



SMART DIPLOMATS

Model United Nations

DELEGATE GUIDE BOOK

MODEL UNITED NATIONS

Model UN is a popular activity for those interested in learning more about how the UN operates. Hundreds of thousands of students worldwide take part every year. It is a simulation of United Nations procedures in which solutions for real-world problems are found. Its goal is to educate students about current affairs, international relations, diplomacy, and the United Nations agenda. Participants gain knowledge about the world we are living in and develop skills including public speaking, presentation, persuasion, situation analysis, research, and critical thinking.

Participants role-play as UN diplomats representing a nation in a simulated session of a committee of the United Nations using Rules of Procedure and engage in negotiations, discussions and lively debates. They need to research a country, take on the role of a diplomat and find solutions to current problems. Through public speaking, debate, lobbying and negotiations, they create documents with their policy ideas called “draft resolution”. Once they are ready, they will be discussed and voted upon by the committee.

HOW DO I PREPARE FOR MODEL UNITED NATIONS?

After registering for the conference, you will be sent your country, committee and topic of discussion. At this point, you need to start researching these. Your research needs to give you the information to make a position paper, opening statement (first speech), further speeches, and ideas for clauses in the resolution. To be properly prepared for a MUN, you need to research the following things:

1. Your country:

- History: focus especially on recent history, starting from yesterday to one year ago.
- National interests: what does your government want, what are the interests of the people you represent?
- Political structure: e. g. Senate or authoritarian dictator, length of term in office, etc.
- Remember that you negotiate on behalf of your country’s government!
- Current affairs: they can relate to the political structure, but don’t change it
- Examples: economic crisis, earthquake
- Economy, GDP, HDI, cultural knowledge
- Trade relations, economic relations, political and social relations
- Geographical areas, borders sharing
- Allies and enemies, foreign policy

2. Your study guide topic

The studyguide gives you an understanding of the topic. At the end you should know the basics of: what? Why? How? Where and/or when (if relevant)? What is expected if no one intervenes? The latter is especially important because the outcome of what happens if nothing is done is the justification of the policies that you put into a resolution. Usually, there will be negative outcomes to UN inactions.

You can research especially about the following things:

- History and origin of topics
- Major causes and issues and their origin
- Infected countries, countries who are in favour and against this
- Past or current frameworks, current international laws
- Past and current resolutions of UN, discussions on that topic in UNGA, UNSC and specialized agencies
- Solutions, consequences, creation or proposing solutions and framework

3. Country related research with respect to a topic

- Is your country neutral, against or in favour to the topic?
- Topic history related to your country: What happened in the past, what is going on now and what was decided for the future?
- Previous resolutions that your country vote for and if yes, did they ratify it? Current developments related to the topic, what laws were implemented or in the process of being implemented related to the topic?
- Role of government related to the topic, frameworks, policies
- Role of UN-related to the topic in your country

4. Your Committee.

You should answers especially to the following questions:

- What does your specific body do?
- What is its history/major past actions it has done?
- What is it doing now (e. g. current projects)?
- What are its limitations?
- What are your powers and what resources can you give?

5. Past actions and future policy recommendations

Past actions can be found when researching about the committee. Even if many relevant actions were not taken by the UN, be aware what actions had the biggest impact. Future policy recommendations can come from the UN, NGOs and experts in the field. It has got two advantages to know about these: Firstly, they can give ideas for further policies to be built off. Secondly, you can present yourself as knowledgeable in a debate.

6. Your allies and opponents

Now it is time to map out who you can and who you can not work with. The rationale for knowing the positions of other countries is that you will need to interact with delegates from different countries to get their support to pass a resolution together. Generally, countries are divided by values that created the traditional blocks found in the most MUN debates. Divisions can be made between large and small, rich and poor, developing and developed and democratic and authoritarian countries.

7. Current statistical data

Be familiar with current statistical data about your topic and country.

It can include names of cities, regions, chemicals, treaties and politicians.

Secondly, it includes numbers like GDP, population, unemployment rate, child mortality rate, percentage of women in politics...

WHERE TO FIND THIS INFORMATION?

There are several serious online resources in which you can find information.

- The study guide
- Last UN resolutions on the subject
- CIA World Factbook
- BBC country profiles
- News Websites, e. g. BBC, CNN, Tagesschau, France24...
- Weekly Editorials, e. g. The Economist, Time
- The United Nations website
- Specific committee website
- Your country's government, in particular the foreign ministry's website
- Reports and policy recommendations from NGO's, Think Tanks, Academic Journals or UN reports.

HOW TO WRITE A POSITION PAPER

What is a position paper?

Before the conference, it is mandatory for all delegates to write one position paper per topic. A position paper shows the policies of the represented country with respect to the issues on the agenda. It should indicate past action the country has taken in connection with the issue. It also explores solutions that your country supports. It allows you to focus on the key points necessary for the committee session and serves as a reference document during the conference.

Mind correct spelling and grammar and choose a diplomatic tone. Your position paper can serve as the basis to your opening speech at the beginning of the discussion. But please abstain from simply reading it loud and keep in mind that speeches require a different style of rhetoric. Be aware also that the opening speech will rarely exceed 90 seconds.

What does a Position Paper consist of?

The first paragraph of your position paper focuses on a selection of relevant previous documents or solution-seeking initiatives, like UN Resolutions or treaties. Explain your country's position on these steps that have already been taken. It should help you to put current proposals into context. The following questions might be helpful: What is the story behind the topic being discussed? Has the UN ever tackled this topic before, and if so what was done and how have those actions affected the current situation?

In the second paragraph, you explain your country's policy. Explain the stance of your country and has taken previously and explain the issue from your country's perspective. Is your country in favour or against the topic? How does your country understand the situation? What steps has your country taken and how has it helped the international community? Portray your country's efforts in a positive way and use the official name of your country frequently. If your country did not have any involvement in the topic, have they been involved in any similar situations or activities? You may extrapolate your country's stance on an issue by seeing how they behaved in similar situations.

In the last paragraph, you should come up with suggestions that are in line with your country's policy on how to solve the issue. This action plan should be as detailed as possible as it creates the basis for your working paper and resolution that will be debated in the committee. Take into account which other countries could support your suggestions and which solutions are realistic. You can propose new solutions, as long as they are in line with your country's general policy line.

Which procedure should be followed when composing the document?

Every delegate will represent a member state of the United Nations. In order to do so, it is important to gather background information about one's country. In the upper part, you can find more information how to gather the information. Since the MUN conference is a simulation of the real UN councils, it is crucial that every delegate behaves as if they were actually representing their country, even if they do not agree with the policies. It is important to research information about to country, to read the background guide of the council. For the position paper, it is important to inform oneself about the country's general position concerning the council's topic. Answering the following questions might be helpful: Which relevant treaties has the country signed and ratified? What speeches have the country's representatives held? How has the topic impacted your country? What has your country done or tried to do about it? What have political leaders stated in regards to the topic?

Formal requirements

Formal requirements for the position paper are the indication of the council or committee, the delegate's country and the topic. It should be 1-2 pages long with a normal font and font size. When referring to the country's position, delegates have to use the third person singular. Please also note the sources after your text, because opposing countries are likely to question your facts. Be also consistent and use only one mode of quotation.

Please send in your position papers directly to your chairpersons one week before the conference so that they can review it before making them available to the other delegates.

SAMPLE POSITION PAPER

Committee: United Nations High Commissioner for Refugees (UNHCR)

Country: Germany

Topic: Impact of the COVID-19 pandemic on Refugees

“The pandemic does not know any borders or privileges. If only a fractional amount of the world population benefits of protective measures, we will all lose”. That means that the virus threatens everybody in the world, and especially vulnerable groups like refugees and displaced people. In the last ten years their number increased yearly and peaked at 82,4 million people last year. Over 80 per cent are hosted in low- to middle-income countries. Many refugees live in overcrowded camps or densely populated urban shelters with weak health systems. Often their right to work is restricted, and those who work are often employed in the informal sector. Also, the share of refugees that is enrolled in schools or universities is lower than the overall share. The pandemic led to mass school closures. The lack of access to remote learning aggravates an existing problem: the risk for refugee schoolchildren to fall behind or drop out of school increased. Many of them, especially girls, might not return to school. And those girls who do face child marriage, poverty, or overwhelmed schools. Also, domestic violence against women increases and they do more caregiving at home. At the beginning of the pandemic, 164 countries closed their borders and half of them also for refugees. This led to an increase of irregular and internal migration. The UNHCR ensures the access to health services for refugees. It works together with governments to encourage them to include refugees in national COVID-19 response and preparedness plans and monitors their inclusion in vaccination plans. 126 countries include refugees or plan to do so. Moreover, the UNHCR is responding to the socio-economic and protection impacts of COVID-19 on refugees. This year, it revealed an appeal over 455 million USD for socioeconomic issues additional to the global appeal of 8,616 billion USD. Some of the fields are cash assistance, start-up capital and agricultural investment, responding to gender-based violence, and investing in education.

Germany sees the obligation to support a global resilience for the pandemic, since millions of people worldwide are affected of armed conflicts and natural disasters. These problems, along with mobility impairments and closed borders, have devastating effects. The pandemic can be overcome with multilateralism, international cooperation, and solidarity. Firstly, Germany contributed financially to humanitarian organisations to keep the humanitarian system capable of acting during the pandemic. 80% of its annual means were promised early. In different projects, Germany granted NGO's the flexibility to receive or reallocate measures against Covid-19. Secondly, Germany is one of the five largest refugee-hosting countries and, with 447 million USD in 2020, one of the UNHCR's

largest governmental donors. That makes the country a key partner to the UNHCR in the protection of refugees and displaced people. Last year, several international organisations urged for initially two billion dollars, and later 6,7 billion dollars, for the Global Humanitarian Response Plan. Last year, Germany supported it with 300 million USD and this year with 1,521 million US-dollars. These measures facilitate the access to water, sanitary facilities, and healthcare. Germany also supported the fund CERF of the UN with 150 million euros from 2020 to 2022, which goal it is to fight gender-based violence during the pandemic and encourages other countries to participate in it. And with its emergency programme from last year over one billion euros, Germany aims - among others- to fight the pandemic, ensure the security of food, strengthen the international cooperation, and ensure the stability of refugee regions. Thirdly, Germany sees it a moral obligation to support poor countries to get access to vaccines, tests, and medication. For that reason, the Access to Covid-19 Tools Accelerator was launched, and Germany participates in it. In 2020 and 2021, Germany provided ACT-A 2,2 billion euros for the development, production, and distribution of vaccines and medication. Thereof 980 million euros regarded the COVAX facility. Germany plans to give COVAX 30 million doses by the end of this year.

Germany stresses that international refugee law is respected. For an effective response, all member states are called to ensure and protect the rights of refugees in preventive measures, to safeguard humanitarian spaces and grant exemptions for humanitarian workers and goods. More equitable burden-sharing is needed to support refugees and those who host them.

Germany therefore asks the international community to work together to fight the pandemic which also includes the protection of the consequences for refugees, because no one will be helped if the pandemic is tackled in the whole world. One solution can be that vaccines and other medication are made accessible for the world's population and that also refugees are included in national vaccination programmes and the access to health facilities. Presumably 5,6 billion people worldwide need to be vaccinated. At the same time, the wealthy countries with 16 percent of the world's population secured two thirds of the accessible vaccines. Germany supports the production of vaccines in developing countries to facilitate their access. And a priority should be given to people at risk including refugees. Regardless of if they live in accommodations in urban spaces or in camps, they often live densely together. That increases their risk to be infected. And if one person or a few people are infected, many other people will need to stay in quarantine. Through education and information sharing, community workers, international organizations and governments can build trust so that people make use of the vaccines.

Germany also asks the international community to contribute financially to appeals of the UN with the goal to ease the impacts of vulnerable countries and to prevent negative consequences, because the preparation of humanitarian aid agencies for the pandemic occasions costs: protective equipment needs to be procured, hygiene measures need to be implemented and refugee camps and isolation units need to be prepared. Regarding appeals for funding, a global response is necessary because only the goal can be reached best together. For example, the Global Response Plan is the first global emergency appeal of this kind, and the UN assumes that the requirements will increase. With this plan, the pandemic should be combated and new waves should be prevented, they enable humanitarian aid to prevent the spread of the virus in contexts of crises and to provide help in refugee camps. For example, tests, health infrastructure, water, and sanitary facilities can be paid. This is needed for their protection because people live in narrowness, suffer from malnutrition and are more prone to diseases. Overwhelmed national health systems come in addition.

One main goal is it to use these fundings to build up isolation facilities. So, if one person gets infected, this person can be isolated and not the whole camp needs to be put in quarantine. Another point is the hygiene in the camps. If the fundings are also used to build up handwashing facilities and to provide soap, it could prevent infections. It is also important that fundings from governments and NGO's are used for the education of refugee schoolchildren. Currently, the school closings made it harder for many refugees to follow the courses. And if fundings are invested in education, for example gadgets can be paid to enable them remote learning. Or, if the schools reopen, it can be invested for example in learning materials, additional sanitary facilities, or staff that helps the children with the exercises, so that they do not fall behind one more time. Furthermore, local authorities and staff are requested to work together and report cases, to inform the inhabitants and refugees about the virus and countermeasures and to prevent gender-based and/or domestic violence that comes up in the context of the virus.

HOW TO WRITE A RESOLUTION

Since a resolution is a legal document, it has to look in a certain way. MUN resolution formatting follows the guidelines set by the United Nations. A resolution always contains:

A header that includes:

- The name of the committee
- A concise title or number
- A list of sponsors and signatories
- **Sponsors** are those who had key ideas and made significant contributions to the resolution writing process. They should vote in favour of the resolution unless there is a justification for them not to do so.
- **Signatories** are other delegates who may support your ideas, but don't necessarily agree with the resolution. They believe that the resolution is significant enough to have it discussed, but don't necessarily need to vote in favour of it.
- Topic discussed

A set of preambulatory clauses, separated by commas. They state the issues that the committee wants to resolve on the issue. It states reasons why the committee is working on the topic and highlights past international actions. Preambulatory clauses can include:

- Past UN resolutions, treaties, or conventions related to the topic
- Past regional, non-governmental, or national efforts in resolving this topic
- References to the UN Charter or other international frameworks and laws
- Statements made by the Secretary-General or a relevant UN body or agency
- General background information or facts about the topic, its significance, and its impact.
- Definitions of key terms
- Discussions of the general scope of the topic

The following phrases can be used for each perambulatory clause:

Acknowledging	Fully alarmed	Reminding
Acting	Fully aware	Seeking
Affirming	Fully believing	Seized
Alarmed by	Further deploring	Stressing
Alarmed	Further recalling	Taking into account
Anxious	Guided by	Taking into consideration
Appreciating	Having adopted	Taking note
Approving	Having considered	Taking note also
Aware of	Having considered further	Taking note further
Bearing in mind	Having devoted attention	Underlining
Believing	Having examined	Viewing with appreciation
Cognizant	Having heard	Viewing with apprehension
Concerned	Having received	Welcoming
Confident	Having reviewed	Welcoming also
Conscious	Having studied	
Considering	Having adopted	
Contemplating	Having approved	
Convinced	Having considered	
Declaring	Having decided	
Deeply concerned	Keeping in mind	
Deeply conscious	Mindful	
Deeply convinced	Noting	
Deeply disturbed	Noting further	
Deeply regretting	Noting with deep concern	
Deploring	Noting with regret	
Desiring	Noting with satisfaction	
Determined	Observing	
Emphasizing	Reaffirming	
Encouraged	Reaffirming also	
Expecting	Realizing	
Expressing appreciation	Recalling	
Noting with approval	Recalling also	
Expressing concern also	Recognizing	
Expressing concern	Recognizing also	
Expressing its appreciation	Recognizing with satisfaction	
Expressing its satisfaction	Referring	
Expressing satisfaction	Regretting	
Firmly convinced	Reiterating	
Fulfilling	Reiterating its call for	

A set of operative clauses that are numbered and separated with a semicolon. Only the last operative clause ends with a point. These should make the largest part of the resolution, be specific and state the solutions that the sponsors of the resolution propose to resolve the issue. The operative clauses should be as detailed as possible and address the issues specifically mentioned in the preambulatory clauses. The following operative clauses can be used in a resolution:

Accepts	Endorses	Strongly encourages
Acknowledges	Expresses its appreciation	Suggests
Adopts	Expresses its hope	Supports
Advises	Expresses its regret	Takes note of
Affirms	Further invites	Transmits
Also calls for	Further proclaims	Trusts
Also recommends	Further recommends	Underlines
Also strongly condemns	Further reminds	Underscores
Also urges	Further requests	Urges
Appeals	Further resolves	Welcomes
Appreciates	Has resolved	
Approves	Instructs	
Authorizes	Introduces	
Calls	Invites	
Calls for	Notes	
Calls upon	Notes with satisfaction	
Commends	Proclaims	
Concurs	Reaffirms	
Condemns	Recalls	
Confirms	Recognizes	
Congratulates	Recommends	
Considers	Regrets	
Decides	Reiterates	
Declares	Reminds	
Declares accordingly	Renews its appeal	
Demands	Repeats	
Deplores	Requests	
Designates	Requires	
Directs	Solemnly affirms	
Draws the attention	Stresses	
Emphasizes	Strongly advises	
Encourages	Strongly condemns	

RESOLUTION PAPER



Committee: The United Nations Office on Drugs and Crime.

Topic: The threat of Organized Crime: Trafficking of Cultural Property.

Sponsors: The Federative Republic of Brazil, The United States of America, and The Federal Republic of Germany's

Signatories:: The Islamic Republic of Pakistan, The Kingdom of Morocco, The United States of America, The Republic of Paraguay, The Federative Republic of Brazil, The French Republic, Japan, The United Kingdom, and The Federal Republic of Nigeria,

The parties to this agreement,

In pursuit of the objective of the convention, and being guided by its principles,

Acknowledging that Trafficking in cultural property, together with the destruction of cultural heritage, has been recognized as a threat to international peace and security by the UN Security Council, as well as an impediment to the enjoyment of cultural heritage as a human right guaranteed by international law,

Recalling the seventh article of the UNESCO: CONVENTION FOR THE SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE,

Underlining the fact that Cultural heritage is a non-renewable resource that is continuously at risk from natural causes of decay and deterioration and that its loss is further accelerated and exacerbated by looting and trafficking,

Further recalling the 1970 Convention and the 1995 Convention, on the means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property,

Urging all signatories to be United and further cooperate to achieve our global goal,

Recognizing that developing countries do have the right to access their cultural property,

- 1. Recommends** the reinforcement of security in the archaeological sites;
- 2. Involves** in the illicit trafficking of cultural property to fight back against terrorism;
- 3. Hearten** governmental organizations and non-governmental organizations to stand against the trafficking of cultural goods;
- 4. Endorses** the registration of all the networks linked to the trafficking of cultural property or raising any suspicions in INTERPOL's database;
- 5. Proposes** the establishment of new entities similar to 'casques bleus' to protect the countries' cultural properties during instabilities and wars;
- 6. Emboldens** the establishment of an endeavour to open a dialogue centered around humanity and its heritage to preserve peace and harmony between all nations
- 7. Recommends** rectification of Law number 7 by expanding the definition of the word "evidence" to include:
 7. 1. Evidence from scientific work
 7. 2. Evidence from technological work
 7. 3. Evidence from anthropological and historical work
- 8. Encourages** the strengthening of legislation and penalties for the illicit traffic of cultural property;
- 9. Incites** UNESCO to implement a developmental project for 15 years (with extensions if needed), in which countries should follow certain criteria:
 9. 1. The huge decrease in illicit trafficking at the national and international level
 9. 2. No possibility of ongoing political tensions, instability, and wars
 9. 3. Museums should be protected by UNESCO-trained guardians
 9. 4. Reimbursement to the countries that protected other countries' cultural property
 9. 5. Loaning certain cultural property every five years for one year
- 10. Supervises** in cooperation with UNESCO the non-governmental organizations in taking action to make new technological projects with museums/archaeological sites in developing countries and implementing machine learning to combat counterfeiting and forgery;
- 11. Suggests** to UNESCO to add better security systems in museums (a better surveillance system) and then expand to non-UNESCO security systems via international and regional NGOs (Conseil International des Musées);
- 12. Emphasizes** on UNESCO (with advanced 3d printing technology) to add to the database the permit of certain endangered artifacts and to prevent counterfeit and thievery;

- 13. Inspires** nations to further invest in archaeological expeditions to document topographical maps of patrimony;
- 14. Moderates** cooperation between UNESCO and Germany to expand the use of the app KIKU (recognizing via machine learning if an artifact has been illegally looted or stolen) in other nations;
- 15. Stimulates** the use of education to raise awareness and educate citizens about the importance of preserving cultural heritage;
- 16. Emphasizes** the establishment of cultural property and artifacts loaning program between countries to promote historical heritage;
- 17. Urges** state members and relevant institutions to strengthen and fully implement mechanisms to strengthen international cooperation;
- 18. Advises** the nations to establish a hotline specifically for every single country to inform the government about any trafficking and finding cultural goods;
- 19. Invigorates** States to enhance cooperation in the fight against trafficking in cultural property, through the investigation and prosecution of persons involved in such activities;
- 20. Commends** the preparation of lists of stolen or lost cultural property to recognize the damage;
- 21. Calls upon** the establishment of the ICH (Intangible Cultural Heritage) Inventory to effectively safeguards the rich heritage in cooperation with The International Council of Museums. (ICOM);
- 22. Prompts** non-governmental organizations to provide funds and to finance local cultural protection;
- 23. Expresses** the need for investments in the cultural field, archaeological sites and museums through International funds investing in innovation;
- 24. Declares** the reinforcement of proactive barriers by setting customized tariffs;
- 25. Decides** to remain seized by this question;