

Delegates Manual



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Reviewed and edited by:

Chrysanthi Dellas-Grivas
- President of the General Assembly
&

Erika Kunstmann
-Deputy President of the General Assembly

Table of Contents

I. Purpose of the manual	4
II. DSAMUN Committees	4
Disarmament and International Security Committee (GA1)	4
Social, Humanitarian and Cultural Committee (GA3)	4
Special Political and Decolonization Committee (GA4)	4
Legal Committee (GA6)	4
Environmental Committee	4
Security Council (SC)	5
Economic and Social Council (ECOSOC)	5
International Court of Justice (ICJ)	5
Special Conference	5
Youth Assembly	5
III. What do you have to do prior to the conference?	6
IV. Background Papers	6
What is a Background Paper?	6
V. Policy Statements	7
What are Policy Statements?	7
A Sample Policy Statement	7
VI. Resolutions	8
What is a Resolution?	8
How to write a resolution?	9
Sample Resolution	9
VII. Stock phrases for preambulatory and operative clauses	10
Preambulatory clauses	10
Operative clauses	11
VIII. Lobbying	12

IX. Debate	13
Debate Mode	13
Parliamentary behaviour by delegates	13
Stock phrases for delegates	13
Points	14
Point of Personal Privilege	14
Point of Order	14
Point of Information to the Speaker	15
Point of Parliamentary Enquiry	15
Point of Information to the Chair	15
Motions	16
Motion to extend debate time	18
Motion to move to the previous question	18
Right of Reply	18
X. Amendments	19
Amendments of the Second Degree	19
Sample Amendment Sheet	20
XI. What is an ambassador?	20
XII. Notepapers	21
Sample notepaper:	21

Purpose of the manual

This manual is dedicated to your proper initiation in the DSAMUN Rules of Procedure as well as to providing you with some basic tips on how to advance your MUN skills. We wholeheartedly hope that you will find this manual useful and that you will use our suggestions and advice throughout your career as MUNers.

DSAMUN Committees

Disarmament and International Security Committee (GA1)

The First General Assembly Committee deals with issues related to international security and the prohibition of the proliferation of weapons. In this committee alliances are really important since a lot of countries cannot be in the same alliance so be careful when researching your countries policy and try to know your allies beforehand.

Social, Humanitarian and Cultural Committee (GA3)

This committee is responsible for a variety of topics with one of them being the humanitarian conditions in each country and how they can be improved. Furthermore, it focuses on cultural issues that may rise in countries around the world. It also discusses gender equality, the right of self-determination, the protection of refugees, and social advancement issues such as the rights of people with disabilities and policies concerning drugs.

Special Political and Decolonization Committee (GA4)

This committee focuses on topics such as the decolonization, preservation of peace, activities related with outer space, stability in countries all over the world and radiation.

Legal Committee (GA6)

The Legal Committee is the primary forum for the consideration of legal questions in the General Assembly. Topics concerning international law and treaties are discussed in this committee.

Environmental Committee

The purpose of this committee is to propose recommendations and come up with solutions for global environmental issues. Some common topics for this committee are climate change, the protection and preservation of oceans, air pollution and environmental friendly policies.

Security Council (SC)

The Security Council consists of 15 members with ten of them having two-year term and five of them, namely China, USA, France, Russian Federation and UK being permanent. It is for the Security Council to determine when and where a UN peace operation should be deployed. The Security Council responds to crises around the world on a case-by-case basis and it has a range of options at its disposal. Under Article 25 of the Charter, all UN members agree to accept and carry out the decisions of the Security Council. While other organs of the UN make recommendations to Member States, the Council alone has the power to take decisions which Member States are obligated to implement.

Economic and Social Council (ECOSOC)

ECOSOC serves as the central mechanism for the activities of the United Nations system and its specialized agencies, and supervises the subsidiary and expert bodies in the economic, social and environmental fields. The Council's 54 member Governments are responsible for promoting higher standards of living, full employment, and economic and social progress; identifying solutions to international economic, social and health problems; facilitating international cultural and educational cooperation; and encouraging universal respect for human rights and fundamental freedom.

International Court of Justice (ICJ)

The International Court of Justice is the principal judicial organ of the United Nations (UN). The Court is composed of 15 judges, who are elected for terms of office of nine years by the United Nations General Assembly and the Security Council. The Court's role is to settle, in accordance with international law, legal disputes submitted to it by States and to give advisory opinions on legal questions referred to it by authorized United Nations organs and specialized agencies.

Special Conference

The Special Conference does not exist in the real UN. The Special Conference gives, every year, the main theme of the DSAMUN Conferences. It focuses on a variety of topics such as the application of the Sustainable Development Goals and generally worldwide problems. This year's special conference theme is the Post Pandemic World.

Youth Assembly

This committee provides new delegates the opportunity to engage in discussions about worldwide problems. It is the best choice for a newcomer delegate in order to get familiar with the rules of procedure and generally how MUN works.

What do you have to do prior to the conference?

In this section of the manual we will go through the work that you have to put down as preparation for our conference by providing you with all required information on background papers, policy statements and resolutions. Like every year we would be more than grateful to see you once again well- prepared, ready for anything and of course passionate. Therefore, we strongly urge you to work comprehensively and have all the required work done by October. Although it is not compulsory, it is more than highly advisable to do so, since you will be able to have covered every single aspect of your topic in detail and give your best during debate. We hope that after reading this section of the manual you will have acquired all the necessary knowledge in order to work efficiently without having to worry on the how and thus focus on the what. So, without further ado, let's get right to it!

Background Papers

What is a Background Paper?

The background paper indicates the amount of research you have put in your topic. However, the quality of your research will show during debate. You may now be asking yourselves "Why do it?"

Well, a background paper guides you when writing policy statements or resolutions and helps you understand the topic as well as your country's policy on this particular topic to its full extent. The format of the paper is up to you since you won't be submitting it to anyone during the conference. For example, its form can vary from a simple, but comprehensive "mind-map" to a well-developed and analytically written text. In any case, these are the questions you need to cover in your background paper:

- ✓ What is my topic?
- ✓ Which country do I represent?
- ✓ How is my country relevant to the topic?
- ✓ What is my country's policy on the topic?
- ✓ What is the impact and role of the topic in an international context?
- ✓ Recent events?
- ✓ Will my advisor be satisfied with this?

All these questions, including the last one, are of extreme importance for your

preparation for the conference. And remember: copy-pasting from the internet is allowed (for the background papers only!), so that you can get a general idea without having to worry about plagiarism. Yet, expressing such information in your own words will of course be far more useful and advisable during your preparation.

Policy Statements

What are Policy Statements?

It is a short speech, which can either be on one of the issues or on all of them. It should not exceed one minute. In a policy statement you have to express your country's point of view on the issues of the committee. In other words, it is just a shorter, well-elaborated and policy-centered version of your background paper. Remember that this time plagiarism will not be tolerated and would most probably bring you in an awkward position if you were to read it in front of the house. Moreover, it is important to note that while writing your policy statement you are advised to follow the specific structure of a policy statement as set out by THIMUN.

A Sample Policy Statement

DELEGATION OF: Brazil

FORUM: Disarmament Commission

QUESTION OF: Measures to prevent terrorists from acquiring weapons of mass destruction.

Brazil fervently supports measures to assist the Weapons of Mass Destruction Branch of the UN Office for Disarmament Affairs in its attempts to prevent terrorists from acquiring weapons of mass destruction (WMD), as it firmly believes that such efforts are necessary to combat the global threat of terrorism.

Brazil endorses the Outcome Document of the 2005 World Summit, adopted on 13/9/2005, which condemns terrorism in all its forms and manifestations and strives to set up an international system that strictly monitors the transfer of materials that may be used to produce WMD.

Brazil, one of the driving forces behind the 1967 Treaty of Tlatelolco, which turned Latin America into the world's first nuclear-free zone, applauds the recent efforts made by the Members of the UN to free the world of any type of WMD. We feel especially responsible as our nation commands huge uranium resources.

We view with satisfaction the recent efforts of Member States to prevent the use of WMD by terrorists. However, Brazil expresses its deepest regret that, in spite of recent efforts to combat the acquisition of WMD by terrorist groups, some countries have refused to abide by the will of the international community. It is our deepest interest to ensure a world untroubled by the transfer of WMD and materials that can be used in the production of any such weapons.

Resolutions

What is a Resolution?

A resolution is basically the result of all your preparation on your country's policy and the topics at hand combined and in a written form. The THIMUN Organization defines a resolution as *"(...) a formal statement of a proposal to a UN Council, Committee or Commission. It consists of one long, but coherent, sentence divided into clauses and subclauses."*

In this document you propose comprehensive solutions concerning the topic based on your research and during the time of the conference this will be the document through which you will establish your policy, opinion and approach on the different topics. If you aim at being successful in a conference, a proper and well-crafted resolution is one of the most important keys to success. Yet, it requires a lot of work and dedication as well as time and creativity. We would strongly encourage you to invest all the above in writing your document and we assure you that this will not only pay off during this conference, but also during the other conferences that you will attend during your MUN career. Thus, we would hereby like to provide you with the general structure of a resolution as well as some piece of advice on how to write it.

- Step 1: Read the Study Guide your chair has prepared on the topic. There you will be provided with detailed information on the topic, useful statistics and even recommendations on how to approach the issue while trying to come up with a solution.
- Step 2: Make your own research on the topic (always link the information to your country).

How to write a resolution?

FORUM: (your committee)

QUESTION OF: (the topic)

SUBMITTED BY: (your country)

- Step 1: Write the preambulatory clauses. In these clauses you briefly state the situation (historic background, past UN resolutions and decisions, current events), starting with words such as: *Alarmed by, Keeping in mind, Recognizing, Recalling, Noting with..., Reaffirming etc.* Preambulatory clauses are to end with a comma “,”. These clauses do not take any action and they are not debatable!
- Step 2: Proceed with your suggested solutions, operative clauses.

Here you make recommendations (no GA resolution is binding for anyone) and propose specific measures to be taken. Remember that the introductory words should suppose that action is taken. Examples: Proposes, Asks for, Urges, Encourages, Recommends, Suggests etc. The operative clause should always end with a semicolon “;” and only the last one with a period. Keep in mind: they must always be aligned with your country’s interest.

- Step 3: Save the document!
- Step 4: Print it or send it to your advisor via email.
- Step 5: Bring it along to the conference.

Sample Resolution

FORUM: GENERAL ASSEMBLY

QUESTION OF: Peace, security and reunification on the Korean peninsula

SUBMITTED BY:

THE GENERAL ASSEMBLY,

Recalling its resolution 55/11 of 31 October 2000, in which it welcomed and supported the inter-Korean summit and the joint declaration adopted on 15 June 2000 by the two leaders of the Democratic People’s Republic of Korea and the Republic of Korea,

Reaffirming the purposes and principles of the Charter of the United Nations

regarding the maintenance of international peace and security,

Convinced that inter-Korean dialogue and cooperation are essential for consolidating peace and security on the Korean peninsula and also contribute to peace and stability in the region and beyond, in conformity with the purposes and principles of the Charter,

Recognizing that the summit held in Pyongyang from 2 to 4 October 2007 between the two leaders and their Declaration on the Advancement of North-South Korean Relations, Peace and Prosperity represent a major milestone in improving inter-Korean relations,

1. Supports the inter-Korean summit held from 2 to 4 October 2007 and the Declaration on the Advancement of North-South Korean Relations, Peace and Prosperity adopted on 4 October 2007 by the two leaders of the Democratic People's Republic of Korea and the Republic of Korea;
2. Encourages the Democratic People's Republic of Korea and the Republic of Korea to implement the Declaration fully and in good faith, thereby consolidating peace on the Korean peninsula and laying a solid foundation for peaceful reunification;
3. Invites Member States to continue to support and assist, as appropriate, the process of inter-Korean dialogue, reconciliation and reunification so that it may contribute to peace and security not only on the Korean peninsula but also in north-east Asia and the world as a whole.

Stock phrases for preambulatory and operative clauses¹

Preambulatory clauses

<i>Affirming</i>	<i>Expressing its appreciation</i>	<i>Keeping in mind</i>
<i>Alarmed by</i>	<i>Expressing its satisfaction</i>	<i>Noting with deep</i>
<i>concern Approving</i>	<i>Fulfilling</i>	<i>Noting with regret</i>
<i>Aware of</i>	<i>Fully alarmed</i>	<i>Noting with satisfaction</i>

¹ "Writing Resolutions." *Writing Resolutions | Model United Nations | Carthage College*, www.carthage.edu/model-united-nations/writing-resolutions/#:~:text=Preambulatory%20Clauses%20%3A%20The%20preamble%20of,and%20ends%20with%20a%20comma

<i>Bearing in mind</i>	<i>Fully believing</i>	<i>Noting further</i>
<i>Believing</i>	<i>Further deploring</i>	<i>Noting with approval</i>
<i>Confident</i>	<i>Further recalling</i>	<i>Observing</i>
<i>Contemplating</i>	<i>Guided by</i>	<i>Reaffirming</i>
<i>Convinced</i>	<i>Having adopted</i>	<i>Realizing</i>
<i>Declaring</i>	<i>Having considered</i>	<i>Recalling</i>
<i>Deeply concerned</i>	<i>Having devoted attention</i>	<i>Recognizing</i>
<i>Deeply conscious</i>	<i>Having examined</i>	<i>Referring</i>
<i>Deeply convinced</i>	<i>Having heard</i>	<i>Seeking</i>
<i>Deeply disturbed</i>	<i>Having Received</i>	<i>Taking into account</i>
<i>Deeply regretting</i>	<i>Having studied</i>	<i>Taking into consideration</i>
<i>Desiring</i>	<i>Taking note</i>	<i>Expecting</i>
<i>Emphasizing</i>	<i>Viewing with appreciation</i>	<i>Welcoming</i>

Operative clauses

<u>Accepts</u>	<u>Draws the attention</u>	<u>Proclaims</u>
<u>Affirms</u>	<u>Emphasizes</u>	<u>Reaffirms</u>
<u>Approves</u>	<u>Further invites</u>	<u>Recommends</u>

<u>Authorizes</u>	<u>Encourages</u>	<u>Regrets</u>
<u>Calls</u>	<u>Expresses its appreciation</u>	<u>Reminds</u>
<u>Calls upon</u>	<u>Expresses its hope</u>	<u>Requests</u>
<u>Condemns</u>	<u>Further invites</u>	<u>Solemnly affirms</u>
<u>Confirms</u>	<u>Further proclaims</u>	<u>Strongly condemns</u>
<u>Congratulates</u>	<u>Further reminds</u>	<u>Supports</u>
<u>Considers</u>	<u>Further recommends</u>	<u>Takes note of</u>
<u>Declares accordingly</u>	<u>Further requests</u>	<u>Transmits</u>
<u>Deplores</u>	<u>Further resolves</u>	<u>Trusts</u>
<u>Designates</u>	<u>Note</u>	

Lobbying

This is the part of the conference where you have to prove your value as a delegate as well as a negotiator. During the lobbying procedure you are called upon to negotiate with other delegates in order to reach consensus, which basically means crafting a resolution. This means that this is the time for delegates to air their views, create alliances, merge resolutions and finally present the final draft of their resolution to their chairs. In order to join or create an alliance you have to find delegates with similar policies and approaches to the issue. After you find those delegates, you have to ask the Chairs for a Co-Submitter sheet, which every delegation in the alliance signs, stating their membership in the alliance and approving the inclusion of their country's name in the final draft of the resolution. What is more, it is important to note that during lobbying the delegates appoint the main submitter of the resolution. After all draft resolutions have been submitted to the Chairs and after D- and A-numbers have been acquired, it is time to move to the next procedure, debate.

Debate

Debate Mode

Open debate is DSAMUN's only debate mode when debating resolutions. At this year's conference closed debate is only allowed and required during the discussion on amendments.

Parliamentary behaviour by delegates

- Delegates should address the chair and the House before proceeding with their speech presenting their speech
- Example: "Honorable Chair, fellow delegates..."
- Delegates should refrain from using the personal pronoun "I" and use
- instead the personal pronoun "we" or "The delegation of..." or
- "(country's name)", since they represent a nation and not themselves
- Delegates should stand when speaking and should not sit down until after the speaker has finished answering the delegate's question.
- Delegates should always remain diplomatic, avoid the use of insulting or abusive language and deliver speeches which are relevant to the topic of the resolution

Stock phrases for delegates

Useful Phrases to be used by Members of the House

When starting to speak	Honourable Chairs, fellow delegates and dear guests...
When asking for permission to speak	We request the floor / We wish to have the floor
When wishing to ask a question	We rise to a point of information / point of order
When asking a question	Is the Chair/ the speaker (not) aware that... Does the speaker (not) agree with us that... The speaker stated in their speech Does the delegate not realise that...
When concluding a speech	We urge the house to give us its support by voting for/against this motion / resolution/ amendment
When finishing a speech	We yield the floor to points of information.
When moving an amendment	We move to amend the resolution by striking/ inserting/ adding the words....
When giving up the right to speak	We yield the floor (to the Chair)

Points

Points during debate may NOT interrupt a speaker apart from the Point of Personal Privilege, which refers to audibility. All other points will be dealt with only when there is a debating pause, i.e. when the speaker having the floor yields to points of information, to another delegation, or to the Chair. Delegates may not just immediately state their Point; they must wait until the chair recognizes a Point.

Example:

“Point of Information to the Chair”.

“There has been a point of information in the house, could the delegate please rise and state his/her point.”

“Is the chair not aware...”

Point of Personal Privilege

- Refers to the comfort and well-being of the delegate
- May only interrupt a speaker if it refers to audibility
- May not refer to the content of a speech
- Is not debatable
- Does not require a second

Example: “Could the windows be opened, please? It is very hot in here.

Point of Order

- Refers to procedural matters only, i.e. if the chair makes an error in the order of debate or in the setting/observing of debate time
- May NOT interrupt a speaker
- Is not debatable
- Can only refer to something that just happened, direct referral, otherwise out of order

Example: “Is it in order for the delegate to yield the floor to another delegation since the floor was previously yielded to him by Poland?”

Point of Information to the Speaker

- A question directed to the delegate having the floor, who has indicated that he/she is willing to yield to points of information
- Speaker asking the Point of Information may only speak if recognized by Chair
- Always remain standing when the speaker is replying to your Point of
- Must be formulated in the form of a question, i.e. "Is the speaker aware that..." A short introductory statement may precede the question.
- Only ONE question by the same questioner. There will be no dialogue between speaker and questioner on the floor. There are NO "follow- ups"!

Example: "Could the honourable delegate, as she is the main submitter of this resolution, please explain to the house what she intends to achieve with clause 3?"

Point of Parliamentary Enquiry

- Point of information to the chair concerning Rules of Procedure
- May NOT interrupt a speaker.

Example: "Could the Chair please explain to the house what is meant by closed debate?"

Point of Information to the Chair

- A question to the chair
- May NOT interrupt a speaker
- Question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege
- Example: "At what time do we adjourn for lunch?"
- **ALSO:** Question asking for a statement by the Chair or clarification on an issue

Example: "Could the Chair please explain to the house, whether the

Darfur The Liberation Army has signed the Darfur Peace Agreement?"

For example, it may not be used to ask "Is what the delegate just stated true?" or "Could the chair please explain that what the delegate just said is false?"

Motions

A motion is a proposal to the house concerning procedural matters. The most usual and important ones are:

Motion to extend debate time

- At the chairs' discretion/ not debatable
- Needs a second, if proposed from the house
- Needs a simple majority or a ruling by the chair to be adopted (e.g. due to lack of time or a guest speaker)

Motion to move to the previous question

- Calls for the closure of debate and a vote to be taken on the item (resolution/amendment) pending
- When discussing an amendment, in time in favour, this motion means to move to time against the amendment.
- May be moved by the Chair or a delegate
- May not interrupt a speaker
- Requires a "second" by the house, and is quickly voted upon if an objection is voiced
- May be overruled by Chair if time needs to be filled
- Chair needs to ask for object
- Calls for a re-debate and a re-vote of a resolution that has already been discussed
- May only be entertained at the end of all debating
- Only necessary if no other draft resolutions on the issue are present
- Needs 2/3 majority (abstentions are not in order)
- Not debatable

Right of Reply

- Right given to a delegate if their country's integrity is being violated during a speech.
- The delegate representing the aforementioned country has the right to reply, thus defending its nation.

Table with Points and Motions

Name	Description	Debatable	Vote	Second Needed	May interrupt the speaker
Point of Personal Privilege	Registers a complaint referring to the personal discomfort of an individual	No	-	No	only due to audibility
Point of Order	A short remark concerning a mistake the chair might have made	No	-	No	No
Point of Information to the speaker	A short question made to the speaker having the floor	No	-	No	Recognized after the speaker is done with their speech
Point of Parliamentary Inquiry	Clarify the Rules of Procedure	No	-	No	No
Point of Information to the Chair	A question to the chair	No	-	No	No
Motion to move to the	Calls for moving to	No	2/3 majority	Yes	No

previous question	the next stage of debate.				
Motion to reconsider a resolution	Refers to re-debating and re-voting on a resolution	Yes	2/3 majority	Yes	No
Motion to withdraw a resolution	Calls for withdrawing a resolution from being debated upon	Yes	All submitters and co-submitters of the alliance	Yes	No
Motion to extend debate time	Refers to the extension of debate	Yes	2/3 majority	Yes	No
Motion to extend Points of Information to the speaker	Extends POIs to the speaker having the floor	Yes	-	Yes	No
Motion to divide the house	Calls for retaking voting procedure	No	2/3 majority	Yes	No
Motion to vote via Roll Call	Calls for voting via Roll Call	No	2/3 majority	Yes	No
Right of Reply	Refers to a delegate defending its country's integrity after a speech	No	-	No	At the end of a delegates speech

Amendments

- An amendment is only in order if it is submitted to the Chair on the official Amendment Sheet before the delegate takes the floor, and must be easily legible
- Amendments can only be introduced by a speaker who has the floor, while in previous DSAMUN conferences the chairs were responsible for moving the amendments. The delegate that has the floor should ask: “My delegation would like to move an amendment, if that is in order” and wait for the Chair’s answer. It is at the chair’s discretion to entertain it or not. (Short speeches before the speaker moves the amendment are perfectly in order)
- Delegate moves the amendment, but the Chair reads it out slowly and clearly for all delegates to note down
- Closed debate will be the norm for amendments
- Only one amendment (max: one entire clause) per amendment sheet will be in order, except in cases where this would have effect on the point of other clauses
- On an amendment, delegations can vote in favor, against or abstain, except for the Security Council where abstaining is not in order

Amendments of the Second Degree

- Can only be entertained during the time against the Amendment of the First Degree (although it should be submitted early enough), and debate on this amendment does not count as time against the Amendment of the First Degree
- Same procedure as for normal amendments
- Debate on the Amendment of the First Degree will always be continued, whether the Amendment of the Second Degree passes or fails
- If an amendment of the second degree with a substantial change to the original amendment passes, the amendment as a whole passes too. If the passed alteration is a minor change to the amendment, debate will resume normally
- An Amendment to the Third and further Degree is out of order
- All member states and Non Member Delegations (Non-Governmental
- Organizations and non-recognized states) have full voting rights
- Delegations voting on a resolution or an amendment (substantial matters) may vote in favour, against or abstain

- Delegations and NMDs voting on procedural matters (motions), such as a motion to adjourn the debate, may only vote in favour or against (NO abstentions)
- During voting procedures, all points are out of order, except for points of order connected with the actual conduct of voting; there needs to be silence, and the Chair has to instruct Administrative Staff clearly to take voting positions and to close the doors
- There are NO informal votes at DSAMUN; all votes are real and count!
- Clapping is only allowed when a resolution passes

Sample Amendment sheet

	AMENDMENT SHEET
COMMITTEE:	<i>Disarmament</i>
QUESTION OF:	<i>Ending the embargo on Cuba</i>
RESOLUTION NUMBER:	<i>A 043</i>
SUBMITTED BY:	<i>Angola</i>
PROPOSED AMENDMENT:	
(state clearly the clause to be amended and the nature of the amendment, e.g. to strike in Operative Clause Number the words, to insert, to add a new clause which reads	
CLAUSE NUMBER	<u> 9 </u> :
<i>To strike in Operative Clause 9 the words</i>	
<i>"fundraising committee monitored"</i>	
<i>and insert the word</i>	
<i>"fund"</i>	
<i>so that the clause would read:</i>	
<i>"Further encourages the establishment of a fund by the World Bank etc.."</i>	

What is an ambassador?

- Each delegation is headed by an ambassador. Ideally, the ambassador as head delegate of the team is the most reliable and experienced delegate
- Before the conference, ambassadors should make sure that all members of their delegation are well-prepared on the topics and aware of the rules of

procedure. They should also prepare appropriate notepapers (see: *Notepapers*) for the whole delegation

- In the DSAMUN there are no ambassador speeches. Ambassadors, like all delegates, will be given the opportunity to deliver a policy statements in the committee before lobbying starts.
- During the conference ambassadors may be called upon in the International Court of Justice as witnesses or in the Security Council.

Notepapers

- During debate dialogue between delegates will not be allowed. Delegates will be allowed to communicate with each other only via notepapers.
- All notepapers must be in English, must not contain any inappropriate phrases or images and must be written in an official notepaper
- Members of the Admin Staff will be allowed to read the notepapers so as to ensure that their content is appropriate and relevant to the debate
- Note passing will be intra-committee only, there will be no inter- committee note passing
- The ambassador of each delegation should prepare enough notepapers for the whole delegation, which will include the official name of the country, a list of the whole delegation with their positions (optional) and a flag of the delegation.

Sample notepaper:

Forum:	
From: United Kingdom	
To:	