

MODEL UNITED NATIONS MASTER DOCUMENT

TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
WHAT IS MODEL UNITED NATIONS (MUN)?.....	2
WHAT TO EXPECT AT A CONFERENCE.....	3
GENERAL SUMMARY:.....	3
GENERALISED CONFERENCE SCHEDULE:.....	3
COMMITTEES (GENERAL ASSEMBLIES):.....	4
RULES OF PROCEDURE (ROP):.....	4
POSITION PAPERS:.....	5
RESOLUTIONS:.....	6
SPECIALISED COMMITTEES:.....	6
CRISIS COMMITTEES:.....	6
DIFFERENT ROLES IN MUN CONFERENCES.....	7
DELEGATES:.....	7
DAIS/CHAIRS:.....	7
SECRETARIATS:.....	8

WHAT IS MODEL UNITED NATIONS (MUN)?

Model United Nations (MUN) is an educational simulation and academic activity in which participants learn about diplomacy, international relations, and the United Nations. MUN involves and teaches research, public speaking, debating, and writing skills in addition to critical thinking, teamwork, and leadership abilities.

MUN activities are most often organised into large-scale events called conferences where delegates (participants) are assigned a nation to represent and are then divided into a multitude of different groups called committees (e.g UNHRC, DISEC, etc) where they will discuss topics related to their committee's purview. For example, a delegate in the Disarmament and International Security (DISEC) committee might discuss a topic like 'Evaluating the Effectiveness of Peacebuilding Initiatives in Post-Conflict Societies' (LIMUN 2024).

The main goal of these conferences and MUN, in general, is to come together as nations in discussing and drafting a list of solutions to the proposed issues in a standardised format called a resolution.

Most of these committees follow a semi-standardized set of Rules of Procedures (ROP) that may differ a little from conference to conference. The exact specifics of these ROPs are discussed later in this document. There are also a plethora of other 'specialised' and usually more advanced committees that follow different sets of procedures, most notably 'crisis' committees.

In preparation for these conferences which occur throughout the year (refer to Master Schedule), UCLUNA hosts weekly training sessions, usually on Tuesdays, where we discuss a wide variety of different topics and issues utilising the General Assembly's ROP. To find out more information, please visit our Instagram page @ucl.una which is updated daily!

WHAT TO EXPECT AT A CONFERENCE

GENERAL SUMMARY:

A MUN conference is a gathering of usually hundreds of delegates from different universities to debate a multitude of politically relevant topics. As mentioned before, delegates are assigned a specific nation to represent within a specific committee (usually of their choosing) and will spend the next 1-3 days discussing and debating upon their committee issues. For more information on the different roles in a conference and what specifically delegates do, please refer to the 'conference roles' section of this document.

GENERALISED CONFERENCE SCHEDULE:

Conferences usually begin with registration in the late afternoon on a Friday or early morning on a Saturday. Following registration, the opening ceremony, involving all participants, would begin. It is customary for the secretariat members (conference organisers) to give a speech along with a guest speaker. The conference would officially begin when the Secretary-General (SG/Head Organiser) slams their gavel down at the end of the opening ceremony, signifying the beginning of the conference. After which, delegates will depart to their respective committee rooms.

From then on, debate on each committee's respective topics would begin and are usually only interrupted with breaks for welfare, food or additional administrative tasks (e.g. photo taking). At the end of the first day, there is usually an additional social in which attendance is voluntary and would generally cost extra.

The second day/last day of the conference typically starts with regular debate until the late afternoon after which all participants would again gather together for a closing ceremony where awards (e.g. best diplomat, most improved, etc) would be given out along with memorable speeches from the chairs (committee moderators) and secretariat members. In a similar fashion to which it began, the conference customarily ends when the Secretary-General slams their gavel down signifying an end to the conference.

COMMITTEES (GENERAL ASSEMBLIES):

MUN conferences are subdivided into a multitude of committees, the most popular of which are general assembly (GA) committees. These committees differentiated through debate topics and organisational structures, are used to simulate the UN's main policy-making organ, the UN General Assembly (UNGA). Though many different MUN committees may fall under GA procedures, they may not necessarily be a GA sub-organ in real life. Some common examples could include a potential North Atlantic Treaty Organisation (NATO) committee or the Association of Southeast Asian Nations (ASEAN) committee.

RULES OF PROCEDURE (ROP):

As per every other bureaucratic process within our political spheres, the rules of procedures across different committees and conferences stay the same. However, the most common ROP that conferences base their guidelines on is usually the latest LIMUN procedures, especially within the European MUN circuit. MUN ROP is both challenging and extremely detailed, as such this document will just outline the general flow of debate within GA committees. Like other challenging debate formats, the best way to learn them is through live experience.

The flow of debate when committee debate begins after roll call usually starts with the Dai calling for delegates wishing to be added to the General Speakers List (GSL). By raising one's placard when the Dai requests it, delegates will be added in picked order to the GSL. The GSL, in essence, is a list of speakers where each speaker will usually be given 1:00-1:30 minutes to discuss their stances on the topic at hand. A delegation's first speech in the GSL is generally used to outline their overarching position on the topic. After each delegate's speech, if time permits (they finish before their allocated time), the delegate may open themselves up to Points of Information (POIs) which are questions to the speaking delegate from any delegate within the committee. This is a unique aspect of the GSL and is imperative for further debate by all delegates involved.

After a few speeches, and typically at the discretion of the Dai, additional 'motions' will be requested from delegates. These motions are typically split into a motion for a moderated or unmoderated caucus. There are a plethora of additional and different motions which you will learn as you attend more training sessions and conferences however the main two are a moderated and unmoderated caucus.

A moderated caucus, as its name implies, is a period of moderated debate led by the Dai. Delegates will have to choose a specific topic within their generalised committee topic for a moderated caucus (i.e discussing specifically the use of AI-related weaponry in a

committee with the general topic of discussing the development of AI technologies). They will also choose individual speaking times for all delegates wishing to speak within the moderated caucus and finally an overarching duration for the motion. For example, a delegate could call for a motion for a moderated caucus on the topic of the specific use of A.I related weaponry with a total duration of 10 minutes and individual speaking time of 1 minute. If passed, this motion would allow for a maximum of 10 speakers to speak on the specified topic.

An unmoderated caucus is instead a more structured free debate time which delegations can request. The purpose of an unmoderated caucus is for delegates to freely roam around the committee and engage in unstructured debate, conversation and diplomacy with all delegations within the room. When requesting an unmoderated caucus only a duration is required. For example, a delegate could call for a motion for an unmoderated caucus with a duration of 10 minutes, which just allows delegates 10 minutes to converse and debate amongst themselves without Dai intervention or structure if passed.

After every delegate wishing to raise a motion has raised one, voting procedures starting from the most destructive (unmoderated being more destructive than moderated/longest duration) will begin. The first motion to win a majority of the committee's vote will be immediately passed and put into action. At the end of the motion, it would typically be at the Dai's discretion to return to the GSL or ask for additional motions.

As debate on the topic progresses Blocs, groups of nations with similar goals and interests, will begin to form, especially during unmoderated caucuses. This should eventually lead towards longer periods of an unmoderated caucus where these blocs will come together and begin writing resolutions (a list of solutions to the debate topic) together.

After they are written, resolutions will be submitted for debate by the entire committee. As they are debated, additional amendments (changes to the resolution) can be submitted. More information on resolution structure and debate can be found in the resolution subsection. At the chair's discretion, when debate upon a resolution has finished, voting upon whether to pass the resolution will take effect with a simple majority being needed to pass a resolution. The ultimate goal of any delegation in a MUN conference will be the passing of a resolution as it signifies a solution to the debate being discussed.

POSITION PAPERS:

Position Papers are documents written by delegates, usually before the actual conference, to articulate the stance and policy positions of the country, organisation or individual that the

delegate is representing. It serves as a comprehensive overview of a delegate's assigned position on the given topics, providing a foundation for their participation in the conference. The paper itself is usually essential for preparing delegates for debate, negotiations and resolution drafting.

Structurally, a position paper can differ from conference to conference. While some conference secretariats may prepare a template for their delegations, others ask delegates to create one themselves. As such, there is no set/specific structure to follow however an example of what a template could look like can be found here: [Template](#)

Usually, if a committee is discussing more than one topic, additional position papers would be needed, one for each topic. Furthermore, though not strictly 'necessary' to complete, a position paper and research for the paper are quintessential for conference preparations and is heavily encouraged for all conferences by UCLUNA. In fact, in some cases, where award nominations are extremely close, position papers may be used as a determining factor, though to a small degree, to assign a final award winner.

RESOLUTIONS:

Resolutions, in essence, are a standardised list of comprehensive solutions to ongoing international issues, specifically to the issues that you will be tackling within your committee. Resolutions serve as the backbone of Model United Nations. They are the most important document you will draft and vote upon during a conference and act as a source of legitimate and potential change for the real world. For more information about MUN resolutions please refer to this [resolution presentation](#) on information regarding the format of a resolution and the difference between a working paper, draft resolution and actual resolution.

SPECIALISED COMMITTEES:

Across the European Circuit, there exist a multitude of conferences all with their own unique and distinct specialised committees. These specialised committees usually come with a very different set of ROP than standard GA committees and thus provide an opportunity, especially for more advanced delegates, to debate and engage in diplomacy in a multitude of different ways. Some of these specialised committees include committees like The Summit for the Future, The International Court of Justice, The International Criminal Court, etc. Due to their vastness, this guide will only cover one of the most prevalent specialised committees, seen in most conferences, Crisis committees.

CRISIS COMMITTEES:

Crisis committees are usually a dynamic and fast-paced simulation of a historical or future geo-political event. In a crisis committee, unlike traditional general assembly committees,

delegates are not assigned a specific nation delegation and there are no pre-set agendas with the ultimate goal of presenting resolutions. Instead, delegates are assigned a specific and relevant character to the crisis scenario and are given the task of dealing with an ever-evolving scenario alongside the rest of their cabinet (committee) with the ultimate objective of both achieving their cabinet and individual character goals. As such, delegates are often split into two distinct cabinets, which are usually grouped by political or national affiliation. These cabinets aim to compete against each other as their cabinet goals are frequently in conjunction with one another.

Crisis simulations are typically more interactive and intensive. They involve real-time updates by backroom staff (the crisis team operating the scenario behind the scenes) along with the ability for delegates to submit directives (a request for specific actions) to further their own goals. As in its name, this means that committees are usually in an unmoderated caucus where they continually debate and draft directives to further their own character's and cabinet's ambitions.

DIFFERENT ROLES IN MUN CONFERENCES

DELEGATES:

Delegates are the backbone of all MUN conferences, through their financial contribution in the form of their conference ticket they help to fund both the conference and all its activities. Delegates are the participants of a conference who represent a member state, non-governmental organisation or specific figure in various committees and councils during the Conference. From the get-go, they are assigned a country to represent and are tasked with researching their assigned position while formulating policy stances and advocating on behalf of their delegation during the conference. For example, a delegate from UCLUNA might be assigned to be the delegate of the Republic of Yemen within the Special Political and Decolonization Committee (SPECPOL) where they may discuss a topic like 'Supporting Humanitarian Efforts within the Yemeni Civil War'. Within such a committee, they would thus be representing the policies and stances of the UN-recognised Yemeni government and advocating for support for such a government.

DAIS/CHAIRS:

Dais or Chairs are the executive heads of committees. There are usually 2-3 chairs per committee who are split into a head chair and their co-chairs. They will be responsible for running a committee and ensuring that moderated debate that follows proper rules of procedure occurs. Beyond just ROP, Dais are also expected to be experts in the fields and topics that the committee will be discussing. As such, chairs would usually work together

weeks or even months before the conference to research and come up with a Study Guide for their committee. A study guide serves as a comprehensive overview of the topic including a timeline of events, past actions and potential suggested plans of actions for the future. Examples of such Study Guides can be found for all committees on the UCLMUN Website.

SECRETARIATS:

A conference's secretariat refers to the group of individuals responsible for the overall organisation, administration and management of a MUN conference. Members of the secretariat typically hold positions that mirror those in the actual United Nations Secretariat, albeit adapted

to the context of a MUN conference. Usually, this means divisions into three categories. A Secretary-General (SG), Deputy Secretary-Generals (DSG) and Under Secretary Generals (USG). With the SG at the head, the DSGs reporting to them and the USG directly under these individuals work together to plan out, and organise a MUN conference to ensure its success.