



21ST HWA CHONG MODEL ASEAN  
SUMMIT

# Delegate handbook

Hwa Chong Model  
ASEAN Summit 2024



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## PROGRAMME OUTLINE

	<b>Monday 4/3</b>	<b>Tuesday 5/3</b>	<b>Wednesday 6/3</b>	<b>Thursday 7/3</b>	<b>Friday 8/3</b>
<b>0845</b>	Registration and subsequent arrival of Delegates to Moot Parliament Hall	Arrival of Delegates to Moot Parliament Hall	Arrival of Delegates to Community Meetings Rooms		
<b>0900</b>	Administrative Briefing	Opening Ceremony	Community Session 3	Community Session 5	Community Session 7
<b>0930</b>	Training Session 1	Community Session 1			Break
<b>1000</b>					
<b>1030</b>			Closing Ceremony		
<b>1100</b>	Break				
<b>1130</b>	Training Session 2	Community Session 2	Community Session 4	Community Session 6	
<b>1200</b>					
<b>1230</b>					
<b>1300</b>	Dismissal	Dismissal*	Dismissal	Dismissal*	Dismissal

\*Closing ceremony rehearsal for selected delegates

## **SECRETARY GENERAL'S ADDRESS**

Dear Delegates,

It is my greatest honour to be able to welcome you to the 21st Hwa Chong Model ASEAN Summit (HCMAS). Since its inception in 2007, HCMAS has served as a platform for youth, by youth, welcoming students hailing from different regions and walks of life in ASEAN, to engage in intellectually stimulating and invigorating debates revolving around pertinent issues plaguing ASEAN as a collective. Having had my first charing experience in the 21st iteration of the conference, I am grateful for the opportunity to return to this year's summit in the capacity of Secretary-General.

This year, we have delegates hailing from both local and foreign schools, a testament not only to Hwa Chong's longstanding relations with various educational institutions but also to the summit's resolve to empower students. In this increasingly VUCA world, summits like this hold the key to maintaining the delicate social fabric which ASEAN rests upon. The opportunity to physically interact with our peers and friends, both local and foreign, is hard to come by and is one that should be treasured. This year's conference is a place where friendships are forged, new doors are opened and the spark for change is ignited.

The theme of this year's event is "Embracing the Turbulent World with Gallantry". The theme symbolises the hopes of the Secretariat, who collectively wish that this summit not only serves as a place where delegates will be able to forge new friendships and create everlasting memories but to also kindle the spirit of courage. The courage to be themselves, the courage to step out of their comfort zones and the courage to weather the storms ahead. The theme also serves as a reminder that in this unpredictable world, adaptability is just as important as courage. We should not fear the unknown, instead, we should take it head-on, knowing that at the end of the day, even if we lose this battle, we will win this war.

With an extremely dedicated Secretariat and truly captivating and interesting topics, it is my sincere hope that HCMAS 2024 will be an extremely memorable experience for everyone. Throughout these 5 days of electrifying debate, I wish that all delegates will have takeaways, be it broadening their horizons, honing their public speaking skills or finally mustering the

confidence to step out of their comfort zones. Most importantly, I hope that all delegates will have fun.

It is on this note that I would like to convey my deepest gratitude to my teacher mentors, Mr Mervin Cohen, Mr Leon Foo, Mdm Chan May Lun and Ms Jaishree, for their invaluable guidance in the lead-up to the summit. To the Directors, I thank you for joining me on this journey which has been nothing short of a bumpy one, and I hope that it will be a rewarding experience for all of you. To the Delegates, thank you for taking the time from your busy schedules from the 4th-8th of March to partake in this summit.

I wish all delegates a pleasant and memorable summit and I look forward to meeting all of you on the 4th of March!

Ng Kai Jiun Ian

Secretary General, 21st Hwa Chong Model ASEAN Summit

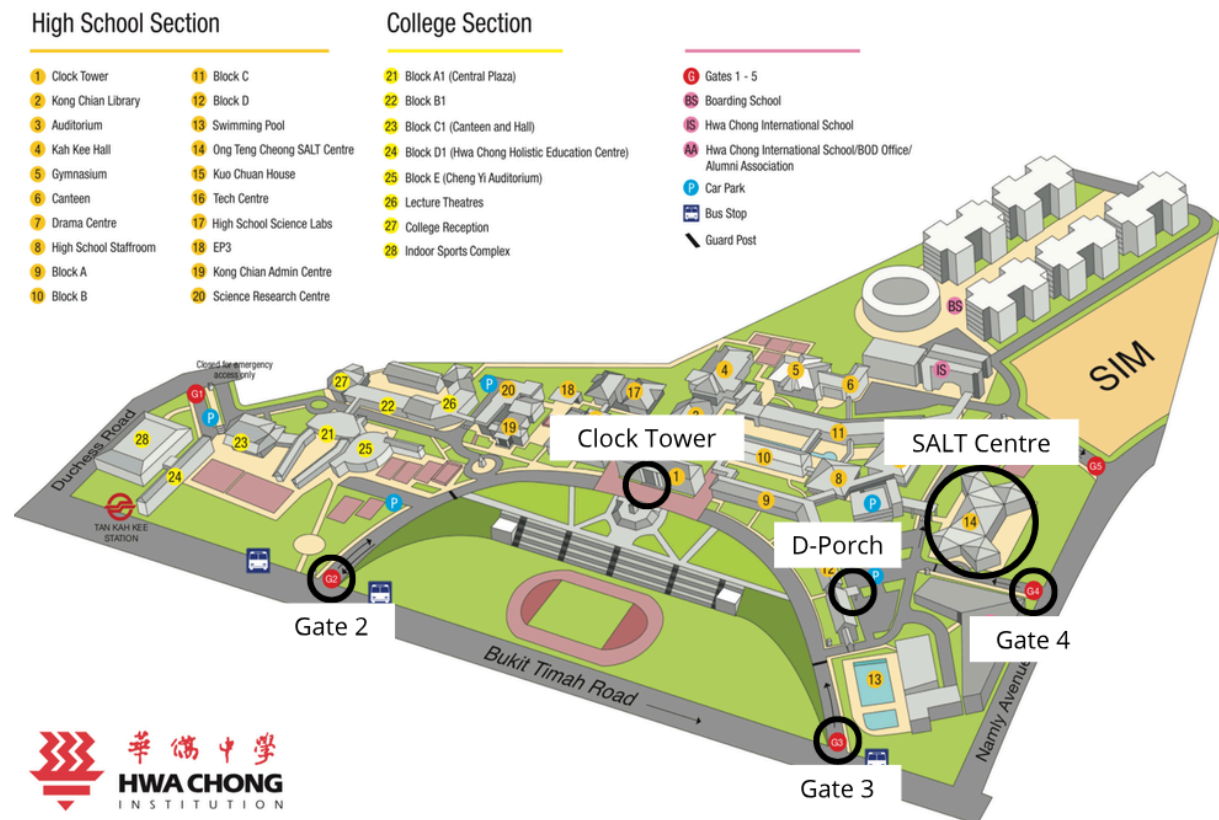
# CONFERENCE INFORMATION

Date: 4-8 March 2024

Venue: SALT Centre (Hwa Chong Institution)

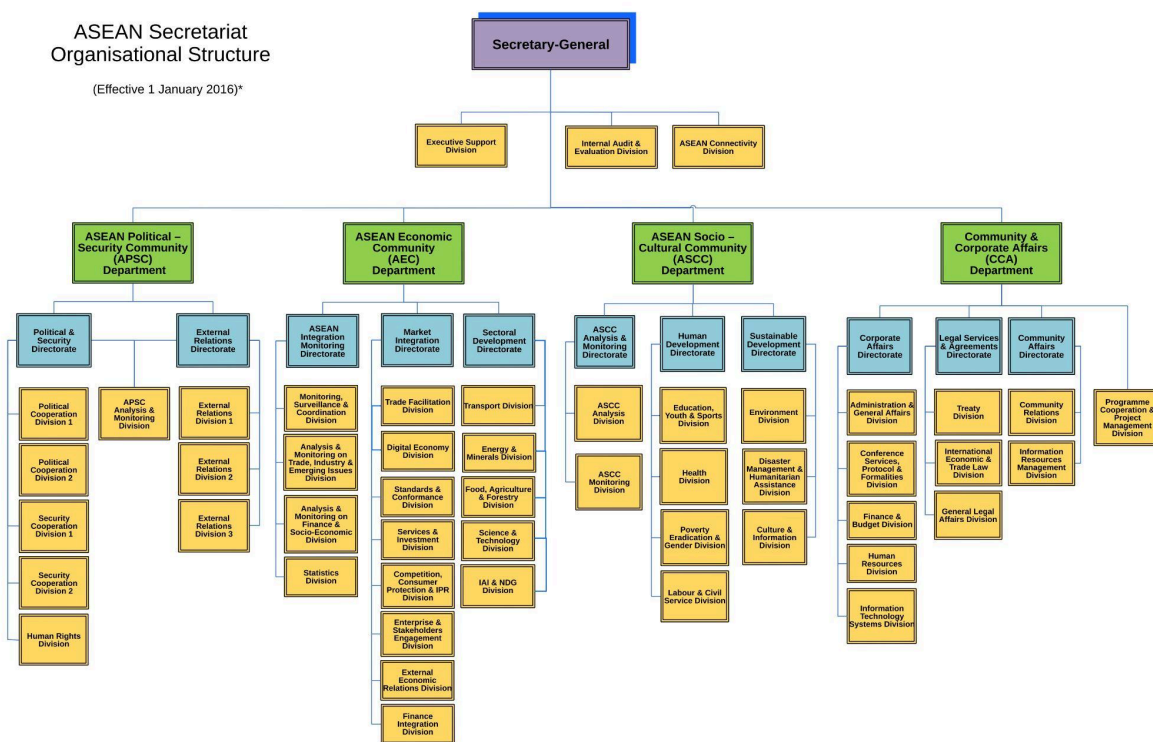
## Reporting Details

Please enter the school from the pedestrian turnstiles at Gate 3, where ushers will direct you to the appropriate locations. Bus Stop 41071 (Opp National Junior College) is the stop closest to gate 3. For those coming via train, the nearest MRT station is Tan Kah Kee, where you can take a bus 2 stops down to the aforementioned bus stop. Vehicles may enter the school from Gates 3 or 4, and should stop at the designated drop-off point, D-Porch, where participants will be ushered to the appropriate locations.



**Background:**

First organised in 2007, the Hwa Chong Model ASEAN Summit (HCMAS) attempts to create an environment similar to that of the actual ASEAN Summit, where leaders from the ASEAN nations gather to discuss prominent issues. The 21st Model ASEAN Summit will address issues from 3 main Departments- the Political Security Community Department, Economic Community Department and Socio-Cultural Community Department as seen in the organisational chart below.



\*Amended with the establishment of Digital Economy Division that was approved ad referendum by the ACC on 8 September 2022

*Adapted from Organisational Structure of ASEAN (ASEAN, 2016).*

Aside from Press delegates, each delegate will be part of a Community or Division that he/she is allocated to. He/she will remain in this Division or Committee throughout the summit.

During the 5-day summit, delegates will discuss current and pertinent problems facing the ASEAN region. These issues range from combatting human trafficking in the Human Rights Division, to the resolution of territorial disputes in the Political Security Community Department. Solutions will be generated through rigorous debate, and these solutions will be



compiled in a document known as a Declaration.

Through this process, we hope for delegates to realise the fundamental importance of amity and cooperation, and appreciate the importance of international diplomacy. We also hope to foster greater awareness of the many problems facing the ASEAN region today and find innovative 21st-century solutions for these issues.

## **Dress Code**

As a formal summit, HCMAS expects one's attire to be appropriate for a professional setting. Participants should not wear clothing, jewellery, or accessories which are distracting, inappropriate, or which may call attention to themselves – either individually or as a group. As this is a simulation of the ASEAN Summits, delegates are to look presentable at all times.

Male Students	Female Students
<ul style="list-style-type: none"><li>• White long-sleeved shirt, tie, court shoes (black or dark brown) and school pants. Blazers are optional.</li><li>• Hair should be neatly combed.</li></ul>	<ul style="list-style-type: none"><li>• White long-sleeved shirt, tie, court shoes (black or dark brown) and school skirt. Blazers are optional.</li><li>• Long hair should be tied up neatly.</li></ul>

## **Theme**

### **“Embracing the Turbulent World with Gallantry”**

In this fast-paced and turbulent world, instances of hostility have skyrocketed and conflict looms over the horizon. In fact, it has become the norm. This has opened a Pandora's box of challenges that lay formidably ahead of ASEAN's path. As ASEAN's very existence and unity come under increasing pressure, it is all the more important that we are courageous in the face of such adversities.

The theme also seeks to highlight the importance of adaptability and positivity in such trying times. We should welcome this turbulent world with open arms and be ready to take on whatever comes our way. It is only if we are courageous that we can and will circumvent these challenges.

This theme is an appeal to both the individual and ASEAN as a collective, beckoning them to take on such an attitude. This theme effectively encapsulates the key characteristics that ASEAN and individuals need to possess to weather the storms ahead, which are adaptability and bravery.

## **PREPARING FOR THE SUMMIT**

Before the five-day summit formally commences, delegates are advised to do some research on their delegation and the issues to be discussed so that they have a better idea of what is being discussed during the summit.

### **Researching a Country**

Each delegate will be assigned one country, which he/she is supposed to represent throughout the summit. Thus, delegates must be extremely familiar with their country. While doing their research, delegates may wish to find the country's geographical location, demographics, economic situation, natural resources, culture, and the relationship the nation holds with other countries. Useful places to find such information are the World Bank and the CIA World Factbook, both of which can be accessed online.

Delegates should also know their country's stance on each of the issues being discussed. A stance is a country's position on a given issue. To find a country's stance, delegates can look at speeches made by the leaders of a country, statements from its foreign ministry, or even articles in the country's national news outlets. The country usually has a certain interest in the issue. Delegates should endeavour to adhere to their country's stance, and fight for its interests when representing their country.

### **Researching an Issue**

Delegates should research the issue so that discussions can be fruitful and productive, as delegates can talk from an informed point of view.

There are several things which need to be considered while researching an issue. Firstly, delegates must know the definitions of key terms in the issue. This ensures that all delegates will have a common understanding of the issue while they are discussing it, thereby preventing any conflicts or misunderstandings. Secondly, delegates should be familiar with any past actions which have been implemented regarding the same or a similar issue. Thus, delegates will be expected to understand why previous measures have not been effective or why they need to be changed. Thirdly, delegates should have a clear understanding of how the issue has developed and what the current situation is like. This will allow delegates to

create declarations, a set of solutions for the problem.

The easiest way to research a specific issue is to access the ASEAN website to read past declarations which may be targeted at solving the proposed issue. Thereafter, delegates can research what such measures may have resulted in and why they have not been successful. In addition, delegates can also search reliable news sources to find out more about what has happened in the past and what is happening now with regard to the issue.

## **Writing Declarations**

A declaration is a document containing solutions to the issue that the committee has discussed. It has to be agreed upon by all members of the committee in order to pass. Below are some rules and formalities which must be observed while writing a Declaration:

### A. Heading

The heading should first state the name of the conference the declaration is being discussed at. In the next line, the issue being discussed should be written, followed by the countries of the three sponsors of the declaration.

### B. Body

A declaration is written in the form of a long sentence. There are two parts to a declaration, namely the Preambulatory Clauses and the Operative Clauses. A Preambulatory Clause acts as an introduction to the declaration. It describes the background of the issue, including information such as the problem being addressed, past actions that have been imposed and what the proposed declaration wishes to tackle. Each clause in the preambulatory clauses begins with an *italicised* term and ends with a comma. On the other hand, an Operative Clause states the specific action, which is proposed to be taken. All of these clauses begin with present tense, and use active verbs, which are generally stronger than those used in the Preamble. Each Operative Clause is to be started with an underlined word, and to be ended by a semicolon, except the last, which ends with a period.

*Preambulatory Phrases*

Acknowledging	Deeply concerned	Further recalling	Recognising
Affirming	Deeply conscious	Guided by	Taking into account
Alarmed by	Deeply disturbed	Keeping in mind	Taking note
Aware of	Emphasising	Noting with deep concern	Bearing in mind
Fully aware	Reaffirming	Cognisant of	Fully alarmed
Recalling			

*Operative Phrases:*

Accepts	Draws attention	Further recommends	Requests
Solemnly affirms	Affirms	Designates	Further requests
Supports	Approves	Emphasises	Notes
Trusts	Authorises	Encourages	Proclaims
Urges	Calls for	Endorses	Reaffirms
Calls upon	Further invites	Recommends	Confirms
Further proclaims			

We have attached a sample declaration on the next page for your reference.

## Sample Declaration

ASEAN Summit 2023, Phnom Penh, Cambodia

ASEAN Declaration on Innovation

Sponsors: The Republic of Philippines, The Republic of Singapore, Socialist Republic of Vietnam

Signatories: The Kingdom of Cambodia, Lao People's Democratic Republic, The Kingdom of Thailand

WE, the Foreign Ministers of the member countries of the Association of Southeast Asian Nations;

*Cognizant* of the need for effective policies and laws that support a competitive, innovative and dynamic ASEAN,

*Acknowledging* the principles adopted in the ASEAN Economic Community (AEC) Blueprint 2025 that provide broad directions through strategic measures for the AEC including the emphasis of STI as a driving force in the regional economic integration agenda,

*Welcoming* the progress made in advancing STI under the ASEAN Plan of Action on Science, Technology and Innovation (APASTI) 2016-2025,

Hereby,

1. Recognizes the opportunities and benefits arising from innovative start-ups and disruptive technologies that enable transformation across sectors of society, thus requiring holistic policies that foster entrepreneurship and new business, facilitate movement of capital and talent and harness market scalability in the ASEAN region;
2. Promotes the use of the Intellectual Property Rights (IPR) system that facilitates research collaboration, technology commercialization and an innovation culture;
3. Encourages establishment of regional networks of joint research, capacity-building and innovation initiatives that focus on topics relevant to ASEAN, and enhance STI collaboration with global partners through such network organisations;

4. Fosters a hospitable and dynamic intra-ASEAN policy environment for innovative research and technology transfer; and broadens supportive fiscal and non-fiscal policies for innovative R&D in both local and foreign owned firms in the region.

## **SUMMIT STRUCTURE**

During HCMAS, delegates will follow the three-step process of Assembly, Debate and Declaration. Assembly simply refers to the act of gathering at a certain place to specifically discuss the issue. After everyone has gathered, debate will then occur, a process in which delegates are able to share their views, ask questions, and answer questions from others. During the course of debate, solutions will be formulated. These solutions are then written down in a declaration, a document outlining solutions to the given issue.

### **Debate Procedure**

HCMAS follows an ASEAN-based format of debate, in which delegates would go through four different stages of debate on each issue as they represent different government officials at different stages of debate. The purpose of doing so is to allow delegates to understand the different roles that different government officials within ASEAN play in discussing problems and drafting declarations. Delegates can introduce a motion to move into the next level of debate when they believe that debate in the community should move on to the next stage. These stages are:

#### 1. Work Group Level of Debate

During the Work Group level of debate, delegates will engage in open debate on each topic, including opening speeches by each delegation, to make clear their stance on the issue as well as look into various solutions that the community could adopt. Delegates are encouraged to work on draft declarations with like-minded delegates and send them to the chairperson for vetting but are unable to introduce declarations at this stage of debate.

#### 2. Director-General

In the Director-General's level of debate, delegates will be able to raise motions to introduce previous draft declarations that they have worked on during the Work Group level of debate. During this stage of debate, after draft resolutions are introduced to the community, delegates are to take on the role of Director-General and discuss whether the declarations introduced meet the needs of the country they represent. Delegates are encouraged to work on possible amendments to the draft declarations and send it to the Chairperson for vetting but are unable to introduce the amendment to the community at this stage of debate.



### 3. Senior Official

During the Senior Official's level of debate, delegates will be able to raise motions to introduce amendments to existing draft declarations. Delegates are to enter debate on the amendments introduced and think critically on the feasibility of the amendments raised as Senior Officials.

### 4. Ministerial

In the Ministerial level of debate, delegates would enter into closed debate on the draft declaration with 2 delegates speaking for each resolution and two delegates speaking against each resolution. Debate for the topic would then be concluded with voting on each draft declaration. The final draft declaration would be adopted as the official declaration for the community for the HCMAS conference.

## **Flow of Debate**

The figure below shows the general flow of debate within an issue. Debate begins at the Work Group level with a lobbying session, eventually ending at the Ministerial level with the voting of a declaration. Delegates will be involved at every level of the process, and through this process, get to experience how a declaration moves in a real ASEAN Summit.

All community sessions first begin with roll call. Much like an attendance sheet, the roll call establishes a list of the delegations present. This allows the chairs to determine the number of votes needed to reach a majority. Observer states can only be present whereas ASEAN member states have to be both present and voting in the community.

Formal debate will then begin. A General Speaker's List (GSL) will be established by the chairs, and those delegates wishing to speak can volunteer themselves to be added to it. After completing their speech, the delegate can yield the floor to either Points of Information (questions), back to the chair, or even to another delegate to let the other delegate continue to speak.

Delegates can raise motions to move out of the GSL. Motions are useful in moving debate forward, as they can allow the community to be shown various documents, concentrate on

specific issues, or lobby. There are various kinds of motions, such as but not limited to:

1. Motion for a Moderated Dialogue
2. Motion for an Unmoderated Dialogue
3. Motion to introduce Draft Declaration (Can only be done at the Director-General and Senior Official's Level of Debate)
4. Motion to introduce Amendment (Can only be done at the Senior Official's Level of Debate)

## **DELEGATIONS**

### ASEAN Member Nations

- Brunei Darussalam
- Kingdom of Cambodia
- Republic of Indonesia
- Lao People's Democratic Republic
- Federation of Malaysia
- Republic of the Philippines
- Republic of Singapore
- Kingdom of Thailand
- Socialist Republic of Vietnam

### Observer States

- People's Republic of China
- United States of America
- Democratic Republic of Timor-Leste

### International Press Gallery

- Global Times
- Cable News Network
- Fox News
- Jakarta Post
- Channel News Asia
- The Phnom Penh Post
- Bangkok Post

## **SECRETARIAT & COMMUNITIES**

### Admin Team

**Secretary-General:** Ng Kai Jiun Ian

**Deputy Secretary-General:** Jasper Wong Yankai

### ASEAN Economic Community (AEC)

**Director:** Isaac Toh Kang Lei

**Assistant Director:** Guo Zijia

**Assistant Director:** Hu Anbo

**Community Member:** Jack Lee Brier

### ASEAN Intergovernmental Commission on Human Rights (AICHR)

**Director:** Zhang Xiaoyu

**Assistant Director:** Yip Yu Yang, Aden

**Assistant Director:** Ng Qian Yi

**Assistant Director:** Li Xiyuan

### ASEAN Ministerial Meeting on the Environment (AMME)

**Director:** Huo Xi Cheng

**Assistant Director:** Wong Sui Rui Rodney

**Assistant Director:** Kuah Rui Yi

**Community Member:** Alfredo Alexius

**Community Member:** Ng Toh Lok, Peter Paul

### ASEAN Political-Security Community (APSC)

**Director:** Wang Fengyi

**Assistant-Director:** Jairo Chiang Jun Hong

**Assistant Director:** Tham Harkman

**Assistant Director:** Leong Wei Chan

ASEAN Socio-Cultural Community (ASCC)

**Director:** Tham Qi Yi, Andrew

**Assistant Director:** Kim Eng Kian

**Assistant Director:** Lei Yanyang

**Community Member:** Chew Cheng-en, Daniel

International Press Gallery

**Director:** Lee Rui Yi

**Assistant Director:** Yee Min En

**Assistant Director:** Li Ruizhe

Special Projects

**Director:** Jasper Wong Yankai

**Assistant Director:** Soh Shao Ming

**Assistant Director:** David Low Junyi

**Assistant Director:** Lee Ke Yi Kendrick

**Projects Member:** Deng Zhuoyan

Conference Management

**Director:** Eion Chan Jen Sen

**Assistant Director (Publicity):** Mitchell Tan (Chen Lihao)

**Assistant Director (Logistics):** Elijah Sing Song Yee

**Assistant Director (Logistics):** Bong Jun Feng

## **ACKNOWLEDGEMENTS**

The 21st Hwa Chong Model ASEAN Summit Secretariat would like to thank:

The Guest-Of-Honour, Ambassador Ong Keng Yong, a diplomat, who served as the 11th Secretary-General of ASEAN between 2003 and 2007, the current Executive Deputy Chairman of the S. Rajaratnam School of International Studies (RSIS) at the Nanyang Technological University in Singapore for gracing the closing ceremony of this event;

Our Principal, Mr Lee Peck Ping, for his unwavering support during the course of this event;

Our Deputy Principals, Mrs Chin Leow Bee Kuan and Ms Ho Ping Ping Grace for their timely advice and constant words of encouragement;

Our Dean of Research Studies, Dr Chia Hui Peng for her invaluable support for the event;

Our Department Head (Humanities), Dr Eugene Chua for his unwavering support, help and advice for this summit;

Our Teacher Advisors, Mr Mervin Cohen, Ms Jaishree, Mdm Chan May Lun, Mr Leon Foo for their invaluable advice, assistance and support in running the event;

The HCI Estate Department, Mr Clement Koh for the upkeep of the facilities;

Our Media Resource Department support team, Mr Desmond Tan, Mr Johnny Yeo and Mr Bennett Hong for providing the essential technical support;

Our seniors involved in previous iterations of HCMAS who have shared invaluable learning points and their personal experiences in their HCMAS journey with our Secretariat members;

The HCMAS 2024 Secretariat who have been actively involved in the planning of this conference;

The Principals, Heads of Department, Teacher Advisors and students from all participating schools for their active support and participation which has gone a long way towards enriching the 21st HCMAS;

And everyone else who has contributed to the Model ASEAN Summit.