



Baltic Model United Nations

– facing regional challenges in a globalized world –

Delegate's Handbook



Designing Future Development Goals.

2011 conference | May 26 – May 29 | Innerstädtisches Gymnasium Rostock

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Delegates Handbook 2011, 3rd edition

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Organization 2011

Conference Management

Claus Lucas Letsch and *Franziska Weigt* are the 2011 Conference Managers. The task of the Conference Management is to make the conference work. They coordinate all the separate departments as for example the housing program or the finances. Those two should be your contact person in case you have any questions regarding the organization of the conference no matter if you apply as a single person or a school delegation. Just write an e-mail to conference.management@balmun.de.

Secretariat

Secretary General of BALMUN 2011 will be *Oliver Hartwich*. He is in charge of choosing the conference's topics. Questions as well as remarks according to this part of the conference may be mentioned in a brief comment. Oliver will be willing to help you. You can reach him via secretary.general@balmun.de.

Deputy Secretary General of BALMUN 2011 will be *Anne Dijkstra*. She and Oliver are working together closely.

General Assembly

The General Assembly is the UN-Organ where all delegations represented at BALMUN 2011 come together to:

- attend the Opening and Closing Ceremonies,
- deal with passed resolutions,
- listen to the speeches of guest speakers or single delegates.

As every committee the General Assembly has its own Chair, called the President of the General Assembly. In 2011 this will be *Marian Willuhn*.

Committees

Every delegate applying for MUN has to choose one committee he or she would like to work in. Every committee has its own specific topic which is related to the conference's theme "Designing Future Development Goals".

Disarmament Committee

- Finding sustainable solutions for the disposal of worn out or disused weapon systems and small arms.
- Finding economical future solutions for ordnance companies by respecting the progressive disarmament.

Environmental Committee

- Finding regulations against an economic "weapon of the 21st century" - the trade with rare earth elements.
- The installation of incentives for the (re) cultivation of unemployed fields in order to provide nutrition for areas with starvation.

Human Rights Committee

- Finding ways to guarantee equal payment and equal treatment of all people independent of gender, disabilities and origin.
- Creating a global partnership for educational programs in Africa to insure sustainable development programs.

Political Committee

- Ensuring programs to provide adequate workplaces and a flexible job market for an aging population with different needs and abilities.
- Preventing bribery and corruption in political processes by implementing international guidelines.

Security Council

- Installing safety measures for the internet in order to prevent future crimes and terrorist attacks.
- Providing political stability in times of crises with regard to Pakistan.

Special Conference

- Evaluating offshore-technology and creating a concept for renewable energy in the Baltic region.

Possibilities to attend BALMUN 2011

Delegate

Being a Delegate means to be a representative of a UN-member state or NGO you choose beforehand. Therefore, one can either apply as a single delegate or as a whole delegation. Delegates work in the committees on precise given topics. The result of the delegate's work should be the passing of a final resolution in the general assembly in cooperation with other country representatives.

Press Team

As a member of the Baltic Model United Nations Press team the participant is able to be part of the editorial staff of the "Baltic Herald" – the official and independent BALMUN newspaper. Taking pictures, writing articles, interviewing delegates as well as guest speakers are only a few tasks to work on. For further information contact the Head of Press *Johanna Möller* at *press@balmun.de*.

Chair (Student Officer)

A Chair (Student Officer) is the leading person of a committee which means that he or she guides the discussions and debates. The Chairperson should be experienced in the field of MUN – former positions as a Chair or at least a delegate of multiple conferences are desirable in case of an application. He or she should be able to work in small groups and get into personal contact with the delegates.

Member of Staff

The members of staff help to make the conference work. For example: Note passing is an essential part of the delegates' communication and operated by staff members. Without the staff a lot things during the conference would not be possible. For more detailed information pass a mail to the Head of Staff *Shu-Yi Ngee* at *staff@balmun.de*

Detailed information according to the application process of the different positions as well as contacts and more information are published on *www.balmun.de*



The Application procedure

Delegation/Single Delegate

The application process is split into two parts and will be available online on www.balmun.de. First, there is Form I every delegation/single delegate has to complete. The name of the school, the MUN Director, contact information as well as a ranked list of countries the delegation would like to represent will be mentioned here.

After the Conference Management and Secretariat will have decided on which delegation will represent which country, the schools will be informed and Form II will be published. Form II asks about information on the participating delegates and their committees, the delegates' contacts, the need of the housing program and other important details necessary for the BALMUN Management to know. Application deadline will be March 31, 2011. For more information visit www.balmun.de. We also recommend following the latest news.

Chair (Student Officer)

The application to be a Chair (Student Officer) at BALMUN 2011 covers a motivational letter of at least 150 words as well as personal in-

formation and details on former Model-UN experiences.

The application form is available on www.balmun.de. We are looking forward to building a great team of Chairs to work with!

Staff

If you want to support the conference in being a staff-member just send an e-mail to Shu-Yi Ngee at staff@balmun.de. There will be help needed on Thursday afternoon and evening as well as the entire Friday, Saturday and Sunday. We appreciate as many helping hands as possible.

Press

The application process to attend the press team will be coordinated by Johanna Möller the head of press. In general, you should proof your interest and skills in the areas of writing, editing, photographing and/or other operations connected to the work as a journalist of a newspaper. This will probably happen in a little essay of at least 150 words.

To apply for the press team download the application form from www.balmun.de.

Costs and accommodation

The Attending Fee of BALMUN 2011 is 20 €. These costs include lunch for every conference day as well as some conference materials.

Not included in the conference fee is the accommodation. If you and/or your delegation want to participate in the housing program you will have to pay an extra housing fee of 10 € per person. The housing team will do everything to find a host family for every applicant. For further questions please contact housing@balmun.de.

If you don't want to use the housing program your delegation will have to find a youth ho-

stel or hotel on your own. There are various possibilities to find a place to stay in Rostock. Please have a look at our website to see our recommendations on this topic.

Another special offer during the conference is a public transportation ticket for about 10 €. The purchase of this ticket enables you to use streetcar, train or bus within the city area of Rostock during all four days of the conference without additional costs. If you are interested there will be the possibility to mention this by filling in the application form II.

Preparation



First steps

To represent your assigned nation or organization properly it is necessary for you to have certain background knowledge. Most importantly, you have to be informed about these main aspects: the political structure, culture, geography, history, resources, defense and economy. Make sure to know about the views your country or organization represents concerning international issues.

Furthermore, you should know your countries or organization's beliefs and challenges just as well as you have to know which alliances and treaties the country or organization has signed.

Just with a substantial knowledge you will be able to vote appropriately. Remember that during the entire conference you do not put forward your personal opinion but the country's or organization's views.

For your research we suggest the following websites:

United Nations:	www.un.org
International Court of justice:	www.icj-cij.org
UN Foundation:	www.unfoundation.org
CIA:	www.cia.gov
Embassies Worldwide:	www.embassyworld.com

Of course, there are many other websites, books, newspapers or other sources as well that may be helpful.

Opening Speech

During the Opening Ceremony of the General Assembly, every delegation has to hold an Opening Speech to represent its country or organization. In order to avoid that the whole ceremony gets too long and boring your opening speech should not be longer than 90 seconds.

The opening speech is held by one delegate whom the delegation appoints beforehand. He or she should be rhetorically talented and be able to attract the attention of the assembly.

Your opening speech has to begin with a formal greeting such as “Mister/Madam President, Distinguished Delegates, Honorable Guests”. You should then concentrate on what your country or organization is concerned about, regarding the state of the world (e.g. war, human rights, disarmament or ecology).

You can also relate to the conference theme and your country’s/organization’s opinion thereto. Do not hesitate to refer to current events that have occurred in your country (e.g. a civil war or an election) or that have happened in history and made your country glorious. You can also use typical and well-known phrases of your country’s language (e.g. “¡Hasta la victoria siempre!” or “Liberté, Egalité, Fraternité”). In no case you should insult other countries and delegations.

Furthermore, you can integrate some rhetorical devices into your opening speech by asking for example a rhetorical question or using an anaphora.

The following opening speech was held by the Dutch Delegation during the BERMUN conference in 2008 and can be seen as a sample.

Madam President, Fellow Delegates, Distinguished guests,

How is it possible,
that women in America are suffering subordination to men?
that women in Australia are suffering domestic violence?
that women in Asia are suffering forced marriage?
that women in Africa are suffering genital mutilation?
that women in Europe are suffering human trafficking and forced prostitution?

The delegation of The Netherlands greets the General Assembly on behalf of Queen Beatrix, feeling especially honoured to participate in THIS year’s Conference.

Strengthening the role of women, all over the world, is not only a duty of global society, but also the pavement on the road of world-wide progress.

We invite all nations, straying on the wood way of violence and wrongfulness, to join US in spreading peace and justice across the insignificant borders of countries, costumes, and cultures.

The Delegation of the Netherlands is eagerly looking forward to a fruitful collaboration, keeping in mind that good intentions alone will not solve the problem!

Thank you!

Resolution

As a delegate of your country you have to write a resolution before the conference takes place since this will be the foundation for the debates in your committee. Firstly, your main goal should be that your resolution would pass in your committee with you as the main-submitter and secondly, pass in the General Assembly.

A resolution represents the opinion of a country regarding a specific topic that is set in your

committee. It suggests proposals for solutions concerning the problem that is dealt with in your committee. It should be noted, that only the Security Council can require action or sanctions from member states. All other committees only call for or suggest actions.

Your resolution should show that you are familiar with your problem and possess a certain profoundness and conciseness.

Types of clauses

There is a particular structure that every delegate has to respect while writing a resolution. First of all, a resolution consists of one single sentence that is divided into two sections: the *Perambulatory Clauses* and the *Operative Clauses*.

Perambulatory Clauses indicate the reasons behind the resolution and can refer to past UN resolutions or give background information such as statistics. They always begin with present participles (see the list of Perambulatory Phrases).

Operative Clauses describe the course of action the country or organization proposes. They always start with a verb (see list of Operative Phrases).

Your clauses should be logically arranged, clearly and detailed formulated and not repeat themselves. A clause should not be a collection of unrelated thoughts or statements on a broad topic. Each clause should deal with only one aspect of the issue. Pay also attention to correct English grammar, vocabulary and punctuation.

Structure of a resolution

The proper format for a resolution is the following:

- Name the committee, the topic and the submitter.
- Skip a line after each clause.
- Begin all clauses with the appropriate phrases (see list).
- End each preambulatory clause with a comma.
- End each operative clause with a semicolon.
- End the final operative clause with a full stop.

On the following pages you can find a sample resolution.

Useful phrases to start a preambulatory clause

Acknowledging	Deploring	Having studied
Affirming	Desiring	Keeping in mind
Alarmed by	Emphasizing	Noting with appreciation
Approving	Expecting	Noting with concern
Aware of	Expressing its appreciation	Observing
Bearing in mind	Expressing its satisfaction	Pointing out
Believing	Fulfilling	Reaffirming
Confident	Fully alarmed	Realizing
Congratulating	Fully aware	Recalling
Contemplating	Further deploring	Recognizing
Convinced	Further recalling	Referring
Declaring	Guided by	Taking into consideration
Deeply concerned	Having adopted	Viewing with appreciation
Deeply conscious	Having considered	Welcoming
Deeply convinced	Having examined	
Deeply regretting	Having received	

Useful phrases to start an operative clause

Accepts	Designates	Regrets
Affirms	Encourages	Requests
Approves	Endorses	Resolves
Asks	Expresses its appreciation	Seeks
Authorizes	Expresses its hope	Strongly
Calls for	Further invites	Strongly affirms
Calls upon	Further requests	Suggests
Condemns	Hopes	Supports
Confirms	Invites	Transmits
Congratulates	Proclaims	Trusts
Declares accordingly	Proposes	Urges
Deplores	Recommends	

FORUM: Environmental Committee

QUESTION OF: Outlining a Policy to Promote Individual Initiative to Preserve the Environment

The Environmental Committee,

Aware of the fact that rising temperatures melt the polar caps, which steadily rise the mean sea level and keeping in mind that rising temperatures result from human caused,

Noting with regret there are several coastal area, highly endangered by long-dated flooding,

Realizing that accordant nations have to face landslide, the destruction of enormous areas and the loss of lives, which is due to economical and political relations furthermore disadvantageous for all nations,

Pointing out that air pollution, water pollution, dwindling biodiversity and diseases are moreover originated from general human pollution,

Welcoming that the governments of numerous nations started corresponding processes which help to stop pollution as:

- a. Control of pollution
- b. Search for natural resources
- c. Use of natural resources
- d. Sustainable development
- e. Adoption of National Environment Management
- f. Conservation of environment with special programs
- g. Financing several governmental and non-governmental programs
- h. Ratify agreements which reassure the reduction of global warming gases

Deeply convinced that not only polity is responsible for a healthy and balanced environment, but also policy and individual initiative is necessary,

1. *Calls upon* education and information for every individual person of every nation by implementation of following propositions;
2. *Further requests* the government of all nations to accept and explain the fact of change in climate in consideration of pollution in an official declaration, which must be accessible for all citizens;
3. *Recommends* all nations to integrate the subject of global warming and environmental contamination in school education by teaching everyday methods, showing how to prevent pollution and saving the environment (via non-polluting methods), and furthermore call upon nations with an insufficient school system to provide as many students as possible with environmental education, since they are the future citizens of our society and carry appropriate knowledge into their families;
4. *Urges* the nations to organize lectures about how to preserve the environment, presented by highly qualified personnel from public establishments (e.g.: universities, scientific institutes), held in mother tongue at regional levels (in villages, communities, townships, regions), state-subsidized by government, as an event of festive nature in order to attract participants, realized in

reward (e.g.: compensating donation, temporary tax reduction), to assure a maximum degree of education for citizens, (necessary to distinguish between different social circumstances among the nations);

5. *Asks* for international accepted reports, published by the United Nations, that research into global warming and proximate consequences, that must be open to the public;

6. *Further invites* public establishments to hold courses of instruction and advanced training for interested citizens in environmentally-friendly methods, and to organize surveys for environmental constructions, and to educate agricultural worker in ecologic methods;

7. *Suggests* redistribution of tax and raising ecological tax, in order to make the taxpayer aware of the important fact, he pays for;

8. *Draws* the attention to the citizens by mounting a global campaign, using electronic media to publish information about environment, global warming and how to preserve the environment, presented by the United Nations;

9. *Requests* international corporations to provide global or national campaigns by publishing informative facts and information about a product or informative advertising, that reach various citizens;

10. *Expresses its hope* that the encouragement of public dialog about the Preservation of environment guides to complete success.

Salutatory Address

Every speech should begin with: “Mr. (or Madam) Chair, ladies and gentlemen of the house...” or a similar phrase. To other delegates you should refer in the third person and entitle them as “the (honorable) delegate”. To

yourself you should not refer as “I” but as “we” since you are a part of your delegation. Commonly used expressions are the following:

Mr. or Madam Chair / President

I request / wish to have the floor

I rise to a point of information / point of order.

I wish to speak in favor / against the resolution.

Is the Chair / the speaker (not) aware of...

Does the speaker not agree with me that...

The speaker stated in his speech...

I yield the floor to points of information / the Chair etc.

I urge the house to give me its support by voting for /against the resolution.





Victor Boadum
President of the General Assembly

Lisa Godomski
Deputy Secretary General

The conference

Opening Ceremony

This year's BALMUN Opening Ceremony will be held in the assembly hall of the Innerstädtisches Gymnasium in Rostock. This official opening of the conference will be performed by the President of the General Assembly to welcome all the delegations and Chairs.

Most important part of the Opening Ceremony are the Opening Speeches of each country or organization which will be delivered by one representative of each delegation. The lot will determine the first delegation to begin. The other Opening Speeches will follow in alphabetical order. After a speech was delivered you may reply with a comment. Therefore you have to raise your country placard and wait for the President of the General Assembly to recognize you.

Lobbying and Merging

Your first task in your committees will be the lobbying. During the lobbying process it is your aim to find delegations who agree with your resolution or at least with certain clauses. These delegations are the so called co-submitters. Therefore, you have to present your resolution to other delegates and try to convince them of your ideas. It is also a possibility for you to reject your own resolution and to become a co-submitter.

Still, you can criticize other resolutions and demand for certain points to be changed. This is the process of merging.

When the lobbying and merging process are finished the final resolution has to be checked and read over by the Approval Panel.

Debate

The debate will start with the main-submitter reading out the operative clauses of the resolution. Afterwards the Chair will decide if there will be an open or closed debate. In a closed debate there is a certain time to speak for and against the resolution. In an open debate you can express your arguments for and against at any time. Usually, the main-submitter begins the debate by defending his resolution, afterwards he can yield the floor back to the Chair or one of his or her co-submitters. All delegates can participate in the debate with certain points and motions which will be explained on the following pages.



During debate there are certain 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. When you say something please stand up and remain standing while people respond to you. And most important is that you do not argue with your Chair (Student Officer) or president. His or her decision is final and incontestable.

Time Schedule 2011

General Assembly

The General Assembly is a consortium of all GA-committees (EC, DC, HRC, PC). Nonetheless, both the Security Council and the Special Conference will attend the opening and closing ceremonies. There is also the possibility that its Chairperson, the President of the General Assembly, will ask for an extraordinary meeting with the attendance of all four GA-committees as well as both non-GA-councils.

During the opening and closing ceremony, the participants will hear speeches by fellow delegates, Student Officers and guest speakers.

Closing Ceremony

In the Closing Ceremony the work of the different committees will be presented to the GA by the Chairs. Afterwards, there will be a speech delivered by a member if the Secretariat before the President of the GA will officially close this year's conference.

Thursday – May 26, 2011

- 14:00 – 18:30 Check-in at ISG Rostock
- 18:30 – 19:30 Get-together
- 19:30 – 20:00 Departure to host families or other accommodation

Friday – May 27, 2011

- 09:00 – 11:00 *Formal Opening Ceremony*
- 11:00 – 12:30 Opening Speeches by the Ambassadors
- 12:30 – 13:00 Committees, SC, SpC in Session
- 13:00 – 14:00 Lunch
- 14:00 – 17:30 Committees, SC, SpC in Session
- 16:30 – 19:00 Approval Panel

Saturday – May 28, 2011

- 09:00 – 12:00 Committees, SC, SpC in Session
- 10:00 – 12:00 Approval Panel
- 12:00 – 13:00 Lunch
- 13:00 – 17:00 Committees, SC, SpC in Session
- 20:00 – 24:00 BALMUN Dance @ Bacio Lounge

Sunday – May 29, 2011

- 09:00 – 11:00 General Assembly, Debate and Presentation of the Resolutions
- 11:00 – 13:00 *Formal Closing Ceremony*
- 13:00 – 14:00 Lunch & Farewell

Points and Motions

To ensure a proper conference there have to be certain rules. For the delegate there are two possibilities to communicate with the Chair (Student Officer) or the speaker: Points and Motions.

Points are a means for a delegate if he or she has any petition or question. Motions can be utilized for requests. In the following you can find a selection of points and motions.

Point of Order – During the discussion of any matter, a delegate may raise a point of order with regard to the conduct of business. A point of order may interrupt a speaker. There is no debate on a point of order, so the Chair (Student Officer) should immediately issue a ruling pertaining to the point of order according to the rules.

Point of Information – A delegate may raise a point of information to make inquiries to or request clarification from the Chair (Student Officer) concerning parliamentary procedure or any other relevant questions pertaining to the business of the committee. A point of information must not interrupt a speaker.

Point of Personal Privilege – A delegate may raise a point of personal privilege concerning a personal matter or the conduct of another delegate. The Chair (Student Officer) should respond appropriately to the matter. A point of personal privilege may interrupt a speaker.

Point of Inquiry – During debate on a resolution or amendment, a delegate may raise a point of inquiry. The point of inquiry must be directed through the Chair (Student Officer) and may be made only after the speaker has finished speaking, but before the speaker has yielded the floor. A point of inquiry may not interrupt a speaker.

Motion to Adjourn – A delegate may offer a motion to adjourn the meeting at the end of the regular meeting of the committee or council. A motion to adjourn requires a second, and cannot interrupt a speaker. A motion to adjourn is not debatable, so the Chair (or Student Officer) should immediately call for a vote on the motion. The motion is approved if a majority of the delegates vote in favor of the motion (abstentions are considered “no” votes).

Motion to Suspend for a Caucus – During general debate on an agenda item, a delegate may offer a motion to suspend the meeting for the purpose of going into caucus to informally discuss the agenda item and prepare resolutions pertaining to the agenda item. A motion to suspend for a caucus requires a second, and cannot interrupt a speaker. A motion to suspend for a caucus is not debatable, so the Chair (Student Officer) should immediately call for a vote on the motion. The motion is approved if a majority of the delegates vote in favor of the motion (abstentions are considered “no” votes).

Motion to move directly into voting procedure – When everything is said and done and only three states strive to debate their private questions, you can introduce a motion for a closure of debate. This means that no further nation may speak and that you will start voting on the resolutions on the floor.

Amendments

During Debate you have the possibility not just to speak against or in favor of a resolution you can also try to change, add or remove parts of the resolution. Therefore, you have to fill in an amendment sheet with your proposal and direct it to the Chair (Student Officer). After raising your placard and being

recognized by the Chair (Student Officer) you will get the chance to present and explain your amendment.

Every amendment can be voted on separately. You should always keep in mind that an amendment has to be constructive and its goal should be to attract more voters.

Rules

To ensure an enjoyable and outstanding conference as well as fruitful debates everybody has to follow certain rules.

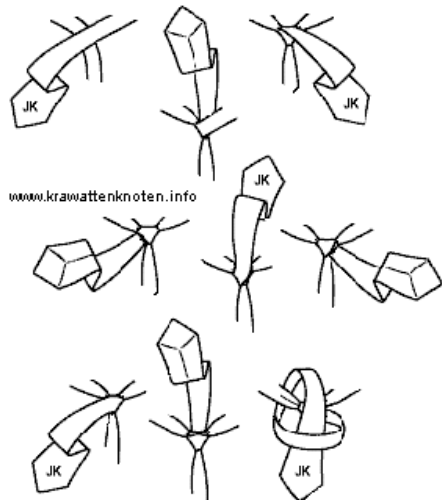
Rules of the House – Innerstädtisches Gymnasium in Rostock has certain rules for every person entering the school building. These rules are posted in the building stressing especially a polite cooperation.

Conference Language – The Conference Language is English. You should pay attention not to start talking in your mother tongue during the conference but also during breaks. A cooperation can just be ensured when you involve everybody. This will not work when you start using other languages. Our Chairs (Student Officers) and the Secretariat will pay special attention to this issue. Please note that also Note Passing is involved in this rule.

Dress Code – To participate in the Conference it is necessary that every delegate obeys a certain Dress Code. Boys need to wear a suit including a tie. Girls have to wear a pantsuit, a skirt and a blouse or something similar. Jeans, sneakers and T-shirts will not be tolerated.

Declaring War – It happens that delegates who suffer from a lack of arguments want to declare war on another nation. It is one of our maxims that declaring war is not an appropriate way to win a debate. So declaring war is definitely prohibited.

Country Flags – All of the country flags which will be distributed in the General Assembly are the property of the BALMUN Conference. You are not allowed to take them with you or demolish them. If you will do so you will have to pay a fee to replace the flag for the following conference.



How to tie a Windsor Knot?

