UNITED NATIONS INTERNATIONAL SCHOOL OF HANOI MODEL UNITED NATIONS

THE UNIS MUN MANUAL

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What Is MUN?

The Origins of MUN

MUN (Model United Nations) is an extracurricular activity in many schools and universities where students assume the roles of countries and organizations represented in the United Nations in specific committees and debate about issues concerning the world. The United Nations was formed at the end of the Second World War. It was preceded by a similar organization; known as the "League of Nations".

During the 1920s at Harvard University, students and teachers of International Relations and Politics courses created a simulation known as Model League of Nations, where students would represent the League of Nations and debate subjects like colonization, war and empire debates. After World War Two, once the United Nations was established, Harvard replaced the Model League of Nations with Model United Nations.

Soon after, schools in New York began to follow that trend, and by the mid-1950s, all the Ivy League Universities in the United States held their own MUN Conference. Soon MUN Conference spread to High Schools and many different countries around the world.

What is UNIS MUN?

The United Nations International School Model United Nations Club (UNIS MUN) is based on the idea that each one of us, individually as well as collectively, has a meaningful role to play in the present and future of our planet.

Accordingly, UNIS MUN was founded to expose, develop and engage our membership in practical "local to global" problem solving that begins with us but lasts a lifetime.

We encourage our student leaders and members to lead; we use Roger Hart's Ladder of Youth Empowerment as both a tool as well as a compass; we are committed to the core values of the United Nations.

Therefore, our model is a "teaching and learning" model: Every delegate, admin, media, chair and member deserves the chance to grow and develop their skills, knowledge and abilities through UNIS MUN.

We are inclusive in both our on-campus activities as well as our conferences.

Our teaching and learning model means we nurture and develop talent with a set of clear and fair expectations.

In practice, this translates into chairs and presidents mentoring delegates; conferences planned, organized, promoted and run by our leadership; the use of training tools and technology created by our members; Approval Panels which provide content as well as formatting support.

What are the Core Values of UNIS MUN?

In the spirit of collective problem solving, the work of UNIS MUN rests on a lifelong commitment to five (5) key "pillars" or areas of interest, development and growth:

1. Sustainability and Intergenerational Justice;
2. Diversity of Thought and Inclusive Participation;
3. Collaborative and Distributive Leadership;
4. Change, Growth and Development;
5. Quality Participation that is both Intentional and Meaningful.

What are the Aims of UNIS MUN?

The specific aim of our MUN conference is to encourage debate and sharing of views between students from different schools, different ethnicities, different perspectives and different points of view.

The larger aims of UNIS MUN are as follows:

1. To remind participants of the finite, scarce and fragile nature of our planet's natural and human resources and our interconnectedness of our global community and common humanity;

2. To motivate members towards greater global engagement, international-mindedness and life-long learning;

3. To provide members with opportunities for leadership, collaboration and participation;

4. To raise the profile of the role of the United Nations and relevant legal and institutional frameworks;

5. To provide members with an authentic MUN experience towards the development of their leadership, research, investigation, discussion, debate, collaboration, inter-personal and empathy skills;

6. To encourage Members to take appropriate risks within the UNIS MUN framework; to try out new ideas and approaches.

In other words, the ultimate goal of a UNIS MUN, through our organization, our service club, our activities including hosting and participation in conferences, is to promote awareness of international relations and issues in young people, and to inspire global mindedness and an understanding to the problems of the world and how to combat them, whilst providing an atmosphere where students can progress in their communication skills, collaboration abilities, approaches to leadership and open mindedness.

This would, we hope, allow students an insight to further their understanding and learning of politics in a global and international manner.

Leadership Opportunities through UNIS MUN

An integral part of the UNIS MUN experience is leadership. Leadership in the UNIS MUN context is not only about chairing, being a member of the executive board or being recognized by your chair to speak.

Leadership at UNIS MUN is about being prepared before you even arrive.

One significant leadership opportunity is the role of **Delegation Ambassador**. Delegation Ambassadors are responsible for ensuring the spirit, enthusiasm, content knowledge, procedural knowledge and overall quality of their country delegation before, during and after UNIS MUN.

If you are a **Chair or President**, your Committee Reports are thorough and go beyond the expectations in terms of details, works consulted and the inclusion of relevant international and regional standards and practices; you've spent the time to ensure that both your co-chairs and members of your committee are well informed of both the content of the topics as well as proper procedure.

As a Chair or President, you set the tone and you help provide opportunities for more shy delegates to take the floor; you always encourage success.

If you are a **Delegate**, you've put the extra effort to craft draft resolutions that consider the latest developments regarding your topic as well as sufficient background to enhance your own understanding; you've thoroughly researched the actual positions of your country and you play this role faithfully.

As a member of the **Admin Team**, you are prepared to be on from start to finish to make sure that each element of the conference runs smoothly.

As a member of the **Media Corps**, you promote and capture each UNISMUN moment.

Leadership continues when you arrive as you strive to build extensive coalitions of like-minded and opposing opinions as you lobby and merge; you present, defend, raise, and respond to points of information respectfully and accurately.

And you will keep these UNIS MUN leadership experiences as you grow your career.

The Students' Roles at UNIS MUN

A Brief Note about Conference Preparation

Please note that the preparation expectations for each conference might change based upon the needs, conditions and landscape we operate within.

UNIS MUN will regularly include different Committees and Councils depending on some of the significant issues of the day.

We may also alter the expectations regarding what needs to be prepared due to time considerations or our need to move our conference online.

This means that Presidents, Chairs, Delegation Ambassadors and Delegates will prepare what is needed based on the needs of that conference.

It is important for all participants to maintain regular contact with the Secretary General and President of the General Assembly for each conference and consult regularly the UNIS MUN homepage, especially the respective Tech Manual for your specific conference.

Country Delegation Ambassadors

In a sense, all MUN delegates assume the role of an ambassador in the committees they have been assigned to. However, each country delegation is also headed by its **Delegation Ambassador** of that particular country.

Ideally, the Delegation Ambassador as head delegate of the team is the **most reliable and experienced delegate**. The ambassador is given several responsibilities prior to and during the MUN conference.

First of all, you guard the team spirit of your delegates; you also make sure that all members of your team are preparing themselves properly for the conference.

Before the conference, the Delegation Ambassador will lead the preparation of all the relevant research and documents required including **Country Profiles**, **Issues Reports**, **Policy Statements, Opening Speeches** and **Draft Resolutions**.

You take special care with new members of the team. At all times you show you earn respect. Now your MUN Director will also stress the importance of the following points, but in your team you must take care of the following: appropriate delegate **notepaper** and **proper attire** of the whole team.

Student as a Delegate

The student represents the delegate of a country he/she has been assigned to.

Before the Conference, working with their Delegation Ambassador, the UNIS MUN's Delegate tasks are:

1. To undertake extensive research on his/her country or organization;

2. To embody and faithfully represent the position of his/her country or organization;

3. To undertake research on the issues of the forum he/she belongs to;

4. To create a **Country Profile** and **Policy Report** that reflects the specific positions of his/her country on the relevant topics;

5. To write a brief **Policy Statement** which summarises the key issues and makes clear the position of his/her country that will be read out at the conference;

6. To write a **Draft Resolution** from the perspective of his/her country.

During the Conference, The Delegate's Tasks Are:

1. To lobby other delegates and build coalitions towards the merging and passing of resolutions;

2. To use UNIS MUN procedures correctly while engaging in debate;

3. To debate respectfully, accurately, honestly and fairly on the resolutions of his/her specific forum representing the position of his/her country;

4. To vote on resolutions in accordance with the positions of his/her country;

5. To respect the decision of their respective Council President/Committee Chair.

UNIS MUN Chairs and Presidents

Each UNIS MUN General Assembly or Committee is led by a leadership team consisting of a **Head Chair**, **Deputy Chair** and **Procedural Chair**.

Each UNIS MUN Council including Reform Security Councils and Historical Security Councils is led by a leadership team consisting of a **President**, **Deputy President** and **Procedural President**.

The Chairs or Presidents of a forum are in charge of monitoring the debate; they have to ensure that procedures are followed to ensure a smooth and productive debate.

Chairs and Presidents need fairly extensive MUN experience so as to conduct the debates appropriately. Dedicated and knowledgeable Chairs and Presidents are vital to a successful conference as they are like role models to the delegates.

Their roles includes more than simply ensuring that procedure regulations are abided by; they stimulate steady progress throughout the debate, encourage the involvement of all delegates without scarifying the substance of debate, prevent the rules from becoming obstacles and exercise strict self-discipline to remain impartial at all times.

Chairs and Presidents MUST have extensive knowledge of the issues debated AND country positions so that they can provide delegates with guidance, direction and fresh ideas. They should constantly remind the delegates of the importance of cooperation and compromise in order for resolutions to benefit the international community as a whole.

Procedural Chairs and Presidents will be responsible for engaging with delegates during lobbying and merging, fact checking the content of draft resolutions, the substance of debates and positions taken by delegates to ensure that these align with the actual positions of the country being represented.

The leadership team of each Committee and Council will be responsible for identifying those standout delegates at various stages of UNIS MUN (lobbying, merging, debate…) as well as any superlatives and recognitions.

Chair and President Qualifications and Expectations

1. **Experience:** Preferably one year of experience as a delegate; ideally UNIS MUN and/or international conferences as a delegate or chair.

2. **Demonstrated competence:** Familiarity with rules and procedures with evidence to support having read the UNIS MUN handbooks.

3. **Professional presentation and committee management**: Able to give clear verbal and non-verbal direction; knowing when to be strict and when to be supportive; ability to work with nuance, situational change and ambiguity.

4. **Research and report writing**: Ability to write a detailed issue report which includes all required content and organizational elements.

5. **Responsibility and accountability:** Ability to meet deadlines set by others; ability to set and meet own deadlines; willingness to ask questions.

6. **Organizational skills**: Taking regular attendance and informing delegates of housekeeping, rules and procedures.

7. **Ability to work within a team**: Ability to take on leadership roles without being asked as well as actively supporting other members of the team without being asked; bring issues out into the open; assume best intention on the part of others; direct communication; know when to listen and when to engage; willingness to learn; act within the best interest of the organization.

8. **Diversity**: While competence is our primary goal, diversity of chairs is important and will always inform our decisions as a leadership team.

Student as Administrative and Hospitality Staff (Admin)

Without the Administrative Staff there would be no conference.

Admin makes sure the conference runs smoothly by:

1. Preparing all the materials for the conference in advance;
2. Providing proper and accurate signage for all UNIS MUN venues;
3. Welcoming all the participating schools (= Information Desk);
4. Setting up and maintaining the various forums each day;
5. Working in the Secretariat (checking, sorting, photocopying and distributing resolutions);
6. Passing notes between delegates in the different forums (= Messengers);
7. Monitoring the appropriate use of electronic devices;
8. Managing the public relations and media of the conference;
9. Maintaining the order and cleanliness of all UNIS MUN venues;
10. Preparing and checking all documentation including certificates of participation;
11. Taking care of the general security;
12. Setting up the plenary session and passing notes between delegations;
13. Supporting the arrival and departure of all participants;
14. Arranging all meals, snacks and drinks;
15. Taking care of the cleanup of all UNIS MUN venues.

Thanks to Admin, the delegates can concentrate on lobbying and debating while they take care of the conference as a whole.

Student as Media Corps

Media Corps are active as soon as conference preparation begins, preparing marketing and promotional materials including recruitment videos, documentaries on key themes, podcasts, articles, poster, and social media campaigns as well as the opening and closing video. Media Corps is present throughout each conference, capturing those big as well as underappreciated moments between UNIS MUN and conference participants.

Role of MUN Directors at UNIS MUN (Directors)

Directors have an important formative role to play in UNIS MUN especially given our teaching and learning approach.

Communicating with UNIS MUN

Our student-centered approach means that our conference **Secretary General** and **President of the General Assembly** will be the focal point for most conference information related to your delegation, delegation ambassadors, presidents and chairs.

You can expect a welcome letter from the conference SG and PGA when your participation is confirmed followed by specific information for your delegation ambassadors, delegates, presidents and chairs.

Our conference **SG and PGA** will be available to support all members of your delegation with all preparation activities as needed.

The **UNIS Activities Office** will be in contact with you regarding registration, logistics and fee details.

The **UNIS MUN Director** will be your point of contact throughout the year in terms of building the themes for the conference, topic selection, the selection of special councils and improving upcoming conferences.

You are strongly encouraged to check the UNIS MUN homepage regularly.

Setting the Tone before Your Delegation Arrives

UNIS MUN welcomes all delegates regardless of experience level and we need all participants to be mindful that they will sometimes be lobbying, merging and debating with delegates with a great deal more or a great deal less experience than they have.

Rather than feel frustrated (or overwhelmed), we need all delegates to help support and develop each other.

Therefore, the primary role of the Director is to make their students aware of this responsibility which is also aligns with the mission and vision of the United Nations.

Preparing before Your Delegation Arrives

We recommend reading together *as a delegation* this **UNIS MUN Manual** as soon as your preparation begins.

Delegates are expected to know the positions of the country they are representing and "play this role" throughout the conference.

Be sure you appoint a **Delegation Ambassador** who will represent your delegation and school at UNIS MUN. They will be expected to draft a brief 200-word profile introducing themselves, your delegation, and your delegation's expectations for UNIS MUN. This profile along with their photo in UNIS MUN dress code will appear on our UNIS MUN website (see page 45 below and please make this available to our SG & PGA in advance).

As Director, you and your **Delegation Ambassador** should support your delegation by:

1. Making sure that all students are **UNIS MUN Dress conform** (see page 17 below);
2. Making sure that they have **thoroughly researched the actual positions of their country** and are able to represent their country using our research sites (see pages 18-19 below);
3. Making sure that they have created a **Country Profile** of relevant and contemporary important information about the country they are representing using our Country Research Profile template (see pages 20-21 below);

4. Making sure they have created one (1) **Policy Statement** that reflects the specific positions of his/her country on the relevant topics in their Council and Committee with each topic having about one paragraph (see page 22 below);
5. Making sure that they come prepared with at least one (1) draft **Resolution** (see page 24 below);
6. Making sure they have drafted and practiced their **Opening Statement** which will be read by them at the opening of their Committee/Council (see page 32 below);
7. If sending a Chair to UNIS MUN, making sure that the **Chair Committee Report** is authentic, accurate, and complete by deadlines (see UNIS MUN homepage Resources);
8. Making sure they are familiar with the **expectations and role** they are playing in UNIS MUN;
9. Making sure they **practice** their roles, speeches, and skills before arriving;
10. Making sure that they **have fun, grow, develop, and make new friends** at UNIS MUN.

The **Delegation Ambassador Profile** and **Chair Report** must be made available on the UNIS MUN homepage **PRIOR** to the conference.

We also recommend reviewing the UNIS MUN LibGuide together with your delegates & to use the specific resources from the LibGuide to help support the drafting of the Delegation Ambassador Profile including image, Chair Report (if sending a chair), Country Profile, Policy Statement, draft Resolutions & Opening Statement.

Directors Role during the Conference

Directors are expected to be present, supportive, active, "on" and available throughout the conference especially with regards to our child safety policy.

All Directors will be on the Approval Panel. All Directors should be familiar with Approval Panel procedures and how to write professional and acceptable draft resolutions (see the sample "draft resolution" below). UNIS MUN will provide training for Directors as needed.

Directors are encouraged to provide content support for their delegates prior to the conference as well as content support for delegates they confer with as part of the Approval Panel including referring delegates to the UNIS MUN LibGuide.

We encourage Directors to visit each of the Councils and Committees in order to see your students in action.

We encourage Directors to check-in with the Secretary General, President of the General Assembly and MUN Directors regularly and ask if there is anything you can do to help.

Approval Panel Procedures and Expectations

We embed Directors directly in each Council and Committee as Approval Panel members in order to review and approve draft Resolutions.

Presidents and Chairs must undertake a content and style evaluation of each draft Resolution before activating their Approval Panel.

When possible, each Council and Committee should have at least two (2) Directors to help approve draft Resolutions at all times. Directors commit to relieve backlogs.

With our teaching and learning model, we expect you as Directors to apply your expertise to make those content and format suggestions to help delegates craft better Resolutions. For example, if you notice a draft that is on the topic of refugee resettlement but does not include a reference to UNHCR, please feel free to make that suggestion.

All Directors are expected to remain with the Approval Panel until all draft Resolutions have been cleared for debate.

Directors are expected to consult regularly the UNIS MUN homepage.

The Fora of UNISMUN

UNIS MUN provides Presidents, Chairs and Delegates with a number of traditional as well as innovative UN fora.

Though the actual UN Security Council is still based on the original model proposed in 1944, our **Reform Security Councils** are based on actual proposals for SC reform.

Our **Responsibility to Protect Council** is based on the UN's 2005 doctrine of the same name.

Our **UN Membership Council** provides a place for stateless nations and aspiring nations to make their case for UN membership.

Our **Sustainable Development Goals Committees** are where issues specific to that SDG are discussed and debated.

The goal of each fora is to provide delegates with an opportunity to engage with real-world issues. Perhaps the UN will eventually catch up to us?

The International Criminal Court

The **International Criminal Court** (ICC) was established by the "Rome Statute" in 1998 and came into being in 2002. The Court is the only permanent international judicial body to try individuals for genocide, crimes against humanity and war crimes.

Our UNIS MUN ICC simulation expands slightly the remit of the ICC to provide judges, defense and prosecution teams with the possibility to investigate cases and hear "eyewitness" testimony from situations occurring prior to 2002.

The General Assembly

The **General Assembly** (GA) is the largest UN forum. It occupies a central position as the chief deliberative, policymaking and representative organ of the United Nations. Comprising all 193 Members of the United Nations, it provides a unique forum for multilateral discussion of the full spectrum of international issues covered by the Charter. It is divided in six committees, four of which are presented at UNISMUN.

First Committee on Disarmament and International Security (GA1)

Deals with disarmament, global challenges and threats to peace in the international community, and seeks solutions to challenges in the international security regime;

Considers all disarmament/international security matters under the scope of the Charter of the United Nations or matters relating to the powers and functions of any other UN organ, and the principles governing disarmament and the regulation of armaments;

Fosters cooperation in the maintenance of international peace and security and cooperative arrangements and measures aimed at strengthening stability through lower levels of armaments.

Second Committee on Economic and Financial Issues (GA2):

Deals with issues relating to economic growth and development such as macroeconomic policy questions (including international trade, international financial system, debt and commodities), financing for development, sustainable development, human settlements, poverty eradication, globalization and interdependence, operational activities for development, and information and communication technologies for development;

Also considers issues relating to groups of countries in special situations such as the Least Developed Countries (LDCs), Landlocked Developing Countries (LLDCs) and Small Island Developing States (SIDSs).

Third Committee on Social, Humanitarian and Cultural Issues (GA3):

Has an agenda items relating to a range of social, humanitarian affairs and human rights issues that affect peoples all over the world;

Discusses the advancement of women, the protection of children, indigenous issues, the treatment of refugees, the promotion of fundamental freedoms through the elimination of racism and racial discrimination, and the promotion of the right to self- determination;

Also addresses important social development questions such as issues related to youth, family, ageing, and people with disabilities, crime prevention, criminal justice, and drug control.

Sixth Committee on Legal Issues (GA6):

Primarily focused on dealing with legal matters such as the consideration of international law or legal matters within the United Nations;

Common agenda items discussed within the committee are the promotion of justice and international law, accountability and internal United Nations justice matters, drug control, crime prevention and combating international terrorism.

The Security Council

The Security Council consists of 15 members. There are five permanent members: People's Republic of China, France, Russia, the United Kingdom, and the United States.

There are 10 nonpermanent members elected by the UN General Assembly. The nonpermanent members are generally chosen to achieve equitable representation among geographic regions, with five members coming from Africa or Asia, one from eastern Europe, two from Latin America, and two from western Europe or other areas.

Five of the 10 nonpermanent members are elected each year by the General Assembly for two-year terms, and five retire each year. The presidency is held by each member in rotation for a period of one month.

According to the United Nations, the Security Council has the following responsibilities:

1. Maintenance of international peace and security;
2. Recommends to the parties, when a complaint concerning a threat to peace occurs, to try to reach agreement by peaceful means;
3. Tries to bring to an end a dispute leading to fighting as soon as possible;
4. May issue cease-fire directives to prevent wider hostilities;
5. Also sends United Nations peace-keeping forces to help reduce tensions in troubled areas, keep opposing forces apart and create conditions of calm in which peaceful settlements may be sought;
6. May decide on enforcement measures, economic sanctions (such as trade embargoes) or collective military action.

In our Security Council, the five permanent members People's Republic of China, France, Russia, the United Kingdom, and the United States have the right to veto amendments and resolutions.

The Reform Security Council

Beginning as early as 1963, the United Nations recognized that the structure of its Security Council was in need of reform given that the original number of UN Member States rose from 51 in 1945 to 113 by 1963 (now 193).

Since 1963, through a series of Open Ended Working Groups (OEWG), Intergovernmental Negotiations (IGN) and General Assembly Resolutions (GARs), a number of reform models have been discussed and proposed which are designed to make UN Security Council membership and voting more representative and fair.

While these OEWG and IGN models and proposals have not yet been approved by the Security Council and adopted by the General Assembly, they do represent the state-of-the-art of UN Security Council reform and are therefore worthy of exploration within the context of UNIS MUN.

Each year, UNIS MUN will also run a Reform Security Council in addition to its Security Council. The topics and issues will be the same but the structure, size and nature of voting will be different so we will use our Security Council models to see if these reforms indeed have an impact on the outcome.

One such model, the **G4 Model**, adds Brazil, Germany, India and Japan as permanent voting members, expanding the P5 to the P9. The original P5 retain their veto but this can be overridden if 2/3rds of the P9 vote to "***veto override***".

Another model, the **Uniting for Consensus Model**, keeps the P5 as it is but increases the number of Security Council seats to 25 (six (6) African seats, five (5) Asia-Pacific, four (4) Latin American-Caribbean, three (3) Western Europe and two (2) Eastern Europe).

Another model, the **L69 Model**, replaces the French and British seats with the European Union and adds permanent seats for the European Union, African Union, Organization of American States, Association of South East Asian Nations and Arab League creating a P7.

Another Model, the **Ezulwini Consensus Model**, adds Brazil, Germany, India, Japan and the African Union as permanent members (P10) with a possible "veto-overturn" of 2/3rds of the permanent members.

Each year, following our UNIS MUN international conference, the UNIS MUN leadership team will choose one or more reform Security Council models to run in the next year.

The Historical Security Council

The Historical Security Council is a simulation council that explores issues that were previously relevant to the Security Council in the past. Some issues may even pre-date the founding of the United Nations.

The Historical Security Council is the same in procedure as the normal Security Council, however the countries in rotations and the issues themselves are separate and come from poignant historical events throughout history.

The issues themselves come within the time frame of after the creation of the United Nations. The topics which will be debated will be debated as if there has been no foresight within the conflict and that the issue has not been resolved or further escalated.

The United Nations Membership Council

The United Nations Membership Council (UNMC) has the authority to hear applications for aspiring new member states to the United Nations.

Applications to the UNMC may be proposed or submitted by current UN Member States or by representatives of stateless nations or peoples, occupied territories, autonomous or semi-autonomous regions or recognized non-governmental organisations directly to the UNMC.

15 Member States make up the UNMC with no P5 representation.

Approved applications are forwarded to the Security Council or General Assembly for approval.

The Responsibility to Protect Council

The Responsibility to Protect Council (R2PC) takes decisions on the application of one or more pillars of the United Nations 2005 Responsibility to Protect Doctrine in the case of conditions of state fragility, failed states, genocide, war crimes, ethnic cleansing and/or crimes against humanity.

UN Member States submit resolutions to the R2PC.

15 Member States make up the R2PC with no P5 representation.

Approved applications are forwarded to the Security Council or General Assembly as resolutions at the next conference.

R2PC is presided over by the Office of the Special Adviser of the Secretary-General on the Prevention of Genocide, the Administrator of the United Nations Development Programme and Under Secretary General for Peace Operations.

The Population Movement Council

The Population Movement Council (PMC) is the central authority for discussing challenges and opportunities raised by the causes and impacts of small, medium and large scale population movements due to human and/or natural causes.

Issues handled by PMC include economic & climate-related migration, asylum, refugees, border management and human trafficking,

PMC is presided over the UN's High Commissioner for Refugees, the Director General of the International Organisation for Migration and the Executive Director of the UN's Population Fund.

Sustainable Development Goal Committees

The Secretary General may convene thematic Sustainable Development Goal Committees (SDGCs) as necessary, chaired by relevant Special Representatives.

The Economic and Social Council

The Economic and Social Council (ECOSOC), under the overall authority of the General Assembly, coordinates the economic and social work of the United Nations and the UN family of organizations.

While the Security Council's primary responsibility is maintaining peace, ECOSOC focuses on promoting social progress and better standards of living.

As the central forum for discussing international economic and social issues and for formulating policy recommendations, the Council plays a key role in fostering international cooperation for development. It also consults with non-governmental organizations (NGOs), thereby maintaining a vital link between the United Nations and civil society, discussing major economic, social and humanitarian issues.

The Human Rights Council

The Human Rights Council is composed of 47 countries. The Council is responsible for strengthening the promotion and protection of human rights around the globe. It has defined the Human Rights as rights inherent to all human beings, whatever the nationality, place of residence, sex, national or ethnic origin, color, religion, language, or any other status.

The Environment Assembly and Governing Council

The Environment Assembly and Governing Council, through addressing the critical environmental challenges facing the world today, is the world's highest-level decision-making body on the environment. The work done by the members of the Environmental Assembly and Governing Council is crucial to the progress towards the Sustainable Development Goals set for 2030.

The Special Committee on Information Technology

The Special Committee on Information Technology and Electronic Media (SCIT) addresses issues related to the promotion and regulation of transnational technology and media, economic rights including equal access, human rights protections including privacy, fairness and codes of conduct.

The Special Thematic Council

At UNISMUN, the Special Thematic Council is the forum most connected to the theme of the entire UNISMUN conference that year and will often times contain some of the most contemporary issues facing humanity.

The source of inspiration for the theme of the conference usually comes from the United Nations' Sustainable Development Goals, established and adopted by all United Nations member states in 2015.

The theme of the UNIS MUN International Conference and the Special Council are chosen by the UNIS MUN Leadership Team in cooperation with participants in the UNIS MUN International Conference through the Planning Mechanism.

How to be a Good Delegate

General Behaviour of a Delegate

UNISMUN is a simulation of the United Nations Organization, therefore you are, as a student, considered to behave like a diplomat of the country you represent. In addition, you are a representative of your own school. This double representation implies that you must behave at any times as properly as possible inside the Conference Centre during the conference itself and, outside (public transportation, streets, shops, cafés and other public places).

Dress Code and our UNIS MUN 'Beau Brummel' Boutique

All Participants at the MUN Conference at UNIS are expected to dress appropriately. The dress code can be phrased as "Business", "Formal" or "Smart" attire.

Male participants will wear long sleeve dress shirts, tie, trousers, jackets and dress shoes, black or brown preferred. [No running shoes, sandals, flip-flops, etc.] All male participants will be required to wear their jackets when speaking.

Proper male dress attire and shoes

Female participants will wear a dress, or skirt / trousers with a dress shirt and dress shoes / sandals.

Female participants are not required to wear a jack while speaking.

Modest and diplomatically appropriate is the key. Nothing one can see up, through or down while standing or sitting.

Proper female dress attire and shoes

UNIS MUN recognizes that MUN dress codes in general are based on the 'western business attire' model. Therefore, UNIS MUN may make exceptions for those delegates who choose to wear the traditional or customary attire of the country they are representing but only with prior approval of our SG and PGA.

Chairs and Presidents will not grant speaking and voting rights to UNIS MUN Conference participants who are not UNIS MUN dress code conform.

Directors are responsible for making sure that their students arrive in and maintain UNIS MUN dress code conform throughout the conference.

UNIS MUN Conference participants who arrive not UNIS MUN dress code conform will be asked to leave a deposit and will wear articles from our **Beau Brummel Boutique**.

Researching Your Country and Issues

There are two fields of research that you have to focus on when preparing for any MUN conference. First you need to learn about the **country** you represent and then there are the **issues** on the agenda.

You can find extensive resources for both on the UNIS MUN LibGuide. Please access and use this resource regularly.

As new resources emerge and older ones are no longer available, please inform your Country Delegation Ambassador

How to Research a Country

When researching your country you have several options. One of them is trying to contact its Embassy in your country. You will find that some Embassies are cooperative and others will be less so. You will just have to try.

Another option is to use the Internet. A widely used website for this is the **CIA World Factbook (**www.cia.gov**)**. Choose the country you represent and you will find the information you need.

If you need a guideline on what you need to know about your country you can refer to the **Council on Foreign Relations (**https://www.cfr.org/)**. This is a very useful site, by the way, in preparing for many aspects of a conference. Alternatively you might try individual **countries' websites**.

How to Research an Issue

The issues on the agenda of a UNISMUN conference are taken from the **UN website**. Hence going to this website and typing in the issue on the agenda into its search engine will be a good way to start your research on these issues.

Member states have websites for their **Permanent Missions at the UN** that can also be useful if you want to learn about the views of your country on a given issue. You can also try its Embassy in your country, but cooperation may again vary.

In addition, the **UNISMUN website** contains a lot of useful links with regards to research. It has discussion forums where you can do a pre-conference exchange of views with your fellow delegates and maybe also do some online lobbying.

Use the sites provided on pages 17 and 18 of our UNIS MUN Manual to get started.

But do not stop with just these sites.

As a Chair, President, or Delegate, you are expected to know your issues with the same level of detail and understanding as actual diplomats concerned for these issues.

How to Organise your Research

All UNIS MUN Delegates are expected to make a copy of and thoroughly complete the **Country Research Profile** on pages 20 and 21 of our UNIS MUN Manual BEFORE arriving at our UNIS MUN Conference. These should be shared in advance with your Committee/Council Chair/President team in advance of the conference.

MUN Directors are encouraged to create activities to allow their delegates to complete the Country Research Profile for the delegation they represent.

We recognize that MUN programmes might have a similar tool to help organize their delegates' country research. These can be used in lieu of our research templates.

Useful Websites

Name	Link
UNIS MUN LibGuides	https://libguides.unishanoi.org/UNIS_Model_United_Nations
United Nations	https://www.un.org/en
Permanent Missions to the UN	https://www.un.int/
UNHCR's RefWorld	https://www.refworld.org/
Country Profiles at IMUNA	https://imuna.org/
The Council on Foreign Relations	https://www.cfr.org/
The European Council on Foreign Relations	https://www.ecfr.eu/
CIA World Fact Book	https://www.cia.gov
The Diplomat (magazine)	https://thediplomat.com/
Embassies Worldwide	http://www.embassyworld.com
The Economist	http://www.economist.com
Vice News	https://www.vice.com/en_us/section/news

International Debate Education Association	http://www.idebate.org/index.php
Al Jazeera	https://www.aljazeera.com/
CNN	http://www.cnn.com
BBC World	http://www.bbcworld.com
International Crisis Group	http://www.crisisgroup.org
MUN Resolution Writing Tips	https://outreach.un.org/mun/content/drafting-resolutions
Best Delegate Tips	https://bestdelegate.com/mun-research-made-easy-15-things-every-delegate-should-have-in-their-research-binder/

Country Research Profile (adapted from TASMUN)

Country Overview: 'The basics'	Country Name Committee or Council Name
Specific theme of the conference	
Specific topics/issues of the Committee/Council	
People: a. Population b. Languages c. Religion d. Political system e. Education f. Status of women g. Significant demographics (literacy rate, unemployment, life expectancy, birth rate/infant mortality…)	
Geography and Location: a. Weather b. Access to waterways c. Bordering countries (look at map) d. Main power/influence in the region e. Resources	
Economics: a. What's the economy like? b. Main export/import c. Income per capita d. Problems, growth e. Unemployment f. Inequality g. GDP per capita/PPP h. HDI ranking i. Currency(ies) used…	
Politics (domestic): a. Name of Head of State (President, monarch…)	

b. Name of Head of Government (Prime Minister c. What does the flag look like and what do the symbols and colors represent? d. How big is the parliament and what is it called? e. Influences on government f. Type of government g. political system inspired in…. h. Internal Conflicts	
Diplomatic Politics (international): a. Your country is a member of…. b. Regional BLOCs? c. Sympathies, frenemies, strategic competitors, and foes d. Clear allies e. Clear enemies f. Conflicts with other countries g. Fragile State ranking	
Organizations: Your country holds seats in which UN forums/organizations? Which Regional organizations?	
History and relevant events in the history of the country	
Interests of your country in relation with the theme of the conference	
Interests of your country in relation with the specific issues or topics of your committee/council	
Specific allies, strategic competitors & enemies	

for each specific issue/topic	
Roles in the UN, present and past	

Writing a Policy Statement

What is a Policy Statement?

In preparation of an MUN conference, you should write a policy statement that covers the informed position of your country for the issues of your committee/council. This is a document that briefly and clearly explains the policies of your country/organization with respect to the issues dealt with at the conference. There are two important reasons for drawing up this document:

On the one hand, it forces you to focus on the exact points of view of your country/organization;

On the other hand, it serves as a reference document to your delegation members and committee members during the conference.

Note that while you will not be asked to read your policy statements aloud, you can **use your policy statement to support your speeches for or against a resolution as well as your points of information**. Policy statements serve as reminders of your country's stance on the issues for you, **a basis for writing your opening speech** (which you *will* be reading aloud), and a tool for aiding you in the lobbying process.

What Does a Policy Statement Consist of?

In order to produce a useful policy statement, you ought to carry out thorough research. You should also bear in mind that a policy statement consists of five parts in which you:

1. Explain and define the issue and its most important terms;
2. Provide a short summary of recent international action related to the issue;
3. Refer to key documents that relate to the issue;
4. State the country's general position on the issue;
5. Make suggestions of your own that are in line with your country's policies to provide a solution to the issue.

Make sure your policy statement does not exceed **300 words**.

To sum up, the policy statement sets out to answer three basic questions:

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

Additionally, you might add strength to your position by answering the following question:

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

You can carry out most of your research online, but it might also be an excellent idea to contact the embassy of the country you are representing in order to ask politely if they are willing to comment on the accuracy of your policy statement.

Things to Remember About a Policy Statement

In a sense, the brevity and clarity of your policy statement shows how well you have prepared for the conference. Make sure that you read out your policy statement to your fellow-delegates at several stages of your research.

You will be surprised to find how many things that are clear to you as an expert on an issue are hard to understand for those who have not carried out your research.

Your fellow-delegates' questions and comments will lead to a clearer document that will be an excellent starting-point for your lobbying, resolutions and opening speech.

Sample Policy Statement

DELEGATION: Brazil

DISARMAMENT COMMISSION

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

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

Brazil, one of the driving forces behind the 1967 Treaty of Tlatelolco, which turned Latin America into the world's first nuclear-free zone, applauds the recent efforts made by the Members of the UN to free the world of any type of WMD. We feel especially responsible as our nation commands huge uranium resources.

We view with satisfaction the recent efforts of Member States to prevent the use of WMD by terrorists. However, Brazil expresses its deepest regret that, in spite of recent efforts to combat the acquisition of WMD by terrorist groups, some countries have refused to abide by the will of the international community.

It is our deepest interest to ensure a world untroubled by the transfer of WMD and materials that can be used in the production of any such weapons. Brazil is therefore eager to work with any and all partners to help develop an international convention designed to achieve this goal.

Writing a Resolution

What is a Resolution?

Before an MUN Conference, you write one or two draft resolutions. The issues of the resolutions can be found in the agenda of the conference. With a draft resolution in your hand, you will participate actively during the debates.

A resolution is initially a formal statement of a proposal to a UN Council, Committee or Commission. It consists of **one** long, but coherent, **sentence divided into clauses and sub-clauses**. A resolution should not represent the position of one country but rather of a majority of the UN member states.

A resolution is divided into the pre-ambulatory clauses and the operative clauses. Generally, for a well-organized and coherent draft resolution, one (1) pre-ambulatory clause should be relevant to two (2) operative clauses.

How to Write a Resolution

The language of a UN resolution is very formal, diplomatic and somewhat legalistic. You must understand the parts of a resolution described below in order to draft a good resolution.

What is the preamble?

The preamble is the introduction of the resolution. It contains the background, the overarching themes, important context, relevant state and non-state stakeholders and the argumentation to the issue you have chosen.

How to write the pre-ambulatory clauses

You will write your references to former UN resolutions, ratified conventions, and/or declarations.

You will provide official figures, the most recent ones possible, to illustrate the issue.

You will identify, congratulate, and otherwise recognize countries and/or organizations (i.e. UN organizations, regional multilateral organizations like the African Union, NGOs) which have worked on the issue.

You will emphasize the difficulties that have been encountered in the past.

Keep in mind that each pre-ambulatory clause should be supported by two operative clauses: One operative clause will provide context; one operative clause will suggest an action based on that context. Action operative phrases are in **bold** below.

You will need to begin the pre-ambulatory clauses with a present or a past participle or an adjective. See the following list:

PREAMBULATORY PHRASES

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

Preambulatory phrases cannot be repeated.

E.g. Instead of using "Acknowledging" twice, using "Acknowledging" and "Further Acknowledging".

Each pre-ambulatory clause should be later supported by two operative clauses: One operative clause will provide context; one operative clause will suggest an action based on that context.

The pre-ambulatory clauses contain the policy statements of the body making the resolution. The clauses should be clear and unambiguous. They present by order of importance what the UN should do or what attitude it should adopt.

Keep in mind that each pre-ambulatory clause should be supported by two operative clauses: One operative clause will provide context; one operative clause will suggest an action based on that context. Action operative phrases are in **bold** below.

How to write the operative clauses

This question is the most difficult one. You must ensure that your proposals are actually workable and that they fully reflect the existing policies of the country or agency that you represent. You encourage, and/or invite countries to sign/ratify a convention/declaration.

You may propose, welcome or deplore all new situations.

You may support, congratulate or refuse new proposals.

You may confirm, regret what it is already existing.

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

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

Operative phrases cannot be repeated.

E.g. Instead of using "Accepts" twice, using "Accepts" and "Further Accepts".

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

Keep in mind that each pre-ambulatory clause should be supported by two operative clauses: One operative clause will provide context; one operative clause will suggest an action based on that context. Action operative phrases are in **bold** above.

How to Present a Resolution

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

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

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

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

The opening verb of each clause is underlined.

There is a line-space between each clause.

The lines of the resolution are NOT numbered.

Each operative clause IS numbered.

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

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

Each pre-ambulatory clause is followed by a comma.

Each operative clause is followed by a semicolon.

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

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

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

A Sample Resolution

FORUM: Reform Security Council
QUESTION OF: Neutrality of the East Sea
SUBMITTED BY: United States
CO-SUBMITTERS: United Kingdom, Japan, China

THE REFORM SECURITY COUNCIL,

Acknowledging the United Nations Convention on the Law of the Sea (UNCLOS), established in 10 December 1982, as basis for rules and principles of general international maritime law,

Affirming the fact that all matters concerning the East Sea should conform to the United Nations Convention on the Law of the Sea (UNCLOS),

Reaffirming Exclusive Economic Zones (EEZ) as a concept created by the UNCLOS III in 1982 defined as the right of coastal states to assert jurisdiction over waters is limited to 320 kilometers from its shore,

Emphasizing the Permanent Court of Arbitration's condemnation of the People's Republic of China in violating conventional international law within the case of the East Sea Arbitration (PCA Case Number 2013-19),

Deeply convinced that all nations would adhere to the Charter of the United Nations, the Treaty of Amity and Cooperation in Southeast Asia, the Five Principles of Peaceful Coexistence, and any other internationally accepted principles to resolve the matter through diplomatic means,

1. Calls for political integration in regarding the governance of the high seas in the China Sea through ways such as but not limited to:
    a) reforming the non-interference policy in ways such as but not limited to:
        i. drafting procedures upon which naval disputes are extruded from the jurisdictions of its Flag states, to be monitored by UNCLOS,
        ii. setting guidelines for prosecuting said disputes in non-affiliated ASEAN member states without partiality,
    b) adjusting all ASEAN monitoring practises to create fluidity between the jurisdiction of all regions, in ways such as but not limited to:
        i. designing a communications system in which changes to practises on the high seas can be processed in all regions' protocols collectively,
        ii. amending regional procedures in the case of seizing criminal activity so that legal actions can be tracked and added to regardless of its host region;

2. Recommends that claimants to the East Sea and East China Sea cooperate to reach an agreement on the development of resources through means such as but not limited to:
    a) creating a regional intergovernmental body named Advisory Committee of the East Sea (ACSCS) to reach an agreement on the development of resources through means such as but not limited to:
        i. establishing a board of supervisors with finite membership upon which the number will be decided,
        ii. regulating the ratio of supervisors in accordance to their respective nations' population,
        iii. imposing three-year term limits on all supervisors of the board,
    b) imploring claimant nations of disputed territories to adhere to the requests of the ACSCS on its advice concerning the extraction and allocation of the resources;

3. <u>Suggests</u> the creation of a multilateral framework called East Sea Maritime Cooperation moderated by third party nations to facilitate communication within the region between claimant parties through means such as but not limited to:

      a) releasing information concerning the routes of countries' respective maritime vessels,

      b) requiring all maritime vessels to be adequately equipped with maritime navigation systems in line with the Maritime Safety Committee (MSC) of the International Maritime Organisation (IMO);

4. <u>Encourages</u> unilateral economic partnerships be made in disputed regions of the East Sea, such as the Spratly and Nansha Islands, in ways such as but not limited to:

      a) supporting the combination of machinery and/or skilled workers, when developing natural oils and gases, with profits to be distributed in ways such as but not limited to: i. splitting extracted resources in proportion to the coastal areas of each nation,

      b) drafting a treaty between member nations with claims on the sovereignty of the East Sea in ways such as but not limited to:

            i. regulating tariffs and the transportation of goods and resources under the protocol as designated by the ASEAN Free Trade Area (AFTA) and overseen by the World Trade Organization (WTO),

            ii. incentivising trans-regional corporal partnerships with reinforced measures to protect intellectual property rights, as listed in the ASEAN Framework Agreement on Intellectual Property Cooperation;

5. <u>Addresses</u> the issue of man-made islands and militarisation of the East Sea in ways such as but not limited to:

      a) integrating regulations to prevent damaging local marine ecosystems caused by the construction of man-made islands in ways such as but not limited to:

            i. closely monitoring the disposal transportation waste generated in the process of developing said islands by deploying personnels affiliated to UNEP

      b) decreasing the presence of weapons, such as anti-aircraft guns on islands closest to other nation's coastlines to be monitored by the ACSCS in ways such as but not limited to:

            i. negotiating demilitarising rates equal for all regional states with a military presence,

            ii. regulating the storage of any arms on said islands to be solely ammunition or other non-active weapons,

            iii. limiting the establishment of attacking weapons to a designated range outside of a country's coastline;

6. <u>Aims</u> to resolve politically and economically related disputes in the said region in ways such as but not limited to:

      a) ratifying the Freedom of the Sea doctrine, as put forth by the UN Law of the Sea, so that all members of ASEAN participate in maintaining the freedom to navigate the oceans safely,

      b) asks ASEAN to oversee any and all activity in the said region through a report submitted to the UN including such as but not limited to:

            i. annual reports on regional partnerships and environmental actions submitted by all regional states,

            ii. monthly reports on the movement of any weapons or military personnel;

7. <u>Requests</u> an all-inclusive legislative branch, with staff members are chosen from all

participating regional nations, to govern the activity in the East Sea on grounds as stated before, with a system including but not limited to:

a) the deliberative and decision-making body, to be administered in ways such as but not limited to:

i. granting regional member states the role of permanent shareholders for a common profit,

ii. implementing a rotational member state situated outside of the joint region to assist in the regulation of decision-making,

b) an executive and management body, with a mandate to ensure a smooth transition between policy-making and region-wide implementation,

c) the management control body, who will ensure the accurate and detailed delivery of proposed actions by the staff as stated above;

Procedure of Amendments

Amendments: When wanting to make an amendment to a resolution please request for an amendment paper from the Admin staff and filling in the required information. Once that is done please submit your amendment to the chair via the Admin staff and wait for it to be approved. Once it is approved, you will receive your note back and only then can you request your amendment to be debated. Please note that UNISMUN **DOES NOT** entertain amendments to the third degree.

Amendment Procedure Overview:

1. Delegate asks the admin for an amendment paper and writes down the amendment.
2. The amendment proposed by the delegate is then sent to the chair.
3. If the chair approves, the chair will send back the amendment paper with a sign of approval. If chair does not approve (due to time constraints, repeated amendment, not enough details, lacking benefits), the chair will send the delegate a note saying the amendment is denied.
4. If approved, the submitter of amendment raises the placard when floor is once again open.
5. Chair recognizes the submitter and the delegate obtains the floor.
6. The chair reads out the amendment, so the entire house understands the proposed amendment.
7. Submitter of amendment delivers a speech on his amendment.
8. Points of information if the delegate is open to them and if there are any in the house.
9. Chair sets debate time for, against, and as a whole (closed debate).
10. New speaker that goes for the amendment delivers speech and receives points of information.
11. When time for the amendment elapses, time against the amendment begins.
12. New speaker that goes against the amendment has the floor, delivers speech and receives points of information.
13. Amendment to the second degree is allowed. One of the delegates may submit an amendment to the second degree. If chair approves, the submitter obtains the floor and delivers speech.
14. Time for or against the amendment opens. Delegates debate.
15. Voting procedures on amendment to second degree.
16. Returns to original amendment. When the amendment to the second degree passes, chairs make the necessary change.
17. When time against has elapsed, time as a whole begins unless the chair decides otherwise.
18. Both delegates in favor of the amendment and delegates against the amendment may approach the podium and deliver speeches.
19. When time as a whole elapses, the house will move into voting procedures.
20. The house votes on the amendment and resumes open debate on the resolution. When the amendment passes, the house and the chairs will make necessary changes on the resolution.

How to Write an Opening Speech

What is it?

Before lobbying in UNISMUN, every delegate will be required to do an opening speech. The speeches will go in alphabetical order of countries name.

An opening speech, should last **1 minute**. In this minute, you should address very clearly to the audience the position of the country you represent on the primary concerns about the state of the world.

The Opening Speech is *not* the same as your Policy Statements, you are required to summarize your four Policy Statements into a concise Opening Speech.

What Are the Different Parts of an Opening Speech?

There are a few things to keep in mind when preparing for an opening speech:

1. First of all, there is the beginning of the speech. It is customary to address the chairs of the GA and the delegates present by starting your speech, saying something like: '*Honourable Chairs, Distinguished Delegates*'

2. And then go on to the main body of your speech.

3. The main body of your speech should address the specific issues on the agenda of your committee or council that your Delegation feels most strongly about. Specific and relevant treaties, conventions, organisations, UN Resolutions, and relevant events should be included in your opening speech.

Delegates should come away from your opening speech knowing where you stand on the issues of the committee/council so that they can identify you as a friend, ally, strategic competitor or enemy on the issues being discussed.

Some delegates think that this part of the speech should be funny and entertaining. This is not what the speech is about at all. Keep it diplomatic and concentrate on getting one single message across.

It is standard practice to end the speech with a flourish such as: '*Thank you, Chairs*'.

How to Deliver an Opening Speech?

When speaking to the GA at UNISMUN, you can be easily in awe of the number of people you are facing. You will be nervous. The best way to overcome this is by practicing the delivery of your speech in your school and having your MUN Director present and also maybe your fellow delegates. Ask them what they think about your speech and adjust it if you think it needs that.

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

Also, when delivering your speech, you must remember to speak slowly and clearly. As a rule of thumb, you are speaking slowly enough when you think to yourself: '*I am speaking too slowly now.*' Have the speech timed and see that it does not exceed the time allotted to you. If necessary, the President will remind you that your time is almost up by saying: '*Will the Delegate please come to His closing remarks*'. If you hear this said to you, please act accordingly.

With regards to vocabulary and use of English, if you are a native speaker, bear in mind that there will be non-native speakers in your audience. If you are a non-native speaker, do not worry about making mistakes. You will not be the only one to make them.

Summing up, an opening speech consists of an opening flourish, a main body that drives home one point only and a closing flourish.

A Sample Opening Speech

DELEGATION: France

Committee: GA2

Honorable Chairs, Distinguished Delegates,

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

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

Thank you, Chairs.

What Is Lobbying

This is probably the most important yet baffling part of the conference. The key to successful lobbying is to be pro-active, which means taking active steps to present and discuss your proposals. Keep an eye on the fact that the aim is to negotiate in order to reach consensus.

Before the start of the formal conference, you informally try to gain the interest and support of other delegates for their draft resolution. As a basis for a draft **resolution**, a well-researched and well-written **policy statement** can be used.

You may find other delegates with a similar resolution and decide to merge the two, making the resolution stronger and more likely to succeed in debate. This is the time for delegates to air their views. **Allies** need to be found to support the draft resolution.

Sometimes a delegate might abandon his/her own resolution in favor of another, better one.

Your draft resolution should not be longer than two A4 pages, and be clearly expressed in the official format. It forms the basis for discussion and you should expect your resolutions to be merged with others as long as national interests and security are not undermined.

You should create resolutions that are representative of the policies of specific interest groups and that make realistic recommendations for actions to be taken in dealing with the issues.

The Chairs should coordinate the work of the delegates in the lobbying process to prevent unrealistic or illogical resolutions being produced. This is the time when you will try to obtain sufficient co-submitters to register your resolution.

Generally, time spent on lobbying usually results in a stronger resolution.

Rules of Procedure

Definition of keywords

The chair: The chairman or chairperson is the one conducting the debate and maintaining order while remaining totally impartial.

The House: All the members of the forum except the chairman.

The submitter: The person who is proposing the motion in the form of a draft resolution for debate.

The motion: The proposal for debate, which will eventually be voted upon.

To have the floor: To have been given the right to speak in debate before the House.

To yield the floor back to the chair: To give up one's right to speak on the issue. You may return to speak if recognized by the chair.

To yield the floor to another delegate: Delegates are strongly encouraged to yield the floor to a delegate they consider an ally on the issue or topic being addressed.

Motion to Divide the House: If you would like your vote to be reconducted without abstentions you will be allowed to raise a motion to divide the house after votes have been counted. Please be aware that **ONLY** the main submitter is allowed to raise this motion. This will only be entertained when there is no decisive vote.

Motion to Move to Previous Question: If you feel the clause/resolution/amendment has been debated enough and wish to move to voting procedure you can raise this motion when asked. In closed debate and amendments, this motion will allow to switch to time against if the house is currently debating for the amendment. This will require seconds before being approved by the chairs.

Motion to Extend Debate Time: If you wish for more time to debate on this topic please raise this motion at the point where the chair announces time has elapsed. This will require seconds and is at the discretion of the chairs.

Motion to Withdraw Resolution: If the main submitters and all co submitters agree to withdraw the resolution, it will not be debated and will be fixed before being debated again.

Points you can raise: When you raise a point, you can call out the point you wish to raise and wait for the chair to call upon you before rising and stating your point. Please note that points **CAN NOT** interrupt a speaker with the exception of Point of Personal Privilege - Audibility.

Point of Information to the Speaker: You can only raise this point when the speaker has opened him/herself to a point of information. Points of Information must be in question form and will not be entertained if formatted otherwise.

Follow-ups: If you wish to ask a follow up question, you will request a follow up from the chair. If the request is granted, you may ask your follow-up question. Depending on circumstances such as time or if the chair feels there is no need for a follow up, the chair may deny your request. UNISMUN **DOES NOT** entertain follow-ups to the second degree.

Motion to Extend Points of Information: Raise this point if the debate requires more time.

Point of Information to the Chair: Raise this point when you want the chair to clarify an issue or make a statement with questions not regarding Points of Personal Privilege or Points of Parliamentary Enquiry.

Any other motions or points not explicitly stated above will not be entertained by the chairs.

Point of Parliamentary Enquiry: Raise this point when you want to ask a question to the chair regarding procedure.

Point of Personal Privilege: Raise this point when you wish to adjust the temperature of the room or want to the speaker to speak more loudly, otherwise points related to your personal comfort. Audibility is the only point that can be raised which can interrupt the speaker.

Point of Order: When you feel there has been an error in the way the way procedure has been carried out by the chair please use this point. However, this is highly discouraged and delegates are encouraged to use Point of Information to the chair for the same purpose.

Procedure

UNISMUN follows the THIMUN model for MUN with some slight differences. Please note them below.

General Flow of Debate:
1. Chairs call the house to order
2. Roll Call
3. Opening speeches will be delivered by all delegates in the house
4. Lobbying and Merging Resolutions
5. Main submitters process resolutions in approval panel and get draft resolutions approved
6. The chairs choose one of the approved resolutions to be debated, and the resolution is introduced
7. Main Submitter reads out the resolution excluding sub clauses and preambulatory clauses
8. Main Submitter is asked to make a speech on the document
9. Open debate on the resolution
10. Amendments can be introduced
11. Debate on amendments are closed and time will be allocated for arguments for and against the amendment
12. Resolution is voted on.

Voting: Once time for debate has elapsed or if a motion to move to the previous question passes, voting procedure will begin. Delegates are allowed one vote each either voting for, against or abstaining with the exception of motion to divide the house, in which case the option for abstention is removed. If there are any discrepancies in the counting of the vote such as insufficient votes, then the chair will conduct a revote. Please note during this time, note passing will be suspended and doors will be locked.

Note-Passing: At your seat you will have note-cards available for you to use. Please make clear the recipient and the sender in the relevant fields. Once you are ready, raise your note high to be picked up by Admin staff who will deliver the note to the recipient. Please keep in mind that note-passing is the **ONLY** method of communication during debate time. Admin staff are allowed to read your notes and will discard them if they contain messages irrelevant to the debate.

Yielding: Once your speech has concluded and you will be asked to "yield the floor back to the chair or to another delegate". If you choose to yield the floor back to the chair, you will return to your seat and open or closed debate will continue. If you wish to yield to another delegate, you will state the name of the delegation you are yielding to. The delegate you yield to will only speak if he accepts the yield, otherwise you will be asked to yield the floor back to the chair. UNISMUN **DOES NOT** entertain yielding to the second degree.

Security Council/Reform/Historical Security Council Procedure

Please note the following guidelines are specific to the Security Council, Reform Security Council and Historical Security Council only.

Voting Requirements

Security Council resolutions are legally binding and therefore require a supermajority of votes to pass. For clauses and resolutions, a minimum of 9 votes for is required under any circumstance. If a resolution or clause fails to reach 9 votes for, the resolution or clause will fail. If there are delegates missing, a 2/3rd majority is required to pass.

Amendments

For Security Council, delegations are allowed to abstain during voting for amendments. Please note that Amendments only require a **SIMPLE MAJORITY** to pass, including amendments to introduce a new clause. If a P5 member votes against the amendment, it is considered a VETO.

VETO Powers

The Council will only entertain the use of one VETO per resolution by any country. If one country uses their VETO powers in a resolution, no other countries will be allowed to use it for the remainder of the time discussing the resolution. Prior to using a VETO, a P5 nation must submit a VETO threat to a chair through note or verbally with justification. Once the VETO threat has been received, the chair will entertain a moderated P5 caucus to discuss the VETO. If the chairs are not given forewarning, the VETO will not be recognized. Please be aware that only the Permanent 5 members have VETO powers.

Flow of Debate

Instead of discussing the solution as a whole, the council will debate clause by clause. At the end, the preambulatory clauses will be voted upon clause by clause without debate before the entire resolution is voted upon as a whole.

Motion for Moderated/Unmoderated Caucus

Raise this motion for when you wish to speak about issues in your seats with supervision (Moderated) or freely move around without supervision (Unmoderated) but does not need to follow standard procedure.

Motion for P5 Caucus

Only members of the P5 Members can raise this motion where the P5 members will remain at the table in the center of the room and discuss matters.

Reform Security Councils

Modified versions of the above-mentioned procedures will be in place for the Reform Security Council depending on the model(s) being used.

A P5 Veto can be defeated if 6 of the P9 members vote against.

P9 Caucus follows the same procedure as the P5 Caucus.

Last Day of UNIS MUN

The final day of UNIS MUN is a busy one. The GAs may meet in a General Plenary Session whereas the other Councils will continue debate. We will all meet together in the Closing Session.

General Assembly Plenary Session

GA1, GA2, GA3 and GA6 may meet in the closing General Assembly Plenary Session which takes place on the last day of the conference.

One or two significant resolutions from each GA are selected by the chairs in the corresponding committee and are debated in the plenary session.

Main submitters need to approach the podium and make speeches when their resolutions are being debated.

Different delegates that represent the same country are considered as one delegation.

When voting, individual delegates' votes are not taken into account. Instead, their representing country's vote is taken into account.

Other Councils

ECOSOC, HRC, Special Thematic Council, Environment Assembly and Governing Council, Security Council, Reform Security Council and Historical Security Council will all continue to debate resolutions and amendments up to the UNIS MUN Closing Session.

ICC

ICC will continue until deliberations up to the UNIS MUN Closing Session. Presiding judges will announce the decision of the ICC at the Closing Session.

Closing Session

The closing session brings together all Delegates, Chairs, Presidents, Admin and MUN Directors.

Chairs and Presidents are expected to present a two minute overview of the experiences, highlights and successes of their committee or council.

Chairs and Presidents should identify outstanding delegates in the following areas:

Most Adept Researcher for the delegate who arrives at UNIS MUN already with a comprehensive, accurate, well-researched and professional draft Resolution;

Most Inclusive Lobbyist for the delegate who reached out to create a broad coalition of co-sponsors including those opposed to a resolution;

Most Committed Drafter and Merger for the delegate who invested the time in making sure that even the minutest of details are accurate and included;

Most Informed Debater for the delegate whose command of the content of the topic clearly demonstrated additional research;

Most Diplomatic Delegate for the delegate who maintained a proper diplomatic stance throughout the conference both in and outside of committee;

Most Consistent Delegate for the delegate whose lobbying, merging, debate, points of information and amendments was authentic and consistently reflected the actual position of their country;

Keeping It Real for the delegate whose points of information appropriately, diplomatically and effectively challenged a speaker on specific inaccuracies, inconsistencies and/or falsehoods;

Most Significant Amender for the delegate whose amendments really enhanced the resolution being debated;

Growth and Development for the delegate who was perhaps shy and reticent at the start but who grew into their role.

Any other superlatives may be considered.

The Head of UNS MUN Admin is expected to address the closing session with a series of superlatives and commendations for members of their staff.

It is expected that the UNIS MUN Secretary General, Deputy Secretary General and other UNIS MUN Officers address the closing session with any recognitions.

Please respect the procedure and enjoy your time at UNISMUN. Be confident and show your council what you can do. For general code of conduct and student behavior, refer to this handbook.

Helpful Phrases and Modes of Address

1. Speakers need to address each other in the **Third Person** at all times. Always "*honorable speaker*" or "*fellow deleg*ates", never "*You*" or "*I*".

2. Delegates should **stand** when speaking and should not sit down until after the speaker has finished answering the delegate's question.

3. Delegates must avoid the use of insulting or abusive language.

4. Delegates should address the chair and the House before presenting their speech. Example: "Honorable *Chair, fellow delegates…*"

Phrases to be used by Delegates

- "*Mr./Madam Chairman…*".

- "*The delegate of … requests the floor*" or "*wishes the floor*".

- "*The delegate of … would like to rise a point of information/ point of order*".

- "*The delegate of … wishes to speak in favour of/against this motion/resolution/amendment because…*".

- "*Is the chair /the speaker (not) aware that…*".

- "*Does the speaker (not) agree with me that…*".

- "*The speaker stated in his/her speech… Doe he/she (not) realize that…*"

- "*The delegate of … moves to amend the resolution by striking/inserting/adding the words…*".

- "*The delegate of … urges the House to give its support by voting for/against this motion/resolution/amendment*".

Phrases to be used by Chairs and Presidents

- "*The House will come to order*" or "*Will the house please come to order*".

- "*The chair calls upon the delegate of … (the submitter) to read the resolution to the House*".

- "*The House has heard the resolution. Is there a second?*".

- "*The chair fixes a debate time of 10 minutes for and 10 minutes against the motion*".

- "*The delegate of … has the floor*".

- "*All points are out of order until the speaker has concluded his/her speech*".

- "*The chair recognizes the delegate of…*".

- "*To what point does the delegate of … rise?*".

- "*Please rise and state you point of information/point of order*".

- *"Will you please state your point in a form of a question"*.

- *"The speaker appears not to have heard/understood your question"*.

- *"Will you please repeat/rephrase your question"*.

- *"Are there any further points on the floor?"*.

- *"Are there any further points of information to this speaker?"*.

- *"There is a point of order on the floor. Please rise and state your point"*.

- *"Your point is (not) well taken"*.

- *"Will the speaker please make his/her concluding remarks"*.

- *"Debate time for/against the resolution/the amendment has been exhausted/has expired. Will the speaker please yield the floor"*.

- *"The chair proposes an extension of debate time by 5 minutes for and 5 minutes against the motion"*.

- *"The debate is now closed. We will moved into voting procedures"*.

- *"All points are out of order"*.

- *"The motion will now be put to the vote"*.

- *"Will all those in favour of the resolution/the amendment, please raise their placards"*.

- *"Will all those opposed to against/against the resolution, please raise their placards"*.

- *"Will all those abstaining, please raise their placards"*.

- *"The motion/the resolution/the amendment has passed by…"*.

- *"The motion/the resolution/the amendment has failed by…"*.

- *"With x votes in favor, y votes against and z votes abstaining, the motion/the resolution/the amendment has passed/failed"*.

- *"Clapping is (not) in order"*.

Tips for New and Experienced Presidents and Chairs

Presidents and Chairs will preside over the committee they're assigned to. We ask Presidents and Chairs to:

1. Write a research report for half the issues on the agenda for their committee in coordination with their co-Chair and the Secretary General.

2. Communicate with delegates in his/her committee.

3. Use parliamentary language at all times.

4. Follow the rules of procedure (UNISMUN follows an adapted form of THIMUN rules of procedure).

5. Explain the rules of procedure to delegates.

6. Explain lobbying procedures and assist delegates by allocating lobbying areas for different issues in your forum to facilitate the process.

7. Explain co-submitting rules, role of the main-submitter, Approval Panel, etc.

8. Coordinate amendments and keep the projected resolution current.

9. Keep tally of both speakers and points of information.

10. Encourage non-native speakers to be actively involved in debates.

11. Answer any questions and be accessible to delegates.

12. Monitor and enforce dress code.

13. Take roll call every day and after breaks.

14. Announce lunch times to delegates.

15. Make decisions on recess times.

16. Coordinate Administrative Staff with clear guidelines on what is and is not permitted in a UNISMUN Conference.

17. Make sure all delegates are doing their duties as a delegate.

Presidents and Chairs should support their Delegates so that:

1. Speakers address each other in the third person at all times.
2. Delegates address the Chair and the house before presenting their speech.
3. Always begin one's speeches with "honourable speaker" or "fellow delegates".
4. Never use personal pronouns such as "you" or "I".
5. Delegates should stand when speaking and should not sit down until after they have yielded the floor to the Chair or to another delegate.
6. Wear a jacket when they are speaking. Female delegates may opt not to do so.
7. Delegates must not abuse any member of the house, guests, members of the
8. Administrative Staff, or Student Officer physically or verbally.
9. Delegates must yield the floor when required to do so by the Chair.

As Presidents and Chairs, it is your duty to make sure all delegates are doing their duties as representatives of their various countries. But don't correct every single slip of the tongue.

Your Own Style

There is no set way to Chair. You must find your own style – combining your personality, knowledge of procedures, rapport with the co-Chair, and general relationship with your committee delegates. Your behavior during debate and when you are "off-duty" will shape your style and how you are perceived.

Even when you are not Chairing, delegates in the house will see you as a Chair. Avoid biting your nails, don't use the phone, only have drinks with closed tops with you, and maintain a public profile.

Be professional at all times and use parliamentary language.

During debate, be attentive, look involved, and intervene if un-parliamentary language is being used. Pay special attention to improper language, direct dialogue among delegates and the lack of use of the third person.

Do not pursue your own agenda. Adjust to the committee pace but be firm to move on when necessary. As the authority in the committee, explain your decisions, make announcements beforehand, and maintain eye-contact with delegates.

Spend most of your time listening to the debate instead of conversing with your co-Chair.

Please be reminded that with great power comes great responsibility, and that means that a Chair must admit his/her mistakes by saying "the Chair stands corrected". If you are unsure of a certain breach in the rules of procedure, ask delegates to wait in silence for a moment, cover the microphone, and consult with the co-Chair or another student officer.

This is the "C-Strategy" for Chairing in almost any situation:

1. Consistent

2. Calm/cool

3. Cooperative

4. Compassionate

5. Coherent

6. Clear

7. Committed

8. Concise

9. Cognizant

10. Can you think of any more?

Be polite, friendly, helpful, SERIOUS, involved, and diplomatic, but it is better to start of serious to set the tone of the debate.

Planning and time management

Keep track of time using a stop watch or something of the like. Set time for and against, and monitor time as the debate progresses. As a Chair, bear in mind that all issues need to be discussed, and you must time the debate to enable that. It is advisable to entertain the strongest/best resolutions near the end of the debate; that will stir up some good debate and increase enthusiasm.

As a Chair you may use a number of methods to help you choose the order of resolutions that you will entertain based on the agenda. One way is to go by issue, picking one resolution from each issue in order to entertain discussion about many different topics over the course of a day. Another is to entertain all resolutions pertaining to a single topic one by one. Another – that may have indirectly been mentioned earlier – is to order resolutions by length and/or quality, regardless of the topic being discussed.

What is most important is that you make sure that all delegates are engaged and that ALL issues are debated. Discuss your Chairing patterns with your co-Chair in advance. Ideally, the same Chair will Chair a whole resolution, and Chairs will switch only after major breaks and at the end of a debate on a resolution.

Please keep in mind that the administrative staff needs time to print and carry out your requests. Avoid emergencies.

Each morning, the administrative staff will ask for the order of resolutions for the day.

Please be prepared to give this to the administrative staff so this information can be shared with MUN directors and visitors.

Communicating with delegates

Never yell, speak condescendingly, sarcastically, or arrogantly to delegates. Keep calm and keep cool; be polite and friendly. Explain your decisions and stick to the debate time you announced and be fair in the distribution of speaking time. Try to call on all delegates fairly and do not forget the delegates located in the far corners of your room. Use your voice and body language to command professionalism.

Communicating with MUN directors

MUN directors will enter and leave the room at will except when doors are secured for voting procedures.

They will probably be taking pictures. They have also been asked to make Chairing assessments. Treat them politely and make a good impression on them. If MUN directors talk to their delegates in a way that is disruptive to debate, remind the house politely that they should communicate with their directors in note form during debate.

Communicating with Admin staff

Your administration staff is a group of several people you should highly depend on in the room. Get to know them and communicate with them clearly on your expectations as Chairs regarding note passing, screening notes, and counting on votes (section divisions) before debate.

If there is an issue with an Admin staff member, report it to the head Admin or the Secretary General.

Thank the Admin staff and make them feel appreciated. They are volunteers who are missing class to assist us.

Delegation Ambassador Profile Sample

The Socialist Republic of Viet Nam

Greetings honorable directors, student officers, delegates, and the most esteemed guests, I am Chae Yeon Park, a sophomore at United Nations International School. This is my first year participating in MUN, thus my first international conference. The main reason why I wanted to join MUN was to understand and suggest a possible solution for unsolved international problems. More exclusively for UNIS MUN, I understand that it is the first face-to-face conference after 2019 for most of us, and I really wanted to debate international issues with delegates from different backgrounds.

I am both excited and privileged to be a Delegation Ambassador for Viet Nam in the 2022 UNIS MUN conference, in addition to being a chair for the 2022 UNISMUN November conference. Viet Nam is a country located in southeast Asia, thus a part of ASEAN countries, which joined in 1996. In terms of Happiness, Viet Nam ranked 5th on the Happy Planet Index by scoring 40.3 points. Happy planet measures the happiness of the country in using 4 criteria: well-being; longevity; how equally well-being and longevity are distributed; and ecological footprint.

To give a brief overview of Viet Nam's position in 3 committees that Viet Nam is represented by delegates, for GA3, Viet Nam is against the legalization of drugs as it is very conservative towards drugs. For settlement of refugees, Viet Nam is welcoming Refugees and has multiple policies to make them settle in Viet Nam. In addition, the conscientious objection to the military, Viet Nam is against it, as the military is compulsory in Viet Nam. For GA4, the topics were: The question of protecting Palestinians in occupied territories, The question of peaceful use of outer space, and The question of international cooperation to clear unexploded ordinances of war.

Viet Nam generally agrees on the topics, and try their best to create suiting resolution for all of those topics. For HRC, the topics were: The question of legalising abortions, The question of protecting civilians in times of military conflict, and The question of capital punishment. According to reserch, Viet Nam agrees on every topic and will be discussed during the conference.

I am truly excited and looking forward to this UNIS MUN Nocember conference, as it is the first international conference for me, and after 2019 for other delegates and chairs. I hope that this opportunity will make not only me, but also other delegates and chairs grow.