



KLE SCHOOL,
NAGARBHAVI



KLE MUN 5.0 - *CONCORDIA*

Dates : 4th and 5th July 2025

DELEGATE HANDBOOK

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Letter From the Executive Board:

Dear Delegates,

It is with great honor and utmost enthusiasm that I, Akanksha Patil, Secretary General of KLE MUN 5.0, extend a warm welcome to each and every one of you.

As members of this esteemed gathering, you will have the opportunity to assume the role of global leaders, tackling pressing international issues, gaining new perspectives, and finding innovative solutions. My hope is that you approach these sessions with an open mind, and a collaborative spirit.

Throughout the conference, I encourage you to raise your voice, listen with an open heart, and approach every discussion with respect and integrity. The world you envision starts with moments like these, and I am confident that each of you has the potential to make a meaningful contribution — not just within the walls of this conference, but far beyond it.

Let us make this edition a space of learning, collaboration, and growth — one that you will carry with you long after the gavel falls.

Warm regards,
Akanksha Patil
Secretary General, KLE MUN 5.0

Role of the Delegates:

Every delegate must study carefully and be prepared to state, briefly and clearly, the position actually held by the countries they represent on one or more major issues.

They should understand the views held by other countries on these issues, and be ready to defend, and sometimes modify, their positions in public debate.

In committee sessions, delegates will be expected to present their positions, engage in negotiations with other delegates, and develop resolutions for the issues debated their committee. As a voluntary participant of the MUN, each delegate should feel a deep sense of responsibility for the success of their respective committee.

No matter how skillfully the secretariat has set the stage and drawn up the agenda, only the delegates can ensure that constructive and informed discussion of the issues will take place, and that the committee session will result in a deeper understanding of these issues and the process and machinery of the United Nations.

Research and spoken artifacts must be accurate with proper evidence of the same. They must behave as diplomats, irrespective of portfolio, age, gender, etc.

Conference Agendas

1. United Nations Security Council (UNSC)

Agenda: Addressing the Escalation of Hostilities in the Taiwan Strait and Its Implications for Regional Security.

2. United Nations Human Rights Council (UNHRC)

Agenda: Combating Systemic Racism and Police Brutality in Developed Democracies.

3. DISEC UNGA First Committee

Agenda: The Militarization of Artificial Intelligence and Autonomous Weapons Systems

4. North Atlantic Treaty Organization (NATO)

Agenda: Strategic Defence Coordination in Response to Hybrid Warfare Threats from Hostile State and Non-State Actors

5. Counter-Terrorism Committee (CTC)–UNSC Sub-Body

Agenda: Neutralizing Transnational Terrorist Financing and Crypto-Enabled Extremism

6. United Nations Office on Drugs and Crime (UNODC)

Agenda: Tackling the Proliferation of Synthetic Drugs and Global Narcotics Networks

Conference Agendas

7. U N Women

Agenda: Empowering Women in Post-Conflict Peacebuilding and Transitional Justice

8. CCC (Continuous Crisis Committee)

Agenda: World War 2, freeze date September 1, 1939

9. Association of Southeast Asian Nations (ASEAN)

Agenda: Developing a Unified ASEAN Response to South China Sea Militarization and Regional Economic Stability

10. All India Political Parties Meet (AIPPM)

Agenda: Deliberation on the Implementation of a Nationwide Population Control Policy and Its Socio-Political Implications

11. International Labour Organization (I L O)

Agenda: Addressing the Global Rise in Informal Employment and Ensuring Decent Work Conditions in the Post-Pandemic Economy

12. Group of Twenty (G 20)

Agenda: Coordinating Global Economic Stability Amidst Inflation, Trade Fragmentation, and Technological Disruptions

Research:

Delegates need to learn enough about their country so they may respond to the issues raised at the conference just as a real delegate from that country would react. Delegates should also be knowledgeable about the specified topic areas and the United Nations. Before starting research, it is essential that delegates read through the background guide provided by the respected chairs. They will help jump-start the research process. Delegates should be able to answer the Questions put upon in the committee and come up with meaningful resolutions.

When researching, delegates should know the following:

- Delegates need to learn enough about their portfolio so they may respond to the issues raised at the conference just as a real delegate from that country would respond at the United Nations. Being clear on the nation's voting records, with whom the country generally votes and what initiatives the country has sponsored will help delegates to faithfully portray and role-play as delegates from that country when they are at the conference.
- In addition, delegates must learn general information like its economics, transnational issues, the country's allies and enemies in the world, and to which formal organizations it belongs.
- Next, delegates should research the agenda at hand. The use of background guides is highly recommended as to jumpstart a delegate's research.
- Delegates should further research the information on the topic, their country's position about the topic, actions needed to combat the problem, and stances of other countries, blocs, etc.

Research:

Trusted and Recommended Sites:

- The United Nations (www.un.org)
- The Country's Official website
- NGOs offer a lot of background information and, in many cases, great Internet links to additional sources of research.
- UNA-USA Model U.N. Website (www.unausamun.org)
- www.embassy.org
- www.countryreports.org.
- CIA World Fact book.

Rules of Procedure:

I. INTRODUCTORY REMARKS

Official and working languages

English shall be the official and working language of all the committees.
AIPPM : Hindi and English to be entertained.

Decorum

Delegates are to obey instructions and maintain decorum in committees as well as school premises. Misbehaviour may lead to the delegate getting dismissed from the conference.

II. CONDUCT OF DISCUSSION

Speakers List

The Chair shall open the speakers list for each topic to be discussed at the request of a delegate. Any delegate wishing to be added to the speakers list shall indicate so when asked by the Chair or pass a chit.

Limitation of Speaking Time

The Chair may limit the time allotted to each speaker. However, delegates can move to increase or decrease the speaking time, which will be voted upon by the committee or council. When a delegate exceeds his or her allotted time, the Chair may call the speaker to order without delay.

Speeches

No delegate may address the body without the previously obtained permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

Rules of Procedure:

III. YIELDS

The delegate, who has been recognised by the Chair to address the body on a substantive issue, may yield any of the remaining time following their remarks . Yields may be made in three ways:

Yield to another delegate-

His/her remaining time shall be given to another delegate.

Yield to points of information-

Delegate has to answer questions asked by other countries, and the chair. If failed, it would result in reduction of marks.

Yield to the Chair-

Such a yield should be made if the delegate does not wish his/her speech to be subject to comments. The Chair shall then move on to the next speaker.

IV . RIGHT TO REPLY

Right to Reply is a privilege granted to a delegate whose national dignity or personal integrity has been directly insulted by another delegate's speech. It allows the affected delegate to briefly respond to the offensive remark, but only with the Chair's permission. It cannot be used for regular rebuttals or policy disagreements. Misuse of this right is discouraged and may be ruled out of order. Rights of Reply can also be submitted in writing to the Chair, and may only be granted after a speech is completed. The Chair shall inform the Secretary-General of the circumstances surrounding the Right of Reply. No ruling on this matter is subject to appeal.

Rules of Procedure:

V. MOTIONS

Motions are formal proposals made by delegates to direct the flow of committee proceedings. They are used to change the type of debate, set speaking times, introduce new topics, or move into voting. Motions require approval by the Chair and sometimes a vote by the committee. They help structure debate and maintain procedural order.

- Motion to set the agenda
- Motion to set general speaker's list
- Motion to set/change speaker time
- Motion for a moderated caucus on 'xyz'
- Motions for an unmoderated caucus
- Motion to extend a caucus
- Motion to close debate
- Motion to suspend meeting
- Motion to adjourn meeting

VI. POINTS

Points are procedural tools that delegates use to address immediate needs or seek clarifications during committee sessions. They help maintain decorum, clarify rules, or raise concerns without derailing debate

- **Point of Personal Privilege -**

A Point of Personal Privilege must refer to a matter of personal comfort, safety and/or well-being of the members of the committee.

- **Point of Order -**

A Point of Order must relate to the observance of the rules of the committee or to the way the Chair is exercising his or her power.

- **Point of Parliamentary Inquiry -**

If there is no discussion on the floor, a delegate may raise a Point of Inquiry to request clarification of the present procedural status of a meeting.

- **Point of Information -**

After a delegate gives a speech, and if the delegate yields their time to Points of Information, one Point of Information (a question) can be raised by delegates from the floor.

Flow of Debate:

ROLL CALL

The Chairperson will announce each country's name. After delegates hear their country called, they should answer "present."

SETTING THE AGENDA

The first order of business for the committee shall be the consideration of the agenda. The only motion in order at this time will be in the form of "The nation of [country name] moves that [topic area x] be placed first on the agenda." The motion requires a second and is debatable. A provisional speakers list shall be established with three people speaking for and three people speaking against the motion; after the provisional speakers list is exhausted, the committee shall move into an immediate vote. A simple majority is required for the motion to pass. If the motion fails, then the other topic is set as the first item on the agenda.

A motion to proceed to the second topic area is in order only after the committee has voted on resolutions regarding the first topic area or tabled the topic.

DEBATE

SPEAKERS LIST (FORMAL DEBATE)

The Chairperson will ask all of those delegates who would like to make a speech and be on the speakers list to raise their placards. The Chairperson will then choose delegates to be placed on the speakers list. A country can only appear on the speakers list once. After a country has spoken, they may be added to the speakers list again by sending a note to the Chairperson saying: "the delegation of [country name] would like to be added to the speakers list."

Speaking time is set through a motion from a delegate. If no motions are made, the default time is 90 seconds. When the committee is in formal debate all rules of procedure are enforced.

CAUCUS

Moderated Caucus

A moderated caucus is a mixture of both formal and informal debate. When a motion for a moderated caucus is passed, the Chair calls upon delegates as they raise their placards to address the committee for a specific amount of time.

Un-Moderated Caucus

An un-moderated caucus is a temporary recess. Rules of procedure are suspended during caucusing. During this time, delegates can meet informally with each other and the committee staff to discuss draft resolutions and other issues.

Working Papers and Draft Resolutions

Delegations work together to create resolutions. In addition, delegates may present amendments to these documents, which are changes to the draft resolutions.

END OF LIST

Once the speakers list has been exhausted, the committee will automatically move to immediate voting procedures.

CLOSURE OF DEBATE

Once a delegate feels that he or she has made the country's position clear and that there are enough draft resolutions on the floor, he or she may make a motion to proceed into voting procedure by moving for the closure of debate.

VOTING PROCEDURES

Once a motion to close debate has been approved, the committee moves into voting procedures. Amendments are voted upon first, then resolutions. Once all of the resolutions are voted upon, the committee can move to the next topic on the agenda.

ROLL CALL

- **"Present"** allows the delegate to abstain during voting.
- **"Present and Voting"** means the delegate must vote for or against—no abstentions allowed.

The Resolution Process:

When drafting and sponsoring a resolution, delegates should keep in mind that the wording will influence its appeal (or lack thereof). The draft resolution should be clear, concise and specific. The substance should be well-researched and reflect the character and interests of the sponsoring nations.

United Nations resolutions follow a common format. Each resolution has three parts:

1. The heading,
2. The preamble
3. The Operative Clauses

It is one long sentence with commas and semicolons throughout and a period at the very end.

Drafts should be single-spaced with each line following a reference number in the left hand margin. The first word in each clause should be underlined, and each clause in the preamble should end with a comma. All operative clauses end with a semicolon except the final clause, which ends with a period.

Drafts of resolutions have been included for your review.

Sponsors and Signatories

Sponsors of a resolution are those countries that have been the principal authors of the document and agree with its substance.

Signatories are countries that may or may not agree with the substance of the resolution, but would like to see it debated on the floor.

The Resolution Process:

WORKING PAPER :

A working paper is an informal document created by a group of delegates to outline ideas, proposals, or solutions during the early stages of drafting a resolution. It is not yet official and doesn't require formatting or approval from the Chair. Working papers help delegates collaborate, share perspectives, and build consensus before submitting a formal draft resolution.

A DRAFT RESOLUTION:

A draft resolution in MUN is a formal document that proposes solutions to the agenda being discussed.

It is written and sponsored by delegates, following a specific UN-style format with preambulatory clauses (background/context) and operative clauses (actions/solutions). Once submitted and accepted by the Chair, it is debated, amended, and possibly voted upon to become an official resolution.

AMENDMENTS :

Amendments are formal changes proposed to a draft resolution to improve, clarify, or modify its content.

They can add, remove, or alter specific clauses and are submitted by delegates after a draft resolution is introduced. It is of 2 types -

- **Friendly Amendment :** A change that all sponsors agree to, so it is automatically added without a vote.
- **Unfriendly amendment:** A change that some sponsors oppose, so it must be debated and voted on by the committee. Friendly amendments promote unity, while unfriendly ones allow further negotiation and debate.

The Resolution Process:

A DRAFT RESOLUTION :

HEADING

Committee: the committee or organ in which the resolution is introduced

Topic: the topic of the resolution

Sponsors: list of sponsoring countries

Signatories: list of countries that have signed the draft

PREAMBLE

The purpose of the preamble is to show that there is a problem that needs to be solved. However, the preamble of a resolution does not propose action or make any substantive statement in the topic at hand. The preamble begins with the name of one of the three major organs (e.g. "The Economic and Social Council,"). The preambulatory clauses can include:

- References to the U.N. Charter;
- Citations of past U.N. resolutions or treaties that have been ratified under the topic of discussion;
- Statements made by the Secretary-General or a relevant U.N. body or agency;
- Recognition of the work or efforts of regional organizations in dealing with the issue; and
- General statements on the topic, its significance and its effects.

Preambulatory Clauses:

Acknowledging ...	Deeply disturbed...	Guided by...	...with deep concern...
Affirming ...	Desiring ...	Having...	...with grave concern...
Alarmed ...	Determinedadopted...	...with regret...
Anxious ...	Emphasizingapproved...	...with satisfaction...
Approving ...	Encouragedconsidered...	Observing...
Aware ...	Endorsingexamined further...	Reaffirming...
Bearing in mind ...	Expressingreceived...	Realizing...
Being convincedappreciation...	...reviewed...	Recalling...
Believingdeep appreciation...	Keeping in mind...	Recognizing...
Cognizant ...	Expecting ...	Mindful...	Referring...
Concerned ...	Fulfilling ...	Noting...	Regretting...
Confident ...	Fullyfurther...	Reiterating...
Consciousawarewith approval...	Seeking...
Consideringbelieving...	...with concern...	Stressing...
Contemplatingbearing in mind...		Welcoming...
Convinced ...	Grieved...		
Declaring ...			

OPERATIVE

Operative clauses are set out to achieve the committee's main policy goals on the topic. Each operative clause begins with a number and ends with a semicolon (the final clause ends with a period). Operative clauses should be organized in a logical progression, and each clause should contain a single idea or policy proposal. Keep in mind that all resolutions except those passed by the Security Council are non-binding.

Operative Clauses:

Accepts...	Confirms...	Endorses...	Recommends...
Adopts...	Congratulates...	Expressing...	Regrets...
Affirms...	Considers...	Instructs...	Reiterates...
Appeals...	Decides...	Invites...	Repeats...
Appreciates...	...accordingly...	Notes...	Suggests...
Approves...	Declares...	...with appreciation	Strongly...
Authorizes...	Deplores...	...with approval...	Supports...
Calls upon...	Designates...	...with satisfaction...	Takes note of...
Commends...	Directs...	Reaffirms...	Transmits...
Concurs...	Emphasizes...	...its belief...	Urges...
Condemns...	Encourages...	Recognizes...	Welcomes...

Tips for the Delegates:

- Research thoroughly about your assigned country: its policies, alliances, economic status, and stance on global issues.
- Be aware of its position in your specific committee's topic.
- Speak clearly, confidently, and at a moderate pace.
- Maintain eye contact and use gestures naturally.
- Practice a strong opening statement that summarizes your country's stance.
- Have a concise set of key points you can refer to quickly.
- Respect other delegates and acknowledge their points.
- Build alliances with nations that have similar interests.
- Maintain politeness, even in debates.
- Listen carefully when others speak.
- Have an idea about Potential allies
- Always look out for New ideas to incorporate
- Be active in drafting working papers and resolutions.
- Stay confident, regardless of how challenging a debate may be.
- If you don't have an answer immediately, acknowledge it and redirect to related policies.
- Always advocate from the perspective of your assigned country, regardless of your personal opinion.
- Make friends, build connections, and have fun representing your country :)

General Instructions:

ELECTRONIC DEVICES AND WI-FI USAGE

To preserve the authenticity and fairness of debate, the use of mobile phones, tablets, laptops, or other electronic devices is prohibited during formal committee sessions if they are connected to the internet. This includes moderated caucuses, general speakers' lists, formal voting, and any structured debate. However, electronic devices may be used during formal sessions only if they are not connected to Wi-Fi or any mobile data network. This means delegates can take notes, draft speeches, or write documents offline. Wi-Fi and internet usage must remain strictly disabled unless:

- **The committee is on a break**
- **The committee is in an unmoderated caucus**
- **The Executive Board explicitly authorizes informal drafting time**
- **Use of internet-enabled tools like Google, ChatGPT, or messaging platforms during restricted times is strictly prohibited and may lead to:**
 - Device confiscation
 - Score penalties
 - Temporary suspension from committee

Delegates are responsible for managing their connectivity. The Executive Board may conduct random checks if misuse is suspected.

PLAGIARISM AND MISCONDUCT

Delegates are strictly prohibited from copying speeches, solutions, or draft documents from external sources or other MUNs. All submitted working papers or directives must be the original work of the delegates within the committee. Plagiarism may lead to disqualification. Harassment, cheating, or attempts to manipulate scoring or judges will result in immediate disqualification from awards and possible expulsion from the conference.

General Instructions:

RESPECT AND DECORUM:

All delegates are expected to maintain the highest level of decorum throughout the conference. Respect towards fellow delegates, the Executive Board, organizing committee, and logistical staff is non negotiable. Disruptive behaviour, including sarcasm, personal attacks, or excessive informality, will not be tolerated. Delegates must remain professional in both verbal and non- verbal conduct, adhering to diplomatic norms even during tense debates.

PUNCTUALITY AND ATTENDANCE :

Delegates must be seated and ready by the time sessions begin. Late arrivals disrupt the flow of debate and may result in being marked absent for that session. Any delegate who misses more than one session without prior notice may not be eligible for awards, even if their performance is otherwise commendable.

SPEAKING PROCEDURE

All speeches must be made in the third person. Delegates should begin their speeches by addressing the Chair and fellow delegates (e.g., “Honourable Chair, distinguished delegates...”). Use of points (e.g., Point of Order, Point of Personal Privilege) and motions must adhere strictly to the Rules of Procedure. Speaking out of turn is not permitted and may be penalised.

DRESS CODE:

- DAY 1 :Traditional / Ethnic Wear
- DAY 2 : Formal Wear

Program List:

DAY 1 - 4TH JULY 2025

7.30AM → Reporting

7.30AM – 8.15AM → Registration

8.15AM – 8.45AM → Breakfast

9.00AM - 10.00AM → Inauguration Ceremony

10.15AM – 1.00PM → Session 1

1.00PM – 1.45PM → Lunch

1.45PM – 4.00PM → Session 2

4.00PM – 4.15PM → High Tea

4.15PM- 5.15PM → Session 3

5.15PM–6.45PM → Socials [Dance]

DAY 2 - 5TH JULY 2025

8.30AM → Reporting

8.30AM – 9.00AM → Breakfast

9.00AM – 12.30PM → Session 4

12.30PM – 1.15PM → Lunch

1.15PM – 3.00PM → Session 5

3.00 PM – 3.15PM → High Tea

3.15PM – 4.30PM → Session 6

4.45PM – 6.00PM → Valedictory followed by dispersal



KLE SCHOOL,
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**ALL THE BEST
DELEGATES!**

Akanksha Patil

Secretary General

KLE MUN 5.0

+91 80884 12004