



TRANSFORMING EUROPE

WORLD WAR I TO THE PRESENT

Module 1

Paris Peace Conference

Delegate's Handbook

Goetheschule Essen, Germany

25 January – 29 January, 2016

Preamble

Presidents of Paris Paris Conference: ppc.presidency@gmail.com

Our website's address: <http://transforming-europe.jimdo.com/>

November 2015

Distinguished Delegates,

We are very grateful for your participation in the simulated Paris Peace Conference of 1919 (PPC) from 25 January to 29 January 2016 and highly delighted to be able to welcome you to Goetheschule Essen for the first module of the Erasmus+ Project *Transforming Europe*. Looking forward to fruitful debates and meaningful resolutions, we wish all participants a pleasant stay in Essen and a challenging, enlightening and successful conference.

This booklet is designed to support your preparation for and participation in PPC. It includes general information about PPC as well as the Rules of Procedure and an overview of all the points and motions. Furthermore, guidance is given regarding your research and preparation of Position Papers as well as Draft Resolutions.

For further questions, please do not hesitate to contact us. We will gladly provide you with an answer.

Yours sincerely, President Nikolas Herrscher and Vice President Pia Engelhard
PPC Director Mr Boergen

Table of Contents

(1) Definition of PPC, MUN-style	3
(2) PPC General Information	4
(3) Further Documents to consult	4
(4) Agenda of PPC	6
(5) Preparation	6
(6) Position Paper	12
(7) Resolution	15
(8) Formal Debate	18
(9) Rules	27
(10) Glossary of PPC/MUN Terminology	30
(11) Disclaimer / Impressum	35

1. Definition of PPC, MUN-style

PPC is a historical conference modelled according to Model United Nations rules and procedures. It is a simulation of the **Paris Peace Conference** which took place after World War I and helped to settle the war and reorder Europe and other parts of the world. Students represent the opinions of different nations, debate the most relevant issues of that conference and attempt to resolve them. Given that World War I, the events leading up to it and this conference are topics at all partner schools we refrain from giving a general historical introduction to these events and trust that the historical background is known to all participants.

These issues are mostly discussed in plenary sessions with the exceptions of the B5 (see below) councils and the territorial disputes which arose due to the outcome of the war.

In some ways PPC deviates from the historical conference.

- We could not accommodate all historical participants.
- Instead we chose to **incorporate the Central Powers** German Empire, Ottoman Empire and Austria as well as Soviet Russia which were not part of the historical conference to (hopefully) improve the outcome of our conference and to make it even more multi-faceted.
- At PPC there is a special group of states which we call the **Big 5**. They have a **special veto power**. This is, however, merely a **suspensive veto** and not an absolute or destructive veto (such as in the Security Council of the United Nations). A B5 power can cast its veto if it does not agree with a decision made in the conference leading to a B5 council to avert the veto. The veto refers a decision, such as an amendment or an entire resolution back to the conference which can (but does not have to) alter it. The same decision cannot be vetoed again by the same B5 country.
- Each nation is **represented by two delegates** even in the plenary sessions, each one being from a different school. This encourages cooperation even before the conference starts and it means that we can divide the conference for the territorial disputes. **Each Delegate should embody a real historical delegate**, e. g. George Clemenceau (France) or Vittorio Orlando (Italy).
- **NGDs** may be asked onto the conference floor as **special witnesses** to look at an issue from a different angle. NGD stands for Non-Governmental Delegate. They are all authentic persons who lived at the time of the conference but were not asked to participate. Some were in Paris however, such as Ho-Chi Minh or J M Keynes

Each school should prepare two NGDs, see Allocation of Countries in section 5.

2. PPC General Information

PPC is the first of six modules of the more extensive Erasmus+ project *Transforming Europe – World War I and its consequences 1918 - 2018*, which is financed by the EU. Each module will be organized by one of the five partner schools in Denmark, Poland, Croatia, the Netherlands, and Germany.

3. Further Documents to consult

All documents can be accessed on our website: <http://transforming-europe.jimdo.com/>.

- The **Position Paper / Speech Requirements** include organisational information and instructions regarding the procedure for writing your Position Papers. They are available on our website as well as being included in the section *Position Paper*.
- The **Sample Resolution** explains how Resolutions are to be structured and formatted. This will also be available on our website as well as being included in the section *Sample Resolution*.

4. Agenda of PPC

There are four major and some subordinate issues on the agenda:

1) War Guilt

2) Reparations

(Central Powers demilitarization)

3) Territorial disputes:

Germany: F, Bel, Po, CZ – Eupen/Malmedy, Alsace-Lorraine, Rhineland, Silesia,
Hultschin, Poznan, Danzig **et al**

Austria: I, Yugo, CZ, Po – Galicia, Croatia, Slovenia, South Tyrol, Venetia,
Bohemia, Moravia, Hungary, Istra/Rijeka **et al**

China: G, UK, Japan, (USA) – Tsingtao, Kiautschou/Jiāozhōu
Shantung/Shandong, Manchuria

Osman Empire: F, UK, I, Hejaz, R – Balkans, Jordania, Persia, Arabic Peninsula **et al**

4) League of States/Nations

- disarmament
- non-aggression
- military forces in case of non-compliance
- independence of colonies
- exit clauses
- economical provisions
- seat of the League

5. Preparation

a) Preparation basics – allocation of countries

Your school has been assigned certain positions as Delegates of five (Lublin, Varaždin), six (Ikast, Rotterdam) or 10 (Essen) nations as shown in the *Allocation of Countries*. A Delegate is not allowed to represent his or her real country of origin and/or residence (see grey fields in table below). It is up to you to agree and arrange the allocation of your individual delegates to the respective countries.

Allocation of Countries

		Country	Essen	Ikast	Lublin	Varaždin	Rotterdam
1	BIG 5 Powers	United States of America	X		X		
2		The British Empire		X		X	
3		The Republic of France			X		X
4		The Kingdom of Italy	X			X	
5		The Republic of Germany		X			X
6		The Republic of Austria		X	X		
7		The Kingdom of Belgium	X				X
8		The Dominion of Canada	X	X			
9		Hejaz (now part of Saudi Arabia)			X	X	
10		The Dominion of India	X				X
11		Japanese Empire	X	X			
12		Kingdom of Croats, Serbs and Slovenes (later Yugoslavia)	X		X		
13		The Ottoman Empire	X			X	
14		Republic of Poland	X				X
15		Republic of China	X	X			
16		Soviet Russia				X	X
		Total	10	6	5	5	6
		NGD	J M Keynes	Chaim Weizmann	(ex-) Emperor Wilhelm II	Ho Chi Minh	Bertha Krupp
		NGD	Jane Addams	T E Lawrence	Mohandas Gandhi	Emeline Pankhurst	Pope Benedict XV

As soon as all Delegates know which nations they are representing, they should **promptly begin research** on their nation and topics. They should also get into contact with their co-Delegate. For this purpose, please consider the following advice.

b) How to prepare for PPC

Every Delegate should be thoroughly informed on the one hand about the issues on the agenda in general and on the other hand about the opinion and politics of the nation you represent. We would like to encourage you to employ sources other than the Internet such as magazines or libraries. A list of website recommendations is included in this booklet.

Once you are well informed about the issues to be debated before your forum, you will need to write a Position Speech on each of the issues by the 15th of December. How to approach writing a Position Speech is described further in this booklet.

You will then have to write league resolutions. The perfected Position Speech will be the foundation for your resolution. How to approach writing a resolution is also described in this booklet.

Every Delegation is obliged to write and submit one Position Paper as a speech on the

issues to be debated in the Delegate's forum as well as two draft resolutions. Without submitting these papers, you will not have the right to raise motions, deliver speeches or vote in Formal Debate.

c) Sources of information for your country and its policies

Your starting point is US President Wilson's [Fourteen Points](#) which can be found in various places.

Probably the best monograph is Margaret MacMillan's book [Peacemakers - Six Months that Changed The World: The Paris Peace Conference of 1919 and Its Attempt to End War](#)

d) further links:

[Great introduction:](#)

http://www.google.de/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=37&cad=rja&uact=8&ved=0CEgQFjAGOB5qFQoTCOjn-4G58cgCFYN4DwodXGIG7w&url=http%3A%2F%2Fwww.sabresocials.com%2Fkevin%2Fhistory12%2FThe%2520Paris%2520Peace%2520Conference.ppt&usg=AFQjCNF6har_OzmS2c11z9CbXXyDncz_EA&bvm=bv.106379543,d.ZWU

Committee background guide <http://ssicsim.ca/wp-content/uploads/2014/08/SSICsim-Fall-2014-Paris-Peace-Conference-1919.pdf>

http://encyclopedia.1914-1918-online.net/pdf/1914-1918-Online-the_paris_peace_conference_and_its_consequences-2014-10-08.pdf

Chronology 1919 (Date, Event, Historical Background)

<http://www.indiana.edu/~league/1919.htm>

The Big Four: Peacemaking in Paris in 1919 (Overview) <http://www.historytoday.com/alan-sharp/big-four-peacemaking-paris-1919>

Guidelines for Diplomatic Conference (Paris Peace Conference)

<https://faculty.unlv.edu/pwerth/Diplo-Guide-348-Versailles.pdf>

PARIS PEACE CONFERENCE
DELEGATE'S HANDBOOK



The Russian Political Émigrés and the Bessarabians in Paris (1919-1920)

http://www.dokumente.ios-regensburg.de/publikationen/mitteilungen/mitt_64.pdf

Britain, Hungary and the Paris Peace Conference of 1919 (Talk to the British-Hungarian Fellowship at the Hungarian Embassy on 12 January, 2012)

http://www.mfa.gov.hu/NR/rdonlyres/C4E1FE48-6ADA-46B1-979F-D6A0791F89C7/0/Britain_Hungary_and_the_Paris_peace_conference_of_1919.pdf

Italian delegates return to Paris Peace Conference (Italy)

<http://www.history.com/this-day-in-history/italian-delegates-return-to-paris-peace-conference>

Wilson attends Paris Peace Conference (Britain)

<http://www.history.com/this-day-in-history/wilson-attends-paris-peace-conference>

Aims of the participants (Italy & Britain)

<http://ibatpv.org/ib/paper1/Aims/default.htm>

Aims of the participants and peacemakers (USA, France, Britain, Italy, Japan)

<http://ibguides.com/history/notes/aims-of-the-participants-and-peacemakers-wilson-and-the-fourteen-points>

The Paris Peace Conference: The aims of the participants (USA, Britain, France, Italy, Germany) <http://www.tumwater.k12.wa.us/cms/lib/WA01001561/Centricity/Domain/646/The%20Paris%20Peace%20Conference%20-%20Aims%20of%20the%20Participants.pdf>

The Versailles Conference: aims and goals of the participants and peacemakers (USA, Britain, France, Germany, Japan)

http://alittlechcs.weebly.com/uploads/5/2/6/5/52653133/12.8_-_aims_at_paris_peace_oxford.pdf

Britain, Soviet Russia and the Collapse of the Versailles Order, 1919- 1939

https://athens.indymedia.org/media/old/britain__soviet_russia_and_the_collapse_of_the_ver_sailles_order__1919-1939.pdf

Conference results <http://www.ssag.sk/files/Paris-Peace-Conference.pdf>

PARIS PEACE CONFERENCE
DELEGATE'S HANDBOOK



Paris 1919 (Japan, Italy, China, Greece, The Ottoman Empire, Palestine)

<http://www.futurecasts.com/book%20review%2010-4A.htm>

Palace of Versailles: Australia in Paris (Australia)

<http://www.ww1westernfront.gov.au/bellenglise/versailles/australia-in-paris-1919.php>

War Aims (Australia, Japan) [http://encyclopedia.1914-1918-](http://encyclopedia.1914-1918-online.net/article/war_aims_and_war_aims_discussions_australia)

[online.net/article/war_aims_and_war_aims_discussions_australia](http://encyclopedia.1914-1918-online.net/article/war_aims_and_war_aims_discussions_australia)

Peace Treaty of Sevres:

https://en.wikipedia.org/wiki/Treaty_of_S%C3%A8vres (many maps!)

<http://treaties.fco.gov.uk/docs/pdf/1920/TS0011.pdf>

https://en.wikisource.org/wiki/Treaty_of_S%C3%A8vres

Treaty of Versailles

<http://www.thecanadianencyclopedia.ca/en/article/treaty-of-versailles/>

Development of Yugoslavia:

<http://europeanhistory.about.com/od/thebalkansandturkey/a/Yugoslavia.htm>

http://encyclopedia.1914-1918-online.net/article/crumbling_of_empires_and_emerging_states_czechoslovakia_and_yugoslavia_as_multinational_countries

https://en.wikipedia.org/wiki/Creation_of_Yugoslavia

http://www.qrsd.org/Global%20Text/CS_CH06_04_p674-701.pdf

An anomaly among anomalies – India's entry into the League of Nations

http://fch.fiu.edu/FCH-1993/Shmidt_1993.htm

<http://www.open.ac.uk/researchprojects/makingbritain/content/formation-league-nations>

Canada:

<http://www.international.gc.ca/odskelton/macmillan.aspx?lang=eng>

<http://canadianautonomy.webnode.com/the-paris-peace-conference/>

PARIS PEACE CONFERENCE
DELEGATE'S HANDBOOK



L'Encyclopédie de l'histoire du Québec / The Quebec History Encyclopedia

<http://faculty.marianopolis.edu/c.belanger/quebechistory/encyclopedia/TreatyofVersailles1919-CanadianHistory.htm>

Canadian Delegation at the Paris Peace Conference: 1919

<http://www.lemuseum.org/en/chronology/interwar-years-1919-1938/canadian-delegation-at-the-paris-peace-conference-1919/>

Greece:

<https://www.youtube.com/watch?v=C0aOf8xLNE>

<http://www.historytoday.com/blog/2013/07/greece-and-first-world-war>

The Luxemburg question at the Paris Peace Conference and after

http://www.journalbelgianhistory.be/en/system/files/article_pdf/BTNG-RBHC%2C%2002%2C%201970%2C%201%2C%20pp%20001-020.pdf

d) Maps

Maps are essential for the conference, especially for the territorial disputes and the depiction of war torn areas. Please **bring decent maps** (digital and/or printed – we can project everything).

<http://omniatlas.com/maps/europe/19181025/>

e) PPC/MUN debate related internet publications

In order to understand the MUN debating system consult these sources (and read on below, sections 6.-9.):

United Nations Association of the United States of America For preparation advice, explanations and samples papers: <http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation>

<http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/rules-of-procedure>

<http://bestdelegate.com/research/>

Once you have done so you can discuss the issues on the eTwinning platform.

6. Position Paper

a) Definition: Position Paper / Speech

All delegations have to prepare speeches in which they point out their respective position towards a certain issue on the agenda. They must arrange these as a speech but the same guidelines as for position papers apply.

A Position Paper Speech therefore includes reasons for the nation's policies based on researched background information. In addition, a Position Paper Speech contextualises the specific policies of that nation in the historical international context on the issue. Position Papers are also referred to as Policy Statements.

In order to ensure that all Delegates are well-prepared for the issues on the agenda and the content of the conference's debates, it is an indispensable necessity to write Position Papers in advance of the conference. Each delegation has to write **4 papers** as speeches about their position (for and against) on war guilt, reparations, territorial disputes and the League of Nations. The effort you put in to produce sufficient papers will contribute significantly to your ability to participate in the lobbying process as well as in the formal debates.

b) Organisational procedures

Your position papers/speeches as well as your draft resolution (details see next section) must be sent to the Presidents **no later than 10 January, 2016**. Before sending the papers to the Presidents, you might also ask your conference director to proofread and correct them.

c) Formal Requirements for a Position Paper Speech at PPC

When referring to your nation or to express your nation's opinion, only use the nation's name or refer to your delegation as "we". Never use the 1st person singular in a Position Paper, a resolution or during debate. By stating your nation's name frequently, the focus on your country will be emphasised. Every Position Paper Speech should have a minimum length of 300 words and should include the following sections:

PARIS PEACE CONFERENCE

DELEGATE'S HANDBOOK



1. A general introduction to the issue, its scope and its implications,
2. A general summary about your country's historic development leading up to World War I, its war aims, the situation after WW I and recent policies with respect to the issue, including other treaties, pacts, alliances supported or opposed by your country,
3. Specific suggestions for measures to be implemented in a resolution on the issue (meaning: What does your country want from the conference?), as well as
5. A bibliography of sources you consulted.

Please do not feel forced to apply the scheme of the aforementioned sections. If you want to organise your papers differently, feel free to do so. Nonetheless, ensure that you develop a good understanding of the issue and your nation's policy, sufficient to enable you to participate actively in the debates with sound knowledge and arguments. Other aspects you might want to be informed about include:

A broader research on the politics, history, economy and population of your country to give your research and argumentation a contextual frame.

Which conventions, alliances, resolutions or treaties regarding the issue your nation has supported or opposed.

Justifications in the form of statistics or quotes from your country's government and its representatives to back up measures your nation is suggesting or has implemented in the past may help as well.

d) Sample Position Paper

Committee: Paris Peace Conference

Country: The Grand Duchy of Luxembourg

Topic: War Guilt

Over the past 4 years, a terrible war has been raging over Europe. New weapons and technology have been introduced to this war and have caused great damage to cities, architecture, agriculture and, most importantly, to European citizens. More than 17 million people have died, 7 million of which were completely innocent. 20 million were left wounded, mentally and physically. Everyone who has experienced this war will be traumatized for life. This war has cost 230 billion dollars. The face of Europe has never seen such a terrible war, and hopefully it never will again.

We as Luxembourgers have suffered because of this from the beginning. Our nation was conquered just as this war broke out, violating our desired neutrality. Luxembourg and its infrastructure has been misused for war purposes to supply the German troops on the western front. To our greatest grieve; our brethren in France saw themselves unwilling to free us, contradictory to what had been promised in the Luxembourgian Declaration of Independence in 1867. However, we as proud Europeans always supported the Entente's attempts to overthrow the German Empire. Therefore we sent our largest army division to help our French brethren in the battle of the Somme, resulting in a great loss of lives. Furthermore, we attempted to overthrow our German oppressors by revolting in 1916/1917. We were not liberated until the Germans withdrew their troops from our soil in 1918.

Many factors did indeed play into the outbreak of the Great War. However, it was not the Serbian terrorist who caused this turmoil of nations, and neither were his Serbian compatriots. Russia stepped in to defend their Slavic brethren from the Austro-Hungarian attack, while Germany blindly attacked France, violating Luxembourgian and Belgian neutrality. As a consequence we, the delegation of Luxemburg demand that the guilt for this war shall be equally divided upon the Austro-Hungarian Empire for starting the Domino Effect and the German Empire for fully supporting their war effort.

Sources:

<http://www.inesglobal.com/picture/upload/file/Der%20erste%20Weltkrieg%20beginn.pdf>

<http://www.wort.lu/de/lokales/wie-luxemburg-den-beginn-des-ersten-weltkriegs-erlebte-5310a21be4b01171e9aa42a2>

<http://exhibitions.europeana.eu/exhibits/show/europeana-1914-1918-de/menschen-in-dokumenten/soldaten-auf-dem-land-in-luxem>

<http://www.cnl.public.lu/fr/agenda/expositions/2015/09/Luxemburg-und-der-Erste-Weltkrieg/index.html>

7. Resolution

a) Definition: Resolution

Resolutions are written enactments which propose solutions to a problem. They contain evaluations of solutions, which have already been implemented, and make claims for further solutions. Resolutions express the decision of PPC regarding one of the issues on the agenda and are written according to strict formal requirements. The formal requirements for resolutions at PPC are stated in the Formal Clearing Sample Resolution which is attached to this Booklet and available on our website.

Every resolution is composed of a header stating the forum (here: PPC or one of the sub-committees when the conference is divided for the territorial disputes), the issue, the Main Submitter and the Co-Submitters; preambulatory clauses and operative clauses. **Preambulatory clauses** are introduced with preambulatory phrases as stated in the following list, they function as an introduction to the issue and its aspect and propose a certain view on the issue, why it should be debated and what importance it has. These clauses cannot be altered by an amendment in any way once the resolution is approved by the Approval Panel.

Operative clauses are introduced with operative phrases as stated in the following list and express the actions, measures, laws and orders that are suggested to resolve the issue.

Based on the specific suggestions for measures to be implemented in a resolution on the issue, which you made in your Position Paper Speech, prepare two draft resolutions, one on "The League of Nations" with a particular focus on either disarmament, non-aggression, military forces in case of non-compliance, independence of colonies, exit clauses or economical provisions, and the seat of the League and one on a freely chosen topic from the first three issues: war guilt, reparations, territorial disputes.

b) Resolution Phrases

Preambulatory Phrases

Acknowledging	Fulfilling	Noting with deep concern
Alarmed by	Fully alarmed	Noting with regret
Contemplating	Fully aware	Noting with satisfaction
Convinced	Fully believing	Observing
Declaring	Further recalling	Reaffirming
Deeply concerned	Guided by	Realising
Deeply conscious	Having adopted	Recalling
Deeply convinced	Having considered	Recognizing
Deeply disturbed	Having considered further	Referring
Deeply regretting	Having devoted attention	Reminding
Desiring	Having examined	Seeking
Emphasising	Keeping in mind	Taking into account
Expecting	Noting further	Taking into consideration
Expressing its appreciation	Noting with appreciation	Taking note
Expressing its satisfaction	Noting with approval	Welcoming

Operative Phrases

Accepts	Emphasises	Reaffirms
Affirms	Encourages	Recalls
Approves	Endorses	Recommends
Asks	Expresses its appreciation	Regrets
Authorises	Expresses its hope	Reminds
Calls	Further invites	Requests
Calls upon	Further proclaims	Resolves
Condemns	Further recommends	Seeks
Confirms	Further reminds	Solemnly affirms
Congratulates	Further requests	Strongly condemns
Considers	Further resolves	Strongly urges
Declares accordingly	Hopes	Suggests
Demands	Invites	Supports
Deplores	Notes	Takes note of
Designates	Proclaims	Trusts
Draws attention	Proposes	Urges

PARIS PEACE CONFERENCE

DELEGATE'S HANDBOOK



c) Sample resolution

Forum: Paris Peace Conference

Subject: War Guilt

Submitter: Luxemburg

Co-Submitters: -

The Paris Peace Conference,

Deeply Disturbed by the amount of military and civil casualties caused by this war,

Alarmed by the scope this war has reached, making it the most costly one ever,

Emphasizing the German Empire's role in causing this conflict by violating the nations' neutrality,

Noting with concern that neither Germany nor Austria Hungary seem to be aware of their guilt,

The Paris Peace Conference:

- 1) Notes that the Bosnian government's policy after the assassination of Archduke Franz Ferdinand was not optimal;
- 2) Emphasizes that the Austro-Hungarian demands after the incident in Sarajevo were too high to meet;
- 3) Reminds every nation of Germany's role in causing the conflict to escalate by violating Belgian and Luxembourgian neutrality and attacking France preemptively;
- 4) Strongly condemns Germany's role in further worsening the conditions of this war by:
 - a) employing chemical weapons against ground troops,
 - b) attacking civilian ships with submarines, resulting in thousands of deaths,
 - c) **continuing the fighting even after the defeat was imminent.**

8. Formal Debate

a) Order of Debate

The following scheme presents the usual procedure by which a resolution is debated in a forum.

1. Roll call (attendance) is performed.
2. The President sets reading time for the resolution that will be debated on.
3. The Main Submitter has the floor to read out the operative clauses of the approved resolution.
4. The President sets debating time.
5. The Main Submitter has the floor to deliver a speech in favour of the resolution.
6. In *time in favour*, Delegates and especially Co-Submitters may deliver speeches in favour of the resolution.
7. In *time against*, Delegates may deliver speeches against the resolution.
8. In voting procedures the conference votes on the resolution. The resolution either passes or fails.
9. The Main Submitter of the resolution has the floor again for a final speech.

Unfriendly Amendments change the order of debate. The above scheme with respect to the resolution is interrupted and all steps except for the roll call, reading time and a Main Submitter's speech are performed to debate the amendment. After an amendment has failed or been passed, the debate on the resolution is continued from where it was interrupted. The time during which an amendment is debated is not accounted as debating time in favour or against the resolution as a whole. For unfriendly amendments to an amendment, the same order of debate is performed as for debating an amendment with one exception: If an amendment to the second degree passes, the entire amendment to the first degree passes and the debate on the resolution as a whole is continued.

b) Boxes

Every forum will be given a box of candy that is placed on the President's desk. All Delegates are asked to bring local candy from their country of origin (or the one they represent as a delegate).

When you take the floor to deliver a speech, you are permitted to take one piece of candy after you have finished. Please do not eat the candy before all points of information are answered and not before you have left the floor.

c) Placards

Every Delegate will receive a placard stating her or his nation's name. These placards will be used to indicate that you wish to take the floor, to indicate your wish to raise a point or motion and during voting procedures for which purpose they have to be raised. You are only allowed to grab your placard in the moment you want to raise it. Otherwise, this behaviour will cause confusion throughout the debate and during voting procedures.

Generally, you are only allowed to raise your placards after you have been asked to do so by the President. In case you raise your placard too early, the President will demand that you lower them. When you have been recognised to take the floor to deliver a speech, remember to take your placard with you to the speaker's desk and do not forget to take it with you again afterwards.

Please always leave your placard at the seat where you found it. It is absolutely prohibited to take your placard with you after the conference.

d) Yielding

After delivering a speech and answering any possible points of information, you have to yield the floor back to the President by saying "The Delegate yields the floor back to the President". Alternatively, you may ask if it is in order to yield the floor to another Delegate. This will only be granted after you have delivered an appropriate speech and if the Delegate whom you wish to yield the floor agrees thereto, provided there is enough debating time and the position of the next speaker's nation corresponds with the present stage of debate (in favour or against). Consecutive yielding will not be permitted.

e) Voting Procedures

Voting procedures are always performed at the end of a debate on an amendment or the resolution as a whole. When you are voting on an amendment or on a resolution as a whole, abstentions are in order but when voting on a motion or other procedural matters, abstentions are not in order. You are not allowed to leave or enter the room during voting procedures. Note-paper passing will be suspended. Points and motions are not to be raised, except for a point of personal privilege due to inaudibility. If there are the same number of votes in favour and votes against, the resolution or the amendment passes. When voting on motions, a tie of votes means that the motion will not be enforced. If you feel that an amendment or a resolution passed or failed because many Delegates abstained, you should raise a motion to divide the house after voting procedures. If you think a Delegate should

have voted differently, you can make a motion to explain the vote.

f) Useful Phrases to be used by Delegates

During Formal Debate, it is prohibited to use the 1st or 2nd person singular to address oneself or others. Delegates have to refer to themselves and others in the 3rd person. It is also prohibited to address another Delegate directly; all communications are performed via the President. Below, you will find some suggestions for phrases to be used during debate. Especially for expressing Points of Information, feel free to find different formulations.

- When starting a speech/to address the conference: Honourable President, dear fellow Delegates, dear Ad-Staff and guests!
- After delivering a speech: The Delegate is (not) open to two/three/any and all points of information.
- To state a Point of Information: Is the Delegate aware of the fact that.../Would the Delegate not agree that...
- If the speaker did not understand a Point of Information: Could the President please ask the Delegate to rephrase her/his point?
- After all Points of Information are stated: The Delegate yields the floor back to the Presidency.

g) Unfriendly Amendments

Unfriendly Amendments are amendments that aim to change the content of a resolution or of an amendment. Amendments to the resolution can add new operative clauses, change existing ones or strike them out completely. Amendments to an amendment may only state to change the currently debated amendment. Unfriendly amendments are only in order in time against the resolution or an amendment as well as during open debate.

In order to propose an Amendment, it is indispensable to send an amendment sheet to the Presidents. To obtain amendment sheets, raise your hand high which will indicate your need of such to the Ad-Staff. The President will decide if the amendment is in order or not. After the amendment sheet reaches the President, you have to raise your placard when the floor is open and may state "motion to amend to resolution/ amendment". After being chosen, you have to ask if the amendment is in order.

If it is approved by the President, you have to take the floor and read out the amendment. The President will then set debating time and you have the floor to deliver a speech in favour

of the amendment. After time in favour and time against have elapsed, you will vote on the amendment. If there is an amendment to the amendment (amendment to the second degree), it is necessary to discuss it. If an amendment to an amendment is passed by a vote or adopted by acclamation, the whole amendment passes. If an amendment to the amendment to the amendment (amendment to the third degree) is passed by a vote or adopted by acclamation, the amendment to the resolution (amendment to the first degree) simultaneously passes.

Amendments to the fourth degree are not in order.

h) Points

A point is a request made by a Delegate concerning information, personal privilege or procedural issues. Points may not interrupt the speech of a speaker on the floor, except for a point of personal privilege due to inaudibility. This point is also the only point that can be raised in voting procedures.

Point	Purpose	Constraints	Process
Point of Personal Privilege	In case of personal discomfort (e.g. bathroom issues, inaudibility of the speaker)	May only interrupt a speaker or be raised in voting procedure if due to inaudibility	Decision by the President
Point of Information (to the Speaker)	To ask a question to the speaker on the floor after a speech	Speaker needs to be open to points of information	President asks if there are any of such in the house and recognises a Delegate
Point of Information to the President/ Chair	For all general questions to the President	Only while there is no speaker on the floor	Has to be heard by the President
Point of Parliamentary Inquiry	To ask a question to the President referring to possible violations of the rules of procedure	Only while there is no speaker on the floor	Has to be heard by the President; President decides whether rules were violated and corrects mistake if necessary

i) Requests

A request is used by a Delegate to demand a certain privilege related to the content of the debate. A request is distinguished from a motion inasmuch as a request only affects certain Delegates whereas a motion affects the entire forum. Requests may not interrupt the speech of a speaker on the floor. Decisions by the President on granting or denying Requests cannot be objected to by the Delegates.

Request	Purpose	Constraints	Process
Request to follow up	Can be used after a Point of Information (to the Speaker) by the same Delegate to ask a further question to the speaker on the floor	While there is a Speaker on the floor who still is open to points of information; the follow- up point must be directly connected to the content of the initial one	Decision by the President
Request for a right of reply	To request the right of reply to a Delegate's previous speech or point of information that is insulting	Must refer to a previously raised point of information or speech; to be raised after the offensive speech/point; not while there is a speaker on the floor	President asks the requesting Delegate to explain the request and decides whether a reply by the accused Delegate is necessary

j) Motions

A motion is a request made by a Delegate concerning the procedure of the whole forum. Motions cannot be raised while a speaker is on the floor. Decisions by the President whether to overrule or to accept a motion cannot be objected to. If the President decides to accept the motion, the motion can be objected to by saying "objection" if explicitly stated in the table below. To agree on a motion, a Delegate says "second". All Motions require at least two 'seconds' to be recognised by the President unless explicitly stated otherwise.

Motion	Purpose	Process
Motion to make an amendment	To introduce an amendment (amendment to the first degree) and start debating on it	Decision by the President; not during time in favour of the resolution, unless it is a friendly amendment; no seconds required
Motion to amend the amendment	To introduce an amendment to an amendment (amendment to the second or third degree) and start debating on it	Decision by the President; only in time against/open debate on the amendment to the first/second degree, unless it is a friendly amendment; no seconds required

PARIS PEACE CONFERENCE
DELEGATE'S HANDBOOK

Motion	Purpose	Process
Motion to explain the vote	To demand an explanation from a Delegate of his/her previous vote	Decision by the President; to be raised after voting procedures; no seconds required
Motion to move into time against	To end time in favour of the resolution/amendment and entertain speakers against	Decision by the President; only in order during time in favour; may be objected to by Delegates, the objecting Delegate has the floor
Motion to move into open debate	To end time against the resolution/amendment and entertain speakers either in favour or against; this motion does not extend debating time	Decision by the President; Only in time against the resolution/amendment; if entertained by the President but objected to by a Delegate, a simple majority vote is required to pass the motion; if there was no speaker against in time against, there needs to be at least one in open debate
Motion to close the debate/ motion to move into voting procedures (both formulations allowed)	To end the debate on the resolution/amendment and start voting procedures	Decision by the President; not during time in favour; may be objected to by Delegates, the objector has the floor; there needs to be at least one speaker against the resolution/amendment in time against or in open debate before this motion may be entertained unless there are none
Motion to extend/ limit debating time	To extend or limit debating time in favour, against or in open debate	Decision by the President; if not overruled by the President but objected to by a Delegate, a simple majority vote is required to pass the motion; also see: 4.2 Time Setting
Motion to suspend the meeting	To hold a short break due to any occurrence	Decision by the President; may be objected to; the objecting

PARIS PEACE CONFERENCE
DELEGATE'S HANDBOOK



		Delegate has the floor; objections can be overruled by the President
Motion to declare this an important question	The resolution/ amendment requires a two-thirds majority to be passed	Cannot be overruled by the President; simple majority vote required
Motion to adopt the resolution/ amendment by acclamation	To pass the resolution/ amendment without voting procedures; might be used in case there is no Delegate wishing to speak against the resolution/amendment	Decision by the President; may be objected to and previous debate continues
Motion to invite a party of dispute	To invite the ambassador of a nation relevant to the discussed issue to deliver a speech	Decision by the President; Appointment is arranged by President
Motion	Purpose	Process
Motion to appeal against the decision of the Chair/ President	To question a decision of the President if there is a grievous violation of the rules of procedure; to be used with caution	Only possible after the same Delegate raised a Point of Parliamentary Inquiry; two thirds majority required ; decision by the Secretaries-General
Motion to adjourn the debate	To close the debate on the current resolution without voting procedures	Decision by the President; if entertained, a two-thirds majority vote is required to pass the motion
Motion to divide the house	To repeat a vote without abstentions; only if the previous vote is particularly close	Two-Thirds Majority vote required if entertained by the President
Motion for a roll call vote	To repeat voting procedures; every Delegate is called upon individually and states the vote	Decision by the President; only if the previous vote is particularly close
Motion for a B5 council	To hold a short, separate meeting with the B5 nations; supervised by the President	Only to be raised by a B5 nation; Seconds required by all B5 nations; decision by the President

9. Rules

In addition to the information provided in this chapter, please keep in mind the rules stated in the Rules of Conduct which you have to sign in order to attend the conference.

a) Time Frame

The President and Vice President set the time and declare a starting point for the given time window.

b) Dress code

During PPC it is everyone's duty to adhere to the semi-formal dress code. You are allowed to wear dark jeans. Sneakers, trainers or any other types of shoes that are not appropriate for the event are prohibited. Delegates are only allowed to wear authentic clothes from their nation during the Opening Ceremony. Dress code controls will be conducted by the Conference Managers and the Presidency. In cases of non-compliance with the formal dress code, Delegates will be punished. You are strongly encouraged to dress formally.

Female participants:

- a) should wear neutral make-up and
- b) have to wear either a dress or a blouse with trousers or with a skirt. Wearing a blazer is not mandatory but appropriate.
- c) The skirt or dress may not be shorter than a palm above the knee.
- d) Blouse, skirt, trousers, blazer and dress as well as shoes should be in neutral colours.

Male participants:

- a) have to wear a suit and a shirt. Ties are not mandatory, however they are highly appreciated.
- b) should be dressed in neutral colours and
- c) have to button up their jacket before being allowed to speak.

d) Notepapers

Notepapers provide an important basis for communication during a debate. These notepapers may be sent from you to other Delegates or to the President and PPC Directors. You are encouraged to bring your own notepaper which you can style according to your own taste.

You are not allowed to:

a) write about topics which have nothing to do with the debate, b) pass notepapers during voting procedures or during roll call, c) use any language except for English,

All notepapers sent by Delegates are checked by the Administrative Staff to ensure that these rules are being complied with. Your Presidents have the right to suspend notepaper-passing during formal debate if this contributes to the conference's work. You can obtain notepaper sheets by raising your hand. This will indicate your need to the Ad-Staff. The Ad-Staff will send notepapers if you raise them visibly.

e) General Rules at PPC

Smoking: Smoking is completely prohibited in North Rhine-Westphalia for people under 18. Aside from this, it is strictly forbidden to smoke on the school grounds of Goetheschule Essen.

Alcohol: During our conference, the consumption of alcohol is strictly prohibited, since PPC is an academic activity.

Eating and Drinking: Eating is absolutely prohibited during formal debate. Drinking occasionally, in contrast, is permitted throughout formal debate. If necessary, the President is allowed to change these regulations.

Punctuality: Being on time for the roll call every morning, after lunch break or after any other break and at every ad-hoc meeting is an indispensable necessity and will be punished for if not complied to.

Electronic devices such as but not only laptops, tablet computers and cell phones: All Delegates have the special permission to use their cell phones during Lobbying but only in the room where the conference is taking place, for further research or any necessary translations. All cell phones need to be on silent mode. Laptops may be used during lobbying but only for activities

related to the conference's work and not during formal debate.

f) Rules for the Evening Activities

At PPC alcohol is forbidden. Everyone should behave decently according to their respective school laws and regulations. Any stricter rules imposed by your school and Directors or by your host families are also to be obeyed. Remember that you agreed to these by signing the Rules of Conduct.

g) Punishments

Any violation of these rules will have consequences. Violations of the Rules regarding alcohol and smoking will be punished for by the PPC-Directors. If you behave inappropriately and distract other Delegates, the President will give you a fair warning to maintain decorum vocally or via notepaper. If you continue to distract other Delegates or behave inappropriately, the President will impose a punishment such as singing, dancing or 'butt spelling'. If this measurement is not successful, the Presidency will decide on further measurements. The President is also instructed to find appropriate punishments for late Delegates. Non-compliance with the dress code will be sanctioned by the Presidency or by the Conference Managers.

10. Glossary of PPC/MUN Terminology

Abstain: If you vote neither in favour nor against, you are said to abstain. During a vote on a resolution or an amendment (to any allowed degree) Delegates have the right to abstain when the delegation neither supports nor opposes the resolution. Abstentions are not in order in a vote on a motion or while a motion to divide the house is entertained.

Administrative Staff: The Administrative Staffs (commonly referred to in the abbreviated form 'Ad-Staff' or 'Admin') are the assistants of the President. They assist the President in passing notepapers and during voting procedures.

Agenda: The list of the issues to be discussed at the conference is called the Agenda.

Amendment: The change of a draft resolution on the floor. There are two types of amendments: a friendly amendment is supported by the Main Submitter of the original draft resolution and is passed upon agreement by the Main Submitter. Friendly amendments are in order in time in favour as well as in time against the resolution or the amendment. An unfriendly amendment is supposed to change the content of a resolution. This has to be debated and voted on by the whole forum. Regulations for unfriendly amendments are included in the chapter 'Formal Debate'.

Approval Panel: The Approval Panel is composed of the Directors (teachers) who accompany the delegations. After a resolution has been approved by the panel, it may be discussed in the forum. The Approval Panel checks if the resolution is grammatically and orthographically correct as well as if it is comprehensible and clear. The Approval Panel does not have permission to interfere in questions about its content. After a resolution is lobbied, merged and corrected, it is brought to the Approval Panel. If it does not conform to the prescribed standards, it will be returned to the Main Submitter to correct it. Once it conforms to the standards, it will be approved. As long as insufficiencies are still detectable, the resolution needs to be corrected again before the approval is issued and the resolution allowed to be debated.

Attendance: For all official parts of the conference, it is every Delegate's obligation to attend them. Your presence will be determined by the Presidents at every roll call; for which you need to make sure that you are always on time. In case you are sick or unable to attend for whatever reason, it is your obligation to contact your school's Directors as soon as possible.

PARIS PEACE CONFERENCE
DELEGATE'S HANDBOOK



Badges: Every participant will receive a badge on which their name and position are indicated. Please ensure that you **keep your badge with you at all times** during the conference and bring them along to the evening activities. They serve as identification and admission. You will receive your badges at the beginning of the conference during registration. Please report any losses or mistakes to the Presidency immediately.

President and Vice President: The head of the conference who are in charge of moderating the debates, setting debating time and interpreting the rules of procedure. The President is assisted by a Vice President.

Conference Manager: The person(s) responsible for all organisational management as well as for every participant's well-being.

Co-Submitter: please see Submitter.

Decorum: This is the conduct of behaviour all participants of PPC must conform to. If a speaker or Delegate fails to follow these basic rules and treats the speaker or the president without respect, the president will call for Decorum.

Delegate: A student acting as a representative of a Nation at the PPC.

Delegation: Two students who represent a nation at the PPC. The term can also refer to all Delegates from one school, the school delegation.

Draft Resolution: A document written by a Delegate, which is created to resolve an issue on the agenda of the conference. Draft resolutions are informally debated during Lobbying, possibly revised, merged and brought to the Approval Panel before the debate.

Floor: In public speaking, such as in a legislature or town hall meeting, or in a committee of the UN, the person currently allowed to speak is said to "have the floor." After giving a speech and answering to Points of Information, the Delegate has to yield the floor back to the President or, upon approval by the latter, to another Delegate.

Formal Debate: The usual procedure of debating. In Formal Debate, there is a speaker in front who speaks for a certain time. Formal Debate is moderated by one of the Presidents. During formal debate, Delegates have to remain seated and silent unless delivering a speech on the floor or raising a point or motion.

Guest Speaker: A person who has great knowledge about and deep insight in one of the debated issues will visit every forum as a Guest Speaker. The Guest Speaker will speak about one of the three topics in your forum. It is absolutely essential for you to give her or him your attention. The Guest Speaker will give you an input speech or presentation on the one particular issue; afterwards you are given the worthy opportunity to ask questions to deepen your understanding of the issue. Try to prepare some questions before and during the speech. Keep in mind that the Guest Speaker is dedicating her or his free time to help the Conference, so make sure that you stay polite and appreciative.

During this procedure, you do not have to stick to PPC's rules of formal debating. You are allowed to ask questions not only from the perspective as a Delegate of one nation but also from your personal point of view.

House: The term 'house' refers collectively to all Delegates in one forum.

Lobbying: The informal discussion about the issues and the improvement of a draft resolution by Delegates in small groups before the actual debate is called Lobbying. The rules of formal debate do not need to be obeyed to. During Lobbying, you should try to find nations with similar opinions and combine your resolutions. In addition, lobbying time must be used by the Main Submitter to find Co-Submitters for the draft resolution. It is the President's duty to help the Delegates organise in groups. After lobbying, at least one draft resolution on each issue which is to be debated before the committee needs to be brought to the Approval Panel and discussed in formal debate.

Main Submitter: please see Submitter.

Merging: The process by which aspects or clauses of several resolutions are put into one resolution during lobbying is called merging. The merged resolution is brought to the Approval Panel and discussed in the forum.

PARIS PEACE CONFERENCE
DELEGATE'S HANDBOOK



PPC-Director: A teacher or supervisor who is supervising the school delegation and the debates. In the Approval Panel, they correct draft resolutions in terms of spelling mistakes and grammar.

Motion: A request made by a Delegate concerning the whole forum, e.g. to change the procedures, move into voting procedures, extend debating time etc. Most motions are only in order while there is no speaker on the floor.

Official Language: The official language of PPC is English. All communications must therefore be conducted in English, by all participants and at all times during the conference. Non-compliance will not be tolerated by the Presidents.

Operative Clause (OC): The part of a resolution including a proposal through which measure or regulation will contribute to resolving the issue of the resolution. At the beginning of every operative clause there is an action verb, called the operative phrase.

B5 Council: To spice up the debate we decided on having a Big 5 nations council (B5) made of the delegations from France, Russia, the UK, Germany and the USA. A motion for a B5 Council can be raised by a B5 nation. If the four other B5 nations second this motion and it is granted by the President, the five nations hold a short meeting in order to discuss a controversial aspect of the resolution. The ten/five Delegates are accompanied by the President, who takes an advising position. As these nations have suspensive veto rights, they may discuss their voting behaviour in order to find a compromise whereby no nation will use its veto during voting. While the council takes place, the debate is stopped and the delegates from the other nations can lobby.

Participation: Beyond your mere attendance, we require **your active participation** in the work of PPC. The more you participate and contribute to the resolutions and debates, the greater your success and fun. It might be that your nation cannot contribute to a great extent to all topics but you should nonetheless pay attention to the speakers, raise points of information and motions, prepare amendments and communicate with other Delegates via notepaper. Do not be afraid to speak because you believe your English to be not good enough. Do not feel intimidated by experienced Delegates but heed what they do and learn from them. If you do not understand something, you should always ask your President by making a point of information to the President or by sending them or another Delegate a notepaper.

PARIS PEACE CONFERENCE

DELEGATE'S HANDBOOK



Otherwise, keep in mind that all Presidents have the right to call upon you to deliver a speech on a resolution or on an amendment in time in favour, against or in open debate, depending on your nation's opinion on the matter. Rather than waiting for your President to force you to speak, prepare a speech or an amendment and take the initiative.

Point: A request of a Delegate concerning information, personal privilege or procedural issues. Points may not interrupt a speaker on the floor except for a point of personal privilege due to inaudibility.

Point of Information: A question either to the speaker on the floor or to the President. This question has to be recognised by the President and may not interrupt a speaker.

Position Paper: A text written by a Delegate about the issues to be discussed at PPC and the policy of the nation the Delegate is representing. Position Papers are sometimes referred to as Policy Statements.

Preambulatory Clause: The part of a resolution which states the actions already taken to solve the issue and the reasons why this resolution is necessary. It begins with a participle or adjective, a so-called preambulatory phrase.

Presidents: Responsible for the issues on the agenda and the rules of procedure. The Presidents hold the highest judicial authority on the interpretation of the rules of PPC.

Resolution: A formal document discussed and voted on by a forum at PPC in which a particular issue is addressed and decisions regarding measures, actions and laws are stated.

Right of reply: When a Delegate feels personally insulted by a speaker or feels that the speaker insulted the Delegate's nation, he or she can request the right of reply.

Roll Call: The first action made at a PPC conference to determine who is present or absent. The President reads out every delegation. Only one member of the Delegation has to reply with either "present" or "here" when her or his nation is called. During roll calls, all Delegates and Ad-Staffs have to be seated. Passing notepaper therefore is suspended.

Second: To agree with a motion, a Delegate says “second”. A motion needs to be seconded at least twice before the President may recognise the motion. Some motions do not require a second.

Secretariat: Supportive staff at a PPC conference. The Secretariat provides copies, prints and the distribution of documents.

Session: During formal debate, a forum is said to be in session.

Simple majority: Some motions need to be voted upon. To pass such a motion, a simple majority vote is required which means that more than 50% of votes need to be in favour. Otherwise, the motion fails. Votes on an amendment and resolution do not require a simple majority since in case of a tie (same number of votes in favour and against), the amendment or resolution still passes.

Submitter: There are two different kinds of Submitters: the Main Submitter and Co-Submitters. The Main Submitter is the Delegate submitting a resolution or proposing an amendment. This Delegate reads out the operative clauses of the submitted resolution or states the amendment in front of the forum. Thereafter, the President sets debating time on the resolution as a whole or on the amendment and the Main Submitter has the floor to deliver a speech in favour of the resolution or amendment. The Main Submitter decides on any friendly amendment if classified as such by a President.

Before a draft resolution can be debated, it needs to be approved of by the Approval Panel, the Main Submitter needs to find four Co-Submitters who either support the resolution or want it to be debate on and fill in the Co-Submitters' sheet accordingly. The Main Submitter of a resolution is responsible for correcting any mistakes detected by the Approval Panel. She or he is in charge of the Co-Submitter sheet as well as the Approval Protocol. These forms will be handed out by the Presidents.

In time in favour of the resolution, in time against or in open debate, it is likely that the President will call upon the Co-Submitters to deliver a speech according to their delegations' opinion.

Main Submitters of a resolution may deliver a final speech after voting procedures on the resolution as a whole.

Veto: The ability of Italy, France, Germany, the United Kingdom and the United States of America to refer any resolution or amendment back to the conference floor by voting against it.

Yielding: Passing the right to hold the floor and speak to another Delegate or most commonly back to the President.

Impressum

Goetheschule Essen

Ruschenstraße 1, 45133 Essen

Telefon: +49 201 841170

Telefax: +49 201 8411726

E-Mail: boergen@goetheschule-essen.de

Die Goetheschule Essen ist eine Körperschaft des Öffentlichen Rechts.
Sie wird durch die Schulleiterin, Dr. Nicola Haas, gesetzlich vertreten.

Schulleitung der Goetheschule (Anschrift wie oben), gemäß § 10 Absatz 3 MDStV.

Haftungshinweis: Trotz sorgfältiger inhaltlicher Kontrolle übernehmen wir keine Haftung für die Inhalte externer Links. Für den Inhalt der verlinkten Seiten sind ausschließlich deren Betreiber verantwortlich.

Disclaimer

Goetheschule Essen

Ruschenstraße 1, 45133 Essen

fon: +49 201 841170

fax: +49 201 8411726

E-Mail: boergen@goetheschule-essen.de

Goetheschule Essen is a corporation under public law. It is legally represented by the head teacher Dr Nicola Haas. Despite thorough scrutiny we do not take any responsibility for the content of external links.

Copyrights of images:

cover page: [Apcbg](#), [Map of Europe](#), 2006. This file is licensed under the [Creative Commons Attribution-Share Alike 3.0 Unported](#) license.