

HANDBOOK 2016

Sustainable Development Goals

- from commitments towards results



Content Copyright © Oldenburg Model United Nations (OLMUN) Association, All Rights reserved.

Handbook, 13th edition

Editors

2001 edited by:	Gero Elerd
2002 edited by:	Gero Elerd
2003 edited by:	Rebecca Beerheide
2004 edited by:	Swantje C. Wübbenhorst
2005 edited by:	Swantje C. Wübbenhorst, Arja L. Frömel, Adriano Hellbusch, Steffen Unland
2006 edited by:	Friederike C. Förster, Henrike C. Haueisen, Vanessa Timmermann, Dörthe Johannes
2007 edited by:	Mirko Krumm, Thilo Schmidt, Arja L. Frömel, Vanessa Timmermann
2008 edited by:	Perke Jacobs, Arja L. Frömel, Tobit Batel, Guila Jonetzko, Birthe Rindt, Kira M. Frömel
2011 edited by:	Alex Schmidtke, Felix Virmani, Nicolai Beerheide
2012 edited by:	Catharina Jantos, Daniela L. Schütte, Helge Wellmann
2013 edited by:	Helge Wellmann
2014 edited by:	Helge Wellmann
2015 edited by:	Emma Beelen, Ruben Semmerling
2016 edited by:	Yannick Bargfeldt, Alke Hochwald, Kai Menneking

Published by the Oldenburg Model United Nations e.V. (OLMUN 2016)

Kai Steffen Menneking Hoymer Straße 10 26209 Hatten Germany eMail: secgen@olmun.org	Esther Eriksen Zeughausstraße 77 26121 Oldenburg Germany eMail: treasurer@olmun.org
---	--

www.olmun.org

Logo Copyright © 2014 Helge Wellmann, All Rights reserved.

You are allowed to download this handbook and to copy it for educational uses. However, not allowed to reprint or republish it for other Model United Nations or to change it



Table of contents

1. About the United Nations.....	4
1.1 The Creation of the United Nations.....	4
1.2 Structure of the United Nations.....	5
1.2.1 General Assembly.....	5
1.2.2 Security Council.....	6
1.2.3 International Court of Justice.....	6
1.2.4 Economic and Social Council.....	7
1.3 Membership in the UN.....	7
1.4 UN Funding.....	7
2. OLMUN.....	9
3. Signing up.....	10
4. Preparation.....	10
5. Opening Speech.....	14
6. Resolution.....	16
6.1 Preambulatory Clauses.....	17
6.2 Operative Clauses.....	17
6.3 Sample Resolution.....	17
6.4 Checklist: Is your Resolution in order?.....	19
7. Policy Statement.....	19
8. Committees and Agenda.....	20
9. Ways of Participation.....	21
10. The Conference.....	22
10.1 Opening Ceremony.....	22
10.2 Closing Ceremony.....	23
10.3 Lobbying.....	23
10.4 Debate.....	24
10.5 Right to have the floor.....	25
10.6 Points and Motions.....	25
10.7 Note Passing.....	26
10.8 Amendments.....	27
11. Modes of Adress.....	28
11.1 Phrases to be used by the delegate.....	28
11.2 Phrases to be used by the chair.....	28
12. Basic Rules.....	29
13. How to tie a tie.....	30

1. About the United Nations

The United Nations (UN) is an international organization of countries created to promote world peace and cooperation. The UN was founded after World War II. Its mission is to maintain world peace, develop good relations between countries, promote cooperation in solving the world's problems, and encourage respect for human rights.

The UN is an organization of countries that agree to cooperate with one another. It brings together countries that are rich and poor, large and small, and have different social and political systems. Member nations pledge to settle their disputes peacefully, to refrain from using force or the threat of force against other countries, and to refuse help to any country that opposes UN actions.

UN membership is open to any country willing to further the UN mission and abide by its rules. Each country, no matter how large or small, has an equal voice and vote. Each country is also expected to pay dues to support the UN. As the UN had 193 members by 2011, there is nearly every country in the world included.



The UN's influence in world affairs has fluctuated over the years, but the organisation gained new prominence beginning in the 1990s. It was awarded with the Nobel Peace Prize in 2001. Still, the UN faces constant challenges since it must continually secure the cooperation of its member nations because the organization has little independent power or authority. But getting that support is not always easy. Many nations are reluctant to defer their own authority and follow the dictates of the UN.

1.1 The Creation of the United Nations

The first commitment to create a new organization came in 1941, when U.S. president Franklin D. Roosevelt and British Prime Minister Winston Churchill announced the Atlantic Charter, in which they pledged to work toward a more effective system to keep world peace and promote cooperation. In 1942 representatives of the Allies - the World War II coalition of 26 nations fighting against Germany and Japan - signed a Declaration by United Nations accepting the principles of the Atlantic Charter. The declaration included the first formal use of the term United Nations, a name coined by President Roosevelt. A year later, four of the Allies - the United States, the United Kingdom, the Soviet Union, and China - agreed to establish a general international organization. The four countries met in 1944 at the Dumbarton Oaks estate in Washington, D.C., and drafted a charter for the new organization. They called the new league the United Nations. But they still could not agree to certain details, such as membership and voting rights.

On April 25, 1945, the United Nations Conference on International Organization convened in San Francisco, with delegates from 50 countries attending. The delegates worked for two months to complete a charter for the UN that included its purpose, principles, and organiza-

1 About the United Nations

tional structure. The charter contained a formal agreement committing all the world's nations to a common set of basic rules governing their relations. The UN officially came into existence on October 24, 1945, with 51 member countries - the 50 represented at the conference and Poland, which had not been able to send a delegate.

Like the League of Nations, the UN was founded to promote peace and prevent another world war. The UN recognised it would not be successful unless it had the ongoing support of the world's most powerful countries. The organization took several steps to ensure that support. To encourage continued U.S. involvement, the UN placed its headquarters in New York City. To reassure the world's most powerful countries that it would not threaten their sovereignty, the UN gave them veto authority over its most important actions. Five countries received this veto power: the United States, the United Kingdom, France, the Soviet Union, and China. (Russia inherited the Soviet Union's veto after the breakup of that country in 1991).

Another major strength of the UN, unlike the earlier League of Nations, is that virtually every territory in the world is a member, or a province, or a colony of a member. Some non-member political entities, such as the Vatican City and the Palestine Liberation Organization (PLO), are also allowed to have permanent observer mission status at the UN.

1.2 Structure of the United Nations

1.2.1 General Assembly

The General Assembly is made up of all 193 member countries, each with one vote. It undertakes all major discussions and decisions about UN actions. It is like a global town hall, providing a powerful medium for countries to put forward their ideas and debate issues. The Assembly can discuss and make recommendations on any issue covered by the UN's charter. However, the recommendations are not binding and the Assembly has no authority to enforce them. Members decide routine matters with a simple majority vote. Important decisions require a two-thirds majority.

The General Assembly meets annually in regular sessions that generally run from mid-September to mid-December. Recently the General Assembly has been meeting year round. It also convenes for special sessions every few years on specific topics, such as economic cooperation or disarmament. In addition, the Assembly can meet in emergency session to deal with an immediate threat to international peace. At the beginning of each regular session, the General Assembly members elect a president to preside over the assembly. The General Assembly has the power to admit new members to the UN. It approves the budget for UN programs and operations. The Assembly can establish agencies and programs to carry out its recommendations



1 About the United Nations

and elects members to serve on certain agencies and programs, and it coordinates those programs through various committees.

1.2.2 Security Council

The Security Council is the most powerful body in the UN. It is responsible for maintaining international peace and for restoring peace when conflicts arise. Its decisions are binding on all UN members and have the force of international law. The Security Council has the power to define what a threat to security is, can determine how the UN should respond, and are allowed to enforce its decisions by ordering UN members to take certain actions. For example, the Council may impose economic sanctions, such as halting trade with a country it considers an aggressor.

The Council convenes any time there is a threat to peace. A representative from each member country who sits on the Council must be available at all times so that the Council can meet at a moment's notice. The Security Council also frequently meets at the request of



an UN member state - often a nation with a grievance about another nation's actions. The Security Council has 15 members, 5 of which hold permanent seats. The General Assembly elects the other 10 members for rotating two-year terms. The 5 permanent members - the United States, the United Kingdom, France, Russia (formerly the Soviet Union), and China - have the most power. These nations were the winning powers at the end of World War II, and they

still represent the bulk of the world's military might (s. "The creation of the UN").

Any one of the permanent members can veto an important decision. This authority is known as the veto right of the great powers. As a result, the Council is effective only when its permanent members can reach a consensus.

1.2.3 International Court of Justice

The International Court of Justice, also known as the World Court, is the judicial arm of the UN. It is located in The Hague, Netherlands. The court hears cases brought by nations against each other. It has 15 judges, elected by the Security Council and the General Assembly. A country is not required to participate in the court's proceedings, but if it agrees to participate, it must abide by the court's decisions.

1 About the United Nations

1.2.4 Economic and Social Council

The Economic and Social Council (ECOSOC) works under the authority of the General Assembly to coordinate the economic and social work of the UN. The ECOSOC has 54 member countries elected by the General Assembly for three-year terms and coordinates studies and recommends actions on international topics such as medicine, education, economics, and social needs. It promotes higher living standards, full employment, respect for human rights, and economic and social progress. It furthermore oversees the work of a large number of UN programs and agencies.

The Committee operates mainly through various standing committees, functional commissions, and regional commissions. There are five regional commissions controlling how the UN's programs in a particular region are working together.

ECOSOC coordinates the work of many specialised agencies that provide a variety of social, economic and related services. The agencies operate independently but work with other programs in the UN. Those agencies include f.e. the World Health Organization (WHO), the World Bank, the United Nations Educational, Scientific and Cultural Organization (UNESCO) or the International Labour Organization (ILO). The ECOSOC also has close collaborations with the private sector and more than 2000 nongovernmental organizations.

1.3 Membership in the UN

The UN started in 1945 with 51 founding members. New members are admitted to the UN on the recommendation of the Security Council, if approved by a two-thirds vote of the General Assembly. Membership is open to any country that supports the UN's mission and is willing to follow the rules and responsibilities specified in the Charter. In its early years, Western countries dominated the UN and the General Assembly regularly sided with the United States. The Soviet Union provided a balance to Western influence by using its veto power in the Security Council. The balance of power began to change in the 1950s and 1960s, as colonies in Asia and Africa gained independence and became members of the UN. The UN's membership more than doubled during that time and the new members had different concerns than did the once-dominant Western industrial nations. Many of the new members believed the United States was too powerful and the UN too often gave in to American interests. As newly independent developing nations began to predominate, they affected voting patterns in the UN. The United States found itself in the minority on many issues. By the end of the 1970s, the United States had become the primary user of the veto right in the SC.

1.4 UN Funding

The UN is funded by dues paid by each of its members. Each country's dues are based upon its wealth and ability to pay. The UN also requires countries to make financial contributions to its peacekeeping efforts. In addition, many countries make voluntary contributions to support various UN programs. The United States is the largest contributor to the UN.

The UN cannot force member nations to pay their dues. Many nations have failed to pay their full dues and have cut their voluntary contributions, causing the organisation to fall into considerable debt.

1 About the United Nations

The UN's financial crisis began in the 1980s when countries started falling behind in their payments. Yet as financial support declined, the UN's expenses grew. In 1996 the UN came perilously close to bankruptcy. After Kofi Annan became UN secretary general in 1997, he pushed through reforms to consolidate some major UN offices, in part to encourage the United States to pay its back dues. In 1999 the U.S. Congress agreed to pay nearly \$1 billion of back dues, but only on the condition that the UN decrease the U.S. share of the administrative budget from 25 to 22 percent and its share of the peacekeeping budget from 31 to 25 percent. In 2000 the General Assembly responded to these terms by overhauling its system of financing. It set a ceiling of 22 percent as the maximum amount any country would pay toward the administrative budget. It also replaced its ad hoc system of funding peacekeeping operations with a sliding scale of dues based on a country's per capita income. [...]

Taken and modified from: Microsoft Encarta: 'United Nations'

@ http://encarta.msn.com/encyclopedia_761564986/united_nations.html

2. OLMUN

During a Model United Nations conference, commonly abbreviated MUN, students simulate the diplomatic procedures of the United Nations by taking on the rules of delegates of a country and conducting diplomatic negotiations on the basis of their respective countries' opinions. Furthermore it is possible to support the OLMUN Newspaper as a member of the press staff. Usually, the General Assembly and several committees debating specific topics are simulated at MUN conferences.

By prompting the participants to put themselves in the position of a diplomat of the country they represent, their understanding of foreign cultures is enhanced. Thereby the participants learn 'to practice tolerance and live together in peace with another as good neighbours', as it is written in the UN Charter. Furthermore, delegates familiarize themselves with complicated political issues and improve their rhetorical skills and English language.

Being founded by a former grammar-school pupil, this is already the first thing that is special about the OLMUN. From the first session on, the conference has been – and still is – completely organised by only a little number of pupils. The so-called 'Inner Circle' does not only do the whole planning and paperwork, but also sets the topics, watches out for financial supporters and holds responsibility for the accomplishment of the conference. For this purpose, the OLMUN Association was founded with the aim to create a reliable base for the annual organisation of the conference.

Of course there are also some teachers involved, but only in their function as MUN-Directors, who serve as connecting links between the OLMUN and the schools. On the one hand, they provide help for their own pupils and on the other hand they serve as reference persons for the Inner Circle. This form of cooperation does not only secure the status of the OLMUN as a MUN conference fully organised by their participants but also marks an unprecedented interaction between the schools. Moreover, the membership in the JUNON (UN Youth association), a union of several German UN-Groups, since spring 2007 means a further step towards national cooperation and gives the OLMUN the chance to exchange experiences and socialise with other MUNs.

Another significant characteristic of the OLMUN is its history. Following the successful and internationally renowned examples such as the NMUN or the THIMUN, the OLMUN was an international MUN from the very start. Admittedly the majority of the participants of the first session in 2001 were originally German, but, nevertheless, a delegation from St. Petersburg provided a certain international flair to the OLMUN which is still a vital part of OLMUN.

Then as now OLMUN needs a well-organised network of host-families to accommodate the large number of external students. While the external students of the first generation were also part of an exchange-program, some years later the 'Housing Coordinator' was introduced in order to organise and administer the increasing number of accommodations of the participants from foreign countries.

Apart from some organisational characteristics of the OLMUN there is also the organisation of the committees that gives every MUN its certain identity. Modelled on the original committees of the United Nations, the OLMUN is divided into nine committees: Besides the Economic and Social Council (ECOSOC), the Security Council (SC), the Human Rights Council (HRC), the United Nations Environmental Programme (UNEP) Governing Council and the Special Conference (SpC), there are the normal General Assembly committees such as the “GA 3rd – the Social, Humanitarian and Cultural Committee” and the „GA 4th - the Special Political and Decolonization Committee“. Additionally we will have a Historical Security Council and the Food and Agriculture Organisation as a committee.

3. Signing Up

Application for OLMUN usually opens in January. First, MUN-Directors have to register on our website; then the students can register as delegates. All further information is exchanged via our website. For more detailed information, please read the Application Guide.

Additionally, every delegate (or his legal guardian (his parents) if he is a minor) has to sign the Terms of Condition of the OLMUN and send them to the Secretariat before the conference. In the Terms, he agrees with the procedure concerning OLMUN prior, during and after the conference.

The conference fee is 30 Euro per delegate. Payment information will be sent to all participants before the conference.

4. Preparation

Once you have received the notification about the Delegation you are representing you may ask yourself the question: What's next? The first step is to do research on you delegation, the committee and the issue. Of course the Chairs of the OLMUN try to help your with that by writing a Committee Guide. But it doesn't hurt to do research on your own. With this short guide we will try to help you to get through the research.

4 Preparation

This guide is written from the view of a delegate, and designed as a workflow. You can just go through it during your own research. The research is mainly going on via internet. We want to show you the easiest way we know. Of course the internet is not static and changes the very millisecond you are reading this. So if there is any inconvenience like wrong links, wrong information or not existing pages, please be so kind and send us a notification about your problem to president@olmun.org or your chair. Thanks!



One last information: This guide is of course just one possibility to do your research. You don't have to stick to it and there are various other ways and resources. It's best if you try to find other sources and ways, too.

Research

Maybe it is your first MUN, or it is your second but this time in another committee than last time. First it is important to get clear what your committee is doing. Or what the United Nations are. Of course the United Nations are the meeting point of all those ambassadors of the world to discuss current affairs, but it is more than that find it out.

Start by checking out the UN Website at www.un.org. It provides first and quick information about the United Nations, recent problems of international politics and recent issues in the foreign affairs. Also information about problems in the world like hunger, poverty, natural catastrophes and civil wars are published. It thus is always worth a view.

Furthermore it is helpful to now on what basis the UN is working. The UN Charta <http://www.un.org/en/documents/charter/index.shtml>

is really helpful for this. It points out what rights every delegation has and how the UN works. The Charter exists in many languages and maybe in your mother tongue, too.

The UN main body is the Secretariat with the Secretary General as the head of the United Nations Office. The Office of the Secretary General writes a report every year about current issues of the UN problems in the world. Maybe you find interesting answers, posing of questions or quotes in there. You can find the Annual Report of the Secretary-General here:

@ <http://www.un.org/documents/secretariat.htm>

Your Delegation

After you got yourself clear about the UN System and the principles of the UN, you can start with your research on your country. Always keep the issue of your committee in mind to filter the information you get by this.

The Committee you are in is the key to the opinion of your country. There is a big difference between the Human Rights Council and the Security Council. So find out which committee you

4 Preparation

are in. Find out the position of this committee in the UN System. Every real committee at the United Nations has a web page, where you can find first hand information on past issues and events. That might be interesting. Check out the Main Committees Page.

@ <http://www.un.org/en/ga/maincommittees/index.shtml>

Truly, the committees at OLMUN are not exactly the same neither by name nor by topics. But we are very close to them. For example the Rules of Procedure are very different. You can find the Rules of Procedure in the *Downloads Section*. All committees have the same Rules of Procedure for one exception: the Security Council. So if you are a member of the SC, please inform yourself about the different Rules of Procedure which can be downloaded from our website.

We publish a list of the member states of each committee close to the OLMUN. This list is the best way to think about a lobbying plan. Find out which nations belong to your traditional group. For example if you are a representative of the United Kingdom, you should first ask the United States about their opinion, as the USA are one of your allies. Same goes for small nations. By which nations is your state supported? Maybe in a military, financial, economic way? Find that out and you know how to start the lobbying process.

You can find out about your role in the committee in a similar way. For example: The UN-ODC is mainly financed by the USA and Sweden. As a consequence those states play a leading role in the discussion.

To sum up you should be able to answer those following questions and aspects:

Political Structure Origin of Political Structure Constitution and Government Stability and Policy of present government parties Recent events in national politics (elections e.g.)	Natural Ressources Raw Materials Trade Agreements Degree of self-sufficiency
Cultural Factors Ethnic Groups Religions Cultural History Minorities Population Gender and age structure HDI Factor	Defence Military Structure Dependency on other Nations Membership of Alliances Recent war actions Military Industry Position of the military in society
Geography Bordering Countries Topography Geo-political Considerations	History General Last 50 years Recent History

4 Preparation

Economy Monetary System Dependency and Dept Membership of Economy and Trade Organisation Export Goods - Import Goods LDC / LLDC / LIC / LIFDC / SILIC	View on World Problems Role and Influence in the World Membership of blocs and geo-political groupings
--	--

Those questions and aspects can easily be answered by the CIA world factbook. It is a on-line and offline accessible “book” which contains information to every official state. You can download the factbook here: @ <https://www.cia.gov/library/publications/download/>
Or enter it online here: @ <https://www.cia.gov/library/publications/the-world-factbook/index.html>

The CIA has further pages with interesting documents and issues. You can all find them with clicking on the last link.

The Topic

When you finished research on your delegation you should now focus on the topic. This will be your major part, because mostly the information is hidden out there and you have to follow many stripes which might end in a blind alley. Of course the chairs will give you information via the Committee Guide. So the first stop is the committee guide.

The committee guide is written by the chairs of your committee, so it mainly depends on the research done by your chairs how usefull the information is. It can be a guide of 20 pages with a lot of charts, graphs and text, or it is simply a overview on the topic with the same level of information. As a conclusion, you have to read the guide first. Often the guest speaker is presented. Try a Google Search on him/her, look what articles you find about or from him (Here you also have a good source for questions to the speaker, later in the committee. Guest speakers are always happy when it comes to well researched questions).

Most times there are always two kind of topics: topics which deal with globalized problems (Globalized Issues) and problems which deal with regional problems (Focussed Issues). The first type of problems contains issues like climate change, terrorism, economic issues. The second type is, for example, the Middle East conflict or the conflict in Sudan. Think about your topic, taking into account the information you read in the committee guide. Is it a Globalized Issue, or a Focussed one? If you deal with a Globalized Issue it affects nearly everyone in your committee, if it is a Focussed Issue it affects the states next to the problem/ conflict zone. But it also often appears that Focussed Issues are caused by international problems or demands, for example demands for resources, and it is the same the other way round.

When it comes to conflicts, the UN member states install a peacekeeping mission. This mission often reports recent events back to the UN. Beside those reports you can also get information about the Mission, its supporting states and the status of the Misson on:

@ <http://www.un.org/en/peacekeeping/>

The UN holds several departments around the world. For example the Dag Hammarskjöld Library in Belgium: @ <http://www.un.org/depts/dhl/> You can browse the library for documents, maps and several other texts. Others departments are the so-called United Nations

4 Preparation

Regional Information Center or short: “UNRIC”. In Europe these centers are located in Brussels (in connection with the Dag Hammarskjöld Library) and Bonn in Germany. They are responsible for western Europe. You can find the UNRICs here: @ <http://www.unric.org/en/>

The UN itself has a big information system, which is often not very easy to handle. The UN Bibliographic Information Center is linked to the UN Library in New York. You can find Resolutions and speeches there: @ <http://www.un.org/en/documents/>

To generally stay update on recent UN issues and discussions, check out the UN News Center. They write news for specific regions (Middle East, Asia, etc.) and often ask UN Experts on current problems. It might be a good idea to quote from there in your opening speech. You can find the UN News Center here: @ <http://www.un.org/News/>

Conclusion

It is obvious that only a well-prepared delegate can contribute to the discussion during moderated caucus. Boring discussions often come from a lack of knowledge about the current topic. We recommend that you – as a delegate – prepare yourself very, very thoroughly to be a part of a fruitful debate.

We hope that we were able to help you with your research. If you have any questions concerning the topic, committee or OLMUN feel free to ask us or you chair or post a question on our facebook page!

5. Opening Speech

In the General Assembly every country has the right to give an opening speech. In this speech you should shortly explain your country’s policy (especially with regard to the conference topic and the topics which will be debated). As in OLMUN 2016 the deliberation of an opening speech is optional.

An important fact: Each delegation has only **45 seconds** speaking time.

This is not only supposed to prevent that a delegation extends the time frame without any reason but it should also help you to argue precisely and properly. To keep the procedure interesting and to get the delegates’ attention, each country is encouraged to think of something

5 Opening Speech

special in their opening speeches. However, the speech should not be too “special” or the President of the General Assembly might have to restrict the speech!

An important advice: Please consider that resolutions, policy statements or opening speeches may not offend or hurt any country *directly*!

The following opening speech was held during OLMUN 2009 by the Delegation of the United Kingdom of Great Britain and Northern Ireland.

The ambassador tried to outline the delegation’s aims at the conference and put these into a general context. There is also a definition of the delegations role in the debate, motivating countries to collaborate.

For creating this speech the delegates of the UK met on an afternoon and tried to read the speech aloud while looking at a stopwatch not to exceed the time of 45 seconds. Explanations are added in brackets – so they were not read by the ambassador of the United Kingdom.

Dear Ms. President (*bear in mind: not every president is female!*)

Honourable delegates,

No nation will seriously deny the globally rising problems due to the economic and financial crisis concerning all of us. Admittedly, the confrontation and solution of these problems will be a major challenge for every human being, which could trigger a storm of angry protests, whereas the proposal to sort out these difficulties all together would diminish the trouble.

In addition to that, it should not go unmentioned that all nations mustn’t adhere rigidly to the past as well as the causations for our current situation. Instead, we should work towards times of prosperity and still waters of peace all together in all respect.

Therefore, as a country being at the forefront of international collaboration, the United Kingdom of Great Britain and Northern Ireland will play a major role in the process of improving the global conditions by acting as a mediator between the western world and the developing countries.

May God save the Queen (*a typical country’s quotation*),

Thank you,

I yield the floor back to the President (*every ambassador has to yield the floor back to enable the President to call the next ambassador to the podium*).

As the conference language is English, only opening and closing remarks of a speech may be phrased in the language of the state you are representing.

6. Resolution

Resolutions are the main instruments used in the United Nations debates. They enable the delegates to debate a topic efficiently by presenting solutions to the issues at hand which can be easily discussed and, if necessary, changed.

A resolution states the policy of the country you are representing.

They can be very specific or very general. Depending on the issuing committee, resolutions can include demands or proposals, regrets or appeals upon member states to take action. The Security Council is the only committee that can really act, which means that it can force member states to take action. This means that resolutions passed by the Security Council are binding for all member states!

A resolution is divided in two parts: the preambulatory and the operative clauses.

The preambulatory clauses are the first part of the resolution. They name the aims of the resolution by giving precise information about the problems, examples of problems that are to be solved and/or reasons for the actions taken. Often, the UN Charter, international treaties or other relevant information are mentioned.

Operative clauses specify the actions that should take place in order to solve the problem. They give specific solutions and call upon other countries or institutions to take certain measures.

Each clause starts with a verb and deals as a whole with an idea, in a logical succession. No clause should be an accumulation of thoughts and ideas on the whole topic but should only deal with one aspect of the problem on hand.

Considering the fact that a resolution is basically one very long and complex sentence, the proper layout is absolutely necessary. Preciseness and distinctness are vital and therefore grammar and spelling have to be correct.

The correct logical order of a resolution is:

- Name of the committee, the topic, and the country submitting the resolution (the header)
- Addressing the forum
- Preambulatory clauses
- Operative clauses

The basic rules concerning the layout are:

- Start all clauses with the appropriate introductory phrases
- End each preambulatory clause with a comma, each operative clause with a semicolon
- Start a new line after each clause
- End the final operative clause with a full stop

6.1 Preambulatory Clauses

Acknowledging	Emphasising	Keeping in mind
Affirming	Expecting	Noting further
Alarmed by	Expressing its appreciation	Noting with appreciation
Approving	Expressing its satisfaction	Noting with approval
Aware of	Fulfilling	Noting with deep concern
Bearing in mind	Fully alarmed	Noting with regret
Believing	Fully aware	Noting with satisfaction
Confident	Fully believing	Observing
Congratulating	Further deploring	Pointing out
Contemplating	Further recalling	Reaffirming
Convinced	Guided by	Realizing
Declaring	Having adopted	Recalling
Deeply concerned	Having considered	Recognising
Deeply conscious	Having considered further	Referring
Deeply convinced	Having devoted attention	Taking into account
Deeply disturbed	Having examined	Taking into consideration
Deeply regretting	Having heard	Taking note
Deploring	Having received	Viewing with appreciation
Desiring	Having studied	Welcoming

6.2 Operative Clauses

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

6.3 Sample Resolution

Every delegate is expected to bring a complete resolution with his or her country's opinion to the lobbying session at the second day of OLMUN. To give you an impression of how a resolution is structured and to facilitate the writing of your own resolution you can below find a resolution from 2009 in the ECOSOC. Every delegate should bring one draft Resolution into

6 Resolution

committee session to make clear the opinion on the issue. It is not necessary to have a three page resolution (although such a resolution would be nice).

Forum: The Economic and Social Council

Question of: Reviewing the social and economic implications of commodity speculations on food and energy markets

Submitted by: United Kingdom of Great Britain and Northern Ireland

The Economic and Social Council,

Taking into consideration the constant upward pressure on commodity prices caused by commodity speculations on food and energy,

Alarmed by the speculations major contribution to the recent global food crisis,

Realizing that 67 percent of price building supply and demand is caused by non-commercial market participants,

Noting with regret the dependence of Less Developed Countries on agriculture and energy products and globally changing prices of these products,

- 1) **Recommends** all nations, especially North American and European countries, to create a National Commodity Exchange Regulatory Agency (NCERA), which
 - a) supervises national commodity speculation funds and commodity speculators,
 - b) if necessary is authorized to impose and enforce position limits related to the involved agreements,
 - c) is aided with money and other necessary materials for the well functioning of that organ,
- 2) **Proposes** the implementation of the Global Commodities Exchange Regulatory Agency (GCERA), which
 - a) is to be recognized by all member states,
 - b) coordinates and controls the NCERA's and their collaboration,
- 3) **Calls for** independent organizations, such as non-governmental organizations, to observe the situation on the global food and energy markets and to publish studies and reports concerning the influence of commodity speculations on food and energy markets on global prices,
- 4) **Supports** any further ideas, measures and strategies which can be helpful in the problem-solving process.

6.4 Checklist: Is your Resolution in order?

1. Forum or Organisation named?	<input type="checkbox"/>
2. Topic/Issue named?	<input type="checkbox"/>
3. Main Submitter and co-submitters named?	<input type="checkbox"/>
4. Are all lines numbered?	<input type="checkbox"/>
5. Preambulatory Clauses first and then the Operative Clauses?	<input type="checkbox"/>
6. Does every PC end with a comma?	<input type="checkbox"/>
7. Is every OP numbered?	<input type="checkbox"/>
8. Does every OP end with a semicolon?	<input type="checkbox"/>
9. Is there a free line after every OP?	<input type="checkbox"/>
10. Does the last OP end with a full stop?	<input type="checkbox"/>

7. Policy Statement

A Policy Statement is a brief, precise statement of your state respectively your organization on the subject under discussion. Contrary to a resolution, the Policy Statement is no official document and therefore needs no certain layout.

In addition to the resolution it can prove very useful, since all other states can easily be told of your country's policy so that they can ponder whether a cooperation can be considered or not.

8. Committees and Agenda

OLMUN 2016

Sustainable Development Goals - from commitments towards results

General Assembly's Third Committee

Pursuing worldwide LGBT rights to achieve sexual equality

General Assembly's Fourth Committee

Establishing a global strategy against youth unemployment

Special Conference

Ensuring freedom of speech in post conflict zones

Economic and Social Council

Tackling the dispute of robotic combat systems

Human Rights Council

Improving the situation of internally displaced persons

United Nations Environment Programme GC

Setting guidelines for the protection of the ocean against pollution

Food and Agriculture Organization of the United Nations

Advancing global sustainable agricultural development

Security Council

Libya: Reconstructing a failing state

Historical Security Council

The Korean conflict

9. Ways of Participation

The Delegates are the main part of each MUN. They represent their country and their country's interests in the committees. In the first place a delegate behaves politely and follows the general rules of a MUN.

This year, there will be around 750 Delegates participating in OLMUN.

The **Press Staff** keeps the delegates informed about the different developments in the committees by composing a daily OLMUN-Newsletter.

This year, Robin Runge serves as *Chief of Press*.

Furthermore, the **Administrative Staff** is of great importance to the course of a MUN. The members of the Administrative Staff Team distribute the resolutions and other important papers, enable note passing (explained later on) and are available for questions and problems concerning the conference. The Chief of Staff is responsible for coordination of the Administrative Staff and stays in contact with the Secretary General.

This year, Sebastian Sanders serves as *Chief of Staff*.

The **Chairs** preside over the committees during lobbying, debate and passing of a resolution. They also ensure that the rules are obeyed and help the delegates when there are problems or misunderstandings. Besides, they present the resolutions before debate in the General Assembly. Their decisions are final and binding. This year, the following *Chairs* are responsible for their committees:

GA 3rd: Rika Kluck, Jonas Lübken, Kamilla Kurta

GA 4th: Luca Anneken Freels, Tunc Öztemir, Lili Stajer

FAO: Wiebke Meissner, Dominik Ulke

ECOSOC: Marieke Reichelt, Áron Kormosi

HRC: Yannick Markhof, Nika Andouz

UNEP CG: Annika Kuczka, Oya Gürsoy

SpC: Alexandra Kovalcikova, Gerhard Max Krupp, Dora Bertrandt

SC: Konstantin Krome, Vera Kratz

HSC: Sebastian Katzer, Marie Kirchner

The **President of the General Assembly** presides over the General Assembly and surveys the correct use of the Rules of Procedure and is responsible for keeping debates within the Agenda.

This year, Alke Hochwald and Yannick Bargfeldt serve as the *Presidents of the General Assembly*.

9 Ways of Participation

The **Secretary General** is the chief executive and highest arbitrator of disputes during the conference. He ensures the correct interpretation of the United Nations Charter and guarantees a smooth course of the MUN considering agenda and rules.

This year, Kai Menneking and Josefine Went serve as *Secretary Generals*.

The **MUN-Directors** are teachers who support the OLMUN by assisting the Inner Circle and/or the delegates from their school.

The **Approval Panel** examines the linguistic and formal correctness of the different resolutions on the basis of the guidelines of the UN.

The **Inner Circle** is the committee that organizes OLMUN. It consists of about 50 students from Oldenburg's High Schools who are responsible for everything surrounding the OLMUN conference starting from choosing the topics for the committees to creating and supporting the website www.olmun.org to overall making sure that the conference runs smoothly and is the best experience possible for every participant and much, much more.

The **OLMUN Association** acts as the provider of the OLMUN and its organization since it was founded in 2005. It is composed of the current and the former organisers of OLMUN. The association's main organ is the Inner Circle.

10. The Conference

When you enter the General Assembly on June 14th you will receive a badge and a placard with the name of the country written on it. Your name, your committee and the country you are representing is written onto the badge. You will need the placard for voting.

You get all three of them (flag, placard and badge) for free, but do not lose the badge! Otherwise you will not be allowed to enter the conference rooms and you will have to pay a fee of 15€ for lost flags.

10.1 Opening Ceremony

On the first and the last day of OLMUN 2016, the General Assembly will take place. During the General Assembly (GA) you will be seated together with the other members of your country's delegation.

On the first day the so called opening ceremony will start – the MUN will be officially opened by the President of the GA and the Secretary General. There will also be a guest speaker who will give a lecture on the conference topic. Afterwards, the opening speeches will follow. A delegate, mostly the ambassador of a country, will, after he has been called up, approach the podium and read out the prepared opening speech.

Lots will be drawn to decide which delegation holds the first opening speech – afterwards the remaining countries will follow in alphabetical order (five or six delegates will be called up at the same time).

Before those will – after the presentation of their opening speech – return to their seats, a limited number of „rights of reply“ can be entertained. In case one of the delegations feels it has to answer to an opening speech of another country they now have the opportunity to do so and may raise their placard. The delegate will now be ordered to one of the microphones in the assembly hall and has 30 seconds to comment on that opening speech. Therefore one should take notes in order not to forget about the point one wanted to mention out of excitement. There will always be only one reply to a certain opening speech – and only two altogether (per five opening speeches). The country that has been referred to does not have the permission to answer.

General Assembly

On the last day (June 17th, 2016) all delegates of the three GA committees (GA3rd, GA4th) will meet back in the GA. The resolutions that have passed the day before in the committee will be debated and voted upon one last time. The debates on each resolution will be held, nearly without exception, according to committee rules. However, this time the resolution will be presented by the Chair of the committee (the President will then point out some details that have to be taken into consideration – everyone will notice and learn that fairly easily!). For all non-GA committees, committee sessions continue as usual before the closing ceremony.

10.2 Closing Ceremony

Additionally, there will be a closing ceremony on the last day. The resolutions and most funny and exciting moments of the committees will be presented by the chairs. At the ceremony's end the Deputy Secretary General will deliver a speech, afterwards the President of the General Assembly will declare OLMUN 2016 as closed.

10.3 Lobbying

On the second day of OLMUN, you will find yourself in your committee. After the Chair of your committee has opened the session, the lobbying starts. In most of the committees there also is a speech by a scientist or any other person familiar with the topic to give the delegates a deeper look into the committee's topic. Sometimes, you are given the opportunity to read out your policy statement.

During lobbying you have to find other delegates in order to convince them to vote in favour of your resolution. Seating will be dissolved and you look for other delegates and present them your resolution in order to convince them to support your resolution.

The aim is to find co-submitters - delegates representing other countries who support your resolution. Normally as a co-submitter you will not just accept the complete resolution. Instead, co-submitters have an influence on the resolution if they want to add, strike out or change certain clauses. This is how diplomacy works. The process is called merging. If you have enough co-submitters (at least 14 and one main-submitter), the resolution will be handed to the approval panel in order to check grammar and spelling. The resolution is now finished!

An example: Delegate A presents his resolution to B and vice versa. After having finished reading through the resolution they both decide to take B's resolution. Delegate A demands

to have a certain clause in this resolution which is very important to his country. B agrees (you can of course also not agree, in this case both delegates will look for other countries to support their resolution). Now both delegates present their merged resolution to C who is negotiating with D. After a formal introduction, C and D read the merged resolution by A and B and A and B read the resolutions of C and D. C would like to have a minor change but basically agrees with the merged resolution, D totally disagrees and searches for other delegates to negotiate with.

10.4 Debate

If there are no changes to the agenda, the debate starts. The Chair asks whether there are requests to have the floor. Every submitter of a resolution now raises his placard to present his resolution to the committee by reading out the operative clauses. During debate, you will have to mind the following rules:

- The Decisions of the Chair/President are final
- You need to have obtained the floor before speaking – except if you raise for a point.
- Stand while speaking
- If requested by the Chair, yield the floor
- Always be polite
- Never use insulting or discriminating language.

Then debate starts. The Chair chooses whether there will be open or closed debate. The difference is that in closed debate time to speak for or against the resolution is separated whereas in open debate there may be speakers for or against the resolution at any time. Another difference between closed and open debate is that in open debate amendments may be discussed at any time, in closed debate only in time against the resolution.

In most cases debate starts with the main-submitter(-s) reading the resolution out loud in front of the committee. Afterwards they yield the floor to another delegate or back to the Chair. Speakers may open themselves to a limited or unlimited number of points of information. Other delegates can now ask questions to the delegate who has the floor.

Afterwards all other delegates have the opportunity to speak in front of the committee. They can speak in favour or against the resolution or bring in amendments. If amendments are brought in, the debate time for the resolution will be interrupted to have a closed debate about the amendment. The Chair will set a guillotine time for this debate and when time has elapsed the committee will vote on the amendment. After the voting procedure the debate on the resolution will be continued.

The length of the debate can be influenced by the delegates via motions. The debating time can be extended by a motion to extend debating time. Other delegates who agree that there should be more time to debate the amendment or resolution can support the delegate by saying „second“. Delegates who disagree can stop this by saying „objection“. If there is an objection there will be a voting on the motion. If the motion succeeds, debating time will be extended. If not, the Chair moves directly on to the voting procedure. In contrary to resolutions, there will be no abstentions on motions and amendments. NGOs and OOs have the right to vote on motions.

10 The Conference

After the voting procedure on the resolution one delegate who voted in favour and one delegate who voted against have the opportunity to explain their decision to the committee. With a single majority the resolution has been passed or failed.

10.5 Right to have the floor

If, during committee session or the General Assembly, you wish to make a comment or state your position, you need to obtain the floor first. In order to be recognised by the Chair or President, raise your placard high after the Chair or President asked whether any delegation wishes to obtain the floor. If you just want to make a point, state this clearly.

You also need to have the floor in order to read out a resolution (after the lobbying process). Normally the Chair or President will automatically yield the floor to the main submitter.


10.6 Points and Motions

Points and Motions refer to procedural matters of the formal debate. You will find a complete list in OLMUN's *Rules of Procedure*.

10.7 Note Passing

The so called Note Passing gives you the ability to send formal notes to other delegates in order to ask questions, inform another delegate about an opinion or just ask for support of your own Resolution. Note passing is an extremely effective tool to network for your resolution. It will be delivered by the Admin Staff to the other delegate.

Since there is an immense need for note passing during the conference, OLMUN cannot provide the delegations with extra note passing paper, the result is that you have to bring your own note passing paper with you. It can look like this:

From: Israel	
To: The People's Republic of China	
Message:	
The delegation of the state of Israel supports the resolution of the People's Republic of China. It strengthens our needs to defend ourselves. Are you aware of our support?	
Sincerely,	
The Israeli delegation	

Note Passing is supposed to support the diplomatic conversation during the OLMUN. It is not in order to write informal, personal or insulting notes even if they are ironic. It is obvious that such notes do not meet the idea of a Model United Nations that tries to simulate an United Nations Conference very closely. Such notes will be collected by the chair and in some cases handed over to the Secretariat. In some cases the MUN-Director will be informed.

The chair is able to suspend the note passing for a certain time. During voting procedures, note passing is always out of order.

10.8 Amendments

Besides note passing, you are able to hand in amendments to change the resolution into a document your delegation can support. The Amendments sheets will be provided by the OLMUN and will be printed on special colored paper.

Amendments can be proposed after you have been yielded the floor.

Amendments have to be presented by the delegate who handed it in. She or he can open himself/herself to points of information to answer questions by other delegations concerning the amendment and the proposed edits.

An amendment sheet may look like this:

Amendment
From: Islamic Republic of Iran
Council: The Human Rights Council
Resolution by: USA
 To strike out clause 4 "Calls upon all member states to stop the export of weapons to the Gaza-Strip"

The Procedure is as follows:

- 1) The chair asks if any delegation is wishing to have the floor.
- 2) For example the delegate of Iran raises her/his placard and by that requests the floor.
- 3) The chair yields the floor to the delegate of Iran and she/he approaches the podium
- 4) The delegate can say something like: "Iran handed in an amendment. Is this in order?". The chair checks the amendment and reads it out loud (it is also possible that the delegate reads out the amendment herself/himself).
- 5) After reading out the delegate should start to explain why this amendment is useful or has to pass. This belongs to the debating time in favor of the amendment. If the argumentation is over the delegate can open herself/himself for points of information the amount of points will be set by the chair (it could also be set by the speaking delegate but limited by the chair if the number is too high). After time in favor of the amendment, there will be time against the amendment. In the example above the delegation of the USA for example could speak against the amendment.
- 6) Right after time against, the committee enters the voting procedure in favor of the amendment or against it. Note passing is out of order. Further rules will be explained by the chair.
- 7) The Vote decides if the amendment has passed or failed. After the amendment passed it is not editable anymore which means no amendment can refer in any way to the changed clause.

Special Case: Amendments on Amendments – or amendments in the second degree

Amendments can directly change other amendments. Those so called amendments to the amendment or amendments to the second degree can be sent to the chair in time against the amendment. In case of a amendment in the second degree the procedure is the same as the amendment in the first degree.

The voting on an amendment to the second degree is different from one in the first degree. If the amendment to the amendment passes the first amendment passes, too. If the amendment fails the committee returns to the time against the first amendment.

11. Modes of Address

All speeches should begin with: "Mr. (or Madam) Chair, ladies and gentlemen of the house...". Other delegates and the Chair should be addressed in the third person.

Example: "Is the speaker aware that..." and not: "Do you think..."

The speaker should say: "As the (honourable) delegate, Harry, has told the house..." instead of: "Harry, you said..."

11.1 Phrases to be used by delegates

- Mr. / Madam Chairman....
- I request / wish to have the floor.
- I rise to a point of information / point of order.
- I wish to speak in favour of / against this motion / resolution / amendment because...
- Is the Chair / the speaker (not) aware that...
- Does the speaker (not) agree with me that...
- The speaker stated in his speech...
- Does he (not) realise that...
- I yield the floor to points of information / to my fellow delegate of / to the Chair etc.
- I move to amend the resolution by striking / inserting / adding the words...
- I urge the house to give me its support by voting for / against this motion / resolution / amendment.
- I yield the floor to the chair / the delegate of...

11.2 Phrases to be used by the chair

- The house will come to order / Will the house please come to order.
- The Chair calls upon the delegate of X to read the resolution to the house.
- The Chair fixes a debate time of 10 minutes for and 10 minutes against the motion.
- The delegate of X has the floor.
- All points are out of order until the speaker has concluded his speech.
- The Chair recognizes X. To what point does the delegate of X rise
- Please rise and state your point (of order/information)
- Will you please state your point in the form of a question.
- The speaker appears not to have heard / understood your question.
- Will you please repeat / rephrase your question.

11 Modes of Address

- Are there any further points on the floor / of information to the speaker?
- There's a point of order on the floor. Please rise and state your point.
- Will the speaker please make his concluding remarks.
- Debate time for / against the resolution / the amendment has been exhausted / has expired.
- Debate time has expired. Will the speaker please yield the floor?
- The Chair proposes an extension of debate time by 5 minutes for and 5 minutes against the motion.
- The debate is now closed. We will move into voting procedures. All points are out of order.

12. Basic Rules

Dresscode

At all MUNs, there is a strict dresscode. Male participants have to wear a suit. For female members there are blouses, skirts, girl's suits etc. suggested. You will not be allowed to take part in the OLMUN if you are not dressed according to the dresscode!

The only exception is the opening ceremony, where delegates may appear in traditional or typical attire of the state they are representing.

Conference Language

Similar to most other MUNs, English will be the conference language. The Chairs will especially observe that all delegates will obey this rule. Notes (note passing) may only be written in English, too!

Politeness and Neatness

Neither eating nor drinking is permitted in the committees and the GA!

War

It sometimes happens at a MUN that delegates running out of arguments feel they have no other choice than to declare a war. However, wars are not allowed to be declared as they violate the UN Charter. Participating parties/countries will be excluded from session.

Flags

All flags are property of OLMUN and will not be damaged or stolen or the full price of the flag has to be paid. In case of doubt the ambassador is responsible for the flag of his country.

Badges

You have to wear your badge constantly during the conference otherwise you won't be

12 Basic Rules

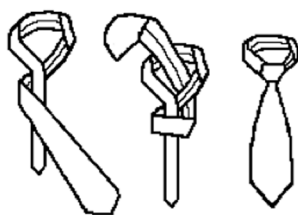
allowed to enter the session. If you lose or damage your badge, the amount you will have to pay will be 5€.

Weapons

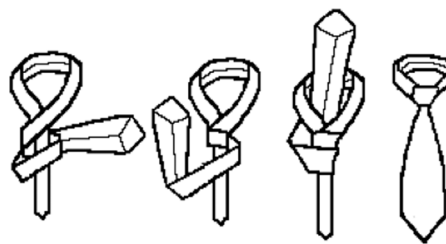
All weapons (even toys like water guns and water bombs) are strongly prohibited. Property or use of those will be followed by a tardy or an exclusion from the conference as well as confiscation of the weapon. Wilful damage of property and ways forced into the conference will be registered.

Further Rules are available in the *Rules of Procedure* available on our website and in the document called *Terms and Conditions*.

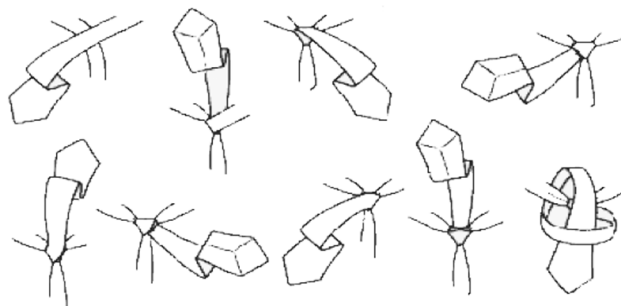
13. How to tie a tie



small knot



double Knot



Windsor knot