



# EEYP PRAGUE 2014

November 7<sup>th</sup> to 12<sup>th</sup>



## THE DELEGATE'S GUIDE

Are you nervous about the upcoming International Week? Do you feel insecure because you have a lack of information? Or do you simply want to make the best of it? In either case, read on to find all kinds of useful information.

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## I. ABOUT EEYP

### 1. PROCEEDINGS

The proceedings of an EE-event are easy to divide into three main blocks based on time and what is happening.

#### 1.1. The Inter-Cities Expo (ICE)

The Inter-Cities Expo is the traditional way to truly begin a new EEYP. All delegations meet for the first time and have a chance to meet personally and also revive their favourite cultural stereotypes. It begins with a set of presentations that introduce the country, the city and the school of each delegation and a very EEYP-specific gourmet festival follows it. The fun challenges and proud food and drink quality competitions have become something of an idiosyncrasy of the EEYP.

#### 1.2. Committee Work

After the joy of the ICE comes what many call the main part of all EEYPs. The committees meet for their first session and after an initial ice-breaking session they start brainstorming and drafting their main topic and question. At that moment, the demanding process of writing a resolution starts. First, there are problems to be identified and formulated into Informative Clauses (IC), and then there are the solutions to be discovered and made into Operative Clauses (OC). After the committee's resolution is written and re-written, the committee members meet their Bosses, who are experts in the committees' topics, and the delegates get a unique opportunity to discuss the resolutions and test the validity of their ideas with professionals. After meeting the Bosses there is a period of final adjustments, final research on the topics of other committees, and preparation for the defense or attack of resolutions.

#### 1.3. Meet the Boss

Before your resolution is presented at the General Assembly, you will have a chance to meet and talk to an expert and have them provide you with remarks and proposals for improvement of your draft resolutions. All the guest experts have a great deal of experience in their respective fields and will comment on your work from a practical perspective. The guests have been carefully selected and we are honestly grateful to have them participate in the conference, so do not hesitate to ask questions, discuss the problems, and receive as much practical insight as possible. This occasion will be the first opportunity to present your ideas to the public, so be ready to discuss and defend your position.

#### 1.4. The General Assembly

Often perceived as the climax and culmination of the whole week, the two sessions of the General Assembly give us all a view on what a true parliamentary plenary looks like. This grand meeting is held by the Presidium, and all committees and their Chairs present their whole work. Each resolution will be demonstrated by three speakers for each committee and will be thoroughly debated by the plenum. Every such demonstration will be ended with a voting procedure and the plenum will be called upon to vote in favour, against, or to abstain from the voting procedure. Thus, all resolutions pass, pass amended, or not pass at all.

### 2. THE EEYP TIMES

Every political summit and every parliamentary meeting has its newsletter which monitors the conference proceedings, informs the participants and lightens their mood. Ours is no different as we have the EEYP Times.

Whenever you feel uncertain about the programme of the upcoming day, the dress code or you happen to have a few spare minutes, you can always grab a copy of EEYP Times, which will answer your questions, provide you with useful and educative information, and keep you updated. The EEYP Times will be published every day of the conference. Along with the important organisational announcements, the editors will aim to include a blend of interviews, articles introducing delegates, Chairs, members of the Presidium and special guests, as well as keep you updated about the activity in each committee and of course,



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the usual inside jokes and gossip. You are of course most welcome to submit your own contribution! In such a case contact one of the main organisers or a journalists, who will help you get your article published.

The organisation team will aim to distribute copies among the delegates to keep you updated every day of your stay. This is planned for each morning so that you get your copy just in time for breakfast.

## 3. ORIENTATION AND VENUES

### 3.1. Venues

**Olšany and Hotel Theatrino, Žižkov district** – the hotel where you will be accommodated is located near **Olšany Cemetery**, which was established in 1680 and has over 65,000 graves. The cemetery is known mainly for its Art Nouveau monuments. It originated as a mass graveyard for victims of the plague. Many Czech famous people, especially writers such as Franz Kafka, artists and actors are buried in Olšany Cemetery.

**Smíchov (Anděl) and Gymnázium Na Zatlance** – this district was originally a village near Prague. Later it became a main industrial hub of the city. For example, you could find one of the biggest tram factories in the Czech Republic there. In this part, there is one of the main **transport nodes**. There are two tram stops which lead to most of the city parts, a train station, a bus station and a metro station. There is also one of the biggest **shopping centres** in Prague. Last but not least, there is also **our school**, which will become the main venue on Monday 10th.

**Malá Strana and the Senate of the Czech Parliament** – is one of the original core parts of Prague. You can find several of the finest architectural and cultural heritages of Prague here, such as the Saint Nicholas Church, Charles Bridge, and the nearby Prague Castle. For us, the most important thing is the Chamber of Deputies of the Czech Parliament is located here, and this is the site of the main event, the General Assembly of the EEYP.

### 3.2. Orientation

The best way to get around is by tram.

From the hotel to our school: Walk north to the Lipanska tram stop, and take the number 9 tram in the direction of Sidliste Repy (you can see this in the display above the driver windshield if you are not sure). Exit at the Andel stop, continue walking in the same direction until you see a pizzeria, a pub, and a large Loreal advertisement on the other side of the main road. Cross the street, and you can see the road branch into two smaller streets. Go up the small street farthest to the right, and the school is on the right side. The name of the street is Na Zatlance 11.

From the hotel to the Czech Parliament: Walk north to the Lipanska tram stop, and take the number 9 tram in the direction of Sidliste Repy (see above). Transfer to the number 22 tram in the direction of Bila Hora at the Narodni divadlo stop. Take tram 22 to the Malostranske namesti stop.

Note: In Prague, the TRAMS AND BUSES ALWAYS HAVE THE RIGHT OF WAY. Please don't become a hood ornament. Although the bell from the tram sounds nice and friendly, it really means "get out of my way."



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## 4. KEY PEOPLE

### 4.1. Organisation Team in Prague

- **Jitka Kmentová (CZE)**  
Central Administrator

- Alena Podlešáková (CZE)**  
Project Coordinator



- **Sheldon Kim**  
Chief Editor



- **Jitka Richterová (CZE)**  
Chief Coordinator



- Kateřina Kovaříková (CZE)**  
Director of Logistics



- **Alexandr Lagazzi (CZE)**  
Director of Administration
- **Robin Hendrych (CZE)**  
Director of Programme

### 4.2. Praesidium

- **Robin Hendrych (CZE)**



- **Milan Driessen (NLD)**



- **Alexandr Lagazzi (CZE)**





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## 5. BOSSES

The current delegate's guide only contains the so far confirmed Bosses, more names will come as we will get more confirmations.

More updates will follow, changes may occur.

- 
- **PhDr Jakub Klepal**  
**Committee on Employment and Social Affairs**



Director of Forum 2000 Foundation  
After his studies in the Czech Republic and in Mexico he worked and still is working as a director of Forum 2000. Prior to that he worked for Association for International Affairs, the 3<sup>rd</sup> world's best think tank in its category.

- **PaeDr Hynek Kmoníček**  
**Committee on Civil Liberties, Justice and Home Affairs**



Director of the Foreign Affairs Department of the Office of the President of the Czech Republic. In past 10 years, Mr Kmonicek has held different positions such as: the Ambassador of the Czech Republic in Australia, India, Bangladesh, Nepal, Maldives and Sri Lanka; Deputy Foreign

Minister and Ambassador to the UN in New York.

- 
- **RNDr. Miroslav Škaloud**  
**Committee on Constitutional Affairs**



Member of the Committee on European Union Affairs in the Senate of the Parliament of the Czech Republic. Politician, a member of the Czech Senate (Civic Democratic Party). Mr Škaloud also held the position of District Councilor in Prague and mayor of the district.

- **Doc. Ing. Josef Zieleniec, CSc**  
**Committee on Defence and Security**



Minister of International Relations of the Czech Republic in 1992, afterwards he served as prime minister. He is currently a professor at New York University Prague.

- 
- **Ing Ludek Sosna, Ph.D**  
**Committee on Industry, Energy and Infrastructure**



Director of the Department of Strategy at the Ministry of Transport  
Prior to that he worked in a design, consulting and engineering company specialising in comprehensive solutions of transport infrastructure needs, in particular in railway structures, road and highway structures and

urban transport systems.

- **Ing. Jan Jenicek**  
**Committee on Economic and Monetary Policy**  
CEO of Raiffeisen Saving Bank



- 
- **Prof. JUDr. Karel Klíma, CSc**  
**Committee on Constitutional Affairs**  
Professor of Law, Metropolitan University of Prague



- **Mgr. Vladimír Rohel**  
**Committee on Civil Liberties, Justice and Home Affairs**  
Director of National Centre for Cyber Security







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- **Ing. Pavel Potužák**  
**Committee on Economic and Monetary Policy**



Professor of Economics, University of Economics Prague

- **Doc. RNDr. Martin Palouš, Ph. D**  
**Committee on Defence and Security**



Ex-Permanent Representative to the United Nations for the Czech Republic. He presented his credentials to UN Secretary-General Kofi Annan on 11 September 2006. He was also the Deputy of the Minister of Foreign Affairs and one of the founders of Civic Forum. He was activist during the Velvet Revolution.

- **Dr. Ing. Jaromír Drábek**  
**Committee on Employment and Social Affairs**



Right wing politician, representing the TOP 09 party, former member of parliament, former Minister of Labour and Foreign Affairs

- **PhDr Miroslava Kopicová**  
**Committee on Culture and Education**



Former Minister of Education, Director of National Educational Fund

- **Ph.Dr. Jakub Železný**  
**Committee on Culture and Education**



Czech journalists, radio and television moderator, Former Director of Franz Kafka company.

## II. THE WORK OF A DELEGATE

### 1. THE ROLE AND TIPS FOR A DELEGATE

The EEYP presents a new experience for most of the participants - a new challenge different from the usual requirements of school, outside the typical student comfort zone. In the next paragraphs, we will try to give you some tips for success.

We highly recommend reading through this document, not because we need you to learn what is in it, but because your effort in reading and understanding can make the EEYP much better for yourself - much better an experience, much bigger a success and much more fun. There is always the unwritten rule that what you invest in the EEYP, you will get back out of it with interest. The EEYP gives you the perfect platform and it is up to you to choose what to perform and how. ***The EEYP is what you make it.***

The general task of a delegate is to ***represent the country of his or her origin.*** Your aim is to negotiate the best solution or compromise of the point discussed. The goal is not only to present your opinion but also negotiate a deal and come to a solution.



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To represent your country properly you should try to have general knowledge of current events, a good knowledge base of the problems you are solving, possible solutions, including its advantages and disadvantages, and having a general idea of where your country stands on most key issues.

## 1.1. Committee Work for Delegates

The process and stages of EEYP have already been described, and thus now we will concentrate on what the task of the delegate is during each stage. First and foremost is the **committee work**, which should be coordinated brainstorming and discussion to identify the problems, negotiate and find its solutions. To do your best, you should already come to the EEYP international week with pre-formed opinions. You should be aware of the problems, know the possible solutions with its upsides and downsides. Nonetheless, at the same time you should be open minded about the solutions your fellow delegates will present and be able to make a compromise. A good way is to do your research critically and still think 'outside the box'.

### 1.1.1. Committee work for Chairs

The committee work is the most important body and the longest part of the EEYP, where you should coordinate the brainstorming, discussion and negotiation of the delegates. The seemingly obvious goal or purpose is to make a Resolution. However, this goal is often misinterpreted. A Resolution should be a natural result of your work; nonetheless it should not be the object of your work. This may seem difficult, and indeed it is on many stages. You as a Chairperson must strategically think ahead. That, after all, is one of the additional aspects that Chairs have and delegates don't. You have to see the whole process with its steps and plan it. Now that might mean in this case that you do not come the first day and explain what the ICs and OCs are and say, "Let us think of ICs." Instead, you might say: "For the next three days, we will be meeting, brainstorming and discussing on the topic of our question to come down to some agreement and solution. The result of this will be our Resolution. Today we will be concentrating on identifying the key problems." And you could use a first sentence to introduce and to mention something to initiate the brainstorming, such as "Today I've read more news about the events in Ukraine, apparently the city of Donetsk will be especially hard to take back from the separatists. So what specific problems do you see there that are also reflected in general?"

If you have been told by your president that the ICs should be finished the first day, you do not have to panic in the middle of the day that you do not have them. However, you should keep it in mind and moderate the discussion according to progress. Ideally, you could also make notes on the problems that have been mentioned and then cooperate with the delegates to make ICs out of them. If your delegates get stuck on discussing only one problem in-depth and already start to mention solutions, stop them and tell them that for now they should focus on identifying other problems, and you will get to this later. You should also make notes at the end of each session on the progress and key points of discussion that you will be handing to your president. If you manage this right, it is actually effortless to write the ICs within 10 minutes at the end of the evening session.

Another additional aspect of a Chair's work is leading and helping the mental development of the delegates. We are, above all, an educational project. The ideal working environment for this is working in groups. Our tip is to divide the groups between two Chairs so that each Chair can concentrate on fewer delegates. While the delegates work in groups, you should still monitor the progress and work of each group, but at the same time observe the delegates so that you can then help them individually. You should also differentiate between the various roles in the group, and help each role and each person exactly how they need to be helped. For example, a shy person needs support, trust and space, but the most active person has to bear in mind the need to provide that space for the less active.

## 1.2. Resolution

A **resolution is often seen as** the key point of all committee work. This is only partially true though. You should have in mind that the Resolution will be your final objective but do not make your committee preoccupied with it. The main point for you is





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the process of constructive discussion and critical thinking. For the first sessions you should identify the problems, on which you should write notes, and during later sessions you will come back to each point and discuss it more thoroughly, and try to come up with a solution. But remember, the ideal solution is not necessarily a compromise, it is a consensus. What this means is that in a compromise, everybody has to give up a part of his demands, while a consensus is the perfect match of all demands put in one direction. Your chairs will help you and guide you to form the final resolution.

## 1.3. Meet the Boss

A unique and very valuable part of the EEYP is the ***Meet the Boss conference***. Its overall usefulness is completely up to you though, so don't leave things to chance and be prepared. ***A) Know your bosses well in advance***. It is very useful to check who the boss is, what his/her experiences are, and to know as much about your Boss as you can. This might help you to understand your Boss's arguments and opinions better. So ***B) bear in mind that it is one person's opinion***. And ***C) prepare for the meeting***. At this point, the shape of your resolution should be almost final! Nevertheless, take ***notes during the whole discussion and be ready to include them!***

## 1.4. General Assembly

The apex of the whole international week is the ***General Assembly***, or GA for short. We should stress that the GA is important, though we do not do committee work and everything for the GA. We do the GA to show and present the fruits of our labour during the week. Of course, another goal is to enjoy it, compare our work with the other committees, and reflect upon ourselves and our work. And while some competition is healthy, it should never grow into aggressive animosity.

During the GA you should ***a) present the work of your committee***. Please note that we deliberately say "work" and not "resolution." Resolutions are made clear and short, but it is vital during the GA to have the ability to present and explain all that is covered in one sentence, explain all the benefits as well as the chain of reasoning which led you to these solutions. It is also crucial to know the weaknesses of your solutions and be able to explain why they did not stop you from the solution and why they are minor. ***B) Either deliver a speech, or, almost more importantly, participate in the open debate***. That means that you will be prepared for your committee work presenting as well as reading and preparing questions or points about the other resolutions. Those points do not necessarily have to be as frequent as possible. Neither too much nor too little activity is good. Ideally you will speak several times, each time making a valid point. ***The discussion should be neutral and formal*** - not aggressive, not funny, not too friendly or unfriendly. This is best done if you only concentrate on the topic and the rational points and leave all other subjective information and personal attacks behind. ***C) Vote***. Voting is not a difficult part, but you should vote according to your best knowledge and opinion on the impact of the resolution. You should not abstain but for rare cases when you have a serious reason not to vote. This may include believing that your voting would not be objective but affected by personal manners.

### 1.4.1. General Assembly for Chairs

Before the GA begins, make sure that you have prepared your delegates well, and that they have a good speech and know how to deliver it. In addition, ensure that they are aware of the weaknesses of the resolution and of its strong sides and they can defend and explain them. Explain that everybody should participate in the discussion with solid points. Try to help them with hints and questions aimed at studying the resolutions of other committees.

While presenting your committee, be confident and support your delegates. Coordinate and keep checking who has been speaking too much and who too little. Encourage the shy delegates to speak up as much as you can but do not make them or force them to.

## 2. TIPS ON FORMAL ENGLISH

*'Some of the items sound picky or trivial, even to me. Yet bad grammar, bad style, and poor organization will make it very difficult for you to convey your ideas clearly and professionally, and will limit your academic and professional success. I strongly recommend that you work to eliminate any of*



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*these problems that may apply to your own writing or speaking.* -- Dr. James A. Bednar, a Professor, Edinburgh University

Spoken or written, English has been decided as the working language of the whole EEYP. And apart from informal negotiations or socialising, this mainly means formal English. Not to obstruct or harden the work of the committees, but to create a platform for a peaceful, respectful and fruitful negotiation – that is the reason for formal English. Formal English encompasses an infinite amount of rules, but the “golden five” as shown below might be enough for a delegate.

➤ **Third Personing**

In the General Assembly, one should always refer to other delegates in the third person (he/she/my fellow delegate). The same goes with chairs and the presidium, of course.

➤ **No Contractions!**

In writing, remove those apostrophes! These are out of place.

➤ **Avoid Idioms and Slang**

In an idiom, the words do not mean the same thing together as they do individually. For example, "to kick the bucket" means "to die," "to come up with" means "to create or find" and "to take the plunge" means "to commit to something." Idioms are inherently informal and should not be used in formal speech.

➤ **Enunciate!**

Unless you are a native speaker of English, you are likely to have an accent. This is fine provided you stress the words correctly in a sentence and try to pronounce the words as best as you are able to. If you are a native speaker, bear in mind that the speed with which you speak might be too fast for non-native speakers.

➤ **Make Sure You Understand Your Own Big Words**

If you don't, how is anyone else supposed to? Ask for help if you are not sure. If you use words, which are too rare in formal English, make sure you rephrase them in neutral language. Remember that the point of EEYP debates is communication and negotiation, not a linguistic show or competition.

## 3. RESEARCH AND WORK WITH INFORMATION

During the EEYP, your importance as a delegate in any debate as well as a possible speech candidate will grow exponentially based on the amount of research you have done and will do. Research is not only important in order to collect precious information, but also to see various points of view on the topic. During a debate or while responding to an attacking point, the amount of information you will be able to provide your opponent speaker will be your best defence and/or counter-attack. But remember, you need to understand the topic deeply before being able to use any of that information as points in a debate. Einstein allegedly said that if you can't explain it in a simple way, you don't understand it well enough. We will be dealing with two types of research.

### 3.1. Before the International Week

You have a luxurious asset here: time. It is entirely up to you how much research you will do and how long before the international week you will start, but it is crucial that once the week starts you will be fully prepared. Begin with key words from the topic of your committee, and do NOT be afraid of asking for help. Make sure you understand every word and try to memorize English expressions that are new to you. Use the best learning method you like and give a lesson on the topic to someone (i.e. your parents, friends, or teachers) – try to respond to their questions. By doing that you will learn to present your ideas as well as react to questions. Once you feel prepared enough, start asking your own questions and suggestions on the topic. Submit them to your chair, write them on your committee's Facebook page – and then find an expert in the field to discuss them with (this should prepare you for the Meet the Boss experience).

### 3.2. During the International Week

Research is an inseparable part of the EEYP. And the research you do during the international week is almost as important as what you do prior to the event itself. We do not intend for you to memorise loads of information. However, in order to gain as much experience and properly enjoy the event, you should have an information base and know how to do your research.



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## 3.3. How to work with information

There is no doubt that nowadays information is power. But not every piece of information available on the Internet is accurate and reliable. It is hard to understand and see exactly what is objective and what is somehow (e.g. politically, morally, or religiously) biased. The following rules are just some basic advice that should help you avoid unreliable information and especially personal views of writers that try to convince you of their very own points of view.

- **Track down sources** – every serious article should cite its source(s). Take the time to click on them and try to verify the integrity. If the source is a person, try to find that person on Google (opinions vary from experts to students, journalists, politicians...).
- **Official sites are more trustful** – often, the domain name tells you a lot about the site: **.gov**, **.org** and **.eu** websites should be official and therefore contain verified, neutral information. But be careful about political views of certain states and organization anyway!
- **There is always the other side of the coin** – if you find a topic of interest that is being discussed between two parties, try to find each side's points of view and opinions before making your own.
- **The media is not always neutral** – do not blindly trust any newspaper you read, since many of them can be inclined towards one political view or another. A little research can reveal a lot.
- **Try to check more sources**. If you are not sure, try to find the information in another site or article to verify.

## 4. TIPS FOR NEGOTIATION

There are two main pillars of negotiating, discussion and successful conversation in general. Listen and speak. For EEYP and other work meetings, there is an additional sub-pillar which is to make notes. These include notes on interesting points, on questioned points, points that need to be researched and of course the points discussed and agreed on. Listening and speaking are two very inseparable parts, for if you do not listen, you will not know what the current specific points mentioned are, and your contribution for the discussion will be relatively insignificant.

## 5. PREPARATION FOR THE GENERAL ASSEMBLY

### 5.1. Formal Debate

During sessions of a committee at the EEYP you are obliged to debate formally.

The assembly at the EEYP will generally be as follows:

- (1) Opening by the President
- (2) Roll call
- (3) Drawing up the agenda
- (4) A delegate from the proposing committee will hold the opening speech (up to 3 minutes)
- (5) A delegate from another committee will hold an attack speech (up to 2 minutes)
- (6) A delegate from the proposing committee may respond to the attack speech (up to 1 minute)
- (7) The President sets debate time
- (8) Debating the resolution: points and motions can be made during the debate
- (9) The amendment will be dealt with
- (10) A delegate from the proposing committee will hold the closing speech (up to 3 minutes)
- (11) Voting on the resolution
- (12) Repeating points 4 till 11 if there is more than one resolution to be discussed
- (13) Ending by the President



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## 5.2. The President

The President is the person who presides the General Assembly. He or she determines who is allowed to speak and is in charge of the debate. All decisions of the President are binding.

## 5.3. Roll Call

After the opening, the President will begin with a roll call. During this procedure the President will call upon all committees.

## 5.4. The Course of Debate

The President will set the debate time and an opening speech, an attack speech and a response to the attack speech will be held. After the speeches, the President will open the debate. At EEYP the debate is an open debate, which means that speakers in favor and against can take the floor throughout the entire debate. The floor is open and the President asks who would like to speak: "All delegates who request the floor please raise your placard". If you would like to make a point, ask your chair to raise your committee's placard. If the President gives you the floor, you may state your point after having thanked the President. When your point has been handled sufficiently, you may yield the floor back to the President and sit down. This circle repeats itself until debate time has elapsed. At this point it is also very important to note what the difference is between the "floor" and the "house". The **floor** is an **abstract term for being allowed to formally address the assembly or the speaker**. By default, the floor is controlled by the President. He or she determines which representative is allowed to speak. When nobody is speaking, the President has the floor. The **house** refers to **all delegates that are present and have been recognized as having the right to vote**. When presenting your speech you should address the President. When the debate time has elapsed, the President will propose extending debating time or going into voting procedures.

**IMPORTANT!!!: Delegates must address each other using the third person:** "Is the honorable delegate aware..." instead of: "Are *you* aware..."

## 5.5. Amendments

In order to save time, the EEYP has its own amendment system. Towards the end of the formal debate, the committee may propose an amendment in order to change part of the resolution. It is wise to change the point that was attacked or criticized most by the GA. The committee will propose an amendment, after which the formal debate can continue or the GA will move into voting procedures.

### 5.5.1. Example of an amendment

Add a new clause 11: "urges all nations to cooperate with the IMF to relieve the debt crisis for developing countries"

Replace: "all nations" by "Member States"

## 5.6. Voting on Resolutions

When voting on a resolution, delegates may vote in favor of or against the resolution, but also may abstain. A resolution passes if there are more votes in favor than against, so a tied vote fails. After the votes have been taken, there is the option to explain votes. From each side (in favor or against) one delegate that has brought that vote may be asked to explain his/her vote quickly. During voting procedures all points are out of order, except for points referring to the course of voting.

## 5.7. Points

During the debate you have the possibility to stand up and make a point. It is not possible to object to or *second* such a point. Furthermore, a point may never interrupt a speaker. If you want to make a point you just cry out that point, e.g.: "point of order!" and hold your placard high in the air. If you are recognized by the President, you stand up and make your point. The following points may be used:

- **Point of personal privilege** – this point can be used for your **own well-being**. In practice you can call this point if a speech is inaudible to you. This **is the only point that can interrupt a speech**. If there is anything else that you find intolerable, such as the temperature of the room or when you have to go to the toilet, you can also use the point.



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However, it may not interrupt a speech in this case.

- **Point of order** – a point of order refers to possible mistakes made in the observance of the Rules of Procedures. If a delegate feels insulted by a speech of a fellow delegate, he can also rise to make a point of order.
- **Point of parliamentary inquiry** – with this point you can ask the Chair something about the Rules of Procedure. **If something is not clear to you**, just ask the President politely.

## 5.8. Motions

With a motion you can evoke several things during the debate. The President is not obliged to take notice of motions at all times. If he/she does, a vote will usually follow immediately, which is why seconds (supporting) and objections are in order when a motion is introduced. Some complicated motions call for a debate. Motions mostly require a simple majority. If a two-thirds majority is required, this is mentioned with the description of the motion. Please note that the President may, in the end, decide whether a motion is entertained or not. The following motions may be used:

- **Motion to extend debating time** – when the debate time has elapsed and you want to debate on the resolution for a longer time, you use this motion. Sometimes the President will suggest it himself/herself
- **Motion to move into voting procedures/ to move the previous question** – when a delegate wishes to move into voting procedures when debate time has not expired, he can use this motion. If the motion is entertained, the assembly will immediately have a vote on the question that was debated. It is usually only entertained when there are no objections. During the GA, there has to be a two-thirds majority.
- **Motion to call for a division of the house** – in this procedure the President will ask all delegations individually for their votes: in favor or against. This occurs if the number of votes in favor and the number of votes against lie very close to one another. This motion can arise if votes have been taken and results have been mentioned.
- **Appeal of the decision of the President** – with this point you can annul the decision of the President. This motion can only refer to the last procedural decision taken by the President. There can be no discussion on this motion and it needs a two-thirds majority

## 6. HOW TO WRITE AND PERFORM A SPEECH

### 6.1. Rhetoric

Rhetoric should be one of the strongest delegate's assets. Sadly, it is to be seen nowadays that certain people misuse their rhetoric abilities and persuade others with empty words, with an insufficient level of knowledge of their topic. The right combination is obviously to know what to say and how to say it. Even though 'what' is more important, 'how' can ruin things somewhat. Everyone prefers a certain type of speech, usage of non-verbal communication, tips and tricks, tone and volume as well as a lot of other factors. Taking a look back to Ancient Greece, Aristotle proposed three methods of persuasion in his *Ars Rhetorica*: *logos*, *pathos* and *ethos*. *Logos*, unemotive and relating to the speech itself, is basically an argument from reason – harder to contradict; it shows the speaker as prepared and therefore enhances *ethos*. *Pathos* on the contrary appeals to the audience's emotions – persuading by setting an emotive connection. *Ethos*, from the start, is an overall moral opinion of the speaker's character, which affects his credibility. Combined all together, they form a great speaker. So here is how to transform rhetoric from your shield into your sword during EEYP:

#### 6.1.1. Making a Speech

Making a speech is not easy. Not everyone has the flair to summarize a couple of arguments convincingly with ease and elegance before winning the Assembly members on his or her side.

- **Set your goal** – depending on your speech or point during the debate, think of your goal as a speaker. Do you agree or disagree with what was said? Do you want to criticize, support, suggest, convince, or persuade others of the opposite?





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According to your purpose, use your knowledge first. Knowing the topic perfectly will allow you to play with other factors such as tone (more aggressive or supportive), gesticulation and stress. But in order to maintain a proper debate you have to think logically, exchanging arguments and not just personal opinions. Be sure to know an answer to the 5Ws: what, why, where, when and who?

- **Style and delivery** – once you are fully prepared with the content, go through it with your committee. Find the important sentences; stress them by pausing or changing your tone and gesticulation. Try to deliver a fresh, compact set of arguments – be inventive, feel free to use a little joke or interaction with the audience, and try to establish a connection with the listeners by looking at them and making your point clear. If you prepare enough, you will minimize the chance of nervousness and mistakes, maximizing the audience's focus on the content of your speech.
- **BE YOURSELF** – we all know it sounds like a cliché, but in the end it is the most important rule. Take it easy, relax and speak like you normally do – that will work for everyone!
- **Nervousness** – speaking may not be the easiest thing to do in front of a lot of people, but once you give it a try, you will love it. Since nervousness can cost you precious seconds, practice your speech until you feel comfortable with it. Before speaking, take a deep breath, smile and go ahead. Keep in mind your practice and timing, as well as sections that require emphasis. If you get lost, a loud excuse can buy you precious seconds and prevent embarrassment until you find the point again. Remember, the audience is there to listen to you!

## 6.2. Contents

Build up your speech carefully and clearly. It might be a good idea to conclude the parts of your speech with a short pause or summarizing sentence. A construction often used by orators is: announce what you want to say, say it, and summarize.

Finally, the content of a speech is largely based on the amount of preparation and research and is therefore up to the delegate to decide upon.

## 6.3. Presentation

An important element of your speech is the presentation. No matter how convincing your arguments are, you first have to capture everyone's attention. Pay attention to the following points:

- **Speak calmly and articulate carefully.** If you are inaudible, the assembly will not be interested in listening.
- **Try to make a relaxed appearance** while you are standing in front of your audience. Watch your arms and legs; do not sway back and forth too much and do not blink your eyes too often.
- **Vary the tone of your voice.** Speak slowly at one point, then speak fast at another, sometimes speak softly, sometimes speak loudly and try to vary the pitch of your voice.
- **Do not try to shout** when the house becomes noisy. Rather ask the President to call the assembly to order. ("Could the President please call this house to order.?" )
- **Look at your audience.** Go by them with your eyes. Subconsciously, everybody will pay more attention. If you are afraid of looking directly into people's eyes, try to look just above their eyebrows or just look at the back of the room.
- **Use short sentences and understandable words** without becoming patronizing. This is more agreeable for the audience, but also for you. To lose track during your own speech is not what you wish for.
- **Do not be afraid** to deliver a speech. Especially the first time, your speech does not have to be excellent and fluent. The goal of delivering your speech is to make clear to the assembly what your policy is on the resolution and to try to convince them that your point of view is the correct one. Another goal is of course to practice your public speaking skills.
- **Use humor wisely** A joke could be a good way to break the course of the debate. Besides, it is a very good way to keep your speech interesting for everyone. Be careful, though, not to make humour the objective of your speech since GA is not a stand-up comedy show.





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- **If you lose the track of your thought** in the middle of your speech\_i.e. you choke with emotion or experience ‘a brainfart’, take a deep breath and try to calm down while retrieving your thoughts. If you still cannot get back on the track and speak, you can ask the President to allow you to pass the floor to a fellow candidate from your committee.

## 6.4. Rehearsals

An important step during your preparation is practice. Nobody expects you to be at an American Congressman level, but practice is what will take you there. Make a draft of the speech and mark your pauses (shorter to breathe between words, longer after the end of a sentence or to strengthen meanings) and read it loudly. Try to record yourself and listen to your speech: does it sound natural? Are the pauses long enough? As soon as you will be comfortable with the rhythm of your speaking, try to count the words. Everyone speaks differently, but while we stand in front of the audience we do tend to go faster. Keep that in mind together with the time limit, in order to deliver the maximum of words without breaking your natural rhythm and tone of voice. Non-verbal communication can be practiced in front of your committee!

A tip for the gentlemen: button your suit before you start to speak. Respect the time limit and do not be afraid of it. The presidium is there to remind you and help you, not to punish you for adding that extra sentence. Relax your facial muscles! A positive look or smile before and after your speech will relax the atmosphere and take about 1.7924 seconds of your time, in return for a calm speech and many persuaded voters.

## 6.5. Figures of Speech

If you have gained some experience in addressing a large audience, you might try to insert some figures of speech.

- **Repetition** – repeating words, phrases or sentences, e.g.: “Strong is the EU. Strong are its Committees. So strong should be its resolutions.”
- **Variation** – this is a commonly used figure of speech to moderately decorate a dull sentence: “The war must end, should stop, and has to be over now.”
- **Rhetorical question** – a question posed without the expectation of an answer: “Which resolution could be more beautiful than the one that lies in front of you?”
- **Alliteration** – a group of words that starts with the same letter: “...the painful plight of the Palestinian people...”
- **Climax** – you work towards a climax: “This resolution doesn’t only provide a good solution, not an excellent solution, but this resolution provides the ultimate and only solution”

## 7. WHAT IS A RESOLUTION AND HOW TO WRITE IT

### 7.1. What is a resolution and what are its parts?

According to the Cambridge Dictionary, a resolution is an official decision that is made after a group or organisation have voted. Generally, a resolution is a legal document which results after a group has voted and requires a special form.

The Resolution in the EEYP is shortly what every committee will work on for the entire week. It is the outcome of the delegates’ brains put together, guided by the chairs, commented on by the Bosses, and discussed during the GA. It is what you will so proudly defend and so actively promote. And it will last longer than the actual EEYP: a Resolution is a masterpiece, a point of view that will somehow trigger your interest in the topic and perhaps guide you into choosing your further field of studies. During the EEYP, your Resolution should address the topic of your committee, point out some problems that require actions and suggest solutions to implement. Voting makes the decision clear – if the Resolution gets more votes in favour than abstentions or against, it passes and legal organs will act accordingly.

#### 7.1.1. Use and necessity

As previously stated – the Resolution is the outcome of a committee work; therefore it is a solution to an existing problem which the given committee would like to implement. It’s important to understand that this outcome becomes legally official as the Resolution has a printed form and predefined rules (like the voting at the end). In order to prevent a clash of opinions, a group of experts (in this case the committee after doing research) work together, discuss, argue and finally create a Resolution that



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everyone agrees on. By doing this, the committee can act as an individual unit during the debate, making its standpoint clear and the debate significantly easier. When all the committees gather during the GA and discuss their points of view using speeches, questions and amendments, things are explained to everyone clearly and the voting can proceed. Remember that a Resolution is a serious document and thus its language is formal, its parts clearly defined, ideas addressing the topic and the voting is to be taken seriously and with respect towards the proposing committee.

## 7.1.2. Format and requirements

Every Resolution will have a strictly defined format, only the content will differ from Resolution to Resolution. The aesthetic format like numbering, font and its size, commas and grammar will not be discussed here; but its parts need to be understood well before writing one:

- **Name of the committee, topic, submitters and organ** – this information is used in order to classify the document, as well as recognize who worked on it. The formulation of the topic is important, since it should summarize exactly what the resolution's IC and OC will address, within the topic cited in the name of the committee.
- **Introductory Clause (IC)** – this is the first part of a resolution, and these sentences will be used to state the problems in the field of interest of the committee. This is why they usually start with expressions such as 'knowing that' etc. Most of the ICs will address information found during research.
- **Operative Clause (OC)** – this is the second part of a resolution, and these sentences will be used to suggest solutions to the previously stated problems (ICs). Every OC is usually linked with an IC according to the order. (For example, OC 1 suggests a solution for the problem stated in IC 1). The OCs will be deeply debated and that is why every delegate of the proposing committee should be able to explain them perfectly as well as defend them!
- **Footnotes and Appendices** – both of those are of explanatory purpose, but footnotes should be shorter and written on the page's footer. Appendices are used to explain a certain idea in detail, and for this reason they are numbered and written at the end of the document.



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## III. EDUCATIVE PART

### 1. RECOMMENDED FURTHER READING AND RESOURCES

Hopefully this guide will help you with an overall orientation before you start – if you made it this far, congratulations and thank you for your effort! We worked hard in order to make sure that this is everything that you would possibly need to know. If you still feel like reading more, here is (our last, seriously!) a list of possible sources of further information.

#### 1.1. Newspapers

- <http://thediplomat.com/>
- <http://www.thetimes.co.uk/>
- <http://www.foreignaffairs.com/>
- <http://www.reuters.com/>
- <http://www.economist.com/>
- <http://www.businessinsider.com/>
- <http://www.ft.com/>

#### 1.2. Webpages

- <http://thediplomat.com/>
- <http://www.thetimes.co.uk/>
- <http://www.foreignaffairs.com/>
- <http://www.reuters.com/>
- <http://www.economist.com/>
- <http://www.businessinsider.com/>
- <http://www.ft.com/>
- <http://edition.cnn.com/>
- <http://www.bbc.com/>
- <http://www.ted.com/>

#### 1.3. Organisations

- <http://www.oecd.org/>
- <http://europa.eu/>
- <http://epp.eurostat.ec.europa.eu>



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## IV. ATTACHMENTS

### 1. REAL EU RESOLUTION

*The European Parliament,*

- having regard to the Commission proposal to Parliament and the Council (**COM(2012)0011**),
  - having regard to Article 294(2) and Articles 16(2) and 114(1) of the Treaty on the Functioning of the European Union, pursuant to which the Commission submitted the proposal to Parliament (C7-0025/2012),
  - having regard to Article 294(3) of the Treaty on the Functioning of the European Union,
  - having regard to the reasoned opinions submitted, within the framework of Protocol No 2 on the application of the principles of subsidiarity and proportionality, by the Belgian Chamber of Representatives, the German Bundesrat, the French Senate, the Italian Chamber of Deputies and the Swedish Parliament, asserting that the draft legislative act does not comply with the principle of subsidiarity,
  - having regard to the opinion of the European Economic and Social Committee of 23 May 2012<sup>(1)</sup>,
  - after consulting the Committee of the Regions,
  - having regard to the opinion of the European Data Protection Supervisor of 7 March 2012<sup>(2)</sup>,
  - having regard to the opinion of the European Union Agency for Fundamental Rights of 1 October 2012,
  - having regard to Rule 55 of its Rules of Procedure,
  - having regard to the report of the Committee on Civil Liberties, Justice and Home Affairs and the opinions of the Committee on Employment and Social Affairs, the Committee on Industry, Research and Energy, the Committee on the Internal Market and Consumer Protection and the Committee on Legal Affairs (**A7-0402/2013**),
1. Adopts its position at first reading hereinafter set out;
  2. Calls on the Commission to refer the matter to Parliament again if it intends to amend its proposal substantially or replace it with another text;
  3. Instructs its President to forward its position to the Council, the Commission and the national parliaments.



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## 2. ORIENTATION

To find more information about concrete venues, transport, places and the cultural heritages around the venues or photos, go to the [EEYP Orientation Interactive Map](#).

Several routes are on the map:

**Route A)** Hotel Theatrino – Malostranské Square, via Národní divadlo

**Route B)** Hotel Theatrino – KPMG Building, where will be held the committee work on Saturday and Sunday.

**Route C)** Hotel Theatrino – Gymnázium Na Zatlance, where will most likely take place the Meet the Boss event on Monday.

**Label A)** Národní divadlo (National Theatre) – a place for transferring from tram 9 from the Hotel to tram 22 to Malostranské square.

**Label B)** the Municipal House (the Republic Square) – a place where the opening ceremony on Saturday will take place.



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## 3. OFFICIAL THANKS

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