International School Hilversum MUN

NEW DELEGATE BOOKLET

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Research

The delegate must be well informed on their assigned country or NGO and the issues to be debated.

Country Policy
General Information
- Is it an MEDC (developed country), LEDC (less developed country) or NIC (newly industrialized country)
  - Example: percentage of the population below the poverty line, literacy rate
- What type of government does it have?
  - Example: democracy, dictatorship
- Which nations are my allies?
  - Example: main trading partner?
- What are the greatest difficulties my nation faces? o example: Rebels?
  - Example: Trans-national disputes

Geological Information
- Location
  - Example: continent, is it landlocked, neighbouring countries
- Natural resources
  - Example: oil

Economic Information
- What do we export?
- Is it a stable economy?
- Who are our main trade partners?

Cultural Information
- What is the predominant religion in my country?
- Which ethnic groups live in my country?
- Are there difficulties in the relations between the various ethnic groups?

Information Concerning the Issues
- Is my country directly involved in the Issue?
- Is my country indirectly involved?
  - Example: the problem concerns one of your allies, your economy indirectly suffers from it, the problem concerns a neighbouring country
  - Example: negotiation nation, peacekeeper nation, aid workers
- Has my nation signed any treaties concerning the issue? Why/Why not?

The Issues

- What is the issue?
- What is the background to the issue?
- Is the issue related to recent events?
- Who is involved in the issue?
  - Example: NGOs, countries unions, etc
- What has been done to solve the issue?
  - Example: conventions, agreements, resolutions
- Has anything been effective? Why or why not?

Where to Research

Research reports made by the chairs will be uploaded to ishmun.nl prior to the conference. Make sure to read this. Below are some useful and reliable sources for further research.

United Nations (UN)	www.un.org/
Official UN documents	http://documents.un.org/
Global Policy	www.globalpolicy.org
International Monetary Fund (IMF)	www.imf.org/external/index.htm
World Health Organization (WHO)	www.who.int/en/
Amnesty International	www.amnesty.org/
Greenpeace	www.greenpeace.org/international/
Human Rights Watch (HRW)	www.hrw.org/
European Union	http://europa.eu/index_en.htm
Embassy world	www.embassyworld.com
CNN	www.cnn.com
BBC - country profiles	http://news.bbc.co.uk/2/hi/country_profiles/default.stm

Position Paper

Position paper: A compilation of your research that summarizes your nation's viewpoint on a particular issue and forms the basis of the clauses or draft resolution on that topic. Delegates should share their Position Papers only with those directly concerned in the lobbying and negotiation process. These Position Papers are not meant for general distribution.

Policy Statement: A short speech that may be held before the committee to clarify your nation's point of view on an issue and should not exceed one minute. It is advised that this statement be prepared in advance.

Each delegate must write a brief, yet comprehensive Position Paper for the issues on their committee's agenda. This serves three important purposes:

1. Writing a Position Paper generally allows the delegate the opportunity to think out his policy more thoroughly.
2. It is in the interest of every delegation to have a document that contains that country's policy on all issues at the conference so that there will be consistency among the various members of the delegation on all policy lines. Ideally, all delegates should have some familiarity with all the issues so that they will feel comfortable in representing their country's view, when asked, even if they are not specifically prepared on a particular issue. This is also useful in the GA, where the delegates from the three separate GAs will have to debate on all the topics discussed previously.
3. A Position Paper serves as an outline for the preliminary draft resolution.

The different components that should be included in a Position Paper:
1. An explanation and definition of the question and its key terms exactly as they appear on the committee agenda. In a discussion of the creation of a nuclear free zone (NFZ) in Central Europe, for example, it is essential for a delegate to define terms such as NFZ, what would or would not be part of an NFZ, and the limits of what constitutes "Central" Europe.
2. A summary of recent international events related to action on the question.
3. Some reference to key documents relating to the issue (these should be underlined).
4. A general statement of the country's position on the issue.
5. Specific suggestions for a solution to the question (to serve as the first draft for the operative clauses of a resolution).

Resolution

Resolutions are the foundation on which every UN action is based. They are statements made by the different committees expressing the desire to change a certain situation and prescribing ways by which it can be done. Debating and adopting resolutions is therefore the main activity of UN delegates.

A resolution is one very long sentence divided into clauses indicating what the problem is and how to solve or work towards solving it.

In a MUN conference, a resolution shows how your country/NGO thinks about a topic. It reflects your policy statement with more depth. Resolutions are a base for discussion. It is a tool to achieve an agreement or a compromise between the member states on a certain issue. At a MUN, resolutions may not go into the specifics of financing, as it is assumed that the UN has unlimited funding for the sake of the debate of ideas. Resolutions concern one issue and have a strict format (see page 8) that must be followed. Resolutions are composed of three main parts: the heading, preambulatory clauses and operative clauses.

Headings

The heading of a resolution must contain the following:
1. The forum where the resolution is to be debated (e.g. ECOSOC, Security Council)
2. The question the resolution is dealing with, the main submitter and the co-submitters
3. Start by addressing the forum (which is the beginning of the sentence).

Remember that resolutions can only be debated if they have eight submitters. NGOs are not allowed to be a main or co-submitter of a resolution.

Preambulatory Clauses

Preambulatory clauses are the clauses that start off the resolution and do not take action. They will, for example, define the issue, recognize it as important, or take note of previous actions or decisions taken concerning the issue. Essentially, they describe what the submitters consider the problem to be and mention thoughts or assumptions concerning the problem.

Preambulatory clauses are not numbered, and must start with present of perfect participles (e.g. approving, concerned) or with adjectives (e.g. aware, alarmed). They end with a comma and are separated by a blank line (see page 8). Usually, they are not paid attention to during the formal debate as they only provide information. The list on the following page can be used to start the preambulatory clauses. You may add words such as 'deeply', 'firmly', 'fully', 'further', etc to these words.

Example Preambulatory Clauses

Acknowledging	Expressing its appreciation	Noting with satisfaction
Affirming	Expressing its concern	Observing
Alarmed	Expressing its hope	Observing with approval
Approving	Expressing its satisfaction	Pointing out
Aware	Fulfilling	Praising
Bearing in mind	Fully alarmed	Reaffirming
Believing	Fully aware	Realising
Concerned	Fully believing	Recalling
Confident	Guided by	Recognizing
Conscious	Having adopted	Referring
Contemplating	Having considered	Regretting
Convinced	Having considered further	Seeking
Declaring	Having examined	Stressing
Deploring	Keeping in mind	Taking into account
Desiring	Noting	Taking into consideration
Disturbed	Noting with alarm	Taking note
Emphasizing	Noting with regret	Viewing with concern
Expecting		Welcoming

Operative Clauses

Operative clauses are the third part of the resolution, on which the debate is focused. They ask for the action needed to solve the issue. Each clause addresses a certain aspect of the issue; therefore, one clause should not call for a variety of measures but stay focused on one particular aspect. A minimum of three operative clauses are required in a resolution.

When writing operative clauses, you should make sure to stay concrete and rational. If you call for a certain action, also explain briefly how you think it should be carried out. The final clause is usually a sort of conclusion, reserved for expressing hope that countries will cooperate on the issue, although this is not mandatory.

Operative clauses are numbered, must start with a verb in the third person present tense (e.g. declares, stresses), and end with a semi-colon (;). The last operative clause ends with a full stop (.). The clauses are also separated by a blank line and are placed further from the margin than the preambulatory clauses. The following words can be used to start an operative clause. Words with an asterix (*) are only allowed in the Security Council.

Example Operative Clauses

Accepts	Deplores*	Recognizes
Affirms	Designates	Recommends
Appreciates	Draws the attention to	Regrets
Approves	Emphasizes	Reminds
Asks	Encourages	Requests
Authorizes	Endorses	Resolves
Calls for	Expresses its concerns	Solemnly affirms
Calls upon	Expresses its hopes	Solemnly condemns*
Condemns*	Insists*	Stresses
Confirms	Invites	Supports
Congratulates	Notes	Takes note of
Considers	Proclaims	Transmits
Declares	Proposes	Trusts
Demands*	Reaffirms	Urges

FORUM: Environmental Commission
QUESTION OF: Working to reduce the vulnerability of LEDCs in the face of climate change through sustainable development
MAIN SUBMITTER: Indonesia
CO-SUBMITTERS: Mozambique, Algeria, Bangladesh, Turkey, Qatar, UAE, Pakistan and Romania

THE ENVIRONMENTAL COMMISSION,

Recognizing that doing nothing to solve the vulnerability of LEDCs (Less Economically Developed Countries) would lead to disasters with devastating consequences,

Pointing out that most developing countries are unable to take informed decisions to deal with the consequences of climate change, because of either lack of information or resources or both,

Disturbed that some developed countries understand climate change and its consequences, however, don't feel obliged to take action, believing the problem will resolve itself,

Noting that not all countries agree that global warming is an outcome of human activity and not a natural phenomenon and that remedial action should be taken,

Seeking international cooperation from all countries within the UN to accept the Kyoto protocol,

Aware that if nothing is done, millions of lives are in danger,

Keeping in mind that some governments are taking no action against climate change, because they fear the impact on their economy,

Realizing that Belarus produces 0,2% of the world's CO2 emission and the USA produces 22% of the world's CO2 emissions,

1. _Calls_ for efforts to get the USA to accept the Kyoto Protocol;

2. _Urges_ for extra care and investments of LEDCs to protect existing natural resources which will in turn:
    a. bring tourism and wealth,
    b. help reduce the CO2 emissions;

3. _Asks_ the MEDCs (More Economically Developed Countries) to use their economic advantage to help the LEDCs by:

      a. informing them of the dangerous consequences of climate change,

      b. helping them to prepare and to defend themselves against natural disasters that may occur as a result of climate change,

      c. giving them the intelligence, technical support and means to attack the problem;

4. <u>Reminds</u> richer and more developed countries that they will have to play a bigger part in solving global warming than developing countries;

5. <u>Trusts</u> that developed countries will try to stop unnecessary CO_2 emission by:

      a. applying energy efficiency technologies,

      b. using renewable energy sources,

      c. protecting and replanting of trees and forests,

      d. reducing the use of polluting energy resources such as the ones which make use of fossil fuel,

      e. making clean car technology available and, if possible, less expensive, because cars contribute a lot to the emission of CO_2;

6. <u>Invites</u> the UN to persuade countries which are either not intending to ratify or have not expressed a position yet to accept the Kyoto Protocol as soon as possible;

7. <u>Encourages</u> governments to lead the way for their citizens to change their behaviour to stop global warming by encouraging maximum energy efficiency at home, by:

      a. distributing pamphlets and folders possibly with symbols and drawings for the illiterate,

      b. launching media campaigns through:

            i. television,

            ii. Internet,

            iii. newspapers;

8. <u>Calls upon</u> governments to set rules and regulations about the amount of greenhouse gasses produced by livestock;

9. <u>Decides</u> to remain actively seized in the matter.

The Conference

Lobbying

All forums have lobbying time. At this moment there is informal discussion on an issue, without a particular structure. Although it may seem boring, lobbying, if done well, makes debate much more productive. It is truly an essential part of the conference. It may seem difficult to approach random people to show them your resolution but remember that the other delegates are just like you.

During lobbying time, which is during the conference but before the formal debate, you must discuss resolutions with the representatives of other countries, in order to improve your resolution by rewording, adding their clauses or merging. Merging is to make one resolution out of two or more. Lobby time is very important, as the idea behind the United Nations is to cooperate. Lobbying will also give you an idea of who will support or oppose your resolution during debate, as well as what criticisms will be made. This gives you the opportunity to prepare and therefore be more confident during debate.

Once you have come up with a final draft resolution, you have to find co-submitters. A resolution has to be presented by a minimum of eight submitters, which means one main submitter and seven other co-submitters. When you have enough co-submitters, the resolution has to be approved by the Approval Panel, which checks the resolution on the format, spelling and general content. Once this is done, you can submit the resolution to your chairs, which will decide when it will be debated.

As the idea of lobbying is to improve resolutions in an informal atmosphere, it will be necessary for you to have a copy of your resolution that can be easily shared, digitally or in the form of a printed document.

Formal Debate
Order of Debate

1. Opening by the chair
2. Roll call
3. Drawing up the agenda
4. Reading out the operative clauses of the resolution by the main submitter
5. Setting debate time and mode
6. Speakers delivering speeches and answering questions
7. Voting on the resolution
8. Repeating point 4 to 7 for each resolution
9. Closing by the chair

Debate Procedure

1. After lobbying, delegates sit in alphabetical order, and the chair opens the session.

2. Roll call is taken. All delegates should be there on time. Those absent or late will be noted down and the MUN directors will be informed.

3. The chair instructs delegates on which resolution they will debate, and resolutions are handed out by the admin.

4. The main submitter takes the floor, which means they go up to the front of the forum and have the right to speak. The main submitter reads out the operative clauses of the resolution.

5. The chair sets debate time, which is the amount of time intended to debate the resolution. The chair decides if the debate is going to be open or closed. Open debate means that delegates may speak either in favour or against at any time, while in closed debate the first half of the debate is restricted to speakers in favour and the second half to people against.

6. Once this is done, the chair asks the main submitter, who has just read out the operative clauses, whether they are willing to make a speech. Usually, a short speech is given on the resolution, highlighting its key points and explaining why it is a good resolution. Speeches must begin by addressing the house, through phrases such as "Honorary chairs and fellow delegates".

    After the first speaker has delivered their speech, there are three options.
    a. Points of information (questions) may be asked to the main submitter if they are willing to answer them. The chair then chooses who will ask the point of information.
    b. The main submitter may indicate that they are not open to points of information and is therefore asked to "yield the floor to the chair", which means give their right to speak back to the chair and return their seat. In this case the chair will ask if there are "any delegations willing to take the floor" and choose the next speaker to take the floor.
    c. The main submitter may yield the floor to another delegation, which means they choose who the next speaker will be, normally because they know that that delegate will speak along the same lines as they did. In this case the chosen delegation takes the floor.

    A succession of speakers follows who speak on the resolutions and may then answer points of information. This is the debate. Speakers explain why they think the resolution is good or bad, highlighting its main strengths or weaknesses, and urging delegates to vote in favour or against. The forum may also amend, which means change, the

resolution by making amendments to it, which is usually more constructive than criticizing the resolution for lack or vagueness.

7. Once debate time has elapsed and the forum has had a good debate, it "moves into voting procedure". Note passing is suspended during voting procedure. Delegates can vote in favour, against or can abstain, which means they choose not to vote at all. NGOs and non-member states do not have a right to vote. To pass a resolution, a simple majority is needed.

8. After a whole resolution has been debated and voted on, the forum moves on to the next.

9. After all resolutions have been debated, or at the end of the day, the session is closed by the chair.

Amendments

In addition to speaking on the resolution, delegates may submit amendments. An amendment is a change to the resolution, and can only be made to the operative clauses, since preambulatory clauses are not really debated.

Amendments must only concern one clause at the time: they may add a clause, strike a clause or change an existing clause.

The procedure to amend a resolution is a mini debate. The delegation with an amendment submits it by writing it on an amendment sheet and sending it to the chair. The delegate then has to introduce their amendment by taking the floor and say they submitted an amendment, which the chair will then decide to entertain or not.

If the amendment is to be entertained, the chair sets closed debate time, usually 3 minutes in favour and 3 minutes against. This time is added to the time the resolution was set for. The same procedure as with resolutions then follows, but speakers can only talk about the amendment.

Amendments to the second degree (a change to the change suggested) can be entertained and follow the same procedure, usually with 1 minute in favour and 1 minute against. Debate on an amendment to the first-degree continues regardless of whether the amendment to the second-degree passes.

Once debate time has elapsed, UN member states vote on the amendment, either for or against (abstaining is not in order). If the amendment fails, the submitter of the amendment retains the floor. If it passes, the resolution is amended and debate continues.

Points

Points are questions to the chair or speaker during debate that does not require delegates to take the floor. Delegates simply have to raise their placards and shout out "point of …" to be recognized by the chair.

Motions

Motions are suggestions by the delegates for the forum to do something and require a 'second' (another delegate to support the motion too). If there are objections however, motions will be voted on or can be overruled by the chair.

Voting

Only Member States of the United Nations may vote on resolutions, amendments, or motions. Non-Member Delegations, such as NGOs, UNO's or observers, are not allowed to vote. NGOs, UNO's or observers may raise their placards to show support, but their vote will not be taken into account. When voting on a resolution, delegates may vote in favour, against or abstain. When voting on amendments or motions, delegates may only vote in favour or against.

Funding

While funding is an important part of solutions to many issues, in MUN, we can assume there is unlimited funding. This can cause confusing situations for both Chairs and delegates. Take into account that funding may be discussed and included in the resolutions. However, clauses or statements referring to funding should be broad. This means that there should be no specific numbers or funds named.

Security Council

The Security Council procedure is not very different from that of the other forums. The main difference is that rather than debate on a whole resolution, a resolution is made ad hoc. This means that at the start of debate the resolution does not have any content, and clause by clause it is built up. A clause is then an amendment to the resolution, and so each clause, which delegates submit, is debated, and then voted on. If the clause passes it becomes part of the resolution. Once debated time has elapsed or there are enough clauses, the Security Council votes on the whole resolution, which requires a two third majority to pass. Resolutions usually pass since they only consist of clauses voted on and passed. This allows the Security Council to be more productive and to deal with problems in a clause straight away.

The P5 (France, the UK, the USA, China and Russia) do have a considerable influence in the Security Council, due to their veto power. If they vote against an amendment, then they are

asked by the chair if this will affect their veto. If it does, it means that if the clause passes, then they might veto the whole resolution, which means that all the work done on the resolution will not end up in anything. Therefore cooperation, compromise, and negotiation, with and between the P5, play a crucial role. Otherwise, the debate procedure, including points and motions, is the same as in the other forums.

List of Points and Motions

Points

1. Point of information (to the chair/speaker)
   Speaker: At the end of a speaker's speech, the Chair will usually ask if delegates have any points of information for the speaker. For this, speakers may choose to open themselves up to a specific number of points, 'any and all' or none. Points of information must be phrased in the form of questions and can only be asked when recognized by the chair. If a delegate's question is not sufficiently answered, they may not directly converse with the speaker; instead, they must ask for a motion to follow-up.

   Chair: Points of information to the chair may be asked at any point, for example when the delegate is unclear about something.

2. Point of order
   This point refers to procedural matters only. It may not interrupt a speaker and can only refer to something that just happened. It may also be used when a delegate feels insulted by another delegate.

3. Point of personal privilege
   This is addressed to the chairs and refers to the delegate's well-being and comfort. It may not interrupt a speech unless it concerns audibility.

4. Point of parliamentary inquiry
   This is addressed to the chair regarding the rules of procedure and can be used when the delegate is unclear or confused.

Motions

1. Motion to move into previous question
   A motion to move into Previous Question may be confused with the "motion to move directly into voting procedure". However, this does not exist. The motion calls for the closure of the debate and a vote to be taken on the motion pending. It requires a "second" by the house and is overruled if an "objection" is proposed.

2. Motion to extend debate time

This motion calls for extension of the debate time on the resolution, amendment, or motion.

3. Motion to divide the house
    This motion may be called if there are enough abstentions during voting procedure which, if forced to vote in favour or against, could change the result of the voting. There will be a re-vote, during which abstentions are not in order.

4. Motion to vote by roll-call
    This motion may be called if the delegate feels uncertain the administrative staff has properly counted the votes. The chair will ask every delegate individually for their vote and abstentions are still in order.

5. Motion to table the resolution
    This motion calls for the temporary disposal of a resolution. It will be done if a deadlock in the debate has occurred and more lobbying or time is needed. It will be voted upon and needs a simple majority to pass.

6. Motion to reconsider a resolution
    This motion calls for a re-debate and re-vote of a resolution that has already been discussed. This will only be necessary if no other draft resolutions on the issue are present and may so be used as a basis to create a new resolution. It will be voted upon and needs a two-thirds majority to pass.

7. Motion to withdraw the resolution
    This motion may be called by a main- or co-submitter of a resolution before the debate. It can only be called if all supporters agree with the motion. It can also be done during the debate, but only by the unanimous consent of the forum.

MUN Language

Vocabulary and Abbreviations

Abstention	a vote neither in favour nor against (only on a whole resolution)
Ad hoc	added on (e.g. time added on, or an issue added on, or an amendment added on)
Against	a vote opposed to a resolution or amendment
Amendment	alteration, change, to a resolution
Clauses	the parts into which a resolution is divided, each concerning one particular aspect of an issue
Closed debate	debate where time in favour and against is separated
Committee	forum preparing a resolution for the General Assembly
Co-submitter	co-author or co-signer of a resolution
Delegate	representative of a country or organisation
Floor	when a delegate has the floor, they have the right to speak in debate
House	the forum, used to indicate the entire assembly (all members of the forum except for the chairpersons)
IGO	Inter-governmental organisation
In favour	a vote supporting a resolution or amendment
In order	if something is in order, it means it is 'allowed'
Lobbying	to debate informally in the lobby (usually in the forum already)
Main submitter	author or main author of the resolution, who officially proposes it to the committee
Merge	to put two or more resolutions together to form one
Motion	a proposal for the forum to do something
NGO	Non-Governmental Organisation
NMD	Non-Member Delegation
Object	used when a delegate is against a motion
Open debate	debate where delegates may speak in favour or against at any time
Operative clauses	numbered clauses which take action

Preambulatory clauses	the non-numbered clauses which define the issue and outline certain assumptions or references
Placard	wooden board or sheet of paper with the country/NGO's name, used to be recognized during the debate
Resolution	proposal suggesting ways to deal with a certain issue
Second	used when a delegate supports a motion
Submit	propose, suggest
UNO	United Nations Organisation
Yield	to give (e.g. to yield the floor to the chair/another delegation)

Important Points

- Referring to yourself in the first person is not allowed. You can start your speeches with your country's name or with "the delegation of...".
- Referring to other delegates in the first person is not in order. You can replace terms such as "you" with "the delegation of...".
- When starting a speech, you always have to address the chair and the house first. Therefore, you should start your speech with a stock phrase such as "honourable Chairs, fellow delegates".
- Delegates should stand when speaking and should not sit down until after the speaker has finished answering the delegate's question.
- Delegates must avoid the use of insulting or abusive language at all times.
- Delegates must yield the floor when required to do so by the Chair.