

Practical suggestions concerning the final preparation
and deposit of submissions to the CLCS
through the Secretary-General of the United Nations

The structure, content and format of the submission are addressed by the rules of procedure of the Commissio

- In both cases access will be restricted to Permanent Mission personnel with the necessary UN grounds passes, to be obtained through the United Nations Protocol office. Existing UN grounds passes may need to be encoded at the reception of the DC2 building.
- Depending on the number of visitors checking in into the DC2 building or loading dock, it is advisable to factor 10-15 minutes for the access procedures.

Note verbale of transmittal

The submission needs to be accompanied by a note verbale addressed to the Secretary-General of the United Nations.

Verification of completeness of the submission and acknowledgement of receipt

The Division will ensure that the documentation is complete and will acknowledge receipt of the submission by note verbale.

In order to facilitate the verification that the submission has been received in its entirety, it is very important that the submission contain a **table of contents** with a detailed listing of all the submission's contents, including annexes, maps, charts, CDs, DVDs, bibliography (if any).

Number of copies and hard copy version and electronic version of the submission

Section I, paragraph 1.2, of Annex III to the rules of procedure of the Commission prescribes the number of copies necessary for both the hard copy version and the electronic version of the submission.

As States typically make their submission both in hard copy and electronic copy, attention is drawn to the following provision included in the above-mentioned Section: "One electronic copy should be made in a secure unalterable format (e.g., locked pdf file), and should be certified by the coastal State to be identical to the hard copy version; the other electronic copy should be open. In the case of any discrepancies between the secure electronic copy and the hard copy of the submission, the latter will be deemed to be the primary source, unless the coastal State indicates otherwise."

Data classified as confidential (S) (T) (C) (G) (h) (E) (F) (WB) (F) (electronic) (S) (A)

not been invoked, in order to expedite the work of the Commission and the preparation of the recommendations, a question arises as to whether the submitting State wishes to allow the possibility for members of the Commission to have access to all material also outside of United Nations Headquarters during the intersessional period. This access would take place on the understanding that the data and material will be used solely for the purposes of considering the submission and will not be shared with persons who are not members of the Commission or the Secretariat, in conformity with the general confidentiality requirements that apply to all submissions, including those not covered by Annex II to the rules of procedure. In order for the submitting State to allow such access to the material outside of the premises of the Division during the intersessional period, a declaration to this effect may be preferably included in the note verbale accompanying the submission.

Naming Conventions

Below are a few suggestions concerning the naming conventions that might be followed in the preparation of a submission. This is not a requirement, but merely a suggestion to facilitate the cataloguing and archiving of documents. In the examples below XXX should be replaced with a three-letter code to represent the name of the coastal State making the submission.

- Document: YYYY-MM-DD_XXX-DOC-001;
- PowerPoint Presentation: YYYY-MM-DD_XXX -PRE-001;
- Map: YYYY-MM-DD_XXX -MAP-001;
- CD/DVD: YYYY-MM-DD_XXX -DISC-001;
- Note verbale YYYY-MM-DD_XXX -NV-001;
- Letter: YYYY-MM-DD_XXX -LET-001.

Ideally the name of each letter, document, PowerPoint presentation and map should be printed on each page (in the header or footer thereof).

Important: in adopting a naming convention for the electronic version of the submission, it would be appreciated if the names of any folders/directories/files are kept short enough so that the total number of characters in the path leading to that file not to exceed 241 characters, to prevent that the data gets compromised during back-up operations on the servers of the Commission.

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In order to ensure their integrity and correct internal sequencing, all letters and documents should include page numbers in the footer or header.

If provided in a jewel box, the cover and spine of the box should contain the same information included on the label of the CD and a table of contents.

Maps/charts/illustrations

The hard copy of all maps/charts/illustrations should ideally be in colour if the electronic version is in colour too.

Focal point for joint submissions

In case two or more States decide to make a joint submission, it is strongly suggested that they appoint a focal point. For the sake of proper coordination, all communications between the delegations involved, on the one hand, and the Commission and/or the Secretariat, on the other hand, would take place through such focal point.

Financial assistance received from the Trust Fund for the purpose of facilitating the preparation of submissions

According to paragraph 27 of the Terms of Reference of the Trust Fund, upon submission