



# Delegate Manual

Greetings Delegates!

Welcome to **APL MUN: Lockdown Edition**. In these troubling times, we have come to appreciate the opportunity to be able to meet each other, debate, and come to a resolution, in person. However, we feel that it is especially now, while social distancing, that we need a platform to compete and collaborate with one-another through participating in events such as MUN

To facilitate this participation, the software that we will be using include **Discord** as our chat platform and **Zoom** as our video calling platform. Thereby for this special edition of APL MUN, we have made an in-depth guide to assist you throughout the entire event. This delegate manual will provide you with the details and procedure APL MUN will be following this year.

Regardless of experience, we highly suggest all delegates read through the manual thoroughly. In case of any queries, please feel free to contact us through our instagram page @aplmun or through the contacts on our website: [aplmun.com](http://aplmun.com)

Best Regards,

APL MUN Team

# What is the role of the United Nations?

On the second of September, World War II had just come to an end and the toll it had taken on the nations involved was far too large. With countries left without governance and others left devastated the United Nations was formed on the 24th of October, 1945.

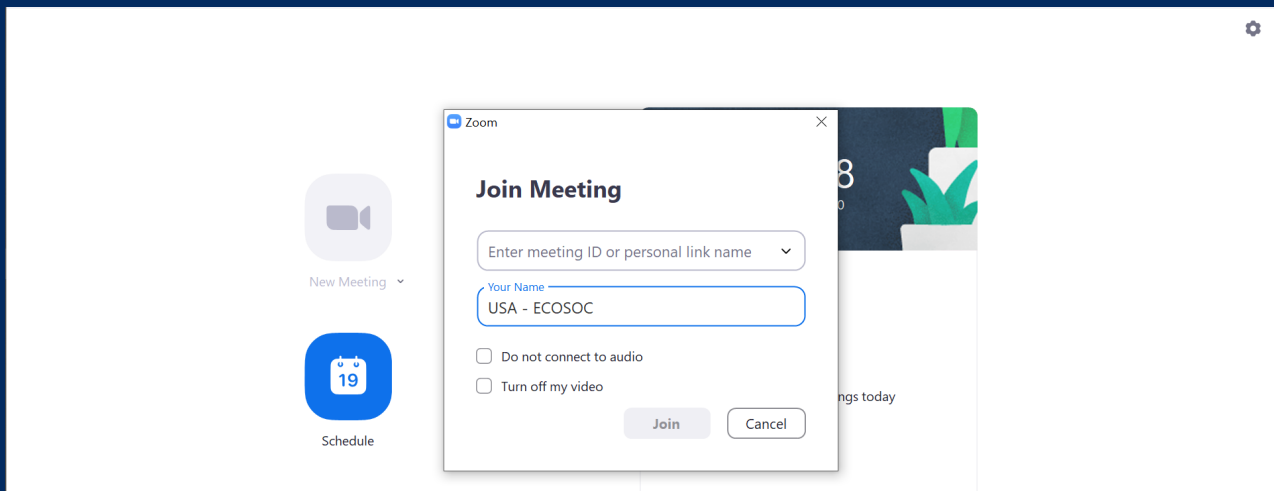
The UN was formed with one central purpose; maintaining international peace and security. The UN tries to reach this objective by working to prevent conflict; helping parties in conflict make peace; peacekeeping; and creating the conditions to allow peace to hold and flourish.

The United Nations, while primarily functioning as a peacekeeping agency, also has several other aspirations in mind: maintaining a universal definition for the term human rights while also trying to achieve and protect it; achieving international co-operation in solving international problems of an economic, social, cultural, or humanitarian nature. It does this by coordinating with the global community in providing aid where it is needed, and maintaining international law by making countries abide by it.



# A Guide to Zoom

1. Once you log onto Zoom, this is how the home page would look like. To join the committee, click on 'Join' and a pop up box will appear.



2. Enter the meeting ID sent to you and type in this format (Delegation - Committee) Ex : (USA - ECOSOC) Another popup will appear for you to enter the password.
3. Once you enter these details, wait for a couple of minutes, until one of the EB members lets you in.
4. Once you have entered the committee session, you will see a panel at the bottom. Please ensure you are muted and have turned on your video. However, if you are facing internet issues for sometime, please inform EB via the chat and you may turn off your video, until your internet is back in place. When it is your turn to speak, you may unmute yourself and begin talking.
5. If you click on 'Participants' another pop up box will appear with the names of the other delegates. You will also be able to view the EB members. At the bottom, the 'Raise Hand', 'Yes', 'No', options will be present. When you pick one of these options, your virtual action will appear next to your name.
6. If you have any technical issues, **don't panic**; we will allot time before the committee begins, to sort out any technical issues that you may have.

## How To Get Started with Discord:

**PC** - You can either download the discord client from here or you can continue using discord from your browser once you have made an account.

**Mobile(Android/iOS)** - Download the discord app from the play store and login to your account.

### How to create an account on Discord:

Go to [https://discord.com/register?redirect\\_to=%2Fchannels%2F%40me](https://discord.com/register?redirect_to=%2Fchannels%2F%40me) and fill in the required fields.

### How to join a Discord server:

Once you have completed your registrations for APLMUN, we will send an invite link in dms to the account you have written in your registration form. You will receive a friend request from the account APLMUN#3088, accept it so that we can send you the invite to the APLMUN Discord server. Once you click on the invite link, your browser will open and you will be redirected to the discord app or client and a pop up will appear. Click on "Join APLMUN: LOCKDOWN" to join the server.

### How to start talking:

Once you have joined the Discord server, a member of the Organizing Committee will soon give you your roles based on your committees and you will be able to see, read, and type messages in the channels. To switch between channels, click on the text channel from the list of channels on the left.

# Rules of Procedure

**Roll Call:** Roll call is a formal procedure that takes place before the debate commences. Only if Quorum is met, does the committee move into a formal session. The Executive Board will call out countries. Delegates representing the countries will reply with present or present & voting. This is a procedure where delegates present their voting stance. This procedure takes place on both days. However delegates with the voting stance present & voting cannot change their voting stance.

**Formal Debate:** Once the session has commenced, roll call and quorum has been met committee will enter Formal Debate. Formal debate mainly consists of the GSL- General Speakers List. After formal debate commences, the Executive Board will ask if any delegates would like to add their countries to the end of the list. Delegates wishing to do so will raise their placards. The GSL consists of delegates providing their respective country's stance on the agenda, which will usually revolve around the FPS the delegate has created. The GSL, by default, lasts for a time period of one minute thirty seconds, however can be changed in the form of a motion (30 sec min, and 2 min max). The chairs will warn the delegates as they approach the time limit by smacking their gavel at specific intervals. Formal debate also includes other elements, including for and against speeches, the SSL, and Moderated Caucuses. For and against speeches take place after a draft resolution has been explained by a bloc. This consists of delegates making speeches on their views on the draft resolution (or amendment) and whether they believe the draft resolution should be passed, and justify their belief.

**Moderated Caucus:** This is a session where delegates speak on less pressing issues relevant to the agenda or a specific element of the agenda. The Executive Board calls for delegates wishing to participate in the discussion and delegates raise their placards to add their countries to the end of the list. A moderated caucus is raised in the form of a motion where total speaker time period and individual speaker time period are to be specified. It should be noted parliamentary rules are still obeyed.

**Informal Debate:** informal debate comprises discussion outside the speakers list. Discussions such as unmoderated caucuses and moderated caucuses fall under informal debate.

**Unmoderated Caucus:** This is an unmoderated session. Delegates are free to move to discuss, form blocs and potential alliances in order to discuss possible solutions. Delegates, however, may request an unmoderated caucus for other purposes: clarifying a certain view, or discussing possible moderated caucus topics . Throughout the many unmoderated caucuses that will occur, the delegates will have to make a working paper or sample draft resolution and then draft the resolution itself. Delegates here will have to try to gain support for their draft resolution for discussion. An unmoderated caucus is raised in the form of a motion where total time is to be specified

**Draft resolutions:** A Draft Resolution is a document that includes proposals for possible solutions towards the agenda. It should include preambulatory and operative clauses. Preambulatory clauses state, recognise actions and cite past resolutions, taken by the United Nation and other NGOs, and Operative clauses state potential actions to be taken. Clauses: For a draft resolution to be considered, there must be a minimum of 3 preambulatory clauses and 5 operative clauses.

# Draft Resolution

## Format

1. The Sponsors of the Draft Resolution should be specified (main and co Submitters).
2. The Signatories of the Draft Resolution should be specified.
3. The agenda the Draft Resolution concerns, should be specified.
4. The Draft Resolution should be addressed to a committee.
5. The bloc's name should be specified.
6. The Operative and Preambulatory clauses should be identified with a heading contained by brackets.
7. Each Preambulatory clause should be concluded with a “,” (comma).
8. Each Operative clause should be concluded with a “;” (semicolon).
9. Sub clauses do not need identifiers as they conclude.
10. The resolution should be concluded with a “.” (period).
11. The period denotes the end of a draft resolution. Should there be a period before the intended end of a draft resolution, the part of the draft resolution passing the period will not be addressed in committee. However, the moderators of the committee will check a Draft Resolution for mistakes before it is proposed to the committee.



# Sample

Main Submitter: IMF, China,

Co-Submitter: Argentina, Ecuador and Norway Signatories: Chile, Guyana, Iran, Mozambique, Chad, Italy, Argentina, Suriname, Norway, Turkey, Saudi Arabia, Syria, Zimbabwe, Pakistan, UAE, Uganda, Greece, Russia, Germany, Bhutan, Venezuela, Kenya, France, Israel, USA, China, South Africa, Australia

Block Name: Bloc 1

Agenda : Reviewing the effectiveness of child labour laws with special reference to developing countries and the third world

Economic and Social Council,

(Preambulatory Clauses)

Recalling its 'the rights of a child' resolutions 50/153 of 21 December 1995; 'Commission on Human Rights' resolution 1996/85 of 24 April 1996; convention on the rights of the Child resolution 44/25 of 1989; and Vienna Declaration and Programme of Action of 25 June 1993,

Bearing in mind that the peoples of the United Nations have, in the Charter of the UN, reaffirmed their faith in human rights, and the dignity and worth of a person, and have the eventual goal of creating better standards of life for the people of all nations in the world,

Reaffirming that the best interests of the child shall be the primary consideration in all actions concerning the respective child, Determined to eradicate child labour for the defence and protection of children, in particular the girl child, abandoned children, street children, economically and sexually exploited children, including through child child pornography, child prostitution or sale of organs, children that are victims of diseases, refugee and displaced children, children in armed conflict, and children that are victims of famine drought and other emergencies and naturally occurring disasters,

(Operative Clauses)

1. Urges all nations to incentivise businesses in their country to directly invest in new businesses of other nations specifically to developing or underdeveloped countries for the purpose of increasing employment thereby, decreasing poverty thereby, reducing the number of children in the labour force;
2. Calling upon all developed nations to provide technical and financial aid, towards social services, in developing and underdeveloped nations for the purpose of decreasing child labour;
3. Requests all nations to authorise regular visits to workplaces from the International Labour Organisation, IMF and UNICEF to create poverty papers to analyse child labour in the respective country and thereby, efficiently direct funds to eradicate it;
4. Directs all nations to create laws, in accordance to UNICEF such that, no child under the age of 16 can work for more than 6 hours a day;
5. Calls countries supporting private sectors linked with hazardous child labor to stop doing so to discourage employment of children in hazardous conditions;
6. Stresses for the stricter enforcement of laws and policies in the nation to ensure that no children become a part of the labour force;
7. Encourages all countries to send teams of inspectors to monitor workplaces around the respective country;
8. Further Requests countries to adopt plans such as the complimentary summer programs which regulates supervision of children through the summer;
9. Urges developing countries to prioritize social service and education for the welfare of children.

# Parliamentary Procedure

## Parliamentary Rules

- Usage of personal pronouns such as "I" and "you" is not permitted in formal session.
- Delegates will address chairs while speaking.
- Cross talk between delegates is prohibited during formal sessions. Delegates may communicate through chat.
- Delegates are to always click on the raise hand button , and receive recognition from the chairs before speaking or rising.
- Delegates are to address the Executive Board before speaking with terms such as but not limited to:
  - "Respected Chairs and delegates..."
  - "Honorable Chairs and delegates..."
  - "Thank you Chairs and delegates..."
  - "Esteemed Chairs and delegates..."
  -

## Parliamentary Motions and Points

Being aware of motions and points is essential during formal sessions. It is imperative that you read through them.

**Point of Personal Privilege:** Used when a delegate experiences discomfort. This could be used anywhere from a fellow delegate being inaudible to a request to make the display board clearer. This motion may interrupt the speaker.

**Point of Order:** A point raised by a delegate to correct a factual inaccuracy made by another delegate. A point of order cannot interrupt a speaker.

**Point of Parliamentary Procedure/Enquiry:** If a delegate is unaware of a certain procedure that takes place during the formal session, the delegate may ask the chairs for an explanation using this point. A point of order cannot interrupt a speaker.

**Point of Information(P.O.I):** A point raised by a delegate to pose a question based on another delegate's GSL. A P.O.I. can only be posed only if the speaker yields the floor to the other delegate and if the speaker has not expanded all speaker time. This point can not interrupt a speaker.

**Request/Plead for follow up:** This can be used when a delegate believes their point of Information was not answered properly, or when the delegate would like to continue questioning the speaker. The delegate requests for a follow up and can question the speaker after the approval of the Executive Board. The chair may deny this request.

**Right to Reply:** is used when a delegate feels offended by a comment or speech of another delegate. After the Executive Board's approval the delegate is given time to respond to the statement.

**Motion to Divide the Question:** If a delegate believes certain clauses of a draft resolution are plausible and others are not, the delegate may raise the motion. If this motion passes the committee will vote clause by clause rather than on the whole draft resolution.

**Motion to suspend formal debate and...**

- adjourn committee
- move into a moderated caucus
- move into an unmoderated caucus

**Motion to suspend informal session and move into formal session.**