



# Explanatory Letter

Dear MUN-director,

The principal aims of this letter are to clarify how your school will be able to register for the HMUN 2024 conference, to answer your possible questions about the application procedure and to inform you about HMUN in general.

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## 1. About the conference

HMUN is a three-day conference that is attended by approximately 600 students from all over the world. Its twenty-seventh annual session will take place at the Stedelijk Gymnasium in Haarlem from the 5<sup>th</sup> till the 7<sup>th</sup> of April 2024.

The main venue of HMUN is The Stedelijk Gymnasium Haarlem. The then recently remodelled school building is located in the centre of Haarlem. The school was founded in 1389, making it one of the oldest schools in the Netherlands. Besides the main venue, HMUN takes great pride in being able to organize its conference in collaboration with many historical venues representing the beautiful city of Haarlem. For example, we hold our annual General Assembly Plenary in the Teylers Museum, the oldest museum in the Netherlands. Last year we were also able to host several committees in the Paviljoen Welgelegen: once the residence of King Lodewijk Napoleon and currently the State Capital building for the province of Noord-Holland and our opening and closing ceremonies in the beautiful Bavo church, founded as a catholic church in 1370.

We endeavour to offer a program of high-quality guest speakers relevant to the theme and issues of our conference. Throughout the years HMUN has also had many inspiring visitors and speakers such as Gerrit Zalm. Mr. Zalm has served as Minister of Finance and Vice-President of the Netherlands. He has served as the vice president from 2003 until 2007. Another inspiring speaker HMUN had the chance of hosting was Jaap de Hoop Scheffer. Mr de Hoop Scheffer was a great Dutch politician and the Secretary-General of NATO from 2004 to 2009. Lastly, last year our keynote speaker was former minister of Economic affairs and Climate Eric Wiebes. We are very proud to have such speakers and we aim to carry on this legacy and provide a wide range of relevant guest speakers.

This 27<sup>th</sup> edition, once again, we have put in a lot of work to come up with a theme that suits both our conference and its attendees, a theme that makes people think, and ask questions that are not so easily answered: 'Shaping our future: innovating systems to meet a changing reality', is what remained in our minds, and hopefully will in yours.

Because, after all, the future is ours. If anyone is going to change it, it's our generation. At times, it doesn't look too bright, but that is where we should do something. It is time to look at the systems governing our reality and see where they are going. Our reality is changing, it has been changing, and it will be changing for quite some time. But what is our reality? Is it our everyday life? Is it our digital life, perhaps? And in a world where artificial intelligence is growing in influence, what is real to begin with?

On the other hand, we also have our long-lasting systems. Systems that have survived centuries, and have seen the rise and fall of revolutions, kingdoms, and nations. However, we have reached a point in time where our systems work against us, therefore adjustments need to be made, for our future to be shaped the way we want it. Reality has changed, and we must change as well.

But how do we do that? Do we need to change society? We don't need to. We only need to improve our society, in order for it to adapt to this changed reality. There are innovations long overdue, and the time has come to make them. The changes we should make, though, are up to us. At the conference, hopefully, you decide to innovate systems. Our systems, the world's systems, maybe even your own. Hopefully, we think about things, and we learn to make our future ours.



## 2. The registration procedure

On [www.hmum.nl](http://www.hmum.nl) 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 estimated number of delegations from various schools. Should the number of school applications exceed the number of 600 delegates, we will shortly decide on the schools that are invited and the number of attendees they can bring next April at the 27<sup>th</sup> edition of HMUN. We hope to accept as many applications as possible. School registration will close on **Friday the 20<sup>th</sup> of October**.

**Please note that by handing in Form I, you agree to a €90,00 School Registration Fee. This fee will have to be paid along with the Delegate/MUN-director Conference fees in February.**

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Then, in December, you will receive Mailing II, stating which delegation(s) your school will be representing and how many delegates they consist of. This information will be delivered together with **Form II**, also known as *The Delegation Registration Form*. In this Form schools will need to provide the names and other data concerning their participating students. **The deadline for handing in Form II is Wednesday the 17<sup>th</sup> of January.**

Finally, in order to complete your school's registration, MUN-directors will receive the **invoices** in February. The invoices concern the Delegate/MUN-director/StOff/Press Conference fees. The fee for delegates will be €95,00 per participant. As stated before, the School Registration Fee will also be paid along with these conference fees.

After the 1<sup>st</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.

## 3. The Excellency Fund

This year the HMUN finance and administration department will grant a maximum of 10 full scholarships to students who are motivated, eager to learn and have an interest in the field of International Relations (IR) but cannot afford our fee. When awarded with an HMUN Scholarship your €95,00 fee will be completely compensated by HMUN.

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These hardworking students would greatly benefit our award-winning and globally recognized conference. With a scholarship from the Excellency Fund, we give international and Dutch students who could normally not attend due to their financial situation a chance to enter the fascinating world of Model United Nations.

The Deputy-Secretary General of Administration and Finance will make a careful selection from all the applications.



To apply the MUN-director needs to write a letter of recommendation to the DSGA of their delegate and the MUN-director needs to attach a letter of motivation of the delegate themselves, where they explain why they would like to attend HMUN.

**For all of the applications to the Excellency Fund students will be needing a Recommendation Letter written by their MUN director, in addition to their own Motivation Letter.**

#### 4. Different ways to participate in HMUN

In addition to participating as a delegate in one of our twenty committees, we offer our attendees to take their MUN-career to the next level through other positions;

- participating as a delegate in an **Experienced Committee**;
- leading the debate as a **Student Officer**;
- member of the **Press Team**.

##### I. 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 the Research Reports as well as supporting delegates in preparing for the conference. Students who have participated in MUN before and have in-depth knowledge about the THIMUN Rules of Procedure may apply for a position, using the Student Officer Application Forms available on [www.hmun.nl](http://www.hmun.nl)

At HMUN, there are two Student Officers in every GA Committee: The Chair and a Deputy Chair. The Councils (such as the Security Council, Economic and Social Council and Human Rights Council) along with the Special Conferences 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.

The GA will be led by the **President of the General Assembly (PGA)**. A PGA has many important tasks amongst leading the Opening Ceremony and the Closing Ceremony. This position requires great leadership, experience in MUN and motivation. In the forms on our website, students can find a PGA registration form. After a student applies for this position, they will be invited to an interview with our Information and Content Staff. Please note that if one of your students applies for a PGA position, we will contact their MUN-Director to verify their experience and motivation.

All experienced students can apply for these positions and they will hear if they're selected as a Student Officer on the 24<sup>th</sup> of November.

**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 and List of Experience. By sending in a letter of recommendation, the**



**MUN-director will become accountable for the Student Officer in question to meet their deadlines.**

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## II. Committees for the most experienced

At HMUN 2024, we have two experienced 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 international 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. In the ExCom delegates get the chance to not just represent a delegation, but to possibly represent philosophers, EU-officials, heads of states, and chair(wo)men of multinational enterprises

With these two committees, we hope to achieve a higher level of debate and challenge experienced delegates even more. For this reason, participants are required to apply separately for a position in these committees. Delegates can apply for these committees using the registration forms on our website.

**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 and List of Experience.**

## III. 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 Heads of Press (Kato Visser and Evy Bok), publish one daily newspaper 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.

These are the vacancies:

1x video editor  
3x reporters



3x photographer + 1x cartoonist

One can apply for these positions 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 Liedewij Holtz: [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 and List of Experience.**

**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 15 delegates to ensure at least one delegate applies for a position in the ExCom, ICJ, or Press. There is no maximum number of applicants per school, thus we advise you to encourage all of your delegates 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 and teams.**

**5. Useful information**

**I. Dates and Deadlines**

<b>September 26<sup>th</sup> 2023</b>	School registration open + Mailing I + StOff, ICJ, Excom, Press registration open
<b>October 20<sup>th</sup> 2023</b>	School registration closed
<b>November 1<sup>st</sup> 2023</b>	Issues will be published
<b>November 1<sup>st</sup> 2023</b>	Accepting/Rejection schools
<b>November 24<sup>th</sup> 2023</b>	StOff, ICJ, Excom, Press registration closed
<b>November 27<sup>th</sup> 2023</b>	PGA interviews + Student Officer selection
<b>December 15<sup>th</sup> 2023</b>	Mailing II + deadline for applications to the Excellency Fund

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<b>December 18<sup>th</sup> 2024</b>	Deadline Research Report draft 1
<b>January 7<sup>th</sup> 2024</b>	Student Officers will receive their Research Report with notes by the Staff
<b>January 14<sup>th</sup> 2024</b>	Deadline Research Report draft 2
<b>January 17<sup>th</sup> 2024</b>	Deadline receiving Form II from all schools
<b>January 25<sup>th</sup> 2024</b>	Research Reports will be uploaded
<b>February 14<sup>th</sup> 2024</b>	Mailing III
<b>March 14<sup>th</sup> 2024</b>	Deadline for changing the Delegate Registration Form
<b>March 15<sup>th</sup> 2024</b>	Final deadline payment invoices

<b>April 5<sup>th</sup> – April 7<sup>th</sup> 2024</b>	<b>HMUN</b>
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## II. 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 all foreign students. We therefore advise foreign schools to book a hotel in Haarlem well in advance. 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 per night will be charged. Housing will only be provided during the conference itself. This means for Friday and Saturday night. For schools arriving on Thursday we will try to make arrangements, but we cannot guarantee this in advance.

We can provide information on housing within the limits of current privacy regulations in the Netherlands. If you have any questions regarding our housing program, please contact [hospitality@hmun.nl](mailto:hospitality@hmun.nl)

## III. 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 there will also be a dinner on Thursday evening. You can contact our DSGA, Daan Nelemans, at [financial@hmun.nl](mailto:financial@hmun.nl)

School Registration Fee	€90,00
Delegates/MUN-Directors/StOff/Press Fee	€95,00
Housing Fee	€15,00 pp/per night

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#### IV. Forums

HMUN has known a great variety of 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 the level of debating. Here's a brief list of committees at HMUN (please note that this list is not completely fixed yet):

GA 1<sup>st</sup> committee | International Security and Disarmament

GA 3<sup>rd</sup> committee | Social, Humanitarian and Culture

GA 4<sup>th</sup> committee | Special Political and Decolonization

GA 6<sup>th</sup> committee | Legal

#### General Assembly

Security Council (*SC*)

Historical Security Council (*HSC*)

Economic & Social Council (*ECOSOC*)

Group of Twenty Summit (*G20*)

Human Rights Council (*HRC*)

United Nations International Children's Emergency Fund (*UNICEF*)

Environmental Council (*EC*)

International Court of Justice (*ICJ*)\*

Expert Committee (*ExCom*)\*

Special Conference 1 (*SpC 1*)

Special Conference 2 (*SpC 2*)

North Atlantic Treaty Organisation (*NATO*)

BRICS (*BRICS*)

United Nations Industrial Development Organisation (*UNIDO*)

United Nations Office on Drugs and Crime (*UNODC*)

Commission on the Status of Women (*CSW*)

United Nations Commission on Crime Preventions and Criminal Justice (*CCPCJ*)

United Nations Educational Scientific and Cultural Organisation (*UNESCO*)

Association of South-East Asian Nations (*ASEAN+*)

\*Experienced Committees

Councils, Summits, Committees and Funds





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 2024 in Mailing II.

## 6. Organisation and Contact

### I. Executive Staff and Secretariat

HMUN is organised by the Executive Staff, which consists of 25 secondary school students of the Stedelijk Gymnasium Haarlem.

The Executive Staff is presided by the Secretaries-General and consists of various branches, each led by a Deputy-Secretary General.

Secretaries General: Pleun van Tuyll & Julian van Breugel  
[sghmun@gmail.com](mailto:sghmun@gmail.com)

Deputy Secretary-General of Organisation: Karel Duschatteau

[dsgo@hmun.nl](mailto:dsgo@hmun.nl)

Deputy Secretary-General of Information: Stephannie Wieberdink

[dsgi@hmun.nl](mailto:dsgi@hmun.nl)

Deputy Secretary-General of Administration: Daan Nelemans  
[financial@hmun.nl](mailto:financial@hmun.nl)

Deputy Secretary-General of Representation: Sacha van Stekelenburg  
[mun@sghaarlem.nl](mailto:mun@sghaarlem.nl)

Deputy Secretary-General of Communication: Liedewij Holtz [dsgc@hmun.nl](mailto:dsgc@hmun.nl)



## II. Board of Directors

The Board of Directors are passionate teachers that assist the Executive Staff during the organisation of HMUN 2024.

The Board of Directors consists of Mr. C. Blommesteijn, Mr. A. Paauw, Mr. G. Bolten, Ms. I. Visser and Ms. N. Visser. You can reach the Board of Directors at [BOD@sghaarlem.nl](mailto:BOD@sghaarlem.nl)

## III. Contact

Stedelijk Gymnasium Haarlem

Prinsenhof 3, 2011TR

Haarlem, the Netherlands.

[sghmun@gmail.com](mailto:sghmun@gmail.com) [hmun.nl](http://hmun.nl)

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

Sincerely,

Pleun van Tuyll & Julian van Breugel

Secretaries General of Haarlem Model United Nations 2024

*Haarlem Model United Nations prides itself to be affiliated to The Hague International Model United Nations (THIMUN; [www.thimun.org](http://www.thimun.org))*