



**New York Model United Nations Conference for Latin America and the Caribbean**  
**NYMUNLAC 2020**  
*New York City, United States of America*  
*April 12th to 16th, 2020*

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## **CALL FOR SECRETARIAT (STAFF) APPLICATIONS NYMUNLAC 2020**

In 2005, the United Nations Association of the Dominican Republic (UNA-DR), the Fundación Global Democracia y Desarrollo (FUNGLODE); and its sister institution in the United States of America, the Global Foundation for Democracy and Development (GFDD), worked together to organize the first New York – Dominican Republic Model United Nations Conference (NYDRMUN). Since then and for 12 years, NYDRMUN offered an exceptional platform for the Dominican youth to think and learn about global issues.

To expand its horizons, the Mexican NGO Globalmuners A.C. joined the alliance in 2018 and, in pursuance of this vision, NYDRMUN evolved into the New York Model United Nations for Latin America and the Caribbean (NYMUNLAC).

NYMUNLAC is a unique conference as it offers the opportunity to our youths from Latin America and the Caribbean to debate in Spanish as well as in English, and deliver the results of their work from the seats of the official representatives of the 193 United Nations Member States at the organization's main headquarters in New York City.

The third annual edition of NYMUNLAC will be held from Sunday the 12th of April through Thursday the 16th of April, 2020, at the Grand Hyatt New York Hotel (<https://newyork.grand.hyatt.com>) and the United Nations Headquarters. Within the UNHQ, we will be assigned one of their conference rooms which will be announced once its availability is confirmed. In observance to the established practices, meetings of the United Nations General Assembly and other intergovernmental bodies take precedence over meetings and events of a different nature. The NYMUNLAC Organizing Committee will seek for an alternative venue should the United Nations General Assembly or other intergovernmental bodies decide to meet at a conference room previously designated for NYMUNLAC.

It's important to remember that both the Plenary Meeting and the NYMUNLAC 2020 Awards and Closing Ceremony will be free of cost and open to the general public. In the given case that a person who is not registered in NYMUNLAC 2020 would like to assist as an OBSERVER to the Plenary Meeting and/or the Awards and Closing Ceremony scheduled to be held on April 15th, they must request their registration at [clausura@nymunlac.org](mailto:clausura@nymunlac.org) no later than March 6th, 2020.

The videos of the Closing and Award Ceremonies of NYMUNLAC 2018 and 2019 are available at the United Nations website:

<http://webtv.un.org/search?term=%22Closing+Ceremony+of+the+New+York+Model+United+Nations+for+Latin+America+and+the+Caribbean%22&sort=date>

## **CALL FOR APPLICATIONS**

The Organizing Committee invites you to participate as member of the Secretariat (Staff) in the III annual edition of NYMUNLAC.

- In case of being selected, the Organizing Committee will cover the full cost of your participation package, which includes: registration fee, conference materials, access to the work meetings at the Convention Center of the New York Grand Hyatt Hotel, access to activities that take place parallel to the event (including leading a group of assigned students during a visit to a Permanent Mission of a Member State to the United Nations), talks by experts in education and global issues, preparation workshops, accommodation in quadruple occupancy (sharing with 3 members of the Secretariat) for four (4) nights and five (5) days at the New York Grand Hyatt Hotel, travel insurance and a diploma of participation.



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- Likewise, the Organizing Committee will cover the cost of your plane ticket from the capital city of your country to and from New York City. If you live in Canada, Mexico, or the United States of America, the plane ticket will be purchased departing and returning to the airport with available flights to New York City and the city that is closest to your place of residence.
- The plane ticket will be issued in economy class, arriving in New York City on Sunday, 12 April 2020, before 03:00 p.m., and departing from New York City on Thursday, 16 April 2020, after 10:00 a.m. The Organizing Committee will NOT cover any change of date or issue any plane tickets outside the established dates. If a selected person wishes to arrive to New York City before 12 April 2020 or wants to return to their country after 16 April 2020, they must cover the cost of date change and the difference in the rate if it were the case.
- The selected person must respond to the confirmation email sent by the Organizing Committee to assure that they agree with the itinerary before the plane ticket is issued. Once confirmation is received, the Organizing Committee will not cover any further charge due to personal changes.
- We advise to consider the option of only traveling with carry-on luggage that can be on board. In the event that the corresponding airline does not include documented luggage in the selected route, the cost of documenting will be covered by the selected person if they decide to bring luggage in addition to the carry-on luggage.
- The Organizing Committee will provide a financial grant of US\$30.00 (thirty United States Dollars) daily for 5 days, for each selected person. The total amount equivalent to US\$150.00 (one hundred fifty United States Dollars) will be delivered in person and in a single delivery. Each selected person will sign with their handwritten signature and will be responsible for managing the grant efficiently. The Organizing Committee will NOT grant additional financial support.
- Each selected person must cover the costs of transportation (round trip) from their place of residence to the airport from which they will travel; the transportation (round trip) between the airport you arrive at New York City and the New York Grand Hyatt Hotel; the food (if you consider to need additional resources over the daily amount of US\$30.00 granted by the Organizing Committee) and all other additional expenses.
- You may apply to be part of the Conference Management Services team (logistics and event protocol) or as a member of the Dais (President, Vice-President or Rapporteur or its equivalent according to the corresponding structure) in any of the twelve (12) committees.
- Considering that this is a regional event, the following table seeks to make uniform the participation criteria by educational level and age range:

Academic Level of the Committee	Academic Level	Recommended Age
Primary Education	5th and 6th grade of primary / basic 1st and 2nd of secondary / baccalaureate	10 to 14 years
Middle Education / High School	3rd to 6th grade of high school / baccalaureate	14 to 18 years
Higher Education	University careers, technical careers and postgraduates	18 to 29 years

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## **COMMITTEES**

Each committee is presented in the working language it will use during the event:

- 1. Conferencia General de la Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura (UNESCO)**  
*Español – Educación Básica – 2 Delegados por Delegación*  
<https://es.unesco.org/>
  - La educación en favor del medioambiente y de la gestión de los recursos naturales.
- 2. Tercera Comisión de la Asamblea General: Asuntos Sociales, Humanitarios y Culturales (AG3)**  
*Español – Educación Media – 2 Delegados por Delegación*  
<https://www.un.org/en/ga/third/index.shtml>
  - Matrimonio infantil, precoz y forzado.
  - Protección de los niños contra el acoso.
- 3. Consejo de la Organización Internacional para las Migraciones (OIM)**  
*Español – Educación Media – 2 Delegados por Delegación*  
<https://www.iom.int/es>
  - Colaboración de la OIM con el sector privado para luchar contra la trata de personas en las operaciones empresariales y cadenas de producción y distribución.
  - Políticas y prácticas relacionadas con la migración, el medio ambiente y el cambio climático.
- 4. Security Council (SC)**  
*English – High School – 1 Delegate per Delegation*  
<https://www.un.org/securitycouncil/es>
  - Protection of civilians in armed conflict - Missing persons in armed conflict.
  - The situation in Sudan.
- 5. ECOSOC Humanitarian Affairs Segment (HAS)**  
*English – High School – 2 Delegates per Delegation*  
<https://www.unocha.org/ecosoc-2019>
  - Addressing internal displacement associated with disasters and conflict.
  - Progress and Actions to Protect from Sexual Exploitation and Abuse.
- 6. Asamblea de Gobernadores del Banco Interamericano de Desarrollo (AG-BID)**  
*Español – Educación Media – 2 Delegados por Delegación*  
<https://www.iadb.org/es>
  - Programas Estratégicos para el Desarrollo Financiados con Capital Ordinario.
- 7. Comisión de Consolidación de la Paz (CCP)**  
*Español – Educación Media – 2 Delegados por Delegación*  
<https://www.un.org/peacebuilding/es>
  - República Centroafricana.
  - Juventud, Paz y Seguridad.
- 8. Comisión de Estupefacientes (CND)**  
*Español – Educación Media – 1 Delegado por Delegación*  
<https://www.unodc.org/unodc/en/commissions/CND/index.html>
  - Promover el desarrollo alternativo como una estrategia de control de drogas orientada al desarrollo.
  - Promover medidas para prevenir y tratar la hepatitis C viral atribuible al consumo de drogas.

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**9. Junta de Comercio y Desarrollo de la Conferencia de las Naciones Unidas sobre Comercio y Desarrollo (TD-UNCTAD)**

*Español – Educación Media – 2 Delegados por Delegación*

<https://unctad.org/es/paginas/MeetingDetails.aspx?meetingid=1893>

- Políticas comerciales y su impacto en la desigualdad.
- Desarrollo digital: oportunidades y desafíos.

**10. Corte Internacional de Justicia (CIJ)**

*Español – Educación Media – 1 Magistrado*

<https://www.icj-cij.org/es>

- Controversia sobre la situación y la utilización de las aguas del Silala (Chile contra Bolivia).
- Opinión Consultiva: Consecuencias jurídicas de la separación del archipiélago de Chagos de Mauricio en 1965 (solicitud de opinión consultiva).

**11. Cuerpo de Prensa (CP)**

*Español – Educación Media – 2 Representantes por cada medio de comunicación internacional*

<https://www.un.org/es/sections/departments/department-global-communications/index.html>

<http://www.unesco.org/new/es/office-in-montevideo/comunicacion-e-informacion/libertad-de-expresion/seguridad-de-periodistas/>

Diferentes medios de comunicación de varios países de diversas regiones se dan cita en tan importante encuentro con el fin de brindarle cobertura a través de sus diversas plataformas tradicionales y digitales (boletines, blogs, videos, publicaciones en redes sociales, etc.). Su misión consiste en informar a los participantes sobre los principales acontecimientos, retos, situaciones de tensión durante las negociaciones, acuerdos y momentos especiales ocurridos durante las jornadas diarias de trabajo.

- Cobertura del evento.
- Seguridad para periodistas en zonas de riesgo.

**12. Conferencia de las Partes en la Convención de las Naciones Unidas contra la Delincuencia Organizada Transnacional (COP- CTOC)**

*Español – Educación Superior – 1 Delegado por Delegación*

<https://www.unodc.org/unodc/en/organized-crime/intro/conference-of-the-parties.html>

<https://www.unodc.org/e4j/mun/cop-untoc.html>

- Delito ambiental: el tráfico ilícito de fauna silvestre y madera.
- Fabricación y el Tráfico Ilícitos de Armas de Fuego, sus Piezas y Componentes y Municiones.

## **RESPONSIBILITIES BY WORKING AREA**

**1. Positions in logistics and event protocol: Conference Services Officer.**

- Respond to all operational needs instructed by the Organizing Committee;
- Execute all assigned tasks of the corresponding position (Documentation Officer, Meetings Support Officer, Protocol and Liaison Officer for the Opening and Closing Ceremonies, etc.);
- Support the work of the Secretary-General (SG) and the Vice-Secretary-General (VSG); as well as the members of the board of directors (President, Vice-President, Rapporteur or its equivalent according to the correspondent structure) of the 12 committees;
- Attend all training, either in person or virtual, offered by the Organizing Committee; as well as all the Staff meetings.

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**2. Academic Positions: President, Vice-President, Rapporteur or its equivalent according to the corresponding structure.**

➤ President, President Judge or Director of the Press Corps.

- Coordinating the work of your committee's Dias;
- Elaborate the Study Guide for the participating Delegates of your committee, having strict respect for the structure and deadlines in accordance with the work schedule established by the Organizing Committee;
- Prepare and present all the preparation workshops of the corresponding committee;
- Evaluate all the official documents developed by the Delegations of the corresponding committee (Position Papers, Argumentation Scripts, among others);
- Moderate the debates of the work meetings of the corresponding committee;
- Manage the vote counting and evaluation process of the Delegations of the corresponding committee for award considerations;
- Comply punctually all dates and itineraries established in the official program of the event by the Organizing Committee;
- Attend all training, either in person or virtual, offered by the Organizing Committee; as well as all the meetings of the Secretariat.

➤ Vice-President, Vice-President Judge or Subdirector of the Press Corps:

- Provide technical and academic support for the Presidency in the fulfillment of their obligations;
- Moderate the debates of the work meetings when required by the Presidency;
- Prepare a report with the work report of the corresponding committee and the documents elaborated during the work meetings by the Delegations (Resolution Projects, Declarations, Sentences, etc.) that will be delivered to the Organizing Committee on the night of Tuesday, 14 April 2020, no later than 10:00 p.m.;
- Participate in the vote counting and evaluation process of the Delegations of the corresponding committee for the award deliberations;
- Deliver the awards, during the Closing Ceremony, to the outstanding delegations of your committee;
- Comply punctually all dates and itineraries established in the official program of the event by the Organizing Committee;
- Attend all training, either in person or virtual, offered by the Organizing Committee; as well as all the meetings of the Secretariat.

➤ Rapporteur:

- Be responsible for the roll call before starting each work meeting and notify the Presidency the official quorum present;
- Manage the Speakers List;
- Count the votes of the motions of procedure that are carried out by placard and calculate if they are approved or not by the committee depending on the quantity of affirmative votes required;
- Lead the process of the nominal voting of work documents (Resolution Projects, Proposals of Loans or Projects, Sentences, etc.) or of motions of procedure, if required by the committee;
- Participate in the vote counting and evaluation process of the Delegations of the correspondent committee for the award delivery;

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- Write the Committee’s work report and read it during the Plenary Meeting;
- Comply punctually all dates and itineraries established in the official program of the event by the Organizing Committee;
- Attend all training, either in person or virtual, offered by the Organizing Committee; as well as all the meetings of the Secretariat.

## BASES

### **Requirements:**

1. Be between 15 and 35 years old as of 16 April 2020.
2. Everyone can present an application regardless of their nationality; but in order for the application to be valid, said person must prove that they will be living, studying or working (during the month of April of 2020) in one of the 33 countries that are Member States of the United Nations that compose the Regional Group of Latin America and the Caribbean (GRULAC: <https://www.un.org/depts/DGACM/RegionalGroups.shtml>), as well as in the United States of America or Canada. If a person wishes to apply, but during the month of April 2020 will be on an academic exchange, on a work mission or on a personal trip, in a country from a region other than Latin America and the Caribbean, the United States of America or Canada, the application will not be considered.
3. American, Canadian, Latin American and Caribbean students who are living, studying or working (during the month of April of 2020) in the United States of America or Canada may also apply for positions in the Secretariat (Staff). If a person wishes to apply, but during the month of April 2020 is going to be on an academic exchange, on a work mission or on a personal trip, in a country from a region other than Latin America and the Caribbean, the United States of America or Canada, the application will not be considered.
4. For nominations to academic positions (members of board of directors) of any of the twelve (12) committees of NYMUNLAC 2020, students must be enrolled in the 2019-2020 school year or to have graduated from the corresponding academic level indicated in the next table:

Academic Level of the Committee	Academic Level of the nominated person	Recommended age
Primary Education	To be studying (enrolled) in baccalaureate for the 2019-2020 school year or to have graduated.	15 to 18 years
Middle Education / High School	Be a university student (enrolled) in the 2019-2020 school year or have obtained a bachelor's degree (ex.: bachelor's degree, engineering, technical career, etc.).	18 to 25 years
High Education	Be a postgraduate student (enrolled) in the 2019-2020 school year or have obtained a postgraduate degree (ex.: master's, master's or doctorate).	25 to 35 years

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5. Have a passport with at least 6 months validity after April 12 (said minimum being until 12 October 2020). If a person is a citizen or resident of the United States of America, they must attach a valid official document stating their citizenship or residence (passport, birth certificate, naturalization certificate, Green Card, driver's license or any official identification issued by a state or federal institution of the United States of America).
6. Have a tourist visa (B1/B2) to enter the United States of America valid until at least 12 October 2020. If a person has a passport in which the nationality doesn't require a tourist visa (B1/B2) to enter the United States of America, they must show that the passport is valid until at least 12 October 2020 by attaching a copy as part of their application. If a person is citizen of a country that is part of the Visa Waiver Program (VWP), a copy of their Electronic Authorization to Travel (ESTA) must be included in the application. For more information please consult: <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html>.
7. Have participated as a Delegate in at least 3 Model United Nations Conferences (MUN) and as a member of the Secretariat (Staff) in at least 2 simulations.
8. Demonstrate domain over the historical background and the current structure of the United Nations System and of international organisms.
9. Have soft skills such as the ability to work in team and under constant pressure, vocation of service and social sensitivity.
10. Excellent writing and spelling.
11. Be proficient in writing, speaking and understanding the working language of the position to which you are applying.
12. Comply in time and form with what is established in the application process.
13. Once the Organizing Committee officially notifies, via email, a person who has been selected to be part of the Secretariat, said person must sign the document entitled "Photo Release Waiver, Image Consent and Commitment of Compliance with the Code of Conduct". If a selected person fails to comply with the Code of Conduct, they will be relieved from their position before or during the event.
14. Attend all training, either in person or virtual, offered by the Organizing Committee; deliver the work documents; and deliver the presentations of the preparation workshops that correspond to your assigned position. If a selected person fails to fulfill their duties and responsibilities, without a justified force majeure cause or without prior authorization from the Organizing Committee, they will be relieved from their position before or during the event.
15. It's important to underline that once confirmed as a member of the Secretariat, you will not be able to participate as a Delegate in any academic encounter organized by the institutions that make up the Organizing Committee.
16. Any person who maintains an employment relationship or performs a permanent or temporary internship with any of the institutions that make up the Organizing Committee cannot apply. This restriction will be in force as of the publication of this announcement and until Thursday, 16 April 2020.



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**Application Process:**

**Phase 1:** Applications can only be submitted online through: [www.nymunlac.org/staff](http://www.nymunlac.org/staff)

- The online application must be filled by the person interested and the information provided must be assured to be accurate and truthful.
- Only applications submitted online that comply with all our requirements will be considered.
- The application process will be available on our website on **Monday, 26 August 2019, at 08:00 a.m.** (New York City time: GMT -4) and the deadline to fill the information and required documents is **Saturday, 14 September 2019, at 11:59 pm.** (New York City time: GMT -4).
- The candidates must complete their online application and upload the following documents in PDF format:
  1. Copy of the front side of your student ID card (DO NOT include the reverse side in the copy) or document that accredits you as a high school or university student enrolled in the 2019-2020 school year. If you have completed the studies required for a certain position, you must attach the corresponding certificate or diploma.
  2. Copy of your passport with at least 6 months validity after April 12 (said minimum being until 12 October 2020), at the time of submitting your application. That is, at least 6 months from the estimated date of admission. Notifications of passports to be issued or in process of renewal will not be accepted. If a person is a citizen or resident of the United States of America, they must attach a valid official document stating their citizenship or residence (passport, birth certificate, naturalization certificate, Green Card, driver's license or any official identification issued by a state or federal institution of the United States of America).
  3. Copy of your tourist visa (B1/B2) to enter the United States of America valid until at least 12 October 2020. The visa must have this minimum validity at the time of submitting your application, notifications of visas in process or in the process of renewal will not be accepted. If a person has a passport in which the nationality doesn't require a tourist visa (B1/B2) to enter the United States of America must show that the passport is valid until at least 12 October 2020. If a person is citizen of a country that is part of the Visa Waiver Program (VWP), they must upload a copy of their Electronic Authorization to Travel (ESTA) in their application. For more information please consult: <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html>
  4. Curriculum Vitae. Please include contact information; academic path with distinctions such as scholarships and grants awarded for your merits; languages (certifications and scores obtained must be specified); digital competences (programming, design and development of mobile applications, graphic design and animations, management of social media, management of platforms for video conference, etc.); coordination or participation in projects with social impact and community service; participation in citizen councils or collaboration networks with an impact on public policies; extracurricular activities (it is recommended to include artistic and sports activities); and highlight, in a special way; your experience and awards obtained in Model United Nations (MUN), public speaking competitions and local, national and international debate forums. Regarding the MUN, it's important to clearly specify the position held as part of the Secretariat (Staff), the complete name of the MUN, the institution that organizes or sponsors it; as well as the host city



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and the date (month and year) of its completion. The participation in academic events organized by the institutions that compose the Organizing Committee will be valued since the experience and knowledge acquired in previous editions will contribute to the strengthening of this academic event.

5. Essay of 500 words about one of the topics of your preferred committee within the 12 that will be simulated and that are listed in this announcement. The essay must be written in the selected committee language. At the conclusion of the 500-word essay, the sources of information consulted for the writing of the document must be added. In case that textual citations or statistic information are used in the text, the APA citation system must be used, and the reference must be incorporated in the text. For more information, please visit the SIBIUNAM libraries website: <https://goo.gl/BUVyj4>. In the case of applications to be part of the Conference Management Services (logistic and protocol), the essay must argue their proposals to improve the processes and attention to the participants and special guests. If you're interested in more than one committee or in different areas of work, you must include in your application an essay about each of them. That is, if you're interested in serving as Secretary-General but would also consider holding the Presidency of the Commission on Narcotic Drugs (CDN), in your application you must send a 500 word essay about your interest in serving as Secretary-General and other 500-word essay on a topic of the CDN that is listed in this call. All essays must be uploaded in a single PDF document.
6. Link to a 60 seconds video uploaded to Youtube (can be a private channel), expressing your interest in participating in NYMUNLAC 2020 as part of the Secretariat (Staff), what would you contribute to the team and the relevance of educational simulations for the holistic and transformational education of the youth.

**Phase 2:** Interviews through Zoom Platform (for shortlisted applicants)

- The interviews will be scheduled between **Monday, 18 November 2019 through Friday, 06 December 2019**. The date and time of the interviews will be notified by email.
- You must download the application (Zoom\_launcher.exe), with a size of 131 KB (very light), in your PC, Mac, Linux, iOS or Android.
- Although the basic version of the Zoom application is free, it's NOT necessary to create a user to join the videoconference. You only need to enter the ID number of the virtual session (Meeting ID) that we will be sent via email.
- The interview is going to be conducted mainly in the working language of your respective committee, but some questions will be asked in English. If proficiency in another language is stated in the Curriculum Vitae, questions could also be asked in such language.

**Selection Committee:**

- The review of the files and the selection of the persons to serve as NYMUNLAC 2020 Staff Members will be managed by a Selection Committee composed by high-level representatives of the institutions part of NYMUNLAC Organizing Committee, and experts in global issues.



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- The methodology and evaluation criteria will be determined by the Selection Committee. The decision will be final. Any case not considered within this document will be resolved at the discretion of the Selection Committee.
- Should the Selection Committee considered it necessary, additional information may be requested.

**Results:**

Results will be announced on **Wednesday, 18 December 2019**, at: [www.nymunlac.org](http://www.nymunlac.org).

**IMPORTANT INFORMATION:**

The selected candidates must respond the email that will be sent to confirm their flight itinerary, no later than **Saturday, 21 December 2019**.

Minors must exhaust the established procedure by the Immigration and Customs authority of your corresponding country for departure abroad. Once the corresponding permit or authorization has been processed by the corresponding authority, it must be scanned and sent to the email [staff@nymunlac.org](mailto:staff@nymunlac.org), no later than **Friday, 21 February 2020**.

As part of the Organizing Committee and in compliance with the "Federal Law of Protection of Personal Data" of the United Mexican States, Globalmuners A.C is committed to treat your personal data in a confidential manner. To know our privacy notice visit: <http://www.nymunlac.org/aviso-de-privacidad/>.

**CONTACT:**

If you have any questions or concerns about this call, please contact us by email to: [staff@nymunlac.org](mailto:staff@nymunlac.org)