



## MODEL OF THE PERMANENT COUNCIL FOR OAS INTERNS (MOAS/PC)

### WORKING GROUPS CHECKLIST

1. Working Groups (WGs) meet in their assigned room, as per the Order of Business. Discussions are less formal during this period of time.
2. The WG chooses a Working Group Leader to moderate the discussions and negotiations. The leader continues representing his/her country and making proposals.
3. The WG chooses a Working Group Secretary among the delegates. This delegate will be in charge of taking note of the proposals made by the members. The secretary continues representing his/her country and making proposals. (The Committee Secretary performs the functions of WG Secretary for one of the WGs.)
4. Delegates brainstorm and propose ideas to be included in the operative clauses. Each WG will propose 3 operative clauses and 2 clauses for the Preamble (Check document "Instructions for Drafting Resolutions"). *Important:* Delegates write the Preamble, as per the operative clauses. Preamble is based on the documents included in the "List of Reference Documents."
5. Delegates ask questions or present comments to the proposals.
6. 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.
7. The OAS Specialist gives delegates recommendations and proposes possible adjustments to the clauses prepared by the WG.
8. The WG Secretary includes the recommendations and/or changes suggested by the OAS Specialist, and reads the final clauses to the Working Group.
9. The electronic version of the document is forwarded to the Committee Chair by the WG Leader.
10. The Committee Chair and Secretary merge the clauses presented by the three WGs into one draft resolution.