# Schedule for the conference

## 20th July, 2013

<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 am - 08:30 am</td>
<td>Registration</td>
</tr>
<tr>
<td>08:30 am - 09:00 am</td>
<td>Opening Ceremony</td>
</tr>
<tr>
<td>09:00 am - 11:00 am</td>
<td>Committee</td>
</tr>
<tr>
<td>11:00 am - 11:15 am</td>
<td>Tea break</td>
</tr>
<tr>
<td>11:15 am - 01:30 pm</td>
<td>Committee</td>
</tr>
<tr>
<td>01:30 pm - 02:15 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>02:15 pm - 05:00 pm</td>
<td>Committee</td>
</tr>
</tbody>
</table>

## 21st July, 2013

<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30 am - 09:00 am</td>
<td>Reporting Time</td>
</tr>
<tr>
<td>09:00 am - 11:00 am</td>
<td>Committee</td>
</tr>
<tr>
<td>11:00 am - 11:15 am</td>
<td>Tea break</td>
</tr>
<tr>
<td>11:15 am - 01:30 pm</td>
<td>Committee</td>
</tr>
<tr>
<td>01:30 pm - 02:15 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>02:15 pm - 04:00 pm</td>
<td>Committee</td>
</tr>
<tr>
<td>04:00 pm – 05:15 pm</td>
<td>Closing Ceremony</td>
</tr>
</tbody>
</table>
THE SECRETARIAT

FACULTY ADVISORS
Mr. Andrew B. Singh
Ms. Mini Joseph
Mr. Ranjit Bhattacharya

SECRETARY GENERAL
Shourya Dasgupta

DEPUTY SECRETARY GENERAL
Anish Kanoria

CHAIRPERSONS
Shourya Dasgupta (UNCCC 2014)
Anish Kanoria (UNSC)
Aishik Dutta & Karan Bhuwalka (IMF)

IT & DESIGN
Sayudh Roy
Arinjoy Sen

HEAD OF ADMINISTRATION
Arinjoy Sen

DEPUTY HEAD OF ADMINISTRATION
Abhidipto Tarafder
Committees and the Executive Boards

UNITED NATIONS CONVENTION ON CLIMATE CHANGE

Agenda: The Successor to the Kyoto Protocol
Chairperson: Shourya Dasgupta
Director: Prajval Jhunjhunwala
Rapporteur: Rohan Chaudhari

HISTORIC SECURITY COUNCIL

Agenda: Russian Invasion of Afghanistan, 1979
Chairperson: Anish Kanoria
Director: Debayan Mitra
Rapporteur: Aditya Prasanna Bhattacharya

THE INTERNATIONAL MONETARY FUND

Agenda: The European Sovereign Debt Crisis
Chairpersons: Karan Bhuwalka & Aishik Dutta
Director: Sayudh Roy
Rapporteur: Oishik Ganguly
Rules and Procedures

Rules Governing General Code of Conduct:

Dress Code for Delegates:
All delegates should be in Western Business Attire during the conference. However, if this is not possible, delegates may attend conference in their school uniforms. On the second day of conference (21st July, 2013), delegates have the option of wearing Indian formal attire. Please note that all delegates must be dressed decently, and any delegate wearing casual clothes or in indecent attire may be asked to leave the conference.

Identity Cards:
Delegates as well as faculty advisors will be provided with identity cards at the start of the first day of conference. They are expected to wear these throughout the conference. In case of loss or misplacement, the administration must be informed, so that a new identity card may be issued immediately.

Courtesy:
All delegates must show courtesy to the members of the Secretariat as well as to the fellow delegates. The Secretary General or the concerned Chairman will call to order any delegate who fails to act accordingly. The Secretary General or the concerned Chairman reserves the right to expel any delegate whose conduct is found to be injurious to the moral tone of the school from committee.

Restrictions:
The following items cannot be carried and/or consumed in the St. Xavier's Collegiate School Campus:

- Any tobacco products
- Alcohol
- Drugs
- Weapons

All acts of theft or vandalism will be reported to the police immediately. The administration of St. Xavier's Collegiate School reserves the right to remove any person from the premises of the school.
RULES GOVERNING CODE OF CONDUCT WITHIN COMMITTEE:

Language:

English will be the recognized official and working language of the conference.

General Powers of the Secretariat:

The Chairperson alone can declare each meeting open and adjourn it at the end of committee proceedings. He may propose the adoption of any motion (procedural or otherwise) to which there is no significant objection by the members of the committee. Subject to these rules, the Executive Board will have complete control of the proceedings at any meeting. The Chairperson will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Chairperson may temporarily transfer his/her duties to another member of the Executive Board or of the general Secretariat. The Executive Board may also advise delegations on the course of debate. In the exercise of these functions, the Executive Board will, at all times, be responsible to the Secretary General. In case of a dispute, the decision of the Secretary General and, in his absence, that of the respective committee Chairman, will be final and binding.

Statements by the Secretariat:

Any member of the Secretariat may at any time make either written or oral statements to the committee.

Participation of Non-Members:

A guest speaker, expert witness, or representative of an entity that is neither a member of the committee nor an accredited observer may address a committee only with the prior approval of the Chairperson of that committee.

Appeal:

A delegate may appeal any decision of the Chairperson, with the exception of those matters for which the Committee Rules of Procedure explicitly prohibit appeal, immediately. The Chairperson may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Chairperson will stand unless overruled by a two-thirds majority. The Chairperson has ultimate discretion on any ruling, whether it is appealed successfully or not.
Electronic Devices:
No laptops, cell phones, or other electronic devices may be used in the Committee room during formal debate. Such devices may be used outside the Committee room at any time or in the Committee room during an unmoderated caucus.

Quorum:
Quorum for the conference is set at 10 percent of the members of the committee. A roll call will be taken as and when the board deems necessary. In case quorum fails, the committee session will be suspended at the discretion of the Chairperson.

Rules Governing Debate:

Roll Call:
Delegates in committee may either be only ‘Present’, or be ‘Present and voting’. When a delegate says that he/she is present and voting, then he/she cannot abstain from voting on a resolution. On the other hand, a delegate who is only present may abstain from voting. All observer nations can only be ‘Present’.

Opening, Suspending, Adjourning and Closing Debate:
At the start of committee, after roll call has taken place, a delegate may motion to open debate. A motion for suspension of debate is in order whenever the committee has to break for lunch or tea or at the end of the first day of conference. A motion to adjourn debate is in order at the end of such a break. A motion to close debate is in order at the end of committee on the second day of conference.

Setting the Agenda:
A motion to set the agenda is introduced on the floor once roll call has been taken, and committee has been declared open.

General Flow of Debate:
After the Agenda has been set, the general speakers list will be open throughout the duration of committee, except as interrupted by procedural points or motions, caucuses, discussion of amendments, and introduction of working papers as well as draft resolutions. Speakers may speak generally on the Topic Area being considered and may address any working paper or any draft resolution currently on the floor. A
draft resolution can only be referred to as such once it has been introduced to the committee.

Speakers List:

The speakers’ list, once opened, remains open throughout the duration of the conference. Delegates may add their names to the speakers list either by raising their placards when asked by the chairperson to do so, or by writing chits to the executive board. There are 2 kinds of speakers lists, namely the general and special speakers list. While the general speakers list remains open throughout committee, the special speakers’ list is opened for the purpose of discussing an emergency situation at hand, and is closed once the emergency problem at hand has been solved.

Speaking Time:

When the speakers list has been opened, the time allotted to each speaker is automatically deemed to be one minute and thirty seconds.

Yields:

A speaker who has time left after finishing his/her speech may yield the remaining time in the following ways:

Yield to another delegate: Any remaining time will be given to another delegate, who may not, however, then yield any remaining time. To turn the floor over to a co-delegate is not considered a yield.

Yield to questions: The chairpersons will select Questioners and limited to one question each. Follow-up questions will be allowed only at the discretion of the chairperson. The number of questioners chosen will depend on the amount of time left.

Yield to the chair: Such a yield should be made if the delegate has finished speaking and does not wish his or her speech to be subject to comments. The Moderator will then move on with committee proceedings.

Points:

Point of personal privilege: Whenever a delegate experiences personal discomfort which impairs his or her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. While a Point of Personal Privilege may interrupt a speaker, delegates should use this power with the utmost discretion.
Point of Order: During the discussion of any matter, a delegate may rise to a Point of Order if he/she feels that the point being made is invalid due to the set agenda, or is factually incorrect. A Point of Order may not interrupt a speaker.

Point of Parliamentary Inquiry: When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chairperson a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may never interrupt a speaker.

Right to Reply:

A delegate whose personal or national integrity has been impugned by another delegate may request the Chairperson to grant him/her the Right to Reply. If granted, the Right of Reply takes form of a thirty-second speech. Delegates are requested to employ the Right to Reply with utmost discretion.

Moderated Caucus:

The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. The delegate motioning for a moderated caucus must specify a topic, a speaking time, and an overall time limit for the caucus. Such a motion requires a simple majority to pass. If no delegates wish to speak, the moderated caucus will immediately conclude, even if time remains in the caucus.

Unmoderated Caucus:

An unmoderated caucus temporarily suspends formal debate and allows delegates to discuss ideas informally in the committee room. It is generally used for lobbying as well as for formulating working papers and resolutions. The delegate making the motion should specify the time period and the purpose of the unmoderated caucus. A simple majority is required for such a motion to be passed.

**Rules Governing Paperwork:**

**Position Papers:**

All delegates must submit a position paper by 7th July. A position paper is very important, as it is the first piece of paperwork that a delegate submits to the chairperson, and is important in determining the first impression of the delegate. It is generally divided into 3 parts- a basic introduction of the topic/background, the delegate’s country policy on the topic, and solutions to the given problems.
Working Papers:

Delegates may propose working papers for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers need to be approved by the Executive Board before they can be copied, distributed and discussed in committee. A working paper does not have any signatories and can have a maximum of 4 authors. A working paper requires a simple majority for it to be passed in committee. A committee can pass multiple working papers on various issues within the purview of the agenda.

Resolutions:

Introduction: A draft resolution is introduced on the floor in committee when it receives the approval of the Executive Board. For a resolution to be approved, it must have not more than 4 sponsors/authors, and signatories numbering not less than one-tenth of the strength of a committee. A draft resolution may be introduced by one of the delegates in committee once it has been approved, and has been copied and distributed. Every committee can pass more than 1 resolution, if the delegates so wish.

Formatting:

The Draft Resolution must be formatted in the following manner:

- **Committee**: name of the committee organ in which the resolution is introduced
- **Topic**: the topic area of the committee that the resolution has been written on
- **Sponsors**: list of countries that have authored the resolution (not more than 4)
- **Signatories**: list of countries that have signed the draft (those who wish to discuss it)

Preambulatory Clauses:

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and generally highlights past international action on the issue. Each clause begins with a (called a preambulatory phrase and ends with a comma. Preambulatory clauses can include:

- References to the UN Charter.
- Citations of past UN resolutions or treaties on the topic under discussion.
- Mentions of statements made by the Secretary-General or a relevant UN body or agency.
- Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue.
- General statements on the topic, its significance and its impact.
Sample Preambulatory Phrases:
Affirming
Alarmed by
Approving
Aware of
Bearing in mind
Believing
Confident
Contemplating
Convinced
Declaring
Deeply concerned
Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting
Expecting
Expressing its appreciation
Expressing its satisfaction
Fulfilling
Fully alarmed
Fully aware
Fully believing
Further deploring
Further recalling
Guided by
Having adopted
Having considered
Having considered further
Having devoted attention
Having examined
Having studied
Keeping in mind
Noting with regret
Noting with deep concern
Noting with satisfaction
Noting further
Noting with approval
Observing
Reaffirming
Realizing
Recalling
Recognizing
Referring
Seeking
Taking into account
Desiring
Emphasizing
Having heard
Having received
Taking into consideration
Taking note
Viewing with appreciation
Welcoming

Operative Clauses:

Operative clauses identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a
clause requires further explanation, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a period (shown by the use of a full stop).

Sample Operative Phrases:
Accepts
Affirms
Approves
Authorizes
Calls
Calls upon
Condemns
Confirms
Congratulates
Considers
Declares accordingly
Deplores
Designates
Draws the attention
Emphasizes
Encourages
Endorses
Expresses its appreciation
Expresses its hope
Further invites
Deplores
Designates
Draws the attention
Emphasizes
Encourages
Endorses
Expresses its appreciation
Expresses its hope
Further invites
Further proclaims
Further recommends
Further requests
Further resolves
Has resolved
Notes
Proclaims
Reaffirms
Recommends
Regrets
Reminds
Requests
Solemnly affirms
Strongly condemns
Supports
Takes note of
Further reminds
Transmits
Trusts

Emendments:
The basic purpose of an emendment is to correct grammatical or syntax errors in a resolution. An emendment can be introduced at the time a draft resolution is being discussed, before it has been put to vote.
Amendments:

An amendment involves introducing a substantial change in a draft resolution, either by amending an already existing clause or by adding a new clause. Amendments are of two kinds:

Friendly amendments: A friendly amendment is one that all the sponsors of a resolution support. The amendment must be submitted in writing to the executive board, and must be signed by all the sponsors of the draft resolution. Once approved by the Executive Board, no voting takes place on such a resolution.

Unfriendly amendments: An unfriendly amendment is one that all the sponsors do not support. In this case, the authors of the amendment have to get the number of signatories, which a draft resolution requires. Once the Executive Board approves the amendment, it will be discussed and voted upon, before final voting on the draft resolution in question takes place.

Voting:

Voting on resolutions in SXCSMUN Conference will be done by role call only. For any draft resolution to pass, it requires a two-third-majority vote in favour of it. There will be 3 rounds of voting. Delegates may answer roll call with a ‘yes’, ‘yes with rights’, ‘no’, ‘no with rights’, pass (applicable only for the first two rounds) or with an ‘abstention’. When a delegate answers with a ‘yes with rights’ or a ‘no with rights’, it means that the delegate has given the vote despite it going against his/her country’s policy to do so. At the end of the second round of voting, such delegates will be allowed to give short 30 second speeches to justify their decision. Any delegate who had answered the roll call on the first day of committee with a ‘present and voting’ cannot abstain from voting on a draft resolution.

Kindly note that on the final day of committee, a draft resolution must be passed by committee taking into account all the various crises which the committee has been presented with during the 2 days of conference.

Communiqués:

These are official messages, formal diplomatic requests, proposals, or demands to other states, non-state actors, individuals, or entities, which represent the committee as a whole. A communiqué must be issued, for example, to officially propose some sort of agreement or accord to another organization. A communiqué will require a simple majority vote to be implemented.
Example of a communiqué -

To the Emperor of Japan: We demand an immediate, unconditional surrender by all Japanese forces within 48 hours, or we shall be forced to unleash unimaginable devastation upon your cities. - The Allies

*Please note that there will be slight variations in procedure for the International Monetary Fund. Kindly refer to their respective study guides for details.

Venue, Transportation and Miscellaneous Information

- The venue for SXCSMUN Conference will be the Campus of St. Xavier’s Collegiate School.
- The conference will be held on 20th and 21st July 2013.
- Lunch for both days of conference will be provided by the SXCSMUN Conference Administration.