

# Explanatory letter

Haarlem Model United Nations 2019  
5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> of April 2019



Dear MUN-director,

The purpose of this letter is to clarify how your school will be able to participate in the HMUN 2019 conference, to answer your possible questions about the application procedure and inform you about HMUN in general.

## 1) The registration procedure

To start off, on our website you will find a link to **Form I**, also known as *The Provisional Registration Form*, which is the first step in the application process. After receiving Form I from all schools wishing to participate we will have an idea of how big the delegations from the various schools will be. Based on the responses on Form I, we will select which of the applying schools are allowed to join us next April at the 22<sup>nd</sup> edition of HMUN. School registration will close on the 20<sup>th</sup> of October.

**Please note that by handing in Form I, you agree to a €70,00 School Registration Fee. This fee will have to be paid along with the Delegate/MUN-director Conference fees in February.**

Then, in the beginning of December, Mailing II will be sent out, stating which delegation(s) your school will be representing and how many delegates these delegations consist of. This information will be delivered together with **Form II**, also known as *The Delegation Registration Form*. This is the form in which the schools will have to provide the names and other data concerning their participating students. The deadline for handing in Form II is the 14<sup>th</sup> of January.

Finally, in order to complete your schools' registration, MUN-directors will receive the **invoices** in the month of February. The invoices concern the Delegate/MUN-director Conference fees. The fee for delegates will be €75,00 per participant. As stated before, the School Registration Fee will also be paid along with these conference fees.

We would like to make you aware of the fact that if your school transfers the Conference Fees before the 12<sup>th</sup> of February, **€5,00 will be subtracted from all individual fees**. If this is not done by the 12<sup>th</sup> of February, the normal Conference Fees will have to be paid before the 10<sup>th</sup> of March.

After the 10<sup>th</sup> of March, no more changes can be made to your Delegation Registration Form. Should you wish to cancel your registration after this date, you will still be required to pay for the entire delegation.

*Possible changes or updates in application process will be provided via mail. Moreover, if you have any question concerning the application procedure or HMUN in general, please do not hesitate to contact us via [sgmun@gmail.com](mailto:sgmun@gmail.com).*

## 2) Special ways to participate in HMUN

In addition to participating as a delegate in one of our committees (which are listed at page 4), we offer experienced delegates the possibility of taking their MUN-career to a next level in one of our **Special Committees** or the opportunity of contributing to the HMUN conference with their expertise as a **Student Officer**. Additionally, any student can let their creativity flow as a member of the **Press Team**.

### Student Officers

Student Officers are experienced MUN-participants who lead the debate in the Committees and Councils. They have various responsibilities before the conference, such as writing Research Reports as well as supporting delegates in preparing for the conference. Students who have participated in MUN before and have an in-depth knowledge about the rules of procedure may apply for a position, using the Student Officer Application Forms available on our website, which will be published on the 21<sup>st</sup> of October.

At HMUN, there are two Student Officers in every GA Committee: The Chair and a Deputy Chair. The Councils (Security Council, Economic and Social Council, Human Rights Council and the African Union Peace and Security Council) along with the Special Conference and the Group of Twenty summit (G20) will have a President and a Deputy President. Presidents and Chairs lead the debate, while the Deputies assist them and gain experience so as to be able to act as Chair or President in future MUN conferences. All experienced students can apply for these positions.

### Special Committees

At HMUN 2019, we have two special committees, for which participants are required to apply separately for a position. These two, the Expert Committee (ExCom) and the International Court of Justice (ICJ), are different from the other “traditional” committees in that they are our most advanced committees meant for experienced delegates.

The International Court of Justice is a committee for experienced delegates with interests in law and jurisdiction. In the ICJ, there are numerous judges which are to judge the case submitted by a state, which will be represented by advocates, in order to settle the dispute. This court will be led by a president, a deputy president and a registrar.

The Expert Committee is the committee for the most experienced of delegates, the subject of this committee changes every year and the exact form the ExCom will have this year is still to be announced.

With these three committees we are trying to really go in-depth into the issues and challenge experienced delegates. For this reason, participants are required to apply separately for a position in these committees. Applying for these committees is available as from the 21st of October on our website.

## Press Members

The HMUN Press Team would like to invite all international students, whose schools are attending the HMUN conference, to apply for a position as a Press Member. This team will, under the guidance of the Head of Press, publish four daily newspapers and several pre-conference newspapers as well, offering coverage of the activities and news of that day and the preparation of the conference. Moreover, the team is responsible for managing the HMUN social media accounts as well as creating the official HMUN closing video.

Members of the team are expected to prepare in advance a number of editorial articles related to the conference theme or to issues on the agenda which may be published in the conference newspaper **“The HMUN Chronicle”**. Summarized, being a member of the Press Team is an incredible opportunity for talented and creative students.

The Head of Press (also DSGc) has announced he will have the following vacancies for this years' international Press Members:

- 3 x reporter
- 2 x photographer

One can apply for these positions as from the 21<sup>st</sup> of October, by filling in the online form on our website, while subsequently submitting a Letter of Motivation as well as a Letter of Recommendation, written by his/her MUN-director.

For further information, we refer to our DSGc Eva de Regt: [dsgc@hmun.nl](mailto:dsgc@hmun.nl)

**For all of the applications for the ExCom, ICJ, StOff and Press students will be needing a Recommendation Letter written by a MUN-director, in addition to their own Motivation Letter.**

## Please note!

As for students who didn't get a position as Student Officer, Press Member or as a delegate in the ICJ/ExCom, applicants will still be able to participate in the conference as a delegate in one of our committees, thanks to the construction of our application procedure. This is because of the fact that StOff, Press and ICJ/ExCom delegates will be appointed before Mailing II will be sent out. As stated before, Mailing II will be the moment we will ask you for the names and other personal information of your delegates.

**We expect all schools attending with more than ten delegates to ensure at least one delegate applies for a position in the ExCom/ICJ/Press. There is no maximum number of applicants per school, thus we advise you to encourage all of your delegate to apply for these committees anyhow, seeing this is an amazing opportunity. This is to ensure a high-level of debate and a variety of students in these special committees/team.**

### 3) Useful information

#### Dates and Deadlines

School applications open (Form 1)	20 <sup>th</sup> of September 2018
School applications deadline (Form 1)	20 <sup>th</sup> of October 2018
StOff/Press/ExCom/ICJ Applications open	21 <sup>st</sup> of October 2018
StOff/Press/ExCom/ICJ Applications deadline	18 <sup>th</sup> of November 2018
Schools handing in Form II deadline	14 <sup>th</sup> of January 2019
Conference Fees Early Deadline	12 <sup>th</sup> of February 2019
Conference Fees Deadline	10 <sup>th</sup> of March 2019
HMUN 2018 conference	5 <sup>th</sup> of April until the 7 <sup>th</sup> of April 2019

#### Housing

Although we will attempt to provide housing for as many participants as possible, housing will primarily be offered to foreign attendees. We cannot, however, fully guarantee housing for foreign students. We therefore encourage foreign schools to book a hotel in Haarlem. A list of hotels can be found on our website. We kindly ask schools from the Netherlands to arrange their own accommodation during the conference. For housing, a fee of € 15,00 per participant will be charged. Housing will only be provided during the conference itself. This means for Friday and Saturday night. For schools arriving on the Thursday we will try to make arrangements, but we cannot guarantee this in advance.

#### Fees

Fees for HMUN include the Conference Fee, a lunch on Friday, Saturday and Sunday, and admission to the HMUN party, which will be held on Saturday-evening. For Student Officers and Press Members, there will also be a dinner on Thursday respectively.

School Registration Fee	€70,00
Delegates/MUN-Directors/StOff/Press	€75,00
Housing	€15,00

#### Forums

HMUN has known a great variety in committees, commissions and councils for over the past twenty years. Each forum focuses on a different aspect of world politics, such as International Security or Human Rights. Additionally, the forums are characterised by a difference in level of debating.

Therefore, we suggest that you place your most experienced and ambitious delegates in the prestigious committees, such as the Security Council and the G20 (besides of course, the special committees ICJ/ExCom)

Moreover, we suggest that you place your least experienced delegates in beginning delegate committees, such as the Human Rights Council.

We will provide all MUN-directors with the final list of forums of HMUN 2019 in Mailing II.

## 4) Organisation and Contact

### Executive Staff

HMUN is organised by the Executive Staff, which consists of secondary school students of the Stedelijk Gymnasium Haarlem. The Executive Staff is presided by the Secretaries-General, Alexander de Vries and Anke van Vliet, and the Deputy Secretaries-General: Jip van der Vlis (Information), Max Moonen (Organisation), Eva de Regt (Communication) and Milan Nanninga (Administration). For the complete Executive Staff, please visit our website.

### Boards of Directors

The Board of Directors and the MUN-Management at the Stedelijk Gymnasium Haarlem assist the Executive Staff during the organisation of HMUN 2019. The Board of Directors consists of Mr. C. Blommesteijn, Mr. G. Bolten, Mr. S. Voorn, Mr. M. Joles and Mrs. N. Visser.

### Contact

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[hmun.nl](http://hmun.nl)

With this Explanatory Letter, we hope to have informed you properly concerning the application procedure, special ways of participating in the conference and other useful information. Nonetheless, if you have any questions, please don't hesitate to mail us.

We absolutely look forward to receiving your school applications and we hope to welcome you to Haarlem next April.

Yours sincerely,

Alexander de Vries and Anke van Vliet  
Secretaries-General of Haarlem Model United Nations 2019