

# CHEMUN

## APPROVAL PANEL GUIDEBOOK



American International School of Chennai

Written by Junwon Choi.  
Edited by Anant Bajaj.

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# INTRODUCTION

## *MUN Approval Panel*

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

## *CHEMUN Approval Panel System*

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

The following is the general procedure for approval at CHEMUN:

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

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

- 2.1.1. Only after the chair checks for a minimum of 15 signatories and signs the sheet, he/she can proceed with the following procedure.
  - 2.2. The resolution must be in Google Docs format (no docx, pdf, etc.)
    - 2.2.1. The document must have sharing options as “Anyone with the link - can Edit”.
    - 2.2.2. The document must be named as “**(Committee Name) (Topic Number) - (Delegation) - (Delegate Full Name)**”
      - 2.2.2.1. Ex. EC1 - India - Junwon Choi
3. The expert chair looks over the resolution.
  - 3.1. Minor mistakes (grammar, formatting, etc) can be fixed directly by the chair.
  - 3.2. Significant areas of concern may require chairs to ask delegates to continue working on the resolution after providing detailed feedback.
    - 3.2.1. After fixing specified areas, the main submitter must share the resolution again with the expert chair.
4. Expert chair will use the ‘CHEMUN XIII Resolution Submission Form’ to send the resolution to the Approval Panel.
5. An advisor in the Approval Panel signs up to review incoming resolutions via the ‘CHEMUN XIII Resolution Approval Information’ spreadsheet.
  - 5.1. After signing up, the advisor will begin reviewing the resolution, before or while the main submitter reports to the Approval Panel.
6. The main submitter reports to the Approval Panel (may be assisted by Admin Staff) and finds the advisor who has signed up to review their resolution.
7. After review, the advisor may decide on the resolution’s status, which may be any of the following: Approved, Delay, or Denied.
  - 7.1. If a resolution receives a ‘Delay’ status, the approval process will repeat for the respective resolution, and the expert chair will need to submit through the form again once he/she checks that errors have been corrected.
8. Approved resolutions will be printed for debate.

## ***Resolution Requirements***

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

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

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

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

### **Format of a Resolution**

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

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

COMMITTEE: [insert committee name here]

QUESTION OF: [inset topic name here]

SUBMITTED BY: [insert main submitter delegation here]

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

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

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

Preambulatory clauses can:

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

The following is an example of a preambulatory clause:

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

### Useful Prefix List for Preambulatory Clauses

(Note: must be *italicized* in resolution)

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

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

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

The following is an example of an operative clause:

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

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

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

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

### Useful Prefix List for Operative Clauses

(Note: must be underlined in resolution)

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

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

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



## ***Resolution Format (shortened sample)***

QUESTION OF: Addressing the Medical Needs of the Rural Population in Asia

COMMITTEE: Special Conference

MAIN SUBMITTER: Myanmar

CO SUBMITTERS: People's Republic of China and WHO

*Emphasizing* that the World Health Organization constitution adopted in October 2006, states that the enjoyment of the highest attainable standard of health is one of the fundamental rights of every human being,

*Noting with regret* that 60-80% of the people living in Southeast Asian countries continue to live in rural areas, and of these, 80-90% are considered below the poverty line,

*Noting with satisfaction* the past efforts of various relevant UN organizations, especially the WHO, UNICEF, UNDP, World Bank, and non-governmental organizations such as ADKN, WONCA and Bill and Melinda Gates Foundation,

1. Requests all UN organizations such as the WHO and the World Bank to create cost effective strategies for improving medical care in rural Asia, including but not limited to:

- a) Bi-annual meetings to discuss specific goal settings and to create global agreements in order to productively cure people from various illnesses including,
  - i. Malaria,
  - ii. Dengue,
  - iii. AIDS,
- b) Annual meetings to report to the UN to confirm that all goals are being met, and conducting minor changes to the goals if needed;

2. Supports the amelioration of infrastructures in the rural areas, including but not limited to:

- a) Construction and maintenance of medical facilities such as hospitals and pharmacies,
- b) Constructing broad roads and highways in order for medical supplies to pass through easily,

- c) Installing technological media such as telemedicine, mobiles and internet to facilitate communication with urban areas,
- d) Building educational systems to spread awareness to the local people such as medical schools and colleges,
- e) Improving public transport systems such as mobile medical units;

3. Decides to remain actively seized in the matter.

# FOR ADVISORS

## *Approval Panel Attendance and Participation*

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

## *Using the Resolution Approval System*

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

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

The following will be displayed in the information spreadsheet:

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

Advisors will need the following for reviewing resolutions:

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

In addition to the information mentioned above, there will be 'To be approved by:', 'Approval Status', and 'Print Status' sections. Once a new resolution is added to the system, an advisor who is available to review the resolution will sign up by typing their name in the 'To be approved by:' section, next to the given resolution. After checking for proper formatting, spelling, and grammar, the advisor may decide to either Approve, Delay, or Deny the resolution.

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

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

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

# FOR CHAIRS

## *Using the Resolution Approval System*

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

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

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

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

## *Communicating with Advisors*

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

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

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

# FOR MAIN SUBMITTERS

## *Using the Resolution Approval System*

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

## *Communicating with Advisors*

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

## *Communicating with Chairs*

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