

## **How to write a position paper**

Position Paper is a 1~2 page summary, a document outlining your country or NGO's position on the issues on the agenda. It will serve as your guideline throughout the entire conference which would further facilitate the debate and negotiations. Thus, the Position Paper provides delegates with an opportunity to organize their research so that they can better represent their respective country or NGO's stance and policies. In addition, it will be an important mode of evaluation for committee chairs since all papers will be submitted to the chairs before the beginning of the conference.

An ideal Position Paper should include the following elements:

1. **1~2 page length.** An ideal Position Paper is not a 5~10 page thesis. Such Position Papers are difficult to read, understand, and make useful. It should be succinct and brief.
2. **Clear and concise language.** The language used in your Position Papers should be clear and concise so that they can be easily understood and effectively convey its meaning.
3. **Clear Statement of Policy.** The purpose of the Position Paper is to organize specific country or NGO's stance and foreign policies. Therefore, it should provide readers with adequate understanding of the policies and positions regarding the given agendas.
4. **Organized.** Since Position Paper is essentially an essay it should be tightly organized.

In order to meet these elements, it is recommended that the Position Paper follows a general structure consisted of three sections. First of all, a Position Paper should begin with outlining the topic and providing general insight of the agenda. In this section, you should state areas of concern, positive and negative aspects of an issue, and the root of conflict. Thus, it should be a paragraph dealing with how significant the agenda is that is being discussed.

Next, you should specify your background research on your country or NGO and the agenda. In this part of the Position Paper you have to identify and describe your country or NGO. Furthermore, it must be explained how the topic is related to your country or NGO detailing its impact in domestic field.

Then, in the third section of the Position Paper, you should elaborate your country or NGO's policies and stance, supporting these explanations with historical evidence and factors. Your country or NGO's particular interests and arguments on the agenda item should all be thoroughly discussed. Moreover, future problems and expected outcomes from debates ought to be added so that you can organize what can be stressed during the committee sessions. This part will help you form the basis of a draft resolution reflecting your country or NGO's interests.

Finally, a conclusion should be added to restate your country or NGO's position and sum up what you wish to achieve throughout the conference.

If the Position Paper follows this general structure and meets the elements mentioned above, it would be an ideally written Position Paper. Again, since the Position Paper serve as an essential part of the conference it is strongly recommended to all participants to organize their research through Position Papers. It would guarantee a more fruitful and exciting debating experience.

\*For more information, please refer to 'Battlefield Earth' and 'Delegate Preparation Guide' document.