



OPENING THE DOORS TO DIALOGUE AND COOPERATION

UNAS Model United Nations Preparatory Conference

Administrative Handbook

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[COUNTDOWN TO CONFERENCE]

JULY

Registration for all schools opens. The updates or amendments to the conference arrangements will be updated regularly through the official website (<http://www.prepmun.sg/>) and the Facebook page (<http://www.facebook.com/prepmunsg/>). At the same time, emails can be sent to the Executive Administrative Team (refer to “Contact Information” in this handbook).

Applications for Student Officers open. Applicants do not need to have past chairing experience, but should have participated in a few Model United Nations conferences.

There will also be an open call for individuals to be part of the Executive Administrative Team. This small team is responsible for the administrative and logistical planning of the conference. Applicants should have participated in past editions of UNASMUN in any capacity: as a delegate, Student Officer, administrative staff, and / or volunteer.

AUGUST

Student Officer applications should reach us by **August 9, 2014 (Saturday)**. Phone interviews will be conducted over the following week. The results will be released on **August 16, 2014 (Saturday)**.

There will be a general meeting for the Student Officers and all the members of the Executive Administrative Team towards the end of the month. Attendance is compulsory.

SEPTEMBER TO OCTOBER

Registration closes on **October 31, 2014 (Friday)**. Late submissions will only be entertained on a case-by-case basis.

There will be two training sessions for the Student Officers in September. Attendance is compulsory.

NOVEMBER

The issues on the agenda, the study guides, and the delegation assignments will be released on **November 7, 2014 (Friday)**. A confirmation email, with the latest information about the conference (including delegation assignments), will also be sent to the schools and the teachers-in-charge. This would give students approximately a month to research briefly about their countries, as well as to read the study guides prepared by the Student Officers.

The guests-of-honour and the guest speakers will be updated as soon as confirmations are obtained.

DECEMBER

The conference will be held at the Singapore Institute of Management between **December 9 and 12, 2014**, with more details about the dinner and dance to be released at a later date.

[CONFERENCE INFORMATION]

CONFERENCE INFORMATION

Date December 9 to December 12, 2014

Venue Singapore Institute of Management
Dinner and Dance on December 12 (Friday evening)

Registration Fee S\$60.00 (per participant)

- Schools will enjoy a S\$5.00 discount per participant (i.e. **S\$55.00 per participant**) if:
 - They participated in the 2011, 2012, or 2013 conference; or
 - They send 10 or more participants to the conference.
- Schools which participated in the 2011, 2012, or 2013 conference, and send 10 or more participants to the conference, will pay **S\$50.00 per participant**.
- Do get in touch with us if there are students on the Ministry of Education Financial Assistance Scheme. We can arrange for subsidies on a case-by-case basis.

UNITED NATIONS ASSOCIATION OF SINGAPORE

The United Nations Association of Singapore (UNAS) was established as a voluntary organisation on December 29, 1969; and is registered as a non-government and non-profit organisation in Singapore. Within the UN system, UNAS – together with other UN Associations affiliated to the World Federation of UN Associations (WFUNA) – represents a people's movement in support of the UN. UNAS is granted consultative status by the UN's Economic and Social Council (ECOSOC), and its multitude of activities are planned and managed by an elected Board of Directors.

The mission of UNAS is to promote peace, human rights, respect for international law, social progress and better standards of living and freedom. It promotes UN-related activities in Singapore, such as organising conferences and seminars, raising funds and giving awards. The organisation aims to promote better understanding of the role and structure of UN to the population, especially youths and students.

SINGAPORE INSTITUTE OF MANAGEMENT

The Singapore Institute of Management (SIM Group) is the leading provider of higher education and professional training in Singapore, reputed for its dedication to lifelong learning and high standards and quality. Founded in 1964 under the initiation of Economic Development Board to support Singapore's economic development, we are today a diverse and vibrant organisation with a wide range of programmes and services.

We are also a membership-based organisation with more than 44,000 individual and corporate members. Our extensive range of membership programmes, activities and resources provide an important nexus for students and members to network and learn.

For more information, visit our websites at: <http://www.sim.edu.sg/>, <http://www.simge.edu.sg/> and <http://www.unisim.edu.sg/>.

[CONFERENCE OBJECTIVES]

INCREASE SOCIAL AND GLOBAL AWARENESS OF YOUNG SINGAPOREANS

- a. Promote goals of humanity (comprehension of fundamental human rights, appreciation of gender equality, respect for international law, socio-economic advancement of citizens, as well as the maintenance of international peace);
- b. Increase interaction with other students and individuals;
- c. Facilitate the acquisition of knowledge on the UN and international issues; and
- d. Develop skills (oratorical, research, writing and negotiation).

STRENGTHEN PARTNERSHIPS WITH SCHOOLS

- a. Incorporate MUN knowledge and skills into school curriculum, including but not limited to the subjects of English, General Paper, History, Social Studies, and the Humanities;
- b. Develop a strong MUN community of trainers, chairs, participants, and teachers within each school, through subsequent workshops, as well as training and feedback sessions; and
- c. Collaborate and collectively raise the quality of MUN conferences in Singapore.

PROVIDE CONFERENCE PREPARATION AND MUN EXPOSURE

- a. Equip more students with MUN-related protocols and skills, and thereby expose them to a multitude of MUN conferences and activities in Singapore;
- b. Involve more schools in the MUN process, and convince teachers of the merits of the MUN programme, who could spearhead future initiatives as MUN directors within their institutions, or even within Singapore; and
- c. Raise awareness levels of the MUN in general.

HARNESS THE POWER OF CIVIL SOCIETY

- a. Allow students to interact with representatives from civil society, and vice versa;
- b. Provide platforms for constructive exchanges, and set the ground for future partnerships between the schools and organisations; and
- c. Inject academic rigour and community elements into the conference.

[CONTACT INFORMATION]

WEBSITE: <http://www.prepmun.sg/>

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[PROVISIONAL PROGRAMME OUTLINE]

Tuesday, December 9, 2014			
Opening the Doors to Dialogue and Cooperation			
0930	Registration		Foyer
1015	Conference Opening Ceremony		Lecture Theatre
1030	Keynote Address “The United Nations”		
1130	Introductory Committee Meetings (Ice-Breaking)		Committee Rooms
	Teacher-Mentor Briefing		Conference Room
1215	Lunch		
1315	GA2, GA3, ECOSOC, UNEP	HRC, Crisis Committee*	Committee Rooms
	Committee Workshop “Understanding the UN, the MUN, and the Country” Participants will learn about the UN, the MUN, and the political and socio-economic factors which shape a country’s foreign policy.	Committee Workshop “The Next Level” There will be a quick refresher on the UN and the MUN, and interactions with more experienced delegates who have participated in competitive conferences.	
1430	Break		
1500	Committee Workshop “Position Papers and Resolutions” Participants will form a position on the issues and explore solutions to different problems. Recommendations will be expressed in the form of MUN documents.	Committee Workshop “Chairing and Training” Participants will get the chance to learn and chair mock sessions, as well as to learn the basics of training other delegates for conferences in the future.	
	Committee Workshop “Lobbying” Participants will appreciate the importance of dialogue and negotiation during lobbying to garner support for causes.	Committees-in-Session “Lobbying” Lobbying will commence for the committee.	
1615			
1700	Home Sweet Home		

* Delegates in the crisis committee will have a different programme outline, and will be briefed through an email at least a month before the conference.

Wednesday, December 10, 2014			
<i>Establishing MUN Fundamentals</i>			
0930	Committee Workshop “Debate Procedures and Protocol” Participants will go through the procedures and protocol involved in a MUN debate.	Committees-in-Session “Lobbying”	Committee Rooms
1030	Break		

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1045	Committee Workshop “Comprehending the Issues at-Hand” Participants will have the chance to interact with experts on agenda issues, and raise questions during the dialogue.	Committee Rooms
1215	Lunch	
1315	Committees-in-Session “Lobbying” Lobbying will commence for all committees.	Committee Rooms
1445	Break	
1500	Committees-in-Session “Lobbying / Debate Issue One” Approval Panel Opens	Administrative Centre
1630	Approval Panel Closes	
1700	Home Sweet Home	

Thursday, December 11, 2014 <i>Putting Diplomatic Skills Into Practice</i>		
0930	Keynote Address	Lecture Theatre
1045	Tea Break	
1100	Committees-in-Session “Debate Issue One” Approval Panel Opens	Committee Rooms
1215	Lunch	
1315	Committee Workshop “Comprehending the Issues at-Hand” Participants will have the chance to interact with experts on agenda issues, and raise questions during the dialogue.	Committee Rooms
1445	Break	
1500	Committees-in-Session “Debate Issue One / Two” Approval Panel Closes	
1630	Approval Panel Closes	
1700	Home Sweet Home	

Friday, December 12, 2014 <i>Building Sustainable Partnerships</i>		
0930	Committees-in-Session “Debate Issue One / Two” Break	Committee Rooms
1045	Teacher-Mentor Feedback Session	
1100	Committees-in-Session “Debate Issue Two” Lunch	
1215	Lunch	
1315	Committees-in-Session “Debate Issue Two” Break	Committee Rooms
1445	Break	
1500	Committees-in-Session “Debate Issue Two / Three” Committees-in-Session “Closing”	
1700	Committees-in-Session “Closing”	
1800	Dinner and Dance	Singapore Institute of Management
2100	Home Sweet Home	

[NOMINATIONS FOR STUDENT OFFICERS]

GENERAL RULES

- For schools submitting student officer applications, no more than three applications may be submitted. Failure to adhere to this restriction will result in disqualification for all applicants.
- Additional instructions for the application will be clearly listed in the application form.

STUDENT OFFICERS

- The Student Officer team consists of the:
 - Deputy Secretary-Generals (two officers); and
 - Chairs (sixteen officers, in the respective councils).
- Student Officers must be thoroughly conversant with MUN Parliamentary Procedure and Rules of Procedure. They must also have a good knowledge of global affairs.
- Training sessions will be conducted (refer to “Countdown to the Conference” in this document).
Attendance at all the training sessions is compulsory.
- The registration fee would be waived for successful Student Officer applicants.

ROLES AND RESPONSIBILITIES

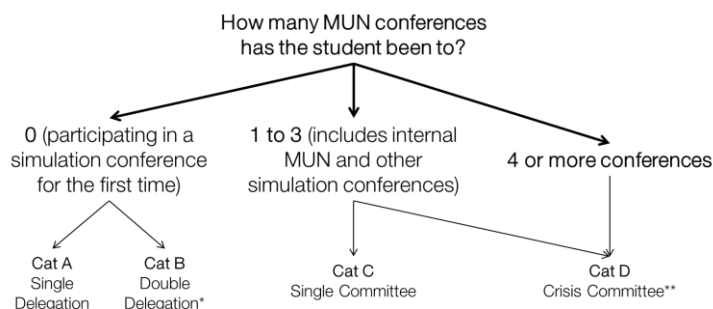
- Student Officers will be required to write the research reports for all the issues on the agenda for their respective committee or council.
- Given the nature of the conference, Student Officers will also be heavily involved in the preparation of the study guides and training sessions for the participants.
- During the actual conference, they will:
 - Control the flow of debate in their committees;
 - Provide training and guidance during the committee workshops; and
 - Be ready to provide assistance for participants in whatever way possible.

[REGISTRATION FORMS, CONFERENCE FEES AND DEADLINES]

REGISTRATION PROCEDURE

Phase A

- Registration is open to:
 - Students from secondary schools; and
 - Students from the Institutes of Higher Learning, which include junior colleges, polytechnics, and the Institutes of Technical Education.
- Interested schools and independent participants must complete and submit the registration form ("UNASMUN Registration Form.doc") by email.**
- Based on the number of conferences the student has been to, he or she will get to choose between the following (refer to the diagram below):
 - 0 conferences: either a single delegation or double delegation.
 - 1 to 3 conferences: either the single committee or the crisis committee.
 - 4 or more conferences: only the crisis committee.
- Schools can only send a maximum of 10 delegates to the crisis committee.**
- More information will be provided on the registration form. Please email the Executive Administrative Team if clarifications are needed.



* Both students must be from the same school.

** Schools can only send a maximum of 10 delegates to the crisis committee.

Phase B

- The **nominations for Student Officers ("UNASMUN Student Officer Application Form.doc")** can be submitted by independent participants or by schools. Student Officer applications should reach us by August 9, 2014 (Saturday), and the results will be released on August 16, 2014 (Friday) after the phone interviews.
- A confirmation email will be sent to schools and representatives, together with the **payment instructions**. Participant details will be confirmed.
 - An **application number** will also be assigned.
 - Passport-sized photographs** are required for the individual badges (students and teachers-in-charge). **They should be sent in via email.**
- The registration fee is S\$60.00 per participant. Schools will enjoy a S\$5.00 discount per participant (i.e. S\$55.00 per participant) if:
 - They participated in the 2011, 2012, or 2013 conference; or
 - They send 10 or more participants to the conference.
- Schools which participated in the 2011, 2012, or 2013 conference, and send 10 or more participants to the conference, will pay S\$50.00 per participant.
- Upon payment, a receipt will be sent.

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Phase C

- Councils and country delegation assignments will be posted on the website on November 7, 2014.
- This would give students approximately a month to read briefly about their countries, as well as the study guides prepared by the Student Officers.

DEADLINES AND CANCELLATIONS

After November 7, 2014, cancellations for students unable to attend will only be permitted upon payment of an administrative charge of **S\$30.00**. Substitutions can still be made without additional charges at this point in time. All changes and substitutions will have to be sent to the Executive Administrative Team by email. The cost of administrative changes (to badges and certificates) after November 7 would be **S\$20.00**.

No cancellations or substitutions will be entertained after November 14, 2014. Registration fees paid will be forfeited.

PAYMENTS

Cheque Payment. For payment via cheques, please address the cheque to “**Singapore Institute of Management Pte Ltd**”. Please indicate your Application Number, Name of School / Representative and Mobile Number in the memo section or at the back of the cheque. Send the cheque to:

Miss Rosalind Lim, Student Care Department
Singapore Institute of Management Headquarters (SIM HQ)
461 Clementi Road
Singapore 599491

IFAAS (for Singapore Schools only). Please email us at contact@prepmun.sg. Do provide the name of the school and the Sub-BU Code for e-invoicing. The teachers or representatives may check with their administrative managers for the Sub-BU code. We will then issue the school with the e-invoice.

Cash. This option is the least preferred, and will only be allowed on a case-by-case basis. If applicants are unable to process their payments through the above methods, please get in touch with the Executive Administrative Team at contact@prepmun.sg and we will arrange for a cash transaction. Payment by cash is a last resort, and it may not be acceptable for all applications. Under no circumstances should cash be sent over mail.