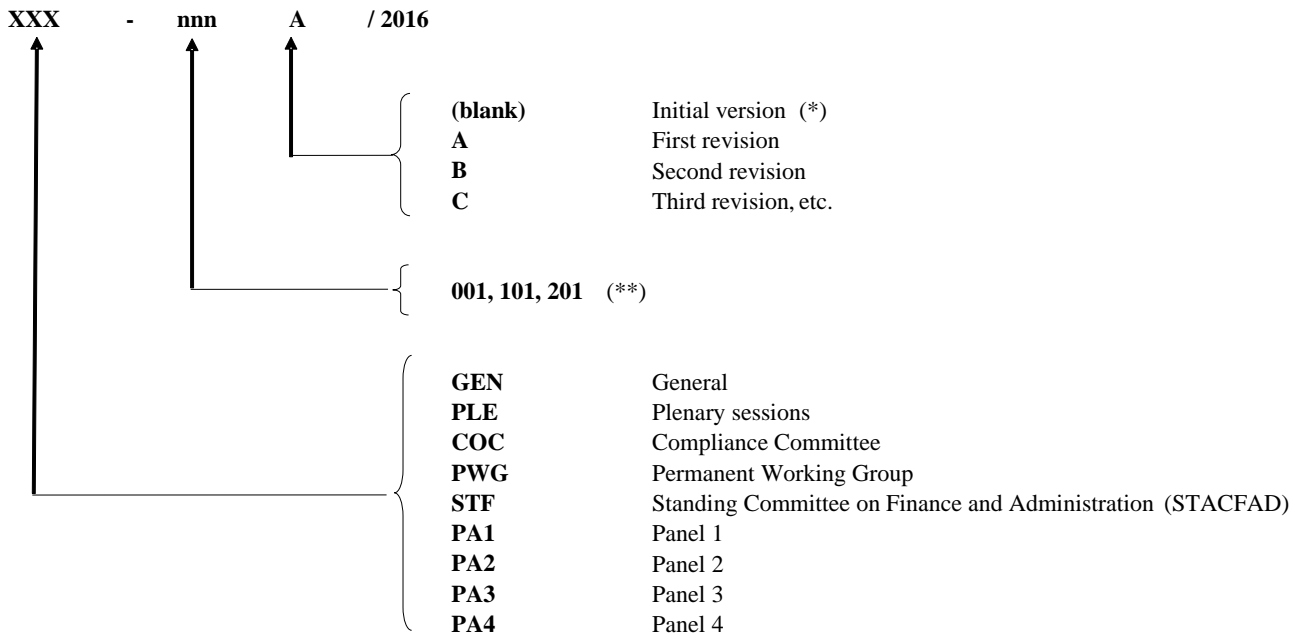


DOCUMENT NUMBERING


The Secretariat assigns numbers to documents using the following codes:



* A version is considered as an initial version until it is distributed for the first time.
 **In 2007, a numbering system by groups was established whereby numbers 001-099 correspond to GEN documents; 100-199 to PLE; 200-299 to STF; 300-399 to COC; 400-499 to PWG; 500-599 to PA1; 600-699 to PA2; 700-799 to PA3; and 800-899 to PA4.

Example: PLE-101B /2016 would be the second revision (version **B**) of the document with the serial number **101**, which is destined mainly for the plenary sessions (**PLE**).

For logistical purposes, at the start of the meeting the delegations must provide the Secretariat with the name/s of the person/s authorized to present proposals and/or documents for the meeting. To present documents to the meeting, the Delegations are kindly asked to request a form at the Secretariat Reception and to complete Section A (example below) of the form.



SECTION A (DELEGATE)

Submission Date:

Document Title:
 Author:
 Submitted by:

Confidential
 For Session:

- PLE
- PWG
- COC
- PA1
- PA2
- PA3
- PA4
- STF
- SCI
- GEN

This is for:

- Draft Executive Summary
- Draft Executive Recommendation
- Draft Report
- Statement
- Proposed changes to any of the above
- Other (Note in comments)

Distribution for:

- Distribution to all Delegates
- Distribution for Chair/Rapporteur
- Hold without translation
- Translate and hold
- Other (Note in comments)

Notes:

No document will be circulated unless this procedure is followed.

The revised versions of documents should be provided by the same delegations that have presented these documents. The Secretariat shall only take note of and include the changes that have been made during the final adoption.

In order to facilitate the translation work and avoid possible errors, Delegations are asked to work on and include changes to the last versions distributed during the meeting; these versions can be requested at the Secretariat Reception.

With regard to statements that are presented at the meeting, at the last Commission meetings some observers submitted texts in a format and structure that differed from what could be considered a statement. It is recalled that there are other channels for the submission of such type of information and Delegates are encouraged to adjust the content to a statement format. Observers are also reminded that although there is no limit to the number of statements presented during the meeting, the Secretariat reserves the right to select the statements to be translated and included in the Commission's report when there are a large number of statements submitted by observers.

In the 2010 meeting, the Commission decided to limit the number of paper copies of documents, with the exception of draft recommendations and resolutions. Copies had to be limited to three per delegation and one per observer. To assist in document distribution, delegations (in particular those that include a lot of delegates) are kindly requested to provide the Secretariat, before the meeting, with the name of the two delegates who, as well as the Head of Delegation, should receive a printed version of the documents.