

# **Model United Nations Assembly 2022 - FAQ**

---

[What is National MUNA](#)

[Who Can Register for MUNA](#)

[Registration Costs and What They Include](#)

[Expression of Interest](#)

[Registration](#)

Role, Obligations and Requirements of a Counsellor

- [What is the Role of a Counsellor?](#)
- [What are the obligations of a Counsellor?](#)
- [Working With Children \(WWC\) Requirements](#)

[Arrival at The Canberra Park Resort](#)

[Accommodation](#)

- [Student accommodation](#)
- [Counsellor accommodation](#)

[Requirements for Using the Museum of Australian Democracy \(MOAD\)](#)

[Transportation](#)

[MUNA Dress Code](#)

- [Dress Code for the Debate Sessions](#)
- [Dress Code for the MUNA Dinner on the Saturday Evening](#)

[The MUNA Dinner on the Saturday Evening](#)

- [Counsellor Transport to/From the MUNA Dinner](#)

[Permission for Participants to be Photographed](#)

[Risk Management](#)

## **Dates**

MUNA 2022 will be held between Friday 19 to Sunday 21 August 2022

## **Summary of Costs**

Item	Cost	Comments
Registration for a two-member team	\$1,200	Includes student accommodation and meals and meals for one counsellor for Saturday and Sunday
Registration for a three-member team	\$1,500	Includes student accommodation and meals and meals for one counsellor for Saturday and Sunday
Additional Counsellor	\$200	Includes MoAD meals for one counsellor for Saturday and Sunday plus the MUNA dinner
Counsellor accommodation at Canberra Park Resort	\$200	Includes Friday night dinner and breakfast Saturday and Sunday
Meals at Old Parliament House (per additional person)	\$50	Includes morning tea (Saturday and Sunday), lunch (Saturday) and afternoon tea (Saturday)
Friday night dinner for those not staying at Canberra Park Resort	\$20	
MUNA dinner (Saturday night) per additional person	\$30	

## What is National MUNA

MUNA, the Model United Nations Assembly, is based on a successful project, originally organised by the Rotary Club of Forbes, NSW, which has now been adopted by many Rotary Districts and is enthusiastically supported by the United Nations. Many Rotary Districts run their own MUNA event each year. National MUNA brings together winners of District MUNA events and some other teams to debate United Nations related issues in the National Capital.

Each participating team is sponsored by a Rotary Club or District. Teams are made up of two or three Year 11 or 12 students, with each team representing a nation at a simulated Model United Nations Assembly. Teams debate topics of international concern such as world peace, environmental issues and human rights over two days.

Before attending, students are expected to familiarise themselves with the nation they represent by studying its history, politics, economics, people, geography, international alignment and real life stance on world affairs.

Where the nation selected by a team has an Embassy or High Commission in Canberra, students will find in most cases that Embassy/High Commission staff are supportive of the event and of assisting the team to understand the represented country and their position on the types of issues debated in MUNA. In recent years some Embassies and High Commissions have been happy to have students visit them and brief them on a range of real life issues affecting the country and the country's position on particular issues. We encourage teams to make contact with their assigned nation's Embassy, High Commission or Consulate and if they feel inclined to do so, to invite their representatives to attend part of the debate. The MUNA Registrar can assist with the initial introduction in most cases.

## Who Can Register for MUNA?

Teams attending MUNA must consist of two or three students. The team must have a sponsoring Rotary Club or District, which will normally fund the majority of expenses associated with National MUNA. Students may come from one school, or from a couple of schools within a District.

Most teams will have been involved in a District MUNA or other debating activity in the lead-up to this event.

Most participating students will be in year 11 or 12. Each participating student **MUST** be at least 15 years old, and must still be in secondary school.

Rotary International Exchange Students are encouraged to participate. They can act as advisers to countries and may participate in a team. Current or prospective international students should be asked to pencil MUNA in their diary.

## Registration Costs and What They Include

The Registration Fee for each team for MUNA 2022 is as follows:

- a. for a two-member team - \$1,200, or
- b. for a three-member team - \$1,500.

The Registration Fee includes:

- a. For team members. All meals and accommodation for the team members for the duration of the Assembly (from dinner on Friday night to morning tea on Sunday inclusive) and transportation between Canberra based MUNA activities.
- b. For one adult Counsellor per team. Morning tea, lunch and afternoon tea on Saturday at MoAD; Saturday evening's MUNA dinner and morning tea on Sunday at MoAD. If more than one Counsellor is associated with a team, their meals will be at additional cost.
- c. For Counsellors staying at the Canberra Park Resort. Friday night dinner and breakfast on Saturday and Sunday mornings at Canberra Park Resort are also included. Use of the buses transporting the students to and from the events at Old Parliament House may be available to Counsellors staying with the students subject to seat availability.

The Registration Fee does not include team transportation to and from Canberra, or between Canberra Airport and the Canberra Park Resort. Each sponsoring club or district is responsible for transporting their students to and from Canberra and transport to the Canberra Park Resort on the Friday afternoon and from Old Parliament House at the conclusion of the event.

The Registration Fee does not include accommodation for the Adult Counsellor. Counsellors are welcome to stay at the Canberra Park Resort in shared adult accommodation (two in a room), at their cost (\$170.00 for the two nights, including Friday evening dinner and Saturday morning and Sunday morning breakfasts). Should Counsellors wish to stay at the Canberra Park Resort, they should request this on the MUNA Registration Form. Counsellors wishing to stay in the shared accommodation at the Canberra Park Resort must pay the Registrar for the accommodation at least four weeks prior to the event.

## Registration

Registration is to be made via [this e-form](#). This link can be shared with those organizing the team, to simplify pulling all of the information together.

The registration process will require you to have a lot of information regarding the sponsoring Rotary club/district, team members and the Counsellor. Although the electronic form can be saved part way through the process, it is best to have all necessary information to allow the form to be completed in one go. The following list will assist you consolidating this information:

- Identify a sponsoring Rotary Club or District and a member of that Club or District who will advise their procedures for your team to nominate and act as an initial contact point. If you are not sure how to locate your local Rotary Club or District, try googling Rotary and your city name. If you need assistance, please contact the MUNA Registrar. For registration you will need the name and contact details for the Rotary sponsor and for the Rotary person responsible for payment of Registration fees.
- Identify two or three team members, and ensure they all have parental consent to participate. For each student you will need their school, name, age, sex, name, address, phone and email contact details, parent/guardian name and contact details, any dietary restrictions and any medications being brought to the event.
- Work with your sponsoring Rotary club or district to identify a Counsellor to accompany the team (refer to the Counsellor section below for details on the requirements and responsibilities of the Counsellor). You will need the Counsellor's name, address, contact details, dietary restrictions and accommodation needs.

- Choose *five* nations which the team might like to represent, *one from each bloc*, from the country list on the MUNA website.

Once you have all of this information, you are ready to fill in the on-line Registration Form – using the link provided in response to receipt of your EOI. This link will open the electronic registration form. As you fill it out, it will automatically be saved, so you will be able to return to it at a later time if you have not got time to complete it all in one sitting **as long as you use the same computer and browser**.

Review the form and confirm all information is accurate and complete. Note that many of the fields are mandatory, so make sure these are filled in, or you will not be able to proceed to submit the form (if you attempt to do so and receive an error message advising that some fields have not been completed, scroll back through the form to find the missing fields (highlighted in red).

When the form is complete, select SUBMIT and the form will be submitted to the Registrar. Contact the Registrar for assistance if required. Please submit the form electronically, as this saves considerable manual information entry by the Registrar.

Participating students and their parent/guardian need to read and sign the Combined Consent Form (one per participant). These should be scanned and emailed to the Registrar ([MUNARegistrar@gmail.com](mailto:MUNARegistrar@gmail.com)) as a team batch, as soon as possible after the registration form has been submitted.

Counsellors need to read and sign the Counsellor Consent Form, available on this website, scan and email it to the Registrar ([MUNARegistrar@gmail.com](mailto:MUNARegistrar@gmail.com)) as soon as possible after the registration form has been submitted.

The sponsoring Rotary District/Club needs to sign an acknowledgement form in relation to Youth Protection policy, available from the MUNA website.

Once the registration has been received, invoices for fees and other costs will be forwarded to the sponsoring Rotary Club. Registration will not be complete until all of the above have been actioned and payment of Registration Fees has been confirmed.

All registrations are to be completed by 28 July 2022.

*Common problems in filling in the Registration form in past years include:*

- Incorrect spelling of student names. This is important as the registration is used for the spelling of student names on their MUNA certificates. Please double check names.*
- Not including parent or guardian contact details. These must be provided to allow MUNA officials to contact parents or guardians directly in the event of an issue involving the student.*

## **Role, Obligations and Requirements of a Counsellor**

### *What is the Role of a Counsellor?*

An important aspect of nominating a MUNA team is the identification of an adult Counsellor, who is expected to be the prime support person to the team, both with advice and supervision when MUNA proceedings are not 'in session'. Thus, a Counsellor will be expected to ensure that the participating students act responsibly over the course of the event from the time that students arrive at the Canberra Park Resort until they depart MOAD at the end of the event. If travel is involved, the Counsellor will normally oversee the students in travel to and from the event.

Counsellors are responsible to ensure that their team adhere to the high standards of behaviour that are expected from those representing their school and the Rotary Club/District. This requires the Counsellor to be present at the primary MUNA activities including the debate and MUNA dinner, and available on-call at all other times throughout the event.

***The Counsellor has primary duty of care and responsibility for the safety of the team throughout the event, including during travel to and from the event.***

The counsellor **MUST** be an adult (eg Rotarian or teacher) with “Working with Vulnerable People” credentials or equivalent - he/she cannot be the third student or equivalent. Details of the Counsellor’s “Working with Vulnerable People” credentials or equivalent are required to be provided as part of the registration process.

### ***What are the obligations of a Counsellor?***

Counsellors **MUST**:

- Ensure the safety of the team throughout the event, including during travel to and from the event;
- Be available in case of emergency over the weekend (we ask for a mobile phone number, at which we can be sure to contact you);
- Act as the prime support person to the team, both with advice (though NOT coaching during the debate) and supervision when MUNA proceedings are not ‘in session’;
- Ensure students under their care act responsibly over the course of the weekend and adhere to the high standards of behaviour that are expected from those representing their school and/or Rotary Club / District; and
- Attend the formal dinner on the Saturday evening with students (cost for one Counsellor is included in the team package).

### ***Youth Protection & Working With Children (WWC) Requirements***

In consideration of the Rotary Club of Canberra Sunrise’s duty of care, each Counsellor must have an existing clearance for working with children and/or vulnerable persons or equivalent. As these clearances take some time to be approved through the Government, please ensure you commence the application as early as possible. Details of Counsellor's *Working With Children* clearances are required to be provided on the Counsellor Consent form as part of registration for teams.

Counsellors are also required to certify that they have not been found guilty or been accused of a crime against a child or young person of which they have not been cleared as part of their nomination process. Without this certification the counsellor nomination is not able to be accepted.

Sponsoring Rotary Districts and Clubs are required to review and approve the nomination of the Counsellor/s for their team/s, and confirm that they have confirmed the suitability of the counsellor in terms of relevant youth and vulnerable people protection policies. Sponsoring clubs within District 9705 must also comply with additional District requirements including completion and submission of the Rotary Youth Volunteer Information and Declaration Form for the Counsellor/s and any other individuals with responsibility for participants.

### ***Other Counsellor Information***

Counsellors are encouraged to attend the MUNA preliminary session on the Friday evening at Canberra Park Resort, when the resolutions are voted on and the order of speaking will be determined. Counsellors should attend the MUNA debating sessions on Saturday and Sunday.

## **Arrival at The Canberra Park Resort Holiday Park**

Registration will be open from at The Canberra Park Resort from 1.30pm to 6pm. If your team is unable to arrive within that time-frame please arrange this ahead of time through the MUNA Registrar.

For those arriving early in the afternoon an optional tour of the Museum of Australian Democracy may be available (yet to be confirmed). Alternatively, the time may be spent doing final preparations, meeting other teams and developing bloc strategies.

## **Accommodation**

### ***Student Accommodation***

All students will be accommodated, without exception, at the Canberra Park Resort (Cnr Federal Highway & Old Well Station Road KENNY ACT 2911 CANBERRA (Next to EPIC showgrounds) - <http://canberrastudentaccommodation.com.au/>. This includes students who normally live in the ACT. Please ensure that students and parents understand this arrangement prior to finalising your team.

Student accommodation is in one large 'pod'/building, with a central common area within the building. The accommodation allows 4 students per room (with 2 sets of bunks per room), with a 3-way bathroom in each student room. Bedding linen, blankets and towels are provided. Student rooms are centrally heated. Please note that the meals area is a short, covered walk from the accommodation and that the weather will be cold. Ensure you bring warm clothes.

A number of Rotarians and other authorised adults will be at the student accommodation whenever students are on site. The Resort has a 24/7 on-call security presence.

### ***Counsellor Accommodation***

Counsellors may stay either at the Canberra Park Resort (<http://canberrastudentaccommodation.com.au/>) or alternatively may make their own accommodation arrangements. Canberra Park Resort counsellor rooms are in the same or adjacent building as the students, and are normally twin share, each with its own bathroom, TV and tea making facilities. The cost for Counsellor shared accommodation at the Canberra Park Resort (which will typically be two people sharing a room in the same lodge as the students is \$170.00. This fee covers two nights' accommodation including Friday evening dinner, Saturday breakfast and Sunday breakfast at The Canberra Park Resort with the students. Note that in some cases this cost is not covered by the sponsoring Rotary District or club.

Hotel accommodation is available a few kilometers from the Canberra Park Resort at Hotel Ibis Styles Canberra Eagle Hawk (<http://www.ibis.com/gb/hotel-9271-ibis-styles-canberra-eagle-hawk/index.shtml#>). If you wish to stay at this hotel, please contact the hotel on (02) 62416033 or via the web site and book directly. Alternatively basic accommodation quite close to the Canberra Park Resort is available at the Watson Ibis Hotel - <http://www.ibis.com/gb/hotel-3505-ibis-budget-canberra/index.shtml#>. If you wish to stay at this hotel, please contact the hotel via the web site and book directly.



Counsellors staying at the Canberra Park Resort may request the student buses to take you to and from Old Parliament House. Please request this option through the Registrar. Such transport is subject to seat availability.

Counsellors that are not staying at the Canberra Park Resort are welcome to join students for the Friday night meal at the Canberra Park Resort at additional cost. Counsellors in this situation that would like to eat with the students at the Canberra Park Resort on the Friday evening need to specify this on the Registration Form. Friday night dinner for those not staying at the Holiday Park will be at an additional charge of \$20.00 per head.

## **Requirements for Using the Museum of Australian Democracy (MOAD)**

MUNA is held at the Museum of Australian Democracy (MOAD), formerly known as Old Parliament House. This is a very auspicious venue, full of character, and the chambers present a wonderful atmosphere for the MUNA debate. Visit the MOAD website for more information: <http://moadoph.gov.au/>.

### ***Chamber Protocols at MOAD***

MOAD is a heritage building, and subject to strict protocols, particularly within the chambers. These restrictions are important in preserving the rooms in the best possible state. MOAD security staff and our MUNA officials will be monitoring proceedings and ensure compliance with the restrictions. Your assistance in following these guidelines is greatly appreciated.

The following constraints apply within the Chamber at MOAD:

1. Each team will be allowed ONLY one iPad or laptop computer in the chamber. This item must at all times be located on the provided carpet square to protect the furniture.
2. There are no electrical charging options in the chamber – ensure laptops are fully charged at the start of each day.
3. All food and drink is prohibited in the Chamber - this includes bottles of water, chocolates, snacks chewing gum etc.
4. No bags, backpacks, handbags or similar are allowed in the chamber. A lockable container will be provided at the rear of the building to accommodate these during sessions. Access to the locked containers is restricted to break periods. Please assist by minimising the number of these items brought into MOAD.
5. No ink pens are to be used in the Chamber. Pencils will be provided by Rotary.
6. No items can be placed on any chairs, desks or benches.
7. People are to sit in designated seats only. Those seats that are sectioned off are not to be used. Seating is therefore strictly limited in the chamber and we cannot guarantee its availability.
8. Please look after the furniture.
9. Note that there is a maximum number of people allowed in the chamber at any time, so requests for people additional to team members and Counsellors for seating in the Chamber will be managed on a first registered basis.

### ***Meals for Visitors at MOAD***

People other than MUNA team members and one Counsellor per team may have morning and afternoon tea and lunch at MOAD with the students, at additional cost. Bookings for these meals are required to be made with registration. The cost for each person's additional MOAD meals (Saturday morning tea, lunch and afternoon tea, and Sunday morning tea) with students at

MOAD will be \$50 per person payable prior to the event. Unfortunately this price is not negotiable and reflects the best possible arrangements through the MOAD caterer.

Alternatively a café is available near the chambers for snacks and meals at lower prices.

No food or drink is allowed to be taken into the debating chamber.

## Transport

Bus transportation is provided between MUNA Venues for all MUNA participants.

Counsellors are generally responsible for their own travel between MUNA venues.

Counsellors staying at Canberra Park Resort may be able to travel with students, subject to space being available. Any Counsellors wishing to travel on the student buses to and from the MOAD should advise the Registrar prior to the event. Where transportation is available Counsellors are responsible for being at the pick-up point at the Canberra Park Resort and MUNA sites for each trip at least five minutes before the specified departure time.

## MUNA Dress Code

### *Dress Code for the Debate Sessions*

Students are encouraged to dress appropriately for the event, preferably in clothing representative of their nation's national dress. Please note that this does **not** mean 'fancy dress', or caricatures of famous people from the country. Fancy dress detracts from the visual aesthetics of MUNA and can distract from the debate.

All dress worn throughout the event is to be modest. Students who dress immodestly will be asked to change their outfit.

If in doubt, ask yourself: "Would this type of dress be acceptable by the embassy of the represented nation, and is it representative of the nation?"

Students may be able to obtain advice on appropriate costumes by approaching the Embassy of the country that they are representing.

If unable to wear appropriate national dress, students should wear business attire.

### **Dress Code for the MUNA Dinner on the Saturday Evening**

As the MUNA dinner is deemed a formal function, a formal dress code is encouraged - suits for the young men and a smart dress for young ladies.

Please remember that it can be very cold in Canberra in winter, so ladies are advised to bring a coat or shawl/wrap or jacket to the dinner.

### **The MUNA Dinner on the Saturday Evening**

A formal dinner for MUNA is held on the Saturday evening at Canberra Park Resort to celebrate the MUNA event. The cost of the dinner for students and one Counsellor per team is included in Registration fees. All students are required to attend the dinner. One counsellor per team is required to attend the dinner. Guests or supporters attending the MUNA dinner are welcome to attend the function, although seating may be limited and will be allocated on a first



paid, first in basis. The cost for each additional guest is \$30.00. Bookings and payment for additional people attending the MUNA dinner should be confirmed with the Registrar at the time of registration. Please note that although we will do our best to accommodate late bookings, the venue requires final numbers and details one week before the event.

### ***Counsellor Transport to/From the MUNA Dinner***

Any Counsellors not staying at Canberra Park Resort will need to arrange for their own transport to the venue, either through other Counsellors with transport, or other means, such as taxis.

### ***Notice that Participants Will be Photographed***

The Rotary Club of Canberra Sunrise will have members taking photographs and streaming video of some elements of MUNA throughout the event. These photographs and videos are intended to be used in various online and other media, including the Club website and MUNA Facebook page.

## **Risk Management**

The Rotary Club of Canberra Sunrise has undertaken a risk assessment associated with the conduct of MUNA. A Risk Management Plan for the event has been developed and is available on request.

The authorised Rotary Club of Canberra Sunrise representatives in relation to any concern regarding risks in the lead up to, or during the MUNA event, are the MUNA Coordinator and the MUNA Registrar (0407 404 341).

## **What do I do if I want to put a team together but do not know how to contact a Rotary Club to sponsor it?**

Please contact the Registrar, who will put you in touch with Clubs in your area. If you have any queries, please contact the Registrar: email [munaregistrar@gmail.com](mailto:munaregistrar@gmail.com).