



CCB MUN XVIII

Colegio Colombo Británico
Model United Nations

DELEGATE HANDBOOK

November 26th - 28th / 2020 - Cali, Colombia

Santiago de Cali, Colombia



CCB MUN XVIII

MISSION

To offer students from all around the country the best Model United Nations experience, by providing them with a unique and truly enriching opportunity in which they will aim to give realistic solutions to conflicts of global concern, whilst being part of the global MUN community.

VISION

To be recognized worldwide as an organization which, through the creation of annual UN conferences, thrives to create citizens with a globalized point of view, who will not only be the leaders of tomorrow, but who will also be the positive change towards peace, equality, justice and respect.

SECRETARY GENERAL

Mariana Ramírez

ACADEMIC COORDINATOR

Juan Sebastián Cifuentes

UNDER-SECRETARY GENERAL

Ernesto Estela

ACADEMIC ADVISOR

Camila Guevara

FACULTY ADVISORS

Felicity Bedford

PRESIDENTS

DISEC	Gustavo Góngora - Nicolás Madriñan
ECOSOC	Isabela Duque - Lucas Hernández
G20	Alena Múnera - Mariana Restrepo
GLS	Julián Torres - María José Salgado
HRC	María Antonia Peláez - María José Gallego
IMO	Alejandro Llanos - Juan Pablo Hernández
SC	Antonio Robles - Tomás Jaramillo
SOCHUM	Juan Fernando Castaño - Manuela Paz
SPECPOL	Ana Marcela Ramírez - Samuel Lundy
UNCSTD	Laura Duque - Santiago Castillo
UNEP	Antonia Tascón - Mariana Monsalve
UNHCR	Juan Andrés Quintero - Mariantonia Botero
UNICEF	Emilia Arabia - Laura Serrano
UNODC	Andrés Felipe Herrera - Daniel Pardo
WHO	José David Sandoval - Sara Zuluaga

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WELCOME

Letter from Secretariat

Dear Delegates, Teachers, Sponsors and Presidents,

It is an honour for us to welcome you to the 18th version of the Colegio Colombo Británico's Model United Nations. We are delighted that you have chosen to become part of such a prestigious event. We would also like to congratulate you, as becoming part of the world of MUN reflects on your leadership, commitment and responsibility; this may even be the start of your journey to becoming one of the great leaders of the future!

This year, the Secretariat team consists of: Mariana Ramírez, Secretary General; Juan Sebastián Cifuentes, Academic Coordinator; Camila Guevara, Academic Advisor; Ernesto Estela, Under Secretary General; and Felicity Bedford, Faculty Advisor. We have all been working very hard during the past year to make this Model as organised as possible and to ensure that you will enjoy your time, both before and during the Model, to the fullest. We want this to be an experience that you will remember for the rest of your life!

This year, in light of the COVID-19 outbreak, planning the model was nothing like it had been in the past years. We encountered a lot of major decisions and challenges that impacted the outcome and how we set the model out to be. With this in mind, we knew that this year's topic needed to bring light upon overcoming challenges, developing new ideas and adapting to adverse situations. And this was our attitude when putting all of our effort into bringing together this amazing experience for all of you.

Using virtuality success stories as our inspiration, during this Model we want all of our delegates, presidents and teachers to realise how dialogue and diplomacy can solve long-lasting conflicts. Countries and individuals must cooperate in order to ensure the acceptance of a diverse world, since preserving history and culture is one of the most important practices that humanity must adopt.

With all this said, we would once again like to welcome you to this year's CCBMUN; we hope you have one of the best, if not the best, MUN experience ever despite everything that's happening around the world!

Yours sincerely,

The Secretariat Team



TIME TABLE

DAY 1:

EVENT	TIME
Opening Ceremony	8:00 am - 9:00 am
Commission Work	9:00 am - 10:00 am
Break Time	10:00 am - 10:30 am
Commission Work	10:30 am - 12:30 pm
Lunch Time	12:30 pm - 1:30 pm
Commission Work	1:30 pm - 3:00 pm

DAY 2:

EVENT	TIME
Commission Work	8:00 am - 10:00 am
Break Time	10:00 am - 10:30 am
Commission Work	10:30 am - 12:30 pm
Lunch Time	12:30 pm - 1:30 pm
Commission Work	1:30 pm - 3:00 pm

DAY 3:

EVENT	TIME
Commission Work	8:00 am - 10:00 am
Break Time	10:00 am - 10:30 am
Commission Work	10:30 am - 12:30 pm
Lunch Time	12:30 pm - 1:30 pm
Closing Ceremony	1:30 pm - 3:00 pm

ROOM ALLOCATIONS

COMISSION	LINK
DISEC	https://ccbcali-edu-co.zoom.us/j/87051563093?pwd=WW5VekU3NS9N-V1h5dWxMcUU3NGdOZz09
ECOSOC	https://ccbcali-edu-co.zoom.us/j/86837503086?pwd=WTRIZGt1b2VQ-Qm9TYzJodkFaSys1QT09
G20	https://ccbcali-edu-co.zoom.us/j/87409253388?pwd=SBFpYXdiMjlzUW-FCb1RISk8rYkhQZz09
GLS	https://ccbcali-edu-co.zoom.us/j/89358107587?pwd=ME45M25VU2I-5TE5naEZEeS9JVDBnZz09
HRC	https://ccbcali-edu-co.zoom.us/j/89729862080?pwd=bXVSa3E1bTd-5cXYwblk4NURPd3FRUT09
IMO	https://ccbcali-edu-co.zoom.us/j/89522840988?pwd=Q0ZUVHhSSng-veUJMM1NHYlJnOXFxdz09
SC	https://ccbcali-edu-co.zoom.us/j/88677981556?pwd=MVh5TkEzd0xBS-jVwYW40RVJOanVjdz09
SOCHUM	https://ccbcali-edu-co.zoom.us/j/83512332763?pwd=eEpNZDVubzIFc-3Q0RWRGcmVmQWdWUT09
SPECPOL	https://ccbcali-edu-co.zoom.us/j/85644242089?pwd=Ny80R-k9HWWxNd01wYk9ZdTA5UFd6QT09
UNCSTD	https://ccbcali-edu-co.zoom.us/j/88446733325?pwd=Q2krU0c2ZV-FOWXISTVViL05IM1IXQT09
UNEP	https://ccbcali-edu-co.zoom.us/j/88616725381?pwd=aitGbE14QklZcII-4MUlJTWl1Wk5ZQT09
UNHCR	https://ccbcali-edu-co.zoom.us/j/82438449857?pwd=U3ZBTDZVU1ky-VzUycGFLQW5iWFBqUT09
UNICEF	https://ccbcali-edu-co.zoom.us/j/82766334361?pwd=emdRMzJ-qMXNkNnRiV0JORXJPekNjZz09
UNODC	https://ccbcali-edu-co.zoom.us/j/85400841406?pwd=Q08wY00yN2hud-HN3VmJHMHRQT1BZQT09
WHO	https://ccbcali-edu-co.zoom.us/j/87081377151?pwd=L2VRZnFsS0tCZ-VpZbjVVNG5aOUFmZz09

DRESS CODE

Based on the official protocol of the United Nations all delegates must dress in business attire during the Model::

1. *"During the committee sessions and at the opening and closing ceremonies, all delegates must wear western business attire, or the traditional dress of the member states they are representing."*
2. For our Model, western business attire consists of a suit and tie for men, and smart trousers and blouse for women. Traditional dress should be carefully researched, and delegates choosing this option should show full respect for the customs of that member state.
3. Trainers, jeans or T-shirts are not permitted. Women may not expose their shoulders or show too much bare skin; this would be considered inappropriate. This includes transparent tops, uncovered shoulders, and low cut blouses. Excessive make-up and/or accessories are not necessary or acceptable. For the safety of all female participants, heels must be less than 8 centimetres high, due to the fact that it affects your ability to move quickly and comfortably on Campus.
4. At all times, delegates must dress in a respectful manner that does not cause offence to other delegates or to the Secretariat. Delegates may, if wearing business attire, display subtle country symbols, for example small pin badges of the flag the member state is representing.
5. This dress code applies not only for delegates but for observers as well. Female presidents and directors have special dress privileges with respect to the business attire that they are allowed to wear.
6. For the virtual model, male participants should use a shirt and tie, but do not need to have a suit or jacket.

BEHAVIOUR CODE

- 1.** During the activity students must stay connected with their commission. Without previous authorization, no delegate will be allowed to leave the commission.
- 2.** All delegates must log in to their commissions on time; late arrivals will be sanctioned if they do not have a justified excuse.
- 3.** All delegates owe respect to the Secretary General, presidents and other student authorities, and should address them in a respectful manner throughout the Model.
- 4.** The Secretary General or other student authorities have the authorization to sanction any delegation which breaks the established rules.
- 5.** All delegates must wear formal attire throughout the Model.
- 6.** During the event, the consumption of alcoholic substances, cigarettes or any narcotic substances is prohibited. If a delegate is found breaking this rule, he/she will be immediately expelled from the conference.
- 7.** The use of cell phones to make phone calls or enter social networks is permitted only during recess time. During commission time, cell phones must be turned off or be left in silent mode. They may only be used for research with the chair's authorization.
- 8.** Inappropriate use of screen sharing or the private chat in the virtual model will be sanctioned.
- 9.** If you have technical problems connecting or with your device, you must inform your teacher, who will pass on the message to the organizers. You should also inform the logistics person in your commission.

PARLIAMENTARY PROCEDURE

Language: English shall be the working language of the committee sessions including both debate and lobby time. Delegates must speak in the third person due to the fact that they are representing a country.

Courtesy: All delegates must show courtesy and respect to the Secretary General, presidents, committee staff, advisors and fellow delegates.

- The committee chair persons must be addressed as Madam/Mister President.
- Words such as 'hypocrite' and 'ignorant' are not allowed in the commission as they demonstrate a lack of respect.

Roll Call: Presidents will take the roll call of the whole commission in alphabetical order. This will be done at the start of each day and after break. Delegates who are late for this will receive a warning. Each delegation may choose the following:

- **Present:** When a delegate is present, they may vote in favour, against or abstain during the voting process of a Draft Resolution.
- **Present and voting:** When a delegate is present and voting, they cannot abstain when voting for a Draft Resolution. They must also always say 'present and voting' in all the roll calls for the topic. They can change from 'present' to 'present and voting' but they must remain this way.

Quorum: Presidents may declare the committee session open when at least a third of its members are present.

- A "member" is a state which is officially registered at the conference and which is recognized by the United Nations.
- Quorum is necessary for any vote to be taken.
- For the Security Council, all member states with veto power must be present to open session.

Motion to open session: The commission votes for the session to be opened.

Motion to open agenda: The committee votes for the order in which the issues shall be debated and in which the resolution shall be introduced.

Debate: During the committee session there are two different types of debate which the commission can vote for with motions:

- **Motion for a Moderate Caucus (formal debate):** This debate starts with a list of speakers who would like to make use of the floor. They will be given a period of time which is established by the chair. A motion for a moderated caucus is commonly used after the reading of a Draft Resolution; there will be a list of speakers for and against the resolution.
- **Motion for an Unmoderated Caucus (informal debate):** It is the most common debate used. The chair will open the floor for interventions where delegates will raise their placards and the chair will choose the speaker.

Point of Information: When the floor is open, or when a delegate has just finished an intervention, a delegate may use a point of information to ask the president or delegate a question:

- Point of information to the delegate: This is done when a delegate would like to ask the delegate who has just made an intervention a question about what they have said. The question can only have a yes or no answer. The chair will ask the delegate who is being asked if they understood the question and if they would like to answer. If they did not understand the question, the question must be reformulated. If a delegate decides they do not want to answer the question, the chair can oblige them to answer if they consider it to be important. A delegate also has the option of answering these questions using written messages.
 - Points of information can have open answers when the question is asked after the reading of a Draft Resolution, Press Release, Working Paper or a presentation which is brought by a delegate.
 - Delegates who are being asked can extend their answer by asking for this as a point of personal privilege. The chair decides whether the delegate can extend their answer.
- Point of information to the Chair: A delegate may use this point when they have any question regarding the procedure of the commission which includes time for the debate, advice for an intervention or parliamentary procedure. They can also ask for permission to approach the chair when in doubt about any procedure. In the virtual model, this may be done orally or via the private chat.

Point of Personal Privilege: A delegate may use a point of personal privilege to address a concern regarding the environment of the commission, for example, the temperature of the room or if they need to go to the bathroom. In the virtual model, this may be done orally or through the private chat.

- The chair may, without subject to appeal, rule out of order those points which, in his/her judgement, are improper.
- This point may interrupt a speaker.

Right of reply: If a delegate feels that her/his national integrity has been insulted by another delegate during an intervention, s/he may stand up in a right of reply. Although this is interruptible, we prefer it if the delegate waits until the speaker has finished.

- A president's decision whether to grant the right of reply is final and not open to appeal.
- A delegate may not reply to a right of reply.
- The second right of reply must be written to the President, and may not interrupt the speaker. The chair will consider if this right of reply is relevant.

Suspend / Close Session: When the floor is open, any delegate may propose a motion to suspend the session when it is break time. A motion to close session is the last motion of a commission in the Model once the Agenda has been closed.

Challenge to the Competence: A delegate may request the chair to allow a challenge to the competence towards another delegate if that delegate has misrepresented the foreign policy of his/her country. The misrepresentation must have been in the form of speeches or votes on important matters. Before the challenge is allowed to take place, the Secretary General must be called to the commission. The presidents and Secretary General will decide if the challenge should go ahead.

- The chair shall allow the delegate who challenges the competence to speak first. The challenger must explain in what way the other delegation misrepresented the foreign policy of his/her country, showing evidence of this in the form of a physical document, statement, resolution or a speech made by the challenged delegate.
- The challenged delegate then has the opportunity to defend his/her position.
- After both delegates have spoken, the chair, together with the Secretary General, will decide if the challenge passes. If it is successful, the challenged delegate loses his/her voting privileges for the topic. If it does not pass, then the challenging delegate will lose his/her voting privileges for the topic. In addition, every delegate representing the losing country in current UN commissions, will also lose their right to vote for that topic.

DRAFT RESOLUTION PROCESS

Working Paper

The working paper is a document which can be presented in either a Word or PowerPoint Presentation. It is written by blocs of countries that have similar perspectives on the issue and which also have good working relations. Here, the bloc must propose possible solutions for the topic being discussed. This must then be presented to the commission.

Draft Resolution Format

The entire document must be typed using Arial 12 font. The title is the only exception, which must be Arial 16. The whole document must be numbered per line, including those left blank.

The draft resolution must be entitled Draft Resolution “1 or 2”. “#”, with the “1 or 2” depending on the topic being discussed and the “#” being the corresponding bloc’s number.

Immediately after the title, the bloc must state the countries that are Heads of Bloc (2) and Sponsors (Minimum 5), using each nation’s full name. This means there must be at least 7 delegations in a bloc in order to write a resolution. Next, the bloc must state the topic to be addressed, as well as the full name of the commission/committee. If there are fewer than 7 delegations in a bloc, they must write a press release instead if a draft resolution (see below).

Signing Countries (Annex)

The Annex is a separate piece of paper which must be given to the chair by each bloc writing a Draft Resolution. This paper must be signed by every single delegate in the commission with their country’s full name. Every country is obliged to sign the Annex. If a bloc fails to hand in this paper with all the countries’ names written accurately, it will immediately invalidate that bloc’s Draft Resolution.

Body

The preamble contains the background to the problem and should be kept fairly short. The preambulatory clauses/phrases must address the topic being discussed.

Each preambulatory phrase ends with a comma (,) and the clause itself must be in italic (clause).

Operative clauses are the solutions the bloc is proposing to solve the problems stated in the preambulatory clauses. Every operative phrase must solve at least one preambulatory phrase.

Each operative clause ends with a semicolon (;) except for the final clause, which ends with a full stop (.). The operative clause itself must be in italic (Clause) followed by a coma.

Operative clauses must be numbered (1, 2, 3...). Clauses may be divided into sub-clauses labeled (a) (b) (c), etc. and into sub points (i), (ii), (iii) etc.

There must be at least 5 preambulatory clauses/phrases and 7 operative clauses/phrases. If a Draft Resolution does not have to correct number of preambulatory and operative clauses, it will not be valid.

Example

In order to aid you with the creation of a draft resolution, we have uploaded an example, as well as a template of a draft resolution.

These can be found here: <https://www.ccbmunali.org/copy-of-about-ccbmun>

Press Release

A Press Release is a document which is written by a bloc of less than seven delegates, or even by a single delegation. This is done because a bloc of fewer than 7 delegations cannot write a Draft Resolution. A press release should include: a brief explanation of the topic being discussed; the country/countries' position; why it/they are not part of any of the other blocs; and its own solutions. A Press Release is read in front of the whole commission before the Draft Resolutions. These papers are not voted on.

The signature of the head of state (president or prime minister) must be added at the end of the document. If there is a king or queen, their signature must also be included. If the delegate is representing a character, the character's signature must be present.

The format for a Press Release may be found in the following link:

<https://www.ccbmunali.org/copy-of-about-ccbmun>

CLAUSES

PREAMBULATORY			
Acknowledging	Affirming	Alarmed by	Approving
Aware of	Believing	Bearing in mind	Confident
Congratulating	Contemplating	Convinced	Declaring
Deeply concerned	Deeply conscious	Deeply convinced	Deeply disturbed
Deeply regretting	Deploing	Desiring	Emphasising
Expecting	Fulfilling	Fully alarmed	Fully aware
Fully believing	Further developing	Further recalling	Guided by
Having adopted	Having considered	Having examined	Having studied
Nothing further	Nothing with appreciation	Nothing with approval	Nothing with deep concern
Nothing with regret	Nothing with satisfaction	Observing	Pointing out
Reaffirming	Realizing	Recalling	Recognising
Referring	Reminding	Seeking	Taking into account
Taking into consideration	Taking note	Viewing with appreciation	Welcoming

OPERATIVE			
Accepts	Affirms	Approves	Asks
Authorises	Calls for	Calls upon	Condemns
Congratulates	Confirms	Declares accordingly	Deplores
Designates	Encourages	Endorses	Expresses its appreciation
Express its hope	Further invites	Further proclaims	Further recommends
Further requests	Further resolves	Hopes	Invites
Proclaims	Proposes	Recommends	Regrets
Requests	Resolves	Seeks	Strongly affirms
Strongly condemns	Strongly urges	Suggest	Supports
Trusts	Transmits	Urges	

VOTING PROCESS

Voting

At CCBMUN the voting process may be done differently depending on the commission.

All draft resolutions which are given to the chair on time must be read. They are to be read according to the bloc's number.

During the reading of the Draft Resolution, delegates can send amendments. These are corrections which must be done to the format or content of the Resolution. These amendments must all be taken into consideration by the chair, and will be voted as friendly or not by the heads of bloc and sponsors. After the amendments have been made, each Draft Resolution can then be discussed in a moderated caucus.

Each delegate representing a member state of the United Nations has one vote regarding each Draft Resolution. States with observer status may not vote. Each state may vote in favour, against or abstain. A delegate who said 'present or present and voting' in the roll call may not abstain.

Once every draft resolution is voted, the chair must present the results. For a resolution to become official, it requires a simple majority (50%+1). If there is a tie or there is a majority of abstentions (even after a motion to reconsider) it will be considered defeated. Once all draft resolutions have been voted for, the voting process terminates and the Agenda is closed.

Tabling Down

To table down is when a draft resolution is not considered viable due to serious problems concerning its format or content. A simple majority of the commission must be in favour of the motion. A draft resolution may be tabled down if it complies with at least one of the following characteristics:

1. The Draft Resolution receives 10 or more valid amendments.
2. The Draft Resolution lacks the required format and structure; this includes lack of preambulatory and/or operative clauses.

3. The Draft Resolution does not accomplish the minimum requirements.
4. The Draft Resolution mentions countries in its operative clauses which are not relevant to the topic.

Reconsideration: Any delegate may propose a motion to reconsider after all the draft resolutions have been voted for. The purpose of this motion is to give the commission the chance to change their decision regarding the draft resolution that passed. The delegate must give valid reasons for proposing a reconsideration. A majority of 2/3 of the members present and voting is required for the reconsideration occur.

DIVIDING THE QUESTION

This motion is done after the reading of a draft resolution. The purpose is to separate out and vote upon some clauses that are controversial and may affect the overall voting process. These clauses may then be voted on separately. It may be done for any of the reasons shown below, and is in order when a simple majority of the commission votes in favour of the motion.

SUMMARY CHART

PARLIAMENTARY QUESTION	SECOND	INTERRUPT	REQUIREMENT TO PASS	PURPOSE
Point of Order	No	Yes	Chair	Raised by a delegate to address procedural faults
Point of Personal Privilege	No	Yes	Chair	Raised when a delegate experiences personal discomfort
Right of Reply	No	No	Chair	Requested if the delegate feels his/her nation has been directly offended
Point of Information	No	No	Chair	Raised when a delegate has questions regarding procedures
Motion to Open Agenda	Yes	No	Simple Majority	Used to set the order in which the topics will be addressed
Motion Regarding Session	Yes	No	Simple Majority	Used to request opening closing or pausing session
Motion for a Caucus	Yes	No	Simple Majority	Used to open a moderated or unmoderated caucus
Motion to Table Down	Yes	No	Simple Majority	Used to vote against the resolution paper being presented
Motion to Reconsider	Yes	No	2/3 of those present and voting	Used by a delegation if it believes that the integrity of the first vote has been compromised
Motion to Divide the Question	Yes	No	Simple Majority	Used to vote the operative clauses independently
Motion to Appendix the Commission	Yes	No	Simple Majority	Used to allow two or more delegates outside to discuss a matter for an established period
Resolution	Yes	No	Simple Majority	Used to vote on a resolution paper
Amendment	No	No	Simple Majority from the bloc (heads and sponsors)	Used to correct errors in a Draft Resolution

AWARD & RECOGNITIONS

Awards are given at the Closing Ceremony of CCBMUN as a way of recognizing delegates and presidents who stood out as exceptional participants during the Model. To be eligible for any award, delegates must submit their complete portfolio by the given deadline. Presidents use a grading scheme in order to award the prizes. Below is the list of awards to be given:

Best Delegate: This is an award given to the very best delegate of each commission. They made an excellent portfolio and participated at a high level throughout the model.

Outstanding Delegate: This is an award given to a delegate who demonstrates an outstanding level of participation and written research during the commission.

Honourable Mention: The chair of each commission will decide on 2 delegates to be rewarded for their excellent contributions during the Model.

Best Rookie: This is an award given to the very best rookie delegate of each commission. This must be their first inter-school Model.

Best Use of Language: This award will be given to the delegate who made the best use of English during the Model.

Best Portfolio: The chair will give this award to the delegate of each commission who presents the best portfolio and uses it fully during the debates.

Best Opening Speech: This award will be given to the delegate who gives the best opening speech. Both written content and oral delivery will be taken into consideration.

Best Chair: This award will be given to the chair which gives the best support to the delegates and to the Model. It will be decided by the Secretariat, based on observations prior to and during the Model, and on the views of the delegates and the faculty advisors of each school.

Honourable Mention (Chair): The Secretariat will decide on 2 chairs to be rewarded for their outstanding contributions during the Model.

CCB
BMUN
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COLEGIO COLOMBO BRITÁNICO

Mission

Prepare minds and hearts to face the challenges of the future.

Vision

Be a community whose members are acknowledged for transforming and making a positive impact on their surroundings.



**COLEGIO
COLOMBO
BRITÁNICO**

Unimos Pueblos y Culturas
a través de la Educación

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