



## Administrative Booklet

# MSMUN-Q 2019

MIDDLE SCHOOL MODEL UNITED NATIONS QATAR

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**19 - 20 April, 2019**

Deadline for registration **February 5, 2019**

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## MIDDLE SCHOOL MODEL UNITED NATIONS - OVERVIEW

THIMUN Qatar is pleased to announce the launch of MSMUN-Q, a dedicated international middle school conference for schools in the gulf region and beyond.

Gathering in the beautiful Qatar National Convention Center, delegates will enjoy state of the art conference facilities, committee sizes no larger than 40, and specially trained student officer staff, and age-appropriate academic support for newer delegates. MSMUN-Q is structured to meet the needs of younger delegates, with Student Officers carefully chosen to support middle school students. The goal is to provide a fun, structured and supportive environment through an engaging and high quality Model United Nations experience

THIMUN Qatar events are non-competitive and as such do not give awards. Delegates can expect to leave MSMUN-Q feeling good about their accomplishments and excited about Model UN.

## COUNTDOWN TO PARTICIPATION

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### OCTOBER, 2018

By 16th October schools will receive the Administrative Handbook.

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### NOVEMBER, 2018

Registration opens online (FORM I) on 1 Nov, Student officer applications are available. Topics posted on the MSMUN-Q website.

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### DECEMBER, 2018

Student officer applications are due on 7th of December. By 11th of December, the student officer team will be announced.

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### FEBRUARY, 2018

FORM I closes on February 5.  
FORM II opens by 13th of February.

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### MARCH, 2019

By 3rd March 2019 (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 are printed directly from the database. See page (8 - 9) for charges for delegate substitution and badge replacement. The Flight Form, MUN Directors' Assignment Form and uploading visa details and passport copies are also required at this time.

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### APRIL, 2019

The conference takes place 19 - 20 April 2018.

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### RETURNING FORMS

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

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### MAILINGS

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

## PROVISIONAL PROGRAMME OF EVENTS

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<b>FRIDAY</b> <b>19 APRIL</b>	8:00	Registration Opens
	8:00 – 8:45	Transportation from Hotels
	9:00–9:30	Welcome Session with Keynote Speaker
	9:40–10:30	Opening Speeches
	10:40–11:30	Lobbying & Merging
	11:30–12:30	Lunch & Prayer Break – Exhibition Hall 1
	12:40–1:30	Lobbying & Merging
	1:40–2:30	Debate
	2:30–2:45	Break
	2:50–4:30	Debate
	4:45	Transportation to Hotels

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<b>SATURDAY</b> <b>20 APRIL</b>	8:00–8:45	Transportation from Hotels
	9:00–9:50	Debate
	10:00–10:50	Debate
	11:00–11:30	Debate
	11:30–12:30	Lunch – Exhibition Hall 1
	2:40–1:30	Debate
	1:40–2:20	Closing Ceremony
	2:45	Transportation to Hotels

# DELEGATIONS 2019

SC = Security Council

ECO = ECOSOC

## MEMBERS OF THE UNITED NATIONS

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

## 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)  
 Côte d'Ivoire  
 Equatorial Guinea  
 Ethiopia  
 France (PM)  
 Kazakhstan  
 Kuwait  
 Netherlands  
 Peru  
 Poland  
 Russian Federation (PM)  
 Sweden  
 United Kingdom (PM)  
 United States of America (PM)

## 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	Rep. of Moldova
Algeria	Morocco
Andorra	Nigeria
Azerbaijan	Norway
Belarus	Peru
Belgium	Philippines
Benin	Rep. of Korea
Cameroon	(South)
Canada	Romania
Chad	Russian Federation
Chile	Rwanda
China	Saint Vincent and
Colombia	the
Czech Republic	Grenadines
Denmark	Somalia
Ecuador	South Africa
El Salvador	Spain
France	Sudan
Germany	Swaziland
Ghana	Tajikistan
Guyana	Togo
India	Turkey
Iraq	United Arab
Ireland	Emirates
Italy	United Kingdom
Japan	United States of
Lebanon	America
Malawi	Uruguay
Mexico	Venezuela
	Viet Nam

# CONFERENCE FEES AND DEADLINES

## CONFERENCE FEES

### Participation Fee Per Person

for Delegates, MUN Directors, Press and Student Officer (except Executive Committee) **350 QAR**  
Please do not send any fee until your delegation size has been confirmed by the TQ office.

### Substitution Fee

Changes to Participant/Delegate registration after 14 February (Form II), but no later than 6 April  
**150 QAR**

### Badge Replacement Fee

Replacement of lost or missing ID badge during the conference (cash payment) **40 QAR**

## REGISTRATIONS

### Form I – Online registration

Required Info: estimated school participation numbers and initial conference deposit of **1750 QAR** by February 5.

### Form II – Online Registration

Required info: student information name, DoB, nationality.

International: hotel & travel details submitted by 14 February

### 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 14 February.

## IMPORTANT NOTES ON AGE/GRADE FOR PARTICIPANTS

### Age Requirements for Delegates

MSMUN-Q is strictly a middle school conference, open to students in grades 6-8 (or year 7-9), with student age ranging from 11-14. Directors are required to adhere to these guidelines. Any student who has completed grade 8 or the equivalent is not eligible for this Middle School conference. Students who have attended the THIMUN Qatar conference are also not eligible for MSMUN-Q.

## CHANGES & CANCELLATIONS

### Changes / Substitutions

After 14 February, substitutions for students unable to attend will only be permitted on payment of an administrative charge of **150 QAR**. All changes and substitutions have to be sent to the THIMUN Qatar office in writing. No changes will be accepted after 23 March.

### Cancellations

From 14 February 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 the written cancellation is received by the THIMUN Qatar Office:

### Cancellation of participant

- after 5 February: 100% of conference deposit
- after 3 March: 100% of fees plus charges due



## PAYMENT

### PAYMENTS

All schools must pay the non-refundable delegation prepayment or deposit of **1750 QAR by 5 February**

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 (MSMUN-Q Registration Fees):

Bank Name: **Qatar National Bank Account**  
Name: **THIMUN Qatar**  
Account Number: **0013-035555-055**  
Branch: **Corporate Branch**  
Swift Code: **QNBAQAQA**  
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 to 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.

## 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 and 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. Transportation for sightseeing and evening outings will be the responsibility of the travelling school.

#### 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 the sidebar).

Please note that individual schools are responsible for contacting the hotels directly. If you wish to stay in a particular hotel of your choice which is not listed, THIMUN Qatar will not be able to supply your delegation with transport to the Convention Center.

**We advise you to book as soon as possible but no later than 14th February.**

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.

#### Movenpick, West Bay

★★★★★

*Close to City Centre Mall*

**Single: 500 QAR**

**Double: 575 QAR**

#### Plaza Inn\*

★★★★★

*Close to Corniche & Souq Waqif*

**Single: 410 QAR**

**Double: 510 QAR**

\* Triple occupancy/suite configuration available upon request

P.S.: Plaza Inn offers 2 meals a day: breakfast and either lunch/dinner

Reservation Forms for hotels can be downloaded from the MSMUN-Q website: <http://msmun.thimunqatarpress.org/travel-accomodation/>

# VISAS

## VISAS

Participants will need a visit visa for the State of Qatar, with the exception of the nationalities below, which are eligible for a free visa waiver upon arrival at Hamad International Airport, Doha, provided each passport has a minimum of 6 months validity from the date of entry into the country. ALL other nationalities need a visit visa preapproved for entry in to the State of Qatar, NO EXCEPTIONS.

Andorra	Czech Republic	Lebanon	Russia
Argentina	Denmark	Liechtenstein	San Marino
Australia	Ecuador	Lithuania	Seychelles
Austria	Estonia	Luxembourg	Singapore
Azerbaijan	Finland	Macedonia	Slovakia
Bahamas	France	Malaysia	Slovenia
Belarus	Georgia	Maldives	South Africa
Belgium	Germany	Malta	South Korea
Bolivia	Greece	Mexico	Spain
Brazil	Guyana	Moldova	Suriname
Brunei	Hong Kong	Monaco	Sweden
Bulgaria	Hungary	Netherlands	Switzerland
Canada	Iceland	New Zealand	Thailand
Chile	India	Norway	Turkey
China	Indonesia	Panama	Ukraine
Colombia	Ireland	Paraguay	United Kingdom
Costa Rica	Italy	Peru	United States
Croatia	Japan	Poland	Uruguay
Cuba	Kazakhstan	Portugal	Vatican City
Cyprus	Latvia	Romania	Venezuela

If your national country is not listed above, the THIMUN Qatar office will assist in the processing of your visa application. **Failure to submit a clear and valid copy of the passport information page by 14 February may result in the cancellation of THIMUN Qatar visa support.**

## PASSPORT CHECKLIST

Mandatory requirements for all international delegates and MUN-Directors:

- Scanned image of passport 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 from the date of entry into Qatar for all passports.
- Please ensure validity prior to submitting passport scans

**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.

## CONDUCT

### GENERAL BEHAVIOUR

Although THIMUN Qatar is an educational exercise intended for young people, delegates are simulating the Councils, Commissions and committees 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 the Qatar Foundation that delegates behave appropriately at all times. Therefore, schools are expected to select their students carefully and not bring to MSMUN-Q 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 MSMUN-Q is by invitation and that this invitation may be withheld from schools unable to ensure that their students conform to accepted standards of adult behaviour.

### 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. It is recommended that 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.

### 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 with the exception of abayas.

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.

## 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.

## ACADEMIC SUPPORT

### ACADEMIC SUPPORT

MSMUN-Q is pleased to provide delegate preparation and peer mentoring for interested schools through the MSMUN-Q Edmodo portal. Delegates can become part of this online community where MSMUN-Q student officers will walk students through the preparation cycle, providing quality and timely feedback on research, policy statements, opening speeches and resolutions. Interested delegates will also be able to debate and practice online through the jrOMUN program. With high school mentors providing asynchronous feedback to delegates, this is sure to reduce the load on busy MUN Directors.

Teachers will be required to register for the EDMODO site and take responsibility for ensuring their students are logging in and taking advantage of online preparation. Participation on the Edmodo site is not a requirement for MSMUN-Q participation, but we hope that students will join their fellow delegates and participate in preparing for the conference online.

Students may also elect to participate in online debates to additionally prepare them for the MSMUN-Q conference. More information on the jrOMUN program and how your students can be involved will be provided at the time of registration.



Jasper C. to ■ jrO-MUN

Here is India's position statement:

Water is a major issue which concerns many countries of the world, especially those whom lack food security and financial budget for health. However meager the amount of polluted water, they all pose as a hazard to people. On the other hand, many other countries are facing dilemmas on starvation. These issues are quite significant and should be confronted as soon as possible so the lives of people can be improved.

India has been quite forward in terms of facing the problem, and especially since the Indian school...

[Show Full Post](#)

🕒 Yesterday · 💬 1 Reply · 😊 ▾



Jr. O-MUN Assistant Omar E. said Yesterday:

Jasper! This is awesome! You state India's main problems relating to the topic. You give an example WHY food security is India's main problem. Absolutely wonderful!

One small thing though. You don't mention IF increasing the food production doesn't work with the growing population, what'll you do :)

Type a reply...

## THIMUN QATAR

### THIMUN QATAR STAFF

**Fatima El-Mahdi**

*Head of THIMUN Qatar*

**Amina Hassan**

*Regional Coordinator*

**Sakib Mahmoud**

*Conference Specialist*