

Resolution and Report Writing at NMUN

The substantive work of committees at the NMUN Conferences generally takes the form of either resolutions or reports. Please see your Conference's Appendix to learn about the output of your committee.

Although delegates are encouraged to develop resolution and report writing skills, both in class scenarios and at regional MUN simulations, the *NMUN will not accept any pre-written resolutions or reports*. This determination is at the sole discretion of the Secretariat. Due to the goal of creating an environment where the skill of compromise and conflict resolution skills can be learned, delegates may be asked to merge working documents with other individuals working on the same issue in a committee. In addition, *any delegates found to be submitting plagiarized material within resolutions will be subject to dismissal from further participation within the Conference*. Although UN documents are within the public domain, the verbatim exploitation of these documents *will not be permitted* at the Conference.

Resolutions Overview

A resolution is the most appropriate means of applying political pressure on Member States, expressing an opinion on an important issue, or recommending action to be taken by the United Nations or some other agency. Most UN resolutions are not binding "law;" the only body that may produce resolutions that are binding upon the Member States of the United Nations is the Security Council. Under UN rules of procedure, unlike other more generalized rules of procedure, the topic on the floor is debated in its entirety. This means that during debate, delegates should discuss the whole issue and all of the resolutions regarding that issue. When debate is exhausted, or is ended, the body then votes on each resolution and amendment and the issue are considered closed.

The goal of formal debate and caucusing is to persuade enough countries in the committee to support a particular solution to the topic under discussion. Resolutions formally state the agreed-upon solution by outlining the relevant precedents and describing the proposed actions. The committee is not limited to one resolution per topic; often the committee will pass multiple resolutions dealing with different aspects of a topic.

Life of a Resolution

As a given agenda topic is debated in both formal and informal debate, blocs of delegations will begin to work together on writing resolutions. During the initial writing and revision stages, these documents are referred to as **working papers**. Working papers are drafted and are then discussed with a larger number of delegations and revised or merged as needed according to their input. In order to be formally introduced to the floor, working papers must garner a certain number of supporting Member States and then be approved by the Director for printing and distribution as draft resolutions. There are two ways to support a working paper to be brought to the floor.

- The **sponsors** of a working paper are often the ones who created the content of it and who will be most responsible for seeing it through until it is voted on as a resolution. Sponsors of a working paper have the right to allow friendly amendments or to force a committee vote on an amendment. Sponsorship has no other advantages at the NMUN and is not an awards criterion. Member States acting as sponsors of a working paper should be prepared to be available to defend the draft resolution and answer questions regarding it during session hours.
- **Signatories** are Member States, observers, or NGOs who are interested in bringing the working paper forward for consideration by the committee. They often support the content of the paper but were not necessarily instrumental in creating it and may ultimately disagree with its content.

The required number of **signatures** for a paper to be submitted usually totals 20% of the membership in attendance. The Director will provide the required number during the second committee meeting. When the sponsors feel that the working paper is complete, in the correct format, and ready to be distributed to the entire body, they must submit it to the committee Director. In order to ensure correct formatting, delegates are required to use the templates provided by NMUN's conference services. Directors will not accept documents using a different template. The **Director** will examine the working paper and may require changes before it can be distributed to the committee at large. The committee Director is the final authority on all resolutions. A working paper or draft resolution may not be sent for printing or be distributed to the committee without the approval of the Director. The Director will often require revisions to a working paper, including changes in format and/or content. The Director may also, at his or her discretion, require two or more groups to combine or merge similar working papers before approval.

After approval, the working paper is assigned a number, considered a **draft resolution**, and sent to **Conference Services** for printing. At this time, the names of all sponsors and signatories are removed from the document. The draft resolution cannot be introduced on the floor of the committee until copies have returned from Conference Services. These copies will be provided by NMUN free of charge. The distribution of a draft resolution is considered to be its formal introduction to the committee – no procedural motion or reading of the draft resolution by a sponsor is necessary. Once a resolution has been introduced, it is formally debated as part of the topic area, and amendments may be proposed.

A draft resolution only becomes a **resolution** if it is approved by the committee in voting procedure. Delegates should be aware during the process, that the committee should not pass contradicting resolutions but **speak with a coherent voice**. For more information, see the section of this manual that discusses voting procedure.

Structure of a Resolution

UN resolutions follow a common format. Each resolution has three parts: the **heading**, the **preambular clauses**, and the **operative clauses**. The entire resolution consists of one long sentence, with commas and semi-colons throughout, and only one period at the very end. Working papers should be single-spaced, with each line numbered in the left-

hand margin. The first word in each clause should be italicized. Prior to the start of the Conference, a resolution-writing seminar will be held to answer delegates' questions regarding drafting resolutions. This seminar will also discuss the differences between resolution and report writing. In addition, the Conference Services department will provide a template for working paper format. **All working papers submitted to the dais for review must use this template.** Committee staff will not accept draft resolutions based on other file templates.

Preambular Clauses

The purpose of the preambular clause is to supply **historical background** for the issue as well as justify the action. Preambular clauses usually begin with a participle and **cite** appropriate sections of the *UN Charter*, past UN resolutions, and precedents of international law relevant to the topic. The preamble should also specifically refer to **factual situations or incidents**. Finally, the preamble may include altruistic **appeals** to the common sense or humanitarian instincts of Members with references to the *Charter*, *Universal Declaration of Human Rights*, etc.

The preamble is still critical because it provides the framework through which the problem is viewed. Remember that preambular clauses begin with participles, are in italics, and are always followed by a comma. Some common preambular clauses begin with:

- *Affirming*
- *Alarmed by*
- *Aware of*
- *Bearing in mind*
- *Believing*
- *Confident*
- *Contemplating*
- *Convinced*
- *Declaring*
- *Deeply concerned*
- *Deeply conscious*
- *Deeply convinced*
- *Deeply disturbed*
- *Deeply regretting*
- *Desiring*
- *Emphasizing*
- *Expecting*
- *Fulfilling*
- *Fully alarmed*
- *Fully aware*
- *Fully believing*
- *Further deploring*
- *Further recalling*
- *Guided by*
- *Having adopted*
- *Having considered*
- *Having considered further*
- *Having devoted attention*
- *Having examined*
- *Having heard*
- *Having received*
- *Having studied*
- *Keeping in mind*
- *Noting further*
- *Noting with deep concern*
- *Noting with regret*
- *Noting with satisfaction*
- *Observing*
- *Realizing*
- *Recalling*
- *Recognizing*
- *Referring*
- *Seeking*
- *Taking note*
- *Welcoming*

Operative Clauses

The solution in a resolution is presented through a logical progression of sequentially numbered operative clauses. These clauses may recommend, urge, condemn, encourage, request certain actions, or state an opinion regarding an existing situation. Each operative clause **calls for a specific action**. The action may be as vague as denunciation of a certain situation or a call for negotiations, or as specific as a call for a cease-fire or a monetary commitment for a particular project. It is important to bear in mind that only Security Council resolutions are binding upon the international community; the General Assembly and the Economic and Social Council can only make recommendations. *The scope, power, and authority of a committee determine what may be included in the operative clause.*

Resolutions are rarely complete **solutions to a problem**; they are usually only one step in the process of developing a solution. Prior research should have revealed alternatives that failed. Operative clauses begin with an active, present tense verb and are followed by a semi-colon, with a period placed after the final clause.

Some common operative clause beginnings include the following:

- Accepts
- Affirms
- Approves
- Authorizes
- Calls
- Condemns
- Confirms
- Considers
- Declares accordingly
- Deplores
- Designates
- Draws attention
- Emphasizes
- Encourages
- Endorses
- Expresses its hope
- Further invites
- Further proclaims
- Further recommends
- Further reminds
- Further requests
- Further resolves
- Have resolved

Introducing International Instruments

UN resolutions are not adopted in a vacuum, but in the context established by prior international instruments, such as the *UN Charter*, the *Universal Declaration of Human Rights*, and various international treaties or other agreements. These instruments establish the political and legal foundations upon which deliberations can begin. As such, delegates are fully expected to **integrate the relevant documents** in position papers and in draft resolutions and reports. The committee history and topic sections of each background guide indicate instruments of particular relevance to each committee. Below is a sample resolution.

Reports Overview

Some committees at the conference will draft reports during the course of negotiations, instead of resolutions. These reports represent the full work of the committee in question. (For NMUN-NY delegates, these reports should not be confused with the summary reports of a committee's work, which are presented at the Saturday Plenary Sessions of either the General Assembly or ECOSOC.) Directors of report writing committees will elaborate on the process used in reporting writing committees on opening night.

Reports are similar in nature to resolutions, with only a few key differences. Reports represent the formal recommendation and/or decision of the committee on the agenda topics at hand, in the same manner as resolutions, but in the form of one document. Committees that write resolutions typically produce a number of draft resolutions for each topic, and each one is subject to a substantive vote by the body. In a similar manner, committees that write reports produce several draft report segments and then vote on each one. The final report of these committees will combine the adopted draft reports into one comprehensive report at the end of the simulation. Clauses in a report are usually longer than those in a resolution.

Another key difference is the format of reports. While resolutions consist of one long sentence, reports are a series of complete sentences. Thus, where the clauses of a resolution each contain one whole concept, a report is composed of paragraphs, each constituted by a sentence or a few sentences which contain one whole concept.

Life of a Report

Reports follow a drafting process similar to resolutions: working paper, draft report segment, report segment. At the end of the conference, each report segment the committee has adopted is combined into one comprehensive report. As the final report is to combine all the draft segments into **one coherent document**, it is vitally important for delegates to work with this goal in mind.

Though different resolutions passed by a body should not contradict each other either, the need for coherence is emphasized in a report. Delegates need to be conscious from the first night of committee sessions that their **segments will need to be combined with those of other groups**. Delegates will be able to articulate diverging viewpoints in a report on matters where there is disagreement; however, this needs to be made explicit in the respective segment of the report dealing with a certain issue. Even if such disagreement exists, it may not lead to contradicting recommendations. Directors and Assistant Directors are aware of the difficulties facing delegates in drafting a coherent report, and their acceptance of draft segments will take into consideration the status of working papers still circulating.

Structure of a Report

A report has three basic parts: (I) Introduction, (II) Mandate, (III) Conclusions and Recommendations. Within each of these sections, there should be sub-headers (outlined as A, B, C, etc.) regarding the subtopics the committee is discussing. Each subtopic should have enumerated clauses which outline the substance of the report. Each sub-header (A, B, C, etc.) should be repeated in all four parts of the report.

Usually, one sub-header would correspond to one draft report segment. For example, if a final report is the combination of three report segments, then sub-header A would correspond to the first segment, B to the second segment and C to the third segment. Thus, the introduction of the first draft report segment would become sub-header A of the introduction of final report, and same goes for the other parts of the report.

Drafting Working Papers during Committee

When drafting and sponsoring a working paper, keep in mind the wording will greatly influence its appeal, or lack thereof. The working paper should be clear, concise, and specific. The substance should be well- researched and reflect the character and interests of the sponsoring States and drafting NGOs or observers. Sponsors and other supporters should expect to discuss and defend the document throughout the session.

Appendix V: Sample Resolution and Report

Code:

Committee:

Subject:

Sponsors:

Signatories:

- 1 *Reiterating* the principles espoused in the Rome Declaration 1 on Harmonization in ensuring
2 coordinated debt relief,
3
- 4 *Affirming* the importance of utilizing the Cologne Terms and Paris Club commitments to 90%
5 and 80% respectively for debt relief,
6
- 7 *Observing* the scarcity of tiered sets of local, national and regional support structures, as
8 espoused in the Monterrey Consensus, that work from the ground up to address debt
9 management and capacity building,
10
- 11 *Realizing* that regional economic integration among developing states contributes to
12 development and debt relief,
13
- 14 *Deeply Concerned* that soil degradation affects more than 2 billion hectares of land, damaging
15 the livelihoods of up to 1 billion people,
16
- 17 *Alarmed* at the global effects of illegal logging, coupled with an average of only 12% of the
18 Earth's land surface area is protected from deforestation for biodiversity,
19
- 20 *Recognizing* the efforts of the Johannesburg World Summit on Sustainable Development to
21 refocus the goals of the Rio Conference and Agenda 21,
22
- 23 *The General Assembly Plenary,*
24
- 25 1) *Notes* that due in part to insufficient reporting in use of development aid to furthering
26 Millennium Development Goals (MDGs), the target of allocating 0.7% of donor nations'
27 Gross National Income (GNI) to furthering the MDGs has not been fulfilled;
28
- 29 2) *Emphasizes* the need for further expansion of the Enhanced HIPC Trust Fund, UNDP
30 Thematic Trust Fund for Poverty Reduction, and the World Bank/IMF Poverty Reduction
31 and Growth Facility, which will facilitate faster, more comprehensive and more inclusive
32 eligibility among developing countries as an important factor in achieving development
33 oriented durable solution to the debt problem;
34
- 35 3) *Urges* the expansion and more extensive application of the Cologne Terms and the Paris
36 Club commitments towards the reduction or cancellation of bi-lateral external debt as an
37 essential step towards debt relief and development;
38

- 39 4) *Encourages* the enhancement of the United Nations Committee on Trade and
40 Development (UNCTAD) Debt Management and Financial Analysis System (DMFAS)
41 program as it creates regional workshops for capacity building in debt management and
42 local, national and regional programs that account for nation specific debt issues;
43
- 44 5) *Expresses its hope* for further economic integration through regional structures among
45 developed and developing states, utilizing frameworks such as Mercosur, in South
46 America, Association of South East Asian Nations (ASEAN) in South East Asia,
47 Economic Community of West African States (ECOWAS) and the Southern African
48 Development Community (SADC) in Africa, and the Union of the Arab Maghreb (UMA)
49 and Gulf Cooperation Council (GCC) in the Middle East, the North American Free Trade
50 Agreement (NAFTA), and the European Union (EU);
51
- 52 6) *Recommends* wider application of Global Environment Facility (GEF) Small Grants
53 Programs aimed at the development of projects on the prevention of arable land
54 degradation, the education of farmers pertaining to sustainable agricultural practices, and
55 the increased enforcement of arable land and forest protection programs;
56
- 57 7) *Endorses* the cooperation between United Nations Environmental Program (UNEP) and
58 the Intergovernmental Panel on Forests to facilitate the operations of member states in the
59 creation of national strategies on sustainable forest management;
60
- 61 8) *Suggests* strengthening of alliances amongst regional NGOs and creation of alliances
62 between IGOs and NGOs and the public and private sectors such as the partnership of the
63 World Bank and the World Wide Fund for Nature that aimed to establish a network of
64 protected areas amounting to at least 10% of the world's forest species.

Code:

Committee:

Subject:

Sponsors:

Signatories:

1 **I. Introduction**

3 **A. GENDER SENSITIVITY AND CIVIL SOCIETY**

5 1. The Commission on the Status of Women (CSW) was created in 1946 by the Economic and
6 Social Council (ECOSOC). It has repeatedly expressed its concern over the gender-equal
7 integration of women in conflict prevention, management and conflict resolution and in post-
8 conflict peacebuilding.

10 **II. Mandate:**

12 **General Background**

14 **A. GENDER SENSITIVITY AND CIVIL SOCIETY**

16 2. A strong focus was put on the role of women in conflict resolution and post-conflict
17 peacebuilding through the adoption of the Windhoek Declaration. This ensured the equality of
18 men and women as partners within peace support operations.

20 3. The resolutions S/RES/1325 and S/RES/1820 aimed at enhancing female involvement in
21 managing peace, then highlighting the specific situations of vulnerability of women and girls in
22 conflicts, respectively.

24 4. Further, the Commission on the Status of Women (CSW) in its 48th session (2004) came to
25 their agreed conclusions concerning women's role in both capacity building within civil society
26 and decision-making processes at all levels.

28 5. Additionally, in the agreed conclusions of the 48th session and the CSW mandate, this body
29 has been given the authority to monitor implementation of measures for women's advancement,
30 review progress made at subregional, regional, national, and global levels, and specifically
31 encourages the collection of data to reach such goals.

33 **III. Conclusions and Recommendations**

35 **A. GENDER SENSITIVITY AND CIVIL SOCIETY**

37 6. The CSW is convinced that women's situations in each Member State are different regarding
38 local tradition and culture as well as economic development. Moreover, we are aware that these
39 differences exist not only on the international level but also on the national level where there is

40 further differentiation between rural and urban areas. An efficient conflict prevention and post-
41 conflict management solution must take these differences into account.

42
43 7. In many rural localities, there is little access to aid from non-governmental organizations
44 (NGOs) and other capacity building civil society movements for women. In these areas many
45 women remain unaware of both the existence of such aforementioned aid and the reality of their
46 own rights. Therefore, this body stresses the importance of a local and regional approach. We are
47 convinced that local and regional based organizations and NGOs should play a more significant
48 role in conflict prevention and post-conflict peacebuilding. It is necessary to make use of their
49 specific knowledge on the cultural, traditional and socio-economic situation in their area of
50 interest in order to achieve sustainable results that will improve the situation of women
51 permanently.

52
53 8. In Member States that are monopolized by men, women are not fully represented in the social,
54 economic and political fields. In addition, in many of these areas, the general populace of both
55 men and women remain unaware of the rights of women, and cooperation between them in
56 tackling issues of conflict prevention can be nearly nonexistent. The CSW acknowledges that the
57 empowerment of women in leadership positions is helpful in promoting cooperation in conflict
58 prevention.

59
60 9. This body is aware of a lack of cooperation in several areas. The frequent cooperation and
61 networking between international organizations, governmental organizations and NGOs, and
62 local and regional organizations is not efficiently addressed.

63
64 10. The CSW endorses the use of awareness groups, such as local NGOs and civil society
65 movements working closely together within local areas for the purpose of enlightening local
66 women on the availability of aid in their regions and on the existence of their own rights.

67
68 11. We encourage the implementation of gender sensitivity programs within such awareness
69 groups for the encouragement of cooperation between men and women in issues of conflict
70 prevention and post-conflict peacebuilding. In addition, these programs would further the
71 equality of men and women at all levels of society, thereby further preventing conflicts.

72
73 12. We recommend the creation of a database under the Economic and Social Council
74 (ECOSOC) to promote transparency and awareness of available resources as well as networking
75 and cooperation among local, national, and international NGOs. The database shall be sorted on
76 the basis of participating Member States.

77
78 a. NGOs may be added to the database in the following ways:

79
80 i. Any participating Member State can recommend NGOs, provided it can prove their
81 existence and legitimacy.

82
83 ii. International NGOs may also submit recommendations for additions.

84
85 iii. UN personnel may submit recommendations for NGOs to be added.

- 86
87 iv. Any pre-existing NGO present in the database may also recommend other NGOs.
88
89 b. The minimum requirements of NGOs wishing to be added to the database will include
90 a name, country of origin, mission statement, budget, and contact information, with
91 an optional comments section to provide any additional material as the organizations
92 sees fit. NGOs must also specify if they are seeking support and collaboration, and/or
93 monetary aid.
94
95 c. Additionally, the United Nations Fund for Women (UNIFEM) reserves the right to
96 review or edit database information and structure. The information of such a review
97 will remain confidential until concrete information is provided.
98
99 d. Finally, database members and donors/beneficiaries who wish to collaborate must
100 agree to submit a written contract to UNIFEM outlining the terms of their agreement.