

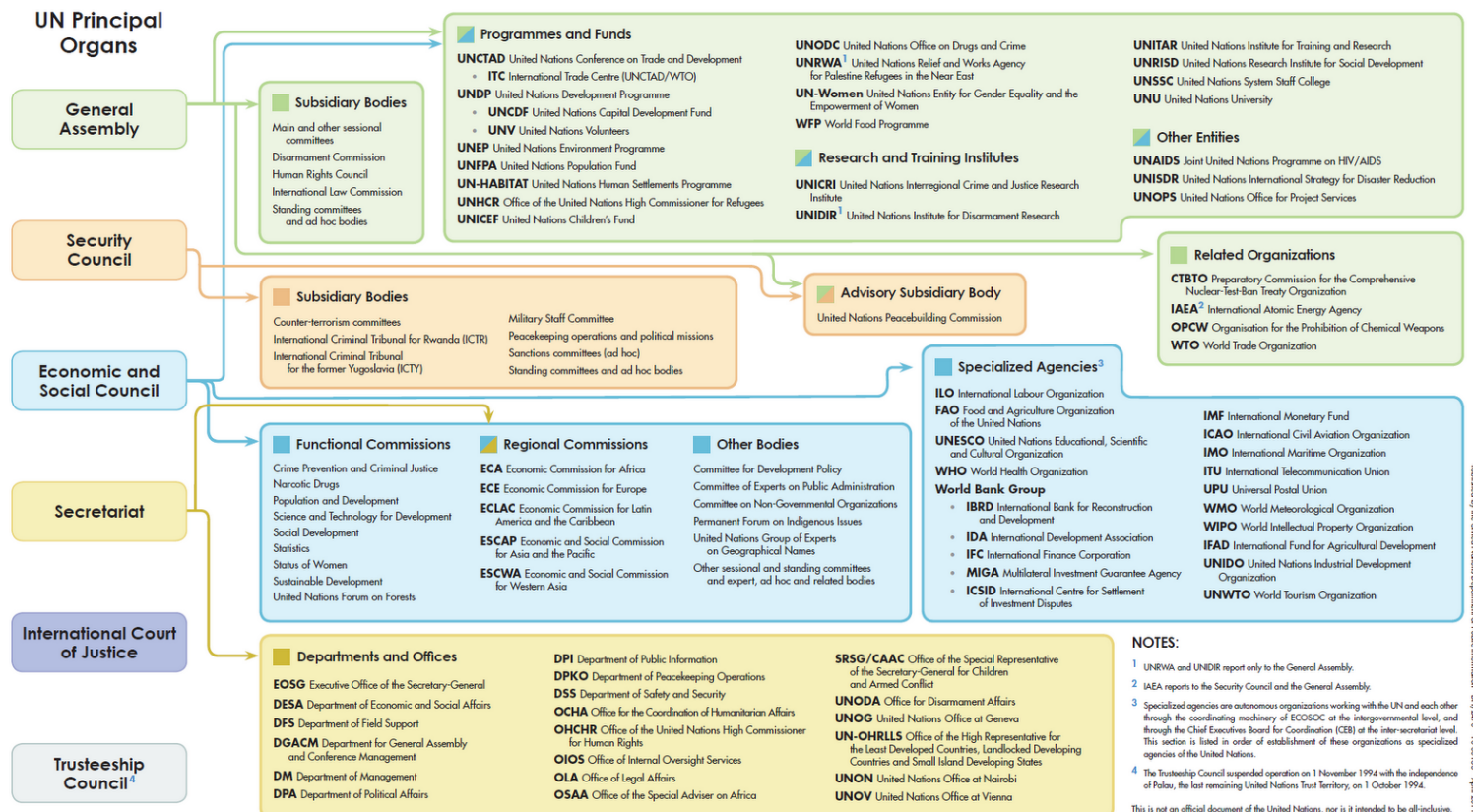
ASSAS MODEL UNITED
NATIONS SOCIETY



DELEGATE GUIDEBOOK



The United Nations System



NOTES:

- ¹ UNRWA and UNIDIR report only to the General Assembly.
- ² IAEA reports to the Security Council and the General Assembly.
- ³ Specialized agencies are autonomous organizations working with the UN and each other through the coordinating machinery of ECOSOC at the intergovernmental level, and through the Chief Executives Board for Coordination (CEB) at the inter-secretariat level. This section is listed in order of establishment of these organizations as specialized agencies of the United Nations.
- ⁴ The Trusteeship Council suspended operation on 1 November 1994 with the independence of Palau, the last remaining United Nations Trust Territory, on 1 October 1994.

This is not an official document of the United Nations, nor is it intended to be all-inclusive.

BEFORE THE CONFERENCE

Your preparation must be done on four levels.

I. Knowledge of the UN

In order to perform well in the Model you need to know and be familiar with the UN System. That means that participants must know the UN structure and specially the concrete body in which they will be participating as delegates.

II. Rules of procedure

The UN rules of procedure are based on the Robert's Rules of Order which were derived from the British Parliamentary Procedure. Most Models UN use this set of rules **adapted to their needs**.

It is important to learn which ones are the formal procedures in the UN bodies' sessions, both when speaking and writing.

Moreover, it is a basic, in order to achieve the desired functioning, that participants not only know what the procedures are, but also that they are familiar enough with them so they could use them fluently.

More information and samples on how to address to participants and Chair as well as on how to write resolutions and other documents are provided below.

III. Researching your country

As a participant in a Model UN, it is interesting to represent a country which you are not necessarily familiar with. That means you need to learn about the country you will represent so that you can successfully perform as one of its representatives. It is important to have a basic knowledge about several aspects of the country such as the political structure, economic situation, geopolitical characteristics and so on. It is also extremely important to know what your country stands for in the concrete issue that will be dealt with during the sessions.

Only one website is particularly useful for this part : The World Facebook online by the Central

Intelligence Agency (CIA) : <https://www.cia.gov/library/publications/the-world-factbook/>

The World Facebook by CIA is designed for the top officials of the United States main institutions (Congress, Secretary of Foreign Affairs ...) and constantly updated by the CIA services. You will find every possible information, historical background, data, statistics that you need for every single country of the world.

IV. Researching the issues

Every Model chooses the issues that they consider relevant to be discussed by the participants during the sessions in the different bodies. All participants need to acquire knowledge on the issues, so that they may properly defend the represented country's points of view.

When facing your topic at the beginning of your research, you can be a bit stressed by the amount of information that you are going to have to process and also where to find them. A simple process can help you deal with it without problems.

- **Analyzing the « study guide »** : You should always refer to the « study guide » designed by your chairs and usually put on the MUN website or sent to you by email. It will provide you some comprehension keys to the topic. Read it several times and analyse it. At the end of this work you should be able to engage some more specific research on the problematic of your topic.
- **Gathering the information** : You can easily find information, reports, by searching on the national or international institutions in charge of the issues discussed. You will need to take into account several aspects if you want to be well-prepared :
 - **History** : You will need to know the history of the issue
 - **Current situation** : You will need to search on the recent political deals/treaties signed by your country and by the international community in order to understand where you have to stand and also to offer new and innovative solutions during the conference and not repeating what has been already done in the real world.
 - **Main actions** : You have to know who has the power on this issue, what political forces are in the game. You should actually look at this while choosing the country that you want to represent in order to get an interesting position.
 - **Figures** : Nothing has value if you don't have figures. Key figures describing the trends, the successes or the failures of measures are among the greatest arguments during debate. It is even important to have good websites that you can access during the debate so that you can quickly check during the conference (use it only when you really need it, a delegate should always be aware of the talks and should not disconnect from the discussions too often).

POSITION PAPER

I. What is a position paper ?

A position paper is the official position of a Member State about a specific topic. Usually, there are two topics for every conference. it should not exceed **one to two pagers** per topic and should be handed in before the beginning of the conference to the chairs of the committee. Every position paper is published before the conference and is available to all delegations.

II. What is the purpose of a position paper ?

A position paper serves as a guideline to describe the political position of a Member State on a specific topic. It is the backbone of that State's political achievements and helps to organize political ideas and targets. It also helps a delegate prepare his opening speech.

Furthermore, reading other position papers is an opportunity to identify the political position of other committee members. This should be analyzed as a tool for shaping alliances and strategies. It can also build the basis for further working papers or draft resolutions.

III. What should a position paper include ?

A position paper should be written with a clear strategy in mind and a coherent structure. The following structure is recommended :

- **Start** by exposing the origin of the problem and its implications. Share some statistics, which could be useful during the debate.
- **Illustrate** what a Member State's implication is which the topic and what has been done so far through treaties, resolutions or political decisions.
- **Justify** the position of the Member State.
- **Explain** what the Member State is aiming for in this debate, expose one or two solutions to the problem and show why the solution that is being proposed is the most appropriate.
- **Hold a leading and strong position.** The Member State should become an indispensable team player to other Member States in order to achieve support for a draft resolution.
- **Close** the position paper by clarifying what the stakes are for the international community, how it is affected by the problem and why the United Nations should act.

SOME TIPS FOR DELEGATES DURING THE CONFERENCE

1. **Always use the vocabulary and the established expressions during the conference** : a (big) list of established expressions is to be known by the delegate. There is a way to say pretty much everything during debates (speaking and resolution writing) and if you want to win an award, you will need to master them.
2. **Do not interrupt anyone** : during the debates whether they are chairs or fellow delegates. If you want to speak, you can ask the chairs for it and you wait for their answers by raising your placards.
3. **Do not be aggressive** : anger is often a mark of powerlessness. Considering that your ideas should prevail during the conference, anger or aggressively is the worst means to attain your goal. You should always keep your « sang-froid » and never shout or verbally attack another delegate. However, firmness and confidence are key qualities of a good orator.
4. **Cross-talks are forbidden** : you should resort to writing notes or messages to your partners and to other delegates as cross-talks always disturb the right course of the conference. Chairs will sanction such behavior.
5. **Always respect the chairs decisions** : for example, if you have asked for the floor several times and you did not get a positive answer, do not shout across to the chair in order to get it. Instead send a simple and polite note to the chair to point out that you have things to say. Usually, chairs are very concerned and try to let everyone speak. However, if you consider that the procedure was not respected you can raise a point of order. Do not raise a point of order unless you are sure of yourself.
6. **Dress accordingly to your position** : each MUN requires the same dress code. Boys should be dressed in a formal suit, and tie or similar alternative, blazer or jacket with formal trousers. Girls should be dressed equally formally in suites, smart separates (whether trousers or skirts) or dresses. Unlike the 4 previous rules, a chair will probably never openly penalize you considering your outfit. The point here is to emphasize on the necessity to « look serious » as it helps convey the right message at first glance. This means tying shoelaces, having a smart style and being well-groomed and above all (this one's for you boys !) knowing how to put a tie. If you don't know before going to a MUN please learn : the Assas MUN Society Team can help assist with that during trainings !

HOW DOES A MODEL UNITED NATIONS COMMITTEE RUN ?

Every Model United Conference has its own specificities regarding the rules of procedure. However, most of the rules are the same.

The Assas MUN Society's simulations will follow the rules that will be developed here but delegates have to keep in mind that they will have to check the specificities of the MUN they are participating in the Rules of Procedure document they could find on the concerned conferences.

Please note that all delegates that are selected to part of a Assas MUN Society delegation will have to attend a meeting before the conference as they will be given some key informations regarding the conference they are going to participate in.

I. Roll call

The dais will call countries in alphabetical order.

Once a delegation is called, it has to raise and stand whether it is

- **present** : the delegate have the right to abstain when voting on substantive procedure such as the voting on Amendments and Resolutions. These countries generally prefer neutrality during the debate.
- or **present and voting** : the delegate cannot abstain on substantive procedure.

In light of the delegations in attendance, the Chairs will settle the votes that are necessary for a **simple majority** and a **majority of the two-third** (which will be important during the voting procedures).

Once the roll call is done, one delegate has to raise his placard and propose a **Motion to Open Debate**.

Generally this motion is declared « in order » by the Chairs who will ask if there is **Other Motions on the floor**. Usually there are no other motions.

The Dais will then proceed to the vote on this motion asking those in favor and those against to alternatively raise their placards. A simple majority is enough to open debate and it easily passes in practice.

II. Settlement of the Agenda

In Model United Nations conferences, it is usual to have many topics.

Therefore, the first order of business for the Committee will be consideration of the Agenda.

- A motion should be made to put a topic area first on the Agenda. Once declared in order by the Chairs, this motion requires **seconds** (other delegates that also wish to put the concerned topic first on the Agenda will have to raise their placard to support the motion)
- The Chairs will ask if there are any **objections**. If there are none, this motion passes and the debate starts with the topic.
- If there are objections, a **Speakers List** will be established « for » and « against » the motion. At least two speakers have to speak « in favor » and two others « against » on a limited time set at the Dais' discretion. Once they finish their speeches, delegates do not need to yield their time.
- Once heard, a **Motion to Close Debate** will be in order. A **vote of two-third** is required for closure of debate on the Agenda.
- When the debate is closed, the Committee will move to an immediate vote on the motion. A **simple majority** is required for passage. **If the motion fails**, the other topic area will automatically be placed first on the Agenda.

III. The General Speaker's List

- The Committee will have an **open Speakers List** for the Topic Area being discussed.
- The Chair will either set a speaker's time or entertain motions to set a speaking time. As far as the Assas MUN Society training sessions are concerned, the speaker's time will be settled by the Chair.
- At any time, the Director may call for members that wish to be added to the Speakers List
- A member **may add its name** to the Speakers list **and may remove its name** from the Speakers List **by submitting a request in writing to the Dais.**
- The Speakers List **is the default activity of the Committee**, and will be returned to when there are no motions on the floor.
- A **motion to close** the Speakers List is **never in order**
- Once the Speakers List has been exhausted, the Committee will have to vote on Substantive procedures. Therefore, if no Working Paper has been accepted by the Chairs, delegates have to manage to keep delegations registered on the General Speaker's List.

IV. The different type of debate

No delegate may address a session without having **previously obtained the permission of the Chair.**

The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion or are offensive to committee members or staff.

The types of debate :

- **Unmoderated caucus :**
 - A motion for an Unmoderated Caucus is in order at any time when the floor is open.
 - The delegate making the motion must briefly explain its purpose and specify a time limit of the caucus, not to exceed twenty minutes.
 - A majority of members is required for to proceed to an unmoderated caucus.
 - The Chair may rule the motion dilatory and then overrule it at his discretion
- **Consultation of the Whole :**
 - Delegates may motion for a Consultation of the Whole where Parliamentary Procedure is suspended and informal discussion is carried out in the committee room
 - Speaking times and delegates taking the floor are determined in an informal, ad-hoc basis at the discretion of the delegates and when necessary, the Chair. The Chair can also ask the delegate who proposed the motion to moderate the debate.
 - A topic and time limit must be specified by the delegate making the motion.
 - This motion will pass given a simple majority.
 - During the Consultation of the Whole, delegate not taking the floor are required to remain respectful of fellow delegates.
 - The motion may be ruled dilatory or brought to an end at the discretion of the Chair.



→ Both Unmoderated caucus and Consultation of the Whole are informal debates.

- **Moderated caucus :**

- The purpose of the Moderated Caucus is to facilitate substantive debate at critical junctures in the discussion.
- The Director will temporarily depart from the Speakers List and call on delegates to speak at his/her discretion
- A motion for a Moderate Caucus is in order at any time when the floor is open.
- The delegate making the motion

Yields : once a delegate finishes his/her speech, the delegate have to yield the floor (during Consultation of the Whole, Moderated caucus and General Speaker's List)

- **Yield to another delegate** : the delegate's remaining time will be offered to the indicated delegate. If the delegate accepts the yields, the Chair shall recognize the delegate for remaining time. To turn the floor over to a co-delegate of the same member state is not considered as a yield.
- **Yield to Points of Information** : delegates wishing to pose a Point of Information will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Director, rhetorical and leading and not designed to elicit information. Only the speaker's answers to question will be deducted from the speaker's remaining time.
- **Yields to the Dais** : such a yield should be made if the delegate does not wish his/her remaining time to be open to Points of Information. The Chair will then move to the next speaker.

Only one yield is allowed per speech (i.e. no yields on yielded time). There are no yields allowed if the delegate is speaking on a procedural matter or his/her has time has expired. A delegate must declare any yield by the conclusion of his/her speech. If no yield is made, a yield to the director will be automatically assumed.

The Chair may limit the time allotted to each speaker.

The **minimum time limit will be ten seconds**.

When a delegate exceeds his/her allotted time, the Chair may call the speaker to order without delay.

V. Rules governing debate

- **Suspension or Adjournment of the meeting** : whenever the floor is open, a delegate may move for the suspension of the meeting, to suspend all Committee functions until the next meeting, or for the adjournment of the meeting, to suspend all Committee functions for the duration of the Conference. The Director may rule such motions dilatory. When in order, such motions will not be debatable but will be immediately put to a vote, barring any motions taking precedence, and will require a majority to pass. A motion to adjourn will be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the Committee.
- **Postponement and resumption of debate** : Whenever the floor is open, a delegate may move for the postponement of debate on a draft resolution, amendement or topic currently on the floor. The motion, otherwise known as « tabling », will require a two-thirds vote to pass and will be debatable to the extent of one speaker in favor and one opposed. No debate or action will be allowed on any draft resolution, amendment, or topic on which debate has been postponed. A motion to resume debate on an amendment, draft resolution or topic on which debate has been postponed will require a majority to pass and will be debatable to the extent of one speaker in favor and one opposed. If there is no speaker against, the motion automatically passes. Resumption of date will cancel the effects of postponement of debate.
- **Reconsideration** : A motion to reconsider is in order when a draft resolution or amendment has been adopted or rejected, and must be made by a member who voted with the majority on the proposal. The Chair will recognize two speakers opposing the motion after which the motion will be immediately put to a vote. A two-thirds majority of the members present is required for reconsideration. If the motion passes, the committee will immediately vote again on the draft resolution or amendement being reconsidered.
- **Appeal to the Chair** : Any delegate wishing to express concern over a procedural decision of the Dais may propose an appeal to the chair. This will not be in order for substantive matters. Once the appeal to the Chair is proposed, a second from another delegate is required for the appeal to be recognized. Once recognized, the delegate who raised the appeal will have thirty seconds to explain the reasons for this appeal. The Dais will then explain the reasons for the procedural decision taken. This will be followed by voting procedure, and in order to overturn the decision of the Dais, a two-thirds majority of those present will be required.
- **Right of reply** : A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply to the committee staff. The Chair will grant the Right of Reply at his or her discretion and a delegate granted will not address the committee expect at the request of the Chair. The granting of the Right of Reply will not be subject to an Appeal to the Chair.

VI. Rules governing points

- **Points of personal privilege** : Whenever a delegate experiences personal discomfort which impairs his or her ability to participating the proceedings, he or she may raise a Point of Personal Privilege to request that the discomfort be corrected. While a Point of Personal Privilege in extreme cases may interrupt a speaker, delegates should use this power with the utmost discretion.
- **Points of order** : During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Chair in accordance with these rules of procedure. The Chair may rule whether those points that are in order. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure.
- **Points of Parliamentary inquiry** : When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. A point of Parliamentary inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the Dais during caucus or send a note to the dais.
- **Points of information** : During the time yielded by a delegate to Points of Information, fellow delegates raise Points of Information by posing short, concise and clear questions to the delegate addressing the content of a speech. The Dais may interrupt or stop a delegate's question if it is not addressing the topic or conducive to a coherent exchange of information.

VII. Rules governing the path to a Draft Resolution

- **Working papers** : Delegates may propose working papers for committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format. Working papers are not official documents, but do require the signature of the Chair to be copied and distributed. Once distributed, delegates may begin to refer to that working paper by its designated number, but otherwise debate proceeds normally on the topic. No motion or vote is required to introduce a working paper.
- **Draft Resolutions** : A Draft Resolution may be introduced when it receives the approval of the Chair and is signed by a majority of number settled by the Dais during the committee session. There are two types of authors :
 - The sponsors : the main authors of the Draft Resolution, they can be 3 maximum. They are the ones who introduce it and mainly defend it during the substantive voting procedures (voting of amendments, voting on draft resolutions). If you want to win an award, you must be a sponsor. A sponsor can still be a signatory of another Draft Resolution (even though it is rare to see this situation during MUN conferences).
 - The signatories : delegates who mainly approve the Draft Resolution and support it. One delegate can support many Draft Resolutions.

→ Both sponsors and signatories have to be listed in alphabetical order on every draft resolution.

→ A Draft Resolution requires a simple majority of members voting to pass. After a Draft Resolution is passed, voting procedure will end and the committee will move directly into the second topic area. If there are no second topic, the Dais may call delegates to propose a motion the Close Debate.

- **Introduction of Draft Resolutions: Before voting on a Draft Resolution, the Draft Resolution has to be introduced.**

Once a Draft Resolution has been approved as stipulated above and has been copied and distributed, a delegate(s) may motion to introduce the draft resolution. The Chair, time permitting, shall read the operative clauses of the draft resolution. A procedural vote is then taken to determine whether the resolution shall be introduced. Should the motion receive the simple majority required to pass, the draft resolution will be considered introduced and on the floor. The Chair, at his or her discretion, may answer any points for clarification on the Draft Resolution. Any substantive points will be ruled dilatory during this period, and the Director may end this 'question-answer period' for any reason, including time constraints. More than one draft resolution may be on the floor at any one time. A draft resolution will remain on the floor until debate on that specific draft resolution is postponed, tabled or a draft resolution on that Topic Area has been passed. Debate on draft resolutions proceeds according to the general Speakers List for that topic area and delegates may then refer to the draft resolution by its designated number. No delegate may refer to a draft resolution until it is formally introduced.

- **Amendments** : Delegates may amend any draft resolution that has been introduced by adding to, deleting from or revising parts of the amendment. Only one amendment may be introduced at any given time. An amendment must have the approval of the Chair and the signatures of 12 members in the General Assembly, 5 members in the Economic Social Council and the Regional Bodies, or 3 members in Security Council simulations. Amendments to amendments are out order; however, an amended part of a draft resolution may be further amended. There are no official sponsors of amendments or friendly amendments. Perambulatory phrases may not be amended. The final vote on the amendment is procedural; however NGOs and Observer Nations will not be able to vote on amendments.
 - A motion to introduce an approved amendment may be introduced when the floor is open. If the motion receives the simple majority required to pass, the Chair will read the amendment aloud, time permitting. General Debate will be suspended and a Speakers List will be established for and against the amendment.
 - A motion to close debate will be in order after the Committee has heard from two speakers for the amendment and from two speakers against or from all the speakers on one side and at least two on the other side.
 - Following the normal procedure, the Director will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure.
 - When debate is closed on the amendment, the Committee will move to an immediate vote: Amendments require a simple majority to pass. Following the vote, debate will resume according to the general Speakers List.
- **Division of the question** : After debate on any topic has been closed, a delegate may move that operative parts of a draft resolution be voted on separately. Perambulatory clauses and sub-operative clauses may not be removed by division of the question.
 - The motion can be debated to the extent of at most two speakers for and two against, to be followed by an immediate procedural vote on that motion.
 - If the motion receives the simple majority required to pass, the Chair will take motions regarding the division of the question and prioritize them from most to least disruptive.
 - The committee will then vote on the motions in the order set by the Chair. If no division passes, the resolution remains intact. Once a division, requiring a simple majority, has been passed, the resolution will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is included in the final draft. If all of the operative parts of the substantive proposal are rejected, the draft resolution will be considered to have been rejected as a whole.
 - Parts of the draft resolution that are subsequently passed will be recombined into a final document. The final document will be put to a substantive vote as a whole, requiring a simple majority to pass.

VIII. Vote on the Draft Resolution

- **Reordering Draft Resolutions** : A Motion to Reorder Draft resolutions will only be in order immediately after entering voting procedure, and before voting has started on any draft resolutions. If the motion receives the simple majority required to pass the Chair will take all motions to reorder draft resolutions and then vote on them in the order in which they are proposed. Voting will continue until either a motion passes, receiving a simple majority, or all of the motions fail, in which case the committee will move into voting procedure, voting on the draft resolutions in their original order. Only one motion to reorder draft resolutions is in order in each round of voting procedures.
- **Roll call voting** : After debate is closed on any draft resolution, any delegate may request a roll call vote. Such a motion may be made from the floor following closure of debate on an amendment or topic. A motion for a roll call vote is in order only for substantive votes.
 - In a roll call vote, the Chair will call countries in alphabetical order starting with a selected member.
 - In the first sequence, delegates may vote
 - “Yes,” “
 - No,”
 - “Abstain,”
 - or “Pass.”

→ Those having votes “Pass” in the first sequence may only vote “Yes” or “No” in further sequences.

- A delegate may request the right to explain his or her vote only when the delegate is voting against the policy of his or her country; such a vote is termed ‘with Rights.’ The delegate may only explain a vote in favor or against, not an abstention.
 - All delegates who had requested the right of explanation will be granted time to explain their votes.
 - The speaking time will be set at the discretion of the Chair, not to exceed thirty seconds.
- The Chair will then announce the outcome of the vote.

IX. Precedence of motions

Motions will be considered in the following order of preference :

- Point of Personal Privilege
- Point of Order
- Point of Parliamentary Inquiry
- Adjournment of the Meeting
- Suspension of the Meeting
- Unmoderated Caucusing
- Consultation of the Whole
- Moderated Caucusing
- Introduction of Draft Resolution
- Introduction of an Amendment
- Postponement of Debate
- Resumption of Debate
- Closure of Debate

At the start of voting procedure, the following points and motions are one order, in the following order of precedence :

- Point of Personal Privilege
- Point of Order
- Point of Parliamentary Inquiry
- Reordering Draft Resolutions
- Division of the Question
- Motion for a Roll Call

A quick recap of the kind of debates that exists in MUNs :

Formal Debate	Moderated Caucus	Unmoderated Caucus
<ul style="list-style-type: none"> • This is the default form of debate, that the committee will revert back to outside of moderated and unmoderated caucuses. Speakers take the floor in succession, following a list that is established at the opening of the debate. This is the default form of debate, that the committee will revert back to outside of moderated and unmoderated caucuses. Speakers take the floor in succession, following a list that is established at the opening of the debate. • Usually, you can ask to be added to the speaker's list through a note sent to the chair. Also, the chairs will periodically ask who wants to be added to the list. 	<ul style="list-style-type: none"> • Takes place in regular session when the Chair allows for a more flexible interaction between delegates (compared to formal debate). Delegates are free to address the committee without being added to the list of speakers. Also they can ask questions and comment on an issue within a provided speaker's time and the debate is generally more efficient then during the regular formal debate (where the list of speakers can limit the number of times a delegate can speak). • To propose a motion for a <i>moderated caucus</i>, use the following phrase: The delegate of (country) would like to propose a motion for a moderated caucus of (time: 10-20 minutes), (time: 30 seconds to 1 minute 30 seconds) speaking time, on the topic of (topic). 	<ul style="list-style-type: none"> • Form of informal debate (or consultations) where delegates are not obliged to remain seated, but can walk around the room and negotiate matters with their fellow delegates. These are often used to negotiate on important sub-issues, meet with delegates whose States' share a similar position, or coin a working paper. After the time provided for this caucus is elapsed, the delegates return to seating and formal debate goes on. • To propose a motion for an unmoderated caucus, use the following phrase: The delegate of (country) would like to propose a motion for an unmoderated caucus of (time: 10-20 minutes) on the topic of (topic).

OPENING SPEECHES

An opening speech marks the beginning of the debate. It gives each delegate a chance to present their country's position regarding the topic being debated.

It is given at the beginning of the debate, after the roll call has been taken and the topic has been voted on. The Chairs will create a list of delegates who wish to give speeches about their countries' position. Each delegate has only one to two minutes to deliver their speech. Delegates should give precise information about their State's situation as well as their perspective regarding the issue debated. Giving an opening speech is not mandatory. However, it is the occasion to give a good first impression.

Here is a little guide on how to write an opening speech : what the speech must contain.

Preliminary question: *What does the topic refer to?*

A. **Country Research:**

- What are your country's main resources and what is it missing? What does this impact ?
- What form of government does your country have ?
- What countries does your country ally itself with on this topic ?
- What is the status of your country's economy ?
- What do the World Bank and IMF reports say about your country?
- What are the top 3 issues in your country at the moment?

B. **Topic Research:**

- What is the problem and how has it evolved recently ?
- Where is the issue most problematic ?
- How has the issue directly or indirectly affected your country ?
- What has your country done to combat the problem ?
- What are your country's proposed solutions to the problem ?

Country information:

- <https://www.cia.gov/library/publications/the-world-factbook/>
- <http://www.worldbank.org/en/research>
- http://news.bbc.co.uk/2/hi/country_profiles/

CRISIS COMMITTEE

Crisis committees deeply differ from traditional MUN committee simulations as they are less formal and, in some way, far more dynamic.

A Crisis committee is generally composed up to 20 delegates and is headed by either two co-chairs or one chair responsible for moderating debate.

Besides debating, delegates may communicate with one another and, with the Crisis Room through written notes that are generally kept secret, although there is always a chance that they may be leaked.

The Crisis can revolve around one committee in which members struggle for power internally, or several committees called Joint Crisis, where committees will battle each other for the control of a territory or a state.

By far, the most exciting aspect of crisis simulations are the crises themselves. Unlike other types of committees, Crisis actually moves forward in time and can be affected by events that occur in the outside world. In sessions debate may be interrupted with important news or information. Wars may break out, natural disasters can occur, and scandals or corruption can be revealed. Delegates must be able to think quickly, for a single crisis may alter the course of the debate and create new problems that must be responded to immediately.

Typically, most of the time in a crisis committee is spent in either moderated or un-moderated caucus, debate formats appropriate to the small number of participants and the rapidly changing nature of the situation.

I. Before the simulation

Rather than representing countries, each delegate is assigned a character to play for the duration of the conference. Information about this character is sent prior to the event, and delegates are encouraged to embrace and genuinely act according to their position. The dossier will also detail delegates' portfolio powers : the powers and responsibilities that they may assume in the committee.

Before committee, make sure you go through your character-profile to fully understand what your powers are, but also what they are not. Notes that try to work outside the range of what a character can do will be rejected and will not allow the delegate to go through with the action request.

II. Writing a good Crisis Note

A good Crisis Note should answer the following questions :

- Who are you writing to ?
- What do you want to accomplish ?
- When do you want it accomplished ?
- Where do you want it to happen (if applicable) ?
- Why do you want to do this ?
- How do you intend to accomplish it ?

Crisis directors will send follow-up questions if you do not adequately cover these questions, which could make you lose precious time, particularly if you are urgently trying to avoid an assassination attempt or trying to get highly compromising information on an opponent.

The most important question, and hence the one which requires that you spend the most time thinking about and writing, is the « How do you want to accomplish it ? » question. This asks for a detailed and realistic scenario explaining the plan of action you wish to see put in place in order to meet your goals. While in General Assembly you only had power to suggest and recommend, Crisis committees give you power to take action.

Throughout the course of the conference, crisis delegates will be faced both with opportunities to assassinate other characters, and threats against their own person. The latter logically supposes that the more you master the « rules » of assassination, the better you will be able to protect yourself from them.

1. Consider the timing : an assassination request within the first few sessions of a conference is not likely to get approved. Ultimately your crisis staff decide whether the time is appropriate.
2. Select your target carefully : Crisis staffers like to know the justification for an assassination, otherwise they may not grant it.
3. Use your powers : make sure that your assassination request employs powers that your position actually confers. For example, a Minister of Finance would not have an elite force of secret agents at his disposal, but he would have access to funds to hire an assassin or mercenary. This also shows the importance of getting the support of other committee-members, as this will likely increase the spectrum of resources at your disposal to launch effective assassination attempts.

III. The Crisis team

While delegates debate in their committee room, a whole host of staff members is hard at work in the Crisis Room creating further scenarios.

These staff members are also responsible for presenting crisis updates to delegates in creative and innovative ways, and for responding to the notes that delegates may send at any time.

There are four types of documents which be released by an individual delegate or by the committee as a whole.

- **Directive** : A formal action taken by the entire committee, which must first be voted upon.
- **Communiqué** : A formal message from a committee or delegate to be communicated to other bodies (simulated or un-simulated). If sent from the committee, communiqués must first be approved by a majority vote.
- **Press Release** : A statement from a committee or a delegate that they want expressed to the general public. If sent from the committee, press releases must first be approved through a vote.
- **Individual Action Order** : Action taken by an individual delegate in accordance with their portfolio powers. For example, a Minister of the Interior may send a note to the Crisis Room requesting to place police officers on patrol in front of the house of another delegate to investigate who enters and leaves.

Work with the crisis team; not against it. Keep in character when sending your notes, and try asking questions about what the crisis team seems to be hinting at and building as a new storyline for the committee.

IV. Quick tips during Committee

- Always be active – whether by note passing or by contributing in caucuses.
- Always be as detailed as you can in directives; this will increase the chances of seeing it succeed, as well as make sure you do not lose time responding to the crisis directors asking for more detail afterwards.

Warning : crisis staffers often seek to exploit weaknesses in a note. Specific every detail in an important directive, and try thinking of possible loopholes before sending any request.

- If directors tell you there is nothing suspicious about a delegate, this does not mean you should clear this delegate of any suspicions. Rather, this could mean the directors do not wish to have the person uncovered yet.
- Depending on your character profile, try building compromise and suggesting actually workable ideas in the cabinet, for which you will gain credit.

Remember : being in a crisis committee is all about being logical, analytical, and flexible.