

# CHEMUN

## APPROVAL PANEL GUIDEBOOK



American International School of Chennai

# TABLE OF CONTENTS

<b>Introduction</b>	2
MUN Approval Panel	
CHEMUN Approval Panel System	
Resolution Requirements	
Resolution Example	
<b>For Advisors</b>	13
Approval Panel Attendance and Participation	
Using the Resolution Approval System	
Communicating with Main Submitters (Delegates)	
<b>For Chairs</b>	15
Using the Resolution Approval System	
Communicating with Advisors	
Communicating with Main Submitters (Delegates)	
<b>For Main Submitters</b>	17
Using the Resolution Approval System	
Communicating with Advisors	
Communicating with Chairs	

# INTRODUCTION

## *MUN Approval Panel*

Passing resolutions is a key component of Model United Nations, and resolutions must be of high quality or meet certain standards to pass within committee. For this process, the Approval Panel's role is critical. The MUN Approval Panel is responsible for ensuring that resolutions are debatable by checking that the framework (grammar, spelling, and layout) is correct and that they are legal and comply with UN procedure. The approval process requires an advisor, chair, and main submitter to communicate and collaborate for it to work efficiently.

## *CHEMUN Approval Panel System*

At CHEMUN, the Approval Panel focuses on helping improve resolution quality, rather than failing it completely. CHEMUN also holds both chairs and Approval Panel accountable for managing the quantity and quality of resolutions, under the Secretariat's guidance. The chairs' discretion during the approval process will be most influential at our conference. CHEMUN uses Google services - Sheets and Forms - as a platform for the Approval Panel system, and all participants, including advisors, will be required to use given files and instructions.

The following is the general procedure for approval at CHEMUN:

1. A group of delegates draft a complete resolution on one topic that follows CHEMUN resolution format (as outlined in 'Delegate Guide' on [CHEMUN.org](http://CHEMUN.org)).
  - 1.1. During the drafting/lobbying session, delegates are encouraged to receive guidance from expert chairs<sup>1</sup> for their topic.
2. The main submitter for the resolution approaches expert chair<sup>1</sup> for their topic and shares their resolution to him/her.
  - 2.1. The main submitter must have completed the 'Resolution Signatory Sheet', which will be distributed accordingly, prior to approaching the chair.

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<sup>1</sup> **Expert Chair:** all chairs in a committee are expert chairs on each topic. The expert chair writes the Research Report for his/her expert topic and has knowledge on the topic to help the delegates in the lobbying process and answer any questions related to the topic during the debates.



## ***Resolution Requirements***

The following has been adopted directly from the 'Delegate Guide':

### **What is a resolution?**

A **resolution** is essentially a compilation of recommended solutions to which the majority of the committee has agreed upon. It is one long statement, divided into clauses using punctuation such as colons, semicolons, and a period to end the resolution. With the exception of the Security Council, which can demand certain actions, resolutions are recommendations on how a committee believes an issue should be addressed. These recommendations can come in the form of sanctions, policies, and the condemnation of certain action.

All delegates should come to the conference prepared with a **draft resolution**, also known as a resolution that has not been voted on. During caucusing on the first day of the conference, delegates will be able to compile a resolution, make edits to complete resolutions, or work with other delegates to create one. Although never enacted in real life, resolution writing functions as a way to collaborate, share ideas, and get to know other countries' perspectives on the issue at hand.

### **Format of a Resolution**

A **resolution** consists of three main sections: the header, the preambulatory clauses, and the operative clauses. Details of resolution formatting can differ in each conference, but each resolution should have these main parts. In CHEMUN, we follow the THIMUN procedures which also apply to resolution writing.

**Headers** give basic information about a resolution. They tell the committee and the reader which committee is discussing the issue, the issue being discussed, the main submitter, co-submitters, and signatories. Below is an example of a resolution header:

COMMITTEE: [insert committee name here]

QUESTION OF: [inset topic name here]

SUBMITTED BY: [insert main submitter delegation here]

Keep in mind that after the heading of a resolution, there must be an address to the committee. Do this by writing the name of the committee and follow it with a comma and a space between the address and the preambulatory clauses.

**Preambulatory clauses** function as the introduction of the resolution and provide scope to the issue. It specifically justifies why particular measures should be carried out based on examples from history or actions from past resolutions.

Always begin a preambulatory clause using a phrase from the useful prefix list at the end of this section. End each preambulatory clause with a comma (,) and use full names of organizations, bodies of government and so forth before using abbreviations (e.g. first state “World Health Organization” before using “WHO”).

Preambulatory clauses can:

- a) give examples of past resolutions, statistics and policies for context
- b) give reasons why the issue should be discussed
- c) briefly outline difficulties from past actions and
- d) acknowledge and/or congratulate past actions by UN bodies or other NGOs.

The following is an example of a preambulatory clause:

*Expressing with satisfaction* the African Women's Decade (2010-2020) launched by African Union to promote gender equality and women’s empowerment through expediting the implementation of the relevant regional and global decisions and commitments,

**Useful Prefix List for Preambulatory Clauses**

(Note: must be *italicized* in resolution)

Affirming	Expecting	Having examined	Further recalling
Alarmed by	Emphasizing	Having received	Reaffirming
Approving	Expecting	Keeping in mind	Deeply
Bearing in mind	Expressing its appreciation	Noting	Guided by
Believing	Fulfilling	Deeply concerned	Realizing
Confident	Fully aware	Deeply convinced	Disturbed
Declaring	Further deploring	Observing	Recognizing
Regretting	Referring	Having adopted	Recalling

**Operative clauses** are statements offering or suggesting solutions to the topic of discussion. This is the most significant part of the resolution. Operative clauses also set the tone and sort of actions that should be carried out by the UN; for example, this can be seen in the difference between the tone created by a phrase such as “suggests” versus “strongly affirms”.

These clauses are the foundation of the resolution. Begin an operative clause by denoting it first with a number and underlining the operative prefix being used. End each clause with a semicolon (;).

The following is an example of an operative clause:

1. Calls for all relevant member states to sign and ratify the KPCS as created in 2003 by the United Nations (UN) General Assembly which will help to promote cooperation and awareness of the illicit diamond trade;

If using **sub-clauses**, use phrases like “such as but not limited to...” or “by...” to demonstrate that the clause has more specifics that need to be discussed. Press Enter and continue to the next line, hit Tab, and begin the sub-clause with a letter (ex. a, b, c...). Leave a space between each clause.

**Sub-sub clauses** follow the same process but are denoted by lowercase Roman numerals (ex. i, ii, iii, iv...) with no punctuation after it. In the sub-clauses and sub-sub clauses, details for the solutions and recommendations should be discussed. This can include how that action will be executed, who will be involved, and examples of resources needed.

After the final operative clause, use a period (.) to end the resolution.

### Useful Prefix List for Operative Clauses

(Note: must be underlined in resolution)

Accepts	Affirms	Approves	Authorizes
Calls	Calls upon	Condemns	Confirms
Congratulates	Considers	Declares accordingly	Deplores
Designates	Draws the attention	Emphasizes	Encourages
Endorses	Expresses its appreciation	Expresses its hope	Further invites

Deplores	Designates	Draws the attention	Emphasizes
Encourages	Endorses	Suggest	Expresses its hope
Further invites	Further proclaims	Further reminds	Further recommends
Further requests	Further resolves	Has resolved	Notes
Proclaims	Reaffirms	Recommends	Regrets
Reminds	Requests	Solemnly affirms	Strongly condemns
Supports	Takes note of	Transmits	Trusts

When creating a resolution, always be mindful of the specific format used by the conference. It is also imperative that your resolution be clear, concise, and coherent. If, for example, you decide it is important to lower income disparity, make sure you can say: [1] who will be affected, [2] what measures will be taken to do this, [3] the time frame in which it will take place, and [4] where it will be done. To augment your credibility in the committee, you should propose realistic goals based on your country's social, political, and economic background. Never contradict your representative country's stance.



## ***Resolution Example***

QUESTION OF: Measures to Prevent and Address the Global Issue of Substance Abuse

COMMITTEE: Special Conference

MAIN SUBMITTER: The United Kingdom

CO SUBMITTERS: People's Republic of China, Vietnam, and Mali

Delegations,

*Recalling* E/RES/2020/216 on the importance of maintaining and improving financial allocations towards drug rehabilitation, prevention agencies, and the United Nations Office of Drugs and Crime,

*Alarmed* by the sharp increases in narcotics and over-the-counter drugs abuse amongst the global population and the increased mortality count due to substance abuse,

*Fully aware* of the debilitating effects of alcohol, tobacco, marijuana [excessive], and other illicit or narcotic substances on a person's health, along with their families and further affected individuals,

*Recognizing* that extreme substance abuse in developing and developed countries alike often stems from external sources such as peer pressure, stress, public perception, and other social factors, and further recognizing the importance of effective treatment to bring people out of early and late-stage substance abuse,

*Emphasizing* the importance of education in developing countries to awaken populations to the dangers of substances on an individual and larger-scale level, and furthermore ensuring the bolstering of drug-prevention agencies on a local level, especially in educational settings,

*Noting* that the majority of substance trade and trafficking continues to occur despite further legal enforcement and crackdown,

*Expressing deep concern* about the unprecedented percentage of people who are affected and burdened by substance abuse, recognizing the importance of other nations to share burdens faced by developing states, and expressing its appreciation

towards efforts led by the UN and individual member states to provide financial or humanitarian aid in areas undergoing political, economic, or social turmoil, where substance abuse rates are considerably higher,

1. Encourages the International Monetary Fund (IMF) to further provide financial assistance to developing nations that are considered susceptible to increased rates of substance abuse or a major precursor, mental health burdens, and basing loan amounts and reasonable, achievable payment times on the biannual monitoring of factors such as but not limited to:

- a. Economic and political instability, as well as humanitarian needs,
- b. GDP growth,
- c. Previous rates of substance abuse,
  - i. Previous unilateral or bilateral agreements on working towards greater mental health facilities and rehabilitation locations;

2. Calls upon the further expansion of the role of the Committee for Development Policy (CDP) under ECOSOC to develop a better understanding of the correlation of substance abuse and the political and economic climate of member states by fulfilling tasks such as but not limited to:

- a. Presenting biannual reports to the General Assembly (GA) about the different, specific aids that certain member states require (humanitarian or financial),
- b. Understanding and communicating with nations about the potential causes of increased substance abuse that their respective states might face,
- c. Raising awareness amongst populations in member states via NGOs (such as the INCB) about the importance of political moderation and a symbiotic relationship between people and their governments,
- d. Creating recommendation plans on how various nations can reduce substance abuse rates in educational settings,
  - i. Recommending how to balance educational systems so to approach the sector with a more holistic approach focused on mental health safety,
  - ii. Further recommending strategies to limit the spread of illicit drugs in schools and increasing the number of abuse prevention works required for students to take,
  - iii. Underscoring the importance of social media and digital news in raising social awareness amongst populations as it relates to opportunities to receive help;

3. Emphasizes the duty NGOs play in furthering holistic education amongst younger populations in developing nations, and implores foundations such as the International Drug Policy Consortium (IDPC) to continue educating people in schools

about the dangers of substance abuse, social pressures, and new structures of mental health aid by introducing tools such as but not limited to:

- a. Books about different mental health rehabilitation structures, historic cases of drug prevention works, social benefits of staying 'clean', and vocational training in underdeveloped areas so to boost population-level understanding of the effects of different narcotics, as well as reasons to stay away from them,
- b. Digital media and news,
  - i. Educates people on how to utilize new technologies and developments to access mental health and drug information in member states,
- c. Group discussions and video lectures presented in educational settings about effective ways to enter rehabilitation, talk to a specialist, or introduce new programs in one's educational (or personal) setting;

4. Requests the tightening of legislation pertaining to the flow of drugs in an economy, while still recognizing research-backed applications of certain drugs, by fulfilling tasks such as:

- a. Increasing funding towards regional, local, and national agencies focused on the prevention of the spread of drugs,
  - i. Maintaining rehabilitation methods for those involved in the spread of drugs,
  - ii. Publicizing the dangers (socially, mentally, economically, and personally) of substance abuse,
- b. Decreasing the number of armed law enforcement officials in schools (pertaining to drug flow) and increasing the number of mental health specialists and other preventative agencies instead,
- c. Further aiding in the deployment of aid organizations such as present in affected regions and settings,
  - i. Providing transportation,
  - ii. Providing safety,
  - iii. Facilitating interactions between NGOs and local populations, primarily in LEDCs;

5. Urges fellow member states to provide aid to nations undergoing uncontrolled substance abuse through means such as but not limited to:

- a. Providing financial aid through monetary assistance in the form of loans,
- b. Sending resources for rehabilitation to countries with heightened level of substance usage as directed by the UNODC,
- c. Exporting psychological analysis technology, medical technology, and education supplements to member states in need in order to relieve some pressure from regional and local municipalities,

- ii. Analysis kits, medical equipment to best deal with severe cases of substance abuse,
- iii. Educational materials such as books and programs as directed by respective governments and NGOs,

6. Accepts the creation of new social service plans to aid parts of the population worst affected by the (proportionally) substance abuse pandemic in MEDCs and LEDCs by providing financial assistance and increased access to rehabilitation centers to:

- a. Families that have multiple children under the age of 18 attending a public/national educational institution and have a total income less than the national [state-to-state variation] median,
- b. Physically and mentally disabled people,
- c. Single working parents,
- d. Students in public/private schools;

7. Has resolved the importance of providing shelter and necessities to homeless people (suffering from increased susceptibility to substance abuse) affected by a lack of government intervention, and plans to introduce infrastructure such as but not limited to:

- a. Fast-constructed housing shelters in both the rural and urban portions of LEDCs,
- b. Encourages member states to construct low-cost, permanent housing options for rehabilitation centers and their members/residents.

# FOR ADVISORS

## *Approval Panel Attendance and Participation*

All MUN advisors who will be present during the CHEMUN conference will be expected to be present at the Approval Panel as a member, reviewing and approving delegates' resolutions. The Approval Panel will be open during the first and second days of the conference. An Approval Panel Workshop will take place on the first day of the conference, where the Secretariat will go over expectations and systems and designate Approval Panel time slots for advisors - the workshop will be mandatory for all advisors who will be present during the conference.

## *Using the Resolution Approval System*

The advisors will mainly focus on the **format** of the resolution (grammar, structure, formatting, prefix choice for clauses, etc)

As mentioned above, advisors will have access to the 'CHEMUN Resolution Approval Information' spreadsheet, in which they will be able to view resolutions that expert chairs send to the Approval Panel, sign up for reviewing resolutions, and indicate approval status of resolutions.

The following will be displayed in the information spreadsheet:

- Email address of expert chair
- Committee
- Topic Number
- Delegation of Main Submitter
- Delegate's Name
- Resolution Link

Advisors will need the following for reviewing resolutions:

- Delegate's Name
- Resolution Link
- Laptop (with an active Google account)

In addition to the information mentioned above, there will be 'To be approved by:', 'Approval Status', and 'Print Status' sections. Once a new resolution is added to the system, an advisor who is available to review the resolution will sign up by typing their name in the 'To be approved by:' section, next to the given resolution. After

checking for proper formatting, spelling, and grammar, the advisor may decide to either Approve, Delay, or Deny the resolution.

### ***Communicating with Main Submitters (Delegates)***

Main submitters will report to the Approval Panel once their expert chair has checked that an advisor has signed up to review the delegate's resolution on the 'CHEMUN Resolution Approval Information' spreadsheet. He/she will meet with his/her designated advisor for review. Any areas of concern or minor mistakes can be fixed in the Approval Panel along with the delegate. If there are major errors or concerns in the resolution that the advisor believes requires further assistance from student officers, the advisor may delay the resolution and ask the delegate to report back to their committee to improve the resolution.

Most of the delegates that Approval Panel advisors will interact with are going to be students from another school or country. Advisors will be expected to treat all delegates with respect and stay attentive during Approval Panel sessions. Additionally, the only language permitted for use in the Approval Panel (and the CHEMUN conference) will be English.

# FOR CHAIRS

## *Using the Resolution Approval System*

As mentioned above, the expert chair will be solely responsible for submitting the resolutions of the expert chair's topic to the Approval Panel, and the chairs' discretion will be valued most during the approval process. Therefore, the chair must make informed decisions and behave in a formal and respectable manner at all times.

The chair will mainly focus on the **content** of the resolution, making sure that the resolution is legal, follows UN and CHEMUN procedure, not plagiarized, and that its solutions do not significantly overlap with other resolutions of the same topic. Other formatting details may be corrected by the chair or be left for fixing at the Approval Panel.

Note that, at CHEMUN, the chair will have the initial and complete control over the resolution's status, meaning that they have the authority to either send it to the Approval Panel or delay it for further improvement by delegates - these decisions must have clear reasoning and evidence that are informed to the main submitters. If the chair decides that a resolution is ready for review at the Approval Panel, he/she can send it to the Approval Panel via the 'CHEMUN Resolution Submission Form' (details will be shared during the Student Officer Workshop and other means of communication by the Secretariat). If a resolution is either incomplete or has significant areas of concern, the chair should require the main submitter to reshare the resolution after working on it with their group.

Chairs will also use the 'CHEMUN Resolution Approval Information' spreadsheet actively, checking that the resolutions they have sent are uploaded to the system and that an advisor is signing up to review the committee's resolutions. Through this platform, chairs will be informed of the resolution's **approval status** and **printing status**, using them to manage upcoming debate time and topic distribution - an equal number of resolutions per topic is highly suggested for all committees.

***Chairs will be expected to take on greater responsibility in ensuring that all resolutions are properly formatted to the above standards, and detail fruitful content.***

## ***Communicating with Advisors***

Although chairs will most likely not communicate directly with advisors at the Approval Panel, if any issues arise, they should contact the Secretariat members via the committee-specific 'Slack' communication platform (will be introduced prior to the conference) or the admin staff present.

## ***Communicating with Main Submitters (Delegates)***

Communication between expert chairs and main submitters is key. Chairs should also treat delegates with respect. Chairs should aim to stay attentive to fellow chairs and delegates. When making decisions and informing them to delegates/main submitters, supporting them with valid reasoning helps delegates understand, preventing unnecessary disagreements. Additionally, the only language permitted for use in the Approval Panel (and the CHEMUN conference) will be English.



# FOR MAIN SUBMITTERS

## *Using the Resolution Approval System*

Main submitters will only need to share their resolution with their expert chair as outlined in the 'CHEMUN Approval Panel System' above. Once the main submitter's resolution has been shared, the expert chair will inform the main submitter that their resolution is ready for review as soon as an advisor is confirmed. The delegate may be assisted to the Approval Panel by an admin staff. The approval status of the delegate's resolution will be informed to the delegate in the Approval Panel - its status can also be checked by the expert chair if needed.

## *Communicating with Advisors*

Advisors are present in the Approval Panel with intentions to help delegates improve resolution quality. All main submitters and fellow delegates are expected to treat all advisors with respect, whether the advisors are from their own school or not. Main submitters are invited to ask questions to advisors for clarification or help during the approval process.

## *Communicating with Chairs*

Chairs will play an important role in the resolution's approval process, and will be of most help in drafting resolutions. Like with advisors, all main submitters and fellow delegates are expected to treat all chairs with respect. Delegates are asked to adhere to the chairs' decision(s), and if any issues arise, delegates may request admin staff to contact secretariat members to solve them. Delegates are highly encouraged to request assistance from chairs while drafting the resolution.