



WORKING GROUPS PROCEDURES FLOWCHART

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



The members elect a WG Secretary, to take note of the proposals. The WG Secretary continues representing his/her country & making proposals. (The Committee Secretary performs the functions of WG Secretary for one of the WGs.)



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 document “How to write a Resolution.”



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 (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 Working Groups into one draft resolution.