

## **WORKING GROUPS PROCEDURES FLOWCHART**

WG members elect a <u>WG Leader</u>, to moderate the discussions & negotiations. The leader continues representing his/her country and making proposals.



The members elect a <u>WG</u>

<u>Secretary</u>, to take note of the proposals. The WG Secretary continues representing his/her country & making proposals (a committee Secretary or clerk may be invited to do this).



Delegates brainstorm & propose ideas for their clauses:
Concentrate on the "operative clauses," first (3 operative clauses and 1-2 clauses for the Preamble per WG). Check the "Instructions for Drafting Resolutions."



The OAS Specialist gives recommendations and proposes possible adjustments to the clauses prepared by the WG.



The WG Secretary and Leader merge the proposed clauses into one (1) document. The leader reads it to the WG, so that the delegates can make final remarks or adjustments.



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



The WG Secretary includes the recommendations and/or changes suggested by the OAS Specialist, and reads the final clauses to the WG.



The electronic version of the document is forwarded to the Committee Chair by the WG Leader.



The Committee Chair and
Secretary merge the clauses
presented by the three (3)
Working Groups into one draft
resolution.