



HEON
HIGHER EDUCATION
OUTREACH NETWORK



MODEL UNITED NATIONS

DELEGATE GUIDE



This guide is to help you prepare for the MUN Conference in the Spring term. It will help you to understand processes, terms and how to conduct your research.

It is important that you prepare for the MUN conference as much as you can to give you the best chance of winning the MUN Cup and £100 for your school. You will know when you're well prepared when:

- ❖ Your opening speech has been practised and you're happy with what it sounds and *looks* like
- ❖ You feel comfortable researching your country and topic when it comes to that time
- ❖ You understand the ways your country may behave or react to certain resolutions or countries banding together.
- ❖ You feel more comfortable in these skills: Public speaking, networking, negotiation, research, and independent working, to name a few.

Please be aware that MUNs take place across the world in a variety of settings, and some more formal than others. When researching online or watching MUNs on YouTube, try not to get confused. HEON will be running a simplified version of the MUN.

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What is the MUN?

Model United Nations (MUN) is a simulation of the United Nations (UN) and the meetings they participate in. MUN allows students (delegates) to role-play as certain countries and research, produce literature, debate and pass resolutions as their country to improve the world. Some MUNs have debated on topics such as climate change, war, and poverty. HEON's MUN topic is about social media and censorship. In your binder, you will find a topic factsheet which gives you more information about this topic.

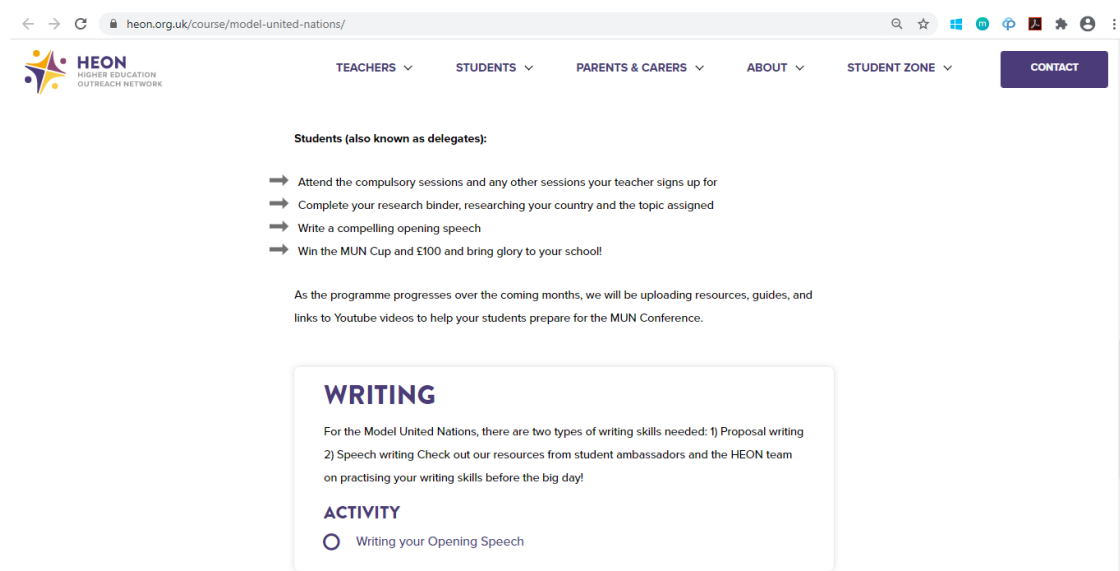
Delegates will need to understand their given country – their political standing, foreign policy and other policies related to the topic. The country factsheet in your binder will help you with your preliminary research.

Your MUN Portal on the HEON website

To access the MUN page on the website, firstly head over to <https://www.heon.org.uk/course/model-United-nations/>

On this page, we will be uploading some resources such as videos from some of our student ambassadors and extra tips.

If there is a particular resource or video you want to help you with your preparations for MUN, feel free to reach out to your HEON contact or Najaah on n.oozeer@surrey.ac.uk and we will look into whether we can provide this for you.



The screenshot shows a web browser window with the URL <https://www.heon.org.uk/course/model-United-nations/>. The page features a navigation bar with the HEON logo (Higher Education Outreach Network) and menu items: TEACHERS, STUDENTS, PARENTS & CARERS, ABOUT, STUDENT ZONE, and a CONTACT button. Below the navigation, the heading "Students (also known as delegates):" is followed by a list of four tasks: "Attend the compulsory sessions and any other sessions your teacher signs up for", "Complete your research binder, researching your country and the topic assigned", "Write a compelling opening speech", and "Win the MUN Cup and £100 and bring glory to your school!". A paragraph below states: "As the programme progresses over the coming months, we will be uploading resources, guides, and links to Youtube videos to help your students prepare for the MUN Conference." A highlighted box titled "WRITING" contains the text: "For the Model United Nations, there are two types of writing skills needed: 1) Proposal writing 2) Speech writing Check out our resources from student ambassadors and the HEON team on practising your writing skills before the big day!". Below this, under the heading "ACTIVITY", there is a radio button next to the text "Writing your Opening Speech".

This is a snapshot of your MUN portal, as you can see we've currently got some extra resources on writing your opening speech uploaded. As time goes on, we will add more resources to this page.

A PDF version of this guide will be available on the MUN portal should you need it.

Sessions to Help You Prepare For MUN

At HEON, we have put together several sessions to help you to prepare for the MUN Conference. Three of these sessions are compulsory (highlighted blue) and your teacher would have signed up for these when they applied to participate. The remaining sessions are booked in with HEON by your teacher if needed. If you feel like you'd want to participate in one of our non-compulsory additional sessions, have a chat with your teacher so they can book it in.

Make sure you take notes when you participate in our sessions. Sessions like Practising Your MUN Speech, Public Speaking, Networking and How to Research provide you with life skills that you *will* need to be successful in life.

<u>Session name</u>	<u>Compulsory?</u>
Intro to MUN	Y
Governance	Y
Practising your MUN speech	Y
Public Speaking	N
Networking	N
How to Research	N

What to Prepare Before the MUN Conference

Your Independent Research:

The research you add to your binder will be one of the most important materials to help you prepare for the MUN Conference. You can bring your binder with you on the day and refer to it at any time.

Your binder includes information provided by HEON, such as this guide, a glossary, the Universal Declaration of Human Rights, and worksheets; but ultimately it is for you to add information you think is important or want to draw on. The research you do will help you to write your opening speech and your position paper (more information on this below).

To be in the best place of winning, you want to research the following:

- ★ Your country – you can use the worksheet we provided you with, but feel free to do some deeper research
- ★ The topic – what are your country's views and policy about social media and freedom of speech?
This can mean looking/listening back on your country's speeches/voting history, and any policies and campaigns

Links to help you research

★ [CIA World Factbook](https://www.cia.gov/library/publications/resources/the-world-factbook/)

Select your country using the drop down box



★ **Wikipedia**

Wikipedia seems to have information on anything and everything – but be careful! Because anyone can edit Wikipedia pages, some information may not be 100% correct – definitely don't use Wikipedia when you're writing essays! Some Wikipedia pages have "This article needs additional citations for verification" on top – that's when you know that some of the information on there might not be factual!

★ **The News!**

This is a good way of knowing anything that is going on in the country but do take some things with a pinch of salt. Corporations only think *some* things are deemed newsworthy depending on their agenda, so make sure to use your critical thinking skills. Some news websites to get you started:

→BBC

→Al-Jazeera

→[Nations Online](https://www.nationsonline.org/) – this is sort of like a master-list of countries based on different criteria.

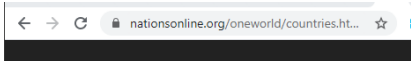
★ **Apps**

You can download the "Model UN" app on your phone which has the latest UN news, a list of all alliances which you can filter by country, and a factbook.

On the first tab of the app, *Library*, you can find world maps and clauses (key words) to use in your speech and position paper. Another app to use is "DelegatePal", which is similar to the "Model UN" app. Do note that Model United Nations operate differently around the world – some stick quite closely to the actual UN process, others simplify it.

★ Google it!

When people say that the world is at your fingertips, they really do mean it! With Google you can search anything, and something will come up. The beauty of the internet is that it is full of information, but sometimes this can be quite overwhelming! Here are some top tips on researching with Google:

- 1) Make sure you're searching for what you want. For example, if you want to look up the voting policy on a particular country, you might type in on Google, *New Zealand censorship voting*
There isn't a right or wrong when it comes to search terms, but if you change or use a different word, it can change the results you get.
- 2) As the Internet is a tool which people can freely upload to (for example, people can post blogs and opinion pieces, and sometimes these aren't always based on facts. It might give you an indication to how the local population feels about a certain subject
- 3) Browse safely. On the top of your browser, next to the URL should be a padlock  like this

If it doesn't have this, then it's likely that you're on a protected website and therefore prone to viruses and spam.

Take notes as you continue with your research, but make sure they're relevant! You don't want to trifle through irrelevant information about Vladimir Putin's dog, Akita, when preparing for your opening speech!

An Opening Speech

You and your fellow delegates will need to prepare an opening speech. Your opening speech should include:

- ★ A brief introduction to your country
- ★ Your country's stance on the topic
- ★ Why your country has this stance (think of reasons why it would benefit your country)

Your speech should last for 2 minutes maximum and each delegate must say something. You can split up who says what however you want, or you can follow the headings above and split it that way.

Make sure your speech remains relevant to your country and the topic at hand and talk in third person:

Korea believes

as opposed to first person:

I believe...

A good way to organise your opening speech is using HPA:

- ★ **Hook:**
An engaging way to grab your audience's attention

This gives the audience a reason to listen to you. You can do this through asking a rhetorical question (a question that doesn't require an answer, but asked for dramatic effect); a quote, perhaps from someone prominent in your country); a statistic, for example, "*X number of students have experienced depression due to social media*"; or a story.

- ★ **Point:**
Your country policy on the topic

This is the main part of your speech. The other countries need to know where you stand on a topic so they can network with you later and join forces to create a resolution.

As you only have 2 minutes, say your point concisely and clearly.

State your country's policy and then offer reasons as to why your country has adopted this policy. See below this example from *BestDelegate.com*

"The Republic of Korea believes that education is a human right, and that all people should have access to education.

Korea has a very strong education system, but some of the most well-educated students in the world; we know the value of education.

So, we believe that all countries and all people should have proper access to education. And historically we have supported many UN and NGO programs that provide education, especially to those living in developing countries."

★ **Action:**

Your possible solutions to the topic

Having a call to action is an important part of your speech. It's the last thing your fellow delegates will hear from you until you start networking. This is where you will propose a possible solution to the issue at hand.

The third compulsory session is where you and fellow delegates can present your speech to a member of HEON staff or student ambassador and get tangible feedback on it for improvement.

In your binder, there are two resources to help you prepare your opening speech:

- A copy of Malala Yousufzai's speech she delivered to the UN
- A worksheet to guide you through the stages of the opening speech

Position Paper

A position paper is a document, between 1 and 2 pages long, that outlines your country's stance on the topic and any solutions you can put forward. Your position paper will help you to understand and contextualise in written format the topic and your country's attitude towards it, and it will steer you in the right direction during the MUN Conference.

At the top of your page, write in the header:

- Your country
- Your topic
- The names of the delegates

You should write a paragraph on each of these topics:

★ **The topic background in general**

- The definition of the topic
- Where does the topic take place and who is involved?
- How many people does it affect and in what ways?
- When did this topic become an issue?
- What is the significance of the topic?

★ **Past international action**

- What has the UN tried to do on this topic?
- What are the most important resolutions and treaties on this topic?
- What are two or more sides to this topic?

★ **Country policy**

- Historically, how does your country feel towards this?
- Currently, how does your country feel towards this?
- How has this topic impacted your country?
- What has your country tried to do about this topic?
Look at the laws your country has.
- What have your political leaders said about this topic?
You can use quotes here.

★ **Possible solutions**

- What are possible solutions your country would support?
You can either create a new solution or expand on a current solution already in place by thinking about more funding. Make sure you keep in line with your country's stance and don't present a bad image of your country.

There may be topics which will be hard to know what a country's stance is – use your initiative and reasoning skills. For example, if you cannot find anything online about Germany's use of social media, then you can investigate the country as a whole: What is their policy on mental health? Freedom of speech? Freedom of expression? How can you use your research to come to an informed conclusion about a country's stance?

Think about sub-topics surrounding the main topic.

THE MUN CONFERENCE

The MUN Conference is planned to take place early in the spring term at the University of Law. HEON are constantly monitoring the situation to make the best decision on the method of delivery of the Conference. **We may decide to do this virtually or delay the conference until we are certain that it is safe to hold this face-to-face.**

During the MUN Conference you will meet your fellow delegates from other countries, and the purpose of the Conference is to understand the topic from the various countries' point of view and come to a resolution. Not all countries will agree with each other, and that is okay – and reflects real life. The aim of the conference is for you to seek like-minded countries to form an alliance, and therefore write a resolution to the topic on hand.

Networking

Networking is a key skill for the MUN Conference as you will need to get to know other countries and delegates. This will require you to “bite the bullet” and walk up to someone you don't know and start having a conversation.

Networking during the MUN Conference will mainly take place during the lunch break, so even while you're munching away, you still need to remain in character. This is the golden opportunity to understand other countries in more detail- you can even ask direct questions about the topic at hand.

Writing a Resolution

A resolution is a written document between you and fellow countries you formed an alliance with. It outlines the solutions to the topic – but remember, it must act in accordance to your country. A country would not contribute to or sign a resolution which contradicts their own politics and culture. It's important to note that although many countries may share the same end goal, the way they get there may be different. Although all countries may believe they need to tackle plastic waste, some may choose to write resolutions about big companies reducing their usage of plastic, whereas others would investigate how to use plastic less present in everyday lives on the ground level.

Remember the position paper you wrote? That will come in handy when writing your resolution as you can draw on the solutions you and fellow delegates wrote and compile them into one document; resolutions will be voted on. Please note that you cannot pre-write a resolution and bring this to the conference.

Your binder has an example resolution from Best Delegates.com, but you can see the main headings below.

A resolution has three parts: the heading, the perambulatory clauses, and the operative clauses.

The Heading

This will inform the reader about the basic elements of the resolution.

- ★ Topic: Write the name of the topic here

- ★ Sponsors: List all the countries who contributed to the writing of the resolution and want to see this debated.

The Pre-ambulatory clauses

This is where you outline all the issues that the committee wants to resolve in your resolution, but essentially breaking it down into sizeable chunks. It may include:

- ★ Past UN resolutions or treaties related to the topic
- ★ References to the UN charter or other international laws
- ★ General background information or facts about the topic, its significance and impact.

To write it, you'll take an issue you want to write and pair that with a perambulatory phrase. You have a list of perambulatory phrases on the next page, and you can find a list of these on the internet or the apps mentioned on page 4.

For example: *Alarmed* that marine life is suffering due to the increase of plastic waste in our oceans.

Operative clauses

Operative clauses form the solutions to the issue that you and your fellow sponsors have identified and wish to put forward to the rest of the delegates. You should aim to address the issues you mentioned in the perambulatory clauses section.

To write an operative clause, you want to take a solution and pair it with an operative phrase. As with the perambulatory phrases, you have a copy of these phrases in your binder and on the apps.

Whilst perambulatory clauses are not numbered, you want to number the operative clauses, and make sure it is underlined.

For example: 1. *Further requests* that plastic manufacturers explore non-plastic alternatives to wrapping and packaging.

What next?

After all resolutions are written, the chair of the Conference will ask you each group to read out the resolution. If there are quite a few of you, then take in turns to read certain parts of the resolution so you can practice your public speaking skills.

After all resolutions are read out, the floor will be open for the rest of the delegates to interject if they want to add something to it or question something.

Following this, the resolutions will go to vote, where all delegates must choose to vote for or against each resolution. Ensure that you and your fellow delegates of the **same** country discuss this beforehand, so you are on the same page.

And that's it! After the resolution has been passed, we'll give you a 5 -10-minute break so the HEON staff can convene to determine the winning country and school of the MUN and provide you with a feedback form.

List of Pre-ambulatory and operative clauses

Perambulatory clauses:

Acknowledging	Noting with approval	Noting with deep concern
Acting	Expressing concern also	Noting with regret
Affirming	Expressing concern	Noting with satisfaction
Alarmed by	Expressing its appreciation	Observing
Alarmed	Expressing its satisfaction	Reaffirming
Anxious	Expressing satisfaction	Reaffirming also
Appreciating	Firmly convinced	Realizing
Approving	Fulfilling	Recalling
Aware of	Fully alarmed	Recalling also
Bearing in mind	Fully aware	Recognising
Believing	Fully believing	Recognising also
Cognizant	Further deploring	Recognising with satisfaction
Concerned	Further recalling	Referring
Confident	Guided by	Regretting
Conscious	Having adopted	Reiterating
Considering	Having considered	Reiterating its call for
Contemplating	Having considered further	Reminding
Convinced	Having devoted attention	Seeking
Declaring	Having examined	Seized
Deeply concerned	Having heard	Stressing
Deeply conscious	Having received	Taking into account
Deeply convinced	Having reviewed	Taking into consideration
Deeply disturbed	Having studied	Taking note
Deeply regretting	Having adopted	Taking note also
Deploring	Having approved	Taking note further
Desiring	Having considered	Underlining
Determined	Having decided	Viewing with appreciation
Emphasizing	Keeping in mind	Viewing with apprehension
Encouraged	Mindful	Welcoming
Expecting	Noting	Welcoming also
Expressing appreciation	Noting further	

Operative Phrases

Accepts	Demands	Recalls
Acknowledges	Deplores	Recognises
Adopts	Designates	Recommends
Advises	Directs	Regrets
Affirms	Draws the attention	Reiterates
Also calls for	Emphasises	Reminds
Also recommends	Encourages	Renews its appeal
Also strongly condemns	Endorses	Repeats
Also urges	Expresses its appreciation	Requests
Appeals	Expresses its hope	Requires
Appreciates	Expresses its regret	Solemnly affirms
Approves	Further invites	Stresses
Authorises	Further proclaims	Strongly advises
Calls	Further recommends	Strongly condemns
Calls for	Further reminds	Strongly encourages
Calls upon	Further requests	Suggests
Commends	Further resolves	Supports
Concurs	Has resolved	Takes note of
Condemns	Instructs	Transmits
Confirms	Introduces	Trusts
Congratulates	Invites	Underlines
Considers	Notes	Underscores
Decides	Notes with satisfaction	Urges
Declares	Proclaims	Welcomes
Declares accordingly	Reaffirms	

Dress Code and What to Bring to The Conference

You should dress smartly to the MUN Conference, as with real UN conferences.

Women	Men
Blouse with a skirt of appropriate length	Suit with a tie
Suit	Buttoned T-shirt with smart trousers
Dress	Formal or smart shoes – no trainers
Formal or smart shoes – no trainers	No jeans
No jeans	Smart socks in a neutral or dark colour

What to Bring

- ★ Your binder with all your research
- ★ Position paper
- ★ Opening speech
- ★ Pencils/pens
- ★ Laptop (provided the school provides you with this)
- ★ Highlighters
- ★ Clipboard (this is optional, but if you're networking with others, it will help to write on it)

This MUN Delegate Guide was created by HEON (Higher Education Outreach Network) with some information credited to The Model United Nations Institute by Best Delegate's Delegate Preparation Guide of Spring 2015.