Every position paper contains the same information. The information is divided in parts: the **introduction**, the **past and present actions**, the **future actions** or **recommendations**, and the **conclusion**.

1) **Introduction**: The "hello" of your position paper
   - Talk about your country. What is some important information?
   - Talk about the topic. Why is it important in general? Why is it important to you?

2) **Past and Present Actions**: "How are you doing?"
   - National: What does your country do at home?
   - International: Does your country collaborate with other countries?

3) **Future Actions**: "Where are you going?"
   - What are your country’s recommendations (ideas) for possible solutions?

4) **Conclusion**: The "goodbye" of your position paper
   - Repeat your country’s situation, but only to say, "Don’t forget!"

Does your country need help?
Can your country help other countries?
Did your country participate in a convention (conference)?
Did your country sign an international agreement, protocol, or other document?
At home (national)
In other countries (international)