



**2021 Orientation and Training Webinar
for Officers of the General Assembly**

April 15th 2021

Topics to Cover Today

Time	Topic
5 min	Part I: Introductions and Overview of the 2021 Winnipeg MUNA
10 min	Part II: Rules and Procedures
30 min	Part III: Guidance for Roles (Simultaneous training) <ul style="list-style-type: none">• Table Officers: President, Vice-President, Secretary-General, Deputy Secretary-General and MUNA Technical Officer (led by Jerry Storie)• Committee Members: Chair, Vice-Chair, Secretary, Sponsors and Rapporteur (led by Darren Swanson)• Breakout Group Facilitators (led by Donna Alexander)
15-30 min	Part IV: Questions

Officers of the General Assembly

General Assembly Officers	
President	Annika Goodbrandson <i>(Saudi Arabia)</i>
Vice-President	Jarrood Daunheimer <i>(Iran)</i>
Secretary-General	Madi Lee <i>(Lesotho)</i>
Deputy Secretary-General	Laine Perring <i>(Russian Federation)</i>

MUNA Organizing Committee – Training Coordinators and Tech Support

Ms. Donna Alexander (Breakout Groups)

Mr. Darren Swanson (Committees and Informal Consultations)

Mr. Jerry Storie (General Assembly)

Captain Marc Pelletier (MUNA Technical Support)

Members of the MUNA Bureau and Secretariat

Roles	First Committee		Second Committee	
	Resolution #1		Resolution #2	
Chairperson	Lesotho (Maia Bowman)		Kuwait (Halee Piasta)	
Vice-chairperson	United States (Madhumita Chandrasekaran)		Spain (Bhavya Bhushan)	
Secretary	Brazil (Divya Sharma)		Victoria Goosen (Saudi Arabia)	
<i>Sponsor</i>	<i>Australia (Maria Ahmad and Affaf Kashif)</i>		<i>Afghanistan (Lily Lalonde and Elizabeth Anderson)</i>	
Rapporteur	Kuwait (Matthew Stipanovic)		Russian Federation (Isla Furness)	
Breakout Group Facilitators	Group A: India Group B: Republic of Korea Group C: Philippines Group D: Republic of Tanzania		Group A: Kenya Group B: Spain Group C: Yemen Group D: Honduras	



MUNA Agenda at a Glance



Day 1
Thursday,
April 29th

Day 2
Friday,
April 30th

Accessing the MUNA Zoom Meetings

- **Obtaining your Zoom meeting links:**
 - Look for email from MUNA organizers with registration link
 - You will need to register and obtain your personal Zoom link for two meetings:
 - General Assembly meeting
 - Either the First Committee meeting or the Second Committee meeting (counselors register for both)
 - Links are good for both days. Sign in 15 minutes before start.
- **When joining Zoom MUNA, rename yourself by title:**
 - **GA Officers:** President, Vice-President, Secretary-General, Deputy Secretary-General
 - **Committees:** Chair, Vice-Chair, Secretary, Rapporteur, Group A Facilitator, Group B Facilitator, Group C Facilitator, Group D Facilitator
 - **Other delegates:** for example, India 1 and India 2

Understanding MUNA Rules of Procedure

- **How delegates address the General Assembly or Committee**
 - No one may intervene in the debate without having been given the floor by the President or Chair.
 - Delegates must address their remarks to the President or Chair (not to other delegates)
- **Chat function: ...only for**
 - Formal communication with officers of the General Assembly and the Committees
 - Point of Order, Right of Reply, Responding to requests to speak
 - One-on-one dialogue between countries for negotiating amendments and building support for new resolutions
 - No personal messaging or sending broadcast messages or emojis

Understanding MUNA Rules of Procedure

- **Right of Reply** (one minute)
 - Only in response to an official statement that is clearly offensive when mentioning another country by name
 - Chat message needs to be labelled 'Right of Reply' and explain rationale.
 - President or Chair decides whether to grant.
- **Point of Order**
 - Delegate can raise a point of order if he/she believes the President or Chair is not following the Rules of Procedure or agenda (i.e., including if a delegate is called by the wrong country name by another delegate)
 - 'Point of Order' request is by chat to all with brief explanation.
 - Vice President monitors and notifies President. President makes ruling.
 - Committee chair self monitors for Points of Order.

Understanding MUNA

- **Polling for...**
 - For General Assembly closing plenary, the MUNA Technical Officer composes the poll to select which New Resolutions to consider and displays results for President.
 - For any potential voting on resolutions in the final formal Committee meetings, the Zoom meeting host (Donna or Darren) will compose the poll and display results for the Chair to see and announce results.
- **Voting for delegation awards:**
 - Bert Friesen Award for Most Prepared Delegation
 - Rais Khan Award for Most Diplomatic Delegation
 - Voted on by MUNA delegates on Friday afternoon via a Google Form prepared by MUNA organizers.



Part IIIa: Guidance for Roles of the Table Officers



**Visit the “How MUNA Operates”
webpage**

<https://winnipegmuna.ca/how-muna-operates>

The Role of Table Officers

President of the General Assembly (PGA)

- declares the opening and closing of each plenary session,
- delivers Opening Speech on theme and aims of Assembly (3 min)
- directs the discussions, ensuring observance of these rules,
- acknowledges speakers (list of speakers provided),
- accords delegates the right to speak,
- keeps order,
- watches anyone wishing to make a point of order),
- puts the questions (asks the assembly to vote on motions),
- announce decisions,
- rules on points of order, and
- subject to these rules, shall control the debate.

The Role of Table Officers

President of the General Assembly (PGA)

2. Other Duties and Responsibilities:

To facilitate discussion and the full consideration of items, the President of the General Assembly may **make proposals** to the ensure efficient and fair consideration of items under discussion, including;

- establishing time limits on debate,
- time to be allowed to each speaker,
- limits on number of times a representative may speak,
- considering “Right of Reply” requests from delegates,
- the closure of the list of speakers,
- suspension or adjournment of debate, and
- the closure of the debate

The President will ask the Vice President to lead the discussion of New Serious Resolution #2 during the Closing Plenary

The President, or a Vice President acting as President, shall not vote

The Role of Table Officers

Vice-President of the General Assembly

A Vice-President, acting as President, shall have the same powers and duties as the President of the General Assembly. The Vice-President replaces the president of the General Assembly, when he/she is absent.

The Vice-President will lead the discussion of New Resolution #2

Monitors Chat for Point of Order.

Delivers a prepared speech to the Closing Plenary (max. 3 minutes) on theme (Equality, Stability and Security), or spirit of deliberations and/or future challenges for UN.

The Role of Table Officers

Secretary-General

Addresses the Opening Plenary on the topic of the challenges currently facing the United Nations (max. 3 minutes)

The Secretary General also supports the President by:

- monitoring the debate closely in support of the PGA,
- Assist the Vice-President (if needed) in monitoring chat for delegates wishing to make points of order,
- Assist the DSG in monitoring chat for Right of Reply requests

The Role of Table Officers

Deputy Secretary-General

The main duty of the Deputy-Secretary-General is to support the Secretary-General.

- Monitors the Chat for Right of Reply requests.
- Records the order of speakers for New Resolutions from the Chat space and sends to the President in a private chat.

Addresses the Closing Plenary on the progress made on the two resolutions during the UN session (max. 3 minutes).

What is the “Speakers’ List

During the opening and closing plenary sessions of the General Assembly and during the formal committee sessions the PGA or Committee Chair will be given a list of delegations/delegates wishing to address the conference.

This is known as a **Speakers list**. This list is for the Opening Plenary is pre-assigned by the MUNA organizers.

All teams are on the speakers list for the Opening Plenary while the speakers lists for **the Closing Plenary and the Committee sessions will be based on requests made by teams during the event to give explanations of position or vote.**

What is a Point of Order

A ***Point of Order*** can be raised by Delegates at any point in the meeting, if a delegate believes that the Chair is not following the Rules of Procedure. The Chair will interrupt proceedings to hear the point of order and **rule immediately** on it. The Chair may determine that the delegate has no point of order or accepted the point of order and direct any delegate or procedural matter that is out of order, to conform to the Rules.

Although it **seldom** occurs, a Chair can be overruled by a vote of the assembly. If a ruling of the Chair is challenged, the Chair notes that the ruling of the Chair has been challenged and asks the assembly **if the ruling of the chair shall be sustained**. If for example, someone uses a point of order to debate a motion, the Chair would rule it out of order. If the ruling is challenged, and the challenge is sustained (supported by a majority of delegates) the member could continue to present his “point of order”.

Delegates will **use the Chat Function** to signal a point of order with the Chairperson.

Right of Reply

During opening and closing plenary sessions, a delegate or a delegation may ask the Chair for a 'Right of Reply'. A delegation may request their Right of Reply by sending a message to the Chair. **(Using the Chat Function)**

The 'Right of Reply' is only granted if, in the opinion of the PGA, a remark has been made by a delegate that is clearly offensive to another delegate or delegation. A "right of Reply is only granted after all speakers have been heard on a motion. A strict one (1) minute time limit on a "Right of Reply" is enforced by the Chair.

A dispute over the "facts" is not grounds for approving a 'Right of Reply'. If a delegate or delegation simply disagrees with a statement made by another delegate, but the statement was not explicitly directed at another delegate or delegation, the President or Chair can deny the request.

Given the time limitations the 'Right of Reply' will be granted at the discretion of the Chair.

Explanation of Position or Vote

(Committee Meeting and Closing Plenary of GA)

Whether a resolution is to be adopted with or without a vote, a non-sponsor is given the opportunity to make a statement about any reservations they may have about particular paragraphs that are included in the draft resolution.

If a resolution is adopted by consensus (i.e., without a vote), It is possible to agree to adopt a resolution without a vote and still have elements of a resolution that the non-sponsor is not entirely pleased with. Or it may be to express their disappointment that something important to the non-sponsor was left out of the resolution.

During the Formal Committee meetings and Closing Plenary, any delegation that is a non-sponsor of a resolution may ask the Committee Chair or Secretary to give an explanation of vote or position before the resolution is adopted in Committee. A delegate may do so by sending a message. The number of explanations granted will be at the discretion of the Chair given the time available and will be honoured in the order received.

Other Procedural Considerations

***Adopting a Resolution by Vote when Consensus is Not Reached**

A resolution adopted by vote in Committee is also adopted by a vote in the Closing Plenary of the GA.

***Submitting an Amendment to resolutions**

Amendments to resolutions are made by delegates through interaction during the informal consultation process and formal sessions of the Committees.

****Withdrawal of Amendment:***

A Member State may withdraw their amendment at any time before action is taken.

The Spoken Word

- No one may intervene in the debate (i.e. speak so as to be heard by the conference) without having been given the floor by the Chair.
- Delegates must address their remarks to the President of the GA or Chair of a Committee, although everyone understands that what they say is meant for the whole conference.
- This means you are, technically, presenting to the Chair not another delegate or member.

The purpose of these rules is to ensure that **only one person speaks at any given time..** It also keeps the debate from becoming personalized and is intended to limit conflict between individual delegates. This is important because arguing is not debating and quarrelsome behaviour is not conducive to enhancing everyone's understandings or making good decisions.

Other rules of debate are not detailed. **Good behaviour, respect for others, and a genuine will to make the debate and the event informative and enjoyable id every ones goal.** For example, normally it is the tradition for each Member State to make one statement during the General Debate and if they request to speak a second time, it is the tradition for them to start by apologizing. This is not articulated in any Rule of Procedure but is a long-standing tradition.

Our Commitment To Each Other

All discussions between delegates must be respectful, truthful and in the spirit of our universal responsibility to each other.

This applies to discussions during the formal MUNA sessions either in person or via messages and during breaks and off-hours.

Our words matter, and disrespectful or hurtful communication with other delegates, staff or volunteers is not tolerated at MUNA.

Complaints or concerns should be directed to your counsellor, who will then direct it to one of the MUNA organizers (the chair and vice-chair of the MUNA Organizing committee will be on hand at all times during MUNA). A delegate found in breach of these principles may be expelled from MUNA by the organizers

Table Officers: Rules and Governance

General Assembly Officers	
President	Annika Goodbrandson (Saudi Arabia)
Vice-President	Jarrod Daunheimer (Iran)
Secretary-General	Madi Lee (Lesotho)
Deputy Secretary-General	Laine Perring (Russian Federation)

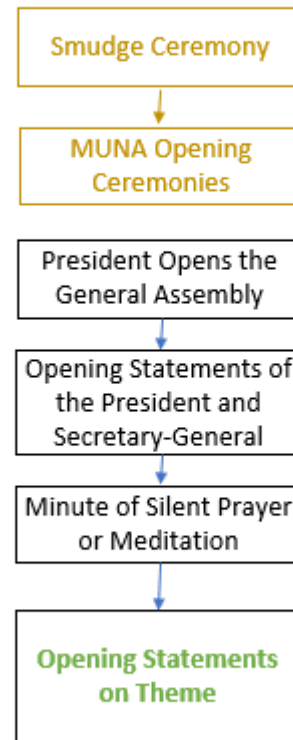
*It is important to note that the United Nations is not a parliament. As such, the General Assembly rules of procedure are simpler than parliamentary rules. For one, General Assembly rules only have one intervention, a **Point of Order**.*

Opening Plenary

President / Vice-President

- Delivers opening remarks (2min) on overall theme of assembly and aims of this session.
- Then script available, including timing and list of which countries speak and when.
- Vice-President monitors the Chat for delegates raising Point of Order.
- Try to adhere to the agenda as much as possible and close this portion and go to break at 10:15

Opening Plenary - Day 1



Secretary-General

- Delivers 3-minute statement on challenges currently facing the UN near beginning when called on by the President

Deputy Secretary-General

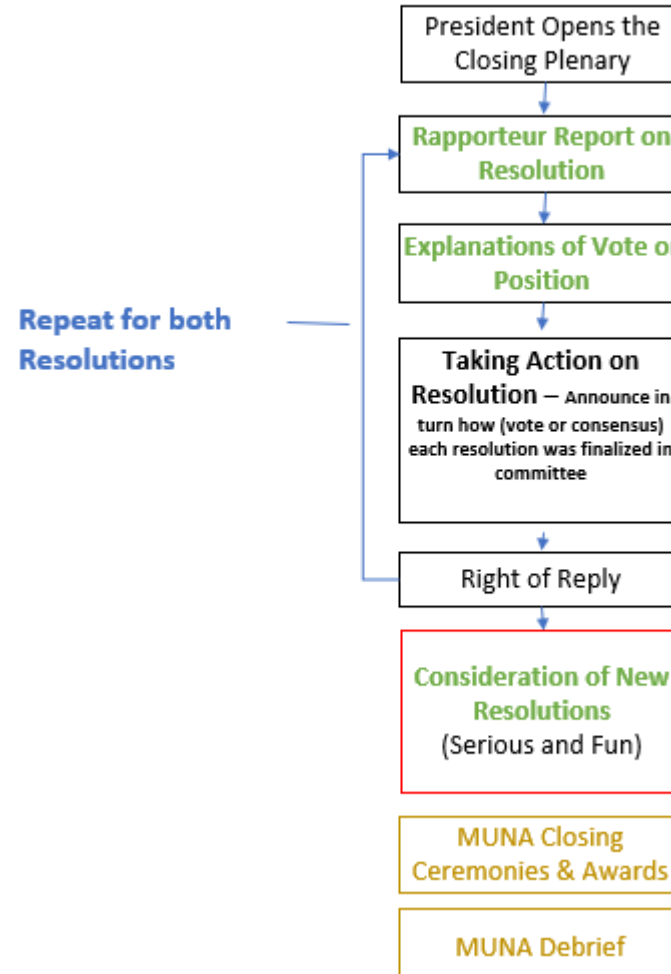
- Record chat directed to head table by delegates requesting a 'Right of Reply' and note order they were received. Pass the list to the President after statements on theme have been delivered (right before break).
- Monitor receipt of copies of opening theme statements and copies of new and fun resolutions for access by delegates and Table Officers.

Closing Plenary – Day 2 [11:00am-3:15pm]

President / Vice-Pres

- Script available for the Closing Plenary
- Process for taking action on resolutions 1 through 2 repeats itself.
- Vice President delivers a 1-2 minute speech on theme, spirit of deliberations and/or future challenges for UN.
- Awards:
 - President to present the Burt Friesen Award for “Best Prepared Delegation”.
 - Vice-President to present the Rais Khan Award for “Most Diplomatic Delegation”
 - Criteria posted with all delegates to vote prior to fun resolutions.
- See next slide for guidance in the consideration of new resolutions

Closing Plenary Session - Day 2



Secretary-General

- See President’s script for detailed guidance.

Deputy Secretary-General

- Create two polls with the title and sponsoring nation of all serious and then fun resolutions for display on screen to determine which resolutions to select.
- Deliver 1-2 minute closing statement on the progress made directly relating to the cyberspace and COVID resolutions when called on by the president.

Considering New Resolutions

(Two Serious, One Fun)

President / Vice-Pres

- List of new resolutions to vote on will be displayed.
- Can grant Right of Reply if warranted
- Country name of main sponsor to introduce the resolution and then respond to comments will be on the template form displayed on screen along with the resolution text.
- Speaker list will be the delegations indicating they wish to speak on the Chat

Consideration of New Resolutions - Day 2

	Delegates submit new resolutions by 11:00am
7 min	Assembly votes on which new resolutions to consider
3 min	Introduction of resolution by main sponsor
15 min	Speaker's List compiled with each delegation allowed 1.5 minutes
3 min	Main sponsor replies to comments of above speakers. Resolution tabled.
10 min	Repeat for second and fun resolutions.

Secretary-General

- Assist the DSG in monitoring the chat for Speaker List

Deputy Secretary-General

- Create the poll to determine which serious and fun resolutions will be considered.
- Monitor chat for Speakers List (in order received))
- Scan the chat for Right of Reply requests and inform President



Part IIIb: Guidance for Roles of the Committee Bureaus



**Visit the “How MUNA Operates”
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Initial Formal Committee Meeting

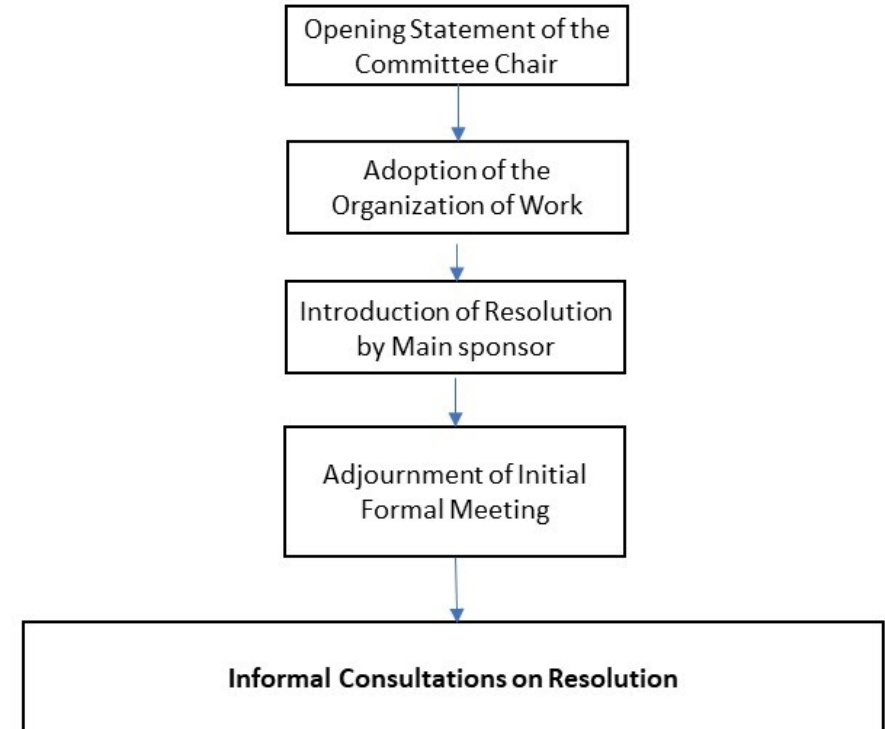
(Day 1, 10:45am just after break)

Formal Rules of Procedure in place

- Chair leads (follow script, ~ 5 minutes only)
- Vice-Chair is back-up
- Secretary does not have role in this session
- Rapporteur take own notes to prepare for report to General Assembly

Organization of Work for Initial Committee Meeting

Resolution #1 in the First Committee and
Resolution #2 in the Second Committee



Informal Consultations to Consider Draft Resolutions

(Day 1 after initial formal committee meeting)

Formal rules of procedure are suspended.
But proper and respectful conduct rules always apply

- Vice-chair leads (follow script)
- Chair is back-up
- For Part II
 - Vice-chair ask who are sponsors (S) and non-sponsors (NS)
 - Ask to update their screen names with either an “S” or a “NS” at end
 - Secretary records amendments on screen during Part II (using google docs, see guidance on how to track amendments)
 - Two rounds: (1) Line-by-line review and (2) Debate/Negotiation of amendments
- Rapporteur take own notes to prepare for report to General Assembly

Informal Consultations – Day 1

Part 1: Breakout Groups to Draft Operative Paragraphs

Opening Remarks of the Vice-Chairperson

Assignment of Sub-topics

Breakout Groups to Draft Operative Paragraphs

Breakout group facilitators lead these groups

Part 2: Review of Operative Paragraphs and Debate of Amendments

Review of Compiled Paragraphs and Identification of Sponsors

Line-by-line Review

Debate of Amendments

Final Review and Identification of Additional Sponsors

Scenario A:
Consensus Reached

Scenario B:
Consensus Not Reached

Final Committee Meeting



Vice-Chair and Secretary

Training Video for Informal Consultations

- Training videos from 2019
 - **Line-by line review**
 - Example #1 (4:10 – 10:20)
 - Example #3 (23:56 – 26:17)
 - Example #4 (27:25-28:47)
 - **Debate of amendments**
 - Moderated example (42:16-45:22)
 - Unmoderated example (46:55-48:37) (54:50- ;56:35-59:06)

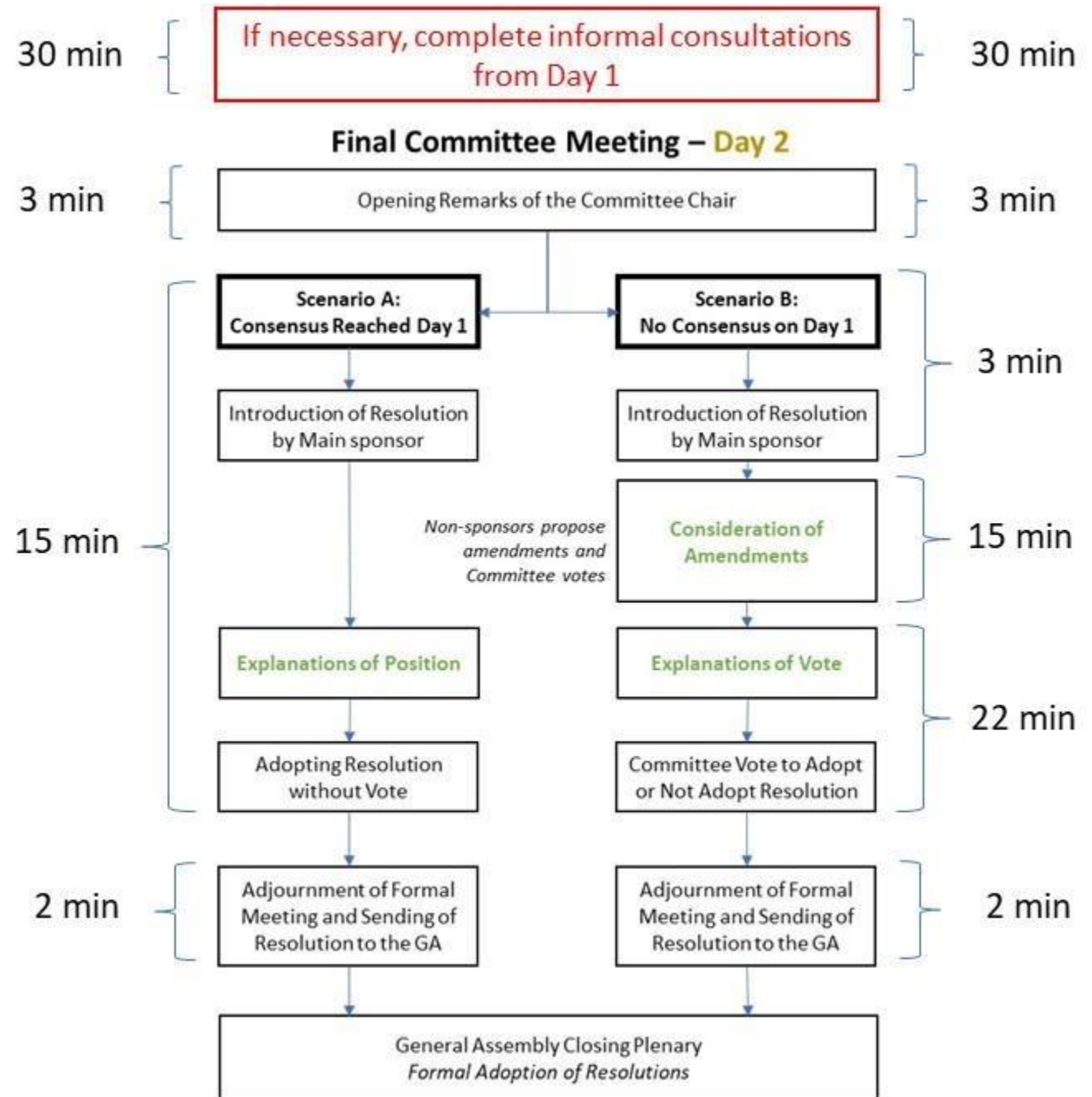
Secretary Practice on Tracking Amendments

- Open google doc (in Resolutions folder)
- Copy paragraphs from breakout groups (in Breakout Groups folder)
- Share screen
- Track an amendment

Final Committee Meetings to Take Action on Resolution

Formal Rules of Procedure in place

- **Chair leads** (follow script for either scenario)
- **Vice-chair is backup**
- **If consensus not reached Secretary tracks amendments**
- **Rapporteur**
 - Track speaker list for explanation of position or vote and notify Chair via chat.
 - Take own notes to prepare for report to General Assembly



Rapporteur Guidance

- Deliver a 3 minute overview report on the results of the committee to the General Assembly in the Closing Plenary
- Intent is **not** to read the resolution
- Intent is to give the highlights of the debate on the resolution
 - Give the result (consensus or vote)
 - Highlight the most exciting parts of the debate (which issues, what resulted)
 - What seem to be the most important aspects of the resolution.



Part IIIc: Guidance for Roles of the Breakout Facilitator



**Visit the “How MUNA Operates”
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Breakout group topics

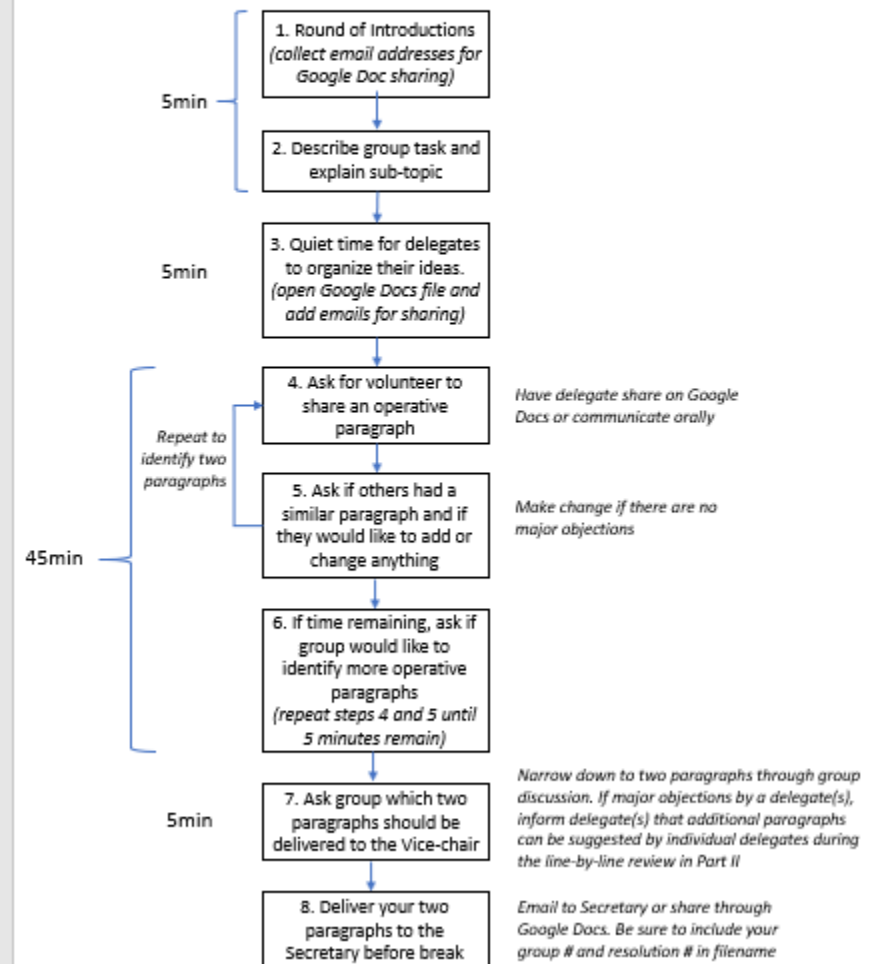
Coronavirus

- Group A: Action related to **multilateralism**
- Group B: Action related to **creating resilient health systems**
- Group C: Action related to addressing **access to education and combatting misinformation.**
- Group D: Action related to **providing economic supports**

Cyberspace

- Group A: Action related to **urgency and existing and future treaties and resolutions**
- Group B: Action related to **preserving and protecting government systems**
- Group C: Action related to specific **international cooperation**
- Group D: Action related to **creating resilient technological and cybersecurity systems.**

Breakout Group Facilitation Process for Identifying Operative Paragraphs in Part I of the Informal Consultation



Draft Resolutions: Google Doc access

- All delegates will receive a link to their google Breakout task documents.
- Ask any delegates without Google Doc access to send their email addresses in the chat space so that you may give them access to the Google Doc file.
- Open the Google Doc file and assign access to your breakout group members.
 - All discussions between delegates must be respectful, truthful and in the spirit of our universal responsibility to each other.

Draft Resolutions: operative statements

- State the name of the sub-topic your group has been assigned.
- Give the delegates in your group 5 minutes of quiet time to organize their individual thoughts.
- Ask them to be ready to share it with the group by adding it to the Google Doc file that is open or have them verbally share and ask for a scribe.
- Ask for a volunteer to share their idea.
- Ask if others had similar idea and get them to share. Revise the statement if agreed or add to it.
- Ask for another volunteer to share their idea. Revise as needed and repeat.
- Ensure full participation and work toward consensus.

Draft Resolutions: other revisions and idea

- Once you have two operative statements completed, your group may:
 - Continue with more operative statements.
 - Make other suggestions for other areas.
 - Revise the preamble to provide more context.
- A two-minute warning will be provided to signal the end of the breakout session.
- During the follow-up committee meetings, the statements will be discussed and adopted or revised.



Part IV: Questions

