

MSKMUN

Study Guide

First Middle School Kifissia Athens



MSKMUN

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The Executive Team

Anna Ioannou – President of Executives

It is with great pleasure to introduce to you our Study Guide. I hope you find it well organized and helpful. It will help you understand the way the Conference works and prepare you. A well prepared delegate is a good delegate. See you at the Conference!

Do not hesitate to visit our website <https://www.1mskmun.com/> and contact us via email at 1mskmun.athens@gmail.com.

Find us on facebook <https://www.facebook.com/imidkif/> and Instagram https://www.instagram.com/mskmun_kifissia_athens/.

Michael – Angelos Manoliakis – Member of Executives

It is a pleasure to welcome you to our Study Guide. It is a great honour for us that you are studying upon our work. This conference is going to be a great but challenging experience so I would advise you to look at this documents really carefully. I would advise you to act as this is our constitution. In case you have a positive attitude, fear naught and careful preparation, this conference will be magnificent.

Anna Papacharisi – Member of Executives

Welcome to our Study Guide! You can find here everything you need to know about MSK MUN's procedures. It is a pleasure for us to help you through the procedure by providing our Study Guide and I am glad to see you taking part in MSKMUN. Prepare yourself, because debates are going to be on fire! I hope you're going to find this usefu. Can't wait to see you at our conference!

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1. Before the Conference

In this section, we will guide you on what you need to do prior to the Conference. Preparation is key for a smooth debate and a well-prepared delegate will be able to participate more actively and engage in discussions.

1.1 Research

Before the conference starts, every delegate is advised to do research and gain knowledge about the agenda topics and especially the policy of the country they represent regarding the topics.

We demonstrate a check list for delegates that we think will help.

- *Which country do I represent?*
- *What is my country's situation for the past five-ten years?*
- *Have there been any recent events/actions on my country?*
- *Which countries are the enemies and allies?*
- *What are my topic's causes and who is affected by it?*
- *What is my country's policy on the topic?*
- *What solutions may my represented country propose based on its policy?*

What is more, it is essential during this point to read the Background Papers written by the Chairs and drain all the information. In these BGPs, your chairs have included the main points of the topics and how to tackle the issue. The Background Papers can be found on the website, <https://www.1mskmun.com/>.

1.2 Policy Statement

Policy Statements are also known as Position Papers.

For the Policy Statement, one has to make a short speech that explains the policy of the represented country. In this statement, you should summarize the background of the country's position, its current stand and the future goals you hope to be achieved. All policy statements are going to be entertained before the lobbying session.

Here we introduce you to a Sample Policy Statement to guide you.

Sample Policy Statement

Name of: Country Committee Agenda item	}	People's Republic of China First Committee Nuclear Weapons
First Paragraph Historical	}	Article II of the United Nations (UN) Charter encourages the General Assembly to discuss and consider principles for arms control and disarmament. However, despite the efforts of the UN, Nuclear Weapons States continue to keep nuclear weapons as part of their arsenal. Each one of these nations describes their nuclear arsenal as a "purely tactical" defensive and/or defense by deterrence mechanism. The UN has put into force and extended indefinitely the Treaty on the Non-Proliferation of Nuclear Weapons (NPT). This treaty banned the sale of nuclear weapons from nuclear to non-nuclear powers and called upon those states with non-nuclear capability to not develop or deploy nuclear weapons. Affirming its quest for nuclear non-proliferation, the UN is considering the Comprehensive Test Ban Treaty (CTBT) of 1963. The NPT only banned above ground, outer space, or underwater testing, while the CTBT would prohibit all nuclear weapons testing around the world.
Second Paragraph Country's history	}	The People's Republic of China has continually stood for the complete prohibition and thorough destruction of all nuclear weapons. It is due to historical circumstances that China was compelled to develop nuclear weapons. Since that time China has been in complete accordance with the NPT. China's Development of limited nuclear capacity is not aimed at threatening sovereign nations, but solely for self defense. This self defense is for the maintenance of China's independence, sovereignty, territorial integrity, and ensuring the peaceful life of its people. China has declared that at no time under any circumstances will it be the first to use nuclear weapons.
Third Paragraph proposed solution	}	China is a peace loving country, and is in favor of reaching a comprehensive ban on nuclear test explosions. However, this treaty should not ban testing of peaceful nuclear explosions. Halting nuclear weapons testing is an important step towards nuclear disarmament. The Chinese government invites all countries, in particular, to implement the following: major nuclear weapon states should abandon their policy of nuclear deterrence; states with nuclear weapon arsenals should reduce their nuclear weapon stockpiles; and states with nuclear weapons deployed outside their borders should withdraw these weapons. Peaceful nuclear explosions for the betterment of mankind should not be prohibited. In addition, all nuclear weapons states should undertake not to be the first to use nuclear weapons at any time, under any circumstance, committing themselves unconditionally to not threaten or use nuclear weapons against nuclear or non-nuclear weapon states.

1.3 Draft Resolution

A draft resolution is a document which proposes solutions to the committee's issues. The delegate has to write a resolution for each topic before the conference. You should remember to bring your resolution with you in a USB Stick and printed in at least two papers. During the lobbying and merging session, you should try to include to the final resolution as many clauses as you can.

1.3.1 Heading

A resolution consists of title, pre-ambulatory clauses and operative clauses, written in formal language. Main/ co submitters should be mentioned. The topic and the committee have to be at the top of the resolution. For example:

FORUM: (Committee)

QUESTION OF: (topic)

SUBMITTED BY: (your country)

1.3.2 Pre-ambulatory clauses

The pre-ambulatory clauses comprise all the issues that the committee wants to resolve. Pre-ambulatory clauses can include:

- Past UN resolutions, treaties, or conventions related to the topic
- Past regional, non-governmental, or national efforts in resolving this topic
- References to the UN Charter or other international frameworks and laws
- Statements made by the Secretary-General or a relevant UN body or agency
- General background information or facts about the topic, its significance, and its impact.

The pre-ambulatory clauses should be written in passive voice and in formal language. Each clause starts with a different specific phrase which should always be underlined. It is not necessary to have many pre-ambulatory clauses.

SAMPLE PRE-AMBULATORY PHRASES

Affirming	Expressing its appreciation
Alarmed by	Expressing its satisfaction
Approving	Fulfilling
Aware of	Fully alarmed
Bearing in mind	Fully aware
Believing	Fully believing
Confident	Further deploring
Contemplating	Further recalling
Convinced	Guided by
Declaring	Having adopted
Deeply concerned	Having considered further
Deeply conscious	Having devoted attention
Deeply convinced	Having examined

Deeply disturbed	Having heard
Deeply regretting	Having received
Desiring	Having studied
Emphasizing	Keeping in mind
Expecting	Observing
Reaffirming	Taking into account
Realizing	Taking into consideration
recalling	Taking note

1.3.3 Operative Clauses

Operative clauses contain all the solutions that the delegate(s) propose. These clauses set out actual solutions and initiatives for the committee to undertake. They implement new policies or make a statement. The solutions, that the delegates propose, should represent their countries. So, the delegates have to search and study their countries policies. It is important that each clause should aim to solve a specific aspect of the issue. To that effect, operative clauses can be broken down into smaller sub-clauses [a), b), c)] and sub-sub-clauses [(i), ii), iii)].

Operative clauses should start with different specific phrases and should be written in passive voice and formal language too. These clauses are numbered [1. 2. 3.]. These clauses should be separated by semicolon (;) . Only the last one ends with dot (.). The phrases should be underlined.

SAMPLE OPERATIVE PHRASES

Accepts	Further invites
Affirms	Further claims
Approves	Further reminds
Authorizes	Further recommends

Calls	Further requests
Calls upon	Further resolves
Condemns *	Has resolved
Confirms	Notes
Congratulates	Proclaims
Considers	Reaffirms
Declares accordingly	Recommends
Demands *	Regrets
Designates	Reminds
Draws the attention	Requests
Emphasizes	Solemnly affirms
Encourages	Supports
Endorses	Takes note of
Expresses in appreciation	Transmits
Expresses its hope	Trusts

* These verbs could be used only in Security Council.

1.3.4 Useful Websites

Here, we give you some online tools that will help you research on past resolutions and gain insight of the current events regarding UN.

<https://www.un.org/en/>

<https://www.bbc.com/news>

<https://www.un.org/en/sections/issues-depth/global-issues-overview/>

<https://edition.cnn.com/>

1.3.5 Sample Resolution

FORUM: League of Arab States

QUESTION OF: Establishing a framework for the relocation and integration of Syrian and Iraqi refugees in Arab countries

SUBMITTED BY: Qatar

THE LEAGUE OF ARAB STATES COMMITTEE,

Alarmed by the fact that 11 million refugees has been forced to leave their countries, emigrate to others and they have lost their lives during their effort to move to another country,

Having considered the problems which has been caused in countries by the several refugees who emigrated there,

Deeply regretting for the bomb attacks, which destroy crowded cities and cause important environmental problems,

Recognizing that there is no a formal refugee acceptance scheme in countries of Arabic peninsula, although billions of humanitarian aid provided by the latter to Syrian surrounding countries so far,

Emphasizing that is difficult to measure how many refugees are being hosted by countries in Qatar and other Gulf countries because they do not officially recognize incoming asylum-seekers as refugees. Since those countries is not a signatory of the UN' 1951 Refugee Convention, they are not bound by the law to provide these people with the standard treatment and rights typically afforded those seeking refuge in a new country,

1. Recommends the donation of humanitarian aid by Gulf countries under the supervision of UNHCR in the Syria surrounding countries which can host temporally refugees, in order to cover their needs such as :
 - a) food and clothes
 - b) accommodation

- c) health care
- d) education

The countries which are going to accept refugees should:

- a) provide them with a stable environment where they can raise their families without fear of persecution or sudden relocation
- b) define the maximum number of refugees that they can sustain
- c) give them opportunities to find a job;

2. Requests people from all Arab states to organize volunteer teams, which will help refugees as much as possible. Volunteers could be:

- a) doctors
- b) teachers
- c) other staff which is willing to help;

3. Calls upon conflicting sides to discuss about the end of wars in order to return refugees back to their countries. If wars stop and refugees return, the UN has to provide funds to restore everything in the country because war causes a lot of damages. Also refugees have to be provided shelters and sanitary material;

4. Suggests Arab States to provide efforts to cease fire in Syria and make it once again a safe environment for the civilians to return back home. Furthermore to provide motivations in order to refugees want to return back. Those motivations could be:

- a) opportunities for young people to study in a good university
- b) ensured working positions to adults
- c) a friendly environment for children with schools and playgrounds

If those be implemented, it is verified that the most refugees are willing to re-establish in one country of Arab States before return back home at the end of conflict in Syria;

5. Proclaims the nations which are going to accept refugees to recognize their rights, integrate them in country and respect all their customs, their religion or other difference which they probably have;

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2. During the Conference

The time has come to actively participate in the Conference! Fear no more because in this section we will guide you through the whole procedure of debating and other essential features such as the dress code.

The debate is not so different between each Committee. We have the General Assembly Committees that follow a specific procedure, the Security Council which follow almost the same procedure as the GA Committees with slight variations and last but not least, the Crisis Committees.

2.1 Lobbying and Merging

During the first day, we have the lobbying and merging session. During Lobbying, you will have the opportunity move freely in the committee room to find your alliance and write a new resolution with other delegates. You should be alert of countries that might hold similar views but also those that are potential opponents through the research you have conducted. Alliance's solutions should be beneficial to all the members of the group of delegates allying. Computer facilities are often on hand to facilitate the merger, in which a new resolution is produced, formed by clauses from both resolutions. Usually one delegate will remain as the submitter, and the other delegates will become a co-submitter.

The new resolution must be supported by a number of other delegates depending on the number of delegates in each committee. In order to demonstrate and guarantee their support, the delegate will sign the resolution. The sign is just your country's name and the number required for a resolution to be debatable, will be announced by the Chairs. A resolution can be signed by at most three delegates from the same school.

The delegates should have copies of their resolution and a document of this in USB stick.

2.2 Debate

During debate time, you are expected to actively participate by stating your opinion and the political thesis upon resolutions, respect the decision of the Chairs and behave accordingly since it is a formal procedure.

After the lobbying procedure, the Chairs will present the resolution that will be debated and the Admin Staff will pass around copies of the resolution.

Here we present specific guides on how to follow up the procedure.

2.2.1 Roll Call

Every procedure begins with Roll call. This is the procedure in which the chairperson is checking who is present and who is absent. During a roll call the delegate is going to hear the delegation's name and then they declare loud and clear either *Present* or *Present and voting* (meaning that during the voting procedure you will not abstain).

2.2.2 Open Debate

In the case of an open debate, the Chair sets a debate time during which any delegate wishing to speak either in favor or against the resolution can have the floor.

2.2.3 Closed Debate

In the case of a closed debate, the Chair yields the floor to the main-submitter who speaks in favor of the resolution. When the time for the resolution has elapsed, the floor is open to any delegates wishing to speak against the resolution.

2.2.4 Take/ yield the floor

When you wish to speak by making a speech either in favor or against or wish to ask a question, you should be given permission by the Chairs to obtain the floor. By raising your placard, you have to first be "recognized" by the Chair. Thus, you will here "*Delegate of (Country) you have been recognized*". Once the delegate has completed their purpose of which they stood for, they are going to be asked if they yield the floor. This is a typical question to which the answer would be either "*We yield the floor to the chairs*" or "*the floor is yielded to the delegation of ...*" or "*the floor is yielded*". In order to yield the floor to another delegation they have to accept the yield.

2.2.5 Points

The following points may be raised by delegates during a debate and relate directly to the debate itself.

A **Point of Personal Privilege** refers to the well being of a delegate. It may not refer to the resolution. It may only interrupt a speaker if the speech is inaudible. This is the only point that may interrupt a speaker.

A **Point of Information** is a question and must be made as a question. It can only be made when the speaker has yielded to points. It can be made to the speaker or to the Chair.

A **Point of Order** is a question about procedure. It has to be addressed to the Chair. It can be made during a pause in a speech.

A **Point of Parliamentary Enquiry** is a question to the Chair about the rules of procedure.

Permission to Approach the Chair is a request to discuss a problem with the Chair privately.

2.2.6 Motions

The following motions may be raised by delegates during a debate, however relate to parliamentary procedure and not directly to the debate.

Motion to Extend Debate Time is a request to have further time FOR and AGAINST a resolution. It should have a seconder. If anyone objects, it is put to a vote (without debate), a simple majority being required.

Motion to Follow up is requested when the delegate's question to the speaker on the floor has not been clarified.

Motion to Table the Resolution is used to propose a stop to consideration of a resolution if that resolution clearly has little support and would be a waste of time to debate fully. It should have a seconder. If anyone objects, it is put to a vote (without debate), a simple majority being required.

Motion to move the Previous Question is a call to end debate time and to vote on the resolution. It should have a seconder. If anyone objects, it is put to a vote (without debate), a two-thirds majority being required.

Motion to Adjourn is a proposal to finish proceedings. It should have a seconder. If anyone objects, it is put to a vote (without debate) a simple majority being required.

2.2.7 Amendments

Amendments are alterations to the already clauses. They are handed as notes to the chairs and then there is a debating procedure on the amendment. There could be an amendment for ~~strikeout~~ a complete clause. A friendly amendment, is an amendment which can pass without voting if the main submitter agrees so.

All the proposed amendments are delivered to the Chair who decides on the priority of the amendment. The Chair sets debate time for and against the amendment just as for the debate of the resolution. When the debate time on an amendment is exhausted, the Chair will ask the house to vote on whether they agree with the amendment and want it to be included in the resolution or not. No delegate is allowed to abstain from amendment voting. If the amendment passes, the floor is yielded back to the Chair and debate for the resolution resumes with amended resolution.

2.2.8 Notes

During the debate of a resolution delegates are not allowed to discuss among themselves. However, many times the delegates might want to communicate with each other. This communication could involve the policy they will follow or to decide whether they will vote for or against a particular resolution. In this case, the delegates can communicate via written English notes using the Administration Staff. All messages will be checked by the Staff before delivery. If they are considered inappropriate, they will not be delivered. The Staff may report this to the Chair, who has the right to suspend written communication.

2.2.8 Voting Procedure

At the end of the debate time, the resolution as a whole will be placed up for a vote. Delegates who wish to vote in favour of the resolution (or to vote "for") are asked to raise their placards, then those who wish to vote "against" the resolution. Finally, those who wish to abstain are asked to raise their placards. The votes will be counted and verified by the chair, who may also take note of who voted for and against. Submitters and co-submitters have to vote for the resolution, unless it has been amended. The voting is taking place after the chairperson declares *"We now move in to voting procedures ,note passing is suspended during voting. Please staff seal the doors and delegates please take your voting positions"*

Delegates are usually asked to wait until they have been told to do so before raising their placards, and likewise should keep them raised until the vote has been completed and they have been told to lower their placards. This makes sure that those who are counting the votes are able to do so properly and accurately during the first attempt without having to consider a recount.

No guests are allowed in the committee during the voting procedure.

2.2.9 In a nutshell

After the lobbying procedure, the Chairs will present the resolution that will be debated and the Admin Staff will pass around copies of the resolution. The Main Submitter will be called in order to take the floor and read the operative clauses. Afterwards, the Chairs will set the debate time of the resolution and kindly ask the Main Submitter to deliver a speech in favor of the resolution. Then, the delegate will be asked if he/she is open to any points of information and the delegate must reply *"Any and all"* (it is up to the Chairs to determine the number), *"Up to X"* (X: number of points the delegates wishes to entertain), *"No"* (the delegate does not want to be asked questions). The Main Submitter may yield the floor to the Chairs or any other delegate. If the floor is open then the Chair we kindly ask any delegates wishing to make a speech in favor of

the resolution, recognize any delegates and proceed. When the time has elapsed, the resolution will be voted. Then we move to the next resolution.

2.3 Security Council Procedure

The difference with the SC Procedure is that the debate takes place not on the resolution as a whole but the resolution's clauses, which means that, we have in favor speeches, against speeches and voting procedures for every clause.

2.4 Crisis Committee

A Crisis Committee is a small body, with usually no more than twenty members, brought together to deal with an issue of immediate importance. While General Assemblies or Specialized Committees work to find long-term solutions to long-term problems, such as literacy, infant mortality, or economic coordination, Crisis Committees often handle short-term issues with swift and decisive measures. Crisis Committees often deal with issues like wars, revolutions, disaster control, or economic collapse.

Another key feature of a Crisis Committee is its dynamic nature. When the body passes a directive (a resolution for Crisis Committees), its effects and results are brought to the body in news articles and speakers. In other words, the topics will continue to change and evolve based on the actions the body does (or does not) take.

In crisis committees, delegates write two primary types of documents:

1. **Directives.** Much like the working papers and draft resolutions that emerge from GA committees, directives are composed of sponsors, signatories, and clauses.
 1. **Sponsors** are those that have directly contributed to writing the document.
 2. **Signatories** are individuals who are interested in seeing the document presented for voting, but do not necessarily support the entirety of the document and did not contribute to writing it.
 3. Directives are written in-room and consist of **operative clauses**, or statements starting with an action verb, that describe a solution to the issue. Unlike GA writing, crisis writing does not require preambulatory clauses that describe the background of the problem.

2. **Crisis notes.** These multifaceted notes drive the flow of committee. Each delegate creates their own story-line, or **crisis arc**, as they accumulate as many resources as possible. Delegates address crisis notes to another character that is not represented by another person in the committee room that can offer them a path to acquire resources.

2.5 Dress Code

We are very strict on dress code. Both boys and girls should follow those rules. Dress code check takes place every day during the conference.

Females

- Heavy make up is not allowed
- Formal shirt or blouse
- Blazer jacket or suit jacket
- Formal long trousers (denim will NOT be in order)
- Skirts and dresses are allowed but not mini skirts or short summer dresses
- High heels or black shoes
- Insulting or political badges are NOT allowed. The only political alike badge which could be tolerated, could be a kind of official insignia, if it is not offensive
- Religious insignia is going to be allowed if it is not insulting to another religion

Males

- Clear shaven face at all times
- Formal shirt with collar (denim will NOT be in order)
- Tie or Bow tie [you MUST wear either a tie or a bow tie (papillon)]
- Blazer jacket or suit jacket
- Formal trousers (denim will NOT be in order)
- Formal shoes or leather sneakers
- Insulting or political badges are NOT allowed. The only political alike badge which could be tolerated ,could be a kind of official insignia ,if it is not offensive
- Climbing or mountaineering shoes are NOT in order
- Religious insignia is going to be allowed if it is not insulting to another religion
- Make up and face painting is NOT going to be allowed for male participants except cases of injury ,where make up could be used as cover if the delegate wishes to

3. After the Conference

First of all congratulations for making into the final chapter! After the conference, you will experience the post-MUN depression and when you get back to normal classes you might find yourself wanting to shout “Point of Information” to your teachers.

During the Closing Ceremony awards will be given. If you participated actively and accordingly, you might be considered for the Best delegates award or give our committee the chance to win the Best Committee Award. Make sure to keep in good terms with your Committee chair since he/she will be responsible to propose you as the best delegate.

We hope that you find this Study Guide enlighten enough and we expect to see you well prepare and ready to bring the best out of you.

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