

**NHVPS MUN
2023**



DELEGATE HANDBOOK

A Complete Guide to MUN

CRASH COURSE IN MUN

At the end of the Second World War, the leading global powers decided that an international body should be constituted to prevent future global conflict and to provide a forum for peaceful international relations. These leaders established the United Nations to achieve four main goals:

To maintain international peace and security;

To encourage international cooperation in the spheres of social, economic and cultural developments;

To develop friendly relations among nations on principles of equal rights and self-determination; and

To recognise the fundamental rights of all people.

The United Nations has six major organs to carry out its functions:

The General Assembly,

The Security Council,

The Economic and Social Council,

The Trusteeship Council,

The International Court of Justice, and

The Secretariat.

Essentially, a Model United Nations (MUN) is a simulation of the various proceedings of the United Nations and other international organisations. Delegates are assigned to a committee in which they put themselves in the shoes of a diplomat representing their state, an international body, or a specific political, historical or fictional character.

Through rigorous research, debate, teamwork and cooperation, delegates work to solve some of the world's most pressing issues over the duration of the conference.

WHAT TO DO BEFORE COMMITTEE

1. Background Guide

The background guide for each committee provides you with the most relevant information about the issues dealt by it. It provides specific information about the problems and possible solutions/ outcomes. It helps you grasp an understanding of the mandate of your committee so as to help you direct debate at the conference.

2. Research

After familiarising yourself with the background guide, conduct further research on your country/portfolio and other countries/portfolios, with reference to the committee's agenda and other current affairs. Regularly check reliable news sources for information on current affairs. Some committees require the submission of a position paper. Be aware of your country's foreign policy and basic information about it (e.g. head of state, capital).

3. Rules of Procedure

Go through the next few pages of the Handbook for a detailed description of Model U.N. Rules of Procedure (commonly abbreviated as RoP). This is crucial to your performance in committee as it enhances your research, diplomatic and oratory skills.

4. Using the right sources

During debate, any delegate can be asked to provide sources for spoken or written material. The most credible news agency for any Model U.N. is Reuters at <https://www.reuters.com/>. Delegates may use Reuters documents as valid proof to support their stance or statements. Credible research papers may be used as sources of information. Using UN documents for reference is highly recommended.

Delegates can access these documents from the UN Official Document System (UN ODS) at <https://documents.un.org/>. Delegates may also use their country's government website as sources of information.

Note: Final decision regarding the legitimacy of a source is subject to the discretion of the Executive Board.

THE COMMITTEES

Each committee has a designated Chair, Vice-Chair, Moderator, Press Representative and Logistics Staff. Logistics assists delegates in passing notes amongst themselves and with the Dais. Double delegations are allowed only in the General Assembly. There are five committees at NHVPS MUN 2023 and an IPC. They are divided into non-crisis and crisis committees.

Non-Crisis Committees:

- 1) UN General Assembly
- 2) UN Security Council
- 3) House of Commons
- 4) UN Human Rights Council

Crisis Committee

- 1) Sec Gen's AD-HOC

POSITION PAPER

A position paper is a written document that outlines the stance of your country/ portfolio regarding the agenda or a certain topic. Generally, position papers do not exceed one page. Some committees do not require the submission of a position paper. Refer to the committee's background guide for further information.

Font: Times New Roman

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Text Alignment: Justified

1. Name of the country must be the official name. e.g. Federal Republic of Germany
2. References must be listed at the end of the position paper.

General information regarding the delegation

Introduction to the agenda of the committee

1. Steps taken by the UN
and your country
2. Stance of your country

Suggested solutions to address the specified issue

References

Name of Delegate: Anirudh Rao

Name of Committee: Disarmament and International Security Committee

Name of Country: Republic of Finland

Agenda: Assessing the Threat Posed by the Manufacture of Chemical and Biological Weapons



Amongst the weapons of mass destruction, chemical and biological weapons are the most proliferated. They are some of the deadliest weapons ever produced by man. More than this, it's extremely difficult to tell the difference between legitimate and harmful chemical and biological research. Advances in science hold the key to the cures of multiple diseases, but with the same knowledge, these advances can be used to engineer weapons of mass annihilation. This poses a serious threat to mankind and international security.

The United Nations is at the forefront of disarmament efforts and has been actively involved in multilateral treaties and negotiations. The Republic of Finland supports and participates in all initiatives of the U.N. towards arms reduction. The complex and horrendous conflicts in and around Syria and Iraq highlight the damage caused by chemical and biological weapons. These attacks continue to affect not only the Middle East, but indirectly also Europe, including Finland. These conflicts have already maimed and killed hundreds of thousands, and displaced many more. This has given rise to flows of asylum seekers towards Europe and has created a huge strain on the European economy. The European Union and Finland continue to do their part in assisting refugees. However, the humanitarian assistance that can be provided has a limit. Dismantling and disposing of these weapons is also cause for grave environmental and economic concern. Therefore, we must focus on the root cause of this crisis – chemical and biological warfare.

To achieve total disarmament of weapons of mass destruction, Finland strongly believes that member States must:

- Identify faults that make States vulnerable to the proliferation of weapons of mass destruction;
- Address problems common to developing countries in order to improve countries' capacities to prevent the proliferation of weapons;
- Strengthen international export control cooperation in order to combat terrorism;
- Tighten control over chemical and biological material; and
- Establish a comprehensive observation network, implementation organisation and verification methods to monitor compliance of disarmament agreements by States.

Now, it is our collective responsibility to make the choice between catastrophe and global peace.

References

- | | | |
|---|---|---|
| http://www.formin.finland.fi/ | - | Ministry for Foreign Affairs of Finland |
| https://gadebate.un.org/ | - | General Assembly of the United Nations |
| http://www.nti.org/ | - | Nuclear Threat Initiative |

GENERAL RULES OF PROCEDURE

Note: This section ('General Rules of Procedure') is applicable to both crisis and non-crisis committees.

Diplomatic Courtesy

During committee sessions, delegates are expected to exercise diplomatic courtesy when addressing members of the committee and the Dais.

1. All remarks to the committee must be made to the chair / vice-chair.
2. Delegates will rise to address the committee.
3. Delegates must be recognised by the chair/ vice-chair before speaking.
4. Delegates must address the committee and themselves in the third person.
5. Delegates must refrain from using personal pronouns.
6. Delegates wishing to make a motion must raise their placard and wait until the chair/ vice-chair recognises the delegate before speaking.

Opening Session

A motion to open session, i.e. start committee, will be of the form:

Motion to open session.

Roll Call

At the beginning of each session, the Dais shall proceed to take a Roll Call. Each delegation will be called upon in alphabetical order, and may respond with either of the following voting statuses:

- (a) Present - The delegate may abstain during voting on substantive matters.
- (b) Present and Voting - The delegate may not abstain during voting on substantive matters.

A motion to begin the roll call will be of the form:

Motion to open roll call vote.

If a delegate is not present during Roll Call, they are expected to pass a note to the Dais once they arrive, explaining the reason for their delay, and their voting status. All delegates must vote on matters that are procedural, e.g. moderated caucus, breaking for lunch, etc.

Speaker's List

The General Speaker's List (GSL) indicates the delegations wishing to address the committee. Delegates which are recognised will address the committee from the podium for a specified duration of time. After their speech, the delegate may yield the floor to questions, comments, the Chair, or another delegate, in the case that the delegate has left over time.

A motion to open the speaker's list will be of the form:

Motion to open the General Speaker's List to discuss the agenda_____.

When the Speaker's List is opened, delegates are enlisted by show of placards. Delegates may add their name to the list by submitting a written request to the Dais.

Starting of Caucus

A caucus is a discussion that occurs when formal debate by the means of the General Speaker's List is suspended.

1. Moderated Caucus

During a moderated caucus, delegates debate on specific topics related to the agenda while in their seats and when recognised by the chair.

A motion to start a moderated caucus is as follows:

Motion to start a moderated caucus on the topic _____ for a total time of _____ minutes, allotting _____ minutes per speaker.

2. Unmoderated Caucus

During an unmoderated caucus, delegates are permitted to leave their seats and discuss matters with other delegates in a less formal setting. A motion to start an unmoderated caucus is as follows:

Motion to start an unmoderated caucus for a period of _____ minutes.

A motion to extend a caucus is raised as follows:

Motion to extend the un/ moderated caucus by _____ minutes.

Round Robin

A round robin allows all delegates in committee to give their views on a particular topic within a specific amount of time. This allows the committee to know the stance of every delegate. A motion to begin a round robin is:

Motion to begin a round robin to discuss the stance of committee on the subject _____ allotting _____ seconds/ minutes per speaker.

Parliamentary Points

Parliamentary points may be made after declaration by the delegate and recognition by the Chair.

1. Point of Order

A point of order may be raised by a delegate when another delegate in committee has a factual inaccuracy or logical fallacy in their statement. A point of order may not interrupt a speech. A point of order cannot be raised on a point of order.

2. Point of Information

During substantive debate, a delegate may question a speaker by rising to a point of information. Questions must be directed through the Chair and made only after the speaker has concluded their remarks.

3. Point of Parliamentary Inquiry

If there is no speaker on the floor, a delegate may rise to a point of parliamentary inquiry, requesting for clarification on rules of procedure.

4. Point of Personal Privilege

A point of personal privilege may be raised by a delegate, even if it interrupts a speaker, regarding their personal comfort.

e.g. The speaker is not audible.

The temperature needs to be adjusted.

Requesting the Dais to redisplay material on the screen.

RESOLUTIONS

Note: This section ('Resolutions') is applicable to both crisis and non-crisis Committees.

Working Paper

A working paper is a rough version of possible solutions that the committee should take up to solve the issue at hand. It does not have a specific format.

Resolution

The final results of the discussion and negotiation are resolutions. A resolution is a written suggestion for addressing a specific problem or issue. Delegates draft a resolution or multiple resolutions, which are then voted upon. A simple majority is necessary for a resolution to pass. Resolution drafting and voting procedure is described in later sections.

Draft Resolution

Documents submitted to the Dais in proper resolution format will be considered as a draft resolution. The proper format for resolutions is outlined in further sections of the Handbook.

Terms pertaining to Resolutions

1. Sponsors

Sponsors are delegates who completely agree with all clauses of the resolution and support it fully. They must vote in favour of the resolution when it is voted upon. Sponsors of one resolution cannot be sponsors or signatories to another resolution. The recommended number of sponsors to a resolution is two.

2. Signatories

A signatory neither agrees nor disagrees completely with the resolution in question, and feels the need for the committee to deliberate on it. A delegate may choose to be a signatory for more than one resolution.

3. Preambulatory Clauses

Preambulatory clauses describe the recent history of the situation the resolution attempts to solve, and the issue as it currently exists.

4. Operative Clauses

Operative clauses include actions or recommendations which will solve the problem. They deal with the committee's suggested action on the issue.

Format of a Resolution

Resolution Number: (Leave blank, to be filled by Dais)

Committee Name: (Enter committee name)

Agenda: (Enter agenda that the resolution deals with)

Sponsors: (Official names of countries/portfolios)

Signatories: (Official names of countries/portfolios)

Preambulatory clauses, (With the clauses italicised. End with a .
comma)

More preambulatory clauses, (End with a comma.)

The [Committee Name]:

1. Operative Clause 1; (With the clauses underlined. End with semi-colon.)
2. More Operative Clauses;
3. Last-but-one Operative Clause; and (Include 'and' after the semi-colon)
4. Last Operative Clause. (End with period)

Sample Resolution

Resolution Number: [Leave blank, to be filled by Dais]

Committee Name: [Enter committee name]

Agenda: Reviewing the Present Power-Sharing System in Lebanon

Sponsors: Islamic Republic of Iran, Republic of Turkey

Signatories: Kingdom of Bahrain, Republic of Iraq, Hashemite Kingdom of Jordan, State of Kuwait, State of Libya, Sultanate of Oman, State of Qatar, Kingdom of Saudi Arabia, Syrian Arab Republic, Republic of Yemen

Keeping in mind the multi-religious and multi-sectarian composition,

Realising the need to abolish all confessionalist institutions, and

Seeking to establish a fully functional democracy in Lebanon,

The sponsors and signatories of this Resolution:

- 1) Endorse the conduction of elections every six years in which the political party that wins most constituent seats forms the government, with its leader as Prime Minister;
- 2) Call for the creation of a Muslim, a Druze and other religious groups, and a Christian caucus in the Parliament, consisting of elected representatives from all political parties, with no fixed number of members;
- 3) Recommend that a two-thirds majority be met in each parliamentary caucus to pass any legislation pertaining to a particular religion and a clear majority be met in the Parliament as a whole when any other form of legislation is deliberated upon;
- 4) Designate the opposition parties in the Parliament to elect a member amongst themselves as the President of Lebanon;
- 5) Further designate the Parliament to appoint the judges of the apex court and the Speaker of the Parliament, with two-thirds approval of each caucus;
- 6) Declare accordingly that the Prime Minister, any minister appointed, and the Speaker may be removed from office through a motion of no-confidence that is passed by two-thirds of each caucus; and
- 7) Authorise the impeachment of the President and any judge of the apex court through an impeachment motion that is passed by two-thirds of each caucus.

Rules for Resolution Drafting

1. Preambulatory clauses need not be numbered, but must be italicised.
2. Preambulatory clauses must end in a comma.
3. Operative clauses must be numbered, and must be underlined.
4. All operative clauses must end in a semi-colon, except the last operative clause that must end in a period.
5. Resolutions must be made in committee. No printed resolutions will be accepted.
6. Sponsors and signatories must not violate their foreign policy while putting their name on a resolution.

Suggested Preambulatory and Operative Clauses

Preambulatory Clauses	Operative Clauses
Affirming	Accepts
Alarmed by	Affirms
Approving	Approves
Aware of believing	Authorises
Bearing in mind	Calls
Confident	Calls for
Declaring	Condemns
Deeply concerned	Confirms
Deeply disturbed	Considers
Desiring	Declares accordingly
Emphasizing	Deplores
Expecting	Designates
Fulfilling	Draws the attention
Fully aware	Emphasizes
Further deploring	Encourages
Guided by	Endorses
Having adopted	Expresses its appreciation
Having considered	Further invites
Keeping in mind	Further proclaims
Noting with regret	Reaffirms
Noting with deep concern	Recommends
Noting with approval	Reminds
Observing	Regrets
Realising	Requests
Reaffirming	Solemnly affirms
Recognising	Strongly condemns
Seeking	Supports
Taking into consideration	Trusts
Viewing into apprehension	Takes note of
Welcoming	Urges

Introduction of a Draft Resolution

A delegate may make a motion to introduce a draft resolution. Adoption of this motion is at the Chair's discretion, after which the Chair will invite the sponsors to read the text of the resolution. The motion to introduce a draft resolution is:

Motion to introduce the draft resolution.

Amendments

Amendments to draft resolutions are the means by which these documents may be altered or edited by the committee. Amendments can create additions, deletions or changes to a draft resolution to increase its acceptability.

Amendments may be friendly or unfriendly. Friendly amendments are those which are approved by the sponsors and are to be added without a vote. Unfriendly amendments do not receive approval from the sponsors and needs the approval of one-fifth of the committee in order for it to be added to the draft resolution.

Non-substantative amendments, e.g. correcting errors in spelling, grammar or format, are incorporated without a vote.

Voting Procedure

The committee shall vote on the draft resolutions in the order in which they have been submitted to the Dais. After the Chair has announced the beginning of voting procedure, no delegate may enter or leave the committee room.

Logistics is not accessible to delegates during voting procedure.

Each delegate shall have one vote. Delegates must vote "yes", "no", or can abstain from voting (only those delegates whose voting status is 'Present'). If the draft resolution is accepted by a simple majority, it is said to have passed.

Adjournment of Session

Once voting on draft resolutions has finished, the Chair shall declare the end of voting procedure. If all topics have been exhausted, the Chair may entertain a motion to adjourn the session, which is of the form:

Motion to adjourn session.

ACCESSORY RULES OF PROCEDURE

Note: This section ('Accessory Rules of Procedure') is applicable only to crisis committees and in times of crisis

Crisis Committees

Crisis committees generally do not have a preset agenda. They rely on debate on crises (plural of 'crisis') that are introduced during the course of the conference.

Crisis committees tend to be more informal than non-crisis committees. However, parliamentary procedure remains the same to a certain extent. Refer to previous sections for general rules of procedure.

Delegates may be given a hint of the situation through the committee's background guide. Delegates are expected to act strictly on the mindset of their country / portfolio and not deviate from their existential policies.

Crisis Updates

Updates on the emerging crisis are introduced through crisis updates.

Delegates have the opportunity to raise points of information (described in an earlier section), in order to further educate themselves and understand the crisis at hand.

Actions

In crisis committees, action is taken through directives. Notes are used to communicate between delegates when the committee proceeds.

Portfolio actions are used to take actions that is within the authority of the committee, country or portfolio. The actions are sent via chit to the Dais, upon which the delegate will receive a reply.

If the action is outside the delegate's purview, it may be rejected. If the action is approved by the Dais, the response will either provide the delegate with some requested information or indicate that their action has been put into effect. These actions may be amended

The following are the actions that delegates can take in crisis committees:

1. Directives

Directives are portfolio actions that are debated on and passed by a simple majority of the committee as a whole. Directives must be extensively detailed in order for it to be passed. Directives are mainly of three types:

- (i) Personal – Actions within the purview of a delegate. May be secretive (Secret Directive) or not.
- (ii) Joint – Actions which are done jointly by more than one delegate.
- (iii) Committee – Actions which are undertaken by the committee as a whole. A committee directive is introduced by raising:

Motion to introduce the committee directive.

Example:

JOINT DIRECTIVE

In light of the alarming humanitarian situation mounting in the Northern end of the Republic of Korea, the cabinet will:

1. Release emergency food stores to the Korean public, to be distributed by police forces over the next two weeks, to reduce rates of malnutrition and starvation from this conflict;
2. Request assistance from the International Committee of the Red Cross is providing clean water to residents of Seoul, Incheon, Uijeongbu, and Ansan as needed;
3. Establish emergency lodging centers in non-essential government buildings for individuals that have been displaced due to recent violence;
4. Temporarily cease exports of agricultural products and order mandatory sale of all foods to the Ministry of Agriculture for 50% below market value to help mitigate the current food crisis.

Through these steps, we hope to stem the humanitarian crisis in our country and regain the trust of the public.

Signed: Minister of Commerce, Minister of Culture, Minister of Foreign Affairs, Government of South Korea

Press Releases

Press releases are used to disseminate information to the public via the media. The delegates will have to decide what information to release and what to keep confidential. Press releases can be used to describe the actions taken by the delegate or committee, to the public. A press release can be made by raising:

Motion to make a press release.

Example:

PRESS RELEASE

Yesterday, December 7th 1941 – a date that will live in infamy – the United States of America was suddenly and deliberately attacked by naval and air forces of the Empire of Japan.

Signed: President Franklin D. Roosevelt

3. Communiqués

They are letters or messages from a delegate or a group of delegates to another entity or individual, dictating actions that should be taken. These are primarily used to communicate directly with foreign governments, delegates in other committees if necessary, or individuals outside the conference, i.e. are not part of any committee, but exist in reality. They may be sent by the committee as a whole and are then required to be voted upon.

Example:

COMMUNIQUÉ

To: The Emperor of Japan

We demand an immediate, unconditional surrender by all Japanese forces within 48 hours, or we shall be forced to unleash previously unimaginable devastation upon your cities.

Signed: Commander Harper, US Pacific Command

Dividing the Committee

If more than one-third of the committee abstain from voting on a very important or controversial directive/ communiqué, a motion can be introduced to 'divide the committee'. It is introduced as follows:

Motion to divide the committee.

If more than one-third of the committee had abstained during the vote, the motion to divide the committee automatically passes. Voting is now conducted on the directive/ communiqué without the provision to abstain from voting, i.e. delegates cannot abstain.

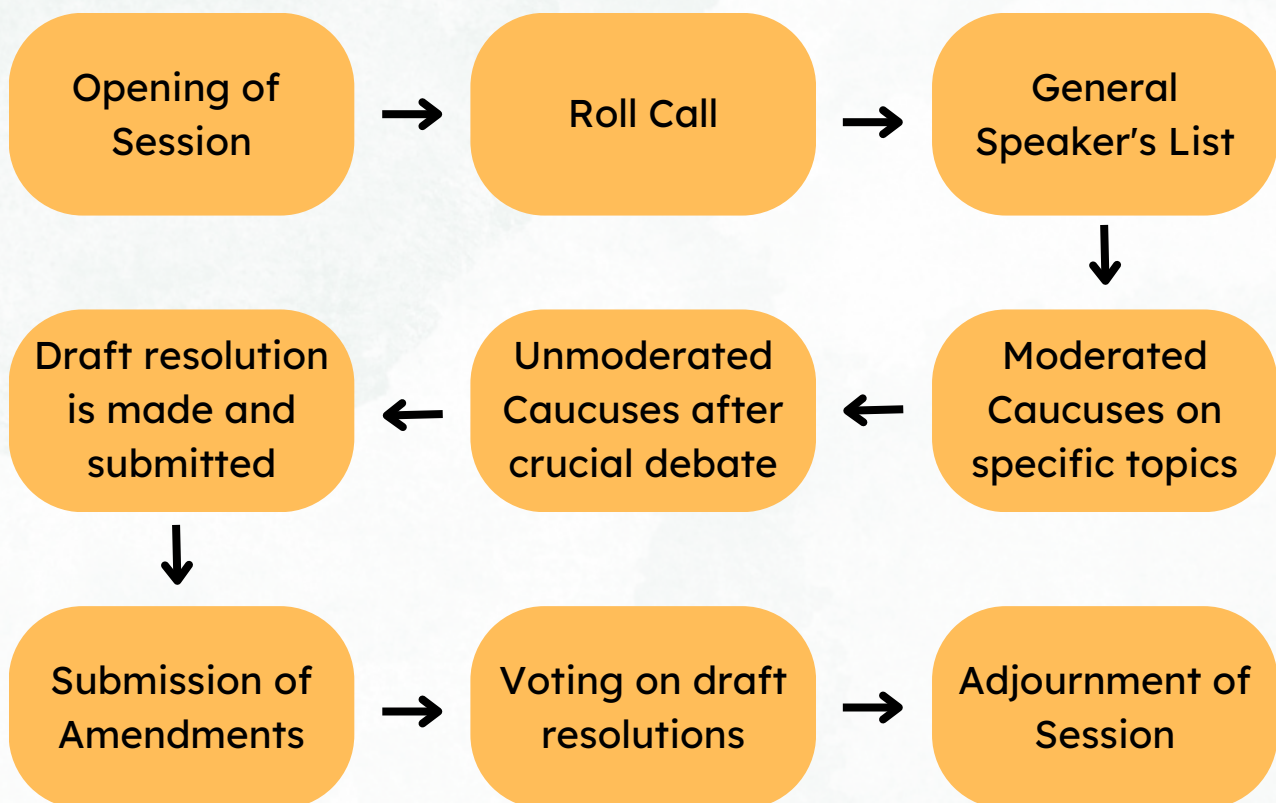
Declaring War

War can be waged by introducing a declaration of war, which needs to specify the combatant parties, reason for declaration of war, location of confrontation, duration of the war and a brief description of how the war will be waged. A motion to introduce such a declaration is as follows:

Motion to introduce declaration of war.

FLOW OF DEBATE

Non-Crisis Committee:



Crisis Committee:

