

Documentation Guidelines

The following guide aims to introduce the types of documentation which will be accepted during the course of the committee. Delegates are requested to go through the document thoroughly in order to acquaint themselves with the format and procedure for the same.

Crisis Arcs

Crisis arcs consist of a series of progressing directives wherein each directive picks up where the previous directive left off. Arcs will generally have objectives that the delegate will need to achieve to reach their final goal. By their very definition, arcs are the personal objectives that each delegate undertakes as committee progresses. Regardless of the morality of the arc, delegates should plan out arcs to further progress their influence in a committee. It is imperative to keep an arc flexible enough to bend around committee obstacles while also being rigid enough to impact the debate. A delegate should not continuously insist on acquiring a resource that the Executive Board has denied them, but instead, they should try to divert their arc to use the resources available at hand to achieve the arc's goal.

A. Directives

There are two styles of directives that will be accepted in this committee:

a. Civil-Style Directive

Context: This directive was made to establish an independent intelligence body under Deng Xiaoping's rule of China in 1980. The committee that was being simulated was the Communist Party of China's Politburo of 1979. Notice how the different bodies of the agency, budget, and other significant details have been mentioned.

Civil-Style Directive

Purpose: Establishment of an Intelligence Bureau for gathering intelligence and for conducting counterintelligence operations. The primary mission of this bureau is to ensure the security of the state through effective measures against foreign agents and spies, and

counter-revolutionary activities designed to sabotage or overthrow China's socialist system.

1. This Independent intelligence organisation is to be established as a result of a merger of the Counter Investigation Department and counterintelligence elements of the Ministry of Public Security of the People's Republic of China. It shall exist as an independent institution, which only answers to the Politburo. Headquarters for this bureau will be established in Beijing;
2. 9% of the budget that is provided to the Central Military Commission shall also provide capital for the proper setup of this bureau for the next five years;
3. This bureau is to set up front companies and use existing international companies under the PRC government as front companies as well;
4. Over the span of five years this bureau will devise an independent budget in which required capital will come from front companies, enterprises and other such institutions;
5. Furthermore, the bureau will be headed by an individual appointed by the State Council. After completing two terms of 3 years each, this individual shall be offered tenure after review by the Council.

b. Military-Style Directives

Context: Using an earlier directive, the delegate has contacted the government of Jordan, and made them a successful offer to lease King Hussein Air Base. The delegate has already sent a certain number of forces to this base. Situation: The Boko Haram has captured a certain part of Nigeria and declared it to be a separate state called South Nigeria.

Military-Style Directive

From: Chairman of the People's Republic of China

To: General Xuan (Commander of King Hussein Air Base) & Commander of Djibouti Support Base

1. Send 3 of the 5 Chengdu Pterodactyl I UAVs (equipped with thermal mapping, air-to-surface missiles and are undetectable to radar) to 'South Nigeria' with a refueling stop in the Djibouti Support Base;
2. Utilise thermal mapping to find the Boko Haram safe house or seat of government in 'South Nigeria' using the following criteria:
 - A. Concentration of people in various buildings;
 - B. High concentration of the thermal pointers of ammunition;
 - C. Sightings of the Boko Haram fighters around certain buildings (Using the UAV cameras);
3. Only if the safe house is confirmed to be that of the Boko Haram, use the air-to-surface missiles of the UAVs to eliminate the safe house;
4. Make sure that as few civilians as possible are harmed.

Forms of Directives

For this committee, the following three forms of directives will be entertained:

I. Personal Directive

A personal directive is a piece of documentation, which delegates send to the Executive Board, asking their government to undertake a certain action. Relevance to the flow of debate in committee and details regarding how an action is to be taken— clearly stating what infrastructure is to be used, what financial resources are to be used, and through which authority the action is to be executed—will determine whether a directive is accepted by the Executive Board or not. If directives are passed by the Executive Board, they may or may not be given as crisis updates in committee.

Samples for a civil-style personal directive and a military-style personal directive are given below:

Military-Style Personal Directive from < insert country name >

unscsmun21@gmail.com

Military-Style Personal Directive from < insert country name >

To : < insert portfolio that is to carry out the military action >

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2. Point 2
3. Point 3

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II. *Joint Directive*

A joint directive is utilised when two or more countries wish to collaborate and take some action. Joint directives can further be divided into two types:

- **Public-Joint Directive** - If accepted by the Executive Board, the contents of a public-joint directive will be read out in the committee.
- **Private-Joint Directive** - Even if it is accepted by the Executive Board, the contents of a private-joint directive will not be read out in committee.

The format of a joint directive is given below:

The screenshot shows a web editor interface for creating a joint directive. At the top, there is a dark header bar with the text "< insert type of joint directive > Joint Directive" and icons for zooming and closing. Below this, the email address "unscsmun21@gmail.com" is displayed. The main body of the template contains the text "< insert type of joint directive > Joint Directive" followed by a "From:" line with the placeholder "< insert countries' names >". Below the "From:" line is a numbered list with three items: "1. Point 1", "2. Point 2", and "3. Point 3". At the bottom of the editor, there is a rich text toolbar with various icons for undo, redo, font face (Sans Serif), font size, bold, italic, underline, text color, background color, bulleted list, numbered list, decrease indent, increase indent, and a dropdown menu. Below the toolbar is a "Send" button and a row of icons for text color, link, unlink, emoji, insert, image, video, and a trash can icon.

III. *Committee Wide Directive*

A committee wide directive is a way in which the committee as a whole takes implementable action—prior to formulating a draft resolution. It is a document written by committee members to solve, prevent, or take general action in regard to an issue. These directives must be titled, can take a commanding tone, and do not require preambulatory clauses. When writing a directive that calls for action, delegates must

only include clauses that call for resources the committee has direct control over. This is why researching the extent of the committee's power and resources is imperative. It is also important to address how these actions are being conducted. The decisions made by the directives are usually in response to a crisis or an event/update and therefore, have to be passed by the committee.

The number of signatories required to introduce a committee wide directive will be 1/3rd of the committee's total strength. For the directive to pass, a simple majority (50% + 1 vote) will be required, and no abstentions will be permitted. The discussion of committee wide directives will be done only through a moderated caucus, and no amendment procedure will be entertained.

A sample Committee Wide Directive is given below:

Committee Wide Directive

Authors: People's Republic of China and Russian Federation

Signatories: Republic of Zimbabwe, United States of America, Republic of India, Republic of Chad, Dominion of Canada, Oriental Republic of Uruguay, Kingdom of Belgium, Federal Republic of Germany, State of Brunei, Commonwealth of Australia

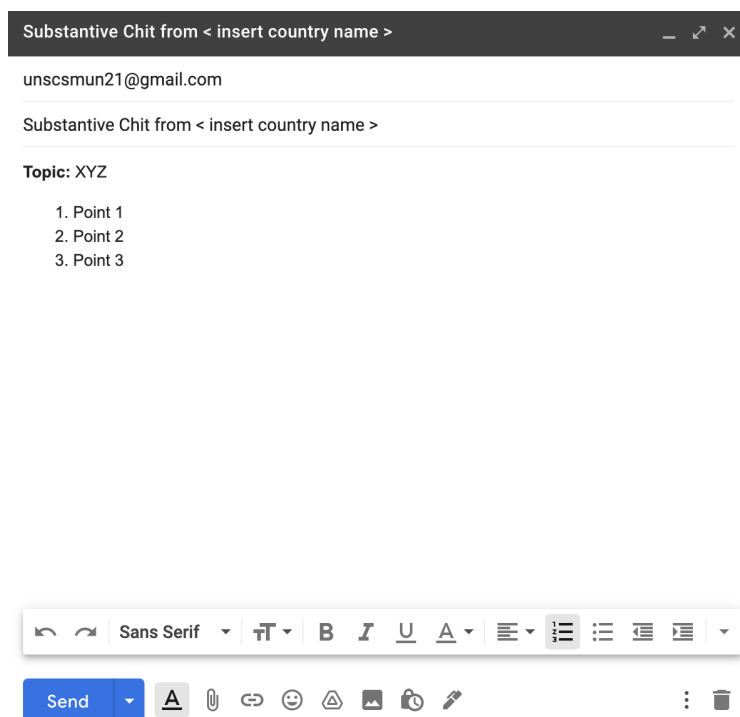
1. Condemns the actions of Israel in the Occupied Palestinian Territories and the Syrian Golan.
2. Urges the international community to put sanctions on the State of Israel to prevent further violation of international law and the UN Charter by Israel.
3. Condemns the United States of America for continuing to support and assist a rogue state (Israel).

Committee Wide Directives are to be mailed as a pdf to unscsmun21@gmail.com.

B. Chits

Chits are a method of indirect communication amongst the delegates as well as the Executive Board and the delegates. These are primarily of four types:

- I. Substantive Chits** - These are chits that are sent by delegates directly to the Executive Board. They contain substantive information that the delegate feels is relevant to the agenda and the Executive Board should be made aware of. Substantive chits can also include speeches that the delegate is unable to speak in committee.



The image shows a screenshot of an email template for a 'Substantive Chit'. The header bar is dark grey with the text 'Substantive Chit from < insert country name >' and window control icons. Below this, the email address 'unscsmun21@gmail.com' is displayed. The main body of the email contains the text 'Substantive Chit from < insert country name >' followed by 'Topic: XYZ' and a numbered list: '1. Point 1', '2. Point 2', and '3. Point 3'. At the bottom, there is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent) and a 'Send' button.

- II. Points of Information** - Point of Information chits are used when a delegate wishes to ask another delegate a question but is unable to do so verbally. Such chits may be sent after a speech or at any point in the committee. POIs can be sent directly to a delegate, or they can be sent via the Executive Board if the delegate wants their question to be noted by the Chair. Via EB chits must be mailed both to the Executive Board and to the email ID of the delegate; a list of the email IDs will be made available closer to the conference.

Point of Information from < insert country name >

unscsmun21@gmail.com, Recipient Country's Email

Point of Information from < insert country name >

To: < insert country's name >

< Question >

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III. Replies to Points of Information - When a delegate receives a Point of Information chit, they are expected to respond to the same via a chit which may be sent directly to the delegate or via the Executive Board. Whilst it is not necessary to respond to all POIs, delegates are recommended to respond to them in order to clarify their foreign policy and proposed solutions.

Reply to Point of Information from < insert country name >

unscsmun21@gmail.com, Recipient Country's Email

Reply to Point of Information from < insert country name >

To: < insert country's name >

< Answer >

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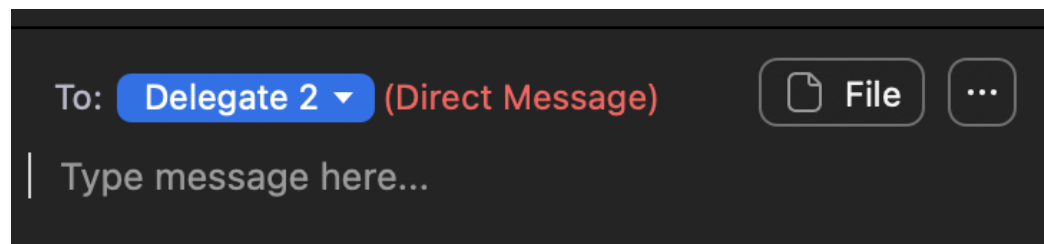
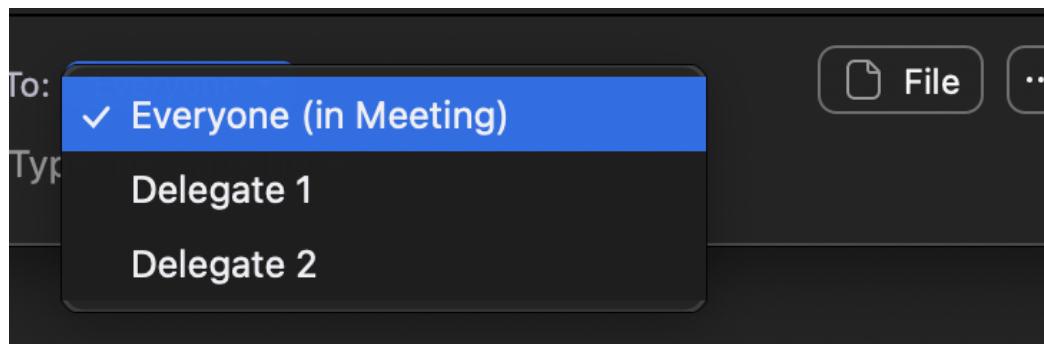
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- IV. Chits for Lobbying** - In committee, delegates may utilize chits as a mode of lobbying with other delegates. Through these, they may undertake various tasks such as forming blocs, clarification of speeches, and communicating informally with other delegates present in the committee. These chits are sent directly to the recipient and not marked by the Executive Board.



C. Draft Resolutions

The three days of debate are ultimately directed towards reaching a consensus and forming a resolution, known as the Draft Resolution (DR), that delineates how the Member States must tackle the various issues of the agenda. A good DR requires a well-rounded approach to the agenda and must be supported with a realistic framework for implementation. Delegates must ensure that all solutions proposed during committee or presented in the DR fall within the purview of the mandate of the United Nations Security Council.

The Preamble of a Draft Resolution states the purpose of addressing the agenda at hand and highlights past international action on the issue. Each clause begins with a present participle, called a perambulatory phrase which is italicised and the clause always ends with a comma. These clauses can include references to the UN charter, citations of past UN resolutions or treaties on the agenda, acknowledgement of statements made by the Secretary-General or a UN body or agency, recognition of the efforts of regional or non-governmental organisations, and general statements on the topic and its importance.

Some sample preambulatory phrases are:

Affirming	Alarmed by	Approving
Bearing in mind	Believing	Confident
Contemplating	Convinced	Deeply concerned
Deeply conscious	Deeply convinced	Deeply disturbed
Deeply regretting	Desiring	Expecting

Emphasising	Exercising	Expressing its appreciation
Fulfilling	Fully aware of	Expressing
In appreciation	Further recalling	Guided by
Having examined	Having received	Keeping in mind
Noting with deep concern	Noting with satisfaction	Further noting
Observing	Reaffirming	Realising
Recognising	Recalling	Referring
Seeking	Taking into consideration	Taking note
Viewing with appreciation	Believing	Regretting
Considering	Expressing its discontent	Further realising
Having deliberated	Noting	Further desiring

Operative clauses are meant to offer solutions to issues addressed during the procession of the committee. These clauses are action-oriented and should include both an underlined verb at the

beginning of the sentence followed by the proposed solution. Each clause should follow the following principles.

1. Clauses must be numbered;
2. Each clause should support another and continue to build your solution;
3. Add details to your clauses in order to have a complete solution;
4. Operative clauses must be punctuated by a semicolon, with the exception of the last operative clause which should end with a period.

Some sample operative phrases are:

Accepts	Affirms	Congratulates
Considers	Draws attention	Encourages
Endorses	Expresses	Expresses its appreciation
Expresses its hope	Further invites	Emphasises
Further reminds	Reminds	Recommends
Invites	Suggests	Requests
Regrets	Further requests	Notes

Proclaims	Reaffirms	Solemnly affirms
Expects	Advises	Supports
Further recommends	Strongly suggests	Trusts
Welcomes	Stresses	Urges
Notes	Further encourages	Strongly regrets
Condemns	Establishes	Recognises

Draft Resolutions are to be mailed as a pdf to unscsmun21@gmail.com .

No pre-written or plagiarised documentation will be accepted by the Executive Board.

D. Amendments

Amendments serve as a way for delegates to make changes to a Draft Resolution which has been discussed in committee. The following points must be kept in mind for amendments:

There are two types of amendments that will be entertained:

- I. *Friendly Amendments*** - If the sponsors of a DR deem an amendment to be friendly, it is immediately accepted.
- II. *Unfriendly Amendments*** - If the sponsors of a DR deem an amendment to be unfriendly, the amendment will be voted upon and requires special majority ($2/3^{\text{rd}} + 1$ vote) to be accepted.

The following must be kept in mind for amendments:

- I. Sponsors cannot send amendments to their own DR.
- II. If more than 50% of the clauses are deleted (whether by friendly or unfriendly amendments), the DR will be tabled, and no further discussion or voting procedure will be entertained.
- III. Amendments will not be accepted by the Executive Board if they are not in the stipulated format, as given below:

Addition Amendment

Addition Amendment to < insert draft resolution name >

unscsmun21@gmail.com

Addition Amendment to < insert draft resolution name >

From: < insert country's name >

Addition of clause < insert clause number > which states < insert clause >

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Deletion Amendment

Deletion Amendment to < insert draft resolution name >

unscsmun21@gmail.com

Deletion Amendment to < insert draft resolution name >

From: < insert country's name >

Deletion of clause < insert clause number >

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Modification Amendment

Modification Amendment to < insert draft resolution name >

unscsmun21@gmail.com

Modification Amendment to < insert draft resolution name >

From: < insert country's name >

Modification of clause < insert clause number >

From: < insert primary clause >

To: < insert revised clause >

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