



**SOFIMUN**  
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**DELEGATE'S PREPARATORY GUIDE**

*"Search Of Future Ideas, Models Us Now"*



# **DELEGATE'S PREPARATORY GUIDE**



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## **1. REPRESENTING YOUR COUNTRY OR ORGANIZATION**

During the SOFIMUN Conference you are no longer a student taking a course, but you are representing a country that is not your own or a non-member organization. Your task is to try to incorporate as many of your country's or organization's interests in the resolutions that are passed.

To effectively represent your position you will need to adapt to your role, effectively playing a part like an actor would. Like an actor, your performance will be most effective with good preparation and training. In this preparatory guide we will provide you with the information and tools you will need to play your role.

To work effectively and give every representative an equal chance to provide input to a solution there are certain Rules of Procedure. They will be referred to here frequently and you can find them in the separate documents for all your councils. As much as they appear complicated at first, you will find that they are of great benefit for your work and you can profit greatly from having a good understanding of these rules.

### **1.1. Preparing for your position**

It is paramount to remember that your own opinion should not prevail during SOFIMUN. The success of the conference depends on the accurateness with which delegates represent the position they have been given. To properly represent your country or organization you will need to prepare your role thoroughly. Become familiar with the political philosophy, the economic- and foreign policy and the culture of your country. The following points are important in your preparation:

1. *History*: The history of a country, both domestic and international, is often important to know when researching their policy on current events. The history may show certain existing relations and alliances or reasons for taking a certain stance on a topic. Find out about recent conflicts, domestic history or any other historical factors that may influence foreign policy.
2. *Political structure and ideology*: Does your country have democracy or dictatorship, is it a Kingdom or an Emirate? Is it based on capitalism, socialism, religion etc.? As a representative of this government you must know what their philosophies and interests are in order to properly try to achieve your (their) goals.
3. *Economy*: What monetary system does your country have? Are they dependent on certain resources, areas of business or other countries? Are they heavily indebted? To what economic or trade organizations is your country a member. These are all factors that may come into play when trying to reach an agreement.
4. *Defense*: What kind of military structure does your country have? Are they regular contributors to peace keeping missions? Are they member of a military alliance? The factors may be essential when discussing crisis situations and trying to offer or obtain assistance.
5. *Foreign policy*: Your country's foreign policy is perhaps the most important during your deliberations. Not only is it influenced by the points above, but it can be influenced by many other factors. To which treaty(es) is your country a signatory and has it made reservations? How much influence does it have in the world or its region? Is it a member of a bloc or international organizations that may influence policy? Countries can be very active internationally or be very secluded, advocate pacifism or humanitarian intervention. These are essential facts to know, for they will determine the truthfulness



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of the conference. Other delegates will also study your policy therefore misrepresenting your position can frustrate the proceedings.

## **1.2. Preparing for the topics**

The points above are all still very general. After you learn more about your country and its policies, you must subsequently find out what they country's position is on the specific topics on the agenda of your council.

### *History*

To resolve a matter it is important to look at the causes of the conflict or the situation. Delegates must be familiar with the roots of the problem, whether it is a military crisis or climate change. Knowing the causes will help in the quest for solutions.

But it is not just the history of the topic itself that is important. What has been undertaken in the past? It is futile to discuss solutions if they have proven ineffective in the past. But an answer may also be as simple as improving on a past effort. A representative must be aware of what the UN, a regional organization, neighboring countries or NGO's have attempted or achieved.

### *The present*

To adequately address a topic, you must be fully aware of the current status of the issue and the factors influencing it. For this it is not only important to know your country's involvement, but also that of the UN in general, other organizations and other representatives in your forum.

Countless sources can be used to research the topics. Websites of the UN or organizations or sites dedicated to the issue itself, newspaper archives, magazine articles or academic articles are all very good sources. Combined they will give you the expertise you need to address the topics.

## **2. THE FORUM IN SESSION**

### **2.1. Roll call**

Before the beginning of each session the chairperson will hold a roll call to see how many and which representatives (= delegates + observers) are present. The chairperson will call upon the representatives in alphabetical order at which point they may answer with either "present" or "present and voting". When stating "present and voting" this means that you may not, should a substantive vote take place during that session, abstain from voting (see Voting). In practice this only applies to delegates as observers cannot vote on substantive matters (e.g. adopting an agenda, resolution, amendment).

The quorum for sessions is the majority of the representatives on the roll call list. Without this quorum sessions cannot start.



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## 2.2. Setting the Agenda

Before the forum can start debate on a topic, it has to be decided in which order the topics will be dealt with. This is done by setting the agenda.

At the beginning of the conference, the chairperson will distribute a provisional agenda. Some representatives may (and will) however propose to deal with another issue first, because they deem it more critical, or it lies closer to their interest. They may introduce a draft agenda with an alternative order of the agenda points. No new points may be added by delegates. A draft agenda needs three (3) sponsors and procedurally follows the same formalities as a draft resolution. It needs to be submitted to the chairperson for approval, coding and distribution.

The normal rules of debate apply to the process of setting the agenda. When voting on the agendas they are dealt with in the order of which one changes the provisional agenda most. The first agenda that gathers a two-thirds majority will be the agenda for the entire conference. If no agenda gathers the required majority the debate resumes and a new speakers list is opened. If it takes a long time to set the agenda, the Secretary-General can impose an agenda on the council to get the debate started.

## 2.3. The debate

There are three different types of session in the simulation, ranging from formal to informal debate. Each type of session has a specific purpose in the debate leading up to the voting on a draft resolution.

### 1. *Formal debate*

Formal debate, as the name suggests, is the most formal type. During the formal debate a General Speakers List (GSL) will be kept by the chairperson and there is a time limit for speeches. If a representative wishes to make a statement during formal debate he or she can be added to the GSL by sending a note to the chairperson with that request and will be given the floor after the last speaker on the list. The speaking time can be changed if the forum desires, this is done by a motion to change the speaking time (rule 13, see Points and Motions).

If a representative finishes his speech before the speaking time runs out they can choose to yield their remaining time (rule 14). There are three yields: to another representative, to questions and to the chair. Yielding to another representative will give him/her the opportunity to hold a speech for the remaining time. Yielding to questions gives other representatives an opportunity to ask questions until the time has run out. Yielding to the chair ends the turn after which the chairperson will recognize the next representative on the GSL. When speaking in yielded time, you cannot yield that time to yet another representative.

### *Etiquette during speeches*

Speeches follow a formal pattern. Representatives will start by thanking the chairperson for the floor before making their statement. They also refer to themselves in the third person. This is because "I" or "me" would imply that it is their personal opinion, which of course it is not. They represent their country, their government specifically. They will therefore refer to themselves by the name of their country, the government or the people of



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that country or simply "we". The same goes for referring to other representatives. A typical speech will start like this:

Thank you, honorable chair. The People's Republic of China does not agree with the statements made by the representative from the United States. The Chinese government firmly believes that the solution is to be found elsewhere. We therefore strongly suggest...

During speeches it is important to use parliamentary language and conduct. Respect is the key; remember that these people represent countries in the committee. Calling an idea stupid is nothing less than an insult to an entire nation. Doing so will also hurt your own interests, for it is less likely that people will listen to you and your ideas if you discard theirs in a rude manner.

Between speeches, and sometimes during, representatives can raise points or motions. See Points and Motions for the possibilities.

### *2. Moderated Caucus*

To get into more detail on certain matters that have come up in the formal debate, a slightly less formal mode of debate provides for a quicker discussion. The so called 'moderated caucus' has no speakers list. Delegates are recognized after raising their placard, indicating they wish to speak. This results in a more vivid and interactive debate.

A moderated caucus has a limited time and always a specific purpose from which representatives cannot deviate. A delegate that speaks on another matter than the purpose of the moderated caucus will be called to order by the chairperson. If the chairperson for some reason does not notice this, another delegate may raise a Point of Order to make this known (see Points and Motions). Other than the Point of Personal Privilege, - Parliamentary Inquiry and - Order, no motions are in order and time cannot be yielded. Etiquette during moderated caucus is the same as during the formal debate.

### *3. Un-moderated Caucus*

The least formal type of debate is the un-moderated caucus, also known as a lobby session. This type of debate can be used to work out the small details of a resolution, take aside an ally or an opponent to discuss strategy or to have some time to write working papers, resolutions and amendments.

The un-moderated caucus essentially suspends the session temporarily and gives representative a chance to talk to each other. Voting blocs can go over their strategy or you can try to convince others of your point, or maybe exchange voting promises on different topics.

Like the moderated caucus, an un-moderated caucus is also limited in time and has a specific purpose. The motion for an un-moderated caucus is therefore the same, except for the speaking time.

## **2.4. The debate**

During sessions, communication is not limited to the verbal speeches. Representatives may pass notes to each other while in formal debate or moderated caucus. Notes can be used for



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questions, asking support or coordinating your strategies. During sessions there may be note-passers present do deliver your notes or you simply pass them along yourself.

Note-passing is strictly for diplomatic purposes only, not for inquiring where to have dinner or other unrelated matters. Note-passers and chairs reserve the right to read notes or suspend note-passing when they deem it necessary.

## 2.5. Points and motions

There are several points and motions that delegates may raise to make a request, ask for clarification of the rules or move into a different type of session. Between speeches in the formal debate the floor is "open". At this time a delegate can raise to a point or motion, which essentially is a formal request or a procedural statement. There are seven different points and motions that can be found in the Rules of Procedure.

1. *Point of Personal Privilege*: This point can be raised for personal reasons or discomforts, for example when something prevents you from following the debate or work e.g. you are cold and want the window closed, you need to leave the room to visit the bathroom, need to work on your laptop or it is simply impossible for you to hear what another representative is saying. For this last reason, the PoPP is the only point that can be raised during a speech, when someone speaks very softly or there is too much noise, you can interrupt the speech, asking for the chairperson to attend to the problem.
2. *Point of Order*: This point is raised to complain about improper parliamentary procedure. Normally, when a delegate is not following the Rules of Procedure, the chairperson will correct them, but it may happen that the chairperson misses it. If the PoO is recognized, you can explain why you believe correct procedure was not followed.
3. *Point of Parliamentary Inquiry*: Although we encourage you to study the Rules of Procedure carefully, it is understandable that in session questions may arise. What the speaking time is, how many votes are needed for a motion to pass or any other questions concerning procedure may be asked by raising a PoPI.
4. *Motion for Un-moderated Caucus*: As described above, the un-moderated caucus suspends the formal meeting for lobbying for a set time on a specific topic, both of which have to be specified in the motion. The motion is non-debatable and will be put to a vote immediately. The chairperson can rule out this motion, which is not subject to appeal. The motion for an un-moderated caucus requires a second, meaning a fellow delegate that supports your motion
5. *Motion for Moderated Caucus*: As described above, the moderated caucus interrupts the formal debate for a more rapid debate on a (specific) topic for a set time, with short speaking times, all of which have to be specified in the motion. The motion is non-debatable and will be put to a vote immediately. The chairperson can rule out this motion, which is not subject to appeal. The motion for a moderated caucus requires a second, meaning a fellow delegate that supports your motion. A request for a Motion for a moderated Caucus may go as follows:

*Delegate: Motion for a moderated caucus.*

*Chair: United Kingdom, your recognized, please rise and specify your motion.*





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### **3. WORKING PAPERS, RESOLUTIONS AND AMENDMENTS**

#### **3.1. Working papers**

A representative may want to distribute a paper that is not a draft resolution. These working papers have no prescribed format, it can for instance be a report by an expert, an article or data or suggestions written by the delegate, but also a preliminary draft for a resolution. Distributing a working paper is often done by NGOs to make country representatives aware of certain issues, or by delegates wanting to inform the committee in an efficient way. This is an efficient way of conveying information to the forum without taking time away from the debate.

A working paper must be submitted to the chairperson for the secretariat to approve it, assign it a number and distribute it. No sponsors or signatories are required. Like draft resolutions and amendments, working papers cannot be discussed or referred to unless they have been approved and distributed.

#### **3.2. How to write a resolution**

What is a resolution?

Being a simulation of the United Nations/ European Union, the outcome of the conference for each SOFIMUN committee will be the same as it would for a UN/ EU conference. The goal is to find solutions to contemporary problems and verbalize these in resolutions. A resolution is the formal format for a UN decision, recommendation or request. The acts passed by the EU bodies follow the same format but, depending on the organ adopting them, they can be resolutions or actual legislative pieces (regulations, directives, decisions.) For the purpose of this guide, reference will be made to resolutions, but the steps in their adoption apply to the EU acts also.

A resolution will therefore reflect the points agreed upon by a majority of the country representatives in a committee. In order to reach this majority it is clear that delegates will have to debate their different opinions and will have to compromise until they find a solution most representatives can agree upon. It is the challenge to look for the maneuvering space within your position without compromising it.

##### *Draft resolutions*

Before a resolution is adopted by an official vote, it is referred to as a draft-resolution. Such a draft resolution can be a combined effort, written by several countries with similar interests and reflect the debate. It can change substantially before it will be voted upon. A draft resolution has no minimum or maximum length but does need to adhere to the formalities as stated in this course manual.

##### *Introducing a draft resolution*

Before a resolution can be discussed, it needs three sponsors and 5 signatories (SC differs, see special rules). Sponsors are often the writers of the draft resolution or delegates that agree with its contents. A Signatory does not necessarily have to support the



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resolution, but does want to see it discussed in the committee. Having obtained sufficient support, the draft resolution must be submitted to the chairperson to be approved by the secretariat. The secretariat gives the resolution a number and distributes it, after which the resolution can be introduced to the committee.

As an observer you cannot be a sponsor or signatory and thus not formally support a draft resolution. You can however play a vital role in drafting and editing if delegates are willing to sponsor it and hand it in on their own behalf.

When the floor is open, one of the sponsors may now request to introduce the draft resolution, after which that delegate reads out the operative paragraphs. At this time other representatives can ask questions concerning technicalities and grammar. No debate or questions on the content is to take place at this time. Any apparent spelling or grammatical errors can also be pointed out and will be changed without a vote. A draft resolution is now properly introduced and can be discussed in the formal debate. N.B: A draft resolution cannot be referred to or discussed before it has been formally introduced.

#### *The format of a resolution*

A resolution, like many political documents, reads as one long sentence, stating who makes the decision, the reasons for the decision, and the decision itself (Committee A, because of B, takes action C). A (draft) resolution consists of 3 parts: The header, preambulatory paragraphs and operative paragraphs.

*Part 1:* The header has to contain the committee name, the agenda topic it discusses, the sponsors and the document code. The latter is added by the secretariat.

#### *Part 2: Preambulatory paragraphs*

The preambulatory paragraphs of a resolution state the reasons, considerations and background of the solution. It is used to refer to previous resolutions or other official documents that deal with the topic and to set out the considerations made to come to the decision in the operative paragraphs.

Preambulatory paragraphs always start with present of perfect participles (recalling, stressing, convinced, determined etc.) or with adjectives (aware of, alarmed by etc.) The first word(s) are in italics and indented and the paragraph ends with a comma (,).

#### *Part 3: Operative paragraphs*

The operative paragraphs of the resolution specify the actions, requests or recommendations the committee agreed upon. Every paragraph deals with one specific part of the solution, so they should be as short and concise as possible as well as executable and rational.

Operative paragraphs start with a verb in the present tense, third person (decides, requests, calls upon etc.), some are accompanied by an adverb (strongly, deeply, further etc.). Again the first words are in italics. The paragraphs are numbered and end with a semicolon (;) except for the last paragraph that ends with a full stop (.).

The operative paragraphs are numbered. They can also contain sub-points, which have an extra indent and are numbers with lower-case letters. Following the



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one-sentence structure, the sub-points are a logical continuation of the paragraph they fall under. They end with a comma (,) except for the last one, that ends with a semi-colon (;).

*Things to think of when writing a resolution*

When writing a resolution, some things must be kept in mind. The resolution must not only be correct grammar- and format-wise, but it must also be an effective decision, attending to a certain issue. It cannot discuss more than one problem and must be executable and realistic.

The first thing to keep in mind is the competence of the forum that is to pass the resolution. The Security Council for example is the only body that can decide to use military force. The First Committee, although also discussing matters of peace and security, does not have this competence. It is up to the representatives to familiarize themselves with the competence of their committee and stay within them.

The powers of UN bodies (again with the exception of the SC) are not binding upon members states, but this does not mean that a resolution is futile. They are generally respected because they represent what comes closest to the opinion of the international community.

When writing a resolution it is important to explore all the possibilities for a solution to the topic under discussion. Although delegates represent countries, and resolutions generally address member states, these are not the only entities that can be called upon. There are several levels on which a problem can be addressed:

- The international community: a resolution can call for a conference, suggest treaties or call upon organizations such as the World Bank, WTO etc.;
- The United Nations: a resolution can request another UN body to put something on their agenda, allocate funds, create working groups or sub-committees;
- Regional organizations: some actions are better taken at a less centralized level. A resolution can suggest, welcome, recommend etc. international organizations such as the European Union, the African Union, the Association of Southeast Asian Nations and many more to take action;
- Individual countries: A resolution can of course address an individual country to do or refrain from doing something;
- Non Governmental Organizations: NGO's are specialized organizations on certain issues. It is not uncommon for a resolution to ask an NGO to be involved in certain matters, assist with their knowledge or carry out certain tasks that fall within their area of specialty.
- Your forum: many forums have different competences, most of which can be found in the UN Charter. Examples are budget changes, creating sub-committees, asking the International Court of Justice for an Advisory Opinion, requesting the Secretary-General to address certain issues etc.

An example of a resolution is given on the next page.



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This is an example resolution, based upon a shortened and adjusted SC resolution; 1894 (2009).

<i>Committee</i>	<b>Security Council</b>
<i>Issue</i>	Cote d'Ivoire
<i>Sponsors</i>	United States, United Kingdom, Russian Federation
<i>Signatories</i>	Burkina Faso, France, People's republic of China, Croatia, Uganda
<i>Code</i>	SOFIMUN/2010/SC/Coted'Ivoire/final

*The Security Council,*

*Recalling* its previous resolutions and the statements of its President relating to the situation in Côte d'Ivoire, in particular resolutions 1842 (2008) and 1880 (2009),

*Reaffirming* its strong commitment to the sovereignty, independence, territorial integrity and unity of Côte d'Ivoire, and recalling the importance of the principles of good-neighbourliness, non-interference and regional cooperation,

*Taking note* of the report of the Secretary-General dated 29 September 2009 (S/2009/495) and of the reports of the United Nations Group of Experts on Côte d'Ivoire dated 8 April 2009 (S/2009/188) and 9 October 2009 (S/2009/521),

*Reaffirming* that the situation in Côte d'Ivoire continues to pose a threat to international peace and security in the region,

*Acting* under Chapter VII of the Charter of the United Nations,

1. *Decides* to renew until 31 October 2010 the measures on arms and the financial and travel

measures imposed by paragraphs 7 to 12 of resolution 1572 (2004) and the measures preventing the importation by any State of all rough diamonds from Côte d'Ivoire imposed by paragraph 6 of resolution 1643 (2005);

2. *Decides* to review the measures renewed in paragraph 1 above in light of the progress achieved in the electoral process and in the implementation of the key steps of the peace process, as referred to in resolution 1880 (2009), by the end of the period mentioned in paragraph 1, and *decides further* to carry out during the period mentioned in paragraph 1 above:

(a) A review of the measures renewed in paragraph 1 above no later than three months after the holding of open, free, fair and transparent presidential elections in accordance with international standards, with a view to possibly modifying the sanctions regime; or



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(b) A midterm review no later than 30 April 2010 if no review has been scheduled on the basis of paragraph 2 (a) of this resolution at that date;

3. *Requests* all States concerned, in particular those in the subregion, to cooperate fully with the Committee, and authorizes the Committee to request whatever further information it may consider necessary;

4. *Decides* to extend the mandate of the Group of Experts as set out in paragraph 7 of resolution 1727 (2006) until 31 October 2010 and requests the Secretary-General to take the necessary administrative measures;

5. *Requests* the Group of Experts to provide a midterm report to the Committee by 15 April 2010 and to submit a final written report to the Security Council through the Committee 15 days before the end of its mandated period, on the implementation of the measures imposed by paragraphs 7, 9 and 11 of resolution 1572 (2004) and paragraph 6 of resolution 1643 (2005), as well as recommendations in this regard and *requests further* the Group of Experts to include in its report specific information on persons who deny it access to weapons, ammunition and related material;

6. *Decides* to remain actively seized of the matter.



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Here is a (non-exhaustive) list of words that can be used to start a paragraphs.

**First words for preambulatory paragraphs**

Acknowledging	Affirming	Alarmed
Approving	Aware of	Bearing in mind
Believing	Conscious	Contemplating
Convinced	Declaring	Deeply concerned
Deeply convinced	Deeply disturbed	Deeply regretting
Deploring	Desiring	Emphasizing
Expecting	Expressing its appreciation	Expressing its concern
Expressing its hope	Expressing its satisfaction	Firmly convinced
Fulfilling	Fully alarmed	Fully aware of
Fully believing	Guided by	Having adopted
Having considered	Having examined	Having received
Having studied	Keeping in mind	Noting
Observing	Pointing out	Praising
Reaffirming	Realizing	Recalling
Recognizing	Referring	Seeking
Stressing	Taking into account	Taking into consideration
Taking note	Viewing with concern	Welcoming

**First words for operative paragraphs**

Accepts	Affirms	Appreciates
Approves	Asks	Authorizes
Calls for	Calls upon	Condemns
Confirms	Congratulates	Considers
Declares	Demands	Deplores
Designates	Draws the attention to	Emphasizes
Encourages	Endorses	Expresses its concern
Expresses its hope	Insists	Invites
Notes	Proclaims	Proposes
Reaffirms	Recognizes	Recommends
Regrets	Reminds	Requests
Resolves	Solemnly condemns	Stresses
Suggests	Supports	Takes note of
Transmits	Trusts	Urges



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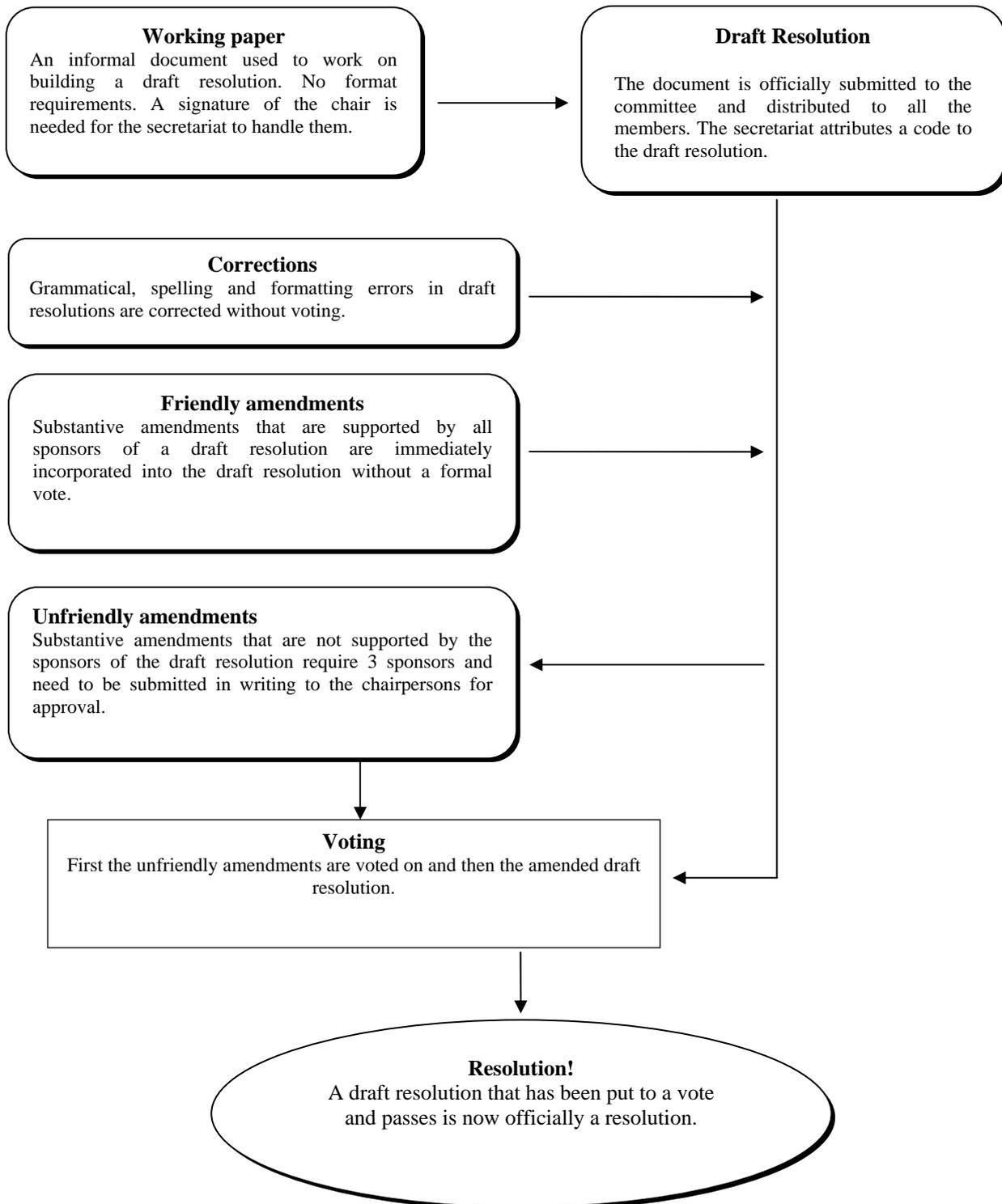
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**Diagram: The birth of a resolution**





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### 3.3. Amendments

The moment a draft resolution is introduced is only the beginning of the debate. It is by no means going to be the final document. Many representatives may want to see some things changed, added or left out. This can be achieved through amendments to the operative paragraphs of the resolution.

An amendment must contain the following information: The code of the draft resolution it applies to, the paragraph it applies to, what it intends to change and the sponsors. For example:

Amendment to draft resolution 2.1

Sponsors: Peru, Italy, Netherlands

- Insert a new clause after clause 3: "Expresses its hope that all countries involved will do their best to solve the problem."

There are two types of amendments: "friendly" and "unfriendly" amendments.

#### *Friendly amendments*

When a representative proposes an amendment that all the sponsors of the draft resolution agree upon, this is called a friendly amendment. It will be incorporated without a vote. To have a friendly amendment incorporated the amendment has to be submitted to the chairperson in writing, signed by all the sponsors. Effective lobbying can save the forum a lot of time voting on amendments by convincing the sponsors of the draft resolution.

#### *Unfriendly amendments*

Unfriendly amendments require three (3) sponsors and need to be submitted in writing to the chairperson.

## 4. VOTING

When the debate is closed, the forum will vote on all draft resolutions and amendments or agendas on the floor. This can be because the GSL is expired or because a motion for closure of debate passes. Votes on draft agendas, draft resolutions and amendments are substantive votes. Voting will also take place to decide on motions for (un-)moderated caucus, adjournment or closure of the debate and to appeal the decision of the chair. These are considered procedural votes.

When voting on several draft resolutions on the same topic, they are dealt with in the order in which they were submitted and coded. First the amendments to that resolution are put to a vote, followed by the resolution as it is with the passing amendments.

#### *Voting procedures*

For most votes to pass a simple majority is necessary, meaning more votes in favor than against. If the division is 50-50 the matter put to a vote is rejected, because there are



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not more in favor. Some votes require a two-thirds majority to pass, like a draft agenda and the appeal of the decision of a chairperson. If the division is exactly two-thirds in favor and one-third against, it passes. The only exception to the majorities are substantive votes in the Security Council, requiring nine affirmative votes and not having a negative vote from any of the Permanent Five members of the SC (rule 35).

**! Also exceptional is the consensus in the Security Council for Presidential Statements and in the Council of the European Union where a qualified majority/unanimity is required !**

Observers do not have a vote in substantive matters. They are allowed to vote on procedural matters.

During voting procedures no leaving the room or communication between representatives is allowed. The voting will proceed uninterrupted, with the exception of a point of order or a point of personal privilege. A representative can either vote "yes", "no" or "abstain" indicated by raising your placard when the chairperson asks for all those in favor/against/abstaining.

#### *Roll call voting*

Another option in substantive voting is to ask for a roll call vote. The chairperson will alphabetically call upon delegates, starting at a random position on the list, and ask them individually for their vote. A representative may pass once, meaning the chairperson finishes the list and comes back to those that have passed. This gives you an opportunity to listen to what other delegates are voting, but after having passed, a delegate is not allowed to abstain, so they must vote either "yes" or "no".

In a roll call vote, delegates may vote "with rights". This will give the delegate an opportunity to explain their vote after the voting has finished. This may for instance be to explain why they did not vote according to expectations.

## **5. SPEECHES AND LOBBYING**

A resolution will not magically appear after representatives have given their policy statement. This merely lays out the starting point of the debate. Once you know what the different positions are it becomes clear who has similar interests, who may be won over and who your fiercest opponent will be. It is through persuasion, cooperation and late-night lobbying that a resolution will slowly take its final shape.

### **5.1. Speeches**

To get a point across, delivering a good speech is essential for every representative. In formal debate and moderated caucus you must use your speeches to convince the forum of your position, and why the opposing position should not be considered. Whether a speech is good depends on both content and presentation. Content largely depends on preparation, but both rely on practice.



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### *Content*

Most of the content of your speeches can be contrived during your preparation. While researching your policy you can carefully construct the arguments that speak in your favor. By researching your opponent's policy you can already construct counter-arguments to their possible arguments.

Speaking time is limited therefore you must learn to keep your arguments concise. If you have one minute to bring your case it is no use to bring 5 separate arguments why your position is the right one, and the other's is wrong. If you want to cut down a tree you do not saw off the branches, you must saw at the base. Leaving the details for lobbying makes the plenary debate much more effective and you're less likely to lose the attention of your audience.

In some positions it may not be wise to reveal the whole truth, depending on your position and what you are trying to accomplish. But remember that your credibility will suffer if your forum discovers that you are not telling the truth, which may affect their willingness to listen to you in the future.

### *Presentation*

To keep an audience interested in what you have to say it is important you give them something they want to listen to. A clear speech that is understandable and easy to listen to is essential for this. During your speech, pay attention to the following points in your presentation:

1. *Audibility:* Speak loud enough for all to hear. Speak calmly and articulate clearly, but do not speak too slowly, for that quickly becomes boring.
2. *Structure:* Make sure your speech has an opening, an explanation of your main arguments and a closing. Structure helps you keep track of your thoughts, but a well-structured speech also helps your audience to remember better what you tell them.
3. *Relax:* Take a deep breath before you speak and try to appear relaxed. Stand still while you speak and do not make big gestures with your hands. However good your speech is, a tense attitude will distract from the content.
4. *Be concise:* Formulating long and complicated sentences can cause much confusion. Short and effective speeches are much more powerful.
5. *Captivate your audience:* A good speech doesn't only depend on what you say and how you structure it, but also on how you tell it. Monotonously reading from a paper is very likely to lose the interest of your audience. Vary your tone, show emotion in your speech and make eye contact with your entire audience.
6. *Use humor:* An ancient cliché, but not without reason, humor helps. You want your speech to be the one your fellow delegates remember and a well-placed joke from time to time works wonders. Don't exaggerate however, when you try too hard to be funny, it's most likely that you're not.

Countless books have been written on techniques of argumentation and presentation. The points above are merely general guidelines. Representatives are encouraged to familiarize



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themselves with the techniques of public speaking and argumentation. Many people feel uncomfortable speaking in public. Most universities have debate societies that offer courses for you to overcome this fear and perfect your argumentation and presentation. Practice makes perfect.

## 5.2. Lobbying

As explained in the chapter on The forum in session most of the details will not be settled in the plenary debate. Lobbying is a very powerful tool to form strong alliances, persuade your opponents, and get your amendment to pass or alter the agenda. Lobbying is an art that some people have turned into careers. It does not only entail negotiating and persuading, but also networking and socializing. Delegates are not mindless robotic extensions of a government, they are people. In lobbying therefore people's skills are equally important as the power of persuasion.

Before starting the lobbying process it is important to make an inventory of the situation. What is it exactly you are trying to achieve? Who are your allies, who can be persuaded and who are beyond persuasion? This goes beyond the one topic under discussion, some countries may have something you want, while you have something they want on the next agenda item.

Secondly, you need a strategy. This will depend on the topic, what it is you are trying to accomplish and what can you afford to lose? In the end no representative will achieve fully what they set out to achieve, so prepare to compromise.

There are several ways to build up your strategy:

1. Convincing with good arguments should always be the first tactic to try. Know your topic and position well and try to sell it. If your points are valid this will prove to be most successful.
2. Gather enough allies to convince adversaries of your cause. If a delegate realizes he will lose when it comes to voting, he will want to become productive. If he doesn't his national interests will be completely neglected in the resolution.
3. Make sure you have "diplomatic change". If you have something another delegate needs, it could be traded for what you need. If topic A is very important to your country, but topic B is not that vital to your foreign policy. If this is the other way around for a fellow delegate, you may convince them to support you on topic A in exchange for your concurring vote on topic B.
4. Aim high. You may choose to enter the debate with higher aims than you actually want to achieve. This way you build up virtual diplomatic change. This strategy requires caution though, for aiming too high may scare other delegates into turning away from you. And if they realize you are purposely being rigid they may not want to negotiate further with you.

These strategies are not the only ones, but most others are derived from these or are combinations of these, but you are only limited by your imagination. Regardless of your strategy, there are some essential directions for lobbying:



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*Effective lobbyists:*

- Set clear objectives, priorities and targets;
- Build well-argued, timely and united positions;
- Bring constructive and positive input;
- Propose realistic alternatives.

*Bad lobbyists:*

- Lack understanding of what can/cannot be done;
- Don't compromise;
- Make shallow arguments;
- Intervene too late;
- Are aggressive;
- Make little personal contact.

Also remember that lobbying is a very social tool, it does not end when sessions are adjourned. Sometimes buying a fellow delegate a drink during the evening program can prove as effective as your strongest argument.

## **6. THE MEDIA**

The media will also be represented in the conference in the form of the the SOFIMUN News Network, an online news cluster covering the proceedings in the conference week. There will be journalists in your forum, publishing the efforts that are going on both in and out of sessions. But the press can be used for more than mere informing.

A good representative may find that he or she can use the press to their advantage. You may convince them to interview you so that all can read about your efforts and be convinced by your arguments. Having a good relationship with the media may persuade them to display your side of the story rather than that of your opponent. You can make yourself look good in the media, which is a very effective way to gain support. Simply think of all the photo opportunities used and abused in election campaigns.

The press can also be a good source of information. A journalist may have had the chance to interview a fellow delegate and thus having information others will not know before it is published.

These are only two of countless possible means to use the media to your advantage. Like in lobbying you are only limited by your imagination, but please note that bribing is very inappropriate and therefore not allowed.



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## **7. FINAL REMARKS**

Some final general remarks to keep in mind during the conference.

Be constructive and cooperate! Being rigid may be necessary in some exceptional cases, when a matter is essential for your foreign policy. It is very likely however to work in your disadvantage. Ignoring the majority may result in them ignoring you, leaving your interests disregarded. Remember that only a simple majority is needed for the resolution to pass. Instead of being obstinate, be constructive and offer acceptable alternatives. This way it is possible to work some of your interests into a resolution that you may oppose, but that may pass nevertheless.

Be diplomatic in your speeches and in your behavior! You are representing autonomous governments and the people they represent. Not treating them with the respect they deserve will result in them returning the favor. In this regard it is also important to think of language. The official language at SOFIMUN is English, and you will need to use it at all times. Even when lobbying with fellow delegates that all speak the same other language as you, it will be very uninviting for other representatives to join the discussion when they find out you are not speaking a language they understand.

Be punctual! Time is a scarce commodity in a one-week conference so it must be used effectively. Appearing late for a session not only disrupts the session and the proceedings, but it will also mean you may have missed some crucial moments in the deliberation, weakening your position. However late you may find yourself lobbying at night, being late the next morning is indefensible. Moreover, tardiness is considered very disrespectful to those that did show up on time.