

ISPPMUN CONFERENCE



BASIC GUIDELINES FOR NEW DELEGATES

Based on the THIMUN's new delegates handbook

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INTRODUCTION

A delegate must research two things when preparing for the conference; the **country** assigned/ chosen and the **issues** of the assembly/ committee the delegate is in.

I / How to Research a Country?

When researching countries it is best to have a variety of sources, you can contact the embassy of the country you are researching, search for books in your local library or use the internet to find your information.

It is important that you choose reliable sources, for the internet aim for websites that end in .gov, .org or .edu. For books try to find the source of their information, and look at the bibliographies of books, from there go to the source material for raw information. Embassies vary on how co-operative they are when interacting with you.

II/ How to Research an Issue?

Issues are usually based on current world events meaning you will find a large amount of information in the news. It is important to look at contrasting news and your countries home news in order to understand how your country views the issue.

Focus on finding key government statements or policies that can help you guide how the country views and reacts to the issue in your assembly. Especially research how the issue would impact your country and any solutions your country is implementing or proposed to resolve the problem. This information can be found on official government websites or news articles.

III/ Useful websites

- <https://www.cia.gov/library/publications/the-world-factbook/>
- <http://www.un.org/en/index.html>
- <http://data.worldbank.org/>
- <http://www.aljazeera.com/>
- <http://www.bbc.com/>
- <http://edition.cnn.com/>
- <http://www.theguardian.com/international>
- <http://www.themoscowtimes.com/>
- <http://www.channelnewsasia.com/>
- <http://en.gmw.cn/>
- <http://dailypost.ng/>
- <http://www.africanheraldexpress.com/>
- <http://weekly.ahram.org.eg/>
- <http://www.newstimeafrica.com/archives/category/central-africa-news/drc>
- <http://www.newstimeafrica.com/archives/category/east-africa/ethiopia-east-africa-2>
- <http://www.nation.co.ke/>

HOW TO WRITE A POLICY STATEMENT

I/ What Is A Policy Statement?

For the MUN conferences you need a policy statement, this statement should contain all the viewpoints of your government and official stances of your government in respect to the issue.

By having this document you will be able to:

- Focus on your country and the issue.
- Refer back to it if you do not know what to say.

The policy statement should guide how you write speeches and how you act in a conference, the policy statement will also help you write your opening speech.

II/ What Does A Policy Statement Consist of?

A useful policy statement should contain but is not limited to the following:

1. Explain and define the issue and its most important terms;
2. A short summary of action in your countries sphere of influence
3. Refer to key documents that relate to the issue;
4. State the country's general position on the issue;
5. Offer solutions that your country would support.

Policy Statements should not exceed **300 words**.

Overall a policy statement aims to answer the following questions:

1. What is the background to your country's point of view on the issue?
2. What is your country's current position on the issue?
3. What does it hope to achieve in relation to the issue?

Something you might want to add to your policy statement is:

4. What have other member states that share my country's view done in this area?

It is a good idea to ask your local embassies if your policy statement is in line with their government's points of view. If not possible you can ask your MUN directors or peers to review your policy statement.

III/ What to Remember About a Policy Statement?

A policy statement is meant for you to refer to as a guide for your speeches and resolution writing. It is the ways in which you record important information and facts for your individual use.

A SAMPLE POLICY STATEMENT

DELEGATION: Brazil

DISARMAMENT COMMISSION

QUESTION OF: Measures to prevent terrorists from acquiring weapons of mass destruction

Brazil fervently supports measures to support the Weapons of Mass Destruction Branch of the UN Office for Disarmament Affairs in its attempts to prevent terrorists from acquiring weapons of mass destruction (WMD), as it firmly believes such efforts are necessary to combat the global threat of terrorism.

Brazil endorses the Outcome Document of the 2005 World Summit, adopted 13 September 2005, which condemns terrorism in all its forms and manifestations and strives to set up an international system that strictly monitors the transfer of materials that may be used to produce WMD.

Brazil, one of the driving forces behind the 1967 Treaty of Tlatelolco, which turned Latin America into the world's first nuclear-free zone, applauds the recent efforts made by the Members of the UN to free the world of any type of WMD. We feel especially responsible as our nation commands huge uranium resources. We view with satisfaction the recent efforts of Member States to prevent the use of WMD by terrorists. However, Brazil expresses its deepest regret that, in spite of recent efforts to combat the acquisition of WMD by terrorist groups, some countries have refused to abide by the will of the international community. It is our deepest interest to ensure a world untroubled by the transfer of WMD and materials that can be used in the production of any such weapons.

HOW TO WRITE A DRAFT RESOLUTION

I/ What Is A Resolution?

A resolution is one long sentence with clauses and information on what actions need to be taken in order to solve one issue on the agenda. You will be required to write 2 draft resolutions on two different topics. Your committee will debate on resolutions that are finalised during the lobbying session.

II/ How to Write a Resolution?

A United Nations resolution is written with formality in mind, it often has the tone of a legal document, to familiarise yourself with the parts of a resolution look at the following:

A/ What is the preamble?

The Preamble is the background information to the issue, it often contains data on the issue as well as past attempts to solve the issue. This is where you put information about facts that your resolution refers to.

B/ How to write the pre-ambulatory clauses?

Your preambles should refer back to past United Nations resolutions, conventions and declarations.

It should provide data, facts and statistics on the issue as well as congratulate; countries and organisations that have attempted to solve this issue or are currently involved with the solution.

Put special note on the difficulties in solving the issues.

Pre-ambulatory clauses will begin with a present or a past participle or an adjective. See the following list:

PRE-AMBULATORY PHRASES

Acknowledging	Expecting	Noting with appreciation
Affirming	Expressing its appreciation	Noting with approval
Alarmed by	Expressing its satisfaction	Noting with deep concern
Approving	Fulfilling	Noting with regret
Aware of	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Observing
Bearing in mind	Fully believing	Pointing out
Confident	Further deploring	Reaffirming
Congratulating	Further recalling	Realizing
Convinced	Guided by	Recalling
Declaring	Having adopted	Recognising
Deeply concerned	Having considered	Referring
Deeply conscious	Having devoted attention	Reminding
Deeply disturbed	Having examined	Seeking
Deeply regretting	Having received	Taking into account
Deploring	Having studied	Taking into consideration
Desiring	Keeping in mind	Viewing with appreciation
Emphasising	Noting further	Welcoming

C/ What are the operative clauses?

These are the action clauses of your resolution, this is where you state clearly what your resolution wishes to do in order to solve this issue. As well as the tone and character the United Nations should adopt to interact with the issue.

D/ How to write the operative clauses?

The operative clause should reflect something your country would actually write, it should attempt to provide solutions that are possible in the context of your issue. You can encourage countries to come ratify/ sign onto conventions and declarations.

You may propose, welcome or deplore all new situations.

You may support, congratulate or refuse new proposals.

You may confirm, regret what it is already existing.

You have to begin the operative clauses with verbs in the third person singular of the Present Tense. See the following list.

OPERATIVE PHRASES

Accepts	Designates	Regrets
Affirms	Encourages	Requests
Approves	Endorses	Resolves
Asks	Expresses its satisfaction	Seeks
Authorizes	Expresses its hope	Strongly affirms
Calls for	Further recommends	Strongly urges
Calls upon	Hopes	Suggests Supports
Congratulates	Invites	Trusts
Confirms	Proclaims	Transmits
Declares accordingly	Proposes	Urges
Deplores	Recommends	

Resolutions should be a purely original product from your own efforts, while you do have the option to adapt already existing clauses into your own resolution it is not recommended as you are harder pressed to debate and defend something that you do not understand.

III/ How to Present A Resolution?

The heading, which appears on each page, must state specific information:

FORUM: *you write down the forum you belong to.*

QUESTION OF: *you copy the issue of the resolution.*

SUBMITTED BY: *you write down the name of your delegation country or organisation.*

The opening verb of each clause is underlined.

There is a line-space between each clause.

The lines of the resolution are NOT numbered.

Each operative clause IS numbered.

The sub-clauses begin with a), b), c), etc.; sub-sub-clauses begin with i), ii), iii), etc.

Acronyms and abbreviation are written out in full the first time they are used.

Each preambulatory clause is followed by a comma.

Each operative clause is followed by a semicolon.

There is only one full stop, that is, at the END of the resolution.

Do make sure that you not only take a number of hard copies of your draft resolution but also an electronic version (e.g. USB, flashdisk, iPod, etc.)

You should have enough copies to distribute to other members of his forum during the lobbying process.

A SAMPLE RESOLUTION

FORUM: GENERAL ASSEMBLY

QUESTION OF: Peace, security and reunification on the Korean peninsula

SUBMITTED BY: _____

The General Assembly,

- (1) Recalling its resolution 55/11 of 31 October 2000, in which it welcomed and
- (2) supported the inter-Korean summit and the joint declaration adopted on 15 June 2000
- (3) by the two leaders of the Democratic People's Republic of Korea and the Republic
- (4) of Korea,
- (5) Reaffirming the purposes and principles of the Charter of the United Nations
- (6) regarding the maintenance of international peace and security,
- (7) Convinced that inter-Korean dialogue and cooperation are essential for
- (8) consolidating peace and security on the Korean peninsula and also contribute to
- (9) peace and stability in the region and beyond, in conformity with the purposes
- (10) and principles of the Charter,
- (11) Recognizing that the summit held in Pyongyang from 2 to 4 October 2007
- (12) between the two leaders and their Declaration on the Advancement of North-South
- (13) Korean Relations, Peace and Prosperity represent a major milestone in improving
- (14) inter-Korean relations,
- (15) Recalling the statements welcoming the inter-Korean summit made on 1
- (16) October 2007 by the Secretary-General and the President of the General Assembly,

(17)	and recalling also the statement welcoming the adoption of the Declaration made on 4
(18)	October 2007 by the Secretary-General,
(19)	1. <u>Welcomes and supports</u> the inter-Korean summit held from 2 to 4 October (20)
(20)	2007 and the Declaration on the Advancement of North-South Korean (21)
(21)	Relations, Peace and Prosperity adopted on 4 October 2007 by the two leaders
(22)	of the Democratic People's Republic of Korea and the Republic of Korea;
(23)	2. <u>Encourages</u> the Democratic People's Republic of Korea and the Republic of
(24)	Korea to implement the Declaration fully and in good faith, thereby
(25)	consolidating peace on the Korean peninsula and laying a solid foundation for
(26)	peaceful reunification;
(27)	3. <u>Invites</u> Member States to continue to support and assist, as appropriate, the
(28)	process of inter-Korean dialogue, reconciliation and reunification so that it may
(29)	(29) contribute to peace and security not only on the Korean peninsula but also in
(30)	north-east Asia and the world as a whole.

HOW TO WRITE AN OPENING SPEECH

I/ Why Do You Have To Write An Opening Speech?

If you are the ambassador of your delegation you may be asked to write an opening speech that is presented in front of the general assemblies. This opening speech contains your countries view on the major world issues of that conference, this speech should only be one minute.

II/ What Are The Different Parts of An Opening Speech?

You should keep the following in mind when writing an opening speech:

- Traditionally you would address the titles of the people in the audience, on most circumstance this is the president of the general assembly and your fellow delegates. An example beginning is: '*Honourable President, Distinguished Delegates*' after this is your body information.

The main body of the speech is about the topics which delegates would be most likely to debate about. A select few delegates believe that the opening speech should be humorous, this is not true the opening speech and the rest of your speeches are to be kept diplomatic and formal throughout the conference.

On average speeches end with a statement such as: '*Thank you, Mister President*'.

III/ How to Deliver an Opening Speech?

The opening speech can often feel daunting as it is presented in front of all the general assemblies, to overcome this fear you should practice regularly in front of your peers and MUN directors. By doing so they will be able to give you advice and the exposure will desensitise you to crowds.

You should open your speech with a strong sentence to gain audience attention.

When delivering your speech you should speak slowly and clearly to counteract the distortion of the microphone, as a tip when you think: *'I am speaking too slowly now.'* It means that you are speaking at the right speed. Time your opening speech in order to not exceed the allotted time, if you do the president of the general assembly will remind you by saying: *'Will the Delegate please come to His closing remarks'*. If you hear this said to you, begin ending your speech.

Your vocabulary should take into account that not everyone is fluent in English, your speech is meant for all delegates to understand not just native English speakers. If you are a non-native English speaker then do not worry about making mistakes, and ask your peers for review.

A SAMPLE OPENING SPEECH

DELEGATION: France

Honourable President, Distinguished Delegates,

France recognises the need for multilateral efforts to achieve a greater balance in terms of development between the nations in the world. However, France also believes that any hope of achieving an acceptable economic balance in terms of global standards of living must take into consideration the environmental impact of such efforts.

France applauds the recent changes in tone apparent in the North-South dialogue and calls for greater attention to be paid to the interrelatedness of development planning and environmental security. Environmental threats from industrialisation must be eliminated from development planning. This is why France stands firmly behind the idea that aid and investment should occur at the local level, where traditional knowledge about the environment can play an important role in the development.

Thank you, Mister President.

WHAT IS LOBBYING

Lobbying is one of the most difficult tasks in MUN, in lobbying you are to informally talk with your fellow delegates on the resolutions which you have prepared for this conference. It can be broken down into three stages.

Stage 1: Finding allies and recognising opposition, the first thing you should do is greet everyone in the committee, by doing this you identify everyone. Converse with them as well and assess who would help you pass the resolution, who would give support and who would oppose your resolution. An easy way to do this is exchanging policy statements remember to refer to your own when prioritising who to meet first.

Stage 2: Resolution merger, when you have found a group to work with begin merging the best points of each of your resolutions together. Remember to compromise and come to an agreement on what the resolutions should contain, encourage others to contribute as well as they may have a good idea for a clause. One additional note, you should keep the resolution properly formatted to save time, refer back to “How to Write a Resolution” in the previous pages if you do not know how to, or ask your chairs for help.

Stage 3: Signatories are the last part of lobbying, this is when you must find other delegates to sign onto your resolution and they may ask you to sign on to theirs. The minimum number of signatories varies from conference to conference and contrary to what you think signing on to a resolution does not mean you support it, it just means that you want to see it debated on.

HOW TO BE A GOOD DELEGATE

I/ What Is The General Behaviour of A Delegate?

A delegate will remain professional and diplomatic throughout all days of the conference. You are a representative of both your country and your school, as such you want to give your best behaviour in and outside of the conference rooms. Your MUN director should already have gone over how to behave in a conference, and if you are still lost you can ask your peers. It is important you fully understand what it means to be a delegate.

II: Why Does MUN Have A Dress Code?

In the United Nations there is a large variety of countries and beliefs, in order to adhere to these beliefs we have to have a dress code. This prevents any unintended offenses or violations of moral values. It is important that you follow the dress code and understand the dress code.

What To Wear

A/ Men's clothing

A suit, a pair of trousers and jacket

- A tie
- Dark shoes
-

B/ Women's clothing

- A skirt, a dress
- A pair of trousers
- A blouse

What Not To Wear

C/ Clothes

- Sportswear, sport shoes
- Jeans
- Too short skirts
- Traditional clothes
- Military uniforms

D/ Accessories

- Facial piercing
- Coloured hair
- Delegation Shawl

What To Wear



What Not To Wear



HOW TO BE A GOOD AMBASSADOR AT MUN CONFERENCES

I/ What Is The Role Of MUN Ambassador Before The Conference?

The ambassador is the leader of your delegation, he is the most experienced delegate of your entire delegation and is the de facto person you go to when you are lost on what to do. He will represent you when all the committees come together and guide you through the conference.

A ambassador must make sure that the delegation is not disheartened, they should keep everyone excited and motivated as well as paying special attention to new delegates.

The MUN director will make note of the notepaper and attire of the team but the ambassadors should stress these points to the delegation as well.

II/ What Is The Role Of MUN Ambassador During The Conference?

The ambassador will present the opening speech in front of the entire General Assemblies or Security Council. As stated before this must be a one minute speech that presents your stance and position on the issues which you are most likely to debate/ talk about in this conference. The speech must be based on your research of the country and your delegation research on the issues.

Depending on the conference you may also have specific ceremonies for ambassador positions.

HOW TO PREPARE OFFICIAL NOTE PAPER

I/ What Is The Use Of Official Notepaper?

In debate time conversations between delegates is strictly prohibited, however it is important that you remain in contact with other delegates and your allies. To do this delegates will be given notepaper.

Notepaper is used specifically for discussing about the issues at hand and speeches that your team will collectively make. It is not meant for any other use than discussing the topics at hand, a breach of this rule will result in the notepaper being confiscated by the Admin team.

Additionally notepaper is passed by the Admin, delegates are not allowed to pass notepaper between each other.

II/ A Sample Notepaper?

A notepaper should have:

- A5 format,
- a flag of your delegation,
- a list of the whole delegation with their positions (optional)

