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# DOCUMENTS GUIDE

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**DIPLOMUN ONLINE 2022  
MAY 21 AND 22**

Hello, welcome to the DiploMUN Online Documents Guide. Through this guide, the delegates will be able to understand the functioning of the documents that will be written and presented during the entire conference.

During a MUN, in addition to the effective participation of the delegates in the debate, it is necessary to prepare and make official the measures and solutions taken between the nations present in the committee. Thus, the documents help to organize the ideas presented, favoring a fluid debate in the committee.

It is important to highlight that the documents must be presented and corrected by the board of directors before being exposed to the entire committee. These should be sent to the e-mail of the board or by chat.

It's also important to notice that we will be using the word simulation to refer to MUN, and vice versa, in order to allow international delegates to understand the content of this guide easily.

Best Regards,

The Board.

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## **POSITION PAPER**

The Position Paper is a document prepared before the beginning of the Conference, which aims to explain the position and objective of a delegation before the committee and the proposed theme. During the simulation, these documents will be freely available for observation, requiring only the authorization of the board of directors, that is, if you want to have access to the Position Paper of another delegate, send a message to the chair through the video conference chat. The document must be done by all delegates and must be sent to the board's e-mail address of your committee.

**Note: The official position paper must be sent until May 19<sup>th</sup>.**

**The United Nations Children's Fund delegates must send their Position Papers to [unicefdiplomun2022@gmail.com](mailto:unicefdiplomun2022@gmail.com)**

## **AGENDA**

The Agenda is a document that must be delivered at the beginning of the 1st session and aims to present the main topics that the delegates think that are fundamental for the discussion during the committee. The agenda will define what is going to be discussed in the committee in order of affairs. The agenda can be made by any delegation and does not contain restrictions on the number of signatories or sponsors.

## **WORKING PAPER**

The Working Papers are intended to officialize decisions made by delegations during the committee. Normally, a working paper is produced for each main topic on the Agenda. Subsequently, the working documents come together and form a resolution.

At the end of the presentation of the Working Paper, a speech with a time limit of 1 minute must be made, in which the delegate must defend the topics presented. Subsequently, the board of directors will open a space for 3 questions without time counted, delegates who want to ask them should use the platform's "raise hand" function and wait for the chair to be recognized, the sponsor will have only 1 (one) minute to answer each question. After that, the

space will be opened for a speech against the document presented with a time limit of 1 minute, a delegate will deliver the speech and then the Board of Directors will open a space for 3 questions without time counted, the delegates who want to do it they must use the function of the aforementioned platform and wait for the recognition of the chair.

**Note 1:** In case of working documents that present only: Graphs, spreadsheets, maps, data, news, tables, videos, etc. these will not be open to the three questions.

**Note 2:** A delegate may, however, not be recommended, refuse to answer questions.

**Note 3:** The delegate who presents the document is not necessarily the one who delivers the speech or answers the questions, however, all delegates who will stand in favor of the document must be sponsors of it.

## **DIRECTIVE**

The directive is an emergency normative document establishment in which the committee determines an immediate action from a given situation. In this document there is an establishment of practical and short-term actions in order to inhibit, coerce, attack militarily or control of a given scenario urgently, which can be done and presented to the chair at any time during the sessions. The directive establishes actions that will be taken by the presenting nation, group of countries in consensus or by the consensus committee, therefore, it does not need signatories or sponsors, it will not be open space to speak against and it will not be voted. After some time of presentation, the chair will inform the result of the directive.

**Note:** Directives are exclusive to mandatory committees.

## **DRAFT RESOLUTION**

The Draft Resolution is the combination of preventive actions and working papers presented during all sessions, proposing a definitive solution to the committee's problems, requiring the use of preambles and operative clauses in this document.

After the presentation of a draft resolution that proposes measures to be taken, a speech should be made to present and defend it with a time limit of 1 (one) minute. After that, the board will ask if the delegate is open. for questions, if yes, the space will be opened for 5

questions, delegates who want to ask them must use the “Raise Hand” function and wait for the recognition of the Board of Directors, the time for questions is not counted and the delegate has 1 (one) minute to answer each question.

After the closing of the questions, the Board of Directors will open space for a speech against what was presented, the delegate who wishes to do so must use the above function and wait for the recognition of the Bureau, after due recognition, the said delegate must perform a 1 (one) minute speech positioning yourself against what was presented, after that, the board will ask if the delegate is open for questions, if yes, the space will be open for 5 questions, the delegates who want to ask them must raise hand and wait for the recognition of the Board of Directors, the time for questions is not counted and the delegate has 1 (one) minute to answer each question. After the questions are asked, the document will proceed to the amendment process, and only after that will it go to vote.

**Note:** A delegate may, however, refuse to answer questions.

**Note 2:** The delegate who presents the resolution is not necessarily the same one who delivers the speech or answers the questions, however, all delegates who will stand in favor of the document must be sponsors of it.

## **AMENDMENT**

The Amendments are intended to correct, add, or exclude any topic presented in the Draft Resolution or in Working Papers, being classified as: Amendment of Alteration, Amendment of Exclusion and Amendment of Addition.

At the end of the presentation of the Amendment (specifying its model), a speech with a time limit of 1 minute must be made, in which the delegate must defend the topics presented. Subsequently, the board of directors will open a space for 3 questions without time counted, delegates who want to ask them must use the “Raise Hand” function and wait for the chair to be recognized, the document maker will have only 1 (one) minute to answer each question. At the end of the presentation and questions, the document will be put to a vote.

After the questions are closed, the Board of Directors will open space for a speech against what was presented, the delegate who wishes to do so must use the aforementioned function of “Raise Hand” and wait for the recognition of the Bureau, after due recognition, the said delegate must make a speech of 1 (one) minute positioning himself against what was

presented, after that, the board will ask if the delegate is open for questions, if yes, the space will be open for 3 (three) questions , delegates who want to ask them should raise their hands through the platform function and wait for the recognition of the Board of Directors, the time for questions is not counted and the delegate has 1 (one) minute to answer each question. After asking the questions,

**Note 1:** If the committee has little time left, it is the right of the Board of Directors to guarantee the right to make oral amendments and even the exclusion of speeches and questions regarding the amendment. In addition, the Bureau should stress to delegates that they must present the resolution with sufficient time for amendments to be made.

**Note 2:** A delegate may, however, refuse to answer questions.

**Note 3:** The delegate who presents the amendment is not necessarily the same one who delivers the speech or answers the questions, however, all delegates who will position themselves in favor of the document must be sponsors of it.

## **LETTER OF STATE**

The letter is a type of text used between people to correspond with each other, it plays an important role in communication between individuals, states, or international organizations. At DiploMUN Online, the Letter of State can be used to request information, give instructions, request reports, etc. for members of your state of representation, for organizations, media, or the general population. The Letter is commonly used as a means of obtaining direction for actions within the committee, but it can also be used to establish guidelines for specific sectors of the government or other organizations. The document follows the standard formatting of a letter and is delivered to the Bureau, without the need for presentation.

# DOCUMENT FORMATTING

DiploMUN documents must be written according to the standard A4 format and the letters must be in Arial font, size twelve (12).

## **General Demands:**

- Paragraphs must be written 1.5 cm apart.
- Whenever acronyms are used, it is necessary to specify the long name beside.
- The Italic letter style should be used only in the case of scientific names, in Latin or if terms are used that are not in the standard language of the committee, the translation to the side in parentheses is necessary.
- Documents that need signatories must have a minimum of 3 (three) to be presented.
- In working papers, amendments and draft resolutions, the sponsors and signatories of the document must be informed (separate), those who wrote or contributed substantially to the document presented are defined as sponsors, those who believe that the document is valid to be debated and only contribute with the signature is a signatory. A document needs a minimum amount of 1 (one) sponsor and 3 (three) signatories to be presented (varying depending on the committee). The sponsor of a document cannot be included as a signatory of it.
  - Documents that have sub-clauses do not need to obey a specific sub-clause nomination, that is, they can be written as 1.1; 1.2 or as (a); (B).
  - In documents made in the form of a clause, it is stated that for the existence of subclause 1.1. or (a), there must necessarily be a subclause 1.2. or (b); if it does not exist, it is notable that there is no need for the subclause to exist, therefore, its content must be inserted in the clause above.

## **Specifications for the Position Paper:**

- The Coat of Arms of the Country must be centered on the page.
- The name of the delegation in the language of the committee and the language spoken in the country must be written in Bold.
- The delegate must sign at the end of the sheet.
- The document must have a margin in the first line of each paragraph of 1.25 cm.

- The DPO must have a maximum of 1.5 pages.

### **Specifications for the Agenda:**

- It is mandatory to address at least three (3) topics in the Agenda.
- The term "Agenda" must be aligned to the left.
- The term "Agenda" must be written in Bold.

### **Specifications for Working Paper:**

- The term "Working Paper" and the numbering on the side must be aligned to the left.
- The term "Working Paper" and the numbering on the side must be written in Bold.
- Signatory and sponsoring countries must be centralized on the page.
- The first word of the operative topics of a working paper should be underlined (except for sub-clauses).

### **Specifications for the Directive**

- The term "Directive" and the numbering on the side must be aligned to the left.
- The term "Directive" and the numbering on the side must be written in Bold.
- The Directive has no signatories and should only be submitted if it is a consensus among the countries involved (unless it represents an action by a single country).
- The document is exclusive to mandatory committees.
- The document can either be written in topics or in the form of a paragraph.

### **Amendment Specifications:**

- The term "Amendment" and the numbering on the side must be aligned to the left.
- The term "Amendment" and the numbering on the side must be written in Bold.
- Signatory and sponsoring countries should be centralized on the page.

### **Specifications for Draft Resolution:**

- The preamble is mandatory for the Draft Resolution, but there are no fixed phrases, the phrases in the model below are just examples.
- The name of the document, the name of the committee, the name of the organization, the name of the draft resolution, the topic of the agenda to which it refers and the theme of the committee must be written in Bold;
- The first word of the preamble topics in a draft resolution must be written in italic.
- The first word of the operational topics of a draft resolution should be underlined (except for sub-clauses).
- The name of the sponsoring and signatory countries must be written in full, for example: Germany - Federal Republic of Germany.

#### **Specifications for Letter of State:**

- The “Letter of State” should be written centrally and at the top of the page.
- The document header must contain sender, addressee, date, place and subject, and the end of the letter must contain the signature.
- The treatment pronoun must be inserted before the beginning of the letter's content.
- The content of the Charter must be written with justification on the page.

# TEMPLATES

## 1. Position Paper

Coat of arms of the  
delegation

[Full name of the delegation in the committee's standard language]

[Full name of the delegation in the language of the delegation]

[Committee name]

### 1st Paragraph:

Comprises congratulating the conference, using a possible hook, and introducing an overview of the topic.

### 2nd Paragraph:

Deepening the problem and pointing out relevant sub-themes, resuming historical issues and measures taken previously.

### 3rd Paragraph:

Presentation of the measures currently being adopted and possible short and long-term actions, in addition to the country's positioning (foreign policy) within the problem.

### 4th Paragraph:

Presentation of solutions to tackle the topic. Elucidation of the objectives and solutions that can be adopted during the sessions based on your position.

Delegate's signature

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[Name of delegate, Delegation and committee which they are member]

## **2. Agenda**

### **Agenda Proposal #n**

1. [Generic topic]:
  - 1.1. [Subtopic];
  - 1.2. [subtopic].
2. [Generic topic].
3. [Generic topic]:
  - 3.1. [Subtopic];
  - 3.2. [subtopic];
  - 3.3. [Subtopic]:
    - 3.3.1. [subtopic];
    - 3.3.2. [subtopic]:
      - 3.3.2.1. [subtopic];
      - 3.3.2.2. [subtopic].

Sponsors:

Signatories:

### 3. Working Paper

#### Working Paper #n

1. [Operative topic]
  - 1.1. [Specification]
  - 1.2. [Specification]
2. [Operative topic]
3. [Operative topic]

Sponsors:

Signatories:

#### Example:

#### Working Paper #1

1. Call States to implement the ABC protocol:
2. Suggests the inspection, under BLÁBLÁBLÁ's conditions, of the signatory and belligerent countries to guarantee the functioning of the XXX protocol.

Sponsors:

Signatories:

#### **4. Directive**

##### **Directive #n**

- 1.** [Operative topic]
  - 1.1** [Specification]
  - 1.2** [Specification]
- 2.** [Operative topic]

OR

##### **Directive #n**

The AAA Nation decides that BBB and sends CCC to inhibit the DDD situation.

In addition, EEE is applied to solve FFF.

ETC.

## 5. Draft Resolution

### Draft Resolution

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FULL NAME OF THE COMMITTEE

\_\_\_\_\_ *May*, \_\_\_\_\_

Committee  
logo

**United Nations (UN)**

**Draft Resolution for [COMMITTEE]**

**Title of the Resolution**

***TOPIC***

The [Committee],

*Reaffirming* the principles of the 1945 United Nations Charter,

*Emphasizing* the importance of the international XYZ regime,

*Promoting* the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities,

*Honoring* the UN Charter,

*Recognizing* the need for QWERTY,

*Recognizing* the deep interest of the international community in the resolution, reduction, and prevention of ABCDE,

*Respecting* the State Sovereignty of each country,

**1.** [Operative topic]

**1.1.** [Specification]

**1.2.**[Specification]

2. [Operative topic]

2.1.[Specification]

2.2. [Specification]

2.3. [Specification]

3. [Operative topic]

4. [Operative topic]

Sponsors:

Signatories:

**Examples for preamble:**

*Affirming*

*Approving*

*Contemplating*

*Declaring*

*Deeply concerned*

*Deeply aware*

*Deeply regretting*

*Wishing*

*Emphasizing*

*Waiting*

*Expressing their satisfaction*

*Fully believing*

## **6. Amendment**

### **Amendment #n**

Amendment \_\_\_\_\_ of topic \_\_\_\_\_ of document \_\_\_\_\_

- 1.** [generic topic]
- 2.** [generic topic]

Sponsors:

Signatories:

## 7. Letter of State

### LETTER OF STATE

**Sender:**

**Recipient:**

**Local:**

**Date:**

**Subject matter:**

[Treatment pronoun, full name, title],

Content of the letter.

Kind regards,

[Full name, position, and delegation]

We hope you will get the most out of the guide, thanks for reading and listening. If you have any questions, do not hesitate to contact us.