

MUNEA'26



Handbook H-NATO

Agenda Item:
Preventing Political and Military Instability in
Eastern Europe in the Immediate Post-Cold
War Period (1991-1993)

USG
Neva Özkul
ozkulneva@gmail.com

ACAS
Fehmi Efe ARSLAN
fehmiiefearslan@gmail.com

Handbook of North Atlantic Treaty Organization

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1. Members of the North Atlantic Council (NAC)

- 1.1. North Atlantic Council (NAC) consists of permanent representatives and ambassadors appointed by countries.
- 1.2. Ambassadors are responsible for preparing committee documents and presenting them to the NATO Summit.
- 1.3. Ambassadors can contact their country's senior executives (presidents, prime ministers and chancellors in the NATO Summit cabinet) and ministers using petitions or receive consultancy for the preparation of committee documents.
- 1.4. North Atlantic Council (NAC) meetings are held behind closed doors, and journalists are not allowed inside the cabinet unless the Deputy Secretary-General requests a press briefing.
- 1.5. Members of the North Atlantic Council are tasked with writing “Ministerial Statements” prior to the conference regarding their ministries' policies which will be sent to the member in The NATO Summit of their country.

2. Members of the NATO Summit

- 2.1. The NATO Summit cabinet consists of presidents, prime ministers, and chancellors.
- 2.2. NATO Summit is the body responsible for approving, amending, or rejecting documents prepared by the North Atlantic Council (NAC).
- 2.3. NATO Summits are open to the press unless members go into private session, and members are responsible for their speeches within the committee.
- 2.4. NATO Summit members may, by consensus, invite heads of state from non-NATO countries or officials from other international organizations to discuss specific issues.

- 2.5. Members of The NATO Summit are tasked to write a “Statement of National Goals for the National Press” prior to the conference, these documents will be given to the national press.

3. Chairboard Members

3.1. The NATO Summit

- 3.1.1. The committee includes a president chair, a deputy chairman and a rapporteur. The NATO Secretary-General serves as the president chair, and the Dean of The Council or the permanent representative of a member in the organization serves as the vice chair.
- 3.1.2. The NATO Secretary-General decides when each topic will be discussed. If the discussion becomes too long or reaches an impasse, he or she can close the topic or postpone it to another time.
- 3.1.3. The NATO Secretary-General manages the speaking order and duration of leaders or representatives.
- 3.1.4. When a discussion reaches a deadlock, they intervene and try to find a middle ground, potentially revising the text with suggestions.
- 3.1.4.1. The NATO Secretary-General attempts to find a middle ground by holding private (bilateral) meetings with representatives of other countries.
- 3.1.5. The NATO Secretary-General does not have the authority to issue orders to member states.
- 3.1.6. The NATO Secretary-General cannot override a country's veto.
- 3.1.7. The NATO Secretary-General cannot force a country to participate in a decision.

3.1.8. The NATO Secretary-General Instead of allowing leaders to leave the table on a contentious issue, the committee can keep the session going until a consensus is reached.

3.2. The North Atlantic Council (NAC)

3.2.1. The cabinet includes a president chair, a deputy chairman and a rappertour. The NATO Deputy Secretary-General serves as the president chair and the Dean of The Council or the permanent representative of a member in the organization serves as the vice chair.

3.2.2. The NATO Deputy Secretary-General decides when each topic will be discussed. If the discussion becomes too long or reaches an impasse, he or she can close the topic or postpone it to another time.

3.2.3. The NATO Deputy Secretary-General manages the speaking order and duration of leaders or representatives.

3.2.4. When a discussion reaches a deadlock, they intervene and try to find a middle ground, potentially revising the text with suggestions.

3.2.4.1. The NATO Deputy Secretary-General attempts to find a middle ground by holding private (bilateral) meetings with representatives of other countries.

3.2.4.2. Members may also write letters to other political figures that are not attending their cabinet at the moment, to invite them in for short periods of time.

3.2.5. The NATO Deputy Secretary-General does not have the authority to issue orders to member states.

3.2.6. The NATO Deputy Secretary-General cannot override a country's veto.

3.2.7. The NATO Deputy Secretary-General cannot force a country to participate in a decision.

3.2.8. The rapporteur shall only speak with permission from the acting president chair.

4. Journalists

4.1. Two journalists are present at the NATO Summit session. They take notes on what the members say throughout the committee and write articles for their respective newspapers, depending on the newspaper's policy.

4.2. Journalists' newspaper articles can be for or against NATO. Freedom of the press cannot be restricted in any way.

4.3. When members receive a private session, journalists leave the committee until the end of that session.

4.4. Journalists can request press briefings from the Secretary-General or the Deputy-Secretary General.

4.5. Members can contact journalists via message papers. If the journalists agree, they can leave the cabinet to conduct an interview.

4.5.1. Delegates can choose which newspaper they want to give an interview to.

4.6. Journalists can send a message paper to a member in order to arrange an interview. If the members agree, they can leave the cabinet to conduct an interview.

4.7. Journalists may not participate verbally in committee discussions except through press briefings.

5. Sessions of the North Atlantic Council (NAC) and the NATO Summit

5.1. Deputy Secretary/Secretary-General's Opening Remarks

- 5.1.1. At the start of the first session, the president chair gives a public release to the press.
- 5.1.2. Its contents shall be about the necessity, integrity, and strength of NATO as well as their reason for meeting in the current conference.
- 5.1.3. This speech shall not be longer than a session and shorter than 4 minutes.

5.2. Consensus

- 5.2.1. All decisions in the NAC and The NATO Summit are taken by consensus. This means if no member raises a formal objection to "break the silence" during a proposal, the decision shall be adopted.
- 5.2.2. All Allies may have reservations or limitations but can still allow consensus to form by refraining from a formal objection.

5.3. Procedural Authority

- 5.3.1. Meetings of the NATO are chaired by the NATO Deputy Secretary/Secretary-General or a designated senior official.
- 5.3.2. During their absence, the Dean of the Council, the longest-serving permanent representative, may preside.
 - 5.3.2.1. The Chair holds procedural authority, including setting agendas, closing the floor, pausing discussions, and introducing draft documents.
 - 5.3.2.2. The Chair manages the speaker order and speaking time.
 - 5.3.2.3. The Chair may conduct a tour de table to allow every ally to speak in sequence during critical debates.

5.3.2.4. The Chair may give press conferences and briefings at the end of sessions to represent the collective voice of the Alliance.

5.4. Interventions

5.4.1. During a NATO session, participants use interventions to express their positions on the conflict or topic introduced by the chair.

5.4.2. Once the floor is opened, delegates may speak if recognized by the Chair.

5.4.2.1. When time is limited, delegates may submit their interventions in writing; these shall be attached to the meeting records and circulated to all allies.

5.5. Reservation

5.5.1. A reservation is a formal spoken statement delivered by representatives.

5.5.2. The Chair is obligated to open the floor for reservations immediately after a document has been introduced.

5.5.2.1. Through reservations, representatives may mention policy positions, express concerns, request clarifications (on scope, time, or intent), or indicate national constraints (legal boundaries, capability, or conditions).

5.5.2.2. A reservation does not block consensus but ensures the member's specific position is recorded.

5.5.2.3. While not necessarily legally binding, a member may choose to issue a national press statement regarding their reservation. Lengthy reservations may be requested in writing by the Chair.

5.6. Silence Procedure

5.6.1. Once a draft text is submitted or either sent to The NATO Summit by the NAC, it is introduced by the Chair with a specified deadline.

5.6.2. If no Ally breaks silence by objecting before the deadline, the text is approved by consensus.

5.6.2.1. If silence is broken, the decision cannot be adopted. This leads to further consultations, which may include revising the document to address the specific point of objection or discarding it entirely.

5.6.2.2. In the case of the silence being broken, the document may get amended after revision and introduced once again.

5.7. Draft Texts

5.7.1. Instead of formal motions, NATO operates primarily through draft texts. These may take the form of decisions, statements, communiqués, or directives.

5.7.2. Changes to texts are proposed informally through discussion and negotiation, reflecting NATO's emphasis on diplomacy over rigid amendment procedures.

5.8. Agreed Minutes and Confidentiality

5.8.1. Decisions adopted by the NAC are recorded in formal documents.

5.8.2. The details of discussions, interventions, and national statements are kept in internal records known as agreed minutes.

5.8.2.1. While public NATO documents reflect unity, internal records may highlight differences.

5.8.2.2. Agreed minutes are generally classified to protect the integrity of the diplomatic process. Allies may still explain their individual positions via contacting the national press by message papers.

5.9. Chair Reservations

5.9.1. During any time of the meeting, a participant may raise their placard in order to intervene with the chairboard's decision or if they deem there has been an error in procedural following.

5.10. Proposed Textual Change

5.10.1. This is a written proposal submitted to the Chair to amend a specific draft. It must clearly state the proposed new language and the specific section of the draft it intends to replace or amend.

5.11. Deferral and Adjournment

5.11.1. Issue Deferred for Further Consultation

5.11.1.1. A statement by the Chair to table a topic for future sessions when consensus cannot be reached immediately.

5.11.2. Closing the Agenda Item

5.11.2.1. In the final session, the Chair shall adjourn the meeting by officially closing the agenda item.

6. Press Briefings

6.1. Press briefings begin with the president chair of the cabinet sharing the current status, expectations, objectives, and progress of the summit.

6.2. Journalists may submit questions to the president chair. The president chair is free to answer or not answer these questions.

- 6.2.1. Journalists may ask questions about a specific action or statement by a NATO country.
- 6.2.2. Journalists may ask questions regarding the alliance.
- 6.2.3. Both sides shall use formal language during the procedure.

7. Petitions

- 7.1. Petitions may be addressed to the government of a chosen country, a ministry, another cabinet of the North Atlantic Treaty Organization, another member in the North Atlantic Treaty Organization or their senior executives.
- 7.2. Petitions should be clear and understandable. They must have diplomatic courtesy.
 - 7.2.1. Petitions can be formatted as questions or requests.
 - 7.2.2. If a petition is not formatted correctly, the petition should be given to the original sender of the petition for rewriting.

8. Directives

- 8.1. Directives must always be written with a clear and formal language, they shall not assume the future in its contents.
- 8.2. Every member from both cabinets can submit personal and committee directives.
 - 8.2.1. Personal directives are used for direct actions and letters taken by members within their personal areas of authority.
 - 8.2.1.1. The signature of the delegate who wrote it is sufficient for submission.
 - 8.2.2. Committee directives are used to initiate concrete actions taken within the framework of NATO's joint decisions.

8.2.2.1. Committee directives must be sent with the signatures of all members of the cabinet.

8.2.3. Directives shall be used to contact other people, who are not stated as can be contacted via a petition.

8.2.4. The Committee secretariat reserves every right to not accept the directives out of the scope of the committee.

8.2.4.1. The Committee secretariat shall give the directive to its original submitter.

8.2.4.2. The Committee secretariat shall explain why it is not in the scope.

8.2.4.3. Non-accepted directives may be submitted with changes to fit them to the scope.

8.2.4.4. All of the article iv clauses may be disregarded in case of clear disrespect or ill intentions from the submitter.

9. Committee Documents

9.1. Communiqué

9.1.1. The Communiqué is the most comprehensive outcome document of the summit. It collectively announces to the world all the decisions taken and the future political and military course of the alliance.

9.1.2. Only one Communiqué can emerge from a summit and it is mandatory.

9.2. Strategic Concept

9.2.1. The Strategic Concept is NATO's main vision document. It defines the Alliance's core security tasks and strategic priorities in light of the

changing global order. Only one Strategic Concept can emerge from a summit and it is not mandatory.

9.3. Joint Statement

- 9.3.1. NATO (or its partners such as the EU, UN, etc.) responds quickly and collectively to urgent crises, attacks, or diplomatic developments. These are clear statements issued to condemn the situation, show solidarity, or instantly announce the allies' common position to the world.
- 9.3.2. Multiple submissions may be made to the committee; submission is not mandatory.

9.4. Declaration

- 9.4.1. Declaration is a political statement that formally declares NATO's common intention or position on a specific issue. Multiple submissions may be made to the committee; submission is not mandatory.

9.5. Formal Invitations

- 9.5.1. Members of both Cabinets may invite anyone to their cabinet to discuss something, answer some questions and get consultation, etc., for a short period of time.
- 9.5.2. Invitations shall be written as committee directives but formatted as a message paper to the person they are inviting.
 - 9.5.2.1. It shall contain why they are getting invited.
 - 9.5.2.2. It shall try to convince them to answer positively if needed.
 - 9.5.2.3. It shall be written within the limits of diplomatic courtesy.
 - 9.5.2.4. It shall contain the week and month they are inviting the other person.

9.5.2.5. Members may refrain from stating a specific time and leave that to the person that they are inviting.