WORKING GROUPS' PROCEDURE FLOWCHART

The Working Group (WG) meets in its assigned room.

The members elect a WG Representative (LINK), to moderate the discussions & negotiations. The WG Representative continues representing his/her country and making proposals.

The members elect a WG Secretary (LINK), to take notes of the proposals & draft the resolution. The WG Secretary continues representing his/her country & making proposals (a committee Secretary or clerk may be invited to perform this function).

Delegates brainstorm & propose ideas for the draft resolution: concentrate on the "operative clauses," first. Check document "Instructions for Drafting Resolutions."

Delegates ask questions or present comments to the proposals (The WG Representative is responsible for moderating the informal discussions).

The WG Secretary and the Representative write the proposals in a logical way. The Representative reads them to the WG so that the delegates can make final remarks or adjustments.

Delegates write the Preamble, as per the operative clauses. The Preamble is based on the documents included in the "List of Reading Documents."

Delegates discuss the final resolution with the OAS Specialist.

The WG Secretary includes the recommendations or changes suggested by the OAS Specialist in the draft resolution, and reads it to the Working Group. All countries in the WG must agree with the draft resolution.

The names of the WG countries are listed on the resolution in alphabetical order (Those countries must vote in favor of the resolution during the debate in the respective Committee, unless it was amended and the country delegation does not agree with it.)

The WG chooses 2 or 3 delegates (apart from the WG Representative) to answer questions during the debate of the resolution.

The draft resolution is forwarded to the Committee Chair.