



Instructions to write an Official Position Paper

Writing an Official Position Paper might appear to be a daunting task, especially for new delegates. But with enough research, you will find that writing a Position Paper will be easy and useful for debate preparation.

Position Papers are usually one to two pages in length¹. A Position Paper should include a brief introduction followed by a comprehensive history of your country's position on the topics that are being discussed by the committee. A good position paper will not only provide facts but also make proposals for resolutions.

The Position Paper will include:

- A brief introduction to your country and its history concerning the topic and committee;
- How the issue affects your country;
- Your country's policies with respect to the issue and your country's justification for these policies;
- Quotes from your country's leaders about the issue;
- Statistics to back up your country's position on the issue;
- Actions taken by your government regarding the issue;
- Conventions and resolutions that your country has signed or ratified;
- UN actions that your country supported or opposed;
- What your country believes that should be done to address the issue;
- What your country would like to accomplish in the committee's resolution; and
- How the positions of other countries affect your country's position.

Position Paper tips

- **Keep it simple:** To communicate strongly and effectively, avoid flowery wording and stick to uncomplicated language and sentence structure, still obeying the formal language of such document;

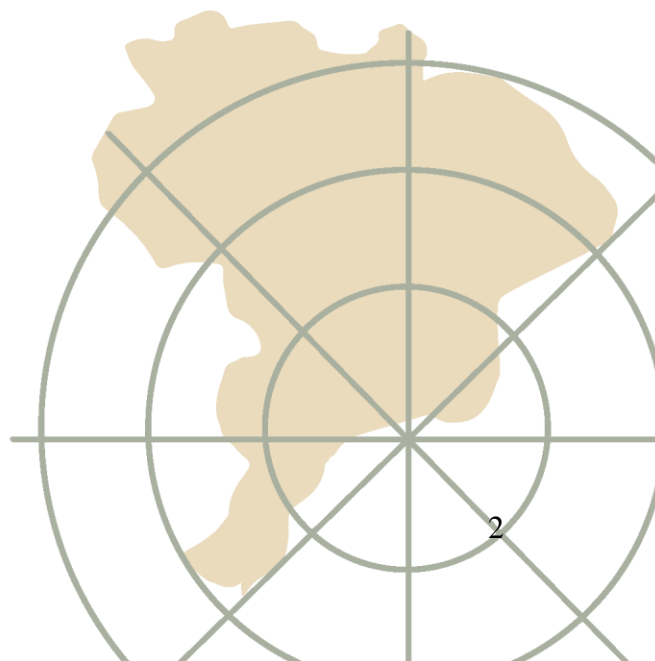
¹ The days of each committee may define a different limit of pages or words.



- **Make it official:** Place the official coat of arms of the country you are representing on the top right space of the document;
- **Get organized:** Give each separate idea or proposal its own paragraph. Make sure each paragraph starts with a topic sentence;
- **Cite your sources:** Use footnotes or endnotes to indicate the source of facts and statistics mentioned in the document;
- **Read and reread:** Leave time to critically read your position paper and edit. Ask yourself if the organization of the paper makes sense and double-check your spelling and grammar.

Finally, the official formatting of the conference must be applied.

Official format for all documents produced in the conference: Times New Roman, 12, justified, spacing between lines 1,5. Titles shall be written in bold. Footnotes shall be written in size 10.





Sample Position Paper

Committee: International Labour Organization

Topic: Globalization and Development

Country: Romania

Student: (insert name)



In the past two decades, the rapidly growing world trend has been toward globalization. With the emergence of the internet as a means of communication and the increasing accessibility of international trade, physical barriers are not the only barriers withering away. Protective tariffs are plummeting and free trade agreements are becoming more prevalent. Romania appreciates that globalization creates favourable situations for expansion of the commercial as well as economic assets. In the past year, Romania has been a foreign direct investment (FDI) increase of 199%. Inward, FDI increased from EURO 234 million in 2005 to EURO 699 million in 2006. However, Romania realizes that increased globalization does not automatically produce more equality.

Globalization and Development can contribute to the advancement of the overall international human condition; however, the delegation of Romania recognizes that without proper regulation the potential for advancement will remain limited to elite of few individuals, businesses, and nations. Unless checked and aimed toward the common good, globalization cannot effectively serve the global community. Crucial in dealing with the complexities of globalization, good governance must act with solidarity and responsibility. Romania believes that in involving people in globalization we must promote moral values, democratic principles, inclusive global political culture, institutions that safeguard both individual civil rights and inherent freedoms, and the common good. In addition, coping with the influx of information from globalization, governments must act with solidarity and insight. Access to digital education will undoubtedly result in the confidence of citizens in their respective administrations and allow for a greater degree of transparency and, therefore a lesser degree of corruption.

Romania believes the multinational business community has the ability and the obligation to support pertinent values in human rights, labour standards and environmental preservation. As stated by the president, Mr. Traion Basescu, Romania feels a "heartfelt



attachment to multilateralism, as an effective instrument designed to identify the adequate answers to the challenges brought by globalization”.

Romania is party to the majority of multilateral treaties and conventions identified as such by the Secretary General in the context of the Millennium Summit in 2001. Romania has always supported innovative and effective ways of establishing cooperation within and between regional organizations. As one of the newest members of the European Union, Romania is an active member of the World Trade Organization, and looks forward to offering its support to the redirection of globalization to best benefit the global community.

*This Sample Position Paper was submitted by the delegation of Romania at the 2007
UNA-USA Model UN Conference in New York City.*

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Source: United Nations Association of the United States of America (<http://unausa.org/>)

