

Delegate Handbook

RijnMUN 2025



*Brought to you by Internal Affairs,
Board of Directors, RijnMUN 2025*

Contact Details

Het Rijnlands Lyceum Oegstgeest
Apollolaan 1, 2341 BA Oegstgeest

Email

info@rijnmun.org

Website

www.rijnmun.org

Contents

Rules of Conduct.....	3
Preparation for the Conference.....	4
Useful Conference Information.....	4
RijnMUN 2025 Programme of Events.....	5
How to do Pre-Conference Research.....	6
How to: Research a country.....	6
How to: Research an Issue.....	7
Other useful resources:.....	7
Conference Procedures.....	8
How to: Rules of Procedures of Debate.....	8
Lobbying.....	8
Debate.....	9
Flow of Debate.....	11
Useful Phrases for Delegates.....	12
Points and Motions.....	12
Additional Points and Motions to the THIMUN RoP.....	13
How to: Clauses & Resolution.....	13
Examples on bad operative clauses.....	15
Sample resolution.....	17

Rules of Conduct

All must abide by the [THIMUN guidelines](#) on top of the following RijnMUN specific guidelines below:

- Delegates must respect all staff and delegates associated with the conference;
- Visitors will only be allowed into the conference with a badge, which will be distributed on the first day upon arrival;
- All people associated with RijnMUN must treat the building and corresponding properties with respect and care. Anyone caught in violation of this rule will be held accountable by the RijnMUN Board of Directors, who will decide upon appropriate consequences;
- Wear appropriate attire, such as but not limited to: suit, tie, and formal footwear; or formal blouse, trousers, or skirt of appropriate length

Please be aware that these guidelines are compulsory for all participants. They exist to represent the United Nations accurately, as well as to respect each other. Upon hearing of a delegate breaking the code of conduct, the RijnMUN Board of Directors reserves the right to penalize a participant or remove them from the conference entirely.

Preparation for the Conference

Useful Conference Information

- **Don't be late!** Your chairs will be taking attendance at the beginning of everyday- and if you are late you might receive a small punishment!
- **Wear appropriate clothing!** You are expected to wear formal attire- search up MUN clothing to help you get inspired!
- **Inform the Board of Directors of any food restrictions, serious medical conditions or special requests in advance!** (e.g. preferably no photos published of you) We can be contacted via email at info@rijnmun.org
- **Bring lunch for Friday!** Lunch will only be provided on Saturday and Sunday. It would also be wise to bring some small snacks with you just in case your committee gets the latest shift for lunch break!
- **In case of a fire/emergency, participants must all follow RijnMUN staff members instructions and evacuate out of the building safely and calmly.** Supervisors of Het Rijnlands Lyceum Oegstgeest will be present to oversee the safety of using the venue.
- **What should I take with me?** A device with charger (laptop/tablet) that you can use to edit resolutions with others; pen/paper to take notes; water bottle (for basic human needs); and maybe even some money for amazing RijnMUN merch!
- **What will I be given at the conference?** You will be given a badge that you must wear for the duration of the conference, a placard with the name of your country and you can expect to get some small gifts from us, like RijnMUN pens or water bottles. On Saturday and Sunday you will of course be receiving lunch!

RijnMUN 2025 Programme of Events

Please note that this is only the provisional programme of events and is still subjected to change. Please consult the RijnMUN website, Programme of Events page for the latest updates.

<i>Friday 10th October</i>	
11:00-12:00	Arrivals for delegates & visitors
12:00-12:30	StOff Briefing
12:15-13:15	Workshops (round 1)
13:15-14:15	Workshops (round 2)
14:30-17:00	Introductory Activities in Committee / Lobbying
17:00-17:30	StOff Debriefing

<i>Saturday 11th October</i>	
8:00-8:30	StOff Briefing
8:30-9:15	Opening Ceremony
9:30-17:00	All Committees in Session
12:00-15:00	Staggered lunch
17:15-18:00	StOff Debriefing
20:00-23:00	RijnMUN Party at RLO

<i>Sunday 12th October</i>	
8:30-9:00	StOff Briefing
9:00-15:30	All Committees in Session
11:30-14:30	Staggered lunch
15:30-16:00	Break
16:00-16:45	Closing Ceremony
17:00-17:30	StOff Debriefing

How to do Pre-Conference Research

Prior to the conference, all delegates are expected to complete research on their topic, and their country's stance on it.

How to: Research a country

You can research the stance of your country through multiple sources, including those online, as well as physical sources such as books too. As for more details on the topics of research, you will additionally need to know some of the basics of your country such as its official name, capital, languages, religions, and its geographical location. It will also be useful to understand more about the economy, culture, and the current problems in your country:

- Economic relations with other countries
- Major imports/exports
- Major ethnic groups
- Literacy rate
- Poverty rate
- Population

Possessing a thorough knowledge about your country will be convenient during debate. After gathering a basic profile of your country, the subsequent course of action is to research the politics;

- What type of government is it?
- Head of state? Who are some of the leaders of your country?
- Current ruling political parties
- Is your country part of a bloc (a group of countries with similar political aims)?
- Any political affiliations?
- State of military (size, power, etc.)
- What have they done to resolve similar issues in the past?

You can use these guiding questions to help you understand more about the politics in your country. Finally, after acquiring information about your own country's stance, a practical extension of your research could be about the allies of your country. Who else has the same views as you do? Who are your country's allies/enemies?

How to: Research an Issue

There will be some research available on the RijnMUN website called **Research reports**, which are reports written by the chairs of that committee. Start by reading them, and additionally doing your own research to clarify certain details in the report, will help you understand the issue better, allowing you to be further engaged in the debate.

If you are unaware of what topics you are debating in your committee or wish to find the research reports they can be found on the RijnMUN 2025 website under the Committees and issues, [here](#).

Other useful resources:

News websites such as BBC: <https://www.bbc.com/>

CIA World factbook: <https://www.cia.gov/the-world-factbook/>

There is also a handy resources tab under the general information page on the website!

Conference Procedures

RijnMUN follows the THIMUN Rules of Procedures, summarised below, and additional points and motions to promote engaging debates.

The official THIMUN rules and procedures can be found [here](#).

How to: Rules of Procedures of Debate

The THIMUN (The Hague International Model United Nations) rules of procedure are guidelines for the conduct of debates in Model UN conferences. This includes the way delegates should behave, dress, and the way they should debate.

Lobbying

During this time, you are free to walk around anywhere and talk to anyone. The purpose is to find other countries that agree with your countries' stance and propose solutions together.

If you have already written a [resolution](#), this is the time to show other people what you wrote and request for signatures from their country. Once you have obtained at *least one third of your committee's signatures*, you may show your resolution to the chair and get it sent to the approval panel. Only approved resolutions will be debated.

Regardless of whether you have a resolution or not, you should go ask different people their delegations and what their country thinks on the topic(s). Share your country's solutions/perspective with the others- if you agree it would be great to already prepare these solutions as [clauses/resolutions](#)!

Debate

This is a very formal, serious time where only those that have been recognized (approved by the chair) can speak.

For all committees except the Security Council, debate is on a resolution that has been submitted by a country and approved by the approval panel.

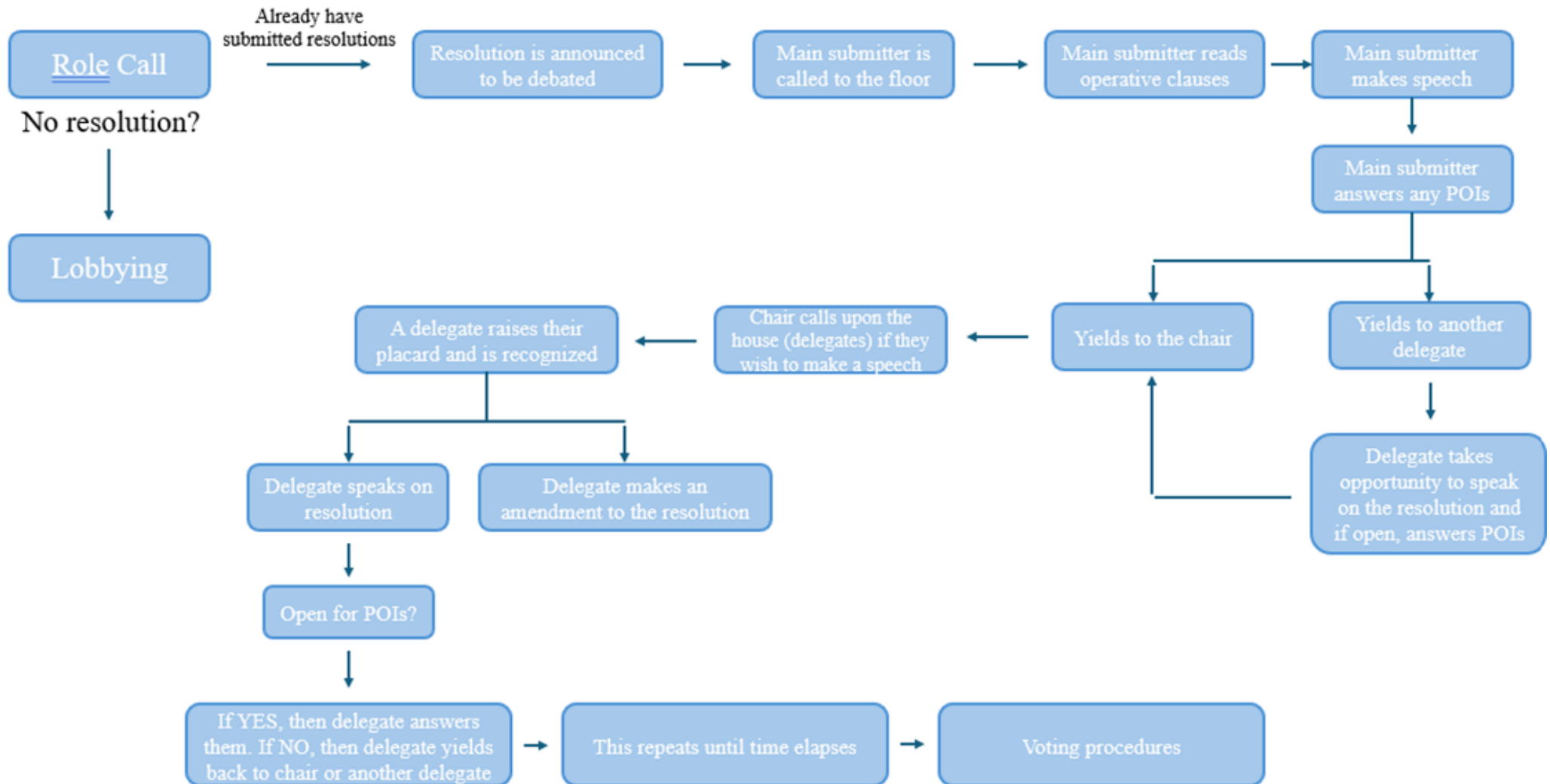
All speeches are made at the front, and after the speech the speaker will always be asked if they accept any [Points of Information](#) (PoI), and a number of questions may be allowed depending on whether they accept any PoI or not. The flow of debate is as follows:

1. The *main submitter* starts the debate by being called up to read out the operative clauses of the resolution and give a speech on their goal with the resolution.
2. The debate moves into *open debate*, where anyone can take the floor (by raising their placard and getting called by the chair) to either:
 - a. Present an *amendment** to edit the resolution, in which case the delegate gives a speech as to why it's a good amendment. The debate then moves into *closed debate*:
 - i. Closed debate starts with *time in favour*, where people make a speech in favour of the amendment (followed by Points of Information if the speaker accepts it)
 - ii. Closed debate then has *time against*, where delegates can be recognized to make speeches against OR *an amendment to the second degree* to change something within this first-degree amendment (the same format of steps ai, aii and aiii repeated). Please note that no amendment to the 3rd degree will be accepted.
 - iii. Lastly, the house (= committee) votes on the amendment and return to the previous level (i.e. *Open Debate*, step 2)
 - b. OR Give a speech on the resolution:
 - i. After every speech, the speaker can choose if they are open to any [Points of Information](#) (POI)
 - ii. After the speech, debate returns to *Open Debate*

3. When the debate ends (likely after a few hours of repeating step 2), the *main submitter* will be invited to make a closing speech
4. Voting on the resolution as a whole

**amendment: edits to the resolution, which could either be adding/removing word or phrases, from the resolution. You can submit amendments to a resolution to the chair on a method of their preference: your chairs will tell you either you can submit amendments through notepaper to your chair (stating what you want to change) or google forms provided by them*

Flow of Debate



Useful Phrases for Delegates

Points and Motions

No.	Phrase	When can I use it?	Purpose
1	<u>“Point of information to the chair”</u> , followed by any question to the chair after the chair recognizes you	Speak it into the committee any time, as long as no one else is giving a speech	Any question/points you have to the chair; e.g. the resolution link shared doesn't work, “when is lunch?”
2	<u>“Point of personal Privilege”</u> , followed by a personal request	This is the only point that can interrupt another speaker. You can only disturb a speech with this point for audibility reasons	Any personal requests; e.g. “can't hear the speaker”, “can the windows be opened”...etc. Non-urgent or awkward requests (e.g. using the bathroom) can also be sent to the chairs via note-passing.
3	<u>“Point of order”</u> followed by correcting a procedural error	Any time that doesn't disturb a speech	Used to point out a procedural error to the chairs; e.g. “The chair forgot..”
4	<u>“Motion to extend points of information (POI) by ...”</u> followed by amount (e.g. 1,2,3).	Any time that doesn't disturb a speech. Shout it out when all the POIs of a delegate have been answered.	Used when you want to ask (another) POI after the initial time. Unless the delegate in question has opened themselves up to any and all POIs, they will have to accept this motion for it to pass.
5	<u>Motion</u> to move the previous question	When you feel like you are ready to move on (e.g. it is time in favour but nobody wants to talk so you feel like you are ready to move to time against)	Used to move to the next part of debate (i.e. time in favour/against, voting procedures)
6	<u>Motion</u> to divide the house	When there are too many abstentions in the voting procedure, which could sway the results.	This motion forces each delegate to vote either in favour or against.
7	<u>Motion</u> to table the resolution	When the resolution isn't producing any good debate, or if the committee is running out of time and you still want your resolution to be discussed.	This motion is to put aside the current resolution being debated, and possibly come back to it later.

Additional Points and Motions to the THIMUN RoP

These phrases can also be used as RijnMUN 2024 because we believe they provide nice additions to debates and make the overall process more interactive and enjoyable.

<i>No.</i>	<i>Phrase</i>	<i>When can I use it?</i>	<i>Purpose</i>
8	<i>Request for formal apology</i>	Speak it into the committee any time, as long as no one else is giving a speech	To request for an apology from another delegate. This may be used when a delegate feels as though another delegate has directly insulted their country.
9	<i>Motion to follow up</i>	After a delegate has responded to your POI (point of information/question)	When you want to ask another question or respond to a delegate's answer to a POI. <i>Note: This motion only works once, and you can only use it if you were the one who asked the POI in the first place.</i>

How to: Clauses & Resolution

Resolutions are written works which include a country's plan/proposal on the way an issue should be approached in order to be solved. Resolutions should be written from your country's perspectives (like everything else in MUN), and they should include both preambulatory clauses, and operative clauses. Preambulatory clauses are clauses which should explain the problem. Introducing it, whilst not proposing any action just yet. Examples of preambulatory clauses, as well as clause starters are below.

Preambulatory clause starters:

Affirming	Emphasising	Having considered
Alarmed by	Expecting	further
Approving	Expressing its	Having heard
Aware of	appreciation	Having received
Bearing in mind	Expressing its	Having studied
Believing	satisfaction	Keeping in mind
Confident	Fulfilling	Reaffirming
Contemplating	Fully alarmed	Realising
Convinced	Fully aware	Recalling
Declaring	Fully believing	Recognizing
Deeply concerned	Further deploring	Seeking
Deeply conscious	Further recalling	Taking into account
Deeply convinced	Guided by	Taking into
Deeply disturbed	Having adopted	consideration
Desiring	Having considered	

Next are operative clauses, which tackle the issue at hand in terms of action. What does your country propose to do in relevance to the problem in order to solve it? Operative clauses are the ones that delegates actually debate on. Each operative clause should begin with an underlined clause starter, and end with a semicolon. They should be specific, and if necessary include sub-clauses (which begin with 'a', 'b', 'c', etc.) or sub-sub clauses ('i', 'ii', 'iii', etc.) you can see the example resolution below with more tips on formatting. Please remember that these solutions (operative clauses) should be *practical*, and *realistic*.

Operative clause starters:

Accepts	Emphasises	Reaffirms
Affirms	Encourages	Recommends
Approves	Endorses	Regrets
Asks	Expresses its	Reminds
Authorises	appreciation	Requests
Calls	Expresses its hope	Solemnly affirms
Calls upon	Further invites	Supports
Confirms	Further proclaims	Takes note of
Congratulates	Further reminds	Transmits
Considers	Further recommends	Trusts
Declares accordingly	Further requests	Urges
Deplores	Further resolves	Demands
Designates	Notes	Condemns
Draws the attention	Proclaims	

Examples on good operative clauses

Requests that [relevant party] cooperate to solve the issue through [specific action]

Calls upon [relevant party] to take immediate action on [specific issue]

Urges [relevant parties] to collaborate on [specific action]

Recommends [specific measures] to address [particular problem].

Examples on bad operative clauses

'Bad' operative clauses are those that lack specificity and feasibility, making them ineffective. When constructing an operative clause, some of the things you want to avoid are:

- Being too vague: Not specifying what actions should actually be taken

Example: Urges the international community to do more to address climate change

What should they do? Remember you are proposing the solution to the problem, and arguing for it. What are you proposing? Be specific

- Suggesting things that are too unrealistic/impractical

Example: Encourages all member states to immediately withdraw all their nuclear weapons

Why should they? Do you think any country actually would?

- Proposing general measures without actually specifying how they will be implemented

Example: Recommends the adoption of policies to reduce the child labour in Somalia

What policies? Add more details

Below is a sample resolution that you may use as a guide.

FORUM: General Assembly 1

QUESTION OF: Non-Nuclear Proliferation

SUBMITTED BY: United States of America

CO-SUBMITTED BY: China, United Kingdom, France, Brazil, Israel, Russia, Finland, Japan

THE GENERAL ASSEMBLY,

Expressing concern over the total number of nuclear warheads, which was closed in on 13,000 at the end of 2023,

Reaffirming the commitment of all member states to the maintenance of international peace and security and the reduction of the risk of nuclear conflict,

Reminding all member states that nuclear warheads can be up to 3,333 times as powerful as an atomic bomb, which is already capable of levelling a city,

Recalling resolution A/RES/70/28 (2015), created to specify the Non-Nuclear Proliferation treaty further,

Further reminding all member states that a nuclear warhead can have lasting effects, up to a few days of inhabitability and a few weeks to become safe for travel and decontamination,

1. Calls for all member states to sign the Non-Nuclear Proliferation Treaty and actively abide by its content, with the specification of Israel and India:
 - a. calls upon Israel and India, as responsible members of the international community, to recognise the urgency of joining the NPT regime and actively contribute to its objectives
 - b. encourages both nations to engage constructively in dialogue and negotiations aimed at addressing any concerns or reservations they may have regarding the NPT, with the ultimate goal of gaining their signatures
 - c. calls upon all states to uphold and strengthen the efficacy of international efforts in nuclear disarmament, non-proliferation, and safeguards implementation;
2. Suggests the sanctioning of states that have not signed the Non-Nuclear Proliferation Treaty, or those who are not abiding by the content of the aforementioned treaty;
 - a. economic sanctions focused on a country's national flow of money
 - b. military sanctions
 - c. diplomatic sanctions;
3. Strongly calls for all countries, except the P5 (Permanent 5), to disarm all of their nuclear arsenals, and dispose of weapons-grade uranium, by the end of 2026, to ensure the prevention of large-scale, nuclear, international conflicts;
4. Urges the creation of a non-governmental organisation called the NNW (Non-Nuclear Warheads), tasked with responsibilities such as, but not limited to:
 - a. commit yearly checks, to keep countries in possession of nuclear warheads in check, to ensure their cooperation on the following subjects:
 - i. no usage of nuclear warheads

- ii. transparency regarding countries' nuclear arsenal
 - b. keep a yearly updated database of countries' arsenal, keeping track of the amount and type of nuclear warheads they have in possession,
 - c. ensure the prohibition of the creation of new nuclear warheads, by means such as but not limited to:
 - i. decomposition of factories associated with nuclear warheads
 - ii. the prohibition of the continuation of research on nuclear warheads
 - d. ensure the nuclear warheads are dismantled safely, according to the method of a team of highly specified researchers, to ensure no nuclear waste will be disposed of in the environment;
- 5. Requests the collaboration of all member states to create an international framework, meant for a more transparent discussion on topics such as:
 - a. ensure the information on nuclear technology will not be spread to illegal organisations
 - b. the maintenance of nuclear warheads
 - c. the testing of nuclear warheads
 - d. nuclear technology;
- 6. Encourages the continued strengthening of the safeguards system of the International Atomic Energy Agency (IAEA) to ensure that nuclear technology is used solely for peaceful purposes;
- 7. Wishes to be actively seized in the matter.

If you wish to use a template, one has been provided on the next page. The same template can also be found under resources in the general information page on the website.

Please note that for a resolution to be submitted to the approval panel, it must have minimum 3 preambles, and 3 clauses.

FORUM: [committee]

QUESTION OF: [topic]

SUBMITTED BY: [main submitter]

CO-SUBMITTED BY: [co-submitters]

THE [FORUM NAME],

Preamble one,

Preamble two,

Preamble three,

1. Operative clause one;
2. Operative clause two:
 - a. Sub-clause one
 - b. Sub-clause two;
3. Operative clause three:
 - a. Sub-clause one
 - b. Sub-clause two:
 - i. Sub-sub-clause one
 - ii. Sub-sub-clause two
 - c. Sub-clause three.