



OGUZKAAN SCHOOLS  
JUNIOR MODEL  
UNITED NATIONS  
29-30 APRIL  
DELEGATE HANDBOOK



**OGUZKAAN SCHOOLS JUNIOR MODEL  
UNITED NATIONS**

**29 April - 30 April 2023**

**DELEGATE HANDBOOK**

**THE WORLD WHERE WE MEET SOLUTIONS**

**Identify your problems, but give your power and energy to solutions**



## WELCOME AND THEME LETTER

Most Esteemed Guests, Distinguished Advisors and Honorable Participants,

It is my utmost pleasure and honor to welcome you to the third annual session of Oguzkaan Schools Junior Model United Nations Conference which will be taking place on 29th and 30th February, 2023. Just like the previous one, our conference will host young delegates and provide them with the chance and experience to debate and lobby as well as develop their public speaking skills and give them self-confidence. This year, we hope that all the participants will have their experiences fulfilled.

It is a great responsibility to be a part of this world, which is home to wonderful opportunities as well as alarming issues. At a time when border, social, and international conflicts are becoming increasingly frequent, preserving and improving connections have become a priority. No conflict can be regarded as domestic, since globalization has grown to such an extent that we are affected deeply by every incident regardless of its origins. Under these circumstances, 'Taking Responsibility' is an important matter in understanding, evaluating and solving these problems. As the secretariat of Oguzkaan Schools Junior Model United Nations 2023, we chose "The World Where We Meet Solutions" as the theme of this year's conference in order to highlight its importance.

We are honored to present our General Assembly Committees which are; Environmental Committee, Political Committee, SOCHUM, UN Women and Disarmament Committee. In addition to our GA Committees, we offer our delegates the experience of attending the Special Committees. In all our committees, you will be facing different agenda items such as 'The Impact and Effect of Deforestation' in Environmental Committee, 'Governmental Transparency vs. Corruption' in Political Committee, 'The Question of 'Equal Access to Medical Supplies, Healthcare and Education' and Advancing the Rights of People with Disabilities in SOCHUM, 'The Role of Men in Women's Rights' and 'Violence against Women' in UN Women.

Lastly, we trust our delegates and we believe you will learn a lot about the world, its problems and find efficient solutions. Oguzkaan Schools Junior Model United Nations is a conference that provides more than knowledge and skills development; it is an

opportunity to create vivid memories and enjoy entertaining moments. Our staff of over 50 have been working tirelessly through September 2022 to ensure that your experience as a delegate at Oguzkaan Schools JMUN 2023 is incredible, both substantively and socially, and we truly hope that you will join us for a fantastic MUN experience. Please browse through our updated website to see all of the committees and opportunities that will be offered at Oguzkaan Schools JMUN 2023, and if you have any questions, please do not hesitate to contact us.

Sincerely,

Yağmur Çakmak

Secretary General of Oguzkaan Schools Junior Model United Nations 2023



## INTRODUCTION TO MODEL UNITED NATIONS

United Nations (UN) is an international organization which works to achieve world peace. Model United Nations (MUN) is an activity held in schools all around the world, where students simulate the real United Nations. It is usually held for one or more days. JMUN is a unique event because it is organized for middle-school students.

Mun helps students strengthen their English while improving their debating, public speaking and problem-solving skills. MUN conferences raise the youth's awareness of global problems and introduce them to people from different backgrounds. Another aim of MUN is to encourage students to share and try to understand different views by using core skills such as reasoning and empathy. JMUN works in the official language of the UN, which is English. Students form teams called "delegations" which are countries or non-governmental organizations, and represent them throughout the conference. Every student in a delegation is called a delegate and the leader of the delegation is called an ambassador. It is a general rule that delegates do not represent their own country, but learn to consider world problems from the point of view of others.

In conferences, delegates are separated into different committees, and in committees; they research important world problems with other delegates from different schools and delegations. Researching is not the only work that delegates do. They not only find solutions to these problems but also discuss ways to utilize the UN in order to help other countries, with a universal aim to create a better world for the future.

Delegates from each delegation represent their country in a different committee. This means that two delegates from the same delegation cannot be in the same committee, except for the Security Council in which every member country is represented by two delegates. Each committee discusses the issue / s determined for that committee.

In JMUN, the committees are organized and run by experienced high-school students who are deeply committed to MUN ideals and activities. These students are called chairs or Student Officers. The chairs are there to help delegates if they do not understand something, are not sure of what to do, or make a mistake. They help the Organizing-Team manage the conference in the way that the real United Nations works.

In committees, there are people who assist the chairs by passing notepapers, counting votes and distributing documents. They are called the administrative staff or admins and are a part of the conference personnel team. We also have students called mentors in the committees. The mentors will help delegates if they feel anxious or nervous about debating or any other aspect of the conference.

In conferences, participants learn to:

- research and understand important world problems;
- compose and deliver speeches;
- write formal proposals for getting good ideas to work;
- work with new friends in teams;
- debate in English;
- think on our feet and respond to challenges fast;
- come to agreements by voting and accepting majority decisions.



## **SECTION 1 ORGANIZATION**



## **AGENDA ITEMS**

### **SPECIAL COMMITTEE I**

- The Right to Privacy and Security in Digital Age

### **SPECIAL COMMITTEE II**

- Improvement and Utilization of the Studies on Artificial Intelligence

### **ENVIRONMENTAL COMMITTEE**

- The Impact and Effects of Deforestation

### **POLITICAL COMMITTEE**

- Governmental Transparency vs. Corruption

### **SOCHUM**

- The Question of Equal Access to Medical Supplies, Healthcare and Education
- Advancing the Rights of People with Disabilities

### **UN WOMEN**

- The Role of Women In Women's Rights
- Violence against Women

### **DISARMAMENT COMMITTEE**

- Measures to Eliminate the Use of Chemical Weapons



## PROGRAMME

### Saturday, 29th February 2023

09:00 - 09:30 : Registration  
09:30 - 10:00 : Icebreakers  
10:00 - 10:15 : Coffee Break  
10:15 - 11:15 : Opening Ceremony  
11:30 - 11:45 : Coffee Break  
11:45 - 12:45 : Session 1  
13:00 - 14:00 : Lunch  
14:00 - 14:45 : Session 2  
14:45 - 15:00 : Coffee Break  
15:00 - 15:45 : Session 3  
15:45 - 16:00 : Coffee Break  
16:00 - 17:00 : Session 4  
17:00 - 17:30 : Dinner  
17:30 - 18:30 : Party

### Sunday, 30th February 2023

09:30 - 10:00 : Briefing  
10:00 - 11:00 : Session 5  
11:00 - 11:15 : Coffee Break  
11:15 - 12:30 : Session 6  
12:30 - 13:15 : Lunch  
13:15 - 14:15 : GA1  
14:15 - 14:30 : Coffee Break  
14:30 - 15:30 : GA2  
15:30 - 15:45 : Coffee Break  
15:45 - 17:30 : Closing Ceremony





## GENERAL INFORMATION

### GENERAL CONDUCT

JMUN is a simulation of the United Nations where students represent delegation that their school has been assigned. In this simulation, students become diplomats for a couple of days discuss world problems. Since students pretend to be the diplomats for their assigned delegation and represent their school, they are required to behave appropriately throughout the conference. JMUN strictly forbids discrimination based on color, age, gender, disability, religion, or nationality. If any of these are violated, please inform the

#### Secretariat General.

If an inappropriate behavior is observed, the advisor of the delegates will be informed. If this behavior is repeated, appropriate measures will be taken by the Secretariat General. The official language of JMUN is English and all participants are expected to speak English at all times.

We expect all participants to be covered by travel and health insurance. Please remember to keep your travel documents with you at all times in order to be prepared for an emergency. Please inform the Secretariat General of any allergy or other health problems.

### ATTENDANCE

All delegates must be in their assigned committee rooms at least 5 minutes before the committee session starts. During the conference, the camaraderie between delegates is fundamental to ensure a productive debate and a successful outcome. Being prompt is also very important in JMUN. The Student Officer's will be informing the committee about the Schedule. Please pay attention to this and be aware of your schedule. Attendance will be taken by the Student Officers throughout the day. Attendance reports will be shared with all advisors. Please inform your chair if you will be late or absent for any reason.

### EMERGENCY PROCEDURES

In case of emergency, please do not panic. Security staff will be giving you instructions; listen to them carefully and follow them. The arrows on the walls of the school will lead you to the emergency exit.

### PERSONAL BELONGINGS

All participants attending JMUN are responsible for their personal belongings. Neither Oguzkaan School nor Organizing team of JMUN accepts responsibility for the loss or theft of participants' personal belongings.



## REGISTRATION PACKAGE

All participants will get a registration package during registration which contains a folder, a notepad, a pen, a handbook, t-shirt and Meet Your Mentors leaflet.

## DRESS CODE

The dress code at the conference is business attire. Uggs, sneakers, jeans, hoodies, t-shirts, miniskirts, shorts, hats, symbols and national outfits are strictly forbidden in JMUN. Male delegates can wear a formal suit with a tie, while the female delegates can wear trousers, skirts or dresses of appropriate length. Male delegates are required to wear their jackets while they are speaking in a committee session.

Clothing	Females	Males
Tops	A Shirt, sweater, blouse and dresses with appropriate lengths are suitable.  No t-shirts please.	A collared shirt with a tie on and a jacket is suitable.  No T-shirts please.
Bottoms	Suit pants and skirts with appropriate lengths are suitable.  No jeans, shorts or miniskirts please.	Suit pants are appropriate.  No jeans and shorts please.
Shoes	High heels, bullet pumps and other appropriate flat shoes are suitable. Remember that high heels might be uncomfortable by the end of the day.  No flip-flops, Uggs, sneakers or sandals.	Loafers and other appropriate dress shoes are suitable.  No flip-flops, Uggs, sneakers or sandals.

## ELECTRONIC DEVICES

Delegates can bring laptops and mobile phones to the conference. Using laptops will only be allowed during lobbying sessions. All electronic devices, including mobile phones, iPads and iPods must be turned off once the debate session starts.



## SEATING

Delegates will be seated in their assigned seats both in the ceremonies and in the committee rooms. Delegates are not allowed to remove or replace delegation signs and placards.

## INFORMATION DESKS

The main Information Desk is located on the first floor of the school building. There will be a few others through out the campus. Participants can inquire as to lost items, pick up schedules and floor plans and purchase new badges and placards at the information desk.

## NOTEPADS & NOTEPASSING

JMUN will provide participants with an official JMUN notepad which can be found in the folder that will be given at registration. Notes written on paper that is not official JMUN paper will not be delivered to the recipient.

In committees, notes will be passed by the Administrative Staff. Do not forget that English is the official language for note passing. Administrative Staff members will read the content of all notes that are being passed in order to check its language and relevancy to the debate topic. The use of offensive words and slang are strictly forbidden.

If note passing affects the order in the house negatively, Student Officers have the right to suspend note passing.

## MENTORS

The mentor program aims to establish a peer solidarity system to help delegates cope with their feelings of insecurity and anxiety. The delegates can be sure that the mentors follow the secrecy rule. There will be one mentor per General Assembly Committee and Special Committee.

## PARTY

On Saturday, March 31st , there will be a party for all participants between 6.00 pm and 7:30 pm. Dinner will be available before the party.

## OPENING AND CLOSING CEREMONIES

Opening and Closing Ceremonies will start at 9:45 am on Saturday and 16:45 pm on Sunday. Participants will be sitting in seats assigned to them by the administrative staff.



## SECRETARIAT-GENERAL

The Secretariat-General is the central policy planning body of JMUN and is comprised of the Secretary General, the Senior Deputy Secretary General and four Deputy Secretaries-General. Members of the Secretariat-General may occasionally interrupt committees to make announcements. You can contact one of the members of the Secretariat-General if you have any problems, complaints or suggestions.

## CONFERENCE PERSONNEL

The conference personnel team is a group of people working for the smooth running of the conference. They are extremely important for the success of the conference. The conference personnel team consists of six different but interconnected teams which are the executive assistants, the information desk staff, the security staff, the field staff, the administrative staff, and the mentors. Each of these teams have different roles and responsibilities in the conference.

## ORGANIZING TEAM

YAĞMUR ÇAKMAK  
Secretary General

ELİF YILDIZ  
President of the General Assembly

MERVE NİZAM  
Content Manager

İPEK AKSOY  
Head of Training

DAMLA SİMEL KÜÇÜK  
Head of Public Relations

SKALA JABBER SAEED  
Head of Media

ONUR EROĞLU  
Head of Press

MELEK ÇAĞATAY  
Head of Administration



## ROLES AND RESPONSIBILITIES

In MUN conferences, students have different roles and responsibilities, but work together as a team. The students mainly play two roles: the role of a participant and an organizer. The responsibilities of participants and the organizers are briefly explained below.

### PARTICIPANTS

#### DELEGATES

Participant schools are assigned certain countries or organizations or the students who participate from these schools become delegates of their assigned delegation. This means that the students stimulate the role of a diplomat for their country or organization. The delegates are assigned to committees of the conference and in these committees, they try to solve world problems by producing and debating solutions.

#### AMBASSADORS

Ambassadors are the leaders of the delegations. Only the delegates in the General Assembly or Special Committees can become the ambassador of their delegation. The ambassador is responsible for delivering an opening speech, known as the ambassador speech, on Saturday morning. When the Security Council has topics directly related to a country/organization represented in the conference the Security Council has the right to call ambassador of such country/organization as a guest to hear the views of that country/organization on the issue. In these cases, ambassadors need to deliver a speech about the policy of their country on the debated issue. Likewise, if a country is a party to a case that is being stimulated at the International Court of Justice (ICJ), the ambassador of such country may be called in to the ICJ to testify as a witness.

#### ADVISORS

Advisors are teachers who prepare their students for the conference and take care of logistics of getting to a conference. Advisors have the role of acting as chaperones representing their school during the conference. It is important that advisors do not help their delegates while the committees are in session however, advisors can visit the committees in order to observe their delegates and take photos. Advisors will be contacted by the Secretariat - General in case there is a problem with their delegation.



## ORGANIZING-TEAM

As is evident from the name, the Organizing-Team is responsible for organizing the conference. This team is made up of four main bodies; the Secretariat-General, the Cabinet, the Student Officer Team and the Conference Personnel Team.

## SECRETARIAT-GENERAL

The Secretariat-General is the main organization and management body of almost all MUN conferences. In JMUN, Secretariat-General is made up of the Secretary-General, the Senior Deputy Secretary-General and four Deputy Secretaries-General. The Secretary-General is the head of the conference and responsible for overseeing all aspects of the planning and organization of the conference. While the Secretary-General presides over the Organizing-Team, the Deputy Secretaries-General are responsible for assisting the Secretary-General by overseeing the main organs of the conference, which are the General Assembly, the Special Conference, the Security Council, the Advisory Panel, the Historical Committee and the International Court of Justice. Members of the Secretariat work to run a smooth, harmonious conference by strategically planning every detail not only for the main organs, but also for the overall management of the conference: its logistics, conference services, financial matters, and communications.

## CABINET

Cabinet, the central policy planning body of the conference, is appointed by the Secretary-General and is comprised of the members of the Executive Board and the Administrative Board.

## EXECUTIVE BOARD

The Executive Board is comprised of the Operations Manager, the Public Relations Manager, the Administrative Manager, the Business Manager, Director of Content and the Media Manager and is responsible for overseeing the conference personnel and the press team.

## ADMINISTRATIVE BOARD

The Administrative board is comprised of the presidents of the five principal organs of the conference, which are the General Assembly, the Special Conference, the Security Council, the Advisory Panel, the Historical Committee and the International Court of Justice.



## STUDENT OFFICER TEAM

The student officer team is comprised of the committee chairs and co-chairs of the General Assembly and the Special Conference, the presidents and vice-presidents of the Security Council, Advisory Panel, Historical Committee and the International Court of Justice

## CONFERENCE PERSONNEL TEAM

### EXECUTIVE ASSISTANTS

Executive assistants will be assisting the Secretary-General, the Deputy Secretaries-General and the Executive Board by helping them out during the conference.

### INFORMATION DESK STAFF

The information desk staff is in charge of the information desks. They are responsible for the registration of the attending schools, answering questions and assisting the conference participants. The information desk staff comprises of 5 members.

### ADMINISTRATIVE STAFF

The administrative staff, also known as the "Admins", is there to assist the conference participants in the committees. They are responsible for the correspondence between the participants, counting of votes and showing of seats. The administrative staff serves during ceremonies, plenary and committee sessions. Each committee has 2 administrative staff members. During the ceremonies and plenary sessions the administrative staff members gather to work together. There are 39 administrative staff members directed by the Administrative Manager.

### SECURITY STAFF

The security staff is in charge of the printing and distribution of all conference related materials, including roll calls, resolutions, amendment sheets, chair reports and announcements. They are also responsible of delivering notes between committees and the Secretariat and monitoring the entrances to the committees. There are 24 security officers directed by the Security Manager.

### FIELD STAFF

The field staff is responsible of setting up all committee rooms, including the conference halls for plenary sessions and the seating plans of the opening and closing ceremonies. They are also in charge of carrying the necessary equipment to and from the committees, such as tables and chairs.

### PRESS TEAM

The Press team is responsible for producing all media related to the conference. The press team publishes the conference's daily newspaper, JMUN Express, and creates various videos and photos of the conference.

### MENTOR TEAM

The mentor team aims to establish a peer solidarity system to help delegates cope with their feelings of insecurity and anxiety, if any.



## SECTION 2 CONFERENCE





## SECURITY COUNCIL

The Security Council is one of the principal organs of the United Nations system and has the highest authority in the United Nations as well as MUN. It is responsible for maintaining international peace and security. The council debates complicated, challenging and controversial issues and has the authority to establish peacekeeping operations, international sections and military action. It consists of 15 members of whom 5 are permanent members (P5) who can strike out any clause or resolution without question or use their veto power, P5 countries are:

- French Republic
- People's Republic of China
- Russian Federation
- United Kingdom
- United States of America

The other 10 members of the Security Council are elected by the General Assembly for two-year terms.

When the Security Council is debating a topic directly concerning a member country that is not represented in the Security Council, they may call in the ambassador of such a country as a guest to provide insight and enrich the debate, however the ambassador only serves as an observer and has no voting rights. They can only participate in the debate and present their view to the Security Council.

## GENERAL ASSEMBLY

The General Assembly is one of the principal organs of the United Nations system where all of the members of the United Nations are equal and represented. The best part is the fact that it allows every member state to partake in finding the best solutions to world problems. The General Assembly consists of five committees that debate different aspects of world problems and concerns. In MUN conferences these committees gather on the last day of the conference to debate the resolutions that have passed in the committees. In JMUN, the five committees of the General Assembly are:

- 1st committee: Environmental
- 2nd committee: Political
- 3th committee: SOCHUM
- 4th committee: UN Women
- 5th committee: Disarmament

In JMUN, the best clauses of the passed resolutions will be selected by the delegates in the respective committees and sent to the General Assembly Plenary Session. These clauses form one big resolution on the theme, which will be debated and voted at the plenary session.



## SPECIAL ASSEMBLY

The Special Conference is one of the principal organs at most MUN conferences and just like the General Assembly all of the members of the United Nations are equal and represented. The Special Conference debates issues directly connected to the theme of the conference.

As, in the case in the General Assembly, in JMUN, the best clauses of the passed resolutions will be selected by the delegates in the respective committees of the Special Conference and sent to the Special Conference Plenary Session. These clauses form one big resolution on the theme, which will be debated and voted at the plenary session.

## ADVISORY PANEL

The Advisory Panel is an organ that focuses on one regional question during the entire conference. At the end of the conference, they present their resolution to the General Assembly to be debated and voted on. The General Assembly will elect to accept (in part or fully) the plan of action proposed by the Advisory Panel at its plenary session. It has both countries and organizations that are relevant to the issue at hand. Advisory Panel experts debate clause by clause, just like the Security Council and instead of lobbying for resolutions, they create one resolution together. No one has veto power in the Advisory Panel. This panel is designed for experienced MUN students belonging to participating schools and consists of 28 experts.

## INTERNATIONAL COURT OF JUSTICE

As the principal court, it's the primary judicial organ of the United Nations. The International Court of Justice (ICJ) deals with legal conflicts between two states. The ICJ may judge disputes concerning international peace and security, even though these disputes may be the same as those heard in the Security Council and the General Assembly. The role of the ICJ is to deal with the legal aspects of such disputes.

During the course of the conference, the ICJ participants (Judges, registrar, presidents) try to understand and resolve the conflict between the states after examining the evidences presented by the advocates for each state. They can call upon other United Nations organs for advisory opinion to better understand the case. Moreover, the Security Council and the General Assembly may ask the court to give an opinion on any legal question. The court follows the International Court of Justice Statue and the Rules of Court. The ICJ is a civil, not a criminal court, and it concentrates on arguments between governments. It has no authority over individual criminals. Therefore, it cannot try people such as war criminals. This is the task of special criminal tribunals established by the United Nations.



## HISTORICAL JOINT CRISIS COMMITTEES

The Historical Committee is a unique and challenging committee that is designed solely for experienced high school students. The Historical Committee entertains one topic throughout the entire conference and delegates represent historical individuals relevant to the topic at hand, as opposed to Non-Governmental Organizations or Countries. Similarly to the Security Council and the Advisory Panel, clauses are debated and voted on one by one. Much like any other committee, open debate is the norm and rules of procedure of Model United Nations are adhered to throughout debate sessions. We have expanded our Historical Committee into two joint crisis committees, which will be working in coordination with each other.

## HUMAN RIGHTS COUNCIL

The Human Rights Commission is composed of two Human Rights Sub Commissions and is a United Nations bounded committee. It is in compliance with the International Covenant on Civil Political Rights and is responsible for overseeing the implementation of a particular treaty. It is assisted by the UN Economic and Social Council (ECOSOC) and Office of the United Nations High Commissioner for Human Rights (UNHCHR). It is the UN's principal mechanism and international forum concerned with the promotion and protection of human rights.

## RESEARCH

As an ambassador or delegate for your delegation, you must first prepare for the debates in the committees by researching basic, general information about your country's history, geography, natural and human resources, society, political organization, achievements, problems and so forth. This will help you think about the issues in the committee from your country's point of view and increase your confidence during the debates.

After this basic research, you will not have to research your committee's agenda items on your own. There will be special research reports and research questionnaires written by student officers (chairs and co-chairs) to guide you along the way. When researching an agenda issue or your country, you may follow the steps listed in the next two sections.

## RESEARCHING AN AGENDA ITEM

There will be two issues in each committee/organ of the conference. In order to be active in the debate, to deliver effective speeches and to defend their countries' views, delegates research each agenda item of a committee and find the policy of their assigned country on such issue in order to defend their countries views. Below is the suggested flowchart on how to research an issue. A good place to start your research is to go to the United Nations website ([www.un.org/en/](http://www.un.org/en/)) and type in the issue. This is sure to return many articles and statistics as all JMUN topics are selected from the UN website. Learn as much as you can on the issue. The second step is to extract your country's position on the issue. Start by visiting the website for the permanent mission of your country to the UN. Another good source is the website of the UN organisation/s that are actively involved in the issue. You can simply type in your country on the website of such organisation to see the field work, if any, of such organisation in your country. Please refer to the next section for more pointers on research.



## SPECIAL ASSEMBLY

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- 1st committee: Cyber Security
- 2nd committee: Education
- 3rd committee: Health
- 4th committee: Sustainability
- 5th committee: Urbanization
- 6th committee: Youth

As, in the case in the General Assembly, in JMUN, the best clauses of the passed resolutions will be selected by the delegates in the respective committees of the Special Conference and sent to the Special Conference Plenary Session. These clauses form one big resolution on the theme, which will be debated and voted at the plenary session.

## ADVISORY PANEL

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During the course of the conference, the ICJ participants (Judges, registrar, presidents) try to understand and resolve the conflict between the states after examining the evidences presented by the advocates for each state. They can call upon other United Nations organs for advisory opinion to better understand the case. Moreover, the Security Council and the General Assembly may ask the court to give an opinion on any legal question. The court follows the International Court of Justice Statue and the Rules of Court. The ICJ is a civil, not a criminal court, and it concentrates on arguments between governments. It has no authority over individual criminals. Therefore, it cannot try people such as war criminals. This is the task of special criminal tribunals established by the United Nations.



## RESEARCHING YOUR DELEGATION

Each participant school will be assigned a delegation. All members of the delegation, including the ambassador, shall research their assigned country/NGO. Below is the list of items to be researched when delegates are researching their delegations.

### General Information

- What is the name of the country?
- What is the capital of the country?
- In which continent is the country located?
- What are the official languages of the country?
- Is the country part of any blocks or organisations?
- When did it join the UN?
- Is it a member of the Security Council or the Economic and Social Council?

### Administration and Politics

- What type of regime?
- What are the current ruling parties?
- Who is the head of the state?
- Is the government independent?
- Is there a monarchy?
- Does religion or monarchy influence politics?
- Was a country a colony or coloniser?

### Economy

- Is it a most developed country, developing country or a least developed country?
- Is it affiliated with any economic or trade organisations?
- What is the human development index?
- What is the Gross Domestic Product?
- What is the percentage of the unemployment?
- What are the natural resources?
- What are the major exports?
- What are the major imports?



## Defence

- Is the military independent?
- Is the country currently in war or a danger of war?
- If yes, who are the parties?
- Who are the allies?
- Who are the enemies?
- Does the country have nuclear power?
- What is its relationship with other nuclear powers?
- Is the country affiliated to any military organizations?
- How is the relationship with other members?

## Environment

- How much energy is consumed in the country?
- Does the energy use renewable energy sources?
- Does the country overuse natural resources?
- What are the alternative types of energy?
- How much does the country recycle?
- Is it affiliated to any environmental organizations?
- Did the country sign or ratify any agreements or protocols?

## Geography, Culture and Society

- What is the surface area?
- Does the country have a coastline or is it a landlocked?
- What is the population of the country?
- What is the percentage of the indigenous people, if any, living in the country?
- What are the major ethnic groups?
- What is the average lifespan?
- What is the poverty rate?
- What is the literacy rate?

While researching your delegation, there are lots of resources that you can use. CIA Fact Book is one of the websites that are commonly used. Just by typing in a country's name, delegates can access a lot of information. It is also possible to look at the Council of World Affairs and BBC Council Profiles to gain more information. Lastly, detailed information can be found at the official government website and embassy websites of the assigned country. Source: THIMUN Foundation, Basic Guidelines for New Delegates



## RESEARCH REPORTS

Research Reports are written before the conference by the student Officers (chairs and co-chairs). Its aim is to guide the delegates during their research on the topics to be debated in the committee. It is a great place to start your preparation on the issues and gather information that will be helpful while working on a resolution. In research reports you will find the following sections:

- Introduction
- Definition of Key Terms
- General Overview
- Major Parties Involved and Their Views
- Timeline of Events
- Treaties and Events
- Evaluation of Previous Attempts to Resolve the Issue
- Possible Solutions
- Bibliography

## RESEARCH QUESTIONNAIRES

The questionnaires are prepared to guide the delegates through out their research during the conference. By answering the questions in the questionnaires, delegates gain a lot of valuable information on their country's view on the issues that will be debated. delegates can use the research reports and the internet to answer the questionnaires. It is not important to know everything and to be able to answer every question. Your team and allies in the conference will help you. If you don't know something important by the end of the workshop sessions, you may still ask questions during committee sessions (this is called a point of information), or simply say that you do not know the answer to the question concerned.

Remember that nobody will know everything, not even the teachers and MUN experts present.



## POLICY STATEMENTS

Before the conference, every delegate should write a policy statement. A policy statement, also called a position paper, is a short text that clearly explains the countries' point of view on the issues that will be discussed in the committees. It may also state what your government wants the UN to do to help solve the problem. It is the most important part of the preparation process since in them you will lay out your country's policy on the issue at hand and the solutions you wish to see your committee pursue. Writing a policy statement will ensure that you understand the issue that will be debated in your committee thoroughly and after you read it out loud in the committee, it will also make sure that everyone in the committee will know your stand on a certain issue. In your policy statement, you should:

- Explain the issue
- Refer to a recent action taken to solve this issue
- State your country's general opinion on the issue
- Make brief suggestions to solve the issue

You may read your policy statements in your committee, in order to inform the other ambassadors and delegates what the ideas (or policies) of your country's government are on a certain issue.

Please remember that you are representing your assigned country and its government, and not yourself. Your policy statements should not contain your personal views on an issue, unless they are the same as those of your government.

Sometimes governments do not have clear ideas (or policies) concerning a certain issue or agenda item or sometimes policies change, depending on what happens at a conference.

Sometimes governments wait before saying anything, to hear what others will say first. Do not worry about this. This is normal; however, in the limited time of our conference, you may have to be creative and imaginative, in order to take proper part in the debates. Try to be realistic and use ideas that would be of obvious benefit to your country.

To write a policy statement, you will use information you obtain from your research, and your answers to the questionnaires. Statements should be short and to the point, allowing other delegates to understand clearly what your government thinks and giving them a base for asking you questions about your policy, if need be.





## SAMPLE POLICY STATEMENT

Delegation: Brazil

Forum: Disarmament Commission

Issue: Measures to prevent terrorists from acquiring weapons of mass destruction

Brazil fervently supports measures to support the Weapons of Mass Destruction Branch of the UN Office for Disarmament Affairs in its attempts to prevent terrorists from acquiring weapons of mass destruction (WMD), as it firmly believes such efforts are necessary to combat the global threat of terrorists.

Brazil endorses the Outcome Document of the 2005 World Summit, adopted 13 September 2005, which condemns terrorism in all its forms and manifestations and strives to set up an international system that strictly monitors the transfer of materials that may be used to produce WMD, Brazil, one of the driving forces behind the 1967 Treaty of Tlatelolco, which turned Latin America into the world's first nuclear-free zone, applauds the recent efforts made by the Members of the United Nations to free the world of any type of WMD.

We feel especially responsible as our nation commands huge uranium resources. We view with satisfaction the recent efforts of Member States to prevent the use of WMD by terrorists. However, Brazil expresses its deepest regret that, in spite of recent efforts to combat the acquisition of WMD by terrorist groups, some countries have refused to abide by the will of the international community. It is our deepest interest to ensure a world untroubled by the transfer of WMD and materials that can be used in the production of any such weapons.

Source: THIMUN Foundation, Basic Guidelines for New Delegates

## LOBBYING

Reaching agreements for resolutions is called "Lobbying". Basically, it is the first step to creating and/or submitting resolutions. Once you have worked out your policies for operative clauses, you will have to write them down and share them with other delegates representing different countries in your committee. During lobbying, delegates share their ideas with other delegates and present clauses to form a resolution. Once you have made allies and gathered your minimum of ten signatures (including your own) you must decide on one person from your group who will "Submit" the resolution formed with your ideas to the "Chairs" of your committee to debate them. This person will be the "Main Submitter" of the resolution. He or she must be prepared to stand up and explain to the committee why the ideas are good ones and important for the United Nations to put into practice. Your allies should be prepared to speak and answer questions to support the "Main Submitter" in this. These delegates are called "Co-Submitters". Your aim as a group is to convince everyone else to vote FOR the resolutions you propose.



## RESOLUTIONS

You have to think on your feet while answering questions. Once you have found out your country's policy on an agenda item, you should then prepare good ideas on what the United Nations could do to solve the problems being debated. The ideas are presented in a page of official writing, called a 'Resolution'. Extra ideas may be added, or bad ideas deleted during debate, through writing 'Amendments' that you send to the chair of your committee.

A resolution is a very long sentence, divided into two main sections. The first part explains what is to be debated. This is called the 'Preamble' and consists of 'Preambulatory Clauses' that are numbered by lines. Then, it continues and outlines what your committee is asking the United Nations to do about alleviating or solving the problem in question. This section contains the resolution's 'Operative Clauses'. The 'Preamble' describes an issue in enough detail to make it understandable to those who knew nothing about it before. It explains why it is important, what background facts should be remembered in order for the debaters to understand it properly. It also references all previous decisions taken by the United Nations to solve this problem, if any. To help you understand what a resolution is, your chairs have prepared sample resolutions with blanks for you. You may fill out the blanks in the template to finalize your resolution or edit the resolution by adding new clauses, revising and striking out the prepared clauses or you may prepare new resolutions with your allies using parts of the prepared clauses. Please note that your chairs will present each issue on your agenda at which point you will have the chance to ask them questions about the issues to make sure you understand all of the essential points. More important, however, is the second part of a resolution, where the committee agrees to ask the United Nations to take action about the problem being debated. This part is made up of 'Operative Clauses' which are also numbered by line. At our conference, it is your job as a delegate, to propose good ideas for fixing a problem through developing good 'Operative Clauses' for resolution. You may write these on your own, or with other delegates, choose from ideas others will present to you, amend or further develop those that you think are good resolutions from your country's standpoint.

### INFORMATION AND FORMAT

Resolutions are divided into 3 main parts: The Heading, Preambulatory Clauses, and Operative Clauses.

#### THE HEADING

The Heading includes the committee name and the issue that the resolution is referring to, and shows the main submitter and the co submitters.

### PREAMBULATORY CLAUSES

Preambulatory Clauses briefly explain the history and state the facts of the issue. These clauses describe the issue in enough detail to make it understandable to those who know nothing about it. It also explains why it is important and what background facts should be remembered in order for the debaters to understand it properly. What is more, it references all previous steps the United Nations has taken in order to solve this problem.

The first word of all preambulatory clauses must be written in italics and end with a comma (,), except the last preambulatory clause which shall end with a colon (:). You may find sample preambulatory phrases below.



Affirming	Alarmed by	Approving	Aware of
Bearing in mind	Believing	Confident	Contemplating
Convinced	Declaring	Deeply concerned	Deeply conscious
Deeply convinced	Deeply disturbed	Deeply regretting	Desiring
Emphasizing	Expecting	Fulfilling	Fully alarmed
Fully aware	Fully believing	Further deploring	Further recalling
Guided by	Having adopted	Having concidered	Having examined
Having heard	Having recieve	Keeping in mind	Nothing with regret
Nothing further	Nothing with approval	Observing	Reaffirming
Realizing	Recalling	Recognizing	Referring
Seeking	Taking into account	Taking note	Welcoming



## OPERATIVE CLAUSES

Operative clauses are the most important parts of the resolution that you will prepare. They express your solutions. This is the part where you suggest what UN should do and why they should do it in order to solve the problem. A good operative clause further explains what should be done with sub-clauses.

First word/s of all operative clauses must be underlined and the operative clause should end with a semi colon (;) except the last operative clause which shall end with a full stop (.) indicating the end of the resolution. You may find sample operative phrases below.

Accepts	Affirms	Approves	Authorizes
Calls	Calls upon	Condemns	Confirms
Congratulates	Considers	Declares accordingly	Deplores
Designates	Draws the attention	Emphasizes	Emphasizes
Encourages	Endorses	Expresses its hope	Further invites
Further proclaims	Further reminds	Further recommends	Further requests
Further resolves	Has resolved	Notes	Proclaims
Reaffirms	Recommends	Regrets	Reminds
Requests	Solemnly affirms	Strongly condemns	Supports
Takes note of	Transmits	Trusts	



## SAMPLE RESOLUTION

(The Heading)

FORUM: General Assembly

QUESTION OF: Peace, security and reunification on the Korean peninsula

MAIN SUBMITTER: United States of America

CO-SUBMITTERS: Australia, Austria, Brazil, France, Italy, Japan, Mali, Libya, Sudan, Somalia

THE GENERAL ASSEMBLY,

(Preambulatory Clauses)

Recalling its resolution 55/11 of 31 October 2000, in which it welcomed and supported the inter-Korean summit and the joint declaration adopted on 15 June 2000 by the two leaders of the Democratic People's Republic of Korea and the Republic of Korea, Reaffirming the purposes and principles of the Charter of the United Nations regarding the maintenance of international peace and security,

Recognizing that the summit held in Pyongyang from 2 to 4 October 2007 between the two leaders and their Declaration on the Advancement of North-South Korean Relations, Peace and Prosperity represents a major milestone in improving inter-Korean relations, Recalling the statements welcoming the inter-Korean summit made on 1 October 2007 by the Secretary-General and the President of the General Assembly, and recalling also the statement welcoming the adoption of the Declaration made on 4 October 2007 by the Secretary-General,

(Operative Clauses)

1. Welcomes and supports the inter-Korean summit held from 2 to 4 October 2007 and the Declaration on the Advancement of North-South Korean Relations, Peace and Prosperity adopted on 4 October 2007 by the two leaders of the Democratic People's Republic of Korea and the Republic of Korea;
2. Encourages the Democratic People's Republic of Korea and the Republic of Korea to implement the declaration fully and in good faith, thereby consolidating peace on the Korean peninsula and laying a solid foundation for peaceful reunification;
3. Invites Member States to continue to support and assist, as appropriate, the process of inter-Korean dialogue, reconciliation and reunification so that it may contribute to peace and security not only on the Korean peninsula but also in north-east Asia and the world as a whole.

Source: THIMUN Foundation, Basic Guidelines for New Delegates



## DEBATE

Remember first that only one person may speak at a time. The person who has the right to speak is said to "Have the Floor". This right belongs to the chair, until he/she gives it to another person, or the person who has the floor, gives it to another speaker. Giving up the right to speak is called "Yielding the Floor". Although you may not speak if you do not have the floor, you may communicate with other people by writing messages. These must be on your notepad, with a clear indication of the delegate or chair to whom the note is addressed. "Notepapers" will be passed to the receiver by the "Administrative Staff", who will check them to see that they are:

- in English, as English is the official language of the conference,
- polite and respectful,
- relevant to the agenda issues under debate.

Memos not fulfilling these requirements will not be passed on, but will be shown directly to the Chair for the necessary disciplinary actions to be taken, or thrown in the waste bin. If delegates start talking when they do not have the floor, the Chair may order the passing of memos to be stopped for a certain period of time.

## DEBATE MODES

Debate modes are divided into two: open and closed debates. In an open debate, delegates can take the floor and discuss any issue that is related to the resolution. They can either make a speech for or against the issue. In a closed debate, the debate time is divided into two as "in favor" and "against" speeches. The chair decides the duration of the closed debate and informs the house. In J MUN, the debates start as open debates and switch to closed debates only when an amendment is made.

## AMENDMENTS

Changes to a resolution are called "Amendments". You can propose "changes" to part of a resolution that you do not like or cannot agree with. These changes could be to "add" a new clause or part of a clause, to "strike out", or "delete" a clause or part of a clause, or to "change the wording" of part of a clause. In other words, you can change a resolution that you do not accept at first, into one that you could agree with and vote for. "Ideas" and "changes" to a resolution should be written down on a special form called an "Amendment Sheet". Amendments written on notepapers will not be accepted since they are not official papers. You can request these sheets from the administrative staff during the debates. If you wish to propose an amendment, you must first have the right to speak, given to you by the Chair. This is called "Taking the Floor". If the chair recognizes you, you can ask for your amendment to be discussed. If it will be discussed, the chair reads the amendment to the house clearly. You must be prepared to explain why you are proposing an amendment and why it will make a resolution a better one that more countries could accept. Debate mode for the amendments is closed debate. You should also have other delegates as allies who are prepared to back you up, or "Second" your proposed amendment. Amendments to the second degree (an amendment to the amendment) are in order. The same procedures are followed for amendments to the second degree. Remember that if an amendment to the second degree fails, it doesn't mean that the original amendment fails. It still needs to be voted on after the closed debate for the amendment to the second degree is over.



## VOTING

During voting, note passing is suspended and going outside of the committee is not allowed. The administrative staff counts the votes and informs the chairs. Delegates cannot converse during the voting procedure. Only member states can vote in MUN. NGOs can make speeches and contribute to amendments, but they cannot vote on resolutions (except at the Advisory Panel). When delegates are voting, they have 3 options: in favor, against or abstaining.

- Chair announces that the debate time has elapsed and calls for the voting procedures.

- Security staff seals the doors and the administrative staff suspends note-passing and take their voting positions.

- Chair asks all those delegations in favor; administrative staff count the votes and inform the chair.

- Chair asks all those delegations against; administrative staff count the votes and inform the chair.

- Chair asks all those delegations abstaining; administrative staff count the votes and inform the chair.

- A total is counted. If a majority of the votes are in favor, then the resolution passes; if the majority of the votes are against, then the resolution fails.

## SOME TIPS

- \*Have a clear main idea that will capture the audience and make people want to listen to you:

- \*Make sure that all your ideas support your main idea, as logical points of detail;

- \*Vary your sentences in length, using short as well as long sentences, to make your speech more interesting to listen to;

- \*Vary your use of constructions such as: exclamations, repetitions, explanations, rhetorical questions, suggestions, objections, praise, appreciations, criticisms and so forth;

- \*Try not to be completely of one mood: either negative or positive;

- \*Prepare a draft of your ideas and practice them, building up your speech, adding deleting and developing as you go;

- \*Get a trial audience to listen to you practice as you build up your speech; ask them to describe to you what they remember from what you said, from memory, and what feelings it left them with.

- \*Use their feedback to develop your speech to be more effective in the way you intend. Some final points to remember and think about as you work.

- \*Most people tend to remember best the "beginnings" and "ends" of whatever was said.

- \*This means that the most important words, phrases, sentences and ideas that you want your audience to remember and think about, should come at the beginnings and ends of sentences. \*Be firm, but polite at all times. Being rude and aggressive generally makes a bad impression on an audience. It makes you look negative and people often do not like that at all.

- \*Be ready to raise a "Right of Reply" to any speaker who makes an inaccurate point about your country, or is in any way aggressive against your country. (This means correcting the mistake that has been made by another country and their ambassador / delegate).



## POINTS AND MOTIONS

### POINTS

#### RISE TO POINTS

For a delegate to make a point, he or she must be recognized by the chair. After being recognized, the delegate can rise and state his/her point. Do not forget to raise your placard and say the name of the point you want to make. Any time a delegate speaks in a committee, he/she speaks on behalf of a country. As such, a delegate may not use the pronoun, "I", but rather should refer to his/her delegation with the pronoun "we". This takes a bit of getting used to, so don't worry if you can't get it right on the first couple of days.

Note that, points cannot interrupt a speaker except for the "point of personal privilege due to audibility".

#### POINT OF INFORMATION TO THE SPEAKER

A point of information to the speaker is a question directed to the delegate on the floor who has opened himself / herself to questions regarding his / her speech or the resolution. This point must be in a question format. If it isn't in a question format, the point will not be entertained. Follow ups are not allowed in JMUN. Simply, you cannot ask another question to the speaker after he / she answers your first question. When asking a point of information, please remain standing.

Example: "Could the honorable delegate please explain how they're planning to raise awareness on this issue in the rural areas?"

#### POINT OF INFORMATION TO THE CHAIR

Point of information to the chair is a question directed to the chair. This point can be anything about the conference. The delegates can ask about the schedule or want the chair to clarify something about the issue that is being debated.

Example: "Point of information to the chair! Could the chair please tell the house when we're adjourned for lunch?"

#### POINT OF ORDER

Point of order is called when the chair makes a mistake concerning the debate. It is a point referring only to the rules of procedure. Remember that point of order cannot interrupt a speaker.

Example: "Point of order! Is it in order for the delegate to have a direct dialogue with the speaker?"

#### POINT OF PARLIAMENTARY ENQUIRY

This point should not be confused with a point of order. Point of parliamentary enquiry is called when a delegate has a question about the rules of procedure. Its aim is to clarify a rule, not to correct the chair.

Example: "Point of parliamentary enquiry! Can the chair please explain what a policy statement is?"





## POINT OF PERSONAL PRIVILEGE

Point of personal privilege is a point concerning the comfort of a delegate. It can only interrupt the speaker if the point is due to audibility.

Example: "Point of personal privilege due to audibility! Could the speaker please speak louder?"

## MOTIONS

### MOTION TO EXTEND DEBATE TIME

When this motion is called during open debate, it means that the house will be moving to the voting procedure. When it is called during closed debate there are two situations: if it is the time in favor, the motion calls for moving to the time against; if it is the time against, the motion calls for moving to the voting procedure. It is also known as the "Motion to Move to Voting Procedure." Remember that it requires a second and it may not interrupt a speaker. In any case of objections from the house, the final decision is up to the chairs. Do not forget that chairs have right to overrule the motions.

### MOTION TO EXTEND DEBATE TIME

Delegates use this motion to extend the time for the debate of the resolution or the amendment. It is not a debatable motion. The decision is up to the chairs considering the committee time left and the other resolutions.

### MOTION TO DIVIDE THE HOUSE

Motion to Divide the House is used when the votes are very close. This motion calls the chair to do a vote by roll-call. Delegates are individually asked whether they are in favor, against or abstaining. The motion is not debatable. Chairs do not like to entertain it since voting by roll-call is time consuming.

## ADDITIONAL NOTES

Don't be afraid to ask for help. MUN systems take some time to get used to and everyone has their first experience when they did not understand all that was going on around them.

Here we have provided you with a roadmap to help you get your ideas across successfully and serving your country well as a delegate or an ambassador.

## JOURNEY OF THE CONFERENCE

- Research your country.
- Research your committee and its agenda items.
- From your research, write down policy statements on each item for your country and committee.
- Develop ideas for good operative clauses and amendments for the resolutions to be debated.
- Share ideas with other delegates. Find allies who agree with you and will support you. Find people with good ideas that you want to support in turn.
- Write down the best ideas as amendments to the resolutions for debate.
- When you finish your resolution, get ten other delegates to sign it.
- Prepare to speak about your ideas, explaining why they are good and important ones, as well as answer any likely questions the other delegates in your committee may ask.
- Gain the floor in your committee debate and speak about your ideas, encouraging everyone to vote for them.
- Ask questions of other speakers during debate, so that you are sure you understand the issues at stake.
- Get help when necessary either from the Chairs or from other delegates through writing memos during the debate.

-Vote sensibly, representing your country and its policies well. Enjoy the experience!



## SPECIAL MUN VOCABULARY

**Abstention:** voting to say that you neither accept, nor reject the motion or resolution.  
**Amendment to a Resolution:** a suggestion for a change to be made to a resolution, by adding, deleting or altering words.

**Chair:** the person in charge of the debate who makes sure that rules are followed, everyone has a fair turn to speak and the debates reflect all sides of an issue and that they are completed within the allocated time.

**Memo:** an official note from a delegation, written on notepad.

**Motion:** the ideas for debating and finally voting.

**Point of Information (directed to the chair or to a speaker):** a question from a member of the house who has been asked to speak (recognized) by the chair.

**Point of Order:** a question directed to the chair to ask for the rules to be made clearer, or to correct a mistake that has been made in applying the rules.

**Point of Personal Privilege:** a request to the chair for something to be done to make the person making the point feels more comfortable with the setting of the debate.

**Policy Statement:** what your government thinks about a problem as its main ideas.

**Resolution:** a set of ideas, with the background explaining why they are important, asking the United Nations to do something. It is written as one long sentence, which is voted for "Adoption" (meaning acceptance), or "Rejection" (meaning non acceptance) at the end of the debate.

**The Floor:** the right to be the only person speaking.

**The House:** everyone attending the debate, except the chair.

**The Submitter:** the delegate from the country that is asking for an idea or set of ideas to be debated.

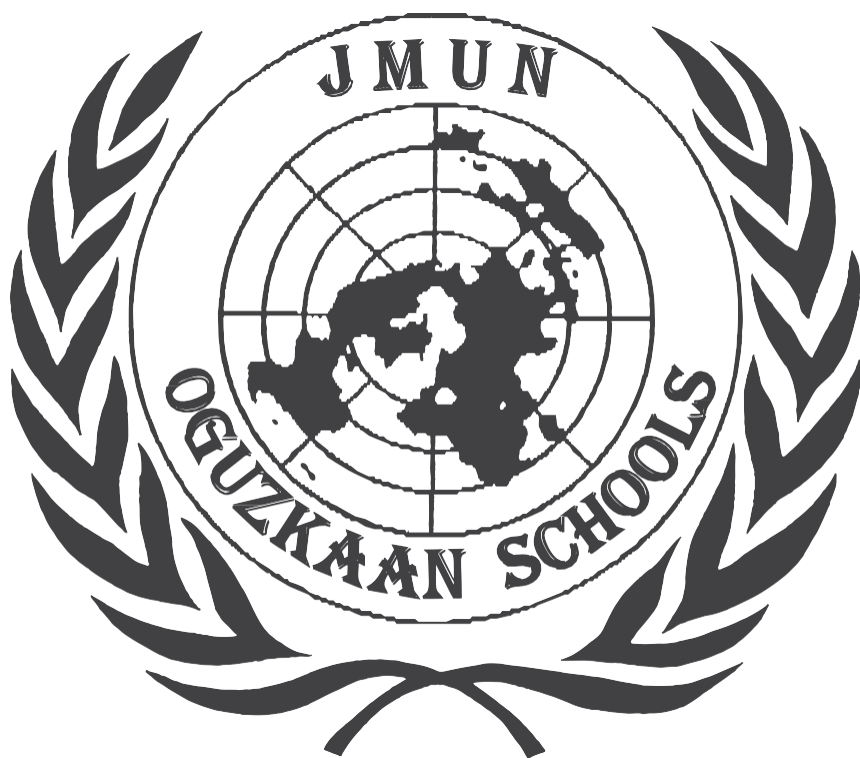
**To be recognized:** to be given the permission to do something.

**To come to order:** to be quiet, to stop what you are doing and to listen to the chair or speaker.

**To recognize:** to accept.

**To Take, or Have the Floor:** to be given the right to speak (only one person may have this right at any time during the debate).

**To Yield the Floor:** to give up the right to speak.





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