



Model United Nations- the Basics

Delegate preparation

THIMUN QATAR

This packet covers:

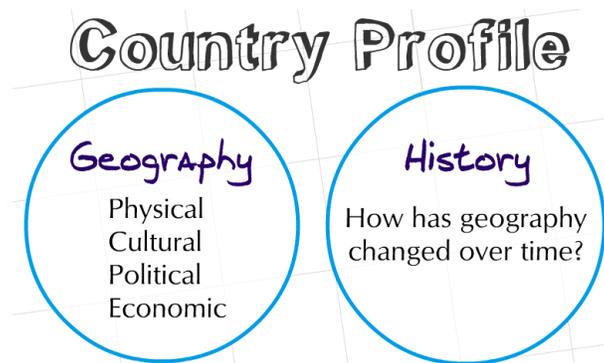
1. Country Profile
2. Writing a resolution
3. Writing opening speeches
4. Flow of debate
5. Key vocabulary

Country Profile: Geography and History

There are four areas of a country that your students should research:

- Physical Geography (“defined territory”)
- Cultural Geography (“permanent population”)
- Political Geography (“government”)
- Economic Geography (“capacity to enter into relations with the other states”
e.g. trade)

Geography represents different features about a country today, but students should also learn how those features have changed over time and why. In addition to country geography, they should study a country’s history. This combination of geography and history amounts to a country profile.



To help your students explore their country, Best Delegate has prepared the Country Profile handout. It features 20 frequently asked questions about country geography. It also has directions for preparing a brief presentation about their country. This handout could be used to help students practice their research skills, as well as public speaking.

The starting point for country research is the [CIA World Factbook](#). Information from the CIA World Factbook will answer most of the questions in the handout above.

Wikipedia is a good primer for researching your country. It should not be quoted or cited, especially in academic writing, but for Model UN, and for introductory-level research, Wikipedia often provides a good overview of a topic, and more importantly, it can lead to more robust sources of research, e.g. primary sources. Treat Wikipedia like a background guide in Model UN: it's not meant to be authoritative; rather, it's a starting point for your research.

Additionally, see if your country's ministry of foreign affairs has a website, which will often contain information on current events and history, as well as speeches by government leaders. And, online news sources, particularly news aggregators like Google News and Yahoo!

Country Profile Activity

Part I. Answer the following questions on a separate sheet of paper.

Physical Geography	1. What is your country's official name? 2. What region of the world is your country located in? 3. How big is your country in square miles? 4. Who are your country's neighbors? 5. How would you describe your country's physical features and climate?
Cultural Geography	6. How many people live in your country? 7. What is your country's ethnic composition? 8. What is your country's official language? What other languages are spoken in your country? 9. What is your country's capital? What are some of its major cities? 10. How would you describe the quality of life for the average person living in your country?
Political Geography	11. When was your country founded? 12. What type of government does your country have? 13. Who are some of your country's leaders? 14. How many people serve in your country's military? 15. Who are your country's allies? Who are your country's enemies?
Economic Geography	16. What is your country's total gross domestic product (GDP)? 17. What are some of your country's natural resources? 18. What is your country's currency? 19. What are your country's major exports and imports? 20. Who are your country's biggest trading partners?

Part II. Prepare a brief presentation that answers the following the questions.

How do you say "Hello!" in the official language of your country?

Briefly describe the history of your country.

Name one major difference between this country and the United States.

What is one important problem facing your country?

Model United Nations

How to write a draft Resolution

Name of delegation: _____

Name of committee: _____

Topic: _____

Resolutions bring delegates together so they should be open and engaging and never mean. The idea is not to get MY resolution passed, its to come up with a collaborative resolution the global community can agree on

Your resolution should be no more than ONE PAGE LONG since you'll have to share it with all the other delegates during lobbying.

The Heading

The heading at the top left corner will contain the following information, in this specific order:

FORUM: The full name of your committee

QUESTION OF: The full topic as stated on the website

MAIN SUBMITTER: The full delegation name of the delegate introducing the resolution

The First Line

A resolution is always written in one whole sentence meaning there shouldn't be a full stop until the very last line of the document. However, the first line itself address the subject in this case it would be your full committee name followed by a comma.

Example:

If you are a delegate in the General Assembly, it would be:

"The General Assembly,"

If you are a delegate in the Security Council, it would be:

"The Security Council,"

The Preamble

Any person who reads this part should be able to quickly understand:

- Read the research report to get some of this information
- The problem- clearly and with statistics
- What is currently being done to solve the problem- clearly and with reference to the Non Government Organisations (NGOs) that are concerned and the UN resolution number that dealt with the issue previously

These are clauses that should **explain** the problem. They should be informative; and, they should NOT propose any action. Each of these clauses begin with a preamble phrase which is *italicized*, these clauses then end with a comma,

Information can include:

- Statistics about the issue
- References to the UN Charter
- Past UN resolutions and treaties
- Efforts by Non- Governmental Organizations (often referred to as NGOs)
- General statements on the topic
- Any other factual information about the issue
- State strong and recent facts about the issue
- Do not repeat opening phrases it is recommended to use terms such as 'further', 'deeply' or other adjectives if needed.
- Use statistics where applicable
- Mention the past situation and current situation
- Recall any passed resolutions by the UN on the issue
- Relate any other organisations involved in the situation State relevant organisations' efforts in the situation
- If applicable, use developing countries/LEDCs or developed countries/ MEDCs

Example Preamble Phrases

<i>Affirming</i>	<i>Bearing in mind</i>	<i>Convinced</i>
<i>Alarmed by</i>	<i>Believing</i>	<i>Declaring</i>
<i>Approving</i>	<i>Confident</i>	<i>Deeply concerned</i>
<i>Aware of</i>	<i>Contemplating</i>	<i>Deeply conscious</i>

<i>Deeply convinced</i>	<i>Having adopted</i>	<i>Noting with approval</i>
<i>Deeply disturbed</i>	<i>Having considered</i>	<i>Observing</i>
<i>Deeply regretting</i>	<i>Having considered further</i>	<i>Reaffirming</i>
<i>Desiring</i>	<i>Having devoted attention</i>	<i>Realizing</i>
<i>Emphasizing</i>	<i>Having examined</i>	<i>Recalling</i>
<i>Expecting</i>	<i>Having heard</i>	<i>Recognizing</i>
<i>Expressing its appreciation</i>	<i>Having received</i>	<i>Referring</i>
<i>Expressing its satisfaction</i>	<i>Having studied</i>	<i>Seeking</i>
<i>Fulfilling</i>	<i>Keeping in mind</i>	<i>Taking into account</i>
<i>Fully alarmed</i>	<i>Noting with regret</i>	<i>Taking into consideration</i>
<i>Fully aware</i>	<i>Noting with deep concern</i>	<i>Taking note</i>
<i>Fully believing</i>	<i>Noting with satisfaction</i>	<i>Viewing with appreciation</i>
<i>Further deploring</i>	<i>Noting further</i>	<i>Welcoming</i>
<i>Further recalling</i>		
<i>Guided by</i>		

Operative Clauses

This is what you actually debate- these are the UN "laws" that you want every country to agree to so that altogether we can all solve the issue. These clauses will change **DRASTICALLY** once you lobby with your co-submitters, so keep them clear and short. Read the research report to get some of this information

Operative clauses express what the main submitter of the resolution thinks other countries and organizations should do to help improve the situations linked with the issue. Each of these should begin with an operative phrase that is underlined and should end with a semicolon. The solutions should be not only original but also practical in real-life situations. Each operative should only outline a single idea/ proposal beginning with numbering ("1." "2." "3." ...) . Each clauses should be as specific as possible and the usage of "sub-clauses"(beginning with "a." "b." "c."...) And "sub-sub-clauses" ("i." "ii." "iii." ...) are allowed for further explanation of the proposal, however, there must be multiple "sub-clauses" and "sub-sub-clauses" per clause. After the last operative clause, the resolution then should end with a full stop.

1. Ask yourselves these questions:

- a) What exactly do I want to achieve?
- b) Where?
- c) How?
- d) When?
- e) With whom?
- f) What are the conditions and limitations?
- g) Why exactly do I want to reach this goal? What are possible alternative ways of achieving the same?

2. Operative clauses should be SMART :

- a) Specific: Be really clear what you want to see happen

- b) Measurable: how will you know that you've achieved your goals?
- c) Achievable: make sure you are using the right resources to get the job done
- d) Relevant: make sure that this clause really does achieve what you want
- e) Time Bound: set a realistic time to achieve this goal;

3. Please do:

- Use "Third World countries"/ "poor countries" or "First World countries"/ "rich countries"
- Aim to find solutions, which solve the smaller problems that contribute to the issue
- Elaborate on the solutions in your operative clauses (sub clauses and sub-sub clauses) Make use of any UN organisations or create ones to help the issue
- Emphasize cooperation between governments and relevant UN organisations
- Explain different methods of approaching the same problem through clauses

Example Operative Phrases

<u>Accepts</u>	<u>Calls</u>	<u>Declares accordingly</u>
<u>Affirms</u>	<u>Calls upon</u>	<u>Deplores</u>
<u>Approves</u>	<u>Confirms</u>	<u>Designates</u>
<u>Asks</u>	<u>Congratulates</u>	<u>Draws the attention</u>
<u>Authorizes</u>	<u>Considers</u>	<u>Emphasizes</u>

Encourages

Has resolved

Transmits

Endorses

Notes

Trusts

Expresses its
appreciation

Proclaims

Urges

Expresses its hope

Reaffirms

Demands

Further invites

Recommends

Condemns

Further proclaims

Regrets

These bolded phrases are only
for Security Council delegates

Further reminds

Reminds

Further recommends

Requests

Further requests

Solemnly affirms

Further resolves

Supports

Takes note of

FOR ALL CLAUSES, PLEASE DON'T:

- Create unrealistic solutions to the issue, which are vague solutions/ not possible to be put into force
- Repeat Clause-Opening words in the resolution, if you need to reuse it, either use a similar word to it, or add "Further" before it like in "Further Requests" or add "Strongly" like "Strongly Requests"
- PLAGIARISE: As Plagiarism isn't at all tolerated at MUN conferences, even if one is trying to get ideas from resolutions. One can only use similar ideas, and rewrite them as ones own, not use that particular clause/ resolution. At MUN conferences, plagiarism is dealt with strongly and often results in one being removed from the conference, and problems between ones school/delegation and the conference management.

Your resolution

FORUM: _____

ISSUE: _____

MAIN SUBMITTER: _____

(THE FIRST LINE) _____ ,

(Preambles)

Clause 1: this one defines the problem USE STATISTICS!

_____ /

Clause 2: this one says what has been done to solve this issue already

_____ /

Clause 3: this one says what has been done to solve this issue already

_____ /

(Operative Clauses)

1. Clause 1: this one calls upon the relevant countries to get involved in this issue, ratify existing resolutions etc..

_____ ;

2. Clause 2: this one picks on the biggest issue and says what you want to do to solve it. Use SMART criteria

_____ ;

3. Clause 3: Continue using SMART criteria to say what else you want to do to solve the issue

_____ ;

4. Clause 4: Continue using SMART criteria to say what else you want to do to solve the issue

_____ .

Speeches in MUN

Making a General Debate speech

- Look at your resolution packet and the topics that your committee will deal with what is listed in outline form. If the committee is discussing these topics then the debate is considered to be general. It is in these speeches that you will strive to “teach,” “enlighten,” “inform,” and communicate statistics to prove your point, example, etc.
- When you present general debate information, you are always giving information that is in policy with your country.
- Include statistics, examples, facts, and ideas that extend our knowledge of the topic in a general way. Remember to always look at the topic through the lens of your country.

Making a substantive speech

Each resolution is discussed individually and this is called substantive debate. The speeches you write for substantive debate are specifically written to address each separate resolution in your packet. You might use statistics but you will also present your country’s views mostly on the operatives (solutions). You could correct information presented in the preamble but only if it is in your country’s interest to do so.

Focus on operative clauses that you like, dislike, and state the reasons. You should also make suggestions as to what you would like accomplished.

After the first hour or two, you should begin to make more substantive speeches, focusing on specific ways in which to handle a problem. Remarks at this time should also be geared toward formulating working papers, or informal documents that suggest solutions to the problem.

The following pattern is a good guideline for making a brief but persuasive speech.

1. **If possible start your speech from a point of agreement.** Try to find an angle with which everybody in the room will agree. 'We all believe that the sovereignty of states must be respected....' This is also usually the first Operative clause
2. **Then move towards the point of disagreement.** 'However, if countries fail to protect their own populations then their sovereignty is void. Sovereignty brings with it responsibility, and if countries fail to live up to that responsibility, then the international community has the right to intervene....'
3. **To finish, request a clear-cut action.** 'Let us pass a resolution that will allow such intervention and commit the international community to preventing massive human rights violations wherever and whenever they may occur.'

Making an Opening Speech as an ambassador/start of the day

1. **Describe your country**
Location, poor or rich, special concerns or circumstances (e.g. ongoing civil war, drought, member of the EU)
2. **Something unique about your country**
Include one or two interesting facts about your country, things that make it unique
3. **What problems are faced by your people?**
Hunger, clean water, disease, global warming, refugees, aggressive neighbours, conflicts, terrorism
4. **What help, if any, do you need from the rest of the world?**
Aid, trade, support, expertise, advice, removal of debt
5. **Why is this topic important to your country?**
Destabilizes region, is a cause of poverty, kills lots of people in your country, violates principles that your country thinks are important
6. **What do you think should be the first step to solving the problem presented by the topic?**
Choose something that addresses the reasons why this topic is important to your country

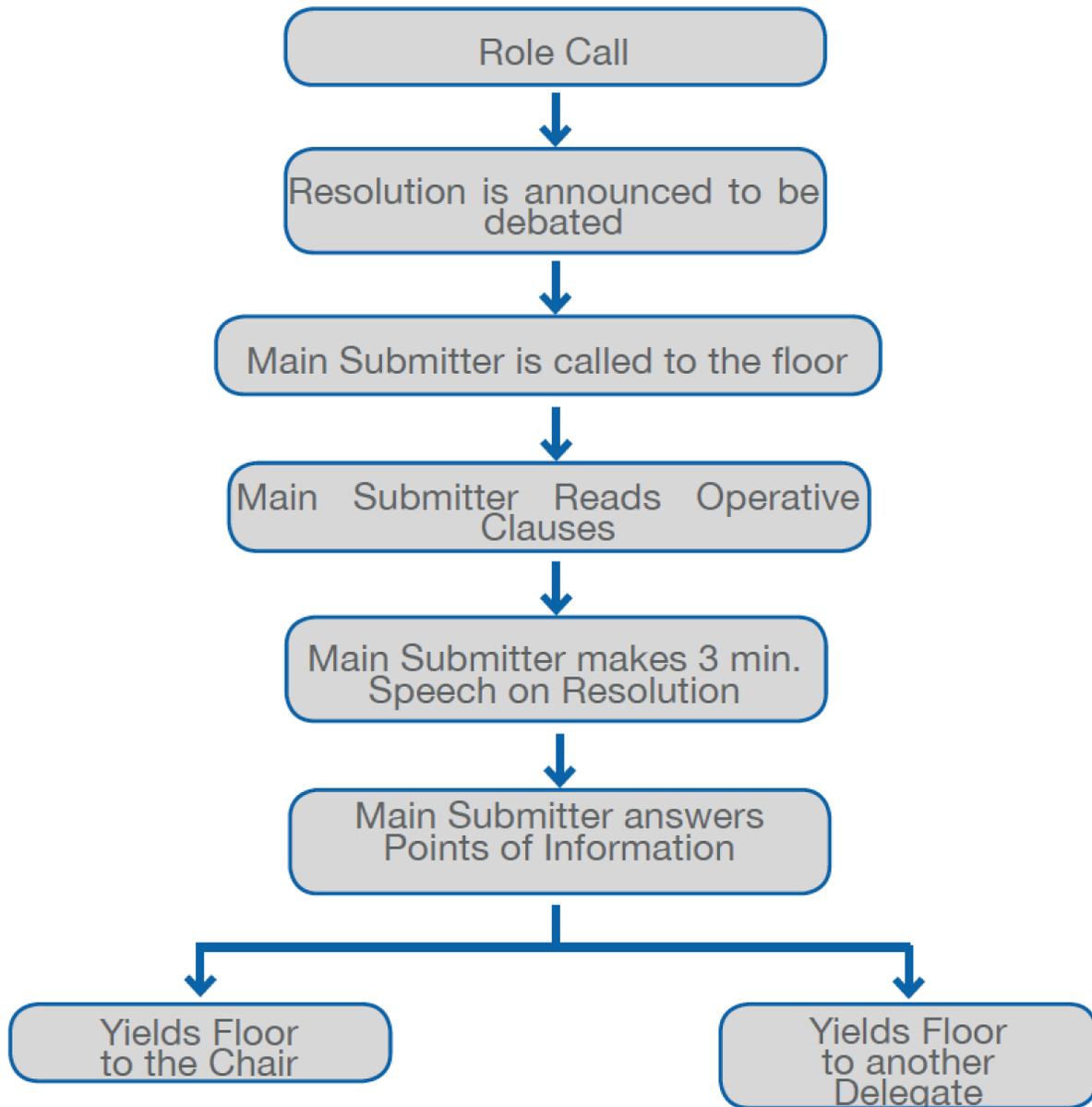
7. What solutions can you propose?

Be creative!

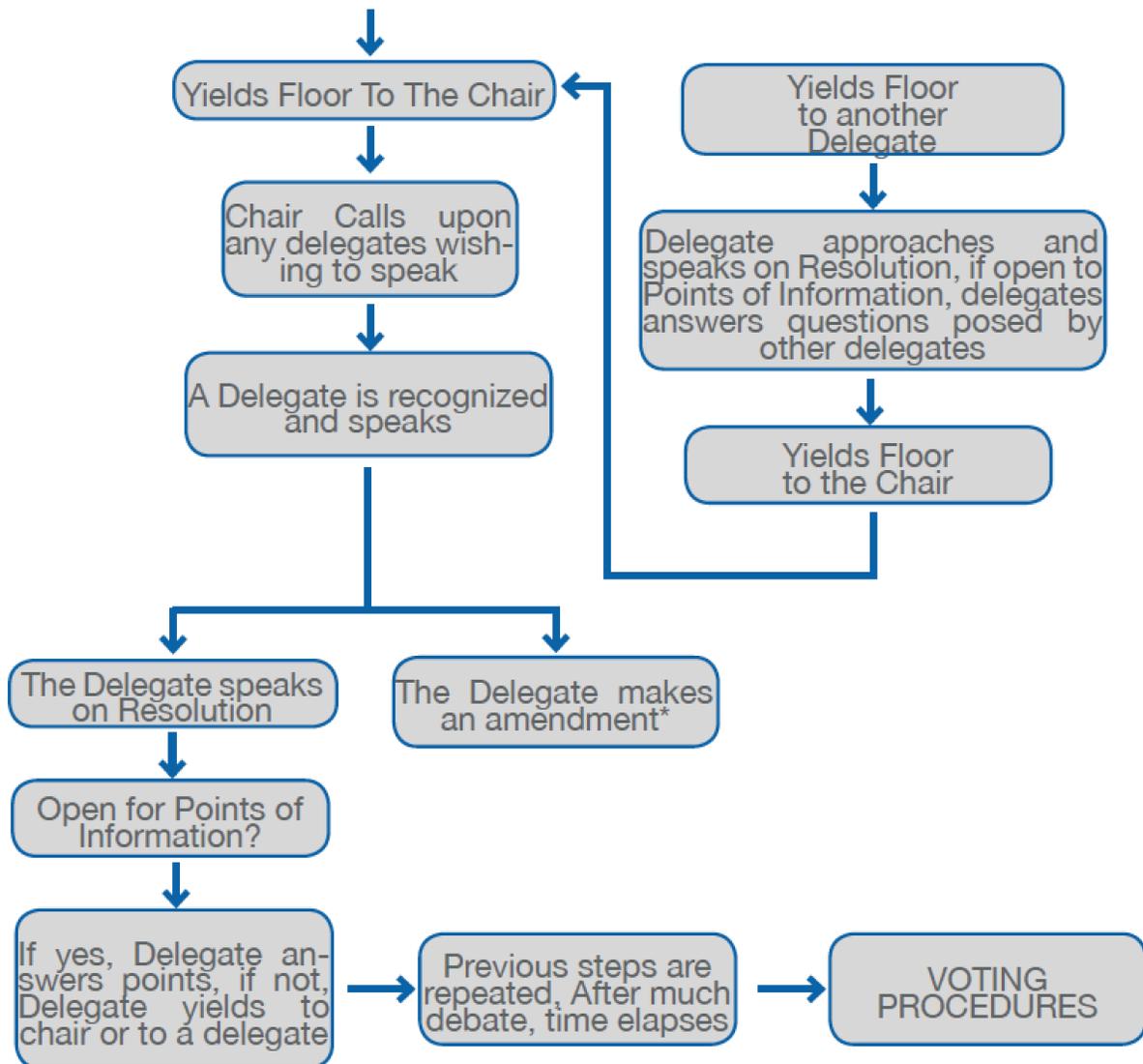
Making an Opening Speech as a main submitter

- 1. This outlines background information on the issue and the current status on the global agenda**
Why should the committee care about this issue? Highlight the problem really clearly
- 2. Your particular country's position and previous actions related to the issue**
Explain to the committee what has already been done to solve this issue and why it didn't work out
- 3. Your country's current stance on the issue**
Humble brag your country's actions on this issue
- 4. Recommendations for global cooperation**
What you would like the rest of the delegations to commit to so that we can all solve this issue together
- 5. Explain your operative clauses and why they will be the most effective to solve this issue**

The Flow of Debate Pt 1

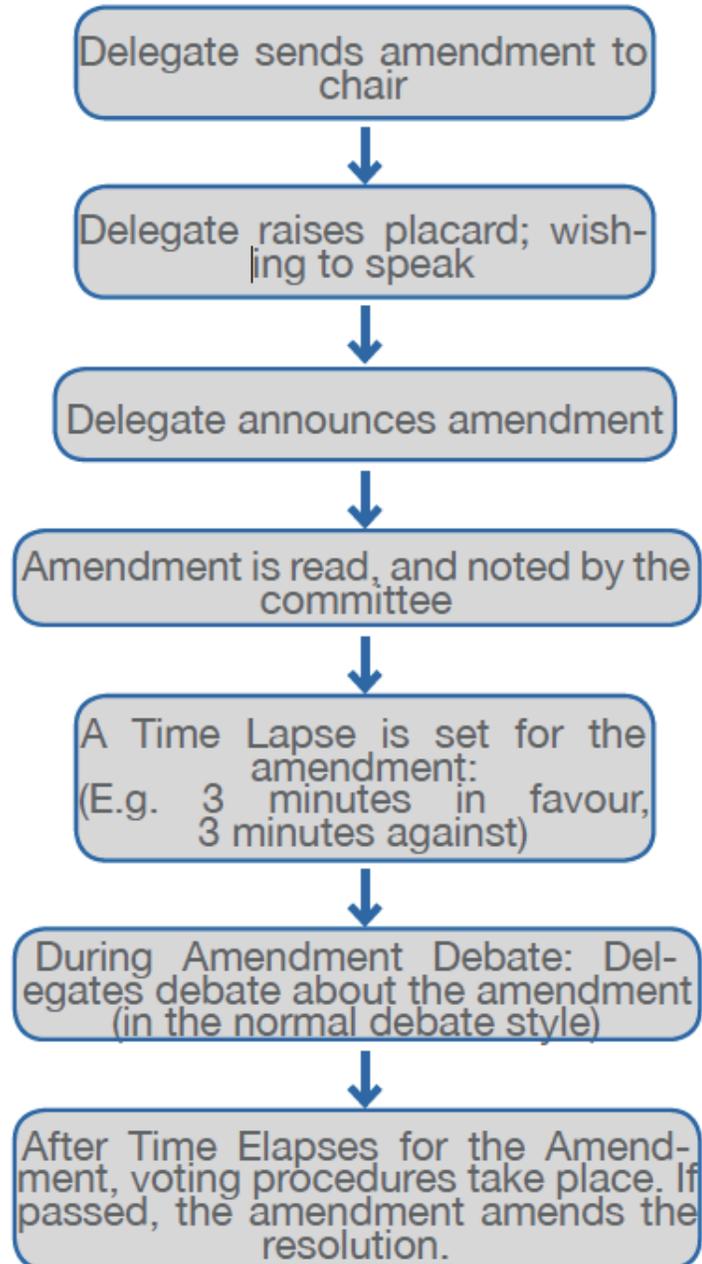


The Flow of Debate Pt 1



How to make an amendment

Amendments¹



Point of Personal Privilege

- (1) During the discussion of any matter, a delegate may raise a Point of Personal Privilege. The President shall immediately address the point. 18
- (2) A point of personal Privilege may interrupt a speaker in an urgent matter and must refer to a matter of personal comfort, safety, well-being of the members of the House or subject to audibility.

Point of Order

- (1) Points of Order must relate to the observance of the rules of the House or to the way the President is exercising his or her power.
- (2) A delegate raising a Point of Order may not speak on the substance of the matter under discussion.

Point of Information

- (1) After a delegate has given a speech, Points of Information can be raised by delegates from the floor.
- (2) The President grants Points of Information only after asking the speaker whether he/she accepts these points. Points of Information are directed to the speaker and allow other delegations to ask questions in relation to speeches, amendments and draft resolutions.
- (3) Points of Information must be phrased as questions. Delegates should remain standing until the Point of Information has been answered.

Point of Parliamentary Inquiry

A delegate may raise a Point of Parliamentary Inquiry to request clarification on all procedural matters in general from the President.

Motion to Go into Q&A Session

- (1) A Q&A session allows the delegates to pose questions to a single delegate. The delegate to be questioned must be named and must agree to the proposal. 20
- (3) If the motion passes, the President will moderate the questioning.
- (4) Delegates may join the Q&A session by raising a motion to do so.

Motion to Suspend the Meeting for Informal Caucus Forminutes

(Lobbying)

- (1) Upon the motion of any delegate, the House may consider a Motion to Suspend the Meeting for the purpose of informal caucus (lobbying).
- (2) The motion must specify the purpose and the duration of the proposed suspension.
- (3) During informal caucus delegates may leave the committee and use the computer rooms.
- (4) After informal caucus the committee work shall start with a roll call.
- (5) A two-thirds majority is required.

Motion for P5 Caucus

- (1) This Motion shall be applied only in the Security Council in case a 21 permanent member is intending to vote against (veto) an Operative Clause or Draft Resolution as a whole.
- (2) With the contribution of the presidency the P5 members should gather in a separate area and discuss the controversial point.
- (3) The entertainment of this motion is subject to the discretion of the Presidency.

Motion to Limit/Extend Speaking Time For minutes

The delegate must propose speaking time.

Motion to Move Directly into Voting Procedure on the Draft Resolution as a Whole

- (1) A two-thirds majority is required
- (2) The President may overrule the motion.

Motion to Vote by Roll Call

- (1) A roll call vote may be requested on draft resolutions. This motion is automatically approved and does not require a vote unless the President decides not to entertain it.
- (2) The roll call vote shall be taken in alphabetical order of the English names of the member states present. During a roll call vote, delegations may answer with an affirmative vote, a negative vote, an abstention.

Motion to Explain the Vote

- (1) The Delegate who raised this Motion can require any delegates to explain their vote.
- (2) The Delegates subject to this Motion shall give proper clarification of their vote.

Motion to Divide the House

When voting on amendments delegates show their placards and answer with 'in favour' or 'against'. Abstentions are not in order.

Motion to Move into Open Debate

Traditionally, debates follow a "closed" pattern. Speakers who wish to speak for the resolution are allowed to speak first, followed by those who wish to speak against the motion. Moving into "open" debate allows anyone to speak for or against the topic whenever the feel.

Motion to Move into Closed Debate

Likewise, if the debate is "open", this motion will change it to "closed".

Motion to Extend Time For/Against

Debates usually have a set time limit. A certain time is allowed for people to speak for a topic, and a certain time is allowed to speak against the topic. These times are set before the debate starts by the Chair. If you feel that there is more to be said either for or against, you can extend the allowable debate time with this motion.

Motion to Move into Time For/Against

In a similar fashion, if you feel that there is no more to be added to one side or the other, this motion will allow you to give up on time either for or against, and move into the other side of the argument.

Motion to Table the Topic

This motion tables a topic (ending debate on the topic) until it is reopened with a Motion to Reconsider. This motion can be used if you feel that enough has been said for now, and more could be said at a later time.

Motion to Reconsider

This motion is used to bring a resolution or topic that has been previously tabled back to the floor. It requires a previous topic to have been put aside.

Motion to Have a Coffee Break

This motion is used when it is quite obvious that many delegations are either not paying attention or require a break to stimulate their thinking processes. Although this motion is looked down upon by chairs, it is often popular amongst delegates and may result in a standing ovation.

Motion to Introduce an Amendment

This motion brings an amendment that has already been submitted to the Chair with the appropriate number of signatories to the floor for general debate and a vote when debate is closed on the resolution.

Motion to Divide the House

In the likely event of a vote being particularly close, or even a tie, this motion forces all of those who have not voted (or "abstained") to vote either for or against. This could lead to a success or a failure for the resolution.

Motion to Divide the Issue

In some cases, a delegate may approve of one particular part of a resolution and strongly disagree with another part. Dividing the Issue means that the sections of the resolution (as defined by the delegate) are debated, and voted upon, separately

Motion to Appeal the Decision of the Chair

This motion appeals a decision of the Chair to the body. This motion requires the consent of the Chair and may be deemed out of order. If accepted by the Chair, the Chair and the Delegate shall each be given one minute to present their argument to the body.

Motion to Evict

Should a fellow delegate (or an official such as the Chair) be making debate procedures difficult for all concerned, they may be evicted from the committee for an indefinite period. This motion should be used sparingly.