

**Note on methods of examination and adoption for draft contributions**

Pursuant to article 10.2 of the rules of procedure, each national delegation of Members States can table a draft contribution to the COSAC.

To increase efficiency of COSAC proceedings, it appears necessary to clarify requirements for tabling and reviewing of possible draft contributions. The purpose is to enable a real research work prior to review by the COSAC.

1) First, possible drafts will be sent to the presidency before **September 15<sup>th</sup>** by e-mail when possible (*contributions@cosac.org*), if not, by fax. All possible drafts would be dealing with one of the **themes on the agenda of the COSAC**. To prevent any delay in the circulation of the documents, it is required to send drafts **both in French and in English**. Finally, the draft should not exceed **one page** : experience has shown that delegations find too long texts more difficult to review.

2) The presidency will send drafts contributions to delegations by mail on **September 18<sup>th</sup>** and will make them available that day on the COSAC web site ([www.cosac.org](http://www.cosac.org)). To guarantee delegations «a reasonable period for scrutiny and remarks » (article 10.3 of the rules of procedure), they will send their possible comments on the drafts contributions, in French or in English, **before October 6<sup>th</sup>**. All of these comments will be sent to delegations on **October 9<sup>th</sup>** and made available that day on the COSAC web site.

3) The preparatory meeting of chairmen of delegations, in pursuance of art.10.4 of the rules of procedure, will take place on **Monday, October 16<sup>th</sup> at 6 pm**, after the first day of debates of the COSAC. Contributions will be decided upon by the COSAC on **Tuesday, October 17<sup>th</sup> at 11.15 am** in pursuance of art. 10.5 of the rules of procedure.