

# United Nations Nations Unies

HEADQUARTERS • SIEGE NEW YORK, NY 10017

TEL.: 1 (212) 963.1234 • FAX: 1 (212) 963.4879

REFERENCE: ODA/28-2017/SG's reports

SUBJECT: Procedures for the processing of the reports of the Secretary-General on disarmament issues

The Office for Disarmament Affairs presents its compliments to the Permanent Missions of Member States to the United Nations and has the honour to refer to resolution 52/214 entitled "Pattern of Conferences", adopted by the General Assembly on 22 December 1997. In particular, this note refers to section B of the aforementioned resolution, regarding procedures for the issuance of reports of the Secretary-General.

In light of the budgetary constraints facing the Organization, the Secretariat is compelled to more strictly enforce and adhere to the cost-saving measures envisaged in the above-mentioned resolution. Consequently, the Secretariat will henceforth observe the following procedures for the issuance of the reports under the purview of the Office for Disarmament Affairs:

1. Reports not emanating from the Secretariat

The length of these reports (e.g., reports of conferences, groups of governmental experts and other mandated bodies), will be subject to a maximum of 10,700 words.

2. Reports issued under the following resolutions:

- 71/28 Development in the field of information and telecommunications in the context of international security;
- 71/29 Establishment of a nuclear-weapon-free zone in the region of the Middle East;
- 71/38 Measures to prevent terrorists from acquiring weapons of mass destruction;
- 71/39 Confidence-building measures in the regional and subregional context;
- 71/41 Conventional arms control at the regional and subregional levels;
- 71/58 Follow-up to the advisory opinion of the International Court of Justice on the *Legality of the Threat or Use of Nuclear Weapons*;
- 71/60 Observance of environmental norms in the drafting and implementation of agreements on disarmament and arms control;
- 71/61 Promotion of multilateralism in the area of disarmament and non-proliferation;
- 71/62 Relationship between disarmament and development;
- 71/67 Nuclear disarmament verification;
- 71/71 Follow-up to the 2013 high-level meeting of the General Assembly on nuclear disarmament; and
- 71/85 Strengthening of security and cooperation in the Mediterranean region.

The Secretariat will no longer be able to issue addenda in connection with these reports. Therefore, in order to facilitate the submission of the views on the issues outlined above by Member States, the deadline for submission is extended to **31 July 2017, hard copy and electronically, in Microsoft Word format**. Submissions received in other file formats cannot be processed. Kindly send the electronic version to Ms. Jenny Fuchs ([fuchs@un.org](mailto:fuchs@un.org)).

Also, to comply with the word count limits (8,500 words per report), it would be appreciated if the executive summary of your views do not exceed 300 words. Submissions received which exceed 300 words and for which no executive summary is provided can only be processed upon receipt of the executive summary. If the number of inputs exceeds the 8,500 word limit, the inputs will be attached to the report as an annex in English only.

The practice of posting a submission *in extenso* on the website of the Office for Disarmament Affairs will be continued, **unless an objection is communicated by the Permanent Mission's Government with regard to their submission**.

The views received after 31 July 2017 will be posted on the website of the Office for Disarmament Affairs in the original language received.

The Office for Disarmament Affairs avails itself of this opportunity to renew to the Permanent Missions of Member States to the United Nations the assurances of its highest consideration.

4 May 2017