Forum:	Student Officers
Issue:	Prototype for your research report
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Dear Student Officers,

this is the file you are required to use as a prototype for your research reports. After you have read the individual segments, delete the text I have written to guide you and replace it with your content.

Please save the individual research report document under the following name (obviously replacing everything with your individual positions regarding the given segments): **Forum, Issue, Student Officer Name.**

If you are unsure about anything, don't hesitate to ask me. The aim of your research report is to prepare the delegates well for the debates, therefore it is better you ask any questions you might have early on, rather than cause confusion among the delegates later.

Remember that you don't give your personal mail. Use the given one for your forum.

Your research report has to be formatted with a 1.5 line space, times new roman 12.

Description of the issue:

In this part you are explaining the general idea of the issue. Ask yourself the following questions:

- What is the issue about? Try to give a definition of the main theme, in case you think your definition is very vague, add aspects in which direction the debate is supposed to go. Again, if you are unsure, ask.
- How are the countries or parties involved in this topic
- Which geographical regions are affected? (if such definition is possible)

Background information:

Here you give a broader overview of the issue. You state background information that every delegate should know.

Please remember: You most probably will have first timers in your forum. Because of this, you need to explain the issue step by step so that it becomes clear for everyone. Graphics, maps or pictures are always a helpful to display the issue more clearly to your delegates. When you use such, <u>always</u> explain what and why you are showing them. Point out how they are connected to the content you are writing about.

In your text cover the following aspects:

- What are the social, political and economic concerns?
- How is the issue affecting society in general and especially in the regions it takes place?
- Why are we searching for a solution (why is it necessary)?

Historical background:

This does not necessarily need to be covered in every issue, but in most cases the issue evolved due to political/social/… conflicts and therefore the delegates need to understand how it started. Mention agreements, treaties and geographic conflicts that have occurred due to problems in the particular region regarding your issue.

Glossary:

If you have used words that might be unclear to delegates or that you have not explained in your previous text, here is your chance to do so (again remember: first timers often do not have such a broad knowledge of MUN vocabulary, phrases or abbreviations of organizations,..).
Additionally, give a short overview of the NGOs or IGOs you have included.

How to prepare as a delegate:

Describe to the delegates how you want them to prepare for the issue. Include aspects of alliances with other countries, and what their country's involvement in the issue.

All delegates are required to write at least one draft resolution and two/three position papers so that all topics of the forum are covered. This requirement also needs to be included in this part of your research report. Remind your delegates that the deadline to send in the documents is the 11.09.17.

Also let them know that all documents sent in after the deadline will not be corrected by you as Student Officers. We might implement further restrictions if we feel it is necessary, like expelling unprepared delegates from lobbying, so please keep me informed of delegates who have not met the deadline.

UN resolutions:

Include at least two links to UN resolutions regarding the issue in this part of your research report.

Useful links:

Here, insert links that will help the delegates with their research. Often PDF's with broader content or a youtube video explaining the issue in an easy way will help the delegates. If there is a sub-topic concerning your issue that you only briefly touched upon you can also add a link here so that the delegates can look into it more closely.

Sources:

For your research, use valid and reliable sources. Ideas for sources are:
- your forum's official website
- NGOs websites
- UN.org (often here you can find articles written especially on your issue)
- https://scholar.google.de If you use google for your research, try this one, it offers sources that have the specific purpose to educate and leaves out irrelevant information.
- http://www.findthedata.com

Make sure to send your research report to me after it has been corrected/proof read by your MUN director.

It shall not be sent to me later than **19 June**. I will then, if necessary give you further input.

I wish you a lot of success in writing amazing research reports for this year's MUNoH conference and I am confident you will certainly do so.