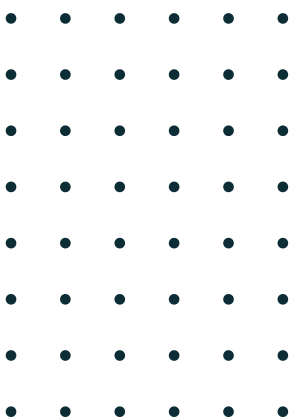


# PROTOCOL

INTERNATIONAL MONETARY FUND



WELCOME!



PROFIT<sup>24</sup>  
SNFT 2024

## WELCOME LETTER

“Meeting is a start; staying together is progress; Working together is success.”

**Henry Ford.**

Dear participants,

With great excitement and enthusiasm, we warmly welcome you to the Simulador de Negocios, Finanzas y Tratados (SNFT), also known as Prototype of Finance, Investments and Treaties (PROFIT), in its 2024 edition.

In this experience in which you are part of this year, we invite you to enter a world of learning, discovery and challenges. During this experience, they will have the unique opportunity to apply and strengthen their knowledge in the economic, financial and diplomatic fields, while working together in conflict resolution and the search for practical, realistic and innovative solutions that fit current needs and challenges.

Simulators like this are more than just educational tools; They are spaces for personal and professional growth, where every decision they make and every strategy they implement will contribute not only to their individual development, but also to the collective future of our society. Here, they will not only learn theories and concepts, but also have the opportunity to put them into practice, facing situations that faithfully reflect the complex economic and diplomatic environment in which we live.

Each of you is part of a community of leaders and visionaries, who, through your active participation and commitment, are contributing to the construction of a prosperous future full of opportunities for our country. But that potential starts with a decision: that of having the initiative to participate in a constant exchange of ideas where your opinion and that of your colleagues matters, and a lot. That's what PROFIT 2024 has to offer you.

Always remember that success is not only measured in terms of momentary victories, but in personal growth and the positive impact we generate in our environment. This simulator is a platform to explore, learn from mistakes, and grow together as individuals and as a team.

So we invite you to fully immerse yourself in this experience, to challenge your limits, to collaborate with your peers and to make your mark on every decision you make. Because it is you, as a team, with your initiative and determination, who are forging the future of Mexico and the world.

Welcome to the SNFT PROFIT 2024 Edition!

We are excited to see all that we will accomplish together and wish them every success.

**KIND REGARDS.**



Fátima Karina  
Mejía Sandoval

**Presidency**



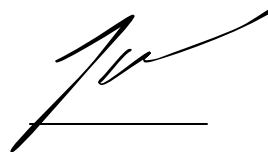
Luis Fernando  
Guerrero Rendón

**Vice presidency**



Juan Daniel  
Cervantes  
Espinosa

**Ministry of  
General Affairs**



Jaime  
Mendoza  
Fuentes

**Protocol  
Coordination**



Oscar  
Castro Cruz

**Coordination of  
Diplomatic  
Affairs**

## 1. General Provisions

- This document establishes a set of rules and principles that will ensure that participants of the 2024 edition of PROFIT act with due respect and decorum.

### 1.1 Objectives.

- Ensure compliance with the rules of coexistence during the development and execution of the event;
- To guarantee an adequate and comfortable treatment for all guests;
- To promote a safe environment where the dissemination of ideas and knowledge prevails; and
- Effectively address situations of uncertainty during the debate.

### 1.2 Validity.

The validity of this protocol has been ratified by the unanimous acceptance of the *Managing Director, First Deputy Managing Director, and Second Deputy Managing Director of the Committee International Monetary Fund*, as well as by the Chairperson, the Vice-Chairperson, the Minister of General Affairs, the Protocol Coordinator and the Coordinator of Diplomatic Affairs of PROFIT.

### 1.3 Language.

The official working language for the committees in this edition is Spanish, with the exception of the International Monetary Fund (IMF) committee, which will carry out its functions exclusively in English.

#### 1.4 Glossary.

For the purposes of this protocol, the following definitions are defined and understood:

*Sustainable growth:* The realistically achievable growth that a company or national economy could maintain without running into problems.

*Economic policies:* The set of controls used by the government to regulate economic activity.

*Financial Stability:* The absence of system-wide crises and the resilience of financial systems to stress.

*Productivity:* The rate at which a company or country makes goods, usually judged in connection with the number of people and the amount of materials necessary to produce the goods.

#### 1.5 Disputes.

In the event of any dispute concerning the interpretation or application of these rules, the President, the Vice-President, and the Minister of General Affairs, the Coordinator of Protocols and the Coordinator of Diplomatic Affairs shall have the power to interpret and apply these Rules for their own consideration, and their decision shall be final and final.

#### 1.6 Modifications

The provisions of this protocol may be modified in case of circumstances that require it. Any modifications made within the committees must be reported to the Coordination of Protocols and the Coordination of Diplomatic Affairs, who will notify the committees and the General Secretariat if necessary.

## 2. Composition of the PROFIT

### 2.1 General Secretariat.

It is made up of the authorities in charge of the planning, organization and execution of the Simulator; the President is the highest authority within the model, following the hierarchy of the model, the Vice-President and the Minister of General Affairs.

The responsibilities in charge of him are:

- Ensure compliance with the protocol;
- The General Secretariat is the last instance to resolve the controversies arising from the debate, as well as from the circumstances not contemplated in this protocol;
- To authorize sanctions and issue warnings regarding non-compliance with the Protocol;
- Coordinate and create consensus with the different coordinations, flaunting the principles of independence, impartiality and integrity, to prevent conflicts from arising within the event;
- They may at any time make oral or written decisions within the committees;
- It has the ability to enter any committee to witness the debate within the formal sessions of the committee, as well as to replace any body of the Board of Directors;
- The president will formally start and end the Simulator;
- It will facilitate the negotiations of the representatives and collaborate with them within the model;
- It may allow the entry of observers, ambassadors, or other bodies to the different instances of the model, delimiting the powers they have within the committee and under full authorization;
- He may be a member of the Draft Resolution Approval Board;
- In addition to extemporaneous functions that arise in the face of new needs or situations that compromise the Simulator.

## **2.2 Coordination.**

### **2.2.1 Admissions Coordination.**

The Admissions Coordination is in charge of managing the admission process of the members of PROFIT, this being its main activity, in addition to collecting, reviewing and evaluating the applications for admission, corroborating that they correspond to established requirements.

You have the following responsibilities:

- Review and evaluate participants' work documents and plans;
- Communication, notification and follow-up during the admission process of each of the participants; and
- Among others necessary for the recruitment and integration of PROFIT coordinations and committees.

### **2.2.2 Coordination of Diplomatic Affairs.**

The main objective of the Coordination of Diplomatic Affairs is to maintain order within the committees, as well as to sanction inappropriate attitudes that intervene in the proper development of the activities of the committees and the debate of issues established by them.

You have the following responsibilities:

- To guarantee an environment of respect and coexistence before, during and after the presentation of the simulator;
- Establish sanctions for foolish behavior and attitudes;
- Preparation of normative documents to improve the behavior of PROFIT participants;
- Disseminate among the members the rules of behavior and promote respect among the participants; and
- Among others necessary to maintain the order of the coordinations and committees of PROFIT.

### 2.2.3 Committee Coordination

The Committee Coordination is in charge of planning and executing training aimed at committee participants, with the aim of promoting knowledge and behaviors for the simulator.

You have the following responsibilities:

- Plan and execute the trainings aimed at the participants of the committees;
- Coordinate training activities with the General Secretariat and coordinations;
- Maintain close communication among committee participants;
- Disseminate diplomatic protocol and behavior;
- Among others necessary for an excellent training exercise of the PROFIT committees.

### 2.2.4 Coordination of Extension and Liaison.

The Extension and Liaison Coordination has the responsibility of generating and managing various digital elements for the benefit of the organizing committee, as well as generating messages and disseminating necessary information before, during and after the simulator in order to maintain good communication, in a creative way.

You have the following responsibilities:

- Manage digital resources to support the organizing committee;
- Preparation of entry forms for each coordination and committee;
- Generate messages to establish good communication and;
- Coordination with the coordinations and committees to generate a harmonious and focused content for PROFIT.
- Among others necessary to guarantee communication between PROFIT members.



### 2.2.5 Finance Coordination.

The Finance Coordination is in charge of carrying out the financial management, income and expenditure accounting of the simulator, to ensure an effective financial year, prioritizing the interests and goals of PROFIT.

You have the following responsibilities:

- To carry out effective financial management;
- To direct the simulator towards a green finance model;
- Prepare, supervise and archive the financial documentation generated;
- Make payments to suppliers in advance;
- Prioritizing transparency, clarity, and efficiency of accounts;
- Establish a recovery fee of up to \$200;
- Obtain 3 strategic sponsors;
- Offer at least 3 lectures for participants;
- Provide at least 3 scholarships for participants;
- Carry out active and assertive communication with the rest of the coordinations; and
- Among others necessary to guarantee the financial stability of PROFIT.

### 2.2.6 Logistics Coordination.

The Logistics Coordination is responsible for planning and executing the corresponding activities to carry out the organization of the simulator.

You have the following responsibilities:

- Analysis through tools and methods necessary to carry out the simulator;
- Communication with each coordination;
- Preparation of documents and letters to request classrooms or places within our workspaces or other needs among the team;
- Selection of activities, places, distribution, etc; and
- Among others necessary to guarantee a correct organization of PROFIT.

### 2.2.7 Coordination of Protocols.

The Protocol Coordination is in charge of preserving the rules, fundamental practices in terms of protocols and administrative formalities to organize and coordinate the tables and activities of PROFIT.

You have the following responsibilities:

- Formulation and dissemination of protocol, diplomatic etiquette and rules of conduct with the aim of preserving an atmosphere of respect;
- Ensure that protocol and etiquette are adhered to during events, as well as ensuring that all participants are treated appropriately and feel comfortable;
- Establish close coordination with the other coordinations for the planning of events;
- Follow-up and organizational review of the committees, as well as the formulation of their founding documents;
- Issue warnings regarding non-compliance with the protocol; and
- Among others necessary to guarantee the standards established in PROFIT.

### 2.2.8 Coordination of University Communication.

The University Communication Coordination is in charge of structuring, shaping and executing the work of a communication team, which will be fundamental for the dissemination of the project.

You have the following responsibilities:

- Promote and disseminate PROFIT;
- Form a Communication team.
- Coordinate the taking of official photos and videos of the simulator.
- Editing of the same captured material.
- Carry out the dynamics of reels to disseminate the simulator.
- Facilitate contact and relationship with various media.
- Among others necessary to guarantee the dissemination of PROFIT itself.

### **2.2.9 Image Coordination.**

The Image Coordination is in charge of designing and establishing the different formats and designs to be used in social media publications and other content to be made during this edition. You have the following responsibilities:

- Make use of visual and graphic elements that connect with an audience.
- Work together with the Coordination of Extension and University Liaison and Communication.
- Final editing of the captured material.
- Among others necessary to guarantee the management of designs in PROFIT.

### 3. International Monetary Fund

The IMF is a global organization that works to achieve sustainable growth and prosperity for all of its 190 member countries. It does so by supporting economic policies that promote financial stability and monetary cooperation, which are essential to increase productivity, job creation, and economic well-being. The IMF is governed by and accountable to its member countries.

#### 3.1 Managing Director.

She will be the highest authority within the committee and will have the following responsibilities:

- Declare the beginning and closure of each session, as well as interrupt or suspend it if necessary.
- The Managing Director will direct the agenda and the course of the debate, ensure compliance with protocol and coordinate the right to speak.
- Review of all delegations' documents that come to the table, such as position sheets, worksheets, and resolutions. The Managing Director will be the only one empowered to recognize any documentation already mentioned, in the same way, she must announce the introduction of a document within the debate.
- Monitor compliance with this protocol.
- Issue sanctions and warnings if necessary.
- Determine the duration of the discussion, as well as the number of questions within the extraordinary question session.
- Resolve controversies that may arise within the committee that do not require a modification in the protocol.
- She is responsible for maintaining order within the committee.
- To make recommendations to participants as to the time of the list of speakers and its closure, as well as the suspension and closure of the meeting.

### 3.2 Second Deputy Managing Director.

- He is in charge of directing the debate and who will give the floor to the participants within the simulator, in the same way he will have the following responsibilities:
- Opening the forum at the times indicated by this protocol, in the same way, will make the votes valid for the motions that require it.
- To give the floor in a neutral and equitable manner, as long as it contributes to the flow of the debate.
- Assist the Chair with the review of documents proposed to the Bureau.
- He will indicate the warnings that will facilitate and give space for a possible warning by the Managing Director, if necessary, the Second Deputy Managing Director will be empowered to grant warnings when the behavior is constant and in order not to stop the flow of the debate.
- It will monitor compliance with this protocol within the work sessions.
- In the event of the Managing Director absence, the moderator will absorb his powers and responsibilities until the Managing Director is reinstated.

### 3.3 First Deputy Managing Director.

- He will be the one who keeps the record and order of the debate, being indispensable support of the moderator and the presidency, who will have the following responsibilities:
- He will take roll call at the beginning of each session, being the one who indicates if there is a quorum necessary to begin the work session.
- Keep a record of warnings and warnings.
- Indicate to the participants the remaining time in their intervention in the forum, making a subtle call to attention in order not to interrupt the speech.
- It will count the votes of each proposed motion.

- He will keep track of the list of speakers.
- In the event of the absence of the Second Deputy Managing Director, the First Deputy Managing Director shall absorb his capacities and duties.
- It will resolve inconveniences and conflicts that exist between the participants.

## **4. Participants**

### **4.1 Board of Governors**

The Board of Governors, is the highest decision-making body of the IMF, consists of one governor for each member country.

## **5. Rules of Behavior**

- The treatment of the participants must be completely and strictly with respect, formality and courtesy before all participants and authorities.
- Participants must request their absence or departure from the venue to the president of the committee by means of a diplomatic note expressing the reason for their absence. The committee will determine whether it is appropriate for the participant's application to be approved.
- Participants may not be absent during the voting process for any reason.
- The schedules and indications established on the Agenda by the Committee must be strictly respected.
- The participant's closet must always be visible.
- No participant is allowed to speak in the first person unless the committee so decides.
- It is the responsibility of the participants not to mistreat and to make good use of the facilities of the Universidad Autónoma del Estado de México.

## **6. Reprimands**

In accordance with the provisions of this protocol and having enunciated the rules and principles that will govern the operation of PROFIT. If a Coordination, Committee or Participant incurs any fault, the corresponding sanction will be applied.

### **6.1 Tardiness**

Any late arrival at the forum by a participant after the roll call has begun is considered tardiness, which will be subject to a reprimand, unless the committee is notified in advance.

Any notice of delay shall be reasoned, and the committee shall determine in its judgment whether or not it is appropriate.

Those participants who accumulate more than three absences in the sessions will be excluded as candidates to obtain their certificate of participation in PROFIT.

### **6.2 Plagiarism.**

Plagiarism is considered any act or conduct by a member who tries to appropriate the ideas of a third party in any document presented during the simulator. All participants must adequately cite the authors and sources consulted (bibliographic, periodical, or mesographic) according to the APA format. In the event that a participant commits an act of plagiarism, he/she will be subject to a warning and will be excluded as a candidate to obtain a prize in PROFIT.

### **6.3 Income of food.**

All participants are strictly prohibited from entering the session with any type of food. However, access to and consumption of non-intoxicating drinks and liquids is allowed during the session.

#### **6.4 Electronic devices and internet use.**

The use of electronic devices such as laptops, tablets and cell phones, as well as access to the internet, will be allowed only with the authorization of the committee.

To request the use of these, a request must be sent to the committee, which will be subject to evaluation. If the response is favorable, use will be limited to a maximum of 15 minutes, counted by the committee. Exceeding this limit will result in a warning and prohibition of future use.

The General Secretariat of PROFIT, as well as the authorities of the Autonomous University of the State of Mexico, are not responsible for damage or loss of your devices.

#### **6.5 Notices and warnings.**

- If any participant receives two warnings, they will not be eligible for any prize.
- If any participant accumulates six warnings or three warnings, they must leave the committee until the beginning of the next session.
- If a participant accumulates six warnings, he will be expelled from the simulator with prior authorization and notice from the coordination of protocols and presidency.
- Participants with six warnings will not receive proof of participation in PROFIT and will be expelled immediately, without the right to a refund of registration.
- Any situation mentioned above must be reported to the Coordination of Protocols and the Coordination of Diplomatic Affairs, who will assess the seriousness of the matter and communicate it to the General Secretariat.



## **7. Protocol Procedure.**

### **7.1 General provisions of the procedure.**

**7.1.1** During the session and discussion, a diplomatic posture must be maintained, in third-person verbal language, behavior, posture, facial expressions, written language and all types of expressions that have been omitted from this list. A diplomatic stance is one that reflects respect for forum participants.

**7.1.2** No participant may speak without obtaining prior permission from the President or the Secretary; the aforementioned may call the participant to order in case the argument is not relevant to the subject under discussion, if the participant exceeds the time limit established by the Chair or his comments are offensive.

**7.1.3** Participants may not leave the forum during a session. If necessary, participants may do so momentarily, informing the committee in advance of the reason for their departure by means of a diplomatic note and requesting authorization.

### **7.2 Words not allowed.**

The following words will be prohibited to avoid segmenting and unequally marking the social and economic conditions of the representatives of the committee. We urge PROFIT participants not to use discriminatory or superior language to express their ideas and refer to others.

| WORD NOT ALLOWED      | SUBSTITUTE              |
|-----------------------|-------------------------|
| War                   | Armed conflict          |
| Kill                  | Deprivation of life     |
| Murder                | Homicide                |
| Rich countries        | Developed countries     |
| Third World Countries | Developing countries    |
| Poor people           | Low-income people       |
| Black                 | Afro-descendant         |
| White                 | Fair-skinned person     |
| Army                  | Military Forces/Militia |
| Okay                  | Yes/ It's okay          |
| Of course             | I agree                 |
| Armed forces          | Military Forces/Militia |

The participant who is caught using this language, or any language that the table considers inappropriate for the forum, will be entitled to a warning and if the behavior is repeated will be deserving of a warning.

### 7.3 Quorum

In order to begin any of its working sessions, a sufficient quorum must be present at the committee room. A simple majority (50% + 1 delegates) is sufficient. At the beginning of each session, the First Managing Deputy Director will conduct a list pass to ensure that there are enough delegates. Subsequently, the Managing Director shall declare the session open.

**7.3.1** The First Deputy Managing Director shall carry out the respective roll call in alphabetical order of the members of the Committee, at the end of which he shall inform the Chair if there is sufficient quorum to enter the session.

**7.3.2** During the roll call, participants will accredit their participation in the forum and their status within the Committee. Upon hearing their participation, those already mentioned must answer:

### **"Present and Voting" or simply "Present"**

**7.3.3** The Managing Director may declare that the Committee is able to perform its functions and shall allow the debate to proceed when at least fifty percent plus 1 of the members of the committee are present. Regarding absences or delays, they must be consulted with the president and in extraordinary cases the Coordination of Protocols must be consulted.

**7.3.4** Representatives arriving after the roll call must wait for the Managing Director to recognize them before entering and participating in the discussion.

**7.3.5** Once the roll call has been completed, the Managing Director shall proceed to open the meeting.

## **7.4 Opening of the topic.**

**7.4.1** The only motion that will be in order at the beginning of the debate will be for the opening of any of the topics that are on the agenda and to start the session. The Managing Director of the committee will introduce the topic she wishes to open.

**7.4.2** A procedural motion requests the opening of a list of speakers, setting out the time allotted to each participant.

## **7.5 During the session or debate.**

**7.5.1** Representatives wishing to take the floor should raise their placards to inform them of their participation; once their participation has been exhausted, participants who wish to be added to the list of speakers may do so when the First Deputy Managing Director opens the forum or by means of a diplomatic note addressed to the bureau.

**7.5.2** The Managing Director of the committee or her representative may propose the duration of the speeches, which may not exceed five minutes, or less than thirty seconds. In the event that there is no consensus, the Managing Director shall recognize two participants or representatives who speak against and two participants or representatives who speak in favor of the suggested time. The decision shall be taken by a simple majority. Each speaker will have that time to explain his or her position on the item under discussion in the committee.

## **7.6 Closure of the session or debate.**

**7.6.1** The Managing Director will be empowered to close the session or debate, which will be approved by all the participants.

**7.6.2** Any participant may propose the closure of the session as long as it is in accordance with the agenda of the topic.

**7.6.3** The closure of the debate will be presented to the Committee for the final vote, which will take place in the context of a possible resolution.

## **8. Motions and Points.**

### **8.1 Motions.**

**8.1.1** Procedural motions are proposals or requests that are made for the execution of the session or debate with the aim of making a decision on the topic. These will be used to propose situations that are part of the course of the debate, the motion must be approved by the committee by a simple majority.

**8.1.2** The following motions will be followed within the simulator:

- Motion to Revise the Agenda;
- Motion to Set the Agenda Order- To set one topic before the other at the agenda-setting stage.
- Motion to Open the List of Speakers;
- Motion to Establish the Time of Speeches;
- Motion to modify the time of the Speeches;
- Motion to hold a Special Question Session;
- Motion for a Moderated Caucus- A less formal discussion where speakers a new speaker is chosen directly after the previous speaker finishes. It is usually on a more narrow topic (than the General Speakers List, which allows a delegate to speak about anything related to the topic at hand) and it takes a majority of votes to pass it. This motion requires specification of general time and speakers time.
- Motion for an unmoderated caucus- The ability to move freely around the room, speak to anyone and write resolutions. Usually the most effective time to lobby and build / maintain coalitions. This motion requires specification of general length of time.
- Motion to adjourn the session- Motion to put the session on hold, generally for lunch or coffee.
- Motion to Submit to the Forum a Draft Resolution or Amendment- This needs to be done to officially discuss the draft by name and have it on the floor is closure of debate is motioned for.
- Motion for roll call- A Motion to have each country declare verbally if they are "For", "Against", "Pass" or "Abstain" (and add "With Rights", which means they get to speak after the vote)
- Motion to Close Session; and
- Motion to close the debate- A motion for the committee to end debate and more into voting procedure.

## 8.2 Points.

**8.2.1** Items are used to refer to elements of the discussion, protocol, personal or contextual, and may be used at any time after the opening of the session. The president may suspend the right to use the points if he deems it appropriate.

**8.2.2** Within the PROFIT Model, the following points are recognized:

- **A point of protocol doubt.** This item will only be valid when the session is open, and is used to establish a question about the procedure of the agenda, protocol, session and debate.
- **Point of order.** It will be used when a participant wants to mention, make an error or lack of protocol by another participant. It may be used at any time during the session or discussion.
- **Point of personal privilege.** It will be used when a participant wants to establish a point that affects the committee externally in terms of the debate, such as the context, the noise of another room, the possibility of going out to receive a call, etc. It will also be used when you want to establish a preamble in a session. It can be used at any point in the debate, but it is recommended to do so by diplomatic notes so as not to interrupt the flow of ideas in the debate.

## 9. Worksheet, Resolutions and Amendments.

### 9.1 Worksheet.

**9.1.1** The Worksheets are the summary of the discussion in the debate, they are for the consideration of the committee where the different proposals that have been made in the forum are contained, these must be real and feasible. When the document is delivered to the Board of Directors, it bears the name of Possible Worksheet and until it is approved by the Board it will be recognized as a Worksheet. This document does not need to be delivered in resolution format, however, it must be drafted in the best possible way.

**9.1.2** It is a description of the basic information of the committee, as well as the position and priority of the committee over the topics on the agenda.

This document allows participants to have a clear plan of their performance in the forum, as well as their proposals and the way in which they will be introduced to the debate. This document will be presented to its respective bureau in the first working session, which must have a minimum of one page and a maximum of two per topic.

**9.1.3** The Possible Worksheet must be submitted to the Board of Directors for review and the president must give his approval, then it must be recognized before the forum. At the time of recognition, it will be assigned the name "Worksheet".

**9.1.4** The Possible Draft Resolution shall then be submitted to the General Secretariat, the Coordination of Protocols and the Coordination of Diplomatic Affairs for review and verification of compliance with the requirements; likewise, if deemed necessary, modifications may be introduced, which shall be made subsequently. If it meets the necessary parameters, then it will be recognized as a Draft Resolution by introducing a Procedural Motion, which must be voted on and approved.

## **9.2 Resolutions.**

**9.2.1** The resolution of the session or debate is expressed under a document that represents the official position, agreements or proposals issued by the committee. This document allows the members of the committee to have a clear plan of their performance in the forum, as well as their proposals.

**9.2.2** Such a document must be realistic and within the parameters of possibilities of the institution they represent. The Presiding Officers may recognize a maximum of three participants to present the draft resolution to the Committee and read it. After the introduction of the draft resolution, an unlimited question session will be opened.

**9.2.3** The format of the Position Chart must be Arial 12, 1.5 line spacing, justified and on letter-size sheets. Such document must contain the following information:

- Symbol, coat of arms or flag of the institution they represent in the upper right corner;
- Full name of the committee;
- Title of the Topic;
- Introduction;
- Development (Official position, agreements or proposals issued by the committee);
- Conclusion; and
- Bibliography.

**9.2.4** The following elements shall be taken into account in the preparation of the resolution document:

- Title of the topic.
- Greeting the participants of the committee.
- In the introduction, some background to the subject, roots of the conflict, relevant events, among others, can be mentioned.
- In the development of the document, the debate and session process is described in detail, in addition to the official position, the agreements or proposals issued by the committee. —It is recommended to take into account the contextual situation of the development of the topic, such as: economic, social and political aspects in order to issue real resolutions —
- The conclusions should summarize the resolution process, as well as the position of the issue in the form of a summary.
- Bibliography, at the end the links and sources of consultation in APA seventh edition format must be included.



### **9.3 Amendments.**

**9.3.1** The amendment adds, deletes, or modifies parts of a proposal. Each delegation may submit a maximum of one amendment for each preliminary draft or draft resolution under discussion. An amendment may not change the original essence of the topic.

**9.3.2** The amendment shall be submitted in writing to the Committee Board for review. These must contain a specification of the line where the modification is proposed and detail the proposed change.

**9.3.3** If the amendment is approved by the Presiding Officers of the Committee, it shall be brought before the Committee and voted on, with no abstentions. In the event that there is an absolute majority (fifty percent plus one of the voters) the amendment will be approved; otherwise, the arguments against will be heard and the vote will be taken again. If an absolute majority is reached, the amendment will be approved, otherwise it will be rejected.

**9.3.4** The amendment process may be suspended at any time by the Board of Directors if it deems it necessary. The decision of the Bureau will be final.

**9.3.5** The amendment shall then be submitted to the General Secretariat for review and verification that it complies with the necessary corrections and modifications, they shall be approved and considered as the preliminary draft or resolution of the topic.

## **10. Voting Procedure.**

**10.1** Each entrant is entitled to one vote. Members who choose to abstain from voting will not be counted in the total. A simple majority will be sufficient to approve a preliminary draft resolution and convert it into a resolution. The Chair will lead participants to vote in alphabetical order, expressing their vote before the forum in a clear and public manner.

## **11. Awards.**

The awards will be presented during the closing ceremony, where the following merits will be recognized:

1. Best Committee;
2. Distinguished participants; and
3. Honorable Mention.

The winners of these awards will be determined by a vote of the participants and the Board of Directors of each Committee, in addition to the final evaluation carried out by the General Secretariat, the Coordination of Protocols and the Coordination of Diplomatic Affairs.

## **12. Register:**

**12.1** The steps established in the Terms and Conditions of the Call must be followed to the letter and in order.

**12.2** Provisions not established therein shall be resolved by the General Secretariat and its decision shall be final.

**12.3** It is essential to send the complete documentation to properly verify your registration. The documentation consists of the following:

1. Payment Form for Participants (includes your proof of payment).
2. Application (Letter of Position or Investigation as the case may be).
3. Curriculum Vitae.
4. Proof of Registration on the Form.

**12.4** If you do not send your documentation correctly, your registration will be invalidated.

**12.5** It is essential that the relevant proof of payment is sent for verification of the payment itself.

- 12.6 In case of requesting a refund, proof of payment must be presented.
- Otherwise, no refund can be made.

12.7 The dates for reimbursement will be established from the publication of the Terms and Conditions of the Call until the end of the Call.

### 13. Annexes.

#### 1. Introductory sentences.

|                             |                                |
|-----------------------------|--------------------------------|
| Furthermore, regretting     | Having adopted                 |
| Welcoming                   | Deeply upset                   |
| Having received             | Seeking                        |
| Furthermore, remembering    | Having considered              |
| Realizing that              | Deeply concerned               |
| Observing                   | Aware of                       |
| Noticing, furthermore       | Having considered              |
| Declaring                   | Reaffirming                    |
| Observing with appreciation | Considering                    |
| Noticing with approval      | Having studied                 |
| Desiring                    | Acknowledging                  |
| Fully alarmed               | Contemplating that             |
| Noticing with regret        | Having examined                |
| Emphasizing                 | Remembering                    |
| Fully aware of              | Convinced                      |
| Noticing with concern       | Having heard                   |
| Hoping                      | Referring to                   |
| Deeply regretful of         | Fully believing                |
| Noticing with satisfaction  | Having paid close attention to |
| Expressing appreciation     | Keeping in mind                |
| Deeply aware of             | Believing that                 |
| Affirming                   | Hoping for your satisfaction   |
| Guided by                   | Taking into account            |
| Deeply convinced of         | Alarmed by                     |

## 2. Operative phrases.

|                         |                        |
|-------------------------|------------------------|
| Accepts                 | Affirms                |
| Confirms                | Expresses his/her wish |
| Regrets                 | Remembers              |
| In addition, invites    | Encourages             |
| Considers               | Congratulates          |
| Attracts attention      | Supports               |
| In addition, proclaims  | Declares               |
| Notes                   | Only affirms           |
| In addition, recommends | Approves               |
| Designates              | Has resolved           |
| Proclaims               | Takes into account     |
| Furthermore, reminds    | Authorizes             |
| Exhorts                 | Emphasizes             |
| Reaffirms               | Transmits              |
| Furthermore, resolves   | Condemns               |
| Expresses appreciation  | Makes call to          |
| Recommends              | Trusts or incites      |

### 3. Sample Worksheet.

PROFIT 2024

Committee: First Committee of the General Assembly: Disarmament and Security International.

Topic: Nuclear tests in North Korea.

The authors of this worksheet believe it is pertinent to take into account the following proposals:

1. To request the DPRK to join the Partial Nuclear-Test-Ban Treaty, considering its cooperation in the resolution of the conflict as important;
2. That the Moscow treaty hasten its actions, urging nuclear-armed nations to consider reducing their number of nuclear warheads;
3. Encourages all delegations not to carry out any tests on 36 weapons nuclear or any other nuclear explosion;
4. To call upon all States to continue to address the above-mentioned issue at the highest political level.

#### 4. Example of Resolution.

PROFIT 2024

Committee: First Committee of the General Assembly: Disarmament and International Security.

Topic: Nuclear tests in North Korea.

Sponsors: Japan, Commonwealth of Australia, Republic of Ireland, China, United States of America.

The First Committee of the General Assembly: Disarmament and International Security.

Taking into account the resolutions previously adopted by the Security Council, including resolutions 1695 (2006), 1718 (2006), 1874 (2009), resolution 2321 (2016), resolution 2270 (2016) and resolution 2345 (2017); Deeply concerned about the DPRK's disregard of the above-mentioned resolutions, proclaims its concern over the nuclear tests conducted by North Korea in 2006, 2009, 2013 and 2016;

Aware that the proliferation of nuclear weapons in the DPRK region poses a serious threat to international peace and security; Emphasizing that the neighboring delegations feel affected; Reiterating that the cessation of nuclear-weapon-test explosions or any other nuclear explosions constitutes an effective measure of nuclear disarmament and non-proliferation;

Take into account the views of all delegations in this committee in addition to considering previous resolutions on the disputed issue:

A. Calls upon the DPRK delegation to accede to the Treaty on the Non-Proliferation of Nuclear Weapons without further delay, not to develop, produce, test or otherwise acquire nuclear weapons and to place all its nuclear facilities under full-scope IAEA safeguards as an important confidence-building measure among the delegations present;

B. Calls upon the DPRK to join the Partial Nuclear-Test-Ban Treaty, considering its cooperation in the resolution of the conflict as important.

C. It should be argued that the Moscow treaty should hasten its actions, urging nuclear-armed nations to consider reducing their number of nuclear warheads;

D. Encourages all delegations not to conduct any tests on 36 weapons nuclear or any other nuclear explosion; E. Encourages all States to continue to address the above-mentioned issue at the highest political level.



Emanuel David Martínez Pérez  
**Second Deputy Managing  
Director**



Carolina Labra Espejel  
**Managing Director**



Luis Alberto Mercado Robles  
**First Deputy Managing  
Director**



Fátima Karina  
Mejía  
Sandoval

**Presidencia**



Luis Fernando  
Guerrero  
Rendón

**Vicepresidencia**



Juan Daniel  
Cervantes  
Espinosa

**Ministerio de  
Asuntos  
Generales**