

VII ANNUAL SESSION ADMINISTRATIVE HANDBOOK

GENDER EQUALITY & EMPOWERMENT

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COUNTDOWN TO PARTICIPATION

MAY

In May schools will receive the Administrative Handbook and registration access.

SEPTEMBER

The request to participate (**FORM I**) and student applications must be received by **17th September 2017. The delegation deposit is due by this date.**

The allocation of Student Officer Assignments will be completed by 24th September. These will be published on the website <http://qatar.thimun.org>. Students residing in the State of Qatar will be required to attend the Qatar Leadership Conference 19-21th October for additional training.

Country Assignments will be published on the website <http://qatar.thimun.org> by 30 September.

NOVEMBER

By **11th November 2017 (FORM II - Registration Deadline)** schools must upload on the MUNIS database a complete list of the names of all participants. Please ensure that names are spelt correctly as the badges and certificates are printed directly from the database. (See page 11 for charges for delegate substitution and badge replacement). The Flight Form, Visa Agreement Form and uploading visa details and passport copies are also required at this time.

By **11th November** international schools are required to **have made their reservations with their selected hotel.**

DECEMBER

In December all schools will receive a Statement of Account based on the registration information submitted in FORM II on the database. Statements can also be downloaded from the database.

Schools will also receive the latest information about the conference.

JANUARY

Payment for all conference fees should be settled by *1st January 2018*. The conference takes place *23th – 26th January 2018*.

RETURNING FORMS

Submission details for Forms I & II can be found on our website <http://qatar.thimun.org>.

All registration material and forms must be submitted online through MUNIS at <http://apps.thimun.org/thimun/entrance>

New schools should email us at thimunqatar@qf.org.qa in order to register on MUNIS.

MAILINGS

THIMUN Qatar sends out monthly mailings with important reminders and updates. Please carefully read your mailing each month.

PROVISIONAL PROGRAMME OF EVENTS

TUESDAY, 23 JANUARY 2018

- 09:00 - 16:00 **Registration**
- 09:00 - 17:00 Workshop for all Student Officers and QMUNITY Voice (mandatory)
- 14:00 - 16:30 Briefings of Admin Staff
- 18:00 - 20:00 Student Officer and Press Team Dinner

WEDNESDAY, 24 JANUARY 2018

- 08:00 - 09:00 Late registration
- 08:00 - 14:30 **Lobbying, merging and opening speeches in committee rooms**
- 08:00 - 14:30 **Security Council, APQ and ICJ in session**
- 09:00 - 15:00 Directors Training Institute - Level 2
- 10:00 - 10:30 MUN-Directors' Meeting (mandatory)
- 10:30 - 11:00 Approval Panel Training for new MUN Directors
- 11:30 - 13:00 Lunch available
- 12:00 - 15:00 Approval Panel open
- 15:00 - 17:00 **OPENING CEREMONIES**
- 17:45 Transportation back to hotels for international delegates

THURSDAY, 25 JANUARY 2018

- 08:00 - 16:00 **General Assembly and Commissions in session**
- 08:00 - 16:00 **Security Council, ECOSOC, APQ and ICJ in session**
- 07:30 - 10:00 Approval Panel open
- 10:00 - 16:00 Directors Training Institute - Level 1
- 11:30 - 13:00 Lunch available
- 16:30 Transportation back to hotels for international delegates

FRIDAY, 26 JANUARY 2018

- 09:00 - 15:15 **General Assembly and Commissions in session**
- 09:00 - 15:15 **SC, ECOSOC, APQ and ICJ in session**
- 09:30 - 11:30 Directors Debate Simulation
- 11:30 - 13:00 Lunch available
- 11:30 - 12:10 Friday Prayers
- 13:00 - 13:30 MUN-Directors' meeting (mandatory)
- 15:30 - 16:30 **CLOSING CEREMONIES**
- 19:00 - 22:00 Cultural Night

ISSUES ON THE AGENDA

General Assembly (GA)

GA1 Disarmament and International Security

- Measures to combat sexual violence in conflict zones
- Measures to limit the use of the internet for terrorist purposes
- Developing strategies to curb incitement and recruitment of young people to extremist causes
- Curtailing the illicit trade in small arms and light weapons in all its aspects

GA2 Economic and Social

- The question of gender inequality and its impact on poverty eradication
- Permanent sovereignty of the Palestinian people in the Occupied Palestinian Territory over their natural resources
- Promotion of international cooperation to curb and recover illicit financial flows
- Protection of global climate for present and future generations

GA3 Social, Humanitarian, and Cultural

- Improving the situation of women in rural areas
- Strengthening international cooperation to combat cybercrime
- Enhancing protection of child migrants and refugees
- Preventing corruption and financial crime in sports

GA4 Special Political and Decolonization

- The question of illegal settlements in Occupied Palestinian Territory
- Protecting the interests of the peoples of non-self governing territories
- Improving Special Political Missions
- Towards a united Cyprus

GA5 Administration and Budgetary

- Inclusion of women in peacekeeping operations
- Improving the financial situation of the United Nations
- Legal measures to reduce tax avoidance by transnational corporations (TNCs)
- Financing of the United Nations Multidimensional Integrated Stabilization Mission in Mali

GA6 Legal

- Measures to enhance the protection and safety of diplomatic missions
- The question of Universal Jurisdiction and national sovereignty and the role of the International Criminal Court
- Effects of armed conflicts on treaties
- Measures to eliminate international terrorism

Security Council (SC)

- The situation in Somalia and Eritrea
- The question of Libyan sanctions
- The question of DPRK
- Measures to curtail all forms of human trafficking and migrant smuggling

Economic and Social Council (ECOSOC)

- Reducing vulnerability and building resilience resulting from extreme weather
- Addressing the humanitarian crisis in Yemen
- Measures to close the economic gender gap
- The protection of human rights in the context of terrorism and counter-terrorism

Disarmament Commission (DC)

- The question of women, disarmament, non-proliferation and arms control
- Strengthening the implementation of the Chemical Weapons Convention (CWC)
- Preventing the acquisition by terrorists of radioactive materials
- Full implementation of the Comprehensive Nuclear-Test-Ban Treaty (CTBT)

Environment Commission (EC)

- Promoting sustainable lifestyles in carbon-intensive countries
- Promoting urgent measures to promote green energy
- Measures to address the increase in zoonotic diseases
- Ocean acidification and its impact on ecosystems

Human Rights Commission (HRC 1)

- Strengthening reproductive rights for women
- Reviewing the Human Rights situation in the Democratic People's Republic of Korea
- Measures to combat intolerance, discrimination, and violence based on religion or belief
- Mental health and human rights

Human Rights Commission (HRC 2)

- Strengthening legal protections for Women and Girls
- Reviewing the Human Rights situation in Myanmar
- Ensuring the right to education for persons with disabilities
- Ensuring the rights of persons belonging to national or ethnic, religious and linguistic minorities

Special Committee on Gender Equality and Women Empowerment

- Closing the social, political and economic gender gap of Sub-Saharan Africa
- Protecting and enhancing the rights of women in Palestine
- Improving women's access to ownership and control of land and other property
- Promoting women's empowerment through information and communication technology

Advisory Panel Question on Crime and Gender

- The Question of human trafficking
- The Question of discriminatory penal legislation and policies

الجمعية العاملة للأمم المتحدة ٣ (GA3)

- تحسين وضع المرأة في المناطق النائية
- تقوية التعاون الدولي لمحاربة الجريمة الالكترونية
- ايجاد طريقة فعالة لحماية الطفولة المهاجرة واللاجئين
- منع الفساد والجرائم المالية في عالم الرياضة

مجلس حقوق الإنسان للأمم المتحدة ١ (HRC 1)

- دعم قوانين حماية النساء والبنات
- اعادة النظر في مسألة حقوق الانسان في ميانمار
- ضمان حقوق الاقليات من الجنسيات والعرقيات واتباع الديانات واللغات المختلفة
- تقوية وتثبيت حقوق القدرة الانتاجية لدى النساء

Francophone GA3

- Améliorer la situation des femmes dans les zones rurales
- Consolider la coopération internationale afin de combattre la cybercriminalité
- Renforcer la protection des enfants des migrants et des réfugiés
- Entraver la corruption et les délits financiers dans le domaine du sport.

Francophone HRC 1

- Mesures pour combattre l'intolérance, la discrimination et les violences fondées sur la religion et la conviction
- Maladies psychologiques et droits de l'homme
- Assurer le droit à l'éducation pour des personnes handicapées
- Revoir la situation des droits de l'homme dans la République démocratique de Corée

International Court of Justice (ICJ)

- Nauru vs. Australia
- Ecuador vs. Colombia

ALL DELEGATES SHOULD COME PREPARED WITH AT LEAST ONE WRITTEN RESOLUTION IN THEIR ASSIGNED COMMITTEE.

DELEGATIONS

2018

SC = Security Council

ECO = ECOSOC

SD = Small Delegation

(See page 8 for delegation sizes)

MEMBERS OF THE UNITED NATIONS

Afghanistan (ECO)	DPR Korea (North)	Liechtenstein	Samoa (SD)
Albania	DR Congo	Lithuania	San Marino
Algeria (ECO)	Ecuador	Luxembourg	Sao Tome & Principe (SD)
Andorra (ECO)	Egypt (SC)	Macedonia FYR	Saudi Arabia
Angola	El Salvador	Madagascar	Senegal (SC)
Antigua & Barbuda	Equatorial Guinea	Malawi	Serbia
Argentina (ECO)	Eritrea	Malaysia	Seychelles (SD)
Armenia	Estonia (ECO)	Maldives (SD)	Sierra Leone
Australia (ECO)	Ethiopia (SC)	Mali	Singapore
Austria	Fiji (SD)	Malta	Slovakia
Azerbaijan (ECO)	Finland	Marshall Islands (SD)	Slovenia
Bahamas	France (SC/ECO)	Mauritania (ECO)	Solomon Islands (SD)
Bahrain	Gabon	Mauritius	Somalia (ECO)
Bangladesh	Gambia	Mexico	South Africa (ECO)
Barbados	Georgia	Micronesia, Fed. States (SD)	South Sudan
Belarus	Germany (ECO)	Moldova (ECO)	Spain (ECO)
Belgium (ECO)	Ghana (ECO)	Monaco (SD)	Sri Lanka
Belize	Greece	Mongolia	Sudan
Benin (ECO)	Grenada (SD)	Montenegro (SD)	Suriname (SD)
Bhutan	Guatemala	Morocco	Swaziland (ECO)
Bolivia (SC)	Guinea	Mozambique	Sweden (SC/ECO)
Bosnia & Herzegovina (ECO)	Guinea Bissau	Myanmar	Switzerland
Botswana	Guyana (ECO)	Namibia	Syrian Arab Rep.
Brazil (ECO)	Haiti	Nauru (SD)	Tajikistan (ECO)
Brunei Darussalam	Holy See (SD)	Nepal	Tanzania, United Rep.
Bulgaria	Honduras (ECO)	Netherlands	Thailand
Burkina Faso (ECO)	Hungary	New Zealand	Timor-Leste (SD)
Burundi	Iceland	Nicaragua	Togo
Cambodia	India (ECO)	Niger	Tonga
Cameroon (ECO)	Indonesia	Nigeria (ECO)	Trinidad & Tobago (ECO)
Canada	Iran	Norway (ECO)	Tunisia
Cape Verde (SD)	Iraq (ECO)	Oman	Turkey (ECO)
Central African Republic	Ireland (ECO)	Pakistan (ECO)	Turkmenistan
Chad (ECO)	Israel	Palau (SD)	Tuvalu (SD)
Chile (ECO)	Italy (SC/ECO)	Palestine	Uganda (ECO)
China (SC/ECO)	Jamaica	Panama	Ukraine (SC)
Colombia (ECO)	Japan (SC/ECO)	Papua New Guinea (SD)	United Arab Emirates (ECO)
Comoros (SD)	Jordan	Paraguay	United Kingdom (SC/ECO)
Congo	Kazakhstan (SC)	Peru (ECO)	United State of America (SC/ECO)
Costa Rica	Kenya	Philippines	Uruguay (SC)
Côte D'Ivoire	Kiribati (SD)	Poland	Uzbekistan
Croatia	Kosovo	Portugal	Vanuatu (SD)
Cuba	Kuwait	Qatar	Venezuela (ECO)
Cyprus	Kyrgyzstan	Rep. of Korea (South) (ECO)	Viet Nam (ECO)
Czech Republic (ECO)	Lao PDR	Romania	Yemen
Denmark	Latvia	Russian Federation (SC/ECO)	Zambia
Djibouti (SD)	Lebanon (ECO)	Rwanda (ECO)	Zimbabwe (ECO)
Dominica (SD)	Lesotho	Saint Kitts & Nevis (SD)	
Dominican Republic	Liberia	Saint Lucia (SD)	
	Libya	Saint Vincent and the Grenadines (ECO)	

SECURITY COUNCIL

The Security Council is composed of 5 permanent members and 10 members elected for two-year terms.

Two delegates from each of the 15 member states must be assigned to the Security Council.

SECURITY COUNCIL COUNTRIES

Permanent Members (PM)

Bolivia
 China (PM)
 Egypt
 Ethiopia
 France (PM)
 Italy
 Japan
 Kazakhstan
 Russian Federation (PM)
 Senegal
 Sweden
 Ukraine
 United Kingdom (PM)
 United States of America (PM)
 Uruguay

ECOSOC

ECOSOC is composed of 54 member countries, a third of the members changing every year. All ECOSOC countries must have two delegates assigned to ECOSOC.

ECOSOC MEMBERS

Afghanistan	France	Russian Federation
Algeria	Germany	Rwanda
Andorra	Ghana	Saint Vincent and the Grenadines
Argentina	Guyana	Somalia
Australia	Honduras	South Africa
Azerbaijan	India	Spain
Belgium	Iraq	Swaziland
Benin	Ireland	Sweden
Bosnia & Herz	Italy	Tajikistan
Brazil	Japan	Trinidad and Tobago
Burkina Faso	Lebanon	Turkey
Cameroon	Mauritania	Uganda
Chad	Moldova	United Arab Emirates
Chile	Nigeria	United Kingdom
China	Norway	United States of America
Colombia	Pakistan	Venezuela
Czech Republic	Peru	Viet Nam
Estonia	Republic of Korea	Zimbabwe

NON-MEMBER DELEGATIONS

Non-member delegations are delegations representing non-state entities. During conference, these delegates develop and articulate the same policy positions as member states but examine the issues from a non-governmental perspective. Most non-member delegations represent regional organizations, U.N specialised agencies or other NGO's. Non-member delegations have full voting rights during debate.

NON-MEMBER DELEGATIONS

African Union (AU)
 Amnesty International
 Arab League
 European Union (EU)
 International Committee for the Red Cross (ICRC)
 UN Office on Drugs & Crime (UNODC)
 UN Development Programme (UNDP)
 UN High Commissioner for Refugees (UNHCR)
 UNICEF
 UN WOMEN
 World Bank
 World Health Organization (WHO)
 World Trade Organization (WTO)

DELEGATION SIZE

The minimum and maximum restrictions on delegation size are as follows:	MIN	MAX
<p>SC AND ECOSOC MEMBER COUNTRY</p> <p>Must be represented in:</p> <ul style="list-style-type: none"> – SC with 2 delegates – ECOSOC with 2 delegates – General Assembly with at least 4 delegates – Commissions with at least 4 delegates 	12	15
<p>SECURITY COUNCIL MEMBER COUNTRY (NON ECOSOC)</p> <p>Must be represented in:</p> <ul style="list-style-type: none"> – SC with 2 delegates – General Assembly with at least 4 delegates – Commissions with at least 4 delegates 	10	13
<p>ECOSOC MEMBER COUNTRY</p> <p>Must be represented in:</p> <ul style="list-style-type: none"> – ECOSOC with 2 delegates – General Assembly with at least 4 delegates – Commissions with at least 4 delegates 	10	13
<p>STANDARD DELEGATION COUNTRY (NON SC/ECOSOC)</p> <p>Must be represented in:</p> <ul style="list-style-type: none"> – General Assembly with at least 4 delegates – Commissions with at least 4 delegates 	8	11
<p>SMALL DELEGATION COUNTRY</p> <p>Must be represented in:</p> <ul style="list-style-type: none"> – General Assembly with at least 3 delegates – Small delegation will be limited to GA and special conference delegates 	3	7
<p>NON-MEMBER DELEGATION</p> <p>May be represented in:</p> <ul style="list-style-type: none"> – General Assembly with at least 2 delegates – Commissions with at least 2 delegates 	4	8

***NOTE:** APQ, ICJ, and Foreign Language committees are by separate application and not included in the above listed Delegation Size guidelines.

ASSIGNMENT OF ROLES AND FUNCTIONS

- Each delegation must have a nominated **Head of Delegation** or **Ambassador**.
- Each delegate must be assigned to a specific GA Committee, Commission, or Council.
- MUN-Directors are not allowed to coach delegates during sessions.

APPLICATIONS FOR THE POSITION OF STUDENT OFFICER, ICJ, APQ, FOREIGN LANGUAGES, & PRESS

GENERAL RULES

With the exception of the hosting schools, participating schools may submit no more than 4 applications in each of the 4 categories (Student Officer/ICJ/Foreign Language Committees/ Press/APQ). All students applying for Student Officer must complete an Application Form, together with a formal letter of motivation and a letter of recommendation from their MUN-Director. These must be returned to the THIMUN Qatar Office by the final closing date. Late or incomplete applications will not be considered.

I. STUDENT OFFICERS

The Student Officer team consists of the Executive Committee together with the Co- Presidents, Deputy Presidents, Committee Chairs and Deputies in the various forums. All Student Officers must be thoroughly conversant with Parliamentary Procedure and particularly with the current THIMUN Rules of Procedure. They must have a good knowledge of current affairs as well as of the issues on the agenda. They will be required to write a research report and must be prepared to be actively involved in the lobbying process, coordinating the work of their respective Council, Commission, Conference or Committee throughout the week.

In their letter of application candidates should state which position and which forum(s) they are particularly interested in.

Please note that students in their final year at secondary school who have not previously chaired at a MUN conference are unlikely to be selected.

General Assembly Presidents and Committee Chairs

General Assembly Presidents and Committee Chairs will preside over committees when they are in session. Most of these positions are filled by those who have already held a student officer position at a MUN conference. Preference will be given to those who have experience from THIMUN-Affiliated conferences.

Deputies

In general, Deputy Presidents and Deputy Chairs are appointed in order to provide an opportunity for younger students to gain experience. It is hoped that such students will prove themselves capable and will be available to serve again at the subsequent session of THIMUN Qatar. Thus preferences will be given to students able to attend in 2018 as well as in 2019.

II. FOREIGN LANGUAGES: ARABIC & FRENCH

THIMUN Qatar will be hosting four foreign language committees, two in Arabic and two in French. GA3 and HRC1 will be run as foreign language committees, in addition to their English counterparts. The size of those committees will likely increase this year.

DELEGATES

There is a separate application form for delegates wishing to take part in these committees. All applicants must belong to a participating school, with previous MUN experience, and be proficient in Arabic or French. Arabic: Command of Modern Standard Arabic will be required in order to participate in oral debates and drafting of resolutions. Allowances will be made for colloquial Arabic during debate.

Prior to the conference, all delegates in these committees are expected to work closely with their chairs.

STUDENT OFFICERS

Those wishing to be a Student Officer for either the Arabic or French language committees should complete the student officer application, including which committees they wish to apply to. Letter of motivation should either be in Arabic or French. Directors must provide a letter of recommendation.

III. QMUNITY VOICE PRESS

Press delegates, under the supervision and direction of the Press Coordinator, are responsible for producing the conference newspaper and online publications. The Press Delegation includes layout editors, text editors, experienced reporters, photographers and video artists. The letter of application should include details of the applicant’s journalistic experience skills, familiarity with desktop publishing and/or photo/video editing programs, MUN experience and knowledge of current affairs. Please follow the requirements in the QMUNITY Voice Application.

IV. ADVISORY PANEL QUESTION (APQ)

The Advisory Panel Question is a specialized committee within THIMUN. It seeks to explore, through multidisciplinary stakeholders, an issue, with the final outcome being a concluding joint communiqué. Panelists will be the representatives of bodies as diverse as countries, United Nations agencies or other organizations. The rules and procedures are akin to those of the Security Council and is a consensus-driven committee.

THIMUN Qatar’s APQ will focus on two United Nations Office for Drugs and Crime mandates, and will be run with double delegations, similar to ECOSOC. Students wishing to participate in the APQ will be required to complete an application, which must be submitted by the school’s MUN Director.

Applicants may request a specific assignment, but this will not be guaranteed. The following delegations will take part in this year’s APQ on Crime and Gender (APQCG).

Panelists for the Advisory Panel on the Question of Crime and Gender (APQCG)	
31 Countries	
Afghanistan	Namibia
Bangladesh	Nepal
Botswana	New Zealand
Brazil	Nigeria
Canada	Qatar
China	Russian Federation
Costa Rica	Slovenia
Czech Republic	Singapore
Egypt	South Africa
France	Sri Lanka
Kazakhstan	Sweden
India	Thailand
Italy	United Kingdom
Jordan	United States
Malaysia	Venezuela
Mexico	
4 UN Agencies	
International Labor Organization	
UNHCR (Refugees)	
UNODC (Drugs and Crime)	
UN Women	
5 Other Organizations	
Amnesty International (AI)	
European Union (EU)	
Human Rights Watch	
International Bar Association (IBA)	
International Maritime Organization (IMO)	

V. INTERNATIONAL COURT OF JUSTICE

The ICJ consists of 9 judges who will examine two cases concerning legal disputes between member nations. Each case will be argued by advocates representing the parties to the dispute. Each party in each case will be represented by three advocates.

The judges and the advocates are independent lawyers and not members of any country delegation, though the advocates may consult the delegation whose country they are representing.

Applications are sought from outstanding students of sound academic ability, with a capacity for independent research, a good knowledge of international affairs and MUN experience. An interest in law would be an advantage but applicants are not expected to be legal experts.

In their letter of application, as well as outlining their qualifications and experience, candidates must state whether they are interested in being a judge or an advocate and suggest which particular case they would be more interested in, preferably giving a reason for their choice. Once selected, the judges and advocates are expected to make a special study of the Statute, Rules of Court and procedures of the International Court of Justice and the Briefing Guide. Both judges and advocates are also expected to research the particular cases before the ICJ.

Note: Advocates must apply in teams of 3 students for ICJ consideration.

SUCCESSFUL APPLICANTS

Students whose applications for *Student Officer, Press, Foreign Languages and APQ* are successful will be notified by *September 24, 2017*. Student Officers, delegates of the Foreign Languages, Press, APQ and ICJ participants are expected to travel with and reside with the other delegates from their school.

THIMUN Qatar is not responsible for travel or accommodation costs.

All Student Officers and Press Delegates are required to attend the one-day workshop held in QNCC on the Tuesday immediately preceding the conference.

FEES

With the exception of the Executive Student Officer team, all students holding individual positions will be charged the full participant fee.

CONFERENCE FEES & DEADLINES

CONFERENCE FEES

Participation fees per person for Delegates, MUN Directors, Press and Student Officers (except for Executive Committee)	700 QAR
Substitution fees per person Changes to Participant/Delegate registration after 11th November (FORM II), but no later than 1st of January	150 QAR
Badge Replacement Fee Replacement of lost or missing ID badge during the conference (cash payment)	30 QAR

REGISTRATIONS

FORM I - Online Registration Required Info: estimated delegation size, country preferences, initial conference deposit	Sept 17th
FORM II - Online Registration Required info: student information, hotel & travel details	Nov 11th

FINANCIAL AID

Individual delegates who are facing financial difficulties may apply for special financial assistance to cover their registration fees. There are a limited amount of funds available and applications for support for entire delegations will not be considered. Please contact the THIMUN Qatar office for more details if you have students who may need support to attend.

Financial Statement:

The MUN-Director will be required to sign a declaration on Form I acknowledging that they and their school administrator agree to THIMUN Qatar policies regarding fees and cancellation costs and that they agree that their school is obliged to pay in full for the number of students and teachers forecast to attend (see attendance forecast on Form I). A final statement of numbers and names of participants is required to be submitted into the database by 11 November 2017.

CHANGES & CANCELLATIONS

Changes / Substitutions:

After 11th November, substitutions for students unable to attend will only be permitted on payment of an administrative charge of QAR 150. All changes and substitutions have to be sent to the THIMUN Qatar Office in writing. No changes will be accepted after January 1, 2018.

Cancellations:

From 11th November the full fees are due, whether or not a school, or an individual participant, for whatever reason, actually attends. The full fees for services ordered through THIMUN Qatar are due as soon as the THIMUN Qatar Office receives the appropriate form. Cancellation costs will vary according to the date that the written cancellation is received by the THIMUN Qatar Office:

Cancellation of participant or school	
After 17th September	100% of Delegation pre-payment
After 11th November	100% of fees / charges due

PAYMENTS

All schools must pay the non-refundable delegation prepayment or deposit of 3500 QR by 17th September.

All payments are to be made in Qatari Riyal and net of all bank charges (see below):

Bank Transfer:

Please clearly indicate your school name and the purpose of the payment (THIMUN Qatar Registration Fees).

THIMUN QATAR	
Bank Name :	Qatar National Bank
Account Name :	Qatar Foundation - THIMUN Qatar
Account No. :	0013-035555-055
Branch :	Corporate Branch
IBAN :	QA87 QNBA 0000 0000 0013 0355 5505 5
Address:	Education City, Al Luqta Street, Doha, Qatar

Bank Charges

Schools are responsible for the payment of all bank charges related to the processing of checks and payment of fees. To avoid or minimize such charges, schools should instruct their bank to transfer the money, net of bank charges, directly by bank transfer into the THIMUN Qatar account. Any outstanding bank charges must be settled in full the first day of the conference.

Overpayment

THIMUN Qatar's financial transactions are processed by Qatar Foundation. It is extremely difficult for schools to receive refunds on overpayments. THIMUN Qatar offers credit in the amount of the overpayment to be used at the discretion of the school for future THIMUN Qatar related activities.

Cancellation and Travel Insurance

Schools are strongly urged to take out adequate cancellation, travel and medical insurance. THIMUN Qatar is not responsible for costs incurred by individual schools or individual participants in any of these areas.

Additional Delegation

Schools allocated a second delegation will be charged for the maximum number of students in the first delegation.

All delegations will be charged at least the minimum number of delegates stated on page 8.

TRAVEL AND ACCOMMODATION

TRAVELLING TO AND IN DOHA

Schools are required to make their own arrangements for travel to and from Doha.

Airport Pick-up Bus Service

All hotels listed in this handbook include a free pick-up service to and from Doha's Hamad International Airport to your hotel. Please ensure you communicate your flight details to both the THIMUN Qatar office and directly to your chosen hotel.

Transportation in Doha

For delegates staying in conference affiliated hotels, a bus service will be provided to and from the Convention Center mornings and afternoons. Late buses will also be provided after the cultural evening. Transportation for sightseeing and evening outings will be the responsibility of the travelling school.

If you wish to stay in a particular hotel of your choice which is not listed, THIMUN Qatar will not supply your delegation with transport to the Convention Center.

Accommodation

It is important for THIMUN Qatar to know where all participants are staying for the duration of the conference. Therefore, all schools must register the name of the accommodation on the database. This does not apply to students from local schools who are living at home.

HOTEL BOOKING

THIMUN Qatar has made special arrangements with a number of local hotels to offer accommodation to MUN participants at special rates (see below).

Please note that individual schools are responsible for contacting the hotels directly.

We advise you to book as soon as possible but no later than 11th November 2017

All prices are in Qatari Riyal per room per night (an approximate price in Euros given in parenthesis). Prices include buffet breakfast, taxes, airport transfers, and internet.

Hotel	Stars	Location	Single	Double
Plaza Inn*	★★★★	Close to Corniche & Souq Waqif	QAR 410 (€ 100)	QAR 510 (€ 125)
Saraya Corniche Hotel*	★★★★	Close to Corniche & Souq Waqif	QAR 385 (€ 94)	QAR 434 (€ 105)
Radisson Blu	★★★★★	Close to Center of Doha	QAR 500 (€ 121)	QAR 550 (€ 134)
Movenpick Towers & Suites	★★★★★	Close to City Center Mall	QAR 575 (€ 140)	QAR 675 (€ 165)

* Triple occupancy/suite configuration available upon request

** Reservations/bookings made through travel agencies may not receive the conference discounted rates

Reservation Forms for hotels can be downloaded from the TQ website: <http://qatar.thimun.org/conference/travel>

VISAS

The State of Qatar issues Tourist Visas on arrival for nationals of 33 countries:

Andorra	Luxemburg
Australia	Malaysia
Austria	Monaco
Belgium	Netherlands
Brunei	New Zealand
Canada	Norway
Denmark	Portugal
Finland	San Marino
France	Spain
Germany	Sweden
Greece	Singapore
Hong Kong	South Korea
Iceland	Switzerland
Ireland	USA
Italy	UK
Japan	Vatican City
Liechtenstein	

At the time of printing, Visas on arrival are QAR 100, payable via a credit/debit card. Debit cards may also be purchased for QAR 25 at the Qatar National Bank (QNB) kiosk found in the immigration hall which accepts most currencies.

If your national country is not listed above, the THIMUN Qatar office will assist in the processing of your visa application. **Please note that these visas are valid for two days before and two days after the conference. Failure to submit a clear and valid copy of the passport information page by 11th November may result in the cancellation of THIMUN Qatar visa support.**

PASSPORT CHECKLIST

Mandatory requirements for all international delegates and MUN-Directors.

- Scanned image clearly indicating person's full name, passport number, date of issue and expiry date of passport. (NO pictures, only scanned copies will be accepted)
- Minimum 6 months validity for all passports from the date of the conference, **no exceptions.**

Note: If you or your students request assistance obtaining a visa for the conference please ensure that the passport is NOT renewed or amended during this period. Visas are linked to an individual passport.

CONDUCT

GENERAL BEHAVIOUR

Although THIMUN Qatar is an educational exercise intended for young people, delegates are simulating the Councils, Commissions and Conferences of the United Nations. Thus, for the period of the conference, they must be regarded as diplomats and ambassadors for the country they are representing, as well as representatives of their individual schools. This demands a high standard of personal conduct and behavior from all delegates, both during the conference sessions and outside the Convention Center.

It is extremely important for both personal safety and continuing good relations between THIMUN Qatar, the Convention Center, and Qatar Foundation that delegates behave appropriately at all times. Therefore, schools are expected to select their students carefully and not bring to THIMUN Qatar any student who is likely to create a disciplinary problem. School Administrators and MUN-Directors should be aware that attendance at the annual session of THIMUN Qatar is by invitation and that this invitation may be withheld from schools unable to ensure that their students conform to accepted standards of adult behavior.

MUN-DIRECTORS' RESPONSIBILITIES AND CONDUCT

All students must be accompanied by, and are the responsibility of, the designated MUN-Director(s). A MUN-Director must be a teacher at the school, or at one of the schools from which the delegation comes. At least two responsible adults (MUN-Directors or chaperones) should accompany each group.

All students staying in hotels must be supervised by their MUN-Director. MUN-Directors are required to stay in the same hotel as their students and must ensure that their room is located as close as possible to the rooms in which their students are staying. At least one MUN-Director from each participating school is expected to be present in the Qatar National Convention Center at all times. MUN-Directors are also required to adhere to the dress code.

Students may not stay at hotels without a registered teacher or chaperone

CONDUCT IN THE CONVENTION CENTER

Formal Dress: THIMUN expects personal appearance to be appropriate for a professional setting. This means business attire. In order not to cause offence to other delegates, national dress, military uniforms and armbands are forbidden.

Males are to wear a suit and tie – females should dress equally formally in suits or dresses. The length of the dresses are to be below the knee. Tops of arms need to be covered. Leggings are not culturally appropriate.

INAPPROPRIATELY DRESSED DELEGATES WILL BE SENT HOME TO CHANGE

MUN-Directors are responsible for ensuring their delegates are appropriately dressed and will need to verify they understand the dress code expectations.

Delegates and teachers must be courteous at all times to the Convention Center Staff and to the THIMUN Qatar Organizational and Administrative Staff, most of whom are volunteers giving up many hours of their own time to serve the delegates.

Smoking is prohibited in the entire Convention Center.

CONDUCT IN HOTELS

Students must remember that THIMUN Qatar is dependent on the goodwill of the community and of hotel managements in being able to provide accommodation at discounted rates for delegates. A bad experience by just one hotel may mean the loss of many potential beds for future delegates. Therefore, students must be polite and considerate at all times to hotel staff and fellow residents. A curfew of 11 p.m. is recommended for every night except the cultural night.

ALCOHOL, DRUGS, DRESS, PUBLIC DISPLAYS OF AFFECTION, AND PERSONAL SAFETY

MUN-Directors are responsible for enforcing rules for their own students with regard to alcohol consumption, drugs, dress in public places, and public displays of affection. Qatar is a safe and friendly country which has a thriving tourism industry. By following a few simple guidelines, delegates will have a safe and enjoyable time. When going to public places, delegates should dress modestly. Shorts and sleeveless shirts are not culturally appropriate. Fines can be issued for persons dressed inappropriately. In addition, all public displays of affection between genders should be discouraged. Couples holding hands or kissing in public is not culturally or legally accepted. Sexual relations between unmarried couples is a criminal offence in the State of Qatar.

It is very important to realize that regardless of personal or cultural views, the use of any alcohol and narcotic drugs is expressly prohibited. The use of alcohol is tightly regulated in Qatar and is illegal for Muslims. Strict criminal penalties will be enforced if law officials become involved in any situation where alcohol or drugs have been used. Any delegate that is found to be in possession or to have consumed alcohol or drugs during the conference schedule will be immediately removed from the conference and the visa invitation will be revoked.

OTHER ITEMS

DIGITAL CERTIFICATES

THIMUN Qatar no longer awards paper certificates instead we will issue digital certificates. Embedded within the e-Certificate is proof of participation, along with additional information on the conference. Clicking on the badge reveals the conference date and website, a description of the event, and general participant expectations and/or duties. The issuer of the badge is THIMUN Qatar, so those viewing the badge have the confidence of knowing that the student actually participated in the event.

Digital certificates can be shared publicly or privately, can be linked or embedded into e-portfolios, university applications, or shared on social media sites. This adds weight and verification to student's participation at the THIMUN Qatar Model United Nations conference.

ELIGIBILITY TO ATTEND

THIMUN Qatar is a high school conference and is open to all students that are currently (or will) be enrolled in high school at the time of the event. THIMUN Qatar also hosts a middle school conference held each spring which is open to younger students.

THIMUN-AFFILIATED MODEL UNITED NATIONS

THIMUN-Affiliation links those MUNs which wish to be associated with THIMUN and whose educational goals, standards and quality of organization are recognized as being of an appropriately high standard. THIMUN has encouraged the development of THIMUN- Affiliated MUNs in order to give more young people, for whom coming to THIMUN would be impossible, the opportunity to experience and enjoy the benefits of Model United Nations. It is, therefore, a primary goal of all THIMUN- Affiliated MUNs to reach out to the local communities in which they are situated and to encourage participation by local schools in their region.

AIMS OF THIMUN-AFFILIATED MODEL UNITED NATIONS

- To promote interest in and support for the work of the United Nations
- To promote interaction and dialogue between young people from a variety of countries and school systems
- To increase the awareness of international issues amongst young people
- To instill a global perception in young people, focusing on the formulation of peaceful resolutions to world problems
- To develop the communication skills necessary to foster the international education and global perception mentioned above
- To assist teachers and students in understanding the primary educational and philosophical aims of the programme
- To help teachers prepare their students for full participation in all aspects of a Model United Nations conference
- To achieve and maintain a common standard for participation among the delegates coming from different backgrounds and from various countries with differing educational systems
- To standardise the basic structures and rules of procedure used in the various conferences
- To provide a means of sharing the educational content of THIMUN with those who are developing their own Model United Nations and with interested parties outside the MUN
- To provide opportunities for teachers and students in the field of current international relations

CONDITIONS OF AFFILIATION

- THIMUN-Affiliated MUNs must give credit to THIMUN in their mailings, in statements in the media, and on all documentation; this also applies to websites: a link to the THIMUN website must be included on the front page of the website of the THIMUN- Affiliated MUN
- Full acknowledgement must be given, with the source clearly stated, for the use of any THIMUN materials e.g. extracts/adaptations from the THIMUN website, or the Rules of Procedure
- THIMUN must receive copies of all documentation relating to the THIMUN-Affiliated MUN e.g. invitational mailings, handbooks, reports
- Affiliated conferences are responsible for providing updated information to THIMUN
- THIMUN-Affiliated MUNs must be evaluated and accredited, at least once every three years, by a member of the THIMUN Board of Directors or a member of the THIMUN Advisory Board. Arrangements must be made for this person to attend the conference
- In the event of a change in the principal organizer of the conference, this evaluation will have to be carried out anew
- Unless the designated member of the Board/ Advisory Board is attending the conference as a participant, THIMUN- Affiliated MUNs must pay the travel/ accommodation expenses of the evaluator and, therefore, need to budget for this
- Evaluation reports must be returned to the THIMUN Office as soon as possible after the conference. A copy will be sent to the THIMUN-Affiliated MUN organizers
- In the event of criticisms or a negative evaluation, a discussion will take place with the organizers with a view to making necessary improvements
- All recommendations made by the evaluator should be put into practice by the conference immediately following the evaluation
- Failure to comply with any of the above conditions may result in Affiliation being withdrawn

BENEFITS OF AFFILIATION

- Recognition and accreditation by the world's foremost Model United Nations for secondary school students
- Permission to use the THIMUN logo on documentation
- Permission to use the THIMUN rules of procedure
- Promotion of the THIMUN-Affiliated conference in THIMUN Publications and on the THIMUN website
- Assistance and/or advice from the THIMUN Office in setting-up and organizing conferences
- The sharing of knowledge and expertise between like-minded teachers and students

APPLICATION PROCEDURE

- Schools within the THIMUN Qatar region (North Africa, Middle East and India) wishing to become THIMUN Affiliated can contact the THIMUN Qatar office for more information about the affiliation process.
- We strongly encourage THIMUN Qatar schools to consider attending their national affiliated conference. If your country currently does not have a THIMUN affiliated conference, please contact our office to see how we can support the development of one

CALENDAR OF THIMUN AFFILIATED CONFERENCES

2017/2018 (see website for further details <http://thimun.org>)

THIMUN CONFERENCES

10 AUGUST - 13 AUGUST 2017

THIMUN Latin America

Montevideo, Uruguay

www.thimun.org/latin-america

7 OCTOBER 2017

MINIMUN

Voorburg, The Netherlands

<http://thehague.thimun.org/minimun>

19-21 OCTOBER 2017

Qatar Leadership Conference

Doha, Qatar

<http://qatar.thimun.org/conferences>

21-25 NOVEMBER 2017

THIMUN Singapore

Singapore

<http://singapore.thimun.org/conference>

24-27 JANUARY 2018

THIMUN Qatar

Doha, Qatar

<http://qatar.thimun.org/conference>

29 JANUARY - 2 FEBRUARY 2018

THIMUN The Hague

The Hague, The Netherlands

<http://thehague.thimun.org/conference>

Year round MUN experience

Online-MUN - THIMUN

<http://onlinemodelunitednations.org>

AFFILIATED CONFERENCES

SEPTEMBER 2016

Johannesburg Model United Nations (JOMUN)

<http://tw.aisj-jhb.com/jomun/>

OCTOBER 2016

Lorenz Model United Nations Arnhem (LMUNA)

<http://www.lmunu.eu>

Amman MUN (AMMUN)

<http://www.ammunjo.org>

Deutsche Schule Athen Model United Nations (DSAMUN)

<http://dsamun.gr>

Royal Russell School Model United Nations (RRSMUN)

<http://mun.royalrussell.co.uk>

Cairo American College Model United Nations (CACMUN)

<http://www.facebook.com/CACMUN>

Chennai Model United Nations (CHEMUN)

<http://chemun.org>

Panama Model United Nations (PANAMUN)

<http://panamun.org>

NOVEMBER 2016

Doha College MUN (DCMUN)

<http://dcmun.org>

Model United Nations Overseas Family School (MUNOFS)

<http://ofs.edu.sg>

MUN of the Int. School of The Hague (MUNISH)

<http://munish.nl>

Berlin Model United Nations (BERMUN)

<http://bermun.de>

Iberian Model United Nations (IMUN)

<http://caislisbon.org>

Leiden Model United Nations (LEMUN)

<http://lemun.org>

Modele francophone International des Nations unies en Eurasie (MFINUE)

<http://mfinue.org>

Dhirubhai Ambani International MUN (DAIMUN)

<http://www.daimun.org>

South American Model United Nations (SAMUN)<http://cic-caracas.org>**Oasis International School MUN (OISMUN)**<http://www.oismun.net>**DECEMBER 2016****Paris Model United Nations (PAMUN)**<http://asp-edu.net/pamun/>**Bahrain Bayan School Model United Nations (BAYMUN)**<http://www.baymun.com/>**Turkish International Model United Nations (TIMUN)**<http://timun.gen.tr/>**Costeas Geitonas School Model United Nations (CGSMUN)**<http://cgsmun.gr>**JANUARY 2017****Concordia International School Shanghai Model United Nations (CISSMUN)**<http://ciissmun.org>**FEBRUARY 2017****Mediterranean Model United Nations (MEDIMUN)**<http://medimun.net>**Hayah International Academy MUN (HIAMUN)**<http://hiamun.org>**Antolia College Model United Nations (ACMUN)**<http://acmun.gr/>**International Monterrey Model United Nations****Simulation (IMMUNS)**<http://immuns.org>**Colegio American International Naciones Unidas (CAMINU)**<http://caminu.org>**Genoa Model United Nations (GEMUN)**<http://gemun.it>**Model United Nations Development Programme (MUNDP)**<http://modelundp.org>**MARCH 2017****Beijing Model United Nations (BEIMUN)**<http://beimun.org/>**Dubai International Academy Model United Nations (DIAMUN)**<http://diamun.org>**Haileybury Model United Nations (HMUN)**<http://haileyburymun.com>**St. Andrew's International Model United Nations (SAIMUN)**<http://saimun.ie/>**American International School Model United Nations (AISMUN)**<http://aismun.org/>**St. Petersburg International Model United Nations (SPIMUN)**<http://spimun.com/>**Haarlem Model United Nations (HMUN)**<http://hmun.nl>**American School Foundation Model United Nations (ASFMUN)**<http://asf.edu.mx/>**Bath Model United Nations (BSMUN)**<http://kingswood.bath.sch.uk/>**Korea Youth Model United Nations (KYMUN)**<http://www.kymun.org>**MUNESCO**<http://unesco.org/>**APRIL 2017****Modèle francophone des Nations Unies**<http://mfnu.wordpress.com>**Robert College International Model United Nations (RCIMUN)**<http://rcimun.org>**Rome International Model United Nations (RIMUN)**<http://rimun.com/>**Malaysian Model United Nations (MYMUN)**<http://mymunmkis.org>**JUNE 2017****International MUN of Alkmaar (IMUNA)**<http://imuna.nl>

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DIRECTORS TRAINING INSTITUTE



With the expansion of Model United Nations throughout the region, the demand for teacher-level assistance and training is growing. The THIMUN Qatar Office, in collaboration with Best Delegate, is proud to offer this professional development opportunity for teachers and directors: the Directors Training Institute.

At the institute, participants will learn how to teach fundamental Model UN skills to beginner delegates through fun and engaging activities. Participants will be trained to deliver a series of one-hour workshops on research, public speaking, resolution writing and other skills that will help delegates prepare for Model UN conferences. The institute requires pre-conference preparation.

At its conclusion, participants will be awarded Level 1 or Level 2 Best Delegate Trainer Certification, a digital credential that can be professionally shared, and access to an MUN professional learning network (PLN). This is part of a larger two-tiered training program that will lead to full Best Delegate Trainer certification.

If you are new to Model UN, or looking for ways to help your delegates learn Model UN and set them up for success, the Director's Institute is here for you. For more information, please contact the THIMUN Qatar office.

QLC 2017



QATAR LEADERSHIP CONFERENCE

19-21 October, 2017

Deadline for registration 30 June, 2017

6th Annual QLC





Education for Justice

Supporting the integration of crime prevention and the rule of law into all levels of education



The Doha Declaration:
**PROMOTING A
CULTURE OF
LAWFULNESS**

Adopted at the conclusion of the 13th United Nations Congress on Crime Prevention and Criminal Justice, the Doha Declaration highlights the importance of education as a tool to preventing crime and corruption. It emphasizes that education for children and youth is fundamental in promoting a culture that supports the rule of law, crime prevention and criminal justice.

In support of this, the Education for Justice (E4J) initiative - under the Global Programme for the Implementation of the Doha Declaration - has been developed to create and disseminate education materials in UNODC-mandated areas of crime prevention and criminal justice across the primary, secondary and tertiary education levels. Online tools and academic resources will be made available free of charge, while workshops, conferences and symposia will be organized for teachers and academics to learn and exchange ideas and research.

E4J and secondary education

At the secondary education level, E4J will develop and disseminate practical and interactive educational materials aimed at secondary school students to promote the understanding of the basic concepts that lie at the core of UNODC-mandated areas. This will be done through a focus on ownership, behaviour, rights and responsibilities, aimed at empowering secondary level students to identify, prevent and resolve moral, ethical or legal dilemmas.

Model United Nations

MUNs offer a popular way to learn about the United Nations and to give tomorrow's leaders an insight into negotiating at the international level. E4J is developing a guide to support MUNers who wish to integrate crime prevention and criminal justice issues into their simulations. Participating students will be able to learn about the global rule of law challenges being discussed at the core of the United Nations.



UNODC

United Nations Office on Drugs and Crime



At Model UN, you broaden your horizons. By learning and networking, you can be part of the UN's efforts to establish peace, secure human rights and enable all people to live in dignity.

Secretary-General António Guterres



dohadeclaration@unodc.org



@DohaDeclaration



unodc.org/e4j



bit.ly/e4j-linkedin

THIMUN QATAR YOUTH SERVICE AWARD

The THIMUN Qatar Youth Service award is given annually to a student in recognition of outstanding service to the community, society and humanity, and whose actions and words have helped support the mission of the THIMUN Foundation and The United Nations.

Preference will be given to nominees who have helped individuals within their community or society as a whole, and can include work with young people, work on environmental issues, support for elderly or the disabled, or causes that support justice and equality. The nominee should be a high school student and a participant at the THIMUN Qatar 2018 conference.



Nominees

Nominees are welcome from any participating THIMUN Qatar school. The individual must be a high school student at the time of the conference. Nominations are welcomed from students or staff of the student's school, and the nomination must also be supported by the Head of School. The nomination and letter of support should be forwarded to the THIMUN Qatar office, along with a written overview of the candidate's qualifications and a photograph, by December 4, 2017.

Selection

Nominees are reviewed and selected based on the votes of the THIMUN Qatar Advisory Board. Nominees must receive a 2/3 majority of Advisory Board members. If a 2/3 majority cannot be achieved on the first ballot, the nominee with the lowest number of votes will be dropped with the process repeating itself until a nominee is selected.

Award Winner

The winner of the THIMUN Qatar Youth Service Award will be announced at the closing ceremony of the THIMUN Qatar 2018 conference.

A Gathering Place for the World

The Sidra tree has long been a meeting point for Heads of State, Presidents, global CEOs and some of the greatest minds of the 21st century where discussions and decisions about some of the world's most pressing issues have taken place. GNCC features stunning architecture, flexible spaces, cutting-edge technology support facilities and outstanding administration.



مركز قطر الوطني للمؤتمرات
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Beyond Convention

For further information visit
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