

# GUIDE FOR THE PERFECT DELEGATE



# MUN DES LYCÉENS

9th edition - 2024



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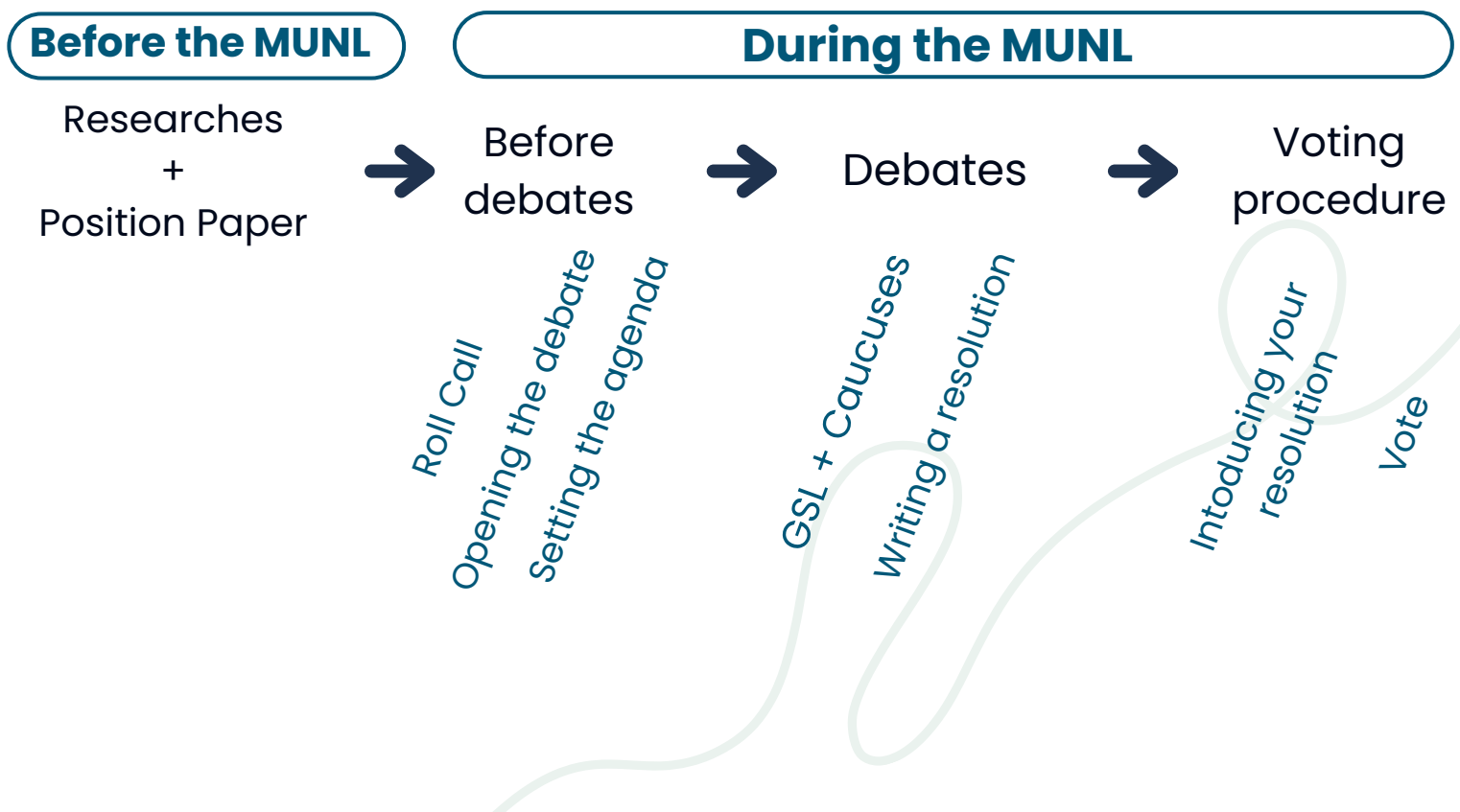
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# Guide For The Perfect Delegate

## What Is A MUN?

A Model United Nations is an academic simulation of the United Nations where students play the role of delegates from different countries and attempt to solve real world issues with the policies and perspectives of their assigned country. For example, a student may be assigned to the United Kingdom and will have to solve global topics such as nuclear non-proliferation or climate change from the policies and perspectives of the United Kingdom

## Timeline of The MUNL





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## I. BEFORE THE MUNL

### A. Your Researches

You are obviously encouraged to read the *guidelines* written by the chair of your committee and available on the website of EDHEC Nations Unies before the MUNL. The goal of the *guidelines* is to put the main issues forward and to give you an idea to find concrete solutions.

You can research the general background of your country: population and demographics, geography, ethnic and religious minorities, development, healthcare, educational access, poverty, freedom of press, key domestic policies,...

You are also encouraged to use these very useful websites to find out more relevant information:

- United Nations: <https://www.un.org/en/>
- Official website of your committee: example with IAEA (<https://www.iaea.org/>)
- Your country's position on your topic: <https://www.un.org/en/library/unms>
- Sustainable development goals: <https://www.un.org/sustainabledevelopment/>
- Official website of the Ministry of Foreign Affairs of the country you represent: example with the United States of America (<https://www.state.gov/>)
- Permanent mission of the country you represent to the UN: example with India (<https://pminewyork.gov.in/>)



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- The UN News Centre: <https://news.un.org/en/>
- The UN's Meetings Coverage and Press Releases website: <https://press.un.org/en>
- Media: The Economist, BBC News, The New York Times, The Guardian, Le Monde
- NGOs: Oxfam International, Amnesty International, and many others



Pay attention to the origin of the information you find on the internet because it may decide to support one vision of the world that is not really honest. Examples: an American think-tank about guns, a Russian website which criticises the presence of French troops in Mali, ...

Be curious !

## B. Your Position Paper

**You must submit your Position Paper by February 11, 7pm, on our website.**

To submit your Position Paper, simply send an e-mail to the address given in your subject's Guide Line.

A Position Paper is a one-page document which presents your country's stance on the topic your committee will be discussing. As two topics will be discussed, you have to write two pages, one about each topic.

The structure is divided into three paragraphs with specific roles:

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## **1) Establish The Importance of The Topic**

This is the view and the interpretation of your delegation on the issue being discussed.

Analyse why the topic that needs to be addressed is a challenge for the global community. Show that the issue affects both your country and many others.

**Be concrete: provide statistics, list real issues faced by citizens.**

## **2) Tell Us About The International and National Precedents**

Show what has been done thus far to address the issue both worldwide and nationwide.

You can mention past conferences, conventions, resolutions, programs and treaties to which your country participated in as part of the UN, a regional organisation or your committee.

You also have to present the policies (laws, programs,...) your country has used to deal with the issue in the past and describe the successes or failures of those policies nationwide.

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## 3) Propose Solutions and Recommendations

These are practical policies your delegation would want to see in the resolution.

Give an outline of possible solutions that your country proposes and would advocate to see implemented during the MUNL.

Do this within the limits of what your particular committee can do.

This is the most important section of your position paper as your introduction speech and the resolution you will write with allies will be based on it.

Develop each proposal using the **SMART method**:

**Specific** – Target a specific area for improvement in your policy.

**Measurable** – Suggest an indicator of progress once the policy is in place.

**Actionable**– Specify what action this policy will do.

**Realistic** – Given available resources and committee mandate, ensure your proposed policy can realistically be attained.

**Timely** – Specify when the result(s) from your proposed policy can be achieved, or when to revisit.



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## Example of a Position Paper:

### Delegation from Angola

#### Position paper for The Food and Agriculture Organization



#### I- Improving access to Clean Water

The Republic of Angola believes consistent access to clean water is a basic human right. Some countries have an abundance of water, such as: Canada, Scotland and Switzerland. Others have next to no water, such as: Yemen, Libya and Djibouti, or low rainfall like Namibia and Sudan which creates water scarcity and desertification. The solution to all of these problems is the weather control that comes from cloud-seeding, with richer countries already reaping the benefits. The National Center of Meteorology and Seismology (NCMS) witnessed an increase in rainfall of 10%–15% in polluted air and 30%–35% in clean air. China uses cloud seeding over several increasingly arid regions including Beijing, the capital. In 2017, the United Arab Emirates launched 235 cloud-seeding operations by five cloud-seeding planes based in Al Ain. The use and success proves the technology works, but it is only accessible to those who can afford setting up the mechanisms to cloud seed, or pay for the chemicals from companies like Bayer and DowDuPont Inc, who control the patents and sales rights.

Angola's history is scarred with conflicts arising from the abuse and mismanagement of natural resources, such as iron ore, petroleum, uranium, and diamonds. Angola is oil-rich while our people are dirt-poor. We stand at 149 out of 186 on the 2016 Human Development Index poverty scale. In rural areas, which contain 11.4 million people (38.5% of our total population), only 6% of households having access to electricity and 38% do not have access to safe water sources. Approximately 15 out of every 100 children do not survive beyond the age of five, leaving us with a child mortality rate is around 17%. These challenges are especially difficult for our president Joao Lourenco, who entered the office in September 2017. President Lourenco biggest challenge is reforming 38 years of cronyism and corruption under former President José Eduardo dos Santos. During his 38 years in power, infrastructure has not been developed while tens of billions of petrodollars disappeared. The 2014 oil slump made our situation worse reaffirming that we are unable to pull ourselves up on our own. Additionally, we do not get enough rain. We only get 32 days of rain with more than 0.1mm of rainfall meaning only 2.7 days of quality rain, sleet, and snow per month. Not enough to maintain adequate crop yields.

Angola advocates for a UN-sanctioned policy that gives permission to dry developing countries to make generic replicas of their patented chemicals at a fraction of the cost to achieve water independence. An example of these technologies belongs to German rainfall enhancement leader WeatherTec Services GmbH. WeatherTecs cutting edge technologies to improve water access are cheaper than many of their competitors but the operating costs start at 11 – 15 million Euros a year. Angola does not believe the United Nations should subsidize the cost of the chemicals, as the subsidy is a temporary solution and it would take funds from other important programs while leaving the corporations with the same level of control. Today, aside from South Africa, none of us can afford cloud seeding. We can cloud seed on our own if freed from the shackles of patent laws that benefit the rich. Dupont made net sales of \$62.5B in 2017, by charging prices which the poorer dry countries could never afford. The UN should allow the relevant member states to locally produce WeatherTecs technologies so we can join the ranks of self-sufficient nations who can provide for themselves the basic water needs to survive.

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## Very important instructions to write your position paper:

2 pages: one page for each topic

Margins: 2.50 cm

Heading :

**Delegation from [Name of your country]**  
**Position paper for [Name of your committee]**



Font: Arial, 11 pt., justified

Header and topics in bold letters and centred

## C. The research of Allies and Opponents

Now you are an expert in the two topics of your committee and you have written a brilliant position paper, you can think about your future allies and opponents.

If you arrive at the MUNL with a list of potential allies you will gain time during the first unmoderated caucuses by talking directly to the delegations with the same interests as yours to write together a resolution.

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## II. DURING THE MUNL

### Basic Rules



The only accepted language during debates is **ENGLISH.**



**No computer/tablet/phone** allowed during debates



**Never say "I"** but "the delegation of [your country]" or "we"

### Rules of Speech

- Formulas: start every speech by '*Honorable chair, fellow delegates,...*' and finish every speech by '*Thank you*'.
- Your country: refer to the entire name, example : United States of America
- Time: respect the allocated time, the chair will let you know when you have 5 seconds left
- Courtesy: remain diplomatic, any insult is strictly prohibited



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## A. The Roll Call

At the beginning of each day, the chair will call all the delegations to check if they are present. When your country is called, you must stand up with your placard (if you are two in your delegation, only one delegate stands up) and say:

*"The delegation of [your country] is present and voting".*

The chair will count how many countries are present and announce the quorum. The quorum is the number of votes a motion or a resolution needs to pass. In the MUNL, motions and resolutions need a simple majority to pass. That means the quorum will be equal to half the number of countries present, plus one.

### Example :

If there are 40 countries in your committee, the motions and resolutions must obtain  $40/2+1 = 21$  votes to pass. Each country has only ONE vote.

## B. Opening The Debate

After the Roll Call, the chair will ask delegates: *"Are there any points or motions on the floor?"*. You must raise your placard and, if the chair gives you the floor, say:

*"The delegation of [your country] motions to open the debate."*

This motion will be voted. If it passes (and of course it will!), the MUNL starts!

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## C. Setting The Agenda

All committees have two topics. On the first day, you will vote on the order in which you want to tackle the topics. This is important since you will probably only have enough time to discuss one of your two topics during the MUNL.

The chair will ask delegates: *"Are there any points or motions on the floor?"*. If your delegation especially wants to tackle one topic before another, please raise your placard and say:

*"The delegation of [your country] motions to set the agenda as follows:  
[name of the topic] first, [name of the topic] second."*

The Chair will ask two delegations to speak in favour and two delegations to speak against this order. The delegation which motions to set the agenda in this specific order will be automatically part of the two delegations in favour. When the Chair asks who wants to speak, you can raise your placard and wait to be recognized. The delegations will have **45 seconds to defend their position**.

The motion will then be voted. If it passes (like all motions it needs a simple majority to pass), the topics will be discussed in the proposed order. If it does not pass, the topics will be discussed in the opposite order.

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## **D. The General Speaker's List (GSL)**

### **A) What Is The GSL?**

The General Speaker's List is the "default mode" of the conference. This is when countries deliver speeches about the general topic.

At the beginning of the MUNL, speeches will last 1 minute maximum. You can do speeches that are shorter than one minute if you want to, but it is strictly forbidden to speak for more than a minute. The chair will indicate when you have five seconds left and cut you once your time is up.

### **B) How to Deliver a Speech?**

At the beginning of the session, the chair will ask: "Who wishes to be added to the General Speaker's List?". If you want to make a speech, raise your placard to be added to the list.

During the debates, to be added to the GSL delegations can either send a note to the Chair or raise their placard gently without interrupting a speech.

To let your delegation deliver your speech the Chair will say "Delegation of [your country] you have been recognized, you have the floor". One of the two delegates will then be able to stand up and deliver their speech.



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When another delegation is delivering its speech you cannot communicate orally with other delegations but you can send them some notes written on papers prepared in advance. You just have to wave to the page of your committee, the person responsible for delivering notes.



You cannot appear twice on the General Speaker's List, so if you are already on the list, you must wait until you have made your speech to ask to be added again.



An empty GSL means that all the delegations have put their arguments forward and the committee will move to the voting procedure. Therefore the GSL must never be empty until the delegations have submitted their resolutions and are ready to vote.

## C) How to Change The Speaking Time?

During the session delegations are allowed to motion to extend or reduce the speaker's time whenever the chair asks *"Are there any points or motions on the floor?"*. Raise your placard and say:

*"The delegation of [your country] motions to extend/reduce the speaking time to [duration]."*

The motion will then be voted.

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## E. Moving to A Caucus

Besides the GSL, there are two types of caucuses: the moderated caucus and the unmoderated caucus. If you want to move to a caucus, wait until the chair asks “Are there any points or motions on the floor?”. Then raise your placard and say:

*“The delegation of [your country] motions for...”.*

### Moderated Caucus

A “moderated caucus” is when a delegation wants one specific issue of the topic to be discussed. It has limited time and is always set on one specific topic.

To ask for a moderated caucus, wait until the chair asks “Are there any points or motions on the floor?”. Then raise your placard and say:

*“The delegation of [your country] motions for a moderated caucus on the following issue: [subtopic]; speaking time: [how long each delegation will speak]; overall time: [how long the moderated caucus will last].”*

**Example** : “The delegation of Colombia motions for a moderated caucus on the following issue: the illegal work of children in diamond mines. Speaking time: 45 seconds. Overall time: 20 minutes.”

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A delegation can motion for a moderated caucus of any duration but the Chair will remind the delegations that the usual length is between 15 and 30 minutes.

This motion will be voted on. If it passes, the committee will move to a moderated caucus. The Chair will then ask who wishes to speak during the moderated caucus. If you want to, raise your placard.

The country that suggested the moderated caucus always speaks first to introduce the issue. The way of delivering a speech is the same as during the GSL : the Chair will say *“Delegation of [your country] you have been recognized, you have the floor”* and one of the two delegates will then be able to stand up and deliver their speech.

At the end of the moderated caucus the Chair will ask the delegations if any of them wishes to extend the caucus. If a you wish to, you must raise your placard and say :

*“The delegation of [your country] motions for an extension of the moderated caucus, overall time: [how long the moderated caucus will last].”*



The extension cannot be longer than the initial time of the caucus.

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## Unmoderated Caucus

An “unmoderated caucus” is an informal session of debates. All delegations are allowed to stand up from their seats and talk to other delegations. The unmoderated caucus is a great time to find allies. This is above all the only moment allowed to delegations to write their resolutions !

To ask for an unmoderated caucus, wait until the chair asks *“Are there any points or motions on the floor?”*. Then raise your placard and say:

*“The delegation of [your country] motions for an unmoderated caucus of [how long the unmoderated caucus will last].”*

**Example :** “The delegation of Italy motions for an unmoderated caucus of twenty minutes.”

A delegation can motion for an unmoderated caucus of any duration but the Chair will remind the delegations that the usual length is between 15 and 30 minutes.

This motion will be voted on. If it passes, the committee will move to an unmoderated caucus. You will be allowed to stand up and talk to other delegates!

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Don't forget to keep your placard with you to be able to vote for a possible extension of the unmoderated caucus.

If a delegation wants to extend the caucus, one of the delegates must reach the Chair during the last five minutes of the unmoderated caucus to ask for a 10-minute extension. Delegations don't need to go back to their seats but need their placard to vote.

If the extension passes, the caucus will continue for 10 more minutes. If the motion fails, the committee will go back to the General Speaker's List.

## Order of Disruptiveness

When the chair will ask *"Are there any points or motions on the floor?"*, several delegations may motion for a moderated or an unmoderated caucus. The Order of disruptiveness is the order in which motions will be voted.

Disruptiveness is defined by:

- **The nature of the caucus:** an unmoderated caucus will be voted before a moderated one.
- **The length of the caucus:** a longer caucus will be voted before a shorter caucus



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For **example**, motions will therefore be voted as followed:

1. Long unmoderated caucus of 30 min
2. Short unmoderated caucus of 15 min
3. Long moderated caucus of 25 min
4. Short moderated caucus of 15 min

Motions are voted one by one. If the first motion passes, you will not vote for the others and will directly go in, for example, an unmoderated caucus of 30 minutes. If the motion is rejected, you will vote for the second motion etc... So be strategic: if you want your motion to pass, ask for a long unmoderated caucus (not too long of course!).

## F. Writing A Resolution

During unmoderated caucuses, you will have the opportunity to gather with other delegates to write a draft resolution (remember, the resolution is your final goal at the MUNL!). It is called a draft resolution as you will write it several times and make changes before submitting it.

Your draft resolution looks like a list of the ideas you have to solve the problem. It must be written on a A4 sheet of paper and needs to contain several elements:

- **Name of your committee**
- **Name of the topic**

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- **Names of Sponsors:** the delegations in charge of writing the resolution. The sponsors are responsible for submitting the resolution and will deliver a speech to defend their resolution. A delegation can sponsor only one draft resolution.
- **Names of Signatories:** the delegations that agree to sign the draft resolution. They are not forced to vote for it or to completely agree with its ideas. Being a signatory just means you want to see the resolution presented and would like to debate this resolution. One country can sign several draft resolutions.



The combined number of sponsors and signatories must be greater or equal to 25% of the number of “present and voting” delegations. The chair will announce how many sponsors and signatories are needed to submit the draft resolution.

- **Pre-ambulatory clauses:** state all the issues that the committee wants to resolve on this topic. They can include past UN resolutions/treaties, past regional/non-governmental/national efforts, references to the UN Charter, general background information
- **Operative clauses:** the ideas you and your allies have, to address the topic. They explain concrete actions suggested by delegates to respond to the issues of the subject. They always start with a verb at the third-person singular (“s” en fin de verbe) and finish with a semicolon “;”.

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## Example of A Resolution:

General Assembly

Topic: **"Strengthening UN coordination of humanitarian assistance in complex emergencies"**

**Sponsors:** United States of America, Austria and Italy

**Signatories:** Greece, Tajikistan, Japan, Canada, Mali, the Netherlands

The General Assembly,

**Reminding** all nations of the celebration of the 50th anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, **[use commas to separate preambulatory clauses]**

**Reaffirming** its Resolution 33/1996 of 25 July 1996, which encourages governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

**Noting** with satisfaction the past efforts of various relevant UN bodies and nongovernmental organisations,

**Stressing** the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. **Encourages** all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; **[use semicolons to separate operative clauses]**
2. **Urges** member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. **Requests** that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
4. **Calls** for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in runding the implementation of rapid deployment forces;
5. **Stresses** the continuing need for impartial and oblective information on the political, economic and social situations and events of all countries:
6. **Calls** upon states to respond quickly and generously to consolidated appeals for humanitarian Assistance
7. **Requests** the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. **[end resolutions with a period]**

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## Useful Vocabulary to Write The Pre-ambulatory Clauses:

Affirming  
Alarmed by  
Approving  
Aware of  
Bearing in mind  
Believing  
Confident  
Contemplating  
Convinced  
Declaring  
Deeply concerned  
Deeply conscious  
Deeply convinced  
Deeply disturbed  
Deeply regretting  
Desiring  
Emphasizing

Expecting  
Expressing its appreciation  
Expressing its satisfaction  
Fulfilling  
Fully alarmed  
Fully aware  
Fully believing  
Further deploring  
Further recalling  
Guided by  
Having adopted  
Having considered  
Having considered further  
Having devoted attention  
Having examined  
Having heard  
Having received

Having studied  
Keeping in mind  
Noting with regret  
Noting with a deep concern  
Noting with satisfaction  
Noting further  
Noting with approval  
Observing  
Rearfirming  
Realizing  
Recongnizing  
Referring  
Seeking  
Taking into account  
Taking into consideration  
Taking note  
Viewing with appreciation  
Welcoming

## Useful Vocabulary to Write The Operative Clauses:

Accepts  
Affirms  
Approves  
Authorizes  
Calls  
Calls upon  
Condemns  
Confirms  
Congratulates  
Considers  
Declares accordingly  
Deplores  
Designates

Draws the attention  
Emphasizes  
Encourages  
Endorses  
Expresses its appreciation  
Expresses its hope  
Further invites  
Further proclaims  
Further reminds  
Further recommends  
Further requests  
Further resolves  
Has resolved

Notes  
Proclaims  
Reaffirms  
Recommends  
Regrets  
Reminds  
Requests  
Solemnly affirms  
Stongly condemns  
Supports  
Takes note of  
Transmits  
Trusts

## G. Submitting Your Draft Resolution

To submit your draft resolution once it is ready, go to the chair and give your draft resolution to the chair. Keep in mind that you can only submit your resolution during an unmoderated caucus.

If you need more time to finish your draft resolution, you can propose to extend the ongoing unmoderated caucus or wait for the next unmoderated caucus.

The chair will later read your draft resolution to check that you respected the format (committee, topic, sponsors, signatories, pre-ambulatory clauses, operative clauses).



The draft resolutions must be clear and readable, otherwise the chair reserves the right to reject your draft resolution.

## H. Introducing Your Resolution

All the sponsors of a draft resolution accepted by the chair must introduce their resolution in front of the whole committee. The sponsors will have to deliver a speech of 5 minutes to defend their operative clauses followed by a session of questions from other delegations.



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## I. Moving to The Voting Procedure

Once every resolution has been presented, delegations can motion to move to the voting procedure. To submit the motion, wait until the chair asks “Are there any points or motions on the floor?”. Then raise your placard and say:

*“The delegation of [your country] motions to move to voting procedure.”*



Once the committee moves to voting, it is too late to submit a draft resolution or do another caucus.

## J. Voting Order

Draft resolutions are voted on in order of submission.

## K. Final Vote

To vote on a resolution, the chair can either ask delegations to raise their placards and count the number of delegations for and against the resolution or the chair can call the countries one by one. When the name of your country is called, stand up and say:

*“The delegation of [your country] votes in favour/against this resolution”.*

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The chair counts the votes and announces if the resolution has passed or not according to the quorum. Then the committee moves on to the next resolution.

It is possible that your committee does not vote in favour of any draft resolution and rejects all of them but try to avoid this situation!

## L. Closing of The Session

At the end of the two days the chair will ask whether there is a motion to suspend the session until next year. If you want to have the privilege to be THE delegation to close the MUNL in your committee, wait until the chair asks "Are there any points or motions on the floor?". Then raise your placard and say:

*"The delegation of [your country] motions to suspend the session until next year!"*

# Guide For The Perfect Delegate

Thank you for reading this guide. We hope it was useful and we are looking forward to seeing you in session.

Last advice: HAVE FUN! Go meet and talk to people and enjoy playing a role and discussing various issues! That's the most interesting and fun part!

If you have any questions, feel free to contact us!

For **general questions** contact :

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