

BEYMUN 2025 TRAINING GUIDE



1. Introduction to the United Nations

The United Nations (UN) is an international organization founded in 1945 with the mission of promoting peace, security, human rights, and sustainable development worldwide. It serves as a global platform where countries can collaborate to address common challenges such as conflict, poverty, inequality, climate change, and humanitarian crises. The UN's headquarters is located in New York City, United States, with major offices also in Geneva, Vienna, and Nairobi. It operates under the principle of sovereign equality, where every member state has equal representation in the General Assembly, regardless of its economic or political stature.

History of the United Nations

The United Nations was officially established on October 24, 1945, following the end of World War II. Its creation was driven by the urgent need to prevent future global conflicts and to promote international cooperation. The organization succeeded the League of Nations, which had failed to prevent the outbreak of the Second World War. The UN Charter was signed on June 26, 1945, in San Francisco by 50 countries, and Poland signed shortly afterward, becoming the 51st founding member. Today, the UN has grown to include 193 member states—virtually every recognized country in the world. October 24 is celebrated annually as United Nations Day to mark the organization's founding.

Goals and Objectives of the United Nations

The primary goals of the UN are enshrined in its Charter and revolve around fostering global peace and development. One of its key aims is to prevent armed conflict through diplomatic means and to provide a platform for dialogue between nations. The UN also promotes economic development by supporting frameworks that ensure equitable

growth, poverty reduction, and sustainable resource management. Another major objective is to protect human rights by setting international norms and monitoring violations. Furthermore, the organization strives to advance social inclusion and gender equality and to ensure environmental sustainability. The UN also coordinates international efforts to respond to humanitarian emergencies, such as natural disasters and displacement caused by conflict.

Principal Organs of the United Nations

The United Nations consists of six principal organs, each with specific mandates and responsibilities:

The General Assembly

The General Assembly is the main deliberative and policymaking body of the United Nations. Composed of all 193 member states, each with one vote, it meets annually in a session held at the UN headquarters in New York. The Assembly provides a forum for multilateral discussion of international issues, including peace and security, human rights, and development. It operates through six main committees, each addressing a particular range of issues:

- **First Committee (Disarmament and International Security)** focuses on disarmament and international peace.
- **Second Committee (Economic and Financial)** addresses global economic and development issues.
- **Third Committee (Social, Humanitarian, and Cultural)** deals with human rights and humanitarian matters.
- **Fourth Committee (Special Political and Decolonization)** handles issues such as decolonization and peacekeeping.
- **Fifth Committee (Administrative and Budgetary)** oversees the UN's internal budget and administrative operations.
- **Sixth Committee (Legal)** handles legal questions and international law.

The Security Council

The Security Council is primarily responsible for maintaining international peace and security. It has 15 members: five permanent members (China, France, Russia, the United Kingdom, and the United States) and ten non-permanent members elected for two-year terms by the General Assembly based on geographic representation. The five permanent members possess veto power, allowing any one of them to block the adoption of any

substantive resolution. The Security Council can authorize peacekeeping missions, impose sanctions, or even approve the use of force to maintain or restore international peace and security.

The Economic and Social Council (ECOSOC)

ECOSOC serves as the central forum for discussing international economic and social issues and for formulating policy recommendations aimed at promoting development and human well-being. It consists of 54 member states elected by the General Assembly for three-year terms. ECOSOC oversees the work of many UN specialized agencies, commissions, and programs, including the United Nations Development Programme (UNDP) and the World Health Organization (WHO). The Council plays a key role in achieving the UN's Sustainable Development Goals (SDGs).

The International Court of Justice (ICJ)

Located in The Hague, Netherlands, the International Court of Justice is the principal judicial organ of the UN. It settles legal disputes between states and provides advisory opinions on legal questions submitted by the General Assembly, Security Council, or other authorized UN bodies. Only countries may be parties in cases before the ICJ, and its decisions are binding on those parties. The Court is composed of 15 judges elected for nine-year terms by the General Assembly and the Security Council.

The Secretariat

The Secretariat carries out the day-to-day work of the United Nations and supports the other principal organs in their functions. It is headed by the Secretary-General, who is appointed by the General Assembly on the recommendation of the Security Council for a five-year renewable term. The Secretariat includes thousands of international staff who work globally to analyze problems, prepare reports, organize conferences, and manage peacekeeping operations. As of 2025, the current Secretary-General is António Guterres of Portugal.

The Trusteeship Council

Originally established to manage the administration of trust territories as they transitioned toward self-government or independence, the Trusteeship Council played a critical role in decolonization. By 1994, all trust territories had attained self-governance, and the Council suspended operations. Its legacy remains in its contribution to global decolonization and the promotion of self-determination.

Specialized Agencies and Programs of the United Nations

The UN system includes numerous specialized agencies and programs that carry out specific mandates. Some of the most prominent include:

- **World Health Organization (WHO)** – Directs international health responses and provides leadership on global public health.
- **World Trade Organization (WTO)** – Oversees international trade rules and resolves disputes between nations.
- **Food and Agriculture Organization (FAO)** – Works to defeat hunger and ensure food security.
- **United Nations Development Programme (UNDP)** – Provides technical and financial assistance to support sustainable development.
- **UN Women** – Advocates for gender equality and the empowerment of women and girls.
- **United Nations Educational, Scientific and Cultural Organization (UNESCO)** – Promotes global collaboration in education, science, and culture.
- **United Nations Children's Fund (UNICEF)** – Supports the health, education, and welfare of children worldwide.
- **Human Rights Council (HRC)** – A body within the UN that addresses violations and promotes human rights globally.
- **International Monetary Fund (IMF)** – Provides financial stability and monetary cooperation among nations.
- **International Atomic Energy Agency (IAEA)** – Promotes the peaceful use of nuclear energy and prevents nuclear proliferation.
- **United Nations Environment Programme (UNEP)** – Coordinates responses to environmental challenges and promotes sustainability.
- **World Bank (WB)** – Provides financial and technical assistance for economic development projects in developing countries.
- **International Telecommunication Union (ITU)** – Coordinates global telecommunications standards and services.

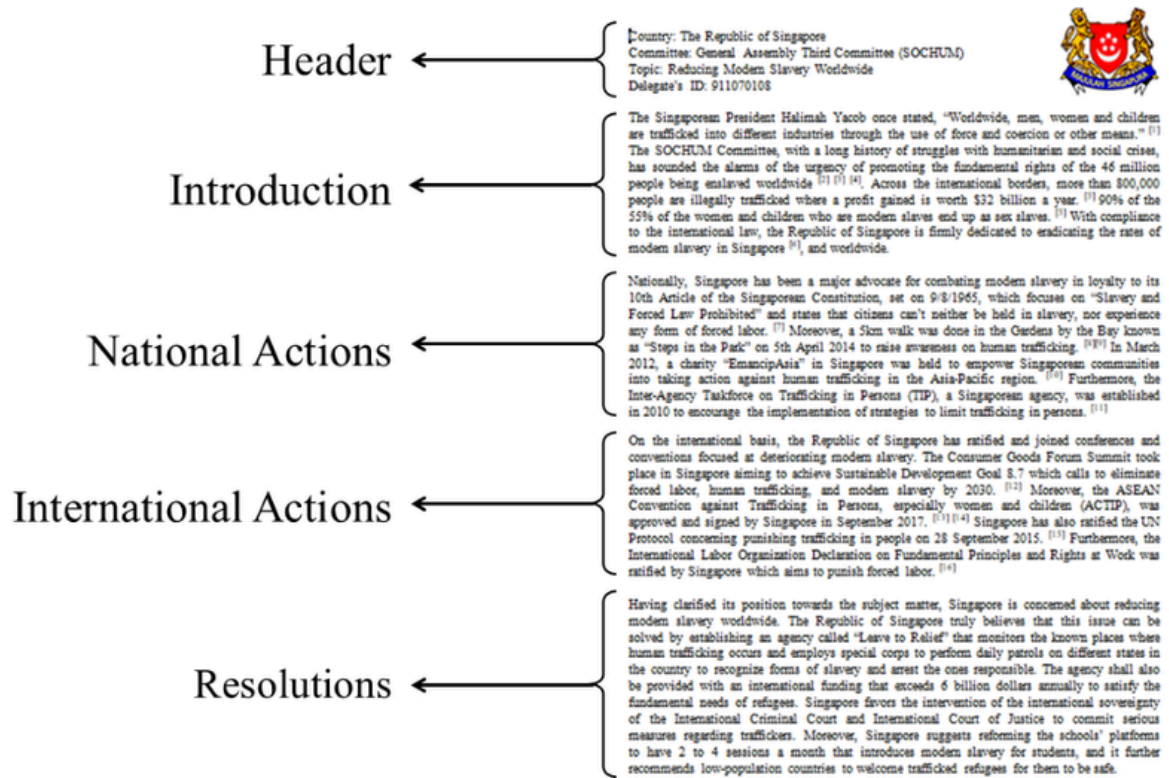
2. Introduction to Model United Nations (MUN)

Model United Nations (MUN) is an educational simulation that mirrors the workings of the UN's General Assembly and other multilateral bodies. In MUN conferences, students take on the roles of diplomats representing different countries and engage in debates on international issues. Through formal sessions, delegates deliver speeches, write draft resolutions, negotiate with allies, and resolve global problems in a structured setting.

MUN significantly enhances public speaking, research, negotiation, and leadership skills. Delegates are required to understand their assigned country's policies, learn parliamentary procedure, and collaborate with others to reach consensus. It also broadens students' global perspectives and increases awareness of pressing international challenges such as climate change, armed conflict, poverty, and human rights violations. The culmination of an MUN program is often a final conference, where participants demonstrate their diplomatic skills in formal committees simulating real UN bodies.

3. Position Paper

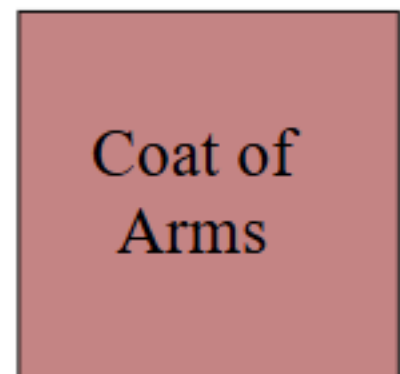
A **position paper** is a formal document that outlines your assigned country's official stance on a specific topic being discussed in the committee. It serves as both a research summary and a diplomatic statement that reflects your nation's policies, interests, and proposed solutions. To draft an effective and well-structured position paper, you must conduct thorough research on both the topic at hand and your country's historical and current position regarding it. The tone should remain formal and objective throughout. It is essential to remember that, as a delegate, you are representing your country's government — not your personal opinions. All content should be aligned with your country's official policies and foreign affairs framework.



Header

The header should be aligned at the top left of the page.

Country:
Committee:
Topic:
Delegate ID:



Introduction

The introduction sets the stage for your position paper. It should include:

- **Hook:** Start with a quote from a relevant figure (president, prime minister, or minister) or an impactful statement related to the topic. Its goal is to attract the reader.
- **Statistics/Facts:** Provide international and national context about the topic.
- **Clear Country Position:** Clearly state your country's stance, mentioning whether your country stands with/against/is neutral regarding the topic.

→ *Example: As such, the Republic of Peru is with establishing sustainable financing mechanisms for peacekeeping and peacebuilding missions, ensuring the continuity and success of global peace efforts.*

National Actions

Elaborate on the actions taken by your country **on a national level** to tackle the topic. Include 3-4 detailed national actions, along with their purpose. They normally include the following:

- Initiatives taken by the government (e.g., national policies or plans)
- Actions taken by agencies within the country
- Laws, policies, or constitutional provisions (e.g., articles from a certain law that affirms your country's stance)

→ *Example: Nationally, Singapore has been a major advocate for combating modern slavery in loyalty to the 10th article of the Singaporean constitution, set on 9/8/1965, which focuses on "slavery and forced law prohibited" and states that citizens can't neither be held in slavery nor experience any form of forced labor. ^[7] Moreover, a 5km walk was done in the gardens by the bay known as "Steps in the Park" on 5th April 2014 to raise awareness of human trafficking. ^{[8][9]} In March 2012, a charity "EmancipAsia" in Singapore was held to empower Singaporean communities to take action against human trafficking in the Asian-Pacific region. ^[10] Furthermore, the inter-agency task force on Trafficking in persons (TIP), a Singaporean agency, was established in 2010 to encourage the implementation of strategies to limit trafficking in persons. ^[11]*

International Actions

Elaborate on the actions taken by your country on **an international level** to tackle the topic. Include 3-4 detailed international actions, along with their purpose. Examples include:

- Treaties and protocols ratified by your country
- International conventions, conferences, and summits your country attended
- Humanitarian aid: supplies, resources, or experts received or sent by your country

→ *Example: Internationally, the Islamic Republic of Iran actively participates in global cybersecurity governance as a member state of the International Telecommunication Union (ITU) and Interpol, while also holding observer status in the Shanghai Cooperation Organization (SCO), positioning itself for potential full membership. ^{[5][6]} Demonstrating its commitment to shaping international cyber norms, Iran contributed to the global debate on cyberspace international law in August 2020, where its armed forces issued a comprehensive statement outlining Iran's stance on sovereignty, the use of force, and intervention in the digital realm. ^[7] Additionally, on January 26th, Iran solidified its strategic*

cyber alliance with Russia through a bilateral agreement on cyberspace cooperation, aimed at enhancing their joint capabilities to counter cyber threats using Information and Communications Technology (ICT), facilitating technology exchange, and coordinating their positions within international organizations.^{[8][9]}

Resolution

This paragraph is where you can use your visionary ideas to stand out. Propose solutions that your country believes will effectively address the issue. Your resolutions should be creative, realistic, and aligned with your country's position on the topic.

a) Impactful resolutions possess the following characteristics:

- **Logical and realistic:** Account for the political and economic barriers that could make your resolutions non-feasible
- **Innovative:** Try to avoid cliché resolutions that have already been implemented
- **Comprehensive:** Tackle both the causes and the effects of the topic

b) Structure of the paragraph:

- **Topic sentence:** Reaffirm your country's stance
- **4-6 well-elaborated recommendations** your delegation believes the international community should adopt

→ *Example:* The Republic of Peru is dedicated to ensuring the sustainability of peace missions globally. Peru firmly advocates for the establishment of an International Committee for Peace Mission Sustainability, supported by the United Nations Volunteers (UNV) and the Department of Peacekeeping Operations (DPKO). This committee will be led by representatives from funding states and divided into specialized sectors to address every aspect of nations undergoing peace missions, ensuring a systematic approach that prevents further conflict. The committee shall also receive annual international funding of \$3 billion, sourced from voluntary contributions by member states and international organizations, to enhance its operational capacity and efficiency. Peru advocates for the creation of buffer zones in conflict-prone areas to contain violence and maintain stability without escalating tensions. Additionally, Peru emphasizes the importance of international seminars and conventions to raise awareness about peace missions, fostering global support and collaboration.

Reference page

- At least 6 references
- MLA Format

- Can take up more than one page
- Use numbered in-text citations throughout the position paper

→ *Example:*

References:

[1]: "Peru – The World Factbook." CIA WORLD FACTBOOK, www.cia.gov/the-world-factbook/countries/peru. Accessed 19 Apr. 2022.

[2]: "UNSDG | UN in Action – Peru." UNSDG, unsdg.un.org/un-in-action/peru. Accessed 20 Apr. 2022.

[3]: Pedroza, David. "Peru in GA5." GA5 Peru, David Pedroza, 4 Aug. 2021, www.un.org/en/ga/fifth/76/statements/Org_of_work/C5_76_0m_ST_2021_10_04_Org_of_work_Peru.pdf.

[4]: "UN General Assembly – Fifth Committee – Administrative and Budgetary Questions." GA5, www.un.org/en/ga/fifth/76/statements76.0m.shtml. Accessed 20 Apr. 2022.

[5]: "Latin America and UN Peacekeeping." Americas Quarterly, 23 Aug. 2012, www.americasquarterly.org/blog/latin-america-and-un-peacekeeping.

Position Paper Format Guidelines

- *Document Dimensions:* A4
- *Line Spacing:* 1 pt
- *Number of Pages:* **one** only (minus the references)
- References should be on another page (can exceed one page)
- *Font:* Times New Roman
- *Color:* Black
- *Page Border and Margins:* Normal
- **DO NOT USE:** bold, underline, and italic
- Justify the paragraphs
- Plagiarism Limit: 15%. Exceeding this limit leads to the disqualification of the position paper.

Note: Delegates of the Futuristic JCC and the UNESCO Special Committee will follow slight modifications in the structure of their position paper. Details will be explained in the background guide.

Country: The Republic of Singapore
Committee: General Assembly Third Committee (SOCHUM)
Topic: Reducing Modern Slavery Worldwide
Delegate ID: 25000000



The Singaporean President Halimah Yacob once stated, “Worldwide, men, women and children are trafficked into different industries through the use of force and coercion or other means.”^[1] The SOCHUM Committee, with a long history of struggles with humanitarian and social crises, has sounded the alarms of the urgency of promoting the fundamental rights of the 46 million people being enslaved worldwide^{[2] [3] [4]}. Across the international borders, more than 800,000 people are illegally trafficked where a profit gained is worth \$32 billion a year.^[5] 90% of the 55% of the women and children who are modern slaves end up as sex slaves.^[5] With compliance to the international law, the Republic of Singapore is firmly dedicated to eradicating the rates of modern slavery in Singapore^[6], and worldwide.

Nationally, Singapore has been a major advocate for combating modern slavery in loyalty to its 10th Article of the Singaporean Constitution, set on 9/8/1965, which focuses on “Slavery and Forced Law Prohibited” and states that citizens can’t neither be held in slavery, nor experience any form of forced labor.^[7] Moreover, a 5km walk was done in the Gardens by the Bay known as “Steps in the Park” on 5th April 2014 to raise awareness on human trafficking.^{[8][9]} In March 2012, a charity “EmancipAsia” in Singapore was held to empower Singaporean communities into taking action against human trafficking in the Asia-Pacific region.^[10] Furthermore, the Inter-Agency Taskforce on Trafficking in Persons (TIP), a Singaporean agency, was established in 2010 to encourage the implementation of strategies to limit trafficking in persons.^[11]

On the international basis, the Republic of Singapore has ratified and joined conferences and conventions focused at deteriorating modern slavery. The Consumer Goods Forum Summit took place in Singapore aiming to achieve Sustainable Development Goal 8.7 which calls to eliminate forced labor, human trafficking, and modern slavery by 2030.^[12] Moreover, the ASEAN Convention against Trafficking in Persons, especially women and children (ACTIP), was approved and signed by Singapore in September 2017.^{[13] [14]} Singapore has also ratified the UN Protocol concerning punishing trafficking in people on 28 September 2015.^[15] Furthermore, the International Labor Organization Declaration on Fundamental Principles and Rights at Work was ratified by Singapore which aims to punish forced labor.^[16]

Having clarified its position towards the subject matter, Singapore is concerned about reducing modern slavery worldwide. The Republic of Singapore truly believes that this issue can be solved by establishing an agency called “Leave to Relief” that monitors the known places where human trafficking occurs and employs special corps to perform daily patrols on different states in the country to recognize forms of slavery and arrest the ones responsible. The agency shall also be provided with an international funding that exceeds 6 billion dollars annually to satisfy the fundamental needs of refugees. Singapore favors the intervention of the international sovereignty of the International Criminal Court and International Court of Justice to commit serious measures regarding traffickers. Moreover, Singapore suggests reforming the schools’ platforms to have 2 to 4 sessions a month that introduces modern slavery for students, and it further recommends low-population countries to welcome trafficked refugees for them to be safe.

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References:

- [1]: Gumballrongen. "STEPS in the Park." :Rong, 7 Apr. 2014, carelesscarousel.wordpress.com/2014/04/07/stepsinthepark/.
- [2]: "United Nations, Third Committee, Social, Humanitarian, Cultural, Main Body, Main Organs, General Assembly." *United Nations*, United Nations, www.un.org/en/ga/third/.
- [3]: "More than 9,000 People in Singapore Are 'Modern-Day Slaves': Study." *TODAYonline*, 11 Aug. 2016, www.todayonline.com/singapore/more-9000-people-singapore-are-modern-day-slaves-study.
- [4]: "With 40 Million Forced into Modern Slavery, Third Committee Expert Urges States to Protect Rights of Women, Girls, Companies Must Remedy Violations | Meetings Coverage and Press Releases." *United Nations*, United Nations, www.un.org/press/en/2018/gashc4244.doc.htm.
- [5]: "Modern Day Slavery Statistics." *The World Counts*, www.theworldcounts.com/stories/Modern_Day_Slavery_Statistics.
- [6]: "The Countries With The Most People Living In Slavery [Infographic]." *Google Search*, Google, www.google.com/amp/s/www.forbes.com/sites/niallmccarthy/2016/05/31/the-countries-with-the-most-people-living-in-slavery-infographic/amp/.
- [7]: "CONSTITUTION OF THE REPUBLIC OF SINGAPORE ." *PART*, WIPO, www.wipo.int/edocs/lexdocs/laws/en/sg/sg047en.pdf.
- [8]: Gumballrongen. "STEPS in the Park." :Rong, 7 Apr. 2014, carelesscarousel.wordpress.com/2014/04/07/stepsinthepark/.
- [9]: yamadak@a1. "1,200 Take Steps to Raise Awareness about Human Trafficking." *Sixteen Schools Do Away with Primary 1 Exams*, AsiaOne, 5 Apr. 2014, www.asiaone.com/singapore/1200-take-steps-raise-awareness-about-human-trafficking?amp.
- [10]: EmancipAsia Ltd - Combating Modern Slavery - What Is Slavery?, www.emancipasia.org/about/.
- [11]: "Singapore Inter-Agency Taskforce on Trafficking in Persons." *Ministry of Manpower Singapore*, www.mom.gov.sg/trafficking-in-persons.
- [12]: "The Future We Want Depends on Innovative Policies, Responsible Business Conduct and People-Centred Technology." *World Day for Safety and Health at Work 2013: Case Study: Karoshi: Death from Overwork*, 14 June 2018, www.ilo.org/global/about-the-ilo/newsroom/news/WCMS_632417/lang--en/index.htm.

Country: The Republic of Singapore
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[13]: Koh, Leslie, and Lester Hio. "Singapore Ratifies Asean Convention against Trafficking in Persons, Especially Women and Children." *The Straits Times*, 9 Oct. 2018, www.straitstimes.com/singapore/singapore-ratifies-asean-convention-against-trafficking-in-persons-especially-women-and-children.

[14]: "ASEAN & ACTIP: Using a Regional Legal Framework to Fight a Global Crime." *Global Initiative*, 5 Jan. 2018, globalinitiative.net/asean-actip-using-a-regional-legal-framework-to-fight-a-global-crime/.

[15]: "UN, United Nations, UN Treaties, Treaties." *United Nations*, United Nations, treaties.un.org/Pages/ViewDetails.aspx?src=IND&mtdsg_no=XVIII-12-a&chapter=18&lang=en.

[16]: *Think Centre Singapore*, www.thinkcentre.org/article.php?id=1527.

4. Conference Flow

In this conference, delegates will have to meet together, present speeches in front of each other, and discuss solutions together in an organized manner whilst abiding by the flow of the debate. When you enter your committee room, you head towards the seat assigned for you and the placard with your country's name on it. The placards will be sorted in alphabetical order on the first day and in reverse alphabetical order on the second day. In the committee, there will be a panel of judges that we call the **dais**. The dais consists of the chair, co-chair, director, and other dais members that are here to assist the chair.

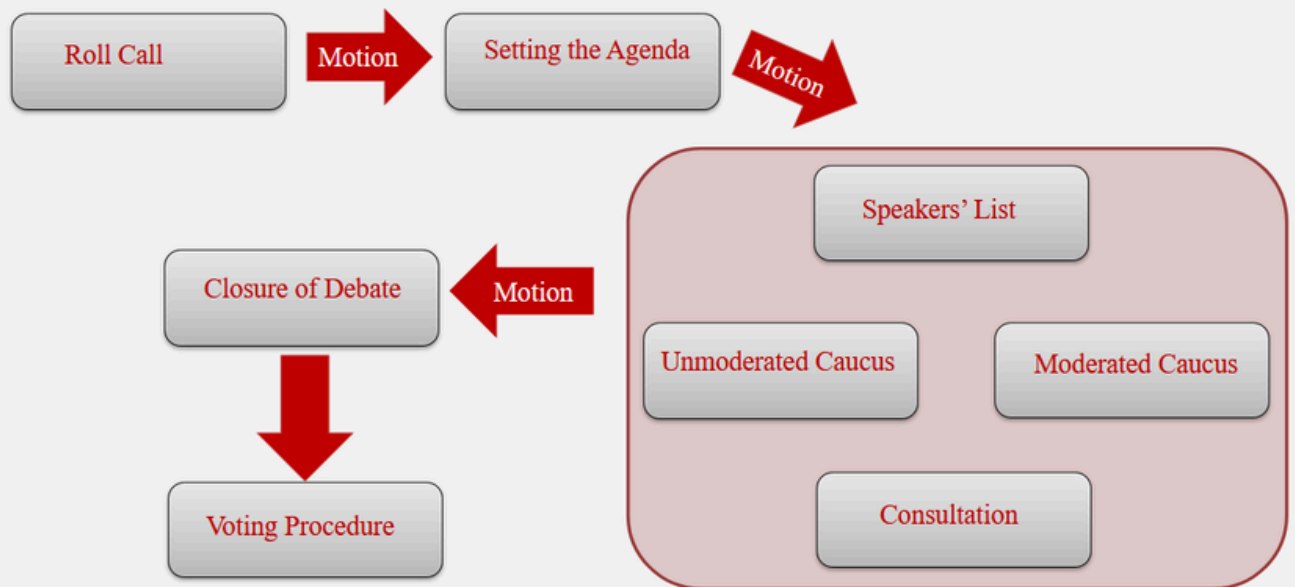
Role of Dais Members

The dais rules and monitors the whole committee. It has the highest authority and can take any decision under its own discretion. (You will usually hear the chair mention the sentence: "Under the chair's discretion.") Any delegate disobeying it will be subjected to disqualification. The dais members are also responsible for grading each delegate following a certain set of criteria.

Aim of the Conference

The end goal of a conference is **to draft a resolution to the topic**. Delegates will have to debate and discuss the aspects of the topic following different stages to finalize the conference with several draft resolutions that they vote upon. Before submission, it is called a working paper. After submission but before voting, it is called a draft resolution. After voting, it is called a resolution (if it passes). The conference **MUST** end with a passing resolution. If no resolutions receive enough votes, the voting process is repeated until at least one of them passes.

Conference Stages



Definition of A Motion

A motion is a verbal or non-verbal statement said or written by a delegate to move the conference forward. Only the chair can open the floor for motions. Once this happens, you raise your placard to signal that you wish to verbally state a motion. Then, the chair gathers two to four motions from the delegates who will also vote on the one that they wish to pass. After another delegates states a motion, you can say "second" out loud to let the dais members know that you wish for the committee to vote upon it.

Tip: Do not repeat the same motion stated by other delegates.

Note: Motions are voted following the order of most disruption. Disruptive motions (that disrupt the conference the most or that take the most time) are voted upon first.

Glossary

Quorum: number of **countries** present in the committee

Simple majority: (50% + 1) of the quorum, needed number of votes to pass most of the motions

Two-Thirds Majority: (66%+1) of the quorum, needed number of votes to pass some of the motions

Roll Call

As the committee is almost full, the chair announces the beginning of the formal session and will begin with the roll call. Roll call is, put in simple words, the chair taking the attendance of countries present in the committee, in alphabetical order. As the chair states your country's name, you must answer either with "present" or "present and voting."

- Answer with **present** if your country is neutral towards the topic.
- Answer with **present and voting** if your country holds a stance on the topic.

Delegates that are present have the option to not vote on draft resolutions at the end of the conference (you abstain from voting)

Delegates that are present and voting **must** vote "yes" on at least one draft resolution.

Roll call is repeated every time you go back to formal session. This means that adjourning the meeting for a break or until the second day of the conference will take you back to the roll call the next time the session begins anew.

When this happens, you are not allowed to change your roll call status from present to present and voting, or vice versa.

After the dais member finishes with the roll call, they will let everyone know what the Quorum, Simple Majority, and Two-Thirds Majority are. They will also open the floor for **motions**.

Setting the Agenda

After taking the roll call, the committee will have to set the agenda on the topic being discussed in the conference.

Delegates are required to motion to set the agenda in the favor of a certain topic.

The dais members will call upon 3 speakers to speak in favor of this motion. The 3 speakers should include the delegate who motioned for this topic and 2 other delegates chosen from those who raised their placards. After the 3 speakers presenting their speeches, the chair calls on a vote to pass the motion. If this motion gets the 2/3 majority, it directly passes.

Seeing as there will only be one topic per committee in BEYMUN, this motion will not be entertained.

Speaker's List

Once the topic is set, all delegates should be ready to present their country's positions on the topic. This is called a stance. As discussed earlier, a delegate must motion to move into a speaker's list. Since the speaker's list is non-exhaustive (meaning it never ends), you must only specify a speaker's time (usually around 60 to 90 seconds)

You will be provided with a table below with all the motions and their exact format.

Once the motion passes, the chair will ask which delegates in the committee wish to be added to the speaker's list. The delegates will then raise their placards, and the chair chooses them randomly. The speaker's list will always be displayed.

If you were not chosen to be added to the speaker's list, you can send a note to the chair to be added.

An usher is responsible for taking this note and delivering it to the chair. They are logistics members responsible for assisting dais members and delegates.

A good speaker's list speech must have a hook, a body, country position, and a call to action.

- A hook can take multiple forms; it can be an anecdote, a flagrant statistic, a rhetorical question, a quote, or a strong statement.
- In the body, you should clarify your country's position through past actions (national or international), treaties, conventions, or governmental statements.
- The country position is the most important aspect of the speaker's list speech.
- A call to action must encourage delegates to work together to find feasible solutions.

The speaker's list, as mentioned earlier, is non-exhaustive, meaning it will stay active throughout the whole conference. The chair has the authority to put it to a halt and move to another stage of the conference, like caucusing. They also have the authority to reinstate the speaker's list whenever they please.

Once on the podium, the chair will let you know when to start. While giving your speech, the chair will tap once using the gavel once you have 10 seconds left. When your time is over, the chair will tap twice with the gavel. You must stop talking after your time is over. If you finish before time runs out, then you have to **yield** your time.

Yielding

You can yield time:

- 1) To the chair: they then decide to do whatever they want with it. They could ask you questions, open the floor for questions, or send you back to your seat.
- 2) To the next delegate: the delegate that comes after you in the speaker's list will then have an additional amount of time to give their speech. The remaining seconds left from your time will be added to the original time given to the next delegate.
- 3) For questions: the chair will open the floor for questions. Both delegates and dais members could ask you questions regarding your speech.

→ *Yielding only happens in the speaker's list.*

Caucusing

After finishing or pausing the speakers' list, the conference will have to shed light on the aspects of the topic to start finding resolutions. There are three types of caucuses (that alternate between each other during the conference):

1) Moderated caucus: The moderated caucus is the phase of the conference where the delegates discuss the subtopics of the main topic – these are usually prominent aspects that are present in the background guide, but can include any aspect relevant to the topic. Subtopics should be ones we can get resolutions for.

Delegates are free to motion for any subtopic they want, with a specific speaker's time and a total time. Passing the motion requires simple majority. After the motion passes, the chair will ask for those who wish to speak in the moderated caucus to raise their placards and will then randomly select delegates to be added to the caucus list. The delegate that motioned for the moderated caucus will speak first. For example, if total time is 10 minutes and speaker's time 1 minute, there should be 10 speakers.

Remember, there is NO yielding in the moderated caucus.

After the speakers' list, there should be two to three moderated caucuses to move into the unmoderated caucuses.

2) Unmoderated caucus: It is like group work, where delegates undergo informal debates in a **BLOC** with their **ALLIES** to reach resolutions for the topic. It has a total time only.

Enemies (like Russia & US, or US & Iran) cannot be in the same bloc unless it is a humanitarian topic.

The purposes of the unmoderated caucuses are sequential as follows:

A- Forming Blocs and Allies

B- Writing the Working Paper

C- Writing the Draft Resolution

The working paper is a list of resolutions agreed upon within the bloc. There might be several blocs, so there must be several working papers. Each bloc presents one. When the working paper is done, it must be submitted to the dais members to be checked.

The dais members will give recommendations for the ideas of the working paper. Once it is done, it will be handed back to the bloc to start with the draft resolution.

Working papers; are informal documents that lay out ideas before they are formally structured into a draft resolution (preparation and organisation of ideas before official draft resolution, BRAINSTORM). It is used for discussion among delegates and helps shape

consensus before drafting begins. They DON'T require specific formatting and are not officially voted upon.

What to include in the Working paper; *Countries:* All countries in a bloc should work on one working paper. *Structure:* Bullet points for easy reading in order to write draft resolution, end with “;” .*Tense:* Written in present tense. For example,

Countries: Spain, Sweden, Libya, Nepal, Austria, Turkey, Ethiopia, Malawi, Cuba, Canada, Norway, Belarus, Italy, Venezuela, Guinea, Haiti, Ecuador, Armenia, Lao

Suggested Action Plan:

- Provides financial assistance for the least developed countries, including investments and experts responsible for improving the infrastructures;
- Initiates and stimulates affordable trade between least developed countries with the collaboration with WTO;
- Launches projects to fund renewable energy production;
- Provides workshops for citizens in least developed countries on how to maintain sustainable energy systems;
- Requests the donation of excess cement, steel, and iron by developed countries to the construction of bridges and roads;
- Improves health care systems through insurance cards and sends doctors and medical equipment;

Each bloc should do one draft resolution. The draft resolution is a modified version of the working paper that contains more details.

Each draft resolution must have a specific number of sponsors. The sponsors are the ones responsible for explaining the draft resolutions for the committee and answering questions. The draft resolution is submitted to the dais members to check it. If it is out of format, it is returned to the delegates to be modified.

Unmoderated caucuses are usually followed by consultations of the whole to share your resolutions with the rest of the delegates.

3) Consultation: A consultation of the whole is a stage in the conference where delegates go up to the podium to talk about the previous unmoderated caucus.

After the motion passes, the one who motioned for it comes up and speaks as much as he/she wants, then chooses the next delegate, and the next one speaks as much as he/she wants, and chooses the next, and so on until the total time is exhausted.

It is not recommended to talk for more than 2 minutes as this can be undiplomatic towards other delegates who wish to speak.

It is also not recommended to choose speakers that were with you in your bloc. (you should allow delegates from other blocs to voice their ideas)

Note: The moderated caucus, unmoderated caucus, and consultations should alternate between each other.

Note: The number of moderated caucuses motioned for should decrease as the conference moves forward.

Draft Resolution

Formal document that proposes solutions and is subject to debate and voting. Essentially what you have been working towards the entire conference. It consists of 3 parts:

1) Header: consists mainly of:

A- *Committee name*

B- *Sponsors*: Primary authors and fully advocate for resolutions, can most likely fund the resolutions and at least one will present the DR and negotiate, can only be a sponsor for one DR and can't be a signatory.

C- *Signatories*: All countries who agree with what is written in the paper (or even just want to see the resolution be debated).

D- *Topic Title*

Committee: United Nations Development Programme

Sponsors: Spain, Sweden, Libya, Nepal

Signatories: Austria, turkey, Ethiopia, Malawi, Cuba, Canada, Norway, Belarus, Italy, Venezuela, Guinea, Haiti, Ecuador, Armenia, Lao

Topic: Boosting the Infrastructure in Least Developed Countries

2) Preambulatory clauses: Provide background information on the issue in order to present the reasons behind why you, as delegates, are trying to find solutions for the topic.

Reference past UN resolutions, treaties, events or reports.

Begin with participles such as **Recalling**, **Acknowledging**, **Emphasizing**, etc.

There should be about 3 to 5 preambulatory clauses.

Acknowledging the UN Conference on Sustainable Development,
Rio +20's resolutions 119 through 137,

Stressing on the UNDP's main aim which is the sustainable
development especially in developing poor countries and regions
that need support in order to reach sustainable infrastructure,

Emphasizing on the General Assembly's resolution 1929 of 1997
for sustainable development,

3) Operative clauses: They are the resolutions agreed upon in the bloc and are in the working paper.

Operative clauses are preceded with the Committee name.

There should be at least 8 operative clauses.

Each clause is numbered and begins with present tense, action verbs such as Encourages, Calls upon, Urges, Requests, etc...

The United Nations Development Programme

1. Supports providing financial assistance for the least developed countries, including investments and experts responsible for improving the infrastructures ;
2. Encourages initiating and stimulating affordable trade between least developed countries with the collaboration with WTO ;

Main Clauses end with a semicolon “;” unless they have sub-clauses following it, then they end with a colon “:”

Sub-Clauses end with commas “,”

6. Considers improving health care systems through:
 - a. establishing insurance cards,
 - b. sending doctors and medical equipments,

The clause before the last one ends with “; and”

The last clause ends with a period “.”

7. Accepts the condition that certain developed countries benefit from some natural resources found in least developed countries in return to their funds and projects; **and**
8. Adopts an open data portal that can be accessed by citizens that provides full reports of transactions to attract private investments.

Notes and Formatting Rules:

- No use of personal pronouns (e.g., "we," "our").
- Keep clauses logically organized and policy-driven.
- Refrain from overloading the resolution with too many objectives without clear implementation steps (vague and unrealistic proposals).
- Don't use weak preambulatory clauses that fail to justify the operative clauses.

After submitting the draft resolutions, you can motion to introduce them.

The sponsors of each bloc will then, one by one, have a certain amount of time to introduce the clauses of their draft resolutions and answer questions at the end.

It is also projected on the screen for everyone to see since delegates have the possibility to suggest amendments.

Amending the Draft Resolution

After each bloc explains their respective Draft Resolutions, the chair will ask if the delegates have any "amendments".

Amendments: suggestions for changes in the presented DR.

Note that delegates who are NOT a sponsor of the presented DR can amend the resolution.

1. Unfriendly Amendments:

At least 1 sponsor disagrees, so the delegate that suggested the amendment will have a 1-on-1 debate with 1 of the disagreeing sponsors + a vote is re-held after the debate on whether or not the amendment passes.

The amendment must pass by simple majority.

2. Friendly Amendment:

All the sponsors agree with the amendment, so it will pass and be implemented.

Finalizing the Draft Resolution

Speakers of each draft resolution will be called upon to explain their DR to other delegates, answers the questions of the chair and delegates and debate amendments.

This process repeats for every draft resolution (however, other blocs don't re-motion, they just continue after each other).

Voting Procedure

Once all draft resolutions are explained and all amendments are adopted, delegates will have to vote on each draft resolution. *To do so:* delegates should motion to close the debate and move into voting procedure.

The chair starts with each country with the alphabetical order to see each delegate's decision.

Note that the first-submitted DR will be the first to be presented.

1. Delegates who said "*present*" in roll call:

- can vote "approves"
- can vote "disapproves"
- can abstain from voting

2. Delegates who said "*present and voting*" in roll call:

- can vote "approves"
- can vote "disapproves"
- can NOT abstain from voting

Passing a draft resolution requires 2/3 majority. If DR1 didn't pass, the voting starts on DR2. If all did not pass, they choose the one with the highest number of votes.

Once the draft resolution is set, the conference is over!

Crisis Mode

Throughout the conference, crises might occur. Crisis Mode is a problem created by the dais members to challenge some delegates and put them under pressure to solve the crisis.

Delegates here are supposed to have:

1. an unmoderated caucus to discuss the crisis mode,
2. then have a consultation of the whole to discuss the **positions** of countries regarding the crisis and their **resolutions**.

Sometimes, the chair might push you to directly do a consultation of the whole (without passing through an unmoderated caucus), or a press conference (that will be introduced

after this).

They might also ask you to stand up and begin questioning you on ways to solve the crisis if it concerns you.

Soliciting a Third Party:

Delegates may “solicit a third party” to assist them throughout the debate process, meaning they call on a party that is not present in conference. This third party must be a person related to the crisis (if any) or a certain subtopic.

Delegates are given the chance to motion to solicit a third party (Secretary General of the UN or a UN Committee, or a president or prime minister of a country, head of a certain NGO, political leader, professional in appropriate field ...), and the delegates ask him/her questions regarding their position on the crisis/subtopic.

Press Conference:

If a delegate has an important idea/wishes to allow for questions to be asked after a crisis, they may motion for a press conference. They will be able to share an important resolution and then be asked questions on its implementation. They can also provide solutions for the crisis if it directly concerns them.

Points and Motions:

Point of Order

Point of Personal
Privilege

Point of Inquiry

Point of Information

Point to Instigate a
Debate

1. *Point of Order:*

If you notice that any delegate (or even a dais member) has done a mistake in the rules of procedure or stated a wrong fact, you may say:

"Point of order." followed by the violation.

You **can** interrupt the conference when saying this point.

It is good and allowed to use it; it shows your knowledge of the rules of procedure, but **DO NOT OVERUSE IT! IT CAN BE UNDIPLOMATIC**

2. *Point of Personal Privilege:*

If you feel that you need to be excused to the toilet, or you have a physical discomfort (feel hot or cold), you may say:

"Point of privilege. May the delegate be excused/May the AC be adjusted?"

This point is INTERRUPTIVE.

3. *Point of Inquiry:*

If you have a question regarding the rules of procedure, or if you came back from the bathroom for example, you may say:

"Point of inquiry. Where are we in the flow of the conference?"

This point is INTERRUPTIVE.

4. *Point of Information:*

If the chair opens the floor for points of information, you may raise your placard.

When you're given the permission to talk, you may say:

"Point of information." and ask your question.

You **cannot** interrupt the conference when saying this point. It should only be asked if the chair opens the floor for points of information.

5. Point to instigate a debate:

You may ask to instigate a debate against another delegate on a conflicting implementation of a resolution.

You may say:

"Point to instigate a debate against the delegate of Y to discuss Z"

This point is INTERRUPTIVE, but the chair may deny it.

Do not use this point when a delegate is giving a speech as this can be undiplomatic. Wait for some blank time (in between speeches for example)

Note that FOR INTERRUPTIVE POINTS: You are urged not to use interruptive points when other delegates are giving speeches.

Verbal Motions:

1. Setting the Agenda

"The delegate of [Country X] motions to set the agenda in favor of Topic A/B."

Yet, this motion will not be used in the conference since there is 1 topic.

2. Speaker's List

"The delegate of [Country X] motions to open the Speaker's List with a speaker's time of [Y] seconds."

3. Moderated Caucus

"The delegate of [Country X] motions to suspend the debate and move into a moderated caucus to discuss '[Subtopic Y]' for a total time of [Z] minutes, with a speaker's time of [W] seconds."

4. Unmoderated Caucus

"The delegate of [Country X] motions to suspend the debate and move into an unmoderated caucus to [form blocs and alliances / discuss resolutions / work on the working paper or draft resolution / discuss the crisis] for a total time of [Y] minutes."

5. Consultation of the Whole

"The delegate of [Country X] motions to suspend the debate and move into a consultation of the whole to discuss [the recommendations elaborated in the previous unmoderated caucus / the crisis] for a total time of [Y] minutes."

6. Adjourn the Meeting

"The delegate of [Country X] motions to adjourn the meeting for [Y] minutes for the purpose of [a lunch break / a coffee break]."

7. Solicit a Third Party

"The delegate of [Country X] motions to solicit [Third Party Y], as they possess relevant information or expertise regarding [Subtopic Z / the crisis]."

8. Press Conference

"The delegate of [Country X] motions to suspend the debate and move into a press conference to discuss [a resolution related to Y / the crisis] for a total time of [Z]minutes."

9. Extend the Time of the Unmoderated Caucus

"The delegate of [Country X] motions to extend the duration of the current unmoderated caucus by [Y] minutes."

10. Introduce the Draft Resolution

"The delegate of [Country X] motions to introduce the draft resolutions with a speaker's time of [Y] seconds per author or co-sponsor."

11. Close Debate and Move into Voting Procedure

"The delegate of [Country X] motions to close the debate and move directly into voting procedure."

(Note: This motion requires a two-thirds majority to pass.)

Non-Verbal Motions:

1. Right of Reply

A **Right of Reply** may be requested if a delegate believes that they or their country have been directly insulted, misrepresented, or verbally attacked by another delegate during formal debate. The affected delegate must send a **written note to the Chair** in the following format:

"The delegate of [Country B] requests a Right of Reply to the delegate of [Country A] due to [reason]."

The Chair will evaluate the legitimacy of the request and, if accepted, will momentarily pause the debate to allow the aggrieved delegate to deliver a short response. This speech is typically between 30 seconds and 1 minute 30 seconds in duration. It must remain respectful and solely address the offense.

Note: There is no right of reply to a right of reply.

2. Appeal to the Chair's Decision

In exceptional circumstances, a delegate may feel that the Chair has made a procedural error or acted unfairly—such as rejecting a valid right of reply or making a biased ruling. In

such cases, the delegate may submit a polite, written appeal to the Chair outlining the action in question and explaining why they believe it was incorrect.

Appeals should be reserved for serious or repeated instances of perceived injustice. The note should be respectful and constructive, maintaining the diplomatic tone expected at all times.

6. Public Speaking

Public Speaking is one of the most important skills an MUN delegate must have to excel in their performance and complete their conference in a productive fashion. Moreover, it is one of the key pillars through which a delegate can be nominated for an award such as the Honorable Mention, Diplomacy or Best Delegate.

Public Speaking combines verbal delivery, body language and persuasion techniques needed to express your opinions and positions in a clear and diplomatic manner.

Verbal Delivery:

At Home Preparation: no delegate can come to the conference unprepared and expect to shine. Not only does this apply to the background guide, research and knowledge of the committee's proceedings, but also to the expression of one's ideas and resolutions through speech preparation. It is not enough to simply write down your speeches and convey them to your audience, you must also practice them at home beforehand. This is to ensure that on the day of the conference, when you may feel nervous or lacking confidence when going up to the podium, it will be much easier to face your fellow delegates with the main ideas of the speech memorized in your head, thus allowing you to improvise on the spot while keeping factual information clear.

Avoid Monotone Speech: the power of a speech lies in the way it is delivered, and no one wants to listen through a full minute of another delegate's speech if it is monotonous and borderline robotic. In conferences that last for days with multiple hours of debating in each of them, the levels of excitement and attentiveness in delegates can drop rapidly. One sure way to stand out is to be able to control the tone of your voice during your speech. This allows you to convey the idea without even having to finish the whole speech, such as a sad tone to indicate sadness, a tone of anger to indicate frustration and your country's position on the matter at hand... Having this skill would considerably elevate your standing in the committee.

General Adaptable Speech: when first entering a committee debate, some delegates may feel that they have everything figured out, as they have spent days upon days researching the topic and its potential course of debate inside the committee room, thus preparing specialized speeches to potential sub-topics that may be discussed. Although it is always advisable to have speeches at the ready, one small crisis could throw all that hard work in the dumpster. The best way to prepare speeches for your conference would be to make them as general as possible without necessarily going into minute details. Modifiable speeches can be your secret weapon to showing your adaptability to any scenario that may come during the debate, and thus making you look favorable in the eyes of the chairs for an award. Moreover, avoid repeating points already mentioned to demonstrate attentiveness. Instead, you can point out and thank what other delegates have said before your turn if it is relevant to the current discussion.

Body Language:

Posture Matters: when going onto the podium and presenting yourself to the committee, it is extremely important to demonstrate a confident and reliable stance that conveys your position and ambition. Actions such as pacing or shaking are acceptable when kept to a minimum, however delegates should be sure to practice their posture before the date of the conference to appear ready for the debate.

Communication: verbal communication is not enough to place yourself as one of the top debaters during committee meetings, not even if your information is very relevant to the situation and your resolutions are second-to-none. Body Language plays an important role in how that information and those resolutions are communicated to your fellow delegates. Do you seem confident and sure of your ideas, or are you just throwing out words hoping one of them would stick in your bloc members' heads? That is why it is imperative to have both verbal and physical communication practiced to be able to successfully go through the meeting hours and put yourself as one of the leading candidates for an award. Moreover, when standing at the podium and delivering a speech, pretend as if you are a professor conveying a lesson to their students, thus ensuring you spread your eye contact to as many delegates as possible.

Practice Techniques and Additional Tips

- **Record yourself** and reflect: Do you sound passionate or dull?
- **If possible, Practice with a peer** who can give constructive feedback.
- **Improvise** occasionally to strengthen your improvisation skills.
- Rehearse **both emotional and data-driven speeches** to master range.

- Use **hand gestures moderately** – they enhance clarity if used well.
- **Do not walk around** while speaking. This is not a fashion runway, **be formal**.
- Be independent from podiums and paper; **connect with your audience**.
- Remember: **Confidence grows through repetition** – practice makes perfect.