



# **Delegate's Handbook**

Model United Nations

Manchester High School for Girls

*A step-by-step guide to Model United Nations*

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## Introduction

Welcome to your complete guide to MUN, from researching your topics, writing a resolution, to debating on the day. Whether it's your first time or you're building on previous experience, here you will find useful tips to prepare you for MUNHIGH 22.

## Welcome from the Organising Committee

Dear Delegates,

We are very excited to welcome you to MUNHIGH22, our eighth annual Model United Nations Conference.

This handbook has been put together to aid you in your preparation for the conference, with tips on everything, from writing resolutions to policy statements.

We pride ourselves on the stimulating and pleasant atmosphere at our conference and the warm environment for any new delegates, or returning delegates, and hope to make this conference as enjoyable as possible for you.

We hope you find this guide helpful in your preparation for MUNHIGH22.

Yours faithfully,

**The MUNHIGH22 Organising Committee**

## General Information

### What is MUN?

Model United Nations, or MUN, is a simulation of the real United Nations, where countries from across the world convene to debate some of the most complex, important and pressing issues that we face today, such as climate change, poverty, and human right and weapons.

Whilst the UN aims to tackle these issues and encourage international cooperation and peace, MUN aims to raise awareness amongst our own generation about these problems and encourage young people to discuss issues which interest them.

### What should I expect at MUNHIGH22?

MUNHIGH22 will be a conference for delegates of all ability and will follow the same procedures seen in the UN.

The conference will begin with our opening ceremony where everyone will hear from the Secretary General and other members of the Organising Committee, as well as our Guest Speaker.

Delegates will then separate into their respective committees and councils, where most of the day is spent debating resolutions on topics relevant to that committee, with the aim of resolving the issue at hand. All committees will debate three issues on Saturday, apart from Security Council which will debate two. The briefing papers for these topics can be found on the MUNHIGH22 website, as well as the complete schedule for the day.

On Sunday there will be a General Assembly, where a resolution for a crisis will be debated.

After this the conference will be drawn to a close. During the closing ceremony, delegates who have debated well will be recognised with awards and our chairs will discuss the highlights of the debate.

## MUN Procedure

### Glossary of Terms

<b>Committee</b>	A committee is where the topics are debated. Each committee has an overall theme such as Health, Human Rights or Environment.
<b>Delegation</b>	This is a country at the UN with representatives in the different committees.
<b>Delegate</b>	These are the representatives from the different delegations. Each delegate will have a committee where they will debate.
<b>Ambassador</b>	Each delegation must appoint an ambassador who helps to manage their delegation, make sure everyone in their delegation has paper to write on, and knows what they are doing.
<b>Chair</b>	These will be the people who oversee committees. They ensure everything runs smoothly and the topic is properly discussed. However, they are also there to help delegates, so feel free to ask them any questions you might have.
<b>Resolution</b>	These are written by delegates about the topic, proposing a solution. For more information, please see our 'How to write a resolution' section, as well as our 'Resolution Writing Tips' on the MUNHIGH22 website.
<b>Policy statements</b>	These are read out by delegates at the beginning of debate, outlining their country's position on the issues at hand.
<b>Lobbying</b>	This is a period of time before debate where delegates are free to move around the committee room and get signatures on their resolutions so they can submit them.
<b>Amendment</b>	When the chairs indicate, these can be submitted by delegates and edit the resolution that is being debated.
<b>General Assembly</b>	This is where all delegates are put together in their delegations to debate a single issue.

## Points and Motions

During the conference, there may be many terms of procedure that new delegates may not be aware of. We have tried to include them here in a table. Please do not be too worried about learning all of them, it will become much clearer on the day, and we find that delegates pick them up quickly!

Point/ Motion	What is it?	Addressed to who?	When?
Point of Information to the Speaker	<u>Questions</u> asked by delegates, which raise concerns or queries to the current speaker	Addressed to the Delegate	After the speaker has finished, at the chairs' discretion
Point of Information to the Chair	<u>Questions</u> asked by delegates if something is unclear during debate	Addressed to the Chair	Must not interrupt the speaker
Point of Order	Raised by delegates if they feel there has been an infringement in procedure	Addressed to the Chair	Must not interrupt the speaker
Point of Personal Privilege	Raised by delegates if they are not comfortable, need to move, cannot see/hear the debate, need to leave the room	Addressed to the Chair	May interrupt the speaker
Point of Parliamentary Procedure	Raised by delegates if they feel there has been confusion concerning the rules of procedure	Addressed to the Chair	Must not interrupt the speaker
Motion to extend debate time	Raised by delegates if they wish to spend more time debating the current issue	Addressed to the Chair	Must not interrupt the speaker, at the chairs' discretion
Motion to move to voting procedure	Raised by delegates if they feel there is no more to discuss on a resolution or amendment, and wish to close debate with voting procedure	Addressed to the Chair	Must not interrupt the speaker, at the chairs' discretion

## Preparing for our conference

### Where do I start?

Start by finding out what delegation (country) you will be presenting at the conference and committee you will be in. You may then visit the MUNHIGH22 website to find the issues that will be discussed in that committee as well as the briefing papers for each of the issues. These briefing papers are a good place to start with your research as they provide a general overview and give you points to consider in your resolution and useful websites that you can begin your research from.

You should research into your country generally using fact files. You can then research to find out what your country's stance is on your committee's topic. You must remember at the conference you are presenting the views of a country, not your own.

If you are not yet aware of which delegation you are presenting in which committee you could take a look through all the issues in each of the committees to help you decide which committee you would like to be in and perhaps begin general research into the topics so that you know the stance of other countries, this will help you decide which states are your allies and which are not.

### How do I research my country?

Getting an idea of what your country stands for and believes in is really useful during debate, especially to answer tricky questions. The CIA World Fact book is good to find out about the religions, ethnicities, environment and economic conditions of your country. Looking at key trading partners can give you an idea about your allies which can be useful once you arrive during debate.

The BBC also does country overviews, where you can learn about the political climate and problems within your country. Most countries have government websites and it is always useful to look at these to learn more about the government you are representing.

### How do I research my topic?

For different topics there are different websites that are useful. For Human Rights topics the 'Amnesty International' website is a good start. For EcoFin you could use websites such as the 'World Trade Organisation' website or 'The Economist Online'. For Health topics, you could use the 'World Health Organisation' website. As can be seen, there are a multitude of different websites that can be very useful in helping research topics. A list of useful websites for each issue can also be found at the end of briefing papers.

## How to write a policy statement?

This should be written after your country and topic research. It doesn't have to be long and just has to briefly outline your country's stance on the issues you will debate. It is convention to start it by addressing the chairs and your fellow delegates, and to finish it by expressing your enthusiasm to debate or hope that solutions are found. Policy Statements are a great way to make yourself known within the committee so that your allies know who you are. This is an example, although policy statements will vary greatly for each delegate:

*"Honourable delegates, distinguished chairs, Brazil is delighted to be here today as we are especially concerned about the growing issue of antibiotic resistance, in our country, and across the world. We hope that we will be able to cooperate on this matter, and we wish everyone a fruitful debate."*

## How to write a resolution?

Please see the 'Resolution Writing Tips' document on the Delegates' Page of the MUNHIGH22 website.

## Awards

As at all conferences, delegates who perform exceedingly well will be recognised by the chairs with awards, which fall into the following categories, within committees:

- Best Young Delegate
- Commended Delegate
- Highly Commended Delegate
- Outstanding Delegate

In addition to these awards, Special Mentions will be given to those delegates who, despite not being awarded, performed impressively over the course of the debate.

The best-performing delegations will also be awarded in the following capacities:

- Commended Delegation
- Highly Commended Delegation
- Outstanding Delegation
- Outstanding Delegation in General Assembly (this will be awarded separately within each General Assembly)

A high-achieving delegate will:

- Understand and respect parliamentary procedure
- Accurately represent their country's views
- Write effective resolutions and submit constructive amendments
- Work co-operatively with other delegates throughout the conference

**\*\* Notepaper:** Note-passing will be allowed at MUNHIGH22 – the best notepaper will be recognised as part of a note-paper competition, towards which samples from each delegation will be collected over the course of the weekend.



## Dress code

All delegates and chairs attending MUNHIGH22 should dress formally.

Our suggestions are as follows:

- Suits
- Dresses
- Blazers
- Skirts
- Smart blouses or shirts
- Smart trousers
- Ties
- Smart shoes

Delegates should not wear:

- National dress
- Jeans
- Leggings
- Trainers
- Tracksuits

## Course of debate

### **Time to debate the Resolution**

A resolution is chosen by the Chairs.

The delegate who submitted this resolution will read out the operative clauses of the resolution. The delegate then has time to explain the resolution, highlighting important operative clauses and explaining the ideas that the resolution contains.

Points of information at the discretion of the Chairs. The delegate remains on the floor whilst answering points of information. Delegate yields the floor to the chairs.

### **Time For the Resolution**

A delegate speaks in favour of the resolution; explaining why they feel it is an effective resolution.

This is followed by points of information at the discretion of the Chairs.

### **Time Against the Resolution**

A delegate speaks against the resolution; explaining why they feel it is not an effective resolution, or what could be improved. Points of information at the discretion of the Chairs.

### **Time for Open Debate**

Delegates can choose to speak either For or Against, and will receive points of information,

### **Time for Amendments**

An amendment to the resolution is chosen by the Chairs.

The delegate who submitted this amendment will read out the amendment and give a short speech explaining it. Points of information will be taken at the discretion of the Chairs.

### **Time for Open Debate**

There will then be time to speak either For/ Against the amendment. After this, delegates will vote either For or Against the amendment, and no abstentions are allowed.

### **Time for debating the Amended Resolution**

Delegates may speak in favour of the amended resolution; explaining why they feel it is an effective resolution.

Delegates may speak Against the amended resolution; explaining why they feel it is not an effective resolution, or what could be improved.

After this, delegates will vote either For, or Against the resolution as a whole, with abstentions being permitted.

## What to do now?

### **If you don't yet know your committee/delegation**

Don't worry! There's always something you can do to prepare. Start by looking up the different topics on our website and seeing which committee you think you'd enjoy debating in. If you find one of the topics particularly interesting you can always start researching what it is. Even if you don't get picked, there's no harm knowing more about current world issues.

### **If you have your delegation and committee**

You're probably wondering where to start now! The first port of call is definitely the briefing papers as these will give you an overview of the issue and the list of 'useful websites' will be good starting point for your research. Make sure you understand your topic as this will make debating it easier.

Then research your country and use this to develop your stance on the subject. See the sections 'How do I research my country?' and 'How do I research my topic?' on page 7 for more guidance.

### **If you've done your research**

If you've already done your research, you're probably looking for last minute advice just before the conference. Remember: Stay calm and be confident, and if you're not confident, act like you are. The more enthusiastic you are to be involved and the more you seem like you know your stuff, the better you'll do and the more fun you'll have. If you still can't wait, follow us on Twitter (@mun\_high) and Instagram (@munhigh22) for more updates leading up to the conference.

## Top tips for all delegates

- Write at least one resolution. It's not as hard as it seems and it's always good to have something to lobby at the start of the conference. At the very least, it's a good way to find 'allies' and make friends.
- Put up your placard/ hand up. Even if you're really nervous, be enthusiastic to talk. After the first time, it's much easier and you'll have a lot more fun if you do.
- Know your stuff. This is probably the one thing better than just being confident. If you know your topics well, you'll be able to get involved more and you're more likely to be rewarded for your participation.

On behalf of the Organising Committee, we look forward to seeing you at the conference!

If you have any other questions, please feel free to email us at

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