Guidance on the submission of draft resolutions and decisions to UNEA-6

Radhika Ochalik, Secretary of Governing Bodies
Decision 5/4

10. Strongly encourages Member States to submit draft resolutions for consideration by the United Nations Environment Assembly at its sixth session (26 February to 1 March 2023), preferably at least ten weeks in advance of the sixth meeting of the Open-ended Committee of Permanent Representatives (19 to 23 February 2023)
Outcome of the stocktaking meeting for the process for review by the Committee of Permanent Representatives

(a) **Devote at least half a day of the meeting of the annual subcommittee** to identify areas suitable for the tabling of draft resolutions and decisions and indicate where possible, early intentions to submit draft resolutions and decisions

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

- **Announce the intention** to table a draft resolution or decision **at the annual subcommittee or at least 12 weeks in advance of UNEA**
- **Foster collaboration, consolidation of proposals, avoid duplication**
- **Submit** a draft resolution or a decision **at least 10 weeks in advance of UNEA**
- **Provide a concept note** explaining the rationale for the draft resolution
- **Avoid negotiations during weekends**
- **Selection of co-facilitators**
Procedure for the submission of draft resolutions and decisions

**Draft Submission**
- Sent by email by main sponsor
- With note verbale
- In Word
- Indicating main sponsor and co-sponsors

**Concept Note**
- Rational and concept
- Relation to UNEA-6 theme
- Relation to UNEP 23/25 programme of work
- SDGs
- Emerging global issues
- Relation to previous UNEA resolutions and decisions
- Financial requirements
- Main stakeholders for implementation

Submitted draft resolutions/decisions will be made available on the “Resolutions portal”
Within 2-3 weeks of the submission of the draft, the UNEP secretariat will prepare a “technical note” to facilitate the consultations and negotiation, and it make available on the Resolutions portal.

The technical note will provide the following information:

a) The suggested requests for UNEP to implement.

b) Relation to UNEP’s Medium-Term Strategy and Programme of Work and to existing UNEA resolutions/decisions, as relevant.

c) An initial legal assessment.

d) Preliminary budget implications outlined for implementing the draft.

e) Secretariat focal points
Preparatory process for draft resolutions/decisions

**November**
- Advance version of ED’s report on progress made on previous UNEA resolutions available

**December**
- 4th December: Deadline to announce submission of proposals
- 11th December: Deadline to submit proposals
- 18th December: Final deadline to submit proposals

**January/February 2024**
- Appointment of Co-facilitators
- Informal consultations, under the auspices of the CPR.

**January**
- January/February: Additional Bureau meetings

**February**
- 25th February: UNEA+CPR Joint Bureaux meeting
- 26th Feb – 1st March: UNEA
- 19-23 February: OECPR
UNEP Resolutions portal
Previously referred to as the PaperSmart Portal

• **Access:** [https://resolutions.unep.org/resolutions/](https://resolutions.unep.org/resolutions/)

• **Register:** To create an account, go to Login/Register and select “I want to create an account”.
  • Once you have created your account, please send an email to unep-gao-techsupport[a]un.org for the secretariat to process your request. If you already have an account and require a new password or any technical support, please contact unep-gao-techsupport[a]un.org

• **Login:** If you have a username and passport you will be able to login to access UNEA-6 draft resolutions and decisions that have been submitted.
**Documentation**


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<td>Executive Director’s report to the sixth session of the UN Environment Assembly - <em>to be issued</em></td>
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Thank you

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