

## **Documentation**

### 1. **Memorandum** :

A memorandum refers to a written communication from a delegate to those under his/her authority. It is used to convey important information, a plan of action that has been carried out or even ask for information from those under your portfolio's authority. A memorandum can be made public if it assumes significant importance with regard to the present circumstances.

Usually, a memorandum starts with a precise opening statement giving a brief background regarding the subject that the memorandum contains. Following this, the delegate is expected to cite reasons which triggered the need for the information or the change in the plan of action that is being stated through the memorandum. The memorandum should then contain the plan of action which will be done with the help of the information required.

Memorandums which are precise, to the point and comprehensive are highly looked upon by the Executive Board.

#### **Format** :

To:
From:
Body

### 2. **Chits** :

Chits serve as a medium to communicate with other delegates present in the committee. Primarily, there are two types of chits -

- Formal chits: These are used to address both points of inquiry and points of information between the delegates. Formal chits are to be sent via the EB so that they can be marked. In our committee sessions, all formal chits are to be addressed via email with the Executive Board also being a recipient. Respective email addresses of delegates will be provided nearing the committee session.
- Informal chits: They are used for communication between delegates and for the purpose of lobbying. Informal chits need not be sent via the EB.

**Format:**

To:

Cc: EB email ID ([iscsmun21@gmail.com](mailto:iscsmun21@gmail.com))

From:

*Content*

### **3. Press Release**

A Press Release is a statement issued to inform the public about a certain plan of action, an announcement or any other information.

A press release is issued in committees by delegates in order to put forth their policies and plans with respect to the agenda or a crisis by first stating the issue, followed by the information that a particular portfolio may wish to announce to the public.

**Format :**

<p>Press Release</p> <p>Signatories:</p> <p>Body</p>
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The Committee Procedure has been mentioned in the Conference Handbook.