



**Haileybury Model United Nations  
2020**

Delegates Guide

# Contents

1. Conference outline	3
2. Preparation and participation guide	4
3. Procedure for submitting resolutions	8
4. Security Council	9
5. The role of the Ambassador	10
6. Parliamentary procedure at a glance	11
7. Dress and behaviour code	12
8. Awards at Haileybury MUN	13
9. Resolution Introductory phrases	14
10. Sample Resolution	15

This guide contains a summary of the key information required by delegates, especially first-timers. The full Rule of Procedure for Haileybury MUN can be found on our website.

# 1.

## Conference outline

Each delegate has been assigned to a delegation representing a particular country (a member-state of the UN) and a particular committee.

There are eight main committees:

- GA1: Disarmament & International Security
- GA2: Ecology & Environment
- GA3: Economic & Social
- GA4: Special Political and Decolonisation
- Human Rights Council: Sub-commission 1
- Human Rights Council: Sub-commission 2
- Special Conference Committee

In order to ensure a spread of delegates across each committee, each delegation is allocated particular committees by the Secretariat.

In addition to these committees:

- The Security Council comprises 15 member states. These are the five permanent members (China, France, Russia, United Kingdom and United States of America), and the ten non-permanent members, elected for two-year terms.

The rules of procedure for the Security Council are slightly different to other committees, and delegates in these committees should refer to the relevant sections of this guide.

The Agenda sets out particular topics for discussion within each committee. Only resolutions relating to these topics will be accepted by the Approvals Panel.

### **Lobbying**

Delegates go into lobbying at the beginning of the conference - there will be some time for this both before and after the Opening Ceremony on Friday evening. Resolutions should be written before the conference, and during this time, ideas will be pooled, resulting in merged resolutions. Delegates should also attempt to obtain signatures of enough people willing to support their resolution as co-submitters. Details of the criteria needed for a resolution to move from lobbying to the Approvals Panel can be found later in this guide.

### **Policy statements**

Each delegate from each country will make a Policy Statement to his or her respective Committee of a **maximum of one minute**. The purpose is to highlight the delegation and to bring to the attention of the committee the issues which of particular concern to the country represented by that delegation.

### **Committee debate**

Most of Saturday, and Sunday morning, will be spent debating resolutions in committee. This will involve the main submitter reading the operative clauses, followed by time for and against the resolution, in which delegates may make speeches. Speeches will be followed by Points of Information (questions). During time against, amendments to resolutions will be considered.

### **General Assembly and Plenary Sessions**

On Sunday afternoon, the committees will join together to form plenary sessions. Here selected resolutions which have passed the committee stage will be debated by the whole group. The General Assembly committees with the Conference Special Committee and Human Rights Council committees will each have their own plenary session. The Security Council will join with the General Assembly after a crisis introduced in the morning.

### **Other parts of the conference**

The conference will formally begin with an Opening Ceremony at 6pm on Friday, and end with a Closing Ceremony at the end of General Assembly on Sunday. On Saturday evening, there is a disco for delegates, and on Sunday morning, an ecumenical Act of Observance in the Haileybury Chapel.

A detailed timetable will be included in the Welcome Pack distributed on arrival.

## 2. Preparation and participation guide

### **How to be diplomatic**

The essence of MUN is to try to recreate reality. As a diplomat therefore, you must be ultimately diplomatic, creating or maintaining peace and accord, the purpose of the real UN. You should, therefore:

- Become aware of the will of your committee
- Achieve consensus for decision-making
- Emphasise negotiation, rather than confrontation
- Address the issue by defining its terms
- Never indulge in meaningless rhetoric
- Never sacrifice the country's interest to serve private motives (either your own or someone else's).

### **Research**

The more you know, the more you can say. The more you say on relevant topics, the more you are respected, and the more you are respected, the more you are in demand to speak. The more you speak, the more you will enjoy MUN.

- Use The CIA World Fact Book to get reliable information on countries, including their policies and demographics.
- Delegates should research their issues on five levels:
  - What is the issue all about?
  - What is their designated country's attitude to it?
  - What has the UN done about it?
  - What have been the UN's successes and failures?
  - How could the UN improve their handling of the issue?
- Come with a resolution on one of your committee topics (or multiple resolutions on different topics if you're keen) – see the section on procedure for submitting resolutions for more detail.
- Research thoroughly the topics that you don't have a resolution on, so that you can participate when they are being debated.
- Get to know your country's policy on the topics being debated – if you are caught out saying something which disagrees with your country's policy, it will be very embarrassing, and your credibility will be called into question.

- Read the newspapers, books and articles on your topics, making notes to refer to during debate.
- Try to come up with your own ideas on how to solve the problems being debated.
- Get hold of UN publications on your topic and previous MUN resolutions, but bear in mind that if you copy actual UN resolutions or previous MUN resolutions you may be accused of plagiarism and the resolution will be rejected.
- Know the policies of important countries who have an interest in your topic and then you will know if they veer away from their official policies.
- Be aware of countries that may hold similar views and also of potential opposition.
- Use the Research Reports available via the Haileybury MUN website.
- Delegates should be familiar with the Charter and its aims.

### **Lobbying**

Lobbying is one of the most interesting and enjoyable parts of MUN! First impressions are important.

- Appear confident and knowledgeable;
- Hand round copies of your resolutions to everyone in your committee, and be ready to give a brief summary of your key points.
- Be very persuasive, and be prepared to resolve any problems a country may have with your resolutions by amending them or merging them with another.
- Flexibility is not a sign of weakness – rather it is a sign that you are working as a diplomat. When merging a resolution you must politely urge that you speak on it when it is debated. As first speaker you and your country get most credit if it passes – and most sympathy if it fails.
- Never panic, and get involved with discussion fully. If you get going, and go around everyone, influencing proceedings, people will trust, like, and respect you.
- Try to get as many co-submitters for your resolutions as possible. You will need ten to submit your resolution to the approval panel.

### **Merging**

- Merging is a vital part of Haileybury MUN.
- Because time is short there may not be time for you and your co-submitters to retype your whole resolution - but if it is on your USB pen/memory stick, then this is easy to resolve.
- It is best, however, to find the time to make changes using the computer suite, which will be available during the conference.
- The importance of merging cannot be stressed too highly. As the saying goes 'two heads are better than one': if there are two people promoting a resolution it will obviously take half the time to find the ten co-submitters needed to be accepted by the approval panel.
- YOU MAY NOT MERGE RESOLUTIONS BEFORE THE CONFERENCE.

### **Committee Work**

- In all your dealings, be courteous to everyone, especially the Chair, and always address them as 'Mr. Chairman' or 'Madam Chair' in debate, however well you know him/her.
- Chairs get annoyed by dilatory points and poor debate. If he or she sees you contributing negatively to the debate you are unlikely to be recognised.
- If you are not being noticed, BE PATIENT. If you do complain, do so with an even temper and charming manner.
- Get up to speak as soon as possible. Once the first ordeal is over you will find that you want to get up and speak again and again.
- Always have Points of Information prepared, and be as constructive as possible on all resolutions.

- Shafts of wit can help you, but do not go for cheap laughs. Always speak slowly, clearly and loudly, so that people can hear, and respond to, your points.
- Remember, when talking on a resolution, you are a salesperson.
- Therefore do not ramble on about what each individual clause achieves. Everyone can understand that. Bring people around by general argument, and then, in replies to questions, impress your audience with your deeper knowledge.
- Gain eye contact with your audience.
- Do not try to make too many points in your speech. All debate must be constructive.
- Ensure that your arguments against others' resolutions are sensible and politely expressed.
- Use moderate language, and never insult those with whom you disagree.
- Anticipate what arguments may be made against your amendment and resolution.
- The first sentence of your speech is crucial in grabbing your audience's attention.
- Most importantly, learn from other good speakers.
- Passing a constructive solution is the individual goal of MUN. Never forget that, as a delegation, you must work together as a team to win any of the coveted and prestigious awards.
- Committees will be run using closed debate, at the Chair's discretion. The aim of the committees is to build consensus, and thus, if the committee fails all resolutions, it will have nothing about which to report back in GA.

### **Writing an Amendment**

If an improvement to the resolution can be made by striking or adding to an operative clause, delegates can submit amendments to the Chair.

- There will be no amendments in time for, and limited amendments in time against.
- The chair must receive all amendments well in advance of the speaker obtaining the floor. It is at the Chair's discretion which amendments will be debated. To allow them to make a fair judgment of which amendments to debate, you must submit all your amendments as quickly as possible.
- You should submit all your amendments on either official notepaper or on official amendment sheets.
- A separate sheet of paper must be used for each amendment. All amendments must state: the clause(s) in which the amendment is to be made and the nature of the amendment, e.g. 'strike' or 'insert'. Amendments may be hand-written, but must be legible – illegible or untidy amendments will be ruled out of order.

The more you contribute to the resolutions through amendments and debate, the more you will get out of MUN, and you will also increase your chances of presenting your committee's resolution to the GA.

### **Policy Statements in Committees**

- There are no Ambassadors speeches in opening ceremony; instead there are Policy Statements in Committees.
- The purpose behind this change is to involve more delegates - and to ensure that every delegate "breaks the ice" by having to say something at the start of proceedings!
- Time your statement carefully - you will have just one minute. Make sure that your Chair does not have to cut you off in mid-flow after the strict one minute time allowance has elapsed, because you have misjudged the length of your speech.
- The Policy Statement provides you with an ideal opportunity to gain attention and admiration for yourself and your country.
- Be witty - but not rude, over the top or obscene - and make sure that there is a serious and relevant message behind what you say, preferably directly concerning your country and the topics that your committee is going to debate.

- If you are able to command everyone's attention, you will reap the benefits later on

### **General Assembly and Plenary Sessions**

- These will operate in much the same way as the committees.
- Speak, don't shout, into the microphones to avoid embarrassing and time-wasting Points of Personal Privilege, which normally pertain to audibility.
- Be as keen to speak as you should have been in Committee, and do not hesitate to speak for or against any resolution on any topic. Above all, get up to speak as soon as possible, and then as often as possible after that, but only if you have something relevant to say.
- GA can be frustrating. If you have something sensible to say, keep waving your placard.

### **Right of Reply**

For time reasons, there will be no Rights of Reply to Policy Statements in Committees. Likewise, they will be very rarely entertained in response to Points of Information and only at the Head Chair's discretion. Head Chairs will be told not to entertain them except under circumstances that will be productive for debate.

### **Publicity and Notepaper**

Good notepaper can aid your cause. Make your publicity relevant to your country's policies.

Notes can be used in a number of ways:

- to discuss policy with allies or to request a policy statement on a particular issue
- to request the opportunity to speak after a certain nation in debate
- to submit amendments
- to express gratitude or remorse for a speech made or a question asked

But be aware that inappropriate notes will not be tolerated.

MUN improves your speaking skills, your general knowledge, your knowledge of politics, and your diplomacy. You make new friends unbelievably quickly, and enjoy yourself enormously, but only if you get involved quickly, and to the fullest extent.

# 3.

## Procedure for submitting resolutions

At Haileybury MUN, draft resolutions are produced by delegates before the conference. In order to be debated, resolutions must obtain sufficient co-submitters, be checked by the committee Chairs, and passed by the Approvals Panel.

The procedure for the Security Council is slightly different to that listed below, and will be explained in full by the Presidents on the Friday.

You will need to bring an electronic copy of your resolution to the conference (for upload to our online Approvals system), as well as around 40 hard copies for lobbying.

Detailed rules on resolution construction and lobbying can be found in our full Rules of Procedure.

### Writing resolutions

- Resolutions should represent your allocated country's views, not your own.
- In order to ensure that resolutions are a proper basis for debate, the length of resolutions will be limited to 12 operative clauses, with no more than 18 sub-clauses across the resolution.
- Resolutions should be correctly formatted – see the exemplar at the end of this guide.
- A list of suggested introductory phrases for perambulatory and operative clauses can be found elsewhere in this guide.
- Resolutions may not be copies of resolutions submitted at other conferences or at the real United Nations.
- Most delegates bring one resolution to the conference, although some bring more (or none).

### Lobbying

- Each draft resolution must be co-submitted by at least 10 delegations.
- No more than two delegations from one school may co-submit a resolution –this will be checked!
- A delegate may one sign two resolutions on the same topic.
- Only one of the submitting delegations may present the resolution to the Approval Panel, although any of the submitters of the resolution may read, speak on or move the resolution.
- Once a resolution has sufficient co-submitters, it should be taken to the Chair, who will provide a code to enable you to upload it to the approvals system. This can be done from either the school computers or your own.

The Chairs may, at their discretion, adjust the number of signatures required, or rules about how many resolutions on the same topic a delegate may co-submit, in response to the situation in their committee.

### Approvals Panel

Once the resolution is on the computer system, take the covering sheet with the co-submitters' signatures to the Approvals Panel.

Please note that the Approvals Panel will only open *after* Opening Ceremonies.



The Approvals Panel will check the resolution, looking for the following:

- Spelling, punctuation and grammar – mistakes will be corrected (but this is no excuse for you to fail to proof-read your resolution before submission)
- Format – again, mistakes will be corrected, but this is time-consuming for the approvals panel, so please match the format of your resolution to the exemplar at the end of this guide.
- Whether the resolution makes sense. This is the most important point. The aim is to ensure that the resolution is a sound basis for debate. Minor issues will be corrected; major ones will result in the resolution being failed.

A resolution will not be rejected on the grounds of content.

If your resolution is approved, you do not need to take any further action – it will enter the selection process for debate. If your resolution is failed by the Approvals Panel, you should go and see them, and an Advisor or Rapporteur will explain why the resolution failed. You can then amend and re-submit it.

In order to check on the process of your resolution through the Approvals Panel, you can use the HMUN app, visit the approvals website, or look at the screens in various locations.

### **Selection of resolutions for debate in committee**

Once resolutions have been approved, they will enter a pool from which those to be debated are selected. Selection is carried out by the Director, Secretaries-General and Rapporteurs, following advice and requests from committee Chairs. Unfortunately there will not be time to debate every resolution, and resolutions will be chosen because they are expected to generate good debate, and to ensure a spread of topics within each committee, and schools across the whole conference.

### **Selection of resolutions for debate in Plenary Sessions**

At the end of Saturday, Chairs will present their recommendations for resolutions to go to be debated in Plenary Sessions. The Director, Secretaries-General and Rapporteurs will then make the final decision, ensuring a spread of schools are represented.

## 4. Security Council

The Security Council will meet after the Opening Ceremony on Friday. The exact rules of procedure will be explained by the Presidents on Friday evening. The key features are:

- Resolutions will be debated on a clause-by-clause basis.
- The five permanent members have the power of veto.
- At some point on Sunday, a (fictional) Crisis will be announced.

# 5.

## The role of the Ambassador

The Ambassador is in charge of his or her delegation and is ultimately responsible for the attendance, behaviour and good conduct of all members of that delegation.

Before the conference, the Ambassador should:

- ensure that delegates are appointed to each committee
- ensure that members of the delegation understand how the conference will operate
- assist members of the delegation with their research and preparation
- review draft resolutions written by members of the delegation
- oversee the preparation of policy statements (speeches of up to one minute given by all delegates at the start of committee)
- design, print and distribute relevant and acceptable notepaper to members of the delegation

During the conference, the Ambassador should:

- register with Administration at the start of the conference
- distribute placards and name badges to members of the delegation
- attend the Security Council for questioning, if summoned

## 6. Parliamentary procedure at a glance

<i>Motion to</i>	<i>May interrupt the speaker</i>	<i>Requires a second?</i>	<i>Can be objected to?</i>	<i>Explanation</i>
Extend debate time	No	Yes	Yes	Extends the time with which a resolution is debated
Move to time against/ voting procedure	No	Yes	Yes	If in time for, it moves the debate to time against. If in time against, moves the debate to voting procedures.
Move to open debate	No	Yes	Yes	If in time against, it makes the rest of the time for the resolution so any opinion can be voiced.
Table a resolution	No	Yes	Yes	Have the resolution debated at a later time
Adjourn the meeting	No	Yes	Yes	Have a brief break
Divide the house	No	Yes	Yes	If the number of abstentions could make the difference between the resolution failing and passing. Only entertained if the resolution originally fails.
Refer the main motion to another committee	No	Yes	Yes	Send the resolution to be debated by another committee.
Postpone indefinitely	No	Yes	Yes	Stop debating this resolution and not return to it.

All of these motions all of these motion are at the discretion of the Chairs and some of them can only be entertained with the express permission of the Secretaries-General.

The full Rules of Procedure for Haileybury MUN can be downloaded from our website.

# 7.

## Dress and behaviour code

MUN is a role-playing exercise and, therefore, students are expected to look and behave like diplomats. In order to attain the degree of formality required, all delegates should observe and abide by the following code.

### **Dress code**

1. All delegates are required to wear formal clothing.
2. Denim and Corduroy is not permitted.
3. Delegates must not attempt to imitate national costume.
4. Male delegates are required to wear a jacket and tie.
5. Female delegates are required to wear a formal skirt, trousers or dress with a jacket. Short skirts (more than two inches above the knee), low-cut tops and bare midriffs are not permitted.
6. Jewellery and make-up should be unobtrusive, with no face piercings.
7. No stilettos (they will damage the floors), or high heels above three inches. Please do not wear high heels in the sports hall.

### **Behaviour code**

1. The decisions of the Chair must be respected at all times, both in GA and in committees.
2. All delegates must treat one another with respect. Insulting language is not permitted, nor other forms of negative behaviour such as staging walk-outs and declaring war.
3. During committees and GA, delegates should be listening to and participating in the debate, not playing games, texting, using social media etc. on portable electronic devices.
4. Smoking is banned everywhere at all times.
5. Alcohol and other intoxicating drugs must not be consumed during the conference, including the delegates' function, and must not be brought onto the premises.
6. Please do not chew gum in the school, due to problems caused by inconsiderate disposal.
7. Please do not walk on the grass in either the main quad or the one by the dining hall.

Anyone found to be breaking the above rules will be reported to their MUN advisors. Committee Chairs also have the power to temporarily confiscate electronic devices in cases of persistent misuse.

Breaches of the behaviour code may result in a delegate or delegation being removed from consideration for an award, and serious misconduct could result in a ban from further participation in this and future conferences.

# 8.

## Awards at Haileybury MUN

### **Available awards**

- Up to three 'distinguished delegation' awards
- Up to four 'highly commended' delegation awards
- Up to three 'distinguished delegate' awards within each committee
- Up to four 'highly commended' delegate awards within each committee

These numbers are merely a guide and will be finalised on the Sunday.

### **Award criteria**

- Knowledge of the issues
- Constructiveness of debate
- Helpfulness to other delegates and to the smooth running of the conference
- Knowledge of the country which is being represented: acting the role

Award winners will be recommended by Committee Chairs, the Secretaries-General, Advisors and Rapporteurs. The final decision lies with the Director of Haileybury MUN.

Awards will be announced at the closing ceremony. After the closing ceremony has finished, all awards and their recipients will be added to the website. This will allow delegates who may have had to leave early or who want to keep a memory afterwards to view the details after the conference has ended.

# 9.

## Resolution introductory phrases

### Preambulatory Phrases

Affirming  
Observing  
Accepting  
Approving  
Reaffirming  
Realising  
Recalling  
Believing  
Recognising  
Bearing in mind  
Referring  
Confident  
Seeking  
Taking into account  
Declaring  
Urging  
Deeply concerned  
Welcoming  
Deeply conscious  
Deeply convinced  
Deeply disturbed  
Deeply regretting  
Defining  
Emphasising  
Expecting  
Expressing its appreciation  
Expressing its satisfaction  
Fulfilling  
Fully aware  
Fully alarmed  
Fully believing  
Further deploring  
Further recalling  
Guided by  
Having considered  
Having examined  
Keeping in mind  
Noting with regret  
Noting further  
Strongly suggests

### Operative Phrases

Authorizes  
Affirms  
Alarmed by  
Aware of  
Calls for  
Calls upon  
Urges  
Contemplating  
Congratulates  
Convinced  
Confirms  
Taking note  
Considers  
Declares accordingly  
Deplores  
Draws the attention  
Designates  
Emphasises  
Encourages  
Endorses  
Expresses its appreciation  
Expresses its hope  
Further invites  
Further proclaims  
Further reminds  
Further recommends  
Further resolves  
Further requests  
Have resolved  
Proclaims  
Reaffirms  
Further Recommends  
Reminds  
Regrets  
Requests  
Solemnly affirms  
Having received  
Trusts  
Takes note of  
Transmits  
Supports

Remember that these are only suggested words, and that others can be used. Also note that each introductory phrase may only be used once in a resolution.

# 10.

## Sample resolution

**COMMITTEE:** Human Rights II  
**QUESTION OF:** Uyghur Muslims in China  
**SUBMITTED BY:** Kuwait

*Drawing to attention* to the fact that one has the right to freedom of thought, conscience and religion; freedom, either alone or in community with others and in public or private, to manifest one's religion or belief in teaching, practice, worship and observance as stated in the Universal Declaration of Human Rights Article 19,

*Condemning* China's on-going discrimination against the Uyghur Muslims through the annihilation of their language, religion and community,

*Noting with deep concern* the Chinese government's categorization of the Uyghur Muslims as "terrorists",

*Alarmed* by China's crushing campaign of religious repression in the name of anti-separatism and counter-terrorism is supported by no hard evidence,  
*Aware* of China's forceful persuasion of Central Asian member states to co-operate in destroying the Uyghur voices within them and to return any political dissidents,  
*Deploing* the Chinese government's signing of a cooperation agreement in 2000 with Turkey ensuring a crackdown on Uyghur separatist groups, who had fled China due to its persecution of them,

*Deeply disturbed* by China's use of the September 11 attacks to promote the persecution of Uighurs as its own 'war on terror',

*Recalling* the words of Chinese president Jiang Zemin 19 March 1996 to "do whatever it takes to prevent the East Turkistan problem from being internationalized",

*Deeply convinced* that the creation of a fully independent state for Uyghur Muslims comprising of Uighurstan in the Xinjiang Uyghur Autonomous region would eliminate Uyghur abuse by the Chinese Government,

Bearing in mind that this state would allow the Uyghur's to enjoy a lifestyle free from abuse, discrimination and unjust restrictions, where they can freely practice their religion and be proud of their culture,

1. Urges all member states to press China to repeal these regulations and end their policies and practices of discrimination against Uighurs through:

- a) Refusing to enter into any further agreements with the Chinese government concerning the muting of the Uighurs,
- b) Gradually limiting trade with China until the basic rights of the Uighurs are met;

2. Strongly believes that no country should return to China any Uighurs claimed by China to be involved in terrorism, separatism or other criminal acts without concrete evidence;

3. Asks that China terminate any contracts putting the Uighurs into the hands of a foreign government who can control their rights and without trial, deport them;

4. Encourages the creation of the United Nation Commission for the Protection of Uyghur Muslims (UNCPUM) which will act as an intermediate between Uyghur political leaders and the Chinese Government in order to:

- a) Maintain peaceful communication and relay any issues between the two parties on a regular basis whilst encouraging diplomatic progress between the two parties,
- b) Deal with any terrorist or other claims against the Uyghur people to ensure that all cases are fair and properly dealt with and if appropriate provide them with UN lawyers should they be taken to court;

5. Calls for organizations such as (but not limited to) the World Uyghur Congress, The Uyghur American Association and the East Turkestan Liberation Organization to challenge Chinese assertions that all Uyghur separatists are criminals or are connected to international terror networks;

6. Stresses that no government should be allowed to use counter-terrorism as an excuse to silence peaceful expressions of political or religious views which would otherwise prohibit its citizens from expressing themselves and allow injustice to be inflicted on them by a government which tramples on their dignity and rights;

7. Encourages the UNCPUM to, after it's established, ensure to create a separate and independent state for the Uyghur people located in the Xinjiang Uyghur Autonomous region which will:

- a) Provide safe living conditions and full rights for the Uyghur people as well as religious and cultural freedom,
- b) Originally be provided with sufficient funding by the IMF to develop a functioning and stable economy and society which will be sustainable for future Uyghur generations.