

# CENTRAL TEXAS MODEL UNITED NATIONS

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JANUARY 11-12, 2008 ☆ THE UNIVERSITY of TEXAS at AUSTIN

# Delegation Handbook



# 1. GENERAL INFORMATION

## CONFERENCE SECRETARIAT

The Office of the Secretary-General, along with the general staff of CTMUN is comprised of university students studying a variety of fields and at varying stages in their collegiate careers. All of these individuals are highly experienced in model United Nations, both as delegates and conference staff members. They each willingly volunteer their time to participate and aid in this year's learning experience.

## CONFERENCE FEES

The base fee for CTMUN is \$25 / school. Cost per delegate is \$15. Payment is accepted no later than December 15, 2006 to the CTMUN mailing address: Central Texas Model United Nations, 1 University Station A6220, SOC #405, Austin, TX, 78712. Please make checks out to "Central Texas Model United Nations."

## FACILITIES

The CTMUN conference will be held in the University of Texas at Austin's McCombs School of Business. Each committee will be held in a conference room in the building. CTMUN will also provide delegates with additional facilities in the building:

- Home Government Office: The HGO is the home base for the Office of the Secretary General. Questions that cannot be answered by your committee chair should be directed here. Lost credentials and placards will be replaced in the HGO.
- Computing: Resolution writing and copying will be handled by Secretariat staff at the HGO. It is recommended that you write out resolutions by hand first.
  - Laptops: Bringing your own laptop to the conference is permitted. However, you will be not able to connect your laptop to our printer in order to print resolutions composed on your computer. It is recommended that you bring a floppy drive or CD-write drive in case of you wish to write your resolutions on your laptop.
- Printing: The Secretariat will provide copying facilities for delegate resolutions. However, the number of copies per committee will be at the discretion of the Secretariat. No documents other than resolutions will be printed for delegates.

## CREDENTIALS

Name badges act as a delegate's credentials for the conference. Each badge will list a representative's name, country, and committee. Delegates and faculty members will be required to wear their assigned credentials at all times while in the conference area. No one will be admitted to any conference area without approved credentials.

## PLACARDS

Placards will be given to all delegates for the purposes of debate and voting in their committees. Delegates may not vote or participate in debate without the proper placard, unless extenuating circumstances permit. These placards are the property of CTMUN, and should not be defaced. Committee chairs will be instructed not to recognize any placard that has been altered during debate.

## REGISTRATION

Registration will occur online at <http://www.ctmun.org>. Click in the 'Registration' link. All fees must be paid in full before registration can be completed. On Friday evening, delegations may pick up their conference packets, facility maps, name badges, and placards.

## CONDUCT

Representatives are expected to conduct themselves in a manner befitting international diplomats. This means that every courtesy, both in speaking and behavior, should be extended to all delegates, faculty members and Secretariat members. CTMUN reserves the right to expel any representative not acting in a courteous and professional fashion.

## DRESS CODE

The dress code for CTMUN conferences is Western business attire. We stress that first impressions can be crucial for a professional, successful simulation. Presenting yourself in a positive, professional light is very important. CTMUN will not consider any attire appropriate that includes t-shirts, jeans, or shorts.

CTMUN reserves the right to refuse admittance to the Conference floor to any delegate who is inappropriately attired.

In order to guide you in choosing your attire for the conference, here are some guidelines:

- The first rule of thumb is that if you are not allowed to wear it at your high school due to the dress code, you should not be wearing it at CTMUN either. This is a good rule for baggy pants and short skirts, neither of which are appropriate for conference.
- Many delegates choose to wear a suit to conference. If you have a suit and feel comfortable wearing it all day, you will not be overdressed. However, do not feel that you need to purchase a suit in order to be dressed appropriately for conference.

## 2. COMMITTEES

Please note that not all countries will have a delegate in every committee. Check the CTMUN website or with your sponsor to find out in which committees your country will be represented.

### NUMBER OF REPRESENTATIVES

CTMUN's goal is to provide an exceptional educational experience to as many people as possible. Our conference facilities, however, have limited space capacities, so we must limit delegation size per committee. The maximum number of delegates per country for each committee are as follows:

<b>Committee</b>	<b>Number of delegates per country</b>
Security Council	2
ECOSOC	2
Human Rights Commission	1
GA 1: Disarmament	1
GA 3: Social, Humanitarian, and Cultural	1
Committee on Sustainable Development	1
UN Environment Programme	1
Intergovernmental Panel on Climate Change	1

### 3. TOPICS

Background information on each topic will be distributed online. Delegates are expected to research and be familiar with background information on each of the topics in their committee. Failing to research their topics will result in a negative conference experience, as they will not be able to keep up with debate.

There are 2 topics per committee, with the possibility of one emergency topic.

<b>Committee</b>	<b>Topic</b>
<b>UNSC</b> (Security Council)	1. Climate Change 2. Situation in Sudan
<b>ECOSOC</b> (Economic and Social Council)	1. Population in regards to development 2. The status of women
<b>UNHRC</b> (Human Rights Commission)	1. The human rights situation in Myanmar 2. The rights of indigenous peoples
<b>GA1</b> (Disarmament and International Security)	1. Reduction of military budgets 2. Maintenance of international security in south-eastern Europe
<b>GA3</b> (Social, Humanitarian, and Cultural)	1. International drug control 2. Sustained economic growth & social entrepreneurship
<b>CSD</b> (Committee on Sustainable Development)	1. Rural development 2. Desertification and drought
<b>UNEP</b> (UN Environment Programme)	1. Environmental management capacity building in developing economies 2. Consensus-building strategies to combat climate change
<b>IPCC</b> (Intergovernmental Panel on Climate Change)	1. Climate change – vulnerability, consequences, & adaptation 2. Climate change – solutions for limiting carbon emissions

## 4. RESEARCH AND PREPARATION

### DEVELOPING A POLICY

In order to be able to formulate a policy, both in a written form (Policy Statement and Resolution) and in a spoken form (Caucusing, Speeches and Debating), delegates must first know all about the country or organization that they will represent and second, have specific knowledge of the issues they will be dealing with.

The Internet is easily the most valuable and up-to-date resource in researching both the assigned delegation and the agenda issues. <http://www.ctmun.org> is easy to use, is updated regularly and has links to many relevant and useful web sites, including those of the United Nation, NGOs and the news media. The United Nations web site is essential when seeking access to a wide variety of UN documentation, including all recent resolutions.

In order to stay informed, delegates should also read regularly a quality daily or weekly newspaper or news magazine, e.g. The International Herald Tribune or The Economist; they should pay attention to current affairs documentaries and news broadcasts on TV or radio, e.g. the BBC World Service or CNN International. They may also seek the advice of experts: those working in the fields in which they are interested, diplomats from the local embassies, consulates and trade delegations, businessmen and NGO employees.

USEFUL WEB SITES	
CTMUN	<a href="http://www.CTMUN.tk/">http://www.CTMUN.tk/</a>
United Nations	<a href="http://www.un.org/">http://www.un.org/</a>
International Court of Justice	<a href="http://www.icj-cij.org/">http://www.icj-cij.org/</a>
Missions to the United Nations	<a href="http://www.un.org/Overview/missions.htm">http://www.un.org/Overview/missions.htm</a>
UN CyberSchoolBus	<a href="http://www.un.org/Pubs/CyberSchoolBus/">http://www.un.org/Pubs/CyberSchoolBus/</a>
UN Bibliographic Info System	<a href="http://unbisnet.un.org/">http://unbisnet.un.org/</a>
UN System	<a href="http://www.unsystem.org/">http://www.unsystem.org/</a>
CIA World Fact Book	<a href="http://www.cia.gov/cia/publications/factbook/">http://www.cia.gov/cia/publications/factbook/</a>
The Economist	<a href="http://www.economist.co.uk/">http://www.economist.co.uk/</a>
The BBC	<a href="http://news.bbc.co.uk/">http://news.bbc.co.uk/</a>
Embassies Worldwide	<a href="http://www.embassyworld.com/">http://www.embassyworld.com/</a>

### RESEARCHING POLICY ON ISSUES

Delegates should not become frustrated if the country they are representing apparently lacks a well-defined policy on some issues. Preparation for participation can only really be done well if delegates are thinking as representatives of their assigned country or organization and formulating policy as such representatives.

In our simulation, there is an element of creativity, both in the preparation and in participation, which is not normally available to professional diplomats. Although delegates should play their role as realistically and as professionally as possible, they should allow themselves some imaginative thinking on issues, while still remaining within the realm of what their country's position might possibly be. Breakthroughs in diplomacy do not occur by strict adherence to the

status quo. On the other hand, delegates should not jeopardize or sacrifice their country's legitimate interests in seeking such a breakthrough.

## DELEGATION IDENTITY

Delegates need to develop two levels of awareness during their preparation for the conference. First, they must develop knowledge of the country or organization being represented and familiarity with the specific issues. This will allow the delegate to develop a sense of identity with the people of the particular country or the members of the organization and to identify himself with their most pressing concerns. Second, each member of the delegation needs to develop a sense of group identity with the delegation as a whole. The policy position on a single issue is only a small part of the wider position of the delegation as a whole. Each delegate should become sensitive to this fact and behave accordingly throughout the conference.

All delegates are also representatives of their school. CTMUN participation is very demanding on a student in establishing the three roles of delegate, team member and school representative, and in being able to determine when and where each form of behavior is appropriate.

A good delegation is one that displays a consistent and coherent policy, together with an ability to negotiate, to compromise, and debate.

## 5. DEBATE

### VERBAL PARLIAMENTARY PROCEDURE FLOW CHART

The following three statements can be made at **any time**, for the respective purposes:

\*POINT OF ORDER – Used to object to a procedural mistake.

\*POINT OF PERSONAL PRIVILEGE – Indicate a complaint about personal discomforts (noise level, offensive, etc.)

\*POINT OF INQUIRY – Used to get information from the Chair.

The following is an outline look at the main procedures used to begin, debate, and vote on a resolution.

“The delegate moves that we consider \_\_\_\_\_ resolution.” – This motion can only be made when the floor is open to main motions. It needs a second.

“The delegate moves that to WITHDRAW...” – This motion can be used to withdraw a main motion) but can only be stated before it is amended or before a vote is taken and can only be stated by the person who introduced the motion.

If the resolution is seconded, procedure goes as follows:

PRO/CON speakers speak, and points of information can be asked. When a speaker completes the initial speech or an answer to a question, the Chair will ask if there are any points to be raised, at this point to ask a question from the speaker, use the procedure, “POINT OF INFORMATION” – This is a question to the speaker.

After the first PRO/CON speakers, other speakers may speak on the resolution. No two PRO or CON speakers can speak in a row.

**\*\*IF YOU ARE SPEAKING, YOU MUST ANSWER POINTS OF INFORMATION TO CONTINUE ON THE FLOOR. WHEN YOU REFUSE TO ANSWER A POINT OF INFORMATION, YOU INDICATE THAT YOU HAVE YIELDED THE FLOOR\*\***

After a set of PRO/CON speakers has spoken, the following motions may be made:

“The delegate moves to limit/extend debate for...” – This limits or extends debate on the resolution, either through a fixed time aspect or through number of PRO/CON speakers.

“The delegate moves to divide the question” – This allows each activating clause of the resolution to be voted upon separately.

“The delegate challenges the competence of this motion.” – This states that either the UN or the committee does not have jurisdiction to debate or carry out the resolution or motion.

“The delegate moves to previous question” – This motion, if passed, ENDS DEBATE on the resolution and initiates roll call or placard voting procedure on the resolution. A second is needed, and 1 pro, 2 con speakers are needed. The idea is that debate should never be limited prematurely. If this motion passes, the body has voted that debate is no longer needed, and that they can vote on the resolution.

## 6. RESOLUTIONS

### WRITING YOUR RESOLUTIONS

The best way to go about writing your first resolution is to think about the 5 W's and H: Who, What, When, Where, Why, and How. All good resolutions answer these five questions. Before you ever start writing your resolution, you should sit down and think about each of them.

- **Who?** Who will be affected by this resolution? Who is being affected by the issue at hand?
- **What?** What is the problem? What is the solution? What past actions has the UN taken?
- **When?** When will the solution be implemented? When did the problem start?
- **Where?** Where is the problem happening? Where will the solution be implemented?
- **Why?** Why is the problem occurring? Why is a solution needed? Why is this a problem under the jurisdiction of the United Nations?
- **How?** How will the solution be implemented?

As an example, we'll go through the steps of writing a simple resolution about human trafficking. We begin by answering the 6 questions:

- **Who?** There are almost 40 million people who are forcibly sent to work in illegal sweatshops and brothels, the majority of which are women and children.
- **What?** Human trafficking is the third largest worldwide criminal activity. A mutual defense force among nations is needed to stop human trafficking.
- **When?** This resolution will take effect on Jan. 1, 2005.
- **Where?** Human trafficking is a worldwide problem.
- **Why?** The Universal Declaration of Human Rights states "No one shall be held in slavery or in servitude; slavery and the slave trade shall be prohibited in all their forms." There is virtually no communication between nations regarding this issue, resulting in the growth of human trafficking.
- **How?** Stronger communication between nations is needed regarding human trafficking, as well as greater self-awareness of efforts to end human trafficking within each nation. To enable a mutual defense force, one UN personnel per member nation will be appointed to bolster local efforts within each nation as well as raise local volunteers to defend against and educate citizens about this problem.

Based on our responses to the questions above, writing our resolution will be simple. Resolutions are split up into two parts: preambulatory phrases and operative phrases.

## PREAMBULATORY CLAUSES

Preambulatory clauses in a resolution provide background and history about the issue at hand, as well as justification for its discussion at the UN and action by the UN. Each preambulatory clause begins with a verb in the present participle. Below you'll find very common preambulatory phrases used.

Affirming	Alarmed by	Approving
Aware of	Believing	Bearing in mind
Confident	Convincing	Declaring
Deeply concerned	Deeply convinced	Deeply disturbed
Deeply regretting	Desiring	Emphasizing
Expecting	Fulfilling	Fully aware
Fully alarmed	Fully believing	Further deploring
Guided by	Having adopted	Having considered
Having examined	Having studied	Having heard
Having received	Keeping in mind	Noting with regret
Noting with satisfaction	Noting with deep concern	Noting with approval
Observing	Realizing	Reaffirming
Recalling	Recognizing	Seeking
Taking into consideration	Viewing with appreciation	Welcoming

For our sample resolution, we will use the preambulatory clauses to include some of our answers to the 6 questions in the resolution. For example, in answer to "Why?", we responded "The Universal Declaration of Human Rights states "No one shall be held in slavery or in servitude; slavery and the slave trade shall be prohibited in all their forms." There is virtually no communication between nations regarding this issue, resulting in the growth of human trafficking." So two preambulatory clauses can come from this statement. The first preambulatory clause in every resolution is a quote from the UN Charter or the Universal Declaration of Human Rights, justifying the UN's jurisdiction in this issue.

**RECALLING** the Universal Declaration of Human Rights, which declares, "No one shall be held in slavery or in servitude; slavery and the slave trade shall be prohibited in all their forms,"  
**ALARMED BY** the lax communication between nations concerning human trafficking,

In response to "Who?", we responded, "There are almost 40 million people who are forcibly sent to work in illegal sweatshops and brothels, the majority of which are women and children." This response can be written as the following clauses.

**NOTING WITH REGRET** that over 40 million people are forcibly sent to work in sweatshops and brothels  
**FURTHER NOTING** that the majority of those who fall prey to human trafficking are women and children,

In response to "What?", we wrote, "Human trafficking is the third largest worldwide criminal activity." This statement can be included in the resolution in the following preambulatory clause.

**EMPHASIZING** that human trafficking is the third largest worldwide criminal activity today,

## OPERATIVE CLAUSES

Operative clauses are the second part to a resolution. This is where your solution is proposed. Each operative clause begins with an action verb. Below you'll find very common operative phrases.

Accepts	Affirms	Approves
Authorizes	Calls	Calls upon
Condemns	Congratulates	Confirms
Considers	Declares accordingly	Deplores
Draws the attention	Designates	Emphasizes
Encourages	Endorses	Expresses its appreciation
Expresses its hope	Further invites	Further proclaims
Further reminds	Further recommends	Further resolves
Further requests	Have resolved	Notes
Proclaims	Reaffirms	Recommends
Reminds	Regrets	Requests
Solemnly affirms	Strongly condemns	Supports
Takes note of	Transmits	Urges

Usually the How and the When get answered by the operative clauses. In answer to "How?", we responded "Stronger communication between nations is needed regarding human trafficking, as well as greater self-awareness of efforts to end human trafficking within each nation. To enable a mutual defense force, one UN personnel per member nation will be appointed to bolster local efforts within each nation as well as raise local volunteers to defend against and educate citizens about this problem." Let's break this up into separate, smaller actions we can accomplish:

1. Stronger communication between nations is needed regarding human trafficking
2. Greater self-awareness of efforts to end human trafficking within each nation
3. To enable a mutual defense force, one UN personnel per member nation will be appointed to:
  - a. bolster local efforts within each nation
  - b. raise local volunteers to defend against and educate citizens about this problem.

This format lends itself easily to creating some operative clauses that represent what we want to happen. For each number, choose an appropriate operative phrase to start the clause.

1. CALLS for stronger communication between nations is needed regarding human trafficking;
2. FURTHER CALLS for greater self-awareness of efforts to end human trafficking within each nation;
3. RECOMMENDS, to enable a mutual defense force, that one UN personnel per member nation be appointed in order to:
  - a. bolster local efforts within each nation
  - b. raise local volunteers to defend against and educate citizens about this problem.

As stated above, "When?" is also answered in the operative clauses, in our case this is January 1, 2005. Therefore the last clause will be:

4. AUTHORIZES this mutual defense force of UN personnel to be in place by January 1, 2009.

## RESOLUTION FORMAT

- 1" margins on all sides
- Single-spaced throughout resolution, with double spacing between clauses
- Clauses must begin with proper introductory words/phrases, in capital letters
- Preambulatory clauses end with commas and operative clauses end with semi-colons
- Each operative clause must be numbered and indented
- The final operative clause ends with a period
- See the sample resolutions for examples of formatting

## SAMPLE RESOLUTION

The following is the resolution we wrote above put together and in proper format.

**COMMITTEE:** The Security Council

**TOPIC:** Human Trafficking

**SPONSOR:** Guinea

**CO-SPONSOR:** Argentina

THE SECURITY COUNCIL,

RECALLING the Universal Declaration of Human Rights, which declares, "No one shall be held in slavery or in servitude; slavery and the slave trade shall be prohibited in all their forms,"

ALARMED BY the lax communication between nations concerning human trafficking,

NOTING WITH REGRET that over 40 million people are forcibly sent to work in sweatshops and brothels,

FURTHER NOTING that the majority of those who fall prey to human trafficking are women and children,

EMPHASIZING that human trafficking is the third largest worldwide criminal activity today,

4. CALLS for stronger communication between nations is needed regarding human trafficking;
  5. FURTHER CALLS for greater self-awareness of efforts to end human trafficking within each nation;
  6. RECOMMENDS, to enable a mutual defense force, that one UN personnel per member nation be appointed in order to:
    - a. bolster local efforts within each nation;
    - b. raise local volunteers to defend against and educate citizens about this problem;
  7. AUTHORIZES this mutual defense force of UN personnel to be in place by January 1, 2009
-