COUNCIL

105th Session

DISTRIBUTION AND NUMBERING OF

IOM GOVERNING BODY DOCUMENTS

**DISTRIBUTION AND NUMBERING OF
IOM GOVERNING BODY DOCUMENTS**

1.   Following the entry into force of the amendments to the IOM Constitution and the abolishment of the Executive Committee, an internal review of the governing body documents system was carried out at the beginning of 2014. Some of the considerations taken into account during this review, as well as the outcomes, are described below.

Distribution

2.   During the IOM informal consultations on SCPF matters held on 13 February 2014, IOM took the opportunity to inform participants of its continuous efforts to streamline the production and distribution of IOM governing body documents.

3.   It was noted that, over the past year, documents for the SCPF and for the Council had been sent by post as well as by e-mail to Permanent Missions and focal points of Member States. In addition, all documents had been posted on the IOM website, under the relevant governing body section (www.iom.int/cms/governingbodies).

4.   In an effort to further improve and rationalize these processes to ensure cost-efficiency, as well as promote greater sustainability and reduce environmental impact, IOM has reduced the number of documents printed and sent by post to Member States.

5.   Short documents (less than 30 pages) are therefore exclusively sent by e-mail, while larger documents, including the Programme and Budget, the annual Financial Report, the Revision of the Programme and Budget and the Report of the Director General on the work of the Organization for the year, continue to be distributed in hard copy by post and electronically by e-mail.

6.   It was acknowledged, however, that this procedure might pose a challenge for small Permanent Missions in Geneva. In view of this, a limited number of Permanent Missions registered with the IOM Meetings Secretariat in order to continue to receive by post hard copies of the shorter SCPF and Council documents.

New numbering system

7.   The review also looked at the existing coding system used for documents, with the main objective of simplifying the process to identify and find documents prepared for each IOM governing body meeting. Following this analysis, some changes were introduced during the first half of 2014. The main changes are as follows:

(a)   The first part of the reference code is now C/ for Council documents (instead of MC/) and S/ for SCPF documents (instead of SCPF/);

(b)   The session number has been added to the reference code;

(c)   The numbering of documents will start at 1 for each session.

8.   The reference code therefore has the following components:

(a)   The first component indicates the organ to which the document is submitted:
- C/ for the Council
- S/ for the SCPF

(b)   The second component indicates the session number, for example:
- 105/ for the regular Council session
- 104S/ for the special Council session
- 15/ for the SCPF session

(c)   Additional components may be added depending on document type:
- RES/ for a resolution
- INF/ for an information document
- CRP/ for a conference room paper
- L/ for a draft resolution

(d)   Lastly, the document number is included:
- XX/XX/document number, plus (if required):
  – Rev.1 for a revision
  – Amdt.1 for an amendment
  – Corr.1 for a corrigendum

9.   For example, using this system, C/104S/1 is the reference number of the first document prepared for the Council's 104th (Special) Session (instead of MC/2400, the number that would have been allocated using the previous system).

10.   It should be noted that all documents issued for private sessions still bear the mention "RESTRICTED" under the document number.

Conclusion

11.   An information note was distributed to all Member States in April 2014 to outline and explain the above changes. The new system has been put in place and now forms the basis of the numbering and distribution of all IOM governing body documents.