

1st ACGMUN Conference

Delegates Manual

Dear Delegates, with this manual we hope to achieve your proper initiation to the ACGMUN Rules and Procedures and guide you through your MUN preparation. Here you will find all the information you need as well as some basic guidelines and tips on how to upgrade your skills as MUNers! We hope that you will find this manual useful and we expect to see well prepared and diplomatic delegates, ready to participate actively and passionately in the debates and come up with effective solutions!

What is Model United Nations?

Model UN is an academic simulation of the United Nations where students play the role of delegates from different countries and attempt to solve issues that affect the global community with regard to the policies and perspectives of their assigned country.

What should delegates do prior to the conference?

In this section we will guide you through what you need to do in preparation for the conference. We advise you to work comprehensively and have all the required work done by late March.

Selecting a Committee

Before participating in the ACGMUN you should decide in which forum you would like to participate as a delegate. In the ACGMUN we have 5 General Assembly Committees and 5 Specialized Agencies. After carefully reading the topics of the agenda think and choose the forum that interests you the most. There is also a presentation of all the forums in ACGMUN available on the website which can help you understand better what exactly each committee is responsible for and their goals.

Research

Every delegate before attending the conference is expected to make research and gain knowledge about the topics to be discussed but also learn which is the position and policy of the country that he/she is representing regarding the topic. A well informed delegate makes a good delegate.

Here are some things you need to think about in order to organize your research:

1. Which Country do I represent?

You need to understand the country you're representing- where it is, who lives

there, who your allies are, what type of government your country has, and more. So, we advise you to make a country profile.

In order to help you get to know your country here are some questions to answer:

- What is your country's official name?
- What region of the world is your country located in?
- How big is your country?
- Who are your country's neighbors?
- How would you describe your country's physical features and climate?
- When was your country founded?
- What type of government does your country have?
- Who are your country's allies? Enemies?
- What is your country's capital?
- What is your country's population?
- What is your country's ethnic composition?
- What is your country's official language?
- How would you describe the quality of life in your country?
- What is your country's total Gross Domestic Product?
- What are some of your country's natural resources?
- What are your country's major imports and exports?
- What are your country's biggest trading partners?

2. What is my topic's background?

Another essential step to get started is to gain a basic understanding of the topic you'll be discussing. To do that you firstly need to define what the topic is, identify the key terms related to the topic and answer key questions such as "what are the causes?" or "who is affected by it?".

To help you we will have study guides posted on the website some months before the conference but that doesn't mean you don't have to do your own research!

3. What is my country's policy on the topic?

It is of high importance to understand that you are representing your country's views and not yours. Also, that you are required to defend your country's interests and act according to them.

4. Recent Events

5. Past International Action

One of the most important knowledge you need to have when discussing any topic in MUN is what the United Nations and international community has already done about the topic. Past international action can be UN resolutions,

international conventions and treaties, or actions by NGOs and international organizations.

6. Which are some possible solutions?

Keeping in mind that the ultimate goal of the conference is to come up with solutions for each issue and combine them into an effective and efficient resolution we can see how this is the most important step of your research. You should consider what your country wants the United Nations to do about the issue worldwide. Feel free to be creative but keep in mind that all resolutions should be realistic and doable.

Useful links

Country Research:

- CIA World Fact Book
<https://www.cia.gov/library/publications/the-world-factbook/index.html>
- UN Member States
<http://www.un.org/depts/dhl/unms/>
- IMUNA
<http://www.imuna.org/resources/country-profiles/>
- U.S. Department of State
<http://www.state.gov/r/pa/ei/bgn/index.htm>
- United Nations Website
<http://www.un.org/>
- UN Systems: UN Organisations
<http://www.unsceb.org/directory>
- BBC Country Profiles
http://news.bbc.co.uk/2/hi/africa/country_profiles
http://news.bbc.co.uk/2/hi/americas/country_profiles
http://news.bbc.co.uk/2/hi/asia-pacific/country_profiles
http://news.bbc.co.uk/2/hi/south_asia/country_profiles
http://news.bbc.co.uk/2/hi/middle_east/country_profiles
http://news.bbc.co.uk/2/hi/europe/country_profiles

Recent Events:

- BBC News
<http://www.bbc.co.uk>

Past Actions:

- UN Official Documents
<http://www.un.org/en/documents/ods/>

- UN Treaty Collection
<https://treaties.un.org/>
- UN SC Documents
<http://www.un.org/en/sc/documents/sgreports/2015.shtml>
- ECOSOC Documents
<http://www.un.org/en/ecosoc/docs/report2015.asp>

Other:

- United Nations
<http://www.un.org/en/index.html>
- General Assembly (GA)
<http://www.un.org/en/ga/>
- Economic and Social Council (ECOSOC)
<https://www.un.org/ecosoc/en/>
- International Court of Justice (ICJ)
<http://www.icj-cij.org/homepage/index.php?lang=en>
- UN Children’s Fund (UNICEF)
<http://www.unicef.org/>
- UN Educational, Scientific and Cultural Organization (UNESCO)
<http://en.unesco.org/>
- UN Environment Programme (UNEP)
<http://www.unep.org/>
- UN High Commissioner for Human Rights
<http://www.ohchr.org/EN/pages/home.aspx>
- UN High Commissioner for Refugees (UNHCR)
<http://www.unhcr.org/cgi-bin/tehis/vtx/home>
- UN Commission on Sustainable Development
<https://sustainabledevelopment.un.org/index.shtml>
- UN Commission on the Status of Women (CSW)
<http://www.unwomen.org/en/csw>
- Food and Agricultural Organization (FAO)
<http://www.fao.org/home/en/>
- International Atomic Energy Agency (IAEA)
<https://www.iaea.org/>
- International Criminal Court (ICC)
<https://www.icc-cpi.int/>
- International Labor Organization (ILO)
<http://www.ilo.org/global/lang--en/index.htm>

- International Monetary Fund (IMF)
<http://www.imf.org/external/index.htm>
- World Bank
<http://www.worldbank.org/>
- World Health Organization (WHO)
<http://www.who.int/en/>
- World Trade Organization (WTO)
<https://www.wto.org/>
- UN Statistics Division
<http://unstats.un.org/unsd/default.htm>
- Joint United Nations Programme on HIV/AIDS
<http://www.unaids.org/en/>
- Best Delegate
<http://bestdelegate.com/research/>

Policy Statement

The policy statement is a short speech which summarizes your knowledge of the topic and briefly explains the policy of your country. It includes the background of your country's position, its current position and what it hopes to achieve regarding the topic discussed. The policy statement must not exceed the time length of one-minute and all policy statements shall be entertained at the begging of lobbying session.

Sample Policy Statement

Topic: Safeguarding the rights of refugees

Proposed by: Ethiopia

The government of Ethiopia maintains an open – door policy on the issue of refugees and continues to allow humanitarian access and protection to those seeking refuge on its territory. More than 630,000 refugees are accommodated, mainly in camps, throughout the country. However, provisions under Ethiopian law for refugees' local integration are very limited. The country participated in the 1951 Convention, but maintains reservations regarding refugees' employment (Article 17 of the Convention). Yet, it supports an out-of-camp scheme that allows refugees to live outside camps and engage in informal livelihood opportunities. In addition, an all-out effort is being exerted to provide education to as many refugees as possible. Also, Ethiopia took part on the 1969 OAU Convention, governing the specific aspects of refugee problems in the African region. Last but not least, considering that Ethiopia is a less economically developed country, she is making all efforts and cooperates with international organization in order to safeguard the rights of refugees, IDPs and asylum seekers.

Draft Resolution

After you having completed all the above you are required to write a draft resolution.

The draft resolution is a document which includes proposed measures that according to your country will solve the issue. This document you will have to bring along to the conference and try to include as many of your clauses as you can to the final resolution! The resolution is composed from three parts and has a very specific format which you must follow:

1. Heading

FORUM: (your Committee)

QUESTION OF: (your topic)

SUBMITTED BY: (your country)

2. Pre-ambulatory clauses

They constitute the introduction of the resolution. They contain the background of the issue you have. Each clause begins with a pre-ambulatory phrase (Below you will find a list) and ends with a comma. These clauses are not debatable. Pre-ambulatory 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.

3. Operative clauses

These are the actual solutions and measures that you are proposing. Each operative clause should be numbered, and should end with a semi-colon (;). The last operative clause should be followed by a period (.).

No resolution can contain financial amounts but can refer to possible financial resources without specifications of exact amounts.

Sample Resolution

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Size: 12

FORUM: ECOSOC

QUESTION OF: International Cooperation on criminal Matters, with a focus on cyber crime

SUBMITTED BY: Japan, Greece, France, United States of America

Pre-ambulatory

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Size: 12

Guided by the principles of the “Universal Declaration of Human Rights” signed on the tenth of December 1948,

Being a country strongly affected by cybercrime,

Having ratified the Budapest Convention on cyber crime,

Operative clauses

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Underlined

Size: 12

1. Endorses the international cooperation and collaboration of all member states in order to counter cyber crime;
2. Requests that member states to incorporate in their national legislation, in conformity with their legal systems, measures for combating cyber crime such as but not limited to:
 - a. Passing strict laws against cyber crime which will:
 - i. Protect the confidentiality and integrity of data and personal information,
 - ii. Ensure that criminal offences regarding the use of computers are punishable by effective, proportionate and dissuasive sanctions,
 - iii. Criminalize abuses of telecommunications and computer systems,
 - iv. Ensure that criminals are penalized and thus put an end to impunity,
 - b. Guaranteeing rapid access to electronic data during criminal investigations;
3. Wishes to remain actively seized on the matter.

List of Pre-ambulatory clauses:

Affirming	appreciation	Noting with appreciation
Acknowledging	Expresses its satisfaction	Noting with regret
Alarmed by	Fulfilling	Noting further
Approving	Fully aware	Observing
Aware of	Fulfilling	Pointing out
Bearing in mind	Further deploring	Reaffirming
Believing	Further recalling	Realizing
Confident	Guided by	Recalling
Contemplating	Having adopted	Recognizing
Congratulating	Having considered	Referring
Convinced	Having devoted attention	Seeking
Declaring	Having examined	Taking into consideration
Deeply concerned	Having received	Taking note
Deeply conscious	Keeping in mind	Viewing with appreciation
Deeply disturbed	Noting with deep concern	Welcoming
Deeply regretting	Nothing with satisfaction	
Desiring		
Emphasizing		
Expecting		
Expressing it's		

List of Operative clauses:

Accepts	Encourages	Proposes
Affirms	Endorses	Reaffirms
Approves	Expresses its appreciation	Recommends
Asks	Expresses its hope	Regrets
Authorizes	Expresses its satisfaction	Requests
Calls for	Emphasizes	Seeks
Calls upon	Further invites	Solemnly affirms
Condemns*	Further proclaims	Strongly condemns*
Confirms	Further recommends	Supports
Congratulates	Further requests	Suggests
Considers	Has resolved	Takes note of
Declares accordingly*	Hopes	Transmits
Demands*	Invites	Trusts
Decides*	Notes	Urges
Draws the attention	Proclaims	
Deplores		
Designates		

What is done during the Conference?

In a nutshell

1. Each committee is led by a main Chairperson and two deputy Chairpersons who facilitate the discussion for the committee. The committee will start with the Chairpersons taking roll call, meaning conducting attendance.
2. The committee will then enter the Lobbying procedure and submit the final resolutions.
3. Each submitted resolution will be discussed (debated) one at a time (after being approved by the Approval Panel).
4. Amendments may be submitted by the delegates.
5. Delegates will vote on the amendments after time has elapsed for discussing each one, and delegates will vote on the resolution as a whole after time has elapsed on discussing the resolution. The committee will repeat the process for the next resolution until all of them have been discussed.

Lobbying

The Lobbying procedure is one of the most important parts of every MUN conference as it is when the final resolutions are crafted. In the ACGMUN it will take place the 1st and 2nd day of the conference.

During the lobbying procedure delegates are free to roam around the committee to work and negotiate with other delegates in order to reach a consensus. This is the time for delegates to air their views and create alliances (always with regard to their country's policies). Once you have formed your alliances you need to ask the Chairs for a Co-Submitter sheet, where every delegation of the alliance signs, stating their membership in the alliance and approving the including of their country's name to the final resolution. (Signatories should constitute 1/3 of the total members present in the committee and can only sign one resolution per topic.) You will then have to persuade other delegates that your clauses are useful in order to include as many as possible in the final resolution and maybe also try to be the main submitter. The key to successful lobbying is to be pro-active, which means taking active steps to present and discuss your proposals. The Chairs should coordinate the work of the delegates in the lobbying process. Once an alliance has crafted their final resolution (at least one of the alliance members should have a laptop with him/her), which should follow the official format (see page 7) they need to ring it to the expert chair on the

topic who will correct any policy or other mistakes.

Before being eligible for debate a resolution has to be approved by the Approval Panel. The main submitter of each resolution is called to take it there (in a digital form, remember to have a USB stick with you) to get an A-number (correcting of any format, spelling or grammar mistakes). Once you get the A-number the resolution is ready to be debated upon!

Debate

This is when all the resolutions are being discussed. Your goal is to persuade the House to vote in favor of your resolution.

The mode of debate followed in ACGMUN is open debate, which means each delegate, after being recognized by the chair can obtain the floor and speak either in favor or against the resolution as a whole. However, when debating amendments the mode of debate followed is closed debate, which means there is separate time for speeches in favor of the amendment and speeches against.

Once the lobbying procedure is done the chair will announce the start of the debate. Each resolution is allotted a certain amount of time to be discussed. The Chairpersons of each Committee set debate time for the subjects which if necessary, can be extended.

A copy of the first resolution to be discussed will be passed around to all the delegates by the staff. The Main Submitter will be called upon to read aloud the operative clauses and deliver a speech in favor of the resolution. Afterward, other delegates may obtain the floor to speak either in favor or against the resolution as a whole. After their speech delegates may yield their time to questions-and-answers, another delegate, the chair or declare a no yield (If there is no yield by the delegate, then the Directors will automatically grant two 30-second comments pertaining to the previous speech. More specifically, two delegates will take the floor and speak regarding the speech made or a topic raised by the previous delegate). Delegates may also submit amendments (=changes) to the resolution.

Once debate time for a resolution has elapsed the House moves into voting procedure. During the voting procedure delegates raise their placard, to vote in favor of, against or abstain. Co-Submitters are not required to support the resolution during voting procedure.

During debate we remind delegates that they should by any means be respectful and diplomatic. A delegate whose personal or national integrity has been impugned by another delegate's comments may request a Right of Reply.

Speakers should refrain from using the first person (“I”) as they are representing a country and not themselves.

A similar process takes place for just the amendments.

Amendments

Resolutions are modified through amendments. An amendment is a written statement that adds, deletes or changes an operative clause in a draft resolution. The amendment process is used to strengthen consensus on a resolution by allowing delegates to change the operative clauses (the pre-ambulatory clauses can not be modified). A delegate who wishes to submit an amendment should ask for an official amendment sheet. The Chairperson decides when the proposals that refer to amendments shall be discussed. When a delegate moves the amendment, the Chair reads it out slowly and clearly for all delegates to note down.

Points and Motions

Points during debate may NOT interrupt a speaker apart from the Point of Personal Privilege, which refers to audibility. All points and motions need to be recognized by the chair.

Points

Point of Personal Privilege:

- Refers to the comfort and well-being of the delegate
- May only interrupt a speaker if it refers to audibility
- May not refer to the content of a speech
- Is not debatable
- Does not require a second

Example: “Could the windows please be opened? It is very hot in here.”

Point of Parliamentary Inquiry

- Point of information to the chair concerning Rules of Procedures
- May NOT interrupt a speaker

Example: “Could the Chair please explain to the house what is meant by Open debate

Point of Information to the Speaker

- A question directed to the delegate having the floor, and who has indicated that he/she is willing to yield to points of information
- Speaker asking the Point of Information may only speak if recognized by Chair
- Always remain standing when the speaker is replying to your Point of Information
- Must be formulated in the form of a question, i.e. "Is the speaker aware of the fact that..." A short introductory statement may precede the question
- Only ONE question by the same questioner. There will be no dialogue between speaker and questioner on the floor.

Example: "Could the honorable delegate, as she is the main submitter of this resolution, please explain to the house what she implies with clause 3

Point of Order

- Refers to procedural matters only, i.e. if the chair makes an error in the order of debate or in the setting/ observing of debate time
- May NOT interrupt a speaker
- Is not debatable
- Can only refer to something that just happened, direct reference; otherwise call it "out of order"

Example: "Is it in order for the delegate to yield the floor to another delegation since the floor was previously yielded to him by Saudi Arabia?"

Point of Information to the Chair

- A question to the chair
- May NOT interrupt a speaker
- Question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege

Example: "At what time do we adjourn for lunch?"

- ALSO: Question asking for a statement by the Chair or clarification on an issue

Example: "Could the Chair please explain to the house, whether the Darfur Liberation Army has signed the Darfur Peace Agreement?"

Right of reply

- A short statement to a Speech by a delegate whose personal or national integrity has been impugned by another delegate's comments
- May NOT interrupt a speaker
- Disagreement with the content of a delegate's speech is not on grounds for a Right of Reply

Motions**Motion to approach the Chairs**

- When you want to speak to the Chair

Motion to move to the previous question

- Calls for the closure of debate and a vote to be taken on the motion (resolution/amendment) pending
- When discussing an amendment, in time in favor, this motion means to move to time against the amendment
- May be moved by the Chair or a delegate, may not interrupt a speaker
- Requires a "second" by the house, and is quickly voted upon if an objection is voiced (2/3 majority needed)
- May be overruled by Chair if time needs to be filled
- Chair needs to ask for objections

Motion to extend debate time

- At the chairs' discretion/ not debatable
- Needs a second, if proposed by the house
- Needs a simple majority (2/3) or a ruling by the chair to be adopted (e.g. due to lack of time or a guest speaker)

Motion to divide the House

It is used when the majority of the final vote on a much-disputed issue comes to a tie to be considered conclusive. The house is then asked to vote again, but this time, with no abstentions allowed.

Motion to reconsider a resolution (This motion will be entertained only in the Specialized Agencies)

- Calls for a re-debate and a re-vote of a resolution that has already been discussed
- May only be entertained at the end of all debating
- Only necessary if no other draft resolutions on the issue are present
- Needs 2/3 majority (abstentions are not in order)
- Not debatable

Closing Remarks

Congratulations Delegate! You are now ready to get started on MUN. We really hope this manual was useful and helped you get a hint of what ACGMUN is all about. We thus expect to see well prepared delegates ready to give their best and engage in fruitful debates.

We're looking forward to seeing you in April!

Best regards,
The Secretariat