



Delegate's Manual

PaxMUN 2022

Authored by the Secretariat

Table of Contents

Prior to the Conference

Researching your Delegation and Issue 2

Writing Draft Resolutions or Clauses 4

During the Conference

Lobbying 7

Debating 7

Security Council 11

How to win Best Delegate 11

For an Online Conference

Discord



Prior to the Conference

Research

As delegates, you are expected to prepare yourself several weeks in advance. Firstly, you should familiarize yourself with the delegation you will be representing, as you will be emulating that country's diplomatic strategy and representing their interests. Secondly, you should research the issue that your forum (committee, council etc.) has been assigned, as you will be debating resolutions that aim to solve those issues throughout the conference.

Delegation

Once you have been assigned a Delegation (such as a country), you should start by informing yourself of that country's historical context. Aim to have a general understanding of your delegation's political, cultural and economic background - as this will help you to write clauses that match your country's real positions. *If you don't know where to start - finding the answers to the following questions should give you a sufficiently-detailed base knowledge.*

1. Which political ideology does your nation follow (e.g democracy, totalitarianism)?
2. What are the major ethnic groups/ religions?
3. How economically/ industrially developed in your nation? Why?
4. What are your nation's biggest trading partner(s)?
5. Is your nation involved in territorial or trading disputes/ conflict? With whom?
6. Which sector of the economy is your nation most reliant on?
7. What is your nation's relationship with each of the P5 countries (USA, China, France, UK, Russia)?

Next, you should have an idea of which delegations to ally with during the conference. Needless to say, a country such as the USA is unlikely to merge their resolution with that of the delegate of the DPRK during lobbying, and you should be mindful of these international relationships to better represent your delegation. Furthermore, you should be aware of the major conflicts that may involve your country (both historical and contemporary) as this will impact how you interact with other delegations as well.

Some useful places to start researching your delegation are the [CIA World Factbook](#), the United Nations [Country Profiles](#), [SDG Profiles](#) or even Wikipedia.



Issue

Each forum is assigned two issues, each complemented with a research paper written by the chairs. As delegates, you will be debating resolutions that aim to solve the issues at hand, and therefore you must inform yourself as much as possible. Start by reading through the research reports that have been published for your forum, as these give a broad summary of the issue, and allow you to access external sources (in the bibliography or 'useful links'). Besides this, research papers also include past UN resolutions and treaties that are relevant to your issue, and suggestions for possible solutions, which can help you construct your own resolutions.

Although the research papers are an infinitely useful place to start, they will often leave unanswered questions that require independent exploration. Make sure to use official sources, such as the UN or other international organisations, when performing research; and keep track of your research in case you have to provide evidence for your claims later on. Useful resources include [Global Issues](#) and [UN Data](#). Additionally, if you know that your issue is an on-going international event, it may be a good idea to routinely update yourself by watching the news. Recommendations are the [BBC](#), [Reuters](#), or [Al Jazeera](#); but you should be informing yourself from the point of view of your delegation, and therefore you may want to use local broadcasters. As always, be mindful of reporting bias when choosing to include information from media outlets.

If you don't know where to start - finding the answers to the following questions should give you a sufficiently-detailed base knowledge.

1. Which countries are involved in the issue at hand?
2. How involved is your country? What about its allies?
3. How has the UN previously attempted to solve the issue?
4. Has your nation addressed the issue? What was their stance/approach?
5. Have these approaches worked? Why/ why not?
6. Are there any existing UN bodies or specialized agencies dedicated to this issue?*
7. Which countries is my delegation likely to agree with on this issue? Which is it likely to disagree with?

Make sure to always perform research from the point of view of your delegation, regardless of your own views and opinions.

*there are 15 [UN specialized agencies](#) that carry out functions on behalf of the UN



Writing Resolutions

NB: Delegates in the Security Council do not write full resolutions, only clauses, because SC is an Ad Hoc committee. More detail on this on [page 1](#).

Resolutions are formal documents expressing the opinion of (ideally) all the member states of the United Nations, which are written and debated within forums. It is made up of one long, but structured, sentence. This sentence is divided into two parts: Preambulatory clauses and Operative clauses.

Preambulatory Clauses

These are clauses that highlight the overall sentiment of the resolution. They may reference past UN resolutions, treaties or other legal precedents; they may provide statistics (from official sources) to emphasize the urgency of the issue; and they may congratulate past efforts to solve the issue. Each Preamble starts with a present or past participle or an adjective, known as a 'Preambulatory phrase' (examples shown below).

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
Emphasizing	Noting further	Welcoming

Operative Clauses

These are the policy statements that make up the bulk of your resolution. You must ensure that your operative clauses are nuanced, unambiguous and realistic. Also, keep in mind that other delegates will be trying to tear down your resolution, so you must be prepared to defend any clauses you have written - and therefore it is a good idea to write them yourself rather than to copy clauses from past resolutions. You must also make sure the clauses you write reflect the actual views of your country, and serve its



interests primarily. When you have finished writing your clauses, make sure they include all of the following:

1. A decisive plan of action with little room for interpretation
2. Details such as the timeframe for when that action will be undertaken
3. Clauses addressing the major parties involved in the issue

Each Operative clause starts with a verb in the third person present tense, known as an 'operative phrase' (examples shown below).

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

NB: Under THIMUN rules of procedure, details about funding are neither required, nor can they be debated. Assume an unlimited budget - within reason.



Template Resolution

Forum: The Economic and Social Council

Question of: Countering unemployment caused by automation

Main submitter: Russian Federation

Co-submitters: China, the DPRK, Portugal, Belgium, Zimbabwe, Australia, Mexico

The Economic and Social Council,

Recalling resolution 2008/18 of 23 July 2008, which stresses that full and productive employment and decent work for all are key elements of sustainable development of all countries, and should therefore be a priority objective of national policies and international cooperation,

1. Proposes that member states introduce legislation that provides workers with the choice to receive professional re-skilling courses, to facilitate the transition between jobs of distinct skill requirements, and to add value to their labor contribution, if they are at risk of being laid off due to automation in their industry, by:
 - a) Enrolling workers into training programs sponsored by governmental agencies, and conducted by external trainers and specialists who are adept at identifying the most vital and relevant skills, aiming to upskill a more versatile, flexible and multidisciplinary workforce,
 - b) Devising such policies in a way that pursues both economic efficiency and equity, which includes promoting gender equality and equal opportunity for persons with disabilities,
 - i. Drawing on appropriate technical expertise when setting policy;

Guidelines

- ❖ Aim to write 3-5 Preambulatory clauses
- ❖ Aim to write about 5-8 Operative clauses (as well as 2-3 sub clauses under each clause).
- ❖ Preambulatory phrases are to be *italicised* and Operative phrases are underlined.
- ❖ Preambulatory clauses end in a comma,
- ❖ Operative clauses end in a semi-colon; except the final clauses which ends in a period.
- ❖ Operative clauses are numbered (1-9); sub-clauses are assigned letters in alphabetical orders (a-z); sub-subclauses are assigned roman numerals (i-X).

NB: Don't focus too hard on formatting your resolution to perfection. The approval panel will ensure that all resolutions comply with the resolution format. Instead, focus on having interesting and thought-provoking content.



During the Conference

Lobbying

Several hours on the first day of the conference are dedicated to lobbying. During this time, delegates are free to negotiate with one another, share ideas, write clauses and finalise resolutions that are then submitted to the Approval Panel. For a resolution to be debated, it must have at least $\frac{1}{3}$ of your committee as co-submitters, so you should be actively engaging with the Lobbying process if you wish to pass your resolution. Also take this opportunity to learn about other delegates' points of views.

Debating

Debating involves delegates giving speeches either defending, opposing or suggesting amendments for a resolution, and it makes up the bulk of the conference. It is a seemingly-complicated process with strict Rules of Procedure. Below is a brief summary of the debating process, followed by in-depth explanations of the individual components of debate.

NB all delegates must follow the diplomatic norms and respect the decisions of the Chairs at all times. This includes:

- Standing up when speaking
- Obtaining the floor before speaking
- Yielding the floor
- Using polite language

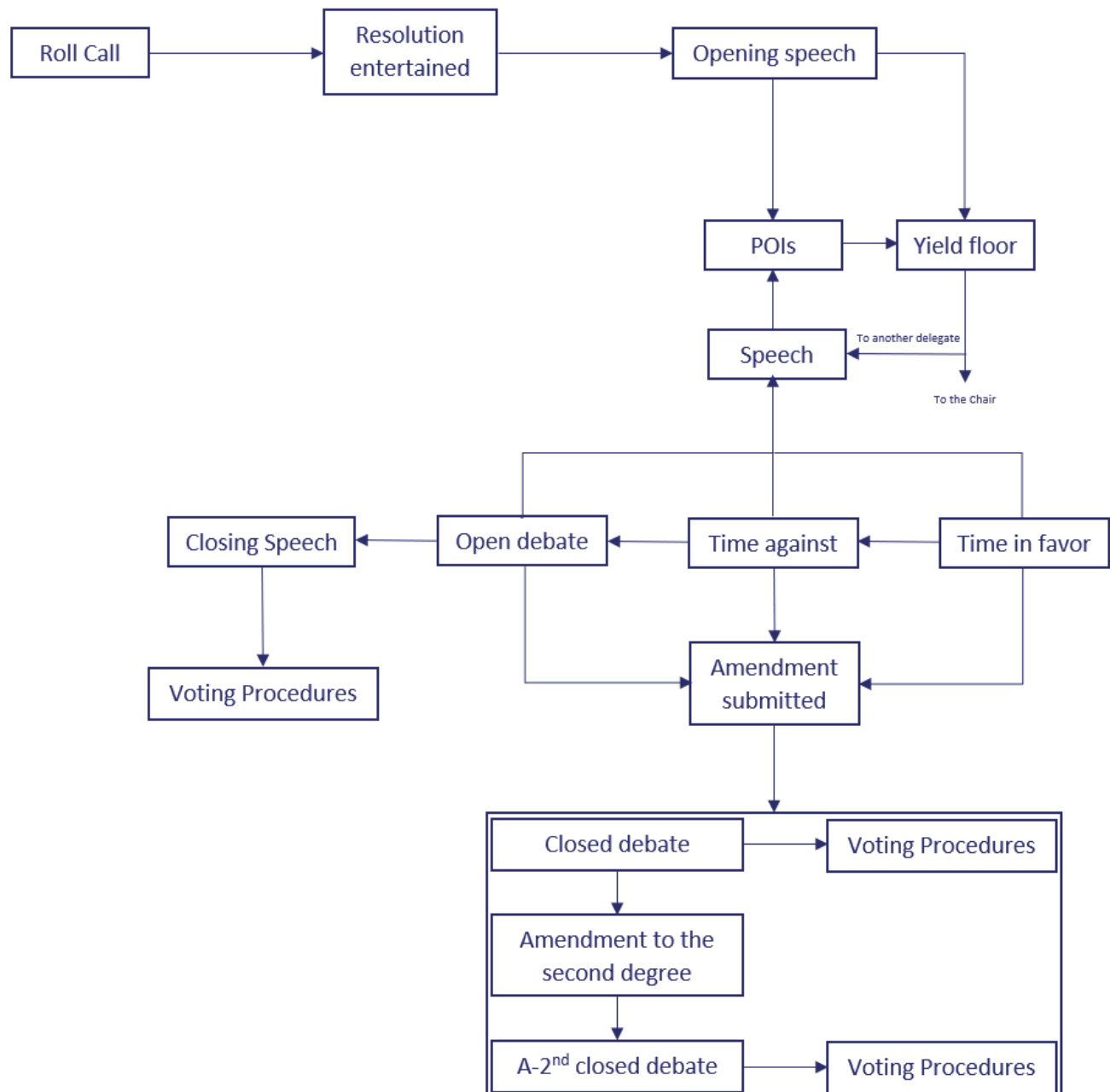
Flow of Debate

As shown in the diagram below, each debate begins with Roll Call - which is a sort of register of which delegates are present. At least $\frac{1}{3}$ of the quorum must be present for debate to begin. When an individual's delegation is named, they reply with 'present'.

Following Roll Call, the main submitter of a resolution reads the main Operative clauses, and gives an opening speech, the Chair will decide the length of the speech. The delegate may then choose to accept points of information, or yield the floor. Delegates may yield the floor to another delegate - who can either accept or reject the yield, or they must yield the floor back to the chair. The Chair then announces the start of 'Time in-favour', within which delegates can make speeches that support the resolution being presented. When this time has elapsed, it is followed by 'Time against', within which delegates can give speeches opposing the resolution. When debate time

has terminated, the main submitter may give a closing speech, and the floor moves into voting procedures.

NB: The floor may only be yielded to another delegate once (i.e. the floor cannot be yielded to a third delegate). Delegates may only co-submit one resolution per issue. **Delegates do not necessarily have to agree with a resolution to co-submit - it only means they want to see it debated.**



Points and Motions

Delegates have the right to make formal statements or requests to the Chair, or fellow delegates that have the floor. Below is a list of 4 essential points and motions.

1. *Points of Information (POIs)* are questions that are asked directly to a delegate that has the floor, concerning the contents of the speech that has just been given, or the contents of the resolution or amendment they are defending/ opposing. When a speaker is finished delivering their speech, they will be asked whether they will be accepting POIs. When asked whether they will accept POIs, the delegate with the floor may state '*Any and all*' or '{number}' or '*None*'. The Chair will then ask whether there are '*any such in the house*', at which point you may lift your placard. POIs **must** be phrased as a question and **must** be no longer than 15 seconds. Furthermore, if the delegate with the floor doesn't understand the question being asked, they may ask the Chair to ask the delegate to rephrase. This is because direct dialogue between delegates is not permitted when debate is in session. Lastly, delegates that have had their POI answered may not give a direct reply, and follow-ups are not in order under THIMUN rules of procedure. Most POIs are phrased in the followed manner:

'Is the delegate of ____ not aware that ____?'

'Wouldn't the delegate of ____ agree that ____?'

2. *Points of Personal Privilege* refer to the general comfort of a delegate. For example, delegates may interrupt a speaker's speech to make a '*point of personal privilege due to audibility*' if they cannot hear the speaker.
3. *Motion to Move to the Previous Question/ Motion to Move into Voting procedures* can be used to move into the next stage of debate, or into voting procedures on the resolution/ amendment. This requires a second, and is up to the discretion of the Chair.
4. *Motion to Extend Debate Time* is used to increase the amount of time that the chairs have assigned to the current stage of debate. This requires a second, and is up to the discretion of the Chair.

NB: Decisions made by the Chair cannot be debated but may be appealed, although this is strongly discouraged. A two-thirds vote against the Chair is typically required for such an appeal to be sustained.



Amendments

Amendments are additions, removals or other changes that delegates can suggest to a resolution. These are submitted to the Chair using Amendment paper, and are then discussed in a closed debate (see diagram above). Amendments to the Second Degree can also be submitted, which are suggested changes to an Amendment. These are voted upon **separately**.

Communication

Direct dialogue between delegates is not permitted when debate is in-session. Instead, delegates can communicate via a note-passing system. They may write a message on official notepaper, and then pass it on to a member of the Admin Staff. They will then scan the note, to ensure the content is professional, and then pass it on to the recipient.

NB: This is only applicable in the case of an in-person conference.

Voting Procedures

When debating time has elapsed, the amendments/ amendment to the 2nd degree/ resolution is voted upon by the forum. Delegates will raise their placard to vote **in-favour**, **against**, or **abstain** from the vote. A simple majority of delegates must vote in-favour for it to pass.

Plenary Session

The Plenary Session is the joint assembly of all the General Assembly forums. At PaxMUN, these are GA1 and GA4. During the plenary session, delegates come together to discuss resolutions that have been passed in the sub-committees. Delegates may not submit any amendments, and each Delegation still has 1 vote, regardless of how many individuals are in the same Delegation.



Security Council

The United Nations Security Council is the primary organ for the maintenance of international peace. It has slightly different rules of procedure to the General Assembly. For starters, it is comprised of 5 permanent members: the USA, China, France, Russia and the UK, which all have veto powers; as well as 10 non-permanent members. The SC also engages in Ad Hoc debate, meaning the session starts with a blank resolution. Delegates submit prepared Operative clauses, which are then discussed in the same way amendments are debated in the GA, and then voted on **individually**. The SC then constructs and discusses pre-ambulatory clauses, and then every delegate votes on the Resolution as a whole. At least 9 of the Council's 15 member delegates must vote in-favour for the resolution as a whole to pass, of which 5 must be the P5.

NB for P5 delegates: The veto vote is almost **never used** in the real Security Council. Please take this into consideration and do not abuse the power granted.

How to win Best Delegate

At the end of the conference, the Chair of each forum will select an individual delegate that they believe performed exceptionally well. Here are some general tips that will help you impress your chair:

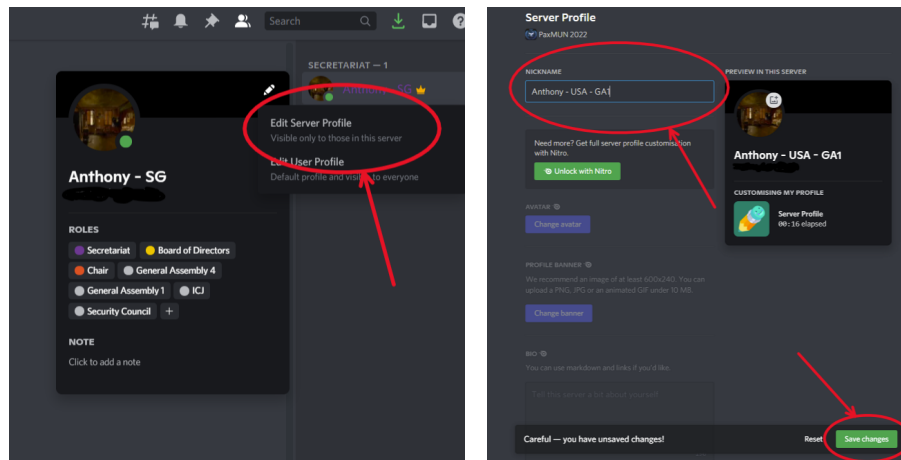
1. Being well-informed of the Rules of Procedure. This can be as simple as not using *personal pronouns*, or employing motions that aren't explained in this Manual.
2. Speak often, be concise, confident, and demonstrate rhetorical techniques. You should have a say on every resolution and amendment, especially if you were the delegate to submit them.
3. Do your Research! Know your issue, know it well; and use this knowledge in debate and lobbying time. Also know your country's real stances to represent it realistically.
4. Actively engage with lobbying. It is the opportunity to give first impressions, make alliances, and find co-submitters to submit your resolution.
5. Whilst others are speaking, you should constantly be writing notes and POIs. This allows you to collect and focus your thoughts.

For an online committee

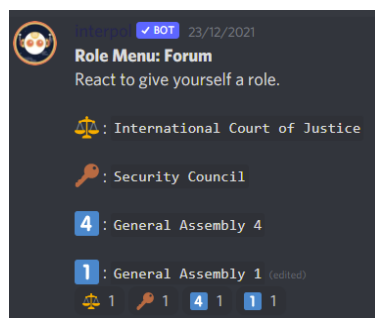
Discord

In order to participate in the online PaxMUN conference or forum, you must create a Discord account. You may enter the PaxMUN discord server using the link that your chairs will send to you before the conference.

Once you have entered the server, you must change your nickname to "{First name} - {Delegation} - {Forum abbreviation}" like this:



Then you must select your forum out of the reaction-role options. This is crucial as it allows you to access the necessary channels in which the links to access the meets will be sent out by the Chairs of committees before the conference.



Please ensure that you have a working meets account.

Do not take pictures of anyone or record any of the sessions without their explicit consent

Contact us at sgpaxmun@gmail.com

