UNA-USA's

Global Classrooms®

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CONFERENCE GUIDE

A *Global Classrooms* Model UN Conference
A program of the United Nations Association of the USA

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LETTER FROM THE SECRETARY-GENERAL

Dear Honorable Delegates,

It is my great privilege to welcome all of you to the 10th annual UNA-USA Model United Nations conference. For the past ten years, this conference has provided students from all over the world an opportunity to practice the skills of diplomacy while generating ideas to solve some of the international challenges that are faced by the world today. As you begin your preparation for this conference, it is important to remember that by taking advantage of this opportunity, you will gain experience and be empowered to become a future leader of your community and of the world.

As you prepare in the next few months, I would like you to keep in mind the resources that are available to you. The UNA-USA Model UN conference website (www.unausa.org/unausamun) provides great background on your topics and committees. Also, your teachers and peers can serve as valuable assets when researching topics and sharpening your skills as a delegate. When you arrive in May, you will be greeted and served by a dedicated staff of over 100 college students from around the world who are not just the best and most experienced Model UNers around, but who also have some of the most diverse and interesting experiences to share. Our goal is to provide the best Model UN experience that you delegates have ever had. We look forward to seeing you seize this opportunity.

Once again, on behalf of the entire Secretariat and UNA-USA staff, welcome, good luck, work hard, and we look forward to seeing you in May!

Sincerely,

Amy Jensen
Secretary General
UNA-USA MUN 2009

Section I

Conference Information

CONFERENCE SCHEDULE

WEDNESDAY, MAY 13, 2009

2:00 – 6:30
Conference & Hotel Check-In
Outside the Park Avenue Room, Grand Hyatt Hotel

THURSDAY, MAY 14, 2009

9:00 am – 5:30 pm
Conference & Hotel Check-In
Outside the Park Avenue Room, Grand Hyatt Hotel

9:30 am – 10:45 am
Rules of Procedure Training Session I*
Grand Hyatt Hotel

12:00 – 1:15 pm
Rules of Procedure Training Session II*
Grand Hyatt Hotel

1:30 – 2:45 pm
Rules of Procedure Training Session III*
Grand Hyatt Hotel

4:00 – 5:45 pm
Entrance to the UN
Visitors' Lobby, United Nations Headquarters

6:00 – 7:00 pm
Opening Ceremonies*
General Assembly Hall, United Nations Headquarters

* Indicates that pre-registration is required

FRIDAY, MAY 16, 2008

7:30 – 8:15 am
Conference Check-In
Outside the Park Avenue Room, Grand Hyatt Hotel

8:30 am – 12:00 pm
Committee Session I
Grand Hyatt Hotel

9:00 – 9:30 am
Faculty Advisor Informational Meeting
Chrysler Room, Grand Hyatt Hotel

12:00 – 1:30 pm
Lunch
Delegates on their own for lunch

1:30 – 4:00 pm
Committee Session II
Grand Hyatt Hotel

3:00 – 3:30 pm
Faculty Advisor Feedback Meeting
Chrysler Room, Grand Hyatt Hotel

CONFERENCE SCHEDULE

SATURDAY, MAY 16, 2009

8:30 – 10:00 am	Entrance to the UN *Visitors' Lobby, United Nations Headquarters*
10:00 – 12:30 pm	Committee Session III *United Nations Headquarters*
10:30 – 11:00 am	Faculty Advisor Informational Meeting *Faculty Advisor's Lounge, United Nations Headquarters*
11:30 – 1:30 pm	Lunch (staggered for different committees) *UN Cafeteria, United Nations Headquarters*
1:00 – 3:45 pm	Committee Session IV *United Nations Headquarters*
2:15 – 3:00 pm	Faculty Advisor Evaluation Meeting *UN Cafeteria, United Nations Headquarters*
4:00 – 5:00 pm	Closing Ceremonies *General Assembly Hall, United Nations Headquarters*
7:00 – 10:00	Delegate Dance* *Location TBA*

* Indicates that pre-registration is required.

CONFERENCE VENUES

Global Classrooms® is pleased to host the 10th Annual UNA-USA Model UN Conference at the Grand Hyatt Hotel and United Nations Headquarters.

GRAND HYATT HOTEL

The Grand Hyatt Hotel is the official hotel of the 10th Annual UNA-USA Model UN Conference. The Hyatt is located at Park Avenue at Grand Central Station in the heart of Manhattan.

1. <u>Rates & Reservations</u>

   UNA-USA has arranged a special rate of $325.00 (plus 13.5% tax), per night for a "double" (four-person) room. Please note that there are a limited number of double rooms available (though "King" rooms may add a rollaway bed). We recommend making hotel reservations early in order to ensure availability for your group.

   Additionally, groups of ten or more people arriving together will be charged a one-time automatic portage fee of $12.96 per person.

   For reservations, please contact the Grand Hyatt Hotel at (212) 883-1234. Be sure to mention "UNA-USA Model UN Conference" to secure the special discount rate. *This room rate is guaranteed until* **April 23, 2009**. *Any reservations after April 23 are charged at the hotel's standard rate.*

2. <u>Local Transportation</u>

   UNA-USA will not provide transportation or cover any transportation costs associated with getting to the conference venues.

   The Grand Hyatt Hotel is located at Grand Central Station, with access to the 4, 5, 6, 7 and S subway lines, as well as the bus lines M42, M98, M101, M102, M103 and M104. The hotel is located three blocks from the other conference venue, UN Headquarters.

3. <u>Area Parking Garages</u>

Alright Parking	(212) 843-8765	$36.00 for 24 hours
	213 E. 43rd Street (between Second and Third Avenues)	$45.00 for oversize vehicles
ICON Parking	(212) 682-5393	$36.00 for 24 hours
	231 E. 43rd Street (between Second and Third Avenues)	$46.00 for oversize vehicles
Seven Eleven Car Park	(212) 410-1890	$34.00 for 24 hours
	711 Third Avenue (on 44th Street) (between Second and Third Avenues)	$43.00 for oversize vehicles
Park on 44th Street	(212) 999-8851	$26.00 for 24 hours
	230 E. 44th Street (between Second and Third Avenues)	$34.00 for oversize vehicles

CONFERENCE VENUES

UNITED NATIONS HEADQUARTERS

UN Headquarters is international territory on the island of Manhattan. Home of the UN Secretariat, the Security Council and the General Assembly, UN Headquarters will also host the UNA-USA Model UN Conference for the ninth straight year.

1. Local Transportation

   UNA-USA will not provide transportation or cover any transportation costs associated with getting to the conference venues.

   Delegates attending the UNA-USA Model UN Conference may enter UN Headquarters through the UN Visitors' Lobby, located at 46th Street & First Avenue.

   By subway, take the 4, 5, 6, 7 or S to 42nd Street (Grand Central Station) and walk due east to First Avenue, then north to 46th Street. Security is located in a white tent outside the UN building. By bus, take the M15, M42 or M104 to either 46th Street or First Avenue.

2. Area Parking Garages

ICON Parking	(877) PAR-KING	$35.00 for 24 hours
	866 UN Plaza, First Avenue (between 46th & 47th Streets)	$43.00 for oversize vehicles
Imperial Parking	(212) 736-7171	$25.00 for 24 hours
	845 First Avenue (between 47th & 48th Streets)	$31.00 for oversize vehicles
Ever-Ready Parking	(212) 736-7171	$25.00 for 24 hours
	330 E. 46th Street (between First & Second Avenues)	$31.00 for oversize vehicles

EVENTS: PRE-CONFERENCE

HOTEL CHECK-IN

Each participating school is responsible for booking their own hotel reservations.

Schools may check-in to the Grand Hyatt Hotel after 3:00 pm on the day their reservation starts. For schools arriving before 3:00 pm, the hotel will store luggage for a fee of $2.00 per bag. Schools are asked to ensure that check-in does not overlap with mandatory events of the UNA-USA Model UN Conference (*e.g.*, Opening Ceremonies on Thursday night). Schools staying at the Grand Hyatt Hotel should check-in directly with the hotel at the front desk.

CONFERENCE CHECK-IN

After checking into their rooms, faculty advisors should then go to the Conference Check-In table located outside the Park Avenue Room on the Mezzanine level. Conference representatives will be available from **2:00 – 6:30 pm on Wednesday evening and 9:00 am – 5:30 pm on Thursday.** Registration materials will not be given to student delegates.

Local schools attending may find it more convenient to pick up registration materials on Wednesday evening so they may proceed directly to UN Headquarters on Thursday afternoon.

Please note that all schools must come to the Conference Check-In desk at the Grand Hyatt Hotel (regardless of whether or not they are staying at the hotel or going to Opening Ceremonies) to pick up their UN Security Badges. Badges will not be given out at the gates of the UN, and schools without their badges will be required to return to the Grand Hyatt and forfeit their place in line.

Schools will be issued the same number of UN Security Badges as the total number of their delegation (students + advisors) as indicated on their registration form. Therefore, it is absolutely essential that UNA-USA is informed **by April 8** of any additional chaperones attending.

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EVENTS: THURSDAY, MAY 14, 2009

HOTEL CHECK-IN AND CONFERENCE CHECK-IN

Please see the "Events: Pre-Conference" section on page 9.

RULES OF PROCEDURE TRAINING

UNA-USA Model UN is proud to host optional training sessions to assist Model UN delegates with UNA-USA MUN's rules of procedures and the resolution process.

Location:	Grand Hyatt Hotel	
Times:	Session I:	9:30 – 10:45 am
	Session II:	12:00 – 1:15 pm
	Session III	1:30 – 2:45 pm

Pre-registration is required for participation in one of these training sessions, and information on how to register for the training sessions will be sent to faculty advisors in early April. Each training session will cover the same topics, so please only register for one session. Unfortunately, we cannot accept attendees who do not indicate interest in advance. Please note UNA-USA will not provide food during trainings.

OPENING CEREMONIES

Opening Ceremonies will take place in the United Nations' General Assembly Hall from 6:00 – 7:00 pm.

At the first formal event of the conference, all delegates (and faculty advisors) are required to follow the conference dress code (please see page 19). Attendees not adhering to the dress code will be asked to leave Opening Ceremonies.

Attendees should plan to arrive at the UN between 3:45 – 5:00 pm, as this will allow adequate time for participants to pass through UN security. Please do not bring any unnecessary belongings with you (including backpacks, notebooks, and other materials). **All attendees must bring their UN ID badges**, which will be distributed to faculty advisors during Conference Check-In. Food and beverages are prohibited inside the UN building, and all delegates and advisors will be required to throw any food/drink items away before entering through UN security.

It is important that your entire delegation enter the building as one group in order to accelerate the seating process in the General Assembly Hall. Should your attendees arrive individually, please plan a meeting place **outside** UN security, and proceed through as one group only after every attendee has arrived. It is essential that all groups arrive on time. If a group arrives late, they will not be seated. Please note that over 2,000 people must be seated in less than two hours, and compliance with conference staff instructions is mandatory.

While delegates and faculty advisors are invited to bring a camera, no private photographers or video cameras are allowed at any session of the conference.

Faculty advisors are advised to collect UN Security badges from their delegates following the conclusion of Opening Ceremonies on Thursday evening, as the badges will be necessary to enter UN Headquarters for committee on Saturday. Due to security regulations, conference staff will **not** issue new badges on Saturday morning.

EVENTS: FRIDAY, MAY 15, 2009

All events on Friday, May 16 will be held at The Grand Hyatt Hotel.

TIPS FOR THE DAY

- Ensure all delegates understand the following information:
  - Conference Code of Conduct on pages 17-18.
  - Conference Dress Code on page 19.
  - Guidelines for Performance on page 20.
- For schools meeting at the hotel in the morning, arrange a meeting place prior to 8:30 am at a specified location. The hotel lobby is **not** considered an acceptable meeting place; the Starbucks or Duane Reed drugstore directly across the street from the hotel are.
- In case of emergencies, ensure all delegates and faculty advisors have the necessary contact numbers (*e.g.*, cell phones).
- Breakfast will not be provided and food is not permitted in committee rooms.
- Delegates will **not** be allowed to exit the premises at any time. Faculty advisors will be contacted if any students are found loitering in the hotel lobby or hallways during committee hours.

COMMITTEE SESSIONS

On Friday morning, committee sessions will begin promptly at **8:30 am** at the Grand Hyatt Hotel.

LUNCH

Lunch will **not** be provided on Friday, May 15. Delegates will be dismissed from their committees at 12:00 noon for lunch. The conference program will contain a map of local, affordable options for lunch. Committee will begin again promptly at 1:30 pm.

Conference staff understands that school delegations may wish to meet before going to lunch; however, the hotel lobby is not considered an acceptable meeting place. Please remember that there are over 2,300 delegates attending the conference and due to safety concerns, delegates will not be permitted to gather in the lobby. Conference staff will direct students out of the lobby (particularly aware from the escalators) and delegates are expected to comply with instructions.

FACULTY ADVISORS' MEETINGS

The UNA-USA Model UN conference is pleased to offer the Chrysler Room, on the Mezzanine level of the Grand Hyatt hotel, as the Faculty Advisors' Lounge. Advisors are invited to observe any committee room they wish on Friday, though coaching by advisors is strictly prohibited.

Faculty advisors will be invited to several meetings on Friday:

- The Faculty Advisor Informational meeting is a short, important meeting for advisors to meet with conference organizers, who will review what to expect for the day and answer any pressing questions. *Time: 9:00 – 9:30 am, Chrysler Room*

EVENTS: FRIDAY, MAY 15, 2009

EVENTS: FRIDAY, MAY 15, 2009

- A Faculty Advisor Seminar will allow advisors to hear from UN experts and learn more about resources available for Model UN educators. Refer to the conference program (handed out at Conference Check-In) for more information.
  Time: 10:00 – 11:00 am, Chrysler Room

- The Advisors' Feedback meeting will allow advisors to comment on the logistics of the conference and any issues that need to be addressed with conference staff. Information will also be shared by UNA-USA regarding any changes in the schedule, as well as UN protocol for the following day.
  Time: 3:00 – 3:30 pm, Chrysler Room

END OF CONFERENCE DAY

The conference day ends at 4:30 pm. Please plan a meeting space where you and your group can summarize the day's sessions and prepare for the following day. Again, the hotel lobby is not considered an acceptable meeting place. Do not hesitate to ask conference organizers for suggestions of alternate locations.

Please note the venue changes to UN Headquarters on Saturday, May 16.

EVENTS: SATURDAY, MAY 16, 2009

Committee sessions and Closing Ceremonies will be held at UN Headquarters on Saturday, May 17. Admission is only accessible through the Visitors' Entrance located at First Avenue and 46th Street and only with a UN ID badge (handed out at Conference Check-In).

TIPS FOR THE DAY

- Ensure all delegates understand the following information:

  - Conference Code of Conduct on page 17-18.

  - Conference Dress Code on page 19.

  - Guidelines for Performance on page 20.

- For schools meeting at the UN in the morning, arrange a meeting place prior to 8:30 am **outside** the building at a specified location.

- In case of emergencies, ensure all delegates and faculty advisors have the necessary contact numbers (*e.g.*, cell phones).

- Breakfast will not be provided and food is not permitted in committee rooms.

- Delegates will not be allowed to exit the premises at any time.

- For schools checking out of the hotel, ensure your delegates have enough time to drop off their bags with the porter at the hotel *prior* to leaving for UN Headquarters.

ENTERING THE UN

All groups should be ready to enter the UN at 8:30 am. **Each person must have their UN Security badge** (handed out at Conference Check-In) or they will not be allowed into the building.

All participants must pass through UN security. Please do not bring any unnecessary materials with you (including backpacks and food/drink). Any delegate/advisor in possession of food or drink (even un-opened) will be required to throw it away before proceeding through UN security. More than 2,300 people will pass through security in one hour and a half, so please plan accordingly.

COMMITTEE SESSIONS

Committee sessions will begin promptly at 10:00 am.

Faculty advisors are invited to observe any committee during the conference or to visit the coffee shop or gift shops in the UN lobby, but may not visit other floors of the UN Headquarters.

In rare and unforeseen instances, committees have been moved from their announced committee room to locations that are not accessible to faculty advisors. The conference staff apologizes in advance if this situation occurs.

EVENTS: SATURDAY, MAY 16, 2009

LUNCH

Lunch will be provided on Saturday, May 17, in the UN cafeteria. The conference-provided lunch options include assorted sandwiches, wraps, and salad options with chips and a beverage. Vegetarian, pork-free, and kosher options will be available. Each committee will have approx. 30 minutes for lunch.

The seating capacity of the UN Cafeteria is approximately 500. There are 5 sessions of lunch for delegates, with 450+ students in each session. Faculty advisors are invited to eat lunch between 12:00 – 1:00 pm, but are asked to not remain in the cafeteria during all of the lunch sessions, as it severely limits the number of tables available to seat delegates. Conference staff reserves the right to ask faculty advisors who have finished their lunch to leave the cafeteria. Faculty advisors are welcome to relax in the Faculty Advisor Lounge area and other seating areas in the UN.

FACULTY ADVISORS' MEETINGS

The UNA-USA Model UN conference is pleased to offer the Viennese Café Lounge as the Faculty Advisors' Lounge.

Faculty advisors will be invited to several meetings on Saturday:

- The Faculty Advisor Informational meeting is a short, important meeting for advisors to meet with conference organizers, who will review what to expect for the day and answer any pressing questions. *Time: 10:00 – 10:30 am, Faculty Advisors Lounge*

- The Advisors' Evaluation meeting will allow advisors to comment on the logistics of pre-conference and conference events. Evaluations of the conference will be passed out to each faculty advisor attending. *Time: 2:15 – 3:00 pm, UN Cafeteria*

CLOSING CEREMONIES

Closing Ceremonies will be held in the UN's General Assembly Hall from 4:00 to 5:00 pm. Committee sessions will be dismissed in a staggered manner to allow for with a smooth entrance into the General Assembly Hall. Schools will not be allowed time to find one another to sit together, so it is recommended that schools organize a meeting spot for after Closing Ceremonies. The conference officially ends after Closing Ceremonies at 5:00 pm.

FOR SCHOOLS TRAVELING TO NEW YORK CITY

TRAVELING VIA BUS

If you are arriving by bus to the Grand Hyatt Hotel, the driver should drop students off on E. 42nd Street between Park and Lexington Avenues. Please note portage fees as mentioned on page 7.

TRAVELING VIA NEW YORK AREA AIRPORTS

There are several ways to reach the Grand Hyatt Hotel from any of New York's major airports.

1. Options Available at All Airports

   * *New York Airport Service*: Contact directly to schedule share-ride van/bus service. Rates are from $5.00 to $15.00 per person. Phone: (718) 875-8200; Web: www.nyairportservice.com

   * *Super Shuttle*: Contact Super Shuttle directly to schedule share-ride van service. Rates are from $13.00 to $22.00 per person. Phone: (800) 622-2089; Web: www.supershuttle.com

2. Additional Options at John F. Kennedy International Airport

   * *AirTrain*: This train connects JFK airport with the E subway line. No reservations are necessary. Take the E train to 42nd Street and walk underground to Times Square (look for signs for the 7 or S trains). Take the 7 or S train to Grand Central, where the Hyatt is located. AirTrain costs $5.00 per person and all New York subways cost $2.00 per person. This option requires 2.5 hours transit time.

   * *Taxi*: Taxis from JFK to any location in Manhattan charge a flat fee of $45.00, plus tip and tolls.

3. Additional Options at LaGuardia Airport

   * *Bus and Subway*: Take the M60 bus to 125th Street and St. Nicolas Avenue. Then take a downtown 4, 5 or 6 subway train. You can take any of these trains to Grand Central Station, which connects directly to the Grand Hyatt Hotel. All New York subways and buses cost $2.00 per person. Transfers from the bus to the subway are free. This option requires 1.5 to 2 hours transit time.

   * *Taxi*: Taxis from LaGuardia to the Grand Hyatt Hotel generally cost $20.00 - $26.00, plus tip and tolls.

4. Additional Options at Newark Airport

   * *AirTrain and PATH*: These trains connect Newark airport and New York City's Penn Station. Once at Penn Station, take the 1 or 2 subway trains to 42nd Street and walk underground to Times Square (look for signs for the 7 or S trains). Take the 7 or S train to Grand Central, where the Hyatt is located. AirTrain costs $5.00, PATH trains cost $1.50, and all New York subways cost $2.00 per person. This option requires 2 hours transit time.

   * *Bus*: The Newark Liberty Airport Express buses depart and drop off at 120 E. 41st Street, between Park Avenue and Lexington Avenue, one block from the Grand Hyatt Hotel. Buses Tickets may be purchased from the Park Avenue News Stand (101 Park Avenue). Buses leave the airport every 30 minutes. Tickets are $7.00 for students and $14 for adults.

   * *Taxi*: The conference does not suggest taking a taxi from Newark Airport to Manhattan.

FOR SCHOOLS TRAVELING TO NEW YORK CITY

TRAVELING VIA AMTRAK TRAIN

Amtrak stops at New York City's Penn Station.

- *Subway*: From Penn Station, take the A, C or E subways uptown to 42nd Street. Take the 7 or S train to Grand Central, where the Hyatt is located.

Taxi: Taxis from Penn Station generally cost $8.00, plus tip.

CONFERENCE CODE OF CONDUCT

UNA-USA staff reserves the right to dismiss any participant from the conference due to violation of any regulation. The UNA-USA Model UN Conference will enforce the following code of conduct:

DELEGATION OF AUTHORITY

Delegates must obey instructions from any faculty advisor or conference staff member, both inside and outside of committee sessions. Delegates who do not obey instructions may be removed from the conference.

NAME BADGES

Name badges must be kept visible at all times during the conference; they are the only identification recognized by UNA-USA Model UN staff and building officials.

UN Security Badges must be worn by delegates and kept visible at all times on Thursday (Opening Ceremonies) and Saturday (committee sessions). Delegates who do not comply with this policy will be barred from sessions.

ELECTRONIC DEVICES

Delegates are permitted, but not encouraged, to use laptops during the UNA-USA Model UN Conference, and only for conference-related work. Cell phones must be turned off at all times. MP3 players (such as iPods) may not be used during the event. Any delegate found using an iPod, laptop, PDA, or any other item (i.e. magazine) not for conference-related purposes will have the item taken away and held by the Chair at the dais until the end of committee. *UNA-USA is not responsible for lost or stolen property.*

PRE-WRITTEN RESOLUTIONS

Delegates are not permitted to bring pre-written resolutions of any kind to the conference. Any delegate observed with a pre-written resolution by conference staff will have the resolution confiscated by conference staff.

TRASH

Delegates are responsible for their own trash. After each committee session, each delegate must clean his/her own area before leaving the room, and after lunch or caucusing in the hallways.

SEXUAL HARASSMENT

Sexual harassment is prohibited. The conference defines sexual harassment as:

- Unwanted sexual advances that may take the form of inappropriate sexual or suggestive comments, sounds or jokes; unsolicited touching, and

- Such conduct that has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive educational, social, living or working environment.

Incidents of sexual harassment should be immediately reported to a faculty advisor or a conference staff member.

CONFERENCE CODE OF CONDUCT

SMOKING, ALCOHOL AND DRUGS

Smoking is prohibited in all conference buildings at all times. Alcohol and illegal drugs are prohibited at all times and in all places, including the hotel and conference buildings. Any delegate caught in possession of alcoholic beverages or illegal drugs will be barred from the conference and sent home immediately.

CONFERENCE DRESS CODE

All delegates at the UNA-USA Model UN Conference must adhere to the following dress code. As a general rule, delegates must be dressed in Western business attire. *Delegates who are not dressed appropriately will be sent home.*

SUITS

A suit always looks professional and is the best option. Be sure to keep suits clean and wrinkle-free.

SHIRTS & TOPS

Males must wear a collared button-down shirt that should be tucked in at all times. Females may wear a blouse, sweater or button-down shirt. Dresses are also appropriate as long as they are adequate in length (see the rules set for skirt length). *No T-Shirts or sweatshirts.*

PANTS & BOTTOMS

Slacks and suit pants are acceptable, preferably in dark colors. Females may wear skirts, but these should not be more than two inches above the knee. *No jeans or shorts.*

SHOES

Females may wear high-heels but they may prove uncomfortable after some time. Open-toe shoes must be professional. Males should wear dress shoes. Comfortable shoes are a must as the conference venue is very large and may require a significant amount of walking to get through. *No sneakers, sandals, or flip-flops.*

HAIR

Keep hair looking professional at all times; hair style should not detract from your overall appearance. Delegates should refrain from dying their hair non-natural colors (i.e. pink, blue, etc.) in the weeks before the conference.

JEWELRY & PIERCINGS

If you have piercings on your face that are not for cultural purposes and not on your ears, remove the rings or studs during the conference for a professional presentation.

ATTIRE

To ensure that your students understand the proper attire for the conference, have a dress rehearsal about two weeks prior to the conference. Have students wear or bring in their conference attire and ask students to discuss whether the attire is acceptable and if not, what could be improved.

GUIDELINES FOR PERFORMANCE

All delegates are expected to:

- Prepare for the conference by researching their country and topic in advance;

- Obey the Conference Code of Conduct (see page 17);

- Obey the Conference Dress Code (see page 19);

- Listen to and follow any instructions from conference staff, who can be identified by their "flag" badges;

- Actively participate in the body's debate, including (but not limited to) making speeches, caucusing, proposing resolutions and amendments, and voting; and

- Listen attentively during Opening and Closing Ceremonies.

AWARDS

The UNA-USA Model UN Conference will acknowledge delegations that do an exceptional job of representing their country. Although UNA-USA provides awards, this recognition should not be construed as the primary purpose of attending a Model UN conference.

The following awards will be given out in committee and/or Closing Ceremonies:

- *Best Position Paper*: to one delegation in each committee for composing the best position paper for their committee (certificates will be issued).

- *Honorable Mentions*: to a handful of delegates in each committee deserving recognition for their performance (certificates will be issued).

- *Best Delegation*: to one pair of delegates with demonstrated excellence in representation and performance in a single committee. Delegates will be required to have submitted position papers by the conference mandated deadline to be considered for this award.

- *Secretary-General's Award*: to the one school delegation judged to be superior in all areas. The percentage of position papers submitted by each school will be taken in to account when determining Award winner.

For a rubric detailing how award-winners will be determined, see the following page.

GUIDELINES FOR PERFORMANCE

Awards will be based on the rubric below:

	Needs Improvement (1)	Average (2)	Above Average (3)	Outstanding (4)
Country Representation	Delegate rarely represents the viewpoints and policies of his/her nation, and speeches and negotiations did not have the best interest of the country in mind.	Delegate usually represents the viewpoints and policies of his/her nation, and most speeches and negotiations have the best interest of the country in mind.	Delegate always represents the viewpoints and policies of his/her nation, and most speeches and negotiations have the best interest of the country in mind.	Delegate always represents the viewpoints and policies of his/her nation, and all speeches and negotiations have the best interest of the country in mind.
Knowledge of UN System	Delegate has little or inaccurate knowledge of UN structure and functions and demonstrates this throughout debate.	Delegate has some knowledge of UN structure and functions and demonstrates this throughout debate.	Delegate has above average knowledge of UN structure and functions and demonstrates this throughout debate.	Delegate has exceptional knowledge of UN structure and functions and demonstrates this throughout debate.
Knowledge of Topics on Agenda	Delegate has little or inaccurate knowledge of topics.	Delegate has basic knowledge of topics based on background guides.	Delegate has some knowledge of topics based on additional research outside of background guides.	Delegate has outstanding knowledge of topics based on additional research outside of background guides.
Knowledge of Rules of Procedure	Delegate rarely follows the Rules of Procedure throughout debate.	Delegate usually follows the Rules of Procedure throughout debate.	Delegate always follows the Rules of Procedure throughout debate.	Delegate always follows the Rules of Procedure throughout debate, and uses them to the country's advantage.
Diplomatic Composure	Delegate does not act in a diplomatic manner during speeches, negotiations and committee proceedings.	Delegate usually acts in a diplomatic manner during speeches, negotiations and committee proceedings.	Delegate always acts in a diplomatic manner during speeches, negotiations and committee proceedings.	Delegate always acts in a diplomatic manner during speeches, negotiations and committee proceedings, and uses sophisticated language.
Involvement	Delegate is not actively involved in formal and informal debate.	Delegate is actively involved in formal and informal debate.	Delegate initiates committee proceedings in formal and informal debate and shows willingness and leadership.	Delegate always initiates committee proceedings in formal and informal debate and shows exceptional willingness and leadership.

Section II

Preparing for the
UNA-USA Model UN Conference

DELEGATE CHECKLIST & TIMELINE

Organization and planning is vital for any Model UN team. The following checklist & timeline is provided to assist delegates in planning for the UNA-USA Model UN Conference. These are only suggestions to consider. Please refer to the Conference Timeline available at www.unausa.org/unausamun for more details.

Date	Task
Immediately	Inform your faculty advisor immediately if you are unable to participate.
January 2009	Read Model UN resources and research the UN. ☐ Visit the UNA-USA Model UN website at www.unausa.org/unausamun .
January 2009	Confirm your participation. ☐ Learn about the UN (put special emphasis on your topics, committee and country). ☐ Ensure you have no other commitments on the dates for the conference or days for traveling (if applicable). ☐ Discuss your particular needs with your faculty advisor (i.e. appropriate attire to wear, Internet access for research, etc.) ☐ Fundraise for the trip if necessary.
January – March 2009	Prepare for the conference. See the following pages of this guide.
March - April 2009	Write your position paper. ☐ See Position Papers on page 36.
April 20, 2009	Complete and submit forms to your faculty advisor. ☐ Give your faculty advisor a signed Video and Photography Release Form. Submit your Position Paper via email to your committee's email account (see pages 37-39).
May 2009	Review UNA-USA MUN Conference policies and procedures. ☐ Review the Conference Code of Conduct on page 17-18. ☐ Review the Conference Dress Code on page 19. ☐ Review the Guidelines for Performance on page 20. ☐ Review the Conference Schedule on page 5-6.

ADVISOR CHECKLIST & TIMELINE

Organization and planning is vital for any Model UN team. The following checklist & timeline is provided to assist advisors in planning for the UNA-USA Model UN Conference. These are only suggestions to consider. A more detailed Conference Timeline is available at www.unausa.org/unausamun.

Date	Task
Immediately	Inform UNA-USA of any changes, whether your school is unable to participate or there is a change in the number of delegates attending from your school.
January 2009	Confirm students' participation and select your delegation. ☐ *For new schools*: Recruit delegates to participate in the conference. ☐ Begin processing the necessary school district forms to guarantee your participation.
January 2009	Make travel and lodging arrangements. ☐ Make travel arrangements to and from New York City. ☐ Reserve rooms at the Grand Hyatt Hotel. The last day to make reservations at the discounted rate is **April 23, 2009**. Information on the hotel is available on the conference homepage, www.unausa.org/unausamun and on page 6 of this guide. Local NYC schools are also encouraged to get the feeling of being at an "away" conference by staying at the Grand Hyatt Hotel. Schools must cover their own lodging costs.
January - February 2009	Assign countries and committees to students.
February – April 2009	Prepare students for the conference.
April 8, 2009	Complete and submit forms to UNA-USA. ☐ Send final payment (if necessary) made payable to "UNA-USA" and mail to: Karla Fuentes UNA-USA 801 Second Avenue, 2nd Floor New York, NY 10017 ☐ Confirm hotel and travel reservations and rates (if necessary).
April 20, 2009	Make sure your delegates have submitted their position papers. ☐ See Position Papers on page 36.

ADVISOR CHECKLIST & TIMELINE

Date	Task
May 2008	Review UNA-USA Model UN Conference policies and procedures with your students.

    ☐ Review the Conference Code of Conduct on page 17-18.

    ☐ Review the Conference Dress Code on page 19.

    ☐ Review the Guidelines for Performance on page 20.

    ☐ Review the Conference Schedule on page 5-6.

    ☐ Organize meeting places for your school (**not in the hotel lobby**).

    ☐ Organize a place to meet for lunch on Friday.

COMMITTEE DESCRIPTIONS

COMMITTEE DESCRIPTIONS

Below are descriptions of the committees to be simulated at this year's conference. Please note that UNAUSAMUN only simulates committees based on actual bodies within the United Nations system. Refer to the conference website for links to each organ's actual website and background guides.

GENERAL ASSEMBLY 1ST AND 6TH COMMITTEES

The two General Assembly committees at UNAUSAMUN are "full GA's", or have representation by all 193 member states of the United Nations, plus observer entities such as Palestine, the Holy See, and the International Committee for the Red Cross.

GA 1st Committee topic: Illicit Trafficking of Small Arms
GA 6th Committee topic: Separatist State Movements

UN CLIMATE CHANGE CONFERENCE (UNCCC)

In December 2009, officials from 189 countries will meet in Copenhagen, Denmark, for the UN Climate Change Conference – in essence, a ten year review conference of the Kyoto Protocol. Therefore, the committee's topic, The Road to Copenhagen, is intended to give delegates the opportunity to prepare for a major international treaty-based conference, just as countries around the world are doing now. The UN Climate Change Conference committee(s) are a unique hybrid and give delegates the experience of both a small and large committee. On Friday, the five regions of the world recognized by the United Nations (Africa, Asia, Eastern Europe, Latin America and the Caribbean, and Western Europe and Others Group) will meet in separate committee rooms and debate the topic as it pertains to their region. The goal of Friday's committee is to draft resolutions that can be presented to the full assembly of all five regions on Saturday. The UN Climate Change Conference committee holds their Saturday committee session in the General Assembly Hall.

UNCCC topic: The Road to Copenhagen

WORLD HEALTH ORGANIZATION (WHO)

The World Health Organization committee has been a staple committee of the UNAUSAMUN conference, and is the specialized agency of the United Nations that acts as a coordinating body of international public health. The WHO committee will have 165 member states represented (based on the organization's actual membership).

WHO topic: Medical Tourism and the Illicit Trafficking of Human Organs

INTERNATIONAL ATOMIC ENERGY AGENCY (IAEA)

The International Atomic Energy Agency committee will simulate the workings of the organ commonly referred to as the "UN's nuclear watchdog". The organization seeks to both promote the peaceful use of nuclear energy and inhibit its use for military purposes. The IAEA committee will have 144 member states represented (based on the organ's actual membership).

IAEA topic: Preventing Nuclear Terrorism

COMMITTEE DESCRIPTIONS

ECONOMIC AND SOCIAL COUNCIL (ECOSOC)

The Economic and Social Council committee will simulate one of the UN's six major organs, and assists the General Assembly in promoting international economic and social cooperation and development. ECOSOC is well-positioned to provide policy coherence and coordinate the overlapping functions of the UN's subsidiary bodies. The ECOSOC committee will have 54 member states represented (based on the Council's current membership).
ECOSOC topic: *Violence Against Women*

FOOD AND AGRICULTURE ORGANIZATION COUNCIL (FAO)

The Food and Agriculture Organization of the United Nations leads international efforts to defeat hunger. Serving both developed and developing countries, FAO acts as a neutral forum where all nations meet as equals to negotiate agreements and debate policy. The FAO Council of 49 member nations acts as the governing body for the organization, and membership on the committee is based on the Council's current membership.
FAO Council topic: *Biofuels*

HUMAN RIGHTS COUNCIL (HRC)

The Human Rights Council is an inter-governmental body within the UN system responsible for strengthening the promotion and protection of human rights around the globe. The Council was created by the UN General Assembly in March 2006 with the purpose of addressing situations of human rights violations and make recommendations on them. The Human Rights Council will have 35 member states represented (based on the Council's current membership).
HRC topic: *The Right to Primary Education*

UNICEF EXECUTIVE BOARD (UNICEF)

The UNICEF Executive Board committee will simulate the governing body of the United Nations Children's Fund. The committee will focus on issues affecting all children around the world, especially in developing countries. The UNICEF Executive Board will have 33 member states represented (based on the Board's current membership).
UNICEF topic: *Children in Armed Conflict*

UN DEVELOPMENT PROGRAM EXECUTIVE BOARD (UNDP)

The UNDP Executive Board will simulate the Board that governs the United Nations' global development network, the largest multilateral source of development assistance in the world. UNDP provides expert advice, training, and grant support to developing countries, with increasing emphasis on assistance to the least developed countries. The committee will have 27 member states represented (based on the Board's current membership).
UNDP Exec. Board topic: Economic Effects of HIV/AIDS

COMMITTEE DESCRIPTIONS

WORLD BANK BOARD OF EXECUTIVE DIRECTORS (WB)

The World Bank Group has four Boards of Directors, one for each of the four associated institutions of the World Bank Group. Executive Directors consider and decide on IBRD loans, IDA credits and grants, IFC investments, MIGA guarantees, and decide on policies that impact the World Bank Group's general operations. At this conference, we will simulate the Board of the International Bank for Reconstruction and Development (IBRD). The committee will have 24 member states represented, based on the Board's current membership.

World Bank topic: *Microloans*

SECURITY COUNCIL (SC), HISTORICAL SECURITY COUNCIL 1999 (HSC '99), AND HISTORICAL SECURITY COUNCIL 1993 (HSC '93)

The three Security Council committees are three of the most advanced offered at UNAUSAMUN. Delegates for these committees are expected to be **extremely** experienced and well-prepared, knowing both the topic of the committee itself and the regional/historical implications of the situations. All Security Councils are crisis-based committees, and will have members based on the time of the crisis (SC – current; HSC '99 and '93 – membership of those years) plus a very limited number of additional observer countries relevant to the crisis at hand, based on the committees' topic.

Security Council topic: *The Situation in Myanmar*
Historical SC '99 topic: *The Situation in Kosovo*
Historical SC '93 topic: *The Situation in Somalia*

BACKGROUND GUIDES

Background guides are created to serve as a starting point for research. They provide delegates with information about the topics from an international perspective and explain the UN's work in addressing the issues. Delegates are then expected to continue researching and connect the issue to their country's perspective. Below are some suggestions to help you use background guides more effectively.

PREPARATION

Make sure you have a hard copy of the background guide for your assigned committee. All guides are available on the UNA-USA Model UN conference website at www.unausa.org/unausamun.

A three-ring binder or a specific Model UN folder will help you keep all information, including this Conference Guide and research information, organized. Background guides will help you understand what you will be expected to discuss at the conference.

Read through the background guide. Highlight some content and/or address any vocabulary concerns that you have. The background guides also offer a "Questions to Consider" section. Delegates should answer all of these questions, prior to writing their position papers. Debate at the conference will typically center around the questions to consider.

Since Security Councils are advanced, "crisis-based" committees, Security Council delegates should follow current events by reading newspapers daily.

MODEL UN RESEARCH

After you read the background guide, you will gather information in order to answer the questions in the background guide and understand your country's position. Most delegates use the Internet for about 80 percent of their research. UNA-USA has compiled a list of web resources to help you get started which can be viewed at www.unausa.org/links. However, you should not overlook the resources available in periodicals and your local library.

While conducting your research, try to keep in mind that a delegate's primary goal is to represent his or her country as realistically as possible. To do so, you will need to conduct research in three different areas: your country and its positions, the issues to be debated at the conference, and the UN system.

COMPONENT ONE: COLLECTING COUNTRY INFORMATION

First, delegates need to learn about their country so they may address the issues raised at the conference just as a real delegate from that country would at the United Nations. To represent your country accurately, start by trying to answer the following questions:

- What sort of government does your country have?

- What types of ideological leanings influence your country's government?

- Which domestic issues in your country might influence your country's foreign policy?

- What are some major events in your country's history?

- Which ethnicities, religions and languages can be found in your country?

- Where is your country located and how does its geography affect its political relationships?

- Which countries share a border with your country?

- Which countries are considered allies of your country?

- Which countries are considered enemies of your country?

- What are the characteristics of your country's economy?

- What is your country's Gross Domestic Product (GDP)?

- When did your country become a member of the UN?

- Does your country belong to any intergovernmental organizations outside the UN system (*e.g.*, North Atlantic Treaty Organization (NATO), Organization of the Petroleum Exporting Countries (OPEC), etc.)?

- Does your country belong to any regional organizations (*e.g.*, European Union (EU), African Union (AU), Organization of American States (OAS), etc.)?

- Does your country belong to any trade organizations or agreements (*e.g.*, North American Free Trade Agreement (NAFTA), Organisation for Economic Co-operation and Development (OECD), etc.?

MODEL UN RESEARCH

Finding information on your country:

- Look up the website for your country's permanent mission to the UN. You can also call the mission directly to ask questions or request a position statement on an issue.

- Find your country's voting records and read speeches on the United Nations website. For help in researching this topic, see "How to Find UN Documents in 5 Steps or Less" on UNA-USA's website at: www.unausa.org/site/pp.asp?c=fvKRI8MPJpF&b=1028737

- Look at the CIA World Factbook for a general overview on your country as well as figures and statistics. The World Factbook is produced by the United States Central Intelligence Agency (CIA) and is located at www.cia.gov/cia/publications/factbook. Would your country's government agree with the way your country is characterized in the World Factbook?

- Check out news and media sources for recent developments in your country.

- Read the US State department report (www.state.gov/r/pa/ei/bgn) on your country. Call the US State department desk officer for your country to find out more about conditions there.

- Browse UNA-USA's list of additional Internet sources to help you learn more about your country and its positions. (www.unausa.org/links)

COMPONENT TWO: RESEARCHING CONFERENCE TOPICS

Your next task will be to develop an understanding of the issues that will be debated at the conference. Again, you should review the background guides. You may want to look at the sources cited in these materials for more in-depth information. In addition to the questions to consider section of the background guide, here are some additional questions to help guide your research:

- What is the problem? How does it affect your country?

- What has your country done to combat the problem?

- What are the various "sides" in the debate?

- Which aspects of the issue are most important to your country?

- If you country is not active with the issue, in what other aspects can they be involved?

- How will your country shape the debate at the conference?

- What arguments will other countries make?

- How do the positions of other countries affect your country's position?

- Is there evidence or are there statistics that might help to back-up your country's position?

Finding information on issues:

- Check out news and media sources for up-to-date developments on an issue. Ask at your community or university library if you can get access to Lexus Universe. Lexus is a system that searches thousands of periodicals. Another service is Questia. This service costs about $15.00 per month, but allows you to access thousands of documents from your personal computer. UNA-USA has compiled links to some of the most popular periodicals.

MODEL UN RESEARCH

- Check out the UN Economic and Social Development page, which has an index to some prominent issues as well as a list of UN agencies that work in various issue-areas. Also, through the United Nations Documentation Center you can find resolutions and voting records from the current and previous years.

- Visit Non-Governmental Organizations (NGOs) websites. NGOs are an important part of the UN system, in part due to the valuable research and information they generate. Look for NGOs that address your topic.

- Read academic publications. Although they can sometimes be complex, they provide in-depth information on many issues. Professors, students, and researchers at university policy centers are constantly conducting studies and publishing papers.

COMPONENT THREE: RESEARCHING THE UN SYSTEM

Understanding the UN system will be very important in helping you to play your role realistically at the UNA-USA Model UN conference. It is important to understand which bodies and actors comprise the UN system, what the UN can and cannot do, and how international issues are addressed by the UN. Here are some questions that will help get you started:

- What are the important elements of the UN Charter?

- What are the main bodies of the UN?

- How are the UN's bodies and agencies organized?

- Which countries serve on the body or agency you are simulating?

- How does the body or agency you are simulating operate?

- What are the most recent UN actions on your issue?

- Why did past UN actions succeed or fail?

- What conferences and meetings have been held with regard to your issue?

- What have UN officials said about your issue?

Finding information on the UN:

- Visit the UN website www.un.org, the best resource to find information on the UN system.

- Read one of the many books published by the UN. The UN also publishes many books on specific topics as well as general information, which can be purchased on their web site.

- Talk to the experts. If you are in or around New York City it may be possible to set up a briefing with a UN secretariat member. Call the Department of Public Inquiries at (212) 963-4475.

MODEL UN RESEARCH

UNA-USA MATERIALS

1. <u>UNA-USA Model UN Conference Website</u>   www.unausa.org/unausamun

   For the most updated information on the UNA-USA Model UN Conference, be sure to regularly check the conference's website. On the website, you can:

   - Download and print background guides;

   - Access links for country research and additional research materials;

   - Get directions on how to submit position papers;

   - Order UNA-USA publications.

2. <u>UNA-USA's Model UN 101 Website</u>   www.unausa.org/mun

   Visit the Model UN 101 website to find a Model UN glossary, answers to frequently asked questions, flow of debate charts, and research links.

FEATURED PARTNERSHIP: THE UNITED NATIONS

3. <u>Dag Hammarskjold Library</u>   www.un.org/depts/dhl

   This page is home to all UN depositories, collections, search engines and materials available to the public. Throughout this page, there are numerous training exercises to develop familiarity with the resources available. From here, you can see what new things have been added to the depository, cartographic database, indexes and links. Also on this page is a database of press releases by the UN on various issues.

   There is also a quick search function at the top of the page, as well as links to information on the general history of the UN. Another feature directly accessed by this page is the Official Document Service (ODS) system that searches for documents in the UN System. Finally, there is a list of UN depository libraries throughout the world.

4. <u>UNBISnet - UN Bibliographic Information System</u>   unbisnet.un.org

   On the UNBISnet Search page there are three major categories for searching: Bibliographic Records, Voting Records and an Index of Speeches. Within each topic you have two choices of search engines: New Keyword Search and/or Browse List.

   When choosing New Keyword Search, you may search using a combination of terms aided by "boolean" search terms. You may search by Subject, Title, Title, Notes and Author. You may also choose to match all, match a phrase, or match within five words. Also with this option, you may set limits including the type of document and its publication date, and you can arrange the way in which the results are displayed. This is best used when the user is sure of where the document is located. Typically, it is for more advanced users.

   The Browse List Search function is best used when doing a more general search. You can choose the database or a UN Document Symbol to search. You may also search for a book by ISBN or ISSN Number. This is more geared to beginner users. This search should be used when looking for texts, journal articles and other articles published within the UN System.

MODEL UN RESEARCH

5. <u>United Nations Document Research Guide</u>   <u>www.un.org/depts/dhl/resguide</u>

    This search engine should be used when looking up UN Documents, Resolutions, Reports, Notes, Minutes, Treaties and Agreements. If you know what type of document you would like to research, the "Quick Links" system is most beneficial. You may search by committee, document and session. There are also three special topics that are searchable on this guide; Peacekeeping, International Law and Human Rights have special search pages including links to specific treaties and agreements integral to the UN system.

6. <u>UN Pulse</u>   <u>unhq-appspub-01.un.org/lib/dhlrefweblog.nsf</u>

    The UN Pulse sends alerts on just-released UN online information, major reports, publications and documents. Created and maintained by a team of reference librarians at the United Nations Dag Hammarskjöld Library in New York, UN Pulse is updated as new information is published and received.

7. <u>United Nations Info Quest</u>   <u>lib-unique.un.org/lib/unique.nsf</u>

    The UN Info Quest acts like a search for frequently asked questions. It uses a boolean structure to search documents, resolutions, articles, minutes and treaties. You can also use search terms with different endings. For example, if you type in "child*," the asterisk allows you to get hits of anything that has the word "child" with different endings. Results may include "children," "child soldier," etc.

8. <u>Landmark General Assembly Documents</u>   <u>www.un.org/depts/dhl/landmark/amajor.htm</u>

    This database houses significant General Assembly documents including the adoption of treaties that are available for easy retrieval. This database is not searchable but lists all of its documents on the front page.

9. <u>United Nations Documentation Center</u>   <u>www.un.org/documents</u>

    This page lists all the sessions of the General Assembly, Economic and Social Council, Security Council, and selected documents of the Secretariat. This site links to pages of resolutions with descriptions by session and is not searchable.

    This site is best used by those looking for specific resolutions and can be searched by reading the descriptions or going directly to the resolution number.

NATIONAL GEOGRAPHIC

10. <u>Xpeditions Atlas</u>   <u>www.nationalgeographic.com/xpeditions/atlas</u>

    Print a map of the world, a particular region and/or a particular country. This link allows Model UN delegates to see the neighbors of their assigned nation or understand a geographic area that may be at the heart of their Model UN issue.

11. <u>Xpeditions Curriculum</u>   <u>www.nationalgeographic.com/xpeditions/lessons</u>

    Do a keyword search to find lesson plans related to specific topics or regions spanning grades K-12, plus informal activities for use in or out of school. This link allows Model UN faculty advisors and teachers to identify pertinent lessons and their related resources.

MODEL UN RESEARCH

12. <u>MapMachine</u>   plasma.nationalgeographic.com/mapmachine/countryprofiles.html

    Aside from retrieving country maps, MapMachine provides short country-profile summaries. Better yet, for more information, a link is also provided to the country's entry in the CIA World Factbook.

13. <u>One-Stop Research</u>   www.nationalgeographic.com/onestop/index.html

    Search a particular topic or theme and find maps, photos, articles, games, audio/video and lesson plans related to your search.

14. <u>National Geographic's Education Network (EdNet)</u>   www.ngsednet.org

    Join EdNet for the following resources free of charge:

    • EarthCurrent News Digest: Get the news that National Geographic explorers, researchers and writers use to keep current on the world. Compiled by the National Geographic Society Libraries and Information Services, EarthCurrent is a twice-weekly digest of the top news articles on science, exploration and adventure, peoples and cultures, animals and much more.

    • Professional Development: Keep current with national and local teacher training, teacher-leadership programs, field studies for teachers and students, and much more.

    Online Communities: Share ideas with a vibrant group of dedicated educators, collect and store personal resources, host live chats, and much more.

POSITION PAPERS

In an effort to expand upon the high quality of debate at the UNA-USA Model UN Conference, delegates are required to submit position papers prior to the conference. Position papers allow delegates to organize their ideas and aid in formatting and representing a country's policy. The position papers will also aid delegates in creating their speeches. Each position paper should relate to a topic on the agenda, answer the "Questions to Consider" that are provided in the background guides and define the topic's relationship to the country's national interests.

LENGTH

Position papers are a maximum of one page (single-spaced).

CONTENT

The paper should include a brief introduction and a comprehensive breakdown of the country's position on the topics being discussed in the committee. An excellent position paper includes:

- A brief introduction to the country and its history regarding the topic and/or UN body;

- The country's background on the topic, including:

- Political and/or foreign policy;

- Action taken by the government in relation to the topic;

- Resolutions, conventions and declarations that the country supports;

- Quotes taken from speeches made by heads of government;

- Statistics regarding the issue; and

- The country's recommendation for a resolution for the topic.

A sample of a well-written position paper can be found on page 39.

DEADLINE

The deadline to submit Position Papers is April 20, 2009. All papers received after this deadline will be read by committee staff, but will not be eligible for Position Paper awards or Best Delegation awards.

HOW DO I SUBMIT A POSITION PAPER?

We will be receiving more than 1000 position papers, so it is very important that directions are followed exactly during the submission process. Each delegation must submit their position paper(s) separately to the appropriate committee e-mail address.

1.   Cut and paste each position paper into the body of an e-mail.

2.   Confirm that the heading, located at the top of each position paper, is accurate. It must include:
     a.   Name of School
     b.   Name of Committee
     c.   Name of Country

3.   Type the Committee Name and Country Name in the subject line of the e-mail.

POSITION PAPERS

4. Do NOT include questions or comments regarding conference logistics in the e-mail. Substantive questions about the topic may be asked, and will be responded to by conference staff in the Spring.

5. Do NOT include attachments to the e-mail.

6. Do NOT include more than one position paper per e-mail.

7. Send the e-mail containing position paper to the appropriate committee e-mail address below.

SAMPLE Submission:

To: UNICEF@unausamun.info
From: John Doe
Subject: UNICEF: Guatemala

---Begin E-mail Body---

School Name: George Washington High School
Committee Name: UNICEF Executive Board
Country Name: Guatemala
Topic: Children in Armed Conflict

[paste position paper here]

---End E-mail Body---

Remember, UNA-USA will receive over 1000 position papers, so it is crucial that this submission process be followed carefully and precisely. If position papers are submitted either incorrectly or after this date, they will not be sent to the dais to preview and they will not be considered for position paper awards.

POSITION PAPERS

POSITION PAPER SUBMISSION E-MAIL ADDRESSES

Do not include messages or questions regarding conference logistics in the text. Direct all questions/concerns to UNA-USA staff directly.

General Assembly 1st Committee	GAFirst@unausamun.info
General Assembly 6th Committee	GASixth@unausamun.info
UN Climate Change Conference: Africa	UNCCCAfrica@unausamun.info
UN Climate Change Conference: Asia	UNCCCAsia@unausamun.info
UN Climate Change Conference: Latin America	UNCCCLatinAmerica@unausamun.info
UN Climate Change Conference: Eastern Europe	UNCCCEasternEurope@unausamun.info
UN Climate Change Conference: WEOG	UNCCCWEOG@unausamun.info
World Health Organization	WHO@unausamun.info
International Atomic Energy Agency	IAEA@unausamun.info
Economic and Social Council	ECOSOC@unausamun.info
Food and Agriculture Organization Council	FAO@unausamun.info
Human Rights Council	HRC@unausamun.info
UNICEF Executive Board	UNICEF@unausamun.info
UN Development Program Executive Board	UNDP@unausamun.info
World Bank Board of Exec. Directors	WorldBank@unausamun.info
Security Council: Myanmar	SCMyanmar@unausamun.info
Historical Security Council: Kosovo '99	SCKosovo@unausamun.info
Historical Security Council: Somalia '93	SCSomalia@unausamun.info

Contact UNA-USA staff with questions or concerns at UNAUSAMUN@UNAUSA.ORG.

POSITION PAPERS

SAMPLE POSITION PAPER

Committee:　International Labor Organization
Topic:　Globalization and Development
Country:　Romania
* This sample position paper was submitted by the delegation of Romania at the 2007 UNA-USA Model UN Conference in New York City.

In the past two decades the rapidly growing world trend has been toward globalization. With the emergence of the internet as a means of communication and the increasing accessibility of international trade physical barriers are not the only barriers withering away. Protective tariffs are plummeting and free trade agreements are becoming more prevalent. Romania appreciates that globalization creates favorable situations for expansion of commercial as well as economic assets. In the past year Romania has seen a foreign direct investment (FDI) increase of 199%. Inward FDI increased from EURO 234 million in 2005 to EURO 699 million in 2006. However, Romania realizes that increased globalization does not automatically produce more equality.

Globalization and Development can contribute to the advancement of the overall international human condition; however, the delegation of Romania recognizes that without proper regulation the potential for advancement will remain limited to an elite few individuals, businesses, and nations. Unless checked and aimed toward the common good, globalization cannot effectively serve the global community. Crucial in dealing with the complexities of globalization, good governance must act with solidarity and responsibility.

Romania believes that in involving people in globalization we must promote moral values, democratic principals, inclusive global political culture, institutions that safeguard both individual civil rights and inherent freedoms, and the common good. In addition, coping with the influx of information from globalization governments must act with solidarity and insight. Access to digital education will undoubtedly result in the confidence of citizens in their respective administrations and allow for a greater degree of transparency, and therefore a lesser degree of corruption.

Romania believes the multinational business community has the ability and the obligation to support pertinent values in human rights, labor standards, and environmental preservation. As stated by the president, Mr. Traion Băsescu, Romania feels a "heartfelt attachment to multilateralism, as an effective instrument designed to identify the adequate answers to the challenges brought by globalization."

Romania is party to the majority of multilateral treaties and conventions identified as such by the Secretary General in the context of the Millennium Summit in 2001. Romania has always supported innovative and effective ways of establishing cooperation within and between regional organizations. As one of the newest members of the European Union, Romania is an active member of the World Trade Organization, and looks forward to offering its support to the redirection of globalization to best benefit the global community.

POSITION PAPERS

POSITION PAPER RUBRIC

The following rubric will be used to determine the quality of position papers:

	Major Improvement Necessary (1)	Needs Improvement (2)	Average (3)	Above Average (4)
Background Guides	Shows limited understanding of the task, with vague, unclear references to the documents.	Attempts to address some aspects of the task, making limited use of the documents.	Addresses most aspects of the task or addresses all aspects in a limited way; uses some of the documents.	Thoroughly addresses all aspects of the task by accurately analyzing and interpreting most of the documents.
References	Presents no relevant outside information. Attempts to complete the task, but essay demonstrates a major weakness in organization.	Presents no relevant outside information. Presents few facts, examples and details; simply restates contents of the documents.	Incorporates limited or no relevant outside information. Uses some facts, examples and details, but discussion is more descriptive than analytical.	Incorporates relevant outside information. Includes relevant facts, examples and details, but discussion may be more descriptive than analytical.
Mechanics	Communicates with a lack of control and understanding of the conventions of English grammar and usage. Uses inappropriate and/or incorrect language and sentence structure.	Communicates with partial control and understanding of the conventions of English grammar and usage. Uses familiar language and simple sentence structures.	Writes a satisfactory developed essay, demonstrating a general plan of organization. Restates the theme in the introduction and concludes with a simple restatement of the theme.	Communicates with full control and understanding of the conventions of English grammar and usage. Experiments with sophisticated language and varied sentence structures.
Purpose	Limited awareness of audience and purpose.	Attempts to establish and maintain purpose and communicate with the audience.	Focuses on a purpose, evidence of voice and suitable tone.	Establishes and maintains clear focus; evidence of distinctive voice and appropriate tone.
Policy Development	Minimal policy development, limited or unrelated details, no evidence of successful negotiation.	Lack of elaborated policy development, unelaborated or repetitious details, little evidence of successful negotiation.	Depth of policy development and success of negotiation supported by elaborated, relevant details.	Depth and complexity of policies supported by rich, engaging and pertinent details; evidence of analysis, negotiation, reflection and insight.
Reference to the Real World	Few references to international treaties, international organizations and real-world stakeholders.	Some references to international treaties, international organizations, and real-world stakeholders.	Numerous references to international treaties, international organizations, and real-world stakeholders.	Frequent reference to international treaties, international organizations and real-world stakeholders.

PUBLIC SPEAKING

Writing and delivering speeches is an important aspect of the Model UN simulation. Speeches help delegates convey the positions of their countries, build consensus and create resolutions. Usually, the committee sets the speaking time (a delegate makes a motion to set the duration and if the motion has been seconded, the committee votes upon the suggestion).

Although speechmaking is integral to the simulation, many delegates' biggest fear is public speaking. It is essential that delegates come to the conference well prepared. They should complete prior research, know their country's position and even have objectives for a resolution. Delegates should always consider the audience when making a speech.

As there are no set guidelines for how to make speeches, delegates should decide how they feel most comfortable addressing the committee. Some delegates use their position papers as their opening speeches; others just write out some key points. Many speak without any aides at all. Since public speaking is a skill, it is important to *practice, practice, practice*.

OPENING SPEECHES

A good opening speech should open with "Thank you Mister/Madame/Honorable Chair and fellow delegates" and may include:

- A brief introduction of your country's history on the topic;

- The current situation of the topic;

- The country's overall position on the topic/reason for position (*e.g.*, religious ideologies);

- The country's position in relation to its bloc, major powers, etc.;

- Past actions taken by the UN and Member States to combat the problem;

- Possible ideas or objectives for a resolution;

- The role of NGOs in combating the issue (if applicable); and

- Whether there is room for negotiation.

SPEECHES AFTER CAUCUSES

After many introductory speeches are given on the topic, generally a committee will suspend formal debate in order to caucus. During these informal breaks, delegates ought to seek out other delegations that agree with their position in general, and begin to formulate a draft resolution through compromise and negotiation. A good speech after caucus should:

- Move away from general ideas on the topic and instead focus on specific ideas or proposals for action;

- Bring up points in the draft resolutions that have yet to be decided or discussed by the body, or points of disagreement between two contending draft resolutions in order to clearly delineate the differences;

- Convince others of their plan of action and call for input from as many countries as possible in order to secure their draft resolution's transition into a resolution.

PUBLIC SPEAKING

SPEECHES INTRODUCING A DRAFT RESOLUTION

Once a draft resolution has been finalized and the required number of signatories have been gathered, delegates should approach the Director for approval of the draft resolution. Once approved, the Director will have the draft resolution typed and distributed to the entire body, and call upon its sponsor(s) to address the body for an introductory speech.

Speeches introducing a draft resolution should not necessarily be a recitation of each clause, but should highlight significant passages that demonstrate how it differs from other proposals. Sponsors should also argue why other plans already introduced do not adequately address the topic or issue, and why their plan is the better choice.

These speeches are generally given by more than one delegation, since draft resolutions are sponsored by many countries. It is important that delegates are seen as inviting input and compromise in order to achieve the best resolution possible.

More tips for public speaking can be found online at www.selfgrowth.com/articles/Rando13.html.

SPEECHES INTRODUCING AN AMENDMENT

If a delegation generally agrees with a draft resolution but wishes to change parts of it, they can do so with an amendment. Delegates should always approach the sponsor(s) of a resolution to see if they will include the amendments automatically (called "friendly amendments"; see pages 50, 55). If the sponsor(s) do not agree with the change (called "unfriendly amendments"), delegates should then try to bring the amendment into debate and have the body vote upon it.

Speeches introducing amendments should not only state the amendment and its purpose, but also stress the delegation's general agreement with the draft resolution. Amendments should not be offered to destroy a draft resolution, but rather to make it even better. Therefore, these speeches should focus on the positive aspects of the draft resolution, with the understanding that it can be improved.

FLOW OF DEBATE

ROLL CALL

The Rapporteur will announce each country's name. After delegates hear their country, they should answer "present."

SETTING THE AGENDA

When Model UN committees have more than one topic available, the body must set the agenda to begin working on one of these issues. At this time a delegate typically makes a motion, stating "The country of [name] moves to place [topic A] first on the agenda, followed by [topic B]." Once the motion has been made, three delegations must speak in favor of the motion, and three other delegations will speak against it. These speeches should alternate between those in favor and those opposed. Once these six speeches have been given, a vote is taken. Setting the agenda requires a simple majority vote. Please note that because the UNA-USA Model UN conference has only one topic per committee, there is not a need to set the agenda.

DEBATE

Formal Debate: Formal debate revolves around a speakers list. The Chair begins by asking all delegates interested in addressing the other members to raise their placards. The Chair then chooses delegates to be placed on the speakers list. A country may only be on the speakers list once, but delegates may add their country to the end of the list after their speech.

Informal Debate: Informal debate involves discussion outside of the speakers list. During moderated caucuses, the Chair calls on delegates one-by-one so that each can address the committee in short speeches. During unmoderated caucuses, the committee breaks for a temporary recess so that delegates may meet with each other and discuss ideas.

1a. When the session begins, speeches focus on stating country positions and offering recommendations for action.

1b. After several countries state their positions, the committee breaks for caucuses (often in blocs) to develop regional positions.

2a. After blocs have met, speeches focus on describing bloc positions to the entire body.

2b. Writing begins as countries work together to compose draft resolutions.

3a. Delegates now make statements describing their draft resolutions to the committee.

3b. Countries and groups meet to gather support for specific draft resolutions.

4a. Delegates try to garner more support through formal speeches and invite others to offer their ideas.

4b. Delegates finalize draft resolutions.

5a. Delegates make statements supporting or disagreeing with specific draft resolutions.

5b. Draft-resolution sponsors build greater support for their resolution and look to incorporate others' ideas through friendly amendments.

6a. Delegates present any amendments they have created.

CLOSE OF DEBATE

Once the speakers list is exhausted, the committee automatically moves to voting. Also, once a delegate feels that his or her country's position is clear to others and that there are enough draft resolutions on the floor, he or she may make a motion to proceed into voting procedure by moving for the closure of debate.

VOTING PROCEDURES

Once a motion to close debate has been approved, the committee moves into voting procedure. Amendments are voted on first, then resolutions. Once all of the resolutions are voted on, the committee moves to the next topic on the agenda.

POINTS AND MOTIONS

Motions	Description	Vote to Pass
Suspend the Meeting	Suspending the meeting means calling for a moderated or unmoderated caucus. When moving to suspend the meeting, delegates should specify the purpose for and length of the suspension. This motion requires an immediate vote.	Simple majority
Adjourn Meeting	Adjourning the meeting ends the committee session until the next session, which may be held the following year. The motion is most commonly made to end a committee session for the purpose of lunch or dinner. It requires an immediate vote.	Simple majority
Table Debate	This motion must not be confused with the motion to adjourn the meeting. Tabling debate ends debate on the topic. Delegates can table debate, move on to another topic and return to the first topic at a later time. Two delegates must speak in favor of tabling debate and two speak against it.	Two-thirds majority
Close Debate	Closing debate allows the committee to move into voting procedure. Once a delegate feels that his or her country's position has been made clear, that there are enough draft resolutions on the floor and that all other delegates are ready, he or she can move for the closure of debate. Two delegates usually speak against the closure of debate, but none speak for it.	Two-thirds majority
Appeal the Chair's Decision	This motion is made when a delegate feels that the chairperson has made an incorrect decision. The appeal must first be made in writing.	No vote
Point of Order	Points of order are used when delegates believe the chair has made an error in the running of the committee. Delegates rising to points of order may not speak on the substance of the matter under discussion. They should only specify the errors they believe were made in the formal committee procedure.	No vote
Point of Inquiry (or Point of Parliamentary Procedure)	When the floor is open (*i.e.* no other delegate is speaking), a delegate may rise to a point of inquiry in order to ask the chairperson a question regarding the rules of procedure.	No vote
Point of Personal Privilege	Points of personal privilege are used to inform the chairperson of a physical discomfort a delegate is experiencing, such as the inability to hear another delegate's speech.	No vote
Point of Information	After a delegate has given a speech in formal debate, he or she may yield time to points of information, or questions from other delegates concerning the speech.	No vote

RULES OF PROCEDURE

I. INTRODUCTORY REMARKS

RULE 1. OFFICIAL AND WORKING LANGUAGE

English shall be the official and working language of all committees during formal and informal debate.

RULE 2. DECORUM

Delegates are to obey instructions given by UNA-USA MUN staff. Those who do not obey directions will be dismissed from the conference.

II. SECRETARIAT

RULE 3. STATEMENTS BY THE SECRETARIAT

The Secretary-General or his/her representative may make oral as well as written statements to any committee concerning any issue.

RULE 4. GENERAL FUNCTIONS OF THE SECRETARIAT

The Chairperson shall declare the opening and closing of each meeting and may propose the adoption of any procedural motions to which there is no significant objection. The Chair, subject to these rules, shall have complete control of the proceedings at any meeting and shall moderate discussion, announce decisions, rule on points or motions, and ensure and enforce the observance of these rules. The Chair may temporarily transfer his or her duties to another member of the committee staff. All procedural matters in committee are subject to the discretion of the Chair. The Chair may undertake any action that is not covered in the Rules of Procedure in order to facilitate the flow of debate at the conference.

III. AGENDA

RULE 5. AGENDA

The Secretary-General or his/her representative shall communicate the agenda to the delegates before the conference.

RULE 6. REVISION OF THE AGENDA

Additional items of an important and urgent nature may be placed on the agenda during a regular session by the Secretary-General, who may do so at his/her discretion. This is most common in the Security Council.

RULES OF PROCEDURE

IV. CONDUCT OF BUSINESS

RULE 7. SPEAKERS LIST

The Chair shall open the speakers list for each topic to be discussed at the request of a delegate. Any delegate wishing to be added to the speakers list shall indicate so when asked by the Chair or shall submit a request in writing to the dais.

RULE 8. LIMITATION OF SPEAKING TIME

The Chair may limit the time allotted to each speaker. However, delegates can move to increase or decrease the speaking time, which will be voted upon by the committee or council. When a delegate exceeds his or her allotted time, the Chair may call the speaker to order without delay.

RULE 9. SPEECHES

No delegate may address the body without permission from the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion. The Chair shall enforce the time limit as described by Rule 8.

RULE 10. YIELDING TIME

The delegate, who has been recognized by the Chair to address the body on a substantive issue, may yield any time after his or her speech. Yields may be made in three ways: to another delegate, to points of information (questions) or to the Chair.

Yield to another delegate. His/her remaining time shall be given to another delegate. It is not mandatory for a delegate to announce he will yield his remaining time before giving his speech.

Yield to points of information. Delegates shall be selected by the Chair to ask one question per speech. The Chair has the right to call order to any delegate whose question is, in the opinion of the Chair, not designed to elicit information. Answers to questions are limited to the time remaining in a delegate's speech. It is not mandatory for a delegate to announce he will yield to points of information before giving his speech.

Yield to the Chair. Such a yield should be made if the delegate does not wish to yield his/her time to questions or to another delegate. The Chair shall then move on to the next speaker.

Once a delegate yields his/her time, the second delegate (the one who has been yielded to) may not yield any remaining time.

RULE 11. RIGHT OF REPLY

The Chair may recognize a Right of Reply only in instances of a grave personal insult. Rights of Reply must be submitted in writing to the Chair and may only be granted after a speech is finished. The Chair shall inform the Secretary-General of the circumstances surrounding the Right of Reply. No ruling on this matter is subject to appeal.

RULES OF PROCEDURE

RULE 12. APPEAL THE CHAIR'S DECISION

An appeal is made when a delegate feels that the Chair has made an incorrect ruling. The delegate must send a note to the dais, moving to appeal the Chair's decision. The appeal will be taken to the Deputy Secretary-General who will decide if the appeal will be considered. Once the motion is acknowledged, the Deputy Secretary-General will hear from both the delegate and the Chair before making a decision.

V. POINTS

RULE 13. POINT OF PERSONAL PRIVILEGE

During the discussion of any matter, a delegate may raise a Point of Personal Privilege and the Chair shall immediately address the point. A Point of Personal Privilege must refer to a matter of personal comfort or safety and/or the well-being of the members of the committee. The Chair may refuse to recognize a Point of Personal Privilege if the delegate has not shown proper restraint and decorum, or if the point is dilatory in nature.

RULE 14. POINT OF ORDER

During the discussion of any matter, a delegate may raise a Point of Order and the Chair shall immediately consider the request. A Point of Order must relate to the observance of the rules of the committee or to the way the Chair is exercising his or her power. A delegate raising a Point of Order may not speak on the substance of the matter under discussion. The Chair may refuse to recognize a Point of Order if the delegate has not shown proper restraint and decorum governing the use of such a right, or if the point is dilatory in nature.

RULE 15. POINT OF INFORMATION (QUESTION TO OTHER DELEGATES)

After a delegate gives a speech, and if the delegate yields his or her time to Points of Information, one Point of Information (a question) can be raised by delegates from the floor. The speaker will be allotted the remainder of his or her speaking time to address Points of Information. Points of Information are directed to the speaker and allow other delegations to ask questions in relation to speeches and resolutions.

RULE 16. POINT OF INQUIRY

If there is no discussion on the floor, a delegate may raise a Point of Inquiry to request clarification on procedure. A Point of Inquiry may never interrupt a speaker.

VI. MOTIONS

RULE 17. SUSPEND DEBATE (MOTION TO CAUCUS)

Upon the recommendation of the Chair or any delegate, the committee may consider a motion to Suspend Debate for the purpose of a moderated or unmoderated caucus. This motion requires a majority vote.

Moderated Caucus: The recommendation for a moderated caucus must include a time limit for delegate remarks and a time limit for the entire caucus (*e.g.*, "The country of [country name] moves for a five-minute moderated caucus with a 30-second speaking time."). During moderated caucuses, the chair shall recognize delegates for remarks without the use of a speakers list and yields shall be out of order.

Unmoderated Caucus: The recommendation for an unmoderated caucus requires a time limit to be made (*e.g.*, "The nation of [country name] moves for a 10-minute unmoderated caucus."). Unmoderated caucuses allow delegates to have informal discussions.

RULE 18. MOTION TO TABLE DEBATE

During the discussion of any matter, the committee may consider a motion to table debate on the item under discussion at the recommendation of the Chair or any delegate. If the motion is seconded, two representatives may speak in favor of and two against the motion. Then, the motion shall immediately be put to a vote. A two-thirds majority is required for passage. If a motion to table debate is passed, the topic is considered tabled and no further actions or votes will be taken on it. A topic may be reintroduced to the committee so that debate can resume through the same process. The motion to resume debate on a tabled topic shall also require a two-thirds majority for passage.

RULE 19. CLOSURE OF DEBATE

A delegate may at any time move for the closure of debate on the item under discussion, after which debate will end and all draft resolutions and amendments will be put to an immediate vote. Permission to speak on the closure of debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to a vote. This motion requires a two-thirds majority decision. Upon passage of this motion, the Chair shall declare the closure of debate and immediately move into voting procedure on the substantive proposals introduced and pending before the committee. The committee shall also close debate and move into voting procedure when the speakers list has been exhausted.

RULE 20. ADJOURNMENT OF THE MEETING

During the discussion of any matter, a delegate may move to adjourn the meeting. Such a motion shall not be debated but shall be immediately put to a vote. After adjournment, the committee shall reconvene at its next regularly scheduled meeting time; adjournment of the final meeting shall adjourn the session.

RULE 21. ORDER OF PROCEDURAL MOTIONS

The motions below shall have precedence in the following order over all other proposals or motions before the committee:

Point of Personal Privilege

Point of Order

Point of Inquiry

Point of Information

Introduction of a Draft Resolution

Motion to Suspend Debate

Motion for Closure of Debate

Motion to Adjourn the Meeting

RULES OF PROCEDURE

VII. RESOLUTIONS

RULE 22. SUBMISSION OF DRAFT RESOLUTIONS AND AMENDMENTS

Draft resolutions and amendments shall be submitted to the Director on the draft resolution forms given to delegates in committee. All submissions must have the proper number of signatures (20 percent of countries present in committee). The Chair may permit discussion and consideration of proposals and amendments once approved, even if the documents have not been circulated through the committee. Delegates may request and the Chair shall provide the number of countries equal to 20 percent of the committee at any time.

RULE 23. INTRODUCING DRAFT RESOLUTIONS

Once the Director has approved a draft resolution and the draft resolution has been copied and distributed, a delegate may raise a motion to introduce the draft resolution. The motion is automatically approved and does not require a vote. The content of the introduction shall be limited to summarizing the operative clauses of the draft resolution. Such an introduction shall be considered procedural in nature, hence yields and comments are out of order. After the draft resolution is introduced, the Chair will move into a five minute moderated caucus. Additional questions and comments regarding the resolution are encouraged to be raised through the speakers list and yields.

RULE 24. AMENDMENTS

Both friendly and unfriendly amendments require the approval of the Chair. An amendment is considered friendly if all sponsors of the initial draft resolution are signatories of the amendment. Such an amendment is adopted automatically. Unfriendly amendments are a decision of the committee. An unfriendly amendment must have the approval of the Director and the signatures of 20 percent of the committee. Amendments to amendments are out of order.

VIII. VOTING

RULE 25. METHODS OF DECISION

All procedural decisions, except for the closure and adjournment of debate, shall be made by a simple majority of the delegations present. Delegations physically present in the committee may not abstain on procedural motions. Decisions on draft resolutions and amendments shall require a simple majority in favor. However, the passage of all resolutions and amendments in the Security Council requires nine affirmative votes and an affirmative vote or an abstention on the part of all permanent members (People's Republic of China, France, Russian Federation, United States of America and United Kingdom).

RULE 26. VOTING RIGHTS

Each present delegation shall have one vote. Observing nations and nongovernmental organizations (NGOs) cannot vote on substantive matters. Each vote may be a Yes, No or Abstain. On procedural motions, members may not abstain.

Some conferences recognize "Voting with Rights" during a roll call vote, which means that member states are permitted to explain their vote after the vote is completed. The UNA-USA Model UN conferences does not recognize Voting with Rights.

RULES OF PROCEDURE

RULE 27. CONDUCT WHILE IN VOTING PROCEDURE

After the Chair has announced the beginning of voting, only Conference Staff may enter or leave the room, and no representative shall interrupt the voting except on a Point of Personal Privilege, Point of Inquiry or a Point of Order in connection with the actual conduct of the voting. Communication between delegates is strictly forbidden. A member of the staff will secure the doors during voting procedure.

RULE 28. METHOD OF VOTING

Delegations may vote in favor of or against a proposal or may abstain from voting. The committee shall normally vote by show of placards, but any delegate may request a roll-call vote on substantive matters. The roll-call vote shall be taken in alphabetical order of the English names of the countries present.

During a roll-call vote, delegations may answer with an affirmative vote, a negative vote or an abstention (when appropriate), or they may pass. Delegations passing in the first round of voting will be called upon alphabetically in a second round, at which time they may only answer with an affirmative or negative vote.

RULE 29. ORDER OF DRAFT RESOLUTIONS

If two or more draft resolutions relate to the same question, the committee shall vote on the resolutions in the order in which they have been submitted.

RULE 30. VOTING ON UNFRIENDLY AMENDMENTS

During the voting procedure on a substantive proposal, unfriendly amendments to a resolution shall be voted on first. When two or more amendments are proposed to a resolution concurrently, the committee shall first vote on the amendment that creates the greatest change to the draft resolution, as deemed by the Chair, and then the amendment that creates the second greatest change to the resolution. This process continues until all amendments are voted upon. Where, however, the adoption of the amendment necessarily implies the rejection of another amendment (as decided by the Chair), the latter amendment shall not be put to a vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. Amendment voting is a substantive procedure and adoption requires the simple majority consent of the delegations present.

RULE 31. PASSAGE OF RESOLUTIONS

If a vote does not result in a simple majority* in favor, the resolution shall be regarded as rejected.

Abstentions do **not** count as votes, and will not be considered in whether or not a resolution's vote passes.

*Exceptions: The Security Council requires nine affirmative votes for the passage of resolutions and amendments. In addition to the nine affirmative votes, an affirmative vote or an abstention on the part of all permanent members (People's Republic of China, France, Russian Federation, United States of America and United Kingdom) is required for the passage of all resolutions and amendments.

IX. SUSPENSION OF THE RULES

RULE 32. SUSPENSION OF THE RULES

These rules may only be suspended following a majority vote. Any motion to suspend the rules is subject to the Chair's discretion.

RULES OF PROCEDURE

QUICK REFERENCE TABLE

All procedural matters in committee are subject to the discretion of the Chairperson. The Chair may undertake any action that is not covered in the Rules of Procedure in order to facilitate the flow of debate at the conference. The following motions are in order of precedence.

Motion or Point	Second Required	Debatable	Interrupt Speaker	Vote to Pass	Notes
Points					
Point of Personal Privilege	No	No	Yes	None	Addresses any personal discomfort (*e.g.* can't hear, too hot/cold, etc.)
Point of Order	No	No	Yes	None	Addresses a procedural matter. Doesn't allow delegate to speak on topic of debate
Point of Inquiry	No	No	No	None	Addresses any clarification of procedure needed by a delegate
Point of Information	No	No	No	None	Addresses other delegates to ask questions in relation to speeches and working papers
Motions					
Suspend Debate (Caucus)	Yes	No	No	Simple majority	Enters into informal debate. A specific length of time must be included
Table Debate	Yes	2 For 2 Against	No	Two-thirds majority	Tables the topic and moves to the next agenda item
Closure of Debate	Yes	2 Against	No	Two-thirds majority	Ends debate and moves into voting procedures on current topic
Adjourn Meeting	Yes	No	No	Simple majority	Ends the meeting for the day.
Adoption of the Agenda	Yes	3 For 3 Against	No	Simple majority	Sets the order in which topics will be discussed
Other					
Right of Reply	No	No	No	None	Must be submitted in writing to the Chair. Addresses the need to rebut derogatory remarks
Appeal the Chair's Decision	No	No	No	None	Must be submitted in writing to the Chair. Addresses what a delegate feels is an incorrect decision by the Chair
Yields	No	No	No	None	Can be done after a delegate speaks. Can only yield to questions, another delegate, or to the Chair

DRAFT RESOLUTIONS

RESOLUTIONS

While delegates are drafting resolutions and before they are introduced formally into debate, they are referred to as draft resolutions. This term emphasizes that the proposal is in a draft stage and should be completely open to input from other delegates and countries. While a draft resolution is being prepared the sponsor(s) should attempt to garner as much support as possible from other delegates in order to ensure their work becomes a resolution.

Delegates write draft resolutions alone or with others, but must always gain the support of a certain number of countries in the committee before submitting them to the dais (or committee staff). The UNA-USA Model UN Conference requires signatures from 20 percent of the countries present in order to submit a draft resolution (this number will be announced at the beginning of each session). Only when the Director formally accepts the document and assigns it a number can it be referred to in formal debate.

There are three main parts to a resolution: the heading, the preamble and the operative section. The heading shows the committee and topic along with the resolution number. It also lists the resolution's sponsors and signatories (see page 56). Each resolution is one long sentence with sections separated by commas and semicolons. The subject of the sentence is the body making the statement (*e.g.*, the General Assembly, Economic and Social Council or Security Council).

PREAMBULATORY CLAUSES

The preamble of a resolution states the reasons for which the committee is addressing the topic and highlights relevant past international actions. Each clause begins with a present participle (called a preambulatory phrase) and ends with a comma. Preambulatory clauses can include:

- References to the UN Charter;

- Citations of past UN resolutions or treaties on the topic under discussion;

- Mentions of statements made by the Secretary-General or a relevant UN body or agency;

- Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; and

- General statements on the topic, its significance and its impact.

OPERATIVE CLAUSES

Operative clauses identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a period.

RESOLUTIONS

PREAMBULATORY RESOLUTION PHRASES

Affirming
Alarmed by
Approving
Aware of
Bearing in mind
Believing
Confident
Contemplating
Convinced
Declaring
Deeply concerned
Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting
Desiring
Emphasizing
Expecting

Expressing its appreciation
Expressing its satisfaction
Fulfilling
Fully alarmed
Fully aware
Fully believing
Further deploring
Further recalling
Guided by
Having adopted
Having considered
Having considered further
Having devoted attention
Having examined
Having heard
Having received
Having studied
Keeping in mind

Noting with deep concern
Noting with regret
Noting with satisfaction
Noting further
Noting with approval
Observing
Reaffirming
Realizing
Recalling
Recognizing
Referring
Seeking
Taking into account
Taking into consideration
Taking note
Viewing with appreciation
Welcoming

OPERATIVE RESOLUTION PHRASES

Accepts
Affirms
Approves
Authorizes
Calls
Calls upon
Condemns
Confirms
Congratulates
Considers
Declares accordingly
Deplores
Designates

Draws the attention
Emphasizes
Encourages
Endorses
Expresses its appreciation
Expresses its hope
Further invites
Further proclaims
Further reminds
Further recommends
Further requests
Further resolves
Has resolved

Notes
Proclaims
Reaffirms
Recommends
Regrets
Reminds
Requests
Solemnly affirms
Strongly condemns
Supports
Takes note of
Transmits
Trusts

A sample resolution can be found on page 56.

RESOLUTIONS

SPONSORS AND SIGNATORIES

Sponsors of a draft resolution are the principal authors of the document and agree with its substance. Although it is possible to have only one sponsor, this rarely occurs at the UN, since countries must work together to create widely agreeable language in order for the draft resolution to pass. Sponsors in effect control a draft resolution and only they can approve immediate changes.

Signatories are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments. 20 percent of the committee must be either sponsors or signatories to a draft resolution in order for it to be accepted.

AMENDMENTS

Draft resolutions can be modified after they have already been written through amendments. An amendment is a written statement that adds, deletes or revises an operative clause in a draft resolution. The amendment process is used to strengthen consensus on a resolution by allowing delegates to change certain sections. There are two types of amendments:

A *friendly amendment* is a change to the draft resolution that all sponsors agree with. After the amendment is signed by all of the draft resolution's sponsors and approved by the committee director or president, it will be automatically incorporated into the resolution.

An *unfriendly amendment* is a change that some or all of the draft resolution's sponsors do not support and must be voted upon by the committee. The author(s) of the amendment will need to obtain a required number of signatories in order to introduce it (usually 20 percent of the committee). Prior to voting on the draft resolution, the committee votes on all unfriendly amendments.

Ultimately, resolutions passed by a committee represent a great deal of debate and compromise. They are the tangible results of hours if not days of Model UN debate. As a result, it is important to become familiar with the resolution process and practice drafting resolutions using the proper structure and wording.

RESOLUTION SUBMISSION PROCESS

1. Draft Resolution Creation

   One or more delegates write a draft resolution. The authors of a draft, also known as the sponsor(s), must then get the required number of signatories, which equals 20 percent of the delegations present in the committee (sponsors may count as signatories). After roll call for each meeting, the Chair will notify the delegates of the exact number of signatures needed.

   Delegates will get Draft Resolution Forms from the Committee Director. Delegates will not be allowed to type their own draft resolutions in the Conference Services room, though they may type draft resolutions on their own laptops and provide committee staff with the document on a thumb drive. Please note that this is not encouraged, and that conference organizers strongly prefer resolutions be submitted via the Draft Resolution Forms.

RESOLUTIONS

2. <u>Draft Resolution Approval by Director</u>

The sponsor(s) take the draft resolution to the Director, who approves the draft resolution only if:

a. It is in the proper format, does not contain a substantial number of mistakes, and is legible if handwritten (delegates may not go to Conference Services for typing—they must use the Draft Resolution Forms provided by the conference secretariat);

b. It carries the required number of signatures;

c. It is in character for the sponsor(s);

d. Its subject matter and proposed actions are within the power of the respective committee; and

e. There are no other draft resolutions circulating which are similar in substance.

If any of those conditions are not met, the Director returns the draft resolution to the sponsor(s) explaining his or her reasons.

3. <u>Resolution Typing & Numbering</u>

If the conditions outlined above are met, and the Director approves the document, he/she then assigns it a number and a priority and sends it to Conference Services for typing and copying. At this point, the document can now be referred to in speeches as a draft resolution.

4. <u>Resolution Introduction</u>

Copies are distributed to all delegates. Sponsor(s) are given the floor to introduce the document as a draft resolution.

After the sponsors introduce the draft resolution, the Chair will entertain a five-minute moderated caucus to discuss the draft resolution. After, sponsors may also get on the speakers list and/or have time yielded to them in order to answer questions about the draft resolution. Please note that in situations where time is limited and there are many resolutions on the floor, the Chair has the authority to limit the time of the moderated caucus.

5. <u>Amendments</u>

Draft resolutions can be modified after they have already been written through amendments. An amendment is a written statement that adds, deletes or revises an operative clause in a draft resolution. The amendment process is used to strengthen consensus on a resolution by allowing delegates to change certain sections.

6. <u>Voting</u>

After closure of debate, draft resolutions are voted on in the order in which they were received. More than one draft resolution may be passed by a committee on each topic.

RESOLUTIONS

SAMPLE RESOLUTION

* This sample resolution was taken from the ILO Executive Board Committee 2007 UNA-USA Model UN Conference in New York City.

Resolution ILO/1.2

Sponsors: Australia, Brazil, Cuba, the Philippines, Romania, and the United States
Signatories: Belarus, Brazil, China France, Italy, Japan, Morocco, Peru, Russian Federation, Saudi Arabia, South Africa, Sri Lanka, and the United Kingdom
Topic: Globalization and Development

The International Labor Organization,

<table>
<tr><td rowspan="14">Preambulatory Clauses</td><td>1</td><td><u>Acknowledging</u> that globalization affects all people, governments, and</td></tr>
<tr><td>2</td><td>organizations around the world, [use commas to separate preambulatory</td></tr>
<tr><td>3</td><td>clauses]</td></tr>
<tr><td>4</td><td></td></tr>
<tr><td>5</td><td><u>Believing</u> that all workers should be valued and protected,</td></tr>
<tr><td>6</td><td></td></tr>
<tr><td>7</td><td><u>Reaffirming</u> that globalization should be utilized as a resource to reduce</td></tr>
<tr><td>8</td><td>poverty and unemployment and to foster growth and sustainable development</td></tr>
<tr><td>9</td><td>worldwide,</td></tr>
<tr><td>10</td><td></td></tr>
<tr><td>11</td><td><u>Recalling</u> the commitment in the Millennium Development Goals to ensure greater</td></tr>
<tr><td>12</td><td>cooperation between the UN, its agencies, the Bretton Woods Institutions</td></tr>
<tr><td>13</td><td>and other multilateral bodies, with a view to achieving a fully coordinated</td></tr>
<tr><td>14</td><td>approach to the problems of peace and development,</td></tr>
</table>

15

16 **1.** <u>Authorizes</u> the creation of an ILO sub-committee comprised of member
17   states, world business leaders, and international labor organizations:
18   a. For the purpose of evaluating each country's living wage and
19   recommending it as a specific country's minimum wage
20   b. To protect workers' rights
21   c. To monitor business practices and maintain integrity; **[use semicolons**
22   **to separate operative clauses]**

23

24 2. <u>Encourages</u> the creation of and enforcement of labor laws and safety
25   regulations;

26

27 3. <u>Urges</u> increased funding for non-governmental organizations (NGOs) for
28   the purpose of creating vocational schools in developing countries;

29

30 4. <u>Requests</u> that developed nations take steps to promote free trade through
31   reducing tariffs and lowering subsidies;

32

33 5. <u>Further requests</u> international corporations and developed nations
34   contribute aid and resources to developing nations for education and
35   technology; and [add "and" to the second-to-last operative clause]

36

37 6. <u>Encourages</u> collaboration with UNICEF to suggest enforcement of strict
38   child labor laws worldwide, such as:
39   a. Two hours of schooling for every hour worked
40   b. No formal work for children under the age of twelve. **[end with a**
        period]

(The left margin labels "Operative Clauses" brackets lines 16–40.)

RESOLUTIONS