

GUIDELINES MODEL EUROPEAN PARLIAMENT SESSION

DELEGATES

The choice of delegates is extremely important. It is very important to select students who are dynamic and have an open mind. They should have respect for the opinion of others. They should be able to speak in public and express themselves clearly in their **own language** (in case of international sessions a thorough knowledge of English is required). Delegates have an obligation to be well prepared and well-read on the issue of their committee. (see "training sessions for delegates" page 3)

As a matter of basic courtesy, it is very important that delegates have a minimum knowledge of the history and culture of their host country in case of an international session. Participating in the Model European Parliament means representing the young people of a city, region or country. Every delegate will be considered as an "ambassador" of his/her city, region or country at all times. Excellent behaviour is expected.

Delegates should dress correctly.

Jeans are not allowed during the committee meetings, the General Assembly and other official functions such as receptions by diplomats, municipal authorities, concerts etc.

If a delegate behaves badly he/she will be put on the first plane/train back home.

The cost will be at the charge of the parents/school concerned.

Delegates should be warned about this before leaving their city, region or country.

HEADS OF DELEGATION

The head of delegation is expected to introduce his/her country at the opening ceremony **MAXIMUM 3 MINUTES** in total for the whole performance. Please check with a stopwatch! Time and again the speeches of the heads of delegation are too long. Remember that for example in case of an international session, 30 delegations need 90 minutes, one hour and a half, even if they stick exactly to the timetable.

He/she is allowed to give any presentation he/she as long as the presentation complies with the specific nature of the ceremony. This should **NOT** be an enumeration of all names of the delegates or the committees they take part in; this is very boring for the audience.

The president of the session will interfere if this rule is not respected.

The speech should be prepared in advance. The accompanying teacher should check the introduction speech of the head of delegation and correct and guide the head of delegation if necessary. The head of delegation participates as a full member in one of the committees.

The head of delegation is also responsible for a final evaluation of an international session. The secretary-general of the MEP Foundation looks forward to receiving a written report within two weeks (by e-mail to mep@vansminia.nl) after the closing of the conference.

NATIONAL COORDINATORS

The main role of the school/regional/national coordinator is to see to the preparation of the delegates for their participation.

Every delegate should:

- gather information relevant to the themes
- understand parliamentary institutions and procedures
- practise public speaking
- improve formulating opinion
- find the best way of presenting facts
- be capable of producing counter-arguments
- sharpen debating skills
- learn how to listen to others
- understand the value of consensus and compromise

See also: training sessions for delegates (page 3)

National committees/coordinates should explain very clearly to accompanying directors/teachers that they will be responsible for the behaviour and welfare of their delegates during the week.

ACCOMPANYING DIRECTORS/TEACHERS

Directors / teachers are not allowed to attend the **teambuilding**.

Directors / teachers are not allowed to attend the **committee meetings**. This would interfere with discussions and provokes different behavior of the members of the committee during the meeting.

Directors / teachers are in charge of the **delegation meetings** and should be present at the **lobbying** after the delegation meetings.

During the delegation meeting every resolution should be discussed by the delegates, in order to make sure that all delegates understand the content of the resolutions. The explanation of the proposed resolution should be in the hands of the member of the specific committee.

The teachers should see to it that in the given time all resolutions get due attention.

Directors / teachers are not allowed to interfere with the opinion of the delegates during the **General Assembly**.

TRAINING SESSIONS FOR DELEGATES

Criteria for selection of delegates

1. intellectual level
2. writing skills
3. social skills
4. debating skills
5. foreign language skills (for international conferences only)

Instruction training sessions for delegates

I

Delegates gather a **thorough knowledge** about the EU and answer questions about the institutions of the EU.

II

- A. Delegates prepare a **speech** of 5/10 minutes about the issue of their committee.
In case of international conferences delegates prepare this speech in English and a wordlist in English. They make photocopies of the wordlist for all delegation-members.
- B. Delegates highlight the problems and propose solutions to these problems.
- C. Delegates answer questions of other delegation-members about the issue of their committee.

III

- A. Delegates prepare a **short paper** (max. 2 pages) about the issue of their committee highlighting the main problems and proposing solutions. They make copies of this paper for all delegation-members.
In case of international conferences the paper should be written in English.
- B. Delegates practise debating rules.
All issues of the conference are discussed (10 minutes per issue!).
In case of international conferences the discussions should be in English.

IV

Delegates write together with their director/teacher a "practice-resolution" that appeals to the group and is **NOT** about one of the issues at the real conference.

(!!Writing resolutions on issues of the real conference can be a cause of frustration for the delegates during the real committee meetings if that particular resolution is not accepted by the rest of the committee. During the real conference resolutions are written **together with other committee members** after discussions in the committee meetings!!)

COMMITTEES

A committee is composed by 1 committee president and circa 15 delegates.

The committee presidents for an international MEP conference will be appointed by the secretariat-general of the MEP. Candidates for committee president are students who have participated in a former MEP session.

JOB DESCRIPTION COMMITTEE PRESIDENT

The Committee President is responsible for:

- setting the agenda for committee discussions
- opening and closing each meeting
- organizing the debate in an orderly fashion
(respecting parliamentary procedure, deciding on the length and number of times each delegate may speak on a certain subject.)
- ensuring that the resolutions are typed and corrected on time and included in the resolution booklet for the General Assembly

The committee presidents can **stimulate** the debate, but are **not allowed to voice their opinion**. They do not have the right to vote during the committee meeting on the proposed text of the resolution.

THEMES OF DISCUSSION

1. Each member of the committee presents the view of the government of his/her country on the specific topics in his/her committee.

This does not mean that these views will be expressed in the resolution. It is just to present the actual position of each EU country.

2. Each member of the committee expresses his/her own view on the issue.

Delegates should prepare a short paper in English on the theme of their committee.

(See also training sessions for delegates, page 3)

Delegates should practise writing resolutions, with the help of their teacher, to become familiar with the particular formula and use of clauses.

(See also training sessions for delegates, page 3)

WRITING RESOLUTIONS

Each resolution is a single sentence, the different sections are separated by placing commas and semicolons.

S T R U C T U R E

Committee..... submits the following resolution to the Model European Parliament

Resolution about

The Model European Parliament....

1 sources of **INFORMATION**: referring to:
publications, conventions, treaties, agreements, brochures,
statements, guidelines + numbers + dates

2 which **ARGUMENTS** are used = (Introductory clauses)

letters: - considering that
A. B. C. etc - assuming that
 - emphasizing that
 - alarmed by
 - aware of
 - believing that
 - noting
 - etc. see following list (page 6)

3 actual **QUESTIONS** and **PROPOSALS** = (Operative clauses)

numbers: - asks
1. 2. 3. etc - requests
 - urges
 - draws the attention
 - proposes
 - considers necessary
 - demands
 - recommends
 - etc. see following list

It is of the utmost importance that the committees use the above structure in the draft of the resolutions. (see also example of a resolution page 7 and 8)

RESOLUTIONS

Introductory clauses (IC's)

Affirming	Guided by
Alarmed by	Having adopted
Approving	Having considered
Aware of	Having considered further
Believing	Having devoted attention
Bearing in mind	Having examined
Confident	Having studied
Contemplating	Having heard
Convinced	Having received
Declaring	Keeping in mind
Deeply concerned	Noting with regret
Deeply conscious	Noting with satisfaction
Deeply convinced	Noting with deep concern
Deeply disturbed	Noting further
Deeply regretting	Noting with approval
Desiring	Observing
Emphasizing	Realizing
Expecting	Reaffirming
Expressing its appreciation	Recalling
Expressing its satisfaction	Recognizing
Fulfilling	Referring
Fully aware	Seeking
Fully alarmed	Taking into account
Fully believing	Taking into consideration
Further deplored	Taking note
Further recalling	Viewing with appreciation
	Welcoming
	etc.etc.

Operative clauses (OC's)

Accepts	Further proclaims
Affirms	Further reminds
Approves	Further recommends
Authorizes	Further resolves
Calls	Further requests
Calls upon	Have resolved
Condemns	Notes
Congratulates	Proclaims
Confirms	Reaffirms
Considers	Recommends
Declares accordingly	Reminds
Deplores	Regrets
Draws the attention	Requests
Designates	Solemnly affirms
Emphasizes	Strongly condemns
Encourages	Supports
Endorses	Trusts
Expresses its appreciation	Takes note of
Expresses its hope	Transmits
Further invites	Urges
	etc. etc.

EXAMPLE OF A RESOLUTION

Committee on Employment and Social Affairs

Resolution on the question of the harmonisation of social policies within all Member States

The Model European Parliament,

- A. Realising that without common terminology for social policies in all Member States, harmonisation is impossible,
 - A. Establishing four objectives, distinguished by the Committee on Employment and Social Affairs, to which all social protection systems should respond:
 - a. to make work pay and provide secure income,
 - b. to make pensions safe and pension systems sustainable,
 - c. to promote social inclusion,
 - d. to ensure high quality and sustainability of health care,
 - B. Taking into account the wish to maintain national identity when making decisions about social questions,
 - C. Aware of the high rate of unemployment among minorities and marginalised¹ groups,
 - D. Recognising the variety of problems in different Member States concerning unemployment benefit,
 - E. Deeply concerned about the problems presented to mobility by different pension schemes throughout the European Union,
 - F. Alarmed by high unemployment within the E.U. which is sometimes caused by insufficient social initiatives and education opportunities,
-
- 1. Strongly recommends that the European Union should have a common terminology for social policies;
 - 2. Proclaims that the E.U. should not set down absolute standards for common social policies but rather minimum standards and guidelines around which each Member State determines social policy;
 - 3. Urges one flexible pension system within the E.U. which separates the responsibility and financing of pension between the states the employee has worked in;
 - 4. Calls for the establishment of a committee within the European Union to consider the possibility of setting up a European pension fund;

5. Calls upon an improved central European job-seeking agency, run by the E.U., in order to decrease unemployment and increase mobility, which leaves the opportunity for Member States' national agencies and private agencies to find jobs for citizens;
6. Requests the establishment of an unemployment benefit system², supervised by the European Commission, starting from a certain percentage (80 %) of the average salary earned in the past 12 months, which is maintained for a set amount of time (12 months), after which the benefit decreases steadily for another 12 months until the welfare minimum, established by the Member States, is reached;
7. Supports the investment into social initiatives, for instance:
 - a) Life-long learning / educational training
 - b) Family Protection
 - i) Child benefit
 - ii) Parental leave
 - iii) Day care
 - c) Integration of minorities and marginalised groups¹ into the labour market;
8. Recommends that on hiring members of marginalised groups¹ private companies should receive a wage contribution from the national states which will make it more attractive to hire marginalised people¹;
9. Expresses its support for Member States to try to encourage the unemployed to take lower paid jobs, by financial support to the employees for a certain time, that has to be established by the national Member States, which ensures that working is always more profitable than staying unemployed; this opportunity can only be taken, for instance, three times in the employee's working life; such a system would not be used in times of full employment (i.e. 4% unemployment);
10. Challenges the Member States to bring the harmonisation of social questions into discussion among its citizens;
11. Instructs the President to forward the resolution to the European Parliament, the European Commission and the Council of Ministers.

Appendix:

¹ Marginalised groups mainly consist of discriminated people. “Discriminated people on any grounds as sex, race, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation” (Article 21, European Chart of Human Rights)

² All percentages and other numbers in this OC are proposals that have to be checked by a European economic research institutions, such as the ECB or the European Commission.

AMENDMENTS

Amendments are modifications to the text of a resolution.

Amendments mean to change a part of a text by deleting, adding or substituting words or figures.

Amendments have to be written on the appropriate amendment sheets (page 10) and should be presented by its author to the presidency of the General Assembly before the discussion about the resolutions take place.

The president of the General Assembly decides if the amendment shall be discussed. Amendments shall have priority over the text to which they relate and shall be discussed and put to the vote.

(See also voting procedure on page 13.)

TEXTUAL CHANGE

Textual changes to the text of a resolution can only be proposed by members of the committee involved.

Textual changes have to be written on the appropriate textual change sheets. (page 11).

All members of the committee should sign the paper for textual changes.

Also the textual changes should be presented to the presidency of the General Assembly before the discussion of a resolution. Textual changes are always taken into consideration, there is no voting procedure.

AMENDMENT

Amendment to resolution of the Committee on:

Proposed by:

Member of the delegation

Concerning Clause Number or Letter:

Proposal to:

- delete the entire clause
- substitute the clause by a new clause which reads as follows:

- add the following word(s):

Signed:

Co-signed:

Amendment co-signed by delegates (you may use the back page):

TEXTUAL CHANGE

Resolution of the Committee on

Proposed by:
(you must be a member of the above mentioned committee)

Concerning Clause No:

Proposed change:

Signature of **ALL** members of the committee is **mandatory**

GENERAL ASSEMBLY

President of the Assembly

The President of the General Assembly will be appointed by the national / international organization of the Model European Parliament.

He/she will direct all activities of the Parliamentary Session: open, suspend and close sittings; ensure observance of the parliamentary rules; maintain order; call upon speakers; close debates; put matters to the vote and announce the results of votes.

Vice-Presidents of the Assembly

Vice-Presidents will assist the President of the General Assembly in his/her task and replace him/her when necessary. They are responsible for counting the votes in the General Assembly.

PARLIAMENTARY PROCEDURE

General rules

When addressing the Assembly, delegates should stand up and speak clearly (for international session in English).

Before speaking a delegate must be recognised by the President. Delegates do not yield the floor to other delegates.

The authority of the President is absolute and delegates must respect his/her decisions to facilitate a smooth running of the Assembly.

Delegates who do not respect these rules will be called to order (2 x) and can thereafter be expelled from the Assembly.

Questions directed to the President or the speaker

Delegates may never interrupt the President or the speaker who has the floor. Delegates must be recognized by the President to make their point.

He/she will use the sign with the name of the country he/she represents.

Point of personal privilege

If a delegate cannot hear or understand what has been said, he/she can interrupt the speaker asking the President to allow a "point of privilege" by using sign 'privilege'.

Setting of Debate-time

The setting of debate-time, and possible extensions of debate-time is at the discretion of the President.

Working Languages

The working language of regional/national sessions is the language of the country.

The working language of international conferences of the MEP is English.

To allow the majority of delegates to hear and understand, it is essential that delegates **SPEAK SLOWLY AND CLEARLY.**

During international sessions native English speakers should be aware of their **privileged position** and be prepared to help other delegates at all times.

VOTING PROCEDURE

At the end of a debate, the president of the General Assembly asks the heads of delegation to collect the votes of their delegation. After the votes have been collected, the president asks each head of delegation (in alphabetic order of the member states) to give the votes of his/her delegation. Candidate-countries are asked to give their vote after the member-states.

Voting on a resolution

The head of delegation gives first the votes ‘in favour’, followed by the votes ‘against’ and ending with the abstentions. The correct formula is:

“Austria: four votes in favour, three votes against and two abstentions” (0=zero).

Important to keep in mind for the voting procedure:

- Heads of delegation should use the terms ‘in favour, against, abstentions’ in this exact order.
- They should just give their votes and **NOT** using the phrase ‘Thank you mr. president, the Austrian delegation voted as follows’. If 30 countries have to repeat this all the time, the voting procedures takes too long!

Voting on an amendment

In case of an amendment, the voting follows the same procedure. The only difference is that the delegates can only vote in favour or against, there are no abstentions possible.

A majority vote is required to pass the amendment.

If the votes remain equally divided, the amendment will be considered rejected.

Voting results

The Vice-Presidents will count the total number of votes.

The votes of the member-states determine the result of the voting.

The votes of the candidate-countries will be counted separately and the result of the vote will be mentioned as ‘in favour or against’ the resolution.

ATTENTION: also the committee has to mention separately the votes of the member-states and the candidate-countries.

The President announces the final result.

A majority vote is required to pass the resolution.

If the votes remain equally divided, the resolution will be considered rejected.

DISCUSSIONS GENERAL ASSEMBLY
(75 minutes for every resolution)

Textual changes (if applicable)

Reading Operative Clauses

Speech in favour of the resolution 3 minutes

Informative questions to the committee 10 minutes

Amendments (if applicable)

Speech in favour of the amendment 2 minutes

Speech against the amendment 2 minutes

Questions on the amendment 4 minutes

Speakers remain to answer questions

Voting 3 minuten

Speech against the resolution 3 minutes

Reaction of the committee on the speech against 2 minutes

Open debate 25-30 minutes

Speech in favour of the resolution 3 minutes
(by 1 member of the committee)

Collecting votes 3 minutes
(N.B. no vote explanations)

Voting 3 minutes

Counting votes 2 minutes

TEAM-BUILDING ACTIVITIES

Team-building activities are obligatory and will take up the first day of the MEP week.

All delegates and committee presidents participate.

The team-building activities can consist of communication games, problem-solving exercises and physical exercises everyone can do.

No specific physical aptitude is required.

The activities take place whatever the weather conditions are.

During the team-building activities the participants have to follow the instructions of the outdoor-instructors and other assisting members of the local organizing team.

Objectives

The objectives of the team-building activities are:

- to break the ice between the participants and to get to know each other
- to build committees using the positive factors of cultural differences,
- to acquire the rules and techniques of a good working team
- to assure that committees members work effectively and obtain creative results during the following week.