

Guidance with regard to contributions

A draft version of the contributions to be adopted at the LV COSAC is distributed to the delegations. Based on the best practices and previous experience during recent COSAC meetings, the Presidency Parliament would like to inform delegations on the approach followed for the upcoming COSAC in order to facilitate the process to adoption of the contributions. The approach follows the Rules of Procedure (Rule 7) of COSAC.

Procedure for adoption of the contributions

The procedure for the adoption of contributions in The Hague is as follows:

- Kindly find a draft version of the contributions attached to the email to delegations.
- Delegations may submit written amendments in English and/or French to this document to the Presidency using the email address conclusions@parleu2016.nl, with a copy to the COSAC Secretariat at secretariat@cosac.eu. Please refer to the instructions below to format any amendments.
- Kindly note that the deadline for amendments is 6 June 2016, 12.00 hrs. CET
- Amendments, at least those received before the deadline, will be made available at the beginning of the conference in English and French.
- The Troika, during its meeting on 12 June, will discuss a draft compromise text prepared by the Presidency, taking into account the amendments received.
- The new draft text (as well as all amendments received) will be circulated in English and French after the Troika meeting (the original text, amendments and new draft text will be also laid out in a table).
- Delegations may submit written amendments to the new draft text until Monday 13 June, 12.00 hrs.
- The compromise text and any new amendments will be discussed during the preparatory meeting of the Chairpersons on Monday 13 June from 16.30 – 18.00 hrs.
- The final (amended) compromise text will be distributed to all participants and tabled to the plenary for adoption on Tuesday 14 June at noon according to Rule 7.5 of the RoP.

Formatting instructions for amendments

Delegations are asked to submit their amendments in the form of a word document, a short explanation on the proposed amendments would be appreciated. The document should contain only those paragraphs for which amendments are requested. The paragraphs containing changes should be quoted in full, including the original number of the paragraph.

Additions to the original text should be marked in bold and italics. Deletions should be put in strikethrough, bold and italics.

New paragraphs should be numbered according to the proposed position in the text. For example, a new paragraph that is intended to be placed between the original paragraphs 3 and 4 should be numbered 3.a. In case other paragraphs should be inserted in the same position, they are numbered 3.b, 3.c etc.