



# *The* **MUN**

## **PREPARATION GUIDE**

## **PREFACE**

**“At Model UN, you broaden your horizons. By learning and networking, you can be part of the UN’s efforts to establish peace, secure human rights and enable all people to live in dignity” -  
*António Guterres, the UN Secretary-General (2017 – present)***

This MUN Preparation Guide is meant for the students of MUN Club at The Indian Public School (TIPS) – Cambridge International, Erode, who intend to prepare for participating in MUN conferences around the world. While there are numerous resources readily available online to helm the MUN delegates, this guide was prepared to help the TIPS students specifically with extensive literature including a number of annexures with worksheet type templates and samples. It is intended to clear all the doubts and have clear path in understanding how the MUN conferences are structured and works.

This guide was prepared with the help of various resources available online. While a comprehensive list of resources referred has been provided at the end of the guide, the team would like to specifically mention and give credit to Worldview’s MUN Book, CHEMUN’s Delegate Guide, THIMUN’s Basic Guidelines for New Delegates, Uday Rai Mehra’s How to Help MUN Delegates Become Prepared and Best Delegate’s The Complete Starter Kit for MUN Conference. These resources helped the team to bring out this consolidated guide. However, this does not overwhelm by all the procedures followed at various MUN conferences. The MUN participants may still would like to refer the guides provided by conference specific organizers. The preparation team would like to humbly mention their experiences as MUN Faculty Advisors in providing training for the students during the past four years helped a lot in designing this guide.

Nothing in this guide suggest the MUN delegates to follow the steps provided rigorously. However, the logic behind in suggesting such steps was out of sheer experience. Sometimes, the MUN may seem to be intimidating with various jargons. A list of glossary is also provided at the end of this guide to help them for better understanding. Each research task has been explained using a flow chart and the same has been mapped to a template provided at the annexure for recording the collected information. Preparation tips are also provided throughout the guide.

The MUN Faculty Advisors at TIPS believe that this guide will help the delegates for a successful preparation to MUN conferences. This guide will be considered as a working document and open to incorporate any amendments that the team founds to be more meaningful and useful.

# **CONTENT**

<b>1. WHAT IS MUN?</b>	
A. About MUN	1
B. Aims of MUN	1
C. Who can do MUN?	1
D. How to enroll for MUN conferences?	2
<b>2. HOW TO PREPARE FOR MUN CONFERENCES?</b>	
A. Research Binder	2
B. Background Guide	3
C. Country Research	3
D. Committee Research	8
E. Topic Research	10
F. Position Paper	12
G. Model Resolution	13
H. Rules of Procedure (RoP)	17
I. Writing an Opening Speech	17
<b>3. GENERAL PROCEDURE OF MUN CONFERENCES</b>	
A. Roll Call	20
B. Setting the Agenda	20
C. Speaker's List (Formal Debate)	20
D. Caucus (Informal Debate)	21
E. Moderated Caucus	21
F. Unmoderated Caucus	22
G. Debate on Resolutions	25
H. Voting for Amendments and Resolutions	27
<b>4. COMMUNICATION IN MUN</b>	
A. Personal Pronouns	29
B. Addressing the Committee	29
C. Cross-Talk	29
D. Official Notepaper	30
E. Point of Order	30
F. Point of Personal Privilege	30
G. Point of Information	31
H. Point of Parliamentary Inquiry	31
I. Motion to Move into Previous Question	31
J. Motion to Approach the Head Table	31
K. Yielding	32
L. Modes of Address During Formal Debates	32
M. Equipment	32
N. Attire	33
<b>5. ANNEXURES</b>	
Annexure 1: Country Research Template	35
Annexure 2: Committee Research Template	39
Annexure 3: Sample Position Paper	40
Annexure 4: Sample Resolution	41
Annexure 5: A Sample Opening Speech	42
Annexure 6: Guide to Structure the Opening Speech	43
Annexure 7: Recommended Research Resources	44
Annexure 8: Glossary	45
Annexure 9: Model Rubrics for Successful Participation	47
<b>6. REFERENCES</b>	48

## **1. WHAT IS MUN?**

### **A. About MUN**

Model United Nations, popularly referred to as MUN, is an extra-curricular activity in many schools and universities where students assume the role of international diplomats and ambassadors of countries and organisations represented in the United Nations in specific committees and debate about issues concerning the world. It is an academic simulation of the United Nations and its various organs.

While playing their roles as ambassadors, student “delegates” make speeches, prepare draft resolutions, negotiate with allies and adversaries, resolve conflicts and navigate the MUN conference Rules of Procedure (RoP) - all in the interest of mobilizing international cooperation to resolve problems that affect countries all over the world.

### **B. Aims of MUN**

The Aims of an MUN conference are to encourage debate and sharing of views between students from different schools and of different ethnicities. The Ultimate goal of an MUN Conference is to promote awareness of international relations and issues in young people, and to inspire global mindedness and an understanding to the problems of the world and how to combat them, whilst providing an atmosphere where students can progress in their communication skills and open mindedness. This would allow students an insight to further their understanding and learning of politics in a global and international manner.

### **C. Who can do MUN?**

MUN can be done by any student in their respective School; as it relies on an international understanding and skill in debate. As the purpose of MUN is to emphasise global understanding and promote international awareness, anyone wishing to exercise such aims should be encouraged to participate in Model United Nations. Furthermore, while attending real-life conferences provide one with the chance to execute such aims, one should also be encouraged to participate in the free, online Model United Nations conference\*, **<https://www.onlinemodelunitednations.org/>** for refining ones debate and procedural skills from the comfort of one’s own home. One can also visit **<https://mymun.com/>** to discover new MUN conferences\* all over the world. It functions as a MUN database, conference management tool, and social network.

*\* While The Indian Public School - Cambridge International, Erode, only suggest such online tools and platforms, it does not endorse any such websites. Thus, participation in such online platform and offline conferences through such websites are purely voluntary in nature and it is advised to take a cautious approach with parental guidance and with the knowledge of the school.*

## **D. How to enroll for MUN conferences?**

School shares the invitation from the MUN conference organizers and invites interested students to enroll. An audition would be conducted to select the students, if there are more students than the allocated strength. The school shares the details of selected students with the organizers and, in turn, the organizers typically allocate a Country and Committee for each student – this is called ‘Single Delegation’. A few MUNs would offer ‘Double Delegation’ which means two student delegates would be allocated in a committee with same country. In other words, two student delegates will represent a single country in a committee and both will have equal role. They work together and share the tasks. This will reflect the real UN experience. Once the country and committee is allocated, the students start preparing for the conference as per the suggestions provided in this guide and with the help of the MUN Faculty Advisors.

## **2. PREPARING FOR THE MUN CONFERENCES**

Preparation is a critical part of any Model UN conference - you need to come prepared so you can deliver informed speeches, make strong arguments while negotiating, and write innovative and realistic resolutions on your committee topics. Preparing for a MUN conference consists primarily of doing research – about your allotted country, your committee and your topic. Here’s a sample conference preparation timeline:

<b>Before the conference</b>	
6 weeks before	Read the “Background Guide” for your committee
5 weeks before	Complete a “Country Research” and “Committee Research”
4 weeks before	Complete a “Topic Research”
3 weeks before	Write a “Position Paper”
2 weeks before	Write “Model Resolutions” and understand the “Rules of Procedure”
1 week before	Write an “Opening Speech” and practice it before the conference!

## **A. Research Binder**

Doing a research on the allocated country, committee and topic can add up to a lot of information that there’s no way for you to memorize! You can carry prints of all the research done to refer to in the committee (conference time), since most conferences do not allow the usage of laptops or electronic devices within the committee. All the printed information can go into one folder called “Research Binder.”

## B. Background Guide

It is a guide to an allocated topic being discussed in a Model UN committee usually written by conference organizers and distributed to delegates before the conference. It acts as a starting point for any research before a Model UN conference. Start with the background guide, which introduces the topics, suggests possible solutions and/or previous UN action with respect to the topic, and often provides you with the views of different blocs on the topic. Once you have an idea of what the committee is about, you can research specific topics in detail. Print off the Background Guide and other research details and put into the Research Binder to hold all your information. It is also sometimes referred to as “Delegate Guide” or “Topic Guide”.

## C. Country Research

When researching your allocated country, you will find that there are many available sources to help you with research. Though it may look overwhelming to find the right information on your country, many sources provide several areas of research; such as the area of Politics, Government, Economy, Society etc. Carrying out country research would help you when writing about your political stance and position (policy statement/position paper) for your committee, and it would also help when writing your opening speech. There are several sources listed below from books to websites and other possibilities for research. Towards preparing for the conference, you shall be asked by your school’s MUN Faculty Advisor to do the Country Research and submit it in a Word Document Template. Please see **Annexure 1** for the template.

### WEBSITES

<div>CIA: The World Fact Book <a href="https://www.cia.gov/library/publications">https://www.cia.gov/library/publications</a></div> <div>U.S Department of State <a href="http://www.state.gov/r/pa/ei/bgn/index">http://www.state.gov/r/pa/ei/bgn/index</a></div>	The CIA World Fact Book and the U.S Department of State websites are great places to start your research on a delegation. They both provide you with an in-depth review of a country and will allow you to see accurate and frequently updated information on a country’s statistics. There will be some countries on one website that has older information, but the other website would be able to compensate that with newer information and vice versa. The CIA World Fact Book gives you simple to read facts, however, the U.S Department of State’s facts are like those of the CIA World Fact Book, but contain expanded explanation
<div>United Nations Website <a href="http://www.un.org/">http://www.un.org/</a></div>	The UN Website serves as a portal to information on the UN and the recent events at the UN, including recent treaties passed, resolutions, organizations etc. that will help you in seeing your delegation’s involvement and influence at the UN.
<div><b>Permanent Mission of Country to the UN</b> <a href="http://www.un.org/members/missions.shtml">http://www.un.org/members/missions.shtml</a></div>	The Permanent Mission of your country to the UN website, is a portal to taking you to your own country’s independent website on their mission at the UN. These web links will provide you with an overview of your country’s stance at the UN, what they are involved in and who they side with during debate and sessions.

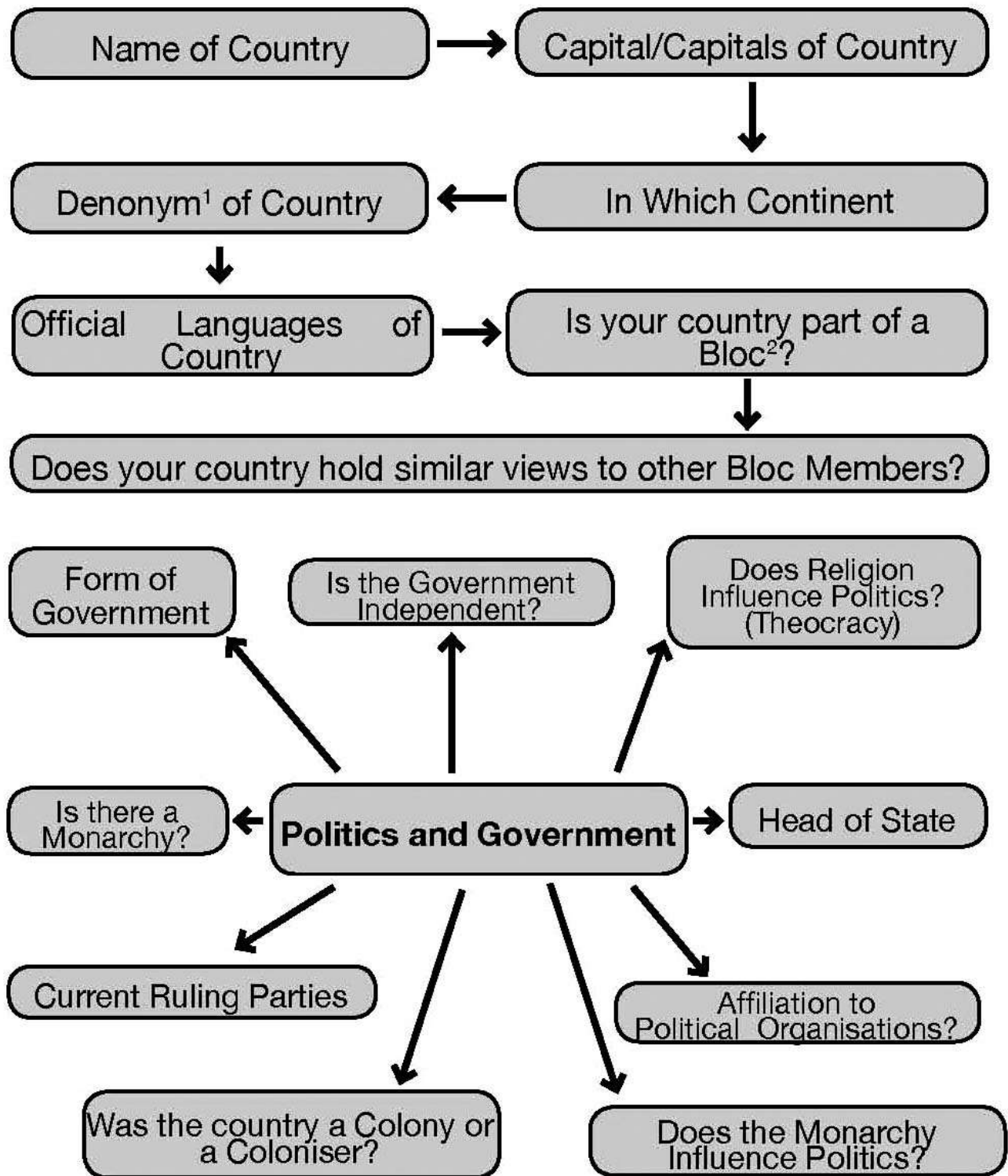
<div data-bbox="175 96 694 224"> <p><b>UN System: UN Organisations</b></p> <p><a href="http://www.unsystem.org/">http://www.unsystem.org/</a></p> </div>	<p>The UN System of Organisations is a portal for taking you to each UN Organisation's own website to give an insight into their involvement and role at the UN. This website serves a similar purpose as the Permanent Mission of your country to the UN website; however it is for Organisations rather than countries therefore, you will find their views are more objective rather than subjective.</p>
<div data-bbox="140 304 718 515"> <p><b>BBC Country Profiles</b></p> <p><a href="http://news.bbc.co.uk/2/hi/country_profiles/default.stm">http://news.bbc.co.uk/2/hi/country_profiles/default.stm</a></p> </div>	<p>The BBC offers an in-depth view of country profiles with information about different aspects of the country from their economy to their environmental action. As the BBC is a News Source, it has accurate information that is updated regularly and sections about the country in the news are highlighted under their timeline sections on countries. To the left, one can find the links to different regions of the world from where one can find the desired country's profile.</p>

## BOOKS

<div data-bbox="164 822 683 949"> <p>Essential Atlas of the World</p> <p>ISBN 0789493586</p> </div> <div data-bbox="164 1003 683 1131"> <p>World Fact Book</p> <p>ISSN 1553-8133</p> </div>	<p>If you are a person who would prefer to use books rather than websites to gather information, that is also a great research technique as it provides you with latest editions of a topic. There are two books provided in this research section as others would focus too specifically on one aspect of a country rather than all the aspects of a country (such as a book on the literacy rates of all the countries in the world). These two books provide a vivid insight into researching a country, as The World Fact Book is the book version of the website on the previous page (CIA World Fact Book). The Essential Atlas of the World is a very useful Atlas made by Dorling Kindersley (DK) and is published yearly. The ISSN and ISBN have been provided for these books. Please Note: these two books can be purchased; however, many libraries offer these books to borrow.</p>
<div data-bbox="172 1303 691 1460"> <p>All the Countries of the World</p> <p>By Annelise Hobbs</p> </div>	<p>This book is a reference encyclopaedia to all the countries of the world and includes in-depth information about countries and their political standing. For those who prefer researching countries through books rather than websites, this is an ideal resource and can be found in many libraries and good book shops.</p>
<div data-bbox="226 1547 614 1655"> <p><b>OTHER:</b></p> </div>	<div data-bbox="826 1529 1345 1675"> <p>Contacting Your Embassy</p> <p><a href="http://www.embassyworld.com">http://www.embassyworld.com</a></p> </div>
<p>By contacting a representative of your country directly, you will be able to ask questions that you are interested and concerned, which would therefore provide you with more specific answers and policies of your country. There are two ways of finding the contact details of the country's representative in your country of residence. You can find the representative through the website on the left (Embassy World) or by the use of a search engine and typing "E.g. Japan's Embassy in The United Kingdom".</p>	

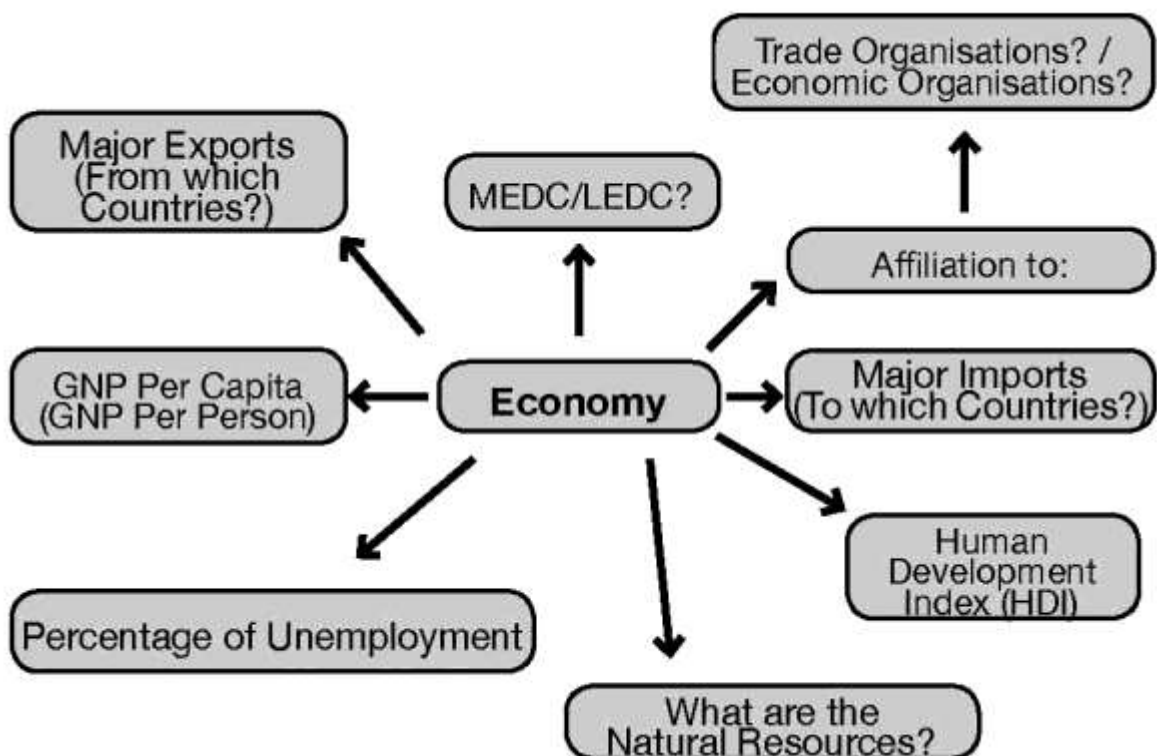
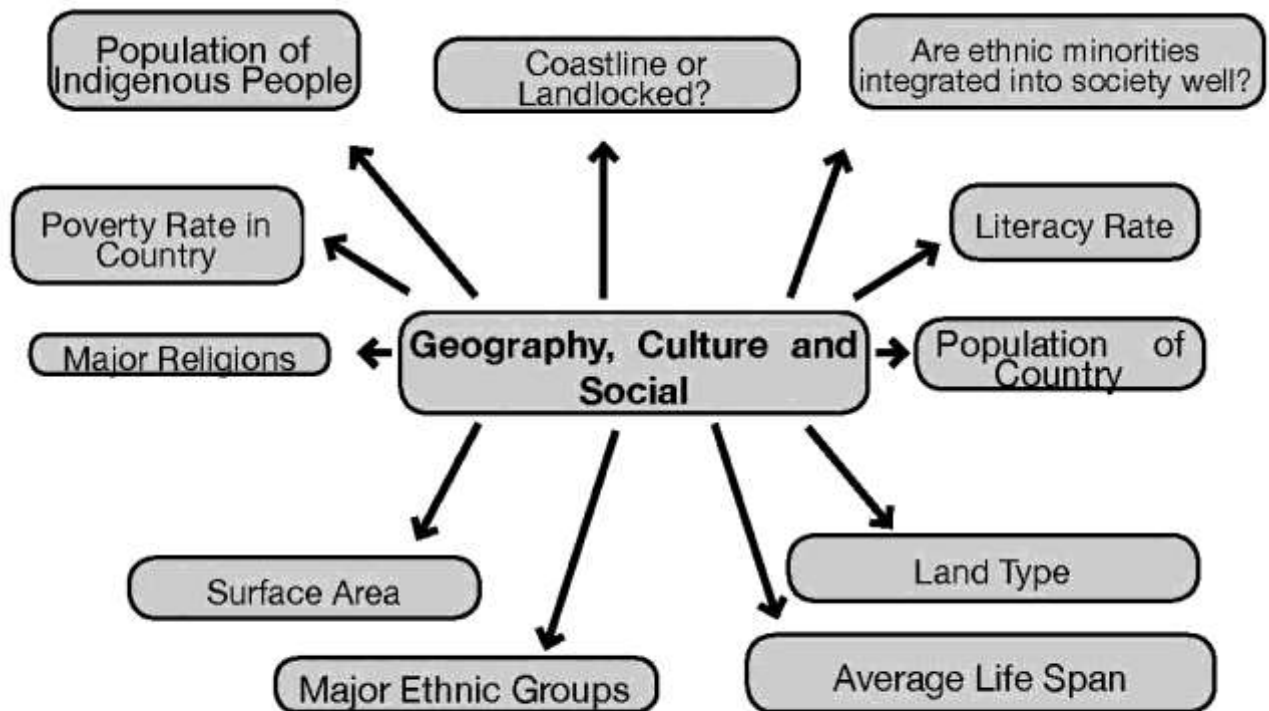


## How to Research a Country?

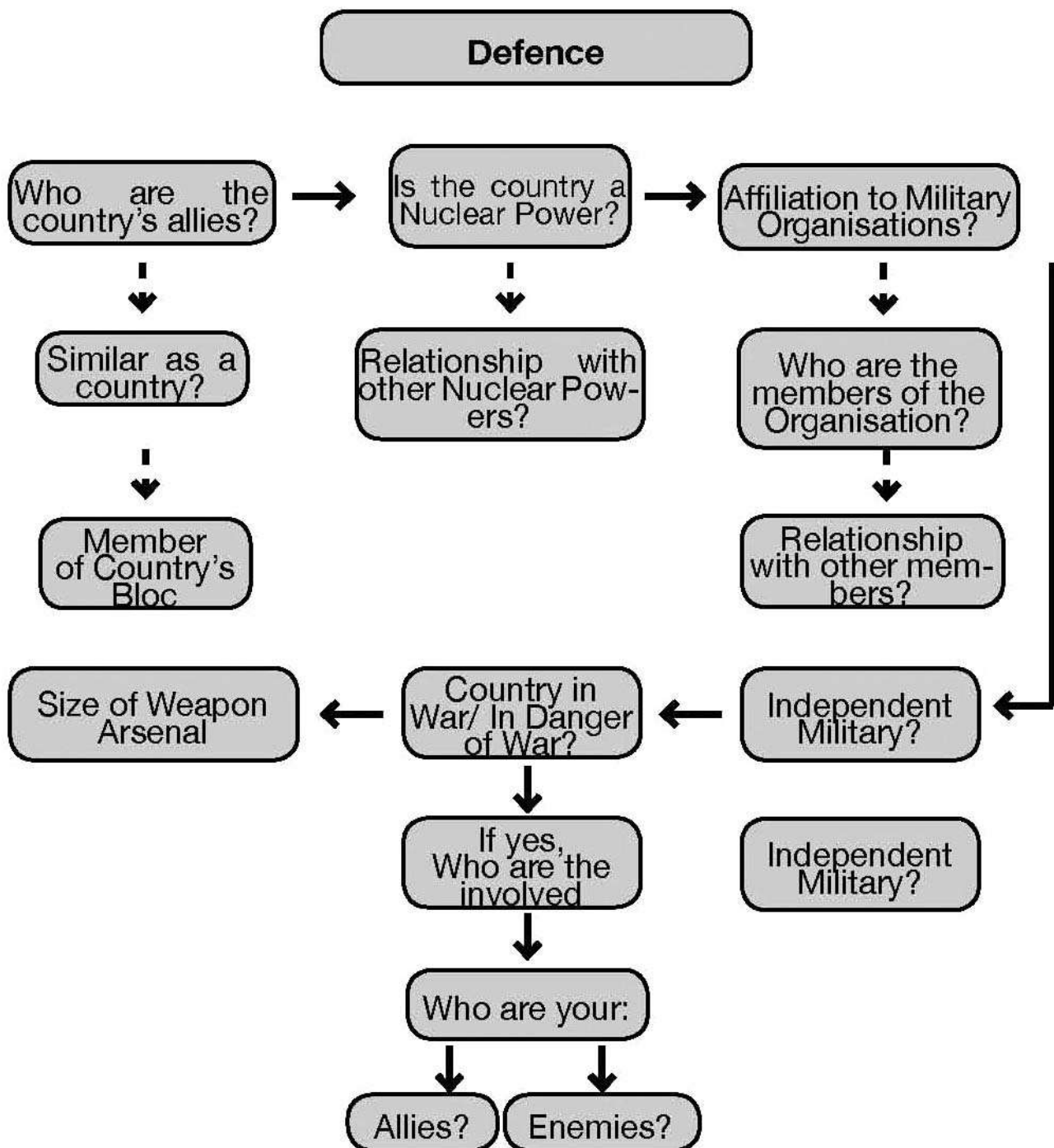


*Flow chart continues on next page ...*

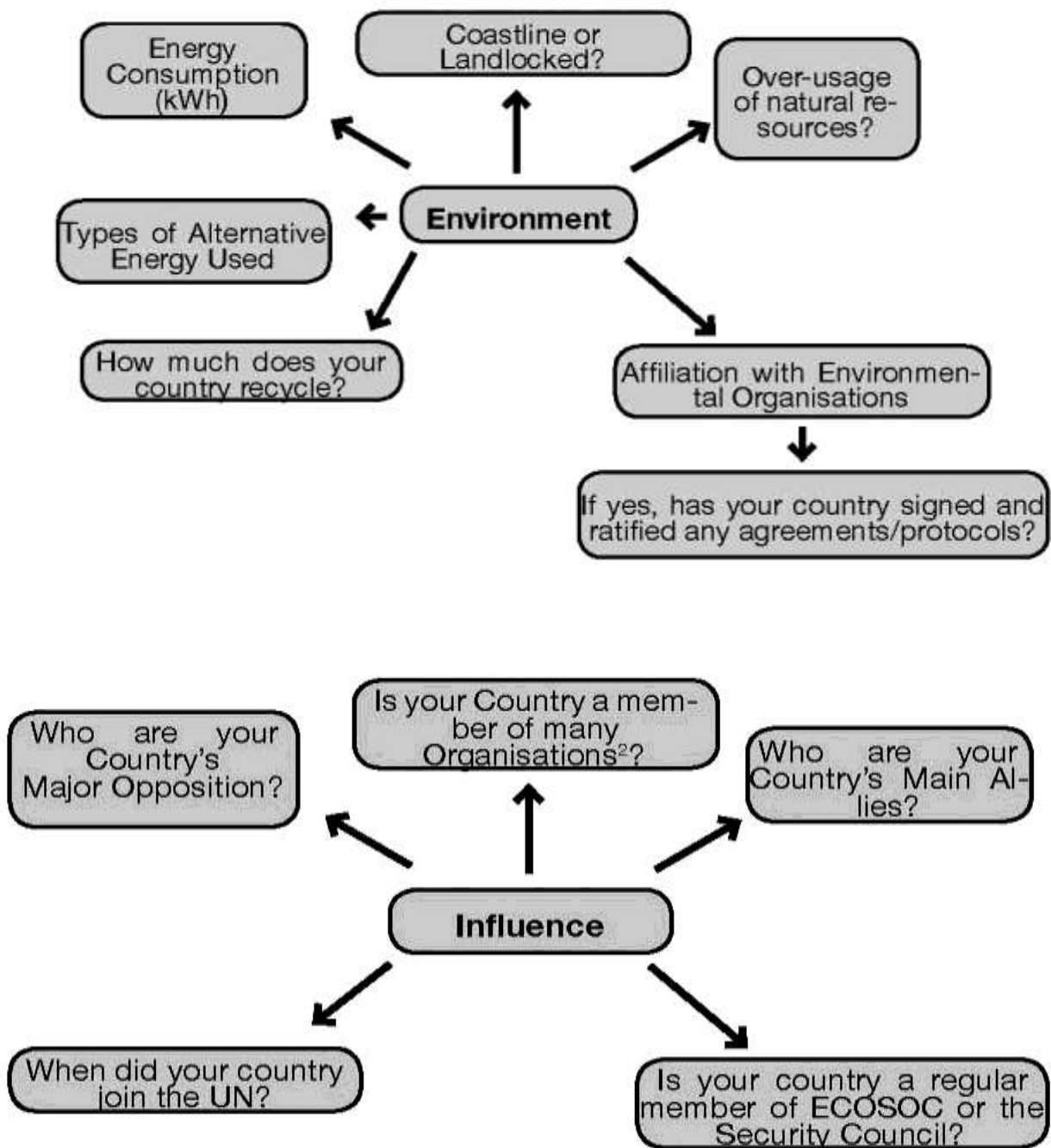




Flow chart continues on next page ...



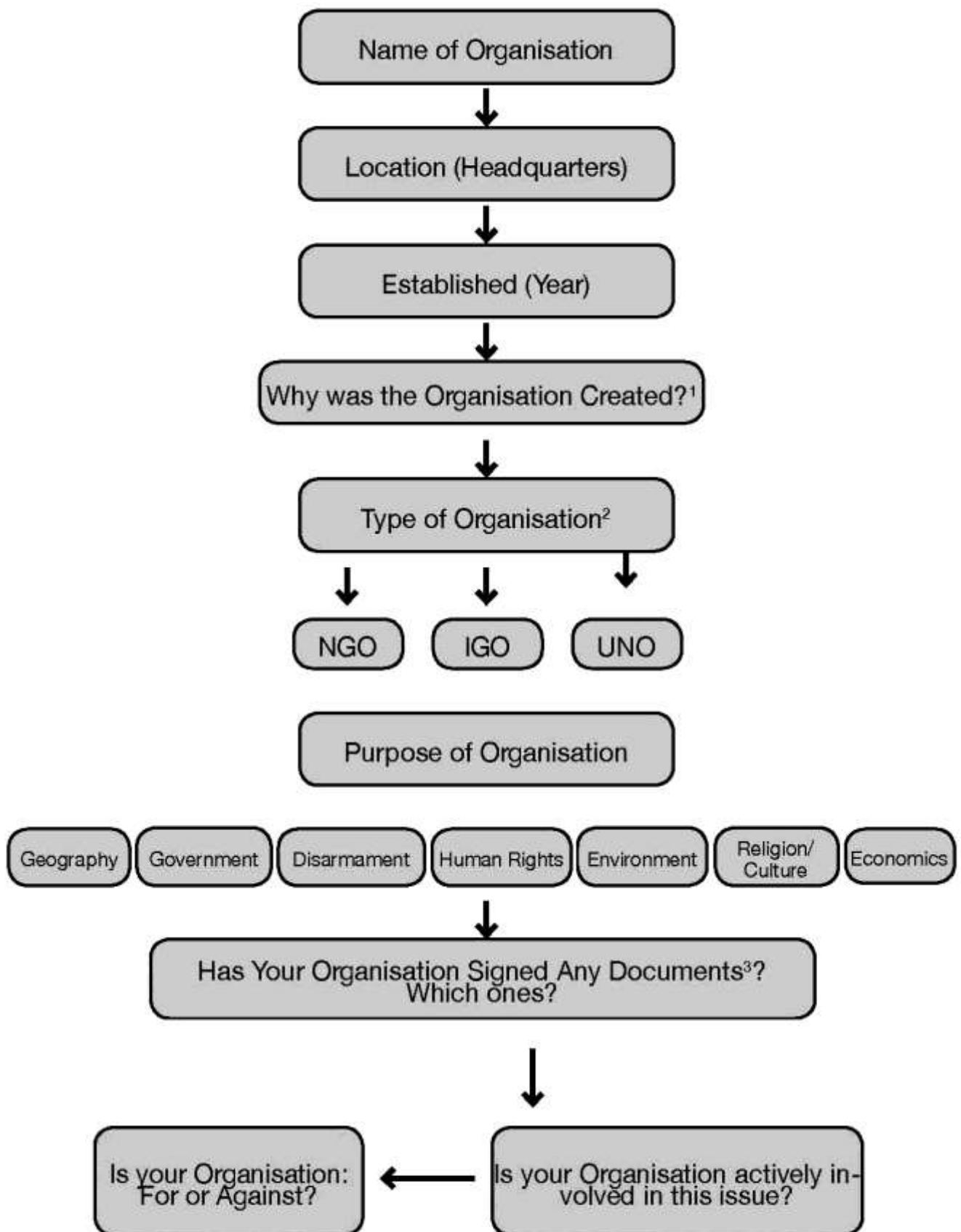
*Flow chart continues on next page ...*



#### D. Committee Research

At MUN Conferences, there are several committees where delegates debate different topics and aspects of the United Nations. Each MUN committee has different powers and responsibilities. The discussion you will be having can be as different between committees and the diverse topics discussed at the conference. Knowing what is the normal course of action, has precedent or is legal / illegal can give you a central place in the discussion even if you feel you have a less relevant position. When researching make sure to take time to learn how your allocated UN committee works. It is suggested to find answers to the following questions with the help of relevant sources cited above. Please see **Annexure 2** for the template. For guidance on most common committees like Security Council, ECOSOC and others, refer Uday Rai Mehra's *How to Help MUN Delegates Become Prepared* p.20-26.

## How to Research a Committee/Organisation?



## E. Topic Research

‘Topic Research’ is also referred as ‘Issue Research’. Each MUN Committee will have one to three topics. It differs from MUN to MUN. As a student delegate you need to carry out the topic research for all the given topics under your allocated committee. When researching an topic/issue, you will find that you will come across new and old information on the issue you are researching. Due to that, it is always best to start your research with the oldest information you find and work your way to the recent information; as that will help you to understand the issue better (it provides you with a stronger context and origin of the issue). Below you will find various tools for research, from dictionaries to multimedia sources. Please note that news sources are some of the best tools for research as news sources take various opinions, facts and statistics into consideration whilst making their articles and news sources cover the issue with different information on the issue, (articles on one part of the issue, and articles on other parts of the issue). Please also note that you will greatly benefit from the use of the UN Documents website, as this site contains all the relevant information, treaties, resolutions and other documents on the issue, and will help you to understand how to resolve the issue.

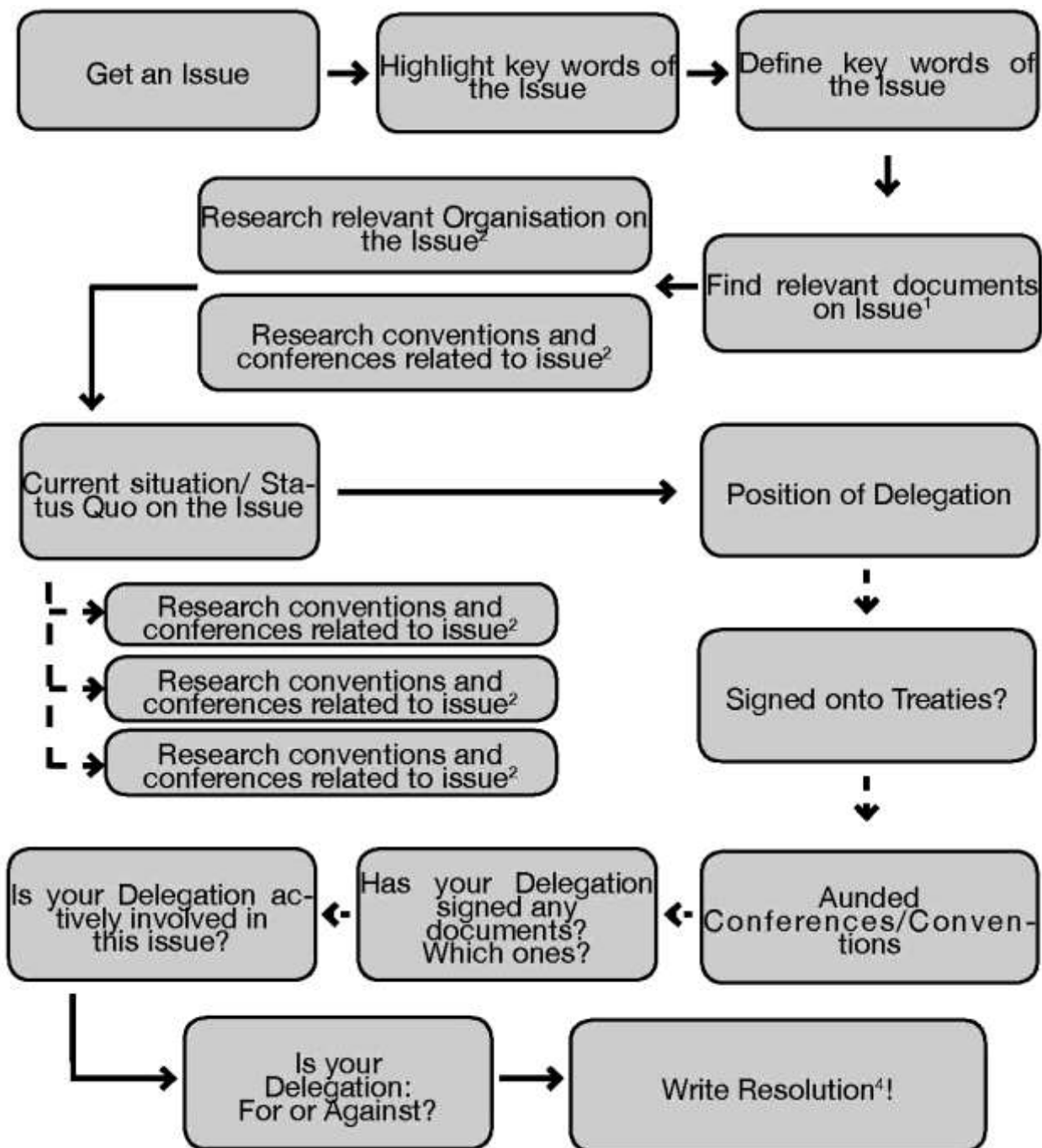
### WEBSITES

<div>BBC News <a href="http://www.bbc.co.uk/">http://www.bbc.co.uk/</a></div>	The BBC is a great news source, as their news articles on issues are written cooperatively by people who each have different views on an issue, and the BBC makes sure to have accurate and correct information and statistics. The BBC doesn't write one article on an issue, but they write many and many articles focus on different aspects of an issue to give you a better overview of the issue.
<div>News Bank <a href="http://www.un.org/members/missions.shtml">http://www.un.org/members/missions.shtml</a></div> <div>SIRS Researcher Database <a href="http://sks.sirs.com">http://sks.sirs.com</a></div>	Both News Bank and SIRS are some of the best News Search engines on the Internet. SIRS and News Bank both collect news articles from all over the world and have it on their website for you to read from. As they have thousands of different news articles from hundreds of sources, these two News Search Engines provide you with great amounts of information on an issue, with different aspects, viewpoints and overviews of an issue. SIRS and News Bank are an excellent starting point for information, as they also date each article to allow you to know the relevance and time so that you can start your research from the origin of the issue and then continue your research chronologically to the most recent article.
<div>Global Policy Forum <a href="http://www.globalpolicy.org">http://www.globalpolicy.org</a></div>	Global Policy Forum is a great tool of researching your country's policy in relation to an issue. This website will help you to see the main parties involved in the issue as it highlights them and also gives you a strong history of the topic and how it is being solved. It also provides links into the UN and their activity on the issue, so that you can have a UN perspective of the issue.

## BOOKS

<p>Merriam Webster Dictionary</p> <p><a href="http://www.merriam-webster.com/">http://www.merriam-webster.com/</a></p>	<p>The Merriam Webster Dictionary may not seem like a source that one would use for research, but it is the starting point of research. This dictionary will help you to define the issue, which would help you to understand what the issue is concerning, and once you understand the key words of the issue, you would then be able to research these key words and come up with a resolution plan for the issue.</p>
<p>Britannica Encyclopaedia</p> <p><a href="http://www.britannica.com">http://www.britannica.com</a></p>	<p>Like the dictionary, one would not assume that the encyclopedia would be a tool to use for researching an issue. An encyclopedia can define the key words of the issue, but also helps you with the research on the issue itself and lead you to related articles of information on the issue to help you to understand it better and find ways of improving the situation concerning the issue you have picked to write a resolution on.</p>
<p>UN Documents</p> <p><a href="http://www.un.org/en/documents/">http://www.un.org/en/documents/</a></p>	<p>The UN Documents website is a portal to all the UN documents ever published. This website will help you to see anything official and related to your issue. By using this website, you will find related documents to the issue, that would help you in your process of researching about your topic as you would see the countries involved, the action that has been done for the issue and also you would be able to find solutions for the issue by the use of reading through the suggestions posed by countries in resolutions, treaties, conventions etc.</p>
<p>Research Reports</p>	<p>Research Reports are a great starting point to ones research on an issue as it provides a general view of the issue and provides factual and relevant information to issue. Research Reports can generally be found on the Conference's website under "Research" however, as not all conferences implement the use of research reports, one should not rely upon there being a research report, therefore one should practice researching an issue independently, as that way, during debate one has more information than others, causing their debate to be stronger, as many others simply only read through the research report. Please note that taking word-for-word extracts from a research report are forbidden due to plagiarism, however, the aspects mentioned in research reports are encouraged to be used (reworded) for ones resolution writing.</p>

## How to Research an Issue?



### F. Position Paper

Most MUN conferences require the student delegates to submit a position paper on their topics before a conference starts to demonstrate their research and knowledge. It is best to prepare a position paper even if it is not mandated by the conference as it would help to understand the position/take/stand of the Country on the particular issue/topic. The position paper must detail the views of the delegate's country on the topic, steps that the country has taken to resolve it, and possible future steps that the country would recommend to the committee. Position Papers are normally 1-2 pages per topic, and should have 3-4 paragraphs. They should be written from the perspective of the government of your country, include a header, and answer the following questions.



## **Heading**

- Committee: [Your Committee Title]
- Topic: [Your Topic]
- Country: [Your Country]
- School: [Your School]
- Delegation: [Your Name(s)]

## **Topic Background**

- What is the definition of the topic?
- Where does the topic take place? Who is involved?
- How many people does it affect? Where, and in what ways?
- Why is this topic important?

## **Past International Action**

- Have there been any interesting statements by UN officials on this topic? Try to find a quote.
- What are the most important UN resolutions and treaties on this topic?
- Do any major Non-Governmental Organizations (NGOs) work on this topic?

## **Country Policy**

- How has this topic impacted your country?
- What has your country tried to do about this topic?
- What types of policies would your country want the UN to adopt (or not adopt) on this topic?

## **Possible Solutions**

- What specific plans would your country like the UN to undertake to address this issue?
- What specific plans would your country like Member States to undertake in their own countries?
- Why would your ideas work? Give specific plans.

A sample position paper is provided at **Annexure 3**.

## **G. Model Resolution**

In a country's government, official documents are drafted, which aim to solve a specific situation/issue. In the United Nations, similar documents are also drafted; these are called Resolution. Resolutions have two main functions: to determine what the United Nations will do about the issue, and to recommend or request that individual Member States undertake actions to help solve the issue.

At MUN conferences, the substantive work that takes place in the committee generally takes the form of either resolutions or reports. As mentioned above, a resolution contains all the proposed

solutions to a topic. Learning to write a resolution is very important because the ultimate goal of the committee sessions is for delegates to come up with written solutions to the problems they are trying to solve. A resolution is a document that contains all the issues that the committee wants to solve and the proposed solutions to that issue. While the resolutions are supposed to be written during the conference time, it is better to learn and practice by writing model resolutions before the conference. The model resolutions are also called as draft resolutions.

During the conference, resolutions are submitted by one member state, which is generally the largest contributor to the resolution and/or the most involved in the issue –out of the merging group. However, resolutions are not written by one member state, but are a combined effort between different member states who've taken interest in that specific issue. Although a Main Submitter could contribute the most, that's not to say that no one else can contribute, as every delegate has an equal opinion.

Resolutions, which are successful, are ones that can appeal to the majority of the parties (states) involved and doesn't contradict. By giving solutions to both sides, which are just, and doesn't punish one side completely, or favour the other side completely are more likely to pass as they can appeal to more member states in the house. Resolutions, which only touch on the factors involved in the issue, are generally more vague and less likely to pass, however, those that aim to resolve many or most of the factors involved are more likely to pass as they offer incentives to the various problems, which contribute to the issue.

The resolution(s) that the majority of the committee agrees upon will be passed during voting bloc and the sponsors will be informally commended for building consensus on good ideas. Most conferences allow multiple resolutions to pass as long as they do not contradict each other, but a few conferences allow only one resolution to pass. The resolutions uses very specific format. There are three main sections or components to every resolution: **the header, the preamble, and the operative section.**

### **The Header**

There are four main pieces of information in the header of the resolution:

- Committee- The name of the committee you're representing
- Topic- The name of the topic you're debating
- Sponsors- The main authors that wrote the clauses of the resolution
- Signatories- The delegates that would like to see this resolution introduced in the committee. They want it to have the requisite number of signatories so it can be accepted by the Chair (usually about 20% of the committee is required).

## How to write the preambulatory clauses?

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a preambulatory phrase) and ends with a comma.

*Preambulatory clauses can include:*

- References to the UN Charter;
- Citations of past UN resolutions or treaties on the topic under discussion;
- Mentions of statements made by the Secretary-General or a relevant UN body or agency;
- Recognition of the efforts of regional or non-governmental organizations in dealing with the issue;
- General statements on the topic, its significance and its impact; and
- Need to begin the preambulatory clauses with a present or a past participle or an adjective.

### PREAMBULATORY PHRASES

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

## What are the operative clauses?

Operative clauses offer solutions to issues addressed earlier in a resolution through the preambulatory section. These clauses are action oriented and should include both an underlined verb at the beginning of your sentence followed by the proposed solution.

*Each clause should follow the following principals:*

- Clause should be numbered;
- Each clause should support one another and continue to build your solution;
- Add details to your clauses in order to have a complete solution;
- Operative clauses are punctuated by a semicolon, with the exception of your last operative clause which should end with a period.

## How to write the operative clauses?

This question is the most difficult one. You must ensure that your proposals are actually workable and that they fully reflect the existing policies of the country or agency that you represent.

- You encourage, and/or invite countries to sign/ratify a convention/declaration.
- 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.

### OPERATIVE PHRASES

Accepts	Draws attention	Further reminds	Requests
Affirms	Declares accordingly	Further requests	Resolves
Approves	Deplores	Further resolves	Seeks
Asks	Designates	Has resolved	Strongly affirms
Authorizes	Emphasizes	Hopes	Strongly condemns
Calls for	Encourages	Invites	Strongly urges
Calls upon	Endorses	Notes	Suggests
Condemns	Expresses its satisfaction	Proclaims	Supports
Congratulates	Expresses its hope	Proposes	Takes note of
Confirms	Further invites	Reaffirms	Trusts
Considers	Further Proclaims	Recommends Reminds	Transmits
Deplores	Further recommends	Regrets	Urges

Rather than just borrowing/copying clauses from UN resolutions or resolutions from previous conferences, you will be in a much better position to defend and debate during the conference if you write your own resolution from scratch.

## How to present a resolution?

- 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.

**Sponsors** of a draft resolution are the principal authors of the document and agree with its substance. Although it is possible to have only one sponsor, this rarely occurs at the UN, since countries must work together to create widely agreeable language in order for the draft resolution to pass. Sponsors control a draft resolution and only the sponsors can approve immediate changes.

**Signatories** are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments. A certain percentage of the committee must be either sponsors or signatories to a draft resolution in order for it to be accepted.

**Friendly Amendment** is a change to the draft resolution that all sponsors agree with. After the amendment is signed by all of the draft resolution's sponsors and approved by the committee director or president, it will be automatically incorporated into the resolution.

**Unfriendly amendment** is a change that some or all of the draft resolution's sponsors do not support and must be voted upon by the committee. The author(s) of the amendment will need to obtain a required number of signatories in order to introduce it (usually 20% of the committee). Prior to voting on the draft resolution, the committee votes on all unfriendly amendments.

*A sample resolution is provided at Annexure 4.*

## **H. Rules of Procedure (RoP)**

The Rules of Procedure (RoP) represent a code of conduct and working regulations of the conference to help maintain order. There are no standards in MUN and different conferences may run their debate and rules of procedure differently. The two most commonly used rules of procedure are UNA-USA procedure and THIMUN procedure; most conferences' rules of procedure are copied or modified from those two. Also, some crisis committees may operate with a customized set of rules and debate formats. Almost all Model UN conferences use some form of parliamentary procedure which varies significantly from the consensus-building procedure used at the actual United Nations. Find out which RoP would be followed in a MUN conference from the conference organizer's website. It is essential to be aware of the RoP before going to take part in the conference. In most of the conferences, the Committee's Chair and Vice-Chair would brief you and help you in understanding the procedures at the beginning of the conference or as the conference proceeds.

## **I. Writing an Opening Speech**

An opening speech is a speech given by the Student Delegate at an MUN conference. It is the first opportunity that a delegate gets to make an impression on the committee. This speech must summarize the delegate's nation's views on the topic and should allow him/ her to present his/ her nation as a serious contender in the discussion of the issue. In order to ensure that he/ she leaves a lasting impression on committee, it is advisable that the delegate prepare this speech beforehand, and possibly practice it a few times.

Usually it should last 1 minute but it may vary depending on the Conference organiser's procedure. In this minute, you should address very clearly to the audience the position of the country/organisation you represent on the primary concerns about the state of the world. It's the time to establish yourself as a leader and good orator.

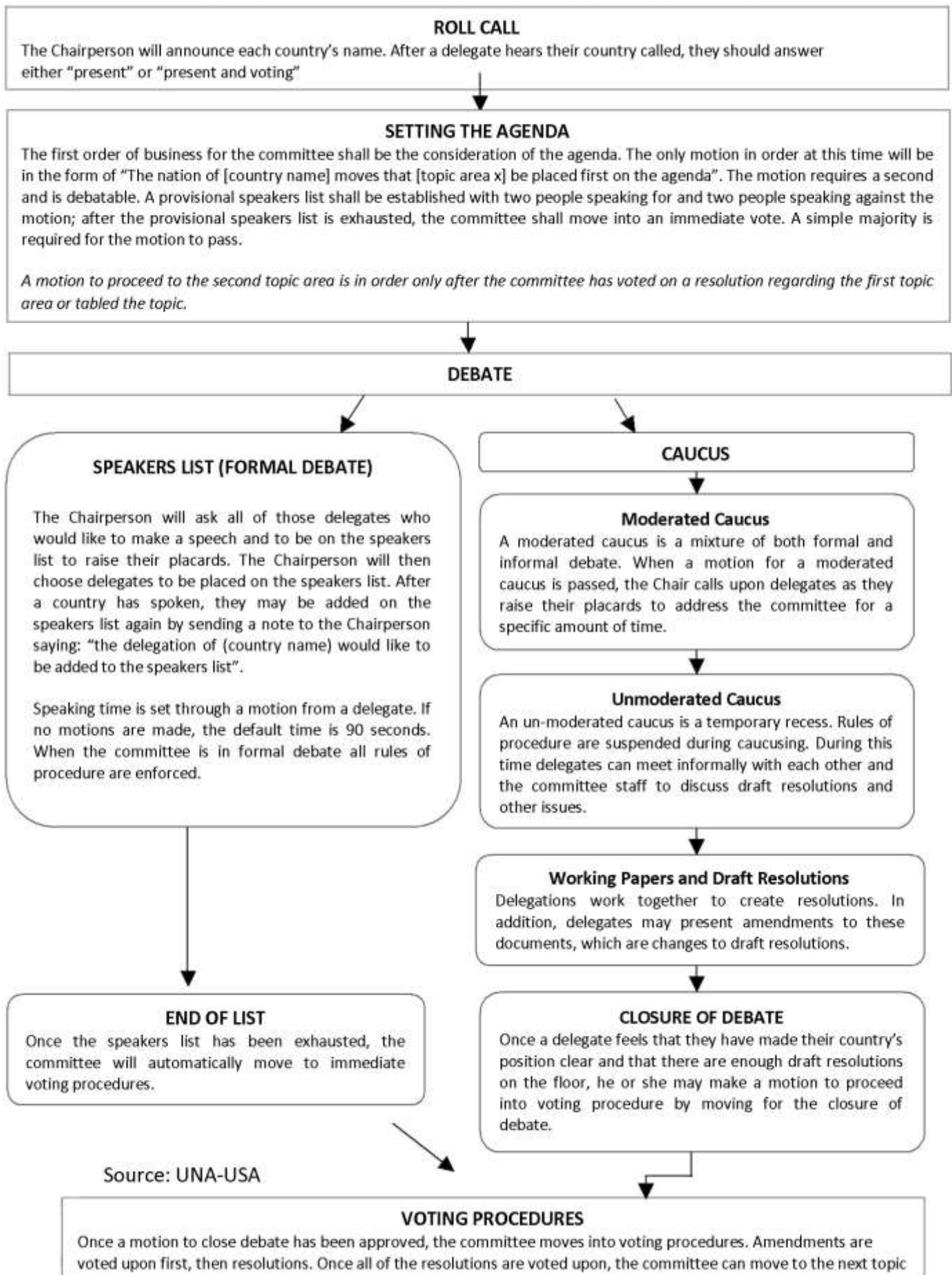
- In the beginning of the speech, it is customary to address the President of the GA and the delegates present by starting your speech, saying something like: '*Honourable President, Distinguished Delegates*'/ '*Esteemed chairs and honorable delegates*', never use "I" or "you".
- and then go on to the main body of your speech, it should address the issue on the agenda your Delegation feels most strongly about. Focus on the issue that matters to your member nation.
- be creative with your entry by introducing the topic straight out, use strong sentences, speak slowly, clearly and confidently. No shouting, make tone modulations.
- Use hand gestures, never put your hands to your side or in your pocket. Maintain eye contact.
- **Asking the audience a question is often an easy way to get their attention.**  
Example: "Do you think it is possible for us to live in a world without poverty? The people of my country think so. We believe we can achieve the end of poverty."
- **A quote engages the audience when they recognize the figure you're quoting.**  
Example: "Fifty years ago, United States President John F. Kennedy said, 'Ask not what your country can do for you, but what you can do for your country. 'Today, ask not what the world can do for you, but what you can do for the world.'"
- **A statistic can grab an audience's attention if it is surprising or interesting.**
- Good speeches end with a "call to action," which is when you tell your audience to go and do something. Your call to action is your specific solution to the problem.
- Let mistakes happen, do not cringe yourself or gesture that you have made a mistake.

An opening speech is a small task that requires a lot of thoughtful planning. Stand out in the crowd and don't make a speech someone else could have made with their eyes closed. Think about it and deliver it well. The committee you're in will be impressed and want to get to know you.

A sample Opening Speech and a guide to its structure is provided at **Annexure 5**.

### 3. GENERAL PROCEDURE OF MUN CONFERENCES

## Flow of Debate: Traditional MUN Model





This section of the guide deals with the general procedures traditionally followed in MUN conferences. The flowchart provided on the previous page explains the flow of debate and each one of the procedures are explained below in detail. These are commonly followed in any MUN conferences. However, the student delegates are advised to refer the Rules of Procedure (RoP) document with the respective conference organisers or contact your MUN Faculty Advisors at TIPS.

### **A. Roll Call**

At the beginning of each Session and upon the Motion to verify the Quorum, Chairpersons shall call in an alphabetical order on all Member States in order to state their status of attendance. Member States may reply “present” or “present and voting”. Representatives stating just “present and voting” shall have no right to abstain from any vote on the substantial matter. Delegates that happen to miss roll call must send a note to the Chairs to let them know of their presence in the room.

### **B. Setting the Agenda**

Setting the agenda is the first step to be considered by the committee.

- A. The motion in order to put a topic area on the agenda should be made first.
- B. This motion requires a second and is debatable.
- C. In case there is no opposition to the motion, the motion is considered to be adopted.
- D. In case of the opposition against the proposed order of the agenda, a Speaker’s List of either two or four delegates “for” and “against” the order will be established - the number of speakers should be equal for both cases.
- E. After the exhaustion of the Speaker’s List, the Committee will immediately vote on the motion. For this vote, which is procedural, the simple majority is required for the motion to pass.
- F. In the case that the motion fails to pass, the Committee will automatically adopt the second topic, i.e. the inversed order of the topics will be introduced.

### **C. Speaker’s List (Formal Debate)**

As the committee begins, all the delegates will be asked to make an opening speech. This speech should be simple, clear, and nearly a minute long. The purpose of the opening speech is to share the delegate’s view on the topic(s) being discussed in the committee.

When the committee begins, the Chair will create a list of delegates who wish to give speeches. These speeches are typically about the how each country feels about the topic, and range from 1-2 minutes long. The first time you speak on the speakers list is referred to as your opening speech. You should prepare this speech before the conference. After your first speech, you can send a note to the Chair to request to be put on the Speakers List again. Sometimes this list is also called as General Speakers List, shortly GSL.

#### **D. Caucus (Informal Debate) – Moderated and Unmoderated**

In MUN, a “caucus” is a form of informal debate by breaking the traditional Rules of Procedure, which govern what delegates can or cannot do during a conference. There are two types of caucuses – moderated and unmoderated, and both serve very different functions. However, throughout a conference delegates will move between the Speakers List, moderated caucuses, and unmoderated caucuses, so it’s important to be ready for all three main phases of debate.

#### **E. Moderated Caucus**

Whereas the speakers list is about the topic in general, a moderated caucus is about a specific part of the topic. It requires a delegate to provide a specific topic - or a point of discussion for the committee during the time allotted for the moderated caucus by calling a motion. This gives delegates the ability to discuss narrower sub-topics, which may hold some controversy. A moderated caucus has no Speakers List; thus delegates must raise their placards and wait for the Chair to call on them to speak one at a time. In order to move into a moderated caucus, the motion must include the overall speaking time, the time per speaker, and the sub-issue to be discussed. When a committee holds a moderated caucus, the Chair calls on delegates one at a time and each speaker briefly addresses the committee. *Example: Italy moves for a 5 minute moderated caucus with 30 second speaking time per delegate for the purpose of discussing solutions to women’s rights.*

#### **Tips for Effective Moderated Caucusing**

1. *Enter the caucus with a plan in mind:* Formulate ideas on what your country would like to see included in a resolution. Decide which clauses you are willing to negotiate on and which you are not.
2. *Provide ideas:* Tell others what your country is hoping to achieve. If you do not agree with an idea, do not hesitate to say that it is against your country’s policy.
3. *Listen:* By listening to what others are saying you will be able to build on other people’s ideas and add more to the discussion. Listening also shows respect for each delegate in your group.

4. *Do not interrupt:* Allow other delegates to finish their thoughts rather than interrupting others in the middle of a sentence. It sometimes helps to write down your idea so that you can bring it up when the delegate is finished speaking.
5. *Record ideas:* Start to formulate a resolution in writing. Rather than waiting until the last minute, begin recording fellow delegates' ideas right away.
6. *Be resourceful:* By providing fellow delegates with resolution text, maps or information as they need it, you will show that you are valuable to the group.
7. *Use time effectively:* Make sure you have enough time to hear everyone's ideas so that you can discuss them during formal debate. Try not to waste time arguing over small details that do not seriously affect the draft resolution.
8. *Show respect:* Never give orders or tell other delegates what they should or should not do. Be polite and treat all your fellow delegates with respect.
9. *Provide constructive critique:* Rather than negatively criticizing another delegate, focus on providing constructive critique. If you dislike an idea, try to offer an alternative. Critique ideas, not people.

## **F. Unmoderated Caucus**

It is also called as **Informal Caucus** or **Lobbying Sessions**. This type of caucus is one in which delegates leave their seats to mingle and speak freely. This enables the free sharing of ideas to such an extent not possible in formal debate or even a moderated caucus. It is frequently used to sort countries into blocs and to write working papers and draft resolutions. *Unmoderated Caucusing* is an integral part of any Model United Nations Conference. During one, the committee breaks for recess from formal proceedings. An *unmod*, as it is often referred to, is also the time to prepare working papers and draft resolutions after sufficient lobbying. To hold a caucus, a delegate must make a motion and the committee must pass the motion. *Example: Senegal moves for an unmoderated caucus for 10 minutes to complete draft resolutions.* It's important to find a group to work with that will allow you to contribute your ideas to the resolution and where everybody can work together fairly to write a great resolution, rather than a group where people may be bullies or trying to dominate all the conversation for themselves. Also, if any delegates are sitting alone during unmoderated caucus, invite them to work with your group! They may have great ideas, and it's a great way to win more support for your resolution.

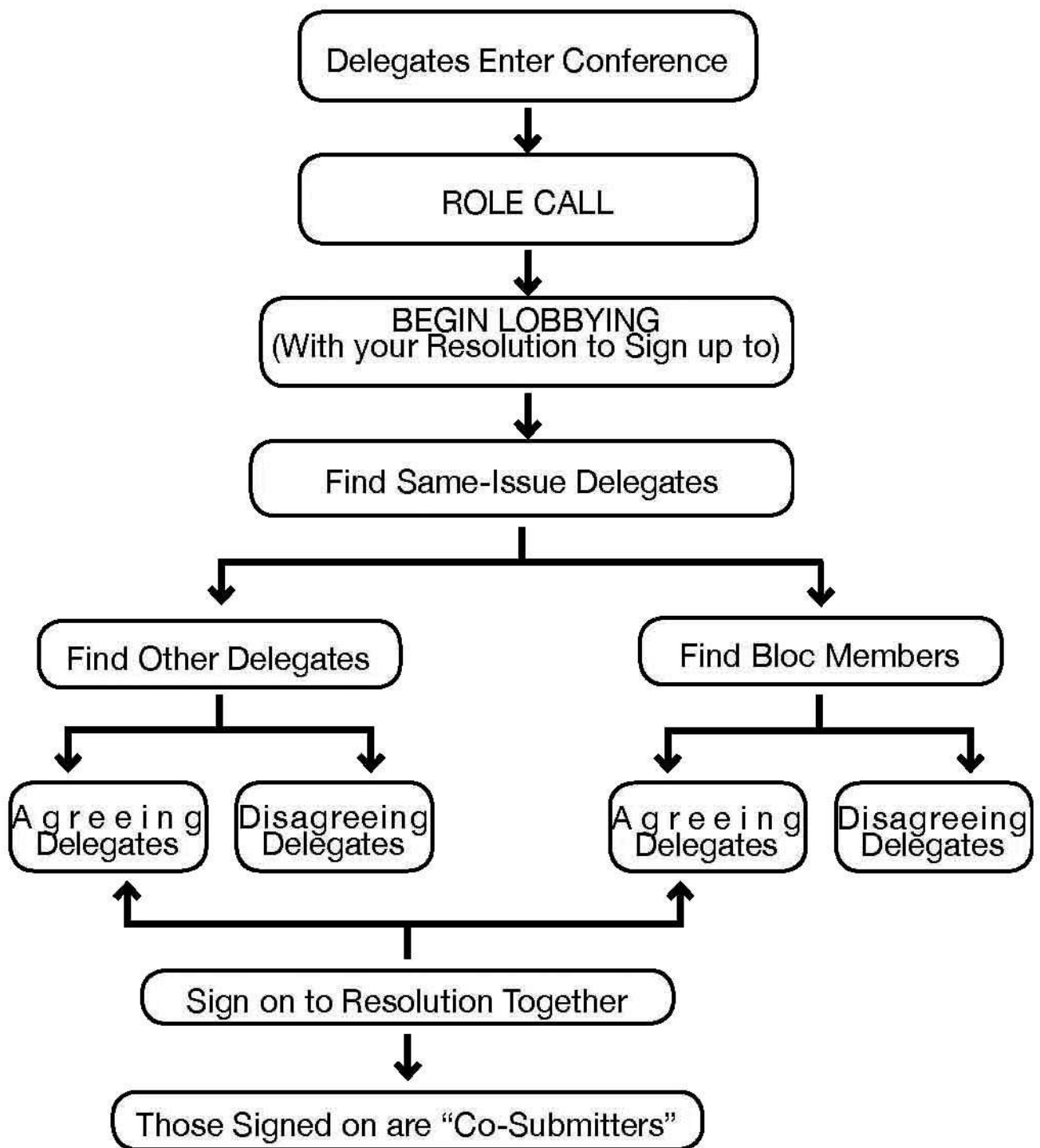
### **Tips for an Effective Unmoderated Caucus:**

1. *Enter the caucus with a plan in mind:* Decide what your country hopes to achieve off the resolution. Always have ideas you are ready to negotiate on; and those you aren't.
2. *Find delegates in your regional bloc:* This is the most ideal way to find allies. However, not every delegate from the same bloc would have similar wishes. Switch groups if necessary.

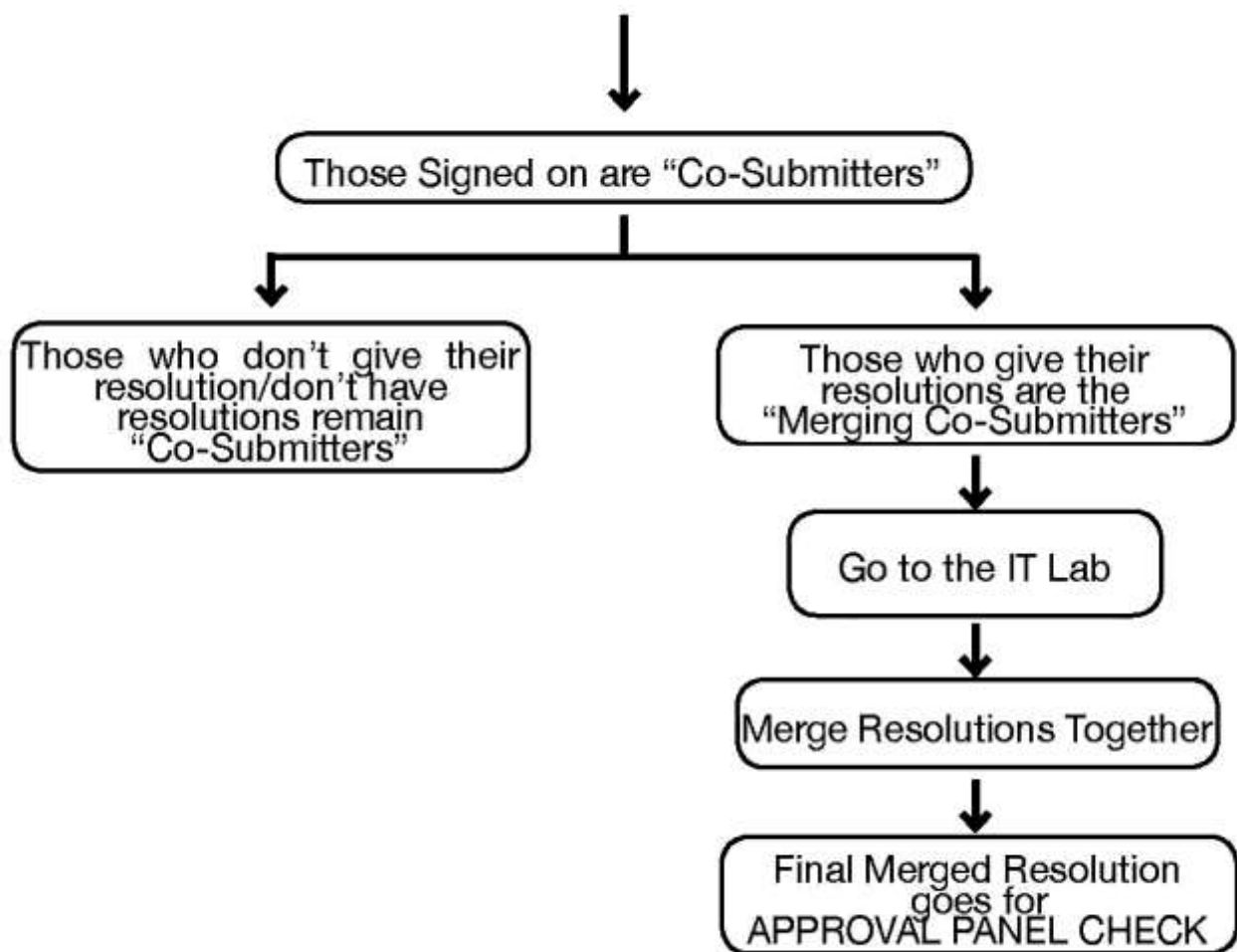
3. *Provide ideas:* Share with fellow delegates your hopes from the resolution. If you don't agree with something someone else says, you can always say it's against your country's policy.
4. *Negotiate:* While it is often necessary to give up something that you want, make sure that you are not giving up anything too important.
5. *Listen:* Respectfully listening to what others are saying will enable you to build on other people's ideas and add more to the discussion.
6. *Do not interrupt:* **NEVER interrupt** when another delegate is speaking. Wait for your turn and right down your ideas to state after the delegate has finished speaking.
7. *Record ideas:* Start to formulate a resolution in writing. Rather than waiting until the last minute, begin recording fellow delegates' ideas right away.
8. *Be resourceful:* Provide fellow delegates with resolution text, maps or information as and when they need it, showing that you are valuable to the group.
9. *Have one-on-one conversations:* Speaking with an individual or in a small group is the best way to find out a delegate's position on an issue. Larger groups are better suited to brainstorming.
10. *Stay calm:* In caucuses, delegates can sometimes "lose their cool." Always keep your voice at a normal level. If you see that you are becoming upset or raising your voice, excuse yourself from the group for a few minutes. Staying calm would help you function better as a unit besides impressing the conference staff.
11. *Use time effectively:* Make sure you have enough time to hear everyone's ideas so that you can discuss them during formal debate. Try not to waste time arguing over small details that do not seriously affect the draft resolution.
12. *Show respect:* Remain polite and treat all your fellow delegates with respect. Never order fellow delegates to perform tasks at your bidding.
13. *Provide constructive critique:* If you dislike an idea, try to offer an alternative. Critique ideas, not people.
14. *Establish connections with other delegates:* Although it can be tempting to call a fellow delegate "Pakistan," "Brazil" or "Sweden", you can form a better connection with a delegate by learning his or her name and where he or she comes from. Ask the delegate about his or her ideas and impressions of the debate. Showing interest in your fellow delegates at the beginning of the conference will help you gain more support later on and can help you to form lasting friendships.

#### Some General Tips for MUN Success

- **Speak loud and proud.** You want your speech to send a message to your audience. However, if your audience cannot hear you, the message is not likely to be received by your audience.
- **Dress appropriately, and comfortably.** Make sure that you not only look good, but feel good and confident in the Western Business attire you choose to sport.
- **Make sure to speak at a good pace and enunciate your words.** This will make it easier for your audience to grasp the point of your speech.
- **Tone is an important tool one can use to make speeches more enjoyable to listen to.** Have the right kind of tone when giving speeches, and always remember to have a kind and courteous tone when addressing a fellow delegate.
- **Sending your own message across the room is important.** But what is arguably more important, is listening and comprehending the ideas of your fellow delegates. This is important for fostering good debate, that will move your committee forward.



*Flow chart continues on next page ...*

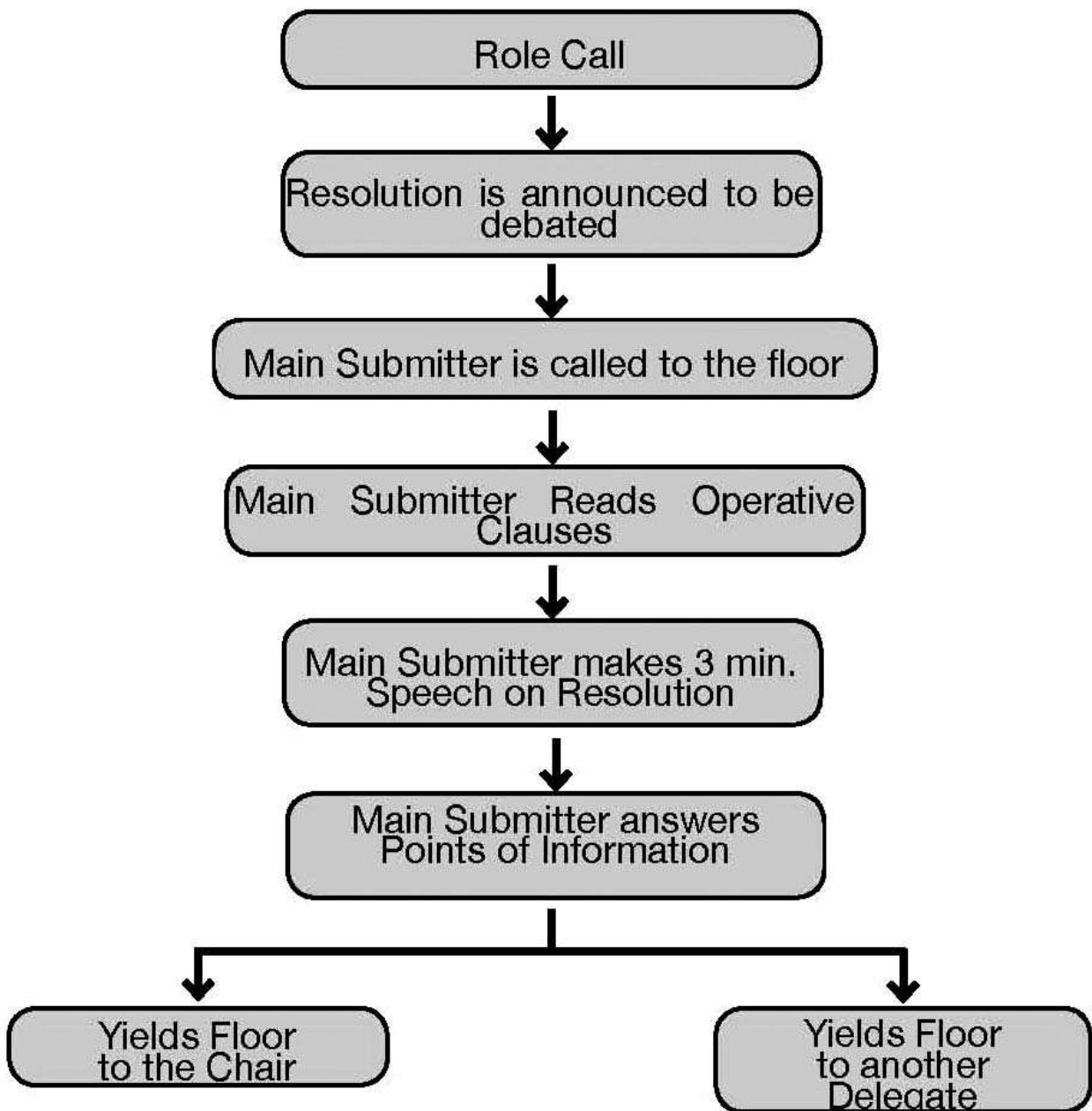


### G. Debate On Resolutions

Submitter of the Resolution gives the First "For Speech" (for 2 to 3 minutes maximum) by reading out the Operative Clauses. Points of Information will immediately follow and the main submitter answers the Point of Information. Then the Floor is open to any delegate wishing to give a speech, regardless of their stance on the resolution. The Points of Information will immediately follow and the respective delegate answers them. Instead of an alternation of for and against speeches, the floor will be opened after every speech to delegates wishing to speak for or against the resolution being debated. Amendments can also be proposed by the delegates during the debate. After elaborative debate, a motion is moved for closure of debate and to proceed for voting. The procedure on resolution debate is given below.

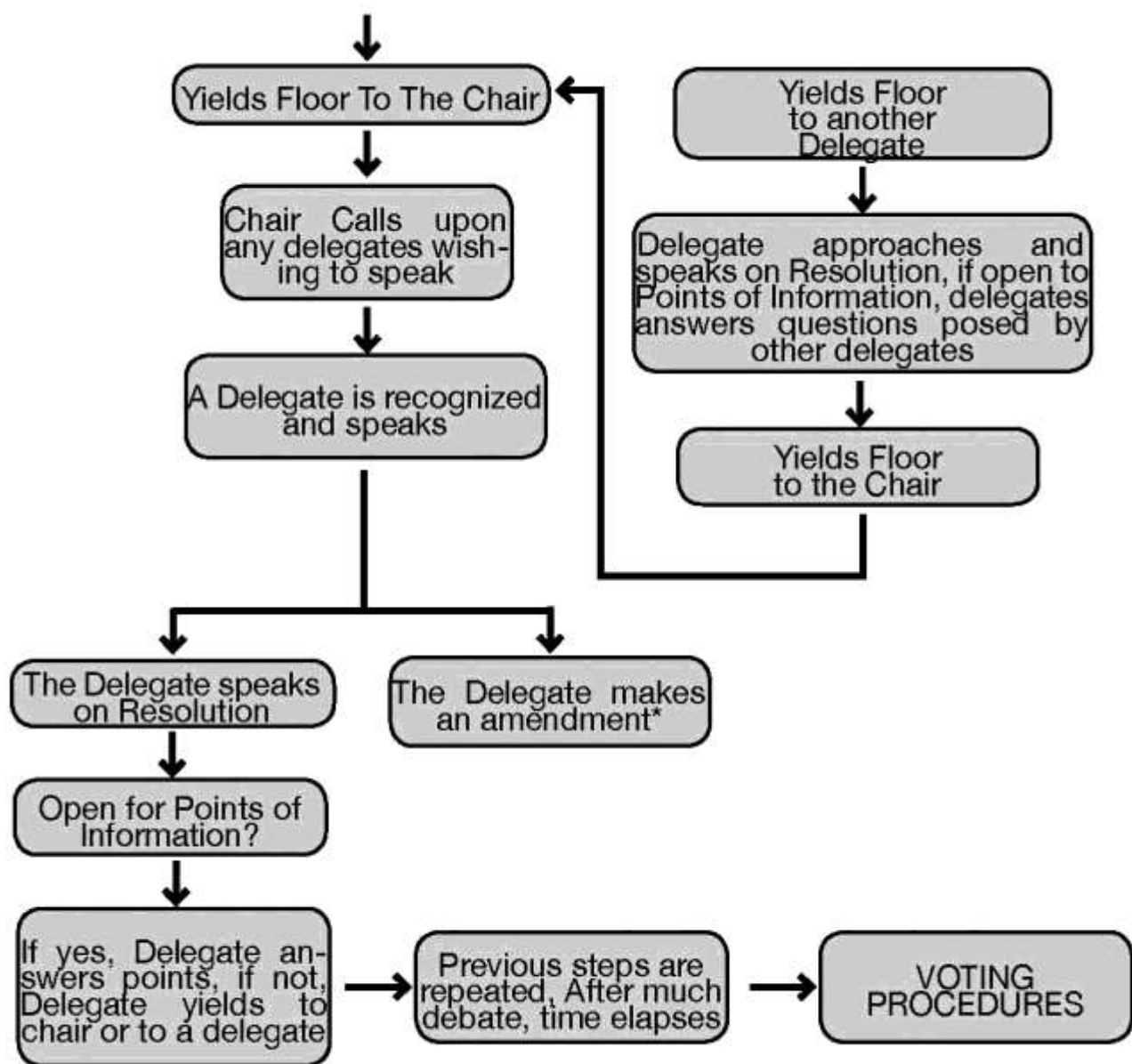
#### **Some basic tips for debating on resolution**

*State whether you are in favor or against the resolution.  
In 1 sentence or 1 word, explain why you do or do not favor the resolution.  
Pick 3 operative clauses to support your argument.  
Encourage the committee to vote in favor or against the resolution.*



*Flow chart continues on next page ...*



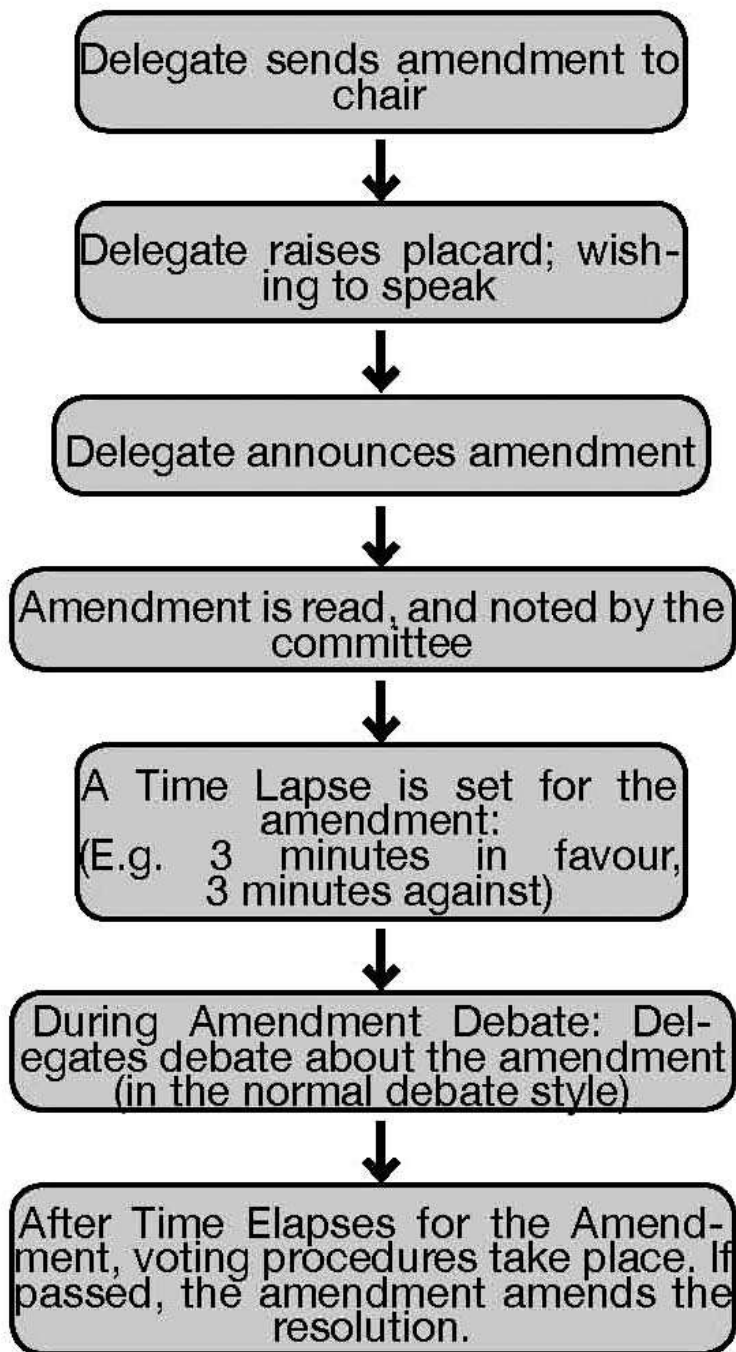


## H. Voting for Amendments and Resolutions

Once the body is satisfied all documents have been thoroughly debated, the committee moves from Debate into Voting Procedure. Voting Procedure is governed by a different rule set than Causus. By rule, all substantive debate must occur during Causus; no substantive debate occurs during Voting Procedure. Voting can be made for amendments in resolutions and upon resolutions.

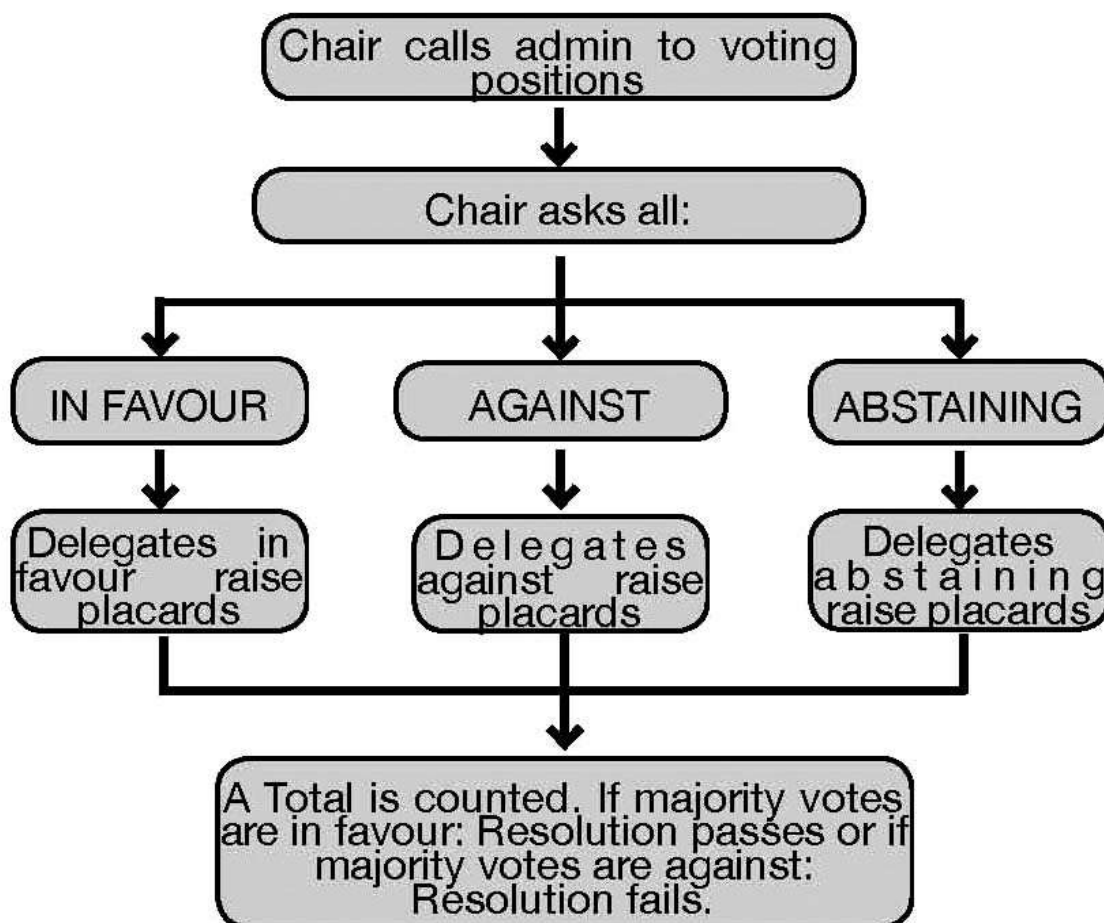
### Voting for Amendments

Once the chair or the house feels like the amendment is ready to be voted upon, the chair will move into voting procedures for the amendment. If the delegate is in favor of the amendment passing, simply raise the placard when the chair requests it. If the delegate is against a resolution passing, simply raise the placard when the chair requests it. Note that abstentions are not in order for amendments.



### **Voting for Resolutions**

Once the chair or the house feels like the resolution is ready to be voted upon, the chair will move the committee into voting procedures. If the delegate is in favor of a resolution passing, simply raise the placard when the chair addresses delegates wishing to vote in favor of the resolution. Similarly, if the delegate is against a resolution, the placard should be raised when the chairs request for delegates wishing to vote against the resolution. If the delegate does not want to vote for or against a resolution, the delegate can abstain from voting. To do so, simply raise the placard when the chair calls for abstentions.



#### 4. COMMUNICATION IN MUN

##### **A. Personal Pronouns**

In MUN debate, delegates should refrain from using personal pronouns such as “I”, “you” and “we”. Instead they should refer to themselves and other delegate as “The delegate of (country name)”. For example, one can say “The delegate of Canada wishes to support the delegate of South Korea in this decision.” The delegates should only refer to the chair as “chair”.

##### **B. Addressing the Committee**


Before addressing the committee in any speeches at the podium, it is protocol for the delegates to begin with “Esteemed chairs and honorable delegates”, or something to the same effect. Both the house and the chairs must be addressed formally.

##### **C. Cross-Talk**

As part of MUN protocol, delegates should refrain from cross-talk, also known as direct speech, with other delegates during debate. After asking a point of information, if a delegate is not satisfied with the speaker’s reply or wishes to ask another question, the asking delegate should request the chair for a follow-up and not address the speaker directly. If the speaker cannot understand a point of information from another delegate, the speaker should request the chair to ask the delegate to rephrase their question and not the delegate directly.


### D. Official Notepaper

During debating time, conversation between delegates is not allowed. You should focus your attention on the different interventions within the House. You should also be well ready to intervene in the debate at any times. However, it is instrumental that you should remain, during this period, in contact with your fellow delegates in order to establish a common strategy. The notepaper (sometimes referred as chit paper) is the perfect way to communicate. On your notepaper, write the delegation name of your addressee. Write in English, and English only, what you want to say to the other delegate. Then raise your hand with the notepaper. A member of the Admin Staff or a volunteer from the Organising Committee will collect your note and deliver it to your addressee. A sample notepaper is provided adjacent.



# MUN for INDIA


## ERODE CHAPTER



---

To : \_\_\_\_\_

From : \_\_\_\_\_



The Indian Public School, Erode

### E. Point of Order

This is a point used when the delegate wants to bring the Chair's attention to the current speaker's or another delegate's mistake in or violation of parliamentary procedure. In order to voice a point of order, the delegate should wait for the speaker to finish his or her speech and then raise their placard while saying "Point of Order". The chair will ask the delegate to rise and state his or her point, after which the delegate should explain what the problem is. The chair may determine whether this is appropriate or not, and address it accordingly.

## F. Point of Personal Privilege

This is a motion used to let the chair and the speaker know that something is uncomfortable. This could be related to the speaker (too loud/quiet, too fast/slow, too unclear) or the conditions in the room (too cold/hot). When wishing to bring across a point of personal privilege, simply raise the placard and say "Point of Personal Privilege". These points will only be entertained while a speaker is talking if it affects the house's ability to comprehend - in this case, the speaker need only state the following: "Point of Personal Privilege, audibility". The chair will automatically request the speaker to speak louder.

### **G. Point of Information**

This is a question a delegate might have for the speaker after he/she has finished his/her speech. A Point of Information can only be brought forth once the chair has asked for them, and can never interrupt a speaker. When the chair has authorized points of information, raise the placard and wait to be called on. When recognized, rise and ask ONE question to the delegate about the content of their speech. Be respectful and follow delegate conduct while asking a question. If the delegate has not answered the question or the delegate wishes to ask another question, the delegate may request a follow-up. To do so, simply ask the chair by saying "Request a follow-up", after the speaker has finished answering the first question. It is at the chair's discretion to recognize this and if he/she does, state the new question following the above procedure.

### **H. Point of Parliamentary Inquiry**

This is a question directed to the chair concerning parliamentary procedures with regards to time and related issues. This cannot interrupt a speaker, and may be asked by stating "Point of Parliamentary Inquiry" after the floor has been yielded to the chair. Avoid asking questions about procedures that are obvious, unless there is reason to believe that the chair has made a mistake. Remember to be respectful and continue to use formal register.

### **I. Motion to Move into Previous Question**

This motion is directed to the chair. If whatever is being debated appears redundant or pointless to entertain, such as highly obvious statements, a delegate can call out the following: "Motion to Move into Previous Question". This is the delegate's way of stating that the house should move directly into voting procedure on either the amendment or the resolution as a whole. If the house agrees, at least one other delegate must second this motion. If someone disagrees, just one objection is enough to overrule the motion. If there are no objections, the chair can move into voting procedures unless they wish to prolong debate time.

### **J. Motion to Approach the Head Table**

This motion is directed to the chair. If the delegate would like to approach the chairs for clarification of content or procedure, they may raise their placard when the floor has been yielded to the chair. If the chair finds this appropriate, the delegate may approach the table and speak with the chair. This motion does not need to be seconded by the house.

## K. Yielding

Once any speaker is finished speaking at the podium, he/she must yield the floor. If the speaker would like to yield the floor to another delegate, when the chair asks the delegate if they yield the floor back to the chair, the speaker must then say that he/she would like to yield the floor to another delegate. The floor can only be yielded to another delegate once. Once the speaker has finished, before leaving the podium they must yield the floor to the chair.

## L. Modes of Address during Formal Debates

Some common phrases to be used by delegates of the house

- *"Mr./Madam Chairman..."*.
- *"The delegate of ... requests the floor" or "wishes the floor"*.
- *"The delegate of ... would like to rise a point of information/ point of order"*.
- *"The delegate of ... wishes to speak in favor of/against this motion/resolution/amendment because..."*.
- *"Is the chair /the speaker (not) aware that..."*.
- *"Does the speaker (not) agree with me that..."*.
- *"The speaker stated in his/her speech... Doe he/she (not) realize that..."*.
- *"The delegate of ... moves to amend the resolution by striking/inserting/adding the words..."*.
- *"The delegate of ... urges the house to give its support by voting for/against this motion/resolution/amendment"*.

## M. Equipment

It is essential to carry a few basic equipments to MUN conferences. However, it is important to check with the respective MUN organizers or your MUN Faculty Advisors regarding what and what not to carry for the conferences. Below are some of the basic equipments that are required for the student delegates.

- Conference Folder is used because one would need to have a way of holding all of their documents that have been accumulated during the conference. A complimentary folder maybe provided by the Conference Organisers on the Day One of the conference. However, it is better to carry one.
- The Notepad is necessary during an MUN conference as one would write down notes and points mentioned by other delegates for the purpose of contributing to the debate and to refer back to when making a speech on the resolution or asking a question to another delegate. A complimentary notepad maybe provided by the Conference Organisers on the Day One of the conference. However, it is better to carry one.
- Pens are an obvious essential tool to write with, however, several pens are good to bring, as during the course of the lobbying process, when signing onto other resolutions, having pens available speed the process and help to get more signatures as you show yourself as a resourceful delegate to others. A complimentary pen maybe provided by the Conference Organisers on the Day One of the conference. However, it is better to carry your own pen.

- Notepaper is needed during the conference, as it is a way for delegates to communicate to one another privately during debate and allows each other to exchange views on the issue and gain an understanding from the standpoint of others. A complimentary notepaper maybe provided by the Conference Organisers on the Day One of the conference. However, it is better to carry one.
- The USB Stick is necessary during the lobbying stage. When it would come to merging resolutions, there is not enough time to retype a whole clause, but rather copy it from one soft copy resolution and paste it into the other and then make the required changes. The same reasoning applies when one is a main submitter as the majority of the resolution comes from the main submitter's own resolution. You need to carry your own pen drive and use at your own risk.
- A Laptop is a good piece of equipment to bring, as you can store your information, speeches and suggestive clauses on it. Many conferences provided wireless internet, which allows you to refer to your research or websites during debate to enhance your contributions for debate. Although conferences have computers for you to work on, where you can merge resolutions together, by bringing your own laptop it can speed that process as you won't need to wait for an available computer when you are in a rush or if the computer room is busy. Carry your laptop at your own risk and use it wisely only for the conference purpose.
- **DO NOT CARRY:** Headphones, earphones, mobile phones, Wi-Fi modems, any other gadgets which are not relating to the conference.

## **N. Attire**

During an MUN Conference, one will be expected to dress in formal clothing and act professionally, as though being a diplomat. The Dress code for MUN conferences are strictly formal unless otherwise specified by the conference organizers. One will be expected to dress in suits (if male) or in equally formal clothing (if female). Some conference organizers may allow the students to wear their school uniforms. Sometimes traditional dress is also encouraged on anyone day during the entire conference time. Please check with your conference organizers for the dress code or contact your MUN Faculty Advisors for the details of the same.





During the Conference, male attendees are expected to dress in the clothing shown above. The minimal requirement at a conference is to wear a pair formal pants and shirt, with dark shoes and a blazer; however it is advised that male attendees dress in proper suits with a tie. As conference attendees would receive a lot of paper due to notes, resolutions, conference manuals, program of events booklets and the MUN conference's newspaper, it is advised that attendees carry a bag or a briefcase to the conference as that would allow one to carry all of the various documents accumulated during the course of the conference.

During the Conference, female attendees are expected to dress in the clothing shown below. The minimal requirement at a conference is to wear a pair formal pants or skirt and top, with dark shoes. Female attendees are expected to respect that when wearing a skirt, the end of the skirt should be placed no higher than five inches above the knees due to need to keep a professional atmosphere at the conference. In regard to the choice of shoes, female attendees are advised to resist wearing high heels and choose flat heeled shoes as the course of the conference requires a large amount of walking, but it is not discouraged, as the choice is for the attendee to make. As conference attendees, you will receive a lot of paper due to notes, resolutions, conference manuals, program of events booklets and the MUN conference's newspaper, it is advised that attendees carry a bag or a formal tote bag to the conference as that would allow one to carry all of the various documents accumulated during the course of the conference.



**Please Don't:** Dress in casual clothing. Have obscene facial and body piercing or tattoos that are visible. Have unnatural coloured hair (dyed hair is allowed provided that it's of a natural colour). Wear Military Clothing. Wear Sports/Active Clothing. Dress in National Costume.

## Annexure 1: Country Research Template

*(The Word doc of this template can be obtained from your Faculty Advisor)*

Delegate Name:	
School Name:	TIPS Cambridge Erode

Allocated country	
Official name of the country	

### I / Identity

#### A/ Geography

Surface	
Population	
Capital(s)	
Demonym of country	
<b>Location:</b> On which continent?	
Close to a sea, an ocean YES? /NO? Name it/them?	
Landlocked country YES? /NO?	
Relief of the country?	
Is the relief an advantage or a disadvantage YES? /NO? Explain:	
Name the bordering/neighbouring countries	

#### B/ History and political life

Independent country YES? /NO?	
Former colony YES? /NO?	
Independent since when?	
A former colony of which country?	
Form of Government	
Is there a monarchy? If YES, does the monarchy influence Politics?	
Is the regime stable YES? /NO?	

Explain:	
Current ruling parties	
Name of the Head of State	
Name of the Head of Government?	
What are the main events of the last 5 years?	

### C/ Cultural aspects

What is/are the official language(s)?	
Are there different ethnic groups YES?/NO?	
If YES, name them	
What is/are the main religion(s)?	
<b>Have these elements an influence on:</b>	
The society YES? /NO?	
The political life YES?/NO?	
The economy YES? /NO?	
Explain about the above influence	

### D/ Economic aspects

Currency (name)	
US Dollar exchange value	
Indian Rupees exchange value	
GDP?	
GNP Per capita	
Dependency and debt	
<b>Resources:</b>	
Energy	
Mines	
Agriculture	
Fishing	
Industry	
<b>Major Exports</b>	
<b>Major Imports</b>	
Percentage of unemployed	

Human development Index	
Literacy Rate	
Poverty rate	
Average life span	
Services (trade, transport, tourism):	
Is it an MEDC YES? /NO?	
Is it an LEDC YES? /NO?	
Member of an economic organisation YES? /NO? Name it:	

### **E/ Environment**

Energy consumption: Renewable/ Non Renewable	
Over-usage of natural resources	
Types of alternative energy used	
How much your country recycle?	
Affiliated with Environmental organization YES/NO	
If Yes, has your country signed and ratified any agreements/protocols?	

## **II/ International Position**

### **A/ Defence**

Military independence YES? /NO? Explain:	
Member of a military alliance YES? /NO? Name it:	
Nuclear weapon YES? /NO?	
Allies	
Enemies	
Is your country part/member of a Bloc. YES/NO	
Does your country hold similar views to other Bloc members?	
Currently in war/ In danger of war?	

**B/ Influential position**

Member of the United Nations since when?	
Regularly member of the Security Council YES? /NO?	
Last times member?	
Regularly member of ECOSOC YES? /NO?	
Last time member?	
Name the important international organisations in which your country is a member	
Relationship with the bordering countries:	
Write a brief note on country's foreign policy	

**C/ Any other useful and complementary information:**

*Note: Print the political map of the allocated country and attach it to your country research task. Additionally, you may also include a map of the continent in which your country is located.*

## Annexure 2: Committee Research Template

*(The Word doc of this template can be obtained from your Faculty Advisor)*

Delegate Name:	
School Name:	TIPS Cambridge Erode

Name of the committee/organizational allocated (give the full name and also the acronym):	
---	--

### I/ Identity

Location of the Head Office	
Year of establishment	
Background or aims of the organization or why was the organization created?	
Are the aims of the organization are compatible with those of the United Nations?	
Budget of the organization	

### II/ Purpose of the Organization

What are the purposes or different actions led by the organization? (try to be specific on the different fields of the actions)	
Has your Organization signed onto any Documents? Which ones?	
Has your Organization actively involved in this issue (related to the documents signed)?	
Is your Organization: For or Against?	

### III/ Needs of the Organization

What are the financial needs of the organization?	
What are the material needs of the organization?	

### IV/ Any other useful and complementary information:

### **Annexure 3: Sample Position Paper**

Committee: General Assembly Third Committee

Topic: Gender Equality

Country: Russian Federation

School: Best Delegate High School

Delegation: Represented by [Student A] and [Student B]

According to UN Women, gender equality refers to “the equal rights, responsibilities and opportunities of women and men and girls and boys.” Gender inequality is a global issue: many women lack adequate access to healthcare, are underrepresented in political arenas (women hold only 22% of parliamentary seats worldwide), are victims of gender-based violence (approximately one in three women worldwide have experienced physical or sexual violence), face discrimination in the workplace and in wages, and lack equal access to education (two-thirds of illiterate adults are women). These issues have myriad causes, including cultural beliefs about gender and marital roles, and legal regulation. These detrimental inequalities are cyclical and complex: a female’s educational career, for example, is affected by pregnancy, household work, access to sanitation facilities at school, and the danger of physical and sexual assault.

The creation of United Nations Women in 2010 through resolution A/64/588 was a “historic step” in achieving gender equality, by “bringing together resources and mandates for greater impact”. In addition to UN Women, the main mechanism to promote gender equality worldwide is the legally binding Convention of the Elimination of All Forms of Discrimination Against Women (CEDAW), adopted in 1979 with nearly universal participation. The UN General Assembly has also recently adopted A/RES/69/149 on combatting trafficking of women and girls, A/RES/69/147 to eliminate violence against women, and A/RES/69/236 to emphasize the role of women in development. Through these resolutions, organisms, and NGO partners, the UN and Member States work to invest in women, provide legal protections, and educate women to accomplish these goals and achieve gender equality.

Given the integral role of women’s economic equality and independence in achieving gender equality, the Russian Federation strives to ensure that women had equal access to education and employment in order to achieve their potential, as Russian President Vladimir Putin has stated to the UN General Assembly. Russia encourages cooperation between UN Women and Developing Countries, not just Developed Countries. Because of the importance of economic development in empowering women, Russia would like cooperation between UN Women and the International Labor Organization as well as other UN bodies to craft plans for equality based in each nation’s traditional values and norms. Russia also feels it is critical that the United States ratifies CEDAW, as it is the largest nation not to do so.

The Russian Federation feels that important subtopics that must be addressed are gender-based violence, women’s lack of access to education and jobs, and women’s lack of representation in politics and political decision-making. To address women’s lack of representation in politics, countries can be encouraged to ensure inclusion of women candidates and create recruitment and training programs to introduce young women to politics. In order to combat and prevent gender based violence, countries can develop crisis centers and hotlines for women and develop rehabilitation programs for victims of violence. Also, Russia believes countries should ensure the safe transport of girls and women to and from schools, invest in hiring female teachers, provide adequate sanitation facilities at schools, and emphasize skill-based hiring programs in all industries, including those normally reserved for men.

## Annexure 4: Sample Resolution

Resolution GA/3/1.1

### General Assembly Third Committee

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, **[use commas to separate preambulatory clauses]**

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and non-governmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; **[use semicolons to separate operative clauses]**
2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
4. Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
5. Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
6. Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and
7. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development.



## **Annexure 5: A Sample Opening Speech**

“Honourable President, Esteemed Fellow Delegates,

The Delegation of Japan would like to stress that we live in exponential times. The world has grown so large that as we all live within a little distance from one another; and with the society that we have today, we are constantly in demand of progress and development. Japan would like to ask the house, where is the limit to this growth? How will we be able to sustain this development and not overuse our sources provided for us? Japan hopes that at this MUN Conference, we will all be able to establish agreement and not simply fail resolutions, but consider the creation of productive amendments to amend resolutions in order to help the world, not only for us at the United Nations, but to set a general example for the future, so that we are able to distinguish our limits to growth.

Thank you, Japan would like to yield the floor back to the chair.”

## Annexure 6: Guide to Structure the Opening Speech

One of the easiest ways to organize your speeches in Model UN, especially for opening speeches, is to use the following three-part formula:

**Hook:** An engaging way to grab your audience's attention

**Point:** Your country policy on the topic

**Call to Action:** Your possible solutions to the topic

### 1. Hook

The beginning of a speech should grab your audience's attention. It should give your audience a reason to listen to you – otherwise they won't. An attention-grabbing introduction is often called a "hook." There are many different types of hooks, but here are a few common ones that work well in Model UN.

**Question: Asking the audience a question is often an easy way to get their attention.**

Example: "Do you think it is possible for us to live in a world without poverty? The people of my country think so. We believe we can achieve the end of poverty."

**Quote: A quote engages the audience when they recognize the figure you're quoting.**

Example: "Fifty years ago, United States President John F. Kennedy said, 'Ask not what your country can do for you, but what you can do for your country.' Today, ask not what the world can do for you, but what you can do for the world."

**Statistic: A statistic can grab an audience's attention if it is surprising or interesting.**

Example: "Over 1 billion people around the world live on less than US\$1.25 a day. Over 1 billion people live in extreme poverty."

**Story: A story is the oldest form of communication and if told well, can certainly grab an audience's attention. But speeches in MUN are typically very short, so keep the story brief!**

Example: "Several years ago, in rural Pakistan, a girl was walking to school when a gunshot rang out – and she was shot in the head. The Taliban does not want any girls to go to school. But that girl survived, and today she fights for girls' right to education around the world. That girl's name was Malala."

### 2. Point

The point is the purpose of your speech. It is the reason why you're speaking. Once you have your audience's attention, you should deliver your point. In opening speeches in MUN, the "point" is to state your country policy on the topic. Then offer 2-3 reasons explaining why your country had adopted this policy.

Example: "The Republic of Korea believes that education is a human right. All people should have access to education. Education is a pathway out of poverty for millions in developing countries, like Korea was just a few decades ago. Education is the driver of change and development in this world, and education is critical for the human race to continue to thrive and grow."

### 3. Call to Action

Good speeches end with a "call to action," which is when you tell your audience to go and do something. Your call to action is your specific solution to the problem.

Example: "To provide universal access to education, Korea proposes the creation of an international fund called 'Education For All' that will support 3 programs in developing countries: building more schools, training new teachers, and preventing girls from dropping out of school. We call upon the international community to create and donate to this fund, so we can guarantee education as a right globally."

## Annexure 7: Recommended Research Resources

### GENERAL NEWS

BBC: [www.bbc.co.uk](http://www.bbc.co.uk) (there are good region-specific subcategories of BBC coverage)  
The Economist: [www.economist.com](http://www.economist.com)  
CNN: [www.cnn.com](http://www.cnn.com)  
Reuters: <http://www.reuters.com/>  
New York Times: [www.nytimes.com](http://www.nytimes.com)  
The Guardian: [www.guardian.co.uk](http://www.guardian.co.uk)  
Telegraph: <http://www.telegraph.co.uk/news/worldnews/>

### GENERAL INTERNATIONAL RELATIONS NEWS

Foreign Policy: <http://www.foreignpolicy.com>  
The Washington Post: <http://www.washingtonpost.com/>  
Council on Foreign Relations: [www.cfr.org](http://www.cfr.org)  
Brookings Institute:  
<http://www.brookings.edu/research/topics/international-affairs>  
SmallWorld: <http://mmelcher-news.tumblr.com/>  
European Council on Foreign Relations: <http://www.ecfr.eu/>  
Foreign Affairs: <http://www.foreignaffairs.com>  
Carnegie Endowment for Peace:  
<http://carnegieendowment.org/publications/>  
Open Democracy: <http://www.opendemocracy.net/> (need VPN)  
UN News: <http://www.un.org/news/>  
World Affairs Journal: <http://www.worldaffairsjournal.org/>

### NEWS LETTERS

Council on Foreign Relations: [www.cfr.org](http://www.cfr.org)  
Foreign Policy: <http://www.foreignpolicy.com>  
Al-Monitor: <http://www.al-monitor.com/pulse/home.html>  
International Crisis Group: <http://www.crisisgroup.org/en.aspx>  
Sinocism (China-specific): <https://sinocism.com/>  
Foreign Affairs: <http://www.foreignaffairs.com/>  
United States Institute of Peace: <http://www.usip.org/>  
UN News: <http://www.un.org/apps/news/email/>  
World Affairs Journal: <http://www.worldaffairsjournal.org/>  
International Rescue Committee: <http://www.rescue.org/>  
You should set Google News Alerts for specific countries and/or topics relevant to your committee  
[www.google.com/alerts](http://www.google.com/alerts)

### ECONOMICS NEWS

Financial Times: <http://www.ft.com/home/us>  
Wall Street Journal: <http://online.wsj.com/home-page>  
Bloomberg: <http://www.businessweek.com/>

### CHINA/ASIA NEWS

Caixin Media: <http://english.caixin.com/>  
China File: <http://www.chinafile.com/>  
Tea Leaf Nation: <http://www.tealeafnation.com/>  
The Diplomat: <http://thedi diplomat.com/>  
South China Morning Post:  
<http://www.scmp.com/frontpage/international>  
Channel News Asia: <http://www.channelnewsasia.com/>

### MIDDLE EAST NEWS

Al-Monitor: <http://www.al-monitor.com/pulse/home.html>  
Institute of the Study of War:  
<http://www.understandingwar.org/>  
Al Jazeera: [www.aljazeera.com](http://www.aljazeera.com)  
Al Arabiya: <http://english.alarabiya.net/>

### AFRICA NEWS

IRIN: <http://www.irinnews.org/>  
All Africa: <http://allafrica.com/>

### GENERAL RESEARCH SITES

Council on Foreign Relations: [www.cfr.org](http://www.cfr.org)  
Brookings Institute: <http://www.brookings.edu/research/topics/international-affairs> (there are good region-specific subcategories of Brookings analysis)  
Carnegie Endowment for Peace: <http://carnegieendowment.org/publications/>  
Atlantic Council: <http://www.atlanticcouncil.org/>  
Wilson Center: <http://www.wilsoncenter.org/>  
Lowy Institute for International Policy: <http://www.lowyinstitute.org/>  
Chatham House: <http://www.chathamhouse.org/>  
International IDEA: <http://www.idea.int/index.cfm>  
European Council on Foreign Relations: <http://www.ecfr.eu/publications>  
UN News: <http://www.un.org/news/>  
Google Scholar: <http://scholar.google.com/>  
JSTOR: <http://www.jstor.org/>  
UN International Law Library:  
<http://legal.un.org/avl/intro/introduction.html?tab=2>  
Colombia International Affairs Online: <https://www.ciaonet.org/>

### COUNTRY RESEARCH

CIA World Factbook: <https://www.cia.gov/library/publications/the-world-factbook/>  
International Crisis Group: <http://www.crisisgroup.org/en.aspx>  
Council on Foreign Relations: [www.cfr.org](http://www.cfr.org)  
The Economist: [www.economist.com](http://www.economist.com)  
BBC: [www.bbc.co.uk](http://www.bbc.co.uk)  
International IDEA: <http://www.idea.int/index.cfm> the Country  
Profile section is especially useful: <http://www.idea.int/sod/profiles/index.cfm>

### SECURITY RESEARCH

International Crisis Group: <http://www.crisisgroup.org/en.aspx>  
Providing for Peacekeeping: <http://www.providingforpeacekeeping.org/>  
Fund for Peace: <http://global.fundforpeace.org/index.php>  
International Peace Institute: <http://www.ipinst.org/>  
UNSC: <http://www.un.org/en/sc/>  
Stockholm International Peace Research Institute (SIPRI): <http://www.sipri.org/>  
Center for New American Security: <http://www.cnas.org/>  
Stimson Center: <http://www.stimson.org/>  
Colombia International Affairs Online: <https://www.ciaonet.org/>

### ECOSOC RESEARCH

Internal Displacement Monitoring Centre: <http://www.internal-displacement.org/>  
World Bank: <http://www.worldbank.org/>  
International Monetary Fund: <http://www.imf.org/external/index.htm>  
UN organisations:  
UNICEF: <http://www.unicef.org/>  
WHO: <http://www.who.int/en/>  
UNHRC: <http://www.ohchr.org/en/hrbodies/hrc/pages/hrcindex.aspx>  
UNEP: <http://www.unep.org/>  
UNDP: <http://www.us.undp.org/content/washington/en/home.html>  
UNHCR: <http://www.unhcr.org/cgi-bin/texis/vtx/home>  
IMO: <http://www.imo.org/Pages/home.aspx>  
ILO: <http://www.ilo.org/global/lang-en/index.htm>  
Non-governmental organisations (NGOs):  
Doctors Without Borders (MSF): <http://www.doctorswithoutborders.org/>  
Transparency International: <http://www.transparency.org/country>  
Human Rights Watch: <http://www.hrw.org/>  
Amnesty International: <http://www.amnesty.org/>  
Nature Conservancy: <http://www.nature.org/>  
Sierra Club: <http://www.sierraclub.org/>  
Environmental Defense Fund: <http://www.edf.org/>  
OPEC: [http://www.opec.org/opec\\_web/en/](http://www.opec.org/opec_web/en/)  
OECD: <http://www.oecd.org/>  
Colombia International Affairs Online: <https://www.ciaonet.org/>  
Science Daily:  
[http://www.sciencedaily.com/news/earth\\_climate/environmental\\_science/](http://www.sciencedaily.com/news/earth_climate/environmental_science/)  
National Geographic News:  
<http://news.nationalgeographic.com/news/archives/environment/>

## Annexure 8: Glossary

**Abstain:** During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a country does not support the resolution being voted on, but does not oppose it enough to vote no.

**Adjourn:** All UN or Model UN sessions end with a vote to adjourn. This means that the debate is suspended until the next meeting. This can be a short time (e.g., overnight) or a long time (until next year's conference).

**Agenda:** The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda.

**Amendment:** A change to a draft resolution on the floor. Can be of two types: a "friendly amendment" is supported by the original draft resolution's sponsors, and is passed automatically, while an "unfriendly amendment" is not supported by the original sponsors and must be voted on by the committee as a whole.

**Background guide:** A guide to a topic being discussed in a Model UN committee usually written by conference organizers and distributed to delegates before the conference. The starting point for any research before a Model UN conference.

**Binding:** Having legal force in UN member states. Security Council resolutions are binding, as are decisions of the International Court of Justice; resolutions of the General Assembly and Economic and Social Council are not.

**Bloc:** A group of countries in a similar geographical region or with a similar opinion on a particular topic. Blocs typically vote together.

**Caucus:** A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: moderated caucus and unmoderated caucus.

**Chair:** A member of the dais that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure.

**Dais:** The group of people, usually high school or college students, in charge of a Model UN committee. It generally consists of a Chair, a Director, and a Rapporteur. The dais is also the raised platform on which the chair traditionally sits.

**Decorum:** The order and respect for others that all delegates at a Model UN conference must exhibit. The Chair will call for decorum when he or she feels that the committee is not being respectful of a speaker, of the dais, or of their roles as ambassadors.

**Delegate:** A student acting as a representative of a member state or observer in a Model UN committee.

**Delegation:** The entire group of people representing a member state or observer in all committees at a particular Model UN conference. They are usually all from the same school.

**Director:** A member of the dais that oversees the creation of working papers and draft resolutions, acts as an expert on the topic, makes sure delegates accurately reflect the policy of their

**Operative clause:** The part of a resolution which describes how the UN will address a problem. It begins with an action verb (decides, establishes, recommends, etc.).

**Page:** A delegate in a Model UN committee that has volunteered to pass notes from one delegate to another, or from a delegate to the dais, for a short period of time.

**Placard:** A piece of card-stock with a country's name on it that a delegate raises in the air to signal to the Chair that he or she wishes to speak.

**Point:** A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order, a point of inquiry, and a point of personal privilege.

**Position paper:** A summary of a country's position on a topic, written by a delegate before a Model UN conference.

**Preambulatory Clause:** The part of a resolution that describes previous actions taken on the topic and reasons why the resolution is necessary. It begins with a participle or adjective (noting, concerned, regretting, aware of, recalling)

**Procedural:** Having to do with the way a committee is run, as opposed to the topic being discussed. All delegates present must vote on procedural matters and may not abstain.

**Quorum:** The minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of one third of the members to begin debate, and a majority of members to pass a resolution. In the Security Council, no quorum exists for the body to debate, but nine members must be present to pass a resolution.

**Rapporteur:** A member of the dais whose duties include keeping the speakers' list and taking the roll call, as well as assisting in and keeping track of administrative duties in the committee room.

**Resolution:** A document that has been passed by an organ of the UN that aims to address a particular problem or issue.

**Right of Reply:** A right to speak in reply to a previous speaker's comment, invoked when a delegate feels personally insulted by another's speech. Generally requires a written note to the Chair to be invoked.

**Roll Call:** The first order of business in a Model UN committee, during which the Rapporteur reads aloud the names of each member state in the committee and respective delegate may respond "present" or "present and voting".

**Rules of Procedure:** The rules by which a Model UN committee is run.

**Secretariat:** The staff of a Model UN conference.

**Secretary-General:** The leader of a Model UN conference.

**Signatory:** A country that wishes a draft resolution to be put

countries, and ensures that decorum is maintained during caucuses.

**Division of the Question:** During voting bloc, delegates may motion to vote on certain clauses of a resolution separately, so that only the clauses that are passed become part of the final resolution. This is known as division of the question.

**Draft resolution:** A document that seeks to fix the problems addressed by a Model UN committee. If passed by the committee, the draft resolution will become into a resolution.

**Faculty Advisor:** The faculty member in charge of a Model UN team, class or club.

**Flow of debate:** The order in which events proceed during a Model UN conference. This usually indicates the movement between formal and informal debate and the process of drafting, debating and voting on resolutions.

**Gavel:** The tool, shaped like a small wooden hammer, which the Chair uses to keep order within a Model UN committee. Many conferences give the gavel used in a committee to the delegate recognized by the dais as the best in that committee; therefore, the term is frequently used to refer to the award given to the best delegate, even in cases where no actual gavel is given.

**Formal debate:** The "standard" type of debate at a Model UN conference, in which delegates speak for a certain time in an order based on a speakers' list.

**Head Delegate:** The student leader of a Model UN club or team.

**Member State:** A country that has ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and Security Council. Currently, there are 193 member states.

**Moderated Caucus:** A type of caucus in which delegates remain seated and the Chair calls on them one at a time to speak for a short period of time, enabling a freer exchange of opinions than would be possible in formal debate.

**Motion:** A request made by a delegate that the committee as a whole to do something. Some motions might be to go into a caucus, to adjourn, to introduce a draft resolution, or to move into voting procedure.

**Observer:** A state, national organization, regional organization, or non-governmental organization that is not a member of the UN but participates in its debates. Observers can vote on procedural matters but not substantive matters. (An example is the Holy See.)

**On the floor:** At a Model UN conference, when a working paper or draft resolution is first written, it may not be discussed in debate. After it is approved by the Director and introduced by the committee, it is put "on the floor" and may be discussed.

on the floor and signs the draft resolution to accomplish this. A signatory need not support a resolution; it only wants it to be discussed. Usually, Model UN conferences require some minimum number of sponsors and signatories for a draft resolution to be approved.

**Simple majority:** 50% plus one vote of the number of delegates in a committee. The amount needed to pass most votes.

**Speakers' List:** A list that determines the order in which delegates will speak. Whenever a new topic is opened for discussion, the Chair will create a speakers' list by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that he or she wishes to be added to the speakers' list by sending a note to the dais.

**Sponsor:** One of the writers of a draft resolution. A friendly amendment can only be created if all sponsors agree.

**Substantive:** Having to do with the topic being discussed. A substantive vote is a vote on a draft resolution or amendment already on the floor during voting bloc. Only member states (not observer states or nongovernmental organizations) may vote on substantive issues.

**Unmoderated Caucus:** A type of caucus in which delegates leave their seats to mingle and speak freely. Enables the free sharing of ideas to an extent not possible in formal debate or even a moderated caucus. Frequently used to sort countries into blocs and to write working papers and draft resolutions.

**Working Paper:** A document in which the ideas of some delegates on how to resolve an issue are proposed. Frequently the precursor to a draft resolution.

**Vet:** The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States to prevent any draft resolution in the Security Council from passing by voting no.

**Vote:** A time at which delegates indicate whether they do or do not support a proposed action for the committee. There are two types: procedural and substantive.

**Voting procedure:** The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or leave the room.

**Yield:** A delegate surrendering the time remaining after finishing a speech from the Speaker's List. This is when a speaker decides to give up the remaining time in his or her speech.

## Annexure 9: Model Rubrics for Successful Participation

Criteria		Level 1: <i>Insufficient</i>	Level 2: <i>Limited</i>	Level 3: <i>Adequate</i>	Level 4: <i>Proficient</i>	Level 5: <i>Exceptional</i>
Content	Country policy	The delegate does not follow their country policy.	The delegate makes several major errors in their country policy.	The delegate makes one major or several minor errors in their country policy.	The delegate makes one or two minor errors in their country policy.	The delegate always sticks to their country policy.
	Background knowledge	The delegate does not understand the issue.	The delegate consistently makes errors in their understanding of the topic.	The delegate demonstrates adequate awareness of the topic, making occasional errors.	The delegate demonstrates proficient awareness of the topic, making one or no mistakes.	The delegate consistently demonstrates a nuanced awareness of the topic at hand.
	Solutions	The delegate proposes no solutions.	Solutions proposed are extremely flawed.	Solutions proposed are flawed or idealistic. Addresses some sub-issue to the topic.	Solutions proposed are slightly flawed or idealistic. Provides some long and short term solution to the topic. Addresses some sub-issues to the topic.	Solutions proposed are realistic and effective. Provides both long and short term solution to the topic. Comprehensively addresses sub-issues to the topic.
Delivery and style	Audibility and clarity	The delegate is completely inaudible.	The delegate is usually hard to hear and unclear, and speaks too fast or too slow.	The delegate is sometimes inaudible or unclear, sometimes speaking too fast or slow.	The delegate usually speaks loudly and clearly, usually speaking at an appropriate speed.	The delegate is loud and clear, always at appropriate speed. They can be heard from the back.
	Fluency	The delegate consistently speaks without fluency.	The delegate is sometimes unintelligible, speaking in jumbled spurts.	The delegate often speaks fluently, but sometimes stops or fumbles.	The delegate speaks fluently, only occasionally pausing or stuttering.	The consistently delegate speaks in coherent, full sentences.
	Response	The delegate does not respond to POIs or does not open themselves to POIs.	The delegate usually answers questions inaccurately and/or consistently fails to reply to POIs.	The delegate sometimes fails to answer questions accurately, sometimes failing to reply to POIs.	The delegate responds to questions posed, usually demonstrating on-the-spot thinking skills. They always, apart from once or twice, reply to POIs.	The delegate consistently demonstrates exceptional on-the-spot thinking skills, always replying to POIs.
	Body language and eye contact	The speech is read off paper or a screen. Hands and feet are not steady.	Body language is distracting. Eye contact is seldom made.	Body language is occasionally lacking. Eye contact is sometimes maintained.	Body language does not impair speech, eye contact usually maintained.	Body language adds to speech. Eye contact is consistent and effective.
	Time limit	The delegate's speech is either too short or too long. The pace makes the speaker unintelligible.	The delegate consistently fails to speak for half the allotted time or is nowhere near finished when time is called. Pace often makes speeches unclear.	The delegate often finishes far before the allotted time or is cut off by the chair. Pace impacts clarity of the speaker.	The delegate makes use of most of the time given. The speaker's pace does not harm clarity.	The delegate makes use of the time given. Speaker's pace made the speech easy to understand and remember.
Tone	Diplomatic tone	The delegate consistently speaks informally	The delegate uses personal pronouns and speaks informally	The delegate occasionally speaks inappropriately and informally	The delegate, with few exceptions, speaks diplomatically and formally	The delegate consistently speaks formally and diplomatically.

Rubrics credit: CHEMUN XI – Nov 2017

## **6. REFERENCES**

1. Udai Rai Mehra, *How to Help MUN Delegates Become Prepared: The MUN Guide*, International School of Amsterdam
2. THIMUN Conference, *Basic Guidelines for New Delegates*, 2014
3. Worldview, *MUN Book for MUN For India: A Worldview Guide to Model United Nations*, 2017
4. Best Delegate, *The Complete Starter Kit to Preparing for Your First Model UN Conference*, Best Delegate LLC 2017
5. Ryan Villanueva and Kevin Felix Chan, *How to Win Awards in Model United Nations*, Best Delegate LLC 2011
6. CHEMUN, *CHEMUN Delegate Guide*, American International School of Chennai
7. <https://bestdelegate.com/>
8. <https://foundation.thimun.org/>