

INFORMATION BOOKLET

XXII Annual Session

Lübeck, 20th May – 25th May 2019



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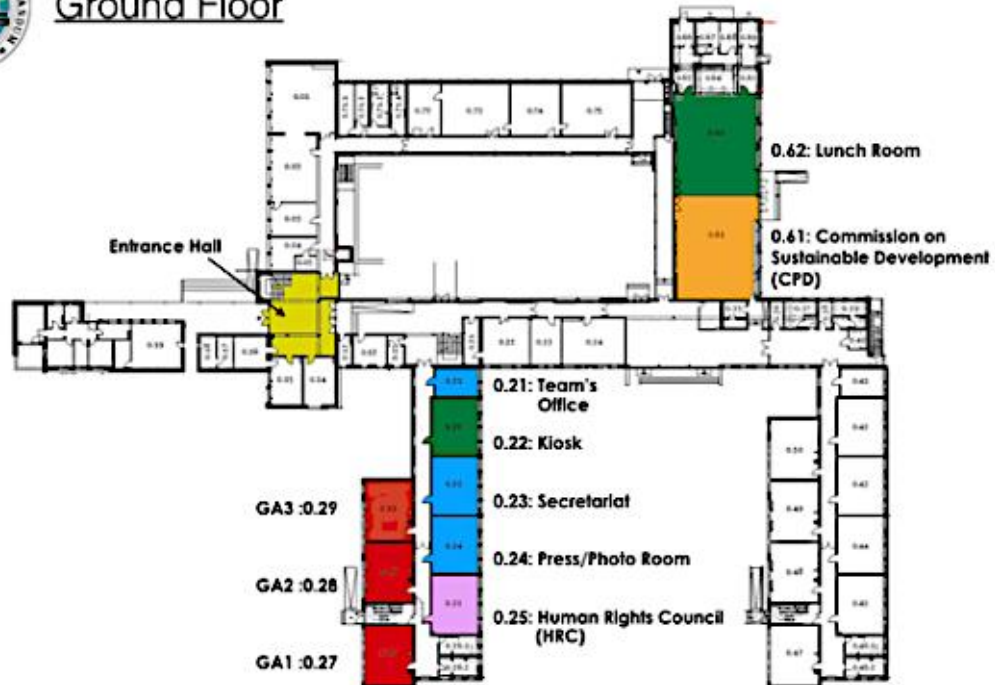
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Room Plan



Model United Nations of Lübeck | 2019

Ground Floor

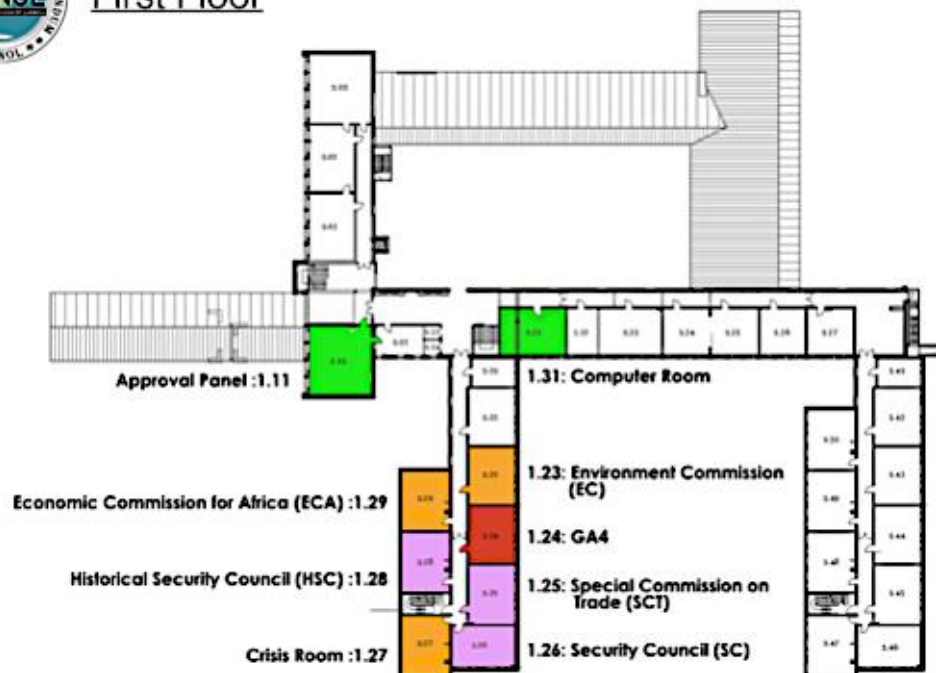


Thomas-Mann-Schule | Lübeck

Model United Nations of Lübeck | 2019



First Floor



Thomas-Mann-Schule | Lübeck

Introduction

Dear Students, Teachers, Sponsors and Guests,

On behalf of the Executive Staff of **MUNOL** 2019, we would like to welcome everybody to the 22nd annual session of Model United Nations of Lübeck.

Annually since 1998, when a group of students launched a Model United Nations called "**MUNOL**" in Lübeck, the conference has taken place at the Thomas-Mann-Schule. Back then, they planted the seed of a project which grew steadily into the extraordinary conference it is today.

As we have always valued internationality at MUN-conferences, we tried to put a special focus on the diversity of nations. Hence, with nearly 500 students gathering in Lübeck from 12 countries and three continents, **MUNOL** 2019 will again be a very international conference.

During the week, the delegates will discuss and find compromises on highly topical issues that are currently drawing the world's attention such as the increasing threat of climate change and international conflicts. Moreover, our prominent guest speakers will enrich the conference by giving you an insight into certain fields of their expertise, enhancing your background knowledge and ameliorating the quality of debate. Altogether, this creates the famous **MUNOL-Spirit** and you will soon realize what it feels like to be part of this '**MUNOL-icious**' event.

In 2019, we are simulating 11 forums of the United Nations including amongst others the Security Council, the *Historical Security Council* (HSC) and also this year the *Special Conference on Trade in the 21st century* which has been established in the course of our conference theme 2019: trade and development in the 21st century: are we getting ready for the future?

Furthermore, we are continuing our efforts to make **MUNOL** as 'green' as possible by almost exclusively using recycled paper and separating waste in the forums. More information about **MUNOL** going green can be found on page 17.

While **MUNOL** itself may not actually solve particular problems, we hope that discussing serious topics of global concern will spread and promote the core values of the United Nations.

This Information Booklet will provide you with important schedules as well as general information concerning **MUNOL**. Please do not hesitate to approach us as soon as you face difficulties or have ideas for improvements. We hope you have a pleasant stay in Lübeck.

Yours very sincerely,

Lars Machinia and Beyza Günsür

(Conference Management of MUNOL 2019)

Programme of events

	Monday, May 20 th 2019	
10:00 – 18:00	Free entry in the Hansemuseum (with MUNOL-badge)	Hansemuseum
12:45	Executive Staff Meeting	Secretariat, Room 023
13:15 – 14:30	Chair (and Ad-Staff) Briefing	CPD, Room 061
13:00 – 18:00	Registration	Entry TMS
16:00 – 17:30	First-timer Meeting (optional)	CPD, Room 061
16:30 – 17:00	Chair De-Briefing	GA3, Room 029
18:00	Executive Staff De-Briefing	Secretariat, Room 023
19:00 – 20:00	Welcome ceremony in the Town Hall (no formal dress required for delegates)	Audienzaal/Foyer Town Hall
20:00	Committee Evening (mandatory for delegates)	Follow your Chair ;)
20:00	MUN-Directors Get Together	Ratskeller
	Tuesday, May 21 st 2019	
08:00	Executive Staff Meeting	Secretariat/MuK
08:00	Chair Briefing	MuK
08:30	Ambassador Meeting	MuK
09:00 – 12:00	Opening Ceremonies	MuK
12:30 – 13:00	Bus Shuttle to the TMS	Entrance of the MuK
13:00	Introduction in all forums and Opening Statements	TMS
13:00	Approval Panel opened	Approval Panel, Room 111
13:30 – 18:00	Debate in (H)SC	TMS
13:30 – 18:00	Lobbying in all forums (except for HSC and SC)	TMS
13:00 – 14.30	Lunch available (have a look at the lunchplan below)	Lunch Room, Room 062
15:00 – 16:00	<u>Guest speaker:</u> Fernando Brun, Consul general of Argentina (second and third committee)	Lunch Room, Room 062
15:00 – 16:00	<u>Guest speaker:</u> Ulrich Bongertmann, Historian and former Chairman of the German History Teacher Association (SC and HSC)	Room 127

16:00 – 17:00	<u>Guest speaker:</u> Madan Lal Raigar, Consul general of India (CPD and ECA)	CPD, Room 061
18:00	Executive Staff De-Briefing	Secretariat, Room 023
18:15 – 18:45	Chair De-Briefing	GA3, Room 029
18:00	MUN Directors Party	Mr. Harz' place
20:00	MUNOL Chill Out	Strandsalon
Wednesday, May 22nd 2019		
08:15	Chair Briefing	GA3, Room 029
08:30	Executive Staff Meeting	Secretariat, Room 023
09:00 – 17:00	All forums in session	TMS
09:00 – 17:00	Approval Panel open	Approval Panel, Room 111
10:30 – 11:30	<u>Guest speaker:</u> Dr. Tobias Bayr, GE-OMAR (CPD and EC)	Lunch Room, Room 062
12:00 – 14:00	Lunch available	Lunch Room, Room 062
14:00	MUN Directors meeting with the Financial Manager (payments)	Approval Panel, Room 111
14:15 – 14:45	Chair workshop (for interested delegates)	Room 127
15:00 – 16:00	<u>Guest speaker:</u> Richard Yoneoka, Consul general of the USA (first and fourth committee)	Lunch Room, Room 062
16:00	Executive Staff De-Briefing	Secretariat, Room 023
16:15 – 16:45	Chair De-Briefing	GA3, Room 029
18:00	Committee Movie Evening (mandatory for delegates)	Cinestar Stadthalle, meet your Chair ;-)
19:30	MUN Directors Evening	CVJM
Thursday, May 23rd 2019		
08:15	Chair Briefing	GA3, Room 029
08:30	Executive Staff Meeting	Secretariat, Room 023
09:00 – 17:00	All forums in session	TMS
09:00 – 16:45	Approval Panel open	Approval Panel, Room 111
11:00 – 12:00	<u>Guest speaker:</u> Dr. Patrick Rosenow, United Nations Association of Germany (SC and HSC)	Lunch Room, Room 062
12:30 – 14:30	Lunch available	Lunch Room, Room 062

15:00 – 16:00	<u>Guest speaker:</u> Helena Peltonen-Gassmann, Transparency International (HRC, SCT)	Lunch Room, Room 062
16:30	Executive Staff De-Briefing	Secretariat, Room 023
17:00	Free Evening	
17:15 – 20:30	Chair De-Briefing, Resolution Booklet Creation	Computer Room 131
Friday, May 24th 2019		
08:15	Chair Briefing I (Commissions/SCT/Councils)	GA3, Room 029
08:15	Chair Briefing II (Committees of the GA)	Hansemuseum
08:30	Executive Staff Meeting	Secretariat, Room 023
09:00 – 17:00	SCT and Councils in session	TMS
09:00 – 17:00	ECOSOC in session	CPD, Room 061
09:00 – 17:00	General Assembly in session	Hansemuseum
11:30-13:00	<u>Guest speaker:</u> Captain Maximilian Eigen, German Federal Defence (GA)	Hansemuseum
12:00 – 14:00	Lunch available	Lunch Room, Room 062/Hansemuseum
14:30 – 15:30	MUN Director meeting with the Executive Board	Approval Panel, Room 111
17:15 – 17:45	Chair De-Briefing I (Commissions / SCT / Councils)	GA3, Room 029
17:15 – 17:45	Chair De-Briefing II (Committees of the GA)	Hansemuseum
17:00	Executive Staff De-Briefing	Secretariat, Room 023
18:00	Members' meeting MUNOL association	ECA, Room 129
19:30	MUN Directors Dinner	Kartoffelkeller
21:00	MUNOL Party	Cargo Boat
Saturday, May 25th 2019		
08:15	Chair Briefing I (Commissions/SCT/Councils)	GA 3, Room 029
08:15	Chair Briefing II (Committees of the GA)	OzD
08:30	Executive Staff Meeting	Secretariat, Room 023
09:00 – 13:30	General Assembly in session	OzD
09:00 – 13:30	ECOSOC in session	CPD, Room 061
09:00 – 14:15	SCT and Councils in session	TMS
10:00 – 18:00	Free entry in the Hansemuseum (with MUNOL-badge)	Hansemuseum

12:30 – 13:30	Lunch available for SCT and Councils	Lunch Room, Room 062
13:30 – 14:15	Lunch available for ECOSOC	Lunch Room, Room 062
13:30 – 14:15	Lunch available for GA	OzD
14:00	Bus shuttle to the OzD for SCT and Councils	Entrance of the TMS
14:30	Bus shuttle to the OzD for ECOSOC	Entrance of the TMS
15:00 – 17:00	Closing Ceremonies	OzD
18:30	Official De-briefing	CPD, Room 061

- "(H)SC": Security Council, Historical Security Council
- GA= General Assembly
- ECOSOC= Economic and Social Council
- TMS = Thomas-Mann-Schule
- MuK = Musik- und Kongresshalle
- OzD = Oberschule zum Dom
- Hansemuseum = European Hansemuseum

Where to find			
Forum	Tuesday/ Wednesday/Thursday	Friday	Saturday
GA 1	027	GA (Hansemuseum)	GA (OzD)
GA 2	028		
GA 3	029		
GA 4	124		
CPD	061	ECOSOC (Room 061)	ECOSOC (Room 061)
EC	123		
ECA	129		
HRC	025	025	025
SCT	125	125	125
HSC	128	128	128
SC	126	126	126

Lunch Plan

Each day of the conference, lunch will be provided for every MUNOL participant. At least **one vegetarian meal** choice is always offered. The different forums will have lunch according to this Lunch Plan. For special diets as mentioned during registration please approach the Kitchen Staff. The Chairs of each forum will be informed about possible changes concerning the lunchtimes.

<i>Forum</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<i>GA 1</i>	13:00	12:00	12:30	13:00	13:30
<i>GA 2</i>	13:00	12:00	12:30		
<i>GA 3</i>	13:00	12:20	12:50		
<i>GA 4</i>	13:20	12:20	12:50		
<i>CPD</i>	13:20	12:40	13:10	12:00	13:30
<i>EC</i>	13:40	12:40	13:10		
<i>ECA</i>	13:40	13:00	13:30		
<i>HRC</i>	13:40	13:00	13:30	13:00	12:30
<i>SCT</i>	14:00	13:20	13:50	13:20	12:50
<i>HSC</i>	14:00	13:20	13:50	13:20	12:50
<i>SC</i>	14:00	13:20	13:50	13:20	12:50

Conference Theme

***The change of trade and development in the 21st century:
are we getting ready for the future?***

Starting with long-distance metal trade evolving to the exchange of knowledge and finally services and goods with modern-day currency, trade has been an important part of much of humanity's history, and is tightly linked to our development. Let these means of trade be metal, food, knowledge, services or even people, and the development be a positive or negative one for humanity or individual groups – there are many current issues we can discuss about in order to get a better understanding of today's everyday life.

But trade is not the same as hundreds of years ago. Trade keeps changing. The change of trade regards stock markets and the internet, as new currencies and methods appear and are used, but the situation is not the same everywhere.

Our development as a global society is tightly linked to the exchange of goods, knowledge and services. Working on projects like the space capability of a whole continent or establishing peace in areas shaped by war would not be possible weren't it for the collaboration of various nations.

However, trade is not limited to economic goods only. Unfortunately, in some parts of the world, human trafficking still exists, and whole species are being erased off our earth's surface to please few people. Modern technologies have enabled companies to trade, buy and sell private information on people like you and me without us knowing about it. The development of humanitarian assistance passageways is blocked by various governments around the world, and people have to suffer.

So, trade and development are linked as both influence each other, are interdependent and inter-related. They both ensure the future – or endanger it? Nowadays, as the world is connecting and trade is changing, we can analyze a huge gap of development, probably bigger than ever before. The world keeps changing, the world is getting ready for the future – but is it the whole world?

No, there are areas in this world where the population has no access to food and water supply, where the population can't receive education and where the population can't work, as there are no jobs which could be done. Those areas are mainly located in Africa, Asia and South America, whereas the developed, or even highly developed areas and nations can be found on the northern hemisphere, not forgetting about parts of Asia where the same standards are reached as in Europe or North America.

So, trade is going on and changing, but how does it really benefit? That's why we have to debate and find solutions.

The changes of the last 150 years should offer perspectives and chances to all inhabitants of this earth, but they don't. Trade is better than ever before and development is on its highest level ever – but we don't use it to ensure a just and fair world.

This is not about envy or the dream of poor men and women to become rich. It is about realising the potential of our time to become reality. Every single inhabitant of this world could ask him- or herself: What could happen if we don't react, if we don't care, if we don't use the possibilities we have? Will this world be ready for the future?

Can you imagine a world with a gap between the stone age and the 22nd century? Facing the question of food for the next day on one continent and the search for the best Wi-Fi on another... that's just nowadays gap – try to imagine tomorrow's ...

Therefore, the Secretaries-General of MUNOL 2019 have decided upon the conference theme:

Trade and development in the 21st century: are we getting ready for the future?

This is to debate on today's development and progressive trade and to analyse and find measures to ensure a world with equal standards and opportunities for everyone. Finally, it is about questioning if we can get ready for the future and the next technological steps if we proceed as we do now.

Issues on the Agenda

*The change of trade and development in the 21st century:
are we getting ready for the future?*

I. General Assembly

Disarmament and International Security Committee (GA1)

- Debating measures to demilitarize post-war areas
- Combatting terrorist activities in the Western Pacific Ocean with special regard to the Philippines
- Discussing the use and trade of private firearms

Economic and Financial Committee (GA 2)

- Measures to prevent a breakout of an international trade war
- Discussing the role of multinational companies in global trade
- Measures to reintegrate Zimbabwe into the international market

Social, Humanitarian and Cultural Committee (GA 3)

- Combatting child marriage in the Islamic world
- Fighting the worldwide drug trade with special regards to Latin America
- Discussing measures for sustainable housing for people living in poverty in Latin America

Special Political and Decolonization Committee (GA 4)

- The situation in Nicaragua
- The political situation in Cambodia
- Finding measures to ensure the stability of peace between Ethiopia and Eritrea

II. Economic and Social Council

Commission on Population and Development (CPD)

- Dealing with the problem of global youth unemployment
- Strengthening the union of societies by means of sport
- Measures to protect those workers affected by the increasing automation

Economic Commission for Asia (ECA)

- Development of South-East Asian trade and Singapore's leading role
- Economic aid for regions previously occupied by ISIS/ISIL
- Improving the situation of migrant workers on the Arab peninsula

Environment Commission (EC)

- Discussing measures for a sustainable development of cities
- Supporting environment-friendly agriculture
- Combatting illicit animal trade with special regard to endangered species

III. Others

Special Conference on trade in the 21st century (SCT)

- Introducing universal guidelines regarding the trade of information on private people
- Promoting fair trading practices and strengthening worker's rights
- The role of private and central banks in the trade of the 21st century
- Increasing transparency in the international arms trade

Human Rights Council (HRC)

- The situation of the Uyghur Muslims in China
- Discussing the role of education for the democratisation of a society
- The rights of children in DR Congo
- Discussing abortion as a human right

Security Council (SC)

- The situation in Mali
- The situation in Libya
- The status of the Kurds

Historical Security Council (HSC) of the Year 1979

- Declaration of an independent Islamic republic of Iran (1st April)
- Coup d'État in the Central African Empire (20th September)
- Soviet-Afghan War (24th December)

General Information

Premises

Approval Panel Room

The Approval Panel consists of a team of experienced adult supervisors, such as the MUN Directors. Their task is to correct spelling and grammar mistakes in a resolution.

Computer Room (Room 131)

Please bring a USB flash drive if you wish to use the Computer Room. Documents will only be printed once. For multiplication, please use the photocopier in the **Secretariat** (Room 023).

Due to a lack of space, there will be a maximum of **two delegates** per computer. We would kindly ask you to undertake all lobbying and merging activities before entering the Computer Room.

Kiosk (Room 022)

The MUNOL Kiosk offers a wide range of products, beginning with all sorts of snacks, drinks, the MUNOL Magazine and ending with our **MUNOL cup** and the fabulous **MUNOL T-Shirts** - an absolute must-have to show off to your friends, who missed out on this great event. This year the kiosk will also extend its offer with a variety of tasty **sandwiches** to bridge the time before and after lunch. In addition, the MUNOL Kiosk offers **free coffee** to every delegate. Free water will be offered in your committee. The MUNOL Kiosk will be open during conference hours.

Photocopying Facilities

There are photocopying facilities at the conference, located in the Secretariat (Room 023). The Chair or President will photocopy resolutions that are to be discussed in the forum.

Secretariat (Room 023)

The Secretariat is the administrative center of MUNOL. If any urgent or important matters occur, you can approach this office.

Official Language

The official parliamentary language of MUNOL is **English**. It is very important, especially for the involvement of the whole forum, that all delegates stick to the official parliamentary language – in the debating process as well as during lobbying, breaks, informal debates, and other related activities.

Dress Code

All participants are obliged to be formally dressed throughout the conference (see also Art. 7 of the MUNOL Rules of Procedure). The Secretaries-General and the Conference Management have the right to deny access to any part of the conference for any participant not complying with the formal dress code. Male delegates are to be suitably dressed, wearing long trousers, jacket, shirt and tie. Female delegates are to wear a dress, trouser-suit or blazer and skirt. Skirts and dresses should not end higher than one palm above the knees and shirts must have an appropriate neckline. Furthermore, neither jeans nor sneakers are allowed. Non-compliance with the dress code is to be corrected for the further proceedings of the conference.

The Dress Code is mandatory for **every participant** of MUNOL, including the MUN-Directors.

Bus Shuttle and Public Transportation

Since there are three different venues for the Opening Ceremonies, the General Assembly/Closing Ceremonies and the conference itself, a bus shuttle has

been organized from the MuK to the TMS on Tuesday and from the TMS to the OzD on Saturday. The bus shuttle only operates when people have to change venue during the day. In case your session starts or ends at the OzD, public transportation is available that will take you directly into the city centre. If you need help, please do not hesitate to contact us.

Cab: +49 451 81122

MUN-Directors Parties

Carpooling will be arranged. For the party on Tuesday there will be a meeting at the school at 6:00 p.m. to collect all teachers and to get to the venue of the event. Of course, all MUN-Directors are invited to attend every evening activity, especially the Movie evening.

Badges and wristbands

Each participant receives a badge at the registration. Wristbands are provided in blue for delegates aged under 16, in green for delegates aged 16 and 17 and in black for ages 18 and above. The wristbands are necessary to verify your age at all official evening activities. They comply with the official dress code. The badge is the only valid method of identification within the conference. It is not in order to enter any forum without this badge. Whenever it occurs that a delegate loses his or her badge or wristband, he or she has to obtain a new one for a **fee of 5 €** in the Secretariat. **The badge is necessary to get entrance to any MUNOL activity!**

Photo shoots during the conference

Please note: During the conference and all events associated with it, there may be pictures taken or video footage recorded. Some of the recorded material may be published on the internet via our website (www.munol.org) or different social media networks. If you have any questions or don't want to be recorded, please feel free to contact the Head of Photo Staff.

European Hansemuseum

A new location at this year's MUNOL: the European Hansemuseum. Our General Assembly is held here on Friday. Also, every participant is allowed to enter the **museum for free** during the week. To do so just bring your **badge** and **wristband**. The exhibition provides information about the middle age and especially which role Lübeck had in the Hanseatic league.

The building is divided into different parts. In the left part there is a big room where our GA takes place. Normally there are special exhibitions concerning different historical or political topics. At 1 pm there will be lunch available on the rooftop. Our team will guide you and provide you with further information concerning the lunch plan.

Donation

This year we want to collect money for the school lunch project of the LiScha Himalaya e.V. Living with under a dollar a day malnutrition is a common problem for the Chepang, one of the aborigines of Nepal, who live in Kankada. With only 2,50€ a child we can finance their food for a whole month. The children will receive a school lunch, which is for many the only meal on that day. Together, with the LiScha Himalaya e.V., we want to help as many children as possible!

The organisation LiScha - Himalaya e.V. supports disadvantaged families in Kankada, and is also strengthening the region. In particular the girls and women are given a chance to take control of their lives in a more self-determined way. The focus of the aid organisation is on education, health care, medical treatment and income support.

At the moment Annika Rothe (CM 2018 and FM 2017) is in Nepal and is filming a documentary about the life of the Chepang. Concentrating on the children and their future perspectives. She will provide us with updates and photos out of the region.

Rules for Evening Activities

Entrance with your badge and wristband only!

During every evening activity, all German laws, including the ones concerning alcohol, are valid, meaning no alcoholic beverages for any person under the age of 16 and for people of ages 16 and 17 only beer and wine is legal.

We expect a responsible attitude towards drinking and strongly condemn the abuse of alcohol. In case of disregard, participants will immediately be excluded from the conference.

The MUNOL Staff and the club supervisors both retain the right to deny admittance to the evening activities in circumstances that deem it necessary.

Emergencies

Phone numbers: **Police: 110** **Ambulance/Fire Department: 112**

In case of an emergency or if important questions need to be answered, please contact Staff Members. If anything occurs outside the conference hours, which requires the attention of the Staff, please call the Conference Management:

Conference Manager Lars Machinia: +491578 7764201

Delegate Information

Resolution Processing at MUNOL 2019

The **Resolution Editor** is used to write, manage and debate resolutions. The Editor can be accessed at the URL "editor.munol.org". It is of utmost importance that all delegates carefully read and take time to understand the various informative texts and hints throughout the Editor. Any issues, including software and user errors or malfunctions, arising from the use of the Editor can be solved by asking fellow delegates, Chairs or contacting IT-Staff and IT-Management. The Editor is designed to guide its users through **all stages** of the resolution workflow. This and all other relevant information can be found in detail on the **Help Page**. The Editor can be used on **all device** formats including desktop computers, laptops, tablets, and mobile phones under the condition that a connection to the school network or **WiFi** is present and a recent web browser is installed. Until an issue can be debated at MUNOL, it needs to be topic of a draft resolution, consisting of the prepared and merged working papers. **After Lobbying**, delegates write the first version of their resolution with the Resolution Editor in their forum. An **appropriate menu item** exists in the Editor for creating new resolutions.

Documents within the Editor are all called "**Resolution**" regardless of their workflow stage, but official names will be used henceforth where applicable. When a new document (at first a **working paper**) is created, it is assigned a **token** (for example @R8K7ZSW4) that is used to identify and access it. Do not forget or lose this token and don't share it with people you don't trust, as it can be used to gain editing access to the document it references. Saving the document claims the token and moves it into **Stage 1**. Documents can be viewed as a nice-looking PDF from now on. The delegate asks the Chair for advice before looking for co-sponsors. When the sponsor has found enough co-sponsors, the Chair approves and advances the working paper to **Stage 2**. The delegate may then go to the Approval Panel with their computer to have the working paper corrected.

Only the sponsor indicated on the working paper is allowed to enter the Approval Panel (AP). The sponsor corrects the mistakes together with the MUN Director (a teacher) on their own or a borrowed laptop. This way, questions regarding the meaning of certain phrases and sentences can be answered directly by the student. Upon completing the correction, the working paper is advanced to **Stage 3**.

A final formal check which constitutes the internal **Stage 4** and printing is performed by the Secretariat. These last two steps do not require the delegate to be present and usually happen rapidly, as the draft resolutions are sequentially processed by the Secretariat in a semi-automated fashion.

After having reached **Stage 5** after printing, the physical copies of the draft resolution are distributed to the forums where the draft resolution is debated in **Stage 6**. It is advanced to the final **Stage 7** when the debate is concluded. A passed draft resolution is then called resolution. Some resolutions may be later selected to become part of a resolution booklet.

Guest Speakers

During MUNOL, some internationally recognised experts and personalities of political importance will attend the conference to deliver a guest speech. Treat them with respect and prepare well for the question & answer time following the speech. Your Chair will let you know if your forum attends a guest speech, you can also have a look in the programme of events.

Placards

The ambassador of each delegation will find a placard with the country's/NGO's/IGO's/UNO's name in the General Assembly or the ECOSOC. In the forums, each delegate will have his/her own placard. You need them for the voting procedures. Note that coloured placards in the forums indicate IGOs, NGOs or UNOs, which are not always allowed to vote. In the Security Council, they indicate the permanent members.

Plagiarism

We encourage delegates to use any sources available to them to obtain information and to prepare themselves. However, it is strictly forbidden to copy any already published material into a resolution. This behaviour will result in serious punitive measures decided upon by the Secretary-General.

Procedural Information

Note passing

During all sessions, it is possible for delegates to send **on-topic** notes to each other. Sending notes to other forums is **only** possible if you send it to your ambassador. All notes have to be written in English on the official MUNOL notepaper sheets. The notepaper must state clearly by whom the note has been sent and who shall receive it. All notes **will be screened** and, if necessary, handed to the Chair by the Administrative Staff.

Ambassador Speeches

During the Opening Ceremonies on Tuesday, the ambassadors have the duty to speak for **45 seconds** on their country's policy and expectations for the conference. NGOs and IGOs may speak to the General Assembly during the Opening Ceremonies as well, if they so request. Ambassadors of nations only represented in the HSC are not requested.

Opening Statements (Art. 24)

In their forum, **each delegation** may be requested by the Chair to present their country's opinion before the lobbying in a brief speech not exceeding one minute. This is done in order to find collaborators for lobbying by enhancing the knowledge of the other country's opinion. The procedure differs in the (H)SC.

The Role of a Delegate

Overview

For the proper simulation of the United Nations it is vital that a student, acting as a delegate, takes his/her duties and responsibilities very seriously. **Delegates are to conduct as diplomats at all times.** This involves a proper code of conduct but first and foremost a compliance with the official MUNOL Rules of Procedure and the acceptance of the Chairs and the Executive Staff as the major authority. A conference at the scale of MUNOL can only work efficiently if all members involved cherish the level of professionalism and proficiency.

General complaints or dissatisfaction

If a delegate feels dissatisfied with any part of the conference, he/she is more than welcome to approach his/her Chair, the Secretary-General, or the Conference Management to share his/her concerns.

Punctuality

It is needless to say that the proper conduct of a delegate demands punctuality. Not being present at specific times can be extremely disruptive to the debating process and gives an overall unprofessional impression of the delegate. Unpunctuality will normally result in punitive measures decided upon by the Chairs or the Secretary-General.

The relationship between a delegate and the Chair

A forum should be filled with mutual respect from both sides to ensure a productive debating climate. Whenever a question may occur, the delegate is requested to use a Point of Information in order to clarify.

MUNOL goes GREEN

Creating awareness for highly important issues and problems around the world is one of MUNOL's main goals. Since MUNOL 2013, which was themed "Resources for Life", special focus has been given to issues that threaten our planet's environment and resources. Therefore, MUNOL has been trying to improve its eco-friendliness and -efficiency.

Among other things, we have introduced recycled paper, two-sided printing, waste separation, fair trade products, and promotion of carpooling and public transportation. The conference is held in an energetically remodelled building. All these are steps towards a **green MUNOL**.

If you have any suggestions for further eco-friendly improvements just send an e-mail (conferencemanager@munol.org)!

Code of Conduct

For **all participants**:

- MUNOL is a formal conference. This is also expressed in the way all its participants are dressed. Thus, all delegates are obliged to follow the **dress code**, which is determined in the official Rules of Procedure (Art. 7 RoP) and previously mentioned in the Information Booklet.

-
- Consumption of **alcoholic beverages** during the conference's working hours, as well as the use of any form of narcotic drug, is strictly prohibited. All applying German laws are valid. The abuse of alcohol by anyone will lead to an **immediate exclusion** from the conference by the Conference Management and the Secretary-General.
 - For any **damage** caused to property of MUNOL or the Thomas-Mann-School, the responsible person will be charged immediately. Also, MUNOL cannot be held responsible for **loss of or damage to your property**.
 - No use of **cell phones** is allowed during the working hours of the conference except for research.
 - **Smoking** is not allowed anywhere in the building. Please exclusively use the designated areas outside the school.

For those **participants staying in host families**:

- Please respect the wishes and follow the rules set by your host family, with regard to curfew, dinner time, smoking, and other house rules.
- Bear in mind that you are granted their hospitality. Therefore, MUNOL would strongly recommend you to hand a small gift to your host family as an expression of your appreciation.
- Furthermore, we inform you that no changes in housing assignments can be made.
- Please inform your host family where you are, at any time. Please make sure that they are always able to contact you.

For those **participants staying in a hotel or youth hostel**:

- Participants staying in a hotel or youth hostel are reminded that they bear a lot of responsibility towards the hotel they are staying in, as well as towards their fellow residents.
- Please remember that some youth hostels have a curfew. You can ask at the reception about the curfew and the possibility of a night key.
- Also, we remind the MUN Director of his/her ultimate responsibility for his/her delegates' accommodated in a hotel or youth hostel.

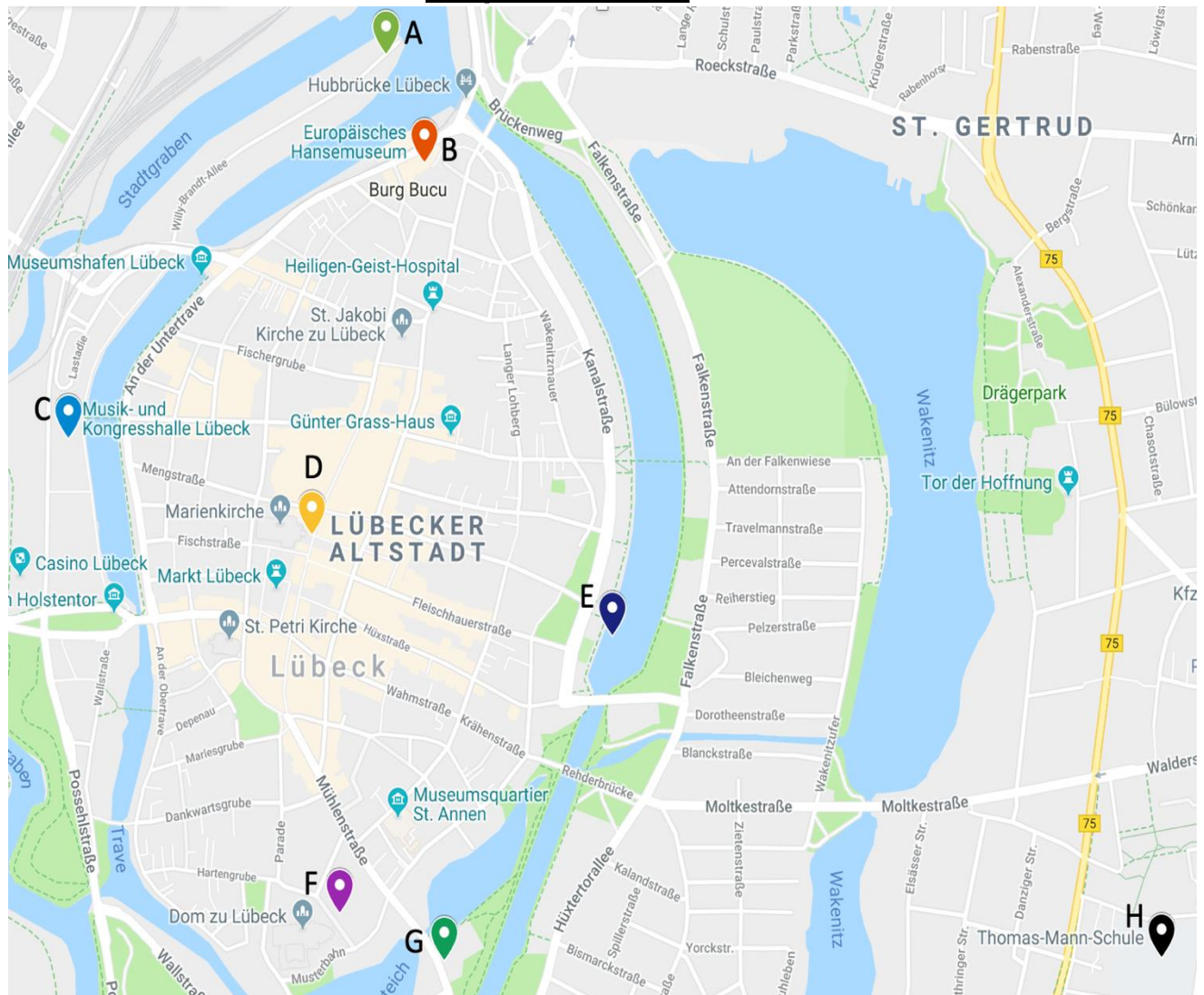
Print Media at MUNOL

MUNOL has its own official newspaper – the **MUNOL Magazine**, published every day of the conference by our MUNOL Press Team.

It contains many articles with the latest news from the conference, some entertaining stories, quizzes and more! Also, check out the **MUNOL** World News to stay up-to-date on the current political situation on our globe.

There is a lot of funny and interesting stuff going on in other committees and behind the scenes of MUNOL. That's why you should check out the daily MUNOL Magazine which can be picked up at the Kiosk every morning. It will be worth it!

Map of Lübeck



MARKER	LOCATION	ADDRESS
A	Strandsalon	Willy-Brandt-Allee 25a, 23554 Lübeck
B	European Hansemuseum	An der Untertrave 1, 23552 Lübeck
C	Musik- und Kongresshalle (MuK)	Willy-Brandt-Allee 10, 23554 Lübeck
D	Townhall (Rathaus)	Breite Str. 62, 23552 Lübeck
E	Cargo Boat	Kanalstraße 100, 23552 Lübeck
F	Oberschule zum Dom (OzD)	Domkirchhof 1-3, 23552 Lübeck
G	Cinestar Stadthalle	Mühlenbrücke 11, 23552 Lübeck
H	Thomas-Mann-School	Thomas-Mann-Straße 14, 23564 Lübeck

Organisation team

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Beyza Günsür (Assistant Conference Manager)

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Amelie Dresel (Deputy Secretary-General)

Niklas Meyer (Financial Manager)

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Marie Handels (Assistant Head of School Management)

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Lisa von Schwartz (Assistant Head of Secretariat)
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Thanks to all the Staff members who make this conference possible!

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Gymnasium Klosterschule, Germany (Malaysia, Mali, Sweden)
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Acknowledgements

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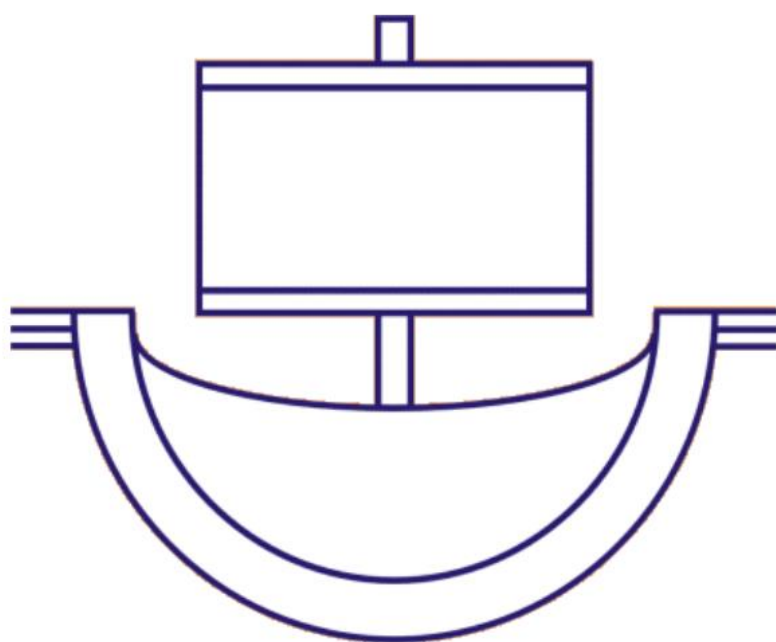
**Gemeinnützige
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Die Einrichter
persönlich sympathisch kompetent



Notes

Special thanks

Mr. Peter Flittiger (Headmaster)

Mr. Rolf Pribnow (Deputy Headmaster)

Mrs. Sabine Hohenfeld (Head of Approval Panel)

Mrs. Miriam Petzold (Head of Approval Panel)

Mr. Winfried Harz (Host of the MUN Directors Party)

All MUN-Directors

All host families

The MUNOL 2019 Team hopes that you will enjoy a week of unforgettable experiences, fruitful debates, a lot of fun, and an overall pleasant stay in Lübeck!