

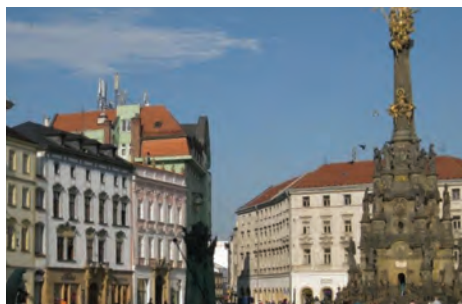


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## DELEGATE PREPARATION GUIDE

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Updated February 2015



# NATIONAL MODEL UNITED NATIONS

[nmun.org](http://nmun.org)



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This document should be used alongside [NMUN Rules of Procedure](#), which provides further details regarding the rules of procedure utilized at NMUN conferences and further contains the full text of the long form rules of procedure.

**Note:** The volunteer National Model United Nations (NMUN) Secretariat updates this guide annually. The current Secretariat is grateful for the work of predecessors on which we try to improve, and hope these materials continue to evolve to the benefit of delegate preparation and the NMUN Conference experience. © 2015 NMUN/NCCA

# Acronyms

AOSIS	Alliance of Small Island States
CSO	Civil society organizations
ECOSOC	Economic and Social Council
FAO	Food and Agriculture Organization
G77	Group of 77
GA	General Assembly
GRULAC	Latin American and Caribbean Group
ICJ	International Court of Justice
IGO	Intergovernmental organization
ILO	International Labour Organization
IUCN	International Union for Conservation of Nature
IMDG	Like Minded Mega-Diverse Group
MUN	Model United Nations
NAM	Non-Aligned Movement
NCCA	National Collegiate Conference Association
NGO	Non-governmental organization
NMUN	National Model United Nations
OPCW	Organisation for the Prohibition of Chemical Weapons
OPEC	Organization of Petroleum Exporting Countries
PGA	President of the General Assembly
SAPF	Specialized Agencies, Programs and Funds
SEED	Sustainable Environmental Education Development
SC	Security Council
SG	Secretary-General
UN	United Nations
UNBISNET	United Nations Bibliographic Information System
UNITAR	United Nations Institute for Training and Research
UNODS	United Nations Official Documents System
WEOG	Western Europe and Others Group

# Glossary

Abstention	<p>A vote during the voting process; to abstain is to be considered as not voting. An abstention does contribute to the passage of a draft resolution/report segment.</p> <p>Note: Member States may only abstain if they are “Present” during formal roll call. Example: A draft resolution that received 30 votes in favor, 10 votes against, and 40 abstentions would still pass due to a larger number of votes in favor, as compared to votes against.</p>
Adjournment of Debate	Tables a topic, and all draft resolutions/draft report segments, for that topic, without voting on any proposed draft resolutions/report segments. A motion for reconsideration can reopen this topic.
Adjournment of the Meeting	Ends the meeting until the next conference year.
Appeal of the Chair	A motion to challenge the decision of the Chair and refers to a specific NMUN rule.
Chair	Persons who are in charge of leading the committee’s formal debate in accordance to the NMUN Rules of Procedure.
Dais	A raised platform or table at the front of the room where members of the NMUN Secretariat are seated. This includes the Director, Assistant Director, Chair and/or Rapporteur. Often, the term “the Dais” is utilized to refer to these individuals collectively.
Decorum	Overall respect for the formal committee process and speakers.
Dilatory	A motion is dilatory if it seeks to obstruct or delay the will of the committee (i.e. motions to suspend the meeting, immediately after several previous motions failed).
Draft Resolution or Draft Report Segment	Working paper that has been accepted by the Dais, which is discussed and voted on by the body.
Economic and Social Council	The Economic and Social Council is the principal organ of the UN responsible for the economic and social work of the organization.
Explanation of Vote	Allows a sponsor of a draft resolution/report segment to explain why they voted against the draft resolution/report segment after it had been amended or changed by a division of the question.
Functional Commissions	Functional Commissions are established pursuant to Article 68 of the Charter of the United Nations and report to the Economic and Social Council. They are also considered a subsidiary organ / body. Examples include the Commission on the Status of Women (CSW) and the Commission on Narcotic Drugs (CND).
Friendly Amendments	Amendments proposed by ALL the sponsors of a draft resolution; once approved by the Dais these amendments are automatically included in the draft resolution.
General Assembly	The main deliberative organ of the UN system, comprised of all Member States of the UN.
Inter-Agency Mechanisms	On thematic issues that cut across the work of many UN programs, funds and agencies, an inter-agency coordination mechanism will often be established. In some cases, the organization of the group is taken on by one of the members, while in others, a secretariat will be established to manage their work. These mechanisms are an essential source for information on these

	thematic issues as they represent the work of the entire UN system on this issue. Examples include UN-Water and the Intergovernmental Panel on Climate Change (IPCC).
Majority Vote	A threshold at which many motions pass. A motion passes with majority vote if more people vote yes than vote no (in the case of substantive votes, ignore abstentions). To determine if something passes, compare yes votes to no votes only. Tie votes fail.
Model United Nations	Educational conferences that simulate the purpose and practices of the UN.
Motion	A request to do something during formal debate; motions are voted on by the body (see below). Procedural: all members of the committee vote; Substantive: only Member States vote.
Motion Out of Order	An incorrect (non-NMUN) motion or a motion used at the incorrect time during the conference.
National Collegiate Conference Association	The National Collegiate Conference Association is a 501(c)(3) nonprofit organization that sponsors National Model United Nations conferences, providing quality college/university level programs that bring together the next generation of international leaders.
National Model United Nations	An experiential education program in which groups of students are organized as delegations and are assigned to play the role of Member States of the UN.
Non-governmental organization	NGOs, also known as civil society organizations or CSOs, are nonprofit groups independent from governments. Normally organized around specific issues, NGOs deliver a variety of public and humanitarian services.
Operative Clauses	Proposes a new measure(s) and/or an extension of an existing measure(s), which has not already been outlined in a previous resolution.
Point of Order	Corrects an error in procedure and refers to an NMUN specific rule.
Preambular Clause	Sets up historical context and relevant international law for a resolution, which justifies future action.
Present	Establishes a delegation as present in the committee, with the opportunity to abstain during substantive votes.
Present and Voting	Establishes a delegation as present in the committee. There is no opportunity to abstain during substantive votes; delegations must vote "yes" or "no."
Principal Organs	Principal Organs are established pursuant to the Charter of the United Nations. There are six principal organs of the UN: the General Assembly (Art. 9), the Security Council (Art. 23), the Economic and Social Council (Art. 61), the Trusteeship Council (Art. 86), the International Court of Justice (Art. 92), and the Secretariat (Art. 97). Each organ maintains its own area of responsibility from international peace and security (Security Council) to human rights and economic affairs (ECOSOC). The only organ that is currently inactive is the Trusteeship Council.
Procedural Vote	Votes on motions before the body; all delegations present must vote.
Programs and Funds	Programs and Funds are established pursuant to Article 22 of the Charter of the United Nations in order to meet needs not envisaged in the founding of the UN, such as addressing the needs of Palestinian refugees, development assistance, food aid, or the environment. They are subordinate to the UN, but since they are immediately controlled by distinct inter-governmental bodies and are financed through voluntary contributions rather than assessed contributions.



Proposal	In the NMUN Rules of Procedure, “proposal” means any working paper, draft resolution or draft report segment, an amendment thereto, or a portion of a draft resolution or draft report segment divided out by motion.
Quorum	A minimum of one-third (or 33%) of the members of the body; based on total number of Member States, excluding Observers/NGOs, according to the first session’s attendance.
Rapporteur	Person responsible for maintaining the speakers’ list, order of the resolutions on the floor, verifying vote counts and other administrative matters.
Reconsideration	Reopens debate on a topic, and any draft resolutions/report segments on the floor for that topic, that was previously adjourned (ended without a substantive vote).
Regional Commissions	Regional Commissions are established pursuant to Article 68 of the Charter of the United Nations and report to the Economic and Social Council. They are also considered a subsidiary organ / body. Examples include the Economic and Social Commission for Asia and the Pacific (ESCAP) and the Economic Commission for Africa (ECA).
Related Organizations	Related organizations are not officially part of the UN, but their support and cooperation is outlined by special arrangement. Related organization's all have their own separate members, governing bodies, executive heads, and secretariats.
Research and Training Institutes	The various research and training institutes were established by the General Assembly to perform independent research and training. UN Institute for Disarmament Research (UNIDIR) is an example of this type of entity.
Right of Reply	Response to comments that have purposefully disparaged the sovereign integrity of a delegate’s state.
Secretariat	The Directors, the Assistant Directors, the Under-Secretaries-General, and the Assistant Secretaries-General, are designates and agents of the Secretary-General and Deputy Secretary-General, and are collectively referred to as the “Secretariat.”
Secretary-General	Member of the NMUN Secretariat. Chief administrative officer of the Conference.
Security Council	The Security Council is the primary organ of the UN mandated to maintain international peace and security.
Signatories	Member States/NGOs or Observers who are interested in bringing the working paper forward for consideration of the committee.  Note: a combination of 20% sponsors and signatories or five—whichever is greater—is required for all working papers to become draft resolutions/report segments.
Specialized Agencies	Specialized Agencies are established pursuant to Article 57 and 63 of the Charter of the United Nations. There are currently more than 14 Specialized Agencies that have an agreement with the UN that work under the auspices of ECOSOC. Each agency has a separate function it carries out on behalf of the UN; they have their own principles, goals, and rules. In addition, they are autonomous insofar as they control their own budgets and have their own governance structure.
Sponsors	Member States who created the content of the working paper and will be most responsible for ensuring that it will be voted on as a draft resolution/report segment.  Note: A combination of 20% sponsors and signatories or five—whichever is greater—is

	required for all working papers to become draft resolutions/report segments. (There must be at least one sponsor).
Subsidiary Organs	Subsidiary organs (or bodies) are established pursuant to Article 22 and 29 of the Charter of the United Nations. A subsidiary body falls under the purview of the principal UN organ it reports to and was created by, specifically: the General Assembly, the Economic and Social Council and the Security Council. The subsidiary bodies fluctuate in number from year to year, according to the changing requirements of the main organ concerned. Both the General Assembly and the Economic and Social Council, for instance, often create subsidiary bodies to assist them in new fields of concern and dissolve others. Examples include the Human Rights Council (HRC) and the UN Human Settlements Programme (UN-Habitat).
Substantive Vote	Votes taken during voting procedure to accept a draft resolution/report segment, an unfriendly amendment and/or the annex to a draft resolution/report segment (division of the question); votes disclosed after counting by the Dais.
Suspension of the Meeting	Informal debate for a brief period of time. Often incorrectly referred to as “caucusing.” Note: Delegates do not need to state a purpose for suspending the meeting.
United Nations	An intergovernmental organization established in 1945, designed to promote international cooperation.
United Nations Bibliographic Information System	This source lists all UN documents archived by the UN Dag Hammarskjöld Library and includes landmark UN documents, resolutions of UN bodies, meeting and voting records, and press releases.
United Nations Official Documents System	A database provided by the UN System, covering all types of official UN documentation after 1993.
United Nations System Chief Executives Board for Coordination	The UN System Chief Executives Board for Coordination (CEB) is the longest-standing and highest-level coordination forum of the UN system. While not a policy-making body, the CEB supports and reinforces the coordinating role of intergovernmental bodies of the UN system on social, economic and related matters. Most importantly, the CEB facilitates the UN system's collective response to global challenges, such as climate change and the global financial crisis.

# Preparing for the Conference

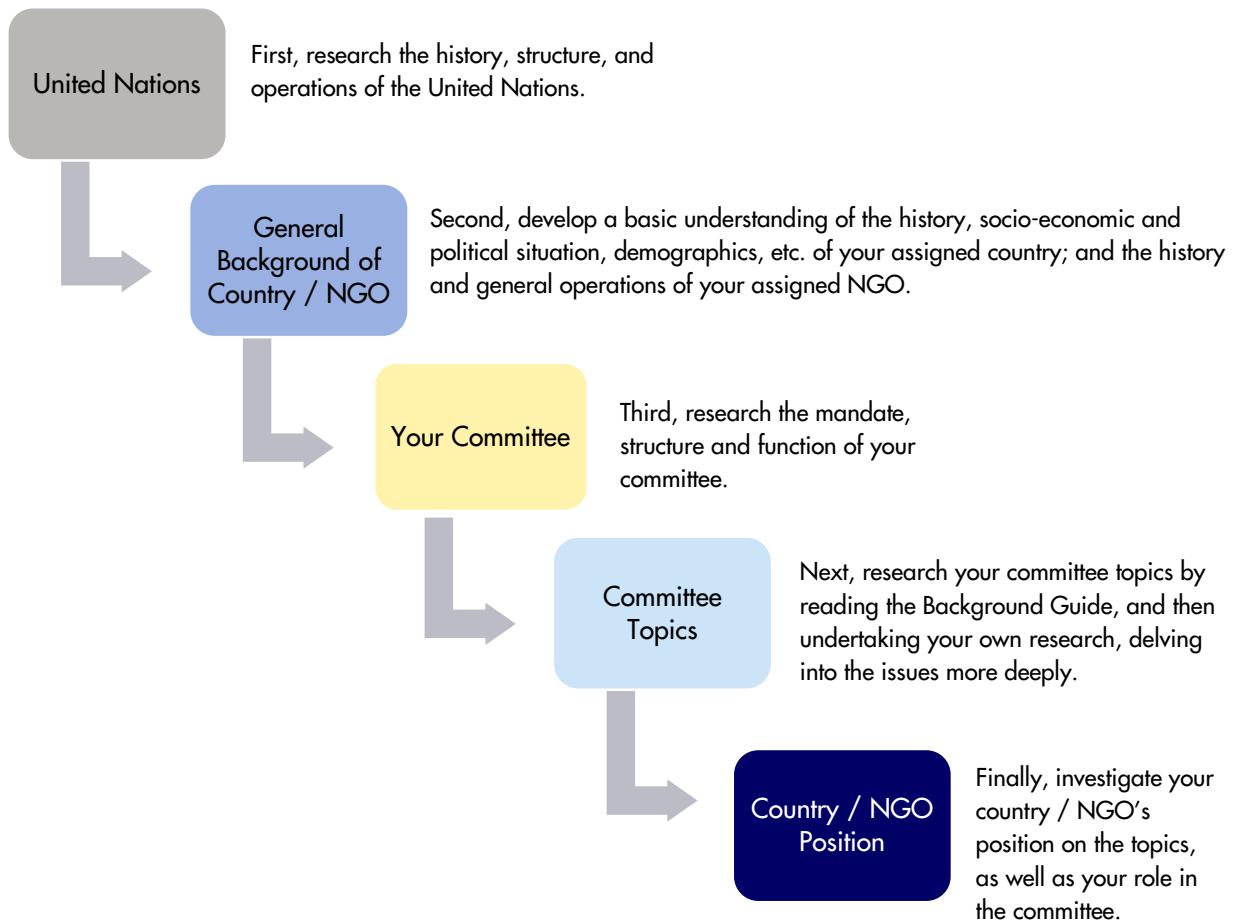
## Introduction

National Model United Nations (NMUN) conferences are held annually in New York City and Washington, DC. Since 2008, a number of international conferences have been held at varying sites. These conferences strive to provide attending delegates with knowledge, skills, and experience that will be applicable both during and after their university experience. While NMUN prides itself on having a well-trained volunteer Secretariat, superior resources, and support for delegates before and during each conference, the quality of these conferences is largely contingent on the preparation of the delegates.

## CONTENTS

- Introduction
- Starting Your Research
- The United Nations
- The Mandate, Structure and Function of Your Committee
- Researching Your Committee
- Researching Your Country or NGO
- Committee Topics
- Country / NGO Position

The key to being successful at NMUN is thorough and comprehensive preparation. It is our recommendation that all delegates become familiar with the following five areas of study. Each area should be addressed in the following order, as each is progressively more in-depth than the one listed before:





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## Starting Your Research

NMUN provides a few primary resources for delegates to use in preparing for the conferences: the Committee Background Guides (including annotated bibliographies), the NMUN Rules of Procedure and the Topic Updates. All items will be posted on the [NMUN website \(NY, DC\)](#).

Both the Background Guide and the Topic Update should only be viewed as a starting point to begin research. Individual research is crucial and we recommend extensive use of academic literature, scholarly journals, newspaper articles, and official documents or other literature provided by bodies associated with the UN. Access to many UN documents and resolutions is available through the UN treaty database, college or law school libraries, or the following websites:

<a href="#">United Nations</a>	The UN website enables delegates to access individual committee sites, links to specific issues on the UN's agenda, and related information and data, links to missions of Member States to the UN, etc.
<a href="#">United Nations Handbook</a>	The UN Handbook, published by the Ministry of Foreign Affairs and Trade of New Zealand, is one of the most comprehensive sources of information on the aim, structure and membership of the organs of the UN. Delegates are recommended to use the handbook as a regular reference for all related entities within the UN system.
<a href="#">The PGA Handbook: A practical guide to the United Nations General Assembly</a>	This publication is another example of a Member State-initiated project aimed at providing comprehensive information on the UN. Focused on the General Assembly, it provides overviews of working methods, structures and protocols related to the body. All six chapters provide important information that will aid in preparation for and negotiation at NMUN.
<a href="#">UN Bibliographic Information System (UNBISNET)</a>	This source lists all UN documents archived by the UN Dag Hammarskjöld Library and includes landmark UN documents, resolutions of UN bodies, meeting and voting records, and press releases. It allows delegates to research by organ or by main issues, providing an accessible gateway to the work of the UN, agenda items, and individual Member States' roles.
<a href="#">UN Global Issues</a>	This section of the UN website offers a topic-by-topic research gateway, with information available on dozens of "global issues" which transcend both state borders and, usually, individual UN agencies or bodies.
<a href="#">UN Research Guides and Resources</a>	The UN Research website is a great starting point for delegates. Particularly helpful is the UN Documentation Research Guide, which will enable delegates to find any UN document easily.

In addition to these universal databases, many committee sites feature their own documents collections and/or databases. The same holds true for several excellent [websites](#) provided by the UN Secretariat. Delegates are highly encouraged to research documents through a combination of the tools above.

Delegates are expected to use the sources identified above, but still form their own ideas and suggestions, which are also in line with their assigned Member State's policy, and frame them in their own words. Plagiarism will not be tolerated in any work prepared and submitted by delegates either before or during the conference. Plagiarism is the deliberate use of original work (including language, structure, and ideas), without citation of the original source, in material submitted as the author's own.



To reiterate, plagiarism will not be tolerated in any work prepared and submitted by delegates either before or during the conference. Delegates should be aware that position papers and draft resolutions are read and evaluated by members of the NMUN Secretariat who have a profound knowledge of the topics and have prepared committee and agenda items for months. This enables the NMUN Secretariat to identify and report incidents of plagiarism.

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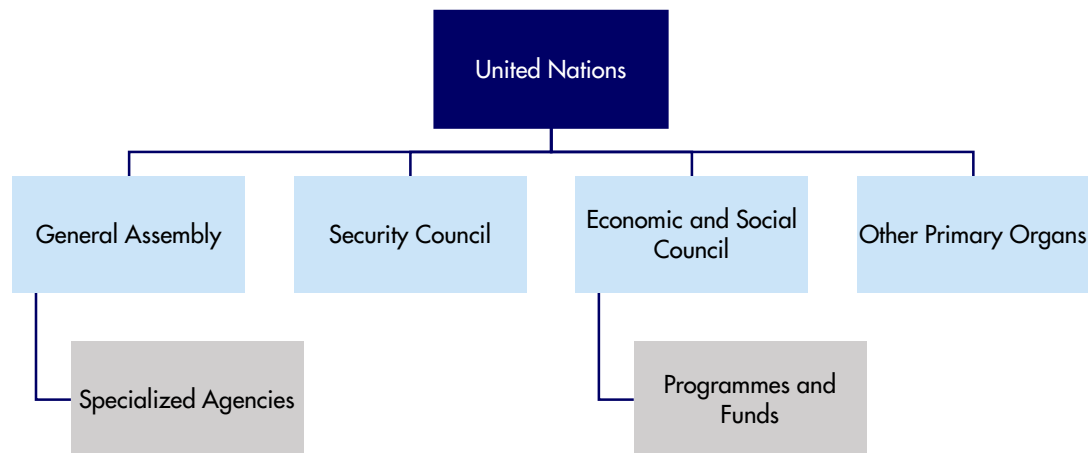
# The United Nations

Thorough preparation must begin with an understanding of the UN itself, specifically in regards to the history, structure, and operations of the organization. Having a strong grasp on the various types of bodies within the UN system, the types of documents that can provide information on your topic, and the core international instruments within each topical area, is essential in order to ensure the ideas you put forth in committee are realistic. The following section provides a basic overview regarding the essential structure of the UN, including the types of bodies most commonly simulated at NMUN, as well as common types of documents that you can look to for information.

There are several questions you should try to answer in your research:

- What are the various types of entities within the UN system?
- How do the various organs of the UN System work together, and what are their topic specialties?
- What are the most significant achievements of the UN in terms of norms and important legal frameworks?
  - [Core International Human Rights Instruments](#)
  - [List of Declarations and Conventions Contained in GA Resolutions](#)

The diagrams below are simple depictions of the structure of the UN. For more detail, please visit the [UN website](#)

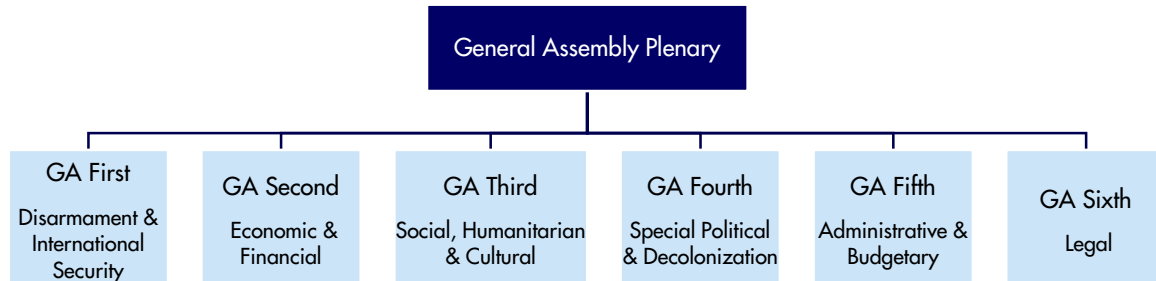


There are six principal organs of the UN, identified as such due to their establishment pursuant to the Charter of the United Nations. The six organs are: the General Assembly (Art. 9), the Security Council (Art. 23), the Economic and Social Council (Art. 61), the Trusteeship Council (Art. 86), the International Court of Justice (Art. 92), and the Secretariat (Art. 97). Each organ maintains its own area of responsibility from international peace and security (Security Council) to human rights and economic affairs (ECOSOC). The only organ that is currently inactive is the Trusteeship Council.

The General Assembly, ECOSOC, and the Security Council all have the ability to establish subsidiary organs pursuant to Article 22 and 29 of the Charter. A subsidiary body falls under the purview of the principal UN organ it reports to and was created by, specifically: the General Assembly, the Economic and Social Council and the Security Council. The subsidiary bodies fluctuate in number from year to year, according to the changing requirements of the main organ concerned. Both the GA and ECOSOC, for instance, often create subsidiary bodies to assist them in new fields of concern and dissolve others.

## General Assembly (GA)

The [General Assembly](#) (GA) is the main deliberative organ of the UN system and is comprised of all Member States of the UN, each having one vote. The GA addresses issues related to the maintenance of international peace and security (except when those issues are under consideration by the Security Council), the peaceful settlement of disputes, international law, development and human rights issues. The GA also elects the non-permanent members of the Security Council, elects the membership of ECOSOC, appoints the Justices on the ICJ, and chooses the Secretary-General of the UN.



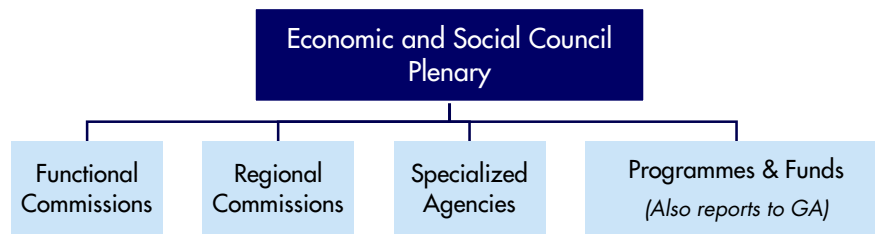
## Security Council (SC)

The [Security Council](#) is the primary organ of the UN mandated to maintain international peace and security. It is comprised of fifteen members: ten serve two-year terms and five are permanent members with veto power: China, France, Russia, the United Kingdom, and the United States. The adoption of any substantive decision by the Council requires an affirmative vote of any nine Member States, including affirmation or abstention by the permanent members. If a permanent member votes against a resolution before the Council, the resolution is vetoed and fails. Unlike GA resolutions, which are recommendations, Security Council resolutions are binding on the Member States of the UN when adopted under Chapter VII of the Charter.



## The Economic and Social Council (ECOSOC)

The [Economic and Social Council](#) is the principal organ of the UN responsible for the economic and social work of the organization. ECOSOC has 54 members, each elected by the GA to a three-year term (eighteen new members are elected annually). ECOSOC also coordinates the efforts of various Specialized Agencies working concurrently with the UN.



### Secretariat

The [UN Secretariat](#) (UN Charter, Ch. XV) carries out the day-to-day work of the UN, and is headed by the [Secretary-General](#). The Secretariat supports the substantive work of committees by providing expertise, guidance and research to enable the delegates to better address the topics on the agenda. It is highly recommended that delegates identify which entity within the Secretariat provides the substantive support for their committee and familiarize themselves with that entity.

### Other Entities

There are two additional principal organs that have not been addressed: the [Trusteeship Council](#) (UN Charter, Ch. XIII), which officially suspended operation on 1 November 1994 with the independence of the last UN trust territory, and the [International Court of Justice](#) (Ch. XIV). Further, there is a range of different types of other entities that all delegates should become familiar with:

- **Inter-Agency Mechanisms:** On thematic issues which cut across the work of many UN programs, funds and agencies, an inter-agency coordination mechanism will often be established. In some cases, the organization of the group is taken on by one of the members, while in others, a secretariat will be established to manage their work. These mechanisms are an essential source for information on these thematic issues as they represent the work of the entire UN system on this issue.
- **Research and Training Institutes:** The various research and training institutes were established by the General Assembly to perform independent research and training.
- **Related Organizations:** Related organizations are not officially part of the UN, but their support and cooperation is outlined by special arrangement. Related organizations all have their own separate members, governing bodies, executive heads, and secretariats. An example of a related organization is the Organisation for the Prohibition of Chemical Weapons (OPCW).

## Specialized Agencies, Programs, and Funds

The UN is an international organization (IGO); it has the broadest mandate of any IGO and nearly universal membership. There are many other IGOs in existence, such as the Food and Agriculture Organization (FAO) and the International Labour Organization (ILO), some of which predate the UN. Many of these international organizations are Specialized Agencies, which means that they have entered into agreements with the UN as per Article 63 of the UN Charter. As Specialized Agencies, they work closely with the UN through the coordinating machinery of ECOSOC. While Specialized Agencies are part of the UN system, they are autonomous organizations, with independent constitutions or charters, membership, rules of procedure and budgets. In contrast, Programs and Funds are normally set up by the GA, working on specific issues coordinated by ECOSOC. The [Specialized Agencies and Programs and Funds](#) (SAPF) cover many facets of the global agenda, and operate in the areas of development, human rights and humanitarian affairs.

SPECIALIZED AGENCIES	PROGRAMS AND FUNDS
<ul style="list-style-type: none"><li>• Organizations with agreements that mean they work within the UN system;</li><li>• Do not report to the UN;</li><li>• Legally independent with separate governing structures, membership, rules, and financial resources;</li><li>• Have a normative, policymaking, and operational role.</li></ul>	<ul style="list-style-type: none"><li>• Created by the GA;</li><li>• Report to the UN through ECOSOC and / or the GA;</li><li>• Governed by their own intergovernmental body (i.e. an Executive Board);</li><li>• Have an operational role, with activities carried out at field level.</li></ul>

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## The Mandate, Structure and Function of Your Committee

Each delegate should have a thorough understanding of their committee. The Committee Background Guide provides an introduction, but it represents the starting point for the rest of your research. Delegates need to understand the history; mandate; governance, structure and membership; functions and powers; current priorities and recent sessions of the committee. Use your committee's website, the [Resources](#) outlined in this guide, and books and scholarly articles to understand the purpose and functions of your committee. Important past decisions or resolutions of your committee often shed important light on its powers, the types of actions it takes, and the methods by which it acts.

### Role in Your Committee

In order to accurately and effectively simulate the body and understand your role within it, a clear understanding of the mandate of the body is essential. This will also make the work of the committee easier, as it will be naturally limited in scope according to the mandate. Delegates must ensure that they have a thorough understanding of the following:

- Foundational documents (the resolution(s) that established the body, and its foundational governing document, such as a charter or treaty);
- Evolution and changes in mandate over time; and
- Other key international documents that underpin the mandate.

## Member States

Each committee is made up of a specific number of Member States. These are the full members of the organization. All Member States may sponsor working papers and have full voting rights within the organization.<sup>1</sup> Member States act through their representatives within a body's meetings in order to discuss the matters on the agenda and make progress toward solving them on a cooperative international level. The majority of delegates will be serving as representatives of their state's government or political participants, as recognized by the UN. These delegates are expected to understand the foreign policies of their individual governments and to act within those policies during the Conference. The most critical part of having a successful delegate experience at the NMUN Conference is active participation in committee sessions. This includes utilizing the rules of procedure, speaking in formal debate, and most importantly, contributing during informal debate sessions through activities including networking, drafting working papers, identifying common positions and building consensus.

## Observers

Observers are states, non-Member States, entities and organizations that participate in the negotiations but may not vote on substantive organization matters, such as the approval of reports or resolutions. Observers are expected to fully contribute to the work of the committee by contributing to working papers, and the discussion at hand.



Observer and NGO delegates maintain the following privileges in each committee to which they are assigned:

- The right to make any procedural motion;
- The right to vote on all procedural motions;
- The right to speak before all assigned committees; and
- The right to act as a signatory on working papers.

## Non-Governmental Organizations (NGOs)

NMUN has occasionally integrated the presence of NGOs into committees at the Conference. It is an ongoing project that improves the educational quality of the simulation and mirrors developments in the UN itself, where NGOs are both visible and respected as a resource for policy and program design and implementation. In order to ensure a positive educational experience for all delegates, the rights and privileges accorded to NGOs at NMUN may not exactly reflect those granted by ECOSOC or by the body in which the NGO is being represented. Any alterations made by the NMUN Secretariat give due consideration to existing realities and the need to provide a learning environment that encourages active participation.

NGOs are recognized in Article 71 of the Charter as consultative bodies in relationship to ECOSOC. These organizations also maintain a close working relationship with ECOSOC, nearly all Programs and Funds, as well as many of the Specialized Agencies. They are also present in many fora under the auspices of the GA, such as the Human Rights Council, and have a history of briefing the UN Security Council on pertinent topics. As a result, NGOs are an invaluable resource to the UN system providing information on political, economic, social, humanitarian, and cultural developments in all parts of the world, and introducing different voices to debate among Member States. Their recommendations may address potential solutions to far-reaching global issues, speak to specific country or regional needs, or call attention to an emerging crisis. The sweeping mandate of ECOSOC is reflected in the exhaustive activities of NGOs.

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<sup>1</sup> In case the membership rights of a country have been partly or fully withdrawn since the publication of the NMUN committee membership matrix, please contact the NCCA (info@nmun.org). These situations will be evaluated on a case-by-case basis.





At NMUN, NGO delegations maintain all of the privileges accorded to traditional observer delegations, and are required to exhibit the same level of preparedness. NGO delegations are eligible for awards, based on the same criteria as other delegations, and may select head delegates to attend the Head Delegates Meetings each night. NGO representatives are also required to submit position papers reflecting the perspectives and priorities of their assigned NGO on the agenda topics at hand.



Delegates representing Member States are fully expected to work with delegates representing NGO delegates in the spirit of collaboration upon which the UN was founded. The recommendations of delegates representing NGOs maintain the same validity as those of Member States, and it is incumbent upon country delegates to ensure that those perspectives are recognized. The exclusion of NGOs from committee work simply because they do not have substantive voting rights is both unrealistic and unprofessional. In almost all cases, actions denigrating the participation of NGOs will be considered extraordinarily out of character.

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## Researching Your Country or NGO

Once you have familiarized yourself with the structure, history, and functions of the UN system, the next step should be researching your assigned country or NGO. Begin doing this immediately after receiving your assignment.

### Country

If you have been assigned a country, you may wish to begin by researching its political structure, economic condition, religion(s), history, and culture. Since all of these factors shape a state's foreign policy, familiarity with these areas will assist you in forming a consistent foreign policy.



Research the problems within your state regarding ethnic and religious minorities, suppression of dissent, division of wealth, freedom of the press, development, health care, education, poverty, the environment, human rights, etc. Also, do not overlook the more nuanced aspects of your state's domestic and foreign policies.

### NGO

Researching a NGO is very similar to researching a state. If you have been assigned an NGO, you may wish to begin by researching its history, mission, structure, funding, values, purposes, and goals. Since all of these factors shape the way an NGO will interact with Member States, familiarity with these areas will assist you in forming a consistent approach to the issues at hand and a consistent style of interaction.



Based on your research, you will decide how your assigned NGO will approach each topic and the recommendations you will make for potential solutions. This includes identifying blocs of countries and other NGOs that may share the same perspectives and priorities as you, and which may collaborate with you in committee sessions.

You may choose to establish contact with the permanent mission to the UN of your assigned country or with your NGO at the New York conference. At the DC conference contact the embassy of your assigned country. Obtaining information directly from these sources will often prove very useful in forming a cohesive policy and diplomatic style. Experience has shown that these offices are often very eager to assist you, however please bear in mind that many of these offices run on very limited budgets and have a limited number of staff members. Please consider preparing a request for any documents available to the public but unavailable online, prior to contacting the mission.



In New York, NMUN provides a time slot on the second day of the Conference for delegations to schedule these briefings; we recommend that delegates schedule these as early as possible to ensure availability of individuals to meet with. As a representative of the NGO or state to which you have been assigned, you will be expected to work within the historical confines of your NGO or country's foreign policy at the UN. Outside NY, delegation arriving early may wish to try to schedule visits to embassies in advance for conferences in Washington, DC or other capitals. Consult our [Briefings](#) web page for contact information and sample briefing request letters.

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## Researching Committee Topics

The majority of your preparation time for the Conference will be spent researching your actual committee topics and your country's position on those topics. Once your delegation is assigned a country, your faculty advisor or head delegate will decide which students (no more than two per committee) will be on each of the assigned committees. Carefully consult the committee matrix so you do not prepare for a committee of which your assigned country is not a member.

Each delegate should understand all the topics on his or her committee's agenda. The first resource to consult is the Committee Background Guide (including the footnotes and bibliography); however, this guide should not be the sole source of research. Search for speeches made by your country on the topic and important resolutions discussed and passed in your committee. Check voting records via [UNBISNET](#) or [Member States on the Record](#) (a valuable resource managed by the UN) to see whether your country supported the latest resolutions on a specific item. In addition, you may contact the headquarters of your committee and request specific information on your topics.

Many topics on the UN agenda are extremely vast and complex, and there are several topics that can be discussed in more than one organ within the UN system. It is, therefore, important to understand how the topics on your committee's agenda are discussed specifically in that committee. Look to the mandate of your committee, which will give you an idea of the tone and type of work done within your committee.

Researching a topic is a complex process, which calls for determining what various bodies within and related to the UN system have done previously to address the matter, what is currently in place, and what is planned for the future. It is also important to examine the successes and failures, and to attempt to determine why those approaches have succeeded or failed.



While reading the background guide, develop answers to the following basic questions:

- When considering each topic, what essential questions are being raised?
- In your opinion as a diplomat, why are these issues important?
- Why do you believe these issues remain unresolved? What reasons specifically?
- What important documents are essential to your research?
- What actions have various international bodies taken in the past regarding these issues?
- What actions are they currently taking, or what committees exist to address them?
- What should be done from the perspective of your state to resolve the issues?

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## Your Delegation's Position on the Topics

Part of the benefit of Model UN is learning and advocating in the interests of a Member State or NGO assigned to you, even if you do not necessarily agree with the position. This is the reality of the work of professional diplomats, who advocate what is in the best interests of their government. It is what makes Model UN different from a simulation of a congress or parliament where the individuals are members, rather than Member States. This position will form the basis of the position paper all delegates must write, which outlines your Member States' policies toward the agenda topics. Preparing for committee session at NMUN also includes identifying blocs of states that may share the same perspectives and priorities and which may collaborate with you in committee sessions (this is also an important task for NGOs).

### Position Papers

Please pay careful attention to the following guidelines when drafting and submitting your position papers. Only those delegations that follow the outlined guidelines will be eligible for position paper awards. Please follow these guidelines carefully when submitting your work to the Secretariat. Each topic should be addressed briefly in a succinct policy statement representing the relevant views of your assigned country, NGO, or expert role. You should also include recommendations for action to be taken by your committee. All delegations meeting the following criteria will be judged by the same method and equally considered for position paper awards.



You should try to answer the following questions:

- Are there other states or other organizations that share your view?
- What states or other organizations are opposed to your view?
- Which Member States are in the same voting bloc as your assigned state?
- Is your assigned state affiliated with any regional organizations?



All papers must be typed and formatted according to the specifications below:

- Length must not exceed two pages. Margins on the sides, top and bottom are to be 1 inch;
- The text of the body must be between 10 pt. and 12 pt. font, Times New Roman;
- Country/NGO name, School name and committee name clearly labeled on the first page;
- Agenda topics, in the same order as the background guide, clearly labeled in separate sections;
- National symbols are deemed inappropriate for NMUN and will disqualify papers for awards;
- Justify the text for your paragraphs so the left and right margins both have straight edges;
- Convert your position paper to PDF format.

# The Process of Debate: Understanding the Conference

## Snapshot of the Conference

This section provides an overview of the Conference, from opening session to voting procedure. Key information for each phase, such as definitions and comparisons of important terms and stages in committee session, are explained here to provide a quick-reference guide.

## Opening Session

The first session of the conference is referred to as the opening session. During this session, the Chair will give a brief introduction before formally calling the session to order. The Chair will then open the speakers' list in order to facilitate delegates' discussion of the order of the agenda. Once speakers have been added to the list, the Chair will ask for points or motions. At that time, delegates may wish to suspend the meeting to discuss the agenda order. The first motion to set the agenda that passes shall set the order in which the agenda items will be discussed by the committee. At that point, the Chair will open a new speakers' list on the first agenda topic.

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- Snapshot of the Conference
- Formal Debate
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  - Speakers' list
  - Speaker's Time
  - Voting Procedure and Closing Session
- Informal Debate
  - Suspension of the Meeting
  - Diplomatic Negotiation
  - Working Papers, Draft Resolutions, and Reports
- Role of the NMUN Secretariat in Committee

## Formal and Informal Debate

The work of the conference is done in committee, during either formal or informal debate. Within one committee session, the committee will alternate between formal and informal debate multiple times.

### FORMAL DEBATE

- Rules of procedure are enforced by the Chair;
- Delegates are expected to be in their seats and attentive;
- Delegates are expected to be respectful of other delegates and diplomatic;
- During formal debate delegates will:
  - Be added to the speakers' list and make speeches;
  - Raise points or motions.
- Technology (i.e. laptops, tablet computers) cannot be used during formal session; phones should not be used either, out of respect for other delegates.

### INFORMAL DEBATE (Suspension of the Meeting)

- Rules of procedure are not enforced by the Chair;
- Delegates are expected to engage actively by walking around and discussing the topic with other delegates;
- Delegates are expected to be respectful of other delegates and diplomatic;
- During informal debate, delegates will:
  - Draft working papers;
  - Discuss and gather support for working papers, draft resolutions/report segments;
  - Review work being done in other groups.
- Technology (i.e. laptops, tablet computers) and phones can be used.

## Working Papers and Draft Resolutions/Report Segments

The form of the committee's work changes during informal debate. As delegates form working groups, they discuss proposals for the topic and create working papers to encapsulate them. As work progresses, working papers are submitted to the Dais for approval. Once approved, the working paper becomes a draft resolution.

WORKING PAPERS	DRAFT RESOLUTIONS/REPORT SEGMENTS
<ul style="list-style-type: none"><li>• Content can be changed and added without any formal process;</li><li>• Multiple working papers can be merged into one working paper;</li><li>• Sponsors may integrate ideas into other working papers to avoid duplication;</li><li>• Lists all sponsors and signatories at the top of the document.</li></ul>	<ul style="list-style-type: none"><li>• In draft resolutions, only operative clauses can be changed, and only by amendment;</li><li>• In draft report segments, only the Conclusions and Recommendations section can be changed, and only by amendment;</li><li>• Draft resolutions/report segments cannot be merged into other draft resolutions/report segments;</li><li>• Draft resolutions/report segments can be withdrawn from the floor only by a friendly amendment;</li><li>• Sponsors and signatories do not appear on the draft resolution/report segments because it is now the property of the committee.</li></ul>

## Voting Procedure and Closing Session

Voting procedure, for most committees, takes place during the final committee session, also referred to as the closing session. During closing session, delegates will review the draft resolutions/report segments distributed to the committee, submit any amendments, and finally, move into voting procedure. Voting procedure is an extremely formal part of the Conference; there is no speaking to other delegates, and no delegates may leave or re-enter the room once the procedure is underway. Only a limited number of points and motions are in order during voting procedure. Points and motions in order during voting procedure, in order of precedence are as follows:

- **Point of Order:** To correct an error in procedure. No debate, no vote – addressed by Chair.
- **Appeal of the Chair:** To challenge a decision of the Chair. No debate, majority vote – addressed by Chair.
- **Division of the Question:** To consider clause(s) separately from rest of a draft resolution/report segment and potentially highlight their importance in an annex. Consists of a procedural vote to first decide whether to consider the division (requires two speakers for and against and a majority vote); the second vote is substantive (requires a majority vote).
- **Roll Call Vote:** Vote by roll call, rather than show of Placards. No debate, no vote – automatically granted by Chair.
- **Adopt by Acclamation:** To adopt a draft resolution/report segment as a body by consensus. No debate, no vote – Chair will ask for any opposition.



Please see Rules 31 – 41 in the NMUN Rules of Procedure, found in [NMUN Rules of Procedure](#), for further details regarding voting procedure. Security Council delegates should familiarize themselves with Rules 45 – 52.

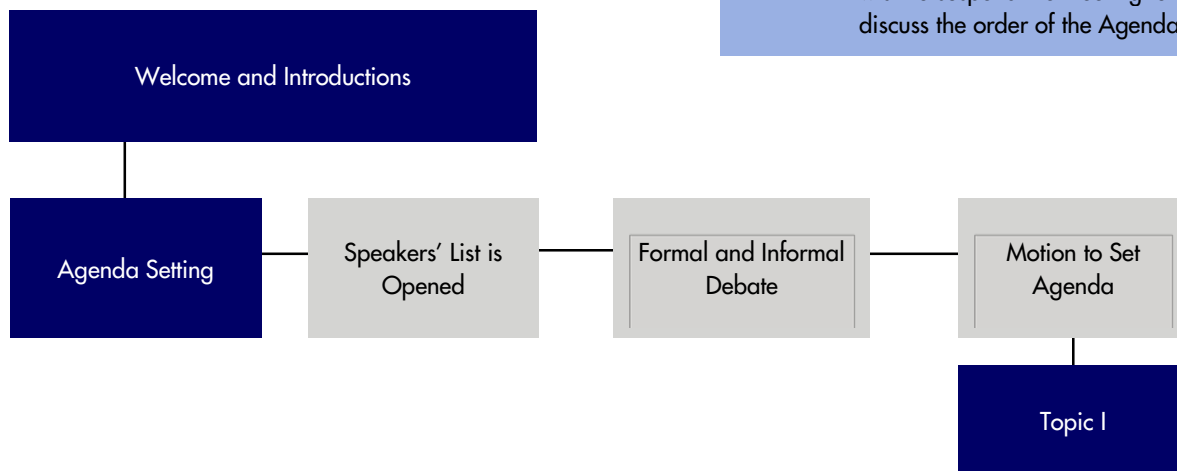
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## Formal Debate

Formal processes are essential to a successful conference. The main function of formal debate is to vote on draft resolutions negotiated during informal debate; for delegates to share positions and updates regarding work carried out during informal debate; and for the Secretariat to deliver information necessary for a successful conference. The main feature of formal debate is the use of the speakers' list, which allows individual members and Observers to express their opinions and solutions before the entire body. During formal debate, all members of the committee inside of the chambers must be quiet and respectful to the delegate who has the floor.

### Opening Session

The first session of the conference is referred to as the opening session. During this session the committee will flow as follows:



Once the speakers' list has been opened, and the Chair asks for points or motions, Delegates may wish to suspend the meeting to discuss the order of the Agenda.

After a brief introduction and some announcements from the members of your Dais, the committee will move directly into formal session. The Chair will open a speakers' list to hear formal speeches from delegates regarding the order of the agenda topics. At this point, delegates may move to set the agenda, or they may wish to suspend the meeting to discuss the order in which the committee will address agenda topics. After resuming formal session, delegates may propose to set the agenda topics in a particular order; the committee will then vote on a motion from the floor to set the agenda in a proposed order, and will continue to vote on such motions until one passes by a majority vote. If the committee fails to reach agreement on the agenda order by the conclusion of the first session, the agenda will be set in the order given in the Committee Background Guide. After the agenda has been set, the Chair will entertain motions for the opening of the speakers' list to address the first agenda topic.

### Speakers' List

The speakers' list serves as the platform through which delegates make formal speeches on the topic at hand. Formal speeches are important because they allow delegates to address the entire committee and share information and ideas. The speakers' list is maintained by the Chair and lists all countries that have asked to speak, in the order requested. A new speakers' list is automatically opened by the Chair at the beginning of discussion on a new topic. The Chair will ask for the names of those wishing to be placed on the speakers' list. Delegates may add themselves to the speakers' list in the future by passing a note to the Dais.



Delegates should become familiar with Rules 19 and 20 in the [NMUN Rules of Procedure](#). Security Council delegates should review Rule 38.



When a Member State is recognized to speak, that country must speak within the set speaker's time; however, they do not have to use all of the time allotted. There is no limit to the number of times a delegation (Member States, Observer, or NGO) may address the committee; however, they must wait until they have spoken before placing their name back on the speakers' list. No member can be on the speakers' list more than once at a time. Important points regarding practice as it relates to the speakers' list include:

- **Closing / Reopening the List:** Motions can be made to close the speakers' list at any time or the speakers' list can be closed by exhausting the list. If a motion is passed by a simple majority to close the speakers' list, a separate motion can be brought forth to reopen the speakers' list by a simple majority.
- **Exhausting the List:** Once the speakers' list has been exhausted, a motion cannot reopen the speakers' list. If the speakers' list is exhausted, debate on the agenda topic will be considered closed, even without a motion to close debate. At that time, the committee will move directly into voting procedure. The committee will then vote on all draft resolutions submitted and approved up to that point in time. If there are no resolutions on the floor, the topic is tabled. All delegates should remain aware of the status of the speakers' list to avoid being caught off guard by premature or inadvertent exhaustion of the list.

## Speaker's Time

The speaker's time is set automatically so that it is suitable for the committee size. For large committees, given there could be as many as 150 delegates on the speakers' list, a shorter time may be appropriate in the interest of allowing all delegates to speak. In a small or medium-sized committee, a longer time will allow each delegation to fully express its views on the issues. This rule should be used in the spirit of diplomacy to give each delegation an opportunity to express their views; it is not a tool to hinder debate or slow the substantive work of the body. There is no yielding of excess time to any party.

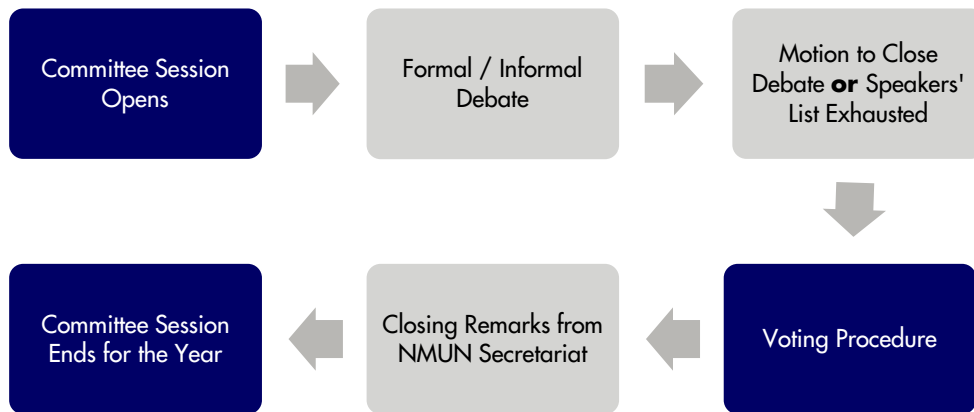


At NMUN conferences, speaker's time is set to one minute for large committees, and one minute thirty seconds (90 seconds) for medium/small committees. In order to change the speaker's time, a delegate must approach the Dais and ask the Director whether a motion to change is in order; it is at the discretion of the Director whether or not to accept a motion to change the speaker's time.

Delegates should become familiar with Rule 19 in the [NMUN Rules of Procedure](#). Security Council delegates should review Rule 37.

## Voting Procedure and Closing Session

The final session of the conference is referred to as the closing session. During this session, voting procedure will take place for most large or medium-sized committees. Small committees may discuss multiple topics; thus, voting procedure could take place several times over the course of the conference. Below is an example of the flow of this session; please be aware it could vary depending on your committee.



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## Informal Debate

Under NMUN Rules of Procedure, delegates are not permitted to ask questions of other delegates during formal debate; thus, informal debate provides the opportunity to discuss their position with other delegates. Informal debate is the primary vehicle through which delegates discuss, draft and revise working papers and amend resolutions.

It is important for delegates to engage actively in informal debate in order to:

- Demonstrate that your country is represented and participating in the conference;
- Monitor what working papers are being developed;
- Gather information relevant to your delegation's objectives at the conference (e.g. the attitude of other delegations to particular proposals, their intentions, etc.);
- Influence the thinking and actions of others;
- Negotiate;
- Develop and maintain relations with other delegations; and
- Ensure that you can report on what happened to other members of your delegation.<sup>2</sup>

### Suspension of the Meeting

Informal debate takes place once a motion to “suspend the meeting” has passed. When made, the motion should specify the length of the suspension, and it requires a majority vote to pass. It is not necessary to state a purpose for the suspension. A suspension of the meeting, also referred to informally as a “caucus,” is a procedural “time out,” so formal debate temporarily pauses and the committee can break down into smaller groups for the purpose of discussing the topic, drafting working papers, or debating the merits of various draft resolutions. The NMUN Secretariat play no part in informal debate and the Rules of Procedure are not in effect, because the committee is technically not in session.

The bulk of informal negotiation and the construction of working papers will occur within, or in the close proximity of, the committee rooms during informal debate. In consideration for the other Conference participants, delegates are asked to respect the formal proceedings occurring both within and between all committees participating at the Conference. Finally, given the importance of decorum within committee rooms, all informal debate should occur outside of the committee rooms while committee is in session.



Delegates should move to “Suspend the Meeting” in order to move into informal debate. Delegates should become familiar with Rule 22 in the [NMUN Rules of Procedure](#). Security Council delegates should review Rule 40.



Why does NMUN not use the term “caucus” in its official Rules of Procedure? That term is not used at the United Nations itself. The term “caucus” is primarily a parliamentary term utilized in North America and Europe. To try to concentrate discussions given the limited time of the conference, NMUN has traditionally utilized ‘formal’ and ‘informal’ debate even though the United Nations uses the term ‘informal consultations’.

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<sup>2</sup> For more information, please see: <http://outreach.un.org/mun/guidebook/procedures/informal/purposes/>

Unlike some other Model UN simulations, the NMUN does not allow a moderated caucus during which questions are posed to speakers during formal debate. However, delegates are welcome to hold a moderated caucus during suspension of the meeting, selecting from among themselves an individual to moderate an informal moderated caucus. The NMUN Secretariat cannot participate in any manner.



Why does NMUN not allow moderated caucuses? They are not used at the United Nations itself. In striving to make the simulation as realistic as possible, NMUN has worked with United Nations Institute for Training and Research (UNITAR) and others to follow UN procedures where possible, rather than more strictly adhering to Roberts Rules as commonly used in elected Parliaments and Congresses. Other conferences have used a different hybrid effectively. We continue to review our procedures with input from various groups, including our Advisory Group.

## Diplomatic Negotiation

As previously noted, the majority of successful diplomatic negotiation occurs within informal debate. Once you have clearly understood your foreign policy on the topic, you should seek out and [consult](#) like-minded delegations to informally debate and develop working papers. Delegates should take advantage of informal debate sessions to introduce state policy initiatives, as well as gather the input of other Member States, Observers, and NGOs regarding options for resolutions. Additionally, informal debate provides an opportunity to remedy contrasting opinions regarding broad policy proposals and the specific language of working papers, draft resolutions, and draft report segments.

The specific tasks undertaken during suspension of the meeting include the following:

- Developing relationships with other delegates;
- Making your positions known to other delegations;
- Gathering general information about attitudes, intentions, and positions of other delegations;
- Assessing who is in agreement with your positions, who opposes them and who agrees with certain components of your position but not all;
- Drafting, developing, and (in some cases) merging working papers;
- Analyzing and amending draft resolutions;
- Persuading others to go along with your position;
- Negotiating with others to reach a compromise when positions differ.<sup>3</sup>

Delegates will want to develop relationships with each other, grounded in common positions or values, to advance the goals of the committee and successfully put forth creative solutions to the problem at hand. Although identifying common positions is an important goal that all delegates should seek to continuously do over the course of the entire conference, during the initial stages of the conference, delegates should seek to meet all other delegates, make their position known and gather general information about attitudes, intentions, and positions of other delegations.

All delegates must remain aware that in both the UN and Model UN, too much focus on an individual proposal or the language contained therein can halt the momentum of the committee. Therefore, an effective delegate will be recognized by the ability to employ negotiation strategies designed to expedite resolution of the topic under discussion. Informal debate sessions provide the best opportunity for the deployment of negotiation strategies.

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<sup>3</sup> For more information, please see: <http://outreach.un.org/mun/guidebook/procedures/informal/purposes/>

## Working Papers, Draft Resolutions, and Reports

The majority of time during informal debate will be spent drafting, reviewing and revising working papers, and later draft resolutions / draft report segments.<sup>4</sup> Once delegates have developed common positions and identified strategies that are shared on how to address the topic at hand, delegates will begin drafting working papers.

Several delegates draft working papers, with input by an even greater number of delegates. Working papers are submitted to the members of the NMUN Secretariat supporting the committee, also referred to as “the Dais,” who provide feedback and edits on each working paper.

When the Dais approves working papers, (following several rounds of revisions), they are referred to as draft resolutions, or draft report segments, given an official document code, and printed and distributed to the delegates. Draft resolutions cannot be altered without an amendment.



Please see the section entitled, “Resolutions and Reports at NMUN” (p. 26) in this Delegate Preparation Guide, for more detail on writing working papers, draft resolutions, and reports.

### Analyzing working papers, draft resolutions, and draft report segments

The task of analyzing working papers, draft resolutions, and draft report segments is one of the most important aspects of being a delegate. It is essential that you give careful consideration to any proposals put forth by other delegates.

Analyzing proposals involves identifying first the topic, then the sponsor(s), and finally the intent. Once these have been established, the proposal can be examined in greater detail for the specific actions proposed. The precise wording of the draft resolution/report segment must be examined carefully when you are debating whether to support it in negotiations and how to vote. The tone of the proposal should be noted.

A mild, conciliatory document would call on parties to seek a peaceful settlement to a dispute through negotiations and might not refer to a specific solution or outcome. A stronger document could take a clear stand by condemning certain actions by a country or countries and calling for specific actions to solve the dispute.

- **Broad vs. Specific Language:** Bear in mind that some resolutions are intentionally vague, while other resolutions are more comprehensive and bring in specific details from many different sources to guide future actions. Both types can be used to gain widespread support.
- **Mandate of the Committee:** The mandate of the committee itself will dictate the strength of the resolution; if the committee is only advisory, then the wording of the resolutions will use phrases such as “suggests” and “supports.” Language can be stronger in various committees depending on the mandate of the committee. If your committee has its own budget and its own Executive Council, Executive Board, or Governing Council, then the resolution/report segment should be a detailed outline for future committee actions in that topic area.
- **References to International Documents:** The references in the preamble should be checked; delegates should know if their state opposed a certain UN resolution or opposes items mentioned in the preamble.

If a state’s policies support the general goal of the resolution, but delegates have reservations about certain wording in sections of the resolution, they should attempt to seek changes in the language to make the resolution/report

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<sup>4</sup> The NMUN Secretariat will circulate copies of draft resolutions / draft report segments once approved. Copies of working papers will not be provided. Should delegates wish to circulate copies of working papers, they are welcome to pay for copies in Conference Services. See Resolutions and Reports below for further details.

segment more acceptable. The basic objective of the simulation is for students to learn the process of negotiation and how to reach consensus on the topics before the committee, despite differences of position.

## Consensus-based Committees

A few committees at NMUN may require consensus for passing a resolution or report segment, and/or will allow only the passage of one final document. When a committee requires consensus to pass documents, any vote in opposition (a “No” vote) results in failure. An abstention in a consensus committee does not signify a vote in opposition, and a proposed resolution can still pass with abstentions in a consensus committee. The NMUN website and committee background guides identify if a committee is not resolution writing, or does not adopt resolutions by a simple majority. Delegates in these committees must keep this requirement in mind at all times and adjust their negotiation strategies accordingly.



Delegates should become familiar with Rules 27, 28, 38, 39 in the [NMUN Rules of Procedure](#). Security Council delegates should review Rules 50, 51, and 52.

## Amending Draft Resolutions / Draft Report Segments

An amendment is a clarification or a change to a draft resolution that incorporates additional interests or addresses a concern expressed by Member States regarding wording or content. Keep in mind that prior to formal submission of a resolution, changes can be incorporated into the resolution without resorting to the amendment process if all the sponsors are in agreement. This should be done during informal debate sessions.



Delegates should become familiar with Rules 7 - 11 in the [NMUN Rules of Procedure](#). Security Council delegates should review Rules 16 - 20.

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## Role of the NMUN Secretariat in Committee

Members of the NMUN Secretariat serve as the “Dais” in each committee, filling the role of Director and Assistant Director (depending on committee size):

- The Director is the final authority on substantive matters in committee. As such, the Director, and the Assistant Director, will often require revisions to a working paper, including changes in format and/or content, before it can be submitted to the committee at large. The purpose of editing is educational, according to the NMUN mission, and the Secretariat will:
  - ask delegate to remove duplication of prior work of the committee
  - ask delegates to remove items that are factually incorrect
  - encourage delegates to work towards resolving the topic at hand, if the content of the paper does not directly address it
  - ask delegate to clarify items such as the budgeting and finance of their proposals, how the proposals will be operationalized and by whom, the timeframe of the proposals
  - prompt delegates to develop their ideas with pertinent questions
- The Director and the Assistant Director may also, at his or her discretion, ask two or more groups to combine or merge similar working papers before approval.



# Resolutions and Reports at NMUN

## Introduction

The substantive work of committees at NMUN conferences generally takes the form of either resolutions or reports.

Although delegates are encouraged to develop resolution and report writing skills, both in class scenarios and at regional MUN simulations, NMUN conferences will not accept any pre-written resolutions or reports. This determination is at the sole discretion of the Secretariat. Due to the goal of creating an environment where the skill of compromise and conflict resolution skills can be learned, delegates may be asked to merge working documents with other individuals working on the same issue in a committee. In addition, any delegates found to be submitting plagiarized material within resolutions will be subject to dismissal from further participation within the Conference. Although UN documents are within the public domain, the verbatim exploitation of these documents will not be permitted at the Conference.

NMUN is aware that many committees at the UN itself adopt similar resolutions in a periodic fashion, operating with what is called “agreed language.” While some of the topics discussed at NMUN reflect current agenda items from the UN, the above policy also pertains to agreed language if it forms the majority of a working paper. NMUN believes that the educational mission of the Conference also extends to providing innovative, yet realistic solutions to some of the issues discussed within the UN system, and, therefore, consciously parts from reality at this point. Preambular clauses that are comprised of agreed language, if small in number and are used sparingly, are acceptable at NMUN.

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- Introduction
- Drafting and Negotiation
  - Working Papers
  - Draft Resolutions / Report Segments
  - Amendments
- Important Considerations
- Resolutions
  - Structure
  - Preambular Clauses
  - Operative Clauses
- Reports
  - Structure
  - Final Report
- Role of NMUN Secretariat in Committee



NMUN conferences will not accept any pre-written resolutions or report. Further, any delegates found to be submitting plagiarized material (i.e. verbatim materials) within resolutions or reports will be subject to dismissal from further participation within the Conference.

### Working Paper

This is the earliest stage of the resolution and report writing process. The document is still a work-in-progress and has not been accepted or coded (except perhaps informally during the editing process) by the Dais; however, the Dais often has begun to make comments and edits to it. Working papers are not distributed to the Committee formally by the Dais, but delegates may make copies at their own cost and distribute should they choose. Delegates may not reference specifics about a working paper in formal speeches.

### Draft Resolution / Draft Report Segment

This is the second stage of the process, in which the committee may formally debate the merits of the document and begin the amendment process. Draft resolutions and draft report segments have been accepted by the Dais, coded, copied by Conference Services (at the expense of the Conference), and distributed to the committee for consideration in a substantive vote. Please note that draft resolutions can only be altered through amendments.

### Resolution / Report Segment

This term refers only to draft resolutions or draft report segments adopted by a substantive vote of the committee or adopted by acclamation. Resolutions and Report Segments include all friendly amendments, unfriendly amendments the committee has accepted in a substantive vote, and reflect all successful divisions of the question.

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## Drafting and Negotiation

Delegates work to draft, what will eventually become, resolutions or reports. There is very little difference between resolutions and reports; we have laid out some of the key characteristics below.

RESOLUTION	REPORT
<ul style="list-style-type: none"><li>• When resolutions are first drafted, they are called working papers;</li><li>• Once working papers are approved by the Dais, they become draft resolutions;</li><li>• Provides context and background information for topic (Preambular Clauses);</li><li>• Details specific actions the committee is taking, or calling on other actors to take (Operative Clauses);</li><li>• Structured as follows:<ul style="list-style-type: none"><li>○ Heading</li><li>○ Preambular Clauses</li><li>○ Operative Clauses</li></ul></li><li>• Resolutions are comprised of multiple clauses;</li><li>• Resolutions do not contain any periods, they are one sentence with semicolons, and commas separating each clause;</li><li>• Multiple draft resolutions can be adopted on the same agenda item, which represent the final outcome documents of the committee on an agenda item;</li><li>• Multiple draft resolutions can be adopted on the same topic of an agenda item;</li></ul>	<ul style="list-style-type: none"><li>• Reports are a combination of multiple draft report segments;</li><li>• When reports are first drafted, they are called working papers;</li><li>• Once working papers are approved by the Dais, they become draft report segments;</li><li>• Provides context and background information for the topic (Introduction);</li><li>• Details key issues of importance on the topic and specific actions the committee is taking or calling on others to take (Conclusions and Recommendations);</li><li>• Structured as follows:<ul style="list-style-type: none"><li>○ Heading</li><li>○ Introduction</li><li>○ Mandate (NMUN Secretariat provided)</li><li>○ Conclusions and Recommendations</li></ul></li><li>• Reports are comprised of multiple paragraphs;</li><li>• Reports contain complete sentences and paragraphs with periods;</li><li>• All adopted report segments will be combined at the end of the conference by the NMUN Secretariat into a single report, which represents the final outcome document of the committee on an agenda item;</li><li>• Multiple draft report segments can be adopted on the same topic only if they address different aspects of the agenda item.</li></ul>

## Working Papers

Once the agenda is adopted, and the committee begins discussing a specific topic in both formal and informal session, groups of delegations will begin to work together on writing resolutions or report segments. During the initial writing and revision stages, these documents are referred to as **working papers**. Working papers are drafted, and are then discussed with a larger number of delegations and revised or merged as needed according to their input. Working papers are submitted to the Dais for review and feedback. Working papers may go through several revisions before being approved as a draft resolution.



NMUN provides a template for all delegates to utilize when drafting working papers. The NMUN Secretariat will not accept documents that are not on the NMUN template.

## Sponsors and Signatories

The required number of signatures for a paper to be submitted is equivalent to 20% of the membership in attendance during the first committee session. The Dais will provide the required number during the second committee meeting. When the sponsors feel that the working paper is complete, in the correct format, and ready to be considered by the entire body, they must submit it to the Dais. In order to ensure correct formatting and to discourage pre-written resolutions or reports, delegates are required to use the templates provided in Conference Services or online, on the NMUN website. The NMUN Secretariat will not accept documents using a different template.

SPONSOR	SIGNATORY
<ul style="list-style-type: none"><li>• Member States who create the content along with other delegates and are responsible for seeing it through until voted on;</li><li>• Can approve friendly amendments;</li><li>• Member States acting as sponsors of a working paper should be prepared to be available to defend the draft resolution or report segment and answer questions regarding it during session hours;</li><li>• Sponsorship has no other advantages at NMUN and is not an awards criterion.</li></ul>	<ul style="list-style-type: none"><li>• Member States, Observers, or NGOs who are interested in bringing the working paper forward for consideration by the committee;</li><li>• Often support the content of the paper but were not necessarily instrumental in creating it and may ultimately disagree with its content.</li></ul>

## Referencing Working Papers in Formal Debate

Please note that, while working papers may be circulated during informal session at the discretion of their authors, they may not directly be referred to during formal session, unless they have been officially introduced to the body as a draft resolution or report segment.



Why? They are not yet available to all Member States so they should not be referenced as if they were. Delegates might commend the ongoing work on working papers or invite others to consult, but may not debate merits of documents not yet in final form and available for distribution since they are still only hypothetical.

## Draft Resolution / Report Segments

After approval, the working paper is assigned a number, considered a draft resolution or draft report segment, and sent to Conference Services for printing or posting online. At this time, the names of all sponsors and signatories are removed from the document by the NMUN Secretariat.

The distribution of a draft resolution or draft report segment (either electronically or by paper) is considered to be its formal introduction to the committee – no procedural motion or reading of the draft resolution by a sponsor is necessary. If by paper copy, these copies will be provided by NMUN free of charge.

Once a draft resolution or draft report segment has been introduced, it is formally debated as part of the topic area, and amendments may be proposed. It can also be referred to in speeches made during formal debate.

## Amendments

An amendment is a clarification or a change in a draft resolution or draft report segment that incorporates additional interests or concerns after a working paper has been formally submitted to a committee. Preambular clauses of draft resolutions, and the Introduction of report segments, cannot be amended. There are two types of amendments:

FRIENDLY	UNFRIENDLY
<ul style="list-style-type: none"><li>• A friendly amendment is proposed by any member of the body in writing and accepted by the original sponsors of the document; it is typically used to clarify the point. Upon agreement of all of the original sponsors, the change is incorporated into the proposal without a vote by the committee.</li><li>• One important note – if a sponsor of a working paper is not in the room to approve of an amendment, even if every other sponsor approves, the amendment becomes unfriendly!</li></ul>	<ul style="list-style-type: none"><li>• An unfriendly amendment is a modification that can be proposed by any member of the body, but does not have the support of all the sponsors.</li><li>• Unfriendly amendments must be formally submitted to the Dais in writing with the requisite number of signatures for the committee.</li><li>• A debate and a vote will be taken on all unfriendly amendments to a draft resolution immediately prior to the vote on the entire draft resolution.</li></ul>



Delegates should become familiar with Rules 27, 37, 38, and 39 in the *NMUN Rules of Procedure*. Delegates in the Security Council should become familiar with Rules 49, 50, and 51.

Further, all delegates should review [NMUN Rules of Procedure](#), available on the NMUN website as additional guidance in your preparations.



What can or cannot be amended?

- Amendments can be written to add, change, or remove one or several operative clauses or sub clauses; they may add and/or strike words, phrases, or whole clauses;
- Amendments cannot be written to remove all operative clauses;
- Amendments cannot be written to add, change or remove preambular clauses from draft resolutions, or the Introduction / Mandate from draft report segments;
- All spelling, format, and grammatical errors are considered corrected automatically; no amendment is necessary.

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## Important Considerations

In addition to understanding the topic at hand, the position of your country, and the process for drafting reports and resolutions, delegates should consider some additional factors when developing working papers.

### Mandate

The mandate of your committee should be the starting point for determining what action can be taken on the topic at hand. The mandate defines what the committee has been given the authority or purpose to do – it is within these parameters that delegates should develop working papers. For example, the Security Council is the only body that can decide to use military force (Chapter VII of the Charter). However, the First Committee, although also discussing matters of peace and security, does not have this ability. Delegates can find details regarding the mandate, as well as functions and powers, of your committee in the Committee Overview in the Background Guide.

### Build on the Existing Foundation

UN resolutions and reports are not adopted in a vacuum but in the context established by prior international instruments and various international treaties or other agreements as well as previous resolutions on the topic under discussion. These instruments establish the political and legal foundations upon which deliberations can begin. As such, delegates are fully expected to integrate the relevant documents in position papers and in draft resolutions and reports. The Committee Overview as well as the “International and Regional Framework” and “Role of the International System” sub-sections within the topic sections in the background guide indicate instruments of particular relevance to each committee.

### Who Can Implement?

When writing a resolution or a report it is important to identify multiple actors who can address the issue, beyond Member States alone:

- **Committee:** The Committee can take action on the topic within the remit of its mandate. Examples, depending on the mandate, include strengthening existing or creating new programs and initiatives, making recommendations to the General Assembly, inviting ECOSOC and its subsidiaries to take action such as establishing ad hoc working groups or inter-agency task teams, requesting Executive Directors to align policy and allocate resources, and collaborate with other UN agencies and invite partners to provide technical and financial support.
- **UN Secretary-General / Secretariat:** Delegates can request the UN Secretary-General or the Secretariat provide a report to the committee; provide support to Member States on a particular issue;
- **Regional organizations:** Some actions are better taken at a less centralized level. A resolution can suggest, welcome, recommend etc. international organizations such as the European Union, the African Union, the Association of Southeast Asian Nations and many more to take action;
- **Civil society / NGOs:** NGOs are specialized organizations on certain issues. A resolution may ask an NGO to be involved in certain matters, assist with their knowledge, or generally encourage civil society engagement.

### Moving Beyond the Status Quo

With delegates from all over the world, NMUN provides a true opportunity for intercultural learning and understanding, an environment that does not need to simulate, but is, international. The chance to debate and create during this conference requires delegates to embrace different perspectives and collaborate on new ideas. Participants are fully encouraged to challenge themselves and capitalize on this unique experience. Delegates should

take the opportunity think outside the box and develop creative ideas that move beyond the status quo on the topics at hand.

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## Resolutions

Resolutions represent the formal recommendations and/or decisions of the committee on the topic at hand. They are documents in which the body expresses a commitment to undertake certain action, or calls on Member States to implement certain measures. Resolutions thus represent a form of political commitment. Please note, however, that resolutions are, with the exception of Security Council resolutions, *not* legally binding.

Resolutions are formal expressions of the opinion or will of UN organs. They consist of two clearly defined sections: a preamble and an operative part. The preamble generally recites the considerations on the basis of which action is taken, an opinion expressed, or a directive given. The [operative part](#) states the opinion of the organ or the action to be taken.

A resolution is the most appropriate means of applying political pressure on Member States, expressing an opinion on an important issue, or recommending action to be taken by Member States, the UN or some other agency. When debate is exhausted, or is ended, the body then votes on each proposed resolution and amendment and the issue is then considered closed.

A draft resolution only becomes a resolution if it is approved by the committee in voting procedure. Delegates should be aware during voting procedure that the committee should not pass contradicting resolutions but speak with a coherent voice.

### Structure

UN resolutions follow a common format. Each resolution has three parts: the heading, the preambular clauses, and the operative clauses. The entire resolution consists of one long sentence, with commas and semicolons throughout, and only one period at the very end.



To become familiar with rules related to Resolutions, see Rule 27 in the [NMUN Rules of Procedure](#).

### Formatting

Working papers should be single-spaced, with each line numbered in the left-hand margin. The first word in each clause should be italicized. The Conference Services department will provide a template for the working paper format. All working papers submitted to the Dais for review must use this template. The NMUN Secretariat will not accept draft resolutions based on other file templates.

### Heading

The heading is the identifying part of the draft resolution. The heading answers several questions. It explains where the resolution is directed (to which committee it is to be referred), what the topic of discussion is, and who has written it.



## Preambular Clauses<sup>5</sup>

The purpose of the preambular clause (referred at the UN as a “preambular paragraph”) is to supply historical background for the issue as well as justify the action. Preambular paragraphs serve to explain the basis for the action called for in the operative clauses. They can be used to build an argument. They can also be used to build support. Sometimes they express general principles and the tone can be elevated. Some lack of precision in the wording of preambular paragraphs is tolerable (for example, stating general concern regarding a broad issue). The preamble is still critical because it provides the framework through which the problem is viewed.



Remember that preambular clauses begin with participles (written in italics) and are always followed by a comma. For example:

*Recognizing that poverty eradication and the achievement and preservation of peace are mutually reinforcing, and recognizing also that peace is inextricably linked to equality between women and men and to development,*

The clauses should proceed from the broadest concept (e.g. Charter citation) to the most specific (e.g. citing a meeting that occurred on a specific date.) Further, specificity should go in historical or chronological order. Specifically, the order of preambular clauses is recommended to be as follows:

- **Charter of the United Nations:** If the preamble is going to refer to the Charter, it should be put first. If the resolution starts with a general reference to the Charter of the United Nations there should be another clause in the preamble that refers more specifically to a Chapter or Article within the UN Charter that elaborates what principles are relevant to the issue that is the subject of the resolution. The first time it is mentioned in the preambular or operative section it should be referred to as the Charter of the United Nations. After that, it can be referred to simply as the Charter.<sup>6</sup>
- **Relevant International Legal Precedent / UN Resolutions:** References to relevant international human rights or humanitarian conventions, as well as past resolutions or decisions, would come after references to the Charter of the United Nations.
- **Observations regarding the topic at hand:** Next, there should be several clauses that provide an overview of the content or purpose of the resolution that serves as basis for the rest of the text. This helps set the stage for the call to action in the operative section of the resolution. The preamble should also specifically refer to factual situations or incidents.
- **Relevant Report of the Secretary-General:** Finally, if it is considered desirable to include a reference to the most recent report of the Secretary-General on this topic, this would go last (e.g., “Taking note of the report of the Secretary-General).

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<sup>5</sup> For more information, please see: <http://outreach.un.org/mun/guidebook/skills/drafting-resolutions/>

<sup>6</sup> For more information, please see: <http://outreach.un.org/mun/guidebook/skills/drafting-resolutions/>

## List of Preambular Clauses

<i>Acknowledges</i>	<i>Acknowledges with deep gratitude</i>	<i>Acknowledging</i>
<i>Affirming</i>	<i>Again requests</i>	<i>Alarmed</i>
<i>Alarmed and concerned</i>	<i>Also bearing in mind</i>	<i>Appealing</i>
<i>Appreciating</i>	<i>Appreciating Highly</i>	<i>Approving</i>
<i>Aware</i>	<i>Basing itself</i>	<i>Bearing in mind</i>
<i>Believing</i>	<i>Calling attention</i>	<i>Cognizant</i>
<i>Concerned</i>	<i>Confident</i>	<i>Conscious</i>
<i>Considering</i>	<i>Contemplating</i>	<i>Continuing to take the view</i>
<i>Convinced</i>	<i>Declaring</i>	<i>Deeply alarmed</i>
<i>Deeply appreciative</i>	<i>Deeply conscious</i>	<i>Deeply convinced</i>
<i>Deeply disturbed</i>	<i>Deeply regretting</i>	<i>Deploing</i>
<i>Desiring</i>	<i>Desirous</i>	<i>Determined</i>
<i>Dismayed</i>	<i>Distressed</i>	<i>Emphasizing</i>
<i>Encouraged</i>	<i>Expecting</i>	<i>Expressing (its) appreciation</i>
<i>Expressing (its) concern</i>	<i>Expressing (its) deep concern</i>	<i>Expressing (its) grave concern</i>
<i>Expressing (its) regret</i>	<i>Expressing (its) satisfaction</i>	<i>Expressing (its) utmost concern</i>
<i>Finding</i>	<i>Firmly convinced</i>	<i>Fulfilling</i>
<i>Fully alarmed</i>	<i>Fully aware</i>	<i>Further believing</i>
<i>Further deploring</i>	<i>Further recalling</i>	<i>Gravely concerned</i>
<i>Guided</i>	<i>Having</i>	<i>Having adopted</i>
<i>Having considered</i>	<i>Having considered further</i>	<i>Having constituted</i>
<i>Having devoted attention</i>	<i>Having examined</i>	<i>Having heard</i>
<i>Having met</i>	<i>Having received</i>	<i>Having received and examined</i>
<i>Having regarded</i>	<i>Having studied</i>	<i>Inter alia (among other things)</i>
<i>Keeping in mind</i>	<i>Looking forward</i>	<i>Mindful</i>
<i>Noting interest (with)</i>	<i>Noting alarm (with)</i>	<i>Noting also</i>
<i>Noting appreciation (with)</i>	<i>Noting approval (with)</i>	<i>Noting concern (with)</i>
<i>Noting deep concern (with)</i>	<i>Noting further (with)</i>	<i>Noting gratitude (with)</i>
<i>Noting regret (with) satisfaction</i>	<i>Observing</i>	<i>Paying tribute</i>
<i>Profoundly concerned</i>	<i>Reaffirming</i>	<i>Realizing</i>
<i>Recalling Further</i>	<i>Recognizing</i>	<i>Reconfirming</i>
<i>Re-emphasizing</i>	<i>Referring</i>	<i>Regretting</i>
<i>Reiterating (its) dismay</i>	<i>Reiterating (its) appreciation</i>	<i>Reiterating (its) conviction</i>
<i>Resolving</i>	<i>Seeking</i>	<i>Seriously concerned</i>
<i>Solemnly declares proclaims</i>	<i>Stresses its desire</i>	<i>Stressing once again</i>
<i>Strongly emphasizes supporting</i>	<i>Supporting fully</i>	<i>Taking into account</i>
<i>Taking into consideration</i>	<i>Taking note</i>	<i>Taking note also</i>
<i>Taking note with satisfaction</i>	<i>Underlining</i>	<i>Underscoring</i>
<i>Urging</i>	<i>Viewing with appreciation</i>	<i>Welcoming Also</i>
<i>Wishing</i>		

## Operative Clauses

The solution (or what the committee is going to do on the topic) in a resolution is presented through a logical progression of sequentially numbered operative clauses (referred to in the UN as an “operative paragraph”).

Precise clear language enhances political impact and facilitates implementation. Likewise brevity is preferable, as it is much more politically powerful.<sup>7</sup> These clauses may recommend, urge, condemn, encourage, request certain actions, or state an opinion regarding an existing situation. Each operative clause calls for a specific action. The action may be as vague as denunciation of a certain situation or a call for negotiations, or as specific as a call for a cease-fire or a monetary commitment for a particular project.

It is important to bear in mind that only Security Council resolutions are binding upon the international community, and GA, ECOSOC and their respective subsidiary bodies, can only make recommendations. The scope, power, and authority of a committee determine what may be included in the operative clauses. Resolutions are rarely complete solutions to a problem; they are usually only one step in the process of developing a solution. Resolutions drafted over the course of the conference should seek to identify gaps in existing international policy and address these gaps with innovative and concrete solutions.

### Sub-clauses

Operative clauses can have sub-clauses to provide further detail for complex ideas. A sub-clause is part of a whole and cannot stand alone as a complete clause, instead it augments other sub-clauses to explain a whole idea / proposal and form a complete clause. There must be at least two sub-clauses, there cannot be only one sub-clause.

See below an example of an operative clause with sub-clauses:

1. *Endorses* the Plan of Action Sustainable Environmental Education Development (SEED), beginning with an 18 month pilot program which will:
  - a. Highlight the importance of education, focusing on farmers in rural areas and Somalis in refugee camps;
  - b. Strengthen farmers and women working in the agricultural sector by:
    - i. Creating a series of educational programs which allow for women to be taught by women, thereby aligning with their cultural circumstance;
    - ii. Proposing the use of viable, secure and farmable land within Somalia for the purpose of practical training;
    - iii. Teaching alternative farming methods such as crop rotation and tunnel farming, and introduce up to date agricultural technologies;



Remember that operative clauses begin with an active, present tense verb (in *italics*) and are followed by a semicolon, with a period placed after the final clause. Operative clauses can have sub-clauses.

1. *Urges* all Governments to fully implement Security Council resolution 1325 (2000) by:

- a. Developing national action plans with budgetary allocations that identify concrete strategies for national-level implementation;
- b. Developing formal consultation mechanisms to support civil society engagement and capacity-building in post-conflict peacebuilding processes, with a particular focus on women’s organizations;
- c. Strengthening efforts to support the recruitment and participation of female candidates for elected office;
- d. Mainstreaming gender as a cross-cutting issue across all peace, security, and development efforts;
- e. Integrating gender analysis as an essential component of policymaking processes across all levels;

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<sup>7</sup> For more information, please see: <http://outreach.un.org/mun/guidebook/skills/drafting-resolutions/>

Sub-clauses allow for the full development of clauses, and are therefore useful for explaining and giving sufficient detail for clauses that deal with items such as the establishment of new programs and initiatives, technical proposals, and financing for proposals. In this example, the sub-clauses elucidate the details for a new pilot program, giving two purposes for its creation and the methods by which the initiative will be implemented.

## Word Choice

Some points to consider when drafting operative clauses:

- The most common and most neutral keyword that is used to begin an operative clause is *Requests*. This is typically used when a resolution asks the Secretary-General to do something.
- When a GA resolution includes an operative clause that asks the Security Council to do something, it must remain polite and typically uses the keyword *Recommends* or *Invites*.
- Sometimes the drafters of a resolution want to begin a clause with a word that contains more emotion. There is a crescendo of words to choose from depending on how strong they would like it to be. For example, *Calls upon* is stronger than *Requests* and *Urges* is considered to be even stronger. The highest level of emotion but rarely used is the word *Demands*.
- Please note the operative clause *Decides to remain seized of the matter* is only applicable in the Security Council and some select IGOs.
- Specify current actions, for example, *Decides*, *Decides also* and *Decides further*.

## List of Operative Clauses

<i>Adopts</i>	<i>Affirms</i>	<i>Agrees</i>
<i>Appeals</i>	<i>Approves</i>	<i>Asks</i>
<i>Authorizes</i>	<i>Calls upon</i>	<i>Commends</i>
<i>Concurs</i>	<i>Condemns</i>	<i>Confirms</i>
<i>Congratulates</i>	<i>Considers</i>	<i>Decides</i>
<i>Decides Accordingly</i>	<i>Declares accordingly once more</i>	<i>Demands</i>
<i>Denounces</i>	<i>Deplores</i>	<i>Designates</i>
<i>Directs Attention</i>	<i>Draws attention</i>	<i>Emphasizes</i>
<i>Encourages</i>	<i>Endorses the call</i>	<i>Establishes</i>
<i>Expresses (its) appreciation</i>	<i>Expresses (its) belief</i>	<i>Expresses (its) concern</i>
<i>Expresses (its) conviction</i>	<i>Expresses (its) grave concern</i>	<i>Expresses (its) hope</i>
<i>Expresses (its) readiness</i>	<i>Expresses (its) regret</i>	<i>Expresses (its) satisfaction</i>
<i>Expresses (its) serious concern</i>	<i>Expresses (its) support</i>	<i>Expresses (its) sympathy</i>
<i>Expresses (its) thanks</i>	<i>Fully supports</i>	<i>Further invites</i>
<i>Further proclaims</i>	<i>Further recommends</i>	<i>Further reminds</i>
<i>Further requests</i>	<i>Have resolved</i>	<i>Insists</i>
<i>Instructs</i>	<i>Intends</i>	<i>Invites</i>
<i>Is fully conscious</i>	<i>Notes (with) appreciation</i>	<i>Notes (with) approval</i>
<i>Notes (with) concern</i>	<i>Notes (with) deep regret</i>	<i>Notes (with) gratification</i>
<i>Notes (with) gratitude and satisfaction</i>	<i>Notes (with) interest</i>	<i>Notes (with) profound concern</i>
<i>Notes (with) satisfaction</i>	<i>Opposes</i>	<i>Pays special tribute</i>
<i>Praises</i>	<i>Proclaims</i>	<i>Reaffirms its belief</i>
<i>Recalls</i>	<i>Recognizes</i>	<i>Recommends</i>
<i>Regrets</i>	<i>Reiterates its call upon</i>	<i>Reiterates its calls</i>
<i>Reiterates its demand</i>	<i>Reiterates its request</i>	<i>Remains deeply concerned</i>
<i>Reminds</i>	<i>Repeats</i>	<i>Requests</i>
<i>Requires</i>	<i>Reserves</i>	<i>Resolves</i>
<i>Solemnly affirms</i>	<i>Stresses its readiness</i>	<i>Strongly condemns</i>
<i>Suggests</i>	<i>Supports</i>	<i>Takes note with appreciation</i>
<i>Transmits</i>	<i>Trusts</i>	<i>Underlines with concern</i>
<i>Urges</i>	<i>Welcomes</i>	

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## Reports

Some committees at the Conference will draft reports during the course of negotiations, instead of resolutions. These reports represent the full work of the committee in question. Whether a committee writes a report or a resolution depends on each committee's mandate. As opposed to deliberative or policymaking organs, some bodies within the UN are tasked specifically with examining specific situations and reporting on them to a parent organ, as well as developing specific suggestions on policies to be adapted. In report-writing committees, the Dais will elaborate on the process used during the opening session.



To become familiar with rules related to Reports, see Rule 27 in the [NMUN Rules of Procedure](#).

Reports are similar in nature to resolutions, with only a few key differences. Reports represent the formal conclusions and recommendations of the committee on the agenda topics at hand, in the same manner as resolutions, but in the form of one document. Committees that write resolutions typically produce a number of draft resolutions for each topic, and each one is subject to a substantive vote by the body. In a similar manner, committees that write reports produce several draft report segments and then vote on each one. The final report of these committees, however, will combine the adopted draft reports into one comprehensive report at the end of the simulation.

Another key difference is the format of reports. While resolutions consist of one long sentence, reports are a series of complete sentences. Thus, where the clauses of a resolution each contain one whole concept, a report is composed of paragraphs, each constituted by a sentence or a few sentences that contain one whole concept.

Reports follow a drafting process similar to resolutions: working paper, draft report segment, report segment. At the end of the Conference, each report segment the committee has adopted is combined into one comprehensive report. As the final report is to combine all the draft segments into one coherent document, it is vitally important for delegates to work with this goal in mind as they determine the subject matter of each report segment.

Though different resolutions passed by a body should not contradict each other either, the need for coherence is emphasized in a report. Delegates need to be conscious from the first night of committee sessions that all segments will be combined into a single document by the NMUN Secretariat. Delegates will be able to articulate diverging viewpoints in a report on matters where there is disagreement; however, this needs to be made explicit in the respective segment of the report dealing with a certain issue. Even if such disagreement exists, it must not lead to contradicting recommendations.

The NMUN Secretariat is aware of the difficulties facing delegates in drafting a coherent report, and our acceptance of draft segments will take into consideration the status of working papers still circulating.



Please see p. 39 for a diagram demonstrating the way in which report segments are combined into the final report.

### Structure

A report has three basic parts: (I) Introduction, (II) Mandate, (III) Conclusions and Recommendations: The Mandate Section is provided by the NMUN Secretariat.

Within the Introduction and the Conclusions and Recommendations sections, there should be sub-headers (outlined as A, B, C, etc.) regarding the subtopics the committee is discussing. Each sub-topic should have enumerated clauses that outline the substance of the report. Each sub-header (A, B, C, etc.) should be repeated in all parts of the report.

Usually, one sub-header corresponds to one draft report segment. For example, if a final report is the combination of three report segments, then sub-header A would correspond to the first segment, B to the second segment and C to the third segment. Thus, the Introduction of the first draft report segment would become sub-header A of the Introduction of the final report, and same goes for the other parts of the report.

## Introduction

The Introduction can be compared to the preambular clauses in a resolution. The Introduction is the part of the report segment that reflects the delegates' research. It introduces the problem and provides background information on past precedents and actions and tell the reader about issue that is being addressed, describe what has been done in the past, and convince the reader that something is "broken," that the committee is going to fix with its recommendations.

These paragraphs should be neutral in attitude and tone. If the Introduction is well-written, it will define and clarify areas of the topic in a manner that will support the actions proposed in latter paragraphs. All the points raised in the Introduction should lead to an action in the final paragraphs.

- **Structure:** The clauses should proceed from the broadest concept (e.g. Charter citation) to the most specific (e.g. citing a meeting that occurred on a specific date.) Further, specificity should go in historical or chronological order.
- **Length:** The introduction section is comprised of several paragraphs, each setting the tone for the rest of the report segment.

## Mandate

The mandate addresses the history of the committee and its powers. The NMUN Secretariat will provide this section - delegates do not have to write this section.

## Conclusions and Recommendations

This last section, Conclusions and Recommendations, makes up the part of the report segment that tells the reader what actions should be undertaken to address the problem described in the Introduction and Mandate sections. This last section is the most important part of the report segment, so it should outline a specific recommendation for action or way of addressing the topic for the problem at hand that could be implemented by the body the committee is reporting to. Delegates must therefore be aware not only of their own committee's mandate, but also of the powers and possibilities of the entity they report to (for many committees this is the GA or ECOSOC).

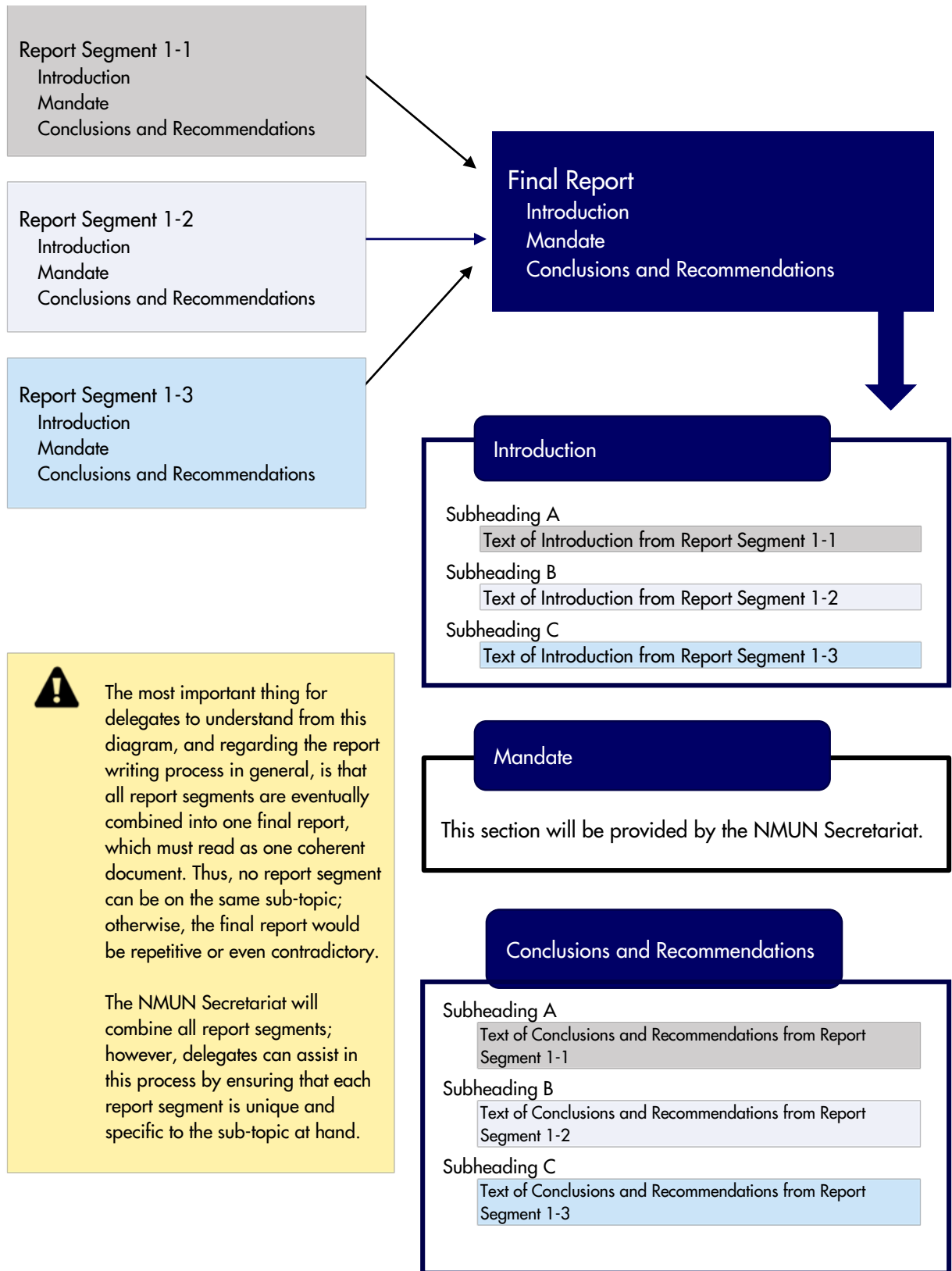
In drafting this last section, delegates may find it useful to think of conclusions and recommendations separately. For example, delegates should first explain how, based on the problem, presented in the Introduction, and mandate of the committee, certain action will work to address the issue at hand. This will include analysis from Member States about the different ways each sees and views problems. Then delegates should focus specifically on what it would take to execute that action, that is, what specific recommendations are needed. Different groups and blocs may view certain issues differently so it is important to remember that these last paragraphs are also a direct reflection of a delegate's country's position, and will be the most controversial portion of the report segment.

Most importantly, remember, the key concept for the conclusion and recommendation paragraphs is "action." The committee can instruct itself to take action; however, it can only advise and recommend action for other entities. This is the part of the report segment which identifies original or innovative solutions which are both economically and politically feasible, and also in line with the functions and powers of the committee. Despite delegates' desire to make sweeping changes, it is essential that committee simulations maintain realism by staying within their mandate.



## Final Report

The final report is compiled by the NMUN Secretariat. Please find below, a diagram illustrating the way in which report segments are compiled to become the final report.



# Purpose and Practice of Being a Delegate

## Diplomacy and Decorum

The most important aspect of participating as a delegate at NMUN is your assumption of the role of a foreign diplomat and/or expert. In this role, delegates are acting as representatives of the government or the NGOs to which they have been assigned. Delegates are reminded that professional diplomats conduct themselves, and regard one another, with the utmost dignity and respect, regardless of foreign policy affiliation or personal feelings. Even those who observe severely conflicting ideological perspectives will work closely together within the UN on diplomatic matters of mutual concern. Likewise, many delegates are forced to work together despite personal conflicts.

During preparation and at the Conference, delegates may disagree personally with the policy of the country or NGO they are representing. Delegates' personal opinions are entirely inapplicable during the course of the simulation, unless they are serving as a technical expert in a judiciary committee. It is of utmost importance for all delegates to arrive well-versed in the dynamics of the position for their assigned state or NGO. The simulation's quality depends on accurate preparation and participation.

Delegates should also exhibit the ability to negotiate and compromise, demonstrate leadership, and to influence by gaining the professional respect of fellow delegates. Delegations maintain specific and adaptive policy methods and goals to allow delegates to function in the negotiation process. Decorum is a de facto rule throughout the week of the simulation. In both large and small committees, the ability to conduct normal business while in formal session is arduous when decorum is not maintained.

All delegates must remain aware that in both the UN and Model United Nations fora too much focus on an individual proposal or the language contained therein can halt the momentum of the committee. Therefore, an effective delegate will be recognized by the ability to employ negotiation strategies designed to expedite resolution of the topic under discussion. Informal debate sessions provide the best opportunity for the deployment of negotiation strategies.

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## Speaking in Formal Session

Delegates should practice [public speaking](#) and presentation of policy statements prior to your arrival at the Conference. Your delegation should organize several practice simulations to improve speaking ability and to practice the Rules of Procedure. Please consult the [NMUN Rules of Procedure](#) for a simulation script, which has been designed to introduce the Rules of Procedure and the rhetoric of committee proceedings.

## Learning the Rules of Procedure

Learning the [NMUN Rules of Procedure](#) is a vital part of your preparation. NMUN has developed a set of comprehensive rules for committee proceedings, which resemble as closely as possible those used by the UN. Some adaptations to the UN Rules were made to accommodate the time restraints inherent in a simulation. Please be aware that the NMUN Rules of Procedure may differ drastically from the rules used by other conferences, and within an NMUN conference, the rules can vary between the Security Council and all other committees.

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## Strategies for Negotiating and Building Consensus

Informal debate is an important and logistically difficult component of the UN simulation. Delegates have a few days to address issues that, in many cases, the international community has failed to resolve after years of debate and negotiation. In addition, the informal meetings between working groups generally include Member States with positions that are diametrically opposed. Despite these challenges, there are strategies that will assist delegates as they attempt to reach compromises acceptable to all parties.

### Groups

Member States often organize in formal and informal [groups](#) with a variety of different purposes and memberships. These groups represent a basic starting point for informal discussions amongst delegates. Member States can belong to multiple groups based on regional relationships as well as common positions on specific issues. Groups will be formed by either delegations that find they have common views, or delegations whose governments wish for reasons of policy to unify their positions (even if initially these are far apart).<sup>8</sup>

UN Regional Groups <sup>9</sup>	Other Regional / Political Groups	Issue-Specific Groups
<ul style="list-style-type: none"><li>• African Group</li><li>• Asia-Pacific Group</li><li>• Eastern European Group</li><li>• Latin American and Caribbean Group (GRULAC)</li><li>• Western European and Others Group (WEOG)</li></ul>	<ul style="list-style-type: none"><li>• Group of 77 (G77)</li><li>• Non-Aligned Movement (NAM)</li><li>• Alliance of Small Island States (AOSIS)</li><li>• European Union</li></ul>	<ul style="list-style-type: none"><li>• Co-sponsor group<sup>10</sup></li><li>• Like Minded Megadiverse Group (LMDG)<sup>11</sup></li><li>• Cairns Group<sup>12</sup></li><li>• Organization of Petroleum Exporting Countries (OPEC)</li></ul>

It is beneficial for delegates to take part in groups during the conference for several reasons:

- Groups serve as pools of information to assist all members of the group in understanding positions of other countries in the committee;
- Groups foster an environment within which delegates can discuss issues and share ideas that can lead to the development of working papers;
- For delegates who are representing countries that do not have stated positions on the topic at hand, it provides an opportunity to better identify common positions based on regional, political or economic relationships;
- Group members benefit from shared knowledge and expertise on the topic at hand;
- Finally, it is a realistic way of fully experiencing the way in which multilateral negotiations within the UN system work – the majority of the work is done in groups!

### Building upon Existing International Instruments

Implementing a more advanced negotiation strategy, a delegate will employ international instruments that comprise the existing international framework pertinent to the topic of discussion and, through informal debate, gain cumulative support for a resolution. In the course of political and security-related debate, for example, many delegates will design potential resolutions based upon historical treaties such as the Geneva or Hague Conventions.

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<sup>8</sup> For more information, please see: <http://outreach.un.org/mun/guidebook/procedures/informal/groups/>

<sup>9</sup> For more information, please see: <http://www.un.org/depts/DGACM/RegionalGroups.shtml>

<sup>10</sup> A [co-sponsors' groups](#) is specific to a particular working paper; a delegation may belong to numerous groups.

<sup>11</sup> The [Like-Minded Megadiverse Countries](#) (LMMC) are extremely biodiverse, as they house the majority of the Earth's species.

<sup>12</sup> The [Cairns Group](#) is a coalition of agricultural exporting countries committed to agricultural trade reform.

The ability to achieve consensus through informal debate is facilitated by enlisting these past and broadly acclaimed principles of conduct. Additionally, any potential decision of the international community is considerably reinforced with the application of historical global convention.

## Doing Your Research

Conversely, delegates must also be aware of potential opposition, and those Member States from whom it should be expected. For instance, the Western Bloc (the United States of America, Canada, and the European States) will routinely ally themselves, whether in support or opposition, on the overwhelming majority of topics deliberated by UN. However, this bloc also maintains radically different policies regarding a few specific issues. For example, deliberation regarding *The United Nations Convention on the Law of the Sea*, particularly in relation to fishing rights, typically finds states within the Western Bloc amid heated conflict. To be effective, delegates must consider who has or has not been supportive of the international convention related to the topic under discussion.

## Example Informal Debate Strategy

This example strategy was compiled by the NMUN Secretariat to assist delegates in understanding how to effectively engage with each other during informal debate. Please note this is for educational purposes only, and is not an authoritative source of information for any delegation's position on the topic discussed in the example.

	Country A	Country B	Country C
Background	<ul style="list-style-type: none"> <li>Developed country, liberal democracy</li> <li>Located in Europe</li> </ul>	<ul style="list-style-type: none"> <li>Developing country, democracy</li> <li>Located in South America</li> </ul>	<ul style="list-style-type: none"> <li>Developing country, weak central government</li> <li>Located in Africa</li> </ul>
Small Arms	<ul style="list-style-type: none"> <li>Arms exporter – manufactures and sells arms</li> </ul>	<ul style="list-style-type: none"> <li>Arms importer – purchases a large quantity of arms</li> </ul>	<ul style="list-style-type: none"> <li>Arms exporter and importer – sells and purchases arms</li> </ul>
Policy	<ul style="list-style-type: none"> <li>Disarmament</li> <li>Arms control</li> <li>Non-proliferation</li> </ul>	<ul style="list-style-type: none"> <li>Arms control</li> <li>Non-proliferation</li> </ul>	<ul style="list-style-type: none"> <li>Non-interference</li> </ul>
Potential Difficulties	<ul style="list-style-type: none"> <li>Must strike a balance between compromise for compliance, and weakening the regime</li> </ul>	<ul style="list-style-type: none"> <li>Balance national interest with position as channel between Country A and C and their allies</li> </ul>	<ul style="list-style-type: none"> <li>Shaping a potential regime to avoid negative consequences for current national interests</li> </ul>
Negotiation Tools	<ul style="list-style-type: none"> <li>Demonstrate the benefits that a strong regime will bring to compliant states</li> <li>Humanitarian aid</li> <li>Removal of sanctions</li> </ul>	<ul style="list-style-type: none"> <li>Emphasize the necessity of their compliance to the regime</li> <li>Demonstrate the benefits a regime will bring to compliant states</li> </ul>	<ul style="list-style-type: none"> <li>Highlight negative consequences of a stronger non-proliferation regime</li> <li>Invoke the principles of sovereignty and self-determination</li> </ul>

## Country A

Country A is a western liberal democracy in Europe. It boasts one of the largest economies on the continent and is a key player in the European Union. Its foreign policy advocates disarmament, arms control, and non-proliferation. Specifically regarding small arms and light weapons, Country A takes the following position:



- There should be effective common standards for the import, export, and transfer of small arms and light weapons;
- Ammunition, components, and technology for small arms and light weapons should also be given due consideration within the ATT;
- The definition of “arms trade” should not be limited to simply import, export, or transfer, but should also include any intermediary steps (e.g. manufacturing, transit, and any temporary shipments for reasons other than usage); and
- End-use verification is of the utmost importance, especially to ensure that the arms control measures work as intended.

In this context, Country A should begin informal debate with other Member States of the European Union to ensure that the bloc holds a common position while negotiating individually with other states and to abide by the Common Foreign and Security Policy. Other allies would include liberal democracies in North America and Asia-Pacific, as strong arms control is crucial for state security. However, as many of these industrialized countries may also participate in legitimate arms proliferation and may not want an arms trade treaty to restrict their economies from profiting from small arms and light weapons, Country A is best positioned to take on the role of the moral arbiter and remind these states the intent of arms control and how arms control would ultimately benefit their respective arms industries.

Differences will occur between Country A and those countries that lack rule of law and do not see international regulations as important; these countries may also profit directly or indirectly from the illicit arms trade. Quite often these countries will invoke sovereignty and self-determination, which are guaranteed in the Charter of the United Nations, as the basis for non-interference and non-participation in an international arms control regime. Many of these countries may also be under sanctions from North American and European states, pushing them towards illicit arms trade as a means of building a national economy.

In negotiating with these states, Country A will have to demonstrate how international controls on small arms and light weapons will benefit these states:



- Improved rule of law;
- Increased socioeconomic development;
- Increased state/regional stability; and
- Wider acceptance by the international community.

One thing that Country A needs to be cognizant of during negotiations is the extent to which concessions are made. While concessions may lead towards wider acceptance of this working paper, they can also lead to a weaker working paper and one that cannot hold non-compliant states accountable. Diplomatic tools such as humanitarian aid or the dropping of sanctions may be incentives for these states to support the working paper, but if Country A wants to have a robust regime to regulate small arms and light weapons, it should not allow these states to affect the strength or the language of the document.

## Country B

Country B is a stable western democracy in South America and it is recognized as one of the region's main leaders. Economically, it has maintained a steady rate of growth. Country B is seen as one of the most important emerging economic powers and has worked to become an important stakeholder in the international arena. Nevertheless, high rates of violence are recorded in the country, and a high volume of conventional weapons, small arms, and light weapons transit through the country. Its foreign policy supports a regime that controls the transfer of weapons, but Country B itself acquires great quantities of arms for its own use. In this context, Country B's position towards small arms and light weapons include the following:



- The initiative should be based on an instrument that will regulate legitimate trade of conventional arms and provide effective methods to prevent arms from transferring through illicit markets;
- There must be a clear prohibition of illicit small arms and light weapons transfer and the inclusion of their ammunition as well with proper regulations that will hinder their transfer;
- Top exporting countries should abide to the instrument in order to achieve better results;
- Criteria based on “excessive” stockpiling arms by states should be included as it is not objective enough for the instrument; and
- Reporting the acquisition of weapons for defense faces obstacles in countries that depend on these weapons for self-defense.

During informal debate, Country B must seek countries with similar positions in order to build a bloc to establish the credible proposals and to define conditions for their support. These conditions are key so states in the bloc do not compromise their common interests if the treaty reaches beyond the provisions with which these states are comfortable. Some potential allies could be developing countries with internal conflicts, as great quantities of weapons transit through their countries. Other allies may be countries that aim to emerge and acquire great quantities of armament in order to obtain more power within their region, as well as for self-defense. Country B is most likely to establish itself as a country that is amenable to most proposals as long as the interests of the bloc are not involved. These interests include a vague definition of “excessive armament” in the treaty and a stricter regime on the transfer of this kind of armament for non-governmental groups.

Country B may face opposition on two ends. On one end, countries projected as moral arbiters over other countries regarding international law will demand Country B to reduce their armament acquisition plans as well as possible internal regulations to control corruption on the use and weapons market, and to have the treaty have implementation mechanisms focused more on importers rather than exporters. On the other end, countries with weak governments and lack of respect to the rule of law could try to persuade Country B into maintaining the status quo.

However, Country B may use a strategy to make these countries evaluate the importance of an instrument on this



- Less access to weapons in their countries ergo less violence;
- Strengthened rule of law; and
- Improved living standards in their countries.

matter and the importance of their compliance to it. This could include:

Country B must empower its working paper with good and acceptable arguments for both sides. However, the strength and language of the agreement must be supportable, and not be so strong as to be unenforceable for Country B. Country B may also work as a communication channel between two sides which could affect major benefits and concessions for its interests.



## Country C

Country C is a country in the global south with a weak central government. Its government lacks democratic legitimacy and faces violent separatist movements as well as criminal organizations in some regions. Due to its focus on domestic problems, its foreign policy is rather passive and has the main theme of non-interference by foreign actors. Country C has what it considers to be a rational and logical case against a strong regime for disarmament, arms control, and non-proliferation, as it takes the following position:



- The trade and transit of small arms and light weapons (as well as ammunition, components, and technology) is a legitimate source of foreign money for the national budget and important government stakeholders;
- Domestic industries producing small arms and light weapons need free markets;
- Trading weapons and arms-related supplies to certain non-state factions in bordering countries may be beneficial for domestic stability, if those factions are balancing or weakening domestic opponents;
- Owning and trading small arms and light weapons is domestically a legally and socially accepted custom (including for recreational uses) and is therefore not problematic on the international level;
- The government is too weak to enforce non-proliferation policies and supporting it or even signing the ATT would only highlight this weakness;
- Any form of effective non-proliferation of small arms and light weapons may have negative consequences, if foreign actors use this in the future against Country C; and
- Criminalizing arms trades will push current transactions towards illegitimate channels and promote black market traders.

In this context, Country C should begin informal debate with other Member States that share at least one of the positions outlined above. There might be more policy overlaps than expected, as Country C could argue to have common positions with a great number of countries from all backgrounds. Ideally, Country C forms alliances on specific, but widely accepted rationales against a non-proliferation regime. In their negotiations, Country C should put greater emphasis on making the impeccable rationality and logic of their own country's positions clearly understandable for the other Member States. It will then be significantly harder for the (great anticipated) opposition to Country C to undermine its positions.

Country C should refrain from denying or downplaying the widely reported negative consequences of small arms and light weapons. It should rather stress the benefits and rationale of the status quo and highlight adverse consequences of a stronger non-proliferation regime. The more technical and sectorial the criticism, the stronger will be Country C's persuasiveness. Negative consequences could include:



- Negative economic consequences for producers;
- Great legal, political, and technical difficulties of implementation;
- Negative domestic consequences for lawful firearms owners, such as recreational users;
- Ending political benefits of current arms trades, such as supporting allied non-state actors (depending on the viewpoint of the negotiation partners).

Eventually, Country C should convincingly invoke the principles of sovereignty and self-determination, which are guaranteed in the Charter of the United Nations, as a foundation for its position; undermining these principles would

undermine the key characteristics of the international political system and could lead to unstable, pre-Westphalian conditions.

If Country C faces too great an opposition to its policies or there is a majority forming in favor of a (stronger) non-proliferation regime, its delegation should focus on shaping the substance of the committee's outcome according to its objectives. Based on shared concerns (see above), Country C could persuade other delegations to mitigate extreme non-proliferation measures. Another option is focusing exclusively on producers, if Country C is an importer, or pushing the treaty towards discussion of heavy weapons only. A third option is weakening the implementation measures for the treaty, so that violators, though still "in violation," do not face real penalties for this stance. Averting negative effects shared by other Member States is a legitimate and reasonable strategy, and Country C could make a strong case. If this strategy succeeds, the outcome might be a regime with negligible negative effects for Country C.