



**SUSTAINABLE
DEVELOPMENT GOALS
FORUM**

Position paper guideline

Position paper guideline

After receiving a reply to the motivation letter, a participant will be given a country or an international organization, the position paper of which they have to send within 2 weeks. The participant will represent this particular country/ international organization at SDG Forum.

What is a position paper and how should it be written?

The position paper is a small report of 1.5-2 pages, stating in brief the country's or the international organization's attitude to the problem of the committee.

Position papers are read out at the very beginning of the session, they are regarded as a starting point for a draft communiqué and are crucial for the committee's work during the Forum. It is important that your speech is not just about repeating everything that is stated in your position paper, it is also about being even more laconic, at the same time letting express the position directly to the point and, what is more - to meet tight time-limits. Keep in mind that you are going to be followed by a great number of other countries' representatives, who are also eager to deliver their own speeches and be heard.

Step №1

After receiving a country or an international organization a participant is going to represent, they are supposed to search information which is necessary for presenting this country's/international organization's position on the issue, relevant to the committee. The list of problems on the committee's subject can be found in the thesis list. There is also a vast range of sources, where you can find all the necessary information.

Step №2

You choose only **three** problems from all the suggested in the thesis list, which are of great importance for the country/international organization. The position must contain following information for each of the three selected problems (approximately 5-7 sentences for each problem):

- 1) Relevance of the problem to the country/international organization;
- 2) Experience in tackling the problem by the country/international organization;
- 3) Suggestions of the delegation on solving the problem;
- 4) Measures that the government/international organization is willing to take to solve the problem;
- 5) Specific indicators, which are achieved or are sought to achieve through the

combined efforts of the international community.

Despite the fact that you cover only three most important problems of the country/international organization, your delegation will also need to be aware of how things are going with the other problems stated in the thesis list - it is necessary for productive work of the committee, because all of the problems will be discussed in the negotiations during the sessions.

Step №3

After finding all the necessary information, within 2 weeks from the moment a country or an organization was given to you, you put it into a completed shape and send it to the committee's e-mail so that the presidium of the committee can read the position paper and, if needed, provide recommendations on correcting some mistakes. You will have three days to do that.

If you receive a document for further corrections, in which there have already been made some amendments, it is not allowed to make any changes in them because they are provided for your own good.

Attention!

1) The position is an official attitude of the country's government or the international organization to a certain issue. It is very important to avoid expressing your own opinion and speak only on behalf of the delegation representing the country or international organization. Both during the presentation of the country's position and during all the Forum meetings, participants are prohibited from using such words as "me", "I", "my", etc. Delegates should instead make use of such expressions as "we", "our delegation", "our country", etc.

2) Brevity is above all! 2 minutes is a maximum for the presentation of the position.

3) While working on a position paper it is better to thoroughly examine the UN documents regarding the topics of the chosen committee. In addition, it is exceedingly important to examine the documents of the international organizations, related to the goals of the committee. Being able to study the material in the country's official language is bound to be a participant's distinct advantage.

4) When searching for the information on your country, we highly recommend making use of the official web-sites of the Ministry of Foreign Affairs, Head of State and the country's Government as well as of the reliable world-wide-web sources, that have to be approved by the presidium of the committee you intend to participate in.