

THIMUN CONFERENCE

BASIC GUIDELINES FOR NEW DELEGATES



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HOW TO RESEARCH A COUNTRY, AN ISSUE

There are two fields of research that you have to focus on when preparing for any MUN conference. First you need to learn about the **country** you represent and then there are the **issues** on the agenda.

I / How To Research A Country?

When researching your country you have several options. One of them is trying to contact its Embassy in your country. You will find that some Embassies are cooperative and others will be less so. You will just have to try.

Another option is to use the Internet. A widely used website for this is the **CIA World Factbook**. Choose the country you represent and you will find the information you need. If you need a guideline on what you need to know about your country you can refer to the **Council of World Affairs**. This is a very useful site, by the way, in preparing for many aspects of a conference. Alternatively you might try individual **countries' websites**.

II/ How To Research An Issue?

The issues on the agenda of a THIMUN conference are taken from the **UN website**. Hence going to this website and typing in the issue on the agenda into its search engine will be a good way to start your research on these issues. Member states have websites for their **Permanent Missions at the UN** that can also be useful if you want to learn about the views of your country on a given issue. You can also try its Embassy in your country, but cooperation may again vary.

In addition, the **THIMUN website** contains a lot of useful links with regards to research. It has discussion forums where you can do a pre-conference exchange of views with your fellow delegates and maybe also do some online lobbying.

III/ Useful websites

THIMUN	http://thimun.org/research/index.html
United Nations	http://www.un.org/english
Permanent Missions in New York	http://www.un.org/members/missions.shtml
UN Cyber School Bus	http://cyberschoolbus.un.org
CIA World Fact Book	https://www.cia.gov
Council of World Affairs of Canada	http://www.cowac.org
Embassies Worldwide	http://www.embassyworld.com
The Economist	http://www.economist.com
International Debate Education Association	http://www.idebate.org/index.php
CNN	http://www.cnn.com
BBC World	http://www.bbcworld.com

HOW TO WRITE A POLICY STATEMENT

I/ What Is A Policy Statement?

In preparation of an MUN conference, you should write a policy statement. This is a document that briefly and clearly explains the **policies** of your country/organization with respect to the issues dealt with at the conference. There are two important reasons for drawing up this document:

- On the one hand, it forces you to focus on the exact points of view of your country/organization;
- On the other hand, it serves as a reference document to your delegation members and committee members during the conference.

Thus, policy statements may provide an excellent tool in the lobbying process; they may also serve as the basis for your opening speech in your committee.

II/ What Does A Policy Statement Consist of?

In order to produce a useful policy statement, you ought to carry out thorough research. You should also bear in mind that a policy statement consists of five parts in which you:

1. Explain and define the issue and its most important terms;
2. Provide a short summary of recent international action related to the issue;
3. Refer to key documents that relate to the issue;
4. State the country's general position on the issue;
5. Make suggestions of your own that are in line with your country's policies to provide a solution to the issue.

Make sure your policy statement does not exceed **300 words**.

To sum up, the policy statement sets out to answer three basic questions:

1. What is the background to your country's point of view on the issue?
2. What is your country's current position on the issue?
3. What does it hope to achieve in relation to the issue?

Additionally, you might add strength to your position by answering the following question:

4. What have other member states that share my country's view done in this area?

You can carry out most of your research online, but it might also be an excellent idea to contact the embassy of the country you are representing in order to ask politely if they are willing to comment on the accuracy of your policy statement.

III/ What To Remember About A Policy Statement?

In a sense, the brevity and clarity of your policy statement shows how well you have prepared for the conference. Make sure that you read out your policy statement to your fellow-delegates at several stages of your research. You will be surprised to find how many things that are clear to you as an expert on an issue are hard to understand for those who have not carried out your research. Your fellow-delegates' questions and comments will lead to a clearer document that will be an excellent starting-point for your lobbying, resolutions and opening speech.

A SAMPLE POLICY STATEMENT

DELEGATION: Brazil

DISARMAMENT COMMISSION

QUESTION OF: Measures to prevent terrorists from acquiring weapons of mass destruction

Brazil fervently supports measures to support the Weapons of Mass Destruction Branch of the UN Office for Disarmament Affairs in its attempts to prevent terrorists from acquiring weapons of mass destruction (WMD), as it firmly believes such efforts are necessary to combat the global threat of terrorism.

Brazil endorses the Outcome Document of the 2005 World Summit, adopted 13 September 2005, which condemns terrorism in all its forms and manifestations and strives to set up an international system that strictly monitors the transfer of materials that may be used to produce WMD.

Brazil, one of the driving forces behind the 1967 Treaty of Tlatelolco, which turned Latin America into the world's first nuclear-free zone, applauds the recent efforts made by the Members of the UN to free the world of any type of WMD. We feel especially responsible as our nation commands huge uranium resources. We view with satisfaction the recent efforts of Member States to prevent the use of WMD by terrorists. However, Brazil expresses its deepest regret that, in spite of recent efforts to combat the acquisition of WMD by terrorist groups, some countries have refused to abide by the will of the international community. It is our deepest interest to ensure a world untroubled by the transfer of WMD and materials that can be used in the production of any such weapons.

HOW TO WRITE A DRAFT RESOLUTION

I/ What Is A Resolution?

Before an MUN Conference, you write one or two draft resolutions. The issues of the resolutions can be found in the agenda of the conference. With a draft resolution in your hand, you will participate actively during the debates.

A resolution is initially a formal statement of a proposal to a UN Council, Committee or Commission. It consists of **one** long, but coherent, **sentence divided into clauses and sub-clauses**. A resolution should not represent the position of one country but rather of a majority of the UN member states.

II/ How To Write A Resolution?

The language of a UN resolution is very formal, diplomatic and somewhat legalistic. In order to help you, please read the 4 following questions:

A/ What is the preamble?

The preamble is the introduction of the resolution. It contains the background and the argumentation to the issue you have chosen.

B/ How to write the preambulatory clauses?

You will write your references to former UN resolutions, ratified conventions, and/or declarations.

You will provide official figures, the most recent ones possible, to illustrate the issue.

You will congratulate countries and/or organisations (i.e. UN organisations, NGOs) which have worked on the issue.

You will emphasise the difficulties that have been encountered in the past.

You will need to begin the preambulatory clauses with a present or a past participle or an adjective. See the following list:

PREAMBULATORY PHRASES

Acknowledging	Expecting	Noting with appreciation
Affirming	Expressing its appreciation	Noting with approval
Alarmed by	Expressing its satisfaction	Noting with deep concern
Approving	Fulfilling	Noting with regret
Aware of	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Observing
Bearing in mind	Fully believing	Pointing out
Confident	Further deploring	Reaffirming
Congratulating	Further recalling	Realizing
Convinced	Guided by	Recalling
Declaring	Having adopted	Recognising
Deeply concerned	Having considered	Referring
Deeply conscious	Having devoted attention	Reminding
Deeply disturbed	Having examined	Seeking
Deeply regretting	Having received	Taking into account
Deploring	Having studied	Taking into consideration
Desiring	Keeping in mind	Viewing with appreciation
Emphasising	Noting further	Welcoming

C/ What are the operative clauses?

The operative clauses contain the policy statements of the body making the resolution. The clauses should be clear and unambiguous. They present by order of importance what the UN should do or what attitude it should adopt.

D/ How to write the operative clauses?

This question is the most difficult one. You must ensure that your proposals are actually workable and that they fully reflect the existing policies of the country or agency that you represent. You encourage, and/or invite countries to sign/ratify a convention/declaration.

You may propose, welcome or deplore all new situations.

You may support, congratulate or refuse new proposals.

You may confirm, regret what it is already existing.

You have to begin the operative clauses with verbs in the third person singular of the Present Tense. See the following list.

OPERATIVE PHRASES

Accepts	Designates	Regrets
Affirms	Encourages	Requests
Approves	Endorses	Resolves
Asks	Expresses its satisfaction	Seeks
Authorizes	Expresses its hope	Strongly affirms
Calls for	Further recommends	Strongly urges
Calls upon	Hopes	Suggests
Congratulates	Invites	Supports
Confirms	Proclaims	Trusts
Declares accordingly	Proposes	Transmits
Deplores	Recommends	Urges

Rather than just borrowing/copying clauses from UN resolutions or resolutions from previous conferences, you will be in a much better position to defend and debate during the conference if you write your own resolution from scratch.

III/ How To Present A Resolution?

The heading, which appears on each page, must state specific information:

FORUM: *you write down the forum you belong to.*

QUESTION OF: *you copy the issue of the resolution.*

SUBMITTED BY: *you write down the name of your delegation country or organisation.*

The opening verb of each clause is underlined.

There is a line-space between each clause.

The lines of the resolution are NOT numbered.

Each operative clause IS numbered.

The sub-clauses begin with a), b), c), etc.; sub-sub-clauses begin with i), ii), iii), etc.

Acronyms and abbreviation are written out in full the first time they are used.

Each preambulatory clause is followed by a comma.

Each operative clause is followed by a semicolon.

There is only one full stop, that is, at the END of the resolution.

Do make sure that you not only take a number of hard copies of your draft resolution but also an electronic version (e.g. USB, flashdisk, iPod, etc.)

You should have enough copies to distribute to other members of his forum during the lobbying process.

A SAMPLE RESOLUTION

FORUM: GENERAL ASSEMBLY

QUESTION OF: Peace, security and reunification on the Korean peninsula

SUBMITTED BY: _____

The General Assembly,

(1) Recalling its resolution 55/11 of 31 October 2000, in which it welcomed and
(2) supported the inter-Korean summit and the joint declaration adopted on 15 June 2000
(3) by the two leaders of the Democratic People's Republic of Korea and the Republic of
(4) Korea,

(5) Reaffirming the purposes and principles of the Charter of the United Nations
(6) regarding the maintenance of international peace and security,

(7) Convinced that inter-Korean dialogue and cooperation are essential for
(8) consolidating peace and security on the Korean peninsula and also contribute to peace
(9) and stability in the region and beyond, inconformity with the purposes and principles
(10) of the Charter,

(11) Recognizing that the summit held in Pyongyang from 2 to 4 October 2007
(12) between the two leaders and their Declaration on the Advancement of North-South
(13) Korean Relations, Peace and Prosperity represent a major milestone in improving
(14) inter-Korean relations,

(15) Recalling the statements welcoming the inter-Korean summit made on 1
(16) October 2007 by the Secretary-General and the President of the General Assembly,
(17) and recalling also the statement welcoming the adoption of the Declaration made on 4
(18) October 2007 by the Secretary-General,

(19) 1. Welcomes and supports the inter-Korean summit held from 2 to 4 October
(20) 2007 and the Declaration on the Advancement of North-South Korean
(21) Relations, Peace and Prosperity adopted on 4 October 2007 by the two leaders
(22) of the Democratic People's Republic of Korea and the Republic of Korea;

(23) 2. Encourages the Democratic People's Republic of Korea and the Republic of
(24) Korea to implement the Declaration fully and in good faith, thereby
(25) consolidating peace on the Korean peninsula and laying a solid foundation for
(26) peaceful reunification;

(27) 3. Invites Member States to continue to support and assist, as appropriate, the
(28) process of inter-Korean dialogue, reconciliation and reunification so that it may
(29) contribute to peace and security not only on the Korean peninsula but also in
(30) north-east Asia and the world as a whole.

HOW TO WRITE AN OPENING SPEECH

I/ Why Do You Have To Write An Opening Speech?

If you are the **Ambassador** for the country you represent at THIMUN, you can be asked to do an opening speech before the General Assembly (GA for short).

An opening speech, should last **1 minute**. In this minute, you should address very clearly to the audience the position of the country/organisation you represent on the primary concerns about the state of the world.

II/ What Are The Different Parts of An Opening Speech?

There are a few things to keep in mind when preparing for an opening speech:

- First of all, there is the beginning of the speech. It is customary to address the President of the GA and the delegates present by starting your speech, saying something like: *'Honourable President, Distinguished Delegates'*
- and then go on to the main body of your speech.

The main body of your speech should address the issue on the agenda your Delegation feels most strongly about. Some delegates think that this part of the speech should be funny and entertaining. This is not what the speech is about at all. Keep it diplomatic and concentrate on getting one single message across.

It is standard practice to end the speech with a flourish such as: *'Thank you, Mister President'*.

III/ How To Deliver An Opening Speech?

When speaking to the GA at THIMUN, you can be easily in awe of the number of people you are facing. You will be nervous. The best way to overcome this is by practising the delivery of your speech in your school and having your MUN Director present and also maybe your fellow delegates. Ask them what they think about your speech and adjust it if you think it needs that.

You should open your speech with a strong sentence to gain audience attention.

Also, when delivering your speech, you must remember to speak slowly and clearly. As a rule of thumb, you are speaking slowly enough when you think to yourself: *'I am speaking too slowly now.'* Have the speech timed and see that it does not exceed the time allotted to you. If necessary, the President will remind you that your time is almost up by saying: *'Will the Delegate please come to His closing remarks'*. If you hear this said to you, please act accordingly.

With regards to vocabulary and use of English, if you are a native speaker, bear in mind that there will be non-native speakers in your audience. If you are a non-native speaker, do not worry about making mistakes. You will not be the only one to make them.

Summing up, an opening speech consists of an opening flourish, a main body that drives home one point only and a closing flourish.

A SAMPLE OPENING SPEECH

DELEGATION: France

Honourable President, Distinguished Delegates,

France recognises the need for multilateral efforts to achieve a greater balance in terms of development between the nations in the world. However, France also believes that any hope of achieving an acceptable economic balance in terms of global standards of living must take into consideration the environmental impact of such efforts.

France applauds the recent changes in tone apparent in the North-South dialogue and calls for greater attention to be paid to the interrelatedness of development planning and environmental security. Environmental threats from industrialisation must be eliminated from development planning. This is why France stands firmly behind the idea that aid and investment should occur at the local level, where traditional knowledge about the environment can play an important role in the development.

Thank you, Mister President.

WHAT IS LOBBYING

This is probably the most important yet baffling part of the conference. The key to successful lobbying is to be pro-active, which means taking active steps to present and discuss your proposals. Keep an eye on the fact that the aim is to negotiate in order to reach consensus.

Before the start of the formal conference you informally try to gain the interest and support of other delegates for their draft resolution. As a basis for a draft **resolution**, a well-researched and well-written **policy statement** can be used. You may find other delegates with a similar resolution and decide to merge the two, making the resolution stronger and more likely to succeed in debate. This is the time for delegates to air their views. **Allies** need to be found to support the draft resolution. Sometimes a delegate might abandon his/her own resolution in favour of another, better one.

Your draft resolution should not be longer than two A4 pages, and be clearly expressed in the official format (see **How To Write A Resolution**). It forms the basis for discussion and you should expect your resolutions to be merged with others as long as national interests and security are not undermined. You should create resolutions that are representative of the policies of specific interest groups and that make realistic recommendations for actions to be taken in dealing with the issues.

The Chairs should coordinate the work of the delegates in the lobbying process to prevent unrealistic or illogical resolutions being produced. This is the time when you will try to obtain sufficient co-submitters to register your resolution. Generally, time spent on lobbying usually results in a stronger resolution.

HOW TO BE A GOOD DELEGATE

I/ What Is The General Behaviour of A Delegate?

THIMUN is a simulation of the United Nations Organisation, therefore you are, as a student, considered to behave like a diplomat of the country you represent. In addition, you are a representative of your own school. This double representation implies that you must behave at any times as properly as possible inside the Conference Centre during the conference itself and, outside (public transportation, streets, places such as shops, cafés etc.).

II: Why Does THIMUN Have A Dress Code?

For you as delegate and as for all participants at THIMUN, Student Officers, Admin Staff, MUN-Directors, a correct outfit is mandatory during the whole time of the conference.

This dress code has been fixed in order to prove our respect towards the countries that are represented at the THIMUN Conference.

What To Wear

A/ Men's clothing

- A suit, a pair of trousers and jacket
- A tie
- Dark shoes

B/ Women's clothing

- A skirt, a dress
- A pair of trousers
- A blouse

What Not To Wear

C/ Clothes

- Sportswear, sport shoes
- Jeans
- Too short skirts
- Traditional clothes
- Military uniforms

D/ Accessories

- Facial piercing
- Coloured hair
- Delegation Shawl

What To Wear



What Not To Wear



HOW TO BE A GOOD AMBASSADOR AT MUN CONFERENCES

I/ What Is The Role Of MUN Ambassador Before The Conference?

In a sense, all MUN delegates assume the role of an ambassador in the committees they have been assigned to. However, each country delegation is also headed by the ambassador of that particular country. Ideally, the ambassador as head delegate of the team is the **most reliable and experienced delegate**. The ambassador is given several responsibilities prior to and during the MUN conference.

First of all, you guard the team spirit of your delegates; you also make sure that all members of your team are preparing themselves properly for the conference. You take special care with new members of the team. At all times you show you earn respect.

Now your MUN Director will also stress the importance of the following points, but in your team you must take care of the following: appropriate delegate **notepaper** and proper **attire** of the whole team.

II/ What Is The Role Of MUN Ambassador During The Conference?

More importantly, at most conferences you will be given the opportunity during the opening ceremony to put forward your country's general views and policies in a formal, **one-minute speech**. Obviously, this speech is based on your excellent research of your country and all of the issues to be discussed at the conference. It will also stand you in good stead when team members wish to find out how their particular committee issue relates to the general set of policies your country adheres to. You yourself will need it if you are called upon in the General Assembly or the Security Council.

Maybe the proudest moments of the conference are when the flag of your nation is transferred from the real ambassador of your country to you and when all of the ambassadors are on stage parading the flags. The symbolism of the transfer of the flags cannot be denied: for the duration of the conference, ambassadorial power is granted to a younger generation of diplomats that is capable of exploring new solutions for old problems.

