

WASMUN 2018

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Delegate Preparation Guide

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Introduction

Welcome to Washington State Model United Nations 2018!

Washington State Model United Nations (WASMUN) got its start in March 2001 as a joint initiative between the World Affairs Council and students at the University of Washington. Seventeen years later, students from different universities in the Pacific Northwest continue to volunteer with WASMUN to further its mission of contributing to the larger community. During the past year, the Secretariat and volunteer staff have been preparing an intensive two-day conference simulating many of the United Nations committees. WASMUN has always strived to provide a fun, yet challenging, Model United Nations experience, and this year's committees were chosen to appeal to the broad interests of the hundreds of high school students that attend from Washington, the Pacific Northwest, and beyond.

Unlike other high school MUN conferences around the nation, WASMUN aims to allow delegates to learn more about the experience of MUN at the collegiate level. As such, WASMUN further aims to prepare high schools students for collegiate level MUN in the future, if they choose to join MUN at their college or university. Further, WASMUN seeks to help delegates gain knowledge, skills and experiences that will apply both in and beyond the academic setting. Clearly, the university MUN experience is something we're used to, and we hope that WASMUN will be a good introduction for all those attending.

Learning from past WASMUN conferences, the executive Secretariat and volunteer staff have found that the key to success in any Model United Nations conference is thorough and comprehensive preparation. It is with great hope that this guide will successfully prepare all participating delegates for this conference. This brief guide is broken down into sections that will help delegates prepare their research, write their position papers, understand committee flow—including the rules of procedure, the process of debate, working papers and draft resolutions, and voting procedure—as well as the differences between high school and college Model United Nations.

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Your Research

Starting Your Research

Beginning your research can be a daunting task, especially if a delegate is new to Model UN. To make it more approachable, it is useful to consider this layered approach:

- First, research the history, structure, and operations of the United Nations.
- Next, understand the history and socio-economic and political situation of your assigned country. This also applies to those assigned non-governmental organizations (NGOs).
- Third, research the mandate, structure, and function of your committee.
- Fourth, research your committee topics. Starting with reading the background guide in its entirety. Please note, however, that the background guide is merely a starting point to your research—it is expected that all delegates go into further research of all their committee topics. In the background guides, sources used by the staff in each committee are cited. Use these to help with further research.
- Last, investigate your State’s position on each of the topics, as well as its role in your committee. Ask yourself questions, such as ‘Is your country heavily involved in the committee?’ or ‘Have they done anything regarding the committee topics?’

Please keep in mind of the importance of individual research. At WASMUN, we recommend using any newspaper articles and official documents or other literature provided by bodies associated with the UN.

Researching Committee Topics

Keep in mind that the majority of your preparation time for the conference will consist of researching your committee topics and your State’s position on those topics. Make sure that you are preparing for the correct State, committee, and topics.

It is strongly recommended that all delegates understand all the topics on their committee’s agenda. Understanding all topics is not only beneficial, but it ensures that each delegate feels confident and ready to fully participate once the conference arrives. To reiterate, delegates should refer to the background guide as a starting point for their research. Further, delegates are suggested to utilize the footnotes and bibliography. As a reminder, because the background guide should only be used as a starting point for research, it is important to search for speeches made by the assigned country or resolutions your country have supported.

It is important to note that because the topics on the UN agenda are extremely vast and complex, delegates are recommended to consider the mandate of their committee, which provides an idea of the tone and type of work done within a specific committee.

Resources

There are many sources, especially online, that will help you understand your State, committee, and topics. However, the resources that the UN itself publishes will be invaluable in your research. A few of these resources are listed below:

- [United Nations](#). This UN website allows delegates to have access to individual committee sites, links to specific issues on the UN's agenda, links to Member States to the UN, etc.
- [UN Bibliographic Information System \(UNBISNET\)](#). This UN source provides delegates with the access to all documents from speeches by all Member States to adopted resolutions on nearly all topics. It also allows delegates to learn more about the work of the UN on certain topics, agenda items the role of individual Member States.
- [UN Global Issues](#). This section of the UN website presents all issues which extend beyond state borders and, usually, individual UN agencies or bodies. Delegates may find this source useful in getting a better sense of their topics.
- [UN Research Guides](#). A section of the UNBISNET website, this source allows delegates to have a reliable and helpful starting point for research.
- [UN Member States on Record](#). A section of the UN website, this source is particularly useful in providing direct access to official documents reflecting the perspectives of each Member State. These documents range from resolutions and human rights treaties/conventions.

While each of these sources provide excellent starting points for research, it is to be reminded that all delegates conduct research on their own in order to form original ideas and suggestions which are in line with their Member State's policy. For example, the country of Uganda should not be supporting anything relating to gay rights.

Writing Your Position Paper

What is a Position Paper?

Content

In Developing Position Papers – Consider the following:

- **Mandate.** The mandate should be the starting point for determining what your committee can and cannot do. Delegates can find these details in the background guides.
- **Existing foundations.** UN resolutions and reports aren't just created out of thin air. Solid foundations, such as various conventions and treaties, have already been established on the topic under discussion. These instruments establish political and legal foundations on a certain topic. Delegates are not required to, but are strongly recommended to, implement at least one of these documents into their position paper/ working papers/ draft resolutions.
- **Your country's policy.** Delegates are encouraged to form their own solutions and ideas to the topics in front of them; however, delegates must also ensure those solutions and ideas also align with what their country would support.

If there is any difficulty at all when writing the position paper, please do not hesitate to reach out to your committee Dais. In regard to WASMUN specifically, delegates are allowed and strongly encouraged to send in a rough draft of their position paper for edits to their committee Dais. More information will be provided in the background guides.

Organization and Structure

Please pay attention to the following guidelines when drafting and submitting your position papers. Only those delegates/ delegations that follow the outlined guidelines will be eligible for position paper awards. Keep in mind that position papers are exactly what it implies: papers that present the position of the country on the committee topics. Examples of what the position paper should look like will be posted on the WASMUN website.

For each topic, include the following:

- In the first paragraph- the current state of the topic (feel free to include relevant statistics and information): why does it matter?
- Second Paragraph- Actions the international community and your Member State have taken to address the topic
- Third Paragraph- Propose broad and specific action that your committee can take to address the topic

All topics must be addressed to be eligible for award consideration.

Formatting and Submission

Unless otherwise stated for a particular committee, all position papers must be typed and formatted according to the requirements below:

- Letter-sized paper
- Times New Roman, single-spaced, size 10 through 12
- Single spaced
- Minimum of 1 page, maximum of 2 pages
- Your State or NGO name, school name and committee name clearly labeled in the top half of the first page.
- Agenda topics should be listed in the same order as the background guide, clearly labeled in separate sections.

Do not cite or reference, directly or indirectly, your sources in your position paper.

Send position papers to your committee dais in PDF format using the emails found on the WASMUN website (wasmun.org).

SAMPLE POSITION PAPER FORMAT

Delegation from (Bold, Italics)
[Member State name] (Bold)

Represented by (Bold, Italics, Right-justified)
[School name] (Bold, Right-justified)

Position Paper for [Committee Name] (Bold, Centered)

Introductory sentence providing an overview of the topics, including some kind of diplomatic greeting or demonstration of your country's commitment to the committee's topic. (Times New Roman, Size 10-12)

I. Topic One Title (Bold, Italics, Centered)

(Paragraph 1) Background information on the topic, why your country thinks it is important, relevant national commitments and action on the issue. Remember to focus on national policies which influence your country's action on this topic within the UN and internationally.

(Paragraph 2) International commitments and your country's support of specific resolutions, initiatives, conventions or treaties. Describe what actions have been taken by your country to address prior international agreements made by your country. In other words, what types of policies or actions would your country support? What does the country want to see happen within the committee?

(Paragraph 3) Specific and concrete proposals for next steps on the topic, priority issues, and how your country can move forward on addressing the topic. This is the most important section of the position paper, and should be the longest paragraph.

II. Topic Two Title (Bold, Italics, Centered)

(Paragraph 1) Background information on the topic, why your country thinks it is important, relevant national commitments and action on the issue. Remember to focus on national policies which influence your country's action on this topic within the UN and internationally.

(Paragraph 2) International commitments and your country's support of specific resolutions, initiatives, conventions or treaties. Describe what actions have been taken by your country to address prior international agreements made by your country. In other words, what types of policies or actions would your country support? What does the country want to see happen within the committee?

(Paragraph 3) Specific and concrete proposals for next steps on the topic, priority issues, and how your country can move forward on addressing the topic. This is the most important section of the position paper, and should be the longest paragraph.

Use this sample to format your position paper. You may organize your position paper's content differently, however. Use Times New Roman, single-spaced, size 10 through 12.

The Conference

The Process of Debate

Debate first begins with the opening session. At the start of the conference, during the first session, the dais will give a brief introduction and then officially start session. After formally starting session, the chair will open the speakers list to facilitate delegates’ discussion on setting the agenda. Once speakers have been added to the list, the chair will ask for points or motions. At this time, delegates may move/ motion to suspend the meeting for a certain period of time to discuss the agenda order. Upon return to formal session, the first motion to set the agenda that passes shall set the order of the agenda items. After setting the agenda, the Chair will open a new speakers list on the first agenda topic.

Based on the this process session, the first committee session typically follows this order:



Rules of Procedure

Here at WASMUN, the rules of procedure are the same for every committee—with a few exceptions, such as the International Court of Justice and Security Council. Delegates are advised to read and understand the rules of procedure thoroughly. As a whole, the rules of procedure are intended to facilitate the workings of the committee throughout the conference. The dais—Director, Assistant Director, and Chair—reserves the right to rule motions that may be considered disruptive to the committee proceedings out of order. As a result, delegates are encouraged to act diplomatically by avoiding the presentation of redundant, inappropriate, or time-consuming motions. A more comprehensive rules of procedure—in both long and short form—will be available on the conference website (wasmun.org).

Debate

Formal vs. Informal

Formal Debate	Informal Debate
<ul style="list-style-type: none"> ● Rules of procedure are enforced by the chair ● Consists of continuation of the speaker’s list ● Delegates are expected to be in their seats and attentive ● Delegates are expected to be quiet and respectful of other delegates ● During formal debate, delegates will: <ul style="list-style-type: none"> - Be added to the speaker’s list - Raise points or motions ● Technology can not be used during formal session; Delegates are expected to put them away once formal session begins 	<ul style="list-style-type: none"> ● Rules of procedure are not enforced by the chair ● Consists of both moderated and unmoderated caucus ● Delegates are expected to remain respectful of and diplomatic toward other delegates ● During <u>moderated caucuses</u>, technology may be used for further research/ writing a speech only; delegates are still expected to remain attentive towards other delegates who are speaking ● During <u>unmoderated caucuses</u>, delegates will: <ul style="list-style-type: none"> - Walk around the committee room talking to other delegates about their country’s position on topics/ ideas on what to do about the topic at hand - Draft working papers - Discuss and gather support for working papers, draft resolutions - Review work being done in other groups ● All technology can be used during informal session

Working Papers and Draft Resolutions

Working Paper	Draft Resolutions
<ul style="list-style-type: none"> ● Content can be changed and added without any formal process ● Multiple working papers can be merged into one working paper ● Sponsors may integrate ideas to other working papers, meaning a delegate can be a sponsor on multiple working papers ● Lists all sponsors and signatories at the top of the document 	<ul style="list-style-type: none"> ● In draft resolutions, only operative clauses can be changed, and only by an amendment ● Merging draft resolutions together is not allowed ● Sponsors and signatories do not appear on the draft resolution(s) because it is now the property of the committee

Draft Resolution- Format

Throughout the conference, delegates will work to draft what will eventually become resolutions. These draft resolutions should include the following:

- Preambular Clauses: provides context and background information for topic;
- Operative Clauses: Details specific actions the committee is taking/ should take

As a whole, draft resolutions are comprised of multiple clauses. Therefore, draft resolutions do not contain any periods until the very end, at the last clause. Instead, these documents are one sentence, with semicolons and commas separating each clause. More information on draft resolutions and a template will be provided on the WASMUN conference website.

Preambular Clauses

Preambular clauses are intended to provide the history of the issue as well as justify the actions taken by various actors. As a whole, preambular clauses aim to provide the foundation for the actions that will be discussed later in the operative clauses. The clauses should ideally start from the broadest concept (e.g. the Universal Declaration of Human Rights) to the most specific (e.g. citing a meeting that occurred on a specific date).

A full list of preambular clauses will be included on the conference website.

Operative Clauses

Operative clauses consist of what the committee should do on a topic. In a resolution, operative clauses are presented through a logical, numerical progression. These clauses should be specific, to suggest action going forward. Depending on the committee, the clauses may recommend, urge, condemn, encourage, request certain actions or, state an opinion on an existing situation.

A full list of operative clauses will be included on the conference website.

Sponsors and Signatories

Sponsors	Signatories
<ul style="list-style-type: none"> ● Member States who create the content along with other delegates and are responsible for seeing it through until voted on ● Can approve friendly amendments 	<ul style="list-style-type: none"> ● Member States who might not support the ideas and content of the working paper, but are interested in bringing it forward for consideration by the committee

Amendments

In sum, an amendment is a clarification or change in a draft resolution that incorporates additional interests or concerns after a working paper has been formally submitted to the dais of the committee. Only operative, not preambular, clauses may be amended. There are two types of amendments: friendly and unfriendly.

Friendly	Unfriendly
<ul style="list-style-type: none"> ● May be written by any Member State ● Must be approved/accepted by all Sponsors of a draft resolution ● Typically used to clarify a point ● Upon the agreement of all original sponsors, the change is incorporated into the draft resolution without a vote by the committee ● Important note: If all the sponsors are not present, the amendment is no longer friendly, but unfriendly 	<ul style="list-style-type: none"> ● A modification that can be proposed by any Member State ● Does not have the support of all the sponsors ● Must be submitted in writing, objected to by at least one sponsor ● Requires signatures of at least 1/5 of the committee, voted on before voting on the resolution as a whole

Voting Procedure

Once the dais has approved working papers, voting procedure will take place. Primarily, voting procedure takes place during the final committee session. During these last sessions, delegates review draft resolutions distributed to the committee, submit any amendments (friendly or unfriendly), and move on to voting procedure. Voting procedure is undoubtedly the most formal part of the conference; delegates may not speak to each other, and no delegates may leave or re-enter the room once the procedure is being performed.

Points and motions in order during voting procedure, in order of precedence, are as follows:

1. Point of Order: To correct an order in procedure. No debate, no vote required—addressed by the Chair
2. Point of Information: Used to inquire about substance or procedure. Dais will immediately answer the question. No debate, no vote.
3. Division of the Question: Intended to highlight, not remove, a specific clause if it is believed that clause can stand on its own. This applies to operative clauses only. Requires both procedural and substantive votes.

4. Procedural vote: should the division of the question occur?
 - a. Substantive vote: Approve or reject the operative clause(s) divided out if part I passes.
 - b. Vote By Roll Call: Pass a draft resolution with recorded vote from each delegate.
5. Vote By Acclamation: Pass a draft resolution without vote. Must occur without any objections.

Successful Delegates Will

Debate

- Be respectful during formal session, meaning they will not speak to other delegates or interrupt speeches.
- Remain on-task, both during informal session and formal session. This includes using time in an unmoderated caucus to write, research, and debate the current topic and making substantive speeches during formal sessions addressing the topic.
- Follow their country's policy, even if it contradicts their own.
- Read and understand the rules of procedure prior to arriving to the conference in order to follow them to the best of their ability.

Working Papers and Draft Resolutions

- Strive to build upon previous research, acknowledging work the UN already does on the topic and using outside research to suggest bolder solutions. At WASMUN we don't expect delegates to get to all topics, so use the time to dig deep into issues and write complex solutions.
- Work with many groups of writers to tackle the issue from different sides. This can be done by having resolutions originating from regional groups, economic blocks, and other partnerships as the delegate sees fit.
- Take time to develop ideas and work with other delegates to build upon each other's work.
- Follow advice of the Dais after receiving edits on working papers and draft resolutions.

Miscellaneous Tips

- Bring laptops as well as notepads and journals. These will be particularly helpful during committee sessions. Please note that laptops may be used during informal sessions, but not during formal sessions. In this case, using journals/notepads will be very useful during formal sessions, which often consist of speeches.
- Do not feel intimidated by the dais—they are there to help and are more often than not very approachable.
- Research, research, research. Researching for Model UN is highly important in regard to a delegate succeeding in a conference. In addition, the more knowledge one has, the more one can participate, ensuring a valuable and fun experience. Research binders are highly recommended! For example, during both moderated and unmoderated caucuses, delegates may choose to refer to their research binders for information on the topic discussed at a particular time.
- Know your skills—this may be in writing, researching or getting others to support your working paper/draft resolution. While all delegates should use their best skills to their advantage, it is also

important to remember that MUN is a learning experience. In other words, it is strongly recommended for all delegates to also work on the skills they need to improve on.

- All delegates must wear Western business attire- this means no costumes, casual clothes, or even traditional clothes. The primary aim of the dress code is to ensure the professionalism of MUN.

Conclusion

By the end of WASMUN, delegates should be able to:

- Understand the inner workings of the United Nations,
- Articulate what they learned during the conference,
- Have a greater understanding of international relations and affairs,
- Improve their public speaking, research and writing skills,
- Cooperate and collaborate with others effectively towards a common goal

Questions?

Please contact the Secretary-General at sg@wasmun.org, Director-General at dg@wasmun.org, or Assistant Director-General at adg@wasmun.org.

Good Luck!