

Explanatory letter

Haarlem Model United Nations 2021
26th , 27th and 28th of March 2021



Dear MUN-director,

The purpose of this letter is to clarify how your school will be able to participate in the HMUN 2021 conference, to answer your possible questions about the application procedure and inform you about HMUN in general.

0) 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 be taking place **in real life**, not online.

As a result, HMUN will approximately be accepting a number of **300 delegates** to the conference. This, to ensure safety through distancing in accordance with governmental rules.

HMUN will **only be accepting** applications from schools **located in the Netherlands**.

Moreover, HMUN will **not be providing housing** to any participants of the conference.

We have decided on this to ensure the safety of host families and yourselves, and relieve you and them of **unnecessary risk**. See *Housing* for more information.

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

After the 7th 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.

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 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 March at the 24th edition of HMUN. School registration will close on ~~the 25th of October~~ **20th of December**.

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 late 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 ~~10th of January~~ **20th of January**.

Finally, in order to complete your school's 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 €85,00 per participant. As stated before, the School Registration Fee will also be paid along with these conference fees.

After the 7th 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 the 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 sqhmun@gmail.com.

2) Special ways to participate in HMUN

In addition to participating as a delegate in one of our committees (which are listed on 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 be creative and improve their journalism as a member of the **Press Team**.

Student Officers

Student Officers are experienced MUN-participants who lead the debate in the Committees and Councils as chairs. 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 25th 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, the African Union Peace and Security Council and the Historical 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 2021, we have two special committees, for which participants are required to apply separately for a position via a Form, which is to be found on the website, www.hmun.nl. 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. Besides these positions, in an ICJ both sides consist of advocates. These advocates bring forth their statements and attempt to prove their side of the court case to the judges.

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 two committees we try 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. Applications for these committees will be available as from the 25th of October on our website.

*Due to **Covid-19**, the applications for these committees will be open as normal. However, if due to lack of interest or number of applications **these committees might be eliminated**. If this is the case, schools and delegates will be made aware of this in time and (in consultation) be reassigned to a different committee.*

Press Members

The HMUN Press Team would like to invite all 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/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 has announced she will have the following vacancies for this years' international Press Members:
1x reporter 2x photographer

One can apply for these positions as from the 25th 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 you to our Head of Press Feline Engelbert: communications@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.

This Recommendation Letter should show the faith the MUN-Director has in the applicant. By recommending his/her to our organisation, the MUN-Director guarantees the applicant's dedication and quality of his/her work. In the event that an applicant does not show his/her dedication or does not meet a deadline, the organisation can contact the MUN-Director and he/she will address the applicant.

Please note!

As for students who did not 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 for these committees, 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/teams.

3) Useful information

Dates and Deadlines

School applications open (Form 1)	28 th of September 2020
School applications deadline (Form 1)	25th of October 2020 20th of December 2020
StOff/Press/ExCom/ICJ Applications open	25 th of October 2020
StOff/Press/ExCom/ICJ Applications deadline	15th of November 2020 20th of December 2020
Schools handing in Form II deadline	10th of January 2021 20th of January 2021
Conference Fees Deadline	7 th of March 2021
HMUN 2021 conference 2021	26 th until 28 th of March

Housing

Due to **Covid-19**, the HMUN conference will **not be providing housing for any participants** of our conference. This is to ensure the **safety** of host families and yourselves. We cannot ask them or you to take such a risk. We therefore ask you to either travel to and from the conference each of the days or to stay in hotels in and around Haarlem. A **list of hotels** can be found on our website, and with some of these the HMUN organisation is inquiring into sponsoring deals, so as to relieve you of some of the costs. This information is not yet available, but will be announced **as soon as possible** on our website or in an email. **This is not a guarantee and will not in any case relieve a delegation of all the costs.**

Fees

Fees for HMUN include the Conference Fee and a lunch on Friday, Saturday and Sunday.

Respectively there will be a dinner on Thursday for the Student Officers and the Press Members and a party on Saturday (due to Covid-19 these might be **cancelled**).

For Student Officers and Press Members, there will also be a dinner on Thursday respectively (due to Covid-19 this might be **cancelled**).

School Registration Fee	€80,00
Delegates/MUN-Directors/StOff/Press	€85,00

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 2021 in Mailing II.

A list of last year's forums, and probable forums for this year can be found on the website, www.hmun.nl.

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 over by the Secretaries-General, Lauren van Dijk and Annalisa Schipper, and the Deputy Secretaries-General: Julie Baarsma (Development), Finn Damhoff (Administration and Organisation), Mathilde Nabben (Information), Marijn de Ruiter (Representation). 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 2021. The Board of Directors consists of Mr. C. Blommesteijn, Mr. G. Bolten, Mr. S. Voorn, Ms. L. van Tienen and Mrs. N. Visser.

Contact

Stedelijk Gymnasium Haarlem
Prinsenhof 3, 2011TR Haarlem, the Netherlands.
sghmun@gmail.com hmun.nl

With this Explanatory Letter, we hope to have informed you properly concerning the application procedure, special ways of participating in the conference, our **Covid-19 policies** 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 March.

Yours sincerely,

Lauren van Dijk and Annalisa Schipper

Secretaries-General of Haarlem Model United Nations 2021