



Delegate Handbook

How to prepare for OlinMUN

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Delegates,

The Secretariat is proud to show you all the work we have done for this model to be a success. We encourage you to follow the guidelines given in this document and in the Protocols.

We remind you that if any doubt comes up regarding anything, you may come with us because we are here to answer your questions.

We wish you the best of luck during this conference and remember to be confident and respectful since you are debating with other delegations and you are representing a country.

Sincerely,

Andrés Maldonado Solís

Undersecretary General for OlinMUN XIV

Ana Paula Sámano Ortega

Undersecretary General for OlinMUN XIV

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I. CODE OF CONDUCT

At Olinca Model United Nations, we encourage delegates to follow certain rules:

1. All delegations representing a school must have an advisor.
2. To attend all committee sessions.
 1. Curfew is designated by the schedule of events. Delegates are expected to be at the school's facilities 30 minutes before sessions begin. If they arrive after sessions have started, they will immediately receive a warning.
3. To remain at the sessions at all times, unless permission to leave session is given.
4. To be in the assigned room.
5. To not interrupt other committee's sessions.
6. To follow the dress code, further explained in this document.
7. During this Model, delegates need to wear at all times the official OlinMUN badges.
8. To take care of the school's facilities.
9. Not to drink, eat or smoke inside the committee. The areas for smoking and eating will be signaled.
10. To follow a diplomatic posture at all times, further explained in this document.
11. If a delegate is found with any illegal drugs or alcohol, he or she will be immediately dismissed from the conference.

II. DRESS CODE

Formal attire is preferable for the conference sessions. The following guidelines have been provided to alleviate confusion regarding the dress code:

1. Casual business attire, such as khakis, button-down shirt, sweaters, is acceptable.
2. More formal attire, such as suits and ties, is encouraged.
3. Clothing more casual than the aforementioned standard is unacceptable.
4. In order not to cause any controversy, the limit for any bottom, such as skirts, dress or such, will be three fingers above the knee.
5. Revealing outfits are inappropriate for diplomatic work. Low-cut blouses and halter-cut clothing, and bottoms shorter than the aforementioned standard are unacceptable.
6. Baggy clothes that reveal undergarments are considered inappropriate.
7. Athletic wear, such as warm-up suits and sweatpants, is not acceptable.
8. Caps and hats are not allowed during the committee sessions.

The implementation of these rules will ensure a respectful Model United Nations. Committee staff may apply a warning and/or ask delegates the return to the committee with an appropriate attire if the guidelines are not met. The Secretary General and his representatives will make the final decision regarding the dress code.

III. DIPLOMATIC BEHAVIOR

During the sessions, delegates are intended to give points of view on different topics in order to bring a solution that suits all countries. Therefore, we encourage the delegates to follow the next rules of behavior regarding diplomatic conduct:

1. Show respect to all delegates and participants including members of the Secretariat, pages, staff and advisors.
2. Delegates must not insult, bother or make fun of any other delegate.
3. Delegates must not make inappropriate use of language.
4. Materials given for the sessions should be used in a responsible way.
5. Electronic devices are prohibited during sessions, unless permission to use them is granted.

IV. COMMITTEES

For the fourteenth edition of Olinca Model United Nations, the Secretariat has worked hardly over 8 months to present 10 committees.

We are proud to announce that a new committee will be presented this OlinMUN: Emerging Crisis Committee (ECC). Also, CONAGO (*Comisión Nacional de Gobernadores*), our only committee in Spanish, will be present this year as well.

This year's committees are:

General Assembly (GA)

The General Assembly is one of the six main organs of the United Nations and the only committee that gives its member nations an equal representation and vote.

This committee oversees the UN budget, select non-permanent member states of the Security Council and to receive reports from other UN committees in order to give recommendations on what to do.

Security Council (SC)

The Security Council has primary responsibility for the maintenance of international peace and security. It has 15 Members among whom are 5 permanent and 10 rotary.

It takes the lead in determining the existence of a threat to peace or act of aggression. It calls upon the parties to a dispute to settle it by peaceful means and recommends methods of adjustment or terms of settlement. In some cases, the Security Council can resort to imposing sanctions or even authorize the use of force to maintain or restore international peace and security.

The SC also recommends to the General Assembly the appointment of the Secretary-General and the admission of new Members to the UN and the judges of the International Court of Justice.

Comisión Nacional de Gobernadores (CONAGO)

The sessions of CONAGO consist on annual meetings held by the governors, part of the Executive Power of Mexico, representing a state of the aforementioned nation. In OlinMUN, the function of this committee is to debate, from the different internal points of view, topics of national importance.

Las sesiones de CONAGO consisten en diversas reuniones anuales que tienen los titulares del Poder ejecutivo de las entidades federativas que constituyen los Estados Unidos Mexicanos.

En OlinMUN, la función de este comité es debatir, desde diferentes puntos de vista internos, temas de importancia nacional.

International Atomic Energy Agency (IAEA)

The International Atomic Energy Agency (IAEA) is widely known as the world's "Atoms for Peace" organization within the United Nations.

Set up in 1957 as the world's center for cooperation in the nuclear field, the Agency works with its Member States and multiple partners worldwide to promote the safe, secure and peaceful use of nuclear energy, and to inhibit its use for any military purpose, including nuclear weapons.

Though established independently of the United Nations through its own international treaty, the IAEA Statute, the IAEA reports to both the United Nations General Assembly and Security Council.

Human Rights Council (HRC)

The Human Rights Council is an inter-governmental body whose 47 member states are responsible for promoting and protecting human rights around the world.

At OlinMUN, HRC discusses human rights problems and focuses on solving them in a humanitarian way.

World Health Organization (WHO)

The World Health Organization (WHO) has the goal to build a better, healthier future for people all over the world. Working through offices in more than 150 countries, its staff works side by side with governments and other partners to ensure the highest attainable level of health for all people.

They strive to combat diseases – infectious diseases like influenza and zika and non-communicable ones like cancer and heart disease. They help mothers and children survive and thrive so they can look forward to a healthy old age. They ensure the safety of the air people breathe, the food they eat, the water they drink – and the medicines and vaccines they need.

Emerging Crisis Committee (ECC)

This is a new committee in OlinMUN. It is based on the Security Council protocol, but differs in function:

The topic to be discussed is presented in the first session of the debate.

It is a crisis committee, so a solution must be achieved in a limited amount of time.

This committee also votes on the Resolutions made by each committee on whether they are viable or not.

United Nations Development Fund for Women (UN Women)

The United Nations Development Fund for Women, commonly known as UN Women, was established in December 1976.

It provides financial and technical assistance to innovative programs and strategies that promote women's human rights, political participation and economic security.

Since 1976, it has supported women's empowerment and gender equality through its program offices and links with women's organizations in the major regions of the world. It has worked to increase awareness throughout the UN system of gender responsive budgets as a tool to strengthen economic governance in all countries.

International Court of Justice (ICJ)

The International Court of Justice is the principal judicial organ of the United Nations and one of its six principal organs.

The Court's role is to settle, in accordance with international law, legal disputes submitted to it by States (State vs. State only) and to give advisory opinions on legal questions referred to it by authorized United Nations organs and specialized agencies.

The Court is composed of 15 judges, who are elected by the United Nations General Assembly and the Security Council. It is assisted by a Registry, its administrative organ.

Here in OlinMUN, ICJ solves cases of international concern and reaches solutions viable for the parties involved.

United Nations Children's Emergency Fund (UNICEF)

The United Nations Children's Emergency Fund (UNICEF) is a United Nations program that provides long-term humanitarian and developmental assistance to children and mothers in developing countries. It is one of the members of the United Nations Development Group and its Executive Committee.

UNICEF is an Intergovernmental Organization (IGO) and is accountable to those governments. UNICEF's salary and benefits package is based on the United Nations Common System.

V. TOPICS FOR OLINMUN XIV

This year's topics vary from monopolies and their repercussions on a social-economical level, to Weapons of Mass Destruction in the Middle East. In the following table, you will be able to know which the topics are for this year's OlinMUN:

Committees	Topic A	Topic B
General Assembly (GA) Security Council (SC)	Proliferation of Weapons of Mass Destruction in the Middle East	
	Nuclear Tests by the Democratic People's Republic of Korea	The Yemen Conflict
Comisión Nacional de Gobernadores (CONAGO)	Adopción por padres del mismo género	Monopolios en México y su impacto socio-económico
International Atomic Energy Agency (IAEA)	Nuclear Terrorism: Threats and Risks	Illegal Production of Nuclear Weapons
Human Rights Council (HRC)	Draconian Laws against the L.G.B.T. Community	Human Rights Crisis in the Democratic People's Republic of Korea
World Health Organization (WHO)	Social Crisis in Venezuela	Mosquito-transmitted Disease Crisis in Latin America
Emerging Crisis Committee (ECC)	<u>Secret topic.</u> It will be revealed the day of the debate	
United Nations Development Fund for Women (UN Women)	Forced Prostitution and Trafficking of Women	Women's Right to Abortion
International Court of Justice (ICJ)	Iran vs. the United States of America	
United Nations Children's Emergency Fund (UNICEF)	Immigrants from the Middle East and Central America	Violence in Schools

VI. STRUCTURE OF OLINMUN

OlinMUN XIV was conceived by the Secretariat; a group of committed high school students headed by a Secretary General and his Under Secretaries.

General Assembly

	Dafne Leticia Olea	
	<i>Head of Committee</i>	
María Paula Flores	José Miguel Saavedra	Adriana Herrera
<i>Chair</i>	<i>Moderator</i>	<i>Intelligence Advisor</i>

Security Council

	Diego Mayén	
	<i>Head of Committee</i>	
Andrés Osorio	Fernanda Bolaños	Daniel Morales
<i>Chair</i>	<i>Moderator</i>	<i>Intelligence Advisor</i>
	Katia Garduño	
	<i>Deputy Chair</i>	

Comisión Nacional de Gobernadores

	María Fernanda López	
	<i>Jefe de Comité</i>	
Victoria Occelli		Paula García
<i>Presidenta de Comité</i>		<i>Asesora</i>

International Atomic Energy Agency

	Barbra Bala	
	<i>Head of Committee</i>	
Tlatoani Real	Vania Hernández	Daniel Morales
<i>Chair</i>	<i>Moderator</i>	<i>Intelligence Advisor</i>
	Luciano Pantoja	
	<i>Deputy Chair</i>	

Human Rights Council

Francisco Macotela

Head of Committee

Emilio Moreno

Chair

Rodrigo Segura

Moderator

Fabely Díaz

Deputy Chair

World Health Organization

Chiara Renata Gómez

Head of Committee

Andrés Figueroa

Chair

Pablo de la Peña

Moderator

Paula García

Intelligence Advisor

María Rebeca Delgado

Deputy Chair

Emerging Crisis Committee

Fernanda Maltos

Head of Committee

Alejandro Bermúdez

Chair

Emiliano Galvanduque

Moderator

Adriana Herrera

Intelligence Advisor

United Nations Development Fund for Women

Sabina Ortega

Head of Committee

Karla Selene Rodríguez

Chair

Daniela Lobo

Moderator

Andrea Vidal

Deputy Chair

International Court of Justice

Viviana González

President

Oscar Andrés Luna

Chair

Camila La Mont

Moderator

Enrique Muñoz

Deputy Chair

United Nations Children's Emergency Fund

Daniela Ferrari

Head of Committee

Sebastián Gómez

Chair

Nuné Ortega

Moderator

Gloria Constanza Pérez

Deputy Chair

VII. HOW TO PREPARE FOR A MODEL UNITED NATIONS

1. Choosing your committee. Scan the list of committees. Read carefully what each committee is about. Afterwards, read the list of topics and decide on which ones you are most interested in.

2. Studying the issue. Investigate about the topic(s) your committee will debate the day of the conference. Becoming familiar with the issues is the first step of research. You may find different sources about the topics. In order to get the correct information, use academic sources or a trustable database, like official UN sites. In there, you may retrieve copies of resolutions, statistics and such.

3. Investigating about your country. Once you have studied the issues, you should get into your country's position. This means, you should study the country's history, the decisions it takes regarding your committee's topics and global issues. You will learn who your allies are. This will be helpful during a Model United Nations in order to know with whom you should form alliances and coalitions. Other important facts you should know are: your location (geographical, neighboring countries, etc.), partners, allies and adversaries, as well as social and economic facts.

4. How your country stands on the issue. While doing research, you may find your country's point of view on the issue. However, if you can't find a clear answer on your country's position, you may infer it through an analysis on what your country has done on similar topics and the context. Knowing this you will be able to debate and defend it.

5. Know your country's strengths and weaknesses. Although studying your country's strengths may seem as the most important task, an essential part of your position is knowing your weaknesses. You should know them before the debate in order to prepare arguments defending your vulnerabilities. A delegate caught unaware of these facts may lose support from others.

6. Teamwork. In order to reach a viable solution, knowing how to work as a team is the most important quality you must possess. Without teamwork and negotiation skills, you will not earn

other delegation's support. Try hearing what every delegate has to say, study about other countries and how they are related to these issues.

VIII. ROLES INSIDE THE SECRETARIAT

It is important for a delegate to understand how a committee works and the roles each member has. All the members of the committee are equally important. However, each one has different tasks and obligations they must fulfill.

- 1. Secretary General:** The Secretary General is the maximum authority in the United Nations as it is in a Model United Nations. Whenever crisis are presented, he or one of his representatives must be in the room. If they are not present, a crisis cannot be applied. An Intelligence Advisor cannot hand out any document signed by him without his physical presence or the one of his representatives.
- 2. Undersecretary General:** An Undersecretary General is the second highest authority in OlinMUN. This year, we have two Undersecretaries. Whenever the Secretary General is not able to perform one of his multiple tasks, the Undersecretary is authorized to fulfill them.
- 3. Head of Committee / Presidente de comité:** A Head of Committee is the maximum authority inside the committee. He or she will only participate in the opening and closing sessions, reminding the delegates the rules of conduct and controlling voting procedures.
- 4. Chair / Presidente de comité:** A Chair is the member of the committee who is in charge of listening to every argument made by a delegate. He or she may authorize any motion or point on the floor. Whenever a diplomatic note is sent, the Chair will be responsible of making sure the content remains diplomatic. Also, the Chair will be responsible of Quorum¹ and counting votes.
- 5. Moderator / Moderador:** A Moderator is the member of the committee who is in charge of leading the course of the debate. He or she will grant the word to any delegate. Whenever a delegate is not speaking, the Moderator is the only person allowed to speak. He or she

¹ Quorum consists on having 50% +1 delegates present. If there's no Quorum, the session will not proceed.

will be representing the Head. This means that, although the maximum authority is the Head, the Moderator is authorized to grant or deny any motions presented by a delegate.

- 6. Intelligence Advisor / Asesor:** An Intelligence Advisor will be responsible for two committees.

Whenever a crisis rises, the Intelligence Advisor is the only member of the Secretariat authorized to present it. However, he or she must do so in the presence of the Secretary General or one of his representatives (Undersecretaries). The Intelligence Advisor is the most prepared member of the committee on crisis. This means that he or she must be prepared to answer any question regarding the crisis in an immediate manner.

- 7. Deputy Chair /Presidente Adjunto:** A Deputy Chair is the member of the committee who is in charge of giving order to the debate. He or she will control the speaker's list and manage papers (Working Papers, Resolutions and Position Papers) important to the committee. He or she will be the only member of the committee authorized to tell delegates the possible mistakes in these papers in order for them to achieve a more viable solution.

IX. DEBATE'S FORMS

A. Position Paper.

When the agenda is opened, you will be asked to hand in your country's position paper. This document is intended to help you understand your country's stance and how to defend it. No plagiarism will be accepted; copying your position paper will cause a direct warning. You should follow the next form:



XIII Olinca Model United Nations XIV

Delegate's Name

Position Paper

Committee: UNHCR

Country: USA

Topic: CHILDREN AND ARMED CONFLICT



Official name: United States of America

Capital: Washington D.C.

Population: 294 million

Currency: US dollar

Official Language: English

(HISTORICAL BACKGROUND)

Throughout history and in many cultures children have been extensively involved in armed conflicts. Children can take direct part in hostilities, used as porters, spies, messengers and sexual slaves. The United Nations Convention on the Rights of the Child, Article 38 proclaimed: "State parties shall take all feasible measures to ensure that persons

who have not attained the age of 15 years do not take a direct part in hostilities. "However, minors who are over the age of 15 but still remain under the age of 18 are still voluntarily able to take part in combat as soldiers. Nevertheless the Coalition to Stop the Use of Child Soldiers reports that the use of children in military forces, and the active participation of children in armed conflicts is widespread.

(COUNTRY'S POSITION)

In the United States 17-year-olds may join the armed forces, but may not be stationed outside the continental US or deployed in combat situations. The United States military is based on voluntary recruitment, though minors also must have parental permission to enlist. The US has founded organizations like the War Child that promotes not using children in armed conflicts according to The United Nations Convention on the Rights of the Child. Also the U.S. has offered military assistance to countries using child soldiers.

(COUNTRY'S PROPOSAL)

In order to stop using children in armed conflicts or in any other military force, the US proposes all the countries to sign and ratify the Optional Protocol on the Involvement of Children in Armed Conflict. The protocol requires of ratifying governments to ensure that while their armed forces can accept volunteers below the age of 18, they cannot be conscripted and States Parties shall take all feasible measures to ensure that members of their armed forces who have not attained the age of 18 years do not take a direct part in hostilities.

B. Working Paper.

Writing down proposals is the previous step towards a Resolution Paper. This form is known as "working paper". Since this document merely consists of proposals, it doesn't have a format. Regarding content: there are no minimum or maximum proposals. However, we encourage delegates to make proposals with depth, not length. This means that they must be meaningful for the solution of the topic, not to fill a page.

C. Resolution Paper.

After thoroughly debating on a topic and writing down all pertinent proposals, a Resolution will be the following paper to do. A Resolution Paper is the formal “solution” a committee has agreed to. It is the formal version of a Working Paper, since it follows a format given by the United Nations. In order to present a Resolution Paper and be passed easily, format wise, it must be divided into two parts: the preambulatory clauses and the operative clauses. In order to start an introductory clause, you must use the following phrases called preambulatory phrases:

Affirming	Emphasizing	Observing
Alarmed by	Expecting	Realizing
Aware of	Fully aware	Reaffirming
Believing	Having considered	Recognizing
Fully convinced	Further	Taking into consideration
Declaring	Keeping in mind	Viewing with appreciation
Deeply disturbed	Noting	

In order to start an operative clause, you must use the following phrases called **operative phrases**:

	Emphasizes	Regrets
Accepts	Encourages	Reminds
Approves	Fully recommends	Requests
Calls upon		Resolves
Condemns	Invites	Supports
Confirms	Notes	Trusts
	Proclaims	Urges
Considers	Reaffirms	Yields
Declares	Recommends	

Please, use this Resolution Paper sample:

Submitted to: The United Nations High Commissioner for Refugees
Subject: Children and Armed Conflict
Sponsors: United States of America & The French Republic
Signatories: Italian Republic, The United Kingdom of Great Britain and Northern Ireland, United Mexican States, Republic of Iceland, Commonwealth of Australia [...]

Resolution Paper A1

The United Nations High Commissioner for Refugees,

Emphasizing the problem of children and their roles in armed conflicts,

Alarmed by the number of children involved in armed conflicts,

Fully aware of the countries that suffer from this problem

[...]

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

1. **Approves** the intervention of military support to assist the countries that are affected, following the next restrictions;
 1. These bodies would assess other military forces,
 2. No country is forced to accept this clause,
 2. **Supports** the existence of nongovernmental organizations,
- [...]

D. Crisis Paper.

A Crisis Paper is a Crisis version of a Resolution Paper. Whenever a crisis is presented in the committee, or if you are in the Emerging Crisis Committee, this will be the only document in order. Since crises must be solved in a limited time, unlike normal topics, the process of obtaining a solution needs to be quicker, thus skipping the Working Paper. The only variation between a Crisis Paper and a Resolution Paper, besides their context is the title.