

MODEL UNITED NATIONS OF MUNICH
2022
NINETEENTH ANNUAL SESSION



DELEGATE GUIDE

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This is a comprehensive guide that brings you through what your role as a delegate is in the Model United Nations of Munich. All delegates should read this document before the conference.

What is MUN?

The Model United Nations is a simulation of the UN General Assembly and other UN bodies. In an MUN, students take on the role of delegates from UN member states and NGOs to debate current issues on the conference agenda. During the conference delegates make speeches, prepare draft resolutions, and negotiate with others in an attempt to resolve conflicts.

Committees

This year's MUNoM will have four councils:

- The General Assembly (GA)
- The Economic and Social Council (ECOSOC)
- The Security Council (SC)
- The Historical Security Council (HSC)

This year both the GA and ECOSOC will have sub-committees (GA 1,2,3,4 and 6, ECOSOC 1,2 and 3). These sub-committees discuss the topics on the agenda and on the last day the 5 GA sub-committees merge to form the GA and the 3 ECOSOC sub-committees merge to form the ECOSOC. The merged councils discuss resolutions that the sub-committees have agreed on during the conference whilst taking into account the overall theme of the conference and bringing their expertise from different sub-committees to discuss the resolution from a different point of view (e.g. a resolution about human rights could be looked at from a sustainable development point of view).

Student Officers

Student Officer is the general word for Chair/President of a committee or council. GA and ECOSOC committee Student Officers are called Chairs and SC Student Officers are called Presidents.

Preparation

- **Individual research**

Once you are assigned a country and a committee you should start researching the country's government, political culture and most importantly its standpoint on the issues of the agenda for that committee.

- **Research report**

The Student Officers of your committee will write a research report on the topic prior to the conference, this will be made available to you and you should read it before the conference.

- **Position paper**

Once you have done your research you will write a position paper. This is a brief description of your country's stance on the topic and what your country wants to achieve during the conference. You should answer the following questions in this document:

1. Is the topic affecting your country? If so, how?
2. Has your government done anything about this topic in the past? If so, what?
3. What does your country think about the problem?
4. What does your country wish to achieve during the conference?

Example:

Country: Vietnam

Topic: Cyber Governance

Vietnam's airports have been victim to a cyber-attack in 2016 when hackers took control of airport intercom and information screens causing a number of flight delays. Furthermore, a study showed that the percentage of companies who release information about internet security measures in Viet Nam went from just above 44% in 2012 to just below 28% in 2013. This clearly shows how vulnerable the economy is to cyberattacks and disturbances.

Viet Nam had written new legislation in 2016 concerning cyber-information security. Using this new law, Viet Nam aims to combat cyber disturbances by requiring email and similar service providers to have malware-filtering systems, by requiring individuals and organisations to prevent and identify the sabotage of information and report about such things to the appropriate state organisations.

Unfortunately, identifying and locating cybercriminals is a great challenge. It is because of this that criminals aren't afraid to commit crimes online. We must make it clear that we intend to keep people safe online in the same way we keep people safe offline.

In conclusion, battling this problem both within our own countries and internationally will be a challenge for us all but in cooperation and proper identification and punishment of cybercriminals we can come to a better future where cyberspace is a friendly environment without hackers causing disturbances.

Resolution Writing

In preparation for the conference, you must write a resolution for each topic in your committee. This preparatory resolution is expected to be shorter than a usual resolution. For your preparatory resolution, you should have 2-5 pre-ambulatory clauses and 3-6 operative clauses. Security Council delegates do not need to write a resolution, must however come up with at least 3 operative clauses.

You must bring a (ideally digital) copy of these resolutions or clauses to the conference.

Example Resolution

| | |
|---|--|
| <p>FORUM: General Assembly Third Committee</p> <p>QUESTION OF: Effective international co-operation regarding natural disaster relief and response</p> <p>SUBMITTED BY: Palestine</p> <p>CO-SUBMITTERS: ...</p> <p>THE GENERAL ASSEMBLY,</p> <p><i>Recognizing</i> natural disasters as the damage caused by natural hazards,</p> <p><i>Deeply concerned</i> at the increasing frequency in natural disasters,</p> <p><i>Reaffirming</i> the need for basic humanitarian assistance in particular food and health care,</p> <p>1. <u>Calls for</u> increased co-operation and co-ordination between governmental, non-governmental and international responses,</p> <p>2. <u>Notes</u> that each Member State has primary responsibility regarding management of natural disasters, and that the international community plays a supporting role,</p> | <p>This is where you indicate the committee, the name of the issue and which countries are submitting the resolution. For a preparatory resolution, please do not write anything for the “CO-SUBMITTERS”</p> <p>Address your council.</p> <p>These are the “pre-ambulatory clauses”, where you explain why the issue is of importance, it is the introduction to the main part of the resolution. SC resolutions have no pre-ambulatory clauses.</p> <p>These are called “operative clauses” and make up the main part of the resolution because it states how you want to solve the issue.</p> |
|---|--|

| | |
|--|--|
| 3. <u>Encourages</u> all international bodies to report to the United Nations (UN) on the situation in question, | |
| 4. <u>Encourages</u> financial support such as funding in cases of natural emergencies. | |

Pre-ambulatory Clauses

Pre-ambulatory clauses are clauses that refer to previous actions taken on the topic, and reasons why the resolution is necessary. It indicates the reason behind the resolution. They must start with one of the following words/phrases and write these words/phrases in italics. End each clause with a comma.

| | | | |
|------------------|-----------------------------|--------------------------|---------------------|
| Acknowledging | Deeply disturbed | Having adopted | Observing |
| Affirming* | Deeply regretting | Having considered | Realising |
| Alarmed | Desiring | Having considered | Reaffirming* |
| by | Emphasizing | further | Recalling |
| Anxious | Encouraging | Having denoted attention | Recognising |
| Approving | Endorsed | Having examined | Referring |
| Aware of | Expressing its | Having heard | Recalling |
| Believing | appreciation | Having received | Regretting |
| Bearing in mind | Expressing its satisfaction | Having | Seeking |
| Confident | Fulfilling | studied | Stressing |
| Contemplating | Fully aware | Instructing | Taking into account |
| Convinced | Fully | Keeping in mind | Taking into |
| Declaring* | believing | Noting | consideration |
| Deeply concerned | Fully bearing in mind | Noting with approval | Taking note |
| Deeply conscious | Further deploring | Noting with deep concern | Viewing with |
| Deeply convinced | Further noting | Noting with | appreciation |
| | Further recalling | regret | Welcoming |
| | Guided by | Noting with satisfaction | |

Operative Clauses

Operative clauses are action verbs that show what action will be taken, or what action is recommended to be taken. They must start with one of the following words/phrases and underline these words/phrases. End each clause with a comma and the very last clause with a full stop.

| | | | |
|---------------|-----------------------|--------------------|-------------------|
| Accepts* | Decides | Expresses its hope | Reminds |
| Adopts | Declares accordingly* | Further invites | Regrets |
| Affirms* | Deplores | Further | Requests |
| Approves* | Demands* | reminds | Repeats |
| Authorises* | Designates | Further recommends | Solemnly affirms* |
| Calls upon | Draws the attention | Notes | Strongly |
| Calls for | Emphasizes | Notes with | condemns* |
| Condemns* | Encourages | approval | Supports |
| Congratulates | Endorses | Notes with | Trusts |
| | Expresses its | interest | |

| | | | |
|-----------|------------------------|-------------------------|---------------|
| Confirms* | appreciation | Notes with satisfaction | Takes note of |
| Considers | Expresses its sympathy | Proclaims | Urges |
| | | Reaffirms | |
| | | Recommends | |

**Security Council only*

- **MUN Rules**

The following are Model United Nations rules that resolutions must abide:

1. Only the clauses written in the Information Booklet as well as the Delegate Guide and the Student Officer Guide can be used and the ones marked with an asterisk only in Security Council.
2. A resolution cannot ask for a country to be thrown out of the UN, however if can recommend that this procedure be taken into consideration.
3. No resolution should contain any clear budgetary information, meaning it cannot be debated how much and where from the funds for a certain operation should be.
4. The GA and ECOSOC cannot enforce any sanctions on countries not abiding, it can however contain a clause suggesting the SC do so.
5. The GA and ECOSOC cannot decide on any offensive military actions, it can only allocate peacekeeping forces.
6. Only information from up to one week before the conference may be used in resolutions.
7. A resolution is one sentence, separate operative and pre-ambulatory clauses with a comma and end the last operative clause with a full stop.

General Assembly & Economic and Social Council

Day 1

- **Lobbying**

Lobbying is the first step of the conference. Delegates will be sorted into approx. 4 regional groups before lobbying and encouraged to start lobbying in those groups due to the likelihood that they have similar goals. Only once delegates have spoken to the people in their regional groups are they encouraged to start mixing with all the other delegates.

During lobbying, delegates are to move freely around the room to talk to different delegates and find delegates who have the same goals as them. They will then proceed to share their ideas and create a resolution together.

Day 2

- **Lobbying**

On the second day delegates will start with lobbying once again. This time they should work towards combining their prepared resolutions to create a resolution that their group agrees on.

When they have a draft of a resolution, they will send their resolution to the Approval Panel (AP) to be checked. Further instructions and information about the AP will be made available to you on the first day in the Information Booklet.

- **Debate**

After delegates, according to the programme of events, have finished the process of lobbying and created resolutions, the Chairs will decide which resolutions to debate. Now the actual debate can begin, following the rules outlined on the following pages.

Day 3

On the third day the debate will continue. At the end of the day when the resolutions are passed/failed in your committee, your Student Officers will decide which of the passed resolutions will be discussed in the large council the following day.

Day 4

The final discussion will be between the 5 GA committees in one debate, and the 3 ECOSOC committees in the other. In either case they should bring together their

experience from their different sub-committees to have an overall discussion about whether or not to pass the resolutions.

Course of Debate

1. The Chairs will open the debate by giving the **floor** to the main submitter. They will start by reading all the operative clauses of their resolution to allow all other delegates to have a clear idea on what they are debating. They will then proceed to hold their **speech**, followed by any **points of information**. After all points of information are exhausted, or after the Chairs decide not to entertain any more, the delegate will return the floor to the Chairs.
2. After the floor has been returned to the Chairs, they will set either **closed or open debate** for a certain amount of time. They will then ask their delegates whether anyone is willing to take the floor, respecting the form of debate that is being entertained.
3. The delegate that is then picked by the Chairs will then proceed to hold their speech, followed by any points of information. After all points on information are exhausted, or after the Chairs decide not to entertain any more, the delegate will return the floor to the Chairs
4. If a delegate has sent in an **amendment** prior to receiving the floor, his amendment will be entertained. Amendments are to be debated as follows:
 - a. The submitter will read their amendment and proceed to give their speech, followed by any points of information. After this they will return the floor to the Chairs, who will ask whether any delegates are willing to take the floor to speak either for or against the amendment.
 - b. After all speakers are exhausted, due to time constraints, or due to delegates performing a successful **motion to move into voting procedure**, a **voting procedure** on the amendment alone will take place.
 - c. Following a voting procedure on an amendment, the debate is once again opened up to the resolution as a whole, according to the form of debate set by the Chairs.
5. This procedure will continue until either debate time runs out or delegates perform a successful motion to move into voting procedure. Voting procedure will then take place in which the resolution will either pass or fail and the committee will move on to debate another resolution.

Rules of Procedure

Floor

The floor is always held by the Chairs, unless they explicitly decide to temporarily give it to a delegate. Having the floor is what allows a delegate to address the whole committee, and the only person talking in the whole committee should be the person holding the floor, except during points of information. If delegates feel the need to communicate with fellow delegates, they will do so by passing notes through the Administrative Staff.

A delegate will receive the floor through being recognised by the Chairs (e.g. “The delegate of Germany has been recognized” or “Germany you have been recognized”). After having been granted the floor the delegate is to stand in front of the committee, abiding by the dress code (should the delegate have a suit or jacket, this should be worn buttoned).

After the delegate has finished their speech and answered any points of information they will return the floor to the Chairs with any of the following the following phrases: “The delegate of Germany yields the floor to the Chairs.” or “I yield the floor back to the Chairs”

Please be aware that yielding the floor back to the Chair is the only instance in which a delegate is permitted to refer to themselves in the first person singular. At any other point in time the regular rules (outlined in the “Speech” section below) apply.

Speech

After receiving the floor the delegate will proceed to give their speech which is delivered by first addressing the house. This includes the Chairs, delegates and possibly members of the administrative staff or executive staff, the press team or any other present guests. Usually the phrase “Honorable Chairs, fellow delegates...” is used. Please note that the SC is not as formal and therefore not each and every speech is required to start be formally addressing the house.

While giving speeches and in any situation except for the yielding of the floor, delegates are not permitted to refer to themselves in the 1st person singular but are expected to refer to themselves through phrases such as:

1. This Delegate
2. The Delegate of.../The Delegation of ...
3. We

Furthermore, delegates will have to refer to other delegates as “The delegate of ...”.

It is also important that all speeches be kept relevant to keep the debate on track and within the timeline. Any delegates going off-topic will be asked by the Chairs to end their speech and yield the floor back to them.

Points of information

Points of information are an opportunity for delegates to ask questions to the delegate holding the floor. After a delegate's speech the Chairs will ask the delegate to how many points of information they are open to. Possible options include:

1. "Any and all", meaning the delegate is open to any number of questions.
2. "None", meaning the delegate does not wish to answer any questions.
3. "The delegate is open to x points of information".

The Chair will then ask, "Are there any points of information?", to which delegates wishing to ask a question should answer by raising their placard. After the usual phrase "The delegate of ... has been recognized", the recognized delegate is to stand up and make their point of information, which should be short, precise and formulated as a question. The delegate raising the point of information is then to remain standing until the delegate holding the floor has answered.

If a delegate is not satisfied with the answer received, they can make a **motion to follow up**, which, if successfully granted by the chairs, would allow them to ask a second follow-up point of information. Chairs however have no obligation to grant this motion and are explicitly advised not to allow more than one motion (except in the Security Council).

After a point of information has been made and answered, the delegate who raised the point is to sit down and let the Chairs proceed with the course of debate.

Closed and Open Debate

After the first speaker has yielded the floor back to the Chairs and any points of information have been exhausted, they set a debate time for the resolution. The Chairs will also set a specific type of debate:

1. **Open debate:** Allows for delegates with any opinion regarding the resolution to take the floor.
2. **Closed debate for:** Only delegates in favour of the resolution can take the floor to support it.
3. **Closed debate against:** Only delegates against or unsatisfied with the resolution can take the floor.

Chairs will often entertain all 3 of these forms of debate while debating a resolution, and they have the authority to change the time set. However, delegates can also raise a **motion to extend debating time**, which might be granted or denied by the Chair depending on time constraints, or denied due to several **objections**.

Amendments

Whenever a delegate is unsatisfied with the content of a resolution, they can, by sending a note to the Chairs, request an amendment. The note must specify the changes the delegate wishes to make, including the exact wording of the proposed amendment. When submitting amendments, delegates have the following three choices:

1. Deleting a clause
2. Submitting a new clause
3. Proposing changes to **one** clause and any of its sub-clauses

Amendments will be debated according to the previously outlined course of debate. However, if a delegate wishes to, they can submit an **amendment to the second degree**, proposing changes to the amendment that is being debated. If this were to be the case, the amendment to the second degree would be debated and voted on first, followed by a debate on the first amendment. Please note that it is not allowed to submit amendments to the third degree, apart from in the Security Council.

Voting Procedure

The voting procedure is what decides whether a resolution/amendment has passed. For anything to pass a simple majority of more than 50% is sufficient. When the Chairs ask delegates to vote, they have the following 3 choices:

1. To vote in favour
2. To vote against
3. To abstain

However, when voting on amendments, only options 1. And 2. Are permitted. If delegates are unsatisfied with the result of the vote, they can always make a **motion to split the house**, meaning that no delegate can abstain.

Points and Motions

Points and motions are what allows delegates to have a direct impact on the course of debate, or an opportunity for them to ask questions on either the procedure or topic. Apart from the point of order and the point of personal privilege, points and motions can never interrupt a speaker, and should be made in the short interval after the floor has been yielded back to the Chair.

When a motion is raised, delegates in favour of it, should shout out “second”, whereas delegates against it should shout out “objection”. When an objection is raised the Chair can call upon the objecting delegate to have them explain their reasons. In the end, it is the Chairs decision whether a motion is successful or not.

Possible motions are:

1. Motion/Request to follow up

2. Motion to move into voting procedure
3. Motion to split the house
4. Motion to table the resolution/amendment
5. Motion to extend debating time

All of these motions have been previously explained in this delegate guide apart from the motion to table the resolution/amendment. This motion is to be made when a delegate feels a resolution/amendment is not relevant/interesting to debate or if the delegate would like more time to prepare. The resolution/amendment is then either dismissed completely or debated in a later moment. Please note that this motion can be offensive for the submitter of the resolution/amendment, and that delegates should only raise this motion in extreme cases.

Possible points are:

1. Point of Information (thoroughly explained on page 10).
2. Point of Personal Privilege: when a delegate is having a personal issue, meaning that they cannot hear the speaker or that they are cold or need to use the bathroom etc.
3. Point of Order: when a delegate is convinced that the rules of procedure are not being followed correctly.
4. Point of Parliamentary Inquiry: when a delegate has a question for the Chair on the course of debate/rules of procedure.
5. Point of information to the Chair: when a delegate has a question about the topic the debate is on, such as the legitimacy of data cited by another delegate.

Security Council (SC)

- **How it differs from the ECOSOC and GA**

In the Security Council, a lot of procedure differs from the ECOSOC and GA. The most crucial difference is that there is no lobbying time at the beginning as resolutions are written by individual delegates. These resolutions also only contain operative clauses. There is no set debating time, enabling more freedom in discussion and the SC is more informal than the GA and ECOSOC. The President of the Security Council will start off with a speech on the issue and then the SC delegates will start making a resolution together by submitting amendments. These amendments are then voted on separately, just like in the other committees.

USA, UK, France, China and the Russian Federation (the permanent members) possess so-called “Veto votes” granting them more power; if even one of them is against the resolution, it cannot pass. For amendments, permanent members can abstain from voting. The SC normally consists of experienced delegates who are confident in their debating skills.

- **Crisis**

Sometimes the Security Council will have a crisis on the last day. This is when the SC together with their President and Vice President come up with a situation that all delegates of all councils and committees need to discuss. In the past years these have been: building of a border wall between the USA and Canada, merging two countries into one and declarations of war. These crises are mainly made for entertainment and improvisational debating and not to be taken too seriously in the whole running of the conference.

In the event of a crisis, the Security Council goes to the GA and ECOSOC and the President explain the crisis to all delegates. A debate on the crisis proceeds, a solution is reached and finally voted for or against. The solution to a crisis requires no written documentation.

Historical Security Council (HSC)

In addition to the three main bodies of Munom, this year the Historical Security Council has been added. Just like the Security Council, it consists of 15 delegates representing 15 different countries. The course of debate and the rules of procedure are the same as in the SC. The only difference is that the HSC is set in the past simulating the SC of a historically relevant year.

At Munom 2022, the HSC will be set in the year 1962, mainly focusing on the East-West conflict and its consequences and escalations. Note that some countries are now non-existent, which is why we will have two Germanies or Vietnams present representing West Germany and East Germany, North and South Vietnam.

Code of Conduct

This Conference is of serious and diplomatic nature, therefore there are certain rules that are to be respected. The purpose of these simple guidelines is to make it possible for everyone to participate while considering the primary purposes of the conference.

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| Dress code | Being a serious simulation of the United Nations, delegates are expected to be dressed appropriately. This means either a formal suit, complete with a shirt and a tie, skirts with blouses (and blazers) or dresses (and blazers). Note that formal footwear is also required (no trainers or sneakers ect.). Please observe Delegates may be denied access to the conference when appearing dressed inappropriately. |
| Alcoholic Beverages | Any kind of alcoholic drink is strictly forbidden during Munom, as is the use of any type of narcotic drugs is strictly forbidden. |
| Curfew | The Munom Staff recommends a curfew of 24:00 since the Conference is very tiring. |
| Cellular Phones | During all meetings cellular phones are to be switched off. Also, portable audio equipment must be switched off during the meetings. |
| Badges | Your Munom badge is very important. If you do not have a badge you will not be allowed to enter the building, attend other meetings nor will you be able enter the Munom Party. If you lose your badge you must apply for a new one at the Registration desk. |
| Placards | On the first day every delegate will receive a placard. With this the delegate can vote during debates. Please do not forget to bring it to every meeting. Lost placards will not be replaced. |
| Smoking | Smoking is only permitted in the designated areas. |

MUN Vocabulary

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| Ad-Staff | Administrative Staff. These assist the Chair. They count votes during voting procedures and help with note passing. |
|----------|---|

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| Amendment | An alteration to a specific part of the resolution. This can be used to change a certain phrase in a resolution, in order to let it pass more easily. |
| Chair | This person leads the MUN debates. The Chair decides who may speak and which motions are in order and which are not. The Chair's decision cannot be overruled. |
| Co-submitter | This is a delegation that is in favour of a resolution before it has been debated. A resolution needs a certain amount of Co-Submitters before it can be submitted. |
| Delegate | A member of a delegation. |
| Delegation | All the delegates together, representing the same country or organisation. |
| General Assembly | The General Assembly (GA) is the main deliberative body of the UN. |
| Lobbying | This is the negotiating over a resolution between delegates before the actual debate starts. |
| Main submitter | The delegation submitting a resolution. When the actual debate starts, the Main Submitter will read out the operative clauses, and will give the first speech about it. |
| Merging | This is what delegates do, while lobbying. Everyone has made a resolution and they will then form merging groups to combine the clauses and write one final resolution. |
| MUN-director | This is the teacher accompanying the delegates from a delegation, all coming from one school. |
| NGO | This is a Non-Governmental Organisation. These are not allowed to vote during a debate. |
| NMD | This is a Non-Member Delegation. These delegations represent organisations or nations which are not Members of the UN. They have the right to speak during a debate, but not to vote. |
| Operative clause | A clause in the resolution, which urges to take action. |
| Pre-ambulatory clause | These clauses give background information concerning the issue the resolution is about. |
| Resolution | This is the document written by the delegates stating what their opinion is on how to deal with the issue. |
| Secretary General | This person is the the actual "leader" of the whole conference. This person is in charge of everything that happens during the entire conference. If his/her orders will be disrespected, you may be entirely removed from the conference. |
| Student Officers | These are all the Presidents, Chairs and Deputy Chairs. |