DELEGATE HANDBOOK

A complete delegate's guide for
Mitini Model United Nation 2024.

Secretary Generals
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Foreword from the Secretary Generals

Delegates,

Welcome to Mitini MUN 2024. We extend a very warm welcome to all of you and are grateful for your contribution in making this event a grand success; not only participating as delegates but also giving back to your community.

We at Mitini MUN take pride and joy in knowing that our event not only serves as a platform where delegates can engage in intellectual debates and diplomacy, helping them hone their speaking and negotiation skills, but also as a platform dedicated to promoting menstrual hygiene and supporting underprivileged women and girls with this.

In Nepal, the topic of menstruation remains a taboo, often depriving thousands of women of opportunities due to entrenched societal values. Mitini is committed to breaking menstrual stigmas and fostering an understanding of the importance of menstrual health. By participating in this event, you are not only advancing your knowledge of diplomacy but also contributing to a movement towards social progress.

This handbook serves as your guide to a successful Mitini Model United Nations experience, so we recommend all delegates, whether it first timers or seasoned MUN-ers to go through this handbook thoroughly.

As delegates, you are expected to adhere to MUN rules, thoroughly research your assigned delegations and agendas, and actively engage in committee debates.
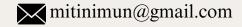
For those attending Mitini as beginners, it may seem a little daunting. However, please rest assured that your dais & the organizing committee are ceaselessly available to assist with any queries or issues, ensuring you feel comfortable throughout the event.

Do not hesitate to seek help; remember we are all here to learn.

Last but not least, enjoy yourself!

Reagrds,
The Secretariat
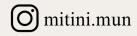
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What is a Model United Nations?

A Model United Nations (MUN) is a simulation of the United Nations, in which participants engage in diplomacy, international relations, and the United Nations. Participants, known as delegates, are assigned countries or organizations and take on the roles of diplomats to debate and solve global issues. These simulations are typically structured around various UN committees, such as the General Assembly, Security Council, and specialized agencies. The priority at any MUN is to give a platform to the delegates to collaborate on discovering operable and distinctive solutions to real-life stepbacks that have an effect on a global-scale.

What is Mitini MUN?

Mitini MUN represents an unassailable bond of global awareness and goodwill, where the simulation of international diplomacy converges with a philanthropic ethos. Organized with the explicit goal of fundraising for charitable causes, Mitini MUN commits to the greater cause.

In Nepal, countless girls and women endure restrictions in their daily lives solely due to menstruation. While girls suffer from inadequate provisions for menstrual management and hygiene facilities in schools, leading to absenteeism, women face indignity and shame in workplace and public settings due to the absence of separate and hygienic restrooms which lack facilities for menstrual management and hygiene.

The fees collected from Mitini play a crucial role in funding programs aimed at improving Menstrual Health and Hygiene for communities facing economic challenges. These programs are managed by the non-profit organization 'MITRA Samaj'.

The funds are channeled into programs designed to address the menstrual health needs of communities that may otherwise lack access to such services. By supporting these programs through Mitini, delegates align themselves with a broader mission of social responsibility.

The Delegate Handbook

This delegate handbook serves as the primary procedural mandate guide for all delegates. Thus, all delegates are recommended to go through the handbook to familiarize themselves.

The Study Guides

Individual Study Guides for each committee are found at the website and will serve as the primary committee & agenda oriented research portal for all delegates. All delegates are expected to complete sufficient independent research beyond the study guide.

Individual Research

All delegates will be assigned positions within the committees, countries or portfolios, and must conduct thorough research on their stances in accordance to the positions. Research extensively on the history, culture, political structure, current issues, and statistical data. It is crucial to accurately articulate its viewpoints.

Additionally, delegates should familiarize themselves with the perspectives of other participating countries. This insight will prove invaluable in gauging potential allies and adversaries during negotiations.

Research the background of the assigned topics. Gathering statistical data and relevant information will improve standing and enhance the ability to contribute meaningfully to debates.

Position Papers

Delegates must prepare a Position Paper before the conference summarizing their country/portfolio's stance on the agenda. These papers must be submitted to the respective executive boards, via their email addresses. (Can be found on *page 16* of the handbook . A sample position paper will be provided to you in your respective study guides.)

Note: Delegates are required to cite their position papers thoroughly

Dress Code

Delegates are required to be in traditional attire throughout the first day of the conference and formal attire throughout the second day.

Language

English will be the official and working language of the conference. Delegates are required to debate and write all official paperworks and documents in English. The only exception is the Nepali Committee (The FPoN), where the dais holds the power to establish the working language as either Nepali, English, or both.

Statement by the Secretariat

At any point in time, any one of the Secretariats may make an announcement to a specific committee or conference as a whole, regarding an update on their agenda, crisis, any sort of instructions, reminders, etc. Delegates must note that such a statement is non-negotiable.

Powers of the Committee Staff (The Dais Members)

The dais will declare the opening and closing of each session and may modify, pass or dismiss the motions raised by delegates. During the committee session, the committee staff has absolute control over committee proceedings and procedures. They will direct the flow of formal debate, accord the right to speak, put questions before the committee, announce decisions, rule on points and motions and make sure these rules are enforced. They may advise delegates or the entire committee on the best course of action to take. The Committee Staff are the ones who are going to review the formal paperworks and have the power to dismiss the paperwork regardless of the voting outcome.The Committee Staff is responsible to report to the Secretariat regarding their committees.

Powers of the Press

The Press is free to publish any material that is discussed in committee sessions. However, they must refrain from the publication of offensive and demeaning material, especially targeting a single individual. The Press may observe committee proceedings provided the committee has no significant objections to their presence but must leave if asked to do so by the Committee Staff, The Press are not included in formal voting procedure.

Appeal

Delegates may appeal the decisions made by the Executive Board. However, it is well within the right of the Dais Members to reject the appeal. An appeal must be made in writing and emailed to any one of the committee staff members. If delegates have any complaints regarding the committee proceedings or the committee as a whole, they are advised to report to the Secretariats.

Equity Violations

Delegates will be provided with an equity violation form at the beginning of the conference. Delegates are to fill this form and give it to any one of the Equity Officers in the following cases:

- Bullying: Repeated or unreasonable behavior, whether physical or psychological, directed at an individual or group, causing intimidation, offense, degradation, or threats, including coercion into uncomfortable actions.
- Direct Discrimination: Treating someone less favorably due to a protected attribute compared to others in similar circumstances.
- Indirect Discrimination: Imposing practices that disadvantage individuals or groups with protected attributes disproportionately, without reasonable justification.
- Violence: The deliberate and non-consensual use of physical force or power against a person or community, resulting in injury, psychological harm, or deprivation.
- Harassment: Unwelcome, offensive, or threatening behavior that humiliates, offends, or intimidates individuals or groups based on protected attributes.
- Biasness of the Executive Board or Organizing Committee: Potential unfair treatment or favoritism by those overseeing the conference proceedings.
- Consumption of Narcotics or Alcohol: The use of drugs or alcohol during the conference, which may impair judgment or lead to disruptive behavior.

Any equity violations will not be tolerated and if accused are to be found guilty, disciplinary actions will be imposed. In-case of repeated or severe violations, delegates will be removed from the conference.

Quorum

Quorum for each committee will be checked at the very beginning of each day of the conference via a roll call. This is ½ + 1. In case the quorum requirement is not met, the Chair may begin the committee session under their discretion.

Committee Proceedings

Standard Flow of the Committee

1. *Roll Call*
2. *Agenda Setting*
3. *GSL*
4. *Motions (Moderated Caucases, Unmoderated Caucuses)*
5. *Working Papers (If applicable)*

A loop of this flow is conducted until the adjournment or resolution presentation. This represents a very basic model of the flow, it is susceptible to changes

Points, Rights, and Motions:

Points and Motions are tools for delegates to ask questions about committee and its proceedings, rather than the content of debate. Motions alter the ongoing activities of the committee and typically necessitate a vote (majority) or can be passed under the discretion of the dais. Delegates may only introduce motions when a Dais Member declares the floor as open.
Frequently raised motions include:

Motion to set agenda
Motion to start a Moderated Caucus
Motion to start an Unmoderated Caucus
Motion to present paperworks.
Motion to adjourn the committee session

Points may be raised anytime during the committee session. In order to raise a point, the delegate must first raise their placard and wait for the Executive Board to recognize them. The points are as follows:

Point of Parliamentary Inquiry: used to ask a question about parliamentary procedure.
Point of Order: used when a delegate believes the Dias has made a procedural error.
Point of Personal Privilege: used to express concerns about comfort such as the temperature of the room or the ability to hear a speaker.
Point of Information - used to ask a clarifying question about the content of a speech or statement (only during the speakers list).

Note: Only the Point of Order and Point of Personal Privilege may be used to interrupt a speaker. If a delegate interrupts a speaker for any other reason, they may be suspended from the committee session.

Apart from these points, the delegates may have to ask for certain rights in order to question other delegates or answer other delegates' questions. To ask for rights, delegates must first raise their placards and wait for the Executive Board to recognize them:

Right to Reply: To reply to a question asked by another delegate or a Dais Member.
Right of Reply: To reply if a delegate feels that her/his national, or persona, integrity has been insulted in the speech of another delegate.
Right to follow up: Used to ask further questions after raising a Point of Information.

General Speakers' List (GSL):

The GSL is opened after the roll call. The Speakers' List is the default format of committee, if there are no points or motions. General Speakers' List cannot be adjourned, or ended, rather, all other motions are overlapped on top. Thus, the GSL is ongoing for the entire conduction of the conference.

In their first GSL speech, delegates typically make clear their countries' stance on the agenda and provide a general overview of their goals in the committee.

Delegates can be added to the list by raising placards or sending notes to the Chairs.

Speaking time of individual delegates is initially set by the delegate who proposes opening the list.

When a delegate concludes speech with remaining time, they may yield it to the Chairs, another delegate, or questions.

Moderated Caucus:

Moderated Caucuses divide the agenda into smaller, more specific and discussable problems. During a Moderated Caucus, delegates can discuss the problems and solutions of the topic raised. The problems and solutions discussed here must later be presented in written format as working papers and be included in the resolution.

Motion for a moderated caucus can be introduced after the General Speakers' List is exhausted.

If multiple MOD topics are raised at the same time, the committee can vote for the topic they want to discuss.

A total time as well as speaking time needs to be assigned by the delegate who raised the motion

Delegates can be added to the MOD speaking list by raising their placards.

Delegates cannot yield their speaking time during Moderated Caucuses.

Delegates can add their name to the MOD Speaker's List multiple times.

Delegates can only raise a Point of Information if the speech contains misinformation/ defamatory statements about the delegates' nation.

If the specified time for the MOD Topic elapses before the exhaustion of the Speaker's List, the time can be extended by raising a motion.

Unmoderated Caucus:

Just like a Moderated Caucus, delegates have to raise a motion to start an Unmoderated Caucus. Unmoderated Caucus is an informal section where the delegates can discuss with their allies, write working papers and draft resolutions. An Unmoderated Caucus is usually raised after a single or a series of Moderated Caucuses to write a working paper for the discussed topics.

Adjournment of Committee:

At the end of the day, or before assigned breaks, delegates must raise a motion to adjourn the committee session. Only after this motion has been passed, can the delegates exit their respective committees.

Resolution and Working Papers:

Working papers are essentially the initial drafts of resolutions proposed by delegates during MUN conferences. They serve as the starting point for discussion and negotiation on a particular topic or issue within a committee. Working papers outline the ideas, proposals, and solutions that delegates believe should be included in the final resolution. Depending on the number of blocs, multiple working papers can be drafted, each with their own sponsors and signatories. However, only one of the papers will be passed at the end via voting.

A Resolution is similar to a working paper. It is a formal document that outlines proposed solutions to address the agenda as a whole being discussed within a committee. Resolutions are the primary means by which delegates express their ideas, negotiate agreements, and advocate for particular courses of action. You can find a sample resolution paper on *Page 18* of this handbook.

They must include the name (of resolution), agenda, sponsors, and signatories at the top.

The rest of the resolution must have

1. Pre-ambulatory Clauses: Pre-ambulatory clauses set up the context of a resolution.

They do not take action; they serve to justify the actions taken later on in the resolution.
Not numbered and it ends in a comma rather than a semicolon.
The Perambulatory phrase is italicized, and calls for no specific action from countries

Affirming
Alarmed by Approving
Aware of
Bearing in mind
Believing
Confident
Contemplating
Convinced Declaring
Deeply concerned
Deeply conscious
Deeply convinced
Taking note

Deeply regretting
Desiring
Emphasizing
Expecting
Expressing its appreciation
Expressing its satisfaction
Fulfilling
Fully alarmed
Fully aware
Fully believing
Further deploring
Viewing with appreciation

Further recalling
Guided by
Having adopted
Having considered
Having considered further
Having devoted attention
Having examined
Having heard
Having received
Having studied
Keeping in mind
Noting with regret
Welcoming

Noting with deep concern
Noting with satisfaction
Noting further
Noting with approval
Observing Reaffirming
Realizing Recalling
Recognizing
Referring Seeking
Taking into account
Taking into consideration

2. Operative Clauses

Operative clauses are the main substance of a resolution; these are the clauses that call for specific actions.
Clause is numbered, operative phrase is underlined, and ends with a semicolon.
Only the last clause in a resolution should end with a period.
Sub-clauses are indicated with a lowercase letter, and sub-sub clauses are indicated with lowercase roman numerals.
There are no underlined words in sub or sub-sub clauses.
Please note: most UN committees cannot call for binding action (only recommendations).
Words like "requires," "forces," and "obligates" may not be used in operative clauses except for in committees that may pass binding resolutions, such as the UN Security Council.

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

Amendments (Resolution Specific)

Amendments are proposed changes to the content of the resolution. They can be made to both pre-ambulatory and operative clauses. Amendments can be either friendly or unfriendly. Both friendly and unfriendly amendments require the approval of the Chair. An amendment is considered friendly if all of the sponsors of the initial draft resolution are signatories of the amendment. Such an amendment is adopted automatically. Unfriendly amendments are a decision of the Committee. An unfriendly amendment must have the approval of the Dais and the signatures by 20% of the committee. An amendment process typically works through:

- Proposal: A delegate proposes an amendment, which must be in writing and signed by at least one sponsor and a specified number of signatories.The amendment must be sent in the email of the Dais Members.
- Incorporation: If the requirements of the amendment is met and the Dais approves of the amendment, it is adopted and becomes a part of the resolution. The amended text is included in the final version.

Voting Procedures

Each delegate has one vote. A vote can be a "Yes", "No", or "Abstain". Should a member not be present and voting during a vote, their vote will be equivalent to abstention. On procedural
motions, members may not abstain. Members "present and voting" shall be defined as members casting an affirmative or negative vote (no abstentions) on all substantive votes.

The committee shall normally vote by show of placards, but any delegate may request a roll call vote on substantive matters. The roll call vote shall be taken in alphabetical order of the English names of the countries present.

No outside observers may be present during a vote, and the dais shall ensure that the room is sealed before proceeding with the vote. Voting may be interrupted only by a point of Personal Privilege. After allowing a pause in committee session for those who wish to change their votes, the dais will tabulate and announce the final result, following which the doors of the committee room will reopen. The Executive Board will shortly release the official result of the vote. Votings will take place primarily for:

1. a motion to pass
2. a paperwork to be accepted
3. any other committee action where the dais deems a voting to be appropriate

Contact the Organizing Committee:

mitinimun@gmail.com

Contact the Executive Board

United Nations Security Council
Chairperson: Arnav Maharjan *(10710arnav@gmail.com)*
Vice-Chairperson: Arya Jibi Ghimire *(jibiaryaghimire@gmail.com)*

United Nations Human Rights Council
Co-Chairperson: Suravi Khatiwada *(suravikhatiwada8b@gmail.com)*
Co-Chairperson: Prasun Kunwar *(prasunkunwar2022@gmail.com)*

Commission on the Status of Women
Chairperson: Prasuna Uprety (*upretyprasuna456@gmail.com*)
Vice-Chairperson: Yamini Koirala *(yaminikkoi@gmail.com)*

Disarmament and International Security Committee
Chairperson: Shreejal Manandhar *(shreejal1432@gmail.com)*
Vice-Chairperson: Jayjeet Bajra Lama *(Jayjeetlama@gmail.com)*

Federal Parliament of Nepal
Chairperson: Aahana Pandey *(aahanapands@gmail.com)*
Vice-Chairperson: Karen Pradhanang *(karen.pradhanang1@gmail.com)*

Organization of Islamic Cooperation
Co-Chairperson: Binisha Thapaliya *(binisha2063@gmail.com)*
Co-Chair: Megha Bhattarai *(bhattaraimeghaa@gmail.com)*

Historic Committee
Chairperson: Saurya Pratap Singh *(sauryaps20@gmail.com)*
Vice-Chairperson: Shugat Shil Lama *(shugat.s.lama@gmail.com)*

NATO: Futuristic Affairs
Chairperson: Adwait Thapa *(adwaitthapa99@gmail.com)*
Vice-Chairperson: Vision Acharya *(visionacharya14@gmail.com)*

The Commission on Crime Prevention and Criminal Justice
Chairperson: Biplove Gnyawali *(biplove101@yahoo.com)*
Vice-Chairperson: Swarnika Pokharel *(swarnika7070@gmail.com)*

International Press
Chairperson: Nirwan Neupane
Vice-Chairperson: Sarwesh Man Shrestha *(sarweshmans@gmail.com)*

Sample Paperwork

Resolution

Committee: Food and Agriculture Organization of the United Nations
Topic: Emergency Preparedness
Sponsors: Angola, Malaysia
Signatories: France, Myanmar, Mongolia, Japan, Russia, Qatar, South Africa, Saudi Arabia, Malawi, Canada, Ukraine, Argentina, Uganda, Brazil, Turkmenistan, Peru, Burundi

Noting that national food stockpiles are at their lowest levels since 2042,
Deeply saddened by the recent famine in Germany that claimed thousands of lives,
Reaffirming our international commitment to food security,

The Food and Agriculture Organization of the United Nations

1. Recommends that all member states stockpile sufficient food to last for one year in the event of a catastrophic crop failure,
      a. Emphasizing foodstuffs that do not spoil easily, such as:
            i. Grains,
            ii. Canned foods, and
            iii. Other dried foods, and
      b. Storing these foodstuffs in a physically secure location to reduce the risk of destruction as a result of a natural disaster or an act of war;
2. Encourages the establishment of international emergency food transport routes that can be mobilized to carry food across borders within 48 hours;
3. Proclaims June 14th to be International Food Security Awareness day

Source

UNA-USA Procedure.
https://static1.squarespace.com/static/5457f2ece4b0a485997c0d67/t/5a318b52e4966b0b6edbbdcb/1513196371261/UNA-USA+Procedure.pdf