

LIMUN 2023

Written Documents Guide



Introduction

Being a delegate in a LIMUN committee requires the drafting of a series of documents that you may not be familiar with.

The LIMUN Written Documents Guide is a comprehensive manual that aims to help delegates draft any kind of MUN document, both for the LIMUN conference, as well as for any other conference that uses LIMUN's Rules of Procedure (RoP).

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Working Papers

What is a Working Paper?

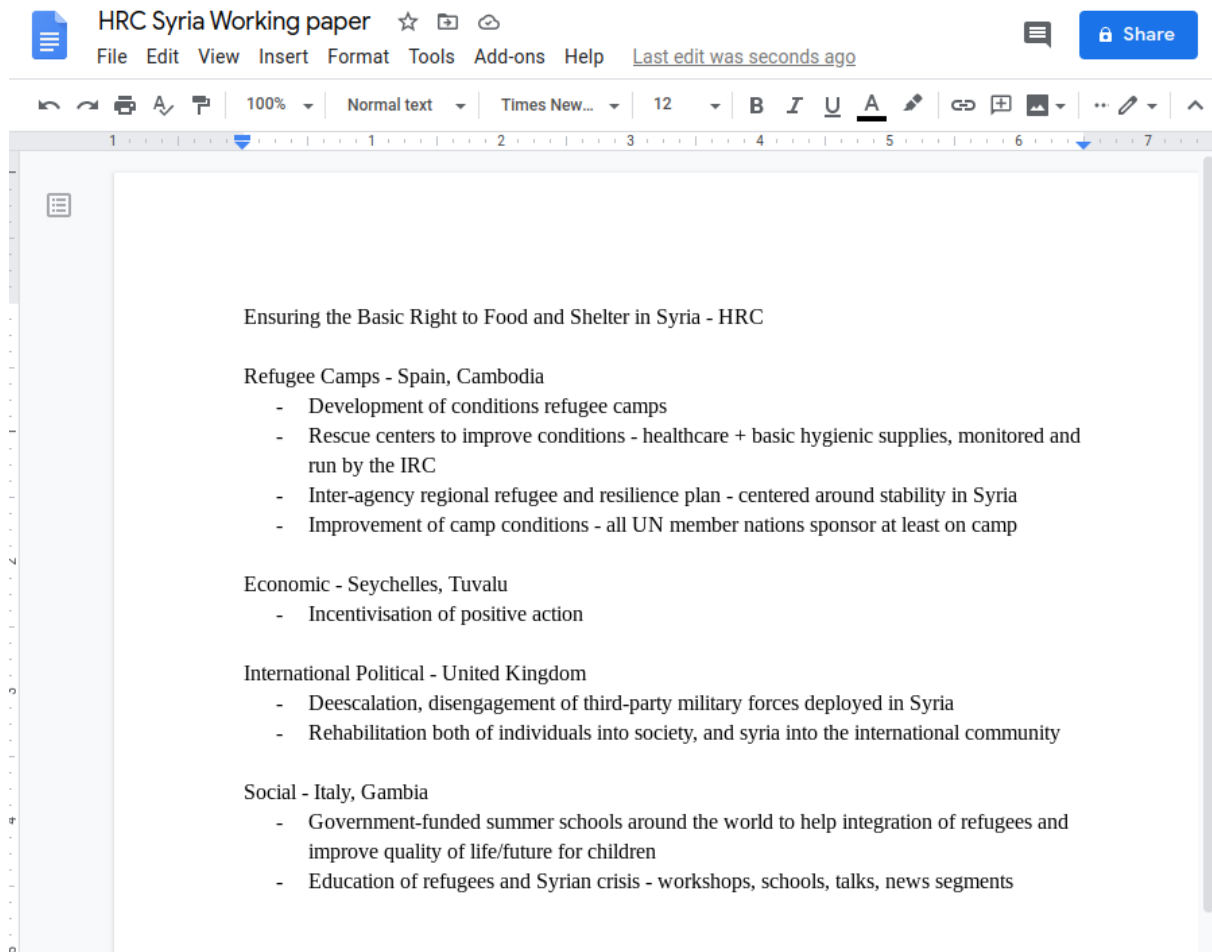
A working paper is a rough outline showing what you wish for the resolution to involve. While a draft resolution has a number of rules on structure and formatting for one to adhere to, a working paper has no set layout, and is more about putting ideas to paper. Working papers serve to allow people to collaborate quickly and efficiently - it is essentially a 'shopping list' of proposals/solutions members of a bloc want to see in a draft resolution.

It has to be noted that a working paper is not a prerequisite for a submission of a draft resolution. However, it is highly recommended that all blocs working towards a draft resolution produce a working paper first, to see how their brainstorming translates into written ideas. By putting your ideas on paper, you might even be able to see whether merging with other similarly minded blocs might be an option.

How to Write a Working Paper

As per the nature of a working paper, there's no set approach to take to write it, however it can be useful to understand how to use a working paper to your (and the committee's) advantage. If you are the delegate presenting a working paper, it will ensure you have a fundamental understanding of the resolution that comes from it, as well as being able to delegate tasks and being one of the main contributors of the resolution as a whole.

A working paper is almost always the product of collaboration between a number of delegates, and thus it is recommended that Google Docs is used, to allow simultaneous access and editing capabilities for all members of a bloc.



Above, we can see an example of a working paper on the issue of the Basic Right to Food and Shelter in Syria. The proposals have been split into 4 thematic blocks, to each of which the authors will dedicate 1-4 clauses. During the drafting of the working paper, countries can add recommendations indicating what they wish to be added, give a general indication of their opinions on the working paper's direction as a whole, and indicate which aspects they may wish to contribute to. Each section also has 1-2 countries listed by the topic. Working papers will sometimes include this so that delegates viewing the working paper know which delegates are 'in charge' of each section. Once an unmoderated caucus is called and the resolution starts being written, delegates will then know who to go to for their contributions. This is a very rough format of a working paper; it is however effective in that it is short enough that it can easily be understood and debated. Formal language and preambulatory clauses aren't needed because the working paper is an outline of the pure content.

Another possibility is that a working paper can be more detailed. While this makes drafting it more complicated and time-consuming, it means that ideas are more clearly written and developed, and that if there are multiple working papers with a similar direction, yours is more likely to be used as it is closer to being the finished product. In the example provided below, you can see that the clauses are still separated by topic, and the highlighted countries show areas of the clauses that other delegates have committed to developing.

Ensuring the Basic Right to Food and Shelter in Syria - HRC

Refugee Camps

- 1) Requests the further development of refugee camps by the UN within Syria by:
 - a) ensuring each refugee within the camp is provided with a substantial meal which
 - i) xyz
 - b) the World Food Program (WFP) will control and direct every aspect of this program;
- 2) Encourages the establishment of Rescue Centers within Syria with the aim of but not limited to:
 - a) providing children and individuals at risk with sufficient food and water
 - b) to be monitored and run by the International Rescue Committee (IRC) and other related NGOs;
- 3) Further requests the enforcement of the inter-agency regional refugee and resilience plan:
 - a) creating a sense of stability in Syria by:
 - i) Xyz from Cuba
 - b) Resulting in future economic development and stronger economic security within the country;
- 4) Calls upon all developed UN member nations to sponsor at least one camp in Syria by:
 - a) providing a stable source of nutritional products
 - b) establishing a warehouse where items include, but are not limited to:
 - i) Xyz

Economic

- 5) Recommends that rewards are given to individuals who support and aid in addressing and tackling the issue through means such as but not limited to:
 - a) financial aid
 - b) public recognition
 - c) grants
 - d) loans;

International Political

- 6) Recommends the disengagement of any third-party military forces deployed in Syria;
 - a) An immediate cease-fire and an international arms embargo,
 - b) increasing pressure on foreign involvement to stop sending weapons to the Syrian government;
- 7) Encourages rehabilitation to be coordinated by a central authority, by means of:
 - a) guided assistance xyz:
 - b) development plans xyz:
 - c) survivor speeches xyz; - Thailand

Social

- 8) Suggests all states start government-funded summer schools/programs aiming to help refugee children enhance their education (details from Spain)
- 9) Affirms the involvement and participation of Non-Governmental Organizations (NGOs) to raise awareness in learning workshops.

Draft Resolutions

What is a Draft Resolution?

A resolution is a formal statement written by the members of a committee on a given topic on the agenda (e.g. how AIDS should be dealt with) expressing the authors' proposals on what should be done about the problem.

It is important to remember that when drafting a resolution, there two main aims for any delegate contributing:

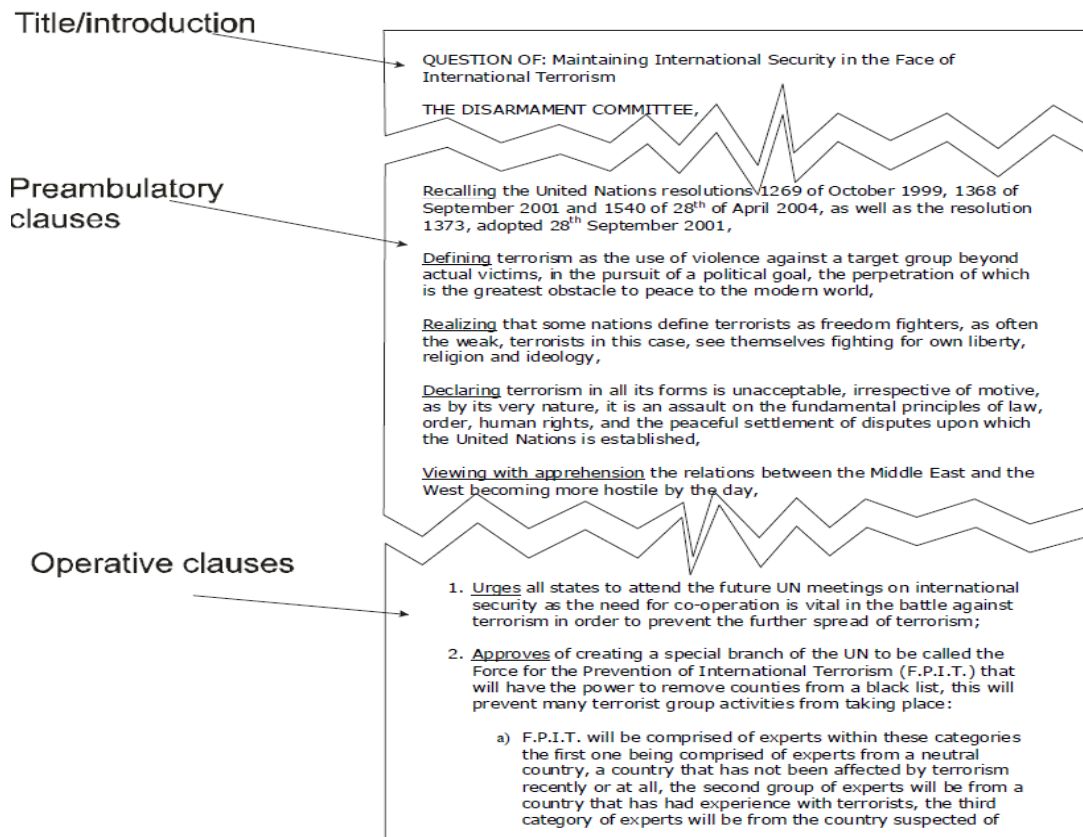
- 1) To safeguard their national interest;
- 2) To rally enough support from the rest of the House in order to reach a consensus on the proposed solutions.

Achieving both of these goals is an art and a delicate balancing act; compromise is often required on all sides.

Draft resolutions will start getting drafted in unmoderated caucuses when debate in a committee has reached an advanced enough stage for the chairs to feel that a large majority of the delegations present have made their views about the topic quite clear, and that a sufficient number of clear policy lines has been presented during the General Speakers' List and any moderated caucuses.

Structure of a Draft Resolution

All resolutions are essentially a long but coherent sentence, divided into clauses and sub-clauses. This long sentence is made up of the preambulatory and the operative clauses, written in formal language. It starts with a title/heading, which are followed by the preambulatory clauses. The operative clauses come last.



How to Write a Draft Resolution

Heading

The heading of the resolution is essential for its identification, and contains the name of the committee, the issue the resolution addresses in full and lists of the sponsors and signatories in alphabetical order.

Here's how to write your heading:

- Begin by stating your committee using its full name (e.g. for the WHO write World Health Organisation (WHO)) – this will almost certainly have been provided by your chairs in the committee study guide.
- After stating the committee, state the issue in full as this is presented in the study guide by writing “question of” and then the issue.
- Lastly, add the list of sponsors, and the list of signatories, both in alphabetical order.
- The words “forum”, “question of”, “sponsors” and “signatories” should be in capital letters and bold type.

An example of a heading is shown below:

FORUM: General Assembly Third Committee – Social, Humanitarian and Cultural Committee (SOCHUM)
QUESTION OF: Intensifying global efforts to effectively eliminate female genital mutilation
SPONSORS: Ethiopia, Kenya, Nigeria
SIGNATORIES: Botswana, Chile, France, Germany, Italy, Peru, South Africa

Sponsors and Signatories

For a draft resolution to be approved, it needs to have a complete list of sponsors and signatories. As per the LIMUN RoP, the total number of sponsors and signatories, should amount to at least 20% of the total number of delegates in the committee. Being a sponsor is however different to being a signatory.

A Sponsor of the resolution is any delegate who has contributed a significant part of the proposals which are included in the draft, and the delegates forming a bloc for the drafting of a resolution need to agree between themselves who has contributed the most. In the final vote on a draft resolution, sponsors are by default expected to support any draft they sponsored; should they wish to deviate from this, it is customary for them to explain the reasons for this. Under the LIMUN RoP, no more than five delegates may be listed as sponsors, although this limit may be reduced by the chairs in smaller committees.

On the other hand, a Signatory is any delegate who signs the draft resolution, to signal their intent for seeing the draft resolution introduced and debated. Being a Signatory does not indicate support for the resolution and carries no further obligations.

Preambulatory Clauses

Preambulatory clauses (often referred to as “pre-ambs”) act as justification for the solutions that are proposed in the operative clauses. They include the underlying motivations of the sponsors.

All background information, facts, identification of problems, previous resolution titles, conventions and treaties are contained in the preambulatory clauses (e.g. “Recalling the fact that 42 million people are affected by AIDS” is a preambulatory clause). These will reinforce the points made by the sponsors through the operative clauses. ‘Preambs’ are not debated, given that they are mostly statements of fact, so delegates should take care to keep their ‘preambs’ free of any controversial content.

Delegates are advised not to spend too much time on the drafting of preambulatory clauses; they are an integral part of any resolution, but as introductory remarks, are not put to debate and are generally not given as much attention as operative clauses (see next section).

Style Guide

Here is what you should remember when writing your preambulatory clauses:

- Preambulatory clauses must be written in formal English, just like the rest of the resolution.
- Each clause begins with a preambulatory phrase or word, which must be unique as no clause starter can be repeated in the document. Examples of such phrases or words are given in the table below.
- Ensure there is a line space between one clause and the next.
- The preambulatory phrase should always be italicised.
- Preambulatory clauses must be separated by a comma.
- Not too many preambulatory clauses should be included as they are not debated. Using a size 12 font, one should aim for a maximum of one page of preambulatory clauses.
- The acronyms of any organisations or NGOs must be stated in full at the first instance where the draft resolution refers to them. In any instances where an entity is mentioned again, it can be referred to using the acronym only.

Preambulatory Clause Starters

Affirming	Disturbed	Having considered further	Reaffirming
Alarmed by	Desiring	Having devoted attention	Realising
Approving	Emphasising	Having examined	Recalling
Aware of	Expecting	Having heard	Recognising
Bearing in mind	Expressing its appreciation	Having received	Referring
Believing	Expressing its satisfaction	Having studied	Regretting
Confident	Fulfilling	Keeping in mind	Seeking
Considering	Fully alarmed	Noting with regret	Taking into account
Concerned	Fully aware	Noting with deep concern	Taking into consideration
Conscious	Fully believing	Noting with satisfaction	Taking note
Convinced	Guided by	Noting further	Viewing with appreciation
Declaring	Having adopted	Noting with approval	Welcoming
Deploring	Having considered	Observing	

Note: Clause starters can be reused by adding “further” or “deeply”. For instance, “Noting” could be reused as “Further noting” and “Concerned” could be reused as “Deeply concerned”.

Building Preambulatory Clauses

The preambulatory clauses can include any type of introductory remark, but it makes for better reading for the preambulatory clauses to be laid out in a logical order. They can start by justifying the need to take action on the topic, then going on to put the topic in the context of international law and policymaking, by introducing previous relevant treaties, conventions, resolutions or attempts to resolve the issue. They should also provide justification for the approach pursued by the operative clauses, laying out the guiding principles behind the ideas of the sponsors.

A few examples of different types of preambulatory clauses are given below:

Previous resolution titles:

“Recalling Security Council Resolution 687, adopted 3 April 1991, and particularly paragraph 14 and all other relevant resolutions,”

Background information/ facts:

“Reminding that every State other than the three mentioned above have signed the Treaty on the Non-Proliferation of Nuclear Weapons (NPT),”

Beliefs of the proposing country:

“Believing that the United Nations Disaster Relief Office (UNDRO) has been an important part of disaster relief efforts worldwide,”

“Emphasising that Israel’s disarmament of its nuclear arsenals is a prerequisite for achieving a lasting peace in the Middle East,”

Identification of problems:

“Aware of the threat posed by weapons of mass destruction in the hands of terrorist organisations,

Operative Clauses

The operative clauses contain the active policy, or course of action, of the Body (committee) passing the resolution.

The aim of operative clauses is to offer solutions to the problem being discussed (e.g. “Calls upon governments to introduce campaigns addressing discrimination against AIDS sufferers” is an operative clause). The delegate should bear in mind that the solutions offered should, as far as possible, be applicable to countries across the economic development spectrum (from High Income Countries - HICs to Low Income Countries - LICs), so that the resolution can have a wide appeal. That said, it is often the case that a ‘one-size fits all’ approach isn’t the best course of action, and the best resolutions are those proposing distinct, tailor-made solution bundles for nations at different stages of the development pathway.

Delegates must strive to make sure that the clauses do not contradict each other and are as practical and as original as possible.

Style guide

A number of rules apply on the formatting of operative clauses:

- Each operative clause starts with an 'operative phrase'. Examples of such phrases are given in the table below.
- Each 'operative phrase' should be underlined.
- Ensure there is a line space between one clause and the next.
- Operative clauses should be numbered (1, 2, 3...), sub-clauses lettered (a, b, c...) and sub-sub-clauses numbered using roman numerals (i, ii, iii...).
- Operative clauses are separated by a semi-colon (;)
- No punctuation is necessary at the end of a sub-sub clause, if it is followed by another sub-clause or sub-sub clause.
- Again, the acronyms of any organisations or NGOs must be stated in full at the first instance where the draft resolution refers to them. In cases where an entity is mentioned again, it can be referred to using the acronym only.

Operative clause starters

Accepts	Confirms	Endorses	Requests
Affirms	Congratulates	Expresses its appreciation	Resolves
Approves	Considers	Expresses its hope	Sanctions*
Asks	Decides*	Hopes	Solemnly affirms
Asks for	Declares accordingly*	Invites	Supports
Asks that	Demands*	Notes	Suggests
Authorises	Deplores	Proclaims*	Takes note of
Calls	Designates	Reaffirms	Transmits
Calls for	Draws the attention	Recommends	Trusts
Calls upon	Emphasises	Regrets	Urges
Condemns*	Encourages	Reminds	Wishes

Notes

All clause starters that have been marked with an asterisk () can only be used by the Security Council. This is not an absolute rule, and there may*

be exceptions for some committees (e.g. the Human Rights Council having to condemn a serious human rights violation)

Clause starters can be reused by adding “further” or “strongly”. For instance, “Requests” could be reused as “Further requests” and “Asks” could be reused as “Strongly asks”.

Strong phrases such as ‘condemns’ are best avoided because they might discourage countries from voting for the resolution.

Approaches to Take for your Operative Clauses

First, a few general tips on how to write operative clauses:

- Operative clauses should be written in formal English.
- By careful not to offend another country or infringe on its sovereignty:
 - Offensive language: Stating or insinuating in an operative clause that “all citizens of less economically developed countries are illiterate” could offend a delegate. It would be more diplomatic to state that the country in question has a very high rate of illiteracy, and include the relevant statistic;
 - Infringing on national sovereignty: A clause that reads “Asks that all member states whose territory includes parts of the Amazon rainforest forbid any economic activity in these parts,” would not be acceptable. Member states have the sovereign right to decide on the use of public land and the UN cannot interfere; of course, a clause can make recommendations using language that does not impinge on national sovereignty.
- Logical solutions should be offered that do not contradict national interests; hence extensive research on your country is required.
- The solutions offered in the operative clauses should be as original as possible.
- It should be noted that, for the purposes of the Model United Nations, there is an unlimited UN budget - as long as the proposals are realistic. Delegates should generally refrain from framing debate solely around specific amounts and specific funding sources - except in cases where this is a key part of the committee’s mandate.
- All clauses must be able to answer the following questions about the action proposed: *WHAT* will be done, *WHEN* it will be done, *WHO* will

do it, *WHERE* it will be done, *HOW* will it be done, *WHY* will it be done.

- As mentioned above, operative clauses can have sub- and sub-sub-clauses.
- This breakdown of a proposal into smaller bits can make it easier to understand, but you should make sure that the way you have phrased the clause actually reads well.
- Use sub-clauses to offer more details about a proposal, and to clearly answer the key questions we mentioned in the previous point, e.g.:

Calling for member states to recognise that personal information is the property of the citizen, and thus, encourages national governments to consider the inclusion of personal data under any existing private property protection laws, such as the following:

Implementing national laws restricting the access of private companies to personal data without the consent of the individual citizens

Ensuring compliance by including a requirement for these companies to abide by new legislation in the licensing agreement for these companies to operate within the countries

Setting up an awareness-raising campaign to make citizens aware of the dangers and to rebuild trust between them and politicians and encourage the dialogue between citizens and politicians through Confidence Building Measures (CBMs)

Possible cooperation between governments and private firms while carefully regulating the private sectors' access to data;

In terms of what to include in the operative clauses, there could be many valid approaches. Generally speaking, there are three broad families of approaches.

Calling for Collective Action

A solution may propose increased collective action by all member states. This is generally the most widely used approach.

When drafting clauses proposing such approaches, attention must be paid to the choice of language. The UN Charter forbids the UN from intervening with matters that fall under internal state jurisdiction, so any solution must respect national sovereignty. Only the Security Council can use stronger language like 'Decides' or 'Condemns'. Resolutions in most other UN committees will use lighter, more consensual language, like 'Recommends' or 'Asks'.

A few examples of clauses opting for this approach are given below:

Topic: Nuclear disarmament in the Middle East

Calls upon each state in the Middle East to inform the IAEA of all commercial agreements related to nuclear technology including those:

concluded with companies

and other non-state actors;

Requests that all United Nations Member States strengthen their export controls, through measures including, but not limited to:

reviewing effectively items on multilateral export control lists and items that are not identified on such lists as well

keeping track of the raw materials of WMD and taking note of the recipient states' security standards;

Creating or Enhancing International Law

In many cases, international legislation may be inexistent or inadequate to provide the legal framework based on which the issue can be addressed. This will become apparent from research into the topic. If this is the case, then the Sponsors of the resolution may decide to propose the drafting of new legislation in the form of treaties/conventions or declarations. A Treaty is legally binding and may thus be harder to achieve by consensus, whereas a Declaration is non-binding, and can be used to express collective international opinion.

Within the UN System, the drafting of new international legislation is the responsibility of Working Groups. To initiate the drafting process, a resolution seeking to pursue this legislative approach must set up the Working Group and define its objectives.

An example of this approach is given below.

Topic: Taking forward multilateral nuclear disarmament negotiations - clauses modified after GA Resolution 67/56 (2012)

Decides to establish an open-ended working group to develop proposals to take forward multilateral nuclear disarmament negotiations for the achievement and maintenance of a world without nuclear weapons, under the following premises:

The working group shall convene in Geneva in 2013 for up to 15 working days

International organisation and civil society shall take part in its discussions

The working group shall submit a report to the General Assembly at its sixty-eighth session on its work, reflecting all discussions and proposals made;

Creating New Specialist Organisations

Sometimes it will be the case that the topic at hand is not adequately covered by the mandates of existing bodies, programs and commissions within the UN System. In such cases, a valid approach to solving the problem may be the creation of a new organisation which will be dedicated to the management of the issue. Any resolution proposing the creation of a new organisation, must specify the mandate of the new organisation, as well as a number of other details, such as how the organisation will be funded, where it will be based, how it will operate, and how it will be led and scrutinised.

A good example showing the approach to take is [GA Resolution 48/141 \(1994\)](#), which established the post of the UN High Commissioner for Human Rights.

Delegates should however think twice about creating new organisations; the UN system receives frequent accusations about being bureaucratic, and the last thing any functional solution to a problem will want to do is create overlapping mandates and add to the bureaucracy. Therefore, the most sensible thing to do when thinking about creating a new organisation is to check the [UN System Chart](#) and think about the mandates of existing organisations. There may well be some obscure, but existing UN body that can deal with the issue if properly reinforced.

Final Tips and Hints on Resolutions

Preambulatory and operative clauses together should be about two to four sides of A4. Anything shorter than that will probably not cover the issue wholly and anything longer than that may be too repetitive. The best thing that can happen is to have a resolution that can be understood by all delegates and which everyone has had a chance to read properly.

Resolution formatting guidelines will generally follow the style guides proposed in the previous sections. Some committees will make use of slightly different formats; this will be clearly communicated by the chairs.

The final version of the resolution should be clearly typed on a word processor, preferably using the 'Times New Roman' font and size 12 type (reflecting the formatting used by UN Documents) and according to the layout and format annotations exhibited in the sample resolution below.

It is suggested that you use the LIMUN-prepared template for resolutions. This will help you to instantly set up a Google Docs document, which is the best available free tool for collaboration during the drafting process.

Once the resolution is ready, it must receive the chairs' approval before it can be introduced via the relevant Motion. Delegates should share the document with the chairs, giving them full editing rights and ensuring that once it is released for chair review, no one is still editing!

Important note:

Although delegates are encouraged to use past UN resolutions to find ideas additional to their own, plagiarism is strictly prohibited. If submitted resolutions contain plagiarised information, chairs will act in accordance with the LIMUN Rules of Procedure (RoP), and disciplinary measures may be taken.

Sample Resolution (with annotations)

<p>This column and the table format are included for providing guidelines; they should not form part of the final resolution.</p>	<p>Either British or American English is acceptable, provided there is consistent use of one or the other throughout.</p> <p>Lists of suggested preambulatory and operative clause starters are provided earlier in this guide.</p>
<p>The headers Forum, Question of, Sponsors and Signatories, all given in bold The statement of committee and the question should be exactly as written in the committee study guide. Lists of Sponsors and signatories given in alphabetical order</p>	<p>FORUM: Social, Cultural and Humanitarian Committee (SOCHUM) - General Assembly Third Committee QUESTION OF: Ensuring the right to education for all children SPONSORS: Costa Rica, France, Germany, Mexico SIGNATORIES: Canada, Greece, Japan, South Africa, South Korea, Sierra Leone, USA, UK</p>
<p>The committee name must be clearly stated in capital letters, in full, before the resolution body text.</p>	<p>THE GENERAL ASSEMBLY THIRD COMMITTEE,</p>
<p>PREAMBULATORY CLAUSES</p> <ul style="list-style-type: none"> • The opening of preambulatory clauses should be italicised and underlined. • No clause opening should be repeated in its exact form. • Preambulatory clauses must end in commas. • All acronyms must be listed in full before appearing in abbreviated form. • There must be a line space between clauses 	<p><u>Recalling</u> the United Nations Millennium Declaration, 1F2 in which Member States resolved to ensure that, by 2015, children everywhere, boys and girls alike, will be able to complete a full course of primary schooling and that girls and boys will have equal access to all levels of education, which requires a renewed commitment to promote literacy for all;</p> <p><u>Affirming</u> that the realisation of the right to education, especially for girls, contributes to the promotion of human rights, gender equality and the eradication of poverty;</p> <p><u>Recognising</u> the necessity of improving all aspects of the quality of education so that recognised and measurable learning outcomes are achieved by all, especially in the areas of literacy, numeracy, essential life skills and human rights education, thereby enabling all persons to excel;</p>

OPERATIVE CLAUSES

- No operative clause opening should be repeated in its exact form.
- Operative clauses must end in semicolons.
- Operative sub-clauses and sub-sub-clauses must have no punctuation at all at the end.
- A period (full stop) only appears at the end of the last operative clause.
- Operative numbers should align with the first letter of the preambulatory clause
- Following lines of operative clauses must align with the first word of the first line.
- Sub-clauses should be marked with a letter and a bracket.
- Sub-sub-clauses should be marked with a lowercase roman number followed by a period.
- Acronyms must be listed in full before appearing in abbreviated form.
- Ensure that there is a line-space between operative clauses
- Last clause ends with a full stop/period

- 1) Calls upon member states to support UN agencies in providing services and aid in order to enhance the level of educational standards in developing nations;
- 2) Recommends the creation of a complimentary investigatory entity to:
 - a) assess the need of relevant developing countries on a case by case basis, using metrics such as:
 - i) Number of children of school age per 1000 population
 - ii) Number of teachers per 1000 children of school age
 - b) provide an appropriate level of funding to the aforementioned countries;
- 3) Encourages states to set incentives to promote teachers coming to work in rural areas, as well as develop their transport system in an effort to reduce the travel time of children going to school;
- 4) Reminds member countries to be realistic with education goals set for each country according to their individual needs, situations and cultural identity, as well as the need for a general standard of teaching quality;
- 5) Encourages members to implement minimum targets of female students in public schools, as well as regular reports detailing the achievements attained by the students at the various levels of education;
- 6) Further encourages countries to set monetary or non-monetary incentives to encourage parents to send their daughters to school ;
- 7) Strongly recommends that countries make considerable efforts to ensure that education is available and accessible to marginalised children and young people with physical and mental disabilities.

Communiqués

What is a Communiqué?

A communiqué is an official document formed after deliberations that take place in a committee and adopted by the committee after following parliamentary procedures. Communiqués contain actions taken by the committee, submitted in draft form under the sponsorship of the delegations working in the committee; as such, the committees that use them do so in the place of resolutions. As with resolutions, depending on which committee is being simulated and what its parliamentary procedures are, communiqués can or cannot be legally binding documents.

In simulations of NATO, the African Union, Joint Panels etc., Draft Communiqués are, at the time of submission, opinions that are shared by a bloc and are yet to be debated and amended upon by the whole committee. After all amendments are made, the communique is tabled for voting and must be agreed upon by the majority to be formalised.

How to Write a Communiqué

Communiqués tend to vary from committee to committee, and delegates are advised to confirm with their Dais regarding whether their committee has a specific format that should be followed. This section will provide a very general overview of some advice and guidelines for writing communiqués.

In most cases, communiqués resemble a “watered down” version of a draft resolution that delegates would see in regular General Assembly or specialised committee proceedings. This is a result of their committee’s nature or tendencies. For instance, to reflect the nature of real-life negotiations, a negotiations committee (based on consensus) may issue a communiqué highlighting the principles all sides have agreed to, omitting the details that they are unable to secure a consensus on.

Additionally, NATO committees reflect the proceedings of NATO’s ministerial conferences, for which broad principles and commitments are agreed to, with details being negotiated and finalised by junior Foreign/Defense Ministry staffers. Therefore, delegates should generally treat communiqués as a less-detailed version of a draft resolution, electing to focus on broad principles, directions, and solutions that may offer maximum chances for consensus-building, rather than being bogged down by specific, and often controversial, details that may reduce the chance of reaching a consensus. This is of course subject to the discretion

and direction of the committee Dais, and delegates should always check with their Dais regarding how they expect the Communiqué to appear. Most importantly, when delegates are asked to draft a Communiqué, they should not feel pressured to include extensive details for one or two clauses and spend an excessive amount of time trying to secure consensus for them - the main focal point of negotiations and indeed more advanced committees is generally on testing delegates' ability to find a consensus between extremely contentious or far-apart positions held by key stakeholders, which as real life negotiations demonstrate, may require details to be sacrificed in order to achieve an agreement on sets of principles and directions.

Below are some general communiqué guidelines in addition to the above that delegates should consider:

1. Communiqués should start with the Heading, which identifies the type of meeting and committee in which the communiqué is authored for.
2. Following the heading, a unique identifier may be used. This is the serial number for each draft communique and is generally assigned by the Dais after the draft communiqué has been submitted and approved. An example identifier may be NAC/B/2-Sep-2020/1, indicating that this is the first draft communiqué submitted in the North Atlantic Council (NAC) for topic B, on the 2nd of September 2020.
3. The body of the communiqué follows, composed of the operative clauses. This can take the form of numbered clauses like a draft resolution, bullet points (commonly used in bilateral communiqués), or even un-numbered sections resembling short paragraphs, which appears often in formal communiqués issued by Foreign Ministries.
4. The level of detail provided in each "clause" is dependent on the discretion of the Dais, the nature of the committee, and generally, the situation in the committee (e.g. the level of consensus on the topic.)

Sample Communiqué for NATO

(extract of the 2019 London Declaration)

London Declaration

Issued by the Heads of State and Government participating in the meeting of the North Atlantic Council in London 3-4 December 2019

- 1) Today, we gather in London, NATO's first home, to celebrate seventy years of the strongest and most successful Alliance in history and mark the thirtieth anniversary of the fall of the Iron Curtain. NATO guarantees the security of our territory and our one billion citizens, our freedom, and the values we share, including democracy, individual liberty, human rights, and the rule of law. Solidarity, unity, and cohesion are cornerstone principles of our Alliance. As we work together to prevent conflict and preserve peace, NATO remains the foundation for our collective defence and the essential forum for security consultations and decisions among Allies. We reaffirm the enduring transatlantic bond between Europe and North America, our adherence to the purposes and principles of the United Nations Charter, and our solemn commitment as enshrined in Article 5 of the Washington Treaty that an attack against one Ally shall be considered an attack against us all.
- 2) We are determined to share the costs and responsibilities of our indivisible security. Through our Defence Investment Pledge, we are increasing our defence investment in line with its 2% and 20% guidelines, investing in new capabilities, and contributing more forces to missions and operations. Non-US defence expenditure has grown for five consecutive years; over 130 billion US dollars more is being invested in defence. In line with our commitment as enshrined in Article 3 of the Washington Treaty, we continue to strengthen our individual and collective capacity to resist all forms of attack. We are making good progress. We must and will do more.
- 3) Considering the evolving strategic environment, we invite the Secretary General to present to Foreign Ministers a Council-agreed proposal for a forward-looking reflection process under his auspices, drawing on relevant expertise, to further strengthen NATO's political dimension including consultation.
- 4) We express our appreciation for the generous hospitality extended to us by the United Kingdom. We will meet again in 2021

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