

ENGLISH  
**HANDBOOK**

AIMSUN XX

ALTAMIRA  
INTERNATIONAL SCHOOL



FEBRUARY 29TH - MARCH 3RD  
AIMSUN XX



ALTAMIRA INTERNATIONAL SCHOOL

*Breaking Borders*

TWENTIETH EDITION AISMUN  
February 29th - March 3rd

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## 1. WELCOMING LETTERS

### SECRETARY GENERAL

Dear members of the dias, distinguished delegates, advisors, STAFF and observers,

It is an honor and a pleasure to officially welcome you to the twentieth edition of the Model Nations United States of Altamira International School, "BREAKING BORDERS". AISMUN, known over the years for their commitment, dedication and for exceeding expectations, is proud to assure you this edition will not be the exception. The word "innovation" precedes us, and we certainly aim at transformation of what, to this day, we know as "United Nations models."

As Secretary General, I feel privileged to lead an event that brings together so many talented and passionate people. A remaining group from which I am certain will emerge the future leaders of our nation and even the entire world. This year's theme, "No borders, just horizons," reflects our vision of a world where borders do not limit our possibilities and opportunities extend beyond what we can imagine.

During our three days of modeling, you will have the opportunity to immerse yourself in meaningful discussions, collaborate with brilliant minds and contribute to mutual understanding. This event is not only about discussing international issues, but also to build bridges between cultures, ideas, and visions. Our goal is to create an environment in which each of you feels inspired and empowered to share your opinions, learn from others and work together towards innovative solutions. We are confident that "Breaking Borders" will be an enriching experience that will broaden your horizons and will leave a lasting mark on each of you. Here, ideas become resolutions, resolutions in actions and actions in a more promising future.

I promise you days full of discoveries, knowledge, lasting friendships and new experiences. Likewise, I wish you a horizon full of opportunities that challenge both the limitations self-imposed, like those that society tries to instill in us. It's time to break our Borders...

Welcome to BREAKING BORDERS.

Sincerely,

Saray Teherán Díaz

AISMUN 2024 General Secretary.



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## GENERAL DIRECTOR

“The only way to define your limits is to overcome them.”

Arthur C. Clarke

Dear colleagues of the dias, distinguished delegates, advisors, parents, ladies and gentlemen:

In a world where we often find ourselves pigeonholed by geographical, political or even emotional limits, the motto “No border, just horizons” for AISMUN XX invites us to look beyond those restrictions and focus on the horizon.

By “no borders,” we are not just referring to the lines drawn on maps, but to the barriers we ourselves create in our minds and hearts. Imagine a world where our differences do not divide us, but rather enrich our collective experience. A world where we do not fear the unknown, but rather embrace it with curiosity and acceptance. A world where we are not limited by social expectations or preconceived norms, but rather we venture in search of new horizons, challenging what was possible until now.

I invite you all, during these three days of the model, to challenge the boundaries that limit us and warmly embrace the possibility of the alternative. Find strength in diversity and inspiration in differences.

Serving as the general director of the model, I feel proud to lead an event that seeks to find alternative solutions to problems that are affecting our environment on a daily basis. Furthermore, I appreciate the privilege of being able to be in the same place where the future representatives of the country, or the world, will be forged.

This is why, together with my team and institution, I am willing to give you an unforgettable experience, full of new experiences, opportunities, and knowledge. I warmly extend a great welcome to the twentieth edition of the Altamira International School Model United Nations.

Welcome to AISMUN XX “Breaking borders, Just Horizons”

Sincerely,

Isabella Tilano Cañas  
AISMUN 2024 General Director



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### DEPUTY DIRECTOR

It is an honor for me to extend the warmest welcome to the twentieth Model United Nations Conference of the International Altamira School. As the Deputy Director of this event, I am thrilled for the opportunity to share with you the passion I feel for this model and what it represents for the development of future leaders.

The very essence of the Model United Nations lies in the opportunity to discuss global situations, analyze diverse perspectives, and, most importantly, work together towards solutions that positively impact our world. This event serves as a unique platform where youth have the chance to develop leadership skills, global understanding, and diplomacy.

This year, our conference is held under the theme "No Borders, Just Horizons." This theme reflects the fundamental belief that territorial divisions should not be a cause for conflict but rather an opportunity to reach new horizons. It symbolizes the idea of overcoming geographical barriers and working together in the construction of a more inclusive and collaborative future.

Throughout the conference, I urge you to explore new perspectives, challenge preconceived ideas, and seek creative solutions. Each of you plays a significant role in creating a space where constructive dialogue and cooperation can transcend any boundary.

I am confident that, by the end of this conference, you will not only have gained a profound knowledge of global issues but also have experienced the transformative power of international collaboration.

I wish each of you a successful and enriching conference. May your discussions be inspiring, your proposals innovative, and your experiences memorable. We are here to build bridges and open horizons together.

Sincerely,

Fionna Romano Rodriguez  
AISMUN 2024 Deputy Director



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## 2. SCHEDULE

| Group 1  |       |          |           |
|--|-------|----------|-----------|
| UNESCO- WHO- DPM- GAC 1- GAC 2- Comite de CRISIS |       |          |           |
| FRIDAY & SATURDAY                                |       |          |           |
| Starts   | Ends  | Duration | Activity  |
| 8:00   | 9:45  | 1:45     | Session 1 |
| 9:45   | 10:15 | 0:30     | Recess    |
| 10:15  | 12:30 | 2:15     | Session 2 |
| 12:30  | 13:30 | 1:00     | Lunch     |
| 13:30  | 16:00 | 2:30     | Session 3 |
| SUNDAY   |       |          |           |
| Starts   | Ends  | Duration | Activity  |
| 8:00   | 9:30  | 1:30     | Session 1 |
| 9:30   | 10:00 | 0:30     | Recess    |
| 10:00  | 11:30 | 1:30     | Session 2 |
| 11:30  | 12:30 | 1:00     | Lunch     |
| 12:30  | 13:40 | 1:10     | Session 3 |

| Grupo 2                                    |       |          |           |
|--|-------|----------|-----------|
| SOCHUM- SC- DISEC- Congreso- ECOSOC - FIFA |       |          |           |
| FRIDAY & SATURDAY                          |       |          |           |
| Starts                                     | Ends  | Duration | Activity  |
| 8:00                                       | 10:15 | 2:15     | Session 1 |
| 10:15                                      | 10:45 | 0:30     | Recess    |
| 10:45                                      | 13:30 | 2:45     | Session 2 |
| 13:30                                      | 14:30 | 1:00     | Lunch     |
| 14:30                                      | 16:00 | 1:30     | Session 3 |
| SUNDAY                                     |       |          |           |
| Starts                                     | Ends  | Duration | Activity  |
| 8:00                                       | 10:30 | 2:30     | Asamblea  |
| 10:30                                      | 11:00 | 0:30     | Recess    |
| 11:00                                      | 12:30 | 1:30     | Session 2 |
| 12:30                                      | 13:30 | 1:00     | Lunch     |



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## CEREMONIES & SPECIAL EVENTS

| CEREMONIES       |       |          |                     |
|------------------|-------|----------|---------------------|
| Starts           | Ends  | Duration | Event               |
| OPENING CEREMONY |       |          |                     |
| 17:30            | 20:00 | 2:30     | Opening             |
| 20:00            | 21:00 | 1:00     | Delegate's Cocktail |
| CLOSING CEREMONY |       |          |                     |
| 14:00            | 16:00 | 2:00     | Closure             |



### 3. COMMITTEES

1. ECOSOC
2. UNESCO
3. DPM
4. CONGRESS
5. SOCHUM
6. SECURITY COUNCIL
7. W.H.O.
8. DISEC
9. UN WOMEN
10. BICAMERAL DEPUTY CABINET
11. FIFA





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## ECOSOC

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President Sojo

Vice-President Pabon

### **TOPIC A: Yúan vs Dólar vs BRICS**

### **TOPIC B: Economic and social impact of the Taiwan Strait crisis.**

This year, at AISMUN XX, an extraordinary dynamic will take place within ECOSOC. The first topic to be discussed is Yuan vs Dollar. The purpose of this theme is to determine whether it is advisable to continue with the currencies of the great economic powers or whether it is beneficial to make the transition to currencies of common interest for the development of international and foreign trade between countries. The second topic to be discussed in the commission will be based on attributing economic and social functions to identify preventive measures against possible aggravations in the geopolitical situations between China and Taiwan.



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## UNESCO

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President Caicedo

Vice-President Sarmiento

**TOPIC A: Prioritize and guarantee access to quality education for young people affected by hostilities in the conflict in the Gaza Strip.**

**TOPIC B: Methods to achieve effective cultural protection in the Gaza Strip during times of war.**

In the midst of the conflict, many of the fundamental rights of Israel and Palestine have been violated. Access to education for young people and children has been compromised, the protection of cultural heritage during the war, and different scenarios and infrastructures have been subjected to complex damage. School infrastructure is inadequate, psychosocial pressure and lack of inclusion for disabled children have been other challenges identified during the war. In addition, the loss of cultural sites and insufficient cultural protection reflect a concern for the international community regarding cultural preservation in Gaza. Despite the various efforts and processes of the international community, it is imperative to seek more effective, lasting and functional solutions to this problem.



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## DPM



### **TOPIC A: Artificial Intelligence**

### **TOPIC B: Cyberattacks**

In this era of revolution and development, artificial intelligence has become an essential tool that shapes industries and societies all around the world. In the committee, delegates' task is to explore the effects of AI on data privacy. Taking into account the fast technological advancements that humanity is facing, the commission is determined to find a way to guarantee that privacy rights are supported without suppressing the potential of AI. Discussions within the committee will be centered on ethics, strategies, cybersecurity, and regulations that search for a balance between innovation and safeguarding data.

The DPM committee is committed to maintaining data security and protecting user privacy in the modern era. With a focus on the digital world, the committee recognizes the risk that comes from cyberattacks, which are attempts to modify or erase data by obtaining unauthorized access to networks, devices, or computer systems. The committee's discussions will probably center on how to create regulations, rules, and strategies for international collaboration that will stop and deal with cyberthreats that compromise the protection of personal information. While the previously offered historical background highlighted key events in the development of cybersecurity, it also stays in tune with more general discussions about defending digital assets and information systems, providing a basis for appreciating the pressing need for efficient data privacy management.



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## CONGRESS

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President Landinez

Vice-President Hernandez

Vice-President Fernandez

**TOPIC: Legal commission of investigation and accusation. Constitutional jurisdiction, President Gustavo Petro Urrego.**

"The government of change" is the motto promulgated by Gustavo Petro to his development program and mandate for the Colombian republic. This project involves reforms in various institutions in the country, which for many will be their salvation. However, others refute his conduct and indicate that there are several inconsistencies around the president that deserve to be investigated. His role as members of Congress is to evaluate the president's performance and analyze his alleged involvement in illicit processes. The purpose of this is to reach a consensus on the validity of the charges against him.



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## SOCHUM

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President Marin

### **TOPIC: Addressing the Humanitarian Crisis in the Gaza Strip: Promoting Sustainable Development, Human Rights, and Regional Stability.**

Focusing on the ongoing conflict in the Gaza Strip, addressing the Humanitarian Crisis and promoting Sustainable Development, Human Rights and Regional Stability has become of utmost importance. The situation has left millions of civilians vulnerable and in pressing need for help. People in Gaza are suffering from a need for basic resources, as shortages and blockades prevent the help they need from entering the territory. The attacks the area has been subjected to, have violated the rights and needs of the people in the center of the dispute. It is imperative to recognize the interconnectedness of these issues, guarantee the fulfillment of rights, and strive to bring the necessary aid to the people affected in the Gaza Strip. In parallel, it is important to emphasize fostering a more stable and secure environment in the broader Middle East region.



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## SECURITY COUNCIL

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President Argote

### **TOPIC: Cross Border Attacks Between Gaza and Israel Looking Forward to a Two-State Solution.**

The Security Council is grappling with the complex topic of cross-border attacks between Israel and Gaza, a conflict characterized by decades of violence and political tension. With its focus on a two-state solution, the committee seeks to discuss ways to address hostilities and promote peaceful dialogue among the parties involved. Amidst the regional tensions in the Middle East, the committee recognizes the urgency of finding viable and sustainable resolutions to the conflict, that target the root causes and ensure the well-being of both Israeli and Palestinian populations.



W.H.O.

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President Piedrahita

**TOPIC A: Access to Contraceptive Methods**

**TOPIC B: Evaluation of the International Health Regulations implemented in the Syrian Civil War of 2011.**

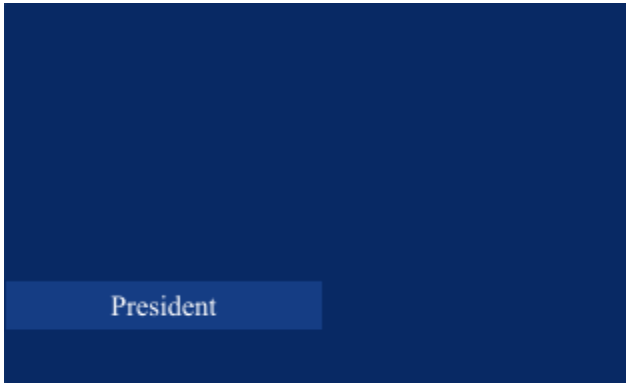
Access to contraception is a fundamental human right, as stated in the UN Charter of Human Rights. However, not all countries are able to provide their citizens with this access. Cultural or religious beliefs restrict some, while others lack the financial resources to offer free or heavily discounted contraception. Moreover, the lack of infrastructure or remote locations in indigenous regions can also truncate access to healthcare and contraceptives. The World Health Organization (WHO) is committed to assisting its member states to achieve the highest health standards, including sexual and reproductive health.

The International Health Regulations (IHR) of 2005 were adopted by the World Health Organization (WHO) to improve member state surveillance and response capacities in order to manage global public health emergencies. Beginning in 2011, the Syrian Civil War produced a complicated crisis that damaged healthcare services and infrastructure, resulting in a high prevalence of health problems among Syrians. Although the IHR principles were relevant, the complex political landscape, population dislocation, and the impact of the conflict on healthcare institutions made implementation difficult. This emphasizes how crucial it is to set up a procedure for applying the (IHR) in areas of conflict.



DISEC

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**TOPIC: Gaza Strip - The Focal Point of Confrontations Between Israelis Forces and Palestinian Militants**

One of the most enduring conflicts in history, the Palestinian-Israeli conflict, marked by entrenched political, geographical, cultural, and religious disputes, has resulted in numerous aggravating ramifications. Hence, it is imperative for the International Disarmament Committee to take on the responsibility of establishing primary regulatory measures to uphold global cooperation, international peace, and security. Given the current deficiencies in security and border control, the DISEC committee will conduct a thorough examination of the conflict's historical evolution. This review will encompass a consideration of past agreements concerning border control, cross-armorament trafficking, belligerent military tactics, and the consequential impact of such actions not only on national but also on international jurisdictions and their credibility.





## UN WOMEN

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President Nasser

### **TOPIC A: Child Marriage**

### **TOPIC B: Rising Rates of Child Maternal Mortality**

Child marriage and maternal mortality are crucial aspects to consider in the fight for the safety and wellbeing of women. Child marriage is a practice that results in adverse effects on all areas of life for the girls involved, negatively affecting them oftentimes in perpetuity. Likewise, maternal mortality is also a dangerous phenomenon, causing harm and deaths to many women worldwide for a variety of reasons, such as inadequate healthcare, hazardous practices, pregnancies at an early age, amongst others. In both situations girls are subjected to practices they may not agree with, and forced into circumstances without safe ways to escape them. It is imperative to address these issues and find resolutions, promoting the welfare of women worldwide.



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## GAC

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President Alvarez

President Soto

### **TOPIC: Egyptian Revolution of 2011**

The Egyptian Revolution of 2011 marked a before and after in this country. On January 25 of that year, the Egyptians began the struggle that would end in the resignation of dictator Hosni Mubarak and the establishment of a new constitution. In this committee, thinking like an Egyptian from 2011, the delegates, divided into two camps, that of the government and that of the revolutionaries, must make decisions as if they were immersed in the revolts to lead their side to victory.



FIFA

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President Libonatti

**TOPIC: Regulations and Policies Necessary for the Election and Development of World Cups.**

In the world of sport and the international community, there have been several discussions about the last elections of the venues of the World Cup. Based on the accusations and accusations generated after the controversial election of the 2022 World Cup as a venue, it will seek to reform and implement regulations and policies that meet the electoral criteria for upcoming events in this category. Such regulations should address issues such as the observance of human rights, the establishment of decent working conditions and the enactment of transparency in choosing future locations. For the Federation Council, it is of the utmost importance to implement the necessary measures with regard to evaluation, in order to further expand and ensure the quality of football development worldwide, while protecting the values within sport.



#### 4. CODE OF CONDUCT

All procedures will be governed under the coexistence manual stipulated by the institution.

**1. Delegates must follow the instructions of the president and General Secretaries while on and off their committees.**

A. Absence of parliamentary language will be considered disrespectful to the chair and the committee. After 3 calls a reprimand will be issued.

B. Under no circumstances may delegates disrespect the president or others present at the confederation.

Among the various disrespects, we have:

I. Verbal aggressions to the board of directors and fellow delegates.

II. Physical aggressions to the board of directors and fellow delegates.

III. Disobedience

IV. Disrespect to the presidents.

V. Questioning in a challenging manner the decisions of the board of directors.

In case of any disagreement, communicate it respectfully.

**2. Delegates must follow the Dress Code.**

a. Specifications in the Dress Code section pg. \*

**3.** Delegates are not allowed to walk in the aisles during committee work.

**4.** All delegates must remain in their respective rooms during committee work and must not leave the room without prior authorization from the chairperson.

**5.** All delegates must wear their badges at all times. This gives them access to the conference, snacks and lunch tickets.

**6. Delegates must not disrespect any of the following:**

I. The General Secretary

II. The Director General

III. The Presidents.



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- IV. The professors.
  - V. Advisors/sponsors.
  - VI. Staff members, including security, press, and logistics members.
  - VII. Symbols pertaining to the school or event, including flags, school logos, etc.
  - VIII. School property.
7. Delegates must adhere to the schedule and be punctual at all times.
  8. Cell phones should be turned off and kept out of sight during committee work. We have taken the necessary precautions. However, AISMUN is not responsible for lost or stolen items.
    - a. These may be confiscated by the security delegates..
  9. Laptops may only be used for research and educational purposes, which contribute to the development and progress of the committee. This, of course, does not include Messenger, Facebook, WhatsApp Web, Instagram, Myspace, Twitter, etc
    - a. In case of being used for disruptive purposes or plagiarism incentives will be reported to discipline.
  - 10. Delegates are responsible for their valuables, including laptops. We have taken the necessary precautions, however, AISMUN is not responsible for lost or stolen items.**
  11. Any type of plagiarism or malpractice in a Bill, working paper, press release, a position paper or a keynote address that can be proven by the President and/or the Secretary General is subject to immediate loss of vote.
  12. The consumption of alcohol and other drugs within AISMUN is prohibited.
    - a. It is forbidden to enter a committee in a state of intoxication or drunkenness.
    - b. It is forbidden to smoke inside AISMUN any type of vaporizer, cigarette, etc.
  13. The consumption of food or beverages within the committee (except coffee and water) is strictly prohibited
  14. Delegates should be tolerant of races, religions and beliefs.
  - 15. Theft is illegal in AISMUN.**



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16. It is strictly forbidden to keep any type of weapon inside the facilities.
17. If approved by the presidents and general secretaries, any serious act will have consequences, even if it is not listed in the Handbook.
18. Any serious infraction, determined as such by the chairpersons and approved by the Secretary or the Director, even if not included in the Code of Conduct, shall be sanctioned.
19. A delegate's or conference attendee's repeated failures may be grounds for expulsion from AISMUN.

**WARNING: Each of the above points has its own consequence and warning. These are specified below.**

## CONSEQUENCES OF VIOLATING THE AISMUN RULES

| Rule Violated  | "SANCTION<br>(Subject to the discretion of the president,<br>who may consider other measures)" |
|--|--|
| 3 Failure to use parliamentary language.                         | Warning(s)   |
| Misconduct that causes loss of order within the committee.       | Warning(s)   |
| Disrespectful questioning of the Board's authority.              | Warning(s)   |
| Disrespect among delegates                                       | Warning(s)   |
| Use of obscene language  | Warning(s)   |
| Eating or drinking at an inappropriate time/place (chewing gum). | Warning(s)   |



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|   |  |
|---|--|
| Remaining in the aisles during committee work.  | Warning(s)   |
| Keeping excessive trash or clutter on the table or in the room.   | Warning(s)   |
| Verbal or physical injury, threats or intimidation  | Suspension or Expulsion  |
| Religious, philosophical or political intolerance.  | Suspension or Expulsion  |
| Late arrival at committee meetings  | Warning(s)   |
| Disrespect for the symbols/elements of the conference   | Reprimand (plaques) and suspension (other symbols)               |
| Violation of dress code   | Warning and the delegate must leave and return properly attired. |
| Phone ringing or during committee use   | Warning and the cell phone will be confiscated.                  |
| Leaving the room without authorization of the general secretary, presiding officers, or faculty advisor | Warning(s)   |
| Consumption of alcohol, cigarettes or drugs   | Expulsion  |
| Unexcused absence from AISMUN   | Warning(s)   |
| Disrespect against the president, advisors, staff or members of the Secretariat.                        | Warning(s)   |
| Proved theft  | Expulsion  |
| Attending the conference under the influence of alcohol   | Expulsion  |
| Plagiarism in the drafting of resolutions   | Expulsion  |



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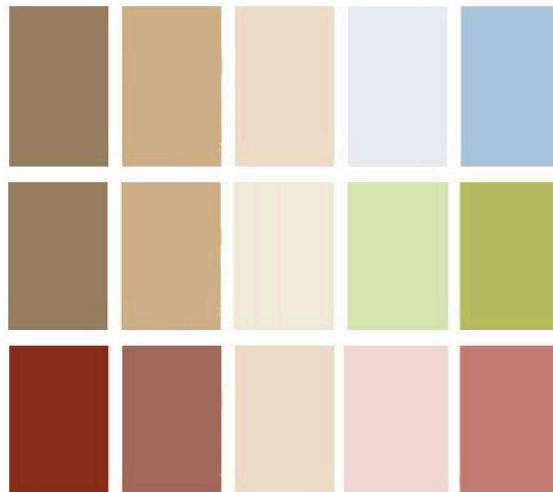
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## 5. DRESS CODE

### WOMEN: PROHIBITED:

- Sleeveless blouses.
- Shirts or blouses that show back, abdomen and/or plunging neckline.
- Casual blouses (V-neck, polo shirts, T-shirts, etc.).
- Shirts or blouses with vulgar or disrespectful messages.
- Sheer shirts that show a lot of skin.
- Casual coats or cardigans.
- Skirts/dresses above the knees (10 cm maximum above the knees).
- Skirts with long slits that show too much skin.
- Transparent garments.
- Any type of jeans (blue, red, yellow, white, green, black or any other color).
- Casual sandals.
- Tennis shoes.
- Open-toed shoes.
- Flip-flops.
- Any accessory that is considered distracting.
- Pronounced prints.
- Shades of clothing that are not within the stipulated palette of sober colors.







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## **MEN PROHIBITED:**

- Casual shirts (v-neck, polo shirts, t-shirts, for example).
- T-shirts with vulgar or disrespectful messages.
- Transparent shirts.
- Casual coats.
- Lack of a tie.
- Any type of jeans (blue, red, yellow, white, green, black or any other color).
- Casual shoes (tennis shoes, flip-flops etc.).
- Informal attire/pants.

**Warning: If any delegate dresses inappropriately, he or she will be sent home to change and will receive a warning.**

## **IMPORTANT INFORMATION**

### **Committees in English**

- DISEC: Disarmament and International Security Committee.
- SECURITY COUNCIL
- SOCHUM: Social, Humanitarian and Cultural Committee.
- WHO: World Health Organization
- UN WOMEN
- DPM: DATA PRIVACY MANAGMENT

### **Committees in Spanish**

- ECOSOC
- UNESCO
- CONGRESS OF THE REPUBLIC OF COLOMBIA
- GAC: Bicameral Adjunct Cabinet
- FIFA: Federation International of Football Association

### **About Committee Work...**



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- An opening speech and position paper are required.
- A position paper is essential, following the guidelines set forth in the Handbook.
- PowerPoint presentations/Slides, infographics, photographs, and any visual aids are allowed.
- They must be approved by the table.
- If you wish to use the term "terrorism" (or other terms that go against parliamentary language), it is imperative that you submit a motion.
- The terms "imperialism" and "colonization" do not belong in parliamentary language; therefore, no delegate may use them (the terms mentioned, due to the official resolution of the United Nations, may not be subject to motion).
- Delegates may not mention events that occurred before the creation of the United Nations (October 24, 1945).
- Delegates may not refer directly to another delegation, but must do so by means of: ""delegations such as..." ""delegations such as..."".

### 6. AISMUN STAFF AND ROLE OF THE PARTICIPANTS

#### **Secretary General:**

The Secretary holds the highest authority of the conference. Any rules and protocols that are subject to change must be approved and clarified by the Secretary General. The Secretary General has coordinated the collective work and cooperation within the AISMUN staff. This position is subject to clarify any doubts that arise, related to the procedure, content, or protocol of the different committees. He is in charge of warmly welcoming the Special Guests. The Secretary-General presides over the Sponsors Meeting and may chair any committee at any given time.

**Note:** When the Secretary General is introduced within a committee, a show of respect by delegates, observers, and officers is mandatory. This is represented by standing up from their seats when indicated by the table.

#### **Director General:**

The Director General, like the Secretary General, holds the highest authority of the conference. The Director General is in charge of the academic direction of the conference. He/she is responsible for supervising the work of the Chairs of each



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committee. The Director General presides over the Sponsors Meeting. He/she is responsible for overseeing the security and logistical work for the optimal flow of the conference. The Director General may chair any committee at any given time. This position is subject to clarifying any questions that arise regarding the procedure, content, or protocol of the various committees.

**Note:** When introducing the Director General within a committee, a show of respect by delegates, observers, and members of the table is mandatory. This is represented by standing up from their seats when indicated by the table.

### **Deputy Secretary:**

In this new edition of the Model United Nations at the Altamira International School, a new role emerges within the secretariat to efficiently divide responsibilities. The Deputy Director, like the Secretary General and General Director, holds the highest authority of the conference. The Deputy Secretary takes on a crucial role by managing connections with representatives from visiting schools. Their primary responsibility involves coordinating and overseeing registrations, ensuring that participants are properly enrolled, and providing logistical support to ensure a smooth flow throughout the event. Additionally, this position plays an essential role in supporting ceremonies, collaborating closely with the Secretary-General and the General Director to ensure that every aspect of the conference, from opening to closure, is carried out successfully and satisfactorily. Their ability to establish and maintain effective communication with representatives from visiting schools significantly contributes to the overall success of the institutional Model United Nations.

**Note:** When introducing the Deputy Secretary within a committee, a show of respect by delegates, observers, and members of the table is mandatory. This is represented by standing up from their seats when indicated by the table.

### **Presidents (Board of Directors):**

They have the highest authority within their committee. Their duties are to moderate discussions and direct the committee toward a fair solution, as instructed by the Secretary General, the Director General, and the manual. The chairperson should be an example of active participation, research, and punctuality at the conference. This position is responsible for reporting any disciplinary or academic problems to the General Secretary.

### **Floor Secretary:**



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Floor secretaries facilitate communication between delegates and the Board through the transmission of written messages. They will be under the authority of the Model's logistics staff and will carry out their responsibilities.

### **Press Team:**

This position is responsible for informing all AISMUN participants about the development of the conference. This information should be related to debates, conflicts, crises and the management of these within the committee. The press team is in charge of AISMUN's social media. This committee will publish a daily newspaper, give respectful superlative awards at the end of the conference, and also prepare different materials.

### **Logistics Team:**

They are directly responsible for the physical organization of the conference. The logistics team is in charge of all equipment and technological aids. During breaks and lunches, they are in charge of organizing all delegates and coordinating the whole process. They are always ready to help and guide anyone who needs any assistance. Logistics is also in charge of the registration of delegates and schools, and providing them with everything they need for the sessions.

### **Security Team:**

They belong to the logistics team at AISMUN and are in charge of the security of all participants in the event. In addition, they are authorized to restrict access to those who do not have their credentials with them.

### **Delegates:**

Delegates may represent a UN member state, a non-member observer state, or any political/economic leader, in order to assume and defend their position. All interventions made by delegates must be in accordance with the UN Charter, its laws, treaties, conventions and protocols of the country/senator/personage they represent. They give an opening speech at the beginning of the conference, where they state the position of their country/senator/personage on each of the topics to be discussed. Each delegate is entitled to vote in each committee he/she represents.

### **Advisors/Professors:**

These participants are granted the rights of an observer during committee work. Communication with delegates is only permitted during breaks and lunch.

### **Observers:**

These participants have the ability to observe any committee; however, they will not be allowed to participate in discussion and/or decision-making.



## 7. RULES OF PROCEDURE

### *Introductory Notes*

#### **1. Powers of the Board:**

The chair reserves the right to take such action as he/she deems necessary to ensure decorum. The chairpersons and members of the secretariat make all decisions with respect to motions, amendments, questions, etc. The chairperson also has the right to impose warnings whenever a delegate violates the principles of diplomacy or good conduct.

#### **2. Staff:**

The staff group, composed mainly of the Press Committee, the Logistics Committee (including the Security Corps), the Academic Committee, and the Executive Branch of the Conference, is committed to the welfare of the delegates and, apart from its particular functions, assists all conference participants in any need they may have.

#### **3. Courtesy and cordiality:**

Along with respect for the authority of the chair, delegates should be courteous and cordial to staff and other senators/delegates/representatives. Any delegate who feels that he/she is not being treated with respect is encouraged to report the incident to the chair, who will then follow the appropriate protocol.

#### **4. Discipline:**

A delegate may receive a reprimand for being late to the session, for breaking one of the AISMUN XIX rules, or for not cooperating with the instructions of the chair.

Three (3) warnings lead to a temporary expulsion from the committee for a specified time (10 minutes) and will be referred to the institution's disciplinary office. Three expulsions from the floor result in an internal suspension, which means that the delegate remains in the Conference, but loses voting rights. In addition, the delegate will only have observer status for one day, on which attendance is mandatory. Four expulsions result in an external suspension (expelled for one day), and if the delegate commits an offense the day after the suspension, he/she will be expelled from the Conference immediately. This refers to minor infractions. In cases of a serious infraction, the measures may vary (see Discipline).



### **5. Dress Code:**

All delegates are expected to wear professional business attire during committee sessions and preserve the established sober color palette. Shades of gray, shades of brown, burgundy, white, black, green, shades of blue and cream.

### **6. Statements by the General Secretariat:**

The Secretary General or the Director General may at any time reserve the right to make oral or written statements to the committee.

### **7. Electronic aids:**

Delegates are not authorized to use any type of electronic device, with the exception of laptops or tablets. If the delegate wishes to use any other type of electronic device, he/she must request permission from the chairperson and use it ONLY for research purposes. If the delegate is caught violating this rule, his/her device will be confiscated for the remainder of the day.

### **8. Committee Structure:**

- a. The recommended regular procedure for committees with a subject in AISMUN will be as follows:
- b. Roll call
- c. Verification of quorum
- d. Commencement of meeting
- e. Minute of silence (except special committees)
- f. Establishment of agenda
- g. Reading of opening statements
- h. Moderate caucus/speakers list
- i. Immoderate caucus
- j. Lobby time
- k. Draft resolutions
- l. Close/Suspend Agenda
- m. Close/Suspend session

The recommended regular procedure for two-subject commissions in AISMUN will be as follows:

- a. Roll call
- b. Verification of quorum
- c. Commencement of meeting
- d. Minute of silence (except special committees)



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- e. Reading of opening statements
- f. Establishment of agenda
- g. Moderate caucus/list of speakers
- h. Immoderate caucus
- i. Lobby time
- j. Draft Resolutions
- k. Close/Suspend Agenda

### **9. Quorum:**

Two-thirds of the expected members of a committee must be present for the committee session to open and for discussion to continue. A majority of the expected members (one-half plus one) must be present for substantive votes to be taken.

- l. The Security Council committee may be opened as long as all 5 vetoes are present.

### **10. Minute of silence:**

Before the committee session begins, there should be a minute of silence established by the Chairperson for delegates to reflect and, according to belief, entrust themselves to their Higher Power. Any disrespect to this measure will result in a reprimand. This applies to all committees, except special committees.

### **11. Official Language:**

The official languages of the conference are English and Spanish. Motions to change the language of the committee will not be admitted under any circumstances.

### **12. Call to Roll:**

The chair shall call the name of each delegation/senator/representative in alphabetical order. If present, he/she will respond "Present" or "Present and voting", the latter meaning that he/she may not abstain when voting on a substantive question.

### **13. Voting Rights:**

Each delegation/senator/representative of an AISMUN committee shall have one vote on all matters. Only when the vote is on a substantive matter may a delegate abstain; i.e., they may not abstain on a procedural motion. Delegates who abstain from voting are considered non-voting and shall not be counted.

Questions resulting in a tie vote shall be considered defeated.



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Votes on resolutions shall be by roll call. On a roll call vote, the chairperson shall read the name of each delegation/senator/representative. The roll call shall be called in ascending alphabetical order.

Each delegate, when called upon, shall call out "For," "For with reasons," "Against," "Against with reasons," "Abstain," "Abstain with reasons," or "Pass." Once the roll has been called, the chairperson shall call the names of the delegations that responded with "Pass." Those delegates will have the opportunity to vote at the completion of the roll call. If a delegate passes twice, his/her vote will be recorded as an abstention. Delegates who, during attendance, responded "Present and voting" may not abstain from voting on a resolution.

### **14. Simple Majority:**

A simple majority vote is defined here as one in which there are more delegates voting in favor of a motion than voting against it (50% + 1). A two-thirds majority vote is required for a resolution to pass.

### **15. Two-thirds vote:**

A two-thirds vote is defined as one in which there are more than twice as many delegates voting in favor of the winning voting option rather than voting against it.

### **16. Matters of substance:**

A substantive matter is defined here as a resolution, convention, protocol, or amendment. A procedural vote is one that decides a procedural matter.

### **17. Non-substantive matters:**

These are matters related to the protocols of the debate and the conduct of the debate. These matters do not dictate the political future of the debate and may be voted on by raising platelets.

## **Discourse rules**

### **1. Speakers lists:**

Unless formally set aside, the speakers' list is open at all times for delegates wishing to speak on the issues in question. To gain access to the speakers' list, a delegate must send a written request or raise his or her badge at the appropriate time.





## **2. Informal Debate/moderate Caucus**

In the informal debate time, there is no time limit per speaker, but one time per debate. Information points are not allowed.

## **2. Time limit on speeches:**

Opening speeches will have a maximum time limit of 1:30 minutes to be read for committees with one topic and 1:00 minute for committees with two topics to be discussed.

## **3. Renderings:**

Assuming an imposed time limit, any delegate speaking on a major topic may yield his or her time in any of the following ways:

- Yielding to another delegate: the speaker yields the remaining time to another delegate.
- Yielding to points of information: these points of information may be addressed to the speaker after the delegate has finished speaking. They must be expressed in the form of a direct question. Such yielding is subject to the maximum and minimum points of information set forth in the motion.

THERE SHALL BE NO INFORMATION POINTS ON THE OPENING SPEECH.

- Yielding to the board: If the delegate does not wish to answer questions or yield time to another delegate, he/she may yield the remaining time to the board.

## **Items**

**Note: No point may interrupt the Presiding Officers. The concept of "interruptible" applies only to delegates' speeches.**

### **1. Point of personal privilege:**

If a delegate experiences a personal discomfort that constitutes an obstacle to following the proceedings, he/she may request a point of personal privilege. (This could include items such as noise, distractions, etc.)

### **2. Point of parliamentary concern:**

During a speech, if the current speaker is hindered by a parliamentary query related to parliamentary language or procedure, this special point may be raised to consult such a query through the Chair, without disrupting the flow of his/her speech and, therefore, the conduct of the committee.



### **3. Point of parliamentary procedure:**

This item may be used by a delegate when the board has made an error regarding parliamentary procedure. The President is required to review the AISMUN Handbook or ask the Secretary General/Director General for the correct procedure if this item is raised.

### **4. Point of Order:**

Used to call the committee to immediate decorum. A delegate may use it to point out when another delegate is not following parliamentary procedure. The chair, in accordance with established rules, shall immediately decide a point of order. The chairman may, without appeal, rule out those points which, in his judgment, are dilatory or improper. This point must not be used to boycott the intervention of a delegate.

*Remember, there is no point of order about a point of order.*

### **5. Point of relevance:**

A delegate may make a point of relevance during a delegate's intervention if the speaker's comments are not relevant to the proceedings. Any time a delegate goes off tangent and consistently and repeatedly touches on matters that are off-topic in his or her statements to the topic under discussion.

*Judgment is at the discretion of the dias.*

### **6. Point to add to the record:**

This is used to request that the officers record verbatim an excerpt from a delegation's statement, and then refer to the quotation with propriety. It is not a requirement to have made the point to refer to or mention a previous intervention; however, it may not be quoted verbatim.

If any delegate wishes to add to the record any sentence stated by another during the debate, the point may be made when the delegate in question has finished speaking. The chairman should proceed to add the quotation in hand to the record if what the delegate quoted was, in fact, what the speaker said. The table will ask the delegate to confirm what was said. Delegates may quote from the record at any time, and need not ask permission from the chair for such action.

If the speaker denies what was said, he/she has the right to reformulate what he/she actually said. In the event that what was actually said is not repeated, the presiding officer shall pass the item to be added to the record.



**7. Point of information to the table:**

This point can be used to ask a question to the chair in front of the rest of the committee, even if it is to approach the chair or to ask a question that relates to information that has just been handed out.

**8. Point of information to the speaker:**

This point may be used ONLY in formal debates when a question is asked of the delegate who has just finished speaking. The chairperson has the power to accept or reject these points, and a maximum of three (3) speaker information points are allowed per standard intervention. This is based on the speaker's openness to these points and the time available at the table.

**9. Follow-up point:**

This point can be used when a delegate makes a point of information to the speaker and is not satisfied with the answer given. Through this point he/she can make an intervention for no more than 1 minute regarding what the delegate has just said.

**10. Point of extraordinary question to the speaker:**

This point may be used when a delegate has a question to the speaker within an immoderate caucus/debate. He/she may not interrupt the speaker and the table is responsible for accepting it or not. No more than one extraordinary question per speaker is accepted unless the board deems it necessary.

**11. Right of reply:**

A delegate, whose personal or national integrity has been defamed or misinterpreted, may request a right of reply in writing to the chairman. The granting of this right is at the discretion of the chairperson, who shall set a maximum of 1 minute for the delegate to explain how the delegation has been offended. There shall be no right of reply to a right of reply.

**Motions**

**1. Beginning of the Session**

It is held at the beginning of the event, after the first roll call and before the establishment of the agenda. It is the beginning of the work in committee. It must



be adjourned before leaving the premises for any reason and is closed on the last day of the conference.

**2. Establish/Open Agenda**

It takes place after the beginning of the session and establishes the theme of the committee. Topics other than those previously stipulated may not be suggested.

**3. Reading of Opening Speeches**

All committees need one opening speech per topic (not per subtopic). Each delegation will have the stipulated time depending on the modality of its committee. It should refer to the corresponding theme and explain the country's/senator's/individual's position on it. These documents must be sent to the Committee Chairmen within the established time limit; otherwise, the delegate involved will lose his/her opportunity to receive Academic Awards. The Chairmen have the ability to grant extensions and will be in charge of calling the delegate's attention in case he/she exceeds the established time. All speeches must begin with the parliamentary greeting, "Good morning, honorable members of the table, distinguished delegates and other observers."

**1 minute Limit:**

1. WHO
2. UNESCO
3. GAC

**1 minute and 30 seconds limit:**

1. Security Council
2. DISEC
3. SOCHUM
4. ECOFIN
5. UN WOMEN
6. DPM
7. Congress
8. FIFA

**1. Speakers list**

Delegates may state their position before the committee according to the stipulated list order. Each speaker will have a maximum speaking time which will be stipulated by the table and points of information may be made to the speaker (maximum 3).



**2. Informal Debate/ moderate Caucus**

Informal debate that passes by majority vote. The delegate proposing the motion is the one who passes first. The time limit for debate is set by the table. The table recognizes the delegates so that they may make their interventions.

**3. Unmoderated caucus**

It is opened by a majority vote. It starts a lobbying time (the time is stipulated by the table). The purpose of this is to consolidate working groups or positions taken on the subject under discussion and to develop resolutions.

**4. Suspend or resume session**

The meeting shall be suspended when it is necessary to leave the committee or to move on to the reading of a crisis, press release, ultimatum, or the result of a challenge to the competition. The meeting shall be resumed before discussion begins again.

**5. Suspend or resume agenda**

It is done before leaving for recess and after re-entering the committee. It is done before suspending the session and after resuming the session.

**6. Close agenda**

This is done only when the agenda item has been discussed, resolved and closed. In case there are two items, the agenda should be closed with Topic A to proceed with the establishment of Topic B.

**7. Closing session**

It is held to finalize the work in committee on the last day of the conference.

**8. Draft Resolution/Press Release**

Introduces Draft Resolution/Press Release; it is used to screen, if possible, and read a document that is of interest to the committee. In the case of draft resolutions, it is also the time used for drafting and voting on amendments.

**9. Reading of Draft Resolutions or Press Releases**

This is proposed on the basis of a majority vote and gives way to the specific reading of the working papers or press releases when they are ready.

**10. Final vote**

This is done at the end of the reading of the working papers in order to choose which of the proposed working papers will be taken into account to implement the measures set forth therein.

**11. Modification of attire**

Open by majority vote. In the event that a delegate proposes a modification to the dress code (For example; a motion to remove coats due to committee temperature.) If the motion passes, all delegates must remove their coats.

**12. Extension of Debate Time**

Used when ideas and blocks have not yet formed or it is desired to continue the flow of ongoing debate, and there is little time left to debate, it is proposed to extend the length of such debate.

**13. Closing a debate**

It is used to recommend ending a debate that has lost its direction and does not contribute to the progress in question. This can be done before the time set for this debate is over.

**14. Cabinet Consultation**

It has a time limit set by the table. Interventions have no time limit. The delegates moderate the debate and the floor. The board may regulate this motion so that one side does not fully benefit in terms of interventions.

**Voting procedures**

**1. Voting:**

Each delegate shall have one (1) vote. Yes, he/she is an observer, he/she shall have no vote. A delegate may vote for, for with reasons, against, against with reasons, or abstain on a substantive matter. A vote in favor with reasons or against with reasons shall only be counted when there is an opposing vote.

**2. Voting by roll call:**

The chairperson calls each delegate and he/she is allowed to vote for, against or abstain. When his or her vote appears inconsistent with his or her foreign policy, a delegate may request the right to explain his or her vote. Voting with



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these rights is done by adding the words "with reasons" after "for", "against", or "abstain".

Delegates who are absent shall have their votes counted as abstentions.

### 3. Reconsideration:

Only votes on substantive matters may be reconsidered. A delegate who voted "abstain" must make a motion for reconsideration in order to change his or her vote.

### 4. Change in Voting:

If for any reason a delegate must change his or her vote after he or she has already declared it on the roll call, he or she must wait until the end of the call and make a motion for reconsideration. If the delegate has not changed his or her vote by the time the chairpersons declare the results of the vote, he or she forfeits the opportunity and may not do so at any other time.

## PUNTOS & MOCIONES

| ITEM                        | ¿DOES IT HAVE TO BE SECONDED? | DISRUPTING? | DEBATE: PRO/CON | Necessary voting # |
|-----------------------------|-------------------------------|-------------|-----------------|--------------------|
| POINT OF ORDER              | x                             | ✓           | None            | President          |
| Point of personal privilege | x                             | ✓           | None            | President          |
| Point parliamentary inquiry | x                             | x           | None            | President          |



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|  |   |   |      |           |
|--|---|---|------|-----------|
| Point of information                               | x | x | None | President |
| Motion to close session                            | ✓ | x | None | Majority  |
| Motion to suspend session                          | ✓ | x | None | Majority  |
| Motion to open a debate/caucus                     | ✓ | x | None | Majority  |
| Motion to close speaker list                       | ✓ | x | None | 2/3       |
| Motion to postpone debate (when crisis)            | ✓ | x | 1-1  | Majority  |
| Motion to close informal debate/unmoderated caucus | ✓ | x | 1-1  | Majority  |
| Point of relevance                                 | x | ✓ | None | President |
| Motion to close a resolute debate                  | ✓ | x | 1-1  | Majority  |
| Motion to reconsider                               | ✓ | x | 1-1  | Majority  |
| Motion to resume debate(after                      | ✓ | x | None | Majority  |





|                                   |   |   |      |           |
|-----------------------------------|---|---|------|-----------|
| resolving the crisis)             |   |   |      |           |
| Motion to divide question         | x | x | None | President |
| Motion to introduce working paper | ✓ | x | None | Majority  |
| WORKING PAPER                     | ✓ | x | None | Majority  |
| AMMENDMENTS                       | ✓ | x | None | Majority  |

## 8. ANNEXES

### Resolutions and Amendments

Resolutions must be written by 7 or more delegates. These delegates are called Block Leaders or Sponsors because they are the ones who propose the solutions stated in the working document. If you wish to ADD a sponsor during a debate, a delegate must send a signed authorization from the sponsors to be included. For the working document to be presented to the Chair, 2/3 of the Commission must act as a Signatory. These delegates do not necessarily support the working document, but would like it to be debated and voted on. The resolution follows a format like the one below or the attachment on the AISMUN XIX website.

The chairman recognizes two delegates who read and explain their Working Paper to the committee. If there are amendments or changes proposed by the committee, they should be sent in writing to the chairman. When the chairman reads an amendment, the sponsoring delegations vote on it. If they support it unanimously, it becomes a friendly amendment and is therefore immediately part of the Working Paper. Otherwise, it goes through a vote of the entire committee and if approved by a majority of the committee (50%+1), it becomes a change to the Working Paper. It should be noted that if the majority of the committee votes the amendment as "unfriendly", it will not be implemented. If any sponsoring delegate feels that the unfriendly or friendly amendment makes the Working Paper a statement that he or she can no longer support, he or she may withdraw from Sponsor status at THIS time, before the resolution is presented for a vote via an accepted motion. The delegation sponsoring the last



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amendment to a Working Paper must vote in favor of the resolution or abstain. Amendments must include words such as (DELETE, CHANGE, TO, DELETE, IN PLACE OF, etc.).

Pre-ambulatory sentences introduce and foreshadow the solutions that will be proposed later in the Working Paper. They are an opportunity to expose previous considerations and truths that led to concrete solutions. Operational sentences include the concrete actions required by the Working Paper, how they will be sponsored, and detailed explanations of how they will be implemented.

### WORKING PAPERS

#### FORMAT

The title is the only exception, which should be Times New Roman 16. The entire document should be numbered by line, including those left blank.

The Working Paper should be titled "Working Paper", followed by a "1 or 2", depending on the chair's ruling. Other numbers will be said by the board.

Immediately following the title, the block must indicate on the paper which delegates are Block Leaders (2) and Sponsors (Minimum 5); using the full name of each delegation. This means that there must be at least 7 delegates making up a block to write a resolution. Subsequently, the block must indicate the subject matter, as well as the full name of the committee.

The preamble contains the background of the issue and should be kept brief. Preambulatory clauses/sentences should address the discussion of the issue. Each preambulatory sentence ends with a comma (,) and the clause itself should be in italics (clause).

The operative sentences are the solutions that the block proposes to solve the problems raised in the clauses of the preamble. Each operative sentence must solve at least one preamble sentence. Each operative clause ends with a semicolon (;), except for the final clause, which ends with a full stop (.). The operative clause itself must be in italics (clause) followed by a comma. Operative clauses must be numbered (1, 2, 3...). Clauses can be divided into sub-clauses labeled (a) (b) (c), etc. and into sub-points (i), (ii), (iii) etc.



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There must be at least 9 preambulatory sentences and 9 operative sentences.

Note: Because not all committees implement a working role (DPM, Congress, FIFA, Deputy Cabinet), the example of this will be found in the committee guide.

## PREAMBULATORY AND OPERATIVE CLAUSES

| PREAMBULATORY CLAUSES  | OPERATIVE CLAUSES   |
|--|---|
| <ul style="list-style-type: none"><li>• Warning</li><li>• Waiting</li><li>• Noting with concern</li><li>• Affirming</li><li>• Expressing concern</li><li>• Reaffirming</li><li>• Alarmed by</li><li>• Expressing appreciation</li><li>• Referring</li><li>• Approving</li><li>• Strongly Convinced</li><li>• Considering</li><li>• Seeking</li><li>• Seriously concerned</li><li>• Noting</li><li>• Aware of</li><li>• Guided by</li><li>• Taking under consideration</li><li>• Considering</li><li>• Having adopted</li><li>• Contemplating</li><li>• Having considered</li><li>• Seeing</li><li>• Convinced of</li><li>• Having studied</li><li>• Fully believing</li><li>• Having examined</li><li>• Declaring</li><li>• Regretting</li></ul> | <ul style="list-style-type: none"><li>• Accepts</li><li>• Declares agreement with</li><li>• Proclaims</li><li>• Affirms</li><li>• Deplores</li><li>• Reaffirms</li><li>• Encourages</li><li>• Designates</li><li>• Recommends</li><li>• Supports</li><li>• Emphasizes</li><li>• Reminds</li><li>• Approves</li><li>• Expresses</li><li>• Requires</li><li>• Authorizes</li><li>• Expresses appreciation</li><li>• Resolves</li><li>• Endorses</li><li>• Invites</li><li>• Solemnly affirms</li><li>• Condemns</li><li>• Congratulates</li><li>• Takes note of</li><li>• Trusts</li><li>• Strongly condemns</li><li>• Transmitting</li><li>• Considers</li><li>• Regrets</li></ul> |



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- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Desiring</li> <li>• Noting with approval</li> <li>• Emphasizing</li> <li>• Noting with regret</li> </ul> | <ul style="list-style-type: none"> <li>• Declares</li> <li>• Notices</li> </ul> |
|---|---|

## PARLAMENTARY LANGUAGE

| NOT ALLOWED  | CORRECT MANNER  |
|--|---|
| My delegation.../I.../I am.../Your country.../This country.../Your delegation.../Our delegation... | The delegation, the federation...   |
| I think  | The delegation considers  |
| Poor, Third world country  | Developing/underdeveloped/resource-constrained countries (to refer to countries)  |
| Rich   | Developed/With abundant economic resources (to refer to countries)  |
| Money  | Monetary funds/ Economic resources/ Capita  |
| Dominant countries   | Developed countries/countries with abundant economic resources/countries with influence on global policies/powerhouse countries |
| Terrorist Groups   | Groups operating outside the law/ Armed groups/ Insurgent groups  |
| Colonization/imperialism   | They cannot be used within any confederation.   |

## PRESS RELEASE



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A Press Release is a document written by a minimum of two delegates and a maximum of 6 delegates. A press release should give a broad explanation of the issue being discussed, the position of the delegates, and why they are not part of any of the other blocs. They should include their own solutions. A press release is read in front of the entire committee before the Working Papers. These papers are not voted on. In addition, the minimum word count is 800, explaining and describing in depth each of the variables (subtopics or cases) established in the committee. Take into account all of the above and the results of the discussions, in order to have a complete statement. The date, time and place where the press release is presented must be included. The press release must respect parliamentary language and procedure. If it is decided to develop this document, there should be one press release per topic (always taking into account the cases and subtopics).

*Note: A sample press release can be found in your committee's guidelines*

## **DPM:**

There will be no Working Paper at DPM. Instead, groups of minimum three and maximum seven delegates will have to develop a press release. They should give a broad explanation of the issue being discussed, the position of the delegates, and why they are not part of any of the other blocs. They should include their own solutions. A press release is read in front of the entire committee. These papers are not voted on. Also, the minimum word count is 800, explaining and describing in depth each of the variables (subtopics or cases) established in the committee. Take into account all of the above and the results of the discussions, in order to have a complete communiqué. The date, time and place where the press release is presented must be included. The press release must respect parliamentary language and procedure. If it is decided to develop this document, there should be one press release per topic (always taking into account the cases and subtopics).

## **Position paper**

### **How to write a position paper?**

Most delegates underestimate the importance of a good position paper. The position paper, if drafted correctly, is proof that the delegate understands his or her position and will likely do a good job during the debate, feeling confident and establishing a clear position.



## Position Paper Guidelines:

### Introduction

The position paper is a brief and concise description of the position and priorities of a state, international organization or NGO on a specific committee. The position paper allows delegations to plan their course of action prior to the meeting by taking into consideration each country's positions on the issues to be discussed at the conference. Once the position paper is finalized, it should be shared with the Committee Chairs, allowing them to provide delegates with useful feedback on what they have written in advance of the conference.

### Content

The position paper on an assigned topic should contain the following elements:

A general sentence at the beginning that clearly states the country's position.  
A succinct policy statement for each topic that represents the relevant views of the country that has been assigned.

An amplification of the position including one or more of the following: quotes from the UN Charter (not including DPM and Congress of the Republic, Deputy Cabinet and FIFA); agreements/resolutions ratified by your Member State; quotes from statements made by your Head of State, Head of Government, ministers, delegates to the UN and any other relevant international documents, including but not limited to:

- Reports of the UN Secretary General on the subject matter
- Recommendations for action to be taken by the Committee
- A conclusion reaffirming the assigned country's position on the subject matter

Relevant statistics, quotations, and other information from various sources should be cited in an accepted academic citation format.

DO NOT use the first person in a position paper. Instead, simply use the name of the delegation or alternative expressions such as "our government," "our country," "our nation." Lengthy essay-type position papers that present a nation's history or



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background information on the subject are not helpful. A simple, concise description is the best choice.

The AISMUN XIX position paper should be a minimum of 500 words. Its content should include the following elements:

- Picture of the senator/delegation/country flag.
- Specifics about the delegation/representation
- Political/Economic/Military/Social Ideology (depending on the committee's emphasis)
- Topic of discussion (delegation's point of view and arguments for/against).
- College
- Editing the template
- General information about the delegation

### **Recommendations for writing a position paper:**

- Keep in mind that a position paper is characterized as an overview of a particular topic of interest, without regard to the characteristics of an essay.
- To write a brief and concise paper, participants should conduct thorough research and practice their synthesis and expression skills.

### **It is recommended to carry out the process in 3 phases:**

- Research the general and particular aspects of the topic to be addressed and the delegation assigned.
- Learn about the context and cultural aspects of the delegation (geography, history, foreign policy, economic, cultural and social situation, conflicts, etc.).
- Identify the policies and positions that your partner delegates have held, as well as their counterparts. Anticipating the arguments of other delegates may provide some advantage to delegates who have prepared their issues in depth.

## **9. INDIVIDUAL PREPARATION OF DELEGATES**



Honorable delegates, you are the essence of every Model United Nations; therefore, it is your preparation that makes it a remarkable or unsuccessful activity. At this point, you have in your hands the option to take advantage of this fruitful opportunity which allows you to resolve conflicts from different global perspectives.

Are you ready to accept the challenge? If you are willing to do so, below you will find a series of useful recommendations and guidelines that will accompany you on your journey to becoming the ideal delegate.

### **STEPS TO BECOME A GOOD DELEGATE**

#### **STEP 1: Know everything about YOUR DELEGATION.**

Knowing background information about your assigned delegation sometimes involves knowing a wide range of facts that obscure the information truly necessary for your preparation. You should consider the following questions; these questions will help you find specific facts that are pertinent to the full knowledge of your character.

1. What type of political ideology does the delegation have?
2. What types of religious ideology does delegation have?
3. What types of economic ideology does delegation have?
4. What types of social ideology does delegation have?
5. What is the history of delegation?
6. What has been the historical impact of delegation?
7. What are the opposing positions to delegation?
8. What historical events has delegation been involved in?
9. Are there ideological divisions within the delegation?
10. What are the political, economic, military, scientific, or social interests of the delegation?

#### **STEP 2: Know everything about YOUR TOPIC.**

For a successful development of each committee, it is strongly recommended that each delegate knows enough about his or her character and topic to identify the main problems during the discussion and propose viable solutions. Research reliable sources.

#### **Take into consideration:**

1. Watch the news.
2. Read academic journals. Although they can be complex, they provide detailed information on many topics.
3. See tips for exceptional public speaking.
4. Develop and prepare argumentative skills.





5. Ask and resolve questions with your chairpersons to get clarity on what they expect from the committee.
6. Read the guidelines carefully

## 10. GLOSSARY

**Abstention:** to abstain from voting means to withdraw from voting on a Working Paper instead of giving a "yes" or "no" answer.

**Block:** a group of delegates that comes from a logical combination due to political considerations.

**Plaquette:** It is your key pillar of identification at all times within the committee. Just make sure you don't replace it with your own creation, or wave it around hysterically while someone else is speaking.

**Moderated Caucus:** Informally known as an informal debate, this caucus consists of a debate in which delegates are not under a time limit per intervention.

**Immoderate Caucus or Moderated Caucus:** May be entered by a simple motion and a majority vote. The Chair recognizes delegates who wish to speak, but there are no yields, time limits or opportunities to question each other directly. It does, however, offer the opportunity to move more quickly through various issues that arise during debate.

**Operative Clauses:** These clauses are found after the preambulatory clauses and are listed. They propose and draft solutions and ideas regarding the stated topic. They begin with indicative verbs and end with a semicolon.

**Preambulatory Clauses:** These clauses go at the beginning of a resolution and act to introduce the problem (concerns, previous UN actions, etc.). They are not numbered. Minimum 9.

**Right of reply:** This can be requested if a delegate feels that another delegate has insulted or slandered him/her personally.

**Question splitting:** Once in the voting procedure, a motion to split the question means to divide the operative clauses so that they are voted on separately. This is useful if you agree with part of a resolution, but not all of it.



**Position paper:** a written statement by a delegate on a particular agenda item, describing his or her foreign policy, proposed solutions and alternatives.

**Amendments:** These are made to resolutions. Friendly amendments require the support of the sponsors for changes to be made. Unfriendly amendments do not have the approval of all sponsors and require the support of a majority vote.

**Parliamentary Concern:** a question about the rules and procedure of debate or parliamentary language.

**Speaker's List:** the committee follows a list of speakers. Speakers have a strict time limit to make their point. They must also formally yield the floor to the Chair or other delegate. Rules regarding motions, voting, and "right of reply" are formally enforceable only.

**Motions:** Motions must be made to open, close, postpone or suspend debate, set the agenda, table topic, enact the right of reply, and assembly.

**Block Heads:** There are a maximum of two. Sponsors are those members who submitted the resolution to the Chair.

**Point of Information to the speaker:** Question asked by the delegates to a speaker during the list of speakers. The delegate must ask for a point of personal privilege to make a preamble.

**Points:** They can be raised in formal or informal discussion. There are two points that can interrupt a delegate:

**Personal Privilege:** if there is too much noise, healing/cold, etc.

**Order:** this point can be raised if any delegate has violated a parliamentary rule.

**Signatories:** signatories are members who agree to the introduction of the resolution; they have no further rights or obligations.

## 11. Special committees



**DPM:**

- Same motions and points
- It is spoken in the first person
- Not governed by UN regulatory criteria or guidelines.
- No working papers, only press releases.

**FIFA**

- Not governed by UN regulatory criteria or guidelines.
- Spoken in the third person
- They do not present a working paper, their conclusive resolution is a technical report.
- This must include:
- Financial reports or projections.
- The regulations or new regulations / decrees stipulated during the confederation.
- Preambulatory and operative clauses are used in the working paper, but there are no heads of block. It must be unanimous, and the debate must be focused on proposing and maintaining or changing and eliminating the projected regulations.

**COLOMBIAN CONGRESS**

The Fifth Law of 1992 is a fundamental piece of legislation that regulates the operation of the Congress of the Colombian Republic. It regulates through regulations the rights and duties, and the rules of procedure followed by the members of the Congress.

This explains that the congress is composed of the House of Representatives and the Senate. The Senate has 102 senators and the House has 166 representatives. The law reiterates that both will be governed under the same regulatory criteria.

Senators and representatives are elected by popular vote. Senators for a period of 4 years, while representatives for a period of 2 years.

The responsibility of the congress can be defined in three main functions: to legislate, to manage the national budget, to control the executive power. At the



same time, it has all the legal power to handle international treaties and debate issues of national interest.

It is important to emphasize that within the Congress there will be different commissions in charge of going into, studying and analyzing bills and specific matters. One example is the Legal Commission of Investigations and Accusations, whose job is to investigate improper and illegitimate attitudes of members of the governmental body.

Members of Congress have a series of duties and rights with which they must comply. Their duties consist of representing their constituents and constantly working on behalf of the nation. In turn, they have the right to propose bills, debate, vote and participate in congressional activities.

More than anything else, the congress exercises political control over the executive branch and the decisions it decides to take. It rules over it by means of interpellations, political control debates and censures.

Undoubtedly, one of the most important tasks of the congress is the approval of constitutional reforms. The congressmen have the power to approve any reform in order to add to the political constitution, through a rigorous process in which factors that benefit society are taken into account.

The committee will conduct an impeachment trial according to Law 5 of 1992 and the Political Constitution of Colombia, with adaptations for its operation. This dictates that public officials have a privilege, whose responsibility is to serve as a protection against ordinary justice.

The trial in Congress is not criminal and does not imply guilt; it only allows the Supreme Court of Justice to judge. The House of Representatives accuses, the Senate judges the lifting of the immunity. In the House, a qualified majority is needed to decide whether there is cause. The procedure will be carried out in the plenary of the House of Representatives after the proceedings in the Accusations Commission.

In this model we will be dealing with a simple majority, which is half plus one vote, and a qualified majority, which is essentially two thirds of the votes, either of the



attendants or of the members, and is the one necessary to carry out a constitutional jurisdiction. (Law 5a of 1992).

### **House to Senate/ Procedure**

It is imperative to remember that the subject to be dealt with is an impeachment trial, which consists of two important moments. The presentation of the accusatory evidence, the evaluation of its veracity and a possible accusation by the House of Representatives, and subsequently, this accusation is submitted to the Senate to continue the due process of evaluation that determines if the next step is the removal of the constitutional immunity. constitutional privilege.

In order to have a model that is completely close to reality, we will implement both instances in this committee.

The first day we will be working in the House of Representatives and the second day in the Senate.

However, in the event that the Committee determines that there is no reason to continue with the procedure of taking the impeachment to the Senate, we will continue to discuss item B.

It is essential to remember that a simple majority or a qualified majority is required for the approval of any bill.

### **House of Representatives:**

Initial statements: The congressmen will give a brief statement of one minute and thirty seconds where they establish their point of view on the subject.

Presentation of evidence by the panel: The panel will read the evidence it considers relevant to evaluate the possibility of an impeachment trial.

Discussion of the evidence: Congressmen will discuss the evidence presented, either in an informal or formal debate, and its relevance to the committee. They should express whether they consider the evidence viable and relevant to the case, or if, on the contrary, they do not consider it.



Evaluation of the evidence: Congressmen will rank the type of evidence and then vote on its relevance to the committee and whether they believe it is relevant for further discussion. The evidence presented is required to be clearly associated with the crimes in question. If it is identified that an exhibit relates to an offense other than the one initially charged, the representative may request the table to consider charging the accused with this new offense. This request should be made by means of a point of information addressed to the bureau. Once an adequate explanation has been provided for one of the pieces of evidence, the procedure is repeated for the following pieces of evidence, following the same approach.

Introduction of tests by the congressmen: The congressmen have the faculty to add tests that they consider to be important and necessary to evaluate. They will have to explain them to the committee.

Discussion of evidence: Congressmen will discuss the evidence presented, either in informal or formal debate, and its relevance to the committee. They should express whether they consider the evidence viable and relevant to the case, or if, on the contrary, they do not.

Evaluation of the evidence: Again, the congressmen will vote on the relevance of this evidence, classify it and determine whether or not it is relevant for further discussion.

General discussion: After all the evidence has been discussed and updates to the case have been introduced, a general discussion is held. Where the representatives present their conclusions on all the evidence that has been approved. In addition, they are to deliberate whether the accused should face charges and, if so, what offenses he or she is charged with.

Resolution: The representatives must draft a report detailing the offenses that will be formally charged against the accused. In case of disagreement by some representatives, they will be allowed to express their objections at the end of the document. If it is decided not to charge any offense, this determination will also be clearly included in the report. In all scenarios, it is essential to provide



arguments for each offense and to present a brief explanation of the conclusions derived from each piece of evidence.

[Resolution Vote:](#) A vote will be taken on the previously drafted document which will determine whether or not it will be passed to the Senate. In addition, representatives are invited to make amendments in order to clarify the crimes of which he/she is accused.

**Senate:**

[Case Update:](#) Through a debate, either of a formal or informal nature, the issue of the resolution pursuant to the process of President Gustavo Petro will be resumed and the debate will take the course from the perspective of senators. The senators will have to present new evidence and carry out an investigative process in which they can form solid arguments to contribute to the decision to remove the constitutional immunity and send the case to the Supreme Court of Justice.

[Debate about the crimes incurred:](#) The table will report the crimes for which the Head of State is accused from the House of Representatives.

Afterwards, a debate will be held to thoroughly evaluate each subsection corresponding to the crimes presented.

[Determination of causality:](#) Senators must determine whether or not there are grounds to refer the case to the Supreme Court of Justice. If they conclude that there are no grounds, the next stage will be omitted and the draft resolution stage will proceed directly.

[Draft resolution:](#) Drafting and reading of a document that establishes the causes for the removal of the privilege, the crimes charged, whether these are common crimes or not and the importance of taking this to a judicial level.

**Constitutional immunity**

Constitutional immunity is understood as a protection of the functions exercised by high officials, it represents the guarantee that such authorities are politically and judicially liable for actions and omissions that contravene the legal system.



It is the responsibility of the Senators to determine whether the constitutional immunity should be removed.

The constituent or the legislator establishes the officials who must have the guarantee of immunity in criminal matters, due to the office held (in this case, the presidential office).

In order to guarantee an adequate, suitable and independent exercise of the parliamentary function, the Constitution provides that the opinions and votes issued by members of Congress on the occasion of the exercise of their office shall be inviolable. Therefore, this type of conduct is not punishable.

The privilege protects the action or omission executed by the public servant directly related to his function, even if he has ceased to hold the position or even prior to its connection.

### **Powers**

Provision granted to the House of Representatives in numeral 3 of Article 178 of the Political Constitution of Colombia.

The Senate of the Republic, according to Article 174 of the Political Constitution of Colombia, is responsible for hearing these accusations, taking into account that they may only be for events that occurred during the exercise of their office.

### **Opening statement and opening speech:**

For topic A we will be handling opening statements, which is a brief speech of one minute thirty seconds where they establish their point of view in front of the possibility of removing the Constitutional Jurisdiction for President Gustavo Petro in front of the accusations against him.

For item B, opening speeches of one minute, thirty seconds each will be used, as they work in the various UN committees. In the opening speech for item B, it is pertinent to take into account the Senator's position regarding the Health Reform.





## GAC:

### Directives:

The main feature that differentiates a Deputy Crisis Cabinet from any other committee belonging to the United Nations is the use of directives. These tools function as "actions". That is, by means of these, each character in the entourage will be able to move within the fictitious time and place where the events take place. The directives that will be drafted will be written by means of a virtual format delivered to each delegate in model time. At the end of the writing process, whoever drafts it must send it to the crisis center to be verified and approved, so that it is valid within the committee, otherwise the respective corrections will be sent. It is imperative to understand how the rapid drafting is the key to the strengthening of a side, since its actions can be taken into account as transcendent facts as desired. Directives can be either private or public. It is important to understand that private specifications must be encrypted with the methods mentioned below. The type of encryption used must be named in the header of the directive. Also, all directives should be as specific and precise as possible, explaining:

- What action will be taken?
- How will it be done?
- When will it be done?
- Where will it be done?
- Who will perform it?
- Why will it be done?
- What is the purpose?

All other specifications required in each particular case. In some directives it is even necessary to specify the elements that will be used, how many people will do it, their origin, destination, among other important details.

### VARIETY OF DIRECTIVES

#### Public directives:



These are used in the manner of a press release, with the same structure and are read to both sides, if approved. Additionally, these directives are voted on by the entire side before being sent to the Crisis Center. They should contain the following:

**Type of directive:** Public

- Drafted(s):
- Date: (Current date of committee).
- Objective:
- Reason:
- Location:
- Action:
- Resources: What resources will be used? How will they be obtained?
- Signature(s):

***Example of a public directive:***

The following is an example of what a public type directive would look like:

- Type of directive: Public
- Drafter(s): Francisco de Paula Santander y Simón Bolívar
- Date:
- Purpose: To make public the victory of the Patriot Army over the Royalist forces.
- Motive: We wish the Colombian population to know what happened during the battle at the Boyacá Bridge.
- Place: Puente de Boyacá, Crossing of the Teatinos River, Tunja, Boyacá.



- Action: At 7:00 p.m. on August 7, 1819, the 2,850 men that made up the Patriot battalion managed to kill more than half of the 2,670. This caused the retreat of the Royalist troops and allowed the capture of Colonel José María Barreiro. The colonel, who commanded the troops in this battle, will be transferred to Bogotá, where he will be sentenced for the crimes committed against the Colombians.
- Resources: 100 pesos will be paid to the driver of the carriage that will take the colonel from Tunja to Bogotá. Along with him, there will be twenty men on horseback from the Patriot Army, each equipped with a machete and a Spanish rifle model 1801, with a hinge key. Additionally, ten men will leave, also on horseback, who will be in charge of distributing this document in the main cities, Medellín, Bogotá and Cartagena.
- Signature(s): Francisco de Paula Santander and Simón Bolívar.

**Private directives:**

These directives function as concise actions, involving few and not requiring approval of the entire bando. They should be encrypted to preserve confidentiality and should be extremely specific.

They should include the following information:

**Type of directive:** Private

- Encryption:
- Drafted(s):
- Date: (Current date of committee).
- Objective:
- Reason:
- Location:
- Action:



- Resources: What resources will be used? How will they be obtained?
- Signature(s):

***Example of a private directive:***

Private directives should look like this,

- Policy type: Private

Encryption: Base64

- Drafted(s): Francisco de Paula Santander
- Date: August 7, 1819
- Objective: To attack and loot the enclave of royalist forces in Tunja.
- Reason: The sixth battalion of the patriot army has made the determination to send me and my men to sack and attack the Royalist enclave in Tunja.  
Place: Tunja, Boyacá.
- Action: I, together with 2,000 men, members of battalion number 6 of the Patriot Army, will take the secret alternate road that communicates Tunja with Bogota, on August 7 of this year, at 5:00 a.m., resting two nights, to arrive in Tunja at 6:00 a.m. on August 9. Once we have arrived in the city, we will present ourselves at battalion number 8 in Tunja, where we will review the supplies we have and report to the local colonel our plan to attack the royalist enclave.

Afterwards, when the clock strikes 20:00 hours of the same day, having already rested and recovered our strength, we will depart to the northwest, where the realistic refuge is located. The 2,000 men and I will make an L formation to cover the area where the refuge is located. Then, at 21:00 hours, the order will be given to fire systematically, from left to right, starting with the largest tent, for five minutes. Subsequently, five hundred men advanced two hundred meters, abandoning the formation, to check the camp and finish off those who survived. Fifteen minutes later, the remaining 1,500 men will surround the camp and begin to reduce the radius of the formation to reach the camp. There, the five hundred men of the outpost will show us where the weapons and the different usable implements are. Twenty minutes later, having finished looting the enclave, in



linear formation we will leave the camp to the southeast and at 24:00 hours we will be back at the eighth battalion of Tunja.

- Resources: We will employ 2,000 men belonging to the battalion of which I am a member in Bogotá. Each of these men has a Spanish rifle model 1801, with a hilt key and a machete sharpened before leaving Bogota. Each soldier wears black pantaneras boots, long blue pants, long blue shirt, red jacket and high feathered hat. In addition, I will be on horseback, together with two hundred men belonging to the patriot cavalry, while the remaining 1,800 men will be on foot. The food supplies we are counting on consist of 2,000 arepas, 50 kilos of cheese, 50 kilos of panela, 8,000 liters of water, 2,500 loaves of wheat bread, 10 dead steers and 400 reales that I will carry to buy any additional supplies needed.

- Signature(s): Francisco de Paula Santander.

#### **Classification of directives:**

##### **Portfolio power:**

A delegate can employ this power to obtain specific information about the feasibility of an action, its economic, political, humanitarian or other capacity.

##### **Power of communication:**

A delegate can use this power to communicate with a delegate from the opposing side. This document is simple to draft and has no strict organizational form. The proxy must contain the name of the person writing it, the name of the character to whom it is addressed, and the message. It must be delivered to the board of directors, who will review the content of the message and deliver it to the floor secretary for forwarding.

##### **Press release:**

A delegate may use this power to issue a public statement that is relevant to both sides.

##### **Initial declaration:**

Within the special procedure of the Adjunct Crisis Cabinet, there is time for drafting the initial statements and reading them. In other words, this document will be drafted on the same day that the committee begins. It is important to explain that the opening statement serves as an "opening statement" and



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functions as the document that will provide clarity to all cabinet members, on both sides, about each person's position. Additionally, it is imperative to emphasize that the time allowed for the drafting of the statements is 10 minutes, while the reading time will be 1 minute per delegate and will begin in order of roll call. This document must contain:

- Greeting
- Presentation of the character.
- Appreciation of the initial crisis.
- Conclusion.

### **Example of opening statement:**

The following is a concise example of what the opening statement should contain, with a salutation, presentation of the character and his or her appreciations regarding the situation:

"Good morning to all the members of this cabinet. First of all I introduce myself, I am Francisco de Paula Santander and in my capacity as general of the armed forces I declare my most sincere and disinterested support to the independence cause led by the respected Mr. Bolivar. I hope that the Patriots can take advantage of my military experience and that we will be victorious tomorrow at the Boyacá Bridge."

### **Crisis Center:**

The crisis center is in charge of approving or disapproving any directive, crisis or extraordinary situation proposed within the committee. Within this center there will be people specialized in the minutiae of the directives who will identify when they are right and when they are wrong. They will also be responsible for reading the initial crisis and the various reports that will be presented periodically throughout the days of AISMUN.

### **Review of directives**

#### **Evaluation Process**

The crisis center will be in charge of evaluating the feasibility of an action, i.e. the quality of the directives. I will look at the criteria of wording, coherence, spelling and structure.

### **Requirements**



All directives must have the above-mentioned structure and must be correctly written, with good spelling and coherence.

### **Report**

As mentioned above, the crisis center will issue periodic reports analyzing the real-time situation of the committee. In other words, in summary, they will show the impact that the different actions proposed by the delegates have had on history.

### **Read public directives (press release)**

Additionally, members of the crisis center will read the reports on both sides, as well as the public directives.

### **Portfolio power**

The portfolio proxy is a tool available to delegates to consult about their available resources at a specific time. In other words, by means of a portfolio proxy, the delegate will receive a balance of how their economic resources, influence and what they have to "work with" are.

### **Encryption**

In order to guarantee an experience as close to reality as possible, we will use encryption as a method of protection for each private directive that may contain valuable information regarding the actions taken by the sides. However, it is not necessary to encrypt the text of the directive as such, but only to specify at the beginning of the directive the type of encryption. That way, if there is an assault on the communications of either side, the crisis center will deliver the information with the text fully encrypted, based on what the delegate specified at the beginning. The different types of recommendations are as follows:

- Pigpen

- Base 64

- Morse

- binary code

### **Procedure**



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Before specifying each part of the procedure with its various motions, it is of utmost importance to clarify that the start of the committee will be divided into two key moments. Initially, the roll call will be held in a room where all members of both sides will meet together. After that, after the initial crisis has been exposed, the initial statements have been drafted and recited, the delegates will be separated by sides and each one will go to his or her designated room to begin the dynamics of the committee.

### **Roll Call and Quorum Verification**

When the time is set for the committee to begin, the doors of the meeting room shall be closed and the roll call shall be conducted. At the end of the roll call, a quorum will be established.

### **Commencement of the meeting**

Once the roll has been called and a quorum has been verified, the officers will make a motion to open the meeting.

### **Establishment of the agenda (initial crisis)**

After the beginning of the session, the agenda will be opened considering the topic set forth in the initial crisis, which will be read by the crisis center.

### **Drafting of opening statements:**

It covers a space of 10 minutes where each delegate obtains the folder that constitutes all the information of his character for the first time. The representative will have the opportunity to analyze his or her position, taking into account his or her previous knowledge, in order to draft his or her opening statement.

### **Reading of starting declarations**

With both sides grouped together in a single room, in order of roll call, the initial statements of all delegates belonging to both GAC 1 and GAC 2 are read out.

### **Transfer to each side**

After the reading of opening statements, the two sides are separated until the end of the model. When this motion is made, one of the two sides is withdrawn to its own committee, proceeding with the flow as normal.

### **Lobby time (30 mins)**





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Each representative, after stating their position, has the opportunity for some time to strategize and briefly write up their ideas which will then be shared in their committee.

### **Speakers list**

This time is dedicated to the exposition of the strategies proposed, to the organization and formation of alliances between representatives and space to formally create the work path to be taken by the rest of the committee.

### **Immoderate Caucus**

This is a moment within the caucus where delegates are free to discuss their positions alongside other delegates without the need of speaking permission. It is formally known as lobby time

### **Reading of public directives**

After the lobbying time, when the actions of the side are consolidated and different directives have been made that aim to fulfill the main objective of the commission, to win, the reading of public directives will begin. These documents represent the conclusion of the conflict, it is where the last actions, or statements, of each side are specified. There must be two final directives, one for each side. In addition, they must be presented to all members of the side before being sent to the crisis center for corrections and amendments.

### **Voting of public directive**

Once the status and wording of the public directive is clear, a vote must be taken as a side, in order to accept that the choice made is unanimous or majority, since it will be sent as a communiqué to be shared with the other side. Subsequently, if it is voted in favor, it will be sent to the crisis center to be approved, if otherwise, the directive is eradicated.

### **Closing of the Agenda**

Having read both directives, and having clarity on what has been done by both sides after the AISMUN days, we will proceed with the closing of the agenda, thus ending the intense days of work.

### **Closing of the session**

After closing the agenda, the only thing left to do is to close the session. Thus, the committee is over and delegates are free to go to the closing ceremony, where the expected academic and press awards will be presented.



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### **Awards:**

The academic awards in the Adjunct Crisis Cabinet provide for the performance of the delegates who are members of the committee, not discriminated against. In other words, 4 awards will be distributed among the best delegates from both sides. For this edition of AISMUN, the awards will be:

#### - Best Strategist

Will be awarded to the delegate who demonstrated the most proficiency within the committee flow. Demonstrated excellent prior knowledge and training, making the committee a differentiating experience.

#### - Outstanding Strategist

Awarded to the second most crucial delegate within the committee and its operation, noted for excellence and training.

#### - Best Directive Writer

Will be awarded to the delegate who best excelled in directive writing within the committees. He/she made a differentiating change through his/her writing skills that paved the way for important changes in the flow of the committee.

#### - Recognition of the winning side

At the culmination of the model, at the closing ceremony, the winning side and its representatives are recognized for their exceptional strategic disposition and training.

### **13. AWARDS**

- **BEST DELEGATE:**

This award is given to the delegation that presents the best performance within the committee. It not only meets with an excellent preparation in terms of subject matter and knowledge, but also manages to clearly and diplomatically express their ideas. It is to be noted for its excellence and is governed by the procedures and criteria of the AISMUN Rubric.

Awarded to only 1 person per committee\*.

- **FIRST OUTSTANDING DELEGATE:**

This award is given to the delegation that had the second-best performance within the committee. As in the previous one, it not only



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complies with a fantastic preparation in terms of the topic and its knowledge, but also manages to express its ideas in a clear and diplomatic manner. This one may have had some procedural flaws or errors or had less presence or participation within the committee.

*Only awarded to 1 person per committee\*.*

- **SECOND OUTSTANDING DELEGATE:**

This award is given to the delegation that excelled in the committee. It had a broad participation and presence. Demonstrated knowledge of the subject and passion for diplomacy at the conference. Complied with the requirements and submitted documents on time.

*Awarded to only 1 person per committee\*.*

- **BEST OPENING SPEECH:**

This award is given to the delegation that had the best opening speech within the delegation. The delegation must have delivered the speech before or on the stipulated date. The speech should have a good command of the topic, relevant information and interesting for the other delegates present. As for the presentation of the speech, the delegation should have used a good tone of voice, a correct use of body language and not exceed the stipulated time.

*It is only awarded to 1 person per committee\*.*

- **HONORABLE MENTION:**

This mention is given to the delegations that influenced the committee with their presence and knowledge. Despite presenting room for improvement, without them the committee would not have been the same. Truly, it shows great potential to reach academic excellence.

*It is only awarded to 2 people per committee\*.*