

**“Painting A New Horizon: Bold Solutions from the  
Next Generation”**



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# INTRODUCTION TO UN4MUN PROCEDURE

## WHAT IS THE **UN4MUN PROCEDURE**?

The UN4MUN is a Model United Nations procedure initiated by the United Nations. It aims to more closely mimic the actual United Nations procedure where delegates are engaged in more of a discussion with the focus on reaching a consensus. It is most commonly used in the United Nations Development Programme (UNDP). This year in TAIMUN XXII, it is applied to two committees: UNDP and UN Women.



# PROCEDURE

## UN4MUN PROCEDURE v.s. THIMUN RoP?

| Similarities   | Differences   |
|--|---|
| <ul style="list-style-type: none"> <li>- Still have a roll call</li> <li>- Delegates and Chairs still have to speak in first person</li> <li>- Still have opening speeches</li> <li>- Lobbying procedures stay the same</li> <li>- Unmoderated caucuses can still be put into order</li> <li>- Chairs must still set a debate time on the resolution.</li> <li>- Resolution format stays roughly the same</li> <li>- Delegates use the same vocabulary (only can speak in the third person, must remain formal, etc.)</li> <li>- Delegates must still raise their placard if they want to speak</li> </ul> | <ul style="list-style-type: none"> <li>- No points of information (POIs)</li> <li>- No speeches</li> <li>- No amendment papers</li> <li>- No mainsubmitters</li> <li>- The resolution is read out loud by the Chair, line by line.</li> <li>- clauses are called paragraphs</li> <li>- Paragraphs can only have sub paragraphs and NO sub-sub paragraphs</li> <li>- Only one resolution per issue</li> <li>- Direct dialogue between delegates who are recognized are allowed (see next bullet point)</li> <li>- When a delegate wishes to discuss, or make changes to, a line they only need to raise their placard and gain visual approval from the chair to stand up AT THEIR SEATS and begin to speak.               <ul style="list-style-type: none"> <li>- Various delegates can stand and speak at the same time, the number of how many delegates speak is up to the chair's</li> </ul> </li> </ul> |



|  |   |
|--|---|
|  | <p>discretion.</p> <ul style="list-style-type: none"> <li>- When a delegate is done speaking they may sit down whenever they please, but if they would like to speak again they must regain approval from the chair.</li> <li>- There are no amendments, all changes must be made manually by the chair             <ul style="list-style-type: none"> <li>- Ex: if a delegate would like to delete something, they would say “the delegate would like to delete...”</li> <li>- An exception would be if a delegate wants to add something like an entire paragraph, then they are permitted to send the Secretary the paragraph.</li> </ul> </li> <li>- NO VOTING whatsoever</li> <li>- Everything is driven by CONSENSUS</li> </ul> |
|--|---|

### DEBATE PROCEDURE (in detail)

|                                    |  |
|------------------------------------|--|
| 1 - Roll call and opening speeches | Like all committees, <b>the UN4MUN procedure starts off with the Chairs carrying out roll call</b> (attendance) and <b>then with the</b> |
|------------------------------------|--|



|                           |  |
|---------------------------|--|
|                           | <p><b>delegates reading their respective opening speeches</b> (length of the speech is up to the chair's discretion).</p>  |
| <p>2 - Lobbying</p>       | <p>Then, <b>lobbying happens</b>. This is when the procedure differs from the regular THIMUN Rule of Procedure. Instead of creating multiple resolutions for each issue, <u>the UNDP will create one resolution for each issue</u>. Delegates will be divided into 4 blocs, two blocs per issue. The resolution does not consist of a main submitter. The main focus of lobbying is to compile all of the draft resolutions that are drafted by the delegates <b>prior to the debate</b>. <b><u>IF WE HAVE 3 BLOCS AND 2 ISSUES, we will have VIENNA FORMULA TWICE, once per each issue. We would have 3 resolutions for each issue AT THE START OF EACH VIENNA FORMULA. At the end, you will have 2 MEGA resolutions.</u></b> So after lobbying, we would have <b>4 resolutions ready to go into the Vienna Formula</b>. Since the UNDP will be debating <u>line by line</u> (will move from one line to the next, regardless of what paragraph it is), the paragraphs are allowed to be contradictory.</p> |
| <p>2A. Vienna Formula</p> | <p>The Vienna Formula is used after lobbying but before amendment dumping and debate. It serves as a great opportunity for different delegates of other blocs to come together <b>and merge all of their resolutions into 2 resolutions, one per issue</b>.</p> <p><b>Click on this <a href="#">link for a video on the Vienna Formula</a> (Highly recommend watching this video before you read on, it clears the confusion)</b></p> <p><u>Steps for Lobbying before Vienna:</u></p> <ol style="list-style-type: none"> <li>1. Split room into 4 political blocs</li> </ol>   |



2. Have them lobby and create resolutions themselves
3. After 30- to 45 min of lobbying, **tell each bloc to differentiate their paragraphs by COLOR**
4. Then the chairs have to compile all the paragraphs of all the blocs into 2 resolutions (one resolution for each issue, so 3 blocs will need to **merge their resolutions together using the Vienna Formula**
  - a. It will look like [this](#)
  - b. **During your compiling, tell the delegates that they need to organize a subbing rotation**, with each representative switching every 5 minutes to advocate for their group
5. You are now left with **2 BIG resolutions** with around 30 paragraphs (10 paragraphs from each group if we have 3 blocs) each
  - a. Tell the delegates that they have to shorten it to 12 or however many they want by the time the Vienna formula ends, **so they have a goal on the number of paragraphs**
6. Share this **mass reso** with all delegates and give them editing rights
  - a. Display mass reso on screen

#### Steps during Vienna

7. Put 4 tables or 3 (# depends on how many blocs) in the middle of the room
8. Whilst the representative is debating or negotiating with the other representatives, **delegates on the side that are part of the bloc are looking at the active resolution**
  - a. **finding which paragraphs are repeats which paragraphs should be stricken, and which paragraphs should be merged**
9. **If the representatives wish to strike or merge a paragraph, they may do so DIRECTLY on the doc as they are shared editing rights**
10. Then, these delegates can **advise the rep on what paragraph should be discussed**, or ready the next delegate that would be the next representative once the 5 minutes have elapsed
11. After whatever time you have allocated is over, **they should have 2 COMPLETE RESOLUTIONS**

#### After Vienna

12. After the Vienna Formula, the chairs need to format it correctly



13. Then we go into an amendment dumping

14. Then debate

What **delegates** should be doing during Vienna Formula

- Representatives
  - Looking at the active doc, chiming in ideas on what needs to be stricken/merged/edited
  - **THEY are the ones editing the paragraphs**, so if a representative says to strike a paragraph and they all agree, a rep can say “I will delete it then”
    - They will delete it and the paragraph is stricken
  - The discussions **SHOULD NOT be fine-tuning on wording or CHANGING the content of the paragraph**
  - The MAJORITY of discussion is about STRIKING or MERGING (making the reso shorter)
- Delegates that are around the representatives
  - Each bloc should be sitting BEHIND the Representative, so they can advise the rep on what to do during their discussion
  - Delegates **on each bloc should be LOOKING AHEAD in the active resolution**, and looking for other paragraphs to be stricken or merged
  - If they have a new idea on the paragraphs, they can either advise the next representative or whisper to the CURRENT representative
    - Note: each delegate should have rep time.

What **chairs** should be doing while delegates are in Vienna Formula

- If discussion stalls, YOU can advise one which paragraphs to merge and which paragraphs to be stricken
- Delegates can ask YOU to merge paragraphs tgt to make the Vienna Formula more efficient
- Chairs need to REMIND delegates of the proper formula and be PROFESSIONAL





|                               |   |
|-------------------------------|---|
|                               | <ul style="list-style-type: none"> <li>● REMIND delegates to keep being on TOPIC</li> <li>● All chairs have to be on the active document during the entirety of the Vienna Formula</li> <li>● You are giving full reign to delegates, with minor assists</li> </ul>   |
| 3 - Debate starts             | <p>Following lobbying, the <b>committee sessions will take place</b>. To begin, the Chairs will allow a <b>five minute reading time</b>.</p>  |
| 3.A - Informal-formal session | <p><b><u>Overview</u></b></p> <p>The committee will first be in a <b>Informal-formal session, which is the debate</b>. The debate is more like a discussion where direct dialogue between delegates are allowed. The Chairs will then start by <b>reading the first line, which is the first preambulatory paragraph, and setting a timer</b>. Afterwards, the Chairs will ask, “Are there any delegates wishing to make a change to this line?”</p> <p><b>If a delegate would like to make a change</b>, they will need to <b>raise their placard and wait for the chair to recognize them</b>. The Chairs will make the necessary changes then say, “That change has been made. The line now reads... Are there any <b>comments, reactions, or objections to the change</b> that has been made” <b>If a delegate would like to raise an objection</b>, they would then have to raise their placard to be recognized before they can join the discussion. The Chair will keep track of all the changes made and make manual changes to the resolution as the discussion goes on. Delegates are to <u>discuss in direct dialogue with each other and reach a consensus</u>. <b>If a line cannot be agreed upon</b>, the Chair may table it and come back to it later on, or delegates may choose to</p> |



delete that line. Chairs may also suggest changes if the delegates cannot reach a consensus. **If no changes are to be made**, the Chair will then say, “This line is agreed upon ad ref.”, which means that the line is temporarily agreed upon.

There are three phases during debate that HAPPENS IN THIS ORDER:

1. Amendment dumping by line by line review

Delegates during the reading time before will have identified areas in the resolution which they want to amend on. During this time, **the priority is for delegates to submit amendments or AMENDMENT DUMP.**

During this phase, chairs will go through the resolution **line by line**, meaning they will go through it paragraph by paragraph.

The Chairs will then start by **reading the first line, which is the first preambulatory paragraph**, and **setting a timer**. Afterwards, the Chairs will ask, “Are there any delegates wishing to make a change to this line?”

**If a delegate would like to make a change**, they will need to **raise their placard and wait for the chair to recognize them**. They will tell the amendment directly to the secretary who will make the necessary changes then say, “That change has been made. The line now reads... Are there any **comments, reactions, or objections to the change** that has been made” **If a delegate would like to raise an objection**, they will say, “I would like to **retain this change**”. After the delegate/s have spoken, the chair would move on to the next line and repeat, “Are there any delegates wishing to change this line”, then so on.



It is important to notice that **there is little to no debate that happens at this time. The purpose of amendment dumping is to create debate for the next phase.**

After going through a few paragraphs or so of amendment dumping, the chair would then commence the action **phase**.

## 2. Action Phase

During the action phase, the chair would go through the paragraphs line by line for amendments. **They will start with the most destructive amendment of the paragraph (strike, modify) and would call on the delegates wishing to make the change: “Delegate of ... please rise and state your point in making this change”.** The delegate would then rise. If the amendment has a retention, then the chair would call on that delegate after the submitter of the amendment finished their point. After they are both done speaking, **the chair would repeat, “are there any comments, objections, or reactions pertaining to this amendment at this time.” If no further delegates raise their placard, then the amendment is assumed agreed ad ref.** The chair would then move on to the next amendment. The action phase will continue **until ALL amendments are agreed upon.** After this happens, the chair would go to the next phase.

## 3. Overview of the entire resolution

**The committee will now go through the ENTIRE resolution.**

Delegates would have the opportunity to read through it again with all the new changes. The chair then for EACH paragraph repeat, “Are there any comments, reactions, or objections to this paragraph as a whole”. If there



|   |   |
|---|---|
|   | <p>are none, it is finally agreed ad ref. At the very end of the LAST paragraph, the chair repeats “<b>Are there any FINAL comments, reactions, or objections to this resolution as a WHOLE</b>”. If there are none, the resolution <b>PASSES</b>.</p> <p>Important to note, <b>there is NO voting through the entirety of this process</b>. If there are any changes wishing to be made, they would most likely be grammatical or phrasing issues.</p> |
| <p>3.B -<br/>Unmoderated<br/>Caucuses<br/>(Informal-Infomall)</p> | <p>During the debate, informal- informal will allow delegates to discuss informally with one another. It is a session that pauses the Informal-formal session and is <b>entertained when consensus cannot be reached, or if delegates want to debate using this procedure</b>. It is highly encouraged to debate in formal- informal.</p>   |

### **DEBATE PROCEDURE (in numerical order)**

1. Roll Call (in alphabetical order).
2. **Opening speeches** (in alphabetical order).
3. **Lobbying** (paragraphs are allowed to be contradictory). The focus will be on compiling the drafted resolutions all together.
  - a. VIENNA FORMULA
4. **Committee Session**. The presidents will set reading and debate time for the first resolution. **\*\*AT THIS POINT, THE REST OF THE PROCEDURE WILL DIFFER FROM THE THIMUN PROCEDURE\*\***
5. **Flow of the Debate:** The resolution is debated in a line-by-by format. The Chairs will read the first line (first preambulatory paragraph) and set debate time.
  - a. **Informal-formal Session (debate)**



i. **If a delegate would like to make a change:**

1. Raise placards and wait for the chair to recognize them, and then state change. The Chairs will make the necessary changes.
2. If a delegate would like to raise an objection, they would then have to raise their placard to be recognized before they can join the discussion.
3. The Chair will keep track of all the changes made and make manual changes to the resolution as the discussion goes on.
4. **If a line cannot be agreed upon**, the Chair may table it and come back to it later on, or delegates may choose to delete that line. Chairs may also suggest changes if the delegates cannot reach a consensus.

ii. **If no changes are to be made:**

1. Chair will then say, “This line is agreed upon ad ref.”, which means that the line is temporarily agreed upon.
2. Move onto the next line.

**b. Informal- informal (occurs occasionally during debate):**

- i. Debate pauses, delegates move around to discuss with each other about the debate.
6. Step 5 will be repeated until all the lines have been discussed.
7. The Chairs will then go through any of the tabled lines
8. The Chairs will then read all of the lines. Delegates may make objections. If there are no objections, move to an overview of the resolution.
9. Go through paragraphs, then whole resolution
10. If there are no further changes wishing to be made, the resolution passes.



## POINTS

- **NOTE: There is no point of information to the speaker!** If a delegate would like to ask a question, they have to join the discussion and directly ask the speaker.

## MOTIONS

- Motion to adjourn/table debate
  - Stop debate on current topic, return later
    - Used when unable to reach consensus, the chair will table the line.

\*that is the only motion that a delegate can call, if a delegate has a question to the chair, they can directly ask the chair, if the delegate would want informal informal, they can directly ask the chair, if they want the delegate to speak louder, they will directly ask the delegate. See a pattern here?

**Final reminder:** All of these motions are up to the Chair's discretion

## ANNOTATIONS

In the UN4MUN, there are no amendments to be made. However, delegates may choose to entertain one of the three changes: **STRIKE / MODIFY / ADD/ RETAINING (only used in amendment dumping)**. All changes will be made in **red**.

- Example 1) **STRIKE**: when a delegate would like to delete something from a resolution, it will look like this; “~~Aware that conflict, genocide, and natural disasters had forced residences to leave their own country and seek asylum in other countries, [STR: DPRK].~~”
- Example 2): **RETAINING**: when a delegate would like to “undo or disagree” a change made by a delegate, it will look like this; “~~Keeping in mind the actions and previous related resolutions made by the United Nations in regards to the topic at hand, [DEL: UK] [RET: NORWAY]~~”
  - In this example, the UK proposed to delete it but Norway made a speech claiming



why it should be retained (not deleted) and convinced the house that it should remain.

- Example 3) **MODIFY**: when a delegate would like to alter the wording of a part of a paragraph, it will look like this; “~~convincing~~ reminding [MOD: CHINA] citizens of the threats some refugees can place on them, if turned away, because they might turn to other means of providing for their families which are harmful to the people around them,”
- Example 4) **ADD**: when a delegate would like to add a phrase to a part of a paragraph, it will look like this, “from willing MEDCs [ADD: UK] to ensure adequate funding to rural areas.”

## DEBATE MODES (CAUCUSES)

- Informal-formal session
  - Debate (discussion) where direct dialogue between delegates is allowed, but in a third-person tone.
- Informal- informal
  - Entertained when a consensus can not be reached. Delegates may move around and talk with another to reach a consensus.



# DELEGATE PREPARATION

## NECESSITIES IN CONFERENCE

### ➤ Opening Speech

- Should contain:
  - One's policy statement, which is one's position in the issue.
  - Proposed solutions
- The length of the speech is up to the president's discretion (normally 1 minute)

### ➤ Draft Resolution

- Delegates are expected to draft resolutions before the conference, as they will be merging resolutions during lobbying
  - Delegates are expected to draft one resolution for each issue. Each resolution should have at least two operative paragraphs and at least two preambulatory paragraphs.
- Delegates may send their drafts to the presidents for pre-conference checking if necessary.

## SAMPLE RESOLUTION

Here is a [sample UN4MUN resolution](#) that was once debated in TAIMUN.





# STOCK PHRASES

## Stock phrases that a chair will use:

- “We will now begin debating on the resolution of issue 000 and will start by reading the first line:...”
  - Said by the Chair at the beginning of debate
- “Are there comments, reactions or objections to this line?”
  - Said by the Chair after reading the line that the house will be debating on.
- “Seeing none, this line has been agreed upon ad ref. We will be moving onto the next line:...”
  - Said by the Chair if there are no changes proposed by delegates.
- "A \_\_ minute informal- informal on this line has been requested by the delegate of \_\_\_\_.  
Are there any seconds”
  - Said by the Chair when the line cannot be agreed upon and a delegate motions for an informal informal.
- “This resolution has been agreed upon ad ref., clapping is an order”
  - Said by the Chair if the resolution passes.

## Stock phrases for delegates to use

- “The delegate of \_\_\_\_ would like to strike/mod/add/retain...”
  - Use if a delegate would like to make a change
- “Motion for a \_\_ minute informal informal to...”
  - Use if a delegate would like to propose an informal-informal. This is normally to discuss with other delegates to reach a consensus.
- Final reminder: delegates can communicate in first person



# PLAGIARISM

The following information below are pasted from the TAIMUN Rules of Procedure document from the TAIMUN Website.

## DEFINITION OF PLAGIARISM

“To copy another person’s ideas, words or work and pretend that they are your own” (Oxford Dictionary).

At TAIMUN we expect delegates to create and develop their own new ideas and actions. Thus, plagiarized paragraphs from previous joint communiques are not accepted at TAIMUN. Exceptions are only ‘common’ paragraphs, often used as introduction or last paragraph. Even if someone rephrases information and ideas he found in a book or on the Internet, this is plagiarism. Correct quotations are not a problem.

Self-plagiarism, referring to the usage of one’s published material in an unpublished report, is in order as long as one acknowledges the source of material citing it, and introduces new material that is original. This, while usually unobserved, should be dealt with in this way if observed or pointed out.

## ACCEPTABLE AND UNACCEPTABLE PARAPHRASES

**Original:** Calls upon all parties concerned to ensure that the protection, rights and well-being of children affected by armed conflict are specifically integrated into all peace processes, peace agreements and post-conflict recovery and reconstruction planning and programs;

**Unacceptable phrase of plagiarism:** Urges all member nations to ensure that the rights, protection, and well being of children affected by armed conflict are particularly



integrated into post-conflict recovery and reconstruction planning, as well as all peace programs, peace processes, and agreements;

**Why is this plagiarism?** The writer has only changed around a few words and phrases, or changed the order of the original's sentence. If any delegate does this, they are copying the ideas and work of another, which is plagiarism.

**Acceptable phrasing:** Stresses that all children affected by violent engagements must be protected by all member states, and that they are particular integrated into post-conflict 23 recovery, reconstruction planning and special rehabilitation programs should be developed to further improve their reintegration into social life;

**Why is this acceptable?** Although it has some components of the original paragraph, which we do not encourage, it also states new ideas that the delegate has created. This would not count as plagiarism because the phrasing and ideas are similar (possibly coincidentally), but essentially different.

## **PLAGIARISM POLICY AT TAIMUN**

**During the lobbying process:** If you encounter plagiarized paragraphs or entire joint communiques, you should demand the main submitter to develop your own ideas and completely rephrase their paragraphs. Otherwise that joint communique will not be debated. It is often helpful to use websites, such as: [http:// www.plagiarismdetect.com/](http://www.plagiarismdetect.com/) to check joint communiques and any other material for plagiarism during lobbying time. However, this should not be your only way of checking joint communiques for plagiarism.

**During the debate:** If a delegate can prove that paragraphs have been plagiarized from another UN document, call for a 5 minute indoor recess and ask both the main submitter



and the accuser to approach the presidents. Depending on the gravity plagiarized paragraphs there are two possibilities:

**One paragraph plagiarized:** Main submitter and accuser approach the presidents, who calls for a five- minute indoor recess. If the accusations are correct, it is up to the president's decision what to do. Either by not accepting a plagiarized joint communique and withdrawing it, or giving the main submitter the chance to rephrase the paragraph through an amendment (only in case of minor fixable plagiarism);

**More than one plagiarized paragraph:** The presidents will decide that the main submitter withdraws the joint communique. If a paragraph has been plagiarized from another delegate, this will cause some trouble, since it is a statement against a statement. Check all the joint communiques you gathered during the Ad Hoc meeting. It is quite possible that a delegate left a merging group to join another, leaving the same paragraph with both groups. Again, it is up to the president's discretion what to do and to explain your decision to the house.

**Note:** paragraphs from a joint communique that was already debated but failed are now being put into another joint communique on the same topic as amendments. Those are not seen as plagiarism – hence this is in order.

## CONTACTS

If there are any questions or concerns, please contact the TAIMUN Secretariat team at [taimun@ast.tc.edu.tw](mailto:taimun@ast.tc.edu.tw). Last updated: Jan 6th 2024..



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