



## **ADMINISTRATIVE HANDBOOK**

**12th Annual Session**

**21 - 25 November 2016**

**SALT CENTRE, Hwa Chong Institution**

**Singapore**



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# COUNTDOWN TO PARTICIPATION

## May

In May, schools, which attended in the previous year, will receive an unconditional invitation to attend. New schools will receive a conditional invitation.

The request to participate (**ONLINE FORM I**) must be received by **Friday 10th June 2016**. The **delegation pre-payment** is also due at this time. The **Application Forms** for students applying for individual appointments are also due by this date.

## June

The delegation assignments and the Student appointments are published on [www.thimunsingapore.org](http://www.thimunsingapore.org) by **Friday 17th June 2016**.

## October

By **Friday 14th October 2016** schools must submit a complete list of the names of all participants (**ONLINE FORM II**) including the MUN-Director(s) and Chaperone(s).

## November

The conference takes place **21st – 25th November 2016** at the Hwa Chong Institution.

### Address:

661 Bukit Timah Road  
Singapore 269734

## RETURNING FORMS

The Registration Form (ONLINE FORM I) and the Participation Form (ONLINE FORM II) are available online in a secure environment (MUNIS). To log in please use the following web site: [www.apps.thimun.org/registration](http://www.apps.thimun.org/registration)

Using the MUNIS system you can fill in all the necessary information we require for your school's registration (FORM I) and attendance to the conference (FORM II).

All other forms should be emailed or mailed. Please do not send the Tour East form to the THIMUN Office.

# PROVISIONAL PROGRAMME OF EVENTS

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## MONDAY 21ST NOVEMBER 2016

- 09:00-17:00 Registration  
 09:00-17:00 Student Officer  
**Workshop - Mandatory**  
 16:00 ICJ briefing

## TUESDAY 22ND NOVEMBER 2016

- 09:00-11:00 Late registration  
 09:00-17:00 **APQCA, ICJ, SC in Session**  
 09:00-16:00 Mandatory Preparatory Meetings  
 and Lobbying for GA committees,  
 HRC and ECOSOC  
 11:00-12:00 MUN Director's introductory  
 meeting (mandatory)  
 13:00-14:00 Lunch available  
 14:00 Approval Panel opens  
 16:00-17:00 **Formal Opening Ceremonies**

## WEDNESDAY 23RD NOVEMBER 2016

- 09:00-17:00 **ICJ, APQCA, SC, HRC and  
 ECOSOC in Session**  
 09:00-13:00 **Plenary Session & Opening  
 Speeches of General Assembly**  
 09:00-17:00 Approval Panel open  
 13:00-14:00 Lunch available  
 14:00-17:00 GA Committees in Session

## THURSDAY 24TH NOVEMBER 2016

- 09:00-17:00 **ICJ, APQCA, SC, HRC, ECOSOC and  
 GA Committees in Session**  
 09:00-17:00 Approval Panel open  
 13:00-14:00 Lunch available  
 19:00 Dinner & Dance

## FRIDAY 25TH NOVEMBER 2016

- 09:00-12:00 **GA Committees in Session**  
 09:00-16:00 **ICJ, APQCA, SC, HRC and  
 ECOSOC in Session**  
 12:00-13:00 Early lunch  
 13:00-14:00 MUN Directors debrief meeting  
 13:00-16:30 **Plenary session GA**  
 16:30 **Closing Ceremonies**
-

# ISSUES ON THE AGENDA

## GENERAL ASSEMBLY (GA)

### GA1 (Disarmament and International Security)

- Combating piracy in the Gulf of Guinea
- International cooperation to stop the proceeds of drug trafficking being used to finance illegal organisations
- Combating glorification of movements and ideologies that aim to destabilise democratic governments
- Taking forward multilateral nuclear disarmament negotiations

### GA2 (Economic and financial)

- Combating food insecurity in urban areas
- Ensuring simultaneous urban growth and sustainable development in LEDCs
- Sustainable tourism and sustainable development in South East Asia
- Strengthening the role of transport and transit corridors in ensuring Sustainable Development

### GA3 (Social, humanitarian and Cultural)

- Measures to protect world heritage sites in areas of conflict
- Promoting basic healthcare for all
- Preventing terrorist groups from using the Internet for propaganda purposes
- Measures to end violence against women migrant workers

### GA4 (Special Political and Decolonisation)

- The question of Hong Kong
- Redefining the role of neighbouring countries in refugee crises
- Measures to ensure political stability of Libyan territories
- Strengthening actions with regard to population displacement in the Lake Chad region

### GA6 (Legal)

- Promoting transparency and accountability amongst elected representatives
- Ensuring transparent elections in post-conflict zones
- Legal measures to reduce tax avoidance by transnational corporations (TNCs)
- Strengthening the United Nations crime prevention and criminal justice programme, in particular its technical cooperation capacity

## SECURITY COUNCIL

- The situation in the South China Sea
- The situation in Libya
- The situation in Yemen
- The question of non-proliferation in the DPRK

## ECOSOC

- The question of the pink tax
- Reducing the risks to food security caused by the El Niño phenomenon
- Closing/reducing the poverty gap between the indigenous and non-indigenous parts of population
- Combating rising social inequality: social inclusion as an aspect of sustainability
- Measures to support good governance in rapidly growing megacities
- Promoting coherence between socio-economic policies and humanitarian action

## HUMAN RIGHTS COUNCIL (HRC)

- Measures to protect religious diversity in the Middle East
- Respecting fundamental freedoms whilst countering terrorism
- Maintaining the freedom of press and guaranteeing the safety of journalists
- The question of human rights and the administration of juvenile justice
- The question of torture during police custody and pre-trial detention
- Measures to protect the right of people with disabilities to work

**INTERNATIONAL COURT  
OF JUSTICE (ICJ)**

- Ecuador vs. Colombia
- Somalia vs. Kenya

**ADVISORY PANEL ON THE  
QUESTION OF CENTRAL ASIA  
(APQCA)**

- Question of good governance in Central Asia
  - Question of recruitment of people from Central Asia by terrorist Islamic groups
  - Question of the economic development of the Central Asian countries
  - Question of water pressures in Central Asia (including rivers and Aral Sea)
-

# DELEGATIONS 2016

SC = Security Council  
ECO = ECOSOC  
HRC = Human Rights Council  
(See page 10 for delegation sizes)

## MEMBERS OF THE UNITED NATIONS

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



## SECURITY COUNCIL

The Security Council is composed of 5 permanent members and 10 members elected for two year terms. Two delegates of each of the 15 member states delegations must be assigned to the Security Council.

## ECOSOC

The Economic and Social Council is composed of 54 member countries, a third of the members changing every year. Two delegates of ECOSOC member delegations must be assigned to ECOSOC.

## HUMAN RIGHTS COUNCIL (HRC)

The Human Rights Council is composed of 47 member countries, a third of the members changing every year. Two delegates of those with member states delegations must be assigned to the HRC.

## NON-MEMBER DELEGATIONS

The size of the non-member delegations will vary according to the type of delegation and the need to be represented in a particular committee or council because of agenda items affecting these delegations. Non-member delegates will be assigned to a particular forum, normally on the basis of one delegate per forum, and may only participate in another forum, Security Council or the ICJ, at the express invitation of the President or Chair of the forum concerned.

<b>1. NON-MEMBER STATES / OFFICIAL OBSERVERS:</b>		
<b>Delegation</b>	<b>No.</b>	<b>Permitted Assignments</b>
European Union	6	GA1, GA2, GA3, GA6; ECO; HRC
ICRC	3	GA3; ECO; HRC
<b>2. SPOKESMEN / LOBBYIST FOR NGOS:</b>		
<b>Delegation</b>	<b>No.</b>	<b>Permitted Assignments</b>
Amnesty International	2	GA1; HRC
Greenpeace	3	GA3; ECO; HRC
Human Rights Watch	4	GA2, GA3; ECO; HRC
<b>3. SPECIALIST SPOKESMEN FOR UN ORGANISATIONS AND AGENCIES</b>		
<b>Delegation</b>	<b>No.</b>	<b>Permitted Assignments</b>
ESCAP (Com. for Asia, Pacific )	7	GA1, GA2, GA3, GA5, GA6; ECO; HRC
ESCWA (Com. for Western Asia)	7	GA1, GA2, GA3, GA5, GA6; ECO; HRC
FAO (Food and Agriculture)	4	GA2, GA3; ECO; HRC
IFAD (Agricultural Fund)	4	GA2, GA3; ECO; HRC
ILO (Int. Labour Org.)	4	GA2, GA3; ECO; HRC
OCHA (Humanitarian Affairs)	5	GA2, GA3, GA5; ECO; HRC
UNDP (Development)	5	GA2, GA3, GA5; ECO; HRC
UNEP (Environment)	5	GA2, GA3, GA5; ECO; HRC
UNESCO	4	GA2, GA3; ECO; HRC
UN-HABITAT	4	GA2, GA3; ECO; HRC
UNHCHR (Human Rights)	4	GA2, GA3; ECO; HRC
UNICEF (Children's Fund)	4	GA2, GA3; ECO; HRC
UN-Women	4	GA2, GA3; ECO; HRC
World Bank	4	GA2, GA3; ECO; HRC
WHO (World Health Organisation)	3	GA3; ECO; HRC
WTO (World Trade Organisation)	4	GA2, GA3; ECO; HRC

# DELEGATION SIZE

The minimum and maximum restrictions on delegation size are as follows:		
	MIN	MAX
<b>SC, ECOSOC AND HRC MEMBER COUNTRY</b>	11	11
<b>Must be represented in:</b>		
SC with 2 delegates		
ECOSOC with 2 delegates		
HRC with 2 delegates		
General Assembly with 5 delegates		
<b>SC AND ECOSOC MEMBER COUNTRY</b>	9	9
<b>Must be represented in:</b>		
SC with 2 delegates		
ECOSOC with 2 Delegates		
General Assembly with 5 delegates		
<b>SC AND HRC MEMBER COUNTRY</b>	9	9
<b>Must be represented in:</b>		
SC with 2 Delegates		
HRC with 2 Delegates		
General Assembly with 5 Delegates		
<b>SC MEMBER COUNTRY</b>	7	7
<b>Must be represented in:</b>		
SC with 2 Delegates		
General Assembly with 5 Delegates		
<b>ECOSOC AND HRC MEMBER COUNTRY</b>	7	9
<b>Must be represented in:</b>		
ECOSOC with 2 Delegates		
HRC with 2 Delegates		
General Assembly with 3-5 Delegates		
<b>ECOSOC MEMBER COUNTRY</b>	5	7
<b>Must be represented in:</b>		
ECOSOC with 2 Delegates		
General Assembly with 3-5 Delegates		
<b>HRC MEMBER COUNTRY</b>	5	7
<b>Must be represented in:</b>		
HRC with 2 Delegates		
General Assembly with 3-5 Delegates		
<b>STANDARD DELEGATION COUNTRY (non SC/ECOSOC/HRC)</b>	3	5
<b>Must be represented in:</b>		
General Assembly with 3-5 Delegates		
<b>NON-MEMBER DELEGATION</b>		
<b>Must be represented in:</b>		
each non-member delegation will be allocated one seat in each permitted forum (see page 9)		

## MEETINGS AND SEATING

When in session, country delegations will be allocated:

- 5 Seats in the General Assembly Plenary Session
- 1 Seat in each of the 5 General Assembly Committees
- 2 Seats in the Security Council
- 2 Seats in ECOSOC
- 2 Seats in HRC

## ASSIGNMENT OF ROLES AND FUNCTION

Each delegation must have an **Ambassador or Head of Delegation**, who must be present in the General Assembly and therefore be assigned to **one of the 5 GA Committees**.

# APPLICATIONS FOR THE POSITIONS OF: STUDENT OFFICER, MEMBER OF THE ICJ, MEMBER OF THE ADVISORY PANEL

## GENERAL RULES

Participating schools may submit **no more than 3 applications in each of the 4 categories** (StOff/ICJ/Press/Adv. Panel). Failure to adhere to this restriction by any school may result in all applicants from that school being disqualified. All students applying for one of the above positions must complete an **Application Form**, together with a **formal letter of application** and a **letter of recommendation** from their MUN-Director. These must be returned to the THIMUN The Hague Office by the final closing date. Late or incomplete applications will not be considered. Students can only apply for a position in **ONE** of the 4 categories.

## I. STUDENT OFFICERS

The Student Officer team consists of the Executive Committee together with the 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 or Committee throughout the week. In their letter of application candidates should state which position and which forum(s) they are particularly interested in. When applying for positions as Student Officers they must be aware that they are expected to attend the **mandatory workshop (09:00 – 16:00) on Monday 21st November 2016 at the Hwa Chong Institution.**

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

### Executive Committee

The Executive Committee consists of:  
Secretary General  
Deputy Secretaries General  
President of the General Assembly  
President of the Security Council

President of ECOSOC

President of the International Court of Justice

President of the Advisory Panel

President of Human Rights Council

## Deputy Presidents and Committee Chairs

The Deputy Presidents will assist the President in lobbying and in the plenary sessions. The Committee Chairs will each preside over one of the five GA Committees when they are in session. Most of these positions are expected to be filled by those who have already held a position at THIMUN or a THIMUN-Affiliated conference as Deputy President or Deputy Chair.

## Deputy Chairs

In general, 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. Thus preference will be given to students able to attend in 2016 as well as in 2017.

## II. INTERNATIONAL COURT OF JUSTICE

The ICJ consists of 15 judges who will examine 2 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 no more than 2 advocates. The Court may also be called upon by any of the other UN organs to give an advisory opinion on a point of international law.

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. Advocates may also be called upon to act as judges in the alternate case. 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 qualifica-

tions 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.

As advocates need to prepare and work as a tandem, applications for these positions will only be considered when at least two applications come in from students of the same school or living in the same city.

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 Robert Stern's Briefing Guide for participants in the THIMUN ICJ. Both judges and advocates are also expected to research the particular cases before the ICJ.

### III. ADVISORY PANEL ON THE QUESTION OF CENTRAL ASIA

This forum, consisting of 23 members, has the task of concluding a **joint communiqué**. All applicants must belong to a participating school and should be students with ample previous (THI)MUN experience. There is a separate application form in the back of this handbook.

What distinguishes this forum from all other forums at THIMUN is that panelists will be the representatives of bodies as diverse as countries, UN or other organizations. As such, they will not only bring political and diplomatic perspectives, but in addition, economic, cultural, technical, judicial and environmental dimensions to this forum. The purpose of the debate is not to draw up a regular resolution, but a communiqué that is advisory rather than mandatory in tone. The rules and regulations are akin to those of the Security Council, however, more than voting on each clause, the panelists must seek consensus. Of course, the quality of the debate highly depends on the experience, flexibility and enthusiasm of the participants to the forum.

#### Panellists for the Advisory Panel on the Question of Central Asia (APQCA)

##### 8 COUNTRIES

China  
Kazakhstan  
Kyrgyzstan  
Russian Federation  
Tajikistan  
Turkmenistan  
United States  
Uzbekistan

##### 10 UN AGENCIES

ESCAP (Com. for Asia & Pacific)  
FAO (Food & Agriculture)  
IFAD (Int. Fund for Agricultural Development)  
Interpol  
UNDP (Development)  
UNEP (Environment)  
UNHCHR (Human Rights)  
UNODC (Drugs and Crime)  
UN-Water  
World Bank

##### 5 OTHER ORGANISATIONS

CIS (Commonwealth of Independent States)  
EEU (Eurasian Economic Union)  
EU (European Union)  
Human Rights Watch  
IWMI (Int. Water Management Inst.)

#### **IV. MUNIY PRESS DELEGATION**

Press delegates, under the supervision and direction of the Press Coordinator, are responsible for producing the conference newspaper. The Press Delegation includes layout editors, text editors, experienced reporters, photographers and cartoon artists. This team of young aspiring journalists are busy in the mornings selling their paper and are often the last people to leave the conference each day, when the deadline is met.

Students who would like to apply should have some journalistic skills, familiarity with word-processing, desktop publishing and/or photo editing programs, MUN experience and knowledge of international affairs.

#### **SUCCESSFUL APPLICANTS**


The list of students whose applications have been successful will be published by the third week of June. All Student Officers, ICJ members, members of the Advisory Panel and Press delegates are expected to reside with the other delegates from their school. THIMUN is not responsible for their travel or accommodation costs.

#### **Workshop for Student Officers**

All Student Officers are required to attend the one day **mandatory workshop session held in Singapore on Monday 21st November 2016 at the Hwa Chong Institution.**

#### **Fees**

With the exception of the Executive Committee of the Student Officer team, all students holding individual positions will be charged the full participant fee. No fee is charged for members of the Executive Committee.

# CONFERENCE FEES & DEADLINES

## 2016 CONFERENCE FEES

<b>Delegation fee per school delegation</b>	<b>€ 100.00</b>
<b>Participation fee per person</b> for MUN-Directors / Delegates including Press delegates, ICJ, APQCA members, Student Officers and Chaperones	<b>€ 140.00</b>
<b>Changes to Form II</b> after 14th October 2016 per ID Badge changed, or Replacement ID badge after registration at conference (cash payment)	<b>€ 20.00</b>

## FINANCIAL STATEMENT

A financial statement can be found in the main menu of the MUNIS system, once you have logged in at [www.apps.thimun.org/registration](http://www.apps.thimun.org/registration). The link Account (financial) links to a printable statement of account. Once your submitted Form II is accepted (and there is an outstanding balance), it will be an actual invoice requesting payment.

## DEADLINES & CANCELLATIONS

### Changes / Substitutions:

After 14th October 2016, substitutions for students unable to attend will only be permitted upon payment of an administrative charge. All changes and substitutions have to be sent to the THIMUN Hague office in writing or by email. The cost of a badge change is € 20.00 per badge changed.

### Cancellations:

**10th June 2016** – 100% of Delegation Pre-payment is due.

**From 14th October 2016** – 100% of fees/charges are due. The full fees are due at this time whether or not a school, or an individual participant, for whatever reason, actually attends. It is strongly recommended that schools take out adequate cancellation, travel and medical insurance. THIMUN is not responsible for costs incurred by individual schools or participants in any of these areas.

## PAYMENTS

### Delegation Pre-payment

**By 10th June 2016** at the latest, a non-refundable delegation pre-payment of € 940.00 (Based on School Delegation fee + 5 Students and 1 MUN-Director) must be transferred to one of the THIMUN Singapore bank accounts (see page 15).

The remainder of the fees must be transferred before 1 November 2016. The details of your statement of account can be found in the Online Registration System, once you have logged in. MUN-Directors are expected to bring evidence of payment with them to registration at the conference.

All payments are to be made in Euro to our ABN AMRO account or to our DBS account. Please use the exchange rate given by your bank on the day of transfer, net of all bank charges.

## **BANK TRANSFER**

Please clearly indicate the **name of the school** and the **ID Number** on your transfer. If possible, the International Bank Account Number (IBAN) and the International Bank Code (BIC) should be used to avoid unnecessary delays and charges.

<p><b>STICHTING THE HAGUE INTERNATIONAL MODEL UNITED NATIONS</b> <b>Account No. 48.42.79.939</b> <b>IBAN: NL22ABNA0484279939</b> <b>BIC/SWIFT: ABNANL2A</b> <b>ABN AMRO Bank, Kneuterdijk 8, The Hague</b></p>
<p><b>DBS Bank – Development Bank of Singapore</b> Account Name: <b>The Hague International Model United Nations LTD</b> Account Number: <b>022-900798-4</b> <b>SWIFT: DBSS SGSG</b> <b>Institution Code: 7171, Branch 022</b></p>

### **Bank Charges**

Schools are responsible for the payment of all bank charges related to the processing of cheques and payment of the fees. To avoid or minimize such charges, schools should instruct their bank to transfer the money, net of bank charges, directly by bank giro transfer into one of the THIMUN Singapore accounts.



**OUR SERVICES**
**1) HOTEL ACCOMMODATION – BASED ON PER ROOM PER NIGHT IN SINGAPORE DOLLARS**

Hotel	Category	From Airport (Estimated)	Nearest MRT	To Hwa Chong Institution (Estimated)	Room, Breakfast & Internet (SGD)	
					Single	Twin
Hotel Boss	3*	15 mins	Lavender	15 mins	\$155.00	\$175.00
Days Hotel	3*	20 mins	Novena	15 mins	\$160.00	\$180.00
Parc Sovereign Albert St.	3*	20 mins	Rochor	15 mins	\$165.00	\$185.00
V Hotel Lavender	3*	20 mins	Lavender	15 mins	\$170.00	\$190.00
Hotel Chancellor @ Orchard	3*	25 mins	Somerset / Dhoby Ghaut	15 mins	\$180.00	\$200.00
Village Hotel Bugis	3*	20 mins	Bugis	15 mins	\$210.00	\$230.00
Holiday Inn Express Clarke Quay	3*	30 mins	Clarke Quay	15 mins	\$215.00	\$235.00
Concorde Hotel	4*	25 mins	Somerset / Dhoby Ghaut	15 mins	\$265.00	\$285.00
York Hotel	4*	25 mins	Orchard	10 mins	\$265.00	\$285.00
Hotel Jen Orchardgateway	4*	25 mins	Somerset	15 mins	\$275.00	\$295.00
Orchard Hotel	4*	20 mins	Orchard	10 mins	\$285.00	\$305.00

Official Check-in Time	After 15:00 hrs	For guaranteed early check-in, please pre-block guest room one night prior to arrival
Official Check-out Time	By 11:00 hrs	Check out by 18:00 hrs – 50% of the above room rate Check out after 18:00 hrs – 100% of the above room rate

**OPTIONAL: Please note all guest rooms request for early check-in/late checkout are subject to availability**

**Please note**

- Prices include Room Rates, Breakfast and Internet in the Hotel
- All guest rooms' rates are quoted in Singapore Dollar, per room per night basis and net inclusive of prevailing service charge and government tax (computed as 17.70%)
- The rates are applicable for the above event with reservation and full payment made through Tour East Singapore
- One night deposit (non-refundable) x no. of rooms blocked is required for confirmation of booking
- Internet may come in form of wired or wireless and in Single Room, up to 1 user and in Twin Room up to 2 users
- If you wish to stay in a particular hotel of your choice which is not listed or other services, please feel free to contact Tour East.



## 2) AIRPORT TRANSFERS

If you have deviation from group airport transfer, please feel free to let us know at [thimun@toureast.net](mailto:thimun@toureast.net)

Above rates are inclusive of separate luggage van for baggage transfer for coach of more than 25 guests, if necessary.

One-way Transfer (Airport to Hotel or vice versa)	Type of Vehicle	Cost Per Vehicle (SGD) (ETA / ETD Pick-up between 07:01hrs to 23:00hrs)	Cost Per Vehicle (SGD) (ETA / ETD Pick-up between 23:00hrs to 07:00hrs)
Based on 03 – 07 persons	13-Seater Mini Van	\$ 170.00	\$ 250.00
Based on 08 – 20 persons	23-Seater Coach	\$ 280.00	\$430.00
Based on 21 – 25 persons	45-Seater Coach	\$ 400.00	\$550.00
Based on 26 – 40 persons	45-Seater Coach	\$500.00	\$650.00

## 3) CONFERENCE SHUTTLE

2 Way Transfer (Hotel – SALT Centre – Hotel)	Capacity (Per Vehicle)	Private Basis (Per Vehicle)	Non-exclusive basis (Per person)
13-seater Mini Van	Maximum 12 persons	\$ 200.00	\$15.00
23-seater Coach	Maximum 22 persons	\$ 300.00	
45-seater Coach	Maximum 44 persons	\$ 500.00	

### IMPORTANT NOTE

- Price includes transfer by deluxe air-conditioned vehicle
- Includes Coach Display Signage with school name
- In provision of immigration & customs clearance, coach will arrive at airport terminal coach bay 30-mins after flight landed. Waiting time of 30 minutes allowance will be given, any later, additional 1-way will be chargeable
- For exclusive conference shuttles, additional 1-way transfer shall be deemed chargeable should the waiting time per vehicle exceed 15-minutes
- Conference shuttle is based on non-stop point to point travel using shortest route. Additional stop chargeable at \$80.00 per stop
- For non-exclusive conference shuttle, a maximum grace period of 5 minutes will be given. We seek the cooperation of all school to be punctual.

## 4) SIGHTSEEING TOURS

We are able to offer customized tours and attraction tickets at discounted rates, please enquire via email at [thimun@toureast.net](mailto:thimun@toureast.net)

## 5) PAYMENT SCHEDULE

Period	Hotel Accommodation Booking	Transfers and Tours Booking
Upon Confirmation	1 Room Night Deposit x No. of Room Blocked (non-refundable)	25% of Agreed Services
By 05 September 2016 – Monday	Full Balance Payment	Full Balance Payment

*Kindly note full payment must be made prior commencement of event. Any short payment must be made upon arrival*

## 6) CANCELLATION POLICY

All cancellation must be in writing (either faxed or electronic mail) to Tour East with acknowledgement Cancellation refers to

- cancellation of partial or entire room blocks; and/ or
- date change resulting in a reduction of finalized room nights block
- no show

Period	Guest room	Transfers and Tours
Upon confirmation	Deposit forfeited	Deposit forfeited
By 05 September 2016 – Monday	Deposit forfeited	Balance payment
After 05 September 2016 – Monday	100% penalty (ie total no. of rooms x no. of nights blocked)	100% penalty

# CONDUCT

## GENERAL BEHAVIOUR

Although THIMUN-Singapore is an educational exercise intended for young people, delegates are simulating the Councils 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 behaviour from all delegates, both during the conference and outside the conference venue.

It is extremely important for the continuing good relations between THIMUN, the Hwa Chong Institution, the local authorities and the diplomatic and business communities that delegates behave appropriately at all times. Therefore, schools are expected to select their students carefully and not bring to Singapore any student who is likely to create a disciplinary problem. This is important not only for the good name of THIMUN but also for the good name of the school concerned. School Administrators and MUN-Directors should be aware that attendance at the annual session of THIMUN-Singapore 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). An MUN-Director must be a teacher at the school, or at one of the schools from which the delegation comes. All students staying in hotels must be supervised by their MUN-Director.

**MUN-Directors are required not only to stay in the same hotel as their students but must ensure that their room is located as close as possible to the rooms in which their students are staying.**

MUN-Directors are expected to be present in the Hwa Chong Institution during most of the day, especially for any individual assignments and for the mandatory meeting on Wednesday and they must ensure that their students are present in their designated forums. MUN-Directors are required to adhere to the dress code.

## CONDUCT IN THE HWA CHONG INSTITUTION

Formal dress, i.e. the kind of clothes that real UN diplomats are expected to wear when attending UN sessions, is required at all meetings. In order not to cause offence to other delegates, national dress, military uniforms and armbands are forbidden. The warm weather in Singapore is not an excuse for inappropriate dress. Delegates and teachers must be courteous at all times to the Conference Staff and to the THIMUN Organizational and Administrative Staff, most of whom are volunteers giving up many hours of their own time to serve the delegates.

## CONDUCT IN HOTELS AND PRIVATE HOMES

Students must remember that THIMUN is dependent on the goodwill of families in the community and of hotel managements in being able to provide accommodation at a reasonable cost for delegates. A bad experience by just one family or 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 host families, hotel staff and fellow residents.

A curfew of 11 pm. is recommended for every night except the night of the dance and there must be no noise in hotel rooms after 10 pm.

## TOBACCO, ALCOHOL AND DRUGS

Smoking is prohibited and no alcoholic drinks may be consumed at the Hwa Chong Institution. MUN-Directors are responsible for making and enforcing their own rules for their own students with regard to alcohol consumption outside the conference venue. **The use of any narcotic drug is expressly prohibited.** No alcohol will be sold to students at the dance on Friday evening.

# THIMUN AFFILIATED CONFERENCES

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## The THIMUN Foundation Affiliation

**Programme** is designed to develop high quality MUN conferences throughout the world. A THIMUN Affiliated conference identifies conferences that hold to high standards, have been evaluated by an outside party, and are committed to providing a quality educational experience for their participants. THIMUN has encouraged the development of THIMUN-affiliated MUNs in order to give more young people, for whom coming to a THIMUN conference 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. A complete list of all THIMUN-Affiliated conferences can be found on our web site at [www.thimun.org/index.php/conferences/affiliation-programme/affiliated-conferences](http://www.thimun.org/index.php/conferences/affiliation-programme/affiliated-conferences)

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## O-MUN

THIMUN O-MUN is The Hague International Model United Nations online debates programme. THIMUN O-MUN rules and procedures are used exclusively, making this a unique opportunity for schools and individual students to gain additional practice and exposure. Delegates can also

- Debate as often as five times a month, on THIMUN conference issues
- Find a convenient debate time in one of THIMUN O-MUN's existing regions: Asia, Middle East/Africa, Europe/Americas, and coming soon, the Pacific (encompassing Australia, New Zealand and the South Pacific)
- Participate or observe monthly Security Council debates
- Get involved in online ICJ sessions
- Learn to moderate, and eventually chair, online debates.

## National Programmes

THIMUN O-MUN is currently working in partnership with schools to develop national level debating programmes in the following countries: Egypt, France, Israel, Jordan, Palestine, Singapore, Taiwan and Turkey. Delegates in these countries can also tap into monthly online debating within their respective country. Information on the THIMUN O-MUN programme, including debate schedules, how to become part of the online community, MUN resources and additional information on other partner programmes, can be found at [www.onlinemodelunitednations.org](http://www.onlinemodelunitednations.org)

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# THIMUN FOUNDATION

Patron: HRH Princess Mabel van Oranje

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