

REQUIREMENTS FOR DOCUMENTS



TAMING THE WAVES OF ASIA PACIFIC:

Curbing Disasters,
Catching the Opportunities

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General Requirements

During the process of preparation for the IV Regional MUNRFE Conference, **the following documents have to be submitted to the Secretariat:**

Delegates of the **UN ESCAP** submit **one Policy Paper** for the agenda item #1 and a **Project Proposal** for the agenda item #2;

Delegates of the **UN Security Council** submit **one Policy Paper** and **one Resolution** for any agenda items they deem relevant (agenda items are to be different from each other, meet the mandate of the Council and are to be in frames of the region of Asia and the Pacific);

Delegates of the **Legal Committee** submit **one Policy Paper** for one agenda item and **one Resolution** for another agenda item.

The **deadline** for submission of all documents (except for Country Profiles) is the **27th of April, 2013, (16:59 MSK)**. An adviser or a leader of a team sends all the documents of his/her teammates in one archive to ivrc.board@gmail.com. The archive should be named by the capitalized name of your country, e.g. UGANDA.rar or FRANCE.rar. Each document should be named as follows: Country Name_Committee_Document Name_Number Of Issue.doc, e.g. Peru_SC_PP_1.doc, or UK_Legal_PP_2.doc. In case of individual registration, you are to send your both documents in one archive, named as follows County Name_Committee.rar, e.g. Cambodia_SC.rar.

Please, take into account that in case you are late with your documents sending, you will not have a chance to get high scores for them. Anyway, if you are eventually late with the deadlines, it does not mean that you must not send your documents at all.

Please, contact us if you have any questions: ivrc.board@gmail.com.

Policy Paper Requirements

Each delegate of the IV RC is required to submit one written policy statement in the form of a Policy Paper. The written statements serve several functions for the delegation preparing for the conference. First, it provides an important exercise in the concise expression of national policy views. Second, it provides an important guide post in the preparation efforts. Third, it will provide a policy reference file in each committee during the conference session. Fourth, hopefully it will foster clearer, more concise and directed committee discussions. The Policy Paper must be **2/3 of the “international A4” sheet in length**.

It must consist of three paragraphs and contain the following:

The first paragraph

- Background of the main elements of the problem or concern (e.g. brief historical overview of the issue)
- UN action taken in the past on the issue

The second paragraph

- Provide the current status of the issue,
- Current action or resolutions by the UN (i.e. current or last session of UN);

The third paragraph

- Main reasons that support your country's point of view or position on the issue, or strongest reasons favoring opposition and strongest points of rebuttal,
- Solution or resolution your country might propose to the issue. The proposed solution should be directed toward the issue at the international level and not toward the selected country's internal policy.

Policy Paper Format:

Margins: Up -2 cm, Down – 1,5 cm, Left – 3 cm, Right- 1,5 cm.

When you are writing the heading of the document: first you write the name of the country, then single space, name of the committee, then single space, Agenda Item, then double space and the first paragraph starts. The heading of the Policy Paper is all in Capital Letters, there is no indent in the beginning of each paragraph. There is a single space between each paragraph; the entire text should be justified (on both margins). Make sure you use Times New Roman, 12, single-spaced.

Policy Paper Sample

THE PEOPLE'S REPUBLIC OF CHINA

SECURITY COUNCIL

SITUATION IN SYRIA

During the last 20 months the conflict between the Governmental forces and opposition groups in Syria overgrew in the ongoing military clashes that, according to the Human Rights Council Commission of Inquiry report of 16 August 2012, cost over 30,000 lives of the Syrian people. The issue was raised in the United Nations Security Council (UN SC) in 2011, and on 14 April 2012 the Resolution 2042 authorizing the deployment of 30 military observers to Syria was adopted. Further in a week, the Resolution 2043 established the UN Supervision Mission in Syria (UNSMIS). However, bringing no significant change to the situation its mandate expired on 19 August 2012. The posterior attempts of the new Joint United Nations–League of Arab States Special Envoy to Syria, Lakhdar Brahimi, and Syrian government to achieve ceasefire failed due to the incessant terrorist attacks in Damascus and Aleppo and piecemeal actions of the National Coalition of the Syrian Revolutionary and Opposition Forces (SNCROF).

Despite the mediation efforts of the Joint Envoy and the strong intentions of the UN to restore peace, the clashes across the state continue. The latest violation of the Syrian-Israeli ceasefire on 17-18 November 2012 demonstrates the increasing involvement of neighboring countries to the military conflict. Turkey's recognition of the SNCROF as the legitimate representative of the Syrian people together with its request to the North Atlantic Treaty Organization (NATO) to deploy NATO missiles on its territory considerably aggravate the tensions between governments. Moreover, as stated by identical letters from Syria to the UN SC, numerous terrorist groups from neighboring countries commit attacks against Syrian civilians causing dozens of casualties as shown by the latest events of 1 December 2012 in al-Ghasola district. The situation aggravates with the unfolded humanitarian crisis raising the number of refugees registered in neighboring countries above 430,000, according to the report of the UN High Commissioner for Refugees.

The People's Republic of China believes that any external military interference will jeopardize security diffusing the social unrest throughout the region. We consider that a diplomatic solution and phased approach should be sought. Firstly, distinguishing carefully the organized opposition groups from terrorists, the complete ceasefire should be achieved on a region-by-region basis. Secondly, China is fully convinced that a roadmap for Syrian political transition should be elaborated by the Syrian government and SNCROF with the assistance of Mr. Brahimi and other relevant international actors. Finally, we expect the UN Member States to address the humanitarian crisis by strengthening support to the UN High Commissioner for Refugees' Syria Regional Response. China believes that implementation of these steps is vital for stabilizing the overall situation and will definitely lead to legitimate political transition in the country.

Resolution Requirements

Resolutions are the basic decisions or statements of the constituent units of the United Nations. While drafted by individual states or groups thereof, they declare the official policy for the particular organ or body. IV RC delegates of the UN SC and Legal Committee are to submit one draft Resolution to the Secretariat according to the deadline. While resolutions have a standard format, they may serve different purposes. Most resolutions state or reaffirm the policy of the Body on a particular item. Some resolutions include an entire treaty, declaration, or convention, making it available for state accession. Some resolutions may give directions, requests, or suggestions to other UN bodies, other international bodies, or specific funds and programs. They may condemn the actions of a state, urge collective action, and, in the case of the Security Council, require compulsory compliance.

The length of resolution is not limited but should be of a reasonable size and sufficient for encompassing all important details.

The resolution is divided into two parts: preamble and operative. The preamble phrases are the justifications for action. They denote Charter authorization for action, past resolution precedents, and statements about the particular problem. They are similar to the given in a logic proof. All actions taken in the resolution should be deductible from or supported by the preamble phrases. The policy portion of the resolution is composed of operative paragraphs. Each of these starts with a verb.

Taken as a whole, the operatives should deal thoroughly with one complete idea and should be arranged in logical progression. They should not be a collection of unrelated thoughts or statements on a broad topic. Instead, the resolution should deal as completely as possible with a given aspect of a topic. In doing so, more states can become involved in the resolution process, the quality of the resolutions will improve, and the overall treatment of a topic will be more detailed and specific.

Resolution Format

Margins: Up – 2 cm, Down – 1,5 cm, Left – 3 cm, Right – 1,5 cm.

The heading of the resolution looks like this:

First line: code/number of Session/number of agenda item/number of resolution

“A” means General Assembly and its Committees (“A/C.6/” for Sixth Committee), “SC” means Security Council, “E” means Economic and Social Council and its Regional Commissions; “4” – number of Session (in our case it is always 4 since this is the IV Regional MUNRFE Session); “1” – number of agenda item; “Res.1” – number of a resolution

No space

Second: Committee name (Sixth Committee or Security Council or Economic and Social Commission for Asia and the Pacific)

No space

Third: you just write IV Regional MUNRFE Session

No space

Forth: name of the country you represent (also referred as sponsorship list)

Then **double** space

Name of the resolution centered and in capital letters

Then **single** space and you write the official name of your Committee: *The General Assembly for Sixth Committee* or *The Security Council* or *The Economic and Social Commission for Asia and the Pacific* (*italicized, with comma afterwards*)

Then **single** space and first preamble clause starts

There is a **single** space between the clauses, and **double** space between preamble and operative clause

Each preamble clause starts *italicized* and ends with comma

Each operative clause starts underlined and ends with semicolon. The last operative clause ends with period

The entire text should be **justified** (on both margins), there is a 1.25 centimeters **indent** at the beginning of all preamble and operative clauses

Make sure you use **Times New Roman, 12, single-spaced.**

Resolution Sample

SC/4/3/Res.1

Security Council

IV Regional MUNRFE Session

The People's Republic of China

RESPONSE TO THE INCREASING THREAT IMPOSED BY SITUATION IN NORTHERN MALI TO INTERNATIONAL PEACE AND SECURITY

The Security Council,

Recalling its Resolutions 2056, 2071 (2012), its Presidential Statements of 26 March 2012 (S/PRST/2012/7), 4 April 2012 (S/PRST/2012/9) as well as its press statements on Mali and the Sahel of 22 March 2012, 9 April 2012, 18 June 2012, 10 August 2012 and 21 September 2012,

Recalling also all its relevant Resolutions on Women, Peace and Security, on Children in armed conflicts and on Protection of civilians in armed conflicts,

Referring to its Resolution 2033 (2012) aimed at strengthening the cooperation between the United Nations and regional and sub-regional organizations, particularly the African Union, in maintaining international peace and security,

Reaffirming its strong commitment to the sovereignty, unity and territorial integrity of Mali,

Strongly emphasizing its categorical rejection of any statements regarding the self-proclaimed independence of Northern Mali made by the National Movement for the Liberation of Azawad (MNLA) and the Ansar Dine Islamist group,

Remaining deeply concerned with the severely aggravating humanitarian situation and increasing insecurity in the Sahel region complicated by the illicit arms trafficking within and outside the region, along with the belligerent actions of armed rebel and terrorist groups present on the territory of Northern Mali,

Deeply alarmed by the continuing violation of human rights, the flagrant violence against women and children, killings, hostage-taking, pillaging, theft, destruction of cultural and religious sites and recruitment of child soldiers committed in the Malian regions of Gao, Tombouctou, Kidal and Mopti, by armed extremist groups,

Expressing concern about the ineffectiveness of the Security and Armed Forces of Mali in their attempts to restore the State's sovereignty territorial integrity and eliminate the terrorist and other criminal networks, particularly related to Al-Qaida in the Islamic Maghreb (AQIM) and its affiliated groups holding their activities in the north of the country,

Commending the decision of the Foreign Affairs Council of the European Union on 19 November 2012 to present to the European Commission a crisis management concept for a military training mission in Mali, and *looking forward* to its approval on 10 December 2012,

Welcoming the Conclusions of the Support and Follow-up Group on Mali, which marked the necessity of Mali to reengage in multilateral diplomatic efforts and the need to review the existing plans of assistance to the country, reached at the meeting held by the African Union in consultation with the United Nations and the Economic Community of West African States (ECOWAS) in Bamako on 19 October 2012,

Taking note of the African Union Peace and Security Council communiqué dated 13 November 2012 requesting the authorization of the African-led International Support Mission in Mali (AFISMA) deployment under the Chapter VII of the United Nations Charter and extension of the required support to the Malian defense and security forces through the establishment of a dedicated Trust Fund,

Reiterating its appreciation to the efforts of the African Union and the ECOWAS on resolving the crisis in Mali, as well as the significant role played by other regional and international organizations, neighboring states and countries of the region,

Having examined the Report of the United Nations Secretary-General on the situation in Mali submitted pursuant to the Resolution 2071 (2012),

Determining that the situation in Mali constitutes a threat to international peace and security,

Acting under Chapter VII of the Charter of the United Nations,

1. Welcomes the sufficient progress made by the Malian Government of National Unity and Interim President of the state, Dioncounda Traore, in addressing the institutional crisis caused by the forcible seizure of power by the members of the Armed Forces of Mali on 22 March 2012;

2. Reiterates its previous urgencies to the Transitional authorities in Mali to facilitate the implementation of its main transitional objectives, in particular, the restoration of the State authority over the regions of Gao, Toumbouctou, Kidal and Mopti and the organization of free, fair and transparent elections in the first quarter of 2013 pursuant to the Resolution 2059 (2012);

3. Welcomes also the appointment of Mr. Romano Prodi as the United Nations Special Envoy on the Sahel being grateful to his diplomatic efforts on the elimination of the crisis in the region and anticipating the United Nations integrated strategy for the Sahel in the early 2013;

4. Commends and encourages the mediation efforts of the president of Burkina Faso, Mr. Blaise Compaore, and notes with appreciation the successful establishment of negotiation process between the Malian Government of National Unity, Islamist Ansar Dine and the Tuareg Azawad National Liberation Movement (MNLA) on 4 December 2012 in Ouagadougou, Burkina Faso;

5. Notes with satisfaction the results of the Ouagadougou talks, particularly the joint statement of Ansar Dine and the MNLA proclaiming their respect for national unity and territorial integrity of Mali, and rejection of any form of extremism and terrorism;

6. Urges the Malian rebel groups not associated with Ansar Dine and MNLA to refrain from any relations to terrorist organizations, namely AQIM and its affiliated groups, deny terrorism and extremism as instruments of political struggle;

7. Strongly condemns the outrageous violation of human rights, cruel executions, floggings and stoning committed under the extremely strict interpretation of Sharia law, sexual and gender-based violence, recruitment of minors into the armed ranks in the regions out of the Malian authority, and therefore demands all groups in the north of Mali cease all abuses of human rights and violations of international humanitarian law;

8. Requests the Secretary-General to provide military and security planners to assist ECOWAS and the African Union, in close consultation with the countries of the Sahel region, namely Mali, Algeria, Mauritania and Niger, and all other stakeholders and international organizations in order to synchronize the plan of the AFISMA deployment with regional and international plans for counter-terrorism, border control and combating criminal networks;

9. Invites the African Union, ECOWAS and other interested parties to participate in a special meeting with the Committee established pursuant to Resolution 1373 (2001) concerning Counter-Terrorism seeking the aim of improving the proposed plan of the Support Mission in Mali in line with the reality of threat imposed by the terrorists active presence in the region;

10. Requests also the Secretary-General to submit, within forty days after the adoption of this Resolution, a written report on the implementation of the present Resolution, including assistance provided under paragraph 8, and detailed assessment of the AFISMA deployment plan improvement consistent with the paragraphs 8 and 9 above;

11. Declares its readiness, upon the successful implementation of the measures prescribed in the paragraphs 8, 9 and 10 above, to answer the request of the African Union Peace and Security Council to authorize the deployment of the AFISMA and extend the needed support to the Security and Armed Forces of Mali with the establishment of a Trust Fund;

12. Welcomes the initiative of the Foreign Affairs Council of the European Union to mobilize funds from the African Peace Facility for the operation in Mali,

13. Decides to remain actively seized of the matter.

Project Proposal Structure

[The Name of the Country]

IV Regional MUNRFE Session

Economic and Social Commission for Asia and the Pacific

Elaboration of common strategy for cooperation between Youth-led NGOs

Project Proposal **[“NAME OF THE PROJECT”]**

I. BACKGROUND AND JUSTIFICATION

1. This section should provide a brief introduction to the topic and beneficiaries of the project. The background should also describe:
 - a) the problem or critical issue which the proposal seeks to resolve;
 - b) how the proposal relates to other relevant international and regional development strategies and policies;
 - c) whether there are other programs and activities which will complement the proposal;
 - d) how the need for the project was determined;
 - e) how intended beneficiaries will be involved in project implementation;
 - f) what kind of assistance the concerned governmental offices and the UN system will provide;
 - g) what kind of resources the non-governmental community will provide;
 - h) the experience of the state in resolving the issue.

II. OBJECTIVES

A. Development objective

2. This part should indicate the specific regional social and economic long-term objectives to which the proposal, if successful, is expected to contribute.

B. Immediate objectives

3. The immediate objectives section describes what the project is expected to achieve in terms of effects among intended beneficiaries. Specifically, the section states what changes are expected to occur among intended beneficiaries if project operations are successful. Changes can include new and improved technical skills and knowledge, increased income-generating capacities, and greater public awareness at the community, at the regional level.

III. PROJECT IMPLEMENTATION AND MANAGEMENT PLAN

A. Project activities and work plan

4. The section should describe how each immediate project objective will be carried out in terms of planned activities, their timing and duration, and who will be responsible for each activity.

B. Implementing agents of project

5. This section should describe:

- i) who will be responsible for planning and management of project operations as well as the roles of other bodies and organizations associated with the project;
- ii) what arrangements will be established to ensure that there will be effective coordination with other relevant programs and activities.

C. Expected project results

6. The section should describe the overall results that the project is expected to reach. The chapter should also address the possible unintended effects of the project.
7. The part should indicate in quantitative terms as possible, what the project will produce through its planned activities and budget.

D. Project Beneficiaries

8. This section describes who and how many people are expected to benefit from or participate in the project, both directly and indirectly. It should also reflect how intended beneficiaries will be involved in project design, and their expected role in project implementation and evaluation.

IV. PROJECT MONITORING AND EVALUATION

9. This part of the Project Proposal gives proposed mechanisms and procedures for monitoring of project operations to ensure that activities occur as planned, that they remain directed towards stated objectives, and that appropriate corrective action is taken if required.

V. BUDGET

10. The budget for the Project Proposal should be prepared in US dollars. An additional budget should be prepared to describe the budget components to be financed by Governments, the relevant UN institutions and other parties participating in the project.

VI. ANNEXES

11. You may add different tables, charts and graphics if you deem it necessary and in case it is difficult to arrange this information in the body of the Project Proposal.

Project Format:

line spacing - 1.0,

paragraph spacing - 0.0,

indent – 0,0,

margins: top - 2, bottom – 1.5, left - 3, right – 1.5,

alignment - justified,

Times New Roman, 12.

There is double space after the heading and single space after each section and its name. The length of the Project Proposal should not exceed the limit of 3 pages. If a delegate deems necessary to present the Project Proposal using multimedia resources, he/she may prepare a PowerPoint Presentation with a maximum of 15 slides.