

# Explanatory letter



Haarlem Model United Nations 2022

8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> of April 2022

Dear MUN-director,

The principal aims of this letter are to clarify how your school will be able to participate in the HMUN 2022 conference, to answer your possible questions about the application procedure and inform you about HMUN in general.

## 1) The registration procedure

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 estimated number of delegations from various schools. Based on the responses on Form I, we will select which of the applying schools are allowed to join us next April at the 25<sup>th</sup> edition of HMUN. School registration will close on the 1<sup>st</sup> of November.

**Please note that by handing in Form I, you agree to a €80,00 School Registration Fee. This fee will have to be paid along with the Delegate/MUN-director Conference fees in February.**

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 the 12<sup>th</sup> of January.

Finally, in order to complete your schools' registration, MUN-directors will receive the **invoices** in February. The invoices concern the Delegate/MUN-director Conference fees. The fee for delegates will be €85,00 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.

## 2) Special ways to participate in HMUN

In addition to participating as a delegate in one of our fifteen committees, 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 show their creative side 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 18<sup>th</sup> of October.

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. All experienced students can apply for these positions.

**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.**

### Special committees

At HMUN 2022, 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 1<sup>st</sup> of November 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.**

## 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 three 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 has announced she will have the following vacancies for this years’ international Press Members:

1x video editor

1x cartoonist

3x reporters

3x photographer

One can apply for these positions as from the 1<sup>st</sup> of November, 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 DSGd Nico Fattoruso Delgado: [dsgd@hmun.nl](mailto:dsgd@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 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.**

### 3) Useful information

#### Dates and Deadlines

These are the deadlines for the applications and the fees:

School Applications (Form 1)	1st of November
Student Officer Applications	1st of November
School Applications (Form 2)	12th of January
Delegate/MUN-director Conference fees/School Registration Fee	12th of February
HMUN 2022 Conference	8-10 of April

#### 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 Thursday we will try to make arrangements, but we cannot guarantee this in advance.

Despite the Covid-19 pandemic we will try our hardest to arrange housing, while abiding by measures implemented by the government. Therefore, please keep in mind that we might ask you for a QR code with a certificate of a negative test result or vaccination.

#### 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.

School Registration Fee €80,00

Delegates/MUN-Directors/StOff/Press €85,00

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 2022 in Mailing II.

#### 4) Covid-19

The HMUN organisation has taken a few measures in order to both provide a safe conference for all participants and to minimise the possibility of cancellation. All decisions were made with this in mind, while also trying to provide you with the best HMUN experience, a wonderful MUN conference and a good level of debate.

HMUN will approximately be accepting a number of **500 delegates** to the conference.

Despite the Covid-19 pandemic we will try our hardest to arrange housing, while abiding by measures implemented by the government. Therefore, please keep in mind that we might ask you for a QR code with a certificate of a negative test result or vaccination. This would be at the housing pick-up on Thursday or the Registration on Friday.

**In regards to revoking registrations due to Covid-19, HMUN will uphold the same dates. 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.**

**In the event of cancellation of the HMUN conference, all fees will be refunded.**

## 5) Organisation and Contact

### Executive Staff

HMUN is organised by the Executive Staff, which consists of 22 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: Mathilde Nabben and Marijn de Ruiter

Deputy-Secretary General of Information: Meike Beerens

Deputy-Secretary General of Organisation: Celeste de Jong

Deputy-Secretary General of Administration: Pieter van Lelijveld

Deputy-Secretary General of Representation: Finn Damhoff

Deputy-Secretary General of Development: Nico Fattoruso Delgado

### Boards of Directors

The Board of Directors assists the Executive Staff during the organisation of HMUN 2022.

The Board of Directors consists of Mr. C. Blommesteijn, Mr. A. Paauw, Mr. S. Voorn, Ms. L. Van Tienen and Ms. N. Visser.

### Contact

Stedelijk Gymnasium Haarlem

Prinsenhof 3, 2011TR

Haarlem, the Netherlands.

[sghmun@gmail.com](mailto:sghmun@gmail.com)

[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 contact us.

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

Yours sincerely,

Mathilde Nabben and Marijn the Ruiter

Secretaries-General of Haarlem Model United Nations 2022

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