

Convitto Nazionale “Paolo Diacono”

CFMUNESCO



BOOKLET

Cividale del Friuli, Italy

www.cfmunesco.it

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1. MUN & CFMUNESCO

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Oriana Fallaci, a great Italian activist and writer, once said: “There are moments in your life in which falling silent becomes a fault and speaking a duty. A civil duty, a moral challenge, a strict order you cannot ignore.”

Have you ever been discussing about facts and events that happen around us day by day? If so, if you’ve ever felt the need of fight for your ideals and your ideas and if you are ready to deal with international issues, you have what it takes to take part to our CFMUNESCO.

This project takes its origins from the MUN (Model United Nation) activity, the simulation of UN works, which takes place in Cividale del Friuli, a small town of Lombard origins which is part of the UNESCO World Heritage. This is why we decided to name our conference CFMUNESCO, which stands for Cividale del Friuli Model United Nations UNESCO.

Taking part in CFMUNESCO is a suitable choice for the discussion of topics that today have become essential and basic. By attending our conference, girls and boys from all over the world have the chance to meet in our amazing town in North-Italy, in order to confront themselves on international issues, walking a mile in UN delegates’ shoes.

1.1 CFMUNESCO AIMS

As CFMUNESCO slogan says, our main aim is “to protect and preserve”. We would like to work shoulder to shoulder to find solutions to

present issues, not just on a cultural level but also on a civil and human one. We would like to give the right importance to everything surrounding us, making young people aware that it is necessary to take care of our planet, our culture and our people.

The most effective action starts from high school students, don’t you think?

Last, but not least, in order for our conference to be successful we are looking for delegates being collaborative during community works, active during debates, positive and ready to face any situation, but always respectful of their colleagues.

1.2 CFMUNESCO HISTORY

Since 2001 the Convitto Nazionale “Paolo Diacono” has been sending its High School students to several conferences worldwide, representing a lot of delegations and gaining a relevant number of praises and results for their preparation and competence. Our students have always demonstrated an active attitude towards this activity and they have recently expressed their desire to organise their own MUN conference in Cividale del Friuli.

The first CFMUNESCO took place in 2014: since then, we have engaged in organizing the best conferences with the best committees, we have hosted students coming from all over the world, we have succeeded in bringing the UN world to our town, making Cividale del Friuli a sort of little centre of the world for a week.

1.3 CFMUNESCO COMMITTEES

CFMUNESCO offers you the possibility to discuss different type of issues, by working in a large range of committees. In order to let returning students enjoy their experience each year as the first one, we try to vary CFMUNESCO

committees year by year, however there are some fixed committees that you will find in each CFMUNESCO edition. First of all we always simulate the UNESCO General Conference, from which our conference itself takes its name, which deals with topics not limited to the World Heritage but covering all the UNESCO issues. Other permanent CFMUNESCO committees are the Security Council and the committees within the UN General Assembly (e.g. Disarmament Committee or Environment Committee). Besides, what's peculiar in CFMUNESCO conferences is the size of the committees themselves. As we do believe that a good debate is an active and involving one, we prefer small size committees where every Delegate can have the chance to make the difference. This is why our "big" committees (e.g. the UNESCO one) are composed by about 60 delegates, whereas the "medium" ones (like the General assembly ones) are composed by about 30 or even fewer delegates (e.g. the Security Council is obviously composed by 15 members). This way you will always have the chance to make questions or deliver your speeches!

Moreover, within our committees we would like to create a non-competitive atmosphere, where everybody can have the possibility to contribute with his own ideas and to work peacefully with the other delegates.

Lastly, a basic characteristic of CFMUNESCO is that our committees are "beginner friendly", meaning that every student, whether he has already taken part in a MUN conference or not, will be granted the opportunity to actively participate in the debate. Our Chairs are trained to assist beginner delegates in their first steps in MUN world, therefore if you are a new delegate do not worry! Get prepared on your topics, feel free to ask your Chairs in advance if you have any doubt during your preparation, and when you come to Cividale... just enjoy the conference!

1.4 ADMIN

Our Administrative staff (we friendly call them "Admins") is composed by smart guys, who you can consider your right-hand since they are available for everything you may need. They will be present during the whole conference in order to give you logistic help and support: from the note-passing or voting procedures during the debates, to the communication and info during the ceremonies, the lunch and the social activities. How will you recognise them? It's easy: they will wear our CFMUNESCO red t-shirt!

1.5 PRESS

During CFMUNESCO conferences you will enjoy our Press service. Our young reporters will be always ready to share with you all the news about CFMUNESCO world, precise and punctual like a Swiss watch. They will get you involved with photos, interviews, games and much more, keeping you up-to-date about what happens during the conference, thanks to the constant and daily presence of our MUN Journal.

You can also follow and enjoy the conference more through our social media (e.g. our Facebook page CFMUNESCO) which will be constantly updated.

1.6 INFO POINT

The INFO-POINT system will be available for you, in order to give you all the information concerning the conference and much more. It represents CFMUNESCO headquarter, where you can find whatever you may need.

The very first day of the conference you will be invited to come to the Info Point in order to proceed with your school and your own registration. There you can find all the documents you may need and all the fantastic CFMUNESCO gadgets you may like to have!

2. BEFORE CFMUNESCO

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2.3.1 BEFORE THE CONFERENCE

2.3.2 DURING THE CONFERENCE

Have you decided to take part in a CFMUNESCO conference? Whether you are going to be a Delegate, a Chair or an Advisor, welcome! In this section you will find all the information and advice regarding your preparation in order to make the best out of this experience.

2.1 DELEGATE

If you are going to attend a Model UN conference as a Delegate, you will find your experience far more educationally beneficial if you arrive well prepared for the simulation. Ask your Advisors to guide you and your friends through the research and preparation process as soon as country assignments are distributed.

Conference preparation can be divided into two phases: (1) research and writing and (2) speech and debate practice. In order to be a good delegate you have to focus on both. In the following paragraphs you will find our suggestions about research and writing. [For indications about speech and debate practice, please see cap.3].

Please note that you are supposed to be prepared about all the topics in agenda in your committee. You actually can focus on one specific topic (e.g. by writing a draft resolution on it) however we suggest you to research also the other topics in agenda, otherwise you won't have the change to get involved into the debate.

2.1.1 HOW TO RESEARCH

When appointed as a Delegate, your main goal should be to represent your country as realistically as possible. Therefore you should focus on three fields of research. First you need to learn about the country you represent, then about the issues on the agenda (which are usually called "topics") and lastly of course about the UN system.

How To Research A Country?

When researching your country you have several options, and the main one is to use the Internet. Digit the country you represent and you will find all the information you need... and many more! If you need a guideline on what you need to know about your country you can refer to the CIA World Factbook, which is a very useful website in preparing for many aspects of a conference. Alternatively you might try individual countries' permanent missions to the UN. Finally, do not forget to check out news and media sources for recent developments.

You can use the following questions as a research guideline:

What sort of government does your country have?

What types of ideologies (political, religious or other) influence your country's government?

Which domestic issues might influence your country's foreign policy?

What are some major events in your country's history?

Why are they important?

Which ethnicities, religions and languages can be found in your country?

Where is your country located and how does its geography affect its political relationships?

Which countries share a border with your country?

Which countries are considered allies or enemies of your country?

What are the characteristics of your country's economy?

What is your country's gross domestic product (GDP)?

How does this compare to other countries in the world?

*When did your country become a member of the UN?
Does your country belong to any intergovernmental organizations outside the UN system such as the North Atlantic Treaty Organization (NATO) or the Organization of the Petroleum Exporting Countries (OPEC)?
Does your country belong to any regional organizations such as the European Union (EU), the African Union (AU) or the Organization of American States (OAS)?
Does your country belong to any trade organizations or agreements such as the North American Free Trade Agreement (NAFTA) or the Organisation for Economic Cooperation and Development (OECD)?*

How To Research A Topic?

CFMUNESCO website is a good starting point for your research, because here you will find the Chair Reports which can help jump start your research. We suggest you to look at the sources cited in these reports for more in-depth information. Please note that, if the conference materials pose questions, you should answer them with your country information in mind.

Nevertheless, since the issues on the agenda of CFMUNESCO are inspired by the actual UN debate, the UN website will be a good way to research. We also invite you to search for previous UN resolutions on the same topics.

Moreover, please remember that Member States have websites for their Permanent Missions at the UN that can also be useful if you want to learn about the views of your country on a given issue. Finally, do not forget to look for news and media sources for finding up-to-date news on the topic, and to visit non-governmental organization (NGO) websites related to your issue.

You can use the following questions as a research guideline:

*What is the problem? How does it affect your country?
What has your country done to combat the problem?
What are the various "sides" in the debate?
Which aspects of the issue are most important to your country?
If your country is not involved with the issue, how can it become involved?
How will your country shape the debate at the conference?
What arguments will other countries make?
How do the positions of other countries affect your country's position?
Is there evidence or statistics that might help to back up your country's position?*

How to research the UN System?

It is important for you to understand which bodies and actors make up the UN system, what the UN can and cannot do, and how international issues are addressed by the UN. Since understanding the UN system will help you play your role realistically, we suggest you to visit the UN website, the UN Cyberschoolbus website, as well as UNA-USA's guide to using it.

You can use the following questions as a research guideline:

*What are the important elements of the UN Charter?
What are the main bodies of the UN?
How are the UN's bodies and agencies organized?
Which countries serve on the body or agency you are simulating?
How does the body or agency you are simulating operate?
What are the most recent UN actions on your issue?
Why did past UN actions succeed or fail?
What conferences and meetings have been held with regard to your issue?
What have UN officials said about your issue?*

SOME USEFUL WEBSITES

- THIMUN
<http://thimun.org/research/index.html>
- United Nations
<http://www.un.org>
- Permanent Missions in New York
<http://www.un.org/members/missions.shtml>
- UN Cyber School Bus
<http://cyberschoolbus.un.org>
- CIA World Fact Book
<https://www.cia.gov>
- UN Association of the United States of America
<http://www.unausa.org/global-classrooms-model-un/for-educators/resources/resource-links>
- Council of World Affairs of Canada
<http://www.cowac.org>
- Embassies Worldwide
<http://www.embassyworld.com>
- The Economist
<http://www.economist.com>
- International Debate Education Association
<http://www.idebate.org/index.php>
- CNN
<http://www.cnn.com>
- BBC World
<http://www.bbcworld.com>

2.1.2 BACKGROUND PAPERS

When preparing for CFMUNESCO, we strongly suggest you to write down some background papers. Your background papers should contain informations or data, that you can always keep on hand. You may consider the background papers as your own notes and they can include, for example, information about your country's position on certain issues or clauses concerning a particular Convention. During the conference, this information can be useful for you when writing a speech or preparing a point of information. The papers can be structured as you prefer since they are considered your own notes.

2.1.3 POLICY STATEMENT

When preparing for CFMUNESCO, we suggest you to write a policy statement for each of the topics of your committee. A policy statement is a document that briefly and clearly explains the policies of your country on a specific issue. There are two important reasons for drawing up this document:

- on the one hand, it forces you to focus on the exact points of view of your country;
- on the other hand, it serves as a reference document during the conference, and you can use it as a draft speech.

Thus, policy statements may provide an excellent tool in the lobbying process and they may also serve as the basis for your opening speech in your committee.

What Does A Policy Statement Consist of?

To sum up, a policy statement sets out to answer three basic questions:

1. What is the background to your country's point of view on the issue?
2. What is your country's current position on the issue?
3. What does it hope to achieve in relation to the issue?

Additionally, you might add strength to your position by answering the following question:

4. What have other member states that share my country's view done in this area?

Make sure your policy statement does not exceed 200 words (or prepare a short version to use as a speech if needed).

What To Remember About A Policy Statement?

In a sense, the brevity and clarity of your policy statement shows how well you have prepared for the conference. Make sure that you read out your policy statement to your fellow-delegates at several stages of your research. You will be surprised to find how many things that are clear to you as an expert on an issue are hard to understand for those who have not carried out your research. Your fellow-delegates' questions and comments will lead to a clearer document that will be an excellent starting-point for your lobbying, resolutions and speech.

A SAMPLE POLICY STATEMENT.....

DELEGATION: Brazil

DISARMAMENT COMMISSION

QUESTION OF: Measures to prevent terrorists from acquiring weapons of mass destruction

Brazil fervently supports measures to support the Weapons of Mass Destruction Branch of the UN Office for Disarmament Affairs in its attempts to prevent terrorists from acquiring weapons of mass destruction (WMD), as it firmly believes such efforts are necessary to combat the global threat of terrorism.

Brazil endorses the Outcome Document of the 2005 World Summit, adopted 13 September 2005, which condemns terrorism in all its forms and manifestations and strives to set up an international system that strictly monitors the transfer of materials that may be used to produce WMD.

Being one of the driving forces behind the 1967 Treaty of Tlatelolco, which turned Latin America into the world's first nuclear-free zone, Brazil applauds the recent efforts made by the Members of the UN to free the world of any type of WMD. We feel especially responsible as our nation commands huge uranium resources. We view with satisfaction the recent efforts of Member States to prevent the use of WMD by terrorists. However, Brazil expresses its deepest regret

that, in spite of recent efforts to combat the acquisition of WMD by terrorist groups, some countries have refused to abide by the will of the international community. It is our deepest interest to ensure a world untroubled by the transfer of WMD and materials that can be used in the production of any such weapons.

2.1.4 AMBASSADOR SPEECH

If you are the Ambassador for the country you represent at CFMUNESCO, you can be asked to deliver a speech during the Opening Ceremony. With this speech (which should last about 1 minute), you should address very clearly to the audience the position of the country you represent on the primary concerns about the state of the world.

How To Write An Ambassador Speech?

There are a few things to keep in mind when preparing for an ambassador speech:

- first of all, remember to begin your speech by addressing the Authorities (e.g. the Secretary General of CFMUNESCO) and the delegates present with a formula such as: ‘Honourable President, Distinguished Delegates’.
- The main body of your speech should address the issues on the agenda your Delegation feels most strongly about. Some delegates think that this part of the speech should be funny and entertaining. This is not what the speech is about at all. Keep it diplomatic and concentrate on getting one single message across. You should open your speech with a strong sentence to gain audience attention.
- End your speech with a flourish such as: ‘Thank you, Mister President’.

How To Deliver An Ambassador Speech?

You can be easily in awe of the number of people you are facing. Maybe you will be nervous. The best way to overcome this is by practicing the delivery of your speech in your school and having your Advisor present and also maybe your fellow delegates. Ask them what they think about your speech and adjust it if you think it needs that.

Also, when delivering your speech, you must remember to speak slowly and clearly. As a rule of thumb, you are speaking slowly enough when

you think to yourself : ‘I am speaking too slowly now’. Have the speech timed and see that it does not exceed the time allotted to you (usually 1 minute). If necessary, the President will remind you that your time is almost up by saying: ‘Will the Delegate please come to His closing remarks’. If you hear this said to you, please act accordingly.

With regards to vocabulary and use of English, if you are a native speaker, bear in mind that there will be non-native speakers in your audience. If you are a non-native speaker, do not worry about making mistakes. You will not be the only one to make them...

A SAMPLE AMBASSADOR SPEECH

DELEGATION: France

Honourable President, Distinguished Delegates, France recognizes the need for multilateral efforts to achieve a greater balance in terms of development between the nations in the world. However, France also believes that any hope of achieving an acceptable economic balance in terms of global standards of living must take into consideration the environmental impact of such efforts.

France applauds the recent changes in tone apparent in the North-South dialogue and calls for greater attention to be paid to the interrelatedness of development planning and environmental security. Environmental threats from industrialization must be eliminated from development planning. This is why France stands firmly behind the idea that aid and investment should occur at the local level, where traditional knowledge about the environment can play an important role in the development.

Thank you, Mister President.

2.1.5 RESOLUTION

At the end of your CFMUNESCO preparation, you can write one or two draft resolutions on the issues in agenda of your committee. Please note that it is not compulsory to write a draft resolution, nevertheless we suggest you to do it because with a draft resolution in your hand you will be able to participate more actively during the the debates, in particular during lobbying

procedures (see cap.3).

How To Write A Resolution?

A resolution is basically a formal statement of a proposal to a UN Council, Committee or Commission. It consists of one long, but coherent, sentence divided into clauses and sub-clauses. Please note that a resolution should not represent the position of one country but rather of a majority of the UN Member States. The language of a resolution is very formal, diplomatic and somewhat legalistic. In order to help you, please read the 4 following questions:

A) What is the preamble?

The preamble is the introduction of the resolution. It contains the background and the argumentation to the issue you have chosen.

B) How to write the preambulatory clauses?

In the preambulatory clauses you should write references to former UN resolutions, ratified conventions, and/or declarations. You should provide official figures, the most recent ones possible, to illustrate the issue. You should congratulate countries and/or organisations (i.e. UN organisations, NGOs) which have worked on the issue. You should emphasise the difficulties that have been encountered in the past.

Please note that you will need to begin the preambulatory clauses with a present or a past participle or an adjective. See the appendix for a list.

C) What are the operative clauses?

The operative clauses contain the policy statements of the body making the resolution. The clauses should be clear and unambiguous. They present by order of importance what the UN should do or what attitude it should adopt.

D) How to write the operative clauses?

This question is the most difficult one. You must ensure that your proposals are actually workable and that they fully reflect the existing policies of the country that you represent. You may encourage, and/or invite countries to sign/ratify a convention/declaration. You may propose, welcome or deplore all new situations. You may support, congratulate or refuse new proposals. You may confirm/regret what it is already existing.

Please note that you have to begin the operative clauses with verbs in the third person singular of the Present Tense. See appendix D for a list.

NOTE

Writing a resolution may seem quite difficult but please avoid just borrowing/copying clauses from UN resolutions or resolutions from previous conferences. First of all, you will be in a much better position to defend and debate during the conference if you write your own resolution from scratch. Moreover, remember that during MUN conferences all draft resolutions must pass the Anti-Plagiarism board!

How To Present A Resolution?

The form of a resolution is fixed.

The heading must contain the conference name, committee name, title of the resolution, list of sponsors, and list of signatories: e.g.

FORUM: you write down the forum you belong to.

QUESTION OF: you copy the issue of the resolution.

SUBMITTED BY: you write down the name of your delegation country.

CO-SUBMITTED BY: you list the countries that signed your resolution.

The preamble contains the preambulatory clauses. Each preambulatory clause begins with a verb in the present continuous tense (ending in “ing” or “ed”) and ends with a comma. All preambulatory clauses must be written in italics and not be numbered. Moreover, all acronyms must be fully written out before appearing in the abbreviated form. Each preambulatory clause is followed by a comma.

The operative clauses should be numbered and begin with a verb in the present tense (bold and underlined). There is a line-space between each clause. The lines of the resolution are NOT numbered. Each operative clause IS numbered. The sub-clauses begin with a), b), c), etc.; sub-sub-clauses begin with i), ii), iii), etc. Acronyms and abbreviation are written out in full the first time they are used. Each operative clause is followed by a semicolon. There is only one full stop, that is, at the END of the resolution.

A SAMPLE RESOLUTION

FORUM: UNESCO

QUESTION OF: Pillaging, Unscientific Excavations and Commercial Exploitation of Underwater Cultural Heritage

SUBMITTER: Ukraine

CO-SUBMITTERS: Chad, Denmark, Egypt, Serbia

The UNESCO Commission,

Recalling the 2001 Convention relating to the Protection of the Underwater Cultural Heritage (CPUCH) and the 1982 United Nations Convention of the Laws of the Sea (UNCLOS) relating to navigational and economic rights, conservation of marine and the regulation of sovereignty rights and jurisdiction of sea,

Deeply concerned by the increasing number of commercial exploitation and unscientific excavations of submerged cultural heritage in many areas of the world,

Congratulating all Member States which contribute to preserve, safeguard and protect underwater cultural heritage,

Alarmed by any form of unauthorized exploitation and excavation aimed to damage underwater heritage,

Noting the activity of the National Oceanic and Atmospheric Administration (NOAA) Office of Ocean Exploration and Research in the ocean exploitation,

[...]

1) Suggests the creation of an organization in order to protect Underwater Cultural Heritage from Pillaging, Unscientific Excavations and Commercial Exploitation, called United Nations Defense of the Excavation of Remains and Wrecks with Alarms Trying to Encourage Respect (UNDERWATER), supported by ICOSMOS, with the aim of:

- a. building sustainable platforms generated by marine flows located in the main zones at the risk of pillaging, such as:
 - i. the Mediterranean Area,

- ii. the Baltic Sea,
- iii. the east coast of America,
- iv. the Indian Ocean,

- b. matching each platform to a specific influential area,
- c. providing boats and hydrofoil ready to promptly reverse in case of stealing underwater cultural heritage in the protected areas;

2) Requests the creation of a new United Nations peaceful force within the United Nations Protection Force, called United Nations Coral Helmets (UNCH), which cooperates with UNDERWATER in the protection of Underwater Cultural Heritage with the function of:

- a. controlling the protected areas from the platforms,
- b. departing from platforms with boats and hydrofoils in case of alarm signal,
- c. transferring the criminals that are damaging the sites to the nearest police station;

3) Establishes an International Day of Underwater Cultural Heritage, with the aims of:

- a. raising the awareness about the importance of Underwater Cultural Heritage as part of the UNESCO World Heritage,
- b. promoting the donation of funds to improve the preservation of the sites,
- c. inviting the participation of citizens to become part of the UNCH; [...]

NOTE

During the lobbying process you should have enough copies of your resolution to distribute to other members of your committee. Moreover, you will need the file of your resolution to make changes or to print it. Therefore please do make sure that you not only take enough hard copies of your draft resolution but also an electronic version (USB device).

2.2 CHAIR

The main role of a Chair is to chair the debate, together with his/her Chair colleagues. The Chairs are the Presidents of the committees and commissions, they are in charge of keeping the debate flowing and making sure that delegates are constructive in regard to the resolutions that are being debated. Chairs are expected to encourage their delegates during the conference in order to let them contribute to the debate, even if they are beginners. Moreover Chairs are in charge of what happens in their committee, therefore it is their duty to address delegates who are not behaving in a proper way and to face problems within the committee.

Everybody can apply for a CFMUNESCO Chair position by filling the ad hoc application form. However, since being a Chair requires to be perfectly aware about the MUN roles of procedures, we encourage that only experienced delegates with excellent English language proficiency apply for that position.

If you have been selected for a Chair position, first of all please note that you will have the responsibility to prepare a Chair Report, that is the official CFMUNESCO document presenting the basic guidelines on a specific issue in order to assist delegates with their researches. You will obviously receive specific indications and preparation materials from CFMUNESCO Executive Staff. We invite all future Chair to carefully read and study everything concerning their preparation, especially the debating formulas. In case of any doubt, we also invite all the appointed Chairs to feel free to get in touch with CFMUNESCO Secretary General and Chairs to ask for assistance: we will be glad to work as a team not only during the conference but also throughout the preparation.

2.3 ADVISORS

During Model United Nations, accompanying teachers are usually called “Advisors”. Besides organizing the MUN school team, Advisors have the main task of supervising their students’ work, before and during the conference.

2.3.1 BEFORE THE CONFERENCE

During the months preceding CFMUNESCO, Advisors are directly linked with our organizational staff for all matters concerning CFMUNESCO registration procedures. We invite all future Advisors to be precise and careful concerning CFMUNESCO indications and requests, and to let us know as soon as possible in case of any problem or doubt.

Moreover, Advisors are expected to assist their students throughout their preparation, not only by directing them in doing researches and formulating their written documents (policy statements, resolutions, draft clauses, etc.) but also by helping them to get used to the debate formulas. We invite Advisors to take particular care of the “oral preparation” of their delegates, in order to let them be active during the conference. It could be useful to organize mock simulations of debate in your school, involving all your students in practicing debate. If necessary, CFMUNESCO team can provide you with preparation materials.

Lastly, Advisors should check that their students bring to the conference all the suggested materials, including formal dress (please see chapter 4).

2.3.2 DURING THE CONFERENCE

The role of Advisors, although not active, is central during CFMUNESCO conference.

Advisors are responsible for the safety of all delegates from their delegation and they are required to assist CFMUNESCO staff in enforcing Security Policies, Dress Code, and CFMUNESCO rules with regards to their school’s delegates. Advisors should be the eyes and ears of their delegates, assisting them throughout the conference but also supervising them during the events and of course after the end of CFMUNESCO activities.

During the conference Advisors have free access to all CFMUNESCO locations, including of course committee rooms, but they are kindly required not to talk with students during all debate activities, unless it is a matter of urgency. In particular, Advisors may not assist their delegates in any form during the conference, including creating resolutions and speeches. If it is necessary for you to reach a delegate, you should wait until the committee takes a break. Calling a delegate out of committee is disruptive to his/her experience, and to the committee as a whole, so this measure should be taken only in an emergency situation.

Moreover, we remind Advisors that delegates are required to attend all committee sessions. Committee staff will take roll by Country at the beginning of each session. The roll call sheets will be available to the Advisors after the start of each session. If you notice that a student is absent, please be sure to remind him/her of the importance of attending all sessions.

Many Advisors may wish to walk in our beautiful city or visit some of the remarkable historical sites. However, since your students need to be supervised, we kindly ask you to inform us if you leave and to ensure that we have an accurate mobile phone contact for you.

NOTE

Advisors are invited to observe their students' performance during committee sessions. Please

accept the following advice:

- **Budgeting your time:** Allow a minimum of 15 minutes per committee to get a clear idea of how committee work is progressing and to determine the extent of your delegates' participation.
- **Encouraging CFMUNESCO values:** It is critical to stress the students' cooperation with the entire committee in order to achieve an accurate and productive simulation. Please redirect delegates' attention away from competition and towards education, cooperation, and compromise.
- **Noting progress:** Since it is difficult to remember what happened in specific committees after an entire day of observing students, we recommend taking notes during each session.
- **Observing during voting:** During voting procedure, no one is permitted to enter or leave the committee room. A note will be put on the door to inform other Delegates, Advisors, and Staff that the committee is in voting procedure, and Advisors are kindly asked to be respectful of this rule (except in the case of an emergency).
- **Providing the staff with feedback:** Students' feedback and important observations you make in committee may be helpful for Chairs and members of CFMUNESCO Staff. However, please remember to be as courteous as possible in approaching the Chairs during committee sessions.

3. DURING CFMUNESCO

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3.1 CFMUNESCO DEBATE

As for all MUN conferences, the most important part of CFMUNESCO is the debate, which consists in the discussion of all the resolutions that passed the lobbying sessions (see paragraph 3.2). CFMUNESCO debate follows the standards of model united nations set by THIMUN rules of procedures. Although these rules have been lightly simplified, there are various procedures and phrases to remember, which will be discussed in this chapter, divided between phrases used by Chairs and phrases used by Delegates. Please note that this way of debating refers to all the committees except for Security Council. Debating procedures in SC are different, and discussed in paragraph 3.5.

NOTE

Motion and points can be found in paragraph 3.1.3, so be sure to check that section regardless that you are a Delegate or Chair.

3.1.1 DELEGATE'S FORMULAS

During the debate, you are of course expected to take part in the discussion as much as possible. However please note that Delegates can speak only if authorised by the Chair, and using fixed formulas.

Moreover, please mind that during formal debate Delegates **MUST** speak in **THIRD PERSON**, because they are expected to express the point of view of the whole Delegation from their Country. If you use the first person when delivering a speech, the Chair will remind you: "Please Delegate, the use of first person is not in order".

Here you can find a list and explanation of the main phrases used by Delegates during the debate.

Honourable/Distinguished Chair, Fellow/Honourable/Distinguished Delegates, Honourable/Distinguished Guests, Ladies and Gentlemen of the House...

This is the beginning phrase for each speech. When you are given the floor and you deliver a speech, you must start by referring to those who are present in the House and whom you're delivering the speech to. It is recommended to use an adjective for each group of people without repeating the same adjective over and over (e.g. "Honourable Chair, honourable Delegates" is not very good). Also, greeting guests is optional and might be used whenever guests are effectively present in the house.

NOTE

It is not compulsory, but usually in speeches Delegates are referred to as "fellow" and Chairs as "honourable".

...Thank you, Mr./Miss Chair.

A simple thanks should mark the end of your speech. Referring directly to the Chair is not compulsory, you can just say “Thank you”.

Yes, I’m open to any [just one/two/etc.] point of information.

Usually, right after the speech of a Delegate, the Chair asks whether the speaker is open to any point of information, that means questions by other Delegates (for info on points of information, see 3.1.3). With this sentence you can express your openness to any or just a fixed amount of points of information.

No, I’m not open to any point of information.

It is the opposite of the previous phrase and you can use it if you do not want to answer to questions on the speech that you just delivered.

I yield the floor back to the Chair.

This is a very important and compulsory sentence. Remember that you will always have to end your speech by returning the right to speak to the Chair, before going back to your place. If you do not, the Chair will remind you to: “Please Delegate, yield the floor back to the Chair”.

NOTE

You can also choose to ask to yield the floor to another fellow Delegate, by saying “If that is in order, I would like to yield the floor to the Delegate of”. The Chair can decide whether to accept your request or not.

3.1.2 CHAIR'S FORMULAS

The Chair is the moderator of the debate between Delegates. During CFMUNESCO debates Chair presidency is usually composed by a President Chair and two or three co-Chairs. Each of them can moderate the debate in turn. We remind you that Chair's decisions are final: do not challenge the Chair!

Here you can find some fixed phrases used by Chairs during the debate.

We declare open the debate on the topic...

This sentence is used by Chairs to introduce the debate on one of the issues in agenda.

We received a resolution/amendment submitted by the delegation of <Country name>

The Chair introduces the resolution or the amendment which will be discussed (for amendments see 3.3).

Delegate of <Country name>, please approach the podium to read the resolution/amendment and deliver a speech in favour of your resolution/amendment: you have the floor.

The Chair yields the floor to the main submitter of the resolution/amendment and calls for him to read the text of the resolution/amendment, then to deliver a speech in favour of the resolution/amendment.

Thank you Delegate. Are you open to any point of information?

After you delivered the speech, the Chair usually asks you whether you are willing to answer to questions (see 3.1.3).

The Delegate of <Country name> is open to any [or just one/two/...] point of information. Are there any in the House? Please raise your placards now.

If you stated your availability to answer to points of information, the Chair will ask to the House whether there is anyone wishing to ask you a question. Please remember to raise the placard AFTER the Chair said “Now”, not before, otherwise the Chair will repeat the procedure.

<Country name>, you have been recognised.

The Chair uses this formula to give the right to speak to a Country. If you are raising your placard and the Chair recognises you by calling your Country name, you must EITHER stand and approach the podium in order to deliver your speech OR stand and ask your question (that is, your point of information) to the Delegate at the podium.

Thank you Delegate, please yield the floor back to the Chair.

The Chair asks you to return the right to speak to the Chair. This request is made towards the Delegate standing at the podium.

Is there any Delegate wishing to speak against or in favour of this resolution/amendment? Please raise your placards now.

After the speech of the main submitter of the resolution/amendment, the Chair asks whether other Delegates wish to deliver a speech against or in favour. Remember to raise the placard AFTER the chair said “Now”.

We are moving to closed debate on the resolution/amendment. The Chair sets 5 [or 10 etc.] minutes of debate in favour and 5 [or 10 etc.] against the resolution/amendment. Are there any Delegations wishing to speak in favour of the resolution/amendment?

Due to time constraints, the Chair may decide for a closed debate. This can happen when debating on a resolution or more likely on an amendment. During closed debates a fixed amount of time is allowed to deliver speeches first in favour then against a topic: please pay attention in order not to miss your chance to speak!

When necessary, the Chair can move back to the normal debate using this formula: “We are moving to open debate on...” .

NOTE

For Chairs: when deciding to move to a closed debate mind the level of the debate; if during open debate there is a low amount of speakers in the House, a closed debate will likely kill the conversation...

We are now moving into voting procedures on the resolution/amendment. Please, Admins, stop the note passing, secure the door and take your voting positions. All Delegates wishing to vote in favour [to vote against / to abstain], please raise your placard now.

This is a basic formula used by the Chair to introduce voting procedures. This formula consists of three parts. First of all, the Chair points out the object of the vote itself: are you going to

vote on the resolution as a whole or on a single amendment? Please pay attention... Secondly, the Chair asks the Administrative Staff (or Admins) to be ready for the voting procedures. Lastly, the Chair asks the Delegates to vote by raising their placards: please keep your placard high while the Admins count...

NOTE

When voting on the whole resolution, the Chair will call **FIRST** the Delegations in favour, **THEN** those against, and **LASTLY** those abstaining. When voting on amendments, the Chair will remind the House that abstentions are not in order.

3.1.3 MOTIONS AND POINTS

MOTIONS are requests made by a Delegate that the committee as a whole do something (e.g. to open debate or to move directly to voting procedures...).

If you want to make a motion, you must raise your placard and explain your request with a fixed formula (e.g. “Motion to move to voting procedures”). In order to be taken into consideration by the Chair, motions require at least one “Second!” by another Delegate (therefore be sure to have a choir of “Second” when you propose a motion...). Moreover, in case of a motion the Chair will ask whether there are any objections: a single Delegate stating “Objection!” can stop a motion.

Chairs can also override a motion if they think that it is not in the interest of the debate.

Here you can find two examples of motions:

“Motion to move to closed debate!”: Closed debates can be proposed by Delegates or established by Chairs. (For more info on closed debate, see 3.1.2)

“Motion to move to voting procedures!”: The Delegate proposes to skip a portion of the debate in order to move directly to voting procedures.

POINTS can be used by Delegates in various situations (e.g. to explain their position, ask questions, etc.). Unlike motions, points are al-

always accepted by the Chairs therefore they do not need any “Second!” nor “Objection!”. Here you can find examples of the main points:

“Point of information”

This point indicates the questions that can be asked to Delegates who are open to points of information (see 3.1.1). If you want to make a question, raise your placard and wait until the Chair recognises you. After being recognised, you must stand then you can ask your question. Remember to keep standing during the whole answer... or the Chair will call you to order! After the answer you can ask for the **permission to follow-up**, that can be **granted** or **rejected** by the Chair.

NOTE

To make your point clearer, you can begin your question by using one of the following formulas: **“Is the Delegate aware that...”** if you’re against the speaker’s position **“Does the Delegate agree that...”** if you’re in favour.

“Point of personal privilege”

This point is used to indicate personal discomforts. Let's pretend that it is a particularly warm day, or that the speaker might be speaking too slowly, or that you can't read that new amendment projected on the screen because it is written in too small characters... By using the point of personal privilege you can ask to open the window, to make that delegate speak louder or to enlarge the text so you can see it.. Practically you can ask anything that's in the limits of common decency and politeness.

Please note that this is the only point that can interrupt a speaker, and that is may not refer to the content of any speech or working paper.

NOTE

Remember that this point must be fulfilled by the Chair, therefore it can be used as a sort of diplomatic weapon... E.g., you can ask the Chair to make the speaker rephrase his/her question,

even though you perfectly understood it, in order to gain more time to find the right answer...

“Point of parliamentary inquiry”

This point is used to ask the Chair a question regarding the rules of procedure. Let's pretend that you got distracted and you suddenly don't know what's happening, or why the Admins are taking the voting positions, or why that speaker is at the podium... Use this point to have the Chair's explanation on which part of the debate are you in.

“Point of order”

That Delegate is not respecting the dress code... The other one used the first person in his/her speech... This is not in order! Use this point if you want to warn the Chair about something happening out of order.

3.1.4 DEBATING PROCEDURES

Now that you have seen the debating formulas and the various motions and points, can you figure out how a debate goes on?

Let's imagine a standard day of debate!

Today the Chair opens the debate on a **resolution** and asks the **Delegate Submitter** to approach the podium, read the operative clauses of the resolution (not the preambulatory clauses) and **deliver a speech in favour of his resolution**. After his speech, the Submitter is asked whether he is open to **points of information**. In our case, he is open to three points of information. The Chair asks whether in the House there are points of information, and recognises (that means calls) three out of the crowd of placards that were raised by the sitting delegates. Those three Delegates, each at a time, stand up, ask their points, listen to the answer and sit down. Let's say that the last one asks for the **permission to follow-up**, and that this is **granted** by the Chair. Afterwards, the Submitter Delegate asks the Chair whether it is in order to yield **the floor to another Delegate** who co-submitted the resolution, instead of giving the floor back to the Chair. With the approval of the Chair, this happens. As the previous one, the second Delegate is recognised by the Chair, approaches the podium and delivers his speech. He answers to

points of informations and he **yields the floor back to the Chair**. Now the floor is open, and the Chair looks for other speakers. A few other Delegates are recognised by the Chair, who asks them to approach the podium, **deliver their speeches in favour or against** the resolution, and answer to points of information, until one Delegate submits an amendment to the Chair. The Chair suspends the debate on the resolution as a whole and asks the **Submitter of the amendment to approach the podium**. As with resolutions, the Submitter Delegate must read his amendment and deliver a speech in favour. After this the Chairs opens the debate on the amendment (usually it is a close debate) and calls for speakers. Somebody yells a **motion to move to voting procedures**, which is seconded by other Delegates and approved by the Chair. A confused Delegate yells a **point of parliamentary inquiry**, asking on which part of the debate are they; the Chair answers explaining the distracted delegate that they are voting upon the amendment, not the resolution ad a whole. The amendment is being voted, and **it passes**. This means that from now on the the amendment is part of the resolution.

Afterwards, the Chair declares open the debate on the resolution as a whole again. More speakers deliver their speeches, in favour or against the resolution as a whole, until the Chair decides to move to **voting procedures**. The resolution is voted, and, by an **overwhelming majority**, passes.

NOTE

Obviously, this is just an example. It can happen that either the resolution or the amendment you submitted fails, and, well, don't take it personally....

Seeing debates from the outside makes it look much more confusing than what it is. If you are inside a debate many things become clearer. There are various videos depicting debates on the internet, on YouTube particularly, just search "MUN debate". Please note that CFMUNESCO rules of procedure are a little bit simpler then the United Nations official rules so... while watching those videos, ignore any procedure that is not present in this booklet.

3.2 BEFORE DEBATE: LOBBYING

In order to be discussed, your resolution must pass the lobbying procedures. Lobbying occurs usually on the first day of the conference, before the debate, and it consists in a couple of hours during which you try to get as many Delegates signing your resolution as you can. You need a minimal amount of signatures to have your resolution pass the lobbying: the precise number of the signatures is set by the Chairs and depends on the number of Delegates of your committee. If you have enough signatures, your resolution will be revised by the Approval Panel and discussed later in the debate.

Signing a resolution does not mean that you agree with its content, it means just that you think that that resolution deserves to be discussed in the debate. Nevertheless please note that each Delegate can **sign only one resolution per topic**, so be sure that you and your supporters do not sign more resolutions on the same topic.

If your resolution does not reach the minimal quorum of signatures, and another submitter with his/her resolution on the same topic is in the same situation, you can decide **to merge** your two resolutions. When you merge two (or three, four..) resolutions, you use clauses or concepts from both resolutions in order to create a new, stronger one, and in order to catch more signatures and supporters, as each resolution brings its own signatures. Merging resolutions is very advised, and resolutions merged or completely rewritten are more likely to be approved by the Approval Panel but... double check the text!

NOTE

Signing a resolution consist in **writing the name of your Country** on it... not your personal name!

3.3 DURING DEBATE: AMENDMENTS

Amendments are proposals to change something in a resolution. Let's say that the resolution on debate is good but... a clause could be changed, or it does not fit your Country's point of view, or there is a grammar mistake that got mysteriously through the Approval Panel (it is rare but... nobody is perfect...). Do you know how that clause could be better? Then you can ask an amendment sheet to the Chair and submit your amendment.

With an amendment you can either propose to strike or to amend or to add a clause. Amendments are proposed to the Chair, who will put them on debate. They are discussed exactly the same way as resolutions, and they are approved or rejected by the House. The only difference in voting procedures is that it is not possible to abstain: when voting on an amendment, every Delegate must vote in favor or against (see paragraph 3.4).

3.4 AFTER DEBATE: VOTING PROCEDURES

You just got distracted for a second and suddenly something strange is happening... The Chair says "We are moving to voting procedures", the Admins seem to move like they know something, and even close the doors. What are YOU supposed to do? Are you going to die? Don't worry, it is just the voting procedures.

When voting on a resolution, you always have three options which speak clearly for themselves:

- to vote in favor;
- to vote against;
- to abstain.

When voting for an amendment, the last option is not in order: you have to be either for or against that amendment.

The Admins count the votes, and the Chair says whether the resolution or amendment passed or not. Usually, when a resolution passes, clapping is in order. For obvious reasons when it fails clapping is strictly out of order.

NOTE

During voting, **note passing is suspended** because you can not be distracted. You are voting for your Country and your vote might be of big impact. (see 3.6)

3.5 SECURITY COUNCIL DEBATE

The Security Council should gather the more experienced and willing Delegates, because it has slightly different debating procedures comparing with the other committees.

First of all, within the Security Council resolutions are built from scratch during the lobbying sessions... which is much more frequent and long-lasting than in the other committees! This means that, if you are a Delegate in the SC, you are not expected to come to the debate with your own draft resolution already prepared. In any case, we suggest you to write some clauses in advance in order to take advantage during lobbying. The resolutions created in such a way are submitted to the Approval Panel and then put on debate.

Within the Security Council the debate follows basically the same rules as in other committees apart from a couple of main differences. The first difference is that SC resolutions are **debated and voted clause by clause**, not as a whole as other committees do. Beginning from the first clause, the Chair calls for the main submitter in order to read the clause and deliver his/her speech. After that, the clause is put on debate and voted. Then the Chair passes to the following clause, and so on. After debating on all the clauses, there is a quick final debate on the resolution as a whole.

The other major difference regards the fact that the Security Council is composed by just 15 Members States. Five of them are the so-called permanent members (USA, Russia, China, France and United Kingdom) and **each of these five Countries has the veto-power**, which means that a negative vote by any of these five members automatically prevents the draft clause or resolution from passing.

NOTE

Please bear in mind these features when choosing to apply for a seat in the Security Council. Since it is quite a demanding role and debate here is very active, if you are willing to get involved it could be the greatest experience in your MUN career... otherwise it can be quite frustrating!

3.6 NOTE PASSING

During all the debate sessions Delegates are not free to move all around the room but they must sit at their own places. If they want to communicate with each other (because they want to search for alliances, to ask for political assistance, to agree upon a decision...) they have to send written notes. This procedure is the so called “note passing”. It basically consist in writing your message for the Delegate of a precise Country on a sheet of paper and give it to one of the Admins, who will deliver it to the right Delegate. Note passing is allowed by the Chair during all the formal debate sessions except for voting procedures (see 3.4).

It is your duty to provide yourself with the sheets for your notes. There are different types of note sheets, from the elegant ones, which have the name of your Country and your flag printed, to the standard ones which have just “FROM ... TO ...”, but you can also use simple sheets of blank paper. Actually, after the first day of debate everyone runs out of the official note sheets so practically any empty sheet can be used for this purpose...

Please be mindful that the Admins will read all the notes before delivering them in order to check whether anything offensive or unappropriated is sent. All unsuitable notes will be given to the Chair who will decide how to proceed... so be careful if you want to take advantage of note passing in order to agree with your friends for a pizza party!

NOTE

Be sure to write clearly who you are and whom you are writing to so that the Admins can deliver your message... of course you do not have to use your personal names but your COUNTRY NAMES (e.g. “From Belize to Uganda”).

4. HOW TO BE A CFMUNESCO DELEGATE

CONTENTS

4.1 AIMS

4.2 CODE OF CONDUCT

4.3 DRESS CODE

4.4 MATERIALS

4.1 AIMS

The main purpose of a CFMUNESCO Delegate is collaborating with other Delegates to find suitable and long lasting solutions for the issues on debate, by writing complete and accurate resolutions. Therefore during the conference you are invited to take part actively in all the debates, deliberating speeches on the assigned topics, asking others Delegates questions and writing amendments to improve the resolution proposed. Please note that the aim of CFMUNESCO is not promoting competitiveness and rivalry nor winning personal awards, therefore we kindly ask all Delegates participants to cooperate in order to create effective and productive debates.

4.2 CODE OF CONDUCT

As a student, you are expected to behave like a diplomat of the Country you represent. In addition, you are a representative of your own school. This double representation implies that you must behave at any time as properly as possible inside the Conference Centre, during the conference itself and in any other circumstance (events, cafés, streets etc.).

4.3 DRESS CODE

Dressing professionally and appropriately is an important aspect of Model UN. Just like being polite and having proper manners, dressing ap-

propriately is an important way to show respect for the Country you are representing, for your fellow Delegates and for the United Nations. This is why a correct outfit is mandatory during the whole time of the conference.

For boys: a tie and a formal shirt are expected. Jackets are not required but are recommended. Formal pants should be used with the shirt. Jeans and shorts are not appropriate or acceptable. Shoes should be formal and appropriate for the event, therefore please avoid sport shoes.



For girls: a nice blouse would be appropriate, cleavage should not be visible. A jacket is a good thing to make your outfit look better. All girls should wear nice pants or caprice, as long as their length is on the knee. If a girl wishes to use a dress it should be a formal dress that would be appropriate for the event, not a party dress. High-heeled shoes may look pretty, but they can also be very uncomfortable, so use your discretion.



NOTE

Avoid jeans, T-shirts, sweatshirts, hoodies, sneakers, flip-flops.

4.4 MATERIALS

On the first day of Conference, during the registration procedures, you will receive the placard of your Country, your personal badge (please mind that you have to bring it with you all the days of the conference) and some stationery (including writing paper and a pen).

If you have prepared a written resolution, you have to bring with you some printed copies (at least ten), which are necessary during lobbying, plus the original file saved on a USB device (in .doc or .docx format). Please note that if you do not bring your own USB with the resolution

file in it, your resolution will not be processed by the Approval Panel therefore it will be rejected even if you collected the requested number of signatures.

During the lobbying it would be also useful to have a notebook or a tablet, in order to modify your resolution or merge it with another one, so if you have the possibility we recommend bringing it with you.

NOTE

Please note that the use of electronic devices (e.g. **mobile phones**, notebook, tablets) during debate is strictly forbidden, unless authorised by the Chairs.

5. CFMUNESCO LOCATIONS

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5.1 CIVIDALE DEL FRIULI

5.2 MAIN ATTRACTIONS

5.2.1 TEMPIETTO LONGOBARDO

5.2.2 DUOMO

5.2.3 PONTE DEL DIAVOLO

CFMUNESCO (Cividale del Friuli Model United Nations UNESCO) is held in the beautiful location of Cividale del Friuli, which is a little and safe town (about 11.000 inhabitants) in the north-east of Italy, not far from Venice. All the conference venues are close to our school and at walking distance within the city centre.

The main activities of CFMUNESCO will be hosted by our school Convitto Nazionale Paolo Diacono, which is a National Boarding School situated in the centre of Cividale, close to the beautiful Natisone river. Convitto Nazionale Paolo Diacono is one of the very first and few boarding schools of Italy. It is dedicated to Paolo Diacono, the Lombard monk, historian, poet and writer, born in Cividale del Friuli, whose cultural role was really important for the Ducal town during the VIII century.

The committees in session will be held mainly in the Liceo Classico, one of the High Schools annexed to the Convitto, which is located in the heart of the city centre and close to the Convitto.

Opening and closing ceremonies will take place at "Teatro Ristori" (the city theatre) or at "Chiesa San Francesco" (an ancient church), which are both located a few minutes' walk from our school.

"Teatro Ristori" is named after Adelaide Ristori, who was a famous Italian actress, specialized in theatre acting, born in our precious Lombard town. In front of our school there is a statue dedicated to her and her passion for the theatre. "Chiesa San Francesco" is an ancient and beautiful church which has been deconsecrated and is

the main congress centre of the city.

5.1 CIVIDALE DEL FRIULI

Cividale (formerly known as Civitas Austriae) is a city located in the north-eastern Italian region of Friuli Venezia-Giulia. Our town, Cividale, has given its name to the region: the word Friuli in fact comes from the contraction of Forum Julii, which was the name of Cividale during the Roman period.

History - Cividale was founded by Julius Caesar around 50 b.C. as a market place with the name of Forum Julii: the city was near a relevant commercial road which linked the north of Italy with the Noricum, an important region for the presence of iron mines. Cividale gained importance in the late-roman period, assuming a fundamental role in the defensive system that the Romans settled along the Alps as an extreme defense against barbarian populations that were trying to invade Italy, and becoming the seat of the roman governor of the tenth provincia "Venetia et Histria".

When Alboin, king of the Lombards, decided to conquer Italy, in 568 a.D., Cividale was the first city he met after having passed the Alps. He found the city still enclosed by strong walls; so here he established the capital of the first Lombard duchy. Under the Lombard domination the city knew its moment of highest prosperity, becoming an important cultural and political centre. After the defeat of Lombards it did not lose completely this role, as it was still the residence of the patriarch of Aquileia. During a siege of the city, in 1331, guns were used for the first time in Europe.

After its annexation in 1419, Cividale remained under the control of the Republic of Venice until 1797, when it surrendered to Austria. It became eventually part of the Italian Realm in 1866.

Cividale has always been important because of its position: most of the relations between Italy and the rest of Europe took place through its region during ancient times, mainly because of the scarce height of the Alps at this point. This fact has led to a situation of multiculturalism in this area. The best proof of that is the *Mittelfest*, a yearly cultural event which takes place in Cividale every July, during which theatre and cultural companies from all parts of Europe perform and compare their different cultural roots and heritage.

Cividale is not interesting just from an historical and cultural point of view, but also for its breath-taking landscape and unique natural environment. Moreover, it is part of the UNESCO Heritage thanks to its outstanding remains of the Lombard period, in particular the “Tempietto Longobardo”.

5.2 MAIN ATTRACTIONS

Here you can find a quick description of the main attractions in Cividale del Friuli:

Museo Archeologico Nazionale (National Archaeological Museum)

Set up in a beautiful 16th Century palace and situated in Piazza del Duomo, this museum hosts many findings of Lombard necropolises, including every kind of archeological remains; the exhibit gives you a general insight of the Lombards of the 6th Century till the Carolingian era.

Una passeggiata in “Borgo Brossana” (Go for a walk in “Borgo Brossana”)

Borgo Brossana is a renovated medieval village with an excellent architectural renovation and beautiful cobbled streets. It is the most suggestive and magic part of the Lombard town, that always astonishes tourists. Take a moment and stop in the little St. Biagio square to admire one of the most breathtaking views on the Natisone River.

Ipogeo Celtico (Celtic Hypogeal)

It consists of spectral subterranean corridors and its original function is still a mystery. It was probably built by the Celts to inter their dead, then used as storage during Roman times, and

finally as prison. One of its most peculiar features are three masks carved in the rock.

Piazza Paolo Diacono (Paolo Diacono’s Square)

Situated in the centre of Cividale, Piazza Paolo Diacono, also known as Piazza del Mercato, is surrounded by colorful houses and ancient palaces. It was the meeting place of the Ducal town, where Lombard women used to set their stands and trade. For this reason people who lives in Cividale called it Piazza delle donne, Ladies’ Square. In the middle of the square stands the fountain with the 18th Century statue of the roman divinity Diana.

The square, just as our school, is dedicated to Paolo Diacono, a lombard monk, historian, poet and writer, whose 15th century house overlooks the square.

Furthermore, under the fountain it was discovered the so-called Grave of Gisulfo (now located at the National Archeological Museum). The grave contained many important findings.

La casa medievale (The Medieval House)

The medieval house is known as the oldest house of Cividale del Friuli or “Goldsmith’s house”, because it dates back to the second half of the XIV century and it was once a goldsmith’s workshop. Inside the Goldsmith’s house you can find medieval fragments.

5.2.1 TEMPIETTO LONGOBARDO

In Cividale there is no greater monument than the “Tempietto Longobardo” and it is mainly thanks to its beauties that our town entered the UNESCO World Heritage List. The name translated into English sounds like “Little Temple of the Lombards” and it witnesses one of the legends related to this magnificent and mysterious place, which says that it was a kind of temple dedicated to some ancient deities before it was rebuilt by the Lombards in the 8th century and converted to a Christian church. Actually, under the Lombards’ dominion, it was the chapel of the palace of the Gastaldo, who represented the king in the capital of the duchy. After the fall of the Lombards’ dominion the “places of power” were abandoned and the Monastery of Saint Mary in Valley was built over their ruins, but the

chapel is still there showing the marks of the ages.

Most of all we can still admire the unique “stuccos” on the internal walls which depict saints and nuns, grapevines and flowers. Some remains make us correctly believe that they were all coloured, with purple, gold and other rich dyes according to the Byzantine style. Even nowadays we can easily imagine the magnificence of this place, which captures the visitors at first glance.

5.2.2 DUOMO

The Dome of Saint Mary of the Assumption is the main church of Cividale. The first church that was built there is dated to 8th century and was then modified from a medieval style to a Venetian gothic one, but, because of the great duration of the works, the architects died and the church was left incomplete. Finally, during the 16th century, the church was completed and it still shows the building style of that period.

On the counter-façade, above the main entrance, there is the Equestrian Monument of Marcantonio da Manzano, a warlord from Cividale who was pretty famous in the region. The Dome hosts a number of very precious masterpieces,

such as the Wooden Crucifix, the Altar of the Blessed Sacrament and goldsmith’s masterpieces among the most beautiful in Italy. Every year, on 6th January, in this church the so-called Mass of the Sword is celebrated, a liturgical ritual whose tradition goes back to 1336.

5.2.3 PONTE DEL DIAVOLO

The Devil’s Bridge is one of the symbols of Cividale. It was built in the 15th century, it has been restored a number of times and was finally rebuilt in 1918 after War World One. The bridge is 22 metres high over the Natisone River and 50 metres long. It is supported by two monumental arches whose central pillar rests on a massive natural rock. There is a legend about the Devil’s Bridge, according to which the bridge was built by the Devil to help the people of Cividale in the attempt to connect the two parts of the city divided by the river, and in exchange for the soul of the first living being crossing the bridge.

However, the people of Cividale, instead of sending a human soul, kicked a dog in the middle of the bridge and thus cheated the Devil. This legend shows that the people of Cividale are smarter than the Devil.

APPENDIX

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A. GLOSSARY

B. WRITING A RESOLUTION

C. USEFUL EXPRESSIONS DURING DEBATE

D. PREAMBULATORY AND OPERATIVE PHRASES

A. GLOSSARY

Abstention: During a vote on a substantive matter, delegates may abstain rather than vote yes or no.

Amendment: A change to a draft resolution on the floor.

Chair: A member of the secretariat that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure.

Delegate: A student acting as a representative of a member state in a Model UN committee.

Member State: One of the 193 countries that have ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and Security Council.

Motion: A request made by a delegate that the committee as a whole do something. Some motions might be to go into a caucus, to adjourn, to introduce a draft resolution, or to move into voting procedure.

Operative clause: The part of a resolution which describes how the UN will address a problem. It begins with an action verb in third person (e.g. decides, establishes, recommends, etc.).

Placard: A piece of paper with a country's name on it that a delegate raises in the air to signal to the Chair that he/she wishes to speak.

Podium: It is the place where the delegate states her/his point by delivering a speech or reading her/his policy statements.

Point: A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order, a point of inquiry, and a point of personal privilege.

Position paper: A summary of a country's position on a topic, written by a delegate before a Model UN conference.

Preambulatory Clause: The part of a resolution that describes previous actions taken on the topic and reasons why the resolution is necessary. It begins with a participle or adjective (e.g. noting, concerned, regretting, aware of, recalling, etc.).

Resolution: It is a text of law in which a delegate states her/his country's suggestion to find a solution on a specific issue.

Right of Reply: A right to speak in reply to a previous speaker's comment, invoked when a delegate feels personally insulted by another's speech.

Roll Call: At the very beginning of the debate within a Model UN committee, the Chair reads aloud the names of each Member State in the committee. When a delegate's country's name is called, he/she may respond "present" and raise her/his placard.

Rules of Procedure: The rules by which a Model UN committee is run.

Second: To agree with a motion being proposed. Many motions must be seconded before they can be brought to a vote.

Secretariat: The staff of a Model UN conference.

Secretary General: The head of the MUN conference; he/she does not act as a chair but has the task to oversee the all conference.

Working Paper: A document in which the ideas of some delegates on how to resolve an issue are proposed. Frequently the precursor to a draft resolution.

Veto: The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States to prevent any draft resolution in the Security Council from passing by voting no.

Vote: A time at which delegates indicate whether they do or do not support a proposed action for the committee.

Voting procedure: The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions.

B. WRITING A RESOLUTION

CFMUNESCO is a resolution based conference. We expect delegates to come with a draft resolution on their topics. A resolution is a formal document that reflects the decisions and future directions of topics within a Committee. It consists of a long sentence divided into clauses, which is composed of three sections: **a) the head, b) the preamble and c) the operative clauses.**

a) The Head

The head appears at the top of every resolution; it does not contribute to the content of the document but it addresses the Committee. The head must contain, in this order: conference name, committee name, title of the resolution, list of sponsors (e.g. Submitter), and list of signatories (e.g. Co-Submitters).

EXAMPLE OF THE HEAD

Note: Example of the Head

FORUM: ECOSOC

QUESTION OF: Promoting local sustainability and providing benefits to small scale farmers

MAIN-SUBMITTER: El Salvador

CO-SUBMITTERS: Japan, Albania, Bosnia, Turkmenistan, Colombia, Sudan, Nigeria, Sweden, Burkina Faso, Bolivia, Kuwait, Brazil, Republic Of Korea, Mexico, Netherlands, Libya, Cuba.

b) The Preamble

The preamble follows the head and forms the first part of the resolution. The preamble contains the preambulatory clauses, which may include some background on the topic, recall previous resolutions on the topic and state the focus of the current resolution. Each perambulatory clause begins with a verb in the present continuous tense (ending in “ing” or “ed”) and ends with a comma.

All preambulatory clauses must be written in italics and not be numbered. Moreover, all acronyms must be fully written out before appearing in the abbreviated form.

In the perambulatory clauses it is appropriate to:

- Recall any passed UN resolutions on the issue;
- Mention any other organizations involved in the situation;
- State recent facts about the issue;
- Use statistics where applicable;
- Refer to developing or developed countries.

Commonly Used Preambulatory Clauses

Affirming, Alarmed by, Aware of, Believing, Bearing in mind, Convinced, Declaring, Deeply concerned, Deeply regretting, Emphasizing, Expressing its appreciation, Fully aware, Fully believing, Having considered further, Having examined, Keeping in mind, Noting with deep concern, Observing, Realizing, Recalling, Recognizing, Taking into account, Taking into consideration, Welcoming.

EXAMPLE OF A PREAMBULATORY CLAUSE

Further convinced that science and technology plays a necessary role in achieving environmental protection and human development in order to get access to knowledge to develop strategies for sustainable development,

c) The Operative Clauses

While the preamble gives a general overview of the background of the resolution, without giving concrete actions and solutions, the operative clauses outline recommendations and concrete actions to work out the issue. Operative clauses must be numbered and begin with a verb in the present tense (bold and underlined). Strong operative clauses not only explain what can be done, but may have possible sub-clauses on how it could be achieved.

Remember that:

- Sub-clauses are lettered: a), b), c);
- Sub-sub-clauses are numbered: I), II), III);
- All Operative clauses must end in semi-colons (;);
- No Clause-Opening words should be repeated in the resolution (use a similar word to it, or add “Further” or “Strongly” before it);
- All acronyms must be fully written out before appearing in the abbreviated form.

Commonly Used Operative Clauses

Affirms, Approves, Authorizes, Calls for, Confirms, Considers, Declares accordingly, Deplores, Draws the attention, Encourages, Expresses its appreciation, Expresses its hope, Further invites, Have resolved, Proclaims, Reaffirms, Recommends, Regrets, Reminds, Requests, Solemnly affirms, Strongly condemns, Supports, Trusts, Takes note of, Urges.

EXAMPLE OF AN OPERATIVE CLAUSE

1. Recommends Member States to provide clear land rights to the poorest communities, in order to, among the others:

- a) restore or maintain environmental resources,
- b) prevent land grabs by private entities, which would, among the others:
 - i) deprive the smallholders of their land,
 - ii) create an unstable environment;

Example of a Resolution

Just as an example, here you can find a UNESCO resolution from the past editions of CFMUNESCO:

Forum: UNESCO Committee

Question of: The question of Development of Networks among sites declared by UNESCO World Heritage

Submitter: Uganda

Co-submitter: Albania, Lithuania, Afghanistan, Burkina Faso, Pakistan, Brazil, Estonia, Spain, Belgium, Republic of India, United Kingdom, Turkmenistan, Spain, China, Japan, Syria, Mexico, Benin, Argentina

The General Assembly,

Believing in the words of the Preamble of Incorporation of UNESCO, declaring that UNESCO contributes to peace and security by promoting collaboration among nations, also through the important transmission medium of Networks,

Bearing in mind Article 15 of the seventeenth session of the General Conference of the U.N. Educational, Scientific and Cultural Organization meeting in Paris from 17th October to 21st November 1971, establishing the creation of the Fund for the Protection of the World Cultural and Natural Heritage of Outstanding Universal Value called “the World Heritage Fund”,

Alarmed by the absence of an organization aiming at controlling the existing Networks which operate in the field of UNESCO World Heritage Sites,

Noting the existence of many national or ad hoc Networks which operate only within their own country or in the framework of nearby UNESCO World Heritage Sites,

1. **Encourages** the various existing Nets operating in the framework of UNESCO World Heritage to strengthen relationships among themselves;
2. **Strongly affirms** that States with a minority of World Heritage sites should cooperate with other countries to create new Networks;
3. **Establishes** the creation of a Committee called “UNESCO Committee for the Evaluation of Networks Among Heritage Sites” (UNESCO CENAHS) which tasks are:
 - a. Control and evaluation of the work of the Networks in the framework of UNESCO's sites,
 - b. Allocation of funds from “The World Heritage Fund” to the various Networks, according to certain criteria to be defined in the following Resolutions of this Committee;
4. **Designates** the following as evaluation criteria to be used by the UNESCO CENAHS to assess the Networks:
 - a. Internationality of different sites of UNESCO World Heritage;
 - b. the total amount of the UNESCO World Heritage sites that take part in the Net;

- c. the presence of many UNESCO World Heritage sites from Least Developed Countries (LDC);
 - d. how the Net operate with the others especially about:
 - I. the work of maintenance carried out on different members,
 - II. the promotion for the entry of new members,
 - III. the advertising of the members in different economical situations;
5. **Delegates** the UNESCO CENAHS to claim for a certification from the Nets, containing the following data:
 - a. how the Nets distribute the funds received from “the World Heritage Fund” through CENAHS,
 - b. the economical situation of the members of the Net,
 - c. how the Net cooperates with other Nets;
 6. **Further designates** as members of UNESCO CENAHS :
 - a. five permanent countries with the highest number of UNESCO sites,
 - b. five countries with a small amount of World Heritage sites, making sure that all continents of the world are represented;
 7. **Proposes** that the members of UNESCO CENAHS will stay in office for a period of two years;
 8. **Proclaims** that UNESCO CENAHS’ session will take place in the office of the UN “Den norske UNESCO-Kommisjoner” in Oslo, Norway;
 9. **Urges** CENAHS to hold at least two ordinary sessions per year, providing that extraordinary sessions can take place only in certain particular cases, as situations of danger to UNESCO sites;
 10. **Incentivizes** the exchange of employees from different UNESCO sites for a short period of time, in order to further tighten international relations ties;
 11. **Further invites** Member States and UNESCO Networks to organize conferences, fairs or expos allowing experts (e.g. scientists, historians, biologists and others) to get in touch and exchange information about how to preserve and protect our Heritage sites;
 12. **Supports** Member States and Networks in the creation of an advertising campaign with the aim of skyrocketing the UNESCO sites and ensure greater awareness especially of less popular UNESCO Sites;
 13. **Decides** to remain sized on this topic in the future sessions.

C. USEFUL EXPRESSIONS DURING DEBATE

The chair

<i>To open the session</i>	We declare open the debate on the topic...
<i>To open the debate on a resolution</i>	We received a resolution/amendment submitted by the delegation of Togo.
<i>To call the Delegate Submitter of the resolution to the podium</i>	The chair calls upon the delegate of Togo (the submitter) to read the resolution/the amendment to the house. Please delegate approach the podium and read the resolution/ the amendment: you have the floor.
<i>To ask the Delegate at the podium whether he/she accepts questions</i>	Thank you delegate. Are you open to any point of information?
<i>To ask the Delegates in the committee if they want to make questions</i>	The delegate of Togo is open to any [...just one /two/ etc.] points of information. Are there any in the house?
<i>To give to the sitting Delegates the right to make questions to the speaker</i>	Chile, you have been recognised [Chile, Iran, Cuba you have been recognised in that order]. Please rise and state your point. Will the speaker please make his concluding remarks.
<i>To ask the Delegate to go back to his/her seat after his/ her speech</i>	Thank you delegate. Please yield the floor back to the Chair.
<i>To accept speeches from the Delegates in the committee [the Delegates stand and approach the podium in turn]</i>	The debate is now open. The Chair fixes a debate time of 20 minutes open debate on the resolution/amendment or: 10 minutes for and 10 minutes against the resolution/amendment. Are there any delegations wishing to speak either in favour or against this resolution? Please raise your placards. Chile, you have been recognised / you have the floor.
<i>To ask a Delegate to repeat his/her question in case of "point of personal privilege"</i>	The speaker appears not to have heard/understood your question. Will you please repeat/rephrase your question?
<i>To end the debate and begin the voting procedures</i>	Debate time for/against the resolution/the amendment has been exhausted/has expired/has elapsed. Will the speaker please yield the floor. Debate time has expired. The debate is now closed. We will move into voting procedures.

<i>To vote</i>	<p>Will all those in favour of the resolution/the amendment, please raise their placards/hands.</p> <p>Will all those opposed to/against the resolution, please raise their placards/hands.</p> <p>Are there any abstentions? Will all those abstaining, please raise their hands.</p> <p>The motion/resolution/amendment has been carried/ passed by: "x" votes in favour, to "y" againts, with "z" abstentions. Clapping is in order.</p> <p>The motion/resolution/amendment has failed/been defeated by: ""x" votes in favour, to "y" againts, with "z" abstentions. Clapping is not in order.</p>
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The delegate

If speaking from the podium...

<i>To begin his/ her speech</i>	Mr/Madam Chair/Chairman, honourable delegates, distinguished guests... / ladies and gentlemen of the house...
<i>To end is/ her speech</i>	Thank you Mr. Chair.
<i>To return the right to speak to the President</i>	I yield the floor back to the Chair.
<i>To confirm that he/ she is willing to answer to questions</i>	I am open to any [or: just one/two/etc.] points of information.
<i>Ito confirm that he/ she is NOT willing to answer to questions</i>	No, I am not open to any point of information at all.

If speaking from his/her seat...

<i>If you agree with the speaker</i>	Does the delegate/speaker of Togo agree that...
<i>If you DO NOT agree with the speaker</i>	Is the delegate/speaker aware that...
<i>If you want to refer to what the speaker said</i>	As my (dear, learned, honourable) friend, the delegate of Togo, has told the house...

During the debate-Points and Motions – Formulas that you can use from your seat by rising your placard
(without standing)

<i>If you can't hear the speaker</i>	Point of personal privilege
<i>If you note something wrong in the debating procedures</i>	Point of order
<i>If you don't know which phase of the debate you are in</i>	Point of parliamentary inquiry
<i>If you want to vote immediately</i>	Motion to move directly to voting procedures
<i>If you want to go on with the debate (contrary of the previous motion)</i>	Motion to extend the time of debate
<i>If you want to propose an open debate / closed debate</i>	Motion to move to closed debate / open debate
<i>If you want to speak with the Chair</i>	Permission to approach the Chair
<i>If you want to give the right to speak to someone (while you are at the podium) - please note that , if accepted by the Chair, the right to speak can be passed just to one Delegate</i>	I would like to yield the floor to Togo, if that is in order

NOTE

Please note that:

1. In formal debate a Delegate speaks always on behalf of his/her Country, therefore it is NOT ALLOWED to say “I believe that...” but We believe that // The delegation of Togo believes that // Togo believes that...;
2. When you want to make a question to the speaker, you have to rise your placard, wait until you are recognized by the Chair then STAND and make your question;
3. POINTS are either accepted or refused by the Chair, whereas MOTIONS must be voted by the Committee (unless they are refused by the Chair for procedural reasons).

D. PREAMBULATORY AND OPERATIVE PHRASES

PREAMBULATORY RESOLUTION PHRASES			
Affirming	Deeply disturbed	Guided by	Noting further
Alarmed by	Deeply regretting	Having adopted	Noting with approval
Approving	Desiring	Having considered	Observing
Aware of	Emphasizing	Having considered further	Reaffirming
Bearing in mind	Expecting	Having devoted attention	Realizing
Believing	Expressing its appreciation	Having examined	Recalling
Confident	Expressing its satisfaction	Having heard	Recognizing
Contemplating	Fulfilling	Having received	Referring
Convinced	Fully alarmed	Having studied	Seeking
Declaring	Fully aware	Keeping in mind	Taking into account
Deeply concerned	Fully believing	Noting with deep concern	Taking into consideration
Deeply conscious	Further deploring	Noting with regret	Taking note
Deeply convinced	Further recalling	Noting with satisfaction	Viewing with appreciation

OPERATIVE PHRASES			
Accepts	Declares accordingly	Further proclaims	Regrets
Affirms	Deplores	Further reminds	Reminds
Approves	Designates	Further recommends	Requests
Authorizes	Draws the attention	Further requests	Solemnly affirms
Calls	Emphasizes	Further resolves	Strongly condemns
Calls upon	Encourages	Has resolved	Supports
Condemns	Endorses	Notes	Takes note of
Confirms	Expresses its appreciation	Proclaims	Transmits
Congratulates	Expresses its hope	Reaffirms	Trusts
Considers	Further invites	Recommends	

Cividale del Friuli

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