



PANAMUN XXXIII

Echoes of the Past: Breaking Cycles, Building Lasting Solutions

Middle School Delegate Handbook

The International School of Panama
October 22-24, 2025

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Welcome to PANAMUN XXXIII! Model United Nations is a great way to learn about the real world and how to solve global issues. We're so glad you want to help save the world! Use the information below to make sure you get the most out of this experience.

BEFORE THE CONFERENCE

Position Papers

The Position Paper is a one-page essay that outlines your country's view on your committee's issues. You will need to write one for each issue in your committee. Here are some steps:

1. Read your issue bulletins!
2. Take notes on the issue bulletins, making sure that you use the guiding questions to help you think about how your country relates to the issue.
3. Do more in-depth research about your country and how it relates to your issue. Look below at Research Tips to help you begin.
4. Start writing!

The MS Position Paper is broken down into four sections:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Topic Background: This should be a brief summary of the issue that shouldn't require any extra research. Aim for about 2 sentences. 2. Past International Action: How has the world already tried to fix the issue? Aim for 3-4 sentences. 3. Country Policy: Discuss what your country thinks about the issue.* | <p>*How does your country want to fix it--if they even do? This is where you will need to show your research. Aim for 5 sentences.</p> <ol style="list-style-type: none"> 4. Possible Solutions: Be creative! How can you solve the issue? Think outside the box! Aim for 3 sentences. 5. Bibliography: Cite your sources using MLA formatting |
|--|--|

Opening Speeches



The Opening Speech is a quick speech that each delegate gives at the beginning of the conference that outlines their country's stance on the two issues. Try to have the speech last 45-60 seconds. Follow these three main points:

- **Hook:** After a simple and formal greeting, a hook can serve as a starting point to make sure the committee is engaged. Good examples of this are anecdotes, statistics related to the rest of the speech, or even a rhetorical question.
- **Point:** What does your country think?
- **Action:** How do you want to solve the issue?

Keep it short and sweet--get your information across so the committee knows where you stand.

Research Tips

- **Use your issue bulletins.** Delegates can use the issue bulletin's bibliography to guide their own.
- **Limit your search.** Type your search into Google. Click the Settings button, and then click "Advanced search." Narrow your search in the "site or domain" box by typing in .gov, .edu, or .org. You can also utilize un.org to get information straight from reliable sources, like the United Nations.
- **Start broad and then narrow your focus.** This way, delegates can find new interesting ideas that haven't been explored and use them to steer the debate in an interesting direction!
- **Ask your teachers.** Your MUN Director, librarians, and social studies teachers will probably be willing to help you. There is no shame in asking for help--researching is a skill that PANAMUN encourages delegates to practice.

Research Binder:

Many delegates choose to print their research, organize it inside a binder, and bring it with them to the conference. This practice is extremely recommended, since the conference's policy prohibits the use of electronic devices, with the exception of the first day of the conference, when lobbying takes place.

Useful Resources Provided by Best Delegate

The Country Profile



Get to know your country.

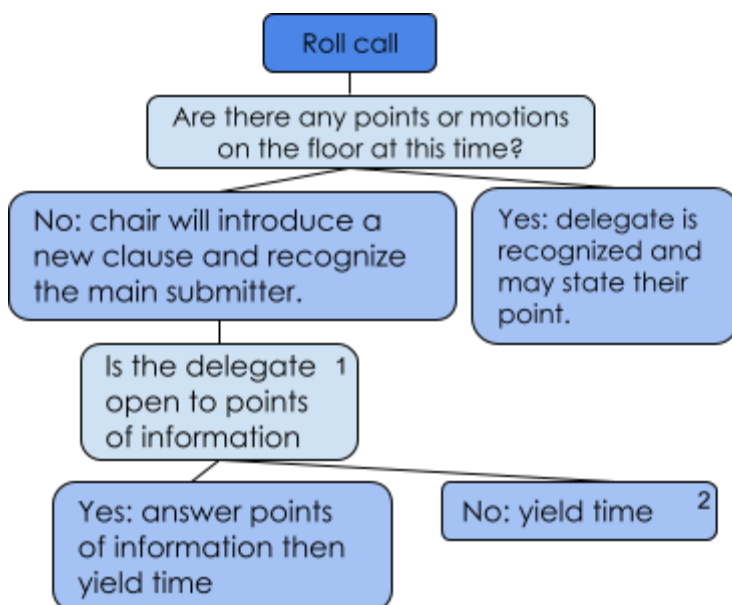
SPEAR Worksheet



Get your information straight from the source!

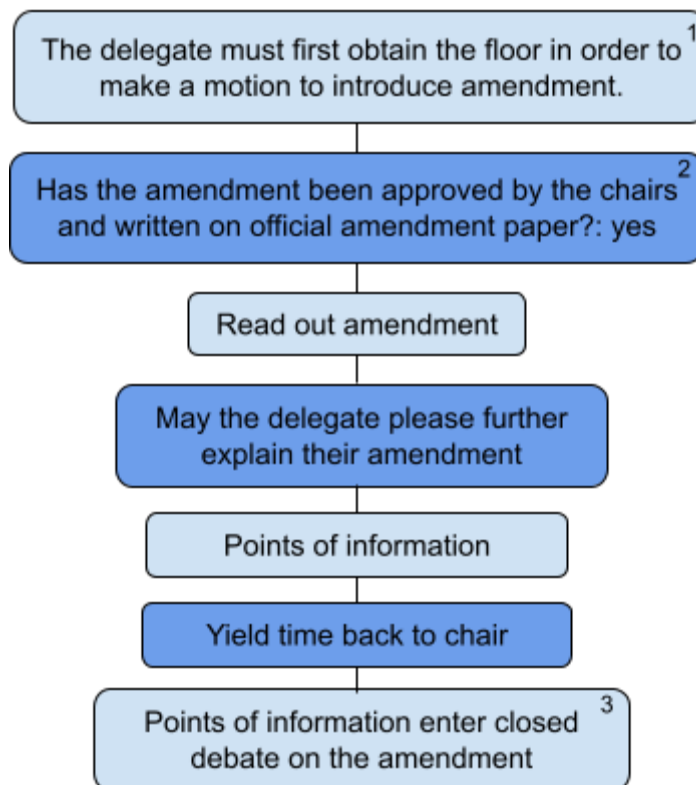
PROCEDURE

In order to discuss the issues in committee, all delegates will use a specific type of language and abide by a specific order and rules of debate. This is called parliamentary procedure, and is what allows committees to remain engaging and effective! PANAMUN in Middle School follows a modified THIMUN procedure.



Points of Information: A point of information is a question that a delegate asks another about the current topic being discussed. The chairs will announce when delegates are able to ask Points of Information. Delegates can also use a point of information to the chair in case you have a question about debate or procedure.

Yielding time: After a delegate has used up their time, they must yield it back to the chair in order to sit back down. At the chair's discretion, a delegate may also choose to yield their time to another delegate to further explain or discuss the point they were previously making.



Motion to introduce an amendment: An amendment is a change that is to be made to a resolution or a specific clause. Previous to introducing the motion, delegates must write the amendment on official amendment paper (provided by the admin) and submit it to the chairs for approval. Once it has been approved, delegates can utilize the motion. Delegates may propose a motion to introduce one once they have obtained the floor.

Closed debate: Closed debate does not follow the regular flow of debate; instead, the chairs will set a specific amount of time or number of speakers for each side (for or against) of what is being discussed. Chairs will present a closed debate right before going into voting procedure for a resolution.

Other Points and Motions

Point of personal privilege: This is a point delegates can use to ask for something in regards to their personal preference (room temperature, visibility of the screen, etc.) Delegates may only interrupt when utilizing this point in the case of an audibility issue, particularly if they cannot hear the speaking delegate or chair.

Point of order: This is a point delegates may use if they believe the chair(s) has made a mistake regarding parliamentary procedure. When utilizing a point of order, the delegate is asking for this mistake to be revised in order to preserve the flow of debate.

Point of parliamentary inquiry: This is a point delegates may use when they have questions about the parliamentary procedure, the schedule, or what comes next in the debate. It is directed at the chair and it may not be used to interrupt a speaker.

Motion to move to previous question: This is a motion delegates may use if they wish to proceed to voting procedure on whichever item is being debated at that moment, be that an amendment or a resolution. This motion requires support from another delegate in the room ("second"), but if there is an objection, it will be under the chairs' discretion to accept the motion or not.

LOBBYING

Before delegates begin debating, they will enter a period called "lobbying". This is where they write their ideas for how to solve the committee's issues. They must work with other delegates who have similar viewpoints on each issue in order to create solutions in the form of operative clauses.

OPERATIVE CLAUSES

The Operative Clauses are the actual steps that delegations want to take to solve the issue at hand. PANAMUN works with the idea of unlimited funding, which means that delegates don't have to worry about the cost of resources or actions. When creating

operative clauses, delegates should aim to answer all questions about the plan: who, what, when, where, who, and how. In addition, delegates must think about the order in which each step must be executed to achieve their goal logically; what needs to be done first, second, etc., and how long each step takes. The more descriptive and precise the clauses are, the better. Clauses can be broken down in order to better answer and explain the idea into sub-clauses and sub-sub-clauses. Each clause must start with an operative phrase, and there is a list of them below. Sub-clauses and sub-sub-clauses can start with any word. All clauses end with semicolons, except for the last operative clause, which ends in a period.

How to Write Operative Clauses

Clauses have to be realistic, and plausible in the real world. So no futuristic technologies or policies that governments/the delegation the delegate is representing wouldn't use. The aim of the clauses is for the delegates to think creatively about how current delegations could solve these issues.



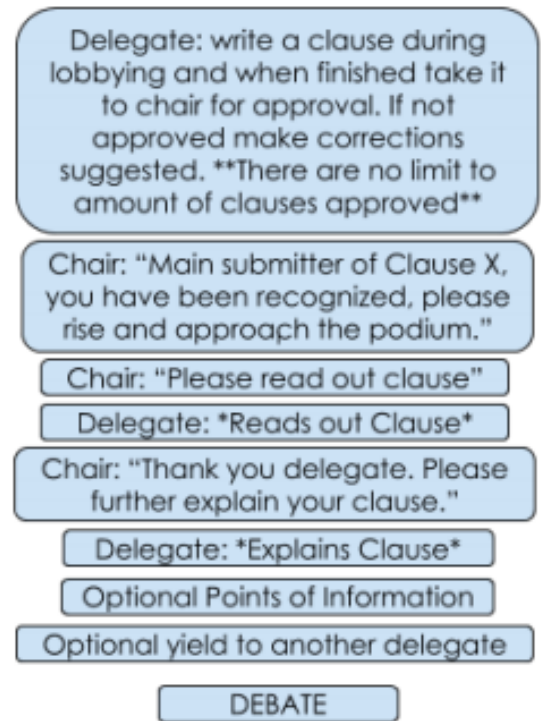
FORMAT OF CLAUSES	Example Clause
1. Contain an appropriate and underlined operative phrase	Example 1: 1. <u>Calls upon</u> nations who refuse to provide asylum for refugees to nevertheless aid efforts aiming to solve the problem, including but not limited to:
2. Numbered in sequence (1, 2, 3...)	a. provide funding to:
3. Subclauses are lettered alphabetically [a, b, c...].	i. improve overcrowded camps bordering nations
4. Sub-sub-clauses are in roman numerals, (i, ii, iii...) , and their first words are not capitalized	ii. contribute to the construction of any new camps
	b. donation of food and medical supplies in refugee camps;
	Example 2: 2. <u>Urges</u> nations to provide asylum for the refugees as well as ensure their protection and well-being in ways including but not limited to:
	a. adequate housing
	b. economic opportunities
	c. civil protection;

Operative Phrases

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

How to Introduce a Clause

The chairs will call up the main submitter of each clause. If the delegate is the main submitter, they will go up to the podium. The chair will ask them to read out the clause and then further explain it. Here, they can explain the purpose of the clause. Then, the chair will ask them if you want to answer points of information (questions). They can choose to answer all, some, or no questions. If you do agree to answer questions, other delegates will raise their placards and the chair will call on them. Respond to their questions. The delegate can then choose to either yield their time to another delegate or to the chair. If the delegate yields to someone else, the other delegate will make a speech after them and can choose to answer questions.



Resolutions

The chairs will combine all the clauses written in the committee into a resolution that will look like this. Here is a breakdown so that delegates understand what the chairs are writing. However, delegates do not need to make this themselves.

Forum: World Health Organization
Question of: Measures to eradicate Zika Virus

1. _____;
 - a. _____
 - b. _____
2. _____;
 - a. _____
 - i. _____
 - b. _____

Heading: Located on the top right corner of the document. The heading contains the

Forum (another word for committee).

Question of (another word for issue and its number which will be in your issue bulletin). This part of the resolution will already be in place, as you will go clause by clause (will be explained shortly).

#- Are the Operative Clauses

AWARD POLICY

At the end of the conference, recognition awards will be given to those delegates who have had a distinguished participation throughout the three days of the conference. There will be three titles awarded per committee, each recognizing a different aspect of a delegate's work. To be eligible for an award, delegates must turn in both position papers before the start of the first session (October 22, 2025) as a final due date.

Research: The Research Award acknowledges the delegates' use of knowledge surrounding both issues in the committee to provide a significant contribution to the debate. This delegate should display knowledge about their delegation's country policy as well as relations and conflicts with other nations in the committee surrounding the issues being discussed. The quality of the individual's research should be displayed throughout the debate sessions, as well as being evident in their position papers.

Diplomacy: The Diplomacy Award will be granted to a delegate who made a meaningful contribution to the committee by bringing out the best in others. The recipient of this award will not only demonstrate leadership in the debate but will contribute to the work of other delegates and encourage them to voice their position on the topic at hand. This delegate must display cooperative intentions and will look for a consensus within the committee to resolve the conflict being presented, serving as a representative of the diplomacy that sits at the core of MUN.

Best Delegate: The individual awarded with the title of Best Delegate must embody the qualities from both the Diplomacy and Research Awards, having a noticeable and positive contribution to debate throughout the course of the three conference days. The best delegate should inspire and motivate others to do their best, proving to be a knowledgeable, prepared, and hardworking delegate.