

MINI-MODEL UN TOOLKIT

UNEA SIMULATION

*STUDENT WORKSHEETS: WORKSHEET 5
INSTRUCTION SHEET FOR THE PRESIDENT /
FACILITATOR*

UNITED NATIONS DEPARTMENT OF GLOBAL COMMUNICATIONS
WORLD FEDERATION OF UNITED NATIONS ASSOCIATIONS



United Nations
Department of Global
Communications



World Federation of United Nations Associations

2025

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This instruction sheet is only necessary for the President / Facilitator of the simulation.

TOPIC: MARINE PLASTIC LITTER AND MICROPLASTICS.

Instructions: Use this Instruction Sheet to guide formal and informal meetings during the UNEA simulation. Every UN meeting follows a script, so read it in advance and ask your teacher if you have any questions.

The simulation includes two formal meetings led by the President and informal consultations led by the Facilitator. Delegates propose and debate changes to the draft resolution during informal sessions. The President and Facilitator roles may be filled by one or two students.



LINE-BY-LINE REVIEW TIPS

The line-by-line review is a time when the Facilitator reviews each paragraph of the resolution in order. The instructions for this are detailed in the script.

Delegates may explain their proposed amendments, but are not required to. If disagreements arise, remind delegates that the debate does not take place until after the line-by-line review is complete.

During the line-by-line review, the Facilitator is responsible for adding the amendments into the draft resolution. Study the information in Student Worksheet #3 to see how this is done in UN resolutions. All proposed amendments are put in brackets including:

- The country's initials
- The type of amendment (addition, deletion, merger, etc.)
- Exact word-for-word proposed change

If no changes are proposed, mark the paragraph "agreed ad ref". This means everyone temporarily agrees to the language, but it remains open to future amendments if needed.

HOW TO MANAGE AMENDMENT DEBATES

The Facilitator moderates the debate but may allow unmoderated discussions when multiple overlapping amendments exist. For example, if several delegates propose merging or deleting the same paragraph, group discussion is more efficient. See an example below:

OP10 [PER,SUR REP: Encourages international aiding organizations and ~~Promotes international aid~~] [RUS REP: through and]welfare groups looking to increase resources directed towards [BAH ADD: developed and] [CAN,SEY REP: countries needing assistance ~~underdeveloped countries~~] [CHN ADD: and developing] countries [GUA ADD: via non-governmental organizations]; [SEY MERGE OP10 AND OP9][SUR MERGE OP10 AND OP5] [UGA, SAU DEL OP10]

If only some of the delegates engage in an unmoderated debate, ensure all delegates agree to the change(s) before updating the text.

The following handouts are useful in understanding how to move informal discussions towards consensus:

- [UN Environment Assembly Zero Draft Resolution and Amendment Instructions](#)
- [Understanding Consensus](#)
- [Guidance on Diplomatic Discourse](#)

Facilitators may suggest compromises to the delegates to help reach consensus. If many objections arise around one amendment, the Facilitator may:

1. Propose alternate versions of the amendment (This is the most common solution)
2. Suggest the amendment be withdrawn in the spirit of consensus
3. Remind delegates that if they allow for the inclusion of an amendment, they can still issue an Explanation of Position after adopting the resolution to disassociate from specific paragraphs.

Once all amendments in a paragraph are resolved, mark it “agreed ad ref.” When all paragraphs are marked “agreed ad ref”, consensus is reached, and a formal meeting of the Assembly can be called so that the resolution can be adopted without a vote.

TIPS ON TIME MANAGEMENT

The other important task of the Facilitator is to manage time. If the debate of an amendment does not appear to be moving towards consensus or is taking more than a few minutes, you can bracket the amendment and come back to it after all the other amendments have been debated.

