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Delegate Handbook



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INTRODUCTION

Dear Delegates,

This delegate handbook consists of everything you will need to know and understand to become the best delegate you can. Reading through this guide, or specific sections, will help you understand everything you need to know about Model United Nations. This information, tips and advice will help you excel at different conferences and comes from experienced MUN delegates, chairs, MUN directors and secretariat members.

This handbook has two sections that will help you become a successful delegate. (a) The preparation before the conference, and (b) What you do during the conference. Both are equally important. Read through this guide as thoroughly as possible, or skim through it just to gather some general pointers. If the guide helps you in any way, then you have used it correctly.



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MUN

Model United Nations can be defined as a simulation of the United Nations, where delegates come together to represent their assigned country, and debate to find solutions on relevant global issues. There are many things to learn at MUN. You may be the strong, inspired MUN delegate, who loves to speak and debate and actively take part in committee, or you may be the delegate who loves to meet and socialize with new people to create a great experience to remember. MUN caters to all types of delegates, making it increasingly popular around the world. Junior DIAMUN, hosted at Dubai International Academy, has been inspired by the DIAMUN, which has just successfully completed its 17th annual conference. MUN opens doors to several opportunities such as finding the leadership qualities in you, showcasing your handwork and dedication and can help you prepare to participate in the MUN in Secondary School. Many people have different reasons for doing MUN. It could be to practice their debate skills, to rise through the ranks and eventually lead the club, or simply because their friends are doing it. Regardless of your reasons for participating in a Model United Nations conference, you will find that the shared passion for debate unites everyone, creating a truly memorable conference experience.



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General rules

- At DIAMUN, we follow the THIMUN procedure.
 - The Hague International Model United Nations is an internationally recognized conference.
 - Other conferences may follow other procedures, so know that some conferences may differ in what is permitted or not.
- No personal pronouns (I/me/my, you/your, etc.)
 - When making speeches, instead of saying “I believe ...” you may say “The delegate believes ...” as you represent a country’s stance and beliefs.
- Don’t talk without permission, unless:
 - You have a point of personal privilege (explained further down)
 - It is lobbying time (explained further down)
- Remember to be respectful.
 - Though we highly encourage having fun, it is important to respect everyone and avoid being disrespectful to other delegates and the countries they represent.

Researching

As soon you receive your delegation and committee, the first thing you should do is begin your research on your committee's respective topics.

1. Have some base understanding of your country, where it is located, how the government is structured, who the leaders are, their economic condition, etc. Try to gain an in-depth understanding of your country so you can fully represent the country’s stance and beliefs.
2. Begin researching your committee’s topics and their relevance to your delegation. There are many to start researching. However, you may want to start by doing a few Google searches on the topic.
3. Make sure you have typed in the words that are the closest to your topic of interest to get the most relevant information.

There are many methods of research that would be suitable for a MUN conference; however nothing beats **primary research**. A good way of getting a feel for the problem and situation is trying to find a person who knows a lot about the issue and discussing with them the various factors and perspectives of the issue. This could be a family member, a teacher or someone you know (even a friend’s parent).



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Here is what you should look out for when researching:

- Stance and perspective of the country you are representing.
- Causes and effects of the issue(s).
- Statistics and facts.
- Factors affecting the issue.
- Previous action.
- Current policies in place that combat the issue by your country, other countries and or organizations.
- Public's outlook on the issue Consequences of the issue on the country you are representing, allies, enemies and other bordering countries.
- Constitutional Policy (<https://www.constituteproject.org/>)

It is good practice to have all your findings, or the important facts and statistics, listed as bullet points in a document. Print these out and bring them with you for the conference.

Showing you have done research and that you are knowledgeable about the issue shows your chairs and the rest of your committee that you have put in a lot of effort. You should always make sure to do your research, as it will boost your confidence in the committee and is very valuable to your speeches and points.

Position Paper

A position paper is a one-page report that demonstrates a delegate's knowledge of a particular issue from the perspective of the country the delegate is representing. It is recommended to complete this paper as it encourages you to gain a holistic and well-rounded outlook on your topic and how your delegation ties into it. Completing the position paper to the best of your abilities is the best thing you can do to boost your chances of success on the committee. At Junior DIAMUN, you must submit a Position Paper to be considered for the Best Position Paper and the Best Delegate award. It is a document that has information on:

- Facts, statistics, and logical arguments about the issue for speeches and Points of Information.
- The country's stance towards the issue Existing policies in place (Can be used for preambulatory clauses).
- Potential solutions that can be implemented (Can be used for operative clauses).
- Sources you have referred to part of the bibliography.

The format of a position paper is as follows:

Should be a maximum of one page long.

Structured in paragraphs (usually between 4 to 5)

Font size 11 or 12 Times New Roman Single Spaced



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The structure of an ideal/exemplary position paper:

- Committee
- Topic
- Delegation [country]
- Name

Paragraph 1: Introducing the issue from a general standpoint Considering the history and development of the issue. Logical facts and statistics pertaining to the effects of the issue. Why does the issue need to be solved?

Paragraph 2/3: Country's perspective on the issue. How the issue has affected the country. Steps taken in the past by the country. Steps taken in the past by the world (other countries/organization). Evaluation of these steps (Whether they were effective or not, if they were then what made them effective).

Paragraph 4: Ideal solutions that should be implemented (2 to 3 discussed in detail). Do not have to be limited to what the country can do, it can be implemented by other countries and organizations as well. The correct approach and plan to implement these solutions. Mention the specific UN organizations and committees that are linked to solving the issue, if there are any.

Paragraph 5: Mention the stance of the country. Summarize the solutions to the issue. Consider reiterating the need to address the issue.

Sample Position Paper:

QUESTION OF: The question of children's rights in fast fashion industries

DELEGATION: Netherlands

It is evident how fashion industries have been growing exponentially, given the myriad of factors such as fast-paced production and the minimalistic price of manufacturing. However, the disappointing truth is that most underage children are being forced to work in these industries with little pay. Considering the desperate needs of certain fashion industries, children are falsely promised money and suited living conditions for these children to work as a cheap source of labour. According to statistics gathered by UNICEF, 170 million children worldwide had engaged in child labor, a vast amount of them partaking in the fast-fashion business. This unfortunate epidemic has a history around Africa and Asia, emphasizing on Egypt, Bangladesh, and Pakistan where around 73 million children are declined of opportunities of a substantial lifestyle, education or money for their work efforts and operate under hazardous conditions.

Globally, there stood many acts towards child labor, Article 32 of UNICEF's Convention on the Rights of the Child (The protection of children from dangerous work that pose threat



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to health or education), the Nation Child Labor Committee in 1904, and policies being implemented, overlooking industries and highlighting education. These implementations were recognizable acts toward child labor and caught the attention of many member states. The Netherlands has a past of child labor, however, remarkable efforts were made to deplete this. By 1860, 500,000 children were employed in factories around the Netherlands and the consequences weren't given much attention then. True change rose in 1874 when Samuel van Houten developed the Child Labor Act disallowing children under the age of 12 from joining in factory work. Penalties became stricter and attending school in the Netherlands was mandatory until the age of 18, dodging child labor and that in the fashion industry.

The Netherlands had contributed further. As stated by the Human Rights Watch, "On May 14, the Dutch Senate adopted the "Child Labor Due Diligence" law that obliges companies to find out whether their goods have been produced using child labor and come up with a plan to prevent child labor in its supply chain if they find it. To add on, a €35 million donation was made from the Dutch Ministry of Foreign Affairs to an alliance of organizations with the intention of implementing a project to end child labor. The Government also provided for 'Fund Against Child Labour' (FBK). As stated by. Sigrid Kaag, the Minister for Foreign Trade and Development Cooperation, 'This concerted approach should ensure success in reducing the numbers of children who are forced to work.'

And, to conclude, studies show that policy changes over time has led to child labor reducing by 30% from 2002 to 2012. 152 million children are still in employment, yet 7 out of 10 children are in the agricultural industry, not fast-fashion. Despite the notable outcome, there still are remnants of child labor in the fashion industry and beyond. Feasible solutions include following past efforts; endorsing government actions with specific laws and contributing to global plans. The Netherlands, along with much of the world, have set out to distinguish organizations and the UN to focus on child labor specifically, and such deeds will ensure well-organized teams when dealing with this sensitive topic. Awareness is vital for development, the engagement of society has a great influence on companies, and example being the dramatic ethical change in the brand Nike after receiving back-lash or donations made to organizations promoting the well-fare of children forced into labor.

The Netherlands stands by their bold decisions to rid their country and the world of child labor in the fast-fashion industry and strongly believe that these settings are unjust and cruel. These solutions as well as the continuation of the ideas presented by the UN in the past can truly change this prevalent topic and will improve our lives for the better.



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Resolution/Clauses

The resolution or the clause is the foundation of debate at any Model United Nations conference around the world. These are the actual solutions to the issues your committee discusses.

A clause contains a proposed solution and details such as how it will be implemented. A resolution is made up of a collection of clauses.

Learning to write a resolution is very important because the goal of the committee sessions is for delegates to come up with written solutions to the problems they are trying to solve.

The main submitter is a delegate who has taken a lead role in the creation of the resolution as is the person who gives the opening speech about the resolution during the start of the time given to the resolution in formal debate procedure.

What: What is a resolution?

A resolution is a document that contains all the issues that the committee wants to solve and the proposed solutions to that issue. It's called a resolution because that's what the United Nations calls the documents they produce.

Who: Who writes a resolution?

Any delegate in the committee can write a resolution. The author of a resolution is called a **sponsor or co-submitter**. Most resolutions have multiple sponsors or co-submitters because it takes a group of countries to share good ideas and come to an agreement.

When/Where: When and where are resolutions written?

Resolutions are usually written during **unmoderated caucus** (sometimes called informal caucus) where delegates are free to roam around the committee to collaborate on ideas with each other. Resolution writing becomes more focused during the latter sessions of the committee when different country policies are clear, and different ideas have been mentioned already. For this conference's purpose, delegates should come prepared with clauses to add to resolutions.

Why: The ultimate purpose of a committee session is to pass a resolution. All the speeches, debates, negotiations, and teamwork are supposed to lead up to a resolution which contains all the proposed solutions to the issue. The resolution(s) that the majority of the committee agrees upon will be passed during voting bloc and the sponsors will be informally commended for building consensus on good ideas.



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A resolution is simple to write. It has three main parts:

1. The **heading**
2. The **pre-ambulatory clauses**
3. The **operative clauses**

1. Heading

The heading contains four pieces of information:

- The forum / committee
- The topic (written as “the question of”)
- The main submitter
- The co-submitters
- The signatories

The main submitter is the delegate who will present an opening speech on the resolution once the committee is in formal debate session. The co-submitters are additional authors of the resolution. The signatories are other delegates in the committee who do not necessarily agree with the resolution but would like to see it debated.

Sample heading:

FORUM: Human Rights Council

QUESTION OF: Measures to protect personal privacy on the internet

Main submitters: Country A

Co-Submitters: Country B, Country C

Signatories: Country D, Country E, Country F

2. Pre-ambulatory clauses

The pre-ambulatory clause states all the issues that the committee wants to resolve on this issue. It may state reasons why the committee is working on this issue and highlight previous international actions on the issue. There are usually four or more pre-ambulatory clauses in a resolution. 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.



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The structure of a preambulatory clause is as follows:

- A pre-ambulatory phrase (mentioned below) which is meant to be a verb that shows concern or acknowledgement.
- The statement you wish to make.
- A comma.

Here are some example pre-ambulatory phrases from UNA-USA's website that you can choose from:

Sample Preambulatory Phrases		
Affirming	Expecting	Having studied
Alarmed by	Expressing its appreciation	Keeping in mind
Approving	Expressing its satisfaction	Noting with regret
Aware of	Fulfilling	Noting with deep concern
Bearing in mind	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Noting further
Confident	Fully believing	Noting with approval
Contemplating	Further deploring	Observing
Convinced	Further recalling	Reaffirming
Declaring	Guided by	Realizing
Deeply concerned	Having adopted	Recalling
Deeply conscious	Having considered	Recognizing
Deeply convinced	Having considered further	Referring
Deeply disturbed	Having devoted attention	Seeking
Deeply regretting	Having examined	Taking into account
Desiring	Having heard	Taking into consideration
Emphasizing	Having received	Taking note
		Viewing with appreciation
		Welcoming

Sample pre-ambulatory clause:

QUESTION OF: Measures to protect personal privacy on the internet.

Recognizing that 82% of iOS apps track some form of user data,

3. Operative clauses

Operative clauses detail the solutions proposed by the resolution sponsors. They include a condensed explanation of what the solution is and how it is expected to solve the issue at hand.

The structure of a preambulatory clause is as follows:

- An operative phrase mentioned below) which is meant to be a verb to open the clause with a “call to action”.
- The main clause, which introduces the idea of the proposed solution and mentions who, when where, why, and how.
- Sub-clause(s) that elaborates on the solution by detailing certain aspects of the clause. These are indicated in letters.
- Sub-sub clause(s) that adds even more details to the sub-clause (recommended, but not necessary). These are indicated with roman numerals.
- A semi-colon. If this is the last clause in the resolution, it will end with a period.

*Note that there are no “sub-sub-sub clauses.”

Operative clauses should comprehensively address the who, what, when, where, why, and how aspects to ensure they are meticulously detailed and therefore more likely to contribute effective solutions.

Operative clauses are also numbered. This differentiates them from pre-ambulatory clauses, helps show logical progression in the resolution, and makes the operative clauses easy to refer to in speeches and comments. For example, in your speech, you can call attention to “clause 1, sub-clause a.” Here are some example operative phrases from UNA-USA’s website that you can choose from:

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

When writing a clause, keep these points in mind:

- Does the clause present a clear, valid solution? Is this clause achievable (in terms of funding and feasibility)?
- Would this clause violate any country or organization's policy or sovereignty?
- Is the clause detailed enough to remove the possibility of confusion and excess questions?
- What resources will this solution need for it to be correctly implemented?

Answering and putting this into practice will ensure that the clauses you make will be of better quality and more feasible to be implemented in the real world. There are some formats and structures that work effectively in ensuring that these requirements are fulfilled.

Sample clause:

QUESTION OF: Measures to protect personal privacy on the internet.

Urges the UN to create a global law that enforces domain owners to list all the user information that they utilize and the items in the device they use to track the user and that these sites openly sell and extort the user’s search history, like the EU directive from 1998,



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- a. This requires the information collector must:
 - i. Get approval from the user to collect and use personally identifiable information with the user acknowledging these terms.
 - ii. Get approval from the user to transfer the information to a third party.
 - iii. Give users full access to the information collected about themselves.
 - iv. Declare the reason for collecting the data.
- b. Governments should enforce these rules in all regions.

Sample resolution:

FORUM: Human Rights Council

QUESTION OF: Measures to protect personal privacy on the internet.

Main submitters : Country A
Co-Submitters : Country B, Country C
Signatories : Country D, Country E, Country F

THE HUMAN RIGHTS COUNCIL,

*Recognizing that 82% of iOS apps track some form of user data,
Emphasizing that individuals' data is openly being sold on the black market, but difficulty in tracking such activity leaves these acts to go undetected by governments who therefore do not take effective action,
Acknowledging that 80% of respondents to a survey across 10 countries expressed concern over how their personal data was being used by large corporations,*

Showing concern over how the exploitation of personal data has, according to Javelin Strategy & Research, lead to identity theft that affected 14.4 million U.S. victims in 2022, resulting in \$52 billion in losses,

1. Urges the UN to create a global law that enforces domain owners to list all the user information that they utilize and the items in the device they use to track the user and that these sites openly sell and extort the user's search history, similar to the EU directive from 1998,
 - a. This requires the information collector must:
 - i. Get approval from the user to collect and using personally identifiable information with the user acknowledging these terms.
 - ii. Get approval from the user to transfer the information to a third party.
 - iii. Give users full access to the information collected about themselves.
 - iv. Declare the reason for collecting the data.
 - b. Governments should enforce these rules in all regions;



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2. Recommends the UN to create a website that has global terms of agreement that can check for security (like tracking, camera/microphone access, data tracking, etc) on a webpage,
 - a. the UN will have agreed on a default term of agreements globally to give the users a sensation of safety while browsing,
 - b. All the terms of agreements globally will be the same since some websites use different terms of agreements making it harder for users to keep track across several web pages,
 - c. The security of users is enhanced always keeping their microphone/camera off unless enabled by the users themselves,
 - d. Their data/usage will not be stored, and the web owners will not receive any information on how the user uses the webpage.
3. Recommends governments of different countries to continuously invest in the development of Privacy Enhancing Technologies (PET),
 - a. PETs maximize the data of the person reducing the risk of being hacked.
 - b. Continuously investing in technologies such as McAfee and passkeys can make them a step ahead of the hackers, in the long term, this is going to be the best solution.
 - c. It boosts the citizen's confidence to browse without worrying about hackers hacking into their personal information;
4. Asks the UN to create an efficient antivirus.
 - a. This software will block:
 - i. Viruses & Malware
 - ii. Suspected Hackers
 - iii. Trojan Horses
 - b. The software will be distributed by governments to tech companies and citizens;
5. Recommends the UN to pass an amendment which internet privacy and how to be safe online in the school curriculum,
 - a. Implement a school subject teaching cybersecurity to school students including:
 - i. How to prevent scams
 - ii. How to prevent spam mail
 - iii. How to prevent phishing
 - iv. How to bypass the effects of cyberbullying
 - v. How to keep an account secure online
 - vi. Your legal rights as a consumer
 - b. Explain the consequences of ignorance of cybersecurity.
 - c. Create an online course that provides additional details on internet privacy.



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Amendments

When a delegate thinks that a resolution can be improved in some way, rather than simply speaking against, the delegate can write an amendment during formal debate procedure. An amendment is a suggestion to change a clause in some way. There are three kinds of amendments:

1. **Change:** To change certain details of a clause.
2. **Add:** To add a new clause or sub-clause to a resolution.
3. **Strike:** To remove a clause or sub-clause.

You will submit your proposed amendment to the Chair, after which they will recognize you and present it to the delegates. Like with a resolution, the amendment will be debated before the delegates vote on whether it passes.

Amendments can be to the first-degree and to the second-degree. A second-degree amendment is when a delegate wishes to amend the presented amendment. A second-degree amendment is debated during the time allocated against the original amendment. There are no amendments to the third-degree.

Lobbying

Objectives of Lobbying:

- To draft resolutions/ clauses.
- To prepare main speeches.
- To make allies.
- To identify opposition.

In the Conference, lobbying is one of, if not the most important parts of committee session that sets a delegate's standards for the rest of the conference. This is the time where alliances are made, solutions are formed, and enemies are made. Ensure that you choose to ally with countries that align with your delegation's foreign policy. Whether the committee session is successful or not can have a lasting impact on your performance during the conference.

Step by Step Plan for Creating a Resolution:

- Find delegates who have the same/ similar stance as your delegation and form a group.
- Work together with the group to create a list of possible solutions to address the issue.



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- Once you have enough ideas depending on the size of your group, designate each idea to a person to create operative clauses.
- Decide on main submitter during this time.
- Format the clauses as you go, spend time ensuring each clause has a high amount of detail.
- Start working on preambulatory clauses, try for 4-8 of them, ensure that they are relevant and have many of the details.

Speeches

All delegates are encouraged to give speeches throughout the conference. There are three different kinds of speeches, and they are:

1. **Opening speech:** This is given by the main submitter of a resolution or amendment and serves to present the delegate's ideas to the other in the committee. These speeches should convince delegates to support what the delegate is presenting to the committee and eventually to vote in favor of it.
2. **Speeches for:** These are speeches from any delegate who supports the resolution or amendment currently presented to the committee. These speeches should justify why the delegate feels this way.
3. **Speeches against:** There are speeches from any delegate who does not support the resolution or amendment currently presented to the committee. These speeches should justify why the delegate feels this way.

The flow of a speech is as follows:

- Once the floor has been obtained, the speaker must address their speech to the presiding Chair and delegates. (example: Honourable Chair, fellow delegates...) If the Secretary General or conference directors are present, it is good practice to address them in the beginning as well.
- Once the speech has concluded, the Chair will ask the delegate if they are open to any Points of Information (questions from the other delegates in the committees).
 - Should the delegate accept, the Chair will ask all delegates who wish to ask a question to raise their hand. Each recognized delegate will take turns to ask the delegate who gave the speech their questions in the order they were recognized by the Chair.
- At the end of the speech, the speaker will yield the floor back to the Chair, or to another delegate.
 - "Yielding" means to pass the speaking rights, and delegates can choose to yield the floor to another delegate of their choice if they agree that this



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delegate can speak further on the matter presented before the committee.

- It is important to get permission of the delegate you plan to yield to make sure the speeches run smoothly.
- If the delegate does not want to yield to any other delegate, they can simply yield the floor back to the chair, and debate will continue.

Should the speaker not understand the question/answer posed/given, they will ask the Chair to ask the speaker to state their question/answer reply in a different form (rephrase), or more simply to repeat it.

Points

In MUN, there are many points that delegates can raise. The points that will be recognized in Junior DIAMUN are:

- Point of Information to the Speaker (POIs)
These are essentially questions that delegates can ask the delegate on the podium who has just made a speech.
- Point of Personal Privilege (due to inaudibility)
This is raised when delegates cannot hear the delegate who is speaking. This is the only time a delegate can interrupt a speaker.
- Point of Parliamentary Inquiry
This is a question directed to the chair, specifically to ask about debate procedure
 - Example: “How can the delegate submit amendments?”
- Point of Order
This is used to respectfully correct the Chair when they make a mistake with debate or decorum.
 - Example: “The delegate thinks that the Chair may have forgotten to ask for POIs to that speech”

Motions

Similarly to points, motions can be raised by delegates to direct the flow of debate. The motions that will be recognized in Junior DIAMUN are:

- Motion to move the previous question.
While the wording can be confusing, this motion is to request to skip to the next stage of debate, typically to voting procedures. It is raised when delegates think a



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resolution or amendment should not be debated any further and the committee should move on.

- Motion to adjourn the debate.
This is a request to end debate, only used towards the end of the conference.
- Motion to extend debate time.
This is a request to prolong the time for debate.
- Motion to reconsider a resolution.
This is to re-debate and re-vote on a previously discussed resolution.

When a motion is called, other delegates may respond with “second” or “objection” to agree or disagree. If a delegate calling objection is recognized by the chair, the chair will ask for a reason the motion should not pass.