PRE-MUN BOOKLET 2026

PREAMBLE

Honourable chairs, dear delegates,

Welcome to MUNA 2026! We are pleased that we get to welcome you all to Zoetermeer for the 21st edition of our lovely Model United Nations Alfrink. For this MUN, we would strongly recommend reading through this booklet before the conference, so you are prepared for our MUN conference. There are some very helpful tips and tricks for resolution writing and giving a speech. Should there be any questions that arise about the preparations for MUNA, then do not hesitate to contact gad.munalfrink@gmail.com, where we will try our best to help you as fast as possible.

We would like to remind the delegates that they have to write two resolutions on two different issues that are going to be discussed in their committee. We are looking forward to sharing our experience and eagerness for this MUN with all of you, but what is most important is to have fun!

Kind regards,
Nathalie Bauer, Jiri Tjiong and Yiyi Geldof,
Pre-MUN & Approval Panel Managers.

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INTRODUCTION TO MODEL UNITED NATIONS ALFRINK

The Model United Nations Programme

The Model United Nations Programme is a mandatory, extracurricular program for
4 THAVO and 5 TVWO students, in which they imitate the work of the real United Nations.
They represent member nations of the United Nations represented in different UN bodies.
Students debate on different issues and are thereby given the task to come up with a solution
together. There are many Model United Nations conferences in the world, with MUNA being
one of them.
The MUN programme is a unique learning programme as it enables you to learn about
international affairs, global issues and different countries and organisations. In addition to
that, it is also a great way to develop your English language skills and allows you to meet
people from all over the world. Participating in a MUN is truly a unique experience.

The Alfrink College and Model United Nations

MUNA is the abbreviation for Model United Nations Alfrink and is an annual, three-day-long
conference held at the Alfrink College in Zoetermeer. Starting as a small project for only
Alfrink students in 2005, MUNA has now grown into an international conference with over
300 students each year. With thought-provoking issues and fierce debates, MUNA is a
challenge you should not miss as an experienced debater. Yet, MUNA is also known as a
great beginner's conference. Therefore, every committee always starts with a quick workshop
covering MUN terminology and the rules of procedure.

Pre-MUN Before MUNA

Pre-MUN consists of training that will have you prepared for the actual conference. These
trainings are provided by Pre-MUN Managers: Yi Yi Geldof, Jiri Tjiong & Nathalie Bauer. These
three members of Staff are responsible for training the voluntary participants of the Alfrink College,
and will offer assistance for training other delegates as well. During these training sessions, we will go
over all-important principles, such as but not limited to: (MUNA) committees, the course of debate,
rules of procedure, policy statements, and resolution writing. The program for beginners will be at a
slower pace; we will explain the basic theory thoroughly before moving towards resolution writing
and debating.

Pre-MUN During MUNA

On the first day of the conference, the Pre-MUN team will hold a mandatory training session for students from Alfrink College. Other attending Dutch schools are invited to join this training as well, although participation is not mandatory. Foreign schools, however, will be attending an excursion to the Hague during this training, and thus are unable to attend.
On the first, and the morning of the 2nd day of the conference, the Pre-MUN Managers will be leading the Approval Panel. After the Approval Panel closes, the Pre-MUN Managers, alongside other Staff members, will be supervising the committees to ensure the quality a debate ensues and to assist chairs in grading the participants of the Alfrink College.

Delegate Duties & Expectations

Duties of each delegate:
- Speakers are not allowed to address each other directly. Always "honourable speaker" or "fellow delegates", never "You" or "I". Furthermore, delegates should refer to themselves in plural, as "we" or "the delegation of …"
- Delegates should stand when speaking and should not sit down until the speaker has finished answering the delegate's question.
- Delegates must avoid the use of informal, insulting or abusive language.
- Cursing is absolutely forbidden.
- Delegates must yield the floor when required to do so by the Chair; this will be stated by the Chair as well.
- Delegates should address the Chair, Staff (if present) Delegates, and Admins before presenting their speech, in order of "priority", the correct order and suitable honorifics being:
  "Honourable chairs, esteemed member(s) of Staff, dear delegates, lovely admins…"

Expectations for each delegate
- Timely arrival;
- Active participation in the debate;
- Respectful behaviour towards other participants of the conference and any passerbies you might encounter at the school;
- Adherence to the dress code;
- Use of formal language;
- Exclusive use of the official language.

Disregard for these expectations will result in reprimand by your chair, a member of staff or by an MUN-Director. Delegates from the Alfrink College will suffer grade deductions.

Grading

Delegates from the Alfrink College will receive grades for their time as delegates at the conference.
Criteria for the grade include:
- Active participation in the conference, during the teambuilding, lobbying and debating;
- Adherence to the dress code;
- Exclusive use of the official language, and formal and respectful tone at all times;
- Timely arrival;

Grades will be determined by the Main-Chair of the committee, while being advised by both the Co-Chair and supervising member of Staff.

Alfrink College students should also remember that the grade surrounding the conference is an exam mark. Thus, grading will not be taken lightly. Lack of agency during the debate, use of a language other than English, use of informal language, and/or absence/early leave from the debate without proper reasoning will result in a failing mark.

Official Language

The official language of MUNA is English. We find it important that all participants speak English during the conference. Persistent use of another language will result in reprimands. *Inadherence will lead to grade deductions for students of the Alfrink College.*

Dress Code

The dress code of MUNA aligns with that of the real United Nations and has a large impact on the professionalism we try to attain. Skirts/dresses should be no shorter than your fingertips can reach when you stand up.

What clothes are in order?
- A dress shirt or blouse
- A blazer
- Fully buttoned blouses must be worn with a tie and a blazer and/or waistcoat; open-neck blouses may be worn without a tie
- Dress pants
- Dresses or skirts of at least knee length
- Formal footwear, including formal boots

What clothing is not in order?
- Sneakers
- Sandals
- Hoodies/sweaters
- Sweatpants/leggings
- Jeans
- T-shirts
- And other informal clothes.

If a delegate ignores the dress code and a chair or staff member deems their dress code violations to be too egregious, the delegate might be refused entrance to the committee and will be taken to their MUN-Director. This might lead to getting suspended for the day. *Students from the Alfrink College will suffer a major grade deduction in this situation.*

Gossip and Punishment Box

To keep things light and fun, there will be a gossip and punishment box put in each committee. All delegates can send notes to the gossip box, spreading some "gossip". It should always be respectful and funny; it will not be entertained in your committee otherwise.
All delegates can send notes to the punishment box with funny punishments. Reasons for receiving a punishment include, but are not limited to:
- Tardiness
- Use of a language other than English
- Violating the dress code (each violation will count towards a separate punishment)
- Disrespect towards another attendee of the conference
- Use of personal pronouns

A punishment should always be appropriate. The goal is not to humiliate someone, and if the delegate does not want to do the punishment, an alternative should be found.

Although the nature of the punishment box is lighthearted, a certain level of respect for the conference is expected. If a delegate collects a noticeable amount of punishments, their MUN-Director will be alerted about their behaviour and will be asked to hand out fitting reprimands.

Notepaper

Notes may be passed around in your committee, as you are not allowed to talk during the debate. There is paper provided for this. You raise your hand, and an admin will come up to you, collect your notepaper and bring it to the delegate for whom it is for. This is helpful when
you want to start an alliance or want to know someone's opinion on a topic privately.
It is not allowed to:
- Write offensive things. This is absolutely out of order.
- Pass notes during any voting procedures.
- Play games with another delegate, as this will disrupt the debate.
- Write notes to someone in another committee

Countries and Observer States

For MUNA, we have decided to give both countries and observer states equal rights. Meaning that an observer state has the right to vote, to co-submit and main-submit a resolution. We have decided to follow these rulings to have the experience be as pleasant for everyone.

MUNA COMMITTEES

MUNA has several different committees. They all cover different issues linked to a certain theme. Most committees at MUNA are based on real committees from the United Nations. Each committee is led by two student officers (a co-chair and a main chair) who are responsible for chairing the committee. They make sure everyone follows the rules and thereby ensure the fluency of the debate.

1. Crisis Committee (CC)

The Crisis Committee is a committee in which delegates must respond quickly and decisively to sudden, dramatic political, social, or environmental events. These events (or 'crises') become more intense and interconnected during the course of the conference, usually leading up to large-scale disasters by the end of the day, unless delegates can prevent them. The Crisis Committee is an Ad-hoc committee, which means that all nations work together to create one resolution on the issue.

2. Economic and Social Council (ECOSOC)

The Economic and Social Council is a council in which delegates actively debate on issues regarding economic and social influences. Diving into the viewpoint of your own member state, you will consider, recommend and debate on several issues.

General Assemblies (GA)

Each GA committee will have one delegate per country. After the sub-committees of the General Assembly have debated and approved a number of resolutions, one or two of these approved resolutions will be addressed in the plenary session (one big debate in the auditorium with all the sub-committees of the GA) of the General Assembly. The General Assembly sub-committees will address 3 or 4 issues per committee.

3. GA 1 – Disarmament and International Security

This committee will focus on issues concerning disarmament and international security. This is the equivalent of the First Committee of the United Nations General Assembly. MUNA will not have another separate disarmament committee.

4. GA 2 – Human Rights

At the real UN, the Second Committee deals with economic and financial issues. Human rights issues at the real UN are discussed in the Human Rights Council. Because we have limited classrooms available at MUNA, we have no room for more than 11 committees. Therefore, we have decided to run a GA2 on human rights. The procedures are similar to other GA committees.

5. GA 3 – Environmental, Humanitarian and Health issues

This committee will focus on several different issues concerning current environmental, humanitarian and health issues that affect people all over the world. Because of the pressing issue of the environment, MUNA added environment to its "Third Committee", and gave it a slightly different name than the name used at the real UN for its Third Committee (Social, Humanitarian and Cultural).

6. GA 4 – Special Political and Decolonization Committee

This commission of Special and Political Decolonization (SPECPOL) is mainly concerned about the well-being of non-self-governing territories, such as ex-colonies. It focuses on resolving the issues concerning the road to independence in a peaceful way. Over the years, the focus of GA 4 has changed from dealing with ex-colonies to border issues and issues regarding (new) territories in general. For example, GA4 is also concerned about protecting natural resources and protecting the rights of indigenous people.

7. Security Council I (SC 1)

The Security Council is the most powerful body in the United Nations and deals with questions regarding international security. The Security Council debates in an ad hoc manner, meaning that a resolution is formed together by all nations present on the issue. MUNA always selects the countries that are present in the SC of the real UN in the year of the MUNA conference. The permanent members, China, the United Kingdom, the United States of America, the Russian Federation and France are always present. The permanent five (or P-5) have the power of veto.

8. Security Council II (SC 2)

This year, we will introduce a second security council for the advanced debaters. The rules are the same as any normal security council, expect that this version operates at a more advanced level.

9. Global Mayor Forum (GMF)

The Global Mayor Forum is an exceptional committee within MUNA, where not nations, but the "mayors" of metropolitan cities come together to debate on topics related to the extent of sustainable, social and economic issues. The rules of procedure are the same as those of the GA's; only the issues are focused more on the individual improvement of cities.

10. Environmental Assembly (EA)

This year, MUNA has decided to add a new type of committee, this being the Environmental Assembly. The Environmental Assembly focuses on defining priorities for environmental policies and developing international legislation on the matter; its course of debate is like the GA's. The Environmental Assembly operates on a more advanced level; it is therefore for the advanced debaters.

! All the issues can be found on the website, here.
*The Crisis Committee and Security Council do not have to send a resolution because their committee is ad-hoc (page 28).

LOBBYING AND RESOLUTIONS

The first time at a MUN conference may be overwhelming. Participating may appear complex, but it basically all hinges on the two following points:

1. Lobbying and negotiating: building consensus and merging resolutions
2. Debate

Lobbying and negotiating: building consensus
If you are participating in a GA, ECOSOC, GMF, or EA, you arrive at the conference with <u>at least one resolution.</u> One of the issues will be debated in your committee, if accepted. We can not stress enough that this is of utmost importance. You will not be able to participate actively in MUNA when this is not executed correctly.

Lobbying gives you the opportunity to interest other delegates in your solutions to the world problems of the committee. You negotiate with other delegates in your committee and thereby try to convince them of your ideas. The main reason as to why you should do this is that you would want them to co-submit to your resolution.

If you have difficulties with finding delegates with similar ideas, it might be better to cooperate and start merging. This basically means that with a group of two or more delegates, you will merge all your resolutions into one. As a result, you will have one big resolution containing all the good points from different resolutions.

When you are finished merging, you and your group again start lobbying with your new resolution. You must try to find as many supporters of your resolution as possible, who are willing to 'co-submit'. If you cannot find enough co-submitters, your resolution will not be discussed in your committee. But if you do find enough, you <u>send your resolution to the chairs</u>, who will then check the layout and send it to the Approval Panel, who will then correct your resolution on mistakes. The actual rules of the Approval Panel shall always be discussed by your chairs.
At MUNA, co-submitting is only entertained when the delegate wishing to co-submit is in favour of the resolution.

Approval Panel

The Approval Panel consists of MUN-Directors and is led by Nathalie Bauer, Jiri Tjiong and Yiyi Geldof. Their task is to assist delegates in correcting the resolutions after merging. This means that they ensure that all resolutions are written in 'proper' English and follow the correct format. For Muna, we would be using Britisch English instead of American English. You first send your finished resolution to your Chairs, who will check on content and layout, and will, in turn, pass it on to the Approval Panel. After checking, the Approval Panel may send back your resolution (if it has not been approved already) for you to make some changes to it. When the mistakes are corrected, you must send the resolution back to the Approval Panel. The Approval Panel will now either approve or disapprove the resolution. If the resolution is disapproved for the second time, you cannot send it in again, and so your resolution will not be able to be discussed in your committee. To make sure everything runs smoothly, you must save your resolutions in a specific way.

This is for the first submission: "committee – main submitter – issue – (1)"

And for the second submission: "committee – main submitter – issue – (2)"

COURSE OF THE DEBATE

Rules of Procedure: GA1, GA2, GA3, GA4, ECOSOC, EA, GMF

1. Roll call list
- At the beginning of the debate, after a break or at the start of the day, the Chair should entertain a roll call. This is to show which delegates are absent. Permanent 5 (P-5) (France, UK, Russia, USA and China) nations have the option to say "present and voting" during the roll call. This means the delegation will now <u>have</u> to vote in favour, or against and cannot abstain (vote neutral). Note, you do not HAVE to say "present and voting" when you are a P-5 nation; you may also just say "present".

Please note that all P5 nations should be present in the SC to vote on anything.

2. Lobbying/merging
- You will first start finding your allies and comparing your resolutions with each other. You can even start merging them together, with the original writer as the main submitter. Make sure to discuss this with your chair so that every topic has at least one approved resolution in the end. This is also the time when you start finding co-submitters, who are most likely the allies of your country.
  Make sure your "alliances" are the real allies of your country, so just keep it accurate (e.g. Russia and Ukraine cannot form an alliance together).

3. The Chairs will decide which resolutions will be discussed and in what order.
- Most likely, there will now be an approved resolution for each topic on the agenda. The chairs will do a quick round of voting on which resolution will be discussed first.

4. The Chair will call upon the main submitter of the resolution to read out the operative clauses (OC) of your resolution, followed by a small speech.
- If you are the main submitter, you must make sure to have a powerful opening speech written. This can set the tone for the whole debate. You start by addressing the chair, your fellow delegates, and the admins, and then you may start reading out the OC's and giving your speech.

5. The Chair will ask whether you are open to any Points of Information.
- You can respond in three different ways:
  1) "Any and all" This means you are open to all questions that the delegates have, and will answer them all.
  2) "We are open to (insert amount) points of information" e.g. only 1 or 2. This can be useful when looking into time constraints.
  3) "We are open to no points of information" This suggests you are not confident about your speech, and you would not be able to answer any questions.

It is advisable not to use this a lot, only if you are 100% sure that everyone understood your message. After this, you "yield the floor" back to the chair. (This is further explained throughout the booklet).

6. After this, the Chair decides whether an open or a closed debate will be entertained and sets a debate time.

- Closed debate: the debate will first move into time in favour. Every delegate wishing to speak in favour of the resolution may now raise their placard (sign with your delegation's name on it), rise and give their speech. Note that if nobody wishes to voluntarily speak up, the Chair will call upon one of the co-submitters to speech. After this, the debate will move into the time against, followed by the voting procedure.
- Open debate: any delegate wishing to speak in favour of or against the resolution may make a motion to hold a speech.
- When you are in closed debate, someone can make a motion to move to open debate. This comes in handy when the debate is in closed time against, but a delegation wishes to speak in favour again.
- Amendments (changes to the resolution) can only be submitted when in closed debate.

7. Amendment

1. An amendment can be submitted by any member of the council.
2. An amendment is only in order if it is submitted to the Chair on the official amendment sheet or on notepaper that follows the same structure as the amendment sheet before the delegate takes the floor.
3. Amendments will only be entertained if the speaker having the floor moves the amendment. This means that the delegate asks the Chair if it would be in order to 'move' (propose) an amendment. The Chair should therefore first recognise the delegate and allow the delegate to take the floor and defend the amendment. Short speeches before the speaker moves the amendment are perfectly in order.
4. The delegate moves, proposes, and defends the new amendment, but the Chair first reads it out slowly or writes it down clearly for all delegates to note down.
7. Closed debate will be the norm for amendments. The chair must use their common sense to decide on the limit of debate time on an amendment
8. Only ONE amendment (max: one entire clause) per amendment sheet will be in order.
9. On an amendment to the first degree, delegations can vote in favour, against or abstain.
10. Amendments to previously amended clauses should only be sustained if the amendment refers to an element in the clause that has not previously been discussed, or if it is necessary to make the clause compatible with later changes to the resolution.
11. All passed amendments should be kept together by the Chairs. This is important for updating the resolution when it passes.

8. Amendments to the Second Degree (amendment to an amendment)

1. The same procedure as for an amendment to the first degree
2. Debate on the original amendment will not resume if an amendment of the second degree passes, which in turn affects the original amendment in its entirety.
3. Amendment to the third degree is out of order except in the SC.
4. When an amendment to the second degree passes, the whole amendment passes.
5. On an amendment to the second degree, abstentions are not allowed at MUNA.

9. Voting

- When voting on resolutions as a whole, delegates can vote in favour, against or abstain from voting. But, when voting on amendments (to the second degree), abstentions are not in order.
- Delegations voting on procedural motions, such as a motion to table the resolution or an amendment to the agenda, may only vote in favour or against.
- During voting procedures, all points are out of order, except for points of order connected with the actual conduct of voting; there needs to be silence, and the Chairs should instruct the admins clearly to take voting positions and to close the doors.
- A resolution will pass if the number in favour exceeds the number against, regardless of the number of abstentions.
- A resolution or an amendment with a tied vote fails; this is when it is advisable to use 'motion to divide the house', making abstentions prohibited.

Rules of Procedure: CC, SC I & SC II

Crisis Committee (CC) Rules

Crisis Committees operate more flexibly than traditional bodies. They do not use a speaker's list, allowing debate to move quickly. Delegates frequently engage in informal consultations, moving freely around the room to negotiate and collaborate. Debate primarily takes place through caucuses, either moderated (structured speaking time) or unmoderated (free movement and drafting).

Security Council I & II (SC) Rules

The Security Council follows its own unique procedures. Voting is typically conducted through a roll call, with each member responding "Yes," "No," "Abstain," or "Pass." Decisions are shaped by the P-5 veto power, meaning any permanent member can block a resolution with a "No" vote.

General Rules for Delegates

Yielding the floor to other delegations

The floor may be yielded by one delegation to another only ONCE consecutively
Where delegations consist of more than one member, delegates from the same
delegation may not yield the floor to each other

New Organizations

New organisations are costly and tend to increase bureaucracy, which is why the
actual UN limits their creation. At MUNA, we will do the same: Chairs will not allow
new organisations to be created unless absolutely necessary. Generally, creating an
organisation is just a way to avoid addressing the problem itself. Delegates could
always refer to organizations that are already in existence.

POINTS AND MOTIONS

Rising to Points

When you want to use some of these points, another delegation has to say "second(ed)" out loud, to state they agree. When a point requires a **second**, someone can also say "objection". This delegate immediately has the floor to explain their objection and make their point.

- **Points of Information, to another delegation, or to the Chair**:
asking a question about the speech, always about the topic of the debate.
<u>Does not require a "second" and cannot be objected.</u>

- **Request for follow-up**:
When the delegate asking this point feels a more specific answer is needed, the delegate may want to ask another point; the delegate does this through a 'Request for a follow-up'. The delegate may always ask for such a request after a point, but the chair is the one to decide whether to grant this or not.
Example: "Could the delegate please explain to the house what is intended with clause 3?"
<u>Does not require a "second" but can be denied by the Chair, due to e.g. time constraints.</u>

- **Point of Personal Privilege:**
This point always refers to the personal comfort and well-being of a delegate. It may only interrupt a speaker when it relates to audibility.
Example: "Could the windows please be closed? It is getting cold in here."
<u>Does not require a "second" and cannot be objected.</u>

- **Point of Order**:
This point refers to mistakes in the Rules of Procedure, i.e. the Chair making a mistake in debating time or when a delegate insults another delegate. This may never interrupt a speaker.
Example: "Is it in order for the delegate to yield the floor to another delegation since the floor was previously yielded to him by Saudi Arabia?"
<u>Does not require a "second" and cannot be objected.</u>

- **Point of Parliamentary Inquiry**:
This is a point of information to the Chair concerning the Rules of Procedures, which may never interrupt a speaker.
Example: "Could the Chair please explain to the house what is meant by closed debate?"
<u>Does not require a "second" and cannot be objected.</u>

Motions

Different from points: motions involve the committee, and therefore always need a **'second'**. Similarly, a delegate is also allowed to object to a motion. When a delegate objects to a motion from another delegate, they will be called upon to explain why they objected, and when objecting to one of the first motions stated below, speak in favour or against.

- **Motion to move into the previous question.** This motion asks for the chairs to move on with the debate to the next topic.

When in time in favour, move into time against, and when in against, move into voting procedure.

- **Motion to move into open debate/closed debate**

When the debate is in open or closed debate, but for any reason it will benefit the delegates to move into closed or open debate, this motion can be called.

- **Motion to move into voting procedure**

When the debate is in open or closed debate but not moving forward or taking too long, this motion can be called to move into voting procedure accordingly.

- **Motion to extend debate time**

This motion asks for more time to debate. It is at the Chairs' discretion, thus not debatable. A second is required, if proposed from the floor.

- **Motion to divide the house**

This motion calls for the Chairs to ask each delegation separately what they vote(in favor/against), when voting results are very close (abstentions no longer in order). This is very time-consuming and should only be used on very important votes when the results are quite close, or the voting procedure was not clear enough.

- **Motion to explain vote**

This motion asks the Chair to ask the chosen delegate to explain why they voted for what they did. This can be called after the voting procedure and can be done when a delegate suspects another delegate of not following their delegations' policies.

- **Motion to extend point of information by …(one, two, any, etc…)**

This motion asks the delegate to open themselves to extra POI's, if for example the delegate calling for this motion really wants to ask a question that will benefit the debate.

- **Motion to fact-check**

This motion can be used when you are sure another delegate is stating false facts in their speech, and the Chair will then have to do small research on the topic.

- **Motion for unmoderated caucus**

This motion requests a certain period of informal discussion, for example, the writing of amendments or discussion with fellow delegates.

PREPARATION AND RESEARCH

Before writing your policy statement and resolution, it is important to do some research on your country, and <u>SAVE IT</u>! This will help you quickly look up important facts about the position and viewpoint of your country when you are debating. This makes the debate more accurate and thus more fun. Answer these questions below.

Research

General information:

- Is the country an LEDC (lesser economically developed country) or a MEDC (more economically developed country)? For example, does the country have a low standard of living? Or does the country have widespread poverty?

- What type of government does my country have? For example, a dictatorship or a democracy?

- Which nations are my country's allies? For example, who are the country's trading partners?

- What are the greatest difficulties or issues many countries face? For example, a civil war or economic recession.

Geological information:

- Does your country border any other countries?
- How big is your country?
- Is the country landlocked?
- Does your country have many natural resources?
- What is the overall energy policy of your country?

Economic information

- What does the country import or export?
- Does the country rely on the import of goods?
- Is the economy stable?

Cultural information

- What religion is most common in my country?
- Is there any tension between different religions?
- What ethnic groups live in my country, and are there clashes between them?

Information concerning the issue

- Is my country directly involved in the issue? If so, what is my country's point of view?

- On whose side is the government of your country?

- Is your country directly involved? Is your country a peacekeeping nation? Does your country's economy suffer from the issue? Does the problem concern one of your country's allies?

- Did the country sign any treaties concerning the issue, and if not, why hasn't the country signed any?

Policy statement

All delegates must write a policy statement about all issues on the agenda. This <u>has to</u> be done before getting started on preparing a resolution. A policy statement is a brief explanation of your country's view regarding the issues. It can be seen as a short summary of your research and as a base for writing your resolution. Usually ,a policy statement includes:

1. A summary of the main points of the issue
2. A summary of recent international action taken relating to the question
3. Reference to key documents and previous UN resolutions relating to the issue
4. Specific suggestions for a solution to the question
5. What has been done already, and what has been effective and hence should be continued?
6. Are there any new developments regarding the issue that should be considered?
7. What would be the best possible issue?
8. How can I combine the solution with my country's policy?

So note:
The research is an overall view of your country, and is important because the debate often requires background knowledge than does not necessarily regard the issue spoken about. It does not follow a certain format; this is just for yourself.
The policy paper is a research paper stating the position of your country on a certain topic. This does follow a certain format and is absolutely mandatory in understanding the issues.

SAMPLE POLICY STATEMENT

DELEGATION: Amsterdam, The Netherlands
FORUM: Global Mayor Forum
QUESTION OF: Lowering crime rates within major cities and metropolitan areas

Currently, crime rates are rising due to increasing poverty and organized crime. The Global Organized Crime Index is currently 5.03 and rising, while the youth crime rate is significantly increasing too. The increasing crime rate is affecting safety, social health, and the economy, while it regards the poorer neighbourhoods in our cities even more. Well-planned crime prevention strategies not only prevent crime and victimisation but also contribute to sustainable development and creating safe and resilient cities.

The United Nations Office on Drugs and Crime has introduced a new tool, recognising the role of education and it draws on the role of sports for peace development and its potential as a tool for crime prevention and a space for education and inclusion. This has been found effective. The government of the Netherlands wants to ensure that the national crime – from human trafficking to real estate fraud – is reduced by at least a quarter. The decision regarding the "eEvidence" made on the 9th of January, effective as of March 2026 within the European Union, states that the new regulation will strengthen existing agreements on the exchange of digital evidence, which has been vital for many successful cases.

Amsterdam is suggesting preventing criminality, especially in youth, by introducing more opportunities for sports and arts, in school as well as youth work in neighbourhoods where necessary to persevere these activities, to keep youth of the streets.
Also, the improvement of the quality of education and expanding future orientation within adolescence must be pushed through to reach the best results, as it has been proven that people with short-term mindsets are more likely to commit a crime.
Additionally, the standard charges for third degree homicide in the UK as well as USA, are 20 to 40 years in prison, while the penalty for abortion in Texas is a 100,000 fine plus imprisonment up to a lifelong. Amsterdam finds that to be concerning and thinks these penalties should be put in order, to discourage primary crime intentions.

Rotterdam has the biggest harbour so obviously there is a lot of drug trade within Rotterdam, but we only know this because 50% of all the drugs is intercepted, and The Netherlands is already working on the increase of this.

RESOLUTION WRITING

<u>What is a resolution?</u>

A resolution is a formal statement of a proposal to a UN Council, Committee or Commission. It consists of one long, but coherent, sentence divided into clauses and sub-clauses. A resolution should not represent the position of once country but rather of a majority of the UN member states

<u>Do I have to write a resolution?</u>

Before the conference, you must write a resolution on at least two issues on the agenda in your committee. Exceptions are the Crisis Committee and the Security Council; here, you will only have to write a good policy statement. However, it is advisable to practice resolution writing anyway, as it is a skill that you will have to master for all committees.

How to write a resolution

A – What is the preamble?
The preamble is the introduction of the resolution. It describes the background of the issue and, for example, refers to former resolutions and conventions on the issue as a means of introduction.

B – How to write the pre-ambulatory clauses?
You can first state references to former UN resolutions, ratified conventions, and/or declarations. You can also provide official figures, the most recent ones possible, to illustrate the issue. You can, furthermore, congratulate countries and/or organisations (i.e. UN organisations, NGOs) which have worked on the issue. You can emphasise the difficulties that have been encountered in the past. You will need to begin the pre-ambulatory clauses with a present or a past participle, or an adjective. See the list on one of the following pages.

C – What are the operative clauses?
The operative clauses contain the policy statements of the body making the resolution. The clauses should be clear and only with one clause. They present by order of importance what the UN (member states) should do or what attitude it should adopt. Make sure that your resolution contains at least 6 operative clauses.

D –How to write the operative clauses?

This question is the most difficult one. You must ensure that your proposals are actually workable and that they fully reflect the existing policies of the country or agency that you represent. You encourage, and/or invite, countries to sign/ratify a convention/declaration. You may propose, welcome, or deplore all new situations. You may support, congratulate, or refuse new proposals. You may confirm or regret what already exists. You must begin the operative clauses with verbs in the third person singular of the Present Tense. See a list on one of the following pages.

- Rather than just borrowing/copying clauses from already existing UN resolutions, we advise you to write your own. The reason for this is that you will be in a much better position to defend and debate during the conference when you have written the resolution yourself.

How to present a resolution

The heading will appear in the upper-left-hand corner of the page, and it should include the following:

FORUM: Committee Name and topic
QUESTION OF: The issue you have chosen.
SUBMITTED BY: Name of state or country (capital city in the GMF)
CO-SUBMITTERS: Names of countries that support your resolution

- There is a line space between each clause.

- Each pre-ambulatory clause is followed by a comma.
- The opening verb of each pre-ambulatory clause is written in italics.
- The lines of the pre-ambulatory clauses are NOT numbered.

- The opening verb of each operative clause is underlined.
- Each operative clause IS numbered.
- The sub-clauses begin with a), b), c),
    - etc.; sub-sub-clauses begin with i), ii), iii),
    - etc. Acronyms and abbreviations are written out in full the first time they are used.
- Each operative clause is followed by a semicolon. There is only one full stop, that is, at the END of the resolution.

SAMPLE RESOLUTION

FORUM: General Assembly 3: Environmental, Humanitarian and Health issues
QUESTION OF: Developing strategies to combat the imminent global shortage of fresh water
SUBMITTED BY: State of Palestine
CO-SUBMITTERS:

Recalling UN resolution 64/292 (2010) and UN resolution 73/226 (2018) emphasising the desperate need for clean drinking water,

Also recalling UN resolution 70/169 (2015) expressing the difference between drinking water and sanitation,

Noting with appreciation the inclusion of fresh water as a part of the 17 Global Goals issued by the UN, referencing the Decade for Action,

Acknowledging that 771 million (1 of 10) people do not have access to fresh water,

Alarmed by that in June 2023, 96% of the water in Gaza was not safe for consumption,

Deeply concerned about Military order 158 issued by Israel to prohibit the obtaining of new wells by Palestinian civils, restricting the access to fresh water,

1. <u>Stresses</u> immediate repeal of Military order 158 issued by Israel since it restricts the access to fresh water for Palestinians by:
    a. Prohibiting Palestinian citizens from collecting rainwater as it is property of Israel,
    b. Requiring Palestinian citizens to ask for permission to drill new wells, and therefore restricting the access to clean water;

2. <u>Recommends</u> the establishment of water treatment facilities in high-need areas to:
    a. Improve the quality of available water,
    b. Create job opportunities within local communities, contributing to sustainable development;

3. <u>Supports</u> collaboration between UN bodies, NGOs, and local authorities to:
    a. Advance water conservation practices,
    b. Ensure the sustainability of water resources for future generations;

4. <u>Further suggests</u> the development and dissemination of awareness campaigns to encourage reduced water consumption in first world countries and to highlight the causes and consequences of freshwater shortages;

5. <u>Encourages</u> the construction of rainwater harvesting systems and the cessation of restrictions that prevent their use, enabling communities to utilize vital natural resources.

PHRASES FOR INTRODUCING RESOLUTIONS

Every clause of your resolution has to start with one of the phrases stated below. There are separate phrases for pre-ambulatory clauses and operative clauses. Some phrases are only allowed to be used by the delegates of the Security Council (of course, they can also use the other phrases). These phrases are listed separately.

<u>Pre-Ambulatory Phrases</u>

Acknowledging
Affirming
Affirms
Alarmed by
Approving
Approves
Aware of
Bearing in mind
Believing
Confident
Confirms
Congratulating
Contemplating
Convinced
Declaring
Deeply concerned
Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting

Desiring
Emphasizing
Expecting
Expressing its appreciation
Expressing its concern
Expressing its satisfaction
Fully alarmed
Fully aware
Fully believing
Further recalling
Guided by
Having adopted
Having considered
Having devoted attention
Having examined
Having heard
Having received
Having studied
Keeping in mind
Noting

Noting further
Noting with appreciation
Noting with approval
Noting with deep concern
Noting with regret
Noting with satisfaction
Observing
Pointing out
Reaffirming
Realizing
Recalling
Recognizing
Referring
Reminding
Seeking
Stressing
Taking into account
Taking into consideration
Taking note
Viewing with appreciation,
Welcoming

Operative clauses

Accepts	Encourages	Reaffirms
Asks	Endorses	Recommends
Adopts	Expresses	Reminds
Agrees	Expresses hope	Repeals
Appeals	Invites	Requests
Approves	Insists	Resolves
Authorizes	Notes	Seeking
Calls for	Notes with	Stresses
Calls upon	-approval	Strongly urges
Commends	Notes with	Suggests
Considers	-concern	Supports
Decides	Notes with	Takes note
Declares	-satisfaction	Urges
Determines	Proclaims	
Directs	Proposes	
Emphasizes	Pointing out	

Security Council Operative Phrases

Condemns
Decides
Declares
Declares accordingly
Deplores
Designates

Strongly condemns

USEFUL LINKING WORDS FOR DEBATING AND SPEECHES

All in All

Although

As

As a consequence

As a result

Because

Compared to

Consequently

Contrary to

Equally

Even though

First

For

For example

For instance

Hardly

However

In brief

In comparison with

In contrast to

In short

In spite of

Instead

Lastly

Merely

Moreover

Nonetheless

On the one hand

On the other hand

Scarcely

Similarly

Since

Still

Summing up

Therefore

Thus explaining

To a certain extent

To a large degree

To conclude

Whereas

Yet

MUN-TERMINOLOGY

Ad-hoc debate	A debate that does not start with an entire resolution, but in which a resolution is built up clause by clause during the debate. This type of debate is used in the SC and CC
Administrative Staff (admins)	The assistants of the Chair. They assist in voting procedures and passing notes.
Amendment	An amendment is an alteration to a specific part of the resolution. The intention of a proposed amendment should be to improve the resolution, thus helping the resolution to pass. Amendments are either of the first or the second degree.
Amendment to the first degree	An amendment made to a resolution.
Amendment to the second degree	An amendment made to an amendment of the first degree.
Chair	The person who oversees the debate. The Chair decides who may speak, what is and what is not in order. The Chair's decision is always final.
Co-submitter	A delegation that supports the resolution before the debate has started.
Delegate	A member of a delegation.
Delegation	A group of delegates representing a certain country or organisation.
Executive Staff	Students in charge of the organization of the MUN conference.
General Assembly	The General Assembly (GA) is the main deliberative body of the UN.
Lobbying	The negotiating, concerning resolutions, between delegates before the actual debate.
Main submitter	The delegation submitting the resolution. The main submitter will read out the operative clauses at the start of a debate and will give the first speech.

Merging	The process where several draft resolutions are put together and become one resolution, which can be discussed in the forum
MUN-Director	The teachers accompanying the students from a school.
MUNA-Staff	These are the people who are responsible for the organisation of the MUNA conference.
Operative Clause	A clause in a resolution that tells the reader what the The resolution is proposed to be done, and what measures need to be taken.
Policy Statement	A brief but comprehensive definition of the issue, plus the relationship to the country's national interest.
Point of Information	A question to gain clarification, either to the speaker who has the floor or to the Chair, by a member of the house who has been duly recognised by the Chair.
Pre-Ambulatory clause	A clause in a resolution, which tells the reader what has gone before, why or on what basis the resolution was written.
President	A clause in a resolution, which tells the reader what has gone before, why or on what basis the resolution was written.
Resolution	The proposal made by the delegates on how to deal with a certain issue.
Secretary General & Conference Manager	Heads of the organisation
Security Council	The UN Charter gives the SC primary responsibility for maintaining international peace and security, and the Council alone has the power to back up its declarations with actions to ensure compliance with them.
United Nations	The organisation was set up after the Second World War, with the aim of achieving peace, justice, and social progress.

We understand this information can be a lot to take in.
If there are still questions after you have read the booklet and after participation in training, do not hesitate to ask. Though it will all become clearer when the actual debate starts, we promise.

Good luck with this year's MUNA from the whole staff, and we are absolutely looking forward to meeting you all.

Kind regards,
Nathalie Bauer, Jiri Tjiong and Yiyi Geldof.