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ADULT ADVISOR MANUAL

Model United Nations

A YMCA Civic Engagement Program

WELCOME TO
YMCA Model United Nations

YMCA Civic Engagement Programs

Greater Philadelphia YMCA – Mt. Laurel Branch
59 Centerton Road, Mt. Laurel, NJ 08054

www.ymcace.org

Dear Program Advisors,

Welcome to the 2020-2021 YMCA Model United Nations Program (Y-MUN)! We are excited to enter our 49th year of student learning and development.

Y-MUN is designed to introduce students to the operation and structure of the United Nations while providing them with an opportunity to actively learn about world cultures and debate issues of international importance in a hands-on environment. Students will participate in conflict resolution, public speaking, and coalition building, in addition to making new friends and being exposed to new ideas. The program promotes leadership through character development and service. Priding itself on its uniqueness as a student-run conference, our program provides an unprecedented opportunity to allow young people to grow and develop as communicators, researchers, negotiators, and leaders. There are many Model UN programs out there, but only Y-MUN promotes the ideas of servant leadership at the core of our global world today. Thus, we are so excited to offer your students the chance to take part in this life-changing experience that has touched the lives of thousands for almost five decades.

In order to ensure the health and safety of all participants in the present environment, the 2021 conference will be held virtually. We're excited for the opportunity to adapt the program in this new setting, and we thank you for your patience as we work to shift the program from an in-person experience to an online format. We are also excited by the possibilities from an accessibility perspective that this new delivery model will afford both our program and its participants.

The following manual provides both an overview of Y-MUN and an explanation of conference requirements and procedures. It also provides a step-by-step guide for forming a new delegation for the conference. If you have any questions, please do not hesitate to contact us at any time. We look forward to working with each of you in the coming months and are excited for another amazing year of programming.

Sincerely,

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Executive Director – YMCA CE

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General Information

This section provides a general introduction and overview of the program and its implementation.

Overview of the Conference

The YMCA Model United Nations Program (Y-MUN) is a loose interpretation of the United Nations in New York City. While participating in the Y-MUN conference (held during a weekend in early January), each student (or delegate) plays a role as a diplomat representing a country or other entity in sessions of a committee of the United Nations. Students prepare for this role before attending the conference by researching their role, working with others, learning about current events, and practicing in structured debate. Although not every committee at Y-MUN is an exact simulation of the United Nations, the intent of the program is to provide delegates with the opportunity to simulate the debate and problem solving that occurs at the United Nations in an atmosphere that promotes respect for people of differing views. In order to create this environment, Y-MUN features several diverse components to challenge participants and expand their perspectives and world views.



In preparation for participating in Y-MUN, it is important to understand all of the different aspects of this program. There are many different roles for students and adults, diverse committees with varying structures, and paperwork requirements that all intertwine to keep the program running smoothly. This manual is your source for achieving this needed level of understanding.

Virtual Conference for 2020-2021

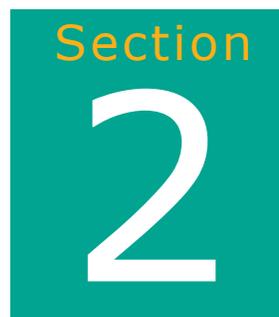
2021 Conference Fees

The fee for a student to participate in Y-MUN and attend this year's virtual conference will be \$69 per person. Adult advisors and chaperones must register for the program, but will not pay a fee to participate.

Program fees for virtual conference include a swag box that will be mailed directly to each student's home (using the address provided at registration).

Delegation Hub is back

All the forms, resources, documents, and other information you need for your delegation can be accessed at any time from our Delegation Hub on the Y-MUN website (<https://mun1.ymcace.org/resources/hub/>). We will update the page with additional information as necessary, including information on the new registration system and technology details for our virtual conference.



Implementation Timeline

The step-by-step process listed below gives an overview of the major milestones and steps necessary to run a successful delegation.

Step 1: Form a delegation (September – November 1st):

Get the group together!

A group of students interested in participating in the program along with a teacher or other adult is all that is required to form a delegation. You can start forming your delegation as early as the beginning of the summer! Use this time to recruit new delegates and get in touch with those who may have participated in the past.

NOTE: If a student wants to participate and their school or YMCA is not able to form a delegation this year, they can register and participate with the Greater Philadelphia YMCA delegation.

Contact us

Contact Beth at bbaum@ymcace.org to confirm attendance, so we can add your delegation to our registration systems. Contact Corrien at c.elmore-stratton@philaymca.org to learn about setting up a new delegation.

Review committee descriptions/topics and collect preferences

Students & advisors should review the various committees and topics on the program website to identify their preferences. Visit the "Delegate Assignments" page on the Y-MUN website, which contains links to committee pages. Each page has a description of the committee and their topics for this year.

Step 2: Register for Conference (October 5th – November 15th):

Students register online through the YMCA's website, at https://mun1.ymca.org/student_registration

After each student registers, they will receive a confirmation email from the YMCA with information on next steps.

***Note that all students must be registered with the program by November 15th.

Advisors and chaperones register online through the YMCA's website https://mun1.ymca.org/adult_registration

All adult advisors and chaperones must register online through the YMCA's website in order to participate in the program and attend virtual conference sessions. After registering through the YMCA's website, each adult advisor and chaperone will be subject to a mandatory background check.

After each advisor or chaperone registers, they will receive a confirmation email from the YMCA with information on next steps.

***Note that all adult advisors and chaperones must be registered with the program by November 15th.

Step 3: Students receive committee and country/role assignments

The program staff will review each student's requests for a committee assignment (first and second choices) and process assignments within 10 business days of the request. Once a student's assignment is processed, their assignment will be provided to their adult advisor to distribute.

Beginning in mid-November, students will receive an email with instructions to access the Google Classroom for their assigned committees. Delegates in each committee will use Google Classroom to submit written assignments, collaborate with fellow delegates, and receive information about how to access virtual conference sessions.

Step 4: Research, Complete, and Submit Required Documents (November 2nd – December 1st):

Students research and prepare their assignments

Students should research their assigned committees and countries or other rules to complete their assignments.

- Most students will complete a “Government Research Paper” (GRP). The GRP requires each delegate to provide country information and information on their country’s positions on each committee topic, as well as works cited. A sample GRP is available on the website.
- Students in the ICC or ICJ will write a legal brief on their assigned case.
- Students in the Press will also be required to complete an assignment.

Students submit their assignments

Students submit their completed assignments through Google Classroom.

Step 5: Attend Mock Session (Sunday, December 6th):

All registered students are required to attend a virtual mock session on Sunday, December 6th. During this session, students will meet in their committees and begin to prepare for conference in January. More information on mock session will be made available in the coming weeks.

Step 6: Prepare for conference (December – January):

- Students should focus on rules of parliamentary procedure, writing resolutions in groups, public speaking, and participate in mock debates.
 - ****Optional:* Use Lesson Plans and Conference Guides on the website to help structure your delegation meetings throughout the fall.
 - Advisors should review conference details with their students, including the conference schedule and conduct expectations.

Step 7: Attend the Y-MUN conference (January 2021)!

Conference Details

This section goes into greater depth on specifics with regards to the conference to give you insight into the many dimensions of Y-MUN.

Participant Roles and Responsibilities

Delegates

Each student (or delegate) to the program faces an exciting and challenging task in preparing materials to become a United Nations Ambassador. Delegates must do some intensive research on a variety of topics and be prepared to defend and debate the position(s) held by their country. Moreover, the delegate must be prepared to undertake formal negotiations within their committee caucuses and make impromptu speeches explaining their country's position on the assigned topics.



An important element of the conference is the responsibility of each delegate to prepare for the conference to ensure a constructive and informed discussion on issues that will take place. Consequently, students are required to prepare documents (which may include GRPs, draft resolutions, briefs, memorandums, writing samples, news articles, etc.) that encompass all the topics pertaining to their respective committee. The quality and success of the conference on a whole is reliant on each student coming with adequate preparation to ensure the best possible experience for all.

Student Leaders

One of the unique features of Y-MUN compared to other similar programs is that the program is student-run. There are many roles available for student leaders throughout the program, including:

Secretary General: The Secretary General is the chief executive of the conference. He or she is elected as a junior in high school at the previous year's conference to serve his or her term as a senior in high school. The Secretary General has a variety of responsibilities, including coordinating the efforts of the elected officers, developing the discussion topics, and mediating any and all international disputes at conference.

Officers: At the end of the Y-MUN conference, each committee elects officers to lead the committee for the following year. The group of officers works with the Secretary General and the program staff to develop discussion topics and plan the conference (through attendance at an annual officers' retreat held in March and several meetings and conference calls throughout the year). At conference, the committee chair is responsible for maintaining order and ensuring the smooth procedural operation of their respective committee. Students are given a unique opportunity to learn about leading their peers and working with others in a dynamic, team-oriented setting, a feature that sets Y-MUN apart from other high school programs.



Youth Secretariat: The Youth Secretariat is the planning and recruitment committee of Y-MUN. Youth Secretariat members are responsible for helping recruit new members to their delegation and are trained in conference procedure and structure. They also relay all pertinent information to their delegations and facilitate delegation meetings during the conference. Youth Secretariat members are in contact with the conference staff throughout the course of the year. Members are nominated by the delegation advisor to represent their delegation.

Adult Advisors

Adult Advisors play an integral role in the function of delegations, serving as the central communicators and organizers of delegations. They typically include teachers, YMCA staff, and/or other adults who organize a group of students to

participate in Y-MUN and attend the annual conference. The Adult Advisor is ultimately responsible for the behavior of their students and compliance with all program deadlines. This section describes some of the adult advisor's roles and responsibilities as part of the program:

Pre-conference responsibilities:

- Assist students in preparation for the program by meeting as a delegation on a regular basis to ensure that students are clear on program expectations and are fully prepared for conference.
 - In addition to assisting students as they prepare and complete research and pre-conference assignments, we recommend learning and practicing parliamentary procedure and discussing the core YMCA values (honesty, respect, caring and responsibility) for a successful experience for all participants.
 - ****Optional:* Use the Lesson Plans and Conference Guides on the website to help structure your delegation meetings throughout the fall.
- Relay information on registration and logistics to students.

Responsibilities during conference:

- Provide primary supervision of delegates during committee session.
 - All adult advisors will be assigned to a committee.
 - The advisors assigned to each committee will be asked to commit to a rotating coverage schedule so that an adult advisor is always present during committee sessions.
 - Advisors not assigned to a specific committee may be asked to serve on conference awards committees.
 - Advisor responsibilities in committee include:
 - Assisting program staff and officers in selection of character development awards for committee recognition
 - Ensuring proper supervision of students during committee sessions
- Facilitate delegation meetings to allow delegates to reflect on the day and share pertinent information.

- Attend adult advisor meetings as scheduled during the conference.

Program Staff

Support Staff: This group is comprised of former participants in the program who return each year to conference to provide assistance and act as role models for the delegates. This team of alumni staff helps to create and implement changes to the structure and operation of conference. They oversee and facilitate all conference-related events and efforts. Support Staff members are assigned to a specific task for the entire weekend, which is primarily to provide guidance to a chair or delegates.

At conference, the support staff also operates the Home Office. This central location is the hub for all administrative functions of the conference, including all questions and concerns that arise.



Committee Descriptions

Each student participating in Y-MUN is assigned to a committee. There are many different options available to students selecting a committee, varying in size and topic area. Each committee will be led by a student (or small group of students) who has been elected by their peers during the previous conference. The following committees comprise the structure of Y-MUN (please note that there may be more than one of each of the following available for students to select). Visit the “Delegate Assignments” page on the Y-MUN website, which contains links to committee pages. Each page has a description of the committee and their topics for this year.



Each committee will have 20-30 students for the 2021 virtual conference.

General Assembly (GA)

General Assembly Subcommittees:

- Political & Security Committee (Pol-Sec)
- Council for Economic Advancement (CEA)
- Social, Humanitarian, & Cultural Committee (Soc-Hum)
- Environment & Technology Committee (Enviro-Tech)
- Legal Committee (Legal)
- World Health Organization (WHO)

BLOCs

- Middle Eastern and North African Summit (MENA)
- Asia-Pacific Summit
- African Summit
- European Summit

- Pan-American Summit

Security Council (SC)

Historical Security Council (HSC)

Nation Building Committee (NBC)

International Criminal Court (ICC)

International Court of Justice (ICJ)

Press

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Student Forms and Assignments

Pre-Conference

Government Research Paper (GRP): one assignment for each conference attendee assigned to the GA, GA Subcommittees, BLOCs, Security Council, and Historical Security Council.

The GRP discusses the official government position for the country on all the topics presented in the delegates' assigned committee, and outlines the specific actions a delegate recommends to be addressed in a resolution. This document is written before the conference to initiate debate and actual resolution writing at conference.

- A sample GRP is available on the Y-MUN website.
- *Each student must submit their assignments through Google Classroom by December 1st.*

Briefs: one assignment per team of 4 delegates assigned to the International Court of Justice or the International Criminal Court.

A brief is the guiding document that justices will use to prepare themselves to hear your presentation of the case as well as use as a reference when deliberating your case. The brief consists of several distinct sections, as described in the Brief Writing Manual and other materials available on each Court page on the Y-MUN website.

Press Multimedia Assignments: Press delegates must formulate multimedia projects that will begin before the conference weekend. More information and deadlines will be provided by the Press Advisors and Officers.

Secretary General Candidate Form: one per candidate for Secretary General (if applicable)

This form must be completed by any high school junior wishing to run for Secretary General for the 2021-2022 conference.

- Each candidate must complete the **form** and email it to the program director with a **digital picture** and **2-minute video speech**, as well as a 1-page letter (Times New Roman, size 12) describing the candidate's platform and reasons for running. **The completed form and all other required materials must be received by Corrien Elmore-Stratton at c.elmore-stratton@philaymca.org by 11:59pm on *November 8th, 2020*.** Incomplete applications or those that do not meet requirements (e.g., length of letter) will not be accepted.
- Visit the "Secretary General" page on the Y-MUN website for details. You can find the page under the "Program Overview" menu (click on "Participant Roles").