

DELEGATE GUIDE

MESMUN 2023

Research and preparation are fundamental parts of the MUN experience as they make sure constructive debate goes on in the committee room. Delegates plan points to touch on, issues to discuss, and possible solutions for said issues all through personal research. All delegates arriving at the conference having done their respective preparation is a key factor in making the MUN experience entertaining and fruitful for everyone involved. So, the academic team of MESMUN'23 has put together a comprehensive delegate guide to lay out the process that goes into doing personal research and preparation before the conference, as well as to explain the procedures of MUN to familiarize the delegates with the process.

1) RESEARCH

Before getting in-depth with the research methods and routes, we should clarify that the first resource you should consult when you begin preparing is the Study Guide of your committee. Containing fundamental introductory knowledge on the topic and the committee, it is an impeccable source for delegates to base their further research on and shouldn't be overlooked since it's been neatly put together by the committee's USGs.

a) Your Country

As you'll be representing a country, you should not only understand how it relates to the topic of discussion but also grasp its culture and its policies regarding international relations, economy, and domestic issues. Pay attention to your state's problems regarding the division of wealth, treatment of racial and religious minorities, poverty and unemployment, freedom of the press, human rights, education, etc. Understanding these will give you an idea of the kind of policies and solutions your country's policymakers would approve of, you will also gain sufficient knowledge to speculate on how current issues might affect your country's inner workings and how they might influence the public.

Inspecting your allies and enemies is also an important step in the research process as you're expected to act accordingly to your country's policies when supporting or opposing other delegates as well. So, getting to know your country is key.

b) The Topic

The main problems you'll be trying to solve throughout the conference are the topics stated in the Agenda Item(s) of your committee. It's extremely important to research

the Agenda Items you'll be tackling as you'll spend most of your time in the committee trying to brainstorm solutions to those issues.

The first step in understanding the issue at hand is to research the history of the issue and the reason it has occurred, why it still hasn't been solved, past attempts of resolution and why they failed, and the stance of the international community on the issue. You should also research the consequences of the issue and the importance of solving it. All of the points mentioned above will be included in the Study Guide written by the Under-Secretaries General of your committee, so the first resource you should look into is the Study Guide.

After understanding the issue as a concept, you should research how it affects your country specifically. Investigate the resolutions your country's policy-makers have implemented and whether or not they were successful in mitigating the issue. Look into the importance of the issue within your country, how much damage it has caused for you, how critical it is to solve it etc. Brainstorm solutions that will benefit the current state of your country and how to achieve them; keep in mind your economy, international relations, and domestic policies to evaluate whether or not the solutions can realistically be implemented.

c) Your Committee

Understanding the function of your committee is essential to your research. Look into the past and current agendas of your committee, the common methods it uses, and its powers. Explore past resolutions that came out of the committee to understand the kind of solutions it often implements. You can use your committee's official website, the bibliography of your Study Guide, and scholarly articles to further your research. As a side note, you don't need to go overboard with researching your committee, the bulk of your research should be on your country and the Agenda Items.

Useful links

When you start researching on your country, you can take a look at your country's profile prepared by the BBC: (http://news.bbc.co.uk/2/hi/country_profiles/default.stm)

You can visit CFR's Global Conflict Tracker if your country is currently dealing with or taking part in a conflict: (<https://www.cfr.org/global-conflict-tracker/?category=us®ion=372&conflictType=1104>)

For further research tips, you can visit BestDelegate's research guide here: (<https://bestdelegate.com/research/>)

2) WRITING A POSITION PAPER

A Position Paper is a short, formally written document that showcases your understanding of the Agenda Item as well as your country's stance and possible solutions regarding it. It's a way for you to show the committee staff your competence and potential as a delegate. Written following a simple essay structure (introduction, body, conclusion), a Position Paper should touch on 4 key points:

1. *A brief introduction to the topic* – this also serves as the introduction to the paper as a whole, displaying your knowledge of the importance of the issue at hand
2. *Your country in the context of the topic* – show treaties, historical references, past actions, and statistics to explain how your country relates to or is affected by the topic, and the position of your country on it
3. *The defense of your country's past resolutions regarding the topic* – justify the methods your country has used when dealing with the issue so far
4. *Proposals of resolution* – explain how your country thinks the issue should be solved and why your resolutions will succeed

Apart from the content of the paper, you should also pay attention to the format, the structure, and the language of the document.

The required format of Position Papers in MESMUN'3 is as follows:

- The paper must be comprised of between 200-500 words for **each topic**. The document must include two separate writings if your committee has two Agenda Items, one addressing Topic A, the other addressing Topic B.
- Position Papers must be in 12-point Times New Roman font and include a header with the delegate's name, the nation they represent in the conference, and the committee name.

The writing should be strictly formal since you're essentially imitating an official press release or a diplomatic exchange made by your country. You also need to refrain from using needless words and unnecessarily complex phrases; your writing should be concise when conveying your ideas.

Organize your points into paragraphs, your writing should be easy to follow and your sentences should form a coherent unit with one another. Also, don't forget to back up your arguments with statistics and factual information.

You can visit BestDelegate's guide to writing a Position Paper for further information (<https://bestdelegate.com/preparing-proficient-position-papers/>).

For a sample position paper, you can visit (<https://lfipalma.es/wp-content/uploads/2019/10/6.-SAMPLE-POSITION-PAPER.pdf>) or (<http://www.houstonareamun.org/wp-content/uploads/2012/10/Example-Position-Paper.pdf>) to familiarize yourself with the writing style and language.

3) RESOLUTION PAPER WRITING GUIDE

A resolution is the result of all the ideas that has come out of the debate you've had to tackle the Agenda Item at hand. One single resolution paper should pass on each topic. Writing the resolution can only be done within the sessions, usually in Un-Moderated Caucuses. One thing to pay extreme attention to is the fact that resolutions have a very strict format and vocabulary that you must follow closely.

Apart from correct formatting, an effective resolution should also show a clear understanding of the importance of the issue, how it affects the world, and past actions regarding the issue. The paper should also propose multifaceted solutions, which means that it should be aware of how the main issue causes other issues to arise and proposes ideas to tackle those latter issues as well. You don't need to include solutions to each one of the problems caused by the Agenda Item, but you should at least cover the main ones.

Every single clause in the resolution should have a clear purpose within the whole document, don't include extra clauses that repeat what you've already written before or don't possess any significance in the context of the Agenda Item.

There are two sections in a resolution paper: preambulatory clauses and operative clauses.

a) Preambulatory Clauses

Preambulatory clauses are at the beginning of the resolution and they serve to introduce the Agenda Item, show the most important aspects of it, and mention past UN or international action regarding it. They aren't numbered, are written in italic, end with a comma, and must start with one of the preambulatory phrases listed below.

Preambulatory Phrases

Acknowledging	Appreciating	Concerned
Acting	Approving	Confident
Affirming	Aware of	Conscious
Alarmed by	Bearing in mind	Considering
Alarmed	Believing	Contemplating
Anxious	Cognizant	Convinced

Declaring	Guided by	Recalling
Deeply concerned	Having adopted	Recalling also
Deeply conscious	Having considered	Recognizing
Deeply convinced	Having considered	Recognizing also
Deeply disturbed	further	Recognizing with
Deeply regretting	Having devoted	satisfaction
Deploring	attention	Referring
Desiring	Having examined	Regretting
Determined	Having heard	Reiterating
Emphasizing	Having received	Reiterating its call for
Encouraged	Having reviewed	Reminding
Expecting	Having studied	Seeking
Expressing appreciation	Having adopted	Seized
Noting with approval	Having approved	Stressing
Expressing concern also	Having considered	Taking into account
Expressing concern	Having decided	Taking into
Expressing its	Keeping in mind	consideration
appreciation	Mindful	Taking note
Expressing its	Noting	Taking note also
satisfaction	Noting further	Taking note further
Expressing satisfaction	Noting with deep	Underlining
Firmly convinced	concern	Viewing with
Fulfilling	Noting with regret	appreciation
Fully alarmed	Noting with satisfaction	Viewing with
Fully aware	Observing	apprehension
Fully believing	Reaffirming	Welcoming
Further deploring	Reaffirming also	Welcoming also
Further recalling	Realizing	

b) Operative Clauses

Operative clauses contain the resolutions that the committee has put forward against the issues introduced in the preambulatory clauses and detail how the committee intends to achieve them. Each clause should focus on a specific aspect of the issue rather than handling the issue as a whole.

Like preambulatory clauses, operative clauses also have a set of phrases that should be used at the beginning of each clause, these phrases are called operative phrases. They should be written underlined and with numbers at the start of each clause. Subclauses (used to detail the solution mentioned in the main clause) don't need to start with an operative phrase.

Operative Phrases

Accepts	Demands	Recalls
Acknowledges	Deploras	Recognizes
Adopts	Designates	Recommends
Advises	Directs	Regrets
Affirms	Draws the attention	Reiterates
Also calls for	Emphasizes	Reminds
Also recommends	Encourages	Renews its appeal
Also strongly condemns	Endorses	Repeats
Also urges	Expresses its	Requests
Appeals	appreciation	Requires
Appreciates	Expresses its hope	Solemnly affirms
Approves	Expresses its regret	Stresses
Authorizes	Further invites	Strongly advises
Calls	Further proclaims	Strongly condemns
Calls for	Further recommends	Strongly encourages
Calls upon	Further reminds	Suggests
Commends	Further requests	Supports
Concurs	Further resolves	Takes note of
Condemns	Has resolved	Transmits
Confirms	Instructs	Trusts
Congratulates	Introduces	Underlines
Considers	Invites	Underscores
Decides	Notes	Urges
Declares	Notes with satisfaction	Welcomes
Declares accordingly	Proclaims	
	Reaffirms	

For further information on how to write a resolution paper, visit BestDelegate's guide here (<https://bestdelegate.com/model-un-made-easy-how-to-write-a-resolution/>). You

can also find a sample resolution paper accompanied by useful annotations here (https://www.saimun.ie/uploads/1/8/4/6/1846829/sample_resolution.pdf)

4) RULES OF PROCEDURE GUIDE

Rules of Procedure lays out how the process of the MUN will function and it's important that delegates understand and don't violate the rules stated within it. Rules of Procedure (RoP) demonstrates how to behave in formal debate and how to shape discussion effectively on the path to the resolution.

RoP also showcases rules of courtesy and decorum required in the MUN setting since the goal of the whole conference is to make cooperative and respectful spaces where delegates can collectively work on solving an issue. As such, following the rules dictated by the RoP benefits everyone involved in the MUN, namely the secretariat, the delegates, the advisors, and other staff members.

Below you will find explanations of essential terms used in the RoP so that you can more easily navigate the text and put it into action in the MUN.

1) The Committee Staff

a) The Chair

In the committee sessions, the person with full authority is the Chair. The one permitting delegates to speak, moderating the debate, putting motions to vote, etc. is the Chair. Apart from making sure that the RoP doesn't get violated in the committee, the Chair also guides the delegates through the MUN process.

The Chair will sit on a panel in front along with other committee staff, so they're distinguishable from delegates. In MESMUN'23, every Chair will be accompanied by a Co-Chair who will co-manage the committee.

b) The Under-Secretary General (the USG)

The Under-Secretaries General are the ones responsible for putting together the study guides and can be present in sessions to inspect the committee. They are the ones most knowledgeable on the Agenda Item(s).

c) Academic Assistant

Academic Assistants work with the Under-Secretaries General when writing the study guides by conducting research or finding necessary data. They can be present in sessions but since committees usually have multiple Academic Assistants, it's uncommon that they're all in the committee room.

d) Admin

Admins are the ones responsible for carrying message papers to the recipient whether that be the Chair or another delegate. They also provide water for delegates during the session. They are usually present in the sessions in pairs.

2) Debate

Before explaining some terms regarding debate, you should know that formal debate in the sessions has a certain set of rules:

1. The official languages of MESMUN'23 are English, Arabic and Russian, and delegates are strictly required to speak their committees' official language during official sessions.
2. Refer to yourself as "we" or "the delegate of..." when speaking in the committee. (This rule may change in committees where delegates represent characters, such as special or crisis committees.)
3. Be respectful to other delegates and the committee staff.
4. Respect and listen to the Chair as they have full authority in the committee.

As the rules above are fundamental to the functioning of the debate in the committee, it's important that you abide by them throughout the conference. Now, we can move on to the terms you should be familiar with regarding formal debate in MUN.

a) The Floor

Essentially, the floor is the right to speak given by the Chair. The Chair will grant a delegate that right by saying "Delegate of ..., you have the floor." and only then the delegate can speak, and when the speech is over and there's remaining time, the delegate should yield the floor (usually back to the Chair) by saying "We yield the floor to..."

b) Types of Caucuses

Caucuses in MUN have the purpose to facilitate the best possible space for discussions. When you raise a motion for a topic of discussion, you should also specify the type of caucus in which the discussion will carry out. There are 3 caucuses in order in MESMUN'23 sessions:

Moderated Caucus: In Moderated Caucuses, delegates raise their placards when the Chair calls for anyone willing to speak on the motion and delegates cannot speak until their turn is up. There's an individual speaking time that delegates can't exceed (set by the delegate raising the motion). It's the most formal of all three caucuses and facilitates an orderly debate environment.

Moderated Caucuses are most beneficial if you want the committee to discuss a specific aspect of the Agenda Item in a formal setting. For example, if the Agenda Item is “Child Labor”, you could raise a motion for a Moderated Caucus to discuss “the maltreatment of children in the workplace” or simply “main reasons why child labor occurs”.

Semi-Moderated Caucus: A less formal caucus than Moderated Caucuses, Semi-Moderated Caucus is when delegates remain seated and take turns speaking without having to take permission from the Chair. You still have to listen to the other delegates when they’re speaking and can’t interrupt them. Being respectful is fundamental as always.

Semi-Moderated Caucuses are great if the committee hasn’t been able to agree on a topic or struggles to produce solutions on an aspect of the Agenda Item. You can think of them as orderly brainstorming sessions.

Un-Moderated Caucus: Of all three caucuses, Un-Moderated Caucus is the least restrictive when it comes to the debating space. You’re allowed to stand up and walk around the committee room and talk to other delegates freely. The official language is still remains the committee’s official language, though.

Un-Moderated Caucuses work best in the resolution drafting process as all delegates can give their opinions and ideas quickly to form clauses. Being in an Un-Moderated Caucus also works wonders if the committee feels stuck in a particular aspect of the Agenda Item.

c) Points and Motions

Raising points is a way for you to point out procedural errors, ask questions to the Chair Board regarding the Agenda Item, ask questions to other delegates when you’re allowed to do so, or simply request if the windows can be opened. However, there are different types of points for each of these situations and you should know which one to raise to get your intent across. Take a look at articles 7-12 in the MESMUN’23 Rules of Procedure to learn the kind of points you can use in the conference and their purpose.

Motions are essentially used to shape the debate in the committee. When raising a motion, you should specify the topic you want to discuss, the type of caucus, the time limit, and the individual time limit (in Moderated Caucus only). You can raise a motion for a topic that you want talked about in the committee regarding the Agenda Item and thus make the debate flow within the committee if your motion passes. We recommend that you note motions that come to your mind while you’re researching

before the conference so that you have a handful of motions ready before going into the MUN.

d) Amendments

Amendments are changes to the draft resolution made by the delegates. You can raise a “motion to submit an amendment” if you think a clause of the resolution doesn’t align with your country’s policy and you have a better clause in mind that would better represent your country’s position. You can also make amendments if you find the resolution lacking in certain aspects and think it could be improved.