

**MEGAMUN**  
**Model United Nations**  
**10.11-14.11.2019**

**Instruction booklet**



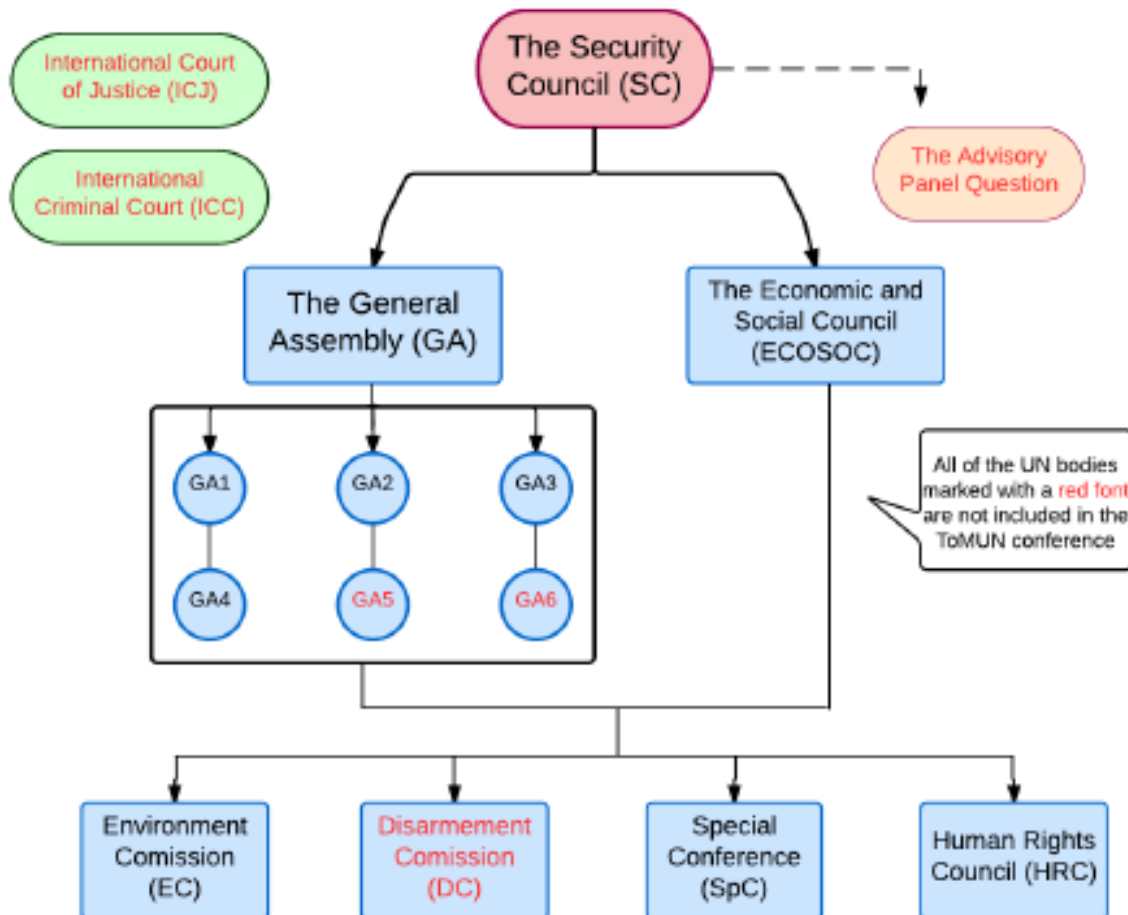
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(M)UN Structure



**HRC: Water as a Human Right - the future of Water**

**UNEP: Preserving Marine Biodiversity in the face of overfishing and marine pollution**

## MUN Terms

- **General Assembly (GA)** – in the real UN, it is the body in which every country of the world is represented. Even though we won't have all the countries present at our Conference, the GA is still our biggest committee that every delegation will attend.
- **Debate** – is what goes on in the committee. The Chair is leading the debate and it is regulated by the Rules of Procedure.
- **Chair (Chairman, Chairwoman)** – is the Head of the Committee. He/She moderates the entire proceedings of the Committee and makes sure that the Rules of Procedure are respected. The Chair does everything to keep the debate smooth and productive.
- **Speaker's List** – is the order in which delegations will address the Committee.
- **Floor** – essentially means the opportunity to speak. If someone "has the floor", it means they are allowed to speak. If a resolution is "on the floor", it has been formally introduced, it is being debated and it will be voted on.
- **Placard** – the sign that has the name of the country you are representing on it. You raise your placard to vote or to propose a point or motion – it is a way for the Chair to see you have something to say.
- **Point** – if you want to ask a question, or point the attention of the Chair to something, you use a point. (for further explanations see Points and Motions)
- **Motion** – motion is essentially a suggestion for action to the Committee. If you want to change the way of debating, introduce a resolution or generally move the proceedings forward, raise your placard and make a motion. There are several types of motions allowed in a Committee – for their list and further explanations, see Points and Motions.
- **Second** – whenever a motion is made, it requires a Second – that is, there needs to be another delegation that wants to see the motion implemented. To Second is easy – when you hear a motion you agree with, just raise your placard and say "Second".
- **Yield** – is what you do with the remainder of your speaking time. Yielding essentially means giving the rest of your time to someone. You may yield to other delegation, to questions (if you are willing to answer them), or to the Chairperson (if you have finished speaking or you have no more time anyway). For further info see the Rules. "The delegation of {Name of the country you are representing} / We yield the floor back to the Chair." is the phrase you have to use when you are finished with your argument/speech.
- **Roll Call** – when the Chair reads the names of all delegations in alphabetical order, to see if they are present (or to hear their vote, in a Roll Call Voting). When the name of your delegation is called you have to raise your placard in order to show that you are present.
- **Resolution** – is the final product of the Committee. It is a document that says how you want to change the world; what actions you want to take; how you are using your authority as a body. A resolution is created during the Committee sessions and in the end you vote on whether to implement it or not. Resolution has to be in a specific format, it is made of clauses and it has two main parts:

## Resolution

- **Preamble / Preambulatory clauses** – the introduction, in which you state upon what principles you are acting (or what values you are upholding with the resolution), what events you are condemning or congratulating, and/or what other documents were used as a basis for this resolution. Preambulatory clauses cannot be amended or divided out of a resolution.
- **Operative clauses** – these are the sentences that describe the actions you want to take (or want other organizations to take). You may directly order something to the bodies you have authority over or urge independent organizations to take some action that is in their power. You may create new bodies or terminate old ones. In operative clauses, you should also explain the financing mechanisms of your plan, as well as the enforcement mechanism it will use.

For more about resolutions, see the “Resolution” article, sample resolution and, the Rules.

- **Clause** – a paragraph in a resolution describing one specific guiding principle
- (perambulatory) or action to be taken (operative).
- **Sponsors** – are the delegations that author a resolution and are committed to supporting it.
- **Signatories** – are the delegations that wish to see the draft resolutions formally debated during the Committee session. They do not have to agree with the resolution; they just want to see it on the floor.
- **Amendment** – is a change to the operative clauses of a draft resolution (after it is introduced but before it gets voted on. Just a reminder, preamble cannot be amended. There are two types of amendments:
- **Friendly** – all the sponsors agree to it and it becomes incorporated into the draft resolution automatically
- **Unfriendly** – not all the sponsors agree with it; therefore, it will get debated and voted upon, before it can be incorporated into the resolution.
- **Straw Poll** – a non-binding vote for the purpose of gauging the opinion of the Committee. If you want to see what everyone thinks about your proposal, you may make a motion for a Straw Poll – the Chair will then have the delegates simulate voting on the proposal, but the vote is only for information purposes – it is not binding and the count may, of course, change later.
- **to be in order** – if a type of a point or motion is said to be “in order” it means that the rules allow you to make such a point or motion. E.g. “a motion for a roll call is in order only when voting on draft resolutions” means you may only move for a roll call during the final voting procedure, but not when voting on amendments or other motions.
- **to rule something out of order** - when a chairperson rules something out of order, (s)he is basically saying either that the rules do not allow it, or that he believes it would hurt the committee and therefore he will not allow it (the second is sometimes also called “ruling something dilatory”). If a delegate is out of order, it means that the action s(he) has made (offensive speech, incorrect motion) is inappropriate at that time and will not be considered.

## Research and preparation at home

Preparing for any MUN conference is a process of searching for useful information and learning anything that could help you in the course of debate. Even if you are more of an improvising type, having some background information on the issues you will be discussing and on the country, you will be representing is always helpful and therefore strongly recommended. Just think of all the ways you could use your knowledge while writing a resolution or defending it in your committee. For example, some less-known facts on the issues are amazing for writing speeches, as they might surprise your listeners or even impress them. Also, the more information you have, the better you understand your position as a delegate of a given country while discussing a particular issue. Having your research well done makes you feel more comfortable and confident during the debate (especially true for beginner MUNers). While for some people preparing for the conference is a “necessary evil”, some of them find it interesting or even exciting. Whichever type you are, here is a list of two essential steps to follow in the process of your preparation:

### Researching Your Delegation

In order to keep the course of the conference as close to the actual United Nations debates as possible, all delegates must make sure they are well prepared for the role they are to play. That will be the role of an official representative of the assigned country/organization. There are, in fact, a lot of UN-related websites which can be really helpful.

Here is a list of the most reliable and comprehensive websites:

- CIA The World Factbook
- Member States’ Mission to UN
- BBC Country Profiles

However, it is perfectly okay to use whatever sources you manage to find on the internet. Remember, that not all of them are reliable enough. It might therefore be helpful to do factchecking on several other websites.

There are plenty of sources that could help you “do your homework”. Make an effort to find them and use them for your research. Below, please find how you could use the Internet for this purpose. As for books, you can try to search for useful information in encyclopedias, world atlases and any publications you manage to find, although it is no secret that at this point using the Internet is both quicker and more effective.

### Researching Your Issues

When it comes to researching your issues, you are not completely on your own, as you can rely on Research Reports, provided by the Student Officers. However, you still have some work to do yourself. That is because Research Reports only give you the general picture of an issue, not specifying particular countries’ statements. Therefore, it is up to you to collect information on your country’s policy with regard to the issues discussed in your committee. Now, while researching an issue you will probably come across both old and new information. You need to properly order it (chronologically) so you do not get all tangled-up and confused.

Please notice that it would be advisable for you to search for all different kinds of information, such as historical facts, opinions, news, statistics, etc. Importantly, adopt the right, positive attitude, helpful in committing yourself to hard work. It is up to you, to research specific information about your countries position that is reliable. Convincing facts and knowledge help the most during the committees! 😊

There are a lot of sources that will help you through it:

- The official UN-site
- UN Documents & Resolutions
- BBC News
- The Britannica Encyclopedia
- Global Policy Forum

All the essential information about your country's position needs to be implemented in your position paper (also called policy statement).

## Writing a policy statement

A policy statement is a document explaining the policies of the delegate's country in relation to the topic treated in the committee.

In order to produce a useful policy statement, the delegate should remember to include the following:

### At the top of the policy statement:

- please include an appropriate heading that includes:
  - Name of the Committee/Council
  - Name of the country/organization

### In the first paragraph:

- Explain and define the past history of your country in relation to the issue

### In the second paragraph:

- State the country's general and present position on the issue
- Provide a **short and specific** summary of recent international action of your country, related to the topic

### In the third paragraph:

- Briefly make suggestions that are in line with your country's policies to provide a **solution** to the issue!!

**Policy statements should not be too detailed on the issue in question, as this is what resolutions and your work in the committee should do.**

Please make sure your policy statement does not exceed 400 words!

## Writing a resolution

By definition, United Nations resolutions are formal documents, expressions of the opinion or will of United Nations organs. They generally consist of two clearly defined sections: a preamble and an operative part.

The preamble generally presents the background of the issue in question, the considerations on the basis of which action is taken, an opinion expressed, or a directive given. It is advisable that the perambulatory part is concise in content, providing the key points illustrating the background of the issue in question and/or its historic justification. It is essential that each preamble clause begins with a relevant preambulatory phrase, which is highlighted (e.g. underlined or in italics). Each preamble clause should end with a comma.

The operative part, the more important part, states the opinion of the organ or the action to be taken. Its purpose is to develop the points stipulated in the preamble part accordingly, and to provide relevant solutions to the problem(s) listed in the topic and in the preamble.

The arguments used should be sound, and the actions to be taken should be described in as much detail as possible, supported with examples, which can be enumerated in sub-clauses. Each operative clause should end with a semi-colon.

Sub-clause pattern:

- 1.
- 2.
- 3.
- (a)
- (b)
- (c)
- (i)
- (ii)
- (iii)

Each sub-clause should end with a comma, except for the final sub-clause, which should end with a semi-colon, as it marks the end of the entire operative clause. At the top of the resolution, please include an appropriate heading.

The heading at the top of the resolution is very important as it is used to facilitate the work of the Secretariat and the Committee Chair in processing the draft resolution. The Heading includes the subject of the resolution (agenda topic), the name of the Committee/Council to which it will be presented, and the name or names of the countries submitting the draft resolution, as well as the Draft Resolution Number. The number is in numerical order based on the order in which the draft resolution is introduced to the committee.



**During lobbying, delegates will look for other delegates within their respective committees who will support their draft resolution.** When they have found ten such delegates, they will go to the computer room and start merging their drafts and/or working together on the final version of their resolutions. The main submitting country/ies will be called SPONSOR(S) in the final draft resolution, and the co-submitting countries will be called SIGNATORIES. This information should also be included in the heading of the final (merged) draft resolution. The draft resolution remains a draft until it has been debated and voted upon. Then it becomes a resolution.

**In writing your draft resolution, be detailed; if your resolution calls for a new program, think about how it will be funded and what body will manage it. Try to cite facts whenever possible.**

**Be realistic; do not create objectives for your resolution that cannot be met. Make sure your body can take the action suggested.**

## USEFUL PHRASES

### Useful Preambulatory Phrases

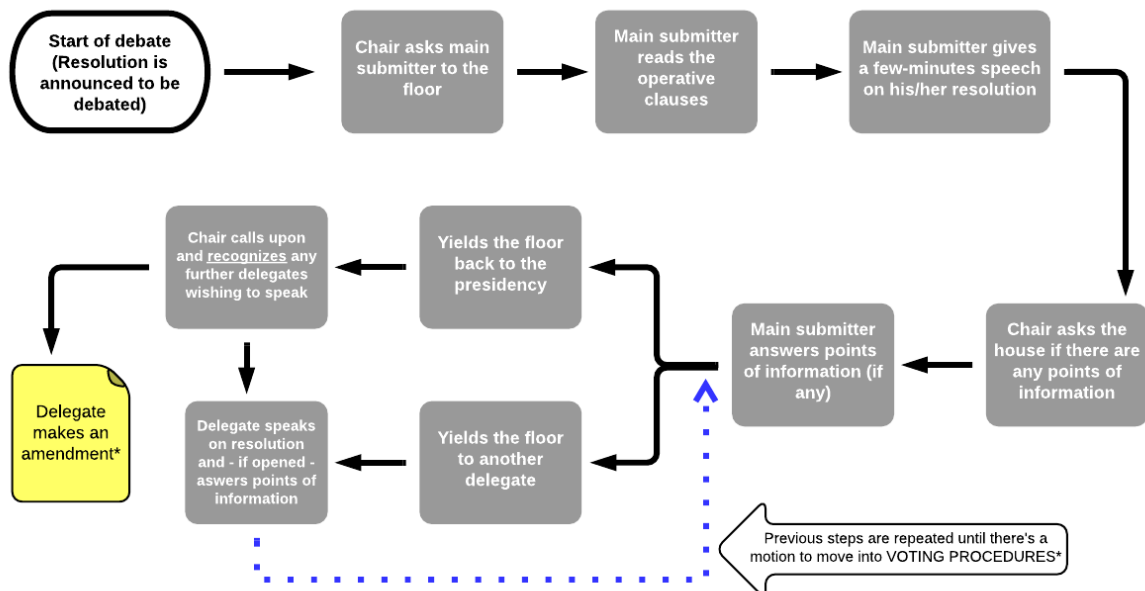
Affirming	Alarmed by
Approving	Aware of
Bearing in mind	Believing
Confident	Contemplating
Convinced	Declaring
Deeply concerned	Deeply conscious
Deeply convinced	Deeply disturbed
Deeply regretting	Desiring
Emphasizing	Expecting
Expressing its appreciation	Expressing its appreciation
Fulfilling	Fully alarmed
Fully aware	Fully believing
Further deploring / Further recalling	Guided by
Having adapted	Having considered
Having considered further	Having devoted attention
Having examined	Having heard
Having studied	Keeping in mind
Noting with regret	Noting with satisfaction
Noting further	Noting with approval
Observing	Reaffirming
Realizing	Recalling
Recognizing	Referring
Seeking	Taking into account
Taking into consideration	Taking note
Viewing with appreciation	Welcoming

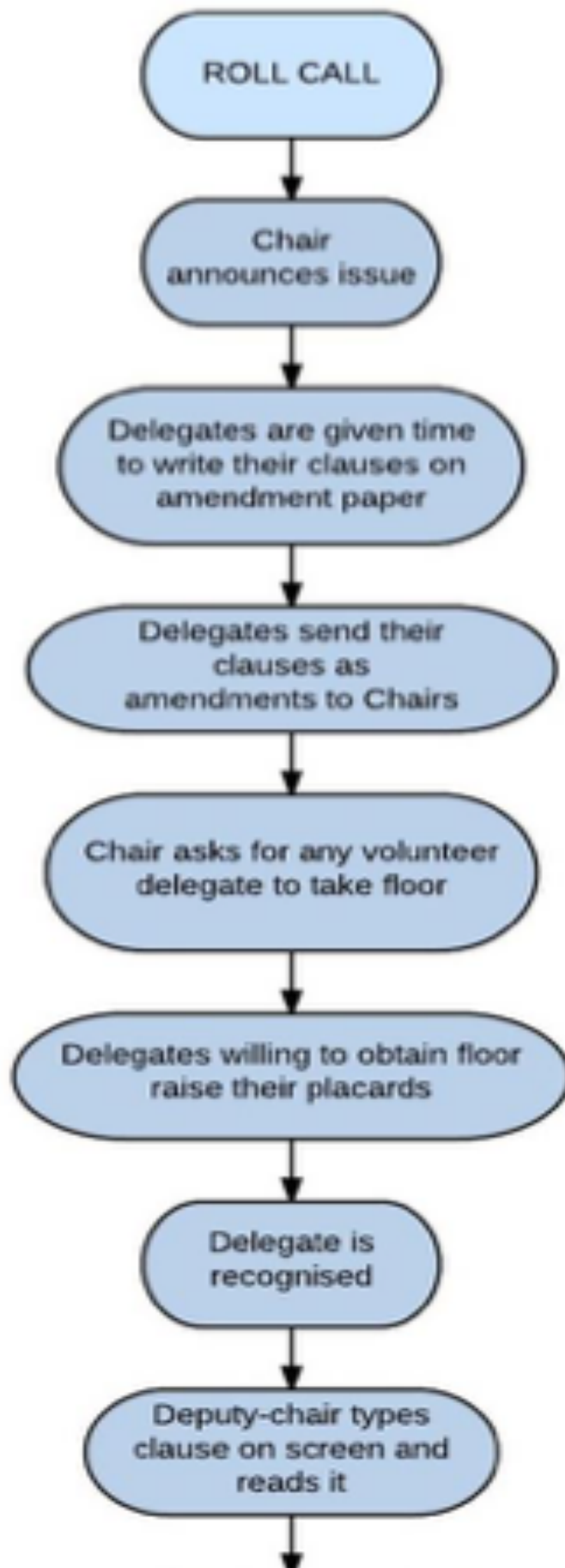
### Useful Operative Phrases

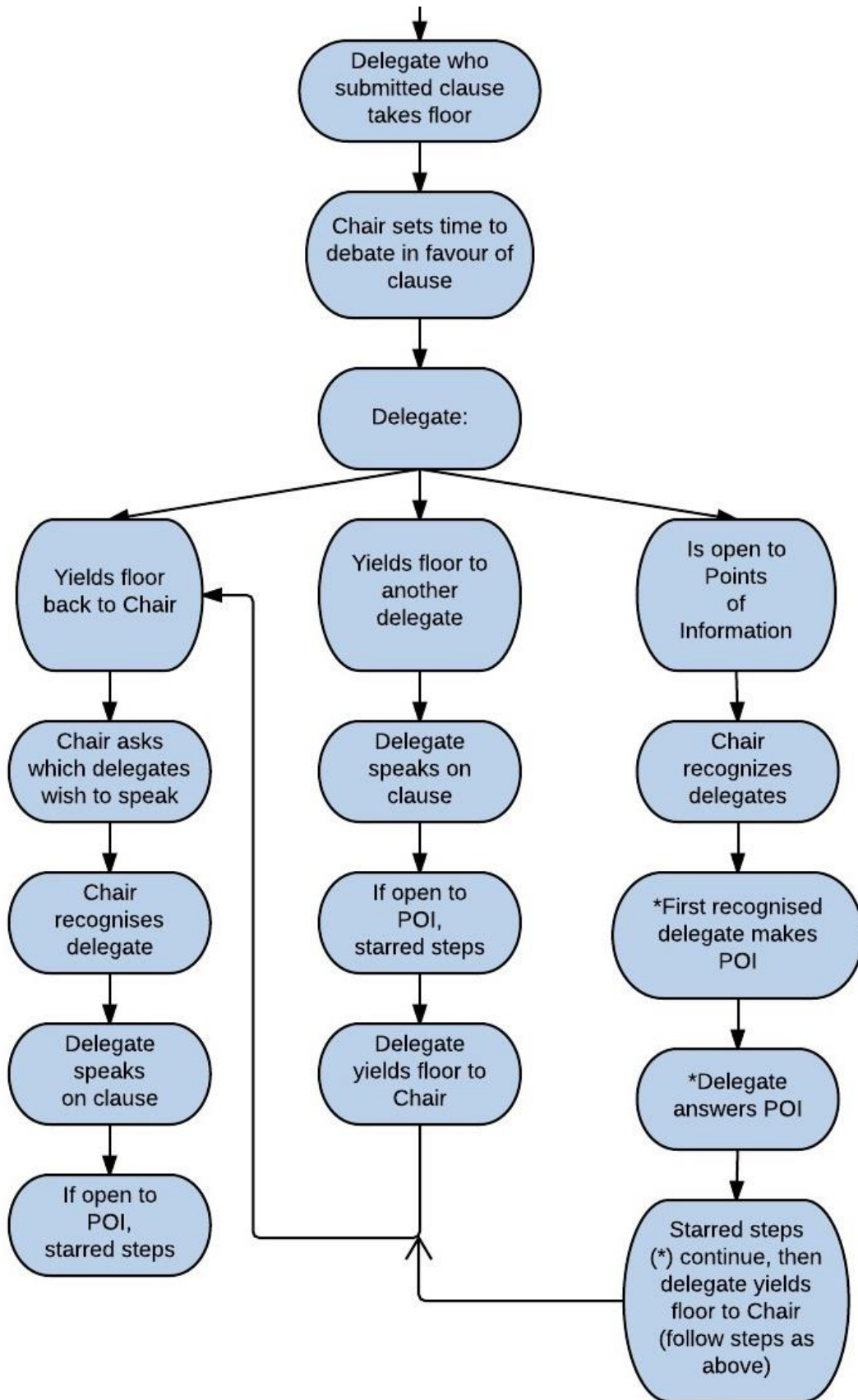
Accepts	Affirms
Approves	Calls
Calls upon	Confirms
Congratulates	Designates
Draws the attention	Emphasises
Encourages	Endorses
Expresses its appreciation	Expresses its hope
Further invites	Further proclaims Further reminds
Further recommends	Further requests
Further resolves	Has resolved
Notes	Reaffirms
Recommends	Regrets
Reminds	Requests
Solemnly affirms	Supports
Takes note of	Transmits

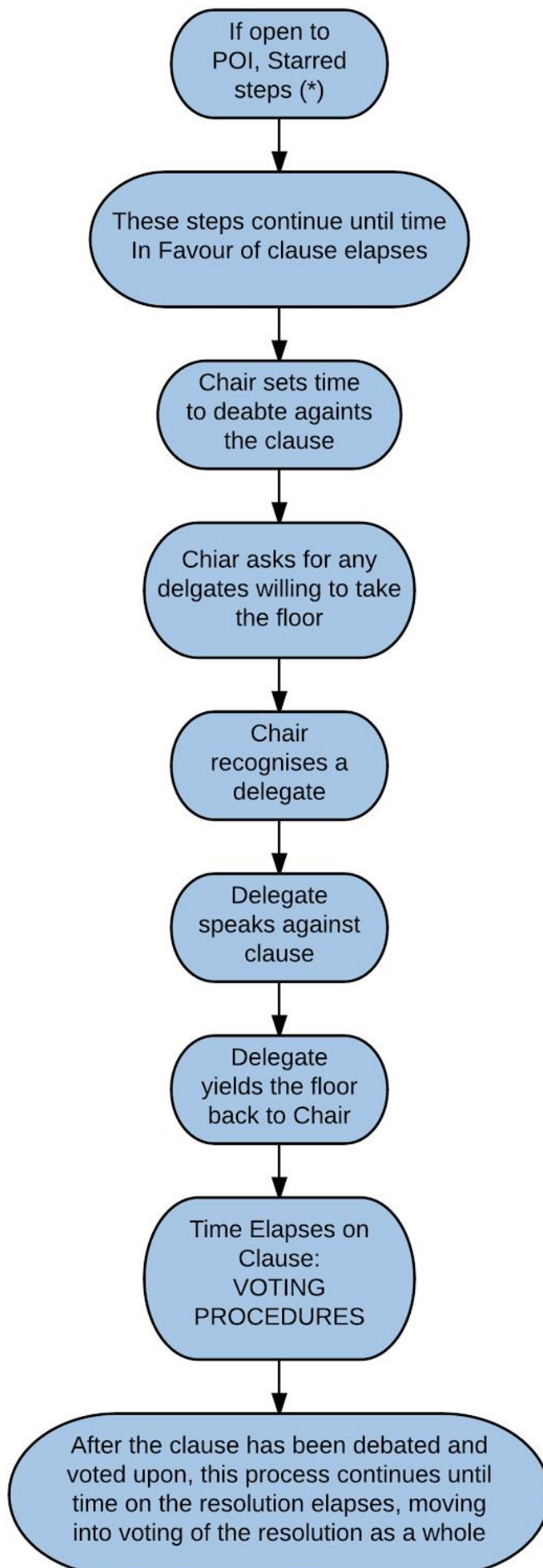
## RULES OF PROCEDURE

The diagram below is an overview of the course of debate in **the two committees and the General Assembly**. Please notice that before a committee starts debating on resolutions, all delegates are given the time to **lobby**. **Lobbying** is a very exciting part of every MUN conference, as it gives you an opportunity to use your diplomatic skills and your persuasiveness to grasp other delegates' interest in your ideas and solutions to particular issues (your draft resolution). If you would like to get more specific information about lobbying, please move to the section of the booklet entitled How to Lobby. We have prepared a similar diagram that will walk you step by step through the entire process of lobbying. The flow of debate:









## HOW TO LOBBY

The purpose of lobbying is to find other delegates who share your ideas and political views on the issue(s) in question and could potentially become your **allies** in the course of debate.

Once you manage to do that, you begin to compare and discuss your resolutions, so that you can improve them by rewording, adding clauses or **merging your resolutions into one**. Remember that even if you all work on it together, you still have to choose one of you to be the **main-submitter** of the resolution, while the others remain its **co-submitters**. When you get that part over with, you start persuading other delegates to **sign** your resolution. This is an important phase of lobbying, because in case your resolution does not reach the **required number of signatures** (co-submitters), it will not be in order for this resolution to be discussed in your committee.

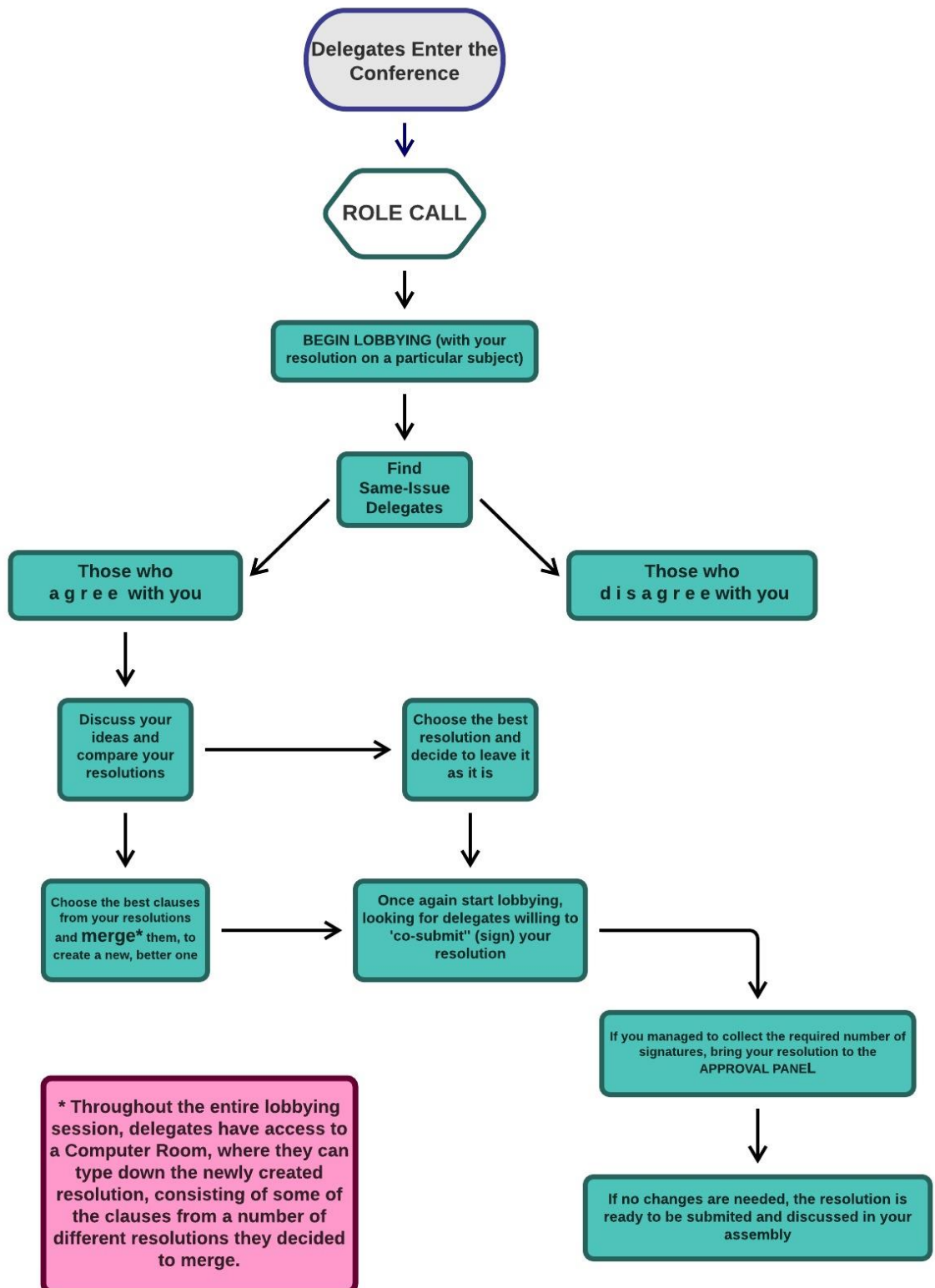
**Lobbying** is a very important part of the conference for two major reasons:

- it allows you to do some final work on your resolution and improve any of its aspects that needs improvement,
- it prevents similar resolutions from being debated.

**Lobbying** will also give you an idea of who will support or oppose your resolution during debate, it will show what aspects of your resolution still need improvement, clarification or exemplification.

Please note that when deciding whether or not to co-submit somebody's resolution, you should keep in mind that undersigning this document is a diplomatic commitment. Signing a resolution and becoming its co-submitter makes you officially obliged to defend the resolution during debate, which will be expected of you.

As a MUN delegate, you always have to remember that you represent the interests of a particular country or organization that you are assigned to, not your own ideas, claims or beliefs. Since our goal is to keep the conference as a simulation of the actual UN, therefore it is necessary for all the delegates to be prepared for their role. That is why we encourage you all to do your research and meticulously collect the information on the policy of the country you represent in order not to appear incompetent or ignorant. Here is a detailed diagram that illustrates the entire process of lobbying step by step.



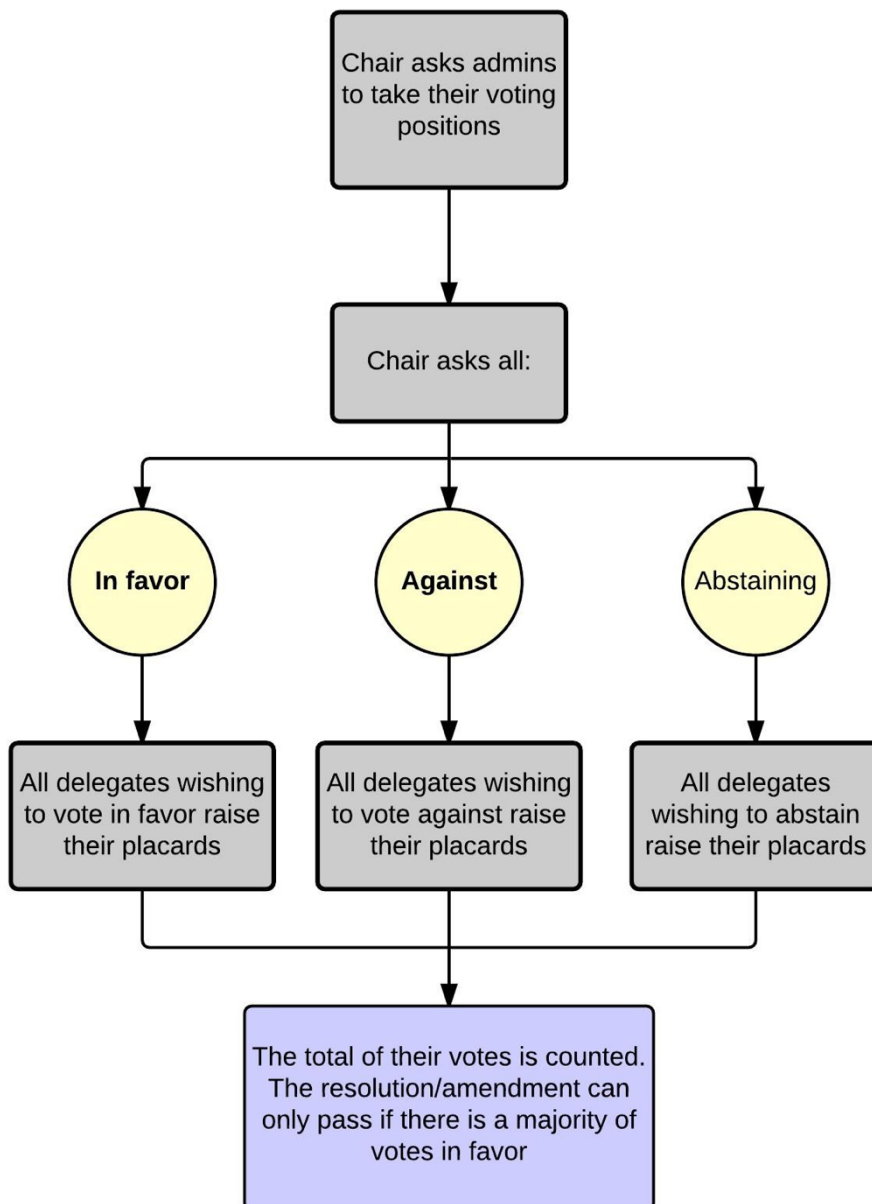


## POINTS AND MOTIONS

Due to the rules of procedure delegates have to announce their intentions when being given the floor, this is done with points or motions. These are essentially requests to the chair or committee, which will then be ruled in order or not in order. Some require a second party to agree, a speaker for and against or even a vote.

Point/Motion	May interrupt the speaker	Second needed?	Speakers	Vote (after an objection)	Intention/Use
Point of personal privilege due to audibility	Yes	No	None	No	To notify the chair that you can't hear the speaker
Point of personal privilege	No	No	None	No	To notify the Chair that you are experiencing some discomfort (**)
Point of order	No	No	None	No	To notify the Chair that a mistake has been made regarding the Rules of procedure
Point of parliamentary inquiry	No	No	None	No	To ask the Chair a question about the Rules of Procedure
Point of information to the Chair	No	No	None	No	To ask the Chair a question not concerning the Rules of procedure
Motion to move to the voting procedure	No	Yes	2 against	½ majority	To close the debate on the current amendment/resolution
Motion to extend debating time	No	Yes	1 in favor 1 against	½ majority	To extend debate time on the current amendment/resolution
Motion to divide the house	No	Yes	None	½ majority	To propose a roll call vote
Motion to table the resolution	No	Yes	1 in favor 1 against	2/3 majority	To adjourn debate on the current resolution
Motion to adjourn the debate	No	Yes	None	½ majority	To propose a break

## VOTING PROCEDURE



## DRESS CODE

We kindly ask all to dress in a professional way and refrain from putting on sneakers, denim or hoodies. Delegates should wear suits with either trousers or a skirt.

## ORGANISATIONAL MATTERS

Lunch will be provided by school and is free. Your host will be looking after you during your free time. For further information, look at your welcoming package.

## HOUSING

All delegates to be housed will receive all relevant information regarding their housing and host families upon their arrival. We ask students to remember that they are guests and respect the respective housing rules. Host swapping is forbidden. Any problems should be reported to Mme. Galli or Mme. Droste.

## SMOKING AND DRINKING

Smoking is prohibited in the school premises. Alcoholic beverages must not be consumed during the conference. Legal drinking age in Luxembourg is 16. Drug use will not be tolerated.

## TRANSPORT

All delegates will receive a student card, which allows them to use public transport for free.

