



# Training Handbook

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## WFUNA International Model United Nations New York City 2024

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*Intercontinental Times Square and The Westin Times Square*

**UN Environment Assembly**

**Delegate Handbook**





## UNEA Delegate Handbook

The UN Environment Assembly is the world's highest-level decision-making body on the environment. It addresses the critical environmental challenges facing the world today.

UNEA meets twice a year to set priorities for global environmental policies and develop international environmental law.

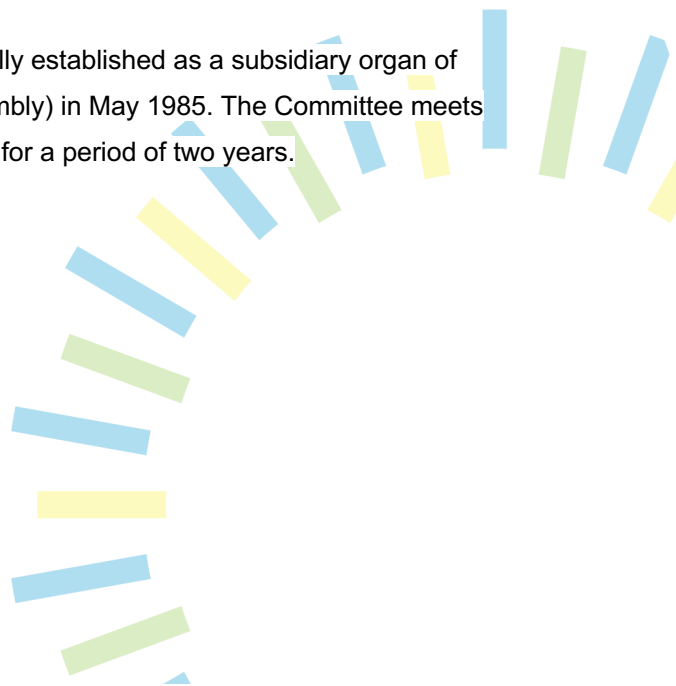
The UNEA was created in June 2012, when world leaders called for UN Environment to be strengthened and upgraded during the United Nations Conference on Sustainable Development (RIO+20).

The establishment of the Environment Assembly was the culmination of decades of international efforts, initiated at the UN Conference on the Human Environment in Stockholm in 1972 and aimed at creating a coherent system of international environmental governance.

The Assembly is the governing body of UNEP. UNEA is composed of 193 Member States. The Assembly is led by a Bureau and its President. The Bureau is composed of ten Ministers of the Environment for a term of two years. The Bureau assists the President.

Throughout the year, Member States engage in Open-ended meetings of the Committee of Permanent Representatives (CPR). The Committee contributes to the preparation of the agenda of the UN Environment Assembly, provides advice to the Assembly on policy matters, prepares decisions for adoption by the UN Environment Assembly and oversees their implementation. Although the CPR drafts most resolutions that are negotiated by the Assembly, Member States can table resolutions if they so desire.

The Committee of Permanent Representatives was formally established as a subsidiary organ of the Governing Assembly (now the UN Environment Assembly) in May 1985. The Committee meets on a quarterly basis led by a five-member Bureau elected for a period of two years.





## The Stages of Assembly Sessions

Assembly sessions are divided into the following segments:

### A. The Opening Plenary of the Assembly

The simulation begins with an Opening Plenary of the UN Environment Assembly where delegates will adopt their Organization of Work by consensus and engage in an interactive session with a UN expert on Marine Plastic Litter and Microplastics.

The Plenary will then continue with the General Debate where delegates will deliver statements as representatives of the country they were assigned.

### B. Informal Consultations (where rules of procedure are suspended and where most of the time in the Assembly is spent)

1. **Allow different regional groups to each draft a resolution.** Once the Plenary is adjourned, the delegates will move into informal consultations to begin the process of drafting a conference paper. Before delegates will be split into different regional groups, they must agree on a common structure for the operative section of the resolution.
2. **Merge the different drafts.** Each regional group will pick one delegate to lead the negotiations on how to merge the different conference papers into one draft resolution that is later reviewed paragraph by paragraph by the Working Group. The regional groups can switch the Head Delegate who is leading negotiations on their behalf as often they want so other delegates can have a chance to lead the negotiations on behalf of their group.
3. **Submit the draft** along with a list of sponsors. Once the one draft resolution is submitted, it is submitted to the Bureau so they can prepare the document for a line by line review.
4. **Review the draft resolution line by line** to create a compilation text that contains a complete list of amendments proposed by delegations that chose not to sponsor the resolution. These amendments are neither friendly or unfriendly and are never voted on during informal consultations. Every time the wording of an entire paragraph has been agreed to by the Assembly it should be marked "Agreed ad ref" to indicate that the Assembly has temporarily agreed to the text in that paragraph until the entire negotiation process has been completed.
5. **Debate the amendments** proposed by the non-sponsors during the line by line review. This takes place in an informal meeting where sponsors and non-sponsors talk to each other with the goal of reaching consensus on the amendments that have been proposed. During these



informal consultations, sponsors have the power to accept, reject or agree to an alternate wording of the amendments.

6. After the review of the Preambular paragraphs, delegates will be given a choice to temporarily suspend the line by line review so they can debate the amendments that have been proposed so far or continue on to the operative section.
7. If the Assembly decides to review the entire resolution without suspending the line by line, the debate of amendments will not begin until after the line by line review is completed.
8. If there are any amendments that the Assembly is having difficulty reaching consensus on, they should be “bracketed” or set aside for further discussion after all the other amendments have been debated, so that the Assembly can first focus on those amendments that are easier to reach agreement on.
9. After going through all the amendments at least once, the Assembly should return to those amendments that have been “bracketed”. Facilitators should be present to help delegates reach agreement on these amendments.
10. After all amendments have been resolved, the Facilitator should scroll through the entire resolution paragraph by paragraph and ask the delegates to carefully read the text to make sure there are no further objections.
11. **Repeat #4 and #5** if new objections are raised until agreement has been reached on all of the new amendments and every paragraph is marked “Agreed ad ref”.
12. If consensus has been reached early and time still remains in the Assembly, it can go back and add more text or even another sub-topic, if there is enough time to do it. What new text is added must be reviewed and any amendments that are proposed to the new text must be debated in the manner set forth in this handbook.

### C. Closing Plenary of the Assembly

The final phase of the simulation includes a Closing Plenary led by the President where delegates will to adopt their resolution by consensus and make statements explaining their position. If consensus is not reached on a resolution, it will be withdrawn by the President.



## Things to Know about the Rules of Procedure

1. The presiding officer will never ask, “Are any points or motions on the floor?” during meetings.
2. Parliamentary points (e.g., Points of Personal Privilege, Points of Information, and Points of Inquiry) and motions (e.g., Motion for Moderated or Unmoderated Caucuses, Motion to Set Agenda, Motions to Set Speaking Time, Motion to Move to Voting Procedures, etc.) **are not allowed** during the conference. These are parliamentary rules of procedure and they are not used at the United Nations because it is not a Parliament.
3. Delegates will not be allowed to yield their time to the Chair or another delegation.
4. The only point that is allowed during a formal meeting is a Point of Order, which is only to be used if a delegate feels the rules of procedure are not being following properly.
5. Delegates must raise a Point of Order without being prompted.
6. Signatories are not required in order for a resolution to be considered. When there are multiple versions of a draft resolution on an agenda item, the Working Group will merge the drafts so that no more than one resolution is submitted to the Bureau for consideration in each Working Group.
7. During informal consultations, there will be no rules of procedure. Delegates are encouraged to work together to achieve consensus on the wording of the resolution that is under consideration.
8. If the Working Group is not able to reach consensus, the resolution will be withdrawn and will not be voted on.
9. Delegates can make a statement during the Closing Plenary to put on record any comments they may have about the outcome of their negotiations, particularly if it is withdrawn, or any reservations they may have on the resolution if it is adopted by consensus.



## Terms used in WIMUN

1. **Bureau:** refers to the President and Vice-Presidents who are officials elected by the Assembly to preside over meetings. Since it is not possible to elect a President for an online simulation, one has been appointed in advance.
2. **Facilitator:** The Facilitator is responsible for presiding over the informal consultations and has the responsibility of helping the delegates reach consensus on the text of the draft resolution.
3. **Working Group:** The group of delegates who participate in informal consultations to draft and negotiate the text of a resolution.
4. **Tabling a resolution:** refers to the act of submitting a resolution to the Bureau for consideration. This action does not require signatories.
5. **Paragraphs:** Model UN conferences around the world are used to referring to the clauses or sub-clauses of a resolution. At the United Nations, these are referred to as paragraphs and sub-paragraphs.
6. **Consensus:** Consensus occurs when all of the delegations in a Commission reach agreement on the wording of every paragraph in a draft resolution and are ready to adopt it without voting on it. This is the goal of the negotiation process. In order to reach consensus delegates have to be ready to make compromises. In most ECOSOC Commissions, if consensus is not reached on the text of a resolution, it is withdrawn.
7. **Explanation of position:** When consensus has been reached and a resolution is adopted without a vote, any delegation that chose not to sponsor the resolution is given the opportunity to make a statement about any reservations they may have about particular paragraphs that are included in the draft resolution. It is possible to agree to adopt a resolution without a vote and still have elements of a resolution that a Member State is not entirely pleased with. Or it may be to express their disappointment that something important to the non-sponsor was left out of the resolution.





## Terms not used in WIMUN

1. **Dais:** This term is not used at the UN and is therefore not a part of the terminology of the WIMUN approach. The proper term to use when referring to the officials presiding over a meeting is the Bureau.
2. **Honourable Delegates or Honourable Chair:** These terms are used in a Parliament and since the UN is not a Parliament it is not appropriate to use them during the simulation of UN meetings. When making a statement during the General Debate, delegates should address his/her comments to the person presiding over the meeting (e.g., Mr./Madame Chair) and not to the delegates. Real UN diplomats **never** begin speeches using the word “Honourable” before the presiding officer’s title.
3. **House:** In some conferences, the person presiding over a meeting may say, “Will the House come to order” if the delegates are making too much noise. Again, since the UN is not a Parliament, it is inappropriate to refer to ECOSCO as the “House” when addressing delegates.
4. **Friendly and Unfriendly amendments:** These terms are not used at the UN and do not apply the negotiation process in the WIMUN approach which focuses on reaching consensus among all delegates.
5. **Moderated and Unmoderated Caucuses:** These terms do not exist at the UN. what does exist are Formal Informals and Informal Informals which are similar in some respects but differ in other respects (see definition above).
6. **Clauses:** Model UN conferences around the world refer to the clauses of a draft resolution. In contrast, the editorial guidelines at the UN refer to them as paragraphs and sub-paragraphs. The term “clause(s)” is **never used** when referring to real UN resolutions.





## Drafting a Resolution

Every resolution is divided into two sections that consist of preambular and the operative paragraphs.

Preambular paragraphs begin with a word or phrase in the present participle (e.g., *Recalling*) and always ends with comma. Preambular paragraphs are not numbered.

Operative paragraphs begin with a word or phrase in the present tense (e.g., *Encourages*) and always end with a semi-colon except for the last operative paragraph that ends with a period.

The words or phrases used to begin a paragraph are always italicized and never underlined.

The preambular paragraphs set the stage and context for the operative section.

The best way to learn about how to write a good resolution is to study and compare them. Here are some tips about what goes into a good resolution.

### Type and order of content to include in the preamble with examples for each

When reading this section, please keep in mind that the aim is to give you an idea of the range of content that could be included in a resolution and does not mean that this content is always included in a resolution. It also aims to serve as a guideline on how to decide the order in which to include content when drafting a resolution or merging content from different resolutions on the same agenda item.

1. The preamble usually includes past actions that the Assembly has taken on the agenda item that is being discussed and also expresses its concern over why a particular issue is important for the international community to focus on:

*The United Nations Environment Assembly,*

*Appreciating* the focus of its fourth session on innovative solutions for environmental challenges and sustainable consumption and production,

*Deeply concerned* that approximately one third of the food produced annually in the world for human consumption, equivalent to some 1.3 billion tonnes and representing an approximate value





of 990 billion United States dollars, is lost or wasted, while 821 million people suffer from undernourishment,

*Recognizing* the international community's priorities of sustainably achieving food security and nutrition and ending hunger,

*Recognizing also* that producing food that is subsequently lost or wasted requires significant resources, including water, land, energy, labour and capital, frequently employs inputs such as fertilizers and pesticides, and results in greenhouse gas emissions,

*Recalling* its resolution 2/9 on prevention, reduction and reuse of food waste, which promoted a reduction in food loss and waste across the whole supply chain,

If the same verb (e.g., *Recognizing*) is used twice in a row to begin a paragraph, the second time it is used, the word 'also' is added and italicized (i.e., *Recognizing also*).

2. If there are other actions that the United Nations has taken on this agenda item that would go next,

*Recalling also* the United Nations Conference on Sustainable Development, held in Rio de Janeiro, Brazil, from 20 to 22 June 2012, and its outcome document, entitled "The future we want",

If the same verb (e.g., *Recalling*) is used three times in a row to begin a paragraph, the third time it is used, the word further is added and italicized (i.e., *Recalling further*).

3. The preambular paragraphs also include information about the concerns that are driving the debate of the agenda item that is under consideration,

*Deeply concerned* that approximately one third of the food produced annually in the world for human consumption, equivalent to some 1.3 billion tonnes and representing an approximate value of 990 billion United States dollars, is lost or wasted, while 821 million people suffer from undernourishment,

5. If there is any impact that has resulted from the actions the UN has taken that the delegates wish to draw attention to, this would go after expressing their concerns,



*Noting* the roles and opportunities of relevant government institutions, including ministries of the environment, and of international organizations, technology providers and end-users, in contributing to the introduction of innovation and concepts fostering sustainable practices and technologies that can curb food loss and waste,

6. The preamble would also note any actions taken by Member States, specialized UN agencies, programmes and funds, and/or regional Assemblies,

*Acknowledging* the progress made by certain Member States in implementing innovative solutions and technologies and engaging local constituents to reduce food loss and waste,

7. If there are any other outcome documents or reports delegates want to highlight this would be included at the end of the preambular section,

*Taking note* of the report of the Secretary-General entitled “Our Common Agenda”,

Please note, only UN documents are referred to in the body of a UN Environment Assembly resolution. If there are other resources, reports or books that were used while doing research and they were not published by the UN, they should not be included in the resolution.

#### Content to be included in operative paragraphs with examples

First and foremost, the operative paragraphs should consist of recommended actions that address the concerns outlined in the preamble.

3. *Invites* Member States to use or repurpose excess food production, using sustainable practices and innovative technologies;

4. *Also invites* Member States to take appropriate measures to reduce food loss and waste, including through adequate policy measures, education and awareness-raising;

The operative section is also where Member States would make requests that are usually directed to the Executive Director of the United Nations Environment Programme.

1. *Requests* the Executive Director of the United Nations Environment Programme, subject to the availability of financial and human resources, to produce a report, in close collaboration with the



Food and Agriculture Organization of the United Nations, the World Health Organization and the World Organization for Animal Health;

2. *Also requests* the Executive Director of the United Nations Environment Programme to establish an ad hoc intergovernmental and multi-stakeholder advisory group...

More details about editorial guidelines for drafting resolutions can be found at:

<http://www.un.org/en/ga/second/71/editorialguidelines.pdf>

A list of terms commonly used in resolutions will be provided separately before the conference.

The best way to learn how to write a good resolution is to read them and analyze how they are structured:

<https://www.unep.org/resources/resolutions-treaties-and-decisions/UN-Environment-Assembly-5-2>

Please note other types of verbs that used to introduce preambular and operative paragraphs.





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