

**COUNCIL**

**109th Session**

**DISTRIBUTION, CLASSIFICATION AND NUMBERING OF  
GOVERNING BODY DOCUMENTS**

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\* Please note that this document supersedes document C/106/INF/10 of 8 September 2015.



## **DISTRIBUTION, CLASSIFICATION AND NUMBERING OF GOVERNING BODY DOCUMENTS**

1. The present document provides an update to document C/106/INF/10 of 8 September 2015. It summarizes current practices and describes the latest changes concerning document distribution and classification which have been implemented by the Organization to ensure transparent and streamlined processes.

### **Distribution**

2. In 2014, in an effort to improve and rationalize document distribution processes and ensure cost-efficiency, as well as to promote greater sustainability and mitigate negative environmental impacts, IOM reduced the number of documents printed and sent by post to Member States.

3. Since then, short documents (less than 30 pages) have been sent to Member States by email, while longer documents, including the Programme and Budget, the Financial Report and the Revision of the Programme and Budget, are distributed both in hard copy by post and electronically by email. Governing body documents will continue to be distributed to Member States in this way.

### **Classification**

4. Historically, documents produced for the Council have been unrestricted and available to all on the IOM website, with limited exceptions for documents containing confidential information. All documents produced for the Standing Committee on Programmes and Finance, on the other hand, have historically been designated as “RESTRICTED” and have been password-protected on the IOM website. Classification was thus assigned according to whether the session for which the document was produced was open or closed, without regard to whether the document contained confidential information. This has led to inconsistencies and the unnecessary withholding of non-confidential information; for example, the Revision of the Programme and Budget is a restricted document, whereas the Programme and Budget is publicly available.

5. In furtherance of the Organization’s commitment to transparency and to further rationalize the distribution process, as of October 2018, classification will follow the general principle that documents be classified according to the sensitivity of the information they contain, and not according to the open or closed nature of the meeting for which they are produced. Accordingly, all documents issued for governing body meetings will be made publicly available on the IOM website, except those containing confidential information. It should be noted that documents from previous sessions will remain password-protected on the IOM website. To encourage discussions and the exchange of ideas, documents produced for the working groups will continue to be designated as “RESTRICTED” and will still be password-protected on the IOM website. Once proposals have been made by the working groups, these will be presented in standard governing body documents.

### **Numbering system**

6. The symbols used to identify governing body documents (found in the masthead, in the top right-hand corner of the cover page) remain unchanged and still contain the following components:

- (a) The first component indicates the organ to which the document is submitted:
- C/ for regular Council sessions
  - C/SP/ for special Council sessions
  - S/ for sessions of the Standing Committee on Programmes and Finance

- (b) The second component indicates the session number, for example:
- 109/ for the regular Council session
  - 3/ for the special Council session
  - 23/ for the session of the Standing Committee on Programmes and Finance
- (c) Additional components may be added depending on the document type:
- RES/ for a resolution
  - INF/ for an information document
  - CRP/ for a conference room paper
  - L/ for draft documents (such as resolutions or reports)
- (d) The next component indicates the document number, which starts at 1 for each new session (and for each type of document)
- (e) Lastly, the document symbol may include the following component at the end of the sequence, if required:
- Rev.1 for a revision
  - Amdt.1 for an amendment
  - Corr.1 for a corrigendum

7. It should be noted that the components used for the symbols of working group documents differ slightly from those described above. For example, the symbol WG/BR/2018/3 comprises the following elements.

- (a) The first component, which indicates that the document relates to a working group;
- (b) The second component, which is an abbreviation to identify the working group (in this example the Working Group on Budget Reform);
- (c) The third component, which indicates the year in which the document was produced;
- (d) The final component, which is the document number (the numbering for each working group starts at 1 at the beginning of each year and runs consecutively until the end of the year).