HAS-MUN

08-10 APRIL 2025

DELEGATE HANDBOOK

“THE WORLD WHERE WE MEET SOLUTIONS”

WELCOME AND THEME LETTER

Dear Delegates, Faculty Advisors, and Participants,

On behalf of the organizing committee, I am delighted to extend a warm welcome to the inaugural HAS-MUN conference hosted by HAS Schools. We are excited to bring together a diverse group of young leaders from all over the world to engage in debate, diplomacy, and global discussions.

This year's conference will take place on April 8, 2025 and promises to offer an enriching experience for everyone involved. The theme of this year's event, *"The World Where We Meet Solutions,"* reflects our shared belief in the power of collaboration and intellectual engagement. We aim to provide a platform where delegates can engage in meaningful debates, draft impactful resolutions, and contribute to innovative solutions for the world's most pressing issues.

To our returning delegates, welcome back! Your experience and leadership will be invaluable to the success of this conference, and we look forward to your continued contributions. To our first-time participants, welcome! This conference is a space for growth, learning, and exploration. We encourage you to approach every challenge with curiosity, resilience, and an open mind.

In addition to the formal sessions, we have organized a series of social events and networking opportunities for delegates to build lasting connections and friendships. Whether you're exchanging ideas during committee sessions or engaging in lively discussions during breaks, we hope these moments will enrich your MUN experience and allow you to connect with peers from diverse backgrounds.

Let us carry the spirit of *"The World Where We Meet Solutions"* throughout the conference—through collaboration, understanding, and collective action. We have the power to shape a future that is sustainable, peaceful, and prosperous for all.

A special thanks to our dedicated team of organizers, volunteers, and sponsors, whose hard work and commitment have made this conference possible. We hope you have an inspiring and fulfilling experience at HAS-MUN.

Sincerely,

Rozita CAN
Secretary General of HAS Schools Model United Nations 2025

INTRODUCTION TO MODEL UNITED NATIONS

The United Nations (UN) is an international organization dedicated to promoting world peace and security. Model United Nations (MUN) is an educational simulation where students emulate the workings of the UN by representing different countries and organizations. This immersive experience allows delegates to debate, collaborate, and solve global issues. While MUN is typically held for high school students, HAS-MUN offers a unique opportunity for high school and lower secondary level participants to engage in these activities.

MUN conferences help students strengthen their English proficiency while honing their public speaking, negotiation, and problem-solving skills. These conferences also raise awareness of global issues, encouraging participants to appreciate diverse perspectives and learn the value of diplomatic negotiation.

In MUN, delegates form teams known as "delegations," representing a country or non-governmental organization (NGO). Each member of a delegation is referred to as a "delegate," and the leader of the delegation is called an "ambassador." It is important to note that delegates do not represent their own country; rather, they adopt the viewpoints of the country they represent, gaining an understanding of global issues from different perspectives.

During the conference, delegates will be divided into committees, each focusing on specific global issues. Working with fellow delegates from various schools and delegations, they will research, debate, and collaborate on potential solutions. These committees offer a platform to discuss and negotiate solutions, using the United Nations framework to address global challenges and contribute to a better future.

The committees at HAS-MUN will be organized and chaired by experienced student officers. These student chairs are responsible for guiding delegates, ensuring the smooth operation of the committees, and maintaining order during sessions. Their goal is to emulate the workings of the real United Nations and provide a structured environment for meaningful debate.

SECTION 1: ORGANIZATION

AGENDA ITEMS

UNSC (United Nations Security Council)

- The Kashmir Issue

UN WOMEN

- Promoting Women's Involvement and Empowerment, Eradicating Violence, and Achieving Gender Equality

DIESEC (Disarmament and International Security Committee)

- Regulating Arms Trade in the War against Terror

UNHRC (United Nations Human Rights Council)

- AI and Human Rights Violations

PROGRAMME

HAS-MUN 2025 DAY 1 (08 April 2025)

09:00 - 09:30	Registration
09:30 - 10:30	Opening Ceremony
10:30 - 10:45	Break (Tea)
10:45 - 12:15	Council Session 1
12:15 - 13:15	Lunch
13:15 - 14:45	Council Session 2
14:45– 15:00	Break (Tea)
15:00 - 16:30	Council Session 3

HAS-MUN 2025 DAY 2 (09 April 2025)

09:00 - 10:00	Council Session 4
"10:00 - 10:15	Break (Tea)
10:15 – 12:00	Council Session 5
12:00 - 13:00	Lunch
13:00 - 14:30	Team Building Activities
14:30 - 14:45	Break (Tea)
14:45 – 16:15	Council Session 6

HAS-MUN 2025 DAY 3 (10 April 2025)

09:00 - 10:30	Council Session 7
10:30 - 10:45	Break (Tea)
10:45 – 12:15	Council Session 8
12:15 - 13:15	Lunch
13:00 - 14:30	Council Session 9
14:30 - 14:45	Break (Tea)
14:45 – 16:15	Closing Ceremony

GENERAL INFORMATION

GENERAL CONDUCT

MUN is a simulation of the United Nations, where students represent a delegation assigned by their school. In this simulation, delegates are expected to act as diplomats, discussing world issues in a professional manner. All delegates must adhere to a high standard of conduct during the conference.

HAS-MUN strictly prohibits any form of discrimination based on race, age, gender, disability, religion, or nationality. Any violations should be reported to the Secretariat General immediately.

If inappropriate behavior is observed, the advisor of the delegates will be notified. If the behavior persists, the Secretariat General will take the necessary actions.

English is the official language of HAS-MUN, and all participants are expected to speak English during the conference.

ATTENDANCE

Delegates must be in their assigned committee rooms at least 5 minutes before the session begins. Punctuality is essential to ensure the smooth flow of debates and to foster a productive atmosphere. Attendance will be monitored throughout the conference, and attendance reports will be shared with all faculty advisors. If a delegate is late or unable to attend a session, they should inform their Chair in advance.

PERSONAL BELONGINGS

Delegates are responsible for their personal belongings during the conference. Neither HAS Schools nor the organizing team will be held responsible for any lost items.

DRESS CODE

The dress code for the conference is business attire. Uggs, sneakers, jeans, hoodies, t-shirts, miniskirts, shorts, hats, and national outfits are strictly prohibited. Male delegates should wear a formal suit with a tie, while female delegates may choose trousers, skirts, or dresses of appropriate length. Male delegates are required to wear jackets during committee sessions when speaking.

ELECTRONIC DEVICES

Delegates may bring laptops and mobile phones to the conference; however, electronic devices may only be used during lobbying sessions. All devices must be turned off once the debate sessions begin.

SEATING

Delegates will be assigned seats during both the opening ceremonies and committee sessions. Delegates are not permitted to move their assigned seats or remove delegation signs and placards.

INFORMATION DESKS

The main Information Desk will be located on the first floor of the school building. Additional desks will be available throughout the campus. At the Information Desk, delegates can inquire about lost items, collect schedules, obtain floor plans, and purchase new badges and placards.

NOTEPADS & NOTE-PASSING

Official HAS-MUN notepads will be provided to delegates during registration. Notes written on unofficial paper will not be accepted. Administrative staff will handle note-passing during committee sessions, ensuring that the notes are written in English and relevant to the debate topics. The use of offensive language or inappropriate content in notes is strictly prohibited.

If note-passing disrupts the order of the committee, Student Officers have the right to suspend this activity.

CONFERENCE PERSONNEL TEAM

EXECUTIVE ASSISTANTS

Executive assistants play a crucial role in supporting the Secretary-General, the Deputy Secretaries-General, and the Executive Board throughout the conference. They ensure the smooth operation of conference logistics and assist with any tasks necessary during the event.

INFORMATION DESK STAFF

The Information Desk staff are responsible for managing the conference's registration process, providing assistance to delegates and participants, and answering any questions attendees may have. They serve as the first point of contact for conference participants.

ADMINISTRATIVE STAFF

The Administrative Staff, also known as "Admins," are tasked with facilitating communication between delegates and managing procedural tasks within committee sessions. They are responsible for the distribution of documents, the counting of votes, and managing seating arrangements. Admins ensure that both plenary and committee sessions run efficiently and are present in all sessions. Each committee will be supported by two Administrative Staff members, and they will also collaborate during ceremonies and plenary events.

FIELD STAFF

The Field Staff is responsible for preparing all the committee rooms and conference halls, ensuring the seating arrangements for opening and closing ceremonies, and transporting necessary equipment such as tables, chairs, and other materials to and from the committees. They ensure that the physical logistics of the conference are well-managed.

PRESS TEAM

The Press Team is in charge of creating and managing all media-related content for the conference. They produce the daily conference newspaper, *MUN Express*, and are responsible for capturing photos and videos throughout the event to document the conference experience and highlight key moments.

RESEARCH

As an ambassador or delegate for your assigned delegation, it is crucial to begin preparing for the debates by thoroughly researching your country's history, geography, political system, achievements, challenges, and resources. Understanding your country's perspective will allow you to engage effectively in committee debates. In addition to this general research, specific research reports and questionnaires will be provided by the Student Officers (Chairs and Co-Chairs) to guide you through the process.

RESEARCHING AN AGENDA ITEM

Each committee will address two agenda issues. To participate actively in debates, deliver compelling speeches, and advocate for your country's position, you must research each agenda item thoroughly. Start by reviewing the United Nations website (www.un.org/en/), as all MUN topics are sourced from UN materials. You will gain an understanding of the issue and the current international discourse surrounding it. After that, look into your country's official stance on the issue, which can often be found on the website of your country's Permanent Mission to the UN. Alternatively, consult the websites of relevant UN organizations to discover the specific involvement of your country in addressing these issues.

RESEARCHING YOUR DELEGATION

Each participant school will be assigned a delegation, and all members, including the ambassador, are required to research their assigned country or non-governmental organization (NGO). Here is a list of critical points to research for your delegation:

General Information:

- What is the name of the country?
- What is the capital city?
- Is the country a part of any regional or international organizations?
- When did the country join the UN?
- Is the country a member of the Security Council or the Economic and Social Council?

Administration and Politics:

- What type of regime does the country have?
- Who are the ruling parties or political leadership?
- Who is the head of state?
- Is the government a monarchy or republic?
- Was the country a colonizer or colonized in history?

Economy:

- Is the country classified as developed, developing, or least developed?
- Is it a member of any economic or trade organizations?
- What is the country's human development index (HDI)?
- What are the country's natural resources and major exports?
- What are the country's primary imports?

Defense:

- Is the country's military independent?
- Is the country currently involved in a conflict or war? Who are the parties involved?
- Does the country possess nuclear capabilities, and what is its relationship with other nuclear states?
- Is the country a member of any military alliances?

POLICY STATEMENTS

Before the conference begins, each delegate must write a policy statement (also known as a position paper). This short document clearly outlines your country's stance on the issues that will be discussed in the committee sessions. It may also suggest what actions your government believes the United Nations should take to address these issues. The policy statement is vital to the preparation process, as it helps you better understand the agenda topics and will guide you in presenting your country's views during debates.

When writing your policy statement:

- Clearly articulate your country's position on each agenda item.
- Focus on what your government aims to achieve through UN action.
- Remember, you are representing your assigned country's government, not your personal views.
- Be prepared for potential shifts in policy based on the course of the debates.

RESOLUTIONS

During the conference, delegates must propose and develop solutions to the issues under discussion. These solutions are presented in the form of **Resolutions**. Resolutions are formal proposals that outline specific actions the United Nations should take to resolve the issues being debated. Delegates may amend or modify resolutions during debates through **Amendments**.

A typical resolution consists of two main parts:

1. **Preamble**: This section provides background information on the issue, explaining why it is important and referencing previous UN actions on the topic.

2. **Operative Clauses**: This part outlines the specific actions the UN should take to address the issue. These are the concrete solutions and proposals.

You will work with fellow delegates to draft resolutions, and once they are presented, the committee will debate and amend them.

INFORMATION AND FORMAT FOR RESOLUTIONS

Resolutions follow a structured format:

1. **The Heading**: Contains the name of the committee and the issue at hand, along with the names of the main submitter(s) and co-submitters.
2. **Preambulatory Clauses**: These clauses explain the issue, its importance, and the historical context. Each preambulatory clause must start with an italicized word and end with a comma, except the final clause, which ends with a colon.
3. **Operative Clauses**: These clauses contain the concrete solutions to the issue, describing what actions the United Nations should take. Each operative clause must be underlined and end with a semicolon, except for the final clause, which ends with a period.

DEBATE

Debates at MUN follow a structured procedure. Only one delegate can speak at a time, and the person speaking is said to “have the floor.” The Chair grants the floor to delegates and may also call for “yielding the floor,” allowing others to speak. When delegates don’t have the floor, they may communicate via notes, which are passed through Administrative Staff.

DEBATE MODES

There are two types of debate modes:

1. **Open Debate**: Delegates may speak on any aspect of the resolution, either for or against.
2. **Closed Debate**: The debate is split into “in favor” and “against” speeches, and the Chair controls the time allotted for each side.

AMENDMENTS

Amendments allow delegates to propose changes to a resolution. These changes can add, delete, or modify parts of the resolution. Delegates submit amendments in an official format, known as an **Amendment Sheet**. Amendments are debated and voted on separately before a resolution is finalized.

Amendments can also be amended (i.e., proposed amendments to an existing amendment). However, amendments must be well-supported and presented clearly, explaining how they improve the resolution.

Voting Procedure

During the voting process, note-passing is prohibited, and delegates must remain within the committee room. The administrative staff will count the votes and relay the results to the chairs.

It is essential to note that only member states are allowed to vote in MUN; NGOs can contribute by making speeches or suggesting amendments, but they do not have voting rights (unless in the Advisory Panel).

When voting, delegates have three options: in favor, against, or abstaining. The voting procedure follows these steps:

1. The Chair announces that the debate time has concluded and calls for the voting procedure.
2. The security staff ensures the doors are sealed, and the administrative staff suspends note-passing and prepares for vote counting.
3. The Chair first asks for those in favor of the resolution. The administrative staff counts the votes and informs the Chair.
4. The Chair then asks for those against the resolution, with the administrative staff again counting and reporting the results.
5. Finally, the Chair asks for those abstaining, and the votes are counted and reported.
6. The total votes are tallied. If the majority is in favor, the resolution passes. If the majority is against, the resolution fails.

Tips for Effective Speaking

- **Clarify Your Main Idea**: Ensure that your speech revolves around a clear central idea that will captivate the audience.
- **Support Your Argument**: Every point you make should logically support your central argument, ensuring coherence and relevance.
- **Vary Your Sentence Structure**: Use a mix of short and long sentences to maintain the audience's attention. Incorporate various rhetorical devices such as exclamations, repetition, and rhetorical questions to add emphasis and clarity.
- **Balance Tone**: Try not to limit your speech to a single mood, whether overly positive or negative. A balanced tone is more engaging.
- **Practice and Revise**: Write a draft of your speech and practice delivering it. As you rehearse, revise your speech, refining your arguments and eliminating weak points.
- **Seek Feedback**: Present your speech to a practice audience and ask them to recall key points and emotions they experienced. Use their feedback to improve your delivery.
- **Start Strong, End Stronger**: People tend to remember the opening and conclusion of a speech. Focus on delivering your most crucial points at these moments.
- **Maintain Professionalism**: Be firm yet polite in your delivery. Aggressive or rude behavior can alienate your audience and damage your credibility.

- **Be Prepared to Make a Right of Reply**: If another delegate makes an inaccurate statement about your country or attacks it aggressively, you have the right to correct the record through a Right of Reply.

Points and Motions

Raising a Point

To raise a point, a delegate must first be recognized by the Chair. Once recognized, the delegate can state their point, but must always raise their placard and announce the type of point they wish to make. When speaking, delegates must refer to their country's delegation using the pronoun "we" instead of "I." This may take practice, but it is crucial for formal representation. Note that points cannot interrupt a speaker, except for **Point of Personal Privilege due to audibility**.

Types of Points

1. **Point of Information to the Speaker**: This is a question directed at the delegate currently speaking. It must be phrased as a question, and follow-up questions are not allowed in MUN. Example: "Could the honorable delegate explain how they plan to raise awareness in rural areas?"

2. **Point of Information to the Chair**: This is a question directed to the Chair regarding logistical matters or clarification on the issue being debated. Example: "Point of information to the Chair! Could the Chair please clarify when the session will break for lunch?"

3. **Point of Order**: This point is called when a delegate believes there has been a procedural mistake, typically by the Chair. A point of order cannot interrupt a speaker. Example: "Point of order! Is it in order for a delegate to engage in a direct dialogue with the speaker?"

4. **Point of Parliamentary Inquiry**: This is called when a delegate seeks clarification regarding the rules of procedure, not to correct the Chair. Example: "Point of parliamentary inquiry! Could the Chair please clarify what constitutes a policy statement?"

5. **Point of Personal Privilege**: This point addresses the personal comfort of a delegate. It can interrupt a speaker only if the issue concerns audibility. Example: "Point of personal privilege due to audibility! Could the speaker please speak louder?"

Motions

1. **Motion to Move to Voting Procedure**: This motion is called when a delegate wishes to end debate and move to voting. In open debate, it signals a shift toward voting, while in closed debate, it can transition between debate on opposing sides or lead to the voting procedure. A second is required to introduce this motion, and it may not interrupt a speaker. Chairs have the authority to overrule the motion.

2. **Motion to Extend Debate Time**: This motion is used to extend the debate on a resolution or amendment. It is not open for debate, and the Chairs will decide based on the remaining committee time.

3. **Motion to Divide the House**: This motion is used when the vote is particularly close. It calls for a roll-call vote, where delegates individually state their position. While not debatable, it is time-consuming and is generally avoided by the Chairs.

Additional Notes

- **Seek Help When Needed**: MUN processes can be overwhelming at first. Don't hesitate to ask for guidance from Chairs or fellow delegates to ensure you understand the rules and expectations.

Your MUN Journey

1. **Research Your Country**: Understand the position and policies of the country you represent.
2. **Understand the Committee**: Familiarize yourself with the committee's agenda and the issues under discussion.
3. **Write Policy Statements**: Develop statements outlining your country's stance on each agenda item.
4. **Prepare Resolutions and Amendments**: Draft resolution clauses and amendments. Share ideas with other delegates, building alliances to support your position.
5. **Gather Support**: Once your resolution is written, gather signatures from at least ten delegates to submit it.
6. **Present Your Ideas**: Gain the floor to present your ideas clearly and persuasively.
7. **Engage in Debate**: Ask questions during debates to ensure you understand the issues fully.
8. **Vote Sensibly**: Make sure your votes represent your country's interests, following a well-thought-out strategy.

Special MUN Vocabulary

- **Abstention**: Choosing not to vote for or against a motion or resolution.
- **Amendment**: A proposal to change a resolution by adding, deleting, or altering text.
- **Chair**: The person responsible for overseeing the debate, ensuring fair participation, and enforcing the rules.
- **Memo**: An official note written by a delegation during the conference.
- **Motion**: A formal proposal made during a session.
- **Point of Information**: A question directed to the speaker or Chair.
- **Point of Order**: A request to correct a procedural error.
- **Point of Personal Privilege**: A request for personal comfort, such as audibility.
- **Policy Statement**: A statement outlining a country's position on an issue.

- **Resolution**: A formal proposal asking the United Nations to take specific actions.
- **The Floor**: The right to speak during a session.
- **The House**: All delegates present, excluding the Chair.
- **To Be Recognized**: To be granted permission to speak.
- **To Yield the Floor**: To relinquish the right to speak.

By following these guidelines and familiarizing yourself with the terminology, you'll be well-prepared to navigate the complexities of Model United Nations and represent your country with confidence.