

Model United
Nations

Delegate
Handbook



1. RESEARCH AND PREPARATION

DEVELOPING A POLICY

In order to be able to formulate a policy, both in a written form (Policy Statement and Resolution) and in a spoken form (Caucusing, Speeches and Debating), delegates need firstly, to know all about the country or organization, they will represent and secondly, to have specific knowledge of the issues they will be dealing with.

RESEARCHING A COUNTRY	
The following aspects are particularly important:	
<u>Political Structure</u> <ul style="list-style-type: none"> • Origin of Political Structures • Constitution and Government • Stability and Policy of Present Government 	<u>Natural Resources</u> <ul style="list-style-type: none"> • Basic Commodities Produced • Trade Agreements • Degree of Self-sufficiency
<u>Cultural Factors</u> <ul style="list-style-type: none"> • Ethnic Groups • Religions • Cultural History 	<u>Defense</u> <ul style="list-style-type: none"> • Military Structure • Dependency on Other Nations • Membership of Alliances
<u>Geography</u> <ul style="list-style-type: none"> • Bordering Countries • Topography • Geo-political Considerations 	<u>Views on World Problems</u> <ul style="list-style-type: none"> • Role and Influence in the World • Membership of blocs and Geo-political groupings
<u>Economy</u> <ul style="list-style-type: none"> • Monetary System • Dependency and Debt • Membership of Economic and Trade Organizations 	<u>History</u> <ul style="list-style-type: none"> • General • Last 50 years • Recent History

RESEARCHING THE ISSUES
<ul style="list-style-type: none"> • Keep abreast of the developments in the international news. • Read about the historical and geo-political background to the issues. • Study UN resolutions, reports and documents relating to the issues.

Probably the most valuable, helpful, and up-to-date resource in researching both the assigned delegation and the agenda issues is the Internet. The CTMUN web site is easy to use, is updated regularly and has links to many relevant and useful web sites, including those of the United Nations and of individual countries, NGOs and the news media. The United Nations web site and the UN gopher site are important addresses when seeking access to a wide variety of UN documentation, including all recent resolutions.

Additionally, the Global Agenda published by the UNA-USA is extremely useful. It is updated annually on the basis of the current agenda of the General Assembly of the United Nations, which is also the basis for the issues on the CTMUN agenda.

One of the first points of reference for the delegate will be the school library. MUN-Sponsors should try to ensure that the library is well-stocked with the standard reference books. Delegates should also be encouraged to use other libraries in their locality. Nowadays much information is

available on CD-ROM and we recommend, in particular, GLOBAL-NEWSBANK. Its frequent updating and key-word search facility make it invaluable as a resource. In order to keep themselves informed and up-to-date, delegates should also read regularly a quality, daily or weekly newspaper or news magazine, e.g. The International Herald Tribune or The Economist; they should pay attention to current affairs documentaries and news broadcasts on TV or radio, for example, on the BBC World Service or CNN International. They should also seek the advice of experts: those working in the fields in which they are interested, diplomats from the local embassies, consulates and trade delegations, businessmen and NGO employees.

USEFUL WEB SITES	
CTMUN	http://www.CTMUN.tk/
United Nations	http://www.un.org/
International Court of Justice	http://www.icj-cij.org/
Missions to the United Nations	http://www.un.org/Overview/missions.htm
UN CyberSchoolBus	http://www.un.org/Pubs/CyberSchoolBus/
UN Foundation	http://www.unfoundation.org/
UN System	http://www.unsystem.org/
CIA World Fact Book	http://www.cia.gov/cia/publications/factbook/
The Economist	http://www.economist.co.uk/
Embassy Page	http://www.embpage.org/
Embassies Worldwide	http://www.embassyworld.com/

RESEARCHING POLICY ON ISSUES

Delegates should not become frustrated if the country they are representing apparently lacks a well defined policy on some issues. Even where policy statements on the specific issues are available from the country concerned, simply becoming familiar with them is not sufficient for active participation in CTMUN. In many cases the significance of any particular issue for a country will change as circumstances and events develop and, consequently, so will its policy. Preparation for participation can only really be done well if delegates are thinking as representatives of their assigned country or organization and formulating policy as such representatives. It is worthwhile noting that at real international conferences certain nations may not even take a position on an issue. The delegation chooses to wait and see what emerges from other delegations before reacting.

This would not be the correct path to follow at an MUN conference, however, since, for most delegates, it is a one-time experience, and a "wait-and-see policy" could result in delegates losing the opportunity to exchange ideas on issues and gain skills in a forum not ordinarily available to them. There is an element of creativity, both in the preparation and in participation, which is not normally available to professional diplomats. Although delegates should play their role as realistically and as professionally as possible, they should allow themselves some imaginative thinking on issues, while still remaining within the realm of what their country's position might possibly be. Breakthroughs in diplomacy do not occur by strict adherence to the status quo. However, delegates should not jeopardize or sacrifice their country's legitimate interests in seeking such a breakthrough.

DELEGATION IDENTITY

Delegates need to develop two levels of awareness during their preparation for the conference. Firstly, the knowledge of the country or organization being represented and familiarity with the specific issues will allow the delegate to develop a sense of identity with the people of the particular country or the members of the organization and to identify himself with their most

pressing concerns. Secondly, each member of the delegation needs to develop a sense of group identity with the delegation as a whole. Since foreign policy matters are not limited in scope to single issue items, the policy positions of individual delegates on the various issues actually combine to form the philosophical and practical position of that nation or organization as a positive and active member of the world community. The policy position on a single issue is only a small part of the wider position of the delegation as a whole. Each delegate should become sensitive to this fact and behave accordingly throughout the conference.

All delegates have one further role to play and that is as representatives of their school. CTMUN participation is very demanding on a student in establishing the three roles of delegate, team member and school representative, and in being able to determine when and where each form of behavior is appropriate. For example, it is appropriate to inform others about your country's position on disarmament issues, even if you are not a member of the Disarmament Commission, but it would be inappropriate if you were unfamiliar with your delegation's policies on disarmament. It is appropriate to dramatize the position of your country in a coherent and communicative manner to members of your Council, Commission, Committee or in the General Assembly, but it is inappropriate to do so in an unbecoming manner, which would not only violate the diplomatic manners of the nation being represented but also reflect badly on your school. A good delegation is one which displays, in all conference forums, a consistent and coherent policy, based on sound knowledge of the country being represented and the issues, together with an ability to negotiate, to compromise, to argue and to debate.

2. RESOLUTIONS

WRITING YOUR RESOLUTIONS

The best way to go about writing your first resolution is to think about the 5 W's and H: Who, What, When, Where, Why, and How. All good resolutions answer these five questions. Before you ever start writing your resolution, you should sit down and think about each of them.

- **Who?** Who will be affected by this resolution? Who is being affected by the issue at hand?
- **What?** What is the problem? What is the solution? What past actions has the UN taken?
- **When?** When will the solution be implemented? When did the problem start?
- **Where?** Where is the problem happening? Where will the solution be implemented?
- **Why?** Why is the problem occurring? Why is a solution needed? Why is this a problem under the jurisdiction of the United Nations?
- **How?** How will the solution be implemented?

As an example, we'll go through the steps of writing a simple resolution about human trafficking. We begin by answering the 6 questions:

- **Who?** There are almost 40 million people who are forcibly sent to work in illegal sweatshops and brothels, the majority of which are women and children.
- **What?** Human trafficking is the third largest worldwide criminal activity. A mutual defense force among nations is needed to stop human trafficking.
- **When?** This resolution will take effect on Jan. 1, 2005.
- **Where?** Human trafficking is a worldwide problem.
- **Why?** The Universal Declaration of Human Rights states "No one shall be held in slavery or in servitude; slavery and the slave trade shall be prohibited in all their forms." There is virtually no communication between nations regarding this issue, resulting in the growth of human trafficking.
- **How?** Stronger communication between nations is needed regarding human trafficking, as well as greater self-awareness of efforts to end human trafficking within each nation. To enable a mutual defense force, one UN personnel per member nation will be

appointed to bolster local efforts within each nation as well as raise local volunteers to defend against and educate citizens about this problem.

Based on our responses to the questions above, writing our resolution will be simple. Resolutions are split up into two parts: preambulatory phrases and operative phrases.

PREAMBULATORY CLAUSES

Preambulatory clauses in a resolution provide background and history about the issue at hand, as well as justification for its discussion at the UN and action by the UN. Each preambulatory clause begins with a verb in the present participle. Below you'll find very common preambulatory phrases used.

Affirming	Alarmed by	Approving
Aware of	Believing	Bearing in mind
Confident	Convincing	Declaring
Deeply concerned	Deeply convinced	Deeply disturbed
Deeply regretting	Desiring	Emphasizing
Expecting	Fulfilling	Fully aware
Fully alarmed	Fully believing	Further deploring
Guided by	Having adopted	Having considered
Having examined	Having studied	Having heard
Having received	Keeping in mind	Noting with regret
Noting with satisfaction	Noting with deep concern	Noting with approval
Observing	Realizing	Reaffirming
Recalling	Recognizing	Seeking
Taking into consideration	Viewing with appreciation	Welcoming

For our sample resolution, we will use the preambulatory clauses to include some of our answers to the 6 questions in the resolution. For example, in answer to "Why?", we responded "The Universal Declaration of Human Rights states "No one shall be held in slavery or in servitude; slavery and the slave trade shall be prohibited in all their forms." There is virtually no communication between nations regarding this issue, resulting in the growth of human trafficking." So two preambulatory clauses can come from this statement. The first preambulatory clause in every resolution is a quote from the UN Charter or the Universal Declaration of Human Rights, justifying the UN's jurisdiction in this issue.

RECALLING the Universal Declaration of Human Rights, which declares, "No one shall be held in slavery or in servitude; slavery and the slave trade shall be prohibited in all their forms,"
ALARMED BY the lax communication between nations concerning human trafficking.

In response to "Who?", we responded, "There are almost 40 million people who are forcibly sent to work in illegal sweatshops and brothels, the majority of which are women and children." This response can be written as the following clauses.

NOTING WITH REGRET that over 40 million people are forcibly sent to work in sweatshops and brothels
FURTHER NOTING that the majority of those who fall prey to human trafficking are women and children,

In response to "What?", we wrote, "Human trafficking is the third largest worldwide criminal activity." This statement can be included in the resolution in the following preambulatory clause.

EMPHASIZING that human trafficking is the third largest worldwide criminal activity today,

OPERATIVE CLAUSES

Operative clauses are the second part to a resolution. This is where your solution is proposed. Each operative clause begins with an action verb. Below you'll find very common operative phrases.

Accepts	Affirms	Approves
Authorizes	Calls	Calls upon
Condemns	Congratulates	Confirms
Considers	Declares accordingly	Deplores
Draws the attention	Designates	Emphasizes
Encourages	Endorses	Expresses its appreciation
Expresses its hope	Further invites	Further proclaims
Further reminds	Further recommends	Further resolves
Further requests	Have resolved	Notes
Proclaims	Reaffirms	Recommends
Reminds	Regrets	Requests
Solemnly affirms	Strongly condemns	Supports
Takes note of	Transmits	Urges

Usually the How and the When get answered by the operative clauses. In answer to "How?", we responded "Stronger communication between nations is needed regarding human trafficking, as well as greater self-awareness of efforts to end human trafficking within each nation. To enable a mutual defense force, one UN personnel per member nation will be appointed to bolster local efforts within each nation as well as raise local volunteers to defend against and educate citizens about this problem." Let's break this up into separate, smaller actions we can accomplish:

1. Stronger communication between nations is needed regarding human trafficking
2. Greater self-awareness of efforts to end human trafficking within each nation
3. To enable a mutual defense force, one UN personnel per member nation will be appointed to:
 - a. bolster local efforts within each nation
 - b. raise local volunteers to defend against and educate citizens about this problem.

This format lends itself easily to creating some operative clauses that represent what we want to happen. For each number, choose an appropriate operative phrase to start the clause.

1. CALLS for stronger communication between nations is needed regarding human trafficking;
2. FURTHER CALLS for greater self-awareness of efforts to end human trafficking within each nation;
3. RECOMMENDS, to enable a mutual defense force, that one UN personnel per member nation be appointed in order to:
 - a. bolster local efforts within each nation
 - b. raise local volunteers to defend against and educate citizens about this problem.

As stated above, "When?" is also answered in the operative clauses, in our case this is January 1, 2005. Therefore the last clause will be:

4. AUTHORIZES this mutual defense force of UN personnel to be in place by January 1, 2005.

RESOLUTION FORMAT

- 1" margins on all sides
- Single-spaced throughout resolution, with double spacing between clauses
- Clauses must begin with proper introductory words/phrases, in capital letters
- Preambulatory clauses end with commas and operative clauses end with semi-colons
- Each operative clause must be numbered and indented
- The final operative clause ends with a period
- See the sample resolutions for examples of formatting

SAMPLE RESOLUTIONS

The following is the resolution we wrote above put together and in proper format.

COMMITTEE: The Security Council

TOPIC: Human Trafficking

SPONSOR: Guinea

CO-SPONSOR: Argentina

THE SECURITY COUNCIL,

RECALLING the Universal Declaration of Human Rights, which declares, "No one shall be held in slavery or in servitude; slavery and the slave trade shall be prohibited in all their forms,"

ALARMED BY the lax communication between nations concerning human trafficking,

NOTING WITH REGRET that over 40 million people are forcibly sent to work in sweatshops and brothels,

FURTHER NOTING that the majority of those who fall prey to human trafficking are women and children,

EMPHASIZING that human trafficking is the third largest worldwide criminal activity today,

4. CALLS for stronger communication between nations is needed regarding human trafficking;
5. FURTHER CALLS for greater self-awareness of efforts to end human trafficking within each nation;
6. RECOMMENDS, to enable a mutual defense force, that one UN personnel per member nation be appointed in order to:
 - a. bolster local efforts within each nation;
 - b. raise local volunteers to defend against and educate citizens about this problem;
7. AUTHORIZES this mutual defense force of UN personnel to be in place by January 1, 2005.

The following is a actual resolution from the 58th session of the UN General Assembly (<http://ods-dds-ny.un.org/doc/UNDOC/GEN/N03/454/89/PDF/N0345489.pdf>). Note the amount of background information as well as the variety of operative and perambulatory clauses.

Role of science and technology in the context of international security and disarmament

THE GENERAL ASSEMBLY,

RECOGNIZING that scientific and technological developments can have both civilian and military applications and that progress in science and technology for civilian applications needs to be maintained and encouraged,

CONCERNED that military applications of scientific and technological developments can contribute significantly to the improvement and upgrading of advanced weapons systems and, in particular, weapons of mass destruction,

AWARE of the need to follow closely the scientific and technological developments that may have a negative impact on international security and disarmament, and to channel scientific and technological developments for beneficial purposes,

COGNIZANT that international transfers of dual-use as well as high-technology products, services and know-how for peaceful purposes are important for the economic and social development of States,

ALSO COGNIZANT of the need to regulate such transfers of dual-use goods and technologies and high technology with military applications through multilaterally negotiated, universally applicable, non-discriminatory guidelines,

EXPRESSING ITS CONCERN about the growing proliferation of ad hoc and exclusive export control regimes and arrangements for dual-use goods and technologies, which tend to impede the economic and social development of developing countries,

RECALLING that in the Final Document of the Thirteenth Conference of Heads of State or Government of Non-Aligned Countries, held in Kuala Lumpur from 20 to 25 February 2003,¹ it was again noted with concern that undue restrictions on exports to developing countries of material, equipment and technology for peaceful purposes persisted,

EMPHASIZING that internationally negotiated guidelines for the transfer of high technology with military applications should take into account the legitimate defence requirements of all States and the requirements for the maintenance of international peace and security, while ensuring that access to high-technology products and services and know-how for peaceful purposes is not denied,

1. AFFIRMS that scientific and technological progress should be used for the benefit of all mankind to promote the sustainable economic and social development of all States and to safeguard international security, and that international cooperation in the use of science and technology through the transfer and exchange of technological know-how for peaceful purposes should be promoted;
2. INVITES Member States to undertake additional efforts to apply science and technology for disarmament-related purposes and to make disarmament-related technologies available to interested States;
3. URGES Member States to undertake multilateral negotiations with the participation of all interested States in order to establish universally acceptable, non-discriminatory guidelines for international transfers of dual-use goods and technologies and high technology with military applications;
4. ENCOURAGES United Nations bodies to contribute, within existing mandates, to promoting the application of science and technology for peaceful purposes;
5. DECIDES to include in the provisional agenda of its fifty-ninth session the item entitled "Role of science and technology in the context of international security and disarmament".