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# **Delegate's Handbook**

## **2025**

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## Letter from the Secretary General

Dear delegates,

On behalf of the secretariat, it is my utmost pleasure to welcome you to the 2nd edition of San Antonio de Padua Model United Nations.

My name is Ilenka Ruiz, and I'm the Secretary General of this year's rendition of PaduaMUN. Personally, I feel enormously beholden for having the opportunity of leading such a significant role in this important and necessary event for the development and knowledge of students. Likewise, I would like to congratulate and thank infinitely every single director, moderator, and certainly to the faculty advisors and coaches for the magnificent job being done since December 2024, collectively creating what I believe is the best PaduaMUN.

Regarding my experience on MUN, I started my journey here, at school in 2021, where I was able to participate as a delegate for the first time. Still, I was unaware of the dynamics of the conference and the valuable experiences I would get from them, that would later help me in my academic life. It was not until PaduaMUN's 2022 and 2023 where I got to truly show my debating skills, therefore, achieving the "Best Delegate" award both years. Having participated in numerous conferences in addition to the internal simulations and conferences at my school, I have acknowledged that to have a successful debate; we have to make the most of each speech and ensure to remain on policy, constantly work collaboratively, be a present individual in all stages of the conference with original and recognizable ideas and have confidence in ourselves.

I would like to encourage each of you to immerse yourselves in research and think critically about the issues that have been affecting the entire world in an equal manner. I believe our collective efforts in this conference will lead to meaningful outcomes. I am excited to see the perspectives and ideas you will bring forward and how you will grow as a delegate. Alongside, I have full confidence that each of you will contribute to making this event a dynamic and impactful space.

Good luck with your pre-conference research and preparations. If you come across any issues or need assistance, feel free to email me at any point. I am always here to provide help and support. Please do not be afraid to make mistakes, take the initiative to speak and lead, and learn from and respect your peers.

Hoping to see you on April 26<sup>th</sup> and 27<sup>th</sup>

Sincerely,

**Ilenka Ruiz**

*Padua Model United Nations Secretary General*

## **Introduction**

Padua MUN is a two-day international relations simulation for students held annually in the city of Tarapoto, Peru. After the support given last year, we are back with a new edition. Hence, thank you for reviewing this Handbook, which has been specifically designed to support you in preparing for Padua Model United Nations 2025. We hope you find it helpful and informative.

The Handbook is organized:

- A. Overview of the conference structure: details on its committees and chairs
- B. Preparation outlines, along with the standard MUN Rules of Procedure.
- C. Instructions on how to prepare Position Papers for Padua MUN 2024.
- D. Covers the conference schedule for this year.
- E. Presentation of our Code of Conduct, which has also been shared with Faculty Advisors.

## **Padua MUN Overview**

In this second edition, we will have 10 committees:

### **Committees:**

#### **I. United Nations Economic and Social Council (ECOSOC)**

Impact of Illegal Mining on the Amazon Rainforest

Director: Sandro Rodriguez

*"Illegal mining in the Amazon rainforest exerts a profoundly detrimental impact on the environment, society, and economy. It drives extensive deforestation, obliterates delicate ecosystems, and contaminates waterways with toxic substances like mercury, jeopardizing biodiversity and public health. Economically, it is estimated that illegal gold mining generates over \$3 billion annually in unregulated profits in the region, while causing governments to lose millions in tax revenue and damaging formal mining industries. Moreover, it inflates local inflation rates and destabilizes regional economies. This activity also encroaches upon indigenous lands, undermining their cultural heritage and sovereignty. Thus, it fosters organized crime, perpetuates social instability, and exacerbates climate change by degrading one of the planet's most critical carbon sinks".*

#### **II. United Nations Human Settlements Programme (UN-HABITAT)**

Access to Affordable Housing in Rural Areas

Director: Alessandra Cáceres

Type: Doubles

*"The issue of Access to Affordable Housing in Rural Areas remains a pressing challenge in global development. With an average annual growth rate of 1.9 percent, the rapid increase in the world's urban population has posed significant challenges in providing sustainable but accessible housing; urban sprawl, slums, and homelessness resulting from the growing disparity between housing supply and demand. UN-HABITAT initiatives, COP 16 (Riyadh Action Agenda) and SDG 11, are in seek of solving this crisis. Therefore, delegates are expected to address the social and economic impacts, promoting inclusive, and resilient housing solutions in focus to rural settings".*

#### **III. United Nations Children's Fund (UNICEF)**

Child Marriage in Native Communities

Director: Alessandra Linares

*"For centuries, child marriage in indigenous communities has been seen as a way to protect girls or ease the economic burden on the family, but in reality, it robs many girls of their childhoods and futures. This affects everyone and perpetuates poverty and gender inequality. Worldwide, UNICEF states that an estimated 640 million girls and women were married as children. Will we allow this to continue?"*

#### IV. **Comité de Asuntos Sociales, Culturales y Humanitarios (SOCHUM)**

Destrucción de Ambientes y Desplazamiento de Comunidades Amazonicas

Directora: Sofia Vargas

Tipo: Dobles

*"El Amazonas, también conocido como el pulmón del planeta, es una de las zonas más ricas en biodiversidad en todo el mundo, contando con cultura viva dentro de ella, pero lamentablemente, el Amazonas nunca antes había estado tan amenazado como lo esta ahora. El cambio climático, las actividades ilícitas y la falta de concientización global son solo algunos factores que han acelerado la destrucción de sus ecosistemas, obligando a miles personas a buscar un mejor lugar para vivir."*

#### V. **Commission on the Status of Women (CSW)**

Reproductive Rights and Limited Access to Health Services

Director: Micaela Fuertes

*"The Commission on the Status of Women is a UN body aiming to promote gender equality and women empowerment. To achieve it, CSW addresses relevant issues affecting women's rights worldwide. The topic of "Reproductive Rights and Limited Access to Health Services" highlights the challenges women face in accessing safe and affordable healthcare, such as maternal care and sexual health services. The committee advocates for policy changes to ensure equitable access to healthcare and protect women's autonomy over their reproductive choices".*

#### VI. **Third Party Actors (TPA)**

Director: Fabiana Delgadillo

*"El Comité de Prensa se distingue por su dinámica única, que lo separa de los demás comités. En lugar de países, los delegados asumen el rol de agencias de noticias, encargándose de informar acerca de los acontecimientos en los respectivos debates. Su labor incluye la creación de diversos productos comunicativos, como videos, artículos e infografías, entre otros. Además, los delegados de prensa desempeñan un papel fundamental en el desarrollo del debate, ya que son responsables de generar actualizaciones informativas que contribuyen significativamente al dinamismo y fluidez en estos".*

#### VII. **United Nations Environment Programme (UNEP)**

The Conservation of Animal Species Habitats in the Amazon River

Director: Bruno Bambarén

*"The Amazon rainforest is not only an environmental treasure, but also a key economic resource worldwide. Yet, its habitats are disappearing, putting countless species at risk of extinction. The expansion of agriculture and illegal activities, such as mining and deforestation, are rapidly destroying this irreplaceable ecosystem. The Amazon is now at a turning point: its wealth is threatened, its future is uncertain, and its survival is deeply linked to the actions humanity decides to take".*

### VIII. International Labor Organization (ILO)

Combating Workers Trafficking and Exploitation in Agriculture

Director: Valentina Baldini

*"The problem of labor trafficking and exploitation in agriculture has gone beyond economic concerns, profoundly affecting human rights. The practices used to recruit vulnerable workers are increasingly common, often leading to forced labor and debt bondage. The harsh conditions faced by these people, such as low wages, unsafe environments and lack of legal protection, directly undermine their dignity and well-being. However, underlying factors contributing to this problem, such as weak labor laws, poverty and high demand for cheap labor, also exacerbate the problem. These are critical points that we hope delegates will address along with innovative solutions to protect workers' rights and ensure ethical labor practices."*

### IX. Organización Mundial de la Salud (OMS Histórico)

Respuesta a la Creciente Crisis de COVID-19

Director: Sandro Ratti

*"En este comité abordaremos el crecimiento del COVID-19, una enfermedad originada en 2019 en Wuhan, China, y declarada pandemia en marzo de 2020 tras propagarse exponencialmente, afectando a millones. Retrocederemos al 4 de diciembre de 2020, cuando la ONU celebró un histórico período de sesiones para debatir sobre el acceso equitativo a las vacunas, el impacto socioeconómico y las estrategias de recuperación, temas clave en la lucha global contra esta crisis sanitaria sin precedents".*

### X. Fictional CRISIS

Arcane - The Piltover and Zaun Conflict

Director: Lorenzo Saldivar

*"Arcane is an animated series set in the rich, dualistic world of Piltover and Zaun, two contrasting cities: Piltover, a glittering hub of progress and innovation, and Zaun, a dark underground city plagued by poverty and crime. The story traces the origins of iconic League of Legends characters and explores themes of power, class struggle, and family. The story explores revolutionary technological advancements like Hextech and the volatile consequences of ambition and betrayal, alongside political intrigue and personal conflict accompanied the question: What is one willing to sacrifice for progress? With stunning visuals and a deeply emotional story, Arcane brings this universe to life in a compelling and complex narrative. In this Crisis committee, the delegates will take the place of the Piltover Councilors and the Zaun Chem-Barons, the leaders of their respective cities, who have agreed to meet and negotiate given the fact of the conflict between both cities has reached a level of tension never seen before. Our specific committee will handle a slightly different historical background, and the outcome is up to the delegates wit."*

## Preparation for Padua MUN

### Research

- Functional

Functional preparation equips the delegates with basic tools, including an understanding of the rules, necessary to perform in committee. For delegates to be prepared they must know the basis of UN and Model UN structural elements. In this Handbook, you will find the Rules of Procedure, we encourage every delegate to read.

- Substantive

Serving as the core resource for in-depth preparation for each committee, Study Guides are the product of rigorous research and effort by the directors and assistant directors. As a matter of course, we recommend reading them carefully, identifying any areas of confusion, conducting further in-depth research, and reaching out via email to your directors with any questions, they are more than happy to clarify.

If a delegate has not fully absorbed the information in the Study Guide, they may struggle to participate effectively in the committee. Adding up the expected additional research to be made on the issue and the delegate's country's policy

- Positional

Delegates must adopt and advocate for the position and policies of the specific country, character, or media outlet they are assigned in this Model UN. This includes, among other aspects, embracing the biases linked to their assigned role. As part of this responsibility, delegates are expected to carefully examine the perspectives, challenges, and policies of the other delegates' countries.

### Starting up Research

Materials prepared by the Padua MUN staff or Study Guides are intended to complement, not replace, your own research. They serve as a starting point to help spark questions and guide your own research. Likewise, some resources include:

- UN Document Index
- UN Resolutions
- Yearbook of the United Nations



## Crisis Committee

Like a General Assembly Committee, a Crisis Committee adheres to the same rules governing debate and speeches. This means that delegates can still propose motions for both moderated and unmoderated caucuses.

Delegates also have access to two additional motions: Round Robin and Open Debate.

- Round Robin: Allows all delegates to speak for a set amount of time (determined by the delegate who introduces the motion) in a clockwise order. It's similar to returning to the speakers' list in a Regular GA Committee, so it should be used thoughtfully.
- Open Debate: Permits delegates to debate for a designated period without moderation, allowing free discussion among the entire committee. However, even though this motion lacks formal regulations, delegates must still maintain order to ensure everyone can participate.

### Documents for a Crisis Committee

Delegates in a Crisis Committee are not required to present either Working Papers or Draft Resolutions. Instead, they must present documents that are specific to Crisis Committees.

#### Directives

Concise document in which delegates outline a detailed plan to address the crisis or provide an "update." It differs from a Draft Resolution in that Directives do not need to follow a specific format for approval. The only requirement is that they meet the signature threshold set by the Directors.

While drafting it, we recommend being detailed and specific considering the following questions:

- What are you trying to accomplish? How?
- When will you implement it?
- Who will be affected by it? / Who will be in funding?

Moreover, the procedure for approving a Directive is like that of a Draft Resolution:

- 1) Once submitted and approved, a delegate must introduce the Directive for debate.
- 2) After the debate concludes, the delegate must propose a motion to close the debate.
- 3) Only then can the Committee proceed to the voting procedure to decide its success.

### Secret Actions

Individual action that a delegate can take, in character, during the Committee session, either to benefit themselves or address the crisis. A Secret Action is typically written on a simple piece of paper and must be submitted to the Crisis Director for review. The Crisis Director will assess the action and inform the delegate whether it has been successful or not.

While there is also no specific format for a Secret Action, we strongly recommend writing it as if it were a letter to someone your character trusts and is willing to help, such as a family member.

Consequently, answering the questions already mentioned, plus: "Is that action something that your character can and would do? Why?"

Remember that strong Secret Actions will lead to the solve of issues and are always characterized by their:

- Relevance and relation to the current situation
- Detail to avoid process mistakes
- Proportional to your characters capabilities

## **TPA Committee**

During here, delegates are able to attend different committees and express their opinions and creations in front of them. They have the authority to select the committee they wish to join. The influence of their work can challenge delegates from other committees, as they design tough yet realistic situations that can shift the dynamics of the debate.

### Pieces of content

For the Press Corps, pieces of content are different from the normal UN model. No working papers, draft resolutions, directives nor secret actions. Instead, those in presentation are equivalent to articles, updates, infographics, videos, collaboration and social media.

Delegates can find more information on the worked Study Guide; however, it is to notice that:

- Direct or indirect slurs must be avoided in every work of presentation
- Plagiarism is under no toleration

## **Rules of Procedure**

### **General Rules**

#### Rule No. 1: Scope

These rules will apply for all the Committees of Padua Model United Nations. However, each committee may have additional rules that will be further explained in each Study Guide's closing remarks.

#### Rule No. 2: Language

Delegates are required to speak in the conference language and always maintain a formal language. Furthermore, being penalized for not doing so.

#### Rule No. 3: Diplomacy

Requirements for delegations to show courtesy, respect and diplomacy to the Chairs, Committee Staff and to other Delegates. This rule must be respected for ALL the duration of conference. Delegates who break this rule will be automatically eliminated from this conference.

### **Debate Rules**

#### Rule No. 4: Quorum

A quorum is the minimum number of delegates that must be present for the committee to be held. The quorum will only be counted once, at the start of each session, along the Roll Call.

#### Rule No. 5: Open Debate

After the Roll Call, the committee's Director will ask for a motion to Open the Debate. To approve this motion, a simple majority vote is required.

#### Rule No. 6: Formal Debate

Following, the committee will move to the formal debate. To do so, one speakers' list will be established for the duration of the committee. It will only be interrupted by points, caucuses develop, and the introduction of draft resolutions or other documents.

#### Rule No. 7: Caucus

In order to easily discuss a topic, two types of caucusing exist:

7.1. Moderated Caucus: This caucus allows an exchange of opinions and solutions for specific topics which are critical to address the agenda. Whenever the floor is open, a motion for this type of caucus is in order, followed by a brief explanation by the delegate proposing, of its purpose and outlines. To approve this motion, a simple majority vote is required.

7.2. Unmoderated Caucus: It allows for a temporal suspension of the formal debate, for delegates to leave their seats and discuss informally with other delegates. The delegate states the time limit and can raise this motion when the floor is steadily open. To approve this motion, a simple majority vote is required.

Rule No. 8: Suspension and Adjournment of the Meeting

8.1. Whenever the floor is open, a delegate may move for the suspension of the session, to suspend all committee functions until the next one.

8.2. When free ask of motions, a delegate may move for the adjournment of the meeting, to suspend all committee functions for the duration of the conference.

Rule No. 9: Closure of Debate

When the substantive debate has come to an end, procuring the floor is open, a delegate may move to close debate on the matter under discussion. Closure of debate requires a two-thirds majority to pass. If the committee is in favor of closure, the moderator will declare it, and the resolutions or amendments presented will be brought to an immediate vote.

## Speeches Rules

Rule No. 10: Speakers' List

After the agenda has been determined, the delegates will move forward to the formal debate, by establishing a General Speakers' List. To do so, the delegates will raise a motion for this purpose. The determined time is of one minute.

- 10.1. To establish it, the Director will ask all the delegates wishing to speak to raise their placards and call them one by one. Once speakers are recognized, they may speak on the topic area being discussed.

Rule No. 11: Yielding

Once the delegate has completed his speech in the General Speakers' List, if there is any time left, he or she must yield it in one of three forms possible

- 11.1. Yield to another delegate: The speaker's remaining time will be ceded.
- 11.2. Yield to questions: Up to 3 questionnaires will be selected by the Director. Asking must be limited to one specific question that must be formulated in up to 30 seconds. No follow-up question will be allowed.
- 11.3. Yield to the dais: If the delegate has finished his or her speech and does not wish to cede its remaining time to other delegates or questions, then he or she must yield it to the dais for ending up the initial time.

Rule No. 12: Speeches

- 12.1. Without recognition of the Director, no delegate may speak.

12.2. The Director may call a speaker to order if the speech is offensive to other delegate, committee members or staff of the conference.

13.3. Delegates who are absent when recognized by the Director will automatically lose their time.

Rule No. 13: Right of Reply

A delegate who has been personally attacked and/or offended by another delegate may request a Right of Reply. The Reply, if granted, will take the form of a 30-second speech.

### **Rules Governing Points**

The rising of any point whether of order, parliamentary inquiry or personal privilege cannot interrupt a speaker.

Rule No. 14: Point of Order

At any point of the debate, a delegate may raise a Point of Order to indicate to the chair, the occurrence of an improper parliamentary procedure.

Rule No. 15: Point of Personal Privilege

At any point of the debate, a delegate who experiences personal discomfort which limits or impairs his or her ability to participate in the debate, he or she may rise a Point of Personal Privilege. The situation must be addressed by the Director/Co-director/Moderator as soon as possible.

Rule No. 16: Point of Parliamentary Inquiry

At any point of the debate, a delegate may raise a Point of Parliamentary Inquiry when he or she is unclear about a specific aspect of the Rules of Procedure. This point is usually phrased as a question, and it must be answered immediately by the Director.

### **Rules Governing Documents**

Rule No. 17: Working Papers

Document that compiles and formalizes the ideas of the delegates on how to best address the agenda. They do not have a specific format.

17.1. Unlike Draft Resolution, the director will not have any requirements on its writing.

Rule No. 18: Draft Resolutions

Written document that follows a designated format. The main purpose of the resolution is to present the proposals that delegates worked with in the path of the committee's course, in order to vote for it once they close the debate. It includes a number of sponsor (delegates that wrote the resolution) and signatory countries (delegates who wish to discuss the content

of the draft resolution but have no further obligation with it). Alongside all their proposals in detail.

The Draft Resolution has a division of three parts:

- **Headline:** in bold and underlined, which includes:
  - Title (Draft Resolution 1.1)
  - Committee (full name)
  - Topic
  - Sponsors, only if the Director requires them
  - Signatories, with the full and official name of the country, alphabetically ordered
- **Preambulatory Clauses:** they indicate things the authors of the resolution were having in mind for the craft of it. All the clauses must be in cursive, not the whole sentence.
- **Operative Clauses:** these contain the proposals of each country, starting with the operative clause underlined.

The committee's Director will establish specific requirements for the submission of Resolutions. For instance, they may request a certain number of signatories or a minimum number of preambulatory clauses. Delegates must meet these criteria to ensure the resolution is properly accomplished.

18.1. Draft Resolutions must be approved by the chair, who will assign them a number. Afterward, delegates must propose a motion to introduce the resolution. A procedural vote will be conducted to decide whether the resolution will be introduced, requiring a simple majority for approval.

18.2. The Study Guides contain a section titled "Questions A Resolution Must Answer," which emphasizes key issues that delegates should aim to address in their resolution. The committee's chairs may ask delegates how their resolution responds to one of these QARMAs.

#### Rule No. 20: Amendments

Delegates could propose amendments to any resolution once it has been introduced. The Director will establish a minimum number of signatories needed for an amendment to be considered and will inform delegates of this requirement after the resolution.

20.1. Amendments must follow a specific format and can either add new clauses, remove existing ones, or modify current clauses.

There are two types of amendments:

- **Friendly Amendment:** This type requires the approval of all the resolution's sponsors. These amendments typically address non-controversial or minor issues and are automatically incorporated into the resolution once submitted to the Dais, without the need for a vote.
- **Unfriendly Amendment:** This type requires support from at least one-eighth of the committee before it can be presented to the Chair. It must be debated with two

speakers in favor and two speakers against, and a majority vote is required before the amendment can be added to the draft resolution.

20.2. The amendment procedure is as follows:

- An amendment is introduced by a motion to introduce an amendment, which requires a simple majority vote to pass. This is a procedural vote.
- If approved, the Chair will alternate between speakers for and against the amendment. At the moderator's discretion, the delegate who made the motion may introduce the speaker.
- Once debate on the amendments is closed, the committee will immediately proceed to a vote, passing with a majority of the same.

## Voting Rules

### Rule No. 21: Procedural and Substantive Voting

All votes are considered procedural, except for those on draft resolutions and amendments. Delegates are required to vote on all procedural motions, with no abstentions allowed. A motion requiring a simple majority passes if there are more affirmative votes than negative votes. A motion requiring a two-thirds majority passes if the affirmative votes are equal to or exceed two-thirds of the total votes. If there are not enough speakers for or against a motion, the motion will automatically fail or pass, respectively.

21.1. Substantive voting is limited to voting on draft resolutions and amendments. Each country has one vote, which may be cast as "Yes," "No," or "Abstain." Those who abstain are treated as not voting and must be listed as "present" for that session. By default, all votes are conducted via placards, with exceptions of special motions.

### Rule No. 22: Reordering Draft Resolutions

Once the debate on a topic has concluded, delegates will move to the voting procedure and may propose motions to reorder the draft resolutions. The delegate making the motion will specify the desired order. No debate will take place on this motion, and it will require a simple majority to pass.

22.1. If multiple delegates propose motions to reorder draft resolutions, these motions will be voted on in the order they were presented.

### Rule No. 23: Roll Call Voting

After the debate on a topic has concluded, delegates will move to the voting procedure and may present a motion for roll call voting.

23.1. This motion requires approval from at least one-third of the committee.

23.2. The procedure is as follows:

- The Director will call countries in alphabetical order.

- In the first round, delegates may vote "Yes," "No," "Abstain," or "Pass." Delegates may request the right to explain their vote only if they vote against their country's policy. This is referred to as a "vote with rights." The explanation is not allowed for abstentions, and can only last a limit of 30 seconds
- If a delegate passes during the first round, they must vote "Yes" or "No" in the second round. The delegate cannot request the right to explain their vote.
- The Director will then announce the outcome of the vote.

23.3. Once a vote is cast, it cannot be changed.

## **Precedence Rules**

### Rule No. 26: Order of Precedence during Debate

Motions will be considered in the following order of precedence:

- Point of Personal Privilege.
- Point of Order.
- Point of Parliamentary Inquiry.
- Adjournment of the Meeting.
- Suspension of the Meeting.
- Unmoderated Caucus.
- Moderated Caucus.
- Introduction of a Draft Resolution.
- Introduction of an Amendment.
- Postponement of Debate.
- Resumption of Debate.
- Closure of Debate.

### Rule No. 27: Order of Precedence during Voting

At the start of the final voting procedure, only the following points and motions are in order, listed in the following order of precedence:

- Point of Personal Privilege.
- Point of Order.
- Point of Parliamentary Inquiry.
- Reordering Draft Resolutions.
- Motion for a Roll Call Vote.



## **Crafting Position Papers**

This document, a standard part of Model UN preparation, enables delegates to research their countries, policies while honing their writing skills. It should reference past actions relevant to the topic up until the committee date and propose potential solutions.

Delegates must submit their position papers via the committee's designated email; additionally, all papers must follow a certain format, which can be found (together with the determined email) in the Study Guides. The document should be attached as a PDF file, and the deadline for submitting position papers is **April 10<sup>th</sup> until 11:59pm**. Highlighting timeliness as a factor in delegate's evaluation.

### **Structure of the Position Papers**

#### Header:

- Committee name.
- Topic.
- Delegate's name.
- School.

Alongside this information, the coat of arms and the flag of the country being represented should be displayed.

#### First Paragraph:

This paragraph serves as an introduction to the topic and presents the country's position. The beginning and conclusion should grab the reader's attention, which can be achieved by using a quote, posing a question, or telling a brief story. It is typically the shortest paragraph, requiring delegates to summarize their ideas succinctly.

#### Second Paragraph:

In this paragraph, delegates should address their country's relationship to the topic and committee by discussing past actions or involvement, such as resolutions, legislation, or other significant actions. This is the most substantial part of the position paper, where delegates should include the results of their research. It's important to note that this section should not simply be a list of facts; the country's perspective and position on the matter should be clearly articulated.

#### Third Paragraph:

This paragraph outlines proposed solutions to the issue, keeping in line with the country's policies. Delegates should suggest practical, viable and relevant solutions to the topic. The

closing sentence should be impactful, as this is the final paragraph of the paper. This paragraph is usually the longest.

Sources:

On a separate page, delegates must list all the sources they consulted while preparing the paper, following APA 7 citation style. It is recommended to consult official and primary sources, such as international organizations' websites, government reports, or United Nations documents. Failure to properly cite sources will be considered plagiarism and may lead to sanctions.

## Padua MUN Measures

### Unmoderated Caucuses:

During unmoderated caucuses, delegates are free to move around or leave the committee room. At least one member of the dais will be present in these areas to observe the discussions and address any questions. Delegates are encouraged to explore creative ways to manage the unmoderated caucuses, provided a director or assistant director is present during the discussions.

### Notes and Pagers:

Pagers will be available in all committees. If a delegate wishes to send a note to another, they may do so using Post-it notes, which will be delivered by the Pager. Sending messages via WhatsApp or any other electronic devices is **prohibited** during the committee sessions.

- Directors may also decide to not answer a message they receive unless it's important, formal and always respectful.

### Draft Resolutions and Working Papers:

The deadline for submitting both documents will be set by the dais. **Any documents submitted after the deadline will not be accepted. Overnight drafting is prohibited**, and directors will specify a time after which no modifications to documents can be made. This restriction will remain in place until one hour before the start of the first session on the following day.

- Namely, if the director establishes a cutoff time of 9:00 PM and the first session of the next day begins at 8:00 AM, no changes to the document can be made between 9:00 PM and 7:00 AM.

### Negotiation:

During sessions, delegates can communicate with others, or the Director, using notes on Post-It notes, which will be delivered by the committee's pagers. Pagers will check the contents of the note before delivering it. Therefore, if a delegate needs to communicate with their director after a session, they should do so via email or wait until the next session.

In the event of a significant issue, delegates should inform both their director and their head faculty advisor. The advisor can then reach out to resolve the matter:

- Mrs. Milagros Quispe - Head Faculty Advisor
- Mr. Jose Vera-Tudela - Faculty Advisor

All communications with staff members must be formal, both from delegates and faculty advisors. **Any disrespectful behavior towards staff will result in sanctions.** If a delegate or advisor fails to adhere to this rule, their delegation may face penalties depending on the existing situation.

Delegates who address their directors with irrelevant concerns or in an informal or disrespectful manner will be immediately disqualified. In exceptional cases, sanctions may vary based on the severity of the offense, and the penalty will be determined by the Secretariat and the advisory team.

## **Code of Conduct**

By participating in Padua MUN 2025, Faculty Advisors, Coaches, Staff, Chairs, and delegates agree to comply with the policies outlined in this document. By following this code of conduct, all delegations commit to adhering to the rules and guidelines specified herein.

### **General Guidelines**

- The Secretary-General of Padua MUN and the school's Faculty Advisors are the only staff members authorized to grant exceptions to the policies presented in this Handbook.
- Padua MUN 2025 and San Antonio de Padua (Tarapoto) are not responsible for any incorrect statements made by staff members, other than the Secretary-General concerning conference policies.

### **Delegations**

- Delegations of 5-8 delegates are classified as "Small Delegations" without counting Faculty Advisors.
- Delegations of 15-20 delegates are classified as "Large Delegations", without counting Faculty Advisors.
- Both awards for Best Large and Best Small delegation will be rewarded based on their overall delegates' performance.

### **Faculty Advisors and Coaches Policies**

Each delegation must have at least one adult Faculty Advisor (a teacher representing the participating school) present at the conference. They are responsible for overseeing the conduct of their delegates.

- Faculty Advisors are expected to supervise their delegates while on the conference.
- Any reported violations of conference policies will be given to the Faculty Advisors.
- Faculty Advisors and coaches are not permitted to communicate with their delegates during committee sessions. They may only interact during designated break times. Failure to adhere to this rule may result in the disqualification of the delegate.
- Coaches, who are not faculty members of the participating school, are not responsible for the delegation.

### **Dress Code**

- All students, Faculty Advisors, Coaches, Chairs and staff should be wearing formal, Western Business Attire (bearing in mind its suitability for the area's weather).
- Delegates who do not comply with the established dress code rules, can be disqualified.

## Debate Punishable Attitudes

Padua MUN 2025 Secretariat have the power to determine punishments for the realization of any of the criteria above, finishing on disqualification from awards winning or formal exclusion from the conference.

- Stealing of laptops, placards, name tags, research binders, props, mobile phones, or any personal belongings.
- Plagiarism, whether written or verbal.
- The use of pre-written draft resolutions.
- Falsifying accusations of unfair competition or defaming another delegate to the Chair, especially if the allegations are false. Additionally, defaming other delegates during the conference.
- Any form of verbal, written, physical, or psychological harassment directed at other delegates.
- Forcing the exclusion of a delegate from a particular bloc without valid policy reasons.
- Excluding delegates in the same bloc from working papers, draft resolutions, or group chats.
- Erasing or taking credit for another delegate's proposals, ideas, or clauses without their consent.
- Deciding which delegates will be selected for the Panel of Authors without the consent of the bloc.
- Deleting or altering the names of countries on the list of signatories for a draft resolution or working paper without their consent.

## Evaluating Criteria

Above all, At Padua MUN we are engaged in providing each delegate with an enjoyable and educational experience. This conference is more than a chance for students to ascertain on public speaking, negotiation, impactful solutions to real problems and the strike of diplomacy and global interconnection through close and first-hand experience. Empowering every delegation to make a change on the international scale.

Although, for delegates who will have contributed in an impeccable manner, will be recognize at the closing ceremony by the Secretariat, with special awards, them being:

- Best Delegate
- Best Position Paper
- Outstanding Delegate
- Honorable Mention
- Verbal Commendation

Each Committee Director, in consultation with the Co-Director and Moderator, will determine individual awards based on the following criteria (more evaluation guidelines could be added based on the Director basis):

Padua MUN 2025 General Evaluating Criteria		
Persuasion through clear explanations and persuasive arguments	Accomplishment of the policy and interests of the country, media outlet or individual being represented	Adherence to Padua MUN Code of Conduct, and guidelines
Position Papers of high quality, by hand of regular attendance to committee sessions	Effectiveness on caucusing, redacting resolutions and participation during debate	In-depth understanding of the topic complexities, as well as practical but viable formulation of solutions

