



**SUSTAINABLE
DEVELOPMENT GOALS
FORUM**

Position paper guideline

Writing a position paper

After receiving an answer for the motivation letter, during the skype meeting you will be given a country, an international organization, a region, or an official, the position paper of which you have to send within 2 weeks. This particular country you will represent at the International Youth Forum of Sustainable Development Goals.

What is a county's 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 organization's attitude to the problem of the committee. Position papers are read out at the very beginning of the session and are regarded as a starting point for a draft national strategy 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 enabling to 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 being heard.

Step №1

After receiving a country, a region, or an organization you are going to represent, you are supposed to search information which is necessary for presenting this country government's position on the issue, relevant to the committee. The committee comprises countries and organizations, for which the problem is vital, and also those, which achieved certain results in its solution. There is a vast range of sources in the Experts' reports, where you can find all necessary information.

Step №2

The information, which needs to be reflected in the position paper:

- 1) the progress that has been achieved for the latest years. Here you should provide vivid examples of when goals were achieved in a particularly successful way;
- 2) the initiatives and ideas of the country (official data) regarding the fulfillment of the above-mentioned tasks.

Step №3

After finding all the necessary information, within 2 weeks from the moment a country or an organization was given, you put it into a completed shape and send it to the committee's e-mail to enable a Chair/Expert to read the position paper and, if it is needed, to provide recommendations with a view of 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 head of organization to a certain issue. It is crucially important to avoid expressing your own opinion and speak only on behalf of the

delegation representing the country, organization or region. 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", "on behalf of the International Monetary Fund we declare", "the government of the United Kingdom believes", "our delegation is sure that", etc.

2) Brevity is above all! 2 minutes is a maximum for the presentation of the position. Exact time depends on your committee.

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. The participant can find such organizations either in the Expert's report or ask a Chair/Expert in person. 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, which you coordinate with an Expert of the committee you intend to participate.

Good luck and may the force be with you!