



**SUSTAINABLE
DEVELOPMENT GOALS
FORUM**

**Delegate
Guide**

Who is who in a committee



Delegate

Delegate is a representative of a country, organization, region or official, who represents their official position during negotiations. Considering this concrete position, the delegate defends the interests of the represented subject in the discussion on the communique, proposes changes and amendments to it, and works toward correspondence of the represented subject's interests and measures suggested in the communique.

During the sustainable development case solution, the delegate represents themselves and not the country they represented during the negotiation. Nevertheless, the delegate shall base on the experience and decisions made during the negotiation and shall respect rules of diplomatic etiquette.



Secretaries

Secretaries are moderators of administrative and organizational constituent of the session and negotiations. They offer help and support on organizational issues of committee's activity and moreover distribute printed and other information materials among delegates.

Secretaries may also perform other functions upon instructions of the Presidium.



Chair and co-chair

Chair and co-chair are moderators of the session, who direct debates and discussions. Each of them gives the floor to delegates, responds the points or call on somebody else to respond, make procedural motions on session management. They are responsible for deadlines and conduct all the aspects of the committee's activity.

Chair and co-chair work with the first or the second coalition during the process of working out of negotiating directives. During the sustainable development case solution, each of them work with two or four functional groups.



Expert group

During the negotiation members of the expert group represent positions of major international organizations interested in resolving key problems the committee is to find solutions to. They check on all the information presented by delegates against precision and truthfulness and examine the communique project compliance with UN position and the conception of sustainable development.

If there is no compromise during the negotiation, members of the expert group present their expert amendments. During the sustainable development case solution, they are included in the organization group.

Diplomatic etiquette

To begin with, relationships between participants at SDG Forum are based on the norms of diplomatic protocol and etiquette. Diplomatic protocol is «an expression of good manners in relations between States», and diplomatic etiquette is an expression of good manners in relations between officials, politicians and public figures, representing their State, region or organization. During the Forum you are a diplomat, in this regard we wish to draw your attention to the following:

1. You can only speak in the plural or on behalf of the country you represent: «we», «our country», «our delegation,» «position of our country» «the actions of our country», etc.
2. Any personal statement and the use of personal pronouns like «I», «me», etc. are unacceptable.
3. Any statement referring to the participants must be politically correct and respectful.

4. The principle of equality of the sides should be respected: treatment to a delegate or a member of the Secretariat should express the same degree of respect independently from the position and status of the presented country.

5. The course of session is determined by the Rules of Procedure. (That is why the Rules of Procedure should be thoroughly examined by every delegate) Your behavior should strictly follow the principles set out in this document as the Forum has its own specific of the course of sessions.

6. Ignorance of the rules does not justify its violation, if it occurs.

And remember, the value of etiquette is that the rules of conduct cover attention and respect to their colleagues – delegates and the organizers of the Forum.

» Course of negotiations



» Course of a SDG project development



Negotiations

1. Voting for negotiators

The delegates can nominate themselves as candidates for the posts of two negotiators from each coalition. If there are two candidates, who have been nominated, they become the heads of the coalitions.

More than two candidates	Fewer than two candidates
<ul style="list-style-type: none"> every delegate of the coalition votes for only one of the candidates candidates do not vote the two candidates who receive a majority of votes shall become negotiators 	<ul style="list-style-type: none"> the Chair or the Co-Chair, working with the coalition, nominate the missing candidates themselves the candidature is accepted if it is supported by 50%+1 votes

2. Negotiations

Prior to the negotiations the Chair and Co-Chair access the negotiating directives eliminating or uniting recurring paragraphs or paragraphs with similar meaning but different indicators.

The two negotiators from each coalition shall discuss each of the paragraphs of both directives the following way:

1. Statement by the negotiator of the coalition which proposed this paragraph
2. Statement by the negotiator of the opposing coalition
3. Questions of the negotiators to each other
4. Questions from the audience to the negotiators

Further work shall depend on whether the parties agree on the original formulation and whether they consider this paragraph as a whole required in the communiqué.

If the parties agree on the original formulation and agree to adopt this paragraph:	If the parties agree that the paragraph is required, but do not agree on the original formulation:	If the parties do not agree that the item is required:
5. The negotiators go on to the next paragraph	<ol style="list-style-type: none"> 5. An amendment of the opposing coalition negotiators adopted with the consent of the first coalition negotiators 6. An amendment from the audience adopted 	<ol style="list-style-type: none"> 5. Statement by the expert group and proposal of amendments by them; 6. Amendments to the amendment of the experts from the negotiators and the audience, which, if

	<p>with the consent of the negotiators of both coalitions</p> <p>7. If after all these steps the parties do not agree to adopt the paragraph, the expert group proposes an amendment</p> <p>8. Amendments to the amendment of the experts from the negotiators and the audience, which, if approved by the experts, shall be added to the amendment, and if disapproved by the experts, shall be put to vote</p> <p>9. The vote on the original or the experts' modified amendment</p>	<p>approved by the experts, shall be included into the amendment, if disapproved by the experts, shall be put to vote.</p> <p>7. The vote on the initial or the experts' modified amendment</p>
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All statements must be followed by arguments and be based on facts.



Time limit for statements and questions shall be preliminary set by the rules of the committee's work and can be extended only by the chairman's proposal.

2/3

If the negotiators on one or both sides decide to remove the paragraph from the negotiating directive during the negotiations and abandon the discussion for their part, it is necessary that they get at least 2/3 of the votes of their coalition members.

» Sample layout of communiqué



Sustainable development goals
International Youth Forum

Committee №1 –
Education

Communiqué of the leaders of the UN member states following the results of
the Sustainable Development Forum, March 22-25, 2017
Committee №1 «Education»

Introduction

We, the leaders of the UN member states, gathered in Moscow on March 22-25, 2017, in order to determine collaborative actions aimed at achieving sustainable development and increasing the welfare of people all around the world. We assume that for achieving the 17 Sustainable Development Goals adopted by the UN in 2015 we need concerted effort of all world countries, use of a wide range of instruments and active involvement of all the parties concerned.

...

Gender Equality

1. We recommend that the United Nations International Children's Emergency Fund draw attention to social discrimination, gender equality in particular, so as to help children mostly affected by discrimination.

Funding of educational projects

2. We insist that the World Bank's loans and grants for funding world educational projects increase to X million dollars per year.

...

Conclusion

We are firmly committed to continue our comprehensive collective actions in the field of sustainable development and decree to continue working on the issue. We thank MGIMO-University for the chairmanship and the successful holding of the Forum in the current year.

Well-established formulations

Paragraphs of negotiating directives

Well-established formulations

» The most frequently used phrases

Operative part

Appeal
Believe
Repeatedly remind
Repeatedly invite
Repeatedly proclaim
Repeatedly request
Repeatedly approve
Hope
Express an appreciation
Remind
Strongly recommend
Draw someone's attention
Approve
Condemn
Notes
Transfer
Recommend
Repeatedly recommend

Support
Confirm
Emphasize
Congratulate
Encourage
Call
Accept
Take into attention
Make decision
Proclaim
Request
Consider
Strongly condemn
Regret
Consequently declare
Solemnly state
Indicate
Authorize

Points and motions

» How to put forward a motion?

As in any other from-place-action, if you are willing to submit a motion, you should raise the placard and wait until the Presidium gives you the floor, then you put forward your motion. For instance, "We (our country) have got a procedural motion regarding the extension of the delegate's (country's) time limit by ... (minutes or seconds)".

This is essential, since the speech time limit of each and every delegate is strictly restricted. However, if a delegate's speech managed to get you interested, you could prolong their time limit. It is allowed to the Presidium to do the same, without asking for the delegates' permission.

Nonetheless, the Presidium reserves the right to deny your proposal.

» How to ask questions?

Regardless of the question type the crucial thing is the purpose of your question and it is uttered as a question (!), not as a talking point. Asking questions is vital, since it channels the speaker's performance into the matters that are fascinating to you, galvanizes the session on the whole and helps get a better insight into the subject of the speaker's performance. Questions (to the expert group and to the speaker) can vary as regards their type.

To the expert group: Provided that during some delegate's speech you want to ask a question concerning the relevancy of a speaker's statement, that is a good reason to ask a member of the expert group. That question should be submitted to the expert group in written form, and they will give you an answer in the short run.

To the speaker: Provided you are willing to clarify some details or to specify some issues, you should ask the speaker a question by writing it in a precise form on the plate/making a mental note, raising the placard and waiting until the floor is yours.

Given the time-limits, questions will be asked in order of precedence of placards raising, therefore if you chance to linger, you can miss your opportunity to get the floor. Learn more in the table “Points and Procedural Motions” below.

	When?	In what case?	How to ask?	Further moves
1.Point of personal privilege	At any time of the session, except for voting process (interruption of speaker’s performance is acceptable)	If a delegate suffers from personal discomfort, preventing them from taking a full-fledged part in work	Orally: By raising a hand or placard. After the Presidium gives them the floor, the delegate should say they need to make the point of personal-privilege, stand up and explain their complaint.	During the speech regarding personal privilege no delegate can speak on the matter of the discussed topic.
2. Point of course of session	At any time of the session, except for voting process and the process of other delegate’s speech	When a delegate is unaware of what is going on and on what stage the session is, as well as in the cases of violation of session’s conduction	Orally: By raising a placard. After the Presidium gives them the floor, the delegate should say they need to make the point regarding organization aspects and, after that, make the point or point out contentious issues in the course of the session	During the speech in terms of organization aspects no delegate can speak on the matter of the discussed topic
3. Question to the speaker	Straightaway after the other delegate’s (speaker’s) speech, for example, during negotiations	At the will to clarify of specify some statement of a speaker	Orally: By raising a placard. After the Presidium asks whether anyone has got any questions, the Delegate has to accurately formulate question on the matter of the speech and ask the delegate in oral form.	When asking a question to the speaker the delegate must speak exclusively to on the matter of the discussed topic. One delegate is allowed to ask only one question during this question session

4.Question to the expert group	At any time of session, except for voting process	If there is any doubt of the facts of the discussing problem and if you want to specify the competence and relevance of any factual information	In written form; By raising a placard and submitting the question, to the expert group	When asking the expert a question, the delegate must regard only the data-related aspect of the discussed topic
5. Right of reply	At the end of the session (it is granted during the speeches and added to the waiting list)	When the reputation of the delegate's country or organization is impugned or in case of strong disagreement with some of the statements of the delegate, who made a speech	In written form; Right for reply should be requested right after the speech, which inflicted harm abuse, in a written form with a detailed reasoning of the motives of such requirement. The Delegate will be included in the list and will be given the floor at the end of the session (in order of including in the list)	After the delegate's speech in accordance with the right of reply, they cannot be asked any questions. Also, the right for reply on the right for reply is not allowed either
6. Motion to temporarily deprive a delegate of the right to speak	At any time of the session, except for voting process and the process of other delegate's speech	If the delegate continues to violate the regulations of the session after multiple reprimands or their behavior goes beyond all bounds	By raising a placard After the permission of the Presidium a motion to temporarily deprive the delegate of the right to speak is introduced. The reasoning	The motion is accepted by ½ of all votes + 1 additional vote. The delegate has no right to speak up to the end of the day's session.
7. Motion to extend the speaker's time	At any time of the session, except for voting process and the process of other delegate's speech	If the position of a speaker is of great importance and interest	By raising a placard After the permission of the Presidium a motion to extend the speaker's time is introduced. The reasoning	If there are no objections, it is extended. If at least one objection is expressed – then voting is carried out. Acceptance by ½ of all votes + 1 additional vote
8. Motion to stop debates and move to the vote	At any time of the session, except for voting process and the process of other delegate's speech	If you want to vote and adopt any decision, and you feel that the debates have no more sense	By raising a placard After the permission of the Presidium a motion to stop debates and move to the vote is introduced. The reasoning	If there are no objections, they are stopped. If at least one objection is expressed – then voting is carried out. Acceptance by ½ of all votes + 1 additional vote

» Important

The Chair has the right to reject any point or motion because of its non-compliance or ineffectiveness during the session.

SDG project development

During the initial part of the discussion the Presidium shall divide the committee into four working groups:



Organization group

Participants of this group define the format, themes and goals of the project. They are to answer the main questions: how will the main problems be solved and the SGD indicators be reached on the local level. The group determines the stages of the project implementation and the means needed for it. Moreover, they determine the structure of the project team.



Team development group

The Forum and its projects are aimed, in the first place, at the development of the activists of society. A lot can be done in the Secretariat's team in order to make the participants and the organizers' work more comfortable and productive. The Team development group determines the strategy of the admission to the team, work with the participants and holding of various teambuilding events and trainings.



PR group

Organizers of international projects have to arrange the necessary media coverage

of the events. Public relations are the key element in spreading the information and the results of the project, which cannot be underestimated in the modern world. The PR group will lay the basis of data collaboration within the scope of the project and, particularly, work with social networks and youth communities.



External relations group

As it is repeatedly emphasized, we are capable of changing the world only by joining our forces. It is relevant to any SDG project because an active cooperation between partners, sponsors and organizations of different levels is implied with no exceptions. The group is going to describe a work with them and prepare a special presentation of the project in order to promote it.



There is a delegate in each group who fulfills a role of a diplomat. They are allowed to leave their group so as to join the discussion of other groups for a timely and quick exchange of the information.

» **Phases of elaboration of the sustainable development project**

Phase I			
Organization group	Team development group	PR group	External relations group
Identification of a common concept of the project and stages of its implementation	Development of common team principles of the project	Development of common principles of public relations	Development of common principles of external relations
Discussion			
Phase II			
Identification of the team structure and the project budget	Development of a work plan of the group	Development of a work plan of the group	Development of a work plan of the group
Discussion			
Presentation of the project and a meeting with an invited expert			

During the discussion a representative of each group performs in a defined order. After the performance of the speaker representatives of other groups are allowed to ask him some questions or introduce amendments to the presented concept. In both cases the Presidium may provide necessary explications of the correctness of the questions or the amendments as well as of the adaptation to realities of carrying out such projects.

In case of a submission of a principled amendment to the concept of one of the group, the Presidium is allowed:

- to veto the amendment
- to approve the amendment by thus withdrawing it and introducing it as an adopted one
- to proceed to voting on amendment

The Presidium is also allowed to submit amendments.

After the first stage of the project development and the discussion delegates proceed to the second stage in line with the already defined project concept and they manage their work according to the format and the stages of the project suggested by the organization group.

The Delegate Guide includes key diagrams and tables so as to help every delegate during the Forum's sessions. We also recommend to study the Procedure Rules. Check your committee's page on the Forum's website to find the Rules' full version.

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