Student Officers' Booklet of MUNoH 2023

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Preamble

Dear Student Officers of MUNoH 2023,

we are pleased to welcome you to the fifteenth annual session of Model United Nations of Hamburg. We, Malina Willems and Tim Haaso, are very honored to serve as your Presidents of the General Assembly and the Economic and Social Council.

Our goal is to ensure that you have a exhilarating and memorable experience chairing at the conference as well as exploring Hamburg. As a student officer, you will play a crucial role in moderating debates and leading your committee, commission, or council to success. We strongly encourage you to put your best effort in preparing for the conference, as this will directly impact the performance of your delegates.

Please make sure to bring a printed version of this booklet with you to the conference. If you have any questions or concerns, do not hesitate to reach out to us at pga@gym-meiendorf.de. We are excited to engage in productive debates and share in this exhilarating experience together.

Sincerely,
Malina Willems & Tim Haaso
(Presidents of the General Assembly and the Economic and Social Council)

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OUTLINE

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1. <u>Introduction</u>

1.1 What is MUN?

Model United Nations (MUN) is a simulation of the United Nations where students take on the role of delegates of UN member states to debate present issues. During the conference, delegates give speeches, prepare draft resolutions, and engage in debates with other delegates in an effort to resolve conflicts. Model United Nations of Hamburg is an annual MUN conference held at Gymnasium Meiendorf. This year the conference will be taking place for the 15th time.

1.2 Who is Who?

<u>Delegate(s):</u> Delegates represent a country or organization assigned to them. They strive to find solutions to the problems listed on the agenda.

<u>Ambassador(s):</u> The Ambassador is the primary representative of a delegation. At the Opening Ceremony, they must deliver a speech of no longer than one minute and serve as a contact person for questions about their country. If a representative of their country is not present in the committee, they may be called upon to give a speech, if their statement is relevant to the topic. In the event of an argument between two delegates in the committee that cannot be resolved, the Ambassadors can also be called upon for help.

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Student Officer(s)/Chairs and Presidents: Student Officers are experienced participants who take on the roles of Chairs in Committees or Presidents in Commissions and Councils. They are responsible for ensuring that the Rules of Procedure are followed in their forum. As chairs, they will moderate debates and discussions.

MUN-Director(s): MUN-Directors are teachers who are responsible for their school's students during the conference. They typically work in the Approval Panel, correcting resolutions during lobbying.

Administrative Staff: The Administrative Staff (AdminStaff/AdStaff) are mostly young students who have not yet participated in MUN conferences and are gaining first experiences. Their main responsibilities include assisting Student Officers and delegates, counting votes during debates, screening and delivering notepaper and amendment sheets, and supporting the executive team with any help necessary. It's important to always **be polite to them and support them in their role.**

Secretaries General: The Secretaries General are responsible for the agenda and rules of procedure. They hold the highest level of jurisdiction and are the highest authority.
Conference Management: The Conference Managers are responsible for managing the conference. They oversee the actions of the Executive Team and ensure the well-being of all participants.

Presidents of the General Assembly and the Economic and Social Council: The role of the Presidents of the General Assembly (PGA) and the Economic and Social Council (ECOSOC) is to provide leadership and facilitate discussions among participants, as well as to represent the conference more broadly. They advise and support chairs in their preparation for the conference.

Guest Speaker(s): Guest speakers are invited to the conference as experts to share their perspectives on their areas of expertise. When a guest speaker is present in the committee, commission, or council, it is important to **give them undivided attention.** Before the speaker's arrival, give your delegates a few minutes to **prepare questions** on the topic, and encourage delegates to note down questions that may arise during the speech. Delegates can also interview the guest speaker after the speech to further prepare their debate on the topic.

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Keep in mind that guest speakers have come to support the conference in their free time, so **be friendly and show appreciation**.

NGOs and IGOs: Non-Governmental Organizations (NGOs) and Inter-Governmental Organizations (IGOs) can also be a part of your committee or commission. They typically specialize in specific areas, such as human rights. Special rules apply to them: they can act as Main- and Co-Submitters, vote on amendments, but are not allowed to vote on resolutions.

3. Executive Team of MUNoH 2023 (Main contacts)

Secretaries General & Internal Delegate Supervisor	secretary.general@gym-meiendorf.de Emelie Pham & Robin Dressel
Conference Management	conference.manager@gym-meiendorf.de Hedine Höhne, Mats Gödeke & Vincent Thach
Presidents of the General Assembly	pga@gym-meiendorf.de Tim Haaso & Malina Willems +49 174 6803994 +49 1514 2856686
Financial Management	financial.management@gym-meindorf.de Thies Brockmöller
Housing Team	housing@gym-meiendorf.de Ai-Lan Van, Annalena Brawand & Sophie Lendner
Heads of Secretariat	secretariat@gym-meiendorf.de Dilara Cakir & Mila Leu
Heads of Administration Staff	admin.staff@gym-meiedorf.de Aysa Sahneh-Heydari & Josefa Friesicke
Heads of Computer Staff	computer.staff@gym-meidorf.de Dominik Voß & Simon Berglund
Event Management	event.manafergym-meidorf.de Samuel Gies & Vincent Thach
Press	press@gym-meiendorf.de Anna Kometiani

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Head of Approval Panel	inge.breckwoldt@gym-meiedorf.de Mrs. Breckwoldt

2. General Information on the Rules of Procedure

2.1 Official Language

English is the official language of MUNoH. All participants are expected to use **English at all times**, including when communicating with fellow delegates from their own countries. It is especially vital to maintain the use of English during lobbying activities. Failure to follow the official language policy may result in penalties and potentially exclusion from the debate. Further information regarding the consequences of violating this rule will be provided during the briefings. As student officers, you are expected to **set a good example by consistently using the official language.**

2.2 Dress Code

The attire of participants has a significant impact on the atmosphere of MUN. Below, you will find a detailed description of the dress code, which applies to student officers as well.

Delegates and student officers are expected to **dress formally** in order to simulate the United Nations as closely as possible. They should wear a dress shirt or blouse, a closed blazer or suit jacket, and men should either wear a tie or bow tie when they are wearing a suit. Suitable pants, dresses, or skirts are also required. Hoodies, jeans, sweatpants, leggings, and any other informal clothing are not allowed. Formal shoes, such as dress shoes, are required and sneakers, boots, and open shoes such as sandals are not allowed. If a dress or skirt is worn, tights are mandatory, and the hem should reach no higher than one hand width the knee. The attire should be in light or neutral colors and should match well. Your choice of socks is not restricted by the dress code. If standing for any reason, the blazer or suit jacket should be closed, but can be opened again once seated. Traditional and cultural clothing from the delegate's country of representation is also acceptable. Jewelry can also be added to the outfit. The Secretaries General may perform **unannounced dress code checks,** so it is recommended to always have formal clothing available**,** even if it is not worn the entire time.

2.3 Punctuality

In addition to the official schedule (start and end times of the conference day, lunch times, etc.), the Student Officer will determine the time when delegates will meet in the committee,

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commission, or council. During lobbying he Student Officer will set a time for a **ad-hoc meetings.** All attendees should be punctual for every ad-hoc meeting and in the morning. If anyone is late, including chairs and presidents, the Student Officers may impose a penalty, such as singing. We particularly expect the Student Officers to **be punctual at all times.**

As Student Officers, you are role models for the delegates, and they will look up to you. It is of greatest importance that you **follow the rules.** If a delegate informs you in advance that they will be late for the next roll call, they may be excused (with your approval of the reason provided by the delegate). In case anyone is delayed more than one hour due to any reason, the Student Officers will notify the Secretaries General.

2.4 Eating and Drinking
Eating is prohibited during debates, but **drinking is allowed** throughout the debate. **Under no circumstances is it permitted to consume alcohol** during the conference on school premises.

2.5 Smoking
Smoking is strictly prohibited on school grounds in Hamburg. Additionally, smoking **outside of the school grounds** is only permitted for individuals who are **18 years of age or older** due to federal law. **Any violations will result in exclusion from the conference.**

2.6 Roll Call
Roll calls are **conducted every morning, at every ad-hoc meeting, and after lunch.** The delegates of each country are called in turn, and they must raise their placard to indicate their presence, either by saying "Present" or "Here". A list of all members of your forum will be provided, which can also be used for a Motion for a roll call vote. During the debriefing, delegates are asked to return the list to the Secretaries General to keep track of attendance. If a delegate is absent from the morning roll call, an ad-staff member should immediately inform the Approval Panel and leave a message indicating which delegate is missing from which committee.

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2.7 Lunch Time

Lunch is typically served in the Assembly Hall of Gymnasium Meiendorf. It is crucial that you and your delegates **arrive on time for lunch.** Your group's lunch time will be listed in the Information Booklet, which you will receive at the conference.

2.8 Ad-Hoc Meetings

During lobbying, it is recommended to hold ad-hoc meetings **every 2 to 3 hours**, before and after lunch and before the end of the day to adjourn the meeting. During these meetings, a roll call should be taken. The **time for the next meeting should also be set** and **it is crucial that all participants are on time.** If someone is late, the Chair has the right to impose a penalty on the delegate. Additionally, announcements made during briefings can also be shared during ad-hoc meetings.

2.9 Main Submitters

When lobbying, delegates will have to appoint one delegate as the Main Submitter of their resolution. The Main Submitter will be responsible for presenting the resolution and giving the first speech. It is important to note that the Main Submitter must support the resolution. In case the resolution passes and is voted to be presented at the General Assembly/ECOSOC, the Main-Submitter will be representing the resolution in the General Assembly/ECOSOC, too.

2.10 Co-Submitters

During lobbying, delegates will have to find Co-Submitters. It is required to have **at least 25% of the forum** as Co-Submitters in order to debate a resolution. Co-submitting a resolution indicates approval for the debate, but **not necessarily support for the resolution**. If delegates have signed a resolution, the **Student Officer may call them to deliver a speech in the interest of the debate,** even if they have not raised their placard. As Co-Submitters are not required to support the resolution, they should speak against it if they do not agree with it. A delegate can **only co-submit one resolution per issue.**

2.11 Fun Debate

To introduce first-time participants to the debate process, it is suggested that the chairs start with a fun debate after the lobbying period. The topic should **be lighthearted and not taken seriously.** One of the chairs can act as the main submitter. The student officers will be provided with amusing resolutions to debate.

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2.12 Lobbying and Approval Process

Lobbying is the process where delegates combine their pre-written draft resolutions. The combined resolutions must be co-submitted by at least 25% of the forum participants to be eligible for debate in the forum.

The approval process for a resolution involves the following steps:

1. Upon completion of the merging process, the resolution will be submitted to the student officers of the forum.
2. After that the main submitter must go to the Approval panel to get their draws resolution approved.
3. The main submitter must keep the Approval Sheet and have it signed at each subsequent stage before returning it to the chair. If the Approval Sheet is not returned with all necessary signatures, the resolution cannot be debated.

4. The final step is approval by the student officers of the forum, who will decide if the resolution is ready for debate and sign the Approval Sheet.

Throughout the approval process, **the student officers and main submitter are responsible for their resolution** and must follow the process. During the lobbying period, it is essential for the student officers to monitor the following: **only the Security Council is allowed to use accompanied observer countries**. If there are multiple resolutions on the same issue, it is the student officers' responsibility to choose which resolution will be debated. If resolutions on a single topic are similar, the student officers should bring the different groups together to merge their draft resolutions.

For our lobbying and resolution writing we will use the **Model United Nations Resolution Editor**

The MUN Resolution Editor (resolution-editor.org) is a tool designed to draft, edit, and finalize resolutions at MUN conferences. In addition, the MUN Resolution Editor acts as a web-based application that can be accessed by all Chairs and delegates attending our MUN conference. It is important to note that the chairs initially receive access to the account for their committee and then have to set a new password.

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While delegates log in to the editor, create or join a resolution-building session, and start collaborating with other delegates in real-time, Chairs are the ones overseeing the process. They can see delegates share the document, make changes, propose changes, participate in negotiations within the platform, and support them if any issues arise. Furthermore, they are the ones to remind the delegates that new documents can be created in the "Editor" field, while other documents can be viewed or edited under "Tools" in the "Document List.". However the Chairs will receive a detailed introduction before the start of our conference so that they will feel comfortable with the program.

Moreover, the editor ensures that the resolution conforms to the standard MUN format, but the Chairs are still responsible for the final check before forwarding it to the Approval Panel. They need to make sure that the templates have been understood correctly, i.e., that the submitter and question or committee have been entered correctly, that the grammar and spell checking are correct, and that the prefixes match the respective sentences and are not repeated too often. If the Chairs are satisfied with a resolution, and it is no longer being processed, they should advance it to the next "level. It is important that the Chairs independently advance the resolutions (except for the Approval Panel level)!

More information under: https://www.un.org/en/ga/second/72/editingguidelines.pdf

In Summary:

Lobbying → Draft Resolution→ Approval Panel → Corrected Resolution → Debate

Time Freeze: To ensure a fair discussion, it is recommended to have as much information about the issue as possible. A "time freeze" is set, which is the deadline for publishing new information or making statements by nations that are to be included in the debate. This years' time freeze is set for **September 20th.**

Punishments: Student officers have the authority to punish delegates, admin staff, and other student officers for violating MUNoH rules or for any other significant reason. **Punishments must be chosen wisely and must be appropriate at all times.** The goal is not to embarrass students. **If a person refuses to accept a punishment, an alternative punishment must be**

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found. Filming of the punishment must be first approved by the delegate receiving the punishment other wise it is strictly forbidden.

<u>Internet:</u> The Gymnasium Meiendorf will provide Wi-Fi for the conference. It is advised to **complete research before the conference.** Please remember that **technical devices should only be employed for the purpose of debating.**

2.13 Candy

To make it more enticing for delegates to give speeches, the Kitchen Staff provides a candy box on the lectern. After their speeches, delegates are permitted to take a piece of candy from the box. They are **not permitted to consume the candy while giving their speech.** In the event that the box is empty, notify an Admin Staff from the Secretariat who will provide a new supply of candy.

2.14 Distracting Delegates

At any conference, delegates who are disrupting the forum during debates may be present. If you encounter one in your forum, **kindly approach them through a notepaper and have a conversation with them after the debate.** If their behavior is hindering the continuation of the debate, **do not hesitate to contact the Secretaries General or Conference Managers.** They will then address the delegate, along with their MUN Director, and consider any necessary consequences. Similarly, if you or your Admin Staff observe a delegate who is distracted by playing or texting on their cell phone or tablet during debates, take the same course of action.

2.15 Outstanding Delegates

Outstanding delegates are **students who actively participate in all debates**, serving as **Main Submitters**, **raising many Points of Information, and delivering speeches both for and against** the resolution. At the end of the conference, you will be asked to compile a list of the two best delegates so that we can award them **prizes.** To ensure an accurate selection of outstanding delegates, we request that the Student Officers consider the following criteria in their selection:

1. Content of the Position Paper/Draft Resolution
2. Quantity and quality of speeches (a list will be provided by the Student Officer Team to document this)

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3. Interaction with other delegates (showing respect, commitment, and support)
4. Adherence to the laws and charter of the represented countries/NGOs/IGOs and the UN.

Awards for the most Distinguished Delegate (second best) and the Best First Timer will also be given.

2.16 Media Equipment

If you encounter any issues or have questions regarding the media equipment, **please reach out to the Media Staff by sending a message to the Admin Staff.**

2.17 Briefing and Debriefing

The Student Officers will hold briefings and debriefings every day **before and after the session.** During the briefings, updated information such as the Lunch Time Schedule, reminders, and announcements will be provided. It is expected that you will **pass on this information to your forum.** During the debriefing, you will be asked to **provide feedback on the day's work,** including any questions about the Rules of Procedure, the roll call list with notes on latecomers and delegate performance, and any further questions, comments, or ideas concerning the course of the conference. Please bring these items with you to the debriefing.

2.18 First-Time Student Officers:

Teamwork as a Chair and Deputy Chair or President and Vice President is vital. It is important to **work as a team even before the conference begins**. Contact your co-chair and discuss who will be responsible for writing research reports on which topics especially because the main chair usually writes two of the three Research Reports. During the conference, it is recommended to **switch positions regularly.**

2.19 How to Start the Forum

Begin by welcoming the delegates and conducting a roll call. Introduce yourself and then ask each delegate to introduce themselves, including their name, age, number of MUNs attended, home country, etc. To break the ice, you can ask an ice-breaking question. Additionally, it is important to **keep track of the number of first-time attendees** and to pass on this

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information during the first debriefing. Explain the concept of lobbying and ask if any delegates would like to present their draft resolutions or position papers.

2.19 Rules for Guests

Based on experience, guests can sometimes be distracting. As such, **you have the right to handle any disruptive situations. The maximum recommended number of guests is four at a time.** In the case of strong distractions caused by guests, you may ask them to leave. Eating, walking around, or having loud conversations is also inappropriate for guests. Guests must speak to you before engaging with anyone in the forum or intervening in any way.

3. How MUNoH Works

3.1 Course of Session

1. Registration: During the MUNoH conference, registration will provide you with important documents such as your badge, Information Booklet, and guides.
2. Opening Ceremony: At the opening ceremony, speeches will be delivered by individuals such as the Secretaries General, Conference Management, and other important figures. Additionally, ambassadors of each country, NGO, and IGO will have the opportunity to give a brief **one-minute speech. Points of information may only be asked to the P5 nations and a maximum of three points of information will be granted.** The Secretaries Generals/PGAs may entertain a right of reply if deemed necessary. **Attendance at the opening ceremony is mandatory for all participants.** The Presidents of the General Assembly will host and moderate the ceremony and the conference will be declared open by the PGAs at the end of the ceremony.
3. Lobbying: During the Lobbing procedure the delegates find themselves together in groups and work on an resolution which they want to implement in the debate. On further questions please refer back to **2.12 Lobbying and Approval Process.**
4. In Session: Once all resolutions have been approved by the Approval Panel and, committees and councils will move into session and begin debating the resolutions. There will be specific rules that must be followed during the debate, which will be explained in section 3.2 Course of Debate. Only the Security Council and the Human Rights Council will not take part in the ECOSOC, but remain in debates until the beginning of the Closing Ceremony.

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5. <u>General Assembly (GA) and Economic and Social Council (ECOSOC):</u> The General Assembly will take place during the last two days of the conference and all delegates and committee **chairs will be required to attend.** If you chair a committee or council, you will be responsible for leading your forum to **vote on the resolution that is best suited to be presented and debated again in the GA/ECOSOC**. Each committee is only permitted to bring one resolution to the GA/ECOSOC. In order to produce a GA/ECOSOC Resolution Booklet for all delegates, **the final digital version of your committee's resolution must be submitted by the secretaries general until 11 a.m. on Saturday. The Chair or Main-Submitter will read out the operative clauses** during the GA/ECOSOC. **Please make sure to clarify this with your Main-Submitter before** the start of the GA/ECOSOC. The debate will be chaired by the PGAs.

6. <u>Closing Ceremony:</u> The Closing Ceremony will immediately follow the General Assembly on Sunday and **attendance is mandatory for all delegates.** During the ceremony, the **Student Officers will be invited to give a brief speech** to report on the work of their forum and individual delegates. The Student Officers will also **award outstanding delegates.** The Conference Management, Secretaries General, and PGAs will deliver their closing speeches before the conference is declared closed by the PGAs.

3.2. Course of Debate Procedure

As previously outlined in the section "Course of Session," debates must follow specific rules. These rules are described below.

<u>I. Roll Call:</u> The official meeting will commence with a roll call, where each country is called upon by the Chair/President. The delegate must raise their placard and state "Present."

<u>II. The Main-Submitter will read out the operative clauses.</u>

<u>III. The Chair will set the time for debating.</u>

<u>IV. The Main-Submitter will have the floor and deliver their opening speech.</u>

<u>V. Time in favor:</u> All delegates may speak in support of the resolution.

<u>VI. Time against:</u> All delegates may speak against the resolution and propose amendments.

<u>VII. Voting Procedures:</u> Delegates may vote in favor, against, or abstain.

3.3. Rules during Debate

During a session, the following rules must be followed:

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Amendments

- To propose an amendment, delegates must send an amendment sheet to the Chairs or Presidents.
- The Chairs will review the amendment **and determine if it is in order.**
- When the floor is open, the delegate must raise their placard and say "Motion to make an amendment". This **can only occur during the time against or open debate.**
- The Main Chair will then ask the Deputy Chair if the amendment is in order. If it is approved, the Deputy Chair will read the amendment and the delegate will have the floor. **This speech does not count into the debating time and the debating time will be set afterwards.**
- The Student Officer will set debating time for both in favor and against the amendment.
- After the debate, the House will vote on the amendment.
- If there is an amendment of the second degree, **the Student Officer must remind the delegates that if the amendment to the amendment is passed, the whole amendment will be automatically approved.**
- **Amendments of the third degree are only allowed in the Security Council.**

- **Friendly amendments can be made verbally and do not require discussion.** The Student Officer will ask the Main-Submitter if they accept the friendly amendment. Friendly amendments can also be made during the time in favor of the debate.

Resolution

A resolution consists of perambulatory clauses (PCs) and operative clauses (OCs). **The PCs state the problem being addressed, while the OCs present potential solutions to the issue.** It is important for delegates to ensure that the proposed solutions are feasible and align with their respective country's policies, as this is a simulation of the United Nations.

Position Paper

The position paper should start with a brief summary of the issue being discussed, followed by an overview of measures taken by the country and the United Nations. **It is crucial to mention the country's stance on the UN measures, any alternative solutions proposed by the country, and the country's overall opinion on the issue.**

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Voting Procedures
- Voting procedures occur at the end of a debate, on an amendment, or a resolution.
- **When the House votes on an amendment, abstentions are not allowed.** NGOs and IGOs are allowed to vote.
- **When the House votes on the resolution, abstentions are allowed**. NGOs and IGOs are **not** allowed to vote.
- **No one is allowed to enter or leave the room during voting procedures. Note-passing is suspended, and the Admin Staff will count the votes.**
- In case of a tie, the resolution will fail. **Clapping is only allowed if the resolution passes.**

Notepaper
- During formal debate, **only Student Officers and the delegate who has the floor are allowed to speak.**
- If delegates need to communicate with other members of the forum, they can write a message on a notepaper. They must raise the notepaper, and the Admin Staff will deliver it to the other delegate or Student Officer.
- The following actions are not allowed:
  - Passing notepapers to a delegate in another forum (unless they are the delegate's ambassador)
  - Writing anything not related to the debate or topic
  - Passing notepapers during voting procedures
  - Writing notepapers in any language other than the official language
- The Student Officers should **remind both delegates and Admin Staff of these rules.** Additionally, the Admin Staff should check notepapers to ensure they follow the rules. If not, they can bring the notepaper to the Student Officers instead. Note that the Admin Staff are not allowed to screen notepapers from or to the Student Officers or Secretaries General.

3.4 Points and Motions
Delegates have to remain seated and silent during formal debate. If they want to express a matter, they have to raise their placard and make one of the following points / motions. **You can only make a motion or a point while the floor is open (exceptions are marked (*)).**

Process	Motion	Meaning

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Decision by the Chair/President. No objection possible.	Request to follow up *	Chair entertains another point of information from the same speaker
	Request for a right of reply	Speaker complains about previous speech (e.g., after opening speech)
	Motion to explain the vote	Delegate has to explain his/ her decision
	Motion to make an amendment	Starts debate on the
	Motion to move into open debate	Move into open debate (delegates can speak in favor or against), only allowed in time against
	Motion for a roll-call vote	Repeat the vote according to the roll-call list
	Point of order *	Violation of the Rules of Procedure
	Point of Parliamentary Inquiry *	Question to the Rules of Procedure
	Request to extent Points of Information *	Simply extending Points of Information, if the Chair deems it necessary.
	Point of Information to the Chairs *	Question to the Chair(s)

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	Point of Personal Privilege *	Allows the delegates e.g. to go to the restroom
	Point of Information *	Question to the speaker

	Motion to suspend the meeting	Break due to any occurrence
Decision by the Chair/President. Objection possible. *(objecting delegate has the floor immediately)*	Motion to close the debate	Start of voting procedure/ motion to move into voting procedure
	Motion to move into voting procedure	Starting of voting procedure (only in time against)
	Motion to move into time against	End of time in favor
	Motion to adopt the amendment/ resolution by acclamation	Amendment/resolution can be passed by acclamation (if objected once not possible anymore).

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Decision by the forum. Simple majority.	Motion to declare this an important question	Resolution must be decided upon with two-thirds majority, motion is not in order on amendments, can be done at any time of the debate.
	Motion to limit/extend debating time	Limit/ extend debating time.
	Motion to table the amendment	Amendment fails immediately (only possible in **time against**).
	Motion to divide the house	Makes abstentions impossible after voting procedures. Vote will be repeated.
Decision by the forum. Two-thirds majority	Motion to table the resolution	Resolution fails immediately.
	Motion to appeal against the decision of the chair/president	Overrules the chair's/ president's decision, only possible after a point of order. Secretary General will lead the voting procedure.

3.4.Special Commissions and Councils

Security Council: The Security Council (SC) is the most powerful organ of the UN, established to maintain international peace and security. It is composed of **five permanent members (PR China, France, Russian Federation, United Kingdom, and the USA)** who

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hold the **right of veto, and ten non-permanent members.** The SC has the **authority to impose sanctions on countries and deploy peacekeeping forces.** The rules of procedure in the SC differ from those of other committees or commissions. There is **no formal lobbying process, as resolutions are considered ad hoc, consisting solely of Operative Clauses that are proposed through amendments.** After the amendments have been debated, delegates have additional time to argue for and against the overall resolution.

To prevent a veto by one of the five permanent members (P5), **a motion to hold a P5 caucus can be made by one of the permanent members.** If seconded by the other four P5 nations and approved by the President of the Security Council, the debate will be temporarily suspended for a short meeting with the P5 nations to discuss their voting strategies and find a compromise. **The P5 nations have the right to veto, either with or without privileges, by voting against a resolution or amendment.** If a permanent member uses its veto privilege, the resolution or amendment fails. **Please note that in the Security Council, 9 votes in favor are required to pass an amendment or resolution.** Once passed, the President must submit the resolution to the Secretaries General.

4. <u>Documents</u>

4.1 Official Format
To ensure an efficient and smooth experience during lobbying and debating, it is important to follow the specified format for all conference documents. The following guidelines should be followed when preparing documents:

> **Font: Times New Roman**
> **Font size: 12**
> **Line spacing: 1.5 lines**

4.2.**Research Report**
A Research Report serves as a reliable resource for delegates to prepare for the topics on the agenda. It should provide an overview of the topic and include significant resolutions that have already been passed by the United Nations (UN). The report should be **a minimum of 1500 words in length and include relevant pictures and graphs.** Additionally, the report should be **written in a neutral and formal tone, avoiding contractions such as "don't."** To provide delegates with realistic ideas for their resolution, **include suggestions for resolutions**

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related to the topic. As chairs and presidents you will be provided with a template that will give you further orientation on the following content to cover:

Short List:
1. Description of the Issue
2. Definition of Key Terms
3. Background information
4. Major Countries and Organizations Involved
5. Timeline of events
6. Previous attempts to solve the issue
7. Possible solutions
8. Questions delegates should consider during research
9. Relevant UN Treaties and events
10. Useful links
11. Sources

It is important to research the topics thoroughly, as this will result in better debates. Research reports should be submitted to **pga@gym-meiendorf.de** by May 31st.

To begin your research, it is advisable to gain a basic understanding of the topics. Websites such as Britannica.com or Wikipedia.com provide a vast amount of information, but it is crucial to **not rely solely on one source**, as the internet can be misleading. Another option is to look at newspaper archives or official UN websites such as un.org and regional information centers such as unric.org for Western Europe. Additionally, k**eep up with current events related to the topic.** If you are unable to find any information**, feel free to contact the Secretaries General at secretary.general(at)gym-meiendorf.de, the PGA at pga(at)gym-meiendorf.de, or your MUN Director for assistance.**

The UN has made it easier to access resolutions, treaties, speeches, decisions, voting records, and more on its website. The UN Bibliographic System (UNBISnet) at unbisnet.un.org can be used to find: a) Resolutions passed by the Security Council, ECOSOC, and General Assembly (since 1946) b) Voting records for resolutions adopted by the General Assembly (since 1983) and the Security Council c) Speeches made in the General Assembly (since 1983), the Security Council (since 1983), the ECOSOC (since 1983), and the Trusteeship Council (since

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1982). The UN News Centre at www.un.org/news can be used to find press releases from UN bodies and the Secretary General. The International Court of Justice's website at www.icj-cih.org can be used to locate ICJ decisions. For research, news, and resources on specific topics, the United Nations Regional Information Centre (UNRIC) can be used at http://www.unric.org/de/.

How to Write a Resolution

A resolution is divided into three parts:

     I.   The heading

    II.   The preambulatory clauses

   III.   The operative clauses

I.   *The heading* consists of four parts which need to be filled in before you give your resolution to the Approval Panel:

FORUM (which is the committee/commission/council you are in), QUESTION OF (the topic), SUBMITTER and CO-SUBMITTER (in alphabetical order).

II.   *The preambulatory clauses (PCs)* start with the name of your committee/commissions/council in capital letters.

Then, you start with your first PC. First, you pick a preamble phrase (cf. annex). It needs to be written in *italic letters*. Preamble clauses are clauses in which you state e.g., what actions have been taken so far; you refer to the UN Charter or general facts of the topic. You end each preambulatory clause with a comma.

III.   In *the operative clauses (OCs)* you state exactly what needs to be done. Therefore, you start with an operative phrase (cf. annex) which has to be underscored. Additionally, the OCs are numbered. If you want to write a sub-clause you have to start a new paragraph. Sub-clauses are numbered with letters a), b) & c). The sub-sub-clauses are numbered with Roman numbers i., ii. & iii. After every operative clause you have to use a semicolon to show that the clause has ended. A resolution ends with a full stop. Do not forget that the pages of your resolution have to be numbered ('page x of y'). You can find a sample resolution in the annex.

4.3. Delegate's Documents

It is important that delegates send their documents to the designated recipient before the start of the conference. These documents should include **at least one resolution and two to three**

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position papers to ensure that all relevant topics are covered. **Delegates of the Security Council are required to prepare two position papers and a few OC for the debate.** Receiving these documents gives you a better understanding of each delegate's level of preparation. It is the responsibility of the Student Officers **to review and provide feedback** on these documents, correcting any errors in content, style, or grammar. If any documents are missing, the Student Officers are asked to inform the designated recipient before the start of the conference. **Delegates who arrive unprepared will not be able to participate in lobbying activities and will instead be asked to focus on writing their position papers.** Only after completing all necessary position papers will they be allowed to participate in lobbying.

5. Before the Conference, please be sure to bring the following items in addition to your formal attire:

a) A signed copy of the rules of conduct b) A printed version of the conference booklet c) A laptop, if possible, d) A memory stick e) A small gift for your host family (if your school is staying with host families).

6. Annex

6.1 Useful Phrases
When asking the House to be quiet
   a) The House will come to order
   b) Will the House please come to order?
   c) The Chair / President calls for order in the House.
   d) There will be order in the House.
   e) Would all delegates please take their seats and calm down.

When starting the debate
   a) The Chair / President sets reading time to __ minutes.
   b) The Chair / Presidents calls upon the Main-Submitter to read out the Operative Clauses for the resolution.
   c) The Chair / President sets debating time to __ minutes in favor and __ minutes against the resolution as a whole/ the amendment of the __ degree.

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d) The Main-Submitter now has the floor to deliver his / her opening speech.

When a delegate is not addressing the House

a) Could the delegate please address the House, the Student Officer, the AdminStaff (and the guest)?

When asking for points of information

a) Is the delegate open to points of information?

b) Since the delegate is open to one / two / any points of information, is / are there any such in the House? Please raise your placards high now.

c) [Country name], you have been recognized. Please rise and state your point.

When the speaker did not understand a point of information

a) Could the delegate please rephrase his / her question?

When asking for further points

a) Is the delegate still open to any points of information?

b) Are there any further points of information in the House? Please raise your placard high now.

When a speaker is running out of time

a) Will the delegate please make her / his closing / concluding remarks?

b) Would the delegate please yield the floor to the Chair / President?

When asking for further speakers

a) We are now in favor of / against the resolution as a whole / the amendment to the __ degree with __ minutes left. Is there any nation wishing to take the floor / hold a speech? Please raise your placards high now.

When concluding debating time

a) Debating time in favor has now elapsed. We will now be moving into time against the resolution as a whole / the amendment to the __ degree.

b) Debating time against the resolution as a whole / the amendment to the __ degree has now elapsed. We are therefore moving into voting procedures.

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When moving into voting procedures

a) We are now moving into voting procedures on the resolution as a whole / the amendment to the __ degree / on the motion to __.

    Would the AdminStaff please take their voting positions?

    Notepaper passing will be suspended. Points and motions are not in order for the moment.

    NGO's and IGO's are not allowed to vote. Abstentions are / are not in order.

b) Any nation wishing to vote in favor / against /abstain, please raise your placards high now. Please lower them.

c) With __ votes in favor, __ votes against and __ votes abstaining this resolution / the amendment to the __ degree / the motion to __ has passed / failed.

d) Clapping is / is not in order.

When delegates raise or grab their placards when not allowed to

a) Would the delegate please wait for the Student Officer to say "now" until raising their placards?

b) Would the delegates please leave their placards on their tables?

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6.2 Preambulatory Clauses

Acknowledging	Conscious	Hoping
Affirming	Declaring	Keeping in mind
Alarmed by	Deeply (…)	Noting (…)
Appreciating	Deploring	Observing
Approving	Desiring	Reaffirming
Aware of	Disturbed	Realizing
Believing	Emphasizing	Recalling
Bearing in mind	Expecting	Recognizing
Cognizant of	Expressing	Regretting
Concerned	Fulfilling	Referring
Confident of	Fully (…)	Seeking
Contemplating	Further (…)	Taking (…)
Convinced	Guided by	Welcoming
	Having (…)	

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6.3 Operative Clauses

Accepts	Demands*	Reaffirms
(Re-)Affirms	Deplores	Recommends
Approves	Designates	Regrets
Authorizes*	Draws attention	Reminds
Calls	Emphasizes	Requests
Calls upon	Encourages	Resolves
Condemns*	Endorses	Solemnly affirms
Confirms	Expresses (…)	Strongly condemns*
Congratulates	Further (…)	Supports
Considers	Invites	Transmits
Decides*	Notes	Trusts
Declares	Proclaims	Urges

*Can only be used by the Security Council

6.4 Issues on the Agenda

General Assembly:

First Committee (Disarmament and International Security)

I. Regulating gun laws with special focus on firearm trafficking
II. Preventing militarization of outer space
III. Enforcing the ban of bio-chemical weapons in regards to the Russo-Ukrainian war.

Third Committee (Social, Humanitarian and Cultural)

I. Combating sexually transmitted diseases (STDs) and connected stereotypes by improving education and information
II. Protecting minorities from forced relocation

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III. Improving the situation of children regarding physical and psychological abuse in the context of child soldiers

Sixth Committee (Legal)

I. Debating the matter of mining resources in space
II. Discussing the practice of legalization of the death sentence as a legal measure
III. Strengthening the regulatory framework around organ transplantation

Economic and Social Council:

Commission on the Status of Women

I. Preventing sexual exploitation and abuse of women and girls
II. Protecting women's bodily autonomy rights with a special focus on abortion
III. Counteracting forced marriages especially concerning minors

Commission on Sustainable Development

I. Combating our earth's sand shortage
II. Encouraging sustainable farming in relation to climate change in order to protect ecosystems
III. Tackling the issue of water pollution from urban and industrial waste to increase water quality

Commission on Science and Technology for Development

I. Discussing the destabilization of democracies due to virtual reality and artificial intelligence
II. Encountering inequality in science due to regional disadvantages
III. Defining boundaries of genetic engineering

Commission on the Right of Children

I. Guaranteeing inclusive and equitable quality education with special focus on literacy
II. Improving adoption systems in LEDCs
III. Combating global malnutrition affecting children in areas of crisis

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Independent Councils:

Human Rights Council

   I.   Ensuring human rights for child refugees in times of conflict
  II.   Protecting minorities' rights to live out cultural diversity concerning religion, ethnicity, nationality and language
 III.   Protecting LGBTQIA+ youth
 IV.   Providing humanitarian living conditions for convicts in prison

Security Council

   I.   The confrontations in the East China Sea and the Sea of Japan
  II.   The ongoing political and humanitarian crisis in Sudan
 III.   Crisis

With kind regards and best wishes for the conference,

Malina Willems & Tim Haaso

(Presidents of the General Assembly and Economic and Social Council)