
Handbook



HUMUNITED

ONLINE

Index

1. Greeting Word	2
2. HUMUNITED	4
2.1. Previous Editions and History	4
3. HUMUNITED2021	7
3.1. Program and Schedule	7
3.2. Countries	8
3.3. Councils and Topics	9
3.4. Job Descriptions	10
4. Basic Rules	12
4.1. Language	12
4.2. Politeness	12
4.3. Dress Code for Chairs and Delegates	13
4.4. Admonitions	15
5. How to prepare for HUMUNITED2021?	16
5.1. In the Council	16
5.1.1. Roll Call	16
5.1.2. Opening speeches	16
5.2. Documents	17
5.2.1. Position Papers	18
5.2.2. Agenda	20
5.2.3. Working Paper	20
5.2.4. The Draft Resolution	22
5.2.5. Amendments	25
5.3. Vocabulary, Terms, and Phrases	27
6. Online Conference	34
6.1. How does the online conference work?	34
6.2. Structure of the Debate:	35
6.3. Chart of Procedures recommended for the online edition	35
7. Awards	37
8. Preparation for the conference	40
8.1. Preparation sheets	40

1. Greeting Word

Dear Delegates, Chairs, and Participants of HUMUNITED2021,

after one year at home, it feels, to almost everyone, like our daily lives have come to an infinite sameness as if we had to follow the same journey every day. Our routines have become repetitive and new experiences are a distant idea hidden inside our memories.

Since the beginning of the pandemic, we realized that our compromise with the Humboldt students was more than just organizing a conference, especially in hard times like these. Over the last 7 years, we have recognized that HUMUNITED was never an ordinary MUN Conference that takes place every year.

HUMUNITED is a feeling, a wonderful experience that is almost indescribable since it has a different meaning for more than a thousand students that have already participated in our event.

HUMUNITED is an independent idea, apart from its format, its organizers, or its committees, that will keep growing over the next generations.

HUMUNITED is a journey in which the most important high school project from our lives can also influence our future careers and university decisions.

In one of the delegates' application forms we received, there was a very remarkable sentence which said: "Life is a learning path". After a long quarantine, we realized that life is not a permanent journey with a determined goal, but a learning path in which challenges and events bring us special knowledge and make us stronger, enabling us to persist along the way.

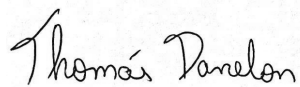
Similarly, HUMUNITED has always been a learning path, enabling us to improve our English, communication, leadership, and debating skills, but also allowing its own members to change it, improving and adapting it to its participants. With a huge tradition and an amazing 7-year history, we realized that, as said by Martin Luther King, Jr. *"We are not makers of history. We are made by history."*

Bearing in mind that innovation and challenges would be a great possibility to unite ourselves during such difficult times, we decided to make a bigger conference than the ones before the pandemic. With more than 170 delegates, 9 committees, and students from 12 different schools, including other countries such as Mexico and Argentina, our event has more participants than ever.

Additionally, we would like to point out that this conference would not have been possible without our incredible Organizing Team. We are truly grateful for all your work and we are extremely proud to have you as part of this year's team.

Thus, it is with great satisfaction that we welcome you to our sixth edition of HUMUNITED. We are looking forward to seeing all of you and we hope that you enjoy HUMUNITED2021 as much as we always do.

Best wishes,



Thomás Danelon

President of the General Assembly



Nicole vom Bauer

Secretary-General

2. HUMUNITED

2.1. Previous Editions and History

"We are not makers of history. We are made by history." - Martin Luther King, Jr.

| MUNSIM 2015

November 26th, 2015

The first MUN Simulation of Colégio Humboldt was an intern event. Students from the 9th, 10th, and 11th grades took part in the conference. During the Closing Ceremony, it was clear that MUN was becoming a permanent school project.



| HUMUNITED2016

June 15th - June 17th, 2016

The second MUN Simulation, or the first official event, HUMUNITED, was very successful, had an exclusive logo, and counted with the presence of 5 different schools from across the country. There were 6 committees in which the delegates could debate. Right after the Closing Ceremony, the 2017 edition was already being announced.

| HUMUNITED2017

May 24th - May 26th, 2017

The second HUMUNITED was an even bigger event than its last edition. Students from seven different schools from Brazil and Argentina debated in six different committees. Plus, an article by Deutsche Welle was published, this official website was created, and Maurizio Giuliano, director of the United Nations Information Center (UNIC), gave an inspiring speech during the Opening Ceremony.



| HUMUNITED2018

May 23th - 25th, 2018

The third edition of HUMUNITED, held as usual at Colégio Humboldt, had 7 different committees with students from 7 different schools!

Topics debated included Outer space colonization for the benefit of humanity and topics such as tax havens!

| HUMUNITED2019

May 15th - 17th, 2019

Greater than expected, the fourth edition of HUMUNITED gathered 252 participants from schools in Berlin, Quito, Curitiba, Rio de Janeiro, Buenos Aires, and São Paulo in 9 different committees.

Guest speaker Guilherme Otero, from the International Organisation for Migrations gave a wonderful speech!

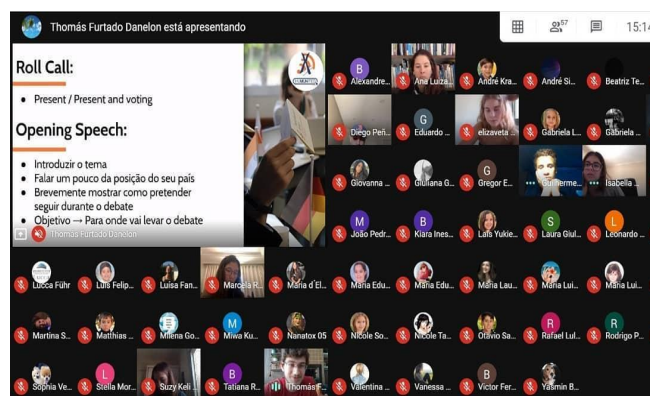


| HUMUNITED2020

June 25th, 2020

Since the beginning of 2020, the coronavirus has severely affected all lives and routines. The Organizing Team understood that togetherness and hope were more than necessary for everyone, and thus, decided to organize an online conference.

HUMUNITED2020 counted with about 90 delegates, people from 8 different schools, and 6 committees that debated about topics related to the pandemic.



3. HUMUNITED2021

3.1. Program and Schedule

First Day

8 - 8.45 - Opening Ceremony
8.45 - 9 - Coffee Break
9 - 10.15 - Session I
10.15 - 10.45 - Coffee Break
10.45 - 12.15 - Session II
12.15 - 13.45 - Lunch Break
13.45 - 15 - Session III
15 - 15.15 - Coffee Break
15.15 - 16.15 - Session IV

Second Day

8 - 9 - Session V
9 - 9.15 - Coffee Break
9.15 - 10.30 - Session VI
10.30 - 10.45 - Coffee Break
10.45 - 12.30 - Session VII
12.30 - 14 - Lunch Break
14 - 15.50 - Session VIII
15.50 - Extra Activity

Third Day

8 - 10 - Session IX
10 - 10.30 - Coffee Break
10.30 - 12.15 - Session X
12.15 - 12.30 - Coffee Break
12.30 - 13.15 - Closing Ceremony

3.2. Countries

Brazil	China	Cambodia	Egypt
			
France	Germany	India	Iran
			
Israel	Japan	Laos	Pakistan
			
Poland	Russia	South Africa	Thailand
			
United Kingdom	USA	Venezuela	Vietnam
			

3.3. Councils and Topics

| Committees and Chairs:

GENERAL ASSEMBLY - EMERGENCY CRISIS COMMITTEE (GA - ECC)

Chairs: Thomás Danelon and Sebastian Lindenhayn

Topic: In this committee, the delegates will have to face different crises, which will emerge during the conference

UNITED NATIONS SECURITY COUNCIL (UNSC)

Chairs: Kiara Baumer and André Torreão

Topic: Addressing the conflict in Kashmir and its international repercussion

HISTORICAL UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (HUNHCR)

Chairs: Luiza Marchetti and Paulina Baumer

Topic: Vietnam War: Ensuring the safety and well-being of Vietnamese refugees

WORLD HEALTH ORGANIZATION (WHO)

Chairs: Konstantin Sattler and Sofia Pepe

Topic: Establishing preparedness protocols for epidemics and pandemics

ECONOMIC AND SOCIAL COUNCIL (ECOSOC)

Chairs: Nicole Joop and Victor Lopes

Topic: Debating the effects of electronic commerce and the rise of illicit trade

HUMAN RIGHTS COUNCIL (HRC)

Chairs: André Bassin and Júlia Sayuri

Topic: Unfolding strategies to combat institutionalized racism in developed and developing countries

UNITED NATIONS

ENVIRONMENT PROGRAMME (UNEP)

Chairs: Luana França and Ignácio Alzueta

Topic: Discussing the proper implementation of agreements treaties and policies regarding deforestation

UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN (UN Women)

Chairs: Clara Pedro and Isadora Stefanello

Topic: Promoting the end of violence against women and discussing the deprivation of abortion rights

INTERNATIONAL ATOMIC ENERGY AGENCY (IAEA)

Chairs: Victor Naoki and Victor Brugnera

Topic: Reviewing the Non-Proliferation of Nuclear Weapons (NPT) treaty

3.4. Job Descriptions

| Chairs

Chairs are the leading people of a council/ committee, which means that they guide the discussions and debates. The Chairs should be experienced in the field of MUN and able to work in small groups, getting into personal contact with the Delegates.

| Delegate

Being a Delegate means being a representative of an UN-member state (Delegation/ Country). Delegates will work in nine different committees/ councils: Human Rights Council, Economic and Social Council, World Health Organization, Historical United Nations High Commissioner for Refugees, United Nations Security Council, General Assembly - Emergency Crisis Committee, United Nations Environment Programme, United Nations Entity for Gender Equality and the Empowerment of Women, and International Atomic Energy Agency will debate on precisely given topics. The result of the Delegate's work should be a resolution paper.

| USG

Being a USG means being part of the Organizing Team, organizing and planning all the details that make HUMUNITED special. They will work in nine different committees/ councils to watch the debate and make sure that the people who are participating are being polite. They are also responsible for maintaining order during the debate between the observers and the delegates.

| Crisis Team

In a crisis situation, the delegates will put the debate on hold until the emergency is solved. The crisis team is responsible for creating those situations and therefore, will watch the debate in nine different committees/ councils, making notes to write a creative crisis that involves as many countries as possible.

4. Basic Rules

4.1. Language

The language at HUMUNITED2021 is English. Chairs, Advisors (teachers), and Directors will enforce all the participants to use the language on all occasions (formal, informal, messages).

4.2. Politeness

To ensure that our event is a success referring to respect and politeness towards others, it is necessary to follow the rules:

- 1.** Always refer to Chairs and Delegates as 'Honorable Chair', 'Honorable Delegate of X'.
- 2.** Offensive and/ or bad language will not be tolerated.
- 3.** It is prohibited to threaten any participant with physical or mental violence.
- 4.** Always be courteous to everybody.
- 5.** While speeches are being delivered, keep quiet and pay attention. Everybody wants to speak and be listened to.
- 6.** While speeches are being delivered your microphone must be turned off.
- 7.** Your camera must be on at all times during the sessions.
- 8.** Threats or declarations of war will not be tolerated.
- 9.** All kinds of harm are strictly prohibited and the participant will be asked to leave the conference.
- 10.** Alcohol, drugs, and tobacco are strongly prohibited at HUMUNITED2021. Nobody under influence of anything illicit will be allowed to participate and will have to leave the event.
- 11.** You should always log in with your school email (for Humboldt students only) or the same email and name as your registration form.

4.3. Dress Code for Chairs and Delegates

HUMUNITED2021 is a formal event, therefore, there is a strict dress code that has to be followed by every delegate and chairperson. When selecting your outfit, think of a serious job interview. You want to look your best to impress the person that might be interviewing you. Your outfit and the way you look will be the first impression people have on you, so to be taken seriously you should dress up formally and follow the Model United Nations dress code.

| Permitted

- Tie and formal shirts
- Jackets
- Formal pants
- Formal shoes
- Blouses
- Skirts only below the knees
- Formal dresses*

| Not permitted

- Jeans and shorts
- Sneakers and sandals
- Tennis and flip-flops
- Loud or flashy colors (bright green, orange, or any colors alike)

*Pay attention to the following requirements:

- Back: the dress may not be open below the middle of the back.
- Length: dress length must be no higher than the top of the knee.
- Tightness: keep the 'pinch an inch' principle in mind – it should be easy to gather an inch of fabric on either side of the dress anywhere except at the waist.

Reference:

<http://bestdelegate.com/a-beginners-guide-to-model-un-fashion/>
<http://bestdelegate.com/a-mun-girls-guide-to-wba/>

To help you, look at the following images by Business Insider:

LEVEL
3


EXECUTIVE CASUAL

Brightly colored or patterned shirts and ties.

Sports coats and jackets.

Dressy slacks.

Loafers or monk-strapped shoes.



Brightly colored shirts.

Bigger and unique jewelry and accessories.

Fashionable jacket and skirt.

Closed toe pumps.



LEVEL
2

TRADITIONAL BUSINESS ATTIRE

Traditionally patterned shirts and ties can be more brightly colored.

Dark and subtly patterned suits.


Dark brown or navy blue oxfords.



Professional tops without a deep neckline.

Suits can be more brightly colored.

Tights and closed toe heels.



LEVEL
1

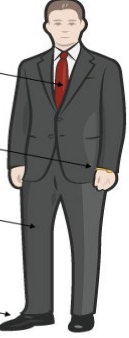
BOARDROOM ATTIRE

Crisp white dress shirts and modest ties.

High quality accessories.

Dark charcoal gray or navy blue two- or three-piece suits.

Only black oxfords or derbys.




Collared dress shirts or blouses.

Dark and classic suits.

Skirts not shorter than two fingers above the knee.

Only black tights and heels.



Source: Sylvie di Giusto, Executive Image Consulting

BUSINESS INSIDER

Note: Please make sure that you are wearing formal clothes from the waist up.

4.4. Admonitions

For a rich and fruitful conference, all participants must follow the rules (dress code, being punctual for council sessions, avoiding “I believe...”, general politeness...), if not they will receive an admonition.

The first admonition that a delegate can get is logging into the video chat with the wrong email. Please note that the participants who cannot act under the rules and because of that have received three or more admonitions are NOT going to receive a certificate.

When missing in two sessions without a reasonable justification, the delegate will not be able to win the best delegate award and when missing in four sessions the delegate will not get a certificate. It is important to remember that the camera should always be on and the microphone should be off.

5. How to prepare for HUMUNITED2021?

5.1. In the Council

5.1.1. Roll Call

The first thing a committee does at the start of every session is Roll Call. Each delegation is called out by the Chairs in alphabetical order and should unmute themselves and state their voting preference: present or present and voting.

| Present

If the delegate declares itself as present, it will be allowed to abstain from the voting procedure if the house is not divided. This voting preference is recommended to countries that are not so involved in the issue, such as secondary and neutral countries, who will typically declare themselves as only present.

| Present and voting

Delegations declared as present and voting may not abstain from any voting procedure. This is highly recommended for influential delegations, who carry out an important role in the debate and/or who want to show that they hold a very firm position.

5.1.2. Opening speeches

During the Opening Speeches, you will give a very brief introduction to the issue discussed in your council as well as the country's perspective regarding it. Speeches in the committees are known to last

around 2 minutes – be careful not to say too much so you still have something to say in the debate later on! Also: try to make your country's position as clear as possible. Points of information will not be allowed during the opening speeches.

| Recommended structure:

1. Hook: A quote or a surprising fact to catch the other delegates' attention
2. Point: Their countries position on the topic
3. Action: What their delegation thinks should be done to address the issue
4. Conclusion: An impactful closing statement

| Sample

A good idea is to start with a greeting or a current event:

"December 26th, 2004 is a day every expert in this room will never forget. 283,000 people were killed when a 9.1 magnitude earthquake caused one of the largest tsunamis in human history. [Country] is affected by this issue as well as many others" [explain why like "Global warming made an essential river dry out]. "We are trying our best to prevent/improve the issue by ensuring good living conditions to the refugees that come to our country". In this part, make clear why your country may be important to solve the issue! This may be essential especially for countries that are not directly involved in the conflict. "To resolve the problematic, we suggest to [give an idea for a solution, maybe think of a first step!]" If you notice that someone has a similar position as you in the speeches before you, you may comment on that. "The [your country] is experiencing a similar situation to [other countries] and looks forward to collaborating to find a solution. "The Delegate of [...] has faith that this conference will be fruitful and very productive and calls upon all other nations to join hands in the coming days and provide practical solutions to be implemented in the future. Thank you, the Delegate yields the floor back to the chair."

For more information on how to write an opening speech, please visit:
["https://bestdelegate.com/how-to-write-an-opening-speech/"](https://bestdelegate.com/how-to-write-an-opening-speech/)

5.2. Documents

Documents such as Resolutions and Agendas are expected to be written during the conference. Delegates may work on these documents outside the sessions during the days on which the conference will take place. An unmoderated caucus is also recommended for the writing process.

Plagiarism will also not be tolerated in any MUN conference. Any material, which is not one's own, should be presented with proper sources to recognize who deserves the credit.

5.2.1. Position Papers

Position papers are documents written and sent to the chairs before the conference that represents your country's position. Each delegate needs to write one, and they are up to one page long. Your position paper should be divided into three main parts, which include: historical background of the situation being discussed, your country's position on the issue, and proposed solutions the country might have. Take note of that last part because a good resolution will not only give facts but propose solutions to the matter at hand. If you fail to fulfill this task, you will not be able to participate in the Best Delegate award.

| Regarding Format:

The title should be in Cambria 14 with a 1.15 line spacing, centralized and the body should be in Calibri 12 with a 1.15 line spacing, justified.

| A good position paper will contain:

A brief introduction of the situation and its background.

How the issue affects your country.

Your country's policies with respect to the issue and your country's justification for these policies.

Statistics to back up your country's position on the issue.

Actions are taken by your government regarding the issue.

Conventions and resolutions that your country has signed or ratified (but do not just name resolutions randomly, justify your point).

UN actions that your country supported or opposed.

What your country believes should be done to address the issue.

What your country would like to accomplish in the committee's resolution.

How the positions of other countries affect your country's position (if that position is extremely harmful to your country).

Find more help on: "<http://bestdelegate.com/a-formula-for-the-perfect-position-paper-solution-oriented-research>"

| Sample Position Paper

“UNESCO - Promoting access to education in conflict and post-conflict zones

Japan

Kiara Baumer -Humboldt Schule

Globally, the number of children out of school has fallen from 60 million in 2008 to 57 million in 2011. However, the benefits of this progress have not reached children in conflict-affected countries, whose amount has increased and now makes up 50% of the children who are denied an education. UNESCO's EFA Global Monitoring Report shows that half of the children out of school live in conflict-affected countries, meaning education has to be brought to the 28.5 million primary school-aged children that are out of school. Japan's education system is ranked with an almost perfect score of about 8.5, usually being in about the fourth position. The share of humanitarian aid for education has declined from 2% in 2009 to just 1.4% in 2011, receiving the smallest proportion of the amount requested from humanitarian aid of any sector, which does not help the situation at all.

However, Japan's education is not directly affected by conflict zones, since it is currently not involved in conflicts with that kind of consequence. In fact, it is often called “A Zone of Peace”. One of the main policies within Japan is regarding the process of “nation-building,” in which the improvement of healthcare and education in Post Conflict zones plays a big role. It also fully supports the ODA Policy on Conflict and Development. Naofumi Hashimoto, Japan's Ambassador to Iraq, and Rory Robertshaw, Officer in Charge, have signed an agreement in support of the project “Voices of the children of Old Mosul: the rehabilitation and management of primary schools in a historic urban context emerging from conflict”. Japan is the 9th biggest donor within UNESCO'S contributions to education in post-conflict zones and for nearly three decades, the second-largest contributor to the UN's finances as well as an indispensable partner in the management of the UN. Japan has granted \$12 million to help education and child survival in the Central African Republic, which will provide access to basic education to at least 200,000 of the country's most vulnerable children. The donation covers a three-year period and will be spent on the education of 20,000 conflict-affected children through the building of 260 classrooms, as well as 300 blocks of latrines in 50 communities, within other improvements. This particular donation was made because of the diplomatic relations established in 1960 with the CAR. The Japanese Nippon Foundation has constructed 400 school buildings worth US\$13.17 million in Shan State and Rakhine State, which have had more than 70 years of armed strike between government forces and armed ethnic groups. Japan's contributions are geared towards reaching and empowering the most vulnerable communities and reducing inequities as a strategy to achieving the MDGs.

Japan provides assistance in the area of education to countries, such as Afghanistan, responding to the needs of the marginalized populations who are deprived of the opportunity of receiving quality education due to various factors, in particular, people in vulnerable situations including women and children in conflict-affected countries. Education must be prioritized in the humanitarian response because, in the face of tragedy and loss, it provides hope, stability, security,

and a sense of future. It is also the precondition for reconstruction and reconciliation. Japan has habitually always helped other countries in such situations and does not plan on changing that. It fully supports the creation of a resolution fabricated during the Debate, that manages to solve, or at least decrease education problems in conflict and post-conflict zones.

5.2.2. Agenda

The main goal of the first committee session after the opening speeches is to set the agenda. This is when delegates decide which of the topics they will discuss and in which order. The agenda must be debated on, submitted through a motion, approved by the Chairs, and then be voted on. It will propose a structure that is extremely recommended to be followed so that the debate can be organized.

5.2.3. Working Paper

The Working Paper is a specific part of the Draft Resolution. It is usually written by a group of countries with the same opinions and has some solutions to a specific topic on the agenda.

The Chairs are recommended to use Working Paper but are completely free to guide the debate according to their preference.

Each topic of the agenda should have a different Working Paper for it, which can be voted on or not (depends on the chair's decision). The combination of different Working Papers together is the Draft Resolution.

| Sample Working Paper

“United Nations Security Council

Topic: The Venezuelan Crisis and its repercussion on the International Community

Main Submitters: Russian Federation, Republic of India, Republic of Turkey

Working Paper #3

Considering the right of national sovereignty assured by the United Nations to each country including Venezuela;

Aware of the current political, economic and humanitarian crisis in Venezuela

Concerned with the current political situation of Venezuela and the Venezuelan people;

Considering Venezuela's right to national sovereignty assured by the United Nations

Reaffirming its strong commitment to the sovereignty, independence, unity and territorial integrity of Venezuela, and to the purposes and principles of the Charter of the United Nations,

Noting with regret that nations are aggravating the situation in Venezuela by segregating the population

1. *Urges* the dialogue between the opposition and the Venezuelan government, without any external interference, in order to:

- a. Achieve a neutral solution to the current political crisis
- b. Establish peace in Venezuela
- c. Find equal political ground between the parties

2. *Demands* nations to respect the sovereignty Venezuela is entitled to, therefore:

- a. Recognize the Constituent National Assembly instituted by the current government as the rightful replacement to the National Assembly and official constitutional and parliamentary organ of the Venezuelan Government

3. *Encourages* reforms within the Venezuelan government to revise the concepts of Freedom of Press and diversification within the economy

- a. Support changes to allow any opposition parties to occupy at least 20% of the Constituent National Assembly;

4. *Endorses* the Venezuelan procedures to enjoin political opposition to be revised.

- a. Members of the government will be arrested only under evidence of:

- i. Corruption
- ii. Coop suspicions
- iii. Violation of the Constitution
- iv. Criminal actions

- b. Current prisoners who haven't been charged under these conditions will be:

- 1. Released from prison
- 2. Indemnified

5. *Suggests* political prisoners be released from custody if

- a. the prisoners did not practice any violent acts to be enjoined

- b. the prisoners do not represent any kind of danger to the government
- 6. *Activists* that do not represent any danger to the current government's democratic government;
- 7. *Emphasizes* that the Venezuelan government should start investigations on Nicolás Maduro to verify:
 - a. If the corruption accusations against him are true;
 - b. If he influenced the population in an illegal way in May 2018;
- 8. *Designates* the institution of a new Minister of Economy, from the opposition, to:
 - a. Balance the influence of both sides in the government;
 - b. Attempt to solve the current economic crisis"

5.2.4. The Draft Resolution

The Draft Resolution is the main document written by the delegates at a MUN Conference. It contains the proposed solutions to the topics discussed and needs to be voted on.

Any of the Delegates can write a Draft Resolution, but most of them are written by a group of Delegates who come up with ideas inside the councils.

The Delegate who writes it is called "Submitter". Each council can have more than one draft resolution, which will be voted on, but only one resolution, which can be a mix of all the ideas, will be passed.

After the voting process, some amendments are made to improve it or include/remove something relevant/ irrelevant.

The Draft Resolution has three parts:

1. Heading: the committee name (General Assembly, Security Council, Human Rights Council...), the submitter(s) (the name of the countries which wrote the resolution), the signatories (the countries present in the council and that agree with the resolution), the topic (as stated by the conference).

2. Pre-Ambulatory Clauses: state the issues that the council wants to solve, why the committee is working on it, and show previous international actions on the problem. It has the purpose of informing the real situation to be solved. It can include the following references and always end with a comma:

- a. past UN resolutions, treaties, or conventions related to the topic;
- b. past regional, non-governmental, or national efforts in resolving this topic;
- c. references to the UN Charter or other international frameworks and laws;

- d. statements made by the Secretary-General or a relevant UN body or agency;
- e. general background information or facts (e.g. statistics) about the topic, its significance, and its impact.

| Pre-ambulatory Phrases:

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

3. Operative Clauses: state the solutions proposed by the submitters to solve the issues and should refer to the problems mentioned in the Pre-Ambulatory Clauses. Nothing new can be stated in this part, only something considering what has already been mentioned.

| Sample Operative Phrases:

Accepts	Affirms	Approves
---------	---------	----------

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

| Operative Clauses should contain:

1. Numbered and separated by semi-colons (;) and a skipped line
2. Subclauses, separated by commas
3. A colon (:) between a clause and a subclause
4. A point after the last clause

Resolutions should be written so as to make syntactical sense as one single sentence with a point only at the end, so clauses and their subclauses should have continuity.

| Sample

"Resolution GA/3/1.1

General Assembly Third Committee

Submitters: United States, Austria, and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands, and Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality, and inalienable rights of all global citizens,

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and non-governmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. *Encourages* all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts;
2. *Urges* member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. *Requests* that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
4. *Calls* for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
5. *Stresses* the continuing need for impartial and objective information on the political, economic, and social situations and events of all countries;
6. *Calls* upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and
7. *Requests* the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development.

5.2.5. Amendments

When a draft resolution passes, the only way to change it is by making some amendments: a written statement that adds, deletes, or changes an operative clause, so that consensus is strengthened.

| Friendly amendment: There is a friendly amendment when all submitters of the resolution agree with it, sign it and it is approved by the committee chair.

| Unfriendly amendment: The situation in which some or all submitters of the resolution do not support your amendment. It has to be voted by the committee.

To write an amendment, it is necessary to write an Operative Clause:

Adds an operative clause that reads “12. Emphasizes that all the countries that...” Deletes operative clause 7. Changes operative clause 2 to read “2. Considers the participants have to...”

<http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/resolutions/sample-resolution#sthash.5Fplvt3p.dpuf>

| Voting Procedures:

Voting procedures are an essential part of diplomacy, as they officially determine what the majority deems more appropriate.

1. Each delegation will have one vote, which may be “In Favor”, “Against” or “Abstain”.
2. After the Chair has announced the beginning of the voting procedure, no delegate will be allowed to interrupt it, except for a point of personal privilege or a point of order connected to the actual conduct of the voting.
3. A simple majority requires more “In Favor” votes than “Against” votes; abstentions are not counted toward either total.
4. A two-thirds or a qualified majority vote requires at least twice as many “In Favor” votes as “Against” votes.

| Voting on motions

If a delegate objects to a motion from another delegate, Chairs may either initiate voting on the matter or call for a motion to move into voting procedures. In that case, all delegates will vote upon the motion. Each one has equal voting rights, and the decision is taken through a simple majority (50% of the present committee). No abstentions or vetoes are allowed.

| Voting on Amendments

After a resolution goes into time against, delegates may start to draft amendments. Each amendment is voted upon individually and can pass as either friendly or unfriendly. If one of the resolution’s main submitters motions to pass it as a friendly amendment and the others agree, it passes as a friendly amendment without the need for voting procedures. If there is no such motion, the committee shall vote on the amendment, which is called an unfriendly amendment. It requires a qualified majority ($\frac{2}{3}$) to pass. If it passes, it is added to the resolution; if not, it is disregarded.

| Voting on Draft Resolutions and Crisis Resolutions

Draft resolutions and Crisis Resolutions that have been written by any Member State and that follow the correct structure and requirements can be discussed and later voted upon. After a draft or crisis resolution has been approved by the Chairs, discussed, and amended, any delegate can motion to vote on it.

The default order in which resolutions are voted on is the order in which they were introduced, although that can be altered by a motion. Each State has equal voting rights, and a resolution needs a simple majority (50%) to pass. By adopting a resolution, the committee has agreed by a majority vote that the resolution is the best possible solution to the current problem.

5.3. Vocabulary, Terms, and Phrases

| Abstain

When debate time elapses, Delegates are to vote on the resolution or an amendment. Delegates who wish to abstain do not support the resolution or clause and do not oppose it.

"Any Delegates wishing to abstain from voting?"

| Adjourn

When the debate session adjourns, it means that session time has ended. The chair announces to Delegates that the committee will be adjourned, either for a break, lunch, or for the day.

"Delegates, the committee is adjourned for lunch. Please be back at 1:45 for us to begin debate on another resolution."

| Floor

The Floor is a metaphorical area, which delegates can obtain to be able to speak on a resolution or clause.

"Delegate, you may have the floor and speak on the resolution."

| Resolution

Resolutions are documents written by Delegates, which aim at solving a specific situation.

"Japan wrote a fruitful resolution on the issue of DPR Korea."

| Caucus

The caucuses are the forms of debate inside of a council. Each one of them has a form and function appropriate for different stages of a meeting.

| Moderated Caucus

A debate format controlled by the Chairs that allows delegates to make short comments on a specific sub-issue. Typically, delegates who are interested in speaking will raise up their virtual hands and the Chairs will call on delegates to speak one at a time following a Speaker's List. In order to move into a moderated caucus, the motion must include the overall speaking time, the time per speaker, and the sub-issue to be discussed.

"Germany moves for a 8 minute moderated caucus with 30 second speaking time per delegate for the purpose of discussing solutions to women's rights."

| Unmoderated Caucus

A debate format in which delegates can leave their seats to go and talk to others freely and informally. In the online version, the delegates will be free to open their microphones and talk to each other as well as go to different Breakout Rooms. In order to move into an unmoderated caucus, the motion must include the overall caucus time and preferably the purpose.

"Israel moves for an unmoderated caucus for 8 minutes to complete draft resolutions."

| Semi Moderated Caucus

The semi-moderated caucus is a mixture of the moderated and unmoderated caucus, where delegates can speak freely but do not leave their places. The motion must include the caucus time and the subject to be discussed.

"The delegation of Nigeria moves for a 7 minutes semi-moderated caucus to discuss the next topic on the agenda."

| Motions

Motions are requests or inquiries presented by the Delegates to the Chairs, which must be voted on and passed by the entirety of the committee. Motions are employed to suspend the meeting, proceeding to Working Paper voting, or dynamizing the course of the debate. If the chairs raise a motion, it passes without voting.

During the online version of our conference, if a Motion is requested, the delegate must type in the chat “M”

Motion to open the debate:

This motion shall be raised at the beginning of each committee session and it passes automatically if a simple majority is reached.

Motion to set the agenda:

This motion aims to prepare an agenda. It will likely be followed by a short discussion regarding the order of the debated topics and a voting procedure. However, the Chairs can overrule it if they agree that there is any reason to discuss a certain topic.

Motion to present the agenda:

The agenda will be read by its submitter and voted upon. Once this is completed, a one-minute speech in favor of the agenda will be delivered by one of the delegates. Said speech will be followed by a vote on the agenda, which will require a two-thirds majority in order to pass.

Motion to adjourn the session:

Any delegate can raise this motion in order to adjourn the meeting for a coffee/lunch break or until the next day. If the Chairs consider it appropriate and no delegates object the motion passes automatically.

Motion to change the time of speech:

In case delegates are often surpassing or abdicating their speech time, this motion may be raised in order to change the speech time. It will then need a simple majority to pass.

Motion to cite sources:

If a delegate feels the fact stated by another delegate is incorrect, they may motion for the delegation that stated the incorrect fact to cite their sources to the Chair. Voting procedure and objections are not in order for this motion. The Chair will provide the delegation that must cite their sources with a time limit for them to find the source. After evaluating its reliability, the Chairs will present the results to the committee.

Motion to close the Speaker's List:

If this motion passes, the speakers' list will be closed, meaning that no other delegation may be included into the list. After all the delegates already on the list speak or waive their speeches, Chairs will ask for motions to continue the debate.

Motion to present a draft resolution:

This motion is raised when a draft resolution has been presented and approved by the Chairs and the delegate wishes to present it to the committee.

Motion to move into voting procedure:

This motion is raised at the appropriate time for a voting procedure to vote another motion, an amendment, a draft resolution, or any matter of order in the council. If this motion is

directed at a draft resolution, the delegate who raised it must also specify how the voting procedure should be carried out

Motion to vote by...

Delegates may use this motion to suggest how a document or procedure should be voted. Chairs may or may not accept this motion depending on the voting method suggested and time constraints.

Motion to vote clause by clause:

If the delegate believes some clauses may pass, while others won't, they may make a motion to vote clause by clause.

Motion for a Moderated Caucus:

A debate format that allows delegates to make speeches explaining his/her point of view. The Moderated Caucus in the online conference will consist of a Speaker's List. Delegates who are interested in speaking should type "M.S.L" in the chat after a Speaker's List is opened. Following a list by the "raise hand function" will also be another possibility. To move into a moderated caucus, the motion must include the overall speaking time, the time per speaker, and the sub-issue to be discussed.

Example: *"Germany moves for an 8 minute moderated caucus with 30 second speaking time per delegate for the purpose of discussing solutions to women's rights"*

Motion for a Semi Moderated Caucus:

A debate format in which delegates can talk to others freely and informally. To move into a semi-moderated caucus, the motion must include the overall caucus time and preferably the purpose. During this part of the debate, Draft Resolutions may be written and unresolved issues can be addressed more easily. The delegates are free to open their microphones and talk freely to each other. If it becomes too chaotic, the chairs may ask you to type in the chat if you wish to speak.

Example: *"Israel moves for a semi-moderated caucus for 8 minutes to complete draft resolutions"*

Motion to Divide the House:

Before the voting procedure for directives, resolutions, and motions, the delegate may use the Motion to Divide the House. This motion overrules the abstentions; thus, the delegations may only vote in favor or against, no abstentions are in order.

Motion to Pass without a Vote:

If a delegate believes that the entire committee supports an amendment or resolution, the delegate may motion to pass the resolution or amendment without a vote.

Motion to pass as a friendly/unfriendly amendment:

If one of the main submitters of the resolution supports an amendment, the delegate may motion to pass the amendment as friendly. This motion only passes if there are no objections from the main submitters.

| Point

A Point is a question raised by the Delegate pertaining to the resolution or the committee. They can be raised to the chair or to Delegates who have the floor. To learn of the various points, please refer to the page.

"The Delegate wanted to make a point of information to the Delegate of Japan, but was unable to due to time."

Point of Personal Privilege:

If a delegate feels that something is disturbing him/her.

"Point of Personal Privilege! May the delegate leave the house?"

"Could the delegate rephrase the question?"

During the online version of our conference, if a Point of Personal Privilege is requested, the delegate must type in the chat "P.P.P"

Point of Order (Point of Parliamentary Procedure):

Refers to the rules of Procedure. A Point of Order is called if a Delegate doesn't agree to a decision/ruling made by the chair. It isn't debatable and it can't interrupt the speaker. It can refer to a current decision made by the chair or to a general procedural matter.

"Point of Order! Is it in order for the Delegate to reply to the speech?"

During the online version of our conference, if a Point of Order is requested, the delegate must type in the chat "P.O"

Point of Information to the Speaker:

It is a question directed to the Delegate who has the floor about their delegation's views or about the speech and should be formulated as a question, not a comment! If you want to get some information on the topic across to the house, you can do so by formulating it as a question "Is the Delegate aware that..." or "Does the Delegate agree that..."

Do not ask another question to the Delegate unless the chair has allowed you to (request of follow-up) as there is no direct dialogue between Delegates. Points of Information have to be formulated as a yes or no question.

"Does the Delegate feel that the Six-Party Talks would be able to enforce the ideas in this resolution to DPR Korea?"

During the online version of our conference, if a Point of Personal Privilege is requested, the delegate must type in the chat "P.I"

Point of Clarification:

During the discussion of any matter, a delegate may rise to a point of clarification to clarify what was stated incorrectly or ambiguously previously. This point must be based upon hard facts and not opinions. During the online version of our conference, if a Point of Clarification is requested, the delegate must type in the chat "P.C"

| Right of Reply

The Right of Reply is when Delegates may reply to a speaker's comment. It is requested by a Delegate to the chairs when a Delegate has been insulted, or was mentioned in a Delegate's speech and wishes to answer the Delegate back on what they said about them.

"The Delegate of DPR Korea stated how Japan was a Terrorist Island wishing to demolish DPR Korea. The Delegate of Japan requested the Right of Reply to explain to DPR Korea and the house that they aren't a Terrorist Island, but want stabilized international peace and cooperation."

During the online version of our conference, if a Right of Reply is requested, the delegate must type in the chat "R.R"

| Roll Call

The Roll Call is done at the start of the day and after breaks. It's like the register at school, where the chairs check if Delegates are present and if the debate may begin.

| Speaker's List

The Speaker's List is held by the chair and determines which Delegates will speak. It also serves as an account of how many times each Delegate has spoken.

During the online version of our conference, if the delegate wants to be added to the speaker's list, the delegate must type in the chat "M.S.L"

| Crisis

In the case of a major development in relation to the topic of the debate, the priorly discussed subject by the delegates will be put on hold and they will move on to discuss this development. These are the so-called crisis situations. This is a very important moment for the council, as it will deeply affect alliances and future decisions. Moreover, the delegates will be evaluated by the Chairs on their capability of reacting to unpredictable events.

The delegates should produce a Crisis Resolution in response to a crisis, which contains the conclusion of the council.

| There are a few common MUN phrases:

Is it in order to... = Is it allowed to

It is in order to... = It will be allowed

It isn't in order to... = It won't be allowed

Debate Time = Time set for this debate

Time Constraints = Restrictions of time

Request for Follow up? (to the chair) = Can I ask another question?

Yield the Floor = Give the floor to someone else

That will be Entertained = That will be allowed to happen

That won't be Entertained = That won't be allowed to happen

6. Online Conference

6.1. How does the online conference work?

| Devices

During the conference, you may use your laptop, mobile, tablets to research the topic and get in touch with other delegates, you must keep your camera on the entire time and use the microphone only when you deliver a speech or when the council is voting.

| Voting

The Chair will ask the forum to open the microphone and say one of the following four possibilities of vote:

Aye: You approve the document and wish it to pass the forum

Nay: You vote in opposition to the document and wish for it to fail

Abstain: You vote neither in favor nor opposition of the document

Pass (only during roll call): You need more time to decide

The voting procedure will only happen for motions and following the Roll Call order.

| General Conduct:

All Delegates can participate in the debate with points and motions. During the debate, there are rules to be followed. First of all, always be polite and do not offend other Delegates for not sharing your opinion. To speak you need the Right to have the Floor, or an appropriate point or motion. Otherwise, be calm and do not disrupt other Delegates. And most important is that you do not argue with your Chair, President or Secretary. His or her decision is final and incontestable.

6.2. Structure of the Debate:

1. Motion to open the debate
2. Roll Call
3. Opening speeches
4. Agenda
5. Formal Session I: The Debate officially starts and each Delegation presents its point about the topic. The discussion begins.
6. Informal Session I (Merging): delegates try to find similar views and interests between other Delegates and form Blocs.
7. Formal Session II: discussion on the cause and solution of the problem with new allies.
8. Informal Session II: (same as the first one)
9. Writing a Draft Resolution
10. Resolution in Blocks
11. Presentation + Debate of Draft Resolution

6.3. Chart of Procedures recommended for the online edition

During our online version of HUMUNITED2021, there will be a couple of terms that will be used in order to make the debate flow better and to help the chairs moderate the debate, these are:

Procedure	Function	Acronym (has to be typed in the chat)
Motion to...	Request something to the chairs	M
Motion to be added to the Speakers List	A request to be added to the list of delegates who wish to position themselves regarding the topic discussed	S.L.

Point of Information	In order to state a question to the person who has delivered a speech	P.I.
Point of Personal Privilege	If the delegate needs something (in an example, to be excused to go to the bathroom)	P.P.
Point of Order	If the delegate has a question towards the chairs or has to question a decision/ruling made by them	P.O.
Voting Procedures	When there is a motion in the house, it must be voted within favor, against, or abstain	F: In favor AG: Against AB: Abstain

Some points or motions can also be substituted by the raise hand function. Each chair will be free to choose it according to their preference.

7. Awards

In any committee, there are some delegates who stand out due to their debating, leadership, and writing skills. To encourage participants to do their best, the delegates with the best performance will be given awards, which will be announced at the closing ceremony.

It is always a difficult job to determine who deserves them, as there are always many prepared delegates participating. An arranged set of criteria will be used by the Chairs to choose these awards. But remember, the point of working hard, researching well, and honing your debate skills for the big day is not to receive an award but to improve the overall experience and provide everyone with a fun time.

| Best delegate

The best delegate award is given as recognition to the delegate who showed the best performance in their council during the conference, according to the following criteria:

1. Rules and procedures

The best delegate must follow the policies explained in the 4th section and show appropriate behavior during the conference. Disrespecting these rules or getting a “Warning” will disqualify a delegate from getting such an award. In addition, it is fundamental that the delegate is familiar with the procedure and uses it appropriately in their committee.

2. Participation in the debate

With the exception of cases that have appropriate justification, the best delegate award will not be given to a member of the committee who is absent in more than two sessions. Additionally, Chairs will keep track of how much delegates have spoken in speeches, points, and unmoderated caucuses. Delegates who seem not to be paying attention (laughing about spotted on their phones, etc.) will not be very well evaluated.

3. Knowledge about the topic

The best delegate must show its plenty of research about the topic, going further than just reading the background guide. Such a delegate will frequently provide facts and figures from reliable sources during their speeches, as well as convincing arguments and in-depth explanations to other delegates. The solutions proposed by the best delegate should be innovative and creative, yet feasible and specific, especially when dealing with a crisis, but

also containing the answers to the basic questions: “What?”, “Who?”, “When?”, “Where?”, “Why?”, “How?” and “How much?” (also known as 5W2H).

4. Position and external policy

A good delegate should also be familiar with their country’s position regarding the topic. Every act and speech has to be aligned to external policies and political ideology. The country’s allies and opponents should also be well known to facilitate the formation of blocs, but be careful: sometimes countries that disagree about most things may find common ground regarding the topic in discussion. The best delegate is expected to have the diplomatic skill to achieve such agreements. Finally, delegates should be able to adapt to position shifts due to the crisis.

5. Quality of speech

The best delegate award is not always given to the delegate who spoke the most if the content of their speeches has no quality. The accuracy and credibility of the information they present are also taken into consideration. The Chairs also judge a delegate’s oratory (their public speaking skills) and rhetoric (their ability to use language effectively and persuasively).

6. Quality of writing

If a delegate hasn’t submitted a Position Paper, they will not be considered for the best delegate award. This document may also be considered when choosing the award, as it shows how much depth the delegate has researched about the topic. Additionally, the delegate’s contributions in writing resolutions will be evaluated in quantity, quality, and coherence.

7. Leadership and initiative

Finally, this delegate must show that they are constantly engaged in searching for diplomatic solutions inside the council and raising motions and points frequently while maintaining order. The best delegate is commonly awarded to the individual, who takes the leading role in the discussions, acting as an example for others. They ask questions to understand every delegate’s position and coordinate the writing of the resolutions, demonstrating the ability to work together with other delegates, even when under pressure because of a crisis or time constraints.

| Honorable Mention

Two honorable mention awards are also given as recognition to delegates who presented an outstanding performance. These are members of the committee who meet many of the same criteria as the best delegate, but in a general evaluation haven’t reached the same level of quality. An example of an eligible receiver would be a delegate lacking a position paper, yet showing outstanding performance in the debates.

| Best position paper

The best position paper award is given as recognition to the delegates who wrote the best position paper of each committee. The Chairs will evaluate every position paper and the best one is going to be chosen for this award according to specific criteria.

8. Preparation for the conference

Being emotionally and psychologically prepared for such an intense MUN experience will make a difference in the committee, especially for first-timers.

Firstly, the delegates must be sure and confident about their arguments, so they can be more relaxed knowing that what they are saying is accurate. However, as everyone participating is human, delegates are bound to feel nervous or unsure. This type of situation happens even with experienced delegates and usually starts diminishing once the delegate starts raising their placards and speaking.

Delegates can search for personal ways to avoid nervousness or anxiety during the committee session. In any extreme cases, there should be no hesitation in talking to the Chairs about the situation. Chairs will look to be comprehensible and helpful, and there is no reason for being afraid.

8.1. Preparation sheets

| Recommended Sources:

Official UN sources:

1. United Nations Website
2. United Nations Handbook
3. UN Bibliographic Information System
4. UN Global Issues
5. UN Research Guides and Resources

Other useful resources:

1. Non-Governmental Organizations, especially those accredited by the UN
2. Country reports and data published by international or regional organizations such as the World Bank, WHO, OECD, APEC, etc.
3. The CIA World Factbook
4. Journals, periodicals, and newspapers

| Model United Nations Preparation Sheet 1 - Researching a Country

Political:

Official Name of State

Capital

Location

Population

Population Growth

Head of State

Type of Government

Suffrage

Official Language(s)

Membership of NGOs / IGOs

Economy GDP:

Average Income

Labor Force

Infrastructure Status (good-poor)

Population Percentage below Poverty Line

Degree of Corruption

TI – CPI (Transparency International- Corruption Perceptions) Rank

Value of Export

Value of Import

Export Partners

Import Partners

Produced Commodities

Natural Resources

Energy Sources

GDP share of Economic Sectors

Primary Sector

Secondary Sector

Tertiary Sector

World Bank Debtor / Donor

Membership of Trade Blocs / Shared Markets

Culture and Development

Ethnicity

Major Religions/ Cultures

General Degree of Education (high to low)

Climate

Environment (issues, innovations)

Military

Military Branches

() Army

() Naval Forces

() Air Force

() Other

Approximately Size

Percentage of GDP Spent

Nuclear Capability

Foreign Troops on Territory

Engagement on Foreign Territory

UN mandated Engagement

Membership of Alliances

United Nations

Membership since

Member of Security Council

Permanent or Nonpermanent Seat

Has the UN intervened in conflicts involving this nation?

How does the country contribute to UN peacekeeping?

Has the UN cited the country because of human rights violations?

| Model United Nations Preparation Sheet 2 - Researching the Topic

General

What is the topic?

Which committee/ forum of the UN is especially concerned with the topic?

Security Council ()

Disarmament Committee ()

Economic and Social Committee ()

Environmental Committee ()

Human Rights Committee ()

Political Committee ()

Special Conference ()

Other _____

Since when does the problem/ issue exist?

Does the problem/ issue affect a certain region or is it global?

United Nations

Since when does the United Nations deal with the problem / issue?

Did the United Nations recognize and/or act about the problem / issue in an official resolution?

Who were major supporters of the Resolution?

Who were major opponents of the Resolution?

The country

How does the problem/ issue affect the country?

Has the country dealt with similar problems / issues in the past? When and Why?

Does the problem/ issue affect allies or countries that have special relations with the country?

Is the country causer or sufferer of the problem/ issue?

Are there other NGOs/ IGOs, except the UN or one of its subsidiary organizations who deal with the problem/ issue?

Is the country a member of these NGOs/ IGOs?

Are there any solutions already recommended to the cause of the problem/ issue?

Are there any treaties which fixed these solutions as a plan of action?

Did the country ratify or not ratify the treaty?

Does the country act according to the treaty?

So, these are some examples, but feel free to visit the official page <http://bestdelegate.com/> and have a great experience with our Humunited.

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