



**29-30 April 2017**

## ***Advisory Panel Guide for Panelists***

### **Advisory Panel on APEC**

- *Developing human capital through education*
- *Addressing illegal and unregulated maritime activity and promoting sustainable practices in such regions*

#### **PRESIDENT**

Sarah Huang

#### **DEPUTY PRESIDENT**

Emily Hsu

#### **DEPUTY PRESIDENT**

Jenny Lee

## Opening Speech

Duration: 2-3 minutes

- All panelists deliver their opening speeches on the first day of the conference.
- Opening speeches should address points including:
  - The progress made by the state or organization the panelist represents on each of the issues,
  - The stance of the delegation on each of the issues,
  - The background of the panelist's delegation,
  - The importance of the representation of the panelist's delegation in the Advisory Panel.

## Lobbying

Duration: 2-3 hours

- The goal of lobbying is to “reach a consensus on a set of clauses as a forum”.
- Since the aim of the AP is to adopt a joint communiqué by consensus, effective lobbying is crucial.
- *Panelists will lobby in one room, but will be separated into two groups – Political or Humanitarian.*

### **Procedures for Lobbying:**

- The Advisory Panel will lobby on the sub-questions separately.
- There will be three rounds of talks on the proposal as a whole. Every round will consist of a lobbying and plenary session. After each plenary session, further lobbying time will be allowed to enable parties to reach consensus. Tabled clauses may also be re-considered to reach an agreement during this time.
- Panelists merge clauses in small groups, but there are no “*merging groups*” that may potentially oppose one another during debate; hence, there is no “*co-submitter signature form*.” However, the formation of informal sub-groups consisting of states and organizations with similar views to accelerate the process of lobbying is encouraged.
- There is no “*main-submitter*” in the Advisory Panel. However, there is a “*submitter of a clause*,” who is the panelist submitting the clauses to the Presidency.
- The “*submitter of a clause*” is the first speaker during the debate of the particular clause during

sessions.

- Panelists do not go through the Approval Panel, but submit the clauses directly to the Presidency. The Presidents approve the clauses after checking for grammar mistakes, formatting errors and plagiarism. Panelists’ clauses must receive the President's approval in order for them to be debated during sessions.
- The President may grant additional lobbying time if he/she feels that the debate has reached a deadlock or if there is an insufficient number of clauses to be debated.

**PLEASE NOTE:**

- Before coming to the conference, panelists prepare a number of clauses, not resolutions. These clauses then get merged and debated into a recommendation.
- Panelists are encouraged to actively lobby and merge their clauses with other Panelists.
- Advisory verbs that a panelist **can use** (bolded) and *cannot use* (italicized) are as follow:

<b>Advises</b>	<b>Hopes</b>	<b>Strongly urges</b>	<i>Accepts</i>	<i>Calls upon</i>	<i>Proclaims</i>
<b>Congratulates</b>	<b>Invites</b>	<b>Suggests</b>	<i>Affirms</i>	<i>Confirms</i>	<i>Requests</i>
<b>Encourages</b>	<b>Proposes</b>	<b>Supports</b>	<i>Approves</i>	<i>Declares accordingly</i>	<i>Resolves</i>
<b>Expresses its satisfaction</b>	<b>Recommends</b>	<b>Trusts</b>	<i>Asks</i>	<i>Deplores</i>	<i>Strongly affirms</i>
<b>Expresses its hope</b>	<b>Regrets</b>	<b>Transmits</b>	<i>Authorizes</i>	<i>Designates</i>	<i>Urges</i>
<b>Further recommends</b>	<b>Seeks</b>		<i>Calls for</i>	<i>Endorses</i>	

## The Proposal of the Advisory Panel

- A joint communiqué is the final document produced by the Advisory Panel. However, in order to facilitate debates, a regular clause-based proposal will be created during lobbying and debated.
- The proposal will consist of advisory clauses only.

## Joint Communiqué

- Once a final joint proposal is produced through the debates, the President will edit it to fit the communiqué format.
- The communiqué text may contain complete sentences. The communiqué will include a preamble and advisory sentences grouped under three headings – one for each issue.

- The aim of the Advisory Panel is to adopt a Joint Communiqué by consensus.
- This communiqué will be presented to the Secretary General.
- Once a final proposal is produced through debates, the “*main-proposes/spokesman of a proposal*” is selected through nominations from the house, who presents the entire proposal to the Secretary General.

## Rules of Procedure

### Procedures for Debate

- Panelists will debate as one group in one room.
- Debate is conducted in clause-by-clause, closed debate format.
- After taking the floor, a speaker must choose among:
  - Yielding the floor back to the presidents,
  - Yielding the floor to another panelist,
  - Answering points of information from the House.

#### **PLEASE NOTE:**

- This means that panelists are not allowed to yield the floor to another panelist after having answered points of information from the house.
- Follow-ups are allowed in the Advisory Panel, but they are to be granted at the President's discretion.

### **Procedures for Amendments:**

- Amendments are conducted in a closed debate format.
- When an amendment fails, the submitter does not retain the floor.
- The Advisory Panel adopts amendments by consensus. Voting procedures for amendments are the same with that of clauses. See "Procedures for Voting."

### **Procedures for Voting:**

- When voting on clauses, Panelists may vote for, against, or abstain; no panelist holds veto power.
- The Advisory Panel adopts clauses by consensus. If a panelist is going to vote against or abstain, the panelist **must** object to moving into the voting procedures. The President holds the power to

cancel lobbying procedures if a panelist votes against a clause without objecting to moving into the voting procedures.

- If a panelist votes against or abstains, the clause under construction will be tabled by the Presidency. Panelists may move a motion to reconsider a tabled clause at any point in the debate. Panelists may withdraw clauses at any time except during voting procedures.
- The President may declare that the clause under consideration will be adopted with a simple majority if present in the house, only when essential for the debate.

## Miscellaneous

### Note-passing

- Note passing between panelists is allowed during the sessions.
- Note passing is done through members of the administrative staff; all notes from panelists are screened. However, notes from/to the Presidents will not be screened.
- The President may suspend note passing if he/she feels that it detracts from debate.
- Note passing is also suspended during any form of voting.

### Other

- Mobile phones must be switched off during sessions.
- Active laptops are permitted during debate. However, the administrative staff will be monitoring laptop screens to ensure panelists remain focused.
- Any action that will interrupt the debate is out of order.
- Eating and drinking during debate is out of order. Water is an exception.

#### Dress Code:

- All male panelists should wear their ties and blazers at all times; female panelists may use their discretion to dress appropriately, formally and professionally.

#### Plagiarism

- Presidents check clauses for plagiarism after they have been submitted. The restatement and/or copying of previous MUN and UN resolutions are considered plagiarism. Advisory clauses found to be plagiarized will not be debate