

The Quick Guide to a Model United Nations



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What you are about to read is an introduction to a Model United Nations. This handbook is meant to give you a first insight into the MUN that will help you during your participation in a MUN. It needs to be observed that the rules and procedures listed in this handbook are consistent with the procedures carried out at Falu Frigymnasium's MUN in 2008. This handbook was written by Anna Nilsson as part of a school project.

What is a Model United Nations?

A Model-United Nations (MUN) is a simulation of the real general assembly of the United Nations. It is a great opportunity to get an insight of the working in the United Nations, and get to know how the United Nations works. In the MUN you will be allotted a nation that you will represent throughout the MUN. A nation consists of four to six delegates and make out a delegation. Each delegation is part of two or three committees and work with the questions in each committee. A committee is a forum for preparation of issues. The issues that the committees discuss are later taken up in the general assembly. All nations of the MUN are part of the general assembly.

Preparing

The first thing to do when accepted into the MUN is to find out facts about the nation you have been allotted. You will write a so called position paper which summarises information about what will be referred to as your nation's opinions and standpoints. After that you will write a resolution which addresses some particular policy issue. The resolution is where you will present your nation's ideas and what you want to do to make a difference in the subject you have been allotted. Before the MUN has started all the other nations resolutions will be available, and you will read these as well. Last, but not least, you will write an opening speech of a maximum of 60 seconds that you will present on the first day of the MUN.

The Model UN days

Day one; General Assembly

Welcome to the Model United Nations! All nations will hold an opening speech, and there might also be a guest speaker welcoming you to the MUN.

Lobbying

This is where you will have to use all the skills you have in persuading others! You will try to convince the other delegates in your Committee that your resolution will work out the best. Other nations will need to sign your resolution for it to pass. You can also choose to sign another nation's resolution, and therefore help them pass their respective resolutions. The most important thing is that you seek to do what you believe that your nation would have done in the UN!

Day two; Committee work

Today is the day to present the resolutions that gained the most supporters from the first day. There will be debating and voting about the resolutions in the committee. You can prepare a chain of speakers to speak together with you about your resolution to convince everyone else to vote for your resolution to pass. If your resolution passes, it will go on to the general assembly.

Day three; General Assembly

Today's work will be similar to yesterday, the only difference being that you will now be speaking in front of the entire general assembly, if your resolution has passed. Here you will also be able to see and hear what the other committees have been discussing, and you can get involved in the other resolutions that will be discussed today.

Preparing for the MUN

Position Paper

This paper will be a help throughout your participation in the MUN and is for your and your delegation's use only. Here you gather information about your nation. Answer questions like what sort of government does our nation have? Which countries do we often collaborate with? Where do we stand in the questions being discussed in the MUN? This paper will be useful if you later have doubts about how you will react to certain issues, just go back here and look at what your nation stands for.

Excerpt from a position paper:

The United Kingdom of Great Britain and Northern Ireland

A member of the European Union. A G8 nation. Known to collaborate with the USA and France. Are against the continuing spreading of nuclear weapons although...

Writing a resolution

This is probably the most important part of your preparations for the MUN. A resolution is a proposition of what can be done to make things better. Each nation/delegation will be allotted into two or three committees with two delegates in each committee. You will write a resolution in the question you have been allotted in your committee. Here you present the ideas you have on your topic. Remember to keep a formal language throughout your text, and that it is important to always emphasise your facts as often as possible. A sample resolution will be found at the end of the guidebook.

Preambulatory clauses

This is where you will describe the problem. Why does this problem exist, and why do we have to do anything about it? Here you can refer to earlier UN resolutions and cite them. You are also free to acknowledge non-governmental groups working for this cause. Each clause starts with a preambulatory phrase and ends with a comma. A punctuation mark will not be used until the very last sentence of your resolution! Study the sample resolution found at the end of the handbook. Be sure to follow the format set up for this MUN.

Examples of preambulatory phrases:¹

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

Operative clauses

Here you will write about what needs to be done to change the problems you described in your preambulatory clauses. The first word of your operative clause needs to be a verb, and instead of a comma, you use a semi-colon (;). Each operative clause should consist of a single idea or purpose. The operative clauses explain what the committee will need to do to address the issue. Try to create a detailed resolution that can be followed step by step in real life. Be realistic! The solutions need to work in real life.

¹ <http://www.unausa.org/site/pp.asp?c=fvKRI8MPJpF&b=457163>

Examples of operative clauses:²

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	

After finishing your resolution you will send it to the person responsible for receiving resolutions.

Writing an opening speech

On the first day of the MUN all nations will hold an opening speech. This speech will need to be prepared beforehand. The speech will start by addressing the chair and the other delegates appropriately. This will be done when holding all speeches during the entire MUN. Then the speech will focus on telling what it is you want to do during the MUN days. What issues does your nation find most important? How do you wish to solve them? Remember that the time is restricted and that it is important not to speak over the time



The delegate of Cuba holding a speech

Excerpt from an opening speech:

Highly honoured secretary general, honoured chairpersons, honoured delegates, ladies and gentlemen. The United Kingdom of Great Britain and Northern Ireland finds this Model United Nations of outmost importance for the question of Nuclear weapons. The UK believes that this question can be solved by all nations agreeing to further non-proliferation of nuclear arms. The UK further wants to point out the importance for all nations to join in the struggle in combating terrorism. Thank you.

Reading other resolutions

This is something you will do in the weeks leading up to the MUN. It is a very important part of your preparations for the MUN. As soon as the resolutions for the MUN are available, you should print them and start studying them. Look at the resolutions in your committee. Which countries should you try to collaborate with? Are there any resolutions similar to your own? If that is the case, should you think about merging the resolutions? I will explain more about the merging and signing of resolutions in the Lobbying chapter. You should also know what other nations have written in the other committees, even if your own nation is not part of that

² <http://www.unausa.org/site/pp.asp?c=fvKRI8MPJpF&b=457163>

committee. You will still need to know how you will vote in the general assembly on the last day of the MUN.

Preparing your clothing and creating an identity

You need in your delegation to decide how you are going to dress during the MUN. Are you going to be strictly formally clad, or are you going to dress in your national dress? Either way, remember that there are rules for both kinds of clothing, listed below.³

	Females	Males
Suits	Be sure to keep suits clean and wrinkle-free.	Be sure to keep suits clean and wrinkle-free.
Tops	No t-shirts. A blouse, sweater, or button-down shirt of any kind is appropriate. Dresses are also appropriate as long as they are not revealing and adequate in length (follow the rules below for skirt length).	No t-shirts. A collared/button-down shirt is appropriate and do not forget a tie or bowtie!
Bottoms	No jeans or shorts. Slacks and suit-pants are acceptable. Skirts must be worn with pantyhose/stockings and should not be more than six centimetres above the knee. Bottoms should have a subtle pattern; avoid loud designs.	No jeans or shorts. Slacks, preferable in dark colours, are appropriate.
Shoes	No sneakers or open-toe sandals. Remember: high-heeled shoes may look pretty, but they can also be very uncomfortable, so use your discretion.	No sneakers or open-toe sandals. Loafers or other types of dress shoes are preferred.
Hair	Keep hair clean and out of your face, in a ponytail or up-do for a professional look.	Keep hair clean and out of your face a professional look.

Also remember that it is never allowed to cover the face, for example with a burka, and that it is not permissible to wear sunglasses.

To prepare for the MUN you also need to create a new identity, suitable to your nation. For example if you are representing India you might chose a name like Sachin Dravid, or Rahul Tendulkar, Choose a name that you find interesting and send your alias, as well as your fellow delegates aliases' to the person responsible for collecting the names.

The performance

First day of the MUN

- Opening ceremony with guest speaker
- Opening speeches
- Lobbying and rewriting of resolutions
- Approval panel
- Preparing for the second day

Opening ceremony

During the first day of the MUN, you will first register to let the arrangers of the MUN know that you are present. Then there will be an opening ceremony with the whole general assembly. An

³ <http://www.unausa.org/site/pp.asp?c=fvKRI8MPJpF&b=1012537>

invited guest speaker will hold a speech, and the secretaries will welcome you to the MUN. Then all nations will hold their opening speeches. The secretary general will begin with making a role-call. This is something that will be done before all events of the MUN. The secretary general calls out the names of all the nations submitted to the MUN. When your nation's name is being called, raise your placard high and call "present" loud and clear. When the role call is done the nations will be called forwards in groups to stand next to the podium. They will then proceed with giving their opening speech. After the whole group has finished making their opening speeches, there will be time for other nations to comment on the speeches. For example; France might want to say that they agree with The United Kingdom on what they said about nuclear weapons in their speech, or Israel might want to express their willingness to work with the United States of America on the question of human rights. When the secretary general finds that there is no more time for comments, the next group of speakers will be called to stand next to the podium, and the former group will return to their seats.

Lobbying and rewriting of resolutions

After the opening ceremony, you will be sent to your committees. Here you will have much use of the work you did when you read all the other nations resolutions. During the lobbying work you will be free to talk to the other delegates in your committee. There are two options during the lobbying. Either you work for your resolution to be passed, or you support another nation's resolution. If you choose to have your own resolution passed, try to convince the other delegates to sign and support your resolution. If you beforehand have read the resolutions of the other nations it will be easier for you to convince the other delegates that this is really something you have in common. It will be easier to try to convince them to sign your resolution.



Discussing with other delegates is important in the lobbying

If the nations wanting to support your resolution want to change or add something to the resolution, this is of course in order. As long as all the nations that are signing the resolution approve of the changes, you can go ahead and make the suggested change. You will need a certain amount of signing nations for your resolution to pass to the next stage of the MUN. The number of signings varies from different MUN's. Remember that it is not necessary to have your own resolution passed, but that you can support other resolutions. This could be the case if your resolution is similar to another nation's resolution. Sign theirs, and then work with that delegation on convincing other delegates that this resolution is the most important one. Then the resolutions can be merged. You can sign **one** resolution in every question in your committee.

Approval panel

When you have the appropriate number of supporters to your resolution it will be handed in to the approval panel. The approval panel consists of a number of teachers that will read the resolution and make sure that it is correctly formatted and that there are no errors in the spelling. After this is done your resolution is ready for the second day of the MUN.

Preparing for the Committee work

Before the second day of the MUN begins you should prepare a number of things. If you have a resolution that has passed you need to prepare a speech to speak in favour of your resolution. Try to point out all the good qualities of your resolution and how it is that it is going to work

so well. If you have signed a resolution you can be in a chain of speakers. A chain of speakers is simply a series of speakers, the second speaker taking over the podium after the first has finished. The order and number of speakers are what needs to be prepared. This chain of speakers will hold a speech in favour of the resolution after the presenting nation has held their speech. The same thing goes for the chain of speakers as the main submitter: try to enhance all the positive things about the resolution. Be persuasive and try to convince the other delegates in your committee to support your resolution.

When preparing for the second day of the MUN you should also consider if there is a resolution that you do not support, and if you would like to speak against this resolution. There will be a time to speak against each resolution that has passed to the second day, and if your nation does not agree on this resolution you should also prepare a speech against this resolution. In this speech try to point out how this resolution is weak, why the suggestions made in the resolution will not work. Remember to focus on the negative aspects of the resolution, while remembering not to insult the presenting nation.

Second day of the MUN

• Committee work

- ✚ Time in favour of the resolution
- ✚ Time against the resolution
- ✚ Open debate
- ✚ Amendments
- ✚ Voting procedure

The committee work

The gathering on the second day of the MUN will be in the different committees. The day will start with the usual role call, and then the first resolution will be debated.

The debating time will be divided in time for the resolution, time against the resolution and open debate. All parts will be allotted an equal amount of time. The presenting nation of the first resolution will be called forward to the podium with his or her eventual chain of speakers. The presenting nation will read out the operative clauses of the resolution.



Voting procedure in the committee

Time in favour of the resolution

After reading the operative clauses, the delegate will be asked if he or she would like to speak in favour of the resolution. Then the delegate will read the speech planned beforehand. After reading the speech, the delegate will be asked by the chairperson if the delegate is open for any questions. This will be a chance for the other delegates to ask you any questions concerning the resolution. You should always be open for questions; that makes the debate more interesting. Of course it is always ok to not be open for any questions. After answering the questions, the delegate will be asked if they wish to yield the floor back to the chair or to another delegate. If the delegate in beforehand has prepared a chain of speakers, this will be the moment to leave the floor to one of the delegates in the chain. That delegate will, just like the delegate reading the operative clauses, hold a speech and be asked if he or she is open for any questions. After that, the chair will again question if the delegate wish to yield the floor to the chair or to another

delegate. The number of people speaking in the chain of speakers differs from different MUN's. Make sure you know the allowed number of people in the chain.

Tip!

When there is a chance to pose questions, you have great opportunities as a supporting, as well as an opposing nation to influence the debate. If you support the representative that stands at the podium, make sure to ask the delegate questions that enhances the positive aspects of the resolution. If you oppose the delegate, ask questions that reveals the faults in the resolution.

Sample of how the open debate may look:

Chairperson : Would the presenting nation The United Kingdom please step forward to the podium with your chain of speakers and read out the operative clauses?
UK delegate: [reads out the operative clauses]
 Chairperson: Thank you. The chair sets a debating time of 20 minutes in favour, 20 minutes against and 20 minutes of open debate. Does the honourable delegate of the United Kingdom wish to speak in favour of this resolution?
UK: Yes
 Chairperson: That is in order
UK: Highly honoured chairpersons, honoured delegates, ladies and gentlemen. The United Kingdom wants you to vote in favour of this resolution because...
 Chairperson: Is the honourable delegate open for any questions?
UK: Yes I am open for two questions.
 Chairperson: Are there any questions in the house? China, you have been recognized.
China: What does the United Kingdom think about...
UK: The United Kingdom agrees with China, although...
 Chairperson: Are there any further questions on the floor? Since that is not the case, does the honourable delegate wish to yield the floor back to the chair or to another delegate?
UK: I wish to yield the floor to the honourable delegate of the United States of America.
 Chairperson: That is in order.
USA: Highly honoured chairpersons, honoured delegates, ladies and gentlemen. The United states of America want to take this opportunity to...
 Chairperson: Is the honourable delegate open for any questions?
USA: No
 Chairperson: In the interest of the debate, I would ask you to at least be open for one question?
USA: No
 Chairperson: That is in order. Does the honourable delegate wish to yield the floor back to the chair or to another delegate?
USA: Back to the chair.
 Chairperson : That is in order. Please return to your seats. Are there any other nations that wish to speak in favour of this resolution?

After the presenting nation as well as the chain of speakers have concluded their speeches and answered the questions the floor is open for any other delegate who would like to speak in favour of the resolution. If the time to speak in favour of the resolution has passed, you will move on to time against the resolution.

If there is still time left to speak in favour of the resolution, someone will need to *make a motion* to move into time against the resolution. The motion needs to be seconded at least twice, and there can be no objections, then the discussion can move on to time against the resolution

To make a motion:

Chairperson: I find that there still is time to speak in favour of this resolution. Are there any nations that wish to speak in favour of this resolution?

Venezuela: Motion to move forward to time against this resolution!

China: Second

Australia: Second

Chairperson: There has been a motion to move forward to time against this resolution, and it has been seconded at least twice. Are there any objections? Since there are no objections, we will now move forward to time against this resolution.

Time against the resolution

When the time has moved on to time against the resolution only nations that wishes to speak against the resolution can do so. This is where it will be great if you have prepared beforehand to hold a speech against the resolution. Here, in the same way as in the time in favour of the resolution, a chain of speakers is allowed. The time against the resolution works otherwise in the same way as the time in favour of the resolution. Any speaker that wishes to speak against the resolution raises their placard then holds a speech and answers questions.

After the time to speak against the resolution has passed, or a motion has been made to move to open debate the debate will move on.

Open debate

In the open debate any nation is free to raise their placards and speak either against or in favour of the resolution. This time can be used by nations that are in favour of the resolution to take the podium and create an answering speech to the one the opposing delegates made in the time against the resolution. Otherwise the debate will work in the same way as the time in favour of and against the resolution.

The committee work will move on when the time for open debate has elapsed, or if a motion has been made to move forward to voting procedure.

Voting procedure

In the voting procedure there are three standpoints, i.e. three different ways to vote. Either you are in favour of the resolution, against the resolution or you choose to abstain. The most important thing is that you vote. Before the voting procedure takes place, the delegates will be given time to consider their votes. When the chairperson asks which nations are in favour of the resolution, all nations that wishes to vote in favour will raise their placards high. Then the same will go for those who would like to vote against the resolution and those who would like to abstain. When the votes have been counted, the chairpersons will declare if the resolution has passed or not. If it has passed, applause are in order, and the resolution will move forward to the following day; to the general assembly.

After this, the second resolution will be discussed, and the same procedures will be kept as in discussing the previous resolution.

Amendments

During the time the resolution is being discussed it is possible to make amendments to the resolution. An amendment can be any type of change to the resolution. You can change everything, from the placement of a comma, to an entire clause. There will be available forms at the committee that you can fill out. The forms make it possible to make alterations to the resolution. When the chairpersons have received an amendment form, the amendment needs to go through the same procedure as the resolution, with exception of the open debate. There will be time to speak in favour of the amendment, then time against the amendment and then

finally there will be a voting procedure concerning the amendment, where there can be no abstainers. Remember that when voting for the amendment, **you are not voting for the entire resolution**, only the amendment itself.

Making a point of order or point of personal privilege

A point of order is made when there is a problem concerning the rules or concerning the resolution. Raise your placard and call "point of order". The chairperson will give you the word and then you state your point as a question. If the speaker for example has insulted your nation you ask the chairperson if it is in order for the speaker to insult any other nation. The chairperson will then decide whether or not your point of order is appropriate. Points of order can also be made if you feel that the discussion has strayed from the subject of the resolution. A point of order is never to be posed when there is another delegate speaking at the podium.

A point of personal privilege can be made concerning audibility or comprehension. If the speaker is speaking too quietly or quickly you can raise your placard and state your point of personal privilege. It can also be made if you for any reason need to leave the room. You are allowed to make a point of personal privilege at any time during the discussion.

Third day

- Discussing the resolutions in the general assembly
- Closing ceremony

Discussing the resolutions in the general assembly

The same procedure will happen during this day of the MUN as on the second day. The difference will be that no amendments to the resolutions are allowed and that all nations participating in the MUN will be able to speak either in favour or against the resolution. Whereas in the committees, all nations are not represented,

Closing ceremony

During the closing ceremony the chairpersons may give awards to delegates or delegations they think have done a good job during the MUN. The chairpersons will

finish the Model United Nations with thanking all the participants for the good work they have done.



Posing a question in the general assembly

Important things to remember

- Probably the most important thing you need to remember during the MUN is that you are always representing your own nation and its ideas. The opinions might not be similar to your own, but you need to stick to them throughout the entire MUN.
- Always address fellow delegates in third person, and as honourable delegates. When asking or answering a question, use your own nation's name. For example, *The United Kingdom agrees that this is an interesting point*, or: *does the United Kingdom agree that this is an important question?*
- In the committees, there is no secretary general. Instead address the chair in the committees as highly honoured chairpersons.
- Remember that you always have to remain standing while posing a question in the general assembly and in the committees, and that you need to remain standing throughout the question is being answered.

Glossary

- Abstentions – when a nation wishes to not make a standpoint in a question, they can choose to abstain
- Chairpersons – accompany the secretary general, as well as leading the committee work
- Committee – there are several different committees in the MUN. Example of a committee is Peace and Security
- Chain of speakers – a pre-made selection of speakers, can be used when holding a speech
- Delegate/Delegation – all participants in the MUN are delegates, and they are all part of one delegation, one nation.
- The floor – when a speaker has the floor, they are allowed to step forward to the podium and state their point/make their speech
- General assembly – when all nations are gathered to discuss the issues of the MUN they form the general assembly.
- The house – when the secretary general or any chair person address all the delegates present, they address the house
- Make a motion – to make a proposal to move on in the discussion, see further explanation on page 10 and 11
- Open debate – see page 11
- Resolution – a proposition of what can be done to make things better in a policy matter. Needs to be formatted in a special way.
- Secretary General – the head of the general assembly
- Time to speak in favour of the resolution – see page 9 and 10
- Time to speak against the resolution – see page 11

Committee: Peace and Security

Issue concerning: Question of non-proliferation of nuclear weapons

Presented by: United Kingdom of Great Britain and Northern Ireland

Supported by:

Kommentar [AN1]: The name of your committee

Kommentar [AN2]: Name of the nation presenting the resolution

Kommentar [AN3]: Here you will put the names of the nations supporting your resolution

THE GENERAL ASSEMBLY

(01) *Believing* that the proliferation of nuclear weapons would seriously enhance the danger
(02) of nuclear war,

Kommentar [AN4]: Give numbers to each line

Kommentar [AN5]: All preambulatory phrases are to be in cursive text

(03) *Keeping in mind* the huge impact nuclear power has on innocent people and the
(04) environment,

Kommentar [AN6]: Remember the comma to separate the preambulatory clauses!

(05) *Reminding* the huge impact the bombs on Nagasaki, Hiroshima and the problems
(06) following the Tjernoby1 accident and the impact those happenings have had on further
(07) generations,

(08) *Convinced* that we are approaching a point at which the erosion of the non-proliferation
(09) regime could become irreversible and result in a cascade of proliferation,

(10) *Deeply concerned* about the emergence of an international black market in nuclear
(11) material, due to the large stockpiles of nuclear materials,

(12) *Alarmed by* the determination of Non-Nuclear Weapon States (NNWS) to acquire
(13) technology requisite for the production of fissile material,

(14) *Deeply disturbed* by the resolve of terrorists to obtain Weapons of Mass Destruction
(15) (WMD), including nuclear weapons,

(16) *Noting with regret* the covert and illegal development of full-scale nuclear weapons
(17) programmes by some countries, under cover of their Nuclear Non-Proliferation Treaty
(18) (NPT) membership followed by the withdrawal from the Treaty at the point when they
(19) are ready to proceed with armament,

(20) *Pointing out* that the UK has provided the most transparent and informative accounts of
(21) its stocks of weapons and fissile materials,

(22) 1. Urges all countries to sign the Non-Proliferation Treaty;

Kommentar [AN7]: Operative clauses are to have a number and the operative phrase needs to be underlined

(23) 2. Recommends that the countries supporting the Non-Proliferation Treaty provides
(24) informative accounts of its stocks of weapons and fissile materials;

Kommentar [AN8]: A semi-colon to separate your operative clauses.

(25) 3. Requests the conversion of existing nuclear research reactors operating with
(26) highly enriched uranium to ones using low-enriched uranium, and only to use it for
(27) peaceful purposes;

(28) 4. Calls for an increased effort by states to pursue and prosecute illicit trading in nuclear
(29) material and technology;

- (30) 5. Further requests the acceleration of nuclear disarmament by Nuclear Weapon States;
- (31) 6. Strongly urges Nuclear-Weapon States to correct lacklustre approach to disarmament;
- (32) 7. Seeks a securing agreement, between nuclear-weapon and non-nuclear weapon states
- (33) on non-proliferation and disarmament;
- (34) 8. Supports the prohibition of all states to support non-state actors attempting to acquire,
- (35) use or transfer nuclear weapons and their delivery systems, also to implement domestic
- (36) controls and legislative measure to prevent such weapons and means of delivery.

Kommentar [AN9]: Punctuation mark is the last thing you put in your resolution