

**UNITED NATIONS
DOCUMENTATION
OVERVIEW**

DOCUMENTS MANAGEMENT SECTION

TOPICS

Definitions

Document Symbols

Main types of documents

Submitting documents for processing

How to access issued official UN documents

WHAT IS A UN DOCUMENT?

***"A document is a text submitted for examination to a principal or subsidiary organ of the United Nations, it usually focuses on one or more issues on the agenda of the organ concerned."
(ST/AI/189/Add.3/Rev.2)***

WHAT IS A DOCUMENT SYMBOL?

Combination of numbers and letters

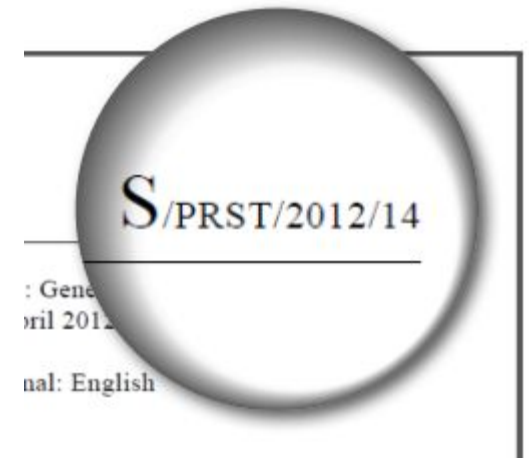
Unique identifier for a UN document

- 1 symbol for all languages

Indicates the organ to which the document is related.

More information

<http://research.un.org/en/docs/symbols>



DOCUMENT SYMBOLS: FIRST COMPONENT

Indicates the principal organ the document is being submitted to or the organ that is issuing the document.

- **A/- General Assembly**
- **S/- Security Council**
- **E/- Economic and Social Council**
- **ST/- Secretariat**

Some bodies have a special series symbol that does not reflect the parent organ

- **CRC/C/- : Committee on the Rights of the Child**
- **DP/- : United Nations Development Programme**
- **TD/- : United Nations Conference on Trade and Development**
- **UNEP/- : United Nations Environment Programme**

DOCUMENT SYMBOLS: SECOND COMPONENT

Second component

Secondary and tertiary components indicate subsidiary bodies:

- **-/AC. .../-** Ad hoc committee
- **-/C. .../-** Standing, permanent, or main committee
- **-/CN. .../-** Commission
- **-/CONF. .../-** Conference
- **-/Sub. .../-** Subcommission
- **-/WG. .../-** Working group
- **Etc.**

Examples

- **A/C.1/-**
General Assembly/First Committee
- **E/CN.9-**
ECOSOC/Commission on Population and Development

DOCUMENT SYMBOLS: SPECIAL COMPONENT

Special components reflect the nature of the document:

- **-/L. ...** Limited distribution (generally draft documents)
- **-/PRST/-** Statements by the President (Security Council, Human Rights Council)
- **-/PV. ...** Verbatim records of meetings
- **-/RES/-** Resolutions
- **-/SR. ...** Summary records of meetings
- etc.

Examples:

A/C.1/60/PV.1-

- **A/** - General Assembly
- **/C.1/** - First Committee
- **/60/** - 60th session
- **/PV.** - Verbatim Record
- **.1** - First meeting

DOCUMENT SYMBOLS: FINAL COMPONENT

The final component, appearing as a suffix to a symbol, reflects modifications to the original text:

- -/Add.
 - Addendum
- -/Amend.
 - Alteration, by decision of a competent authority, of a portion of an adopted formal text
- -/Corr.
 - Corrigendum (may not apply to all language versions)
- -/Rev.
 - Revision (replacing texts previously issued)

MAIN TYPES OF DOCUMENTS

Main types of UN Documents:

- Resolutions and Decisions
- Meeting records
- Letters
- Reports
- Presidential Statements

Detailed description of the different document types available in the UN Documentation Research Guide

- <http://research.un.org/en/docs>

RESOLUTIONS

Formal expressions of the opinion or will of United Nations organs

Issued as Individual documents

- General Assembly
 - A/RES/session/...
- Security Council
 - S/RES/...(year)
- Economic and Social Council (2012-)
 - E/RES/year/...
- Human Rights Council
 - A/HRC/RES/session/...

DECISIONS

Used to designate formal actions, other than resolutions, dealing with non-substantive or routine matters such as:

- Elections
- Appointments
- Time and place of meetings
- Taking note of reports

Normally not issued as separate documents

RESOLUTIONS AND DECISIONS: COMPILATIONS

The compilation volumes of resolutions and decisions of the principal organs (GA, SC, ECOSOC)

- Text of resolutions and related information (sponsors, votes)
- Text of decisions

Resolutions of other UN bodies are usually published in the report of the body to its parent organ.

More information

<http://research.un.org/en/docs/resolutions>

MEETING RECORDS

Meeting records contain

- Statements and speeches
- Actions taken

There are two types of meeting records:

- Verbatim records
 - Contains full, first-person account of the proceedings of a meeting:
 - .../PV.-
 - S/PV.5862
 - A/64/PV.101
- Summary records
 - Contains a third-person condensed version of the proceedings of a meeting:
 - .../SR.-
 - A/C.5/62/SR.25
 - E/2010/SR.22

SESSIONAL REPORTS

- **Subsidiary bodies submit reports to their parent organ;**
- **Usually Supplements to the Official Records of the parent organ;**

These reports contain:

- Resolutions and decisions adopted by the subsidiary body;
- Summary of the discussions held;
- May include draft resolutions that the subsidiary body recommends to the parent organ for adoption.

REPORTS OF THE SECRETARY GENERAL

The Secretary-General submits reports to the principal organs on topics mandated by resolutions

- On numerous topics:
 - Peacekeeping operations;
 - Political situations;
 - Technical subjects;
 - Legal topics, etc.
- No distinguishing symbol element for reports of the Secretary-General.

LETTERS

Letters may come from:

- Member States;
- Secretary-General;
- Presiding officers of UN organs and subsidiaries.

Letters may be addressed to:

- Secretary-General;
- Presiding officers of UN organs and subsidiaries.

Letters may transmit reports, statements or outcome documents

- of a subsidiary body;
- of a regional group meeting;
- of another international organization.

SUBMITTING DOCUMENTS FOR PROCESSING

The Department for General Assembly and Conference Management (DGACM) receives all official documents to be processed for United Nations (UN) meetings through the Documents Management Section (DMS) of the Central Planning and Coordination Division (CPCD). All documents regardless of type - slotted or non-slotted, are submitted electronically via gDoc directly to DMS.

SUBMITTING DOCUMENTS FOR PROCESSING

Mode

- MUST be submitted electronically through **gDoc – documents submission and tracking system**. Submissions via e-mail are not accepted.

Format:

- Must be in MS Word document ONLY;
- Single-spaced, Times New Roman 10-point font size (smaller font is permissible in tables and graphics) and correctly paginated;
- Use of tables instead of text boxes;
- Tables, charts and graphs should not be included as images. They should be editable and should be accompanied by the original files.
- If possible, should be based on the previous official version on ODS and clearly marked-up in track change.

SUBMITTING DOCUMENTS FOR PROCESSING: *DRAFT RESOLUTIONS*

- All draft resolutions must be based on the previous A/RES version on ODS;
- All changes must be clearly marked-up in track change;
- Minimum processing time for draft resolutions is 48 hours and more for lengthier documents, excluding weekends and official holidays. The 48-hour clock will begin once the document has been received by DMS and does not include the day of submission;
- All requests for Revisions, Reissuance, or Corrigendum should be cleared by the Chief of DMS.

SUBMITTING DOCUMENTS FOR PROCESSING: COMMUNICATIONS

- *“Member States should refrain, to the extent possible, from requesting the circulation of any individual communication as documents of the General Assembly and in lieu thereof, where circulation of such documents is desired, should, as far as possible, request such circulation under the cover of a note verbale in the official languages in which they submit them”* - Rules of Procedure of the General Assembly and para. 30 of Decision 34/401 on the rationalization of the procedures and organization of the General Assembly.
- Scanned copy of the original signed (**PDF version**) as well as the **Microsoft Word** versions should be emailed to SGCentral@un.org for communications to be issued as documents of the General Assembly or ECOSOC.
- Materials that are accessible to the public on websites or through the media, such as statements, press releases, social media and images, should be cited rather than included in the communications.

WHERE CAN I GET ISSUED OFFICIAL UN DOCUMENTS?

- **Official Document System (<http://documents.un.org>) – Repository of Official UN Documents**
 - For documents issued daily, please refer to the United Nations Journal: <https://journal.un.org/en/new-york/documents/2022-09-13>
 - eSubscription and RSS feeds – a simple and fast alternate way to access UN parliamentary documents electronically can be found at <http://undocs.org/>
- **Documents-on-demand services are provided through the Documents Assistance Centre (CB-0264) and at the Documents Counter (S-1B-032)**
- **Requests for hard copies of documents may be made via email at publishing@un.org with the following specific instructions: document symbol, languages required, quantity of each document, and the physical delivery address.**

OFFICIAL DOCUMENT SYSTEM (ODS)

1993 onwards

- All UN Documents

1946 onwards

- Resolutions;
- Security Council plenary documents;
- Meeting records of plenary meetings of the General Assembly;
- Supplements to the General Assembly Official Records.

Older documents are being scanned and made available on an ad-hoc basis

THANK YOU