



HOW TO WRITE WORKING PAPERS

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What is a Working Paper

A Working Paper is a document in which the ideas of some delegates on how to resolve an issue are proposed. A working paper usually precedes a draft resolution. It is the first attempt to organize the abstract ideas from debate and position statements into written form. They may be changed around and are not bound by the format of resolutions.

A working paper is an idea put forward to all of the delegates by one or more countries. It can describe one specific solution to the problem, or a general outline of the problem and solutions they want to find. As stated previously, there is also no format to the working paper, which means diagrams, pictures, tables, charts etc can be used. The only things that the working paper needs are a working paper number (usually WP1, WP2, WP3 etc which will be assigned by the Secretary-General or by a designated member of the secretariat), and information about which countries wrote the paper. The paper must first be submitted to the Director, who will make photocopies of it, or develop ways and means to distribute the Working Paper to the committee. When this has been done, the sponsor (the delegate(s) who wrote it) may motion to the Director that they wish to introduce their working paper. The sponsor of it will be asked if they wish to orally explain their paper. If they choose to, the sponsors would come to the front of the room and explain the paper.

Once a working paper has been submitted to the floor, it is likely that a motion will be made for either a caucus (so people can take time reading the paper) or informal debate (so questions and comments on the paper may start). If there are neither of these, after the paper has been introduced the meeting will go back to formal debate.

Due to the fact that they are one or two-page proposals, they help focus discussion on certain aspects of the topic at hand. They contain proposals on one or more aspects of the problem under discussion and once they are approved by the Director, are distributed so that they may be brought under discussion. While developing a working paper, these points should be considered:

Delegates on the general speakers list may speak in support of one or more working papers on the floor. Votes are never taken on working papers.

As the committee's work progresses, new points and ideas should be put into new working papers.

Once there are a significant and varied number of working papers on the floor, these should be amalgamated to one or more concise & comprehensive resolutions

The Director has power over the working paper process; the paper must be approved by the Directors and requires only the signature of the Proposing Delegate, while others may sign it to display their support that the Working Paper should be discussed in Formal Debate.

The working paper must clearly state which Committee and Agenda item it pertains to and should be free of grammatical and spelling errors. Working Papers should ideally and essentially include:

- o Past actions on the topic

- I. Generalized outline of the problems at hand
- II. Possible solutions to one or two of the issues at hand, or a general outline for a solution to the entire agenda item.