

The cover features two large, stylized blue shapes that resemble curved blades or petals. One is in the top right corner, and the other is in the bottom left corner, both pointing towards the center. The background is white.

# **STAFF HANDBOOK**

Official APG MUN Resource

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## INTRODUCTION

### A Letter from APG MUN IV's Directing Team

In this flawed world, we must never lose sight of the hope that is inside of us, because growth may sprout and bloom in the spaces between things in life.

Your voice may inspire generations and move mountains, just like a siren call.

Joining forces with others who share similar beliefs allows it to become an international force for transformation.

We encourage you to use this power wisely, directing your enthusiasm towards building a more equitable society, empowering those who are disadvantaged, and raising up the underprivileged.

We have the power to change society and bring in a period of international harmony and diplomatic collaboration by working together.

In APG MUN IV, let us approach every obstacle with unwavering optimism. We become an unstoppable force when we stand shoulder to shoulder, our voices amplifying one another—a monument to the transformational power of togetherness. We are prepared to seize hope and create a future in which everyone may prosper as we stand with you.

Warmest regards,

**Nabaa Al Jallabi and Aaya Ashoor**

Secretary General and Under Secretary General of APG MUN IV

# CHAIRS OF APG MUN IV

## What is a chair?

A chair is the leader in charge of a council that ensures the guidance of all delegates throughout the conference while moderating the debate and maintaining a constructive environment. They serve as a neutral, unbiased body that holds absolute power within a council.

## Expected behavior:

- Wear your badges at all times.
- Maintain professionalism at all times.
- Divide the tasks and cooperate with your co-chair.
- Maintain unbiased and fair toward each delegate, without regard to their individual opinions or ideas.
- Make sure all delegates are participating throughout the conference.

## Do's:

- Call security when necessary (i.e. when the delegates need to be clipped, due to acting out of line or having received 3 warnings).
- Make sure runners and delegates are doing what they're expected to.
- Encourage delegates participation.
- Arrange all the necessary preparations ahead of time (icebreakers, introductions, etc.).

## Dont's:

- Leave the council unattended.
- Favor delegates.
- Mistreat any participant or abuse the authority given to you.

## Procedures:

### 1. Roll Call (council in-session):

Roll Call is used to take attendance of the delegates after every break, whereas they are called by alphabetical order, and each delegation is required to raise their placard whilst responding with either "present" or "present and voting".

- Present: The delegate is present in the council and has the ability to abstain from voting unless the motion to "divide the house" is called upon.
- Present and voting: The delegate is present in the council and they cannot abstain from any vote and have to participate in any ongoing one.

## **2. Speakers List (council in-session):**

The speaker's list is a formal debate that takes part after roll call. Chairs are to ask the delegations to raise a motion upon opening the speakers list, and ask for seconds, then if any objections are available. If both seconds and objections are called upon, move to voting procedure.

- If the motion had failed, move to the opening speeches.
- If the motion had passed, the Chair requests, "All delegates who wish to be added to the speakers list please raise your placards now." After writing down all the names of the participating delegates, the chair will call upon the delegates that are in the speakers list;
  - Each delegate will have 60 seconds to speak.
  - Each delegate will only be given one chance to speak in the Speakers List.
  - None of the delegates can withdraw after being written in the Speakers List.

The purpose of the Speakers List is to formally break the ice by introducing the delegation and their expectations of the council. In addition, it can influence the chairs in choosing awards. The chair may also refer to the Speakers List when participation is weak.

## **3. Opening speeches (council in-session):**

All delegates are required to give an opening speech. The delegates are called upon, by alphabetical order, whereas each delegation has 1 minute to present their speech during which they discuss the position of the country they represent on particular sub-issues that are significant to the council.

## **4. Lobbying and merging (council out-of-session):**

Delegates with similar stances on the topic of the council merge their clauses together (form a group) to create a resolution detailed enough to address the topic at hand successfully. Delegates are permitted to wander around the conference freely, use smart devices, and engage in informal conversations with one another throughout this session.

## **5. Debating (council in-session):**

Debating is where delegates present their resolutions and debate over them with the members of the council, who will then decide whether they are in favor of the resolution paper to pass or not. Debate is split into moderated and unmoderated caucus.

## **6. Voting (council in-session):**

The voting procedure takes place once the debate session has ended. Delegates vote in favor or against the proposed resolution, and it either passes or fails, depending on the majority. Some delegates might also abstain from the vote.

### ما هو دور الرئيس في مؤتمر محاكاة الأمم المتحدة؟

يعتبر الرئيس القائد المسؤول عن مجلس معين، حيث يضمن توجيه جميع المندوبين طوال المؤتمر مع إدارة المناقشات والحفاظ على بيئة بناءة. يلعب الرئيس دورًا حياديًا ومحايدًا ويتمتع بسلطة مطلقة داخل اللجنة.

### السلوك المتوقع:

- ارتداء شارات التعريف الخاصة بك في جميع الأوقات.
- الحفاظ على الاحترافية في جميع الأوقات.
- تقسيم المهام والتعاون مع الرئيس المشارك الخاص بك.
- الحفاظ على الحيادية والإنصاف تجاه كل مندوب، بغض النظر عن آرائه وأفكاره الفردية.
- تأكد من مشاركة جميع المندوبين طوال المؤتمر.
- لا تسيء معاملة أي مشارك أو تسيء استخدام السلطة الممنوحة لك.

### الإجراءات:

#### 1. نداء الأسماء (المجلس منعقد):

يتم استخدام نداء الأسماء لتسجيل حضور المندوبين بعد كل استراحة، حيث يتم استدعائهم حسب الترتيب الأبجدي، ويطلب من كل مندوب رفع لافتته مع الاستجابة بـ:

- **حاضر:** يعني أن المندوب موجود بالمجلس ولديه القدرة على الامتناع عن التصويت إلا إذا تم استدعاء التصويت بالمطالبة بـ "تقسيم المجلس".
- **حاضر للتصويت:** يعني أن المندوب موجود بالمجلس ولا يمكنه الامتناع عن أي تصويت ويجب عليه المشاركة في أي تصويت جارٍ.

#### 2. قائمة المتحدثين (المجلس منعقد):

قائمة المتحدثين هي مناقشة رسمية تُجرى بعد نداء الأسماء. يطلب الرؤساء من المندوبين رفع اقتراح عند فتح قائمة المتحدثين، ويطلبون التأييد، ثم إذا كانت هناك أي اعتراضات. في حال ورود كل من التأييد والاعتراض، يتم الانتقال إلى إجراءات التصويت.

- إذا رُفض الاقتراح، يتم الانتقال إلى خطابات الافتتاح.

- إذا قُبل الاقتراح، يطلب الرئيس، "يرجى من جميع المندوبين الذين يرغبون في الإضافة إلى قائمة المتحدثين رفع لافتاتهم الآن"

### 3. الخطاب الافتتاحي (المجلس منعقد):

يجب على جميع المندوبين إلقاء الخطاب الافتتاحي، يتم استدعاء المندوبين وفق الترتيب الأبجدي. يُمنح كل مندوب دقيقة واحدة لعرض كلمته التي يناقشون فيها موقف الدولة التي يمثلونها بشأن قضايا فرعية معينة لها أهمية بالنسبة للمجلس.

### 4. الضغط والمِزج (خارج جلسة المجلس):

خلال هذه الفترة، يتحرك المندوبون الذين لديهم مواقف متشابهة بشأن موضوع المجلس بحرية تامة ويستخدمون الأجهزة الذكية ويجرون محادثات غير رسمية مع بعضهم البعض. يدمج المندوبون بنود قراراتهم معًا لإنشاء قرار شامل بما فيه الكفاية لمعالجة الموضوع المطروح بنجاح.

### 5. المناقشة (المجلس منعقد):

المناقشة هي المرحلة التي يعرض فيها المندوبون قراراتهم ويجرون نقاشاً حولها مع أعضاء المجلس. بعد ذلك، يقرر الأعضاء ما إذا كانوا يؤيدون تمرير ورقة القرار أم لا. وتنقسم المناقشة إلى نوعين: مناقشة مُدارة ومناقشة غير مُدارة.

### 6. التصويت (المجلس منعقد):

تتم عملية التصويت بعد انتهاء جلسة المناقشة. يصوت المندوبون بالموافقة أو الرفض على مشروع القرار، ويُقر أو يُسقط بناءً على الأغلبية. كما يجوز لبعض المندوبين الامتناع عن التصويت.



## **PRESS OF APG MUN IV**

### **What's the role of a press member?**

Press members must create content that covers the conference's debates, events, and activities. They collect high-quality content, ensure accurate reporting, and write about the event. Press members are responsible for decent coverage that is appropriate and suitable.

#### **Do's:**

- Respect privacy (if participant refuses to be in a pic / video)
- Focus on your role
- Collaborate with other team members
- Be innovative with content creation
- Meet tight deadlines

#### **Dont's:**

- Miss deadlines
- Break Confidentiality
- Violate event rules
- Be inaccessible or go idle

#### **Requirements of a press member:**

- Each press member needs to have his / her own camera and supplies.
- Technical proficiency
- Teamwork

#### **Tips:**

- Film interviews for more content
- Prepare in advance

## **RUNNERS OF APG MUN IV**

### **What's the role of a runner?**

In MUN committees, runners assist delegates by providing them with stationary, like pens, paper, and other supplies. They make sure delegates have what they need to participate well. Runners also help pass messages (diplomatic notes) between delegates and the chairperson. Their main job is to support delegates and make sure everything runs smoothly in the council. They play an important role in keeping the council organized and helping delegates communicate effectively.

### **Do's:**

- Escort delegates to their designated locations in time.
- Maintain communication with security when needed.
- Help delegates pass diplomatic notes discreetly without disrupting the council.
- Stay alert and focused at all times.
- Check the presence of council members and take necessary actions.
- Ensure delegates have access to water and required stationery.

### **Don'ts:**

- Disrupt council procedures.
- Disrespect the members of the council or the conference staff.
- Leave the council when there is no other runner available.
- Allow frequent visits to the restroom when it is not necessary.
- Leave the council with the delegate without the chair's permission.
- Neglect to maintain the cleanliness of the council.

### **What's expected from the runner:**

- Demonstrate professionalism at all times.
- Maintain an effective communication with your co-runner
- Remain calm and polite.
- Wear your badge at all times.
- Maintain adaptability and flexibility.

### **Runners Dress Code:**

**For ladies:**

1. Formal pantsuits, skirt suits, or dresses below the knees.
2. Avoid sleeveless, see-through, loud prints, or neon clothes.
3. Simple, professional makeup.
4. Formal dress shoes (no sneakers/sandals/tall heels).

**For gentlemen:**

1. Full suit with tie and jacket.
2. Refrain from wearing jeans or t-shirts.
3. Formal dress shoes (no sneakers/sandals/flip-flops).
4. Steer clear of bright, sheer, or patterned clothes.
5. Refrain from wearing any headwear.

## SECURITIES OF APG MUN IV

### What's the role of a security?

The security personnel are the ones who ensure that the conference runs smoothly and without any disruptions. The security team is made up of two parts: the roaming security team, whose job is to monitor a designated area around the conference campus to ensure that no misbehavior occurs there, and the assigned council security members, whose responsibility it is to keep an eye out for any potential misbehavior or violation, as well as issue warnings, if necessary and if the chairperson feels uneasy with the behavior of a delegate or staff member. If the situation escalates, security should take the delegate or member out of the council quietly, then ask the Heads of Security for assistance. It should be noted that security personnel are not authorized to clip a staff member or delegate; thus, they must notify the Heads of Security for every offense where a warning has been extended.

### Do's:

- Only use phones to communicate and connect with the security team.
- Keep your cool and do not lose your composure even in tough situations.
- Inform heads of security about any delegates that need to be clipped.
- Maintain a positive image.
- Check missing badges and dress code.
- Stay where you are assigned to.
- Handle any issue or situations without disrupting council procedures.
- Investigate and address any questionable activity or any security breaches promptly as possible.
- Ensure a fair treatment to all delegates.

### Don'ts:

- Use your phone excessively.
- Be biased.
- Use unnecessary violence.
- Allow runners to leave the council without chairperson's permission.
- Permit both runners to leave the council, at the same time, and leave the council unattended.
- Allow delegates to leave the council, unaccompanied.
- Enter any council that you are not allocated to.

- Roam around, if you are not a roaming security.

### **What are the expectations for the security team?**

- Commit to the role and arrive on time.
- Be professional when dealing with misconduct.
- Wear the badge at all times.
- Stay cautious (especially when checking missing badges or breaking of the dress code).
- Call the Heads of Security if a delegate or staff member outstretched their warnings ( got 3 warnings).
- Follow council and conference procedures.
- Avoid showing favoritism to any staff member or delegate that might compromise your ability to perform your work competently.
- Possess crisis management skills.
- Demonstrate confidentiality.
- Continue to communicate effectively with the Heads of Security and other security personnel.

### **Securities Dress Code:**

#### **Ladies:**

1. Refrain from wearing sneakers and choose formal shoes without laces.
2. T-shirts and jeans are not permitted.
3. No head garments such as hats are allowed.
4. heels for ladies could reach 7cm max.
5. Cut-out tops and sleeveless shirts are not permitted.

#### **Gentlemen:**

1. Refrain from wearing sneakers and choose formal shoes without laces.
2. T-shirts and jeans are not permitted.
3. No head garments such as hats are allowed.
4. Refrain from wearing “Thobe” or any other traditional attire.
5. Ties and blazers should be worn at all times.

**Note:** security must wear **all black suits** and maintain a professional appearance at all times throughout the conference.