

Delegate booklet



INDEX

GENERAL INFORMATION	3
Model United Nations	3
How To Be A Good Delegate	4
BEFORE THE CONFERENCE	4
How To Research	4
How To Write A Position Paper	7
How To Write A Draft Resolution	10
AT THE CONFERENCE	13
Lobbying	13
The Debate	14
AMBASSADORS	15
How To Be A Good Ambassador	15
Opening Speech	15



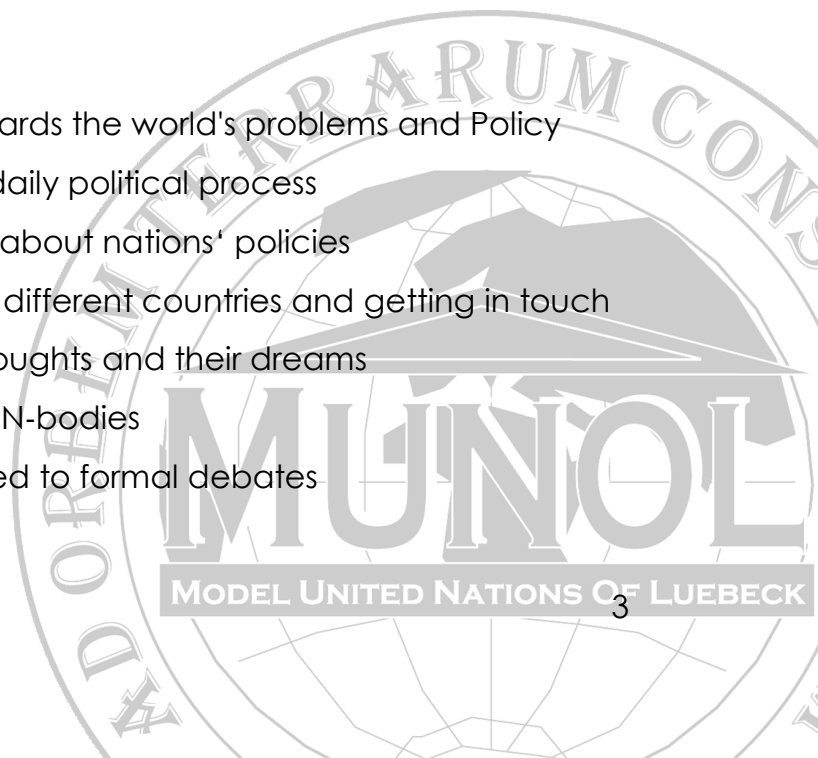
GENERAL INFORMATION

Model United Nations

A Model United Nations or a MUN is a simulation of the annual conference of the “real” United Nations. Students taking part in this simulation get to know the work and the objectives of the United Nations, “to practice tolerance and live together in peace with one another as good neighbours”, as stated in the UN Charter. Furthermore in discussing, they gain an insight into international issues and on how international politics work. The objective is to seek, through negotiation, discussion and debate solutions for the various problems of the world: e.g. questions of human rights, economic development, protection of the environment, disarmament, as well as more critical issues like war and peace. By seeking solutions, students can learn to break away from their own national self-interest and gain insight into the causes of the world’s problems, thus understanding the views of others, which can pave the way to international co-operation. As students from many different countries take part, this cannot only be achieved theoretically through the required preparation, but also put into practice when communicating with the youth from other cultural backgrounds. Therefore a Model United Nations serves in a small way the goals of the United Nations, by educating, understanding each other and seeking peaceful solutions.

MUN means ...

- ... broadening your horizon towards the world's problems and Policy
- ... feeling the difficulties of the daily political process
- ... acquiring further knowledge about nations' policies
- ... meeting students from many different countries and getting in touch with their way of living, their thoughts and their dreams
- ... getting to know the various UN-bodies
- ... taking part in and getting used to formal debates



How To Be A Good Delegate

During debate good delegates should always act according to the interest of the country, which they are representing, instead of stating their own opinion. Nevertheless delegates should not simply read from their country's established record on the issues presented; they should be prepared to compromise with the other nations represented and adapt their policies where needed to meet the current circumstances of the world. Note that this in no way gives delegations license to act "out of character". Delegates should research and generally follow the policies of their country, modifying these as new circumstances dictate. Successful role-playing involves walking a careful line on policy; avoid the extremes of either reading out a country's past statements, or creating ad hoc policy with no previous basis. Moreover good delegates are active during debates, meaning they are always attentive, frequently asking points of information and giving speeches.

Furthermore delegates are expected to behave as properly as possible at any time. This means they should follow the Rules of Procedure as well as respect the chairs of their respective committees and other delegates. In addition they should stick to the dress code and also behave outside the conference for example in their host families and at the evening events.

BEFORE THE CONFERENCE

How To Research

It is vitally important for each delegate to understand the basics of the organization, which they are simulating, the United Nations. A well-prepared delegate should not only know the basics of the UN's structure, but should especially understand the forum in which he works. In building this base of knowledge, delegates will better understand what their simulation can or cannot do within the UN system, what they can make recommendations on,

what they can reasonably "demand," and what issues are out of reach of the body they are simulating.

General background of the represented country/organization

The research on the background of the represented country/organization should be intensive, in order to represent the country/organization adequately. The following aspects are important concerning a country:

- Demographic and geographic structure
- Different cultural factors
- Political structure including current issues
- Foreign policies
- Membership in IGO's (Inter-Governmental Organizations), Organizations and Alliances
- Economy and natural resources
- History

For researching an organization, delegates should find out about the following aspects:

- Work of the organization and its tasks
- Members of the organization
- Location of its headquarters
- Reports and documentation relating to the organization
- Relationship to the UN

General background of the issues to be discussed

To be able to follow the debate and develop ideas, delegates need to be familiar with all of the topics to be dealt with in their committee. To achieve this, delegates should in the first place steadily read the newspaper and watch serious TV programs, such as BBC World or CNN International.

Furthermore, they should read about the historical and political background of the issues, and study related documents from UN sources and countries or organizations.

Specific background of countries/organizations views on the issues to be discussed

This is the most important field of research and maybe also the most difficult. Information can be gained for example from UN documents, the countries Permanent Mission to the UN or the countries embassy in the delegate's home country. Regardless of the facts available, knowing exactly what a country would do in a given situation is not always possible. Therefore, the delegate should strive to educate himself to his best possibilities in order to make "realistic" assumptions on the countries policy to the issues.

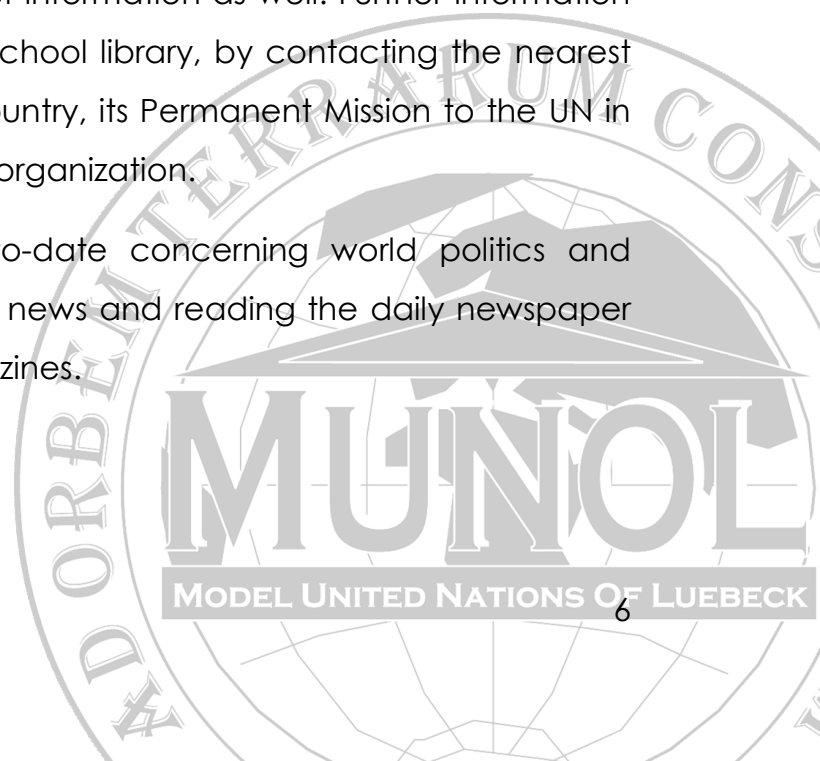
Current world situation as it applies to the country/organization

It is actually a subset of the previous two points, but worth mentioning. There are significant differences in the policies between a highly industrialized country and a least developed country. Knowing where the represented country fits into the current geo-political context may help the delegate answer many policy questions that may arise during the conference. The same is the case for organizations.

General Sources of Information

The best sources of information are the research reports, which were written by the chairs on every topic. They are published on the MUNOL website before every conference and are meant to give an insight into the issues. The Internet is of course a good source of information as well. Further information can be obtained from the local or school library, by contacting the nearest embassy or foreign ministry of the country, its Permanent Mission to the UN in New York or the headquarters of the organization.

Next to that it is vital to be up-to-date concerning world politics and especially on the issues by watching news and reading the daily newspaper or political and/or economical magazines.



Useful links:

United Nations	www.un.org
United Nations Foundation	www.unfoundation.org
UNESCO	www.unesco.org
UNHRC	www.unhrc.org
UNICEF	www.unicef.org
UNDP	www.undp.org
International Monetary Fund	www.imf.org
African Union	www.african--union.org
Greenpeace	www.greenpeace.com
World Bank	www.worldbank.org
World Health Organisation	www.who.int/en
World Trade Organisation	www.wto.org
CIA World Fact Book	www.cia.gov
Embassies worldwide	www.embassyworld.com

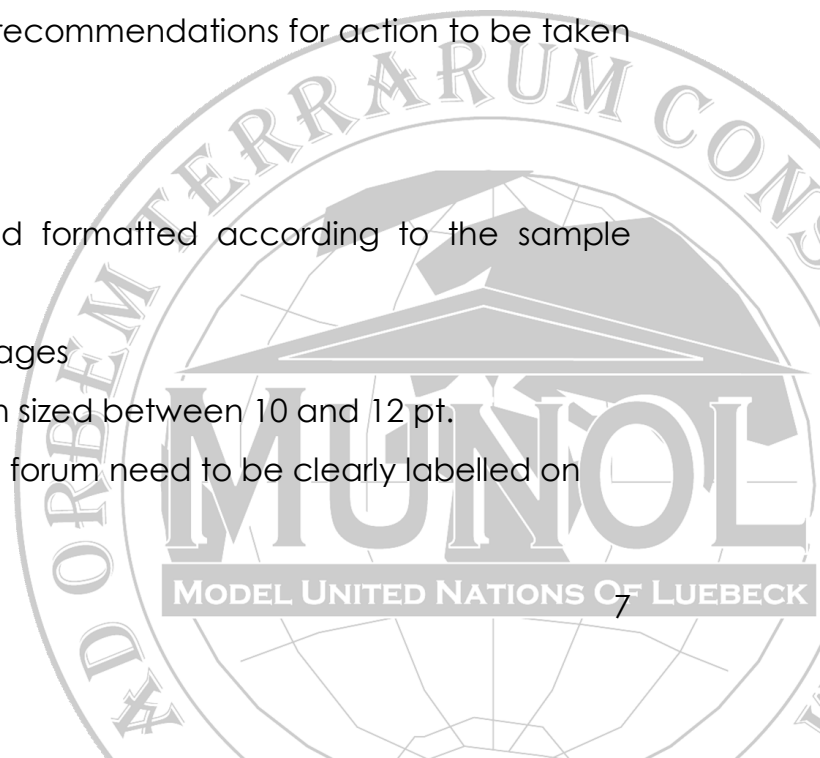
How To Write A Position Paper

Contents

Every Delegate has to write a Position Paper on the topics that are to be discussed in your forum. Each topic should be addressed briefly in a succinct policy statement representing the relevant views of the assigned country or NGO. Delegates should also include recommendations for action to be taken by their committee.

Formal aspects

- All papers must be typed and formatted according to the sample position paper
- Length must not exceed two pages
- Font must be Times New Roman sized between 10 and 12 pt.
- Delegation, school, author and forum need to be clearly labelled on the first page



- Agenda topics clearly labelled in separate sections
- No binding, staples, paper clips, or cover sheets should be used on any of the papers

The Position Papers need to be submitted via email to the chairs. The e-mail addresses as well as the deadline can be found on www.munol.org

Before getting started

Before starting to formulate your Position Paper please take a few moments, sit down and make up your mind about how eventual operative clauses in a resolution concerning the discussed topic should look like. It is of utmost importance to know what you want to say and achieve in advance! By knowing your “operative-wish list” you will have much easier work in formulating your “action plan” (see below). Moreover you will have a concrete guideline, which will help you in building up an argumentation structure. By knowing in the beginning what you want to achieve at the end of the day, formulating your position will become much easier and more target-oriented.

Structure your ideas

A Position Paper should be divided into three paragraphs to create an understandable structure and logic:

- **DESCRIBE THE CURRENT SITUATION:**

Please give an outline of the current situation. Formulate what the problem in the affected countries actually is in the opinion of your country. Is there an urgent need to take action? Can the problem escalate to the neighbouring countries, the region or the whole world? Why exactly is it important for your country to contribute to the solution finding process? It is also welcome to praise your current and recent efforts concerning this issue. Take care that the description of the problem represents your perception of the problem. The task is not to give a scientifically accurate account of the situation involving

all possible factors and points of views, but to frame the problem in a manner favourable to your argument.

- **LIST ALL RELEVANT DOCUMENTS, TREATIES, CONVENTIONS AND RESOLUTIONS**

This is the part where you will have to do some research in the first place. Find out about all documents, treaties, conventions and resolutions that already deal with the discussed issues, what their essence is, and list them up. As you don't have the space to mention every single one, make a wise selection.

Please state whether you support a particular document, and if you don't give a short but plausible explanation why. Criticize everything your country rejects and praise all items your country supports. The essence of this part should be a guideline of how perambulatory clauses of a possible resolution should look like in your countries opinion. Helpful source for introduction:

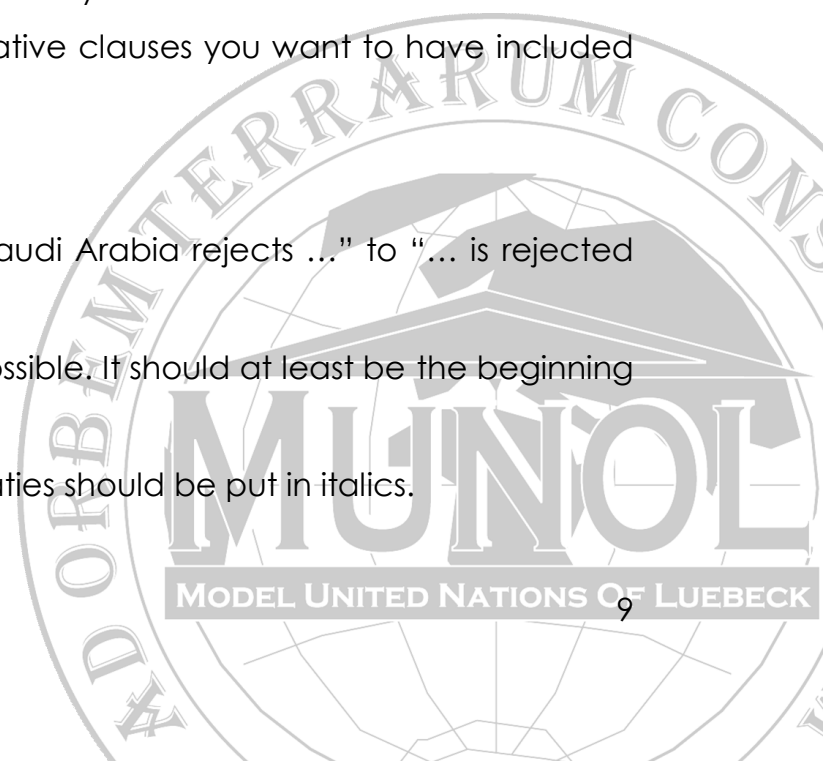
<http://unbisnet.un.org/>

- **ACTION PLAN:**

Here is the right place to formulate your own ideas about how the above-mentioned and criticized documents, treaties and mechanisms should be improved or amended. Since you criticized the already existing structures in the second part you are expected to come up with solutions for the problem. Take care that you avoid double-structures and institutions through creative proposals that ask for solutions that already exist but had different names. This paragraph is comparable with operative clauses you want to have included inside a resolution.

Useful hints:

- Use active formulations: Prefer "Saudi Arabia rejects ..." to "... is rejected by Saudi Arabia".
- Name your country as often as possible. It should at least be the beginning of every paragraph.
- Conventions, documents and treaties should be put in italics.



- Use sophisticated English - vary with expressions and avoid repetitions; make sure that expressions fit with the logic of your argument: no assembly of rocking words that render the content incomprehensible.

Please don't take the proposed guideline as a final advice. It is of course possible to interchange paragraphs II and I and start with the documents and follow up with the description of the situation. The important factor is that any third person should be able to get the essence of your argumentation structure at once.

How To Write A Draft Resolution

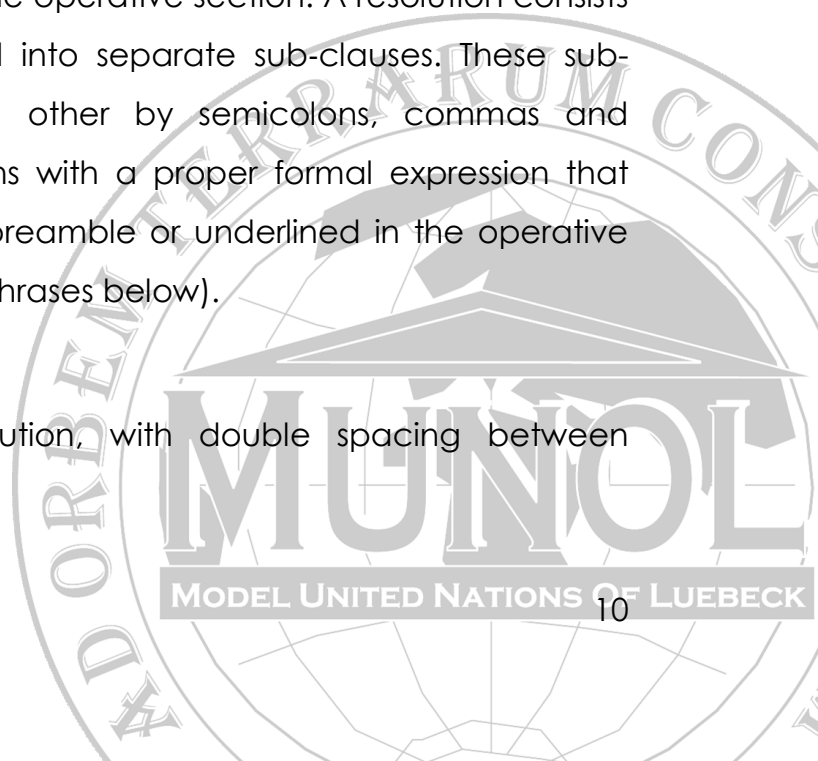
General

Resolutions are the basis for debate. Therefore it is advisable for any delegate to write a working paper prior to the conference. After you have done enough research on the issue and on the policies of your country it is time to formulate the arguments. You should begin with the formulation of suggestions of your country or organization for solving the problem. Once you have decided what action should be taken or what attitude should be adopted, you can then begin with the writing process.

Resolutions are composed of a specific pattern, and they need to be clearly structured. The resolution must be clearly divided into three sections, the resolution head, the preamble and the operative section. A resolution consists of only one long sentence, divided into separate sub-clauses. These sub-clauses are separated from each other by semicolons, commas and paragraphs. Every sub--clause begins with a proper formal expression that needs to be either italicized in the preamble or underlined in the operative section (see Resolution Introductory Phrases below).

Standard format is as follows:

- Single spaced throughout resolution, with double spacing between clauses,



- Preambulatory clauses end with commas and operative clauses end with semicolons,
- Each operative clause must be indented,
- The final operative clause ends with a period.

Resolution Head:

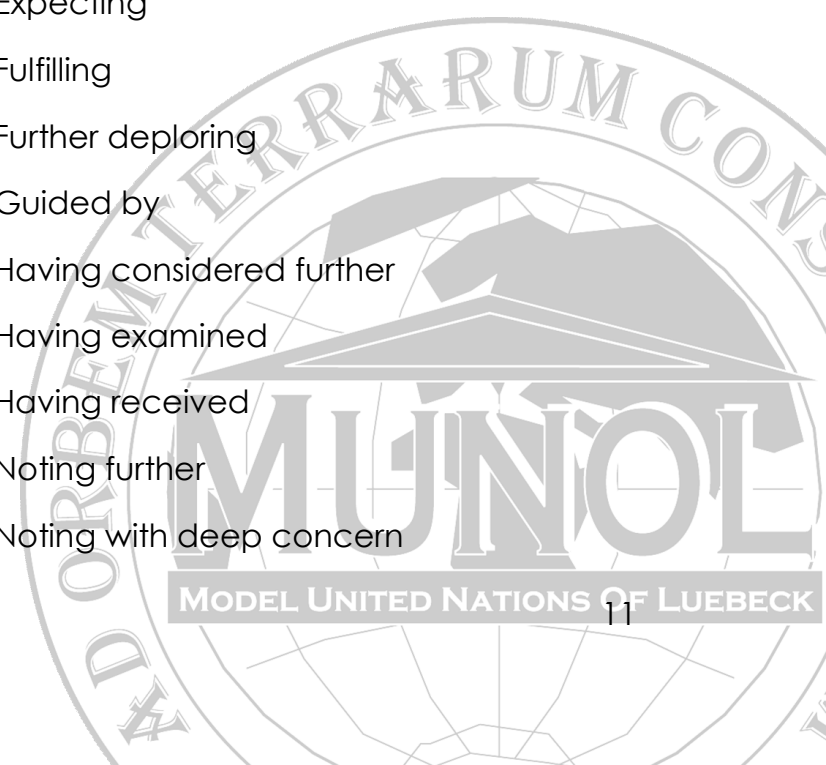
The resolution head contains the forum, the question and the submitter (see Sample Resolution). The resolution must start mentioning the forum e.g. “The Third Committee of the General Assembly, ...”.

Preamble:

The preambulatory clauses contain the background to the problem. Therefore, describe the recent history of the situation and the issue as it currently exists. Give reference to past United Nations actions, when available and give reference to previous United Nations resolutions passed on the topic, when available.

There is only a number of allowed expressions for the preambulatory clauses, namely the following:

Contemplating	Convinced
Deeply concerned	Deeply conscious
Deeply disturbed	Deeply regretting
Emphasizing	Expecting
Expressing its satisfaction	Fulfilling
Fully believing	Further deploring
Further recalling	Guided by
Having considered	Having considered further
Having devoted attention	Having examined
Having heard	Having received
Having studied	Noting further
Noting with approval	Noting with deep concern



Noting with regret

Observing

Realizing

Recognizing

Seeking

Taking into consideration

Welcoming

Deeply Convinced

Expressing its appreciation

Fully aware

Noting with satisfaction

Reaffirming

Recalling

Referring

Taking into account

Taking note

Declaring

Desiring

Fully alarmed

Having adopted

Operative section:

In the operative clauses, include actions, which will solve the problem, do not just make a statement. Take into account the points of view of other nations whenever possible, as they otherwise may not have a chance to reach consensus. Refer to issues, which need further discussion to appropriate, existing bodies, but do not create new Committees/ Commissions/ Working Groups etc. without considering funding for these groups, or if other, similar bodies already exist. Always consider previous UN resolutions on the topic □ do not duplicate what other resolutions have done without referencing the appropriate sources.

The following examples of (the most used) operative clauses may help you to formulate a strong and powerful resolution. The words listed here are just suggestions.

Accepts

Approves

Calls

Condemns (only in SC)

Congratulates

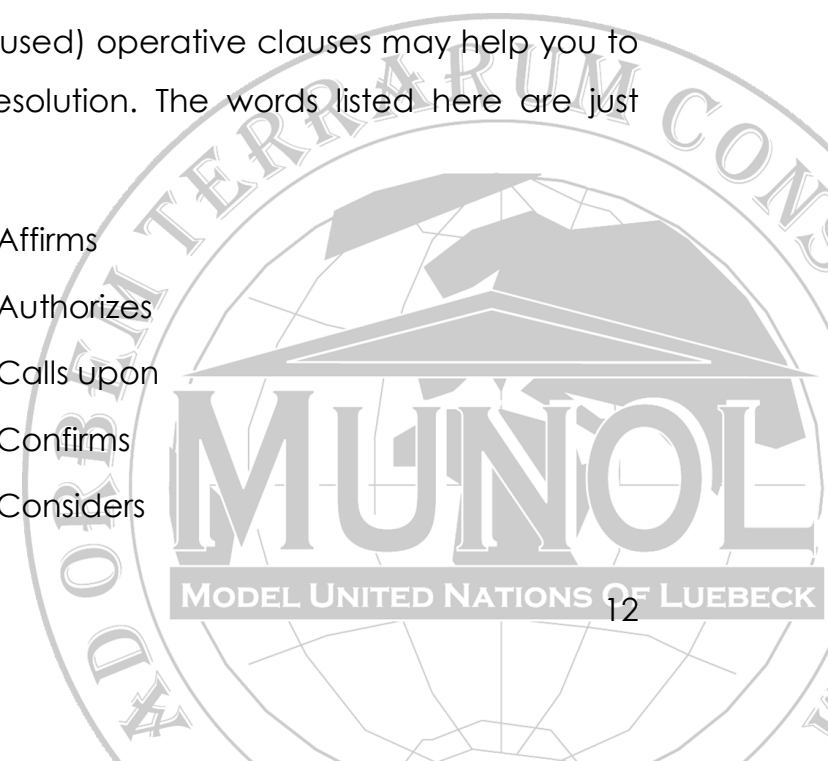
Affirms

Authorizes

Calls upon

Confirms

Considers



Declares accordingly	Deplores
Designates	Draws the attention
Emphasizes	Encourages
Endorses	Expresses its appreciation
Expresses its hope	Further invites
Further proclaims	Further recommends
Further reminds	Further resolves
Have resolved	Notes
Proclaims	Reaffirms
Recalls	Recommends
Regrets	Reminds
Requests	Solemnly affirms
Strongly condemns (only in SC)	Supports
Takes note of	Transmits
Trusts	Urges

AT THE CONFERENCE

Lobbying

Before the actual start of the debate delegates try to gain the interest and support of other delegates for their draft resolutions during lobbying. One might find other delegates with a similar draft resolution and decide to merge the two, making the resolution stronger and more likely to succeed in debate. Or one might support the draft resolution of another delegate. Lobbying is the time in which delegates try to obtain sufficient co-sponsors to get their draft resolutions approved.

The key to successful lobbying is being pro-active, which means taking active steps in presenting and proposing ones suggestions. Delegates should always

keep in mind that one of the main aims, also of the real United Nations, is to negotiate in order to reach consensus.

Although the lobbying process is informal and not bound to any specific rules, the chairs coordinate the work of the delegates to prevent unrealistic resolutions from being approved. Delegates can always ask their chairs for advice, as they should be experts on the topic of their forum.

The Debate

The debate is the main part of the conference with the resolution being the basis for discussion.

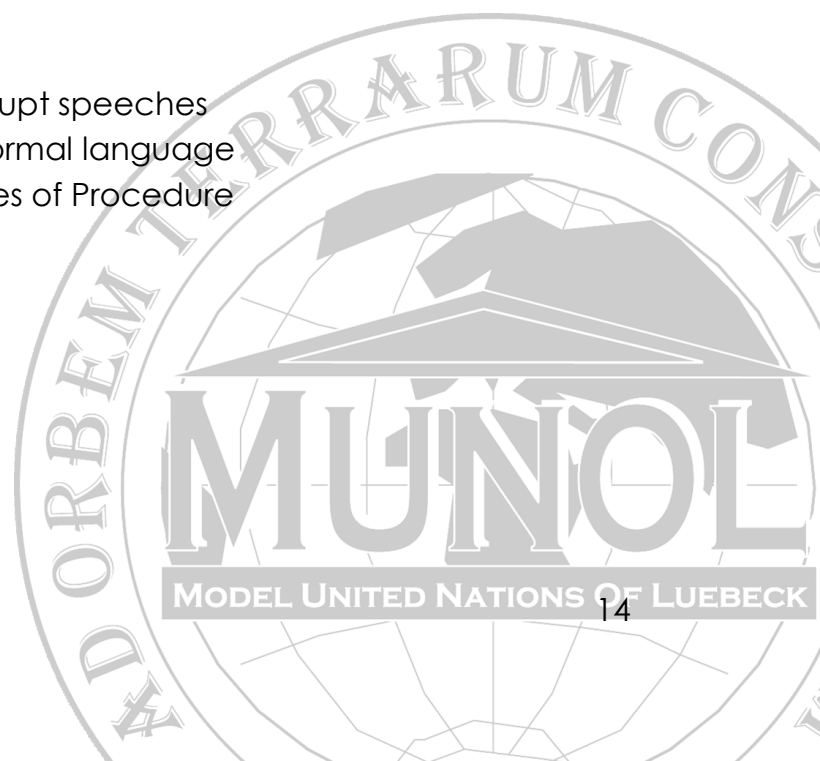
The guidelines for a formal debate as well as all the points and motions are stated in the Rules of Procedure, which can be found here:

<http://munol.org/conference/delegate-center/>

The implementation of the Rules of Procedure is up to the chairs, who are the highest authorities in the committees and who should always be respected by the delegates.

General Rules:

- Respect Chairs/Presidents decisions
- Stand when speaking or receiving a reply
- Yield the floor when required to do so by the Chair
- Refer to yourself in 3rd person
- Be attentive
- Do not disturb debates or interrupt speeches
- Avoid the use of insulting or informal language
- Be familiar with the MUNOL Rules of Procedure
- Be formally dressed



AMBASSADORS

How To Be A Good Ambassador

Each delegation has an ambassador, who acts as the head of the team. Ideally, the ambassador is the most reliable and experienced student, as he is responsible for making sure that all members of his team are prepared. Furthermore ambassadors should especially help the first timers in their team. Moreover ambassadors should not only be informed about their own topics but also about the ones of the rest of their delegation in case their team members might have questions during the conference.

During the conference ambassadors might be asked to give a statement on a topic, which is not discussed in their own committee. This might happen because their country is not represented in the committee. In such a case a good knowledge of the general situation of the country is required.

Opening Speech

If you are the ambassador of a country you most likely have to do an opening speech before the General Assembly, which must not exceed 1 minute. Ambassadors should clearly state their countries' position on the most prevailing global issues during their speeches.

At the beginning of an opening speech the President of the General Assembly and the delegates are to be addressed. The main part of the speech should then address the issue on the agenda, which the delegation feels most strongly about. Moreover the ambassadors often state what they expect of the conference. An opening speech should always be serious and diplomatic.

