



MMUN Live Webinar: All You Need to Know about NGO Action Plans



Inspiring youth
to
create a better world

Presented by **Judith Cunningham**

NGO Forum



The United Nations Cycle of Activity:

- ✓ Research
- ✓ Negotiation
- ✓ Implementation
 - ✓ NGO Forum: The Implementation Component

The Purpose of the Action Plan: The Keystone for the NGO Committee



- ✓ Summarizes and Organizes delegates' research on the Global Problem
- ✓ Defines the local impact of the Global Problem
- ✓ Addresses new Solutions: Think Global, Act Local



The Parts of the NGO Action Plan

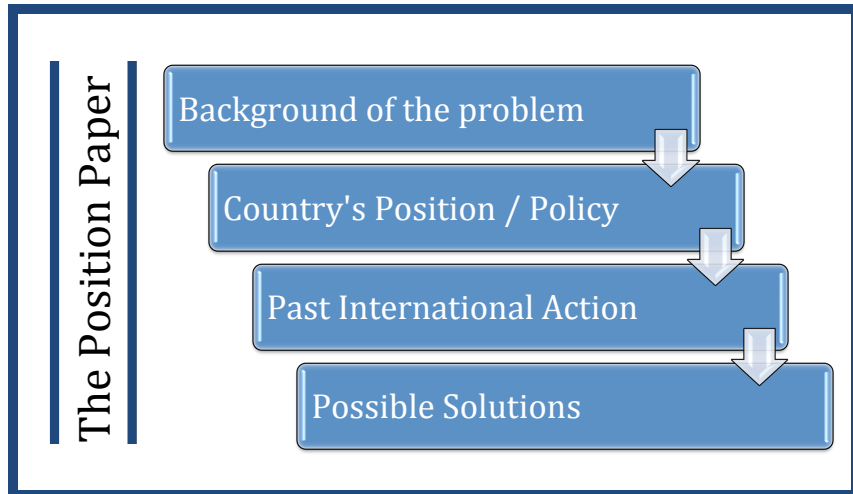


Background of the Problem

Possible Partners

Proposed Solution

Parallel: Position Paper X NGO Action Plan



The NGO Action Plan

Background of the Problem

Possible Partners

Proposed Solution

Part 1: Background Information



- ✓ UN involvement in this problem
- ✓ The role your native country has played
- ✓ Your community's view on the local impact of this problem
- ✓ How might climate change affect the economy of your community?



Part 1: Background of the Problem



- ✓ What is the problem you are trying to address?
- ✓ How is this problem impacting your community or region?
- ✓ What climate related changes are being observed in your community?
- ✓ What is the biggest challenge in combatting this issue?
- ✓ Who are you trying to help?

Background of Problem

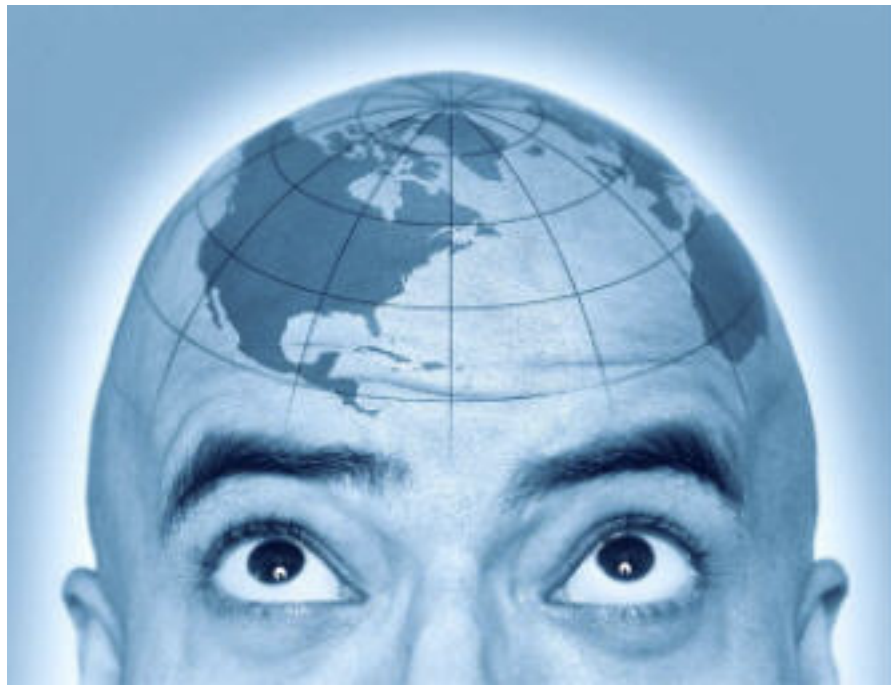
According to the 2010 Malawi Millennium Development Goals Report, Malawi will fail to achieve goals #2, universal primary education, and #3, gender equality. Malawi will fail to achieve these goals largely because there are not enough teachers.

When Malawi made primary education tuition free in the 1990s, it increased student enrollment but also created a huge demand for teachers that still exists today. The shortage of teachers has led to classrooms with 75 to 200 students per teacher. This situation lessens the quality of education and discourages students from attending school, leading many to drop out.

In addition, there are not enough teachers who are women, which discourages girls from continuing with their schooling. Girls often drop out of school because of early marriage, pregnancy, or family pressure to take care of the household. They have few female teachers to look up to as role models and ask for help

Part 2: Possible Partners

- ✓ Actions of local, national or international NGOs
- ✓ The positive result of a solution



Part 2: Analyzing the Possible Partners



What did you learn from Interviewing NGOs?

- ✓ What is the focus of their work?
- ✓ What is their mission?
- ✓ What is their current action plan or project?
- ✓ Who are the beneficiaries?
- ✓ The kind of help needed?
- ✓ How is the local community engaged in the project?
- ✓ Is there one with which you would like to partner?

Example of Possible Partners

The Malawi government is trying to address the problem of not enough teachers and women in education by building more teacher training colleges, providing more teachers housing, and setting policies to hire more women in education.

The United Nations is also trying to alleviate Malawi's shortage of teachers. In 2011, the UN Children's Fund (UNICEF) sponsored the building of the Chiradzulu Teacher Training College, which was expected to graduate 540 teachers every year and benefit 32,400 learners.

Multiple NGOs exist to address the shortage of teachers in Malawi. Ripple Africa recruits volunteer teachers and operates schools throughout the country, primarily in the community of Mwaya. The Malawi Volunteer Organization also recruits volunteer teachers for schools in the community of Monkey Bay.

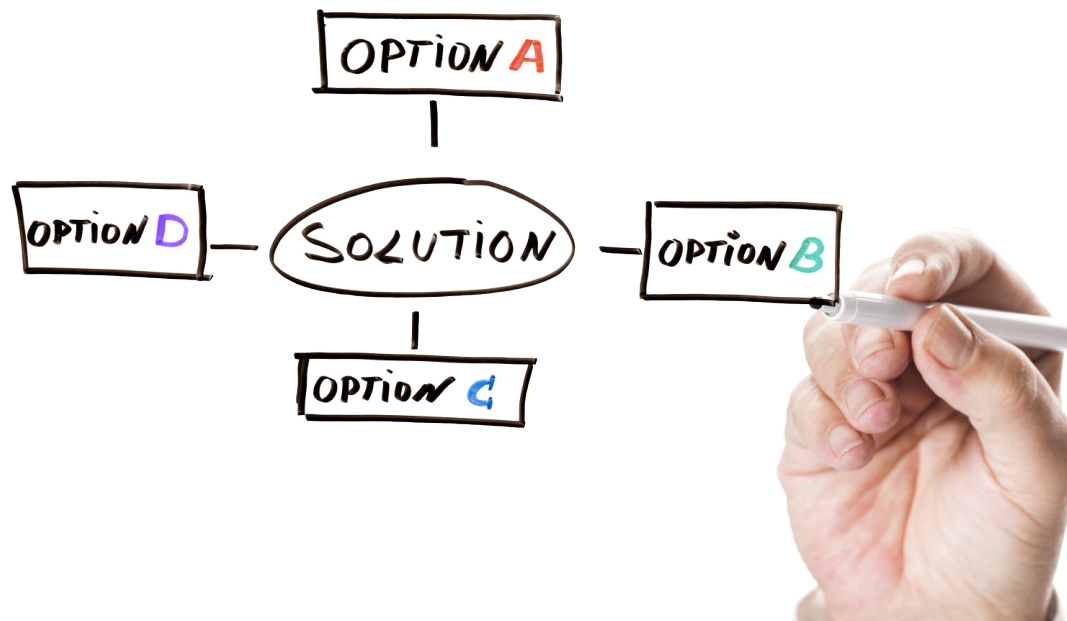
Part 3: Proposed Solution



- ✓ What is your proposed solution to this problem?
- ✓ How will your solution work?
- ✓ Whom do you need help from in order to implement your solution?

Part 3: Proposed Solution

- ✓ Impact of the situation
- ✓ Measurement of the impact



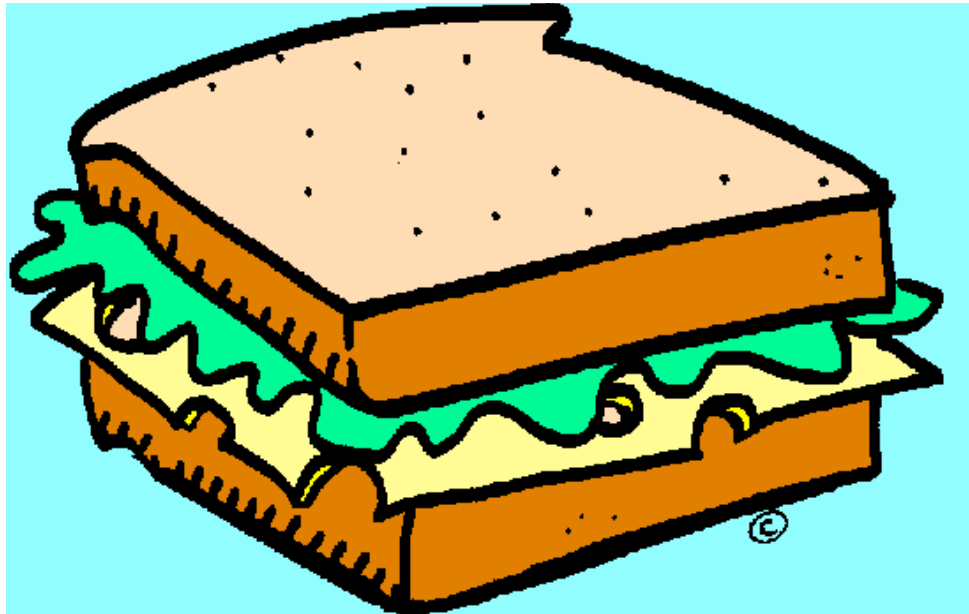
Example of Proposed Solution(s)

I propose creating an NGO called “Teach For Malawi” that recruits recent college graduates from the United States, especially women, to teach primary and secondary school education in Malawi for two years.

To launch Teach for Malawi, I would partner with The Malawi Montessori Christian School in Blantyre, Malawi. The goal would be to bring in between 2-3 Montessori teachers from the United States in the first year and then increase the number of teachers in following years. These teachers would be recruited with the help of the MMUN website. They would apply and then be interviewed by Maribeth Sexton, the Head of the School.

The Malawi Montessori Christian School will work with the Malawi Government to make the visa process efficient. would also like to form a partnership with the already well established Teach for America in order to identify US college students who would be potentially interested in teaching in Malawi. Teach for America teachers already go through a two year program; at the end of their two years, those interested in teaching abroad could “graduate” into Teach for Malawi. The funding will be obtained by a grant from the Jack Brewer Foundation

Graphic Organizer for the Social Action Plan



Bun = Bibliography



Lettuce = Possible Solutions



Cheese = Possible Partners



Bun = Background



The Supportive Resource on the MMUN website :

NGO Action Plan Checklist

NGO Action Plan Rubric

Where on the MMUN Website?



- ✓ Go to the MMUN website.
- ✓ Next, go to “Resources” at the top of the initial home page for the MMUN website.
- ✓ Then, go to the section labeled: “Preparation for Conference Materials”.
- ✓ Finally, click on the following links:
 - ✓ **“NGO Action Plan Checklist”**
 - ✓ **“NGO Action Plan Rubric”**
- ✓ You can also find the evaluation sheets by clicking on the label “NGO Forum”, which is located on the top left side of your Conference page.

Where to find on the MMUN Website?



The screenshot shows the website interface for montessori-mun.org. At the top left is the logo and tagline. To the right is a search bar and a 'SCHOOL LOGIN' section with 'USERNAME' and 'PASSWORD' fields. A navigation menu includes 'HOME', 'CONFERENCES', 'WEBINARS', 'WORKSHOPS', 'TOURS', and 'RESOURCES'. A red arrow points to the 'RESOURCES' menu item, which has a dropdown menu containing: 'Registration', 'MMUN Rules and Procedures', 'Preparation for Conference Materials', 'Checklist for MMUN Coordinators', 'Photo Gallery', and 'Archive'. Below the navigation is a large banner with the text 'MONTESSORI MODEL UNITED NA' and 'Inspiring youth to create a better world.' At the bottom, there are three sections for upcoming events: 'Upcoming Conferences' (Midwest Regional Conference, March 14th - 15th, 2014), 'Upcoming Leadership Training' (MMUN Leadership Training in NYC, June 30th - July 1st, 2014), and 'Upcoming Teacher Workshops' (3rd MMUN Live Webinar Workshop, January 9th - 9th, 2014). Each event has a 'REGISTER' button.

Where to find on the MMUN Website?



The screenshot shows the MMUN website's navigation bar with the logo, social media links, and a school login field. The main content area is titled "Preparation for Conference Materials" and includes a "Latest News" sidebar with three articles. The main content lists resources for preparing materials, including a "Country Display Board", "Position Paper" (with a red arrow pointing to it), "NGO Action Plan", and "Submission Deadlines for Position Papers and Action Plans".

Latest News

- Press Release: MMUN 8th Annual Conference Hosts More Than 2500 Participants [Continue reading...](#)
- Montessori Model UN reaches the Middle East! [Continue reading...](#)
- It's official, the first MMUN International Conference in China is confirmed! [Continue reading...](#)

[VIEW ALL NEWS ARTICLES](#)

MMUN Videos

MMUN Pre-Course Conf... [See more videos...](#)

[Montessori Model United Nations > Resources > Preparation for Conference Materials](#)

Preparation for Conference Materials

These links below will provide some helpful guidelines on the process of preparing the conference materials.

Country Display Board

- [Instructions and Samples](#)

Position Paper

- [Position Paper Checklist](#)
- [Position Paper Sample](#)
- [Position Paper Rubric](#)
- [Instructions for Submitting Position Papers](#)

NGO Action Plan

- [NGO Forum Action Plan – Instructions, Sample and Rubric](#)

Submission Deadlines for Position Papers and Action Plans

Due Dates for Position Papers and NGO Action Plans vary by conference:

- **China Conference (For Middle School and Upper Elementary Students)**
Conference Dates: November 15th-18th, 2014
Position Papers Due by: October 17th, 2014
- **Midwest Regional Conference (For Middle School and Upper Elementary Students)**
Conference Dates: March 13th-14th, 2015
Position Papers Due by: February 10th, 2015

NGO Action Plan Checklist:

Provide Guidelines on Reviewing the Paper Components



NGO Action Plan Checklist



NGO Action Plan Checklist

NGO Action Plan - Heading Section

1. Committee: The correct committee is shown and spelled correctly
2. Topic: The full name of the topic is shown
3. Student name: The full name of the student writing the paper is shown
4. School name: The full name of the school is shown

NGO Action Plan - Body Section

1. Background paragraph
2. Possible Partners: Local, national and international NGOs
3. Proposed Solutions
4. Bibliography

NGO Action Plan - Mechanics

1. Page length - 2 pages
2. Spelling correct
3. Grammar correct
4. Capitalization correct
5. Punctuation correct
6. Sentence and word meaning correct
7. Logical paragraphs and transitions

Add citations and Bibliography/References to your NGO Action Plan.

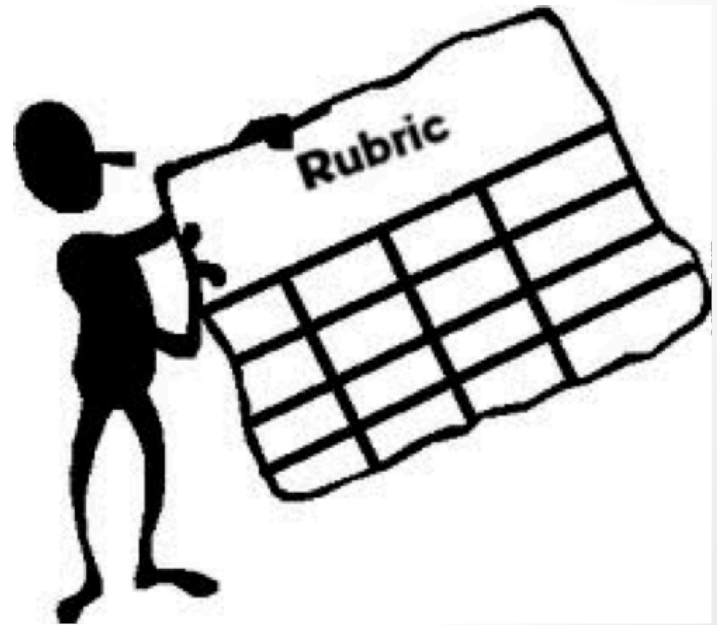
Your research paper is a collaboration between you and your sources. To be fair and honest, you must indicate when you borrow another writer's ideas or words. You do this by documenting, or citing, your sources. "*Citing your sources*" means nothing more than telling your reader whose ideas or words you have used and where you found them. To use someone else's words or ideas without giving them credit is dishonest. It is called plagiarism.

Two different acts are considered plagiarism:

1. borrowing someone's ideas, information, or words without citing the source and
2. citing the source, but paraphrasing the source too closely, without using quotation marks to indicate that words and phrases have been borrowed.

NGO Action Plan Rubric:

Specifics on How to Assess the NGO Action Plan



NGO Action Plan Rubric



Inspiring youth
to
create a better world

MMUN NGO Action Plan Rubric

Category	Very poor (1)	Poor (2)	Fair (3)	Good (4)	Very good (5)
<u>Background of the Problem</u>	No description of the problem	Some description of the problem, but unclear if the problem is understood	Describes the problem and clearly understands what the problem is	<ul style="list-style-type: none"> Describes the problem and clearly understands what the problem is Cites facts / statistics Cites relevant UN documents or reports 	<ul style="list-style-type: none"> Describes the problem and clearly understands what the problem is Cites facts / statistics Cites relevant UN documents or reports Describes how many people the problem impacts and why it continues to be a problem
<u>Programs, projects or initiatives from Possible Partners</u>	Opinions	Very vague & general	Describes some programs but fails to describe others (For example, describes government and UN programs, but not NGO programs)	<ul style="list-style-type: none"> Describes existing government programs Describes existing UN programs Describes existing NGOs and their programs 	<ul style="list-style-type: none"> Describes existing government programs and initiatives in detail Describes existing UN programs in detail Cites existing NGOs and describes their programs in detail
<u>Possible Solutions</u>	Opinions	Very vague & general	Some specific ideas	<ul style="list-style-type: none"> New solutions based on old solutions that are not working A wish list to improve or address the problem 	<ul style="list-style-type: none"> Solutions that are working New solutions based on old strategies that are not working A wish list to improve or address the problem
<u>Format</u>	No formatting	Little formatting	Different font size; Margin not justified; Double line space; Incomplete names & titles	<ul style="list-style-type: none"> Font size 11 Margin Justify Line space: 1 ½ Paragraph space double lines Names/Titles in bold <u>Committee:</u> Delegation: <u>Topic:</u> Delegates: refer sample # of pages 1 ½ 	<ul style="list-style-type: none"> Font size 12 Font size 12pt; Set the margins of your document to 1 inch on all sides; Double-space the text of your paper; Justified text; Names/Titles in bold <u>Committee:</u> Delegation: <u>Topic:</u> Delegates: refer sample # of pages 1 ½
<u>Editing</u>	No editing	Little editing	Incorrect tense; incorrect spelling	<ul style="list-style-type: none"> Correct tense Capitalization Punctuation Flow Incorrect spelling Under 5 error 	<ul style="list-style-type: none"> Correct tense Capitalization Punctuation Flow Correct spelling Error free

Practice

**Students Evaluate their own NGO
Action Plans with the Rubric.**

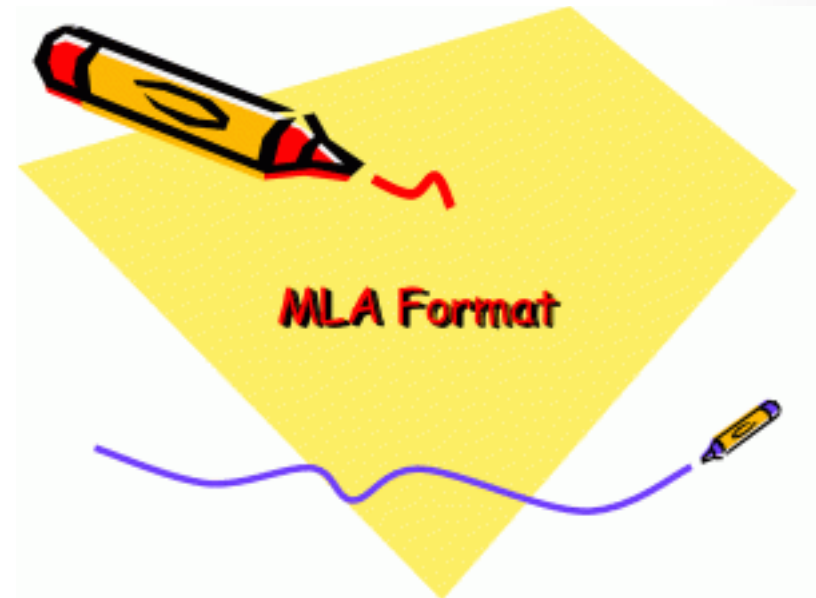
Peer Evaluation



The MLA Format



MLA (Modern Language Association) style formatting is widely accepted in most disciplines in the Humanities.



Paper Formatting



- ✓ Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper
- ✓ Double-space the text of your paper, and use a legible font (e.g. Times New Roman)
- ✓ The font size should be 12 pt
- ✓ Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor)
- ✓ Set the margins of your document to 1 inch on all sides
- ✓ Indent the first line of paragraphs one half-inch from the left margin.

Work Cited (Bibliography)

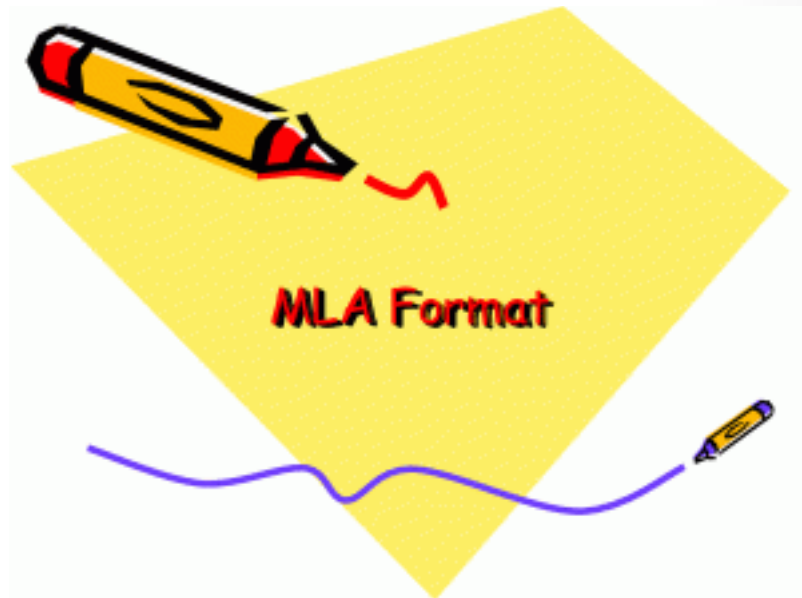


- ✓ As the final page for your research paper: Works cited page..
- ✓ All citations left justified.
- ✓ The Works listed in alphabetical order and double spaced

Parenthetical Citation: Basic Rules



- ✓ In MLA style uses parenthetical citation.
- ✓ Source information is placed in parentheses after a quote or a paraphrase.

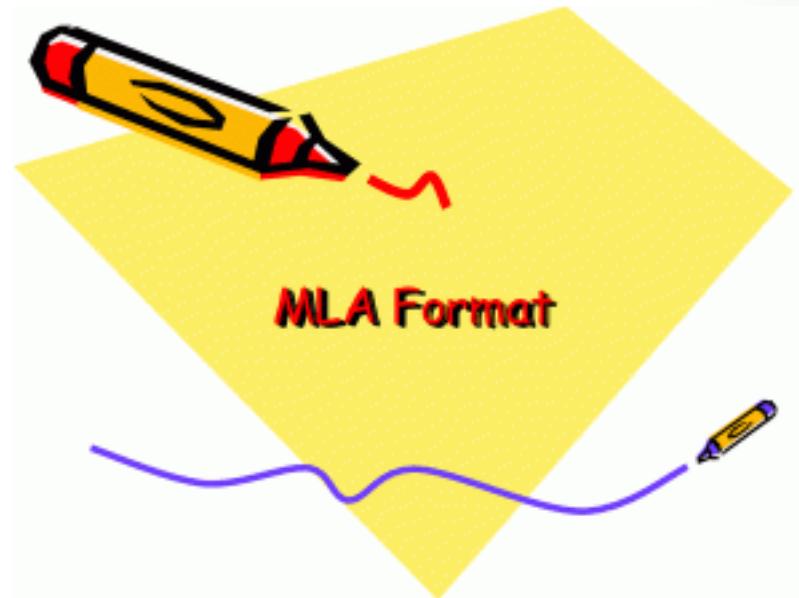


Work Cited Examples



The citation and the Works Cited reference should change based on each unique situation.

- ✓ Author is known
- ✓ No known Author
- ✓ Multiple Authors
- ✓ Electronic Sources



MLA Citations: Known Author



In Text Citation

- ✓ **Wordsworth** stated that Romantic poetry was marked by a “spontaneous overflow of powerful feelings” (263).
- ✓ Romantic poetry is characterized by the “spontaneous overflow of powerful feelings” (Wordsworth 263).

Corresponding Works Cited Entry

- ✓ Wordsworth, William. *Lyrical Ballads*. London: Oxford UP, 1967.

In-Text Citations: Unknown Author



Cite the article name and page number

In-text Example:

- ✓ We see so many global warming hotspots in North America likely because this region has “more readily accessible climatic data and more comprehensive programs to monitor and study environmental change . . .” (“**Impact of Global Warming” 6**).

Corresponding Works Cited Entry:

- ✓ “The Impact of Global Warming in North America.” Global Warming: Early Signs. 1999. Web. 23 Mar 2009.

MLA Citations: Multiple Authors



In Text Example:

- ✓ Author, Writer, and Doe argue that this concept is quite interesting (202).
- ✓ The authors state "this concept is quite interesting" (Author, writer, and Doe 202).

Corresponding Works Cited Entry:

- ✓ Author Last Name, Author First Name. Name of Book. City: Publisher, Year. Print.
- ✓ Writer Last Name, Writer First Name. Name of Book. City: Publisher, Year. Print.
- ✓ Doe, Doe's First Name. Name of Book. City: Publisher, Year. Print.

In-Text Citations: Electronic Sources with Author's Name



The name of the author should be cited in-text if known. If not known, the name of the article can be cited.

In Text Example:

- The easiest way to prepare the ground for planting is to add a rich soil conditioner (Author Last Name, "Name of Article").

Corresponding Works Cited Entry:

- Author Last Name, Author First Name. "Name of Article," "Name of Website". URL.

In-Text Citations: Electronic Sources without an Author's Name



If the name of the author is not known, the name of the article can be cited.

In Text Example:

- The easiest way to prepare the ground for planting is to add a rich soil conditioner ("Name of Article").

Corresponding Works Cited Entry:

- "Name of Article," "Name of Website". URL.

NGO Action Plan Tips



- ✓ **Keep it simple**
- ✓ **Cite your sources**
- ✓ **Bibliographic form (MLA) guidelines**
- ✓ **Use your Action Plan as your foundation for writing your opening speech.**



Submitting the Papers through the School Dashboard



Position Paper Due Dates



- ✓ Make sure the deadlines are met
- ✓ NGO Action Plans must be submitted through the school dashboard before the due dates
- ✓ Due Dates vary by Conference

Step by Step: Uploading NGO Action Plans



1. Log in to the school dashboard using your school's login access
2. Under the section **“Position Papers”**, click on the link **“Upload Position Papers Now”**
3. The two topics will be listed under each committee. Please upload the paper for each topic by clicking on the tab **“Choose File”**
4. Select the file on your computer. The file format should be either **WORD DOC** or **PDF**.
5. Repeat the procedures 3 and 4 until you finish uploading the papers for all topics, then hit the button **“Upload Position Papers”**

Step by Step: Uploading Papers



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Registration for NYC Middle School Conference

School Information

Name:

Contact Name:

Contact Email:

[Edit School Information](#)

Coordinator Information

Name:

Phone:

Email:

[Edit Coordinator Information](#)

Registered Participants

You haven't paid for any participants yet. [Pay for participants now.](#)

Country Assignments

Country	Minimum Delegates	Maximum Delegates
Kenya	9	10

[Edit Country Assignments](#)

Position Papers

You have currently uploaded 0 position papers. [Upload position papers now.](#)

Message to MMUN Coordinators:

Please make sure you complete all registration steps by entering all required information, including your email address as a school contact and coordinator's contact.

MMUN notifications and updates will be sent to the email addresses entered on those fields.

Step by Step: Uploading Papers



Position Papers

To avoid overloading the system, please only upload 20 position papers at a time. The system will warn you when you have reached your limit.

NGO Team N

NGO Forum
Climate Change
 No file chosen

No file chosen

NGO Team O

NGO Forum
Climate Change
 No file chosen

No file chosen

NGO Team P

NGO Forum
Climate Change
 No file chosen

No file chosen

NGO Team R

NGO Forum
Climate Change
 No file chosen

No file chosen

NGO Team S

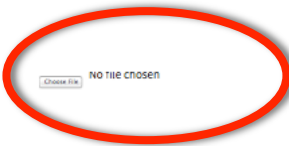
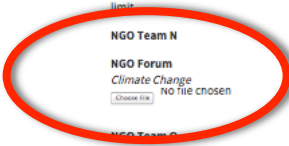
NGO Forum
Climate Change
 No file chosen

No file chosen

NGO Team T

NGO Forum
Climate Change

No file chosen



Frequently Asked Questions



Frequent Questions



- ✓ **Q:** How long should the NGO Action Plans be?
- ✓ **Q:** How should the NGO Action Plans be structured?
- ✓ **Q:** How many sources should be listed in the bibliography?
- ✓ **Q:** How many times should the NGO Action Plans be edited?
- ✓ **Q:** What if the student misses a deadline from the schedule, which the MMUN teacher guide already sent out?
- ✓ **Q:** The delegate doesn't have enough information, or the paper is too short.
- ✓ **Q:** The student's information seems incorrect, what should I do?

Frequent Questions



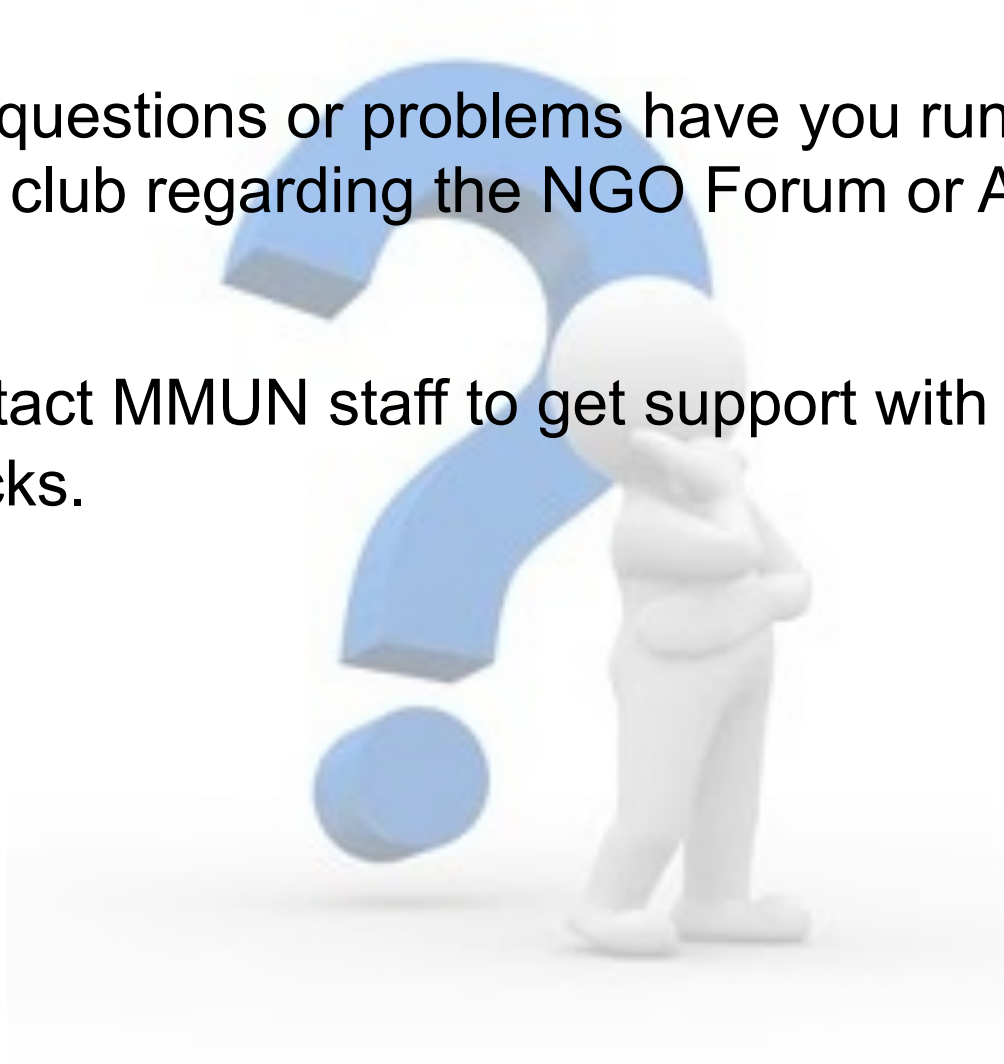
- ✓ **Q:** The student's writing is very bad, or very hard to understand. What should I do?
- ✓ **Q:** The student has written a paper, which presents the student's real home country's views and not the MMUN country. What should I do?
- ✓ **Q:** The student's native language isn't English, and the paper must be in English, what should I do?
- ✓ **Q:** The student did not correct the NGO Action Plan that was handed back to them. What should I do?
- ✓ **Q:** The student has not completed the required research and other required MMUN work at all. What should I do?

Frequent Questions



- ✓ What questions or problems have you run into in your school club regarding the NGO Forum or Action Plan?

A: Contact MMUN staff to get support with problems or roadblocks.





For additional information
please visit our website at:

www.montessori-mun.org

For copy of the slides, email us at:

info@montessori-mun.org