

The MUN Handbook

The perfected guide to help you ace the Model United Nations at DIS



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Thank you

First of all, we want to thank you all for choosing to be a part of the MUN and taking part in this amazing learning opportunity- one that you won't regret. The MUN will help you better understand many world problems we face and how different countries try to stop it, and about how other students may also have ideas on resolving it. The MUN is a friendly competition, and we all hope you will enjoy your time at the MUN.

This guide is specifically made to help you understand how the MUN works, keywords, sample papers, etc. With this, you should be all set and ready to go for your conference, but never hesitate to ask anything to the respective people if in doubt. Without further ado, dive right into the handbook for the information you need to get started with the MUN.

What is MUN?

The MUN stands for the “Model United Nations” and is like the United Nations which is an organization formed in 1945 as a league for nations and it filled in the need for international peace and security. The Model United Nations is a simulated version of this, at a student level.

The MUN (and the UN too) divide into further suborganizations. In the real UN, there are tens of hundreds of suborganizations though in the MUN, we have a significantly smaller number, though we do have quite a few suborganizations, which we call “committees”. Some examples of committees in the MUN include:

- The United Nations Office of Drugs and Crime (UNODC)
- The United Nations Security Council
- Disarmament and International Security Affairs (DISEC)
- The World Health Organization (WHO)

In the MUN, delegates are given a committee to attend and a country to represent. Their goal throughout the whole conference is to contribute to the ongoing discussion, assessment, analysis and solving the problem(s) at hand. **This must be done with the country's rules and foreign policies taken into consideration.**

Something to keep in mind is that you will be judged on how well you can represent your country's stance, defend your nation's policies, collaborate with other delegates and solve the issue at hand.

Note that your country will be chosen beforehand, and you will be informed of it, along with the topic.

Positions

- Chair: The “judge” who guides you throughout the event, starting and permitting discussions while still judging each delegate on the criteria provided to them.
- Co-chair: Assists the Chair.
- Delegate: A person representing a nation while taking rules, regulations, and other formalities into the event. They should be speaking and contributing to the session, and in the end, be a part of the resolution. Some delegates will be given an award certificate at the end, depending on how well they performed throughout the conference, though all delegates will receive a personal certificate of participation.
- Administrators: People behind the event, organizing the venue, timings, positions, distribution of countries, etc. They will not be actively participating in the event but will be around. They will also be around for assistance.

Position Papers

A position paper, or the policy statement, is a brief statement of the perspective of the country you are representing in regard to the topic in your committee.

Not only does it allow the delegates an opportunity to clearly organize their research and define their country's policies, but it also allows other delegates to quickly understand their fellow committee members' stance on a topic. The position papers of all the delegates in a committee will be collected, combined, and

send to other delegates before the conference. So, if you are wondering if you can ally with a certain country or if what another said was really in line with their nation's foreign policy, you can check with the position paper!

Note that the position paper needs to be made before the conference and sent via an appropriate form of media (such as email) on or before the deadline (which you will be informed about along with the topic).

Format of Position Paper

The main purpose of the position paper is to establish a country's foreign policy on a certain topic. Therefore, the majority of the paper should be based on the research that each delegate should do on that topic. There are, however, a few important technical parts of a position paper. Before each topic, there should always be four lines of information:

Committee:

Topic:

Country:

Delegate Name:

The rest of the text will be the information on your country's foreign policy. Delegates must be concise and careful when selecting information to include. Remember to take into consideration the second purpose of the position paper: allowing other delegates to quickly gain an understanding on your country's position to look for allies or predict your actions within the committee. So, try not to stuff it with detailed information- instead, focus what you feel your country believes to be the most important information. Here are a few suggestions of what might be included:

- The names of any international agreements relevant to the topic signed by your nation. On the contrary, if your nation has not signed an important agreement for specific reasons, the reasons for this might also be included.
- The details of any topic-oriented international organizations of which your country is a member– another easy way to determine alliances.

- A brief description of how the problem addressed within the topic has affected your nation.
- A brief description of any programmes or actions taken by your nation's government.

The recommended length for each topic's position paper is one page (size 12 font).

Procedure: Roll Call

At the beginning of each session, a roll call will be conducted by the Chairs. This is when delegates establish their presence in the committee in the 2 following ways:

- *Present*- A delegate who declares themselves present may vote for or against any manner which requires voting. They can avoid voting on minor manners. Though, they cannot skip voting on significant manners. Present means you are also attentively participating throughout the whole session.
- *Present and Voting*- A delegate who declares themselves present and voting cannot skip any type of voting and must vote against or for any minor/significant topic. Present and voting means you are also attentively participating throughout the whole session.
- Here is an example roll call:
 - Chair: Delegate of Russia?
 - Delegate: Present/Present and voting.

Note that you cannot ever refer to yourself as "I", but rather as the delegate of the specified country. For example, if you are representing Russia, you would say "the delegate of Russia..."

Procedure: Opening the floor for debate

After the roll call has taken place, the floor (main stage) must be open to a debate. This will be done by the chairs as they will announce the topic (which would be given to you beforehand).

After the floor has been opened, the chairs will allow delegates to put forward motions to debate for.

A motion is a request by a delegate to move the committee as a whole to do something else. Examples include putting forward a debate topic or forming a resolution. Before a motion is put forward it must be accepted by the Chairs, who will say what kind of motion they prefer, such as a moderated caucus*, etc.

If more than 50% of delegates agree on an appropriate motion that has been put forward and approved by the Chair, then the motion will take place. A 50-50 vote will result in one speaker for and against the motion with 30 seconds speaking time each, no points of information (POIs) followed by a re-vote.

***All vocabulary (like moderated caucus) has been explained before/will be explained later in this handbook.**

Procedure: General Speakers List (GSL)

Once the motion has been confirmed and taken place, a general speaking list will be formed. The Chairs will ask delegates for their names, to be added to the general speaking list. The time of the GSL for an individual person can range from 50 seconds to 90 seconds depending on how much time the Chair decides.

The GSL is basically a list of speakers who wish to give some information or opinion about the topic put forward. There is a GSL for every topic put forward.

Yielding time- If a delegate has some time left after speaking, they may yield (use) their remaining time in 2 possible ways:

- *Back to Chair:* You can give any remaining time you have back to the Chair, meaning that you can just go back to your seat. You can do this by stating at the end of your speech: “The delegate of ___yields the remaining time back to the Chair”.
- *POI's:* The delegate accepts questions put forward by other delegates concerning the given speech. The amount of POI's that a delegate is asked is chosen by the delegate or the Chair (i.e., if there isn't enough time). You would do this by stating at the end of your speech: “The delegate of ___yields the remaining time to (number) POI's”. Doing this is recommended as it will earn you more marks.

Procedure: Moderated Caucus

A moderated caucus (also known as “limited GSL”) is a time period in which there is a specific sub-topic decided (through votes) and a specific speaker time decided too. The caucus closes when the time elapses even if all the delegates have not spoken.

In its simplest terms, the GSL is a list, with the first one being a general speech about the topic itself (it acts as a warm-up just to familiarize delegates with rules and policies, and to boost their initial confidence level), though, throughout the whole MUN delegates representing the different nations will debate upon decided topics. These topics are neatly arranged in a time period with its respective rules called moderated caucus. Throughout the whole MUN, you will encounter multiple opportunities to engage your point of view in a moderated caucus. The moderated caucus is basically a formal debate/discussion.

For example: If the topic of the MUN is related to the Water Crisis, then a moderated caucus (sub-topic) can be about “% of population with access to clean water and why”. All nations would then vote on whether they think this is a topic worth speaking about. If a majority of the votes agree to speak about the sub-topic, specific nations will volunteer to say their part related to the sub-topic.

Note: If you are the delegate proposing the caucus, make sure you specify how long you want the entire discussion time to be and a speaker's time as well (*e.g.*,

“The delegate of Russia would like to motion a moderated caucus about _____ with a speaking time of 1 minute per person and a total time of 12 minutes”). This means that the whole committee will vote whether they would like to discuss this or not, and if the result is a majority “yes”, 12 speakers will be able to speak.

Moderated caucus can be increased or decreased according to the Chair’s choice.

Procedure: Unmoderated Caucus

After a good number of moderated caucuses have taken place, a delegate can motion for an unmoderated caucus, which is almost like a moderated caucus. The only difference between the two is that unmoderated caucuses are informal and only have a total speaker’s time, not an individual speaker’s time.

Unmoderated caucuses are time periods where delegates representing the nations can slowly decide which side they agree with, get into “blocks”, and informally discuss their sides and decisions they take, etc.

During the MUN, there will be several moderated caucuses followed by a few unmoderated caucuses. In the end, time will be given to delegates to form with other countries which have similar legal rules and beliefs to the nation they are representing and together, in the end, there should be 2-4 blocks and each block will need to form a resolution. In the end, the block with the best resolution will be voted upon and decided by the Chair. The Chair’s opinion will be based on the quality of the resolution.

Procedure: Resolution

After enough caucuses (both moderated and unmoderated), the chairs will announce that it is time for the resolution. After this, they will give delegates 10-20 minutes to form blocks (groups). These will be teams which have delegates with similar laws, beliefs, and opinions on the topic.

After blocks have been formed, the chair will announce the amount of time delegates will have to construct the resolution. In the resolution, delegates (representing different countries with similar points of view) in their blocks will sum

up all the ideas discussed throughout the conference to come with resolutions, which is basically a solution for the problem being discussed. Drafting a resolution can be between 30-45 minutes depending on the chair's decision. As soon as the resolution is completed, it should be sent to the chair via an appropriate form of media (such as email).

Format of resolution:

Committee: (Here, you insert the committee's name in full form e.g., United Nations Office of Drugs and Crime)

Topic: (Insert topic of discussion)

Sponsors: (Here, you will write 1-3 delegates' country's official name, and they will be the main speakers who will represent the resolution and are the main authors of the resolution. Each author would say a certain part of the resolution, and this should be decided during the writing phase)

Signatories: (Remaining delegates in the block who aren't sponsors but have contributed information)

Point 1:

A)

B)

...

Point 2

Point 3, etc.

In the points mentioned above, your block will write down the solution to the topic being discussed, in the format of a new law. For example, if the topic was to control the introduction of a new harmful drug, then one point in the resolution could be:

1: Encourages Increased fines;

- a) Increased fines given to people caught with possession, distribution, production and processing of new drugs;
- b) Fines shall be determined by the amount in mass of drugs that have been seized;

Important things to remember:

In MUN, a lot of the formalities are very different to a regular debate. This section consists of some important things you will need to know and remember when in the MUN.

Key words:

- *Moderated Caucus:* This is basically a formal session where you would debate on a specific sub-topic based on the main topic. Usually, when the floor is opened for debate, the Chair would want a moderated caucus. If you have a topic you would like to talk about, you can say “motion to address a moderated caucus”, after which a few other formalities will need to be mentioned, and then anyone who wants to speak about the topic will be added to the GSL.
- *Unmoderated Caucus:* An unmoderated caucus is almost like the moderated caucus, except that it is informal. You aren’t needed to use any fancy terms and is usually used to discuss with some people that you find have similar opinions or country regulations to you. Unmoderated caucuses are generally used to partner up with other country delegates and slowly head towards a resolution. To address it, it is the same as for the moderated caucus: “motion to address an unmoderated caucus”.
- *Yield:* As previously explained, yielding means to contribute any remaining speaking time you have to questions from others (POI’s), or back to the Chair.
- *Present:* Used during the roll call to confirm that you are attending, but it means that you can abstain, or stay out of, certain voting procedures (only minor ones).
- *Present and voting:* Also used in roll call to confirm that you are attending the conference, and that you will take part in all voting procedures.

- *Point of Parliamentary Inquiry:* Can be raised at any time if it does not disrupt a speaker. If a delegate is confused about what is going on, or about any procedures, or even just wishes to say something but doesn't know how to, they can raise a point of parliamentary inquiry to ask about any of the following.
- *Point of Personal Privileges:* Can be raised at any time if it does not disrupt a speaker. If a delegate is facing any hindrances during the conference, such as the need to charge their device, use the restroom, change seats, etc., they can raise a point of personal privilege to do so. The only exception when disrupting a speaker is if a delegate has raised it because they have asked the speaker to speak slower or louder.
- *Point of Order:* Can be raised at any time if it does not disrupt a speaker, usually done after someone has spoken. There are 2 main circumstances under which you would raise a point of order. Firstly, if there was a violation in the rules or procedures from delegates or the chair. This is usually raised by someone who is more familiar with the rules and procedures. Secondly, if there was an obvious factual inaccuracy (mistake in a stated fact), a point of order may be raised. Do note that the factual inaccuracy should be universally accepted and is not an opinion or a foreign policy or anything else that is subject to only one source. An example of an obvious factual inaccuracy would be if someone stated that India is in Europe.
- *Right of Reply:* May be raised after a delegate feels like his/her country has been insulted or they have been insulted. The speaking time for a right of reply can be anywhere between 30-60 seconds, according to the chair's preferences. These 30-60 seconds will be used as a defense- defending yourself or the nation you represent.

Ending the MUN conference

After resolutions have been made and presented, the chair and co-chair will also privately go through all resolutions and decide the winning block, after which the conference will be adjourned, or ended.

All delegates will be given a certificate of participation and a few delegates will be given certificates depending on how well they defend their country's points view, how well they represent their nation's stance, how well they spoke and presented points, etc.

Read sample papers here:

In this final section, you will find 2 sample papers to better grasp the idea of a position paper and a resolution paper.

Over here is a position paper done by the Plurinational State of Bolivia on the Syrian Civil War. Read it here:


https://issuu.com/fer_gom/docs/fernanda_gomez_position_paper

Over here is a sample resolution paper on 2 different topics, which shows you the right format. Read it here: https://cenmun.com/wp-content/uploads/2019/06/sample_mun_dr_uni.pdf

We suggest you also do a bit of research and studying about the MUN roles, procedures, etc., to better familiarize yourself with the MUN. Here is a YouTube tutorial for some extra help:

<https://www.youtube.com/watch?v=zhFfZSkMp2s>

Also know that your entire argument depends on research that you do about the topic beforehand. You will also be allowed to do research during the conference if necessary.

The logo is a shield-shaped emblem with a gold border. Inside the shield, there is a gold laurel wreath. At the top of the wreath is a gold star on a thin vertical pole. In the center of the shield, the letters 'DSI' are written in a large, gold, serif font. Below 'DSI', the words 'INTERNATIONAL SCHOOL LLC' are written in a smaller, gold, serif font. The entire logo is set against a light blue background.

*We sincerely hope you enjoy your time
at the Model United Nations!*