



*EAST & CENTRAL AFRICA MODEL UNITED
NATIONS*

ADVISORS BOOKLET

2025/2026

CONTENTS

OVERVIEW	5
FIRST-TIME PARTICIPANTS	6
PROGRAMME LEADERSHIP	8
Board of Trustees	8
The Management Team	8
The Executive Committee	10
Senior Chairpersons	11
Media Directors	11
OFFICERS	13
Head Securitaries	13
Securitaries	13
Junior Chairpersons	14
Press Corps	14
REGULATIONS FOR PARTICIPANTS	15
POLICY AGREEMENT	17
REGISTRATION	19
Overview	19
Account Management	19
Editing Institution Information	19
Changing Password	19
Subscriptions List	19
Users List	20
Adding a User	20
Editing a User	20
Delegate Management	20
Adding Delegates	20
Editing Delegates	20
Excluding Delegates	20
Delegates List	21
Badge and Badge List	21
Registration Summary	21
Allocations	21
Payments List	21
CONFERENCE INFORMATION	22
Visitors	22
Disciplinary Policy	22
Verbal Warnings	22
First-Degree warnings	22
Suspensions	24

Expulsions	25
Dress Code Policy	26
1. Introduction	26
2. Dress Code for Advisors	26
3. Men's Dress Code	27
4. Women's Dress Code	27
5. Delegates in National Attire	28
6. General Dress Code Guidelines	29
7. Dress Code Enforcement	29
AMBASSADORS	30
Selection Process	30
Common Selection Criteria	30
Ambassadors' Responsibilities	30
DELEGATION PREPARATION	32
Student Preparation	32
Expectations at the Conference	32
Specialised Committees	32
Research Prior to Conference	33
Diplomatic Behaviour	33
Respect for Fellow Delegates	33
Observing Debate Protocol	34
ADVISORS' GUIDELINE	35
Description	35
Guideline	36
COMMUNICATION	39
General Communication Guidelines	39
Notepaper Requirements	39
Regulations Regarding Notes	40
Note Content and Addressing	40
Note Screening	40
Daily Limit	40
Speaker Address	40
Prohibited Actions	40
PRESS CORP APPLICATION	41
Press Corps Responsibilities	41
Primary Responsibilities	41
Application Process	41
General Guidelines of Conduct	41
Reconsideration of Press Corps Membership:	42
RESOLUTIONS	43
Submitting Resolutions for Debate	43

Delegation Eligibility	43
Submission Deadline	43
Resolution Approval Committee (RAC)	43
Bringing Resolutions to Mock Debate	43
CONCLUSION	44

OVERVIEW

Esteemed Advisors,

The 2025/26 ECAMUN Management Team and Executive Committee is proud to present you with a renewed version of the Advisors' Booklet for use throughout the calendar year.

The East & Central African Model United Nations (ECAMUN) program encompasses two pivotal conferences: the ECAMUN conference catering to students aged **14 to 19 years** (upper Secondary Students), and the MS-ECAMUN conference tailored for students aged **10 to 14 years** (lower Secondary Students). Over the course of several decades, this program has experienced exponential growth, transcending its initial status as a modest inter-school engagement to evolve into a prominent international student convocation.

The upcoming session of 2025/26 marks the **1st Annual MS-ECAMUN** and the **1st Annual ECAMUN**, each embodying the culmination of years of refinement. With the addition of new committees that liven debate, this year's conference isn't one to miss! These programs have significantly matured over time, metamorphosing into exemplary platforms that facilitate the cultivation of diverse proficiencies such as eloquence in debate and public speaking, journalistic aptitude, effective leadership, and the invaluable enhancement of self-assurance; all with a single goal: *building minds bridging nations*. The engagement of students has witnessed a continual expansion, encompassing participants not solely from Nairobi but also hailing from various regions within Kenya and beyond its borders.

The unwavering endorsement of both the MS-ECAMUN and ECAMUN programs emanates from the dedicated personnel stationed at the UN headquarters in Gigiri, Kenya (UNON). The program runs tentatively in the months of January and February of the upcoming year, 2026. This resolute support, combined with the escalating popularity garnered by both programs, has endowed us with the resources necessary to perpetuate the enhancement of these initiatives, thereby optimising the experiences of all delegates involved. Anticipated within the current year are several strategic modifications and enhancements that aspire to augment our MUN program, rendering it an even more gratifying experience for all members involved.

The present compendium has been meticulously crafted to acquaint both advisors and student delegates with the preparatory guidelines, procedural norms, and essential know-hows relevant to this year's editions of the MS-ECAMUN and ECAMUN conferences. We earnestly urge all advisors to routinely consult this compendium throughout their preparatory journey for the conferences. This compendium shall act as a reference point for any concerns throughout the calendar year.

We are eagerly looking forward to collaboratively crafting an educational and personally enriching milieu for your students within the forthcoming MS-ECAMUN and ECAMUN conferences.

Yours sincerely,

The 2025/26 ECAMUN Executive Committee & Management Team.

FIRST-TIME PARTICIPANTS

This section is a basic guide and explanation for all the schools that are taking part in our MUN programme for the first time. ECAMUN simulates the activities of the real United Nations and aims to build up the confidence and enhance the debating skills of all the participants, as well as raise interest about international issues with the youth.

But, why join ECAMUN?

Well, if the opportunity to enhance your public speaking skills at Africa's only UN Headquarters is not an incentive enough, the enhanced camaraderie, growth and personal development will definitely be worth it!

At each annual conference, delegates are divided into various committees, each of which deals with problems that would merit an international response from the UN. Each delegation will have one delegate in each of the three principal committees. All delegates take part in a culmination of committees, known as **The General Assembly**. Each committee will also undergo a **Special Session** of debate, whereby they will create a resolution that will be submitted to the General Assembly.

The three unspecialised committees for **ECAMUN** include:

1. Economics & Politics Committee,
2. Human Rights Committee, and
3. Ecology Committee.

The specialised committees for **ECAMUN** include:

1. The Special Summit (SS),
2. The Historical Decisions Committee (HDC),
3. The Security Council (SC),
4. The International Court of Justice (ICJ),
5. The Mendonsa Charity Council (MCC),
6. World Languages Committee (WLC), and
7. Better Futures Committee (BFC).

The three unspecialised committees for **MS-ECAMUN** include:

1. Health & Technology Committee,
2. Human Rights Committee, and
3. Ecology Committee.

The specialised committees for **MS-ECAMUN** include:

1. The Special Summit,
2. The Historical Decisions Committee, and
3. The Security Council.

Each participating delegation* is entitled to submit **one resolution per country per committee**, except when the delegation holds a position in the Security Council, in which case an additional Security Council resolution is permissible.

A resolution constitutes a formal document that identifies an issue of global significance, as determined by the delegate, and proffers a plausible remedy. All resolutions must adhere to the formatting directives elucidated in subsequent sections of this manual.

Throughout the deliberations, the Sponsor of the resolution, namely the primary scribe of the resolution, shall introduce the resolution and provide arguments in its favour, with the aim of garnering support for its adoption.

Should the resolution successfully pass during the committee stage, it might subsequently undergo further discourse within a broader assembly comprising multiple committees, contingent upon whether the specific conference year features the convening of a General Assembly. Alternatively, passed resolutions may be used as a guide during the Special Sessions of debate, whereby committees will be creating a resolution for the General Assembly.

For additional information, please refer to our official website: [<https://ecamun.co.ke/>]

***New Schools** are exempt from this regulation.

NOTE: The following committees have been discontinued within the ECAMUN program: The Global Agenda Council, The Global Health Council, The Economic & Social Committee.

PROGRAMME LEADERSHIP

The following section briefly outlines and describes each of the administrative positions as well as their roles in organising and directing the ECAMUN organisation.

1. The Board of Trustees
2. The Management Team
3. The Executive Committee,
4. The Senior Chairpersons, and
5. The Media Directors.

The Board of Trustees

The Trust's Board shall consist of the Chair of the Leadership Group of the Kenya Association of International Schools (**KAIS**), and the Chair of the Kenya Association of International Schools (**KAIS**), who shall serve as Board Chair. Each Trustee shall hold office until his/her successor is duly appointed.

The Management Team

The Management Team comprises three coordinators. Additionally, the Secretary-General and Deputy Secretary-General form integral parts of the ECAMUN Management Team.

Within this framework, the Head Coordinator assumes the role of the primary decision-maker, in collaboration with the Treasurer and the Media Coordinator. The collective Management Team is vested with the authority to sanction all decisions proposed by the Executive Committee.

Furthermore, it should be duly noted that the Management Team holds authority over all matters leading up to the conference and, therefore, should be accorded due respect. Decisions made by the Management Team are final.

Functioning in an advisory capacity to the Executive Committee, the Management Team is tasked with diverse administrative responsibilities, including financial oversight and liaising with the United Nations Office at Nairobi (UNON). It's noteworthy that members of the Management Team can originate from any of the participating schools, with the stipulation that no two members come from the same academic institution. Additionally, a school is precluded from having representatives simultaneously on both the Management Team and the Board of Trustees.

Name	Mr. Jimmy Ogoto	Mathew George	Nelius Irungu	Julie Ménger
Role	ECAMUN Regional Coordinator	ECAMUN Assistant Regional Coordinator and Financial Lead	ECAMUN Regional Media Director and the Designated Safeguarding Lead	ECAMUN Programme's Regional Secretary.
School	Peponi School	Nairobi International School	Premier Academy	French School Nairobi

Email Address	deanjco@peponischool.com	mathew.george@nis.ac.ke	mshead@premier-sri.ac.ke	julie.menager@lyceefra-ncaisnairobi.com
Mobile Contact	(+254) 734 853491	(+254) 731 683969	(+254) 721 460305	(+254) 757 895239

The Executive Committee

Comprising a group of seven students, the Executive Committee assumes responsibility for managing the organisation's day-to-day operations. This encompasses tasks, but is not limited to, editing official documents, training officers, and orchestrating mock debates and workshops.

The members of the Executive Committee shall be actively present within the committees to provide support to the Senior Chairpersons who preside over the debates. In the event of any significant challenges arising within the committee rooms, the chairing staff is expected to promptly seek assistance from either an Executive Committee member or an ECAMUN administrator.

Students from participating schools in Kenya are eligible to vie for positions within the Executive Committee, provided they meet the stringent requirements outlined below:

1. Applicants must have acquired a minimum of one year's participation within the MUN program as a Secretary or Junior Chairperson.
2. Proficiency in Parliamentary Procedure, committee procedure and the ECAMUN Rules and Regulations is a prerequisite.
3. Demonstrated competence in administrative oversight is essential.
4. The tenure within the program must not exceed **two** years.
5. Aptitude in leadership, marked by strength and fairness, is paramount.
6. Candidates are expected to display a high degree of organisation and time management skills, capable of effectively managing the supplementary responsibilities entailed by the role.
7. Teamwork and cooperation are integral traits to ensure seamless integration within the closely-knit peer environment.

Applicants are required to submit a compelling application, substantiating their fulfilment of these criteria. The Executive Committee has complete authority over the choice of the next incoming Executive Committee.

The option to apply to be a part of the 2025/26 Executive Committee will be made available during the month of January 2026.

The following are the members of the 2025/26 Executive Committee.

Name	Position	School
Sariga Rajesh	Secretary-General	Aga Khan Academy
Nina Walia	Deputy Secretary-General	Premier Academy
Kylie Nyabuga	Co-Chairperson of the First General Assembly	Brookhouse Runda
Malia Nyandiko	Co-Chairperson of the First General Assembly	Light International School
Fenet Taye	Co-Chairperson of the Second General Assembly	Rosslyn Academy
Kai Savala	Co-Chairperson of the Second General Assembly	Light International School
Akshita Srivastava	Executive Assistant	Oshwal Academy Nairobi, Senior High

Senior Chairpersons

Selection of Senior Chairpersons is contingent upon a comprehensive assessment encompassing both the candidate's mastery of parliamentary procedure and their aptitude in leadership. To qualify for consideration for the Senior Chairperson role, candidates must have completed the Junior Chairperson or Secretary training course at least once within the past two years.

Functioning as principal figures within committee rooms, Senior Chairpersons shoulder the responsibility of guiding the chairing team and serve as the Executive Committee's representative during debates. Their role extends beyond traditional chairing duties, as they are integral to the organisation's administrative aspects, playing a pivotal role in training initiatives and conference-related matters (such as guest-speaker acquisition and fundraising initiatives).

In line with this elevated responsibility, Senior Chairperson candidates will be subjected to a written examination and an interview before appointment. Candidates will be vetted by the sitting Executive Committee and Management team. Successful candidates will subsequently assume a more comprehensive administrative role, actively assisting the Executive Committee across various training and conference-related domains.

Furthermore, these Senior Chairpersons hold a substantial sphere of influence within their respective committees and constitute a vital component of the Secretariat. They may also act as an advisory body to the Executive Committee.

It is important to note that passed ECAMUN secretaries are eligible to apply for the Senior Chairperson position.

Media Directors

The Media Team, comprising three dedicated Media Directors (the Head Director and two Assistant Directors), plays a crucial role in the program's media-related activities. Admission to these positions requires successful completion of a written application process, oral interview, and a media practical, ensuring the selection of qualified candidates. All candidates are vetted by the The ECAMUN Executive Committee & Management Team..

This team operates in tandem with the Executive Committee to address various media requirements and actively promote the program. Guided by the overarching direction of the Media Coordinator, and in close collaboration with the Executive Committee, the Media Team assumes responsibility for a wide array of media-related tasks.

The Media Directors manage the program's social media presence as directed by the Executive Committee. During the conference, they lead the production of the daily ECAMUN newsletter and oversee the creation of the concluding conference video. Additionally, they are tasked with supervising the photography efforts, ensuring timely updates on the official ECAMUN social media.

On the other hand, the Media Directors also undertake the coordination of the Head Press Corp and Press Corps. This encompasses the provision of necessary equipment to facilitate the Press Corps' work. To ensure the seamless execution of these tasks, they are expected to engage in regular meetings. Furthermore, the Media Directors oversee the interviewing of guest speakers, Executive Committee members, and other relevant individuals. They form a vital part of the Secretariat.

Collectively, the Media Team, guided by their appointed Media Coordinator, complements the Executive Committee's efforts by effectively managing all media-centric functions and bolstering the program's visibility and outreach.

OFFICERS

Within ECAMUN, there exists a select group of students that undergo an external training process and are appointed to carry out specific tasks during the conference.

All such officers undergo a vigorous training process. All participating schools can select a maximum of three candidates to take part in the officer training course. Any candidate that misses more than two training sessions, unexcused or otherwise, will automatically be dropped from the course.

A final group of officers will be selected by the Executive Committee based on a holistic evaluation of each candidate's leadership potential, knowledge of parliamentary procedure, and confidence. They include:

1. Head Securitaries,
2. Securitaries,
3. Junior Chairpersons,
4. Head Press Corps, and
5. Press Corps.

Head Securitaries

Head Securitaries constitute a specialised branch of Securitaries who have demonstrated remarkable leadership attributes and a profound commitment to the program. They possess the authority to issue second-degree warnings, commonly referred to as "Clippings." These officers are handpicked by the Co-Chairpersons of the Second General Assembly to serve as a bridging entity between the Securitaries and the Secretariat.

Their primary role is to act as "*assistants*" to their respective Senior Chairpersons, taking on the responsibility of delegating tasks among other Securitaries. This pivotal role optimises their leadership skills and programmatic dedication, thereby enhancing the overall efficiency of the Secretariat.

Securitaries

Securitaries play a pivotal role in ensuring the effective functioning of the conference. Serving as the administrative backbone of the MUN programme, they undertake an array of responsibilities, including timekeeping, vote counting, managing the Speaker's Checklist, advising the Chair, recording substantial motions' outcomes, distributing bathroom passes, maintaining order, distributing official forms, passing communication, and guiding delegates on parliamentary procedure.

Beyond these tasks, they actively monitor delegate behaviour and provide essential assistance to the Chairperson. They also handle additional duties, such as passing notes or managing entrances, as required.

Junior Chairpersons

Their principal role involves presiding over debates and upholding parliamentary procedure throughout the sessions of their respective assemblies. While not fulfilling their chairing duties, they assume the role of delegates; however, participation in specialised committees is restricted for them. They work alongside the Senior Chairperson and act as the primary spokesperson of the committee. As officers, they undergo specialised training in parliamentary procedure, with a primary focus on mastering the programme's rules and regulations. This comprehensive training equips them to ensure the conference's smooth operation, fostering an environment of efficient deliberation and adherence to established protocols.

Head Press Corps

The **Head of Press Corps** is the senior-most officer within the Press Corps and assumes full responsibility for leading and coordinating the team's media-related duties. This includes overseeing photography, compiling newsletters, and ensuring that all major conference proceedings, from committee sessions to luncheons, are comprehensively documented. The Head also supervises the production of the end-of-conference video, guiding Press Corps members in their unrestricted access across committees. While the position works in close collaboration with the Media Directors and Media Coordinator, it is important to note that the Head of Press Corps is **not part of the Secretariat**, but rather serves as the representative leader of the Press Corps itself.

As an officer of ECAMUN, the Head of Press Corps carries significant responsibility and must be treated with the same level of respect accorded to all conference leadership. Their contributions are vital to the success of the event, ensuring its memories and highlights are effectively preserved and communicated. Any form of disrespect or disregard towards the Head or their responsibilities will be met with serious consequences, reinforcing the importance of the position within the overall structure of ECAMUN.

Press Corps

The Press Corps captures photographic moments during the conference, with their activities being overseen by the Media Directors. Additionally, they are responsible for crafting newsletters and comprehensively covering conference proceedings, including luncheons. The selection process involves the Media Coordinator and the Media Directors. Enjoying unrestricted access across committees, Press Corps members contribute significantly to the creation of the end-of-conference video.

It is imperative that all officers of ECAMUN be accorded the highest level of respect, considering their substantial contributions to the overall success of the program. Any form of disrespect or derogatory behaviour directed towards them or the responsibilities they fulfil shall result in commensurate and significant consequences.

NOTE:

Only members of the Press Corps team, and the ECAMUN Media Team in general, are allowed to capture photographs or record videos of any conference attendees. No other attendee may take photos **within** conference rooms.

REGULATIONS FOR PARTICIPANTS

To register and partake in the East & Central African or Middle School Model United Nations, schools must acknowledge and accept the following conditions. The school's designated administrator (e.g., head teacher, director, superintendent) must endorse this document to signify their comprehension and consent to the ensuing provisions:

1. Each school is permitted to officially register a maximum of one adult advisor for every fifteen students or any fraction thereof. This signifies that no school can register more than two adult advisors. These advisors should be the educators who guide ECAMUN and MS-ECAMUN students in their preparations to represent their assigned countries at the ECAMUN and MS-ECAMUN conference.
2. Among the officially registered advisors, one must be designated as the primary contact person for communication with the ECAMUN Administration. All official correspondence will be directed through this designated advisor, whose contact details are to be provided on the preceding page. The school affirms that at least one officially registered advisor will be in attendance at all official MS-ECAMUN and ECAMUN events to supervise its students. Official MS-ECAMUN and ECAMUN events encompass inter-school debates, scheduled advisor meetings, training periods, all conference days, charity events, and the MUN closing dance.
3. The form must be signed by the person in charge of the school. No country assignments will be made until this form, complete with information on the reverse side, has been signed and returned to the ECAMUN Administration along with the full school registration fee (no fee refunds will be issued once paid).
4. Country assignments will not be allocated to a school until the fee for each country is paid, and this form is submitted. All other individual student fees must be paid on or before **December 3rd** to ensure the eligibility of non-delegate students for participation. If a school becomes ineligible to participate, this extends to all students from that school in any capacity. Individual students who have not paid their fees or submitted their two photos by this deadline will also be deemed ineligible for participation.
5. Failure to adhere to these terms will jeopardise a school's eligibility to participate in future MUN conferences. Moreover, it is crucial to note that only officially registered delegates may attend the conference.

As the primary administrator of _____
[Name Of School], the appendage of my signature on this notice indicates my agreement and approval to the terms stipulated and enforced above for my school to take part in the ECAMUN/MS-ECAMUNConference.

Full Name Of Administrator

Position Held

Signature

Date Of Appendage

POLICY AGREEMENT

This document requires the endorsement of the ECAMUN or MS-ECAMUN supervisor and must be submitted along with the payment and registration information.

This form remains in effect for the 2026 MS-ECAMUN and ECAMUN conferences.

I, _____ [*Name of Advisor*], hereby assume responsibility for the delegation representing _____ [*Name of School*]. I am fully cognizant that all participating students must strictly adhere to the behaviour guidelines established by the Executive Committee and the Management Team. I acknowledge that any violation of these guidelines will result in disciplinary action, the nature of which will be determined by the Executive Committee and the Management Team, and may encompass the suspension or expulsion of the offending student or the entire school from the ECAMUN program.

I am aware of the following regulations and commit to ensuring that all participants from my school adhere to them:

1. All students are obliged to follow instructions from and exhibit full respect towards the Senior Chairs and the Executive Committee members during the conference or any MS-ECAMUN or ECAMUN-organised event.
2. Students must maintain compliance with the prescribed dress code at all times.
3. Students are expected to remain within their respective committee rooms while the committee is in session, unless they have received written permission from their Senior Chair to be in another committee room.
4. Altering or trading official MS-ECAMUN or ECAMUN name badges is strictly prohibited. Badge swapping will result in immediate expulsion from the Executive Committee.
5. Students must refrain from tampering with any UNON or ECAMUN property.
6. Verbal or physical abuse directed at any other conference participant is strictly forbidden.
7. Discrimination based on disability, race, religion, gender, age, physical appearance, or any other personal characteristic will result in immediate expulsion.
8. Plagiarism is grounds for expulsion.
9. No student shall attempt to threaten, bribe, or coerce any ECAMUN official or fellow participant in any manner.
10. Smoking, drinking, or the use of any form of intoxicating substance, including khat and marijuana, is strictly prohibited at any MS-ECAMUN and ECAMUN event.
11. Delegates are obligated to respect all UNON and ECAMUN property; vandalism of either is grounds for expulsion from the MS-ECAMUN and ECAMUN program.

12. Public displays of affection are not permitted at any MS-ECAMUN and ECAMUN events.
13. Engagement in any activity deemed illegal under the laws and statutes of the Republic of Kenya, including but not limited to discrimination, theft, or possession of toy guns, weapons, alcohol, cigarettes, or drugs, will result in immediate expulsion of the student, with the school facing possible suspension or expulsion from the program.
14. All students are required to adhere to any additional rules and guidelines provided by the Executive Committee or the Senior Chairpersons.
15. All students must adhere to the isolation and punishment policy outlined within this agreement, for any and all first & second degree warnings.
16. Failure to observe any of the above rules and regulations (as well as those arbitrary rules proposed by the Executive Committee and Administration throughout the conference tenure) may lead to suspension or expulsion from the program.

I affirm that all participants from my school are aware of these behaviour guidelines and understand that non-compliance with the ECAMUN code of conduct will result in disciplinary measures determined by the Executive Committee and the Management Team.

I also acknowledge the following:

1. The ECAMUN program assumes no responsibility for the loss or damage of valuables or any injuries sustained by delegates during the conference.
2. The ECAMUN program does not offer fee refunds for payments made after the December 6th deadline.

Any advisor found in violation of the rules enforced by the Administration will be subject to appropriate consequences.

Full Name Of Advisor

School/ Institution

Signature

Date Of Appendage

REGISTRATION

To initiate the registration process, please visit **ecamun.co.ke**.

It is essential to note that our registration operates on a rolling basis. Once all country allocations have been filled, registration will cease, and schools will no longer be able to register for delegations during the current conference year. For schools* participating in the ECAMUN program, **a maximum of three** delegations may be registered, while those in the MS-ECAMUN program may register **up to four**.

Overview

The registration procedure is a one-time process that identifies the school advisor as the individual responsible for managing their school's account. After completing registration, advisors will gain access to their accounts, enabling them to add participants and select delegates. The registration page **ecamun.co.ke**, can be accessed through the "<https://ea.ecamun.co.ke/login>" or "<https://ms.ecamun.co.ke/login>" respectively menu or from the home page.

The registration process incurs charges, and an invoice will be provided upon completion for payment. All payment receipts should be scanned and emailed to the relevant coordinators or uploaded to the portal as we shall instruct you. When you have completed your tasks, use the link **ecamun.co.ke** for logging out. A logout menu option is also available on the main menu.

Registration Summary

The registration summary shows an overview of registration details, including Registered school, registered Officers, Country requests, Allocated countries, Number of delegates, Payment summaries, and the list of current delegate names ETC. To access the summary, open the "My Account" page and scroll down.

Allocations

ECAMUN Coordinators and our IT Specialist will allocate countries to registered institutions. The list of countries allocated will be available and shall be accessed from *My country* action box on the "My Account" page. Country allocations will be made once full payment has been received.

Payments List

After registration, Kindly request for countries as you shall be advised. Invoices shall be downloaded from *My account* page. Advisors must make payments and provide payment confirmations to coordinators and shall be required to upload this on the portal. Accepted payments will be listed on the Payments list, accessible from the "My Account" page. An option to view payment details shall be provided. Please remember to scan all payment slips and email them to the relevant coordinators.

***New Schools** may only register **ONE** delegation in MS-ECAMUN and **ONE** delegation in ECAMUN.

CONFERENCE INFORMATION

Visitors

Following the commencement of this policy in the 2016/17 conference year, ECAMUN shall continue to refrain from granting visitors' badges to schools or individuals, except when exceptional circumstances have been duly communicated to the Management Team well in advance of the conference. Individuals desiring attendance at the conference who are not officially registered with the program must remit a fee for the acquisition of visitors' badges. Delegates who have lost their badge will be charged an equal additional cost to reprint a new one and will not be granted a visitors badge.

In compliance with the revised policy, schools seeking to bring additional advisors beyond the stipulated limit of two per program must undertake registration at the commencement of the year. Each supplementary advisor registration will necessitate an associated fee equivalent to the delegate registration cost.

Disciplinary Policy

Participation in the MS-ECAMUN and ECAMUN programs is regarded as a privilege extended exclusively to students from schools that have completed official registration and satisfied the requisite financial obligations.

In accordance with this, we have implemented a rigorous disciplinary policy aimed at ensuring a positive and enriching experience for all participants. The disciplinary policy, updated for the 2024/25 conference year, will include measures to ensure delegates refrain from repeating mistakes and the disciplinary values of ECAMUN are met.

Verbal Warnings

At ECAMUN, verbal warnings are issued for infractions that do not merit a **first-degree warning** due to their relatively minor nature. Such infractions include instances where delegates tamper with their microphones, engage in side conversations, or exhibit a lack of participation, among others.

During the issuance of a verbal warning, which is duly recorded in the official records, the delegate in question will be formally addressed as follows: *"Delegate, you have received an official verbal warning for [violation of ECAMUN regulation]. Repeated actions like this will result in a first or second-degree warning."*

At the termination of the conference, advisors will be required to sign and acknowledge the warnings that their students have received for official ECAMUN records.

First-Degree warnings

The First-Degree Warning Policy, often colloquially referred to as "shading" or "dotting" by conference attendees, is an integral part of maintaining decorum and adherence to established rules and regulations within the framework of our organisation. A shading is a physical marking placed on the top right corner of the badge. This Policy outlines the procedures and consequences associated with the issuance of a first-degree warning to delegates.

1. First-Degree Warning

1.1. A first-degree warning is administered by the Secretariat (or a Securitary) when an infraction has occurred, which, while not severe, is deemed significant enough to warrant action beyond a mere verbal warning. This warning may also be issued if the delegate has previously received a warning.

1.2. Offences meriting a first-degree warning include, but are not limited to:

- Dress code violations;
- Disruptive behaviour;
- Unauthorised badge removal;
- Failure to provide adequate vote justification;
- Abusing appeals;
- Disrupting conference set up;
- Disrespecting delegates ideas.

1.3. A first-degree warning is indicated by the placement of a shading in the top right corner of the delegate's ID card (membership credential or "badge").

2. Isolation

2.1. Following the issuance of a first-degree warning, the Securitary, the delegate, and their Advisor are required to convene in isolation from their respective committees for a duration of **fifteen minutes**.

2.2. During this time, the delegate is prohibited from using any electronic devices and is expected to serve the detention as a consequence of their offence.

The First-Degree Warning Policy is designed to uphold the standards of conduct and professionalism within ECAMUN. It ensures that infractions, while not severe, are appropriately addressed, contributing to a respectful and orderly environment during our events.

Second-Degree warnings

The Second-Degree Warning Policy, colloquially referred to as "clipping" or "snipping" by conference attendees, plays a pivotal role in maintaining a structured and disciplined environment within ECAMUN. A clipping refers to the physical removal of the bottom right corner of the delegates' badge. This Policy delineates the procedures and implications associated with the issuance of a second-degree warning to delegates.

1. Second-Degree Warning

1.1. A second-degree warning is invoked when a violation of higher gravity occurs, signifying a more substantial breach of established rules and regulations. In such instances, Securitary personnel are obligated to promptly notify a Head Securitary or a Secretariat member regarding the infraction.

1.2. It is imperative to underscore that the authority to issue a second-degree warning resides solely with the Head Securitary or designated Secretariat member. No other Securitary or Junior Chair personnel are authorised to issue a second-degree warning.

1.3. Offences warranting a second-degree warning encompass, but are not limited to:

- Repeated minor infractions,
- Consumption of food and drink within restricted areas,
- Tardiness to sessions,
- Violations of the isolation policy,
- Displays of disrespect towards others,
- Vandalism, and
- Badge swapping.

1.4 Any second clipping received by any delegate will result in immediate expulsion of the student in question.

2. Isolation

2.1. Following the issuance of a second-degree warning, the Securitary, the delegate, and their Advisor are required to convene in isolation from their respective committees for the duration of that session of debate. This period extends until the Senior Chairperson announces the next break or adjourns the meeting.

2.2. During this time, the delegate is strictly prohibited from using any electronic devices and is expected to serve the detention time as a consequence of their offence.

The Second-Degree Warning Policy is instrumental in preserving the decorum and adherence to rules and regulations at ECAMUN events. It ensures that more serious infractions are duly addressed, contributing to the maintenance of a respectful and orderly atmosphere during our activities.

Suspensions

The Suspension Policy outlines the protocol for the removal of a delegate from the MUN program for a specified period. A suspension may be imposed upon any student found to be engaged in conduct deemed less severe than the violations outlined under “expulsions”, but still warranting serious disciplinary action.

1. Committee Decision and Commencement of Suspension

1.1. The Management team will convene to deliberate on the circumstances surrounding the alleged violation. The Committee's decision will be based on a careful assessment of the situation and its consequences.

1.2. Once the Committee reaches a final decision, it will promptly notify the student and their advisor. This decision will be passed through the coordinators. The decision may include the duration and terms of the suspension.

1.3. The commencement of the suspension may vary depending on the nature of the infraction and the final decision of the Committee members. It may begin immediately or on the following day following the decision.

Expulsions

The Expulsion Policy outlines the procedures and consequences associated with the expulsion of a student from the MS-ECAMUN or ECAMUN program. Expulsion entails the complete removal of the student from the program for the duration of the MS-ECAMUN or ECAMUN program, with certain restrictions and implications.

1. Grounds for Expulsion

Expulsion may be imposed on any student found to have committed a serious infraction of the behaviour expected by participants. The decision for expulsion rests with the discretion of the Executive Committee. Expulsion entails the following consequences:

1.1. The student will not be permitted to remain on the UNON compound as a participant or spectator.

1.2. The student will not be allowed to maintain possession of their ECAMUN name badge.

2. Procedure for Expulsion

2.1. The expulsion of any student will typically involve a discussion of the circumstances by the Executive Committee members and coordinators.

2.2. The student involved and their advisor will be informed of the basic facts related to the circumstances, and a further inquiry will be conducted if necessary.

2.3. After a thorough investigation, the Committee will make a decision regarding the expulsion, and it will be reported to the student in the presence of the school's advisor. The Committee's decision is final.

3. Impartial Decision-Making

3.1. The Executive Committee is entrusted with making all decisions free from bias, even if an Executive Committee member is involved in any way with the matter under consideration.

3.2. In cases where the Executive Committee cannot reach a conclusion, the ECAMUN Coordinators shall be consulted.

3.3. The Secretary-General (or acting leader in case of absence) will report the outcome of the Committee's decision to the student and the student's advisor, with support from the ECAMUN Coordinator and other Committee members if necessary.

4. Reasons for Expulsion

Students may be expelled from the program for the remainder of the conference for the following reasons:

- Smoking, drinking, or drug use at any MS-ECAMUN or ECAMUN-related event, which results in immediate expulsion with no discussion.
- Plagiarism, where evidence shows that a student's resolution contains another individual's work without proper citation.
- Serious cases of misbehaviour, including disrespectful attitudes towards program officials or UN members.
- Vandalism of ECAMUN property or that of hosting venues associated with MS-ECAMUN and ECAMUN events.
- Bribing, coercing, or threatening anyone involved in the program for votes, yielding, or unscreened note passing.
- Trading, falsifying, or altering official name badges in any way, including attempts to replace a clipped badge.
- Theft of any ECAMUN materials, personal belongings of participants, or host venue property.
- Serious disruption of proceedings without justifiable cause.
- Accumulation of two badge clippings by any individual, resulting in expulsion for the remainder of the conference (refer to the badge clippings section for details).

This list is not exhaustive, and the Executive Committee retains the discretion to determine whether an issue not explicitly mentioned here warrants expulsion.

Dress Code Policy

1. Introduction

As the ECAMUN is a simulation of the world of diplomacy, all student participants are expected to adhere to a formal business attire dress code during all official functions. Official functions include mock debates, workshops, and all conference days.

It is important to note that formal business attire is not required during training sessions, Charity Events, Luncheons, Review Sessions, or otherwise announced by the Executive Committee.

2. Dress Code for Advisors

2.1. Advisors are also expected to dress in formal business attire during conference week.

2.2. Advisors should evaluate the appropriateness of their students' attire each day.

2.3. Students found in violation of the dress code will be asked to change into acceptable attire before entering conference rooms. In severe cases, students may be sent home to do so.

2.4. Students found in violation of the dress code will not be permitted to remain on the UNON compound as observers.

2.5. School uniforms will be considered appropriate attire during the conference provided they meet the specified requirements.

3. Men's Dress Code

Men's attire **MUST** include the following

- Dress shirt with long sleeves, sleeves unrolled, and all buttons fastened.
- Shirt must be tucked in.
- Dress pants.
- Dress shoes.
- Belt. (Optional)
- Tie.
- Suit jacket (optional)
- School uniform (optional)

The following items are **NOT** allowed:

- T-shirts unless worn under a dress shirt
- Headgear, except for religious purposes or as part of the delegation's national dress.
- Jeans, cargo pants, or corduroy/denim trousers.
- Sagging pants.
- Sneakers.
- Shorts of any type.

4. Women's Dress Code

Women's attire **MAY** include the following:

- Women's business suits.
- Professional dresses.
- Blouses.
- Sleeveless tops with straps at least four fingers wide (index to little finger).
- Skirts that end at a maximum width of four fingers from the knee.
- Slacks.
- Dress shoes.

- Sandals.
- High heels.
- Scarves as part of a professional ensemble or headdress.
- Head coverings if for religious purposes or as part of national costume.

The following items are **NOT** allowed:

- Hats, berets, bandanas.
- Corduroy/denim trousers, skirts, and jackets.
- Jeans.
- Tight, form-fitting trousers.
- Trousers with studs, embroidery, or other applied designs.
- Leggings.
- Miniskirts.
- Low-cut blouses and tops.
- Blouses that are tight or form-fitting.
- Any type of shorts.
- Tops that reveal a bare midriff.
- T-shirts of any type.
- Sneakers.

5. Delegates in Cultural Attire (for Cultural Day)

Men:

Men opting to wear cultural clothing should dress in authentic, traditional outfits that reflect their countries' heritage and cultural identity. These outfits should be tasteful, respectful, and representative of their country's cultural background. Cultural clothing should be clean, well-maintained, and appropriately fitted. Comfortable and appropriate footwear that complements the cultural clothing is allowed. Digits (toes) must not be visible. No clothing should reveal the delegate's shins/legs or shoulders. Cultural headwear is permitted.

Women:

Women choosing to wear cultural clothing should don traditional and genuine outfits that represent their countries' cultural heritage respectfully and accurately. Cultural clothing should adhere to principles of modesty and elegance, ensuring that it is appropriate for a professional setting. Cultural attire should be clean, well-maintained, and properly fitted. Comfortable and

appropriate footwear that complements the cultural clothing is allowed. Cultural headwear is permitted. This clothing must not be revealing, adhering to the “four-finger rule” where applicable.

6. General Dress Code Guidelines

6.1. All MS-ECAMUN and ECAMUN participants must wear appropriate and formal business attire. Jeans, casual wear, and shorts are not allowed, and undergarments must not be visible at any time.

6.2. Attire displaying illicit items is strictly prohibited.

6.3. Delegates may dress in the national dress of the country they are representing, provided that it complies with all aspects of the dress code.

7. Dress Code Enforcement

7.1. If any delegate or other MS-ECAMUN or ECAMUN participant arrives improperly dressed, they will be asked to dress appropriately (e.g., wearing a jacket to cover a violation) or change attire.

7.2. Breaking the dress code may result in a clipping or a warning at the discretion of a Head Securitary, Senior Chairperson, or Executive Committee member.

7.3. When a delegate is suspected of breaking the dress code, they must make the necessary measurements in front of a Securitary, Senior Chairperson, or Executive Committee member.

7.4. In case of a dispute, the Executive Committee will determine whether delegates' clothing is inappropriate. The decision of the Executive Committee on such matters is final.

7.5 Delegates have the right to adjust their clothing before any measurement is taken.

AMBASSADORS

The role of Ambassadors within the MS-ECAMUN and ECAMUN programs is crucial in representing each participating school's delegation during conference week. This section provides guidance on how ambassadors should be selected and outlines their responsibilities during the conference year.

Selection Process

The ECAMUN program does not involve itself in the selection of ambassadors. Instead, each participating school is responsible for choosing one ambassador from the members of each delegation they are representing.

Some schools opt to allow delegation members to elect their ambassador democratically.

Common Selection Criteria

Ambassadors are expected to possess certain qualities that contribute to effective representation and leadership during the conference week. Common selection criteria include:

1. **Experience in MUN:** Ambassadors are often chosen based on their previous experience in MS-ECAMUN or ECAMUN.
2. **Leadership Abilities:** They should demonstrate leadership abilities that enable them to guide and lead their delegation effectively.
3. **Trustworthiness:** Ambassadors are expected to be trustworthy individuals who represent the best interests of their delegation and school.
4. **Enthusiasm for the Program:** A genuine enthusiasm for the MS-ECAMUN or ECAMUN program is essential to motivate and engage delegation members.
5. **Character:** Ambassadors should exhibit strong character traits, such as integrity and respect for others.

It's important to note that schools may have their own selection criteria, and the decision to appoint ambassadors can vary widely. ECAMUN does not recommend one selection process over another.

Ambassadors' Responsibilities

Ambassadors have a set of responsibilities during the conference year, which includes:

1. **Delegation Profile:** Ambassadors are responsible for completing a delegation profile form in the months leading up to the conference. This form contains essential information about the delegation and guides delegates' research.
2. **Resolutions:** Ambassadors lead their delegation's efforts in writing resolutions, ensuring that they meet the criteria outlined in the conference guidelines. They should also oversee the formatting of resolutions. Ambassadors are the representatives of delegates who present resolutions, and therefore should play a pivotal and lead role in drafting the resolution.

3. **Lobbying:** During the lobbying session, ambassadors monitor their delegation's activities, encourage interaction with other delegates, and seek support for resolutions. They assist delegation members whose resolutions have been merged to ensure coherence and presentation strategy. They request for amendments, yieldings and more to strengthen their resolution.
4. **Coordinating the Delegation:** Throughout the conference week, ambassadors maintain regular communication with delegation members, stay informed about debates in various committees, and offer advice when necessary, especially to sponsors. All delegation members should be well-versed in their delegation's policies for accurate voting and crisis participation. They are also responsible for creating and distributing their country's official notepaper. More information on official communication will be found in the **Ambassadors' Booklet**.
5. **Donating Funds:** Ambassadors oversee any financial donations made in response to resolutions requesting funding. Donor Nation delegates may make donations aligned with their country's policies, with the approval of the ambassador. Note that only donor nations may contribute to donations.
6. **International Court of Justice:** Ambassadors of countries involved in ICJ cases are responsible for filling out pleadings and selecting delegations willing to represent their delegation during cases.
7. **Voting for Best Resolution:** Towards the end of the conference, ambassadors have the opportunity to vote for what they believe to be the best resolution in each committee they participated in. They should consult with their delegation members and submit completed forms to Executive Committee members or Senior Chairpersons. Delegations may not vote for their own school's resolutions.

NOTE:

Individual schools may assign additional responsibilities to their ambassadors. As an ambassador, it is essential to work closely with their school's Advisor to ensure a smooth conference experience for your delegation. More information on ambassador specific duties and tasks will be found in the **Ambassadors' booklet**.

DELEGATION PREPARATION

As an advisor, your primary responsibility is to ensure that your students are well-prepared to actively and confidently participate in MS-ECAMUN and ECAMUN conferences. This section outlines the essential preparation your students should undergo and provides guidance on their responsibilities during the conference.

Student Preparation

To succeed in ECAMUN conferences, students should be well-prepared in the following areas:

1. **Familiarity with Delegation Policies:** Students must have a comprehensive understanding of their assigned delegation's foreign policies.
2. **Committee Knowledge:** Students should possess in-depth knowledge of the committee they are assigned to.
3. **Understanding of the United Nations:** Students must understand the nature of the United Nations, including its structure, purpose, and powers.
4. **Public Speaking Skills:** Developing public speaking skills is crucial, as students will be required to present and defend resolutions and actively participate in debates.
5. **Negotiation and Leadership:** Students should demonstrate the ability to negotiate, compromise, and lead others effectively.
6. **Knowledge of ECAMUN Parliamentary Procedure:** Familiarity with MS-ECAMUN or ECAMUN Parliamentary Procedure is essential for smooth participation.

Expectations at the Conference

During the conference, delegates will be expected to:

1. **Write, Present, and Defend Resolutions:** Delegates should be capable of crafting, presenting, and defending resolutions.
2. **Active Debate Participation:** Delegates are expected to fully engage in debates within their committees and the General Assembly.
3. **Crisis Solving:** Delegates should contribute to solving crisis situations within their groups effectively.

Specialised Committees

Delegates assigned to specialised committees such as the International Court of Justice, Historical Decisions Committee, Mendonsa Charity Council, and Special Summit committees should conduct thorough research on their respective cases/topics. They should also familiarise themselves with the procedures specific to these committees. They may find more information on these committees in each respective **Specialised Committee Booklet**.

Research Prior to Conference

Thorough research is vital as ECAMUN simulates real-world United Nations proceedings. Delegates should be well-versed in their assigned nation's policies. Resources to guide research include:

- Encyclopaedias and basic reference sources such as atlases and almanacks.
- Online sources like the CIA World Factbook.
- News agencies and periodicals like BBC and Newsweek.
- Contacting the local embassy of their nation for information.

Research should focus on key areas such as the nation's history, current economic status, treaties and organisations it belongs to, historical allies and enemies, participation in international affairs, areas of interest abroad, and relationships with neighbouring countries.

Delegates must have a solid understanding of the United Nations, including its purposes and powers. Historical documents like the UN Charter and relevant books on the UN multilateral system can be valuable resources.

Diplomatic Behaviour

Delegates are expected to behave diplomatically at all times during the conference. General rules of etiquette include:

- Avoiding yelling, shouting, or rudeness.
- Not interrupting others while speaking.
- Not attempting to coerce or bribe others.

Respect for Fellow Delegates

Delegates should treat each other with respect by actively listening to proposals, acknowledging differences in opinion, and interacting politely.

As mock diplomats and dignitaries, delegates should treat each other with a high degree of mutual respect. This entails, but is not limited to,

- Listening attentively to others' proposals, especially during lobbying.
- Acknowledging another delegate's right to a difference in opinion, however that may manifest itself during the course of the week.
- Interacting politely with all other participants.
- Referring to other delegates during debate in the third-person and in a respectful manner, often as "My fellow/esteemed delegate from..."

Observing Debate Protocol

Unless calling a motion that requires no recognition, delegates may only speak when the right to do so is accorded them by the Chair, either by receiving the floor or being called on (as is the case in Right to Explain Vote).

- Receiving the floor is known as recognition.
- Delegates may request the floor by raising their placards.
 - However, delegates should not raise their placards if someone else has received the floor or someone else is currently speaking.
 - Instead, they should wait for the Chair to call for requests for the floor.
- During debate proceedings, delegates are not allowed to speak to anyone other than fellow members from the same delegation that may be sitting with them.
 - Conversations between members of the same delegation should be kept to a whisper.
 - If a delegate or delegation becomes too noisy and begins to disturb other participants, they will face consequences that could result in their suspension from the assembly.
 - If delegates wish to communicate with individuals in delegations other than their own, they may do so by sending a note through a Secretary. All notes will be screened according to ECAMUN Special Rule 11.
 - Direct communication between the speaker and a delegate on the floor is also prohibited.
 - Thus, if the speaker has not clearly heard or understood a Point of Information, they must inform the Chair, who will in turn request that the delegate from the floor either rephrase or restate the question.
- If at any point in debate a delegate is confused as to what is going on, they are free to inquire about parliamentary procedure via a Point of Parliamentary Inquiry (see “Guidelines for General Debate”).

By ensuring your students are well-prepared and understand conference etiquette, you contribute to a successful and enriching MS-ECAMUN and ECAMUN experience.

ADVISORS' GUIDELINE

Description

This guide serves as a flexible framework to support advisors in facilitating an East & Central African Model United Nations club. It is essential to emphasise that this is **NOT** a rigid syllabus but rather a dynamic resource. It assumes a starting point from **September 20th**, spanning over **NINE** weeks (ending on **December 1st**), though it accommodates progress made before this date. Effectively, this guideline is as long as the Officer training program.

Advisors are encouraged to inject creativity and adaptability into their sessions, incorporating icebreakers, competitions, quizzes, visual aids, and other engaging elements while ensuring that the necessary content is covered.

While this guide is designed to be flexible, it is advisable for advisors to somewhat adhere to it to ensure that delegates are adequately prepared. Some content indicated in **bold** is considered essential and should be covered, regardless of the participants' prior experience or knowledge.

The guideline is structured into columns for ease of reference:

Duration	Agenda	References	Other Details & Deadlines
This column shall indicate the recommended duration required to cover the content found under 'Agenda'. However, Advisors have complete freedom over making use of their own timelines - although, they should be careful to ensure that they do not conflict with the set deadlines.	This column shall indicate a numbered list of agenda points that Advisors are recommended to cover. These shall be coupled with resources found under 'References'. Advisors are encouraged to creatively go about covering the respective agenda points and include more practical means of covering the content found under this column, to engage their MUN club better.	This column shall indicate a comprehensive list of resources which Advisors are recommended to refer to as they cover the agenda points. All of these resources shall be made available to Advisors.	This column shall indicate a list of recommended tasks that Advisors should assign to their delegates to ease content coverage. <u>DEADLINES:</u> Here, also, important deadlines which MUST be adhered to shall be recorded which shall aid in the planning process of MUN club agenda.

This Advisor's Guideline is intended to be a versatile tool to help advisors in guiding their MUN club. It is not meant to be followed stringently but rather adapted and enhanced to meet the specific needs and interests of the club's participants.

Remember, aside from the **DEADLINES** and information in **bold**, this guideline is a mere recommendation of how to prepare delegates for the debate and experience of a conference.

By using this guideline as a foundation, advisors can create a dynamic and engaging MUN experience that prepares delegates for success while fostering their passion for international affairs and diplomacy.

Guideline

Duration	Agenda	References	Other Details & Deadlines
TWO weeks 16th Sept to 27th Sept	1. Introducing MUN. 2. Establishing club aims, rules and goals. 3. Introduce the <i>Delegates' Handbook</i> and its purpose. 4. Introducing the MS/ECAMUN program. 5. Runthrough of the Timeline of Events 2024/5. 6. Outline ECAMUN rules and regulations. 7. Breaking down and explaining all offered positions in MS / ECAMUN.	Delegates' Handbook pages 6-9 Delegates' Handbook pages 49-52 Advisors' Booklet page 5 Advisors' Booklet pages 10-14 Timeline of Events 2024/25	Advisors are recommended to form a centralised platform to communicate with their classroom. Delegates should go over Committees. The Advisor may decide to assign additional (personal) reading on the content that has already been covered. <u>DEADLINES:</u> All registrations of students attending the ECAMUN and MS-ECAMUN Officer Training are due by the close of business of the 17th of September. All confirmations of attendees to the Ambassadors' and Press Corps' Workshop and applicants for the MCC are due by the close of business of the 25th of September.
ONE week 30th Sept to 4th Oct	1. Introducing a committee in MS/ECAMUN. 2. Breaking down and explaining Unspecialised and Specialised Committees. 3. Breaking down and explaining Exceptions to General Debate.	Delegates' Handbook pages 30-38 Special Summit Booklet Historical Decisions Committee Booklet International Court of Justice Booklet Mendonsa Charity Council Booklet	Delegates should go over Privilege Points. The Advisor may decide to assign additional (personal) reading on the content that has already been covered.

		The Special Sessions of Committees Booklet	
TWO weeks 7th Oct to 18th Oct	1. Introducing debate in MS/ECAMUN. 2. Breaking down and explaining Motions of Parliamentary Procedure . 3. Breaking down and explaining Guidelines for General Debate . 4. Simulating debate in an unspecialised committee. 5. Simulating debate in a specialised committee.	Delegates' Handbook pages 10-29	Delegates should go over all Motions of Parliamentary Procedure and Guidelines for General Debate. The Advisor may decide to assign additional (personal) reading on the content that has already been covered. <u>DEADLINES:</u> All payments for students attending the ECAMUN and MS-ECAMUN Conferences are due by the close of business of the 9th of October .
THREE weeks 21st Oct to 8th Nov	1. Introducing a resolution in MS/ECAMUN. 2. Breaking down and explaining resolution writing and formatting . 3. Presenting a sample resolution(s). 4. Debating an internally written resolution(s). 5. Evaluating and providing feedback on internally written resolutions.	Ambassadors' Booklet pages 12-21 Advisors' Booklet page 43	Delegates should go over resolution writing. Ambassadors (and Delegates) should compose resolutions. The Advisor may decide to assign additional (personal) reading on the content that has already been covered. <u>DEADLINES:</u> All confirmations of attendees to the MS-ECAMUNMock Debate and resolutions desired to be debated during the MS-ECAMUNMock Debate are due by the close of business of the 15th of October . All confirmations of attendees to the ECAMUN Mock Debate, resolutions desired to be debated during the ECAMUN Mock

			Debate, and representatives of the disputing parties of the ICJ (for the 44 th Annual ECAMUN) are due by the close of business of the 30th of October .
ONE week 11th Nov to 15th Nov	1. Breaking down and explaining pre-conference preparation . 2. Breaking down and explaining the conference experience . 3. Breaking down and explaining committee awards . 4. Briefly breaking down and explaining the post-conference experience.	Delegates' Handbook pages 39-45 Advisors' Booklet pages 32-34 Advisors' Booklet pages 39-40	Delegates should go over Pre-Conference Preparation, During Conference and Post Conference. The Advisor may decide to assign additional (personal) reading on the content that has already been covered.
TWO weeks 18th Nov to 29th Nov	1. Breaking down and explaining the post-conference experience . 2. Breaking down and explaining what is next for Delegates, and other Officers . 3. Reviewing Motions of Parliamentary Procedure and Guidelines for General Debate. 4. Reviewing Committees and Exceptions to General Debate. 5. Reviewing internally written resolutions. 6. Reviewing ECAMUN rules and regulations (including dress code policy and disciplinary policy). 7. Final remarks.	Delegates' Handbook page 41 Delegates' Handbook pages 55-63 Delegates' Handbook pages 46-48 Advisors' Booklet pages 22-29	Delegates should go What's Next for Delegates. The Advisor may decide to assign additional (personal) reading on the content that has already been covered.

COMMUNICATION

General Communication Guidelines

During conference proceedings, delegates are permitted to communicate with one another solely through written notes transmitted by a designated Secretary.

Such notes must be screened by the advisor on duty. In the case that the advisor is not present, the Head Secretary will screen these notes.

Notepaper Requirements

Delegations are responsible for providing their own notepaper, which must be printed prior to the conference week.

ECAMUN and UNON staff will not provide photocopying services for notepaper.

Delegations should ensure they print an adequate quantity of notepaper to last all delegation members throughout the entire conference.

Acceptable notepaper must include the following elements:

- "To" and "From" designations.
- An emblem of the sending country's flag.
- Must pertain to committee proceedings
- Must be written in English (unless otherwise directed by the Senior Chairperson).

	To: From: Kenya
Message: 	

Regulations Regarding Notes

Notes failing to meet the following requirements will be immediately discarded, and the sender may face expulsion based on the severity of the violation.

Discarded notes will still count towards each delegation's limit of **three notes per committee per day**.

Securitaries are obligated to report any such attempts to the Chair. The Chair has the authority to suspend note sending for their committee.

ECAMUN will provide specific notepaper exclusively for communication with the Chair, available in the ambassador's informational packet provided at the start of the conference week. Only these designated notes will be transmitted to the Chair.

Additional note paper for communication with the Chair may be requested from an Executive Committee member.

Note Content and Addressing

Messages must be addressed from one delegation to another using only the names of the delegations involved.

Messages must pertain solely to official business; personal information or unrelated comments are not acceptable.

Notes may not contain insulting, inappropriate language, or comments about assembly members.

All notes must be written in English.

Note Screening

All notes must be screened by an appointed advisor before being delivered (if there is no advisor available, a Head Secretary may assume this responsibility).

Notes sent to another committee room must also be screened before leaving the room.

Daily Limit

Each delegation is allowed **a maximum of three notes per day** in any given conference room. Notes beyond this limit will be automatically discarded.

Speaker Address

Notes addressed to the current speaker will not be delivered.

Prohibited Actions

Participants attempting to bribe, coerce, or threaten a Secretary into delivering an unscreened note risk expulsion from the program.

PRESS CORP APPLICATION

Press Corps Responsibilities

During the conference week, members of the Press Corps will be responsible for producing a daily newspaper for the MS-ECAMUNor ECAMUN delegates. This process will be conducted under the guidance of a supervisor, who will serve as the final editor for all content to be published.

Primary Responsibilities

1. Generating stories and graphic images.
2. Editing all material for publication.
3. Distributing the newspaper to MS-ECAMUNor ECAMUN participants.

Application Process

Interested individuals must officially apply for positions in the Press Corps at the first Mock Debate, typically scheduled in October. All applicants residing in Kenya must attend the mock debate and submit a story based on their reporting from the day. Advance communication of absences to the Press Corps supervisor may be excused.

The supervisor will review each application and create a final Press Corps roster, which may consist of eight to twenty members. Decisions will be based on the following criteria:

- The candidate's demonstrated ability to meet deadlines.
- The candidate's demonstrated desire to participate in the Press Corps.
- The candidate's prompt attendance at MS-ECAMUNor ECAMUN preparatory functions.
- The candidate's publication skills.
- Consideration of fair representation of participating schools.

General Guidelines of Conduct

Press Corps members are expected to:

- Meet all attire, attendance, diplomatic behaviour, and general conduct expectations required of all MS-ECAMUNand ECAMUN participants.
- Report promptly to the Press Corps room at the start of each conference day to determine their daily work assignments.
- Inform potential interviewees of their status as Press Corps members and their intention to consider comments for publication in the MS-ECAMUNand ECAMUN newspaper.

- Avoid falsely representing any individual, statement, or image in the MS-ECAMUN and ECAMUN newspaper, except in cases of obvious humour or satire.
- Maintain respect for all MS-ECAMUN and ECAMUN participants and the program itself in all instances, including humorous or satirical content.

Reconsideration of Press Corps Membership:

Any Press Corps member who violates the outlined regulations at any point during their membership may face reprimand and potential removal from the official Press Corps roster at the discretion of the supervisor. In such cases, members have the right to appeal their loss of membership to the Press Corps supervisor and the ECAMUN Executive Committee & Management Team..

RESOLUTIONS

A resolution is a formal document, crafted and presented by a delegation, that delineates an issue confronting a country or region and outlines a potential solution. Resolutions in the General Assembly must fall within the purview of a specific committee — Health, Technology, Ecology, Economics, Human Rights, or Politics. Resolutions in the Security Council should align with the Council's primary mandate: the maintenance of international peace and security.

Submitting Resolutions for Debate

Delegation Eligibility

All delegations, including member states and Official Observers, may submit one resolution to one of the four principal committees.

Security Council members, whether permanent or non-permanent, must submit one resolution to the Security Council and may also submit one resolution to one of the principal committees.

Submission Deadline

All resolutions must be uploaded onto the portal (through the resolution tab) through ecamun.co.ke no later than **December 5th**.

Resolutions submitted after this deadline or in formats other than .pdf will not be considered by the Resolution Approval Committee (RAC).

Resolution Approval Committee (RAC)

All submitted resolutions will undergo a thorough review by the Resolution Approval Committee (RAC).

RAC will evaluate resolutions to ensure they adhere to formatting requirements (refer to "Formatting a Resolution" in the **Ambassadors' Booklet**).

Resolutions will also be scrutinised for content, and those found unsuitable for debate (e.g., overly general, too brief, plagiarised, etc.) will be rejected.

Bringing Resolutions to Mock Debate

Schools may choose to bring preliminary drafts of their resolutions to the Mock Debate conducted before the official conference.

Schools interested in this option are encouraged to prepare resolutions for various committees.

For distribution, schools must provide a minimum of 150 hard copies of each resolution.

Additionally, schools must submit a soft copy of the resolution in .pdf format to sariga.ecamun@gmail.com on the **Wednesday in the week prior** to the Mock Debate.

The electronic submission should not be considered the final submission to RAC.

Advisors are encouraged to bring resolutions, even if not for debate, for review by other advisors during the workshop, especially to identify any formatting errors.

CONCLUSION

In concluding this meticulously crafted Advisor's Booklet, we extend our heartfelt gratitude to you for dedicating your time to read through this essential resource. Your role as advisors is invaluable in guiding and supporting our delegates, and we are confident that this booklet will serve as a valuable reference tool throughout your journey with us.

Should you have any further questions or require additional clarifications on any aspect of the conference, please do not hesitate to reach out. We are here to provide you with the support and information you need to make your delegation's experience as enriching as possible.

We want to draw your attention to the streamlined content of this booklet. To reduce bulk and enhance readability compared to the old advisors booklet, we have omitted certain sections, including: Common Conference Terms, Guidelines for General Debate, Voting Procedures, Right to Explain Votes, Privilege Points, Chairing Phrases, Resolution Formatting, Resolution Pathways, Motions, and Member States & Specialized Committee Summaries. Rest assured, you will find all these details comprehensively covered in the delegate booklet. This approach ensures that our advisor's booklet remains focused on providing you with the information most relevant to your role.

Regarding the Security Council member states, please note that they change annually, and their details are intentionally not included in this Advisors' Booklet for this reason.

We strongly encourage you to thoroughly read this Advisors' Booklet and advise your delegates to similarly engage with the **Ambassadors' Booklet** and **Delegates' Handbook** with respect and diligence, as well as any official ECAMUN resources (including all **Specialised Committee Booklets**). These resources will collectively enhance your understanding of the conference and contribute to a successful and productive experience.

As a reminder, all dates provided in this booklet are tentative, and our policies are final. We appreciate your understanding and cooperation in this regard.

Once again, thank you for choosing to be a part of our conference. We are eagerly looking forward to seeing you and your delegates in person and are excited about the enriching discussions and experiences that await us all. Your commitment and dedication to the Model United Nations program are highly appreciated, and together, we will make this conference a remarkable and memorable event.

Kind Regards,

2025/26 ECAMUN Management Team