

Handbook for the teaching kit for preparative joint blended MUN training seminars and the teaching kit for the preparation of a joint blended MUN



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It was lastly updated in October 2023.

The creation of these resources has been (partially) funded by the ERASMUS+ grant program of the European Union under grant no. 2020-1-DE01-KA226-HE-005758. Neither the European Commission nor the project's national funding agency DAAD are responsible for the content or liable for any losses or damage resulting of the use of these resources.

Co-funded by the
Erasmus+ Programme
of the European Union



Deutscher Akademischer Austauschdienst
German Academic Exchange Service

The handbook for the teaching kit for preparative joint blended MUN training seminars and the teaching kit for the preparation of a joint blended MUN includes various practical support tools, for example tutorials, practical tips, do's and don'ts for teaching, preparing for and conducting Model United Nations (MUN). It is based on the experience of the PATRAPO project members and will aim at helping with possible difficulties and caveats in teaching joint blended MUN seminars as well as in participating in and organising MUNs. The handbook should be used together with the two teaching kits: one for joint blended MUN training seminars and one for joint blended MUN.

A MUN conference step by step

- Arrival (in presence or virtually)
- Cultural program (not mandatory)
- Rules training (not mandatory)
- Opening Ceremony
- Roll call
- Agenda-Setting (including first opening of the speakers' list, agenda-setting speeches, closing of the speakers' list, voting for the agenda)
- Opening of the speakers' list
- Opening Speeches
- Formal and informal sessions
- Closure of debate
- Voting procedure
- Closing ceremony and awards
- Departure (in presence or virtually)
- Publishing of resolutions



Glossary

The following Glossary in its original form is to be found at [Wisemee](#). We have adapted and extended it for the purposes of our handbook.

Agenda Setting: First part of a MUN conference, when the delegates choose which of the agenda topics they wish to discuss first.

Amendment: A written change made to an operative clause. Amendments can change an existing clause, add the new one or delete a section, or an entire clause.

Chair/Director/Dais: Consists of usually three students and is seated in the front of the room. The chair facilitates debate according to the Rules of Procedure and provides help and feedback to the delegates

Decorum: A call to order by the chair.

Delegate: An individual representative of a country in a MUN committee. The aim of the delegate is to represent the assigned country as best as possible and not to fall back on his/her individual view.

Delegation: A group of usually two delegates who represent a country in a MUN committee together.

Draft Resolution: The final draft of a working paper properly formatted and approved by the chair for both content and format. Once approved by the chair they can be discussed in Formal Session and, after debate closed, voted upon.

Formal Session: Time of a MUN in plenum where speeches are held, motions can be raised and voting takes place. Usually technical devices are not allowed during this time.

Friendly Amendment: A change to a clause approved by all the sponsors. These get automatically added to the resolution.

Head Delegate: The student head of a delegation.

Informal Session: Motion needed for a specific time to talk to and negotiate among delegates and work on Working Papers. Technical devices may be used during this time.

Member State: A country that has ratified the charter the UN and has voting rights.



Merger: When two or more draft resolutions are combined.

Moderated Caucus: A less formal discussion on a subtopic within the general topic, chosen by a delegate and passed by a majority. Delegates raise their placards to offer Moderated Caucuses when the chair opens the floor to motions. Moderated Caucuses need to offer overall time, individual speakers time and topic of discussion.

Motion: Official request at a MUN.

Motion for Adjournment: A motion to completely end the committee session until the next MUN.

Motion for closure of Debate: A motion for the committee to end debate and move into voting procedure. If this passes, the speaker's list is closed and the only motions allowed are those that pertain to the voting procedure.

Motion to Reorder Draft Resolutions: To change the order of the draft resolutions which is different from the one where the one introduced first is voted on first.

Motion to Divide the Question: A motion to vote separately on a set of specifically chosen operative clauses.

Motion for suspension of the meeting/debate: A motion to put the session on hold, e.g. for lunch or coffee break.

Observer: A delegate who is not a natural member of the committee and can only vote on procedural matters.

On the Floor: When a motion, working paper, or draft resolution is open to discussion and voting.

Operative Clause: Clauses that detail the policies / explain what the draft resolution is going to do. Operative clauses can go into detailed sub-clauses to properly convey the idea. The first words of each clause are italicized and each clause is numbered.

Out of Order: Actions that are not allowed according to the Rules of Procedure.

Page: A volunteer who passes notes between the delegates during a MUN.



Placard: The cardboard or paper sign with the country name written on it. It is used to identify presence, vote, and signal to the chair.

Point of Information: A delegate asking a question of another delegate during formal debate.

Point of Order: Called by a delegate on another delegate, or on the chair, when the Rules of Procedure are not being followed.

Perambulatory Clause: Clauses that explain why you are implementing the policies described in the Operative Clauses. They can provide a background to the problem, legal precedent, and other supporting data. Perambulatory Clauses are usually italicized and not numbered.

Present: What a delegate says when they are present in the committee and want to reserve the right to abstain on the final vote.

Present and Voting: What a delegate says during roll call when they forgo their right to abstain. This means they can only vote for or against the draft resolution. This is usually done when they feel strongly about the topic.

Procedural Voting: Voting on something that does not impact the world outside.

Position Paper: A summary of the country position to the conference topics to be submitted before the MUN starts.

Quorum: The minimum number of delegates needed to be present for the debate to take place.

Roll Call: A procedure performed by the chairs at the beginning of each committee session to know how many delegates are present in the room (for a simple majority and 2/3rds majority voting) and to know who is 'present' and who is 'present and voting'.

Rules of Procedure: The rules which dictate how to run a MUN.

Secretariat: The organisations of a MUN.

Secretary-General: The head of the Secretariat or of an UN-club.

Signatories: Delegates who support a draft resolution.

Simple Majority: A vote that requires at least one over 50% of the vote to pass.



Speaker's List: A list of delegates who have been recognized to speak in a specific order.

Sponsors: Delegates who were major contributors to the draft resolution.

Substantive Voting: Voting on something that has a real-world impact, e.g. on a draft resolution.

Unfriendly Amendment: A change to a clause that at least one sponsor does not agree to. These go to vote and are only added to the draft resolution if passed with a majority in favour of the amendment.

Vote by Acclamation: A motion which means that a draft resolution can pass as long as no delegate objects. If one delegate objects the motion moves to a simple majority vote.

Vote Clause by Clause: A motion to vote on each clause individually instead of all together.

Vote by Roll Call: A Motion to have each country declare verbally if they are "For", "Against", „Abstain."

Voting procedure: At the end of a committee session. Once the debate is closed, delegates will vote on amendments and then on draft resolutions. During voting procedure, nobody may enter or leave the room.

Working Paper: The first draft of ideas for a Position Paper in writing which is compiled by the delegates during Informal Session.

Important points to remember

Emotions are possible: Students might get emotional especially if the days are long. Faculty advisors as well as the organisation team should be prepared to keep calm and attend to their needs if necessary.

No stress: Not everything will work out the way it was planned. Finding alternative solutions and trying to do creative solution thinking is part of organising and participating in an MUN.

Platforms: Using a platform or an online board to provide information to participants as well as interested people is useful. It should be updated regularly .



Terms Not To Use and Things to avoid at a MUN

“Teacher”: Delegates should not call the chair “teacher”, but use „chair“ or a correct title.

The same goes for the organisation team and other delegates who should also be addressed properly.

“I”: As a delegate of a country, **“we”** or the country’s name should be used by the delegates.

Breaking character: Delegates should avoid breaking character and standing in for their personal opinion instead of the member states’ position.

Swearwords: Everyone should communicate diplomatically.

Foreign languages other than English: Everyone should be fair and communicate completely in English during the conference. Other delegates might not understand one’s own mother tongue and feel offended or left out when speaking over their head.

Distributes with other delegates: Everyone should be aware of the code of conduct and of proper manners at a MUN. If somebody gets into distributes, he/she should try to get help from the chair or the secretariat to solve the issue.

Pre-written working papers: Delegates are not allowed to write or formulate/format any working papers or phrases to be included in resolutions before the conference. Writing the working papers is only done at the conference during informal session and goes hand in hand with negotiating and working with other delegates.



Video links

There are a number of videos available online for free that can be used for preparation or during the seminar. Some of these are:

Various training videos: SRMUN has created several training videos on important procedural questions. <http://srmun.org/videos.php>

MMUN provides short training videos on various topics: <https://mmun.org/delegate-resources/training-videos/>

MUN Institute Training Videos: <https://mun.bestdelegate.com/video-gallery/>

Movies including MUN:

Winning London is a 2001 direct-to-video comedy film directed by Craig Shapiro and starring Mary-Kate and Ashley Olsen. <https://www.imdb.com/title/tt0272360/>

"*Never Have I Ever*" ...started a nuclear war ... is the fifth episode in Season 1 of the Netflix series, *Never Have I Ever*. It includes participation at a Model UN.

https://neverhaveiever.fandom.com/wiki/..._started_a_nuclear_war



Information links

This section includes links to various institutions or websites for research as well as conference preparation

UN-Databases to do research and to get familiar with UN-documents; <https://data.un.org/>

To do a better research see the FAQ here:

<https://data.un.org/Host.aspx?Content=FAQ#Searching>

UN digital library: <https://digitallibrary.un.org>

UN global issues overview: <https://www.un.org/en/sections/issuesdepth/global-issues-overview/>

United Nations Department of Global Communications:

<https://www.un.org/en/department-global-communications>

Sustainable Development Goals: <https://sdgs.un.org/goals>

United Nations Handbook: <https://www.mfat.govt.nz/en/peace-rights-and-security/our-work-with-the-un/un-handbook/>

United Nations Chronicle: <https://www.un.org/en/chronicle/>

United Nations Today: <http://www.un.org/en/sections/general/meetings-andevents/>

The World Fact book: <https://www.cia.gov/library/publications/the-worldfactbook/>

Permanent Missions to the United Nations: <http://www.un.org/en/member-states/index.html>

The Europa World Yearbook: <http://www.europaworld.com/pub/>

New York Times: <https://www.nytimes.com/>

The Economist: <https://www.economist.com/>

Various research Guides: http://research.un.org/en?b=s&group_id=2087

Member States on the record: <https://www.un.org/en/library/unms>

More links to conduct research: <https://www.un.org/en/mun/research-resources>



Important documents for delegates

This section includes important documents for students to be downloaded and printed out or distributed electronically before the MUN.

Content:

- Rules of Procedure long and short form
 - <https://www.nmun.org/assets/documents/nmun-rules.pdf>
 - <https://www.nmun.org/assets/documents/nmun-rules-short.pdf>
- Delegate Preparation Guide
 - <https://www.nmun.org/assets/documents/NMUNDelegatePrepGuide.pdf>
- Conduct expectations
 - <https://www.nmun.org/nmun-conduct-expectations.html>
- Draft for Working Paper
- Glossary
- Venue information
- Program
- Important contacts



Sources

Wisemee. 2023. MUN Glossary & Terms. URL: <https://www.wisemee.com/mun-glossary/>.
Last Access on 09.10.2023.

