

# PORG Model United Nations 2015

## Delegate's Handbook



Contains:

- >>Preparation  
Information
- >>Conference  
Programme
- >>Guest speaker  
Introduction
- >>Conference Rules
- >>Getting to...

**T** HIS PUBLICATION IS AN EARLY DIGITAL VERSION OF THE PORGMUN 2015 DELEGATE'S HANDBOOK. ITS PRIMARY PURPOSE IS TO HELP DELEGATES PREPARE FOR THE PORGMUN CONFERENCE. THE PORGMUN SECRETARIAT RESERVES THE RIGHT TO MAKE CHANGES TO THE CONFERENCE PROGRAMME AS WELL AS THIS HANDBOOK.



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## **IMPRINT**

### **PORGMUN DELEGATE'S HANDBOOK 2015, 1ST EDITION**

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Published by: PORG Model United Nations (PORGMUN)  
NOVÝ PORG

Pod Krčským lesem 1300/25  
Praha 4, 142 00

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# Opening Ceremony Keynote Speakers



## ◀◀Aleš Michl

The chief advisor to the Ministry of Finance of the Czech Republic and chief macroeconomic analyst for Raiffeisenbank CZ. He is also the author of a successful economy book MICHLiQ.

## Šimon Pánek◀◀

A former Czech student activist during the Velvet Revolution of 1989. Today, he is the executive director of the humanitarian organization People in Need, which he co-founded in 1992. People in Need since became the largest non-governmental organization in Central and Eastern Europe.



## ◀◀Tony Robinson

A co-director of Pressenza International Press Agency, an activist in the Humanist Movement. He is currently the spokesperson for the organization World Without Wars and Violence and he is also a member of the global council of Abolition 2000, a network of more than 2000 anti-nuclear organizations.

# Committee Guest Speakers

**Friday:**

**10:00-11:00 Tony Robinson @ Disarmament Committee**

Advancing Upon the Non-proliferation Treaty in Reducing the Numbers of Nuclear Warheads Worldwide

**11:00-12:30 Pavel Gruber, Director of Doctors Without Borders Czech Republic @ Committee for Science and Technology for Development**

Access to Essential Medicines from the Perspective of Doctors Without Borders Including Introduction of DNDi and Access Campaign

**13:00-14:00 Anna Lazorová of NaZemi, organization for adequate working conditions @ Human Rights Committee**

PREVENTING SLAVERY-LIKE PRACTICES AND IMPROVING WORK CONDITIONS IN LDCS

**14:00-15:00 Tereza Sadková, Director of Czech Family Planning Association @ Gender Equality Committee**

UNWANTED CHILDREN AS A SOCIAL AND ECONOMIC BURDEN: INCREASING THE AVAILABILITY OF CONTRACEPTION AND FIGHTING CULTURAL PRESSURE ON WOMEN

**...More to be announced at a later date.**



# Conference Topics

## **Security Council (SC)**

Baltic Security: East-West Tensions

## **Digital Revolution Committee (DRC)**

Creating a Universally Open Internet: Preventing Censorship in Totalitarian Regimes and During Political Crises

Protecting the Labor Force in Emerging Service-Based Markets

## **Sustainable Development Committee (SDC)**

Carbon Offsetting: Reducing Emissions While Staying Competitive

Improving Living Conditions in Cities and Minimizing Their Effects on the Environment Through Sustainable Urban Planning

## **Committee for the Reduction of Poverty (CRP)**

Improving the Effectiveness of Anti-Poverty Measures: Fighting Corruption and Advancing Local Markets

Getting out of the Poverty Trap: Overcoming the Geopolitical Obstacles of the Poorest of the Poor

## **Gender Equality Committee (GEC)**

Unwanted Children as a Social and Economic Burden: Increasing the Availability of Contraception and Fighting Cultural Pressure on Women

Women in War: Conditions of Women as Combatants or as Victims

## **Human Rights Committee (HRC)**

Preventing Slavery-Like Practices and Improving Work Conditions in LDCs

Protecting the Rights of Religious Minorities in Authoritarian Regimes and Armed Conflicts

## **Disarmament Committee (DISC)**

Outlawing Mercenaries: Establishing Ethical Norms for Military Contractors

Advancing upon the Non-Proliferation Treaty in Reducing the Numbers of Nuclear Warheads Worldwide

## **Committee on Science and Technology for Development (CSTD)**

Meeting the Increasing Nutritional Needs of the Developing World Through Access to Agricultural Technology

Facilitating the Establishment of Alternative Ways of Financing and Coordinating R&D for Priority Health Technologies for Developing Countries

## **Social and Economic Committee (SEC)**

Supporting the Health and Social Participation of the Increasing Senior Population

Establishing International Standards for the Treatment of Prisoners



# Preparation Procedure

## Becoming a citizen of your country

Once you have chosen a country and a committee, your first steps should be to gain as much background knowledge about your country as possible. You should research your country's political structure, culture, history, geography, and economy. You should also make sure that you are familiar with the views and opinions of your country on international issues. Most importantly however, you should become well acquainted with your country's opinion on the topic that is to be discussed in your committee. In conclusion, as experienced MUN-goers like to say, "you should become a citizen of the country you represent".

## Writing a resolution

Your duty as a delegate is to prepare a resolution. What is a resolution? A resolution is a formal document which represents the opinion and position of a country regarding a specific topic. In a resolution, a delegate proposes actions that their country supports in regard of the discussed issue (committee topic). There is a particular structure that every delegate must follow when writing a resolution. A resolution consists of two parts: *Preambulatory Clauses and Operative Clauses*.

Writing a resolution is a highly specialized task that each delegate will have to master. We hope that the guide below will help you in becoming fluent in reading and writing resolutions.

All clauses, that is, both the preambulatory and the operative clauses, must begin with appropriate phrases.

**Preambulatory clauses** state the reasons for which the committee is addressing the topic and highlights past international actions on the issue. Preambulatory clauses can include references to the UN Charter, cite past UN resolutions, and most importantly – include general facts and statements on the topic, its significance and impact. Preambulatory clauses always begin with a present principle (see Useful phrases to start a perambulatory clause) and end with a comma.

**Operative clauses** are the committee's proposals on what should be done in regards to the discussed topic. In other words, operative clauses should describe the course of action that you as delegate of your country propose – and if the committee votes for your resolution, your proposed action becomes the UN's proposed action. Clearly, operative clauses are much more important than preambulatory clauses, because preambulatory clauses only describe the reasons behind the operative clauses. Operative clauses should be the



strongest part of your resolution. Operative clauses always start with a verb (see Useful phrases to start an operative clause).

There are several other important things about clauses in general. Your clauses in the resolution should be logically arranged and clearly formulated. Clauses should not repeat themselves – every clause should be dealing with a different aspect of the given matter. The resolution must also be written correctly in terms of grammar, spelling and punctuation. Remember that during debate, the committee can accept amendments on operative clauses of the resolution, but the preambulatory clauses stay just as they were in the draft that you submitted.

Each delegate should come to PORGMUN with a prepared resolution for each of their committee's topics (that means two topics with the exception of SC). They will compare resolutions and try to form alliances in a process called Lobbying.

### Useful phrases to start a preambulatory clause:

Affirming	Declaring	Fully aware	Convinced
Alarmed by	Deeply concerned	Further recalling	Reaffirming
Approving	Deeply convinced	Welcoming	Recognizing
Aware of	Emphasizing	Keeping in mind	Fully alarmed
Bearing in mind	Expressing its appreciation	Noting with regret	Viewing with appreciation
Noting with approval	Taking into consideration	Noting with concern	Having considered



**Useful phrases to start an operative clause:**

Accepts	Calls upon	Endorses	Recognizes
Adopts	Condemns	Further recommends	Recommends
Affirms	Decides*	Further requests	Suggests
Appreciates	Declares	Notes with appreciation	Supports
Approves	Emphasizes	Notes with approval	Urges
Authorizes*	Encourages	Reaffirms its belief	Welcomes

\*only to be used in Security Council

**SAMPLE RESOLUTION**

FORUM: Special Conference Committee 1

QUESTION OF: The security implications of rising sea levels on Island States

SUBMITTED BY: Republic of Korea

CO-SUBMITTERS: Russian Federation, Cuba, USA, Brazil, Venezuela, Argentina, Syrian Arab Republic, Australia, Amnesty International, Canada, Israel

The Special Conference Committee,

*Acknowledging* that the main cause of the large-scale melting of snow and ice is the surging levels of greenhouse gases,

*Deeply concerned* about the impact of climate change in the polar regions, especially the Arctic, because of the likely impacts of high rates of projected warming on natural systems with potential significant global consequences e.g. through contributions of glaciers in rising sea level,

*Noting with deep concern* the vulnerability of the environment and ecosystems of the Arctic and the Antarctic Ocean,

*Emphasizing* that the exploitation of Arctic and Antarctic resources should be done in a sustainable manner,

*Taking into account* that all countries face increased risks from the negative effects of climate change,

*Noting with regret* that the states with the least responsibility over climate change suffer the most from its effect,

1. Endorses the decisions made at the United Nations Climate Change Conferences;
2. Recommends the improvement of education in island states to promote sustainable development;
3. Trusts that the developed countries will be more ambitious in reducing CO2 emissions in the near future;
4. Reminds all nations of the importance that the issue's continued substantive consideration of the promotion of new and renewable sources of energy is vital;
5. Supports the increase of the share of new and renewable sources of energy in the global energy mix as an important contribution to achieving universal access to sustainable modern energy services;
6. Emphasizes that improving energy efficiency and cleaner, energy-efficient technologies are important for sustainable development;
7. Notes that the current share of new and renewable sources of energy in the global energy supply is still low owing to, among other factors, high costs and the lack of access to appropriate technologies;
8. Calls for energy saving campaigns to raise the awareness of global warming;
9. Proclaims this an on-going matter, for there has been a considerable lack of long-term solutions and this issue can only be truly solved when global warming has been brought under control.

## Writing a Position Paper

A position paper is a document prepared by every delegate before the conference to share their country's basic views on the discussed topic. It should have a form of a short speech presenting the country's aims and expectations for the committee debates. As each position paper refers to one topic, every delegate (except Security Council) is expected to send in two position papers, each with the ideal length of 100-200 words. The position paper should include the name of the committee, the name of the topic and the delegate's country. Position papers are to be sent directly to committee chairs (see e-mail address below), who will then make them available for all delegates via Google Docs service. Delegates will be notified about the availability of their committees' position papers via e-mail.

### **The deadline for position papers is March 13th.**

The position papers are to be sent to [chairs@porgmun.cz](mailto:chairs@porgmun.cz). The subject of each e-mail should include the code for their committee and the name of their country. The committee codes are following: Security Council: **SC** // Digital Revolution Committee: **DRC** // Sustainable Development Committee: **SDC** // Committee for the Reduction of Poverty: **CRP** // Gender Equality Committee: **GEC** // Human Rights Committee: **HRC** // Disarmament Committee: **DISC** // Committee on Science and Technology for Development: **CSTD** // Social and Economic Committee: **SEC**



## SAMPLE POSITION PAPER

Committee: Human Rights Committee  
Topic: Preventing Slavery  
Presented by the delegate of Sweden

Esteemed delegates,

Slavery is as old as mankind itself. The trading of people and forced labor without sufficient reward are a trend of many centuries gone by. Even so, society has not managed to fully deal with this problem yet and very often overlooks it. The advisory committee condemns the methods of modern-day subjects of slavery and urges to minimize any space for left whatsoever for this inhuman and criminal act. Nevertheless, we realize that a cooperation of all states of the world is needed to stamp out this complicated problem of today. We appeal to all states of the world to realize that currently, acts in this area are the most important. We suggest the implementation of concrete laws and regulations, which would prevent any more exploitation of innocent people. We appreciate the work of world non-profit and humanitarian organizations in the area of modern-day slavery. At the same time, cooperation with these organizations is key. Many states do not realize this fact and, many times because of corruption, don't cooperate in the way necessary for success. We must stress that in dealing with this problem, it is important to respect the socioeconomical and cultural differences of world countries. Thank you for your attention.



# Lobbying Session

## Committees

During the lobbying session there is no moderated debate and delegates are free to move around and talk to each other. The goal is to come up with a draft resolution; a resolution agreed upon by a number of Member States. This is usually done by comparing the resolution that you have prepared before the conference with the resolutions of other delegates. You will surely find that your country shares some of its views with other countries and consequently several groups of countries with similar interests will be formed. Each of such groups will then need to compose a single common draft resolution with one main submitter and a with at least three co-submitters. Being a main-submitter means that you will have to give a speech on the resolution to the committee. Co-submitting simply states that your country is interested in debating this resolution in the committee.

Once a draft resolution has been finished by a group of countries, the main submitter shall present it to the Chair. Before the resolution is debated in the Committee, it will be fact-checked and grammatically revised by the Approval Panel.

The Approval Panel is formed by PORGMUN resident experts on resolutions. It may alter grammar, wording, and style, but never the meaning of resolutions.

## Security Council

Lobbying will not take place in Security Council, because the passing of a resolution is much more complicated there due to the fact that five permanent Member States have veto rights. Proposing a whole draft resolution would pose a risk that the resolution would be vetoed as one of the permanent members could disagree with some of its clauses. Therefore, the preferred way to debate in the Security Council is to propose only one clause at a time. Delegates are still encouraged to bring their prepared resolutions, though they will have to propose their content one clause at a time.



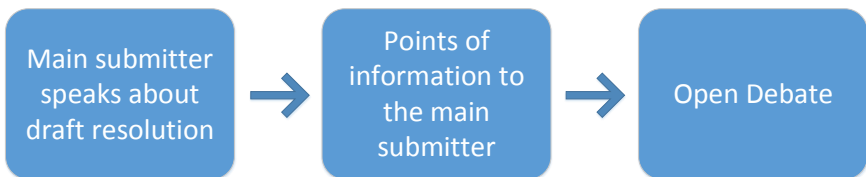
PREPORGMUN 2013

# Structured Debate

the core of every Model United Nations

## Starting the debate

The chair of the committee will decide which of the submitted draft resolutions is to be debated. The chair will then call upon the main submitter of the resolution to read out the operative clauses and to briefly present the resolution to the Committee. Meanwhile, the chair's assistant will hand out paper copies of the draft resolution. After the delegate has finished his speech, he may open himself to Points of Information. If they do, other delegates can then ask Points of Information. When there are no more, the committee will move into an open debate on the resolution.

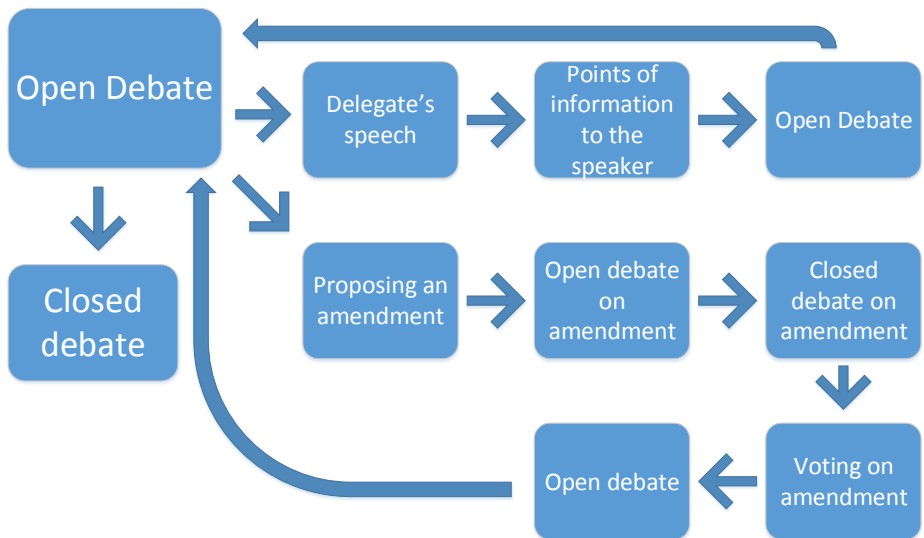


## Open Debate

In an open debate, delegates may either take the floor to give a speech, or propose an amendment. If a delegate wants to speak about the resolution, they should raise their placard and only when chair yielded the floor to them, they may speak. After having finished their speech, they may choose to open themselves to Points of Information. They may state whether they open themselves to "any and all" Points of Information or only to a certain number of Points of Information.

Delegates can also propose amendments to add a clause, strike a clause, or edit an existing one. An amendment must be written on an amendment sheet that can be obtained from the Chair's assistant. The amendment must be sent via the Chair's assistant to the Chair. The delegate should then raise their placard and when given the permission to speak, they should say that they have proposed an amendment. The Chair will read out the amendment and the delegate who proposed it will then give a short speech explaining why they submitted such an amendment. Consequently, an open debate upon the amendment will commence. During this time, speakers can either take the floor or propose an amendment to the 2nd degree. Amendment to the 2nd degree are used to change the original amendment. When an amendment to

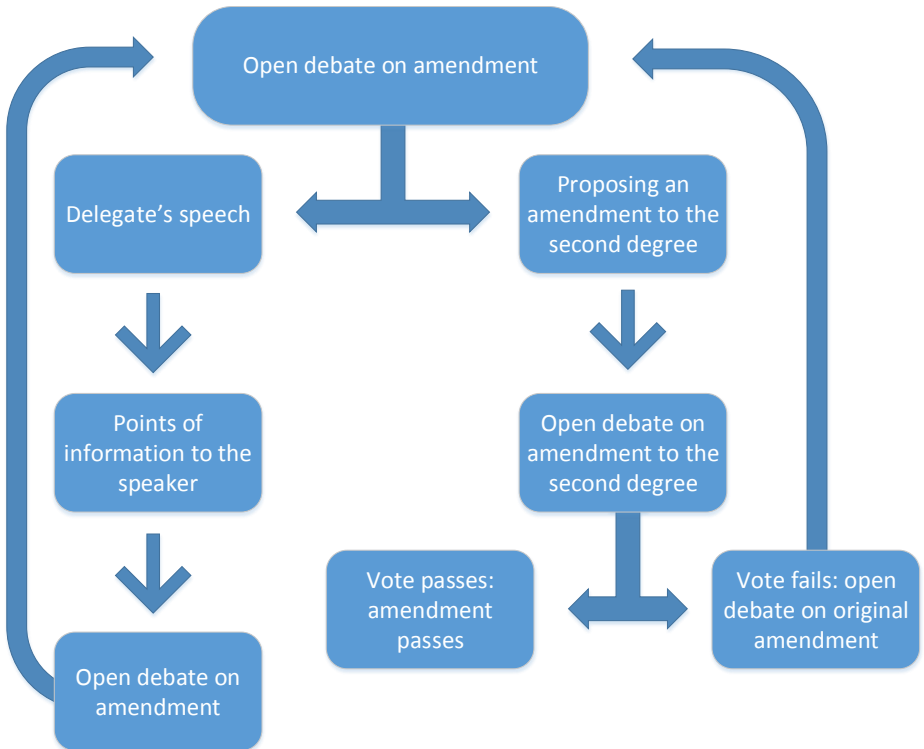
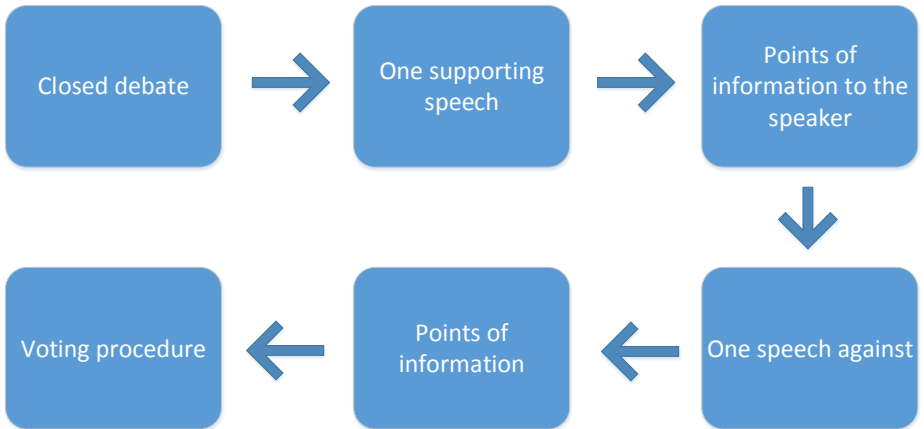
the 2nd degree has been submitted, its submitter will give a short speech on it and the Committee will consequently move into an open debate on the amendment to the 2nd degree. If an amendment to the 2nd degree passes, so does the entire amendment. If it fails, the debate will move back into an open debate on the original amendment. In an open debate on an amendment, if there are no more amendments to 2nd degree to be submitted nor are there any speakers wishing to take the floor, the house will move into a closed debate.



### Closed debate

Once there are no more delegates wishing to take the floor or submit amendments during an open debate, or when sufficient time has been spent debating the resolution, the Chair will announce moving into a closed debate. During a closed debate, one speech in favor and one against the resolution/ amendment/amendment to the 2nd degree will be entertained. After these speeches and any potential Points of Information the Committee will move into voting procedure.





## General guidelines for debate

During the debate there are certain rules to be followed. First of all, always be polite and do not offend other delegates for not sharing your opinion. In order to speak, you need to have the floor or an appropriate point or motion. When saying something, you must stand up and also remain standing when other delegates are answering you (e.g. during a Point of Information).

## Yielding the floor

The floor can be yielded to a delegate by the Chair, or by an other delegate. At the end of each speech the delegate may choose to open themselves to Points of Information. Should they wish not to, they may yield the floor to either another delegate, or to the Chair. Chaining yields is not allowed. (i.e. a delegate who had received the floor from another delegate may only yield it back to the Chair). During Points of Information, there may not be a dialogue on the floor. If a delegate raising the point feels that the speaker hadn't answered their question properly, they must ask the Chair for "permission to follow-up". Similarly, if the speaker did not understand the delegate's question, they must ask the Chair to have the delegate "rephrase their question".

# Salutory Address

Once you have the floor you are expected to follow the debate procedure. Below you can find some phrases, which will help you start your speech. Make sure that if you have the floor, you address the room in a respectful way. During your speech you shall never refer to yourself as "I". Possibilities how to refer to yourself include:

*"We would like to..."*

*"The delegation of [your country] is interested in..."*

*"This delegate feels the need to..."*

You can refer to other delegates with:

*"Is [country name] aware that..."*

*"Would the delegation of [country name] agree that..."*

*"We believe that the delegate of [country name] is..."*

Addressing the room:

*"Honorable Chair, fellow delegates, dear guests."*

After that, you are expected to say a short statement, such as:

*"We have submitted an amendment to clause number X..."*

*"The delegation of [your country] has submitted friendly amendment to clause X."*

*"We would like to speak in favor of this resolution as a whole."*

*"We would like to speak against this amendment."*

*„The delegation of [your country] would like to urge the house to vote in favor of this resolution because..."*

When you address the speaker on the floor, make sure it has the form of question, such as:

*"Is the delegate of [country name] not aware that...?"*

*"Would the delegate of [country name] not agree that...?"*

*"The delegate of [country name] stated in his speech, that...Does the delegate think that...?"*

## Points and Motions

Points and motions are tools used to change the course of debate or to get recognized by the Chair. They cover a wide array of agenda and their knowledge is absolutely instrumental to fully participating in a debate. Below is a list of possible points and motions with explanations. Unless stated otherwise, all points are raised by forming a "T" with a hand, signaling timeout.

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### Point of personal privilege

In case the delegate feels discomfort or has a personal problem, they should let the Chair know by raising this point. This point shall not interrupt the speaker unless it concerns the audibility of the speakers.

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### Point of information to the speaker

After a delegate has given a speech, they may open themselves to Points of information. Other delegates can raise points of information by raising their placards. Points of information are questions, optionally preceded by a short introductory statement.

### **Point of information to the Chair**

At any time the Chair has the floor any delegate may raise a point of information to the Chair. This may not interrupt the Chair and the delegate must wait to be recognized in order to speak. A delegate can use this point to ask a question about the proceedings of the committee or about factual information concerning the debated topic.

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### **Point of order**

A point of order can be used by any delegate to inform the Chair of any violation of rules of procedure, including the mistake of a Chair. The delegate should raise the placard and say "point of order". This will interrupt the speaker immediately. The delegate will be then asked by the Chair to explain the nature of their point.

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### **Point of Reply**

A point of reply may only be raised by a delegate whose country has been mentioned by the speaker. The chair will only rule on it after the speaker is finished with his speech. The point should consist of a short, mostly factual statement regarding what has been said about their country.

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### **Motion to move directly into voting procedure**

A delegate may introduce a motion to move directly into voting procedure when they feel that the resolution/amendment has been debated for a sufficient time. This motion may not interrupt a speaker. A second is required for this motion - in order for it to be considered by the Chair, one delegate must raise it and another one second it by raising their placards and saying "second". If any delegate does not wish this motion to be passed, they may raise an objection. If any delegate objects the motion, the motion does not pass and they are then given the floor to explain the reasons for objecting.

# Approval Panel

The Approval Panel is the board of resident resolution experts. Its main duty is to review all draft resolutions before they are debated in the committee. The Panel must ensure that all debated resolutions are in a proper format, identical to how an actual United Nations resolution looks. The Panel will correct grammatical errors, unintentionally ambiguous wording, and style. It will also do a fact-check of all submitted draft resolutions, but it will not make changes that would alter the meaning and purpose of a resolution. It may call in the main submitter to elaborate, should there be anything unclear.

## Important conference rules

### Dress Code

Girls are required to wear formal clothes, such as trouser suit or combination of decent skirt with blouse. We will give you free hand in choosing what you are going to wear, but keep it decent and not attention drawing. Inappropriate clothing will be a reason to debate.

Boys shall wear matching color suits, appropriate shoes and a shirt with a tie. Any suit accessories should match the whole look. Tie or bowtie has to be worn at all times and the top button should always be buttoned down.

### Language

The conference language is English. All delegates are expected to speak English at all times. Please refrain from using phrases of your native language or any rude words. This involves the content of notes as well.

### Note Passing

In case a delegate wants to speak with a certain state in privacy, they can send them a note by raising it above their head. The Chair's assistant will come to pick it up and deliver it. The note must be related to the debate. Our staff will check the notes to ensure their relevancy to the debate. Every note should have the name of the sender and of the recipient clearly written on it, so the staff knows to whom they should give it.

### Declaring war

Declaring war on other nations might seem as a good way to end the debate when you run out of good counter arguments. However, we would like to ask the delegates to refrain from doing so. UN is a diplomatic institution with the purpose of protecting and maintaining international peace. All debates should be led by constructive arguments and veritable facts, not by aggressive brinkmanship.

# Full Conference Programme

## Thursday 19. 3. – AVČR

12:00 – 14:00	Registration at AVČR  Check-in for participants, each delegate will be given a set of conference materials. Luggage storage is available for participants that are not from Prague.
14:00 – 17:00	Opening Ceremony  Will feature three Keynote Speakers (see pg. 2) and a welcoming address. Opening speeches are not a part of the event.
20:00	Evening Social Program (incl. Committee Icebreaker) @ Bulldog's Pub, Ohradní 24b, Prague 4  An opportunity for the committees to meet in an informal environment before debates on Friday. This evening programme is a mandatory part of the conference programme.

## Friday 20. 3. – Nový PORG

9:30 – 12:00	Lobbying Session (see pg. 10)
12:00 – 12:30	Lunch of the DRC, SDC, CRP, GEC
12:30 – 13:00	Lunch of the SC, HRC, DISC, CSTD, SEC
13:00 – 16:30	Committees in Session, Security Council in Session  Structured debate in committees, working on resolutions.
18:30 – 20:00	Guided Night Walk Through Prague City Center  Meeting point at Wenceslas Square under the horseman statue. The guides will be PORG School history teachers.

20: 15	Evening Get-together feat. DJ HEPEX Chillout set @ K4 Student Club, Celetná 20, Prague 1
	A relaxing evening in a student-run café in Prague city center.

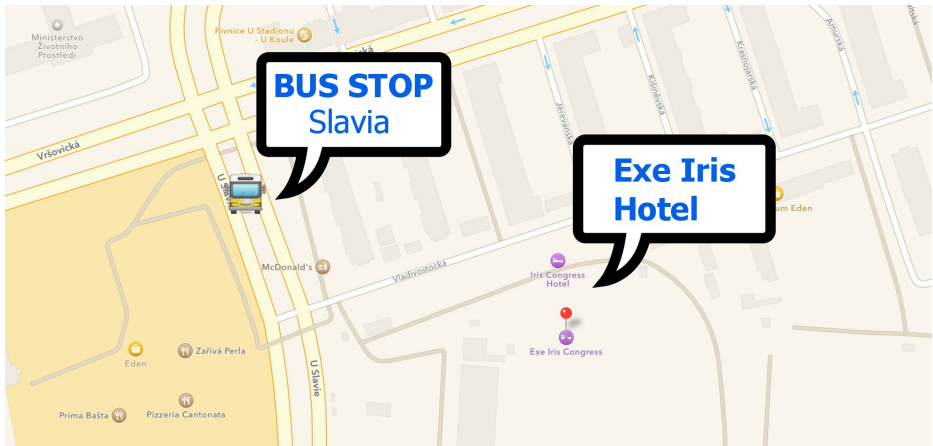
## Saturday 21. 3. – Nový PORG

9:30 – 12:00	Committees in Session, Security Council in Session
12:00 – 12:30	Lunch of the DRC, SDC, CRP, GEC
12:30 – 13:00	Lunch of the SC, HRC, DISC, CSTD, SEC
13:00 – 17:00	Committees in Session, Security Council in Session
20:00 – 00:00	PORGMUN Party @ YES Club, Škrétova 386/1, 120 00 Prague 2
	A dance party in one of Prague's best music clubs. DJ Hepex is going to be DJing live.

## Sunday 22. 3. – Nový PORG, AVČR

10:00 – 11:00	Committees in Session, Security Council in Session
11:00 - 12:00	Delegation meetings
	Country delegations will meet to discuss and to elect an ambassador to give a speech at the Closing Ceremony.
12:00 – 12:30	Lunch of the DRC, SDC, CRP, GEC
12:30 – 13:00	Lunch of the SC, HRC, DISC, CSTD, SEC
13:30 – 16:30	Closing Ceremony at AVČR
	The Closing Ceremony will include a good-bye address, delegate closing speeches and a brief structured debate in General Assembly.

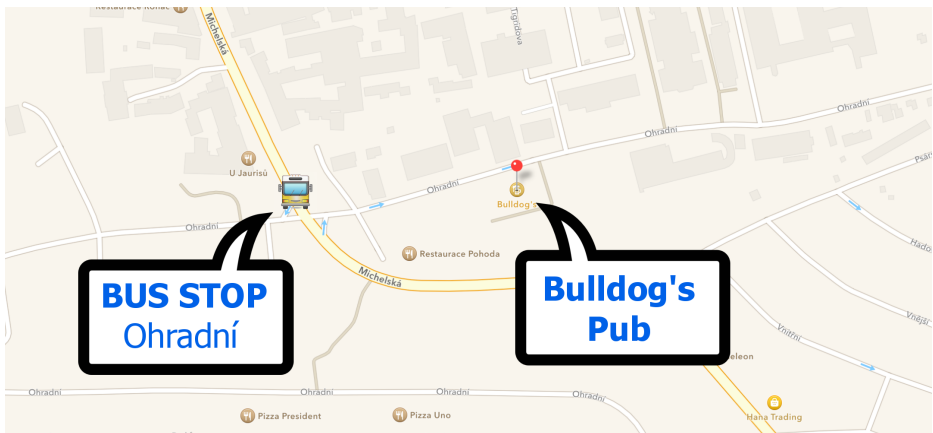
## Getting to Exe Iris Hotel



**Address:** Vladivostocká 2, Prague 10

**Public Transport:** Bus stop: Slavia. Bus 150 213 to Metro A, Želivského or bus 150 to Metro C - Kačarov

## Getting to Bulldog's Pub (Thursday)



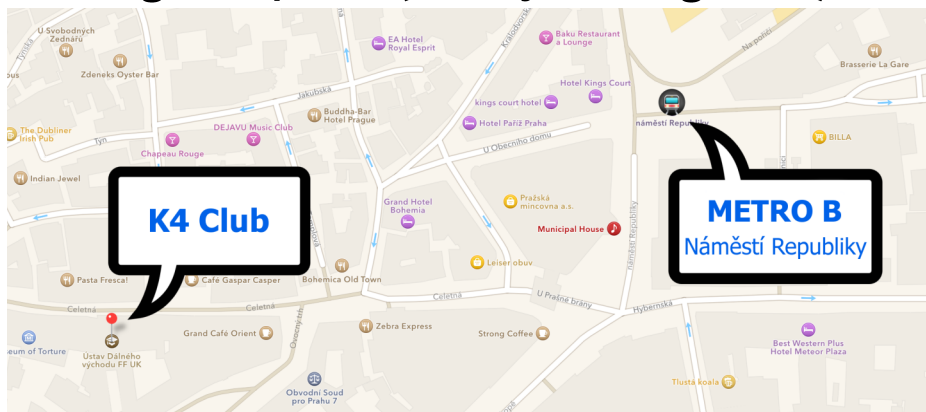
**Address:** Ohradní 24b, Prague 4

**Public Transport:** Bus Stop: Ohradní. Bus 139, 150, 196 to Kačarov

*Tip:* For finding your public transport connections in Prague, we recommend the following website: <https://tinyurl.com/pubtran>



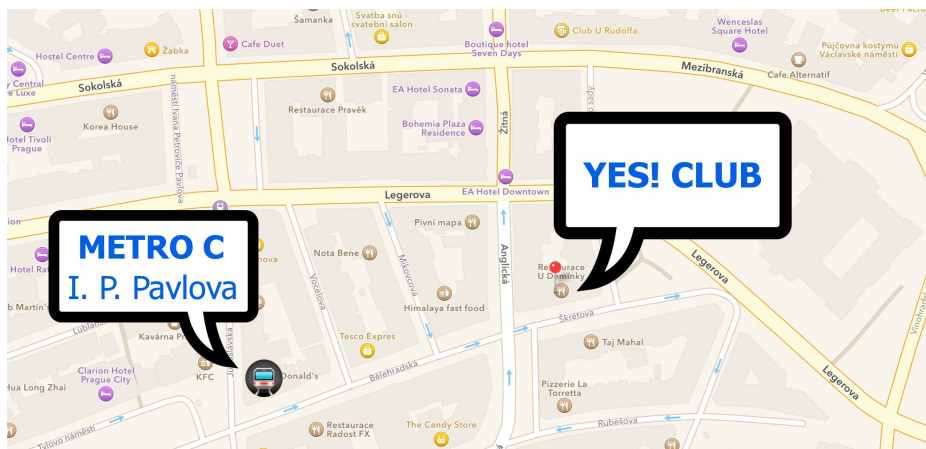
## Getting to K4 Club (Friday Get-together)



**Address:** Celetná 20, Prague 1

**Public Transport:** a short walk from Metro B - Náměstí republiky

## Getting to Yes! Club (Saturday Party)



**Address:** Škrétova 386/1, Prague 2

**Public Transport:** a short walk from Metro C - I. P. Pavlova

# Getting to Nový PORG



**School address:** NOVÝ PORG, Pod Krčským lesem 25, Praha 4 - Krč

**Public Transport:** Bus Stop: Ústav Mateřství. Bus 114 to Metro C - Kačerov or Bus 193 to Poliklinika Budějovická and then short walk to Metro C - Budějovická

# Getting to AVČR



**Conference hall address:** Ústav molekulární genetiky AV ČR, v.v.i., Vídeňská 1083, 142 20 Praha 4

**Public Transport** Bus Stop: Ústavy Akademie Věd. Bus 114 to Metro C - Kačerov

# Rules of procedure

Rules of Procedure is a document that prescribes how meetings in a committee should be held. Their knowledge is vitally important to succeeding in the debates. Here, we present to you an extract of the most important rules:

## **Duties of and rights of Student Officers (chairs):**

**RULE 9A**—Declare the opening and closing of each plenary meeting of the session.

**RULE 9B**—Adjourn the meetings as they feel necessary.

**RULE 9C**—Direct the discussions in their Committee and ensure observance to these rules.

**RULE 9D**—Report the potential violation of these Rules to Secretariat.

**RULE 9E**—Accord the right to speak, put questions, and announce decisions.

**RULE 9F**—Rule on all Points and Motions.

**RULE 9G**—Remain under the authority of the Secretariat.

**RULE 9H**—Call a Speaker to order if their remarks are not relevant to the subject of discussion.

## **Submitting resolutions, amendments:**

**RULE 13**—Resolutions shall be submitted to Chairs. Each Resolution must have one Main Submitter and at least three Co-submitters. Resolutions should be submitted in proper United Nations format.

**RULE 14**—No Resolution shall be voted upon unless all Delegates have received a copy of it.

**RULE 15**—Amendments should be submitted on Amendment sheets provided by a Chair's Assistant. They shall be read by the Chair before they can be voted upon.

**RULE 17 (ABBR.)**—Delegates may submit Amendments to Amendments (Amendments to the 2nd degree). If an Amendment to the 2nd degree is accepted, so is the original amendment. If it is not, the house will return to open debate on the original amendment.

**RULE 18 (ABBR.)**—Delegates may submit Friendly Amendments. Friendly Amendments are not to be voted upon, they are to be accepted or rejected by original resolution/amendment submitter. They may change form, but not substance.

## **Voting:**

**RULE 20**—Each Delegate in a Committee has one vote. Delegates may abstain from voting on Resolutions. Delegates may not abstain from voting on Amendments.

**RULE 23**—Delegates shall vote by raising their placards. Delegates shall raise Points and Motions by raising their placards. Delegates shall call a Chair's Assistant by simply raising their hand.

**RULE 24 (ABBR.)**—Delegates should only raise their placards when the action they wish to take is in order

**Points and Motions:**

**RULE 25 (ABBR.)**—Motion to Move Directly into Voting Procedure requires a Second. Delegates can second by raising their hands and saying second. If a delegate or chair objects, the motion fails.

**RULE 26 (ABBR.)**—If a delegate wishes to object, they may raise their placard, say “objection” and then explain their objection.

**RULE 27 (ABBR.)**—Point of Personal Privilege may not interrupt the speaker, unless it refers to their audibility. It does not need a second and cannot be objected.

**RULE 28 (ABBR.)**—Point of Order may interrupt the speaker. It does not require a second.

**RULE 29 (ABBR.)**—Point of Information to the Speaker may only be raised when the speaker open themselves to points of information. They must have the form of a question, optionally preceded by a short introductory statement. It does not require a second and cannot be objected. The speaker may choose whether they want to answer it. There must be no dialogue on the floor. A delegate must acquire chair’s permission to ask a follow up.

**RULE 30 (ABBR.)**—Point of Information to the Chair may not interrupt a speaker. It cannot be objected.

**RULE 31 (ABBR.)**—Point of Reply may be raised by a delegate, whose country has been mentioned by the speaker. The chair will rule it after the speech. It should consist of a short, mostly factual statement.

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# Short Conference Timetable

## Thursday 19. 3. – AVČR

12:00 – 14:00	Registration at AVČR
14:00 – 17:00	Opening Ceremony
20:00	Evening Social Program (incl. Committee Icebreaker) @ Bulldog's Pub, Ohradní 24b, Prague 4

## Friday 20. 3. – Nový PORG

9:30 – 12:00	Lobbying Session
12:00 – 12:30	Lunch of the DRC, SDC, CRP, GEC
12:30 – 13:00	Lunch of the SC, HRC, DISC, CSTD, SEC
13:00 – 16:30	Committees in Session, Security Council in Session
18:30 – 20:00	Guided Night Walk Through Prague City Center
20: 15	Evening Get-together feat. DJ HEPEX @ K4 Student Club, Celetná 20, Prague 1

## Saturday 21. 3. – Nový PORG

9:30 – 12:00	Committees in Session, Security Council in Session
12:00 – 12:30	Lunch of the DRC, SDC, CRP, GEC
12:30 – 13:00	Lunch of the SC, HRC, DISC, CSTD, SEC
13:00 – 17:00	Committees in Session, Security Council in Session
20:00 – 00:00	PORGMUN Party @ YES Club, Škrétova 386/1, 120 00 Prague 2

## Sunday 22. 3. – Nový PORG, AVČR

10:00 – 12:00	Committees in Session, Security Council in Session
12:00 – 12:30	Lunch of the DRC, SDC, CRP, GEC
12:30 – 13:00	Lunch of the SC, HRC, DISC, CSTD, SEC
13:30 – 16:30	Closing Ceremony at AVČR