presentations should be made available to all delegations on the first day of the session, in case there are minor amendments to be made to the title, agenda item or presenter of the presentations listed, and that list should be closed by the adjournment of the last plenary meeting of that day. The Secretariat should not allow additional requests for presentations after that day.^{43/44/45}

2. The Scientific and Technical Subcommittee recommended that member States of the Committee should avoid duplicating detailed information provided in their reports on national activities with information provided in statements during the session of the Subcommittee.^{46/47}

Section II

Composition of the bureaux of the Committee and its subsidiary bodies

1. (a) The term of each of the five offices of the Committee and its subcommittees would be for a period of two years, with a pattern of equitable geographical rotation being established in the following order: (a) Group of African States; (b) Group of Asian States; (c) Group of Eastern European States; (d) Group of Latin American and Caribbean States; and (e) Group of Western European and Other States.

(b) The officers to be elected for the five offices should be determined by the regional groups in the following order⁴⁸: Chairman of the Committee; Second Vice-Chairman and Rapporteur of the Committee; Chairman of the Scientific and Technical Subcommittee; First Vice-Chairman of the Committee; and Chairman of the Legal Subcommittee.

(c) The agreement on all the officers should be reached two years prior to the officers' assumption of their respective responsibilities. That agreement should be reflected in the Committee's report accordingly. Since every aspect of the establishment of the bureaux should be agreed upon by consensus, each regional group should ensure that agreement within the group on the officer to be determined is reached two years prior to the beginning of the next term of the bureaux. This should ensure a consensus decision on the candidates from all five regional groups. In the case of later changes, such as in a case where an officer designated by a regional group is unable to assume his or her responsibilities for reasons of force majeure, the officer's country of origin and the respective

⁴³ *Official Records of the General Assembly, Sixty-sixth Session, Supplement No. 20 (A/66/20)* [Fifty-fourth session of the Committee, 2011], para. 298.

⁴⁴ *Official Records of the General Assembly, Seventieth Session, Supplement No. 20 (A/70/20)* [Fifty-eighth session of the Committee, 2015], para. 357.

⁴⁵ Report of the Scientific and Technical Subcommittee on its fifty-second session, held in Vienna from 2 to 13 February 2015 (A/AC.105/1088), paras. 275 and 276.

⁴⁶ Report of the Scientific and Technical Subcommittee on its forty-eighth session, held in Vienna from 7 to 18 February 2011 (A/AC.105/987), para. 218.

⁴⁷ Report of the Scientific and Technical Subcommittee on its forty-seventh session, held in Vienna from 8 to 19 February 2010 (A/AC.105/958), annex I, para. 18.

⁴⁸ See annexes II and III to the present document (reproduction of appendices I and II of *Official Records of the General Assembly, Fifty-eighth Session, Supplement No. 20 (A/58/20)* [Forty-sixth session of the Committee, 2003]).

regional group would designate another official as his or her replacement. Each regional group should determine a modality of decision-making to reach agreement on the candidate to be presented for consensus decision by the Committee, so that, in accordance with the traditional practice of the Committee on the Peaceful Uses of Outer Space and its subsidiary bodies, agreement on all officers of the bureaux can be reached through consensus. All member States of the Committee are eligible to be elected to any office in the bureaux.

(d) With a view to assisting the officers of the bureaux of the Committee and its subcommittees in the general conduct of the Committee's business and to actively promoting and ensuring coordination, continuity of expertise and experience, and equitable and greater participation in the work of the Committee and its subcommittees, the five officers of the bureaux would consult, as necessary, the incoming and outgoing officers in the context of their functional responsibilities within the Committee and its subcommittees. That group would hold consultations, with the participation of the Office for Outer Space Affairs, to informally discuss, from the interdisciplinary, intersectoral and inter-institutional perspective of its composition, any pertinent matters related to the peaceful uses of outer space and to the Committee and its subcommittees, without prejudice to the role and functions of the Committee and its subcommittees. The officers, including incoming and outgoing members of the bureaux, should inform the members of the Committee and the chairmen of the regional groups of the results of their consultations.⁴⁹

(e) Every aspect of the establishment of the bureaux should be agreed upon by a consensus of the Committee.

(f) The qualifications for candidates to the offices of the bureaux should include: (a) demonstration of interest in the work of the Committee and its subsidiary bodies; (b) recognized experience and background relevant to the work of those bodies; and (c) commitment to fulfilling the tasks entrusted during the tenure.

(g) When any officer cannot complete a term, the regional group holding the office concerned should nominate a candidate to be elected at the beginning of the session that immediately follows the termination of that officer's tenure; if such an election takes place in either of the subcommittees, it should be approved retroactively by the Committee at its session during the same year.

(h) The election of chairmen of working groups established by the Committee and the two subcommittees should be excluded from the above arrangements, and should follow the current practice.⁵⁰

⁴⁹ The Committee also agreed that "This agreement would complement the current arrangements concerning the terms of office, which are reflected in the subsection entitled "Composition of the bureaux" under section A, entitled "Working methods of the Committee and its subsidiary bodies", of the Chairman's package proposal, as contained in the report of the Committee on its fortieth session, in 1997. The other measures in section A of the Chairman's package proposal, contained in appendix III to the present annex, would remain unchanged". - *Official Records of the General Assembly, Fifty-eighth Session, Supplement No. 20 (A/58/20)* [Forty-sixth session of the Committee, 2003], annex II, paras. 5-8. The relevant rules from that arrangements are contained in subsections (e) – (h) to the present section.

⁵⁰ *Official Records of the General Assembly, Fifty-eighth Session, Supplement No. 20 (A/58/20)* [Forty-sixth session of the Committee, 2003], appendix III.

Membership of the Committee⁵¹

1. The Committee encouraged States that were considering to apply for membership in the Committee, as well as member States of the Committee, to consider the possibility of acceding to the five United Nations treaties on outer space, or at least some of them, if they had not done so.⁵²
2. ... interested States could continue to participate in the work of the Committee as observers.⁵³

Observer status

1. (a) The Committee, agreed that non-governmental organizations which request observer status with the Committee, should have consultative status with the Economic and Social Council and should, as part of their programmes, be concerned with matters falling within the competence of the Committee.⁵⁴

(b) The Committee recalled that such organizations should be recognized international non-profit organizations, have an established headquarters, an executive officer and a constitution or statutes, a copy of which should be before the Committee at the time that a request for observer status was considered.^{55/56}

(c) The Committee urged non-governmental organizations having permanent observer status with it that had not yet initiated the application process for consultative status with the Council to do so in the near future.⁵⁷

(d) The Committee agreed that observer status would be granted to non-governmental organizations on a provisional basis, for a period of three years, pending information on the status of their application for consultative status with the Economic and Social Council. The Committee agreed that the provisional observer status could be extended for an additional year, if necessary. The

⁵¹ For the evolution of membership of the Committee, as well as relevant documents on this matter, see: <http://www.unoosa.org/oosa/en/ourwork/copuos/members/evolution.html>

⁵² *Official Records of the General Assembly, Sixty-eighth Session, Supplement No. 20 (A/68/20)* [Fifty-sixth session of the Committee, 2013], para. 342.

⁵³ *Official Records of the General Assembly, Fifty-eighth Session, Supplement No. 20 (A/58/20)* [Forty-sixth session of the Committee, 2003], para. 244.

⁵⁴ *Official Records of the General Assembly, Forty-fifth Session, Supplement No. 20 (A/45/20)* [Thirty-third session, 1990], para. 137.

⁵⁵ *Official Records of the General Assembly, Sixty-first Session, Supplement No. 20 (A/61/20)* [Forty-ninth session, 2006], para. 305.

⁵⁶ At its thirty-third session, in 1990, the Committee considered guidelines for granting observer status with the Committee to international intergovernmental and non-governmental organizations. The criteria suggested by the Secretariat to the Committee were the following:

(a) As part of its programme, the organization should be concerned with matters falling within the competence of the Committee on the Peaceful Uses of Outer Space;

(b) The aims and purposes of the organization should be in conformity with the spirit, purposes and principles of the Charter of the United Nations;

(c) The organization should be a recognized international organization and should have an established headquarters, an executive officer, and a constitution, a copy of which is deposited with the Secretary-General of the United Nations. In the case of a non-governmental organization, it should be a non-profit organization.

⁵⁷ *Official Records of the General Assembly, Sixty-ninth Session, Supplement No. 20 (A/69/20)* [Fifty-seventh session of the Committee, 2014], para. 388.

Committee further agreed that it would grant permanent observer status to such non-governmental organizations upon confirmation of their consultative status with the Council.^{58/59}

(e) The Committee requested the Secretariat to present to it, on an annual basis, information on the consultative status with the Economic and Social Council of non-governmental organizations having permanent observer status with the Committee.⁶⁰

Participation in the work of the Committee

1. (a) The Committee agreed that each of the regional groups had responsibility actively to promote the participation in the work of the Committee and its subsidiary bodies of the member States of the Committee that were also members of the respective regional group. In that regard, the Committee agreed that the regional groups should consider the matter among their members.⁶¹

(b) The Committee agreed that the Chairman or other members of the bureaux of the Committee and its subsidiary bodies should hold ad hoc meetings with the chairperson of each of the regional groups concerning the enhancement of participation of member States of the Committee that were also members of the respective regional group.⁶²

Section III

Briefings by the Secretariat

1. The Committee agreed that the Secretariat should provide briefings for all interested Member States on issues to be discussed at sessions of the Committee and its subsidiary bodies and that full interpretation services should be provided at those briefings. Informal discussions on the work of the Committee and its subsidiary bodies might also be undertaken, as appropriate, after the conclusion of the sessions of those bodies.⁶³

⁵⁸ *Official Records of the General Assembly, Sixty-fifth Session, Supplement No. 20 (A/65/20)* [Fifty-third session of the Committee, 2010], para. 311.

⁵⁹ *Official Records of the General Assembly, Sixty-sixth Session, Supplement No. 20 (A/66/20)* [Fifty-fourth session of the Committee, 2011], para. 294.

⁶⁰ *Official Records of the General Assembly, Sixty-eighth Session, Supplement No. 20 (A/68/20)* [Fifty-sixth session of the Committee, 2013], para. 345.

⁶¹ Also see para. 46 of A/RES/59/116 of 10 December 2004, para. 52 of A/RES/61/111 of 14 December 2006, para. 58 of A/RES/62/217 of 21 December 2007, para. 56 of A/RES/63/90 of 5 December 2008, para. 45 of A/RES/64/86 of 10 December 2009, para. 41 of A/RES/65/97 of 10 December 2010, para. 29 of A/RES/66/71 of 9 December 2011, para. 31 of A/RES/67/113 of 18 December 2012, para. 30 of A/RES/68/75 of 11 December 2013, para. 34 of A/RES/69/85 of 5 December 2014 and para. 30 of A/RES/70/82 of 9 December 2015.

⁶² *Official Records of the General Assembly, Fifty-ninth Session, Supplement No. 20 (A/59/20)* [Forty-seventh session of the Committee, 2004], paras. 261 and 262.

⁶³ *Official Records of the General Assembly, Forty-ninth Session, Supplement No. 20 (A/49/20)* [Thirty-seventh session of the Committee, 1994], para. 161.

Annex I

Standards for the preparation and submission of manuscripts of United Nations documents and publications



UNOV/DGB.22*
UNODC/EDB.22
4 March 2010

Bulletin of the Director-General and Executive Director

Standards for the preparation and submission of manuscripts of United Nations documents and publications

1. The present bulletin, which supersedes bulletins UNOV/DGB.9-ODCCP/EDB.9 of 23 May 2000 and UNOV/DGB.14-ODCCP/EDB.14 of 8 August 2002, shall come into effect on the date of its issuance.
2. Manuscripts of United Nations documents are to be prepared using text processing or desktop publishing software in strict accordance with the submission standards detailed in the present bulletin. Manuscripts shall be transmitted for processing in electronic form through the Documents Conference and Production Management System (DCPMS). For access to DCPMS, staff members should contact the Documents Management Unit.

Types of documents

3. All documents bearing a United Nations masthead should be submitted for editing by the Editorial Control Unit. In addition, a wide range of other documents, including reports, information circulars and publications, are routinely edited in order to ensure that written material published by the United Nations is consistent in terms of presentation, style and tone.
4. The attention of all drafters is drawn to the following criteria, established in administrative instruction ST/AI/189/Add.17, for deciding whether material should be issued as a United Nations publication: a document must be of public interest, reach a standard of intellectual endeavour that reflects credit on the United Nations and not substantially duplicate material that has already been published.

Submission standards

5. In order to ensure timely processing, documents and publications must meet the submission standards contained in annex I to the present bulletin. Submissions that fail to meet these standards may be returned to the submitting office by the Documents Management Unit.

How and to whom documents should be submitted

6. The final version of a manuscript and a “Request for document services” (D1) form should be submitted electronically to the Documents Management Unit through DCPMS. Any special instructions regarding processing should be included in the space provided for that purpose on the D1 form. The name, room number and extension of the consulting officer and an alternate contact person should also be included on the form. Consulting officers and their alternate contact persons are responsible for the content of the manuscript and for answering any queries that might arise during the processing of the manuscript. They should also review contributions submitted by entities outside the Secretariat for quality and consistency.
7. If there is a delay in the editing process as a result of a consulting officer or alternate being unavailable to answer the editor’s queries, the submission date of the document will be changed accordingly.
8. If there are changes or additions to a manuscript already being processed that are deemed by the consulting officer to be absolutely necessary, they may be submitted to the Documents Management Unit, in which case they will be incorporated into the manuscript (and the submission date of the document will be changed accordingly) or considered for processing as corrigenda or addenda. Any such changes or additions should be marked clearly using the track changes option in the originally submitted manuscript.
9. Texts will be edited and prepared for publication in line with United Nations style and practice as set forth in administrative instructions and the *United Nations Editorial Manual Online*. In accordance with procedures established at United Nations Headquarters, edited documents or publications will not normally be returned to the consulting officer for review; they will be sent directly for translation, formatting and printing.

When documents should be submitted

10. Documents for consideration at a conference or meeting (also known as pre-session documents or parliamentary documents) should be submitted no later than 10 weeks prior to the start of that conference or meeting, or, in exceptional cases, by a date negotiated and agreed to with the Documents Management Unit. If a document is submitted late, the following should be kept in mind:
 - (a) The reasons for late submission should be included in a footnote to the document, as reiterated by the General Assembly in its resolution 57/283 B;
 - (b) The document will not have the same priority as documents submitted on or prior to the 10-week deadline.
11. Staff members submitting texts for processing are hereby reminded that all parliamentary documentation and publications must be forecast twice a year, through DCPMS. The forecast forms should contain information on the length of the document to be submitted, the services required (editing, translation, desktop publishing etc.) and the legislative mandate for each document. Accurate forecasts will make it easier for both submitting offices and units in the Conference Management Service to efficiently use available resources.

12. The deadline for texts other than pre-session documents is subject to the workload of all the involved units of the Conference Management Service (including the referencing, editorial, publishing, translation and reproduction services) and subject to the difficulty, length and urgency of the text concerned, among other considerations. The substantive office requesting these services may negotiate a deadline with the Documents Management Unit.

Length of documents

Documents originating in the Secretariat

13. Documents originating in the Secretariat should be no longer than 8,500 words (General Assembly resolution 52/214 B),⁶⁴ including footnotes and other references. Any document exceeding that limit must be submitted to the Documents Management Unit with a waiver, to be obtained from the Assistant Secretary-General for General Assembly and Conference Management. Submitting officers are encouraged to contact the Documents Management Unit well before requesting a waiver in order to explore whether measures might be taken to shorten the document.

Reports of intergovernmental bodies

14. Reports of subsidiary bodies, special rapporteurs and the like must not exceed 10,700 words (General Assembly resolution 52/214 B),¹ including footnotes and other references. For documents exceeding that limit, submitting officers should contact the Documents Management Unit well in advance of requesting the waiver from the Assistant Secretary-General for General Assembly and Conference Management. Doing so will enable the submitting office to identify, at an early stage, the steps that need to be taken in order to prepare reports, including those issued on behalf of intergovernmental and expert bodies, in accordance with the guidelines from the Secretary-General dated 21 April 2004 (annex II).

Graphic material, including maps

15. Graphic material (graphs, charts, maps etc.) that forms part of a document or publication should be submitted in digital form in one of the following formats that can be imported by Microsoft Word: JPG, TIF or EPS. All background data used to create the graphic material should be embedded in the Word or Excel manuscript file and also provided in separate files to allow complete processing of the manuscript.

16. Author departments must consult the Cartographic Section of the Department of Field Support before preparing maps for publication. All cartographic materials must be reviewed by the Cartographic Section before they are submitted for processing. The Section will provide advice on accuracy, copyright permission or notice, and disclaimers regarding political boundaries or the status of areas. For

⁶⁴ In its resolution 52/214 B, the General Assembly referred to 16 pages with regard to documents originating in the Secretariat and to 20 pages with regard to documents of intergovernmental bodies. Subsequently, the Assistant Secretary-General of the Department of General Assembly and Conference Management decided, in his interoffice memorandum of 15 October 2002 on the application of page limits for reports, that the word count equivalent of 16 pages was 8,500 words and the word count equivalent of 20 pages was 10,700 words.

detailed guidelines on the publication of maps, see administrative instruction ST/AI/189/Add.25/Rev.1.

Appendix I (to Annex I)

Submission standards

General submission standards for documents and publications

1. The following submission standards have been established in order to facilitate the editing and publishing process. For all manuscripts submitted for editing:

(a) Already published material or data should be cited accurately. Manuscripts should not contain extensive portions of text already published elsewhere, including on the Internet;

(b) Graphic material must be of good quality and copyright-free. Submitted images may be rejected on the grounds of poor quality or copyright infringement (please see para. 15 of this bulletin regarding acceptable file formats);

(c) Parliamentary documents modelled on previously edited versions of those documents should be based on the edited, not the draft, version of those documents. Authors and/or consulting officers should contact staff in the Documents Management Unit to obtain edited versions;

(d) All pages must be numbered, starting with 1;

(e) Indexes or tables of contents should not be created with the automatic index or table of contents function of Microsoft Word;

(f) The text must be presented in single-column format. All margins (top and bottom, left and right sides) must be at least 2 cm. The text should be typed in Times New Roman font;

(g) Summaries of deliberations in reports on conferences, meetings, workshops, symposiums, seminars, training courses etc. should be in reported speech and, even in the absence of summary records, should be concise;

(h) All tables, figures and annexes must have titles and be referred to in the main body of the publication or document. Tables should be numbered using arabic numerals (1, 2, 3 etc.). Figures (bar graphs, images etc.) and annexes should be numbered using roman numerals (I, II, III etc.). Figures based on Excel data should have the data linked and embedded in the submitted Word file. If this is not possible, the original Excel data files must also be submitted;

(i) If there are footnotes, they must be numbered consecutively. Excessive use of footnotes should be avoided;

(j) There should be no font in any colour other than black and no highlighting, background shading or watermarks;

(k) There should be no block caps (e.g. REPORT OF THE EXPERT WORKING GROUP);

(l) All annexes must be referred to in the main body of the document or publication;

(m) Any changes to a submitted document should be marked using the track changes option in Word. The default option of using balloons for showing insertions, deletions, formatting changes and comments should be disabled (in the options box for track changes, choose “Never” in the drop-down menu next to “Use Balloons (Print and Web Layout)”).

Draft resolutions, draft decisions and other proposals

2. Texts of draft resolutions, draft decisions and proposals will be edited and prepared in line with United Nations style and practice as set forth in the *United Nations Editorial Manual Online* and the *Guidelines for Secretaries of Intergovernmental Bodies*, prepared for the Department for General Assembly and Conference Management at United Nations Headquarters. Accordingly, for all draft resolutions, draft decisions and other proposals submitted for processing:

(a) The Secretary will be responsible for ensuring that the draft resolutions, draft decisions and other proposals received are in conformity with the Secretariat requirements and for informing delegates of proper procedures when such procedures are not followed;

(b) A revised text of a draft resolution, draft decision or other proposal should be issued with a .../Rev. symbol and must use the original, official text and clearly indicate all changes (including deletions and additions) to be processed. A document that is to be reissued for technical reasons should be handled in the same manner, with a marked-up text clearly showing all changes to be processed;

(c) The text must be submitted as a Word file with the appropriate masthead;

(d) The Secretary should encourage the sponsors to announce minor corrections to the text in a meeting of the body instead of issuing a formal corrigendum or a revision or reissuing the document for “technical” reasons;

(e) The sponsor of a draft resolution or draft decision should provide the title and indicate under which agenda item the draft resolution or draft decision is to be considered.

Submission standards for publications requiring cover and title pages only

3. One PDF file should be submitted containing all the inner text pages. The pages should be prepared ready for printing:

(a) Preliminary pages should be numbered in small roman numerals, italicized and centred at the bottom of each page (i, ii, iii etc.);

(b) The first page of the publication should be numbered as page 1 (often chapter I or part one).

4. The complete text for the front and back covers and title pages should be provided as a PDF file together with any photographs to be included on the cover pages (please see para. 15 of this bulletin regarding acceptable file formats). A

caption, as well as any copyright information that might be needed, should be provided for each photograph.

5. Any emblem to appear on the cover should be submitted in an EPS file.

Appendix II (to Annex I)



TO: Please see attached list

DATE: 21 April 2004

A:

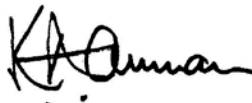
REFERENCE:

THROUGH:

S. C. DE:

FROM: The Secretary-General

DE:



SUBJECT: Guidelines for reports drafted and/or compiled in the Secretariat

OBJET:

1. Further to a discussion on the subject at the Steering Committee on Reform and Management meeting on 19 March 2004, attached please find the drafting guidelines for reports prepared and/or compiled in the Secretariat.
2. I am requesting you to ensure that reports prepared under your authority, including those to be issued in the name of intergovernmental and expert bodies, are drafted in strict accordance with the guidelines.
3. Please note that the Assistant Secretary-General for General Assembly and Conference Management will convene an inter-departmental task force to monitor, evaluate and report to me on overall compliance with the drafting guidelines and page limits.
4. I count on your full cooperation in this matter and look forward to reports on accomplishments.

cc: The Deputy Secretary-General
Mr. S. Iqbal Riza
Mr. Chen Jian
Ms. Angela Kane

Drafting Guidelines for Reports not totally within the Purview of the Secretariat

Reports (including those of intergovernmental/expert bodies) should be 'action-oriented' and limited to:

- 1) A brief discussion on organizational and procedural matters
- 2) Recommendations, including resolutions and decisions adopted
- 3) Policy recommendations emanating from multi-stakeholder dialogues and panels and roundtables rather than summaries of the meetings
- 4) New developments, finding and recommendations, particularly for recurrent reports
- 5) Quotations from United Nations official documents only when citing legislative authority

Reports should not include:

- 1) Summary of statements made at opening and closing meetings, unless pertinent to conclusions reached
- 2) Summaries of statements by individuals, preferring instead to list speakers for each item
- 3) General summary of statements under each item
- 4) Analysis or information provided unless required to support policy findings
- 5) Lengthy discussion on organizational and procedural matters
- 6) Repetition of already published texts or repetition of texts with only minor changes
- 7) Extraneous information that doesn't contribute to deliberations

In drafting reports, the following also applies:

- 1) Biennialization, triennialization and consolidation of reports are not a priori reasons to exceed page limits

Annex II

Future regional and functional rotation scheme of the Committee on the Peaceful Uses of Outer Space and its subsidiary bodies: 10-year cycle starting in the year 2004, by office

(GRULAC = Group of Latin American and Caribbean States; WEOG = Group of Western European and Other States)

<i>Office</i>	<i>First year: 2004 (agreement in 2003)^b</i>	<i>Second year: 2005 (agreement in 2003)^b</i>	<i>Third year: 2006 (agreement in 2004)^b</i>	<i>Fourth year: 2007 (agreement in 2004)^b</i>	<i>Fifth year: 2008 (agreement in 2006)^b</i>	<i>Sixth year: 2009 (agreement in 2006)^b</i>	<i>Seventh year: 2010 (agreement in 2008)^b</i>	<i>Eighth year: 2011 (agreement in 2008)^b</i>	<i>Ninth year: 2012 (agreement in 2010)^b</i>	<i>Tenth year: 2013 (agreement in 2010)^b</i>	<i>First year: 2014^a (agreement in 2012)^b</i>	<i>Second year: 2015 (agreement in 2012)^b</i>
Chairman of the Committee	Group of African States	Group of African States	WEOG	WEOG	GRULAC	GRULAC	Group of Eastern European States	Group of Eastern European States	Group of Asian States	Group of Asian States	Group of African States	Group of African States
First Vice-Chairman of the Committee	GRULAC	GRULAC	Group of Eastern European States	Group of Eastern European States	Group of Asian States	Group of Asian States	Group of African States	Group of African States	WEOG	WEOG	GRULAC	GRULAC
Second Vice-Chairman and Rapporteur of the Committee	Group of Asian States	Group of Asian States	Group of African States	Group of African States	WEOG	WEOG	GRULAC	GRULAC	Group of Eastern European States	Group of Eastern European States	Group of Asian States	Group of Asian States
Chairman of the Scientific and Technical Subcommittee	Group of Eastern European States	Group of Eastern European States	Group of Asian States	Group of Asian States	Group of African States	Group of African States	WEOG	WEOG	GRULAC	GRULAC	Group of Eastern European States	Group of Eastern European States
Chairman of the Legal Subcommittee	WEOG	WEOG	GRULAC	GRULAC	Group of Eastern European States	Group of Eastern European States	Group of Asian States	Group of Asian States	Group of African States	Group of African States	WEOG	WEOG

^a The system of rotation will follow the same sequence after the tenth year of the cycle; thus, the distribution of responsibilities will be the same in 2014 as in 2004, the same in 2016 as in 2006 etc.

^b Year in which agreement is to be reached within the regional groups and among the members of the Committee.

Future regional and functional rotation scheme of the Committee on the Peaceful Uses of Outer Space and its subsidiary bodies: 10-year cycle starting in the year 2004, by regional group

<i>Regional group</i>	<i>First year: 2004 (agreement in 2003)^b</i>	<i>Second year: 2005 (agreement in 2003)^b</i>	<i>Third year: 2006 (agreement in 2004)^b</i>	<i>Fourth year: 2007 (agreement in 2004)^b</i>	<i>Fifth year: 2008 (agreement in 2006)^b</i>	<i>Sixth year: 2009 (agreement in 2006)^b</i>	<i>Seventh year: 2010 (agreement in 2008)^b</i>	<i>Eighth year: 2011 (agreement in 2008)^b</i>	<i>Ninth year: 2012 (agreement in 2010)^b</i>	<i>Tenth year: 2013 (agreement in 2010)^b</i>	<i>First year: 2014^a (agreement in 2012)^b</i>	<i>Second year: 2015 (agreement in 2012)^b</i>
Group of African States	Chairman of the Committee	Chairman of the Committee	Second Vice-Chairman and Rapporteur of the Committee	Second Vice-Chairman and Rapporteur of the Committee	Chairman of the Scientific and Technical Subcommittee	Chairman of the Scientific and Technical Subcommittee	First Vice-Chairman of the Committee	First Vice-Chairman of the Committee	Chairman of the Legal Subcommittee	Chairman of the Legal Subcommittee	Chairman of the Committee	Chairman of the Committee
Group of Asian States	Second Vice-Chairman and Rapporteur of the Committee	Second Vice-Chairman and Rapporteur of the Committee	Chairman of the Scientific and Technical Subcommittee	Chairman of the Scientific and Technical Subcommittee	First Vice-Chairman of the Committee	First Vice-Chairman of the Committee	Chairman of the Legal Subcommittee	Chairman of the Legal Subcommittee	Chairman of the Committee	Chairman of the Committee	Second Vice-Chairman and Rapporteur of the Committee	Second Vice-Chairman and Rapporteur of the Committee
Group of Eastern European States	Chairman of the Scientific and Technical Subcommittee	Chairman of the Scientific and Technical Subcommittee	First Vice-Chairman of the Committee	First Vice-Chairman of the Committee	Chairman of the Legal Subcommittee	Chairman of the Legal Subcommittee	Chairman of the Committee	Chairman of the Committee	Second Vice-Chairman and Rapporteur of the Committee	Second Vice-Chairman and Rapporteur of the Committee	Chairman of the Scientific and Technical Subcommittee	Chairman of the Scientific and Technical Subcommittee
Group of Latin American and Caribbean States (GRULAC)	First Vice-Chairman of the Committee	First Vice-Chairman of the Committee	Chairman of the Legal Subcommittee	Chairman of the Legal Subcommittee	Chairman of the Committee	Chairman of the Committee	Second Vice-Chairman and Rapporteur of the Committee	Second Vice-Chairman and Rapporteur of the Committee	Chairman of the Scientific and Technical Subcommittee	Chairman of the Scientific and Technical Subcommittee	First Vice-Chairman of the Committee	First Vice-Chairman of the Committee
Group of Western European and Other States (WEOG)	Chairman of the Legal Subcommittee	Chairman of the Legal Subcommittee	Chairman of the Committee	Chairman of the Committee	Second Vice-Chairman and Rapporteur of the Committee	Second Vice-Chairman and Rapporteur of the Committee	Chairman of the Scientific and Technical Subcommittee	Chairman of the Scientific and Technical Subcommittee	First Vice-Chairman of the Committee	First Vice-Chairman of the Committee	Chairman of the Legal Subcommittee	Chairman of the Legal Subcommittee

^a The system of rotation will follow the same sequence after the tenth year of the cycle; thus, the distribution of responsibilities will be the same in 2014 as in 2004, the same in 2016 as in 2006 etc.

^b Year in which agreement is to be reached within the regional groups and among the members of the Committee.