PACE MUN

Where Youth Become Global Leaders

DELEGATE HANDBOOK

MESSAGE FROM THE SECRETARY GENERALS

PaceMUN - Boys

Dear Delegates,

Welcome to the very first iteration of PaceMUN, a milestone for our school, and I couldn't be happier to see it finally come to life with all of you here. This conference has been in the making for well over a year. PaceMUN is the chance to listen, to be heard, and to work with people who see the world differently from you. That's what makes MUN, well, MUN! And that's what I hope you take away from this experience.

As you walk into the committee, don't worry about being perfect. It may sound cliché, but speak up even if you're nervous, reach out even if you don't know anyone yet, and give yourself the space to learn along the way. If you do that, I promise PaceMUN will be something you'll carry with you long after it's over.

Muhammed Nihal
Secretary General

PaceMUN - Girls

Esteemed Delegates,

It gives me immense pleasure to welcome you all to the First Edition of PACE Model United Nations.

This conference marks the beginning of a new tradition at PACE- a platform where young leaders will come together to engage in dialogue, diplomacy, and debate. MUN is not only about representing nations, but also about listening, understanding, and collaborating to find solutions to global challenges.

As the pioneers of this inaugural edition, each delegate holds the responsibility of setting the standard for the years to come. I encourage you to participate with passion, respect, and an open mind.

On behalf of the Secretariat, I warmly invite you to join us in making this first edition of PACE MUN a memorable and impactful experience.

Parvathy Kishore,
Secretary General

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GENERAL GUIDELINES

Scope of Rules of Procedure:
The rules included in this guide apply to all committees in this conference. If a situation arises that has not been addressed by the rules of procedure, the committee chair will be the final authority on what procedure to follow.

Language:
English will be the official working language of PACE MUN. This applies to all formal and informal documents within and related to the conference. Communications in languages other than the official language will not be recognized.

Dress Code:
A professional formal attire is to be worn by all delegates attending the conference. All delegates have to dress modestly.

Powers and Responsibilities:
The Secretary General:
Chairpersons and delegates are required to abide by any and all proposals of the Secretary General. In any case, if a delegate deems the presence of the Secretary General necessary, a note can be sent to the chairs regarding the same. The Secretary General has the highest degree of command.

Under-Secretary Generals:
Chairpersons and delegates are required to abide by any and all proposals of the Secretary General. The Secretary Generals have the second-highest degree of command. Their presence in the committee cannot be requested except that of relevant to their fields.

The Secretariat:
The Secretariat is presided over by the Secretary General and includes heads of all affairs related to the conference.

Chairpersons:
The chairs are the moderators of a committee and hold complete authority and control over the committee. They hold complete authority on ruling on points of order and general proceedings. They are also referred to as the dais, or the Executive Board. In case of repeated violations of the ROP or code of conduct by a delegate, the chairs reserve the right to temporarily revoke the delegate's speaking rights.

Delegates:
Delegates are representatives of a given country in a particular committee who debate to arrive at solutions on the agenda at hand.

Code of Conduct:

- Speak and act diplomatically at all times; respect all participants, including chairs, delegates, staff, and volunteers.
- Follow the rules of procedure and directives from the Secretariat.
- Use devices only for conference-related purposes during committee sessions.
- Eating during committee sessions is not allowed. You may drink water at any point in time on your own accord.
- Do not engage in activities that may lead to tensions between people.
- Attendance of less than 75% of the total committee sessions in the conference will lead to disqualification.

FLOW OF DEBATE

Roll Call:
At the start of each session, the Chairs will conduct a roll call in alphabetical order. Delegates shall establish their presence in the Committee in either of the two following ways,

i)<u>Present and Voting</u> - The delegate who declares themself "Present and Voting" will have the ability to vote in favour or against any matter, with no possibility of abstention.

ii)<u>Present</u> - The delegate who declares themself "Present" will have the ability to vote in favour, against, or abstain from any tangible matter. They cannot, however, abstain from voting on procedural matters (such as moving into caucuses).

Opening floor for Debate:
After the roll call has concluded, the floor has to be opened to debate. This is done via a straightforward "motion to open the floor for debate".

Setting the Agenda:
Now that the floor is open to debate, the chairs will move towards points and motions. The setting will differ depending on the number of agendas a committee has.

i)Two Agendas - A motion to 'set the agenda' will need to be proposed, and delegates will vote to decide the order

ii)One Agenda - The Chairs will declare the setting of that agenda.

(For PaceMUN, one agenda will be voted upon by each committee)

General Speakers List (GSL):

Once the agenda has been adopted, a motion to establish the general speakers' list has to be proposed (the chairs will open the floor to points and motions). This motion will pass automatically and will not be put to a vote.

After its establishment, the chairs ask delegates to raise their placards if they wish to be added to the speakers' list, from which a random list is prepared, in which speakers speak in the order they were recognized.

The speaking time given to a GSL is fixed to either 60 or 90 seconds based on the Chair's decision. Speeches are to be made in the context of the adopted agenda as a whole.

In case the delegate doesn't use up all their time, they can yield it in three ways:

i) Another Delegate:
 "The Delegate of _____ would like to yield the remainder of his/her time to the delegate of _____."

ii)Points of Information:
 "The Delegate of _____ would like to yield the remainder of his/her time to __(number of POIs)__ Points of Information.

iii)The Chair:
 "The Delegate of _____ would like to yield the remainder of his/her time to the chair."

Moderated Caucuses:

Moderated caucuses are meant for discussions on subtopics that influence the main agenda. They help delegates to branch out their discussion to include issues related to the main Agenda.

Along with a speaker's time, it even has a total caucus time and automatically closes irrespective of whether speakers are remaining. However, it can be extended via a motion to extend, albeit only once.

How it works:
The chairs, irrespective of the status of the GSL, may invite delegates to raise motions of points.
"Delegates, if there are any motions or points on the floor, please raise your placards now."

The chair then recognizes delegates and asks them to state their points or motions. They are then voted upon by the committee in order of disruption.

"The delegate of _____ would like to suspend debate time to raise a motion to a moderated caucus on the topic _____ for an individual speaker's time of _____ and total speaker's time of _____."

This motion requires a simple majority for it to pass (>50%). However, the dais may deny such a motion if the topic raised is not within the scope of the agenda.

Unmoderated Caucuses:

A motion to move into an unmoderated caucus is entertained after a reasonable number of moderated caucuses. They are

used for forming alliances/blocs, informal debates, and discussion and resolution formation.

Although the committee remains in formal session during an unmoderated caucus, delegates are free to leave their seats and engage with other delegates, without chair moderation.

Types of Motions

1. Motion to open the floor for debate

"The Delegate of _____ would like to raise a motion to open the floor for debate."

Purpose: Mandatory opening of the floor at the start of the conference.
Voting: Passed by chair's discretion.

2. Motion to set the agenda

"The Delegate of _____ would like to raise a motion to set the agenda of the committee to ____."

Purpose: To determine the order of discussion of agendas in committees with two or more agendas.
Voting: Simple majority.

3. Motion to open the General Speaker's List

"The Delegate of _____ would like to raise a motion to open the general speaker's list for an individual speaking time being ____ and total time being ____."

Purpose: To establish a speaker's list on the main agenda.
Voting: Passed by chair's discretion.

4. Motion to move into a moderated caucus

"The Delegate of _____ would like to raise a motion to move into a moderated caucus on the topic ____ for an individual speaking time being ___ and total time being ___."

Purpose: To discuss sub-topics of the main agenda and get into specifics.
Voting: Simple majority.

5. Motion to move into an unmoderated caucus

"The Delegate of _____ would like to raise a motion to move into an unmoderated caucus for ___ minutes."

Purpose: To form blocs/alliances and freely discuss matters and write resolutions.
Voting: Simple majority.

6. Motion to extend the moderated/unmoderated caucus

"The Delegate of _____ would like to raise a motion to extend the current moderated/unmoderated caucus by ___ minutes."

Purpose: To extend the duration of the moderated/unmoderated caucus so as to complete the discussion and come to a conclusion.
Voting: Simple majority.

7. Motion to close the moderated/unmoderated caucus

"The Delegate of _____ would like to close the moderated/ unmoderated caucus. "

Purpose: To extend the duration of the moderated/unmoderated caucus so as to complete the discussion and come to a conclusion.
Voting: Two-thirds of the majority.

8. Motion to discuss the draft resolution.

"The Delegate of _____ would like to start the discussion of the draft resolution. "
Purpose: To discuss and vote on the draft resolutions prepared by each bloc.
Voting: Simple majority.

9. Motion to suspend the session.

"The Delegate of _____ would like to suspend the session. "

Purpose: To suspend debate time for the committee to go for a break or when it is done for the day.
Voting: Simple majority.

10.   Motion to adjourn the committee.

"The Delegate of _____ would like to adjourn the committee. "

Purpose: The last committee session has to end with a motion to adjourn.
Voting: Simple majority.

Types of Points

1. Point of Information (POI)

Purpose: This is raised to ask questions to delegates or chairs after a speech has been made.

It is raised only when the chairs open the floor to points of information.

a. Request to follow up:
Used when the delegate who asked the question is unsatisfied with the response.
Can proceed with the question on the Chair's approval.

b. Right to reply:
Used before answering a POI of another delegate or a follow-up question.
Can speak on the Chair's approval.

2. Point of personal privilege:

<u>Purpose</u>: This is raised when the delegate feels uncomfortable due to the inaudibility of the speaker or wants to use the restroom.

It can be raised at any time as long as it does not interrupt the speaker, unless the personal privilege is to ask the speaker to speak slower or louder.

3. Point of parliamentary enquiry:

<u>Purpose</u>: This is raised when the delegate is confused about what is going on in the committee or wants to clear doubts on the procedures.

It can be raised at any time as long as it does not interrupt the speaker.

4. Point of order:

<u>Purpose</u>: This is raised when the delegate is offended by another delegate or if the other delegate has made factual inaccuracies or has violated the rules of procedure.

It can be raised at any time as long as it does not interrupt the speaker.

DRAFT RESOLUTION

Draft resolutions are documents that seek to fix the problems addressed by a committee. Simply, they are raw solutions and ideas converted into a formalized, clear, and precise action plan. A draft resolution, once passed, is called a resolution.

Types of clauses in the draft resolution are:-

I. Preambulatory clauses:

The preambles are where you describe the problem and justify why it's worthy of the committee's attention. You also underline the reasons behind the solutions that you will be proposing in the operative section. You can also mention the previous efforts taken to address the given agenda. Having a good preamble is important before moving on to the operative section.
They need to be in italics and should end with a comma (,).

Some preambulatory clauses are:

Affirming	Keeping in mind	Fully aware
Guided by	Deeply disturbed	Taking into consideration
Welcoming	Deeply regretting	Expressing its appreciation
Recalling	Having examined	Bearing in mind
Observing	Fully believing	Noting with satisfaction
Desiring	Realizing	Having considered further
Emphasizing	Alarmed by	Viewing with appreciation
Referring	Approving	Further deploring
Confident	Declaring	Noting with regret
Believing	Contemplating	Deeply concerned
Convinced	Aware of	Deeply conscious
Expecting	Deeply convinced	Expressing its satisfaction

II. Operative clauses:

These clauses are the core of the resolution and must establish a proper framework to address the issues at hand. They must not be vague and must be able to answer every question regarding how they will be implemented, their feasibility, timeline, and why they are the best solutions.
They need to be bold, underlined, and should end with a semicolon (;).

Some operative clauses are:

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

A resolution requires a minimum of 5 and a maximum of 10 preambulatory and operative clauses to qualify for debate.

Sponsors:
They are delegates who have significantly contributed to the resolution. Sponsors cannot abstain or vote against when voting for their own resolutions.

Signatories:
They are delegates who may or may not agree with the clauses put forth in the resolution, but want the resolution to be presented for debate.

Draft Resolution Sample:

Committee: The United Nations Economic and Social Council
Agenda: Utilizing digital technologies and innovation to drive sustainable development and bridge the digital divide
Sponsors: French Republic, The Republic of Kenya, Italy, Kazakhstan
Signatories: United States of America, China, Canada, United Kingdom, Colombia, Republic of Korea

Recalling the 2030 Agenda for Sustainable Development and its Sustainable Development Goals (SDGs), particularly Goal 9, which emphasizes the need for resilient infrastructure, inclusive and sustainable industrialization, and fostering innovation,

Keeping in mind, the Edison Alliance launched the 1 Billion Lives Challenge to improve 1B lives globally through affordable digital access to healthcare, education, and financial services by 2025, which resulted in improving the lives of 784 million people through 320 initiatives across 127 countries through digital solutions as of January 2024.

Acknowledging the ICDL certification program fostered by the member state to train the digitally illiterate population with subsidized tuition rates and a certificate of completion, which can be utilized to gain jobs in several institutions.

Emphasizing increasing the share of official development assistance (ODA) for green programs above the median of OECD Development Assistance Committee (DAC) countries by 2025,

1. **Encourages** digital literacy and skill development for preventing cyber attacks and implementing programs to enhance digital literacy skills among all population groups, including marginalized communities;

2. **Calls** for the establishment of a comprehensive framework to promote digital literacy and skills training programs, particularly targeting digitally backward communities and marginalized groups:

    a. Providing financial assistance and scholarships to ensure that cost is not a barrier to accessing digital literacy education;

    b. Creating community-based digital literacy centers equipped with necessary resources, such as computers and internet access, to provide hands-on training and support;

    c. Offering special training programs and workshops for specific marginalized groups, including women, elderly individuals, and people with disabilities, to tailor content to their unique needs;

3. **<u>Further requests</u>** for Green algae called chlorella to be grown in rural areas as it has high carbon-capturing activities. In light of healthcare, chlorella can also be used as a source of nutrients on a large scale in country economies and to support NGOs.

4. **<u>Strongly condemns</u>** the creation of a mobile app aimed at facilitating global pitch sessions for entrepreneurs in developing countries, which includes real-time analytics, community voting, and requires hiring additional personnel.

5. **<u>Encourages</u>** smart infrastructure for the digitization of transport and logistics, which will be implemented:

    a. Weighting system during the movement;

    b. Fee collection system at the highway areas;

    c. Highway mobile laboratories;

    d. Video monitoring and detection of traffic rules/ highway code violations:

    e. Analysis and forecast of the traffic climatic conditions;

    f. Incorporation of Artificial Intelligence on the highways.

<u>Text Guidelines:</u>

Font: Times New Roman

Font Size: 12

AMENDMENT PROCESS

An amendment is a formal proposal document aiming to add, refine, or remove clauses in a resolution being discussed. The chairs will be open to amendments after the Sponsor speeches.

These documents (usually given in paper notes) allow the committee to strengthen the resolution, make it more appealing by addressing major concerns, and change or remove clauses that will prevent the resolution from passing.

After the amendment has been explained, the sponsors of the resolution have to declare the amendment friendly or unfriendly.

- **Friendly Amendment**: Agreed upon by all sponsors of the amendment, and is incorporated automatically into the resolution. The Chairs will simply announce the changes.

- Unfriendly Amendment: No unanimous agreement. It will be debated and voted upon by the entire committee, and will require a simple majority (>50%) to pass.

 Limitations:
i)An amendment is only allowed to affect one clause at a time.
   Multiple changes will require multiple amendments.
ii)If amendments manage to change more than 40% of the
    Resolutions content: The entire resolution may be revoked.
iii)The amendments proposed must be within the scope of the
    resolution.

POSITION PAPER

Prior to the conference, a document called the position paper has to be submitted. It is an essay detailing your country's policies on the given topic and, in general, explaining the issues internationally and nationally, and giving solutions. Simply put, it explains the position of your country in the scenario.

A good position paper includes:
- Brief introduction to the topic internationally and nationally.
- How the issue affects your country
- What has your country done about it, is doing about it, and will do about it.
- Statistics and precise details, relevant quotes from national leaders
- Conventions, treaties, and laws your country has signed relevant to the topic.
- UN actions and resolutions your country has supported/ opposed and why.
- Original solutions
- It is not plagiarized and includes a bibliography.

Formatting guidelines:

- Font: Times New Roman
- Font Size: 12 (including headings)
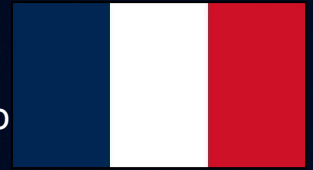- Word Limit: 750 words, excluding bibliography.

Position Paper Sample:

Committee: Economic and Social Council (ECOSOC)
Country: The French Republic
Agenda: Utilizing digital technologies and innovation to drive sustainable development and bridge the digital divide.

The French Republic, a country located in Western Europe, stands among the world's leading economies with a GDP of nearly $3.13 trillion. Having ranked 12th in the 2022 Digital Economy and Society Index, France is renowned for its technological advancements and substantial investments in its digital infrastructure. In recent times, digitalization has emerged as a catalyst for sustainable development, offering plenty of technologies and innovations to facilitate the numerous initiatives aimed at promoting sustainability. Moreover, addressing the digital divide is crucial for fostering equitable development and achieving sustainable development goals. France is strongly committed to utilizing digital technologies to drive sustainable development and to bridge the digital divide both regionally and globally.

Harnessing digital technologies, France is determined to achieve a sustainable future and is actively participating in several global initiatives launched by the United Nations and other organizations. The United Nations launched the Technology Facilitation Mechanism (TFM) in 2015, which is aimed at facilitating the implementation of the Sustainable Development Goals through promotion of science, technology and innovation. France has been an active member in the TFM, contributing its resources and expertise to promote the use of technology for sustainable development. In 2015, the French government launched Expertise France, a public agency that utilizes digital tools to implement sustainable development projects in developing countries. Furthermore, as a part of bridging the digital divide, the French government had launched the Très Haut Débit (THD) Plan in 2013 which aims to provide high-speed internet access to all households and businesses across the country by 2022 and targets to reach rural areas by 2025.

The French Republic understands the power of utilizing digital technologies and innovation to drive sustainable development and is well aware of the importance of bridging the digital divide.

- France looks forward to implementing nationwide digital literacy programs to provide training on digital skills for all people, especially the ones from marginalized groups.

- France looks forward to promoting energy-efficient digital technologies for various sectors such as agriculture, healthcare, and education.
- France looks forward to subsidizing the costs of digital resources such as digital devices and internet access, especially for low-income populations.
- France looks forward to coming up with digital solutions for battling climate change and resource depletion globally.

Research & Preparation

Success in a diplomatic conference is the result of thorough research. A well-prepared delegate will find themselves speaking with authority and developing solutions as if it were their second nature.

Basics:
Making a checklist before you attend (such as the one given below) will alleviate nerves and help you to perform more confidently by a large margin.

- ☐ *I understand the basic history and facts of the topic.*
- ☐ *I have read at least two past UN resolutions on this topic.*
- ☐ *I know my country's historical and current position on this issue.*
- ☐ *I have found 3-5 powerful statistics to use in my speeches.*
- ☐ *I know who my country's allies and rivals are in this committee.*
- ☐ *I have developed 2-3 specific, realistic solution ideas that fit my country's policy.*
- ☐ *I have prepared a strong opening speech for the General Speakers' List.*

Organise your research:
- Create a binder/document for storing notes by subtopics.

- Save key statistics with sources for your speeches and counters. Numbers make you sound more credible.
- Use bookmarks, as they allow you to quickly access crucial documents and articles during the conference.

Understand Country Policy:
Being the voice of your assigned country, you are not representing your personal opinions. Every word and action you display must be in accordance with national interest & foreign policy.
- Find out how the issue affects your history.
- Understand your country's geopolitical alignments. Your alliances & blocs are your natural partners in committees, while your rivals & adversaries are the most likely for you to debate against.

National Interest:
Find out how the topic affects your country's main trio.
- Politics: What is the domestic political opinion on this topic?
- Security: Is it a direct threat?
- Economy: Is it affecting trade, resources, or economic stability?

Creating Solutions:
The key to achieving leadership in an MUN is moving from understanding the problem to proposing action as quickly as you can.
- Be Realistic: Keep your solutions practical and confined to the abilities of your state. A small island nation won't propose sending a peacekeeping army it can't fund.
- Use Existing Tropes: Propose reforming or funding existing UN bodies, treaties, or programmes, rather than inventing something from scratch.
- Be Specific: Avoid using vague language when describing solutions. Explain the concept & requirements clearly.
- Consider the "How": Who will pay for it? Who will do it? How will we ensure that it works? Always have oversight.

See you there!

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Pace International School Model United Nations