



Delegate HANDBOOK

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MODEL EUROPEAN PARLIAMENT Delegate HANDBOOK Mini Session 2025

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Welcome to the 1st MiniMEP session!

This handbook is designed to help you prepare for the upcoming session, whether you are a delegate for the first time or you already have some experience with MEP. This handbook explains how the Model European Parliament works. Here you can find what each role's task is, how to write a resolution and the process of the General Assembly, and more.

In the handbook we included some tools to support your preparations and to help you during the session such as example resolutions and a list of useful phrases.

Read this handbook carefully before the event, take note that you use it during the debates. It will help you feel more comfortable and certain during the session, and with taking an active part in it. We hope you take pleasure in debates, fruitful discussions and MEP experience.

What is MEP?

MEP is a simulation of European Parliament sessions, lasting a few days. The goal is to educate middle school students about European cooperation, how the EU works, what it takes care of and to inform, what are the main issues discussed in Europe. This programme is one of the first big steps towards political consciousness and understanding various cultures in Europe.

During the simulation participants take part in cultural events. The most important ones are: cultural events, discursive forums and meetings. Realizing the programme, MEP can be an area for future leaders and politicians, also a challenge for the most capable scholars in Europe.

Sessions in different countries are held on a various scale: from one school to international sessions, with delegations from all across Europe. MEP itself is composed of four euroregional sections(MEP of the Baltic Sea, MEP of Central and South-Eastern Europe, MEP of the Mediterranean Sea and MEP of Western Europe), from which each has its own sessions. We hope that thanks to that you will understand what MEP focuses on and

what its purpose is. If you want to learn more, we invite you to the internet site of MEP Europe mepeurope.eu.

The session will start with the opening ceremony on 12th of December. On the 13th of December a committee meeting will be held. On 14th of December the General Assembly(GA) takes place, which is divided into Plenary Sessions(one for each resolution).

In this session there are 4 committees:

AIDA- The impact of AI on European society and its worldviews. What could the EU do to stop the harmful effects of AI?

FEMM- How can the EU deal with multi-layered discrimination of women in the workplace and the Internet?

AFET- Internal and external integrity of the EU. What can Europe do to remain solidary in times of crisis?

PRESS

How to communicate with other session participants?

If you want to address the presidency or your committee president you should say “Madam president” or “Mr President”. If you want to take the floor, raise your badge, and wait for your CP to let you speak. Remember, that in the Plenary Session a single delegation can raise only one badge at the same time. When you are given the opportunity to speak, at first address the CP saying: “Thank you for giving me the floor Mr/Mrs President/ Delegate thanks the Presidency for giving him/her the floor”. During committee meetings you should show respect to other delegates. That means addressing them with titles eg. “Delegate from..... school”

A good delegate should:

- Always act professionally.
- Not attack anyone personally.
- Not raise their badge when someone else is speaking.
- Show respect towards former arguments.
- Speak in a calm tone.

Point of personal privilege

If a delegate can not hear what is being said, or is uncomfortable in any way, he/she can raise the red badge, to submit the point of personal privilege to the Presidency.

Language

The operating language on the miniMEP session is **english language**.

Preparation for MEP

In order to prepare well for the MEP session, delegates should get familiar with the topic of their committee. They should carefully research materials in their Study Guides, and establish their position on the topic. Delegates should think about solutions, and how to implement them. It is recommended that the delegate would do research by himself/herself. A good tip is to look for official EU websites and other non-governmental sites. The EU often creates summaries on various topics that can help your preparation.

Delegates should get familiar with general legislation covering his/hers case, in order to get wider understanding of the topic and potential limitations. **DO NOT CREATE YOUR OWN RESOLUTION DURING PREPARATION.** Delegates should have their opinion on how resolutions of their committees should be, but resolution is written collectively by the whole committee during discussion.

Dresscode

Dresscode is a set of rules, which indicates what clothing people should wear. During the session one level of dresscode will be applied:

Formal

Gentlemen:

- Formal attire means a matching **suit** and a long **tie**.
- A **shirt** is mandatory.
- A **tie** is mandatory.

- A vest that matches the suit is optional.
- **Shoes must be formal**- Oxford, loafers.

Ladies:

- A full **matching suit**. Trousers/skirts **knee-length**.
- A shirt is mandatory
- Bodice or T-shirts are forbidden.
- Subtle jewellery is appropriate.
- Shoes: pumps, ballerina shoes, Oxford, women loafers.

Roles of session participants

Delegates

Delegates should use diplomacy and compromise in order to achieve the best case for their committee. Delegates should be active during the whole session.

Delegates work together in order to create a resolution on the topic of their committee. During the lobbying session delegates shall look for weaknesses of other committee's resolutions and take advantage of them. The resolutions are going to be discussed later on during the general assembly.

Head of Delegation

He/she is expected to introduce their delegation at the Opening Ceremony (3 minutes max!). The Head of Delegation should prepare the speech before the ceremony. Please be precise with the time of the speech, as timing is crucial for the smooth course of the Opening Ceremony.

Committee President (CP)

Each committee is assigned with Committee Presidents (CPs). Committee presidents are responsible for:

- Beginning and finishing committee's meetings.
- Leading the debate and ensuring that it is in harmony with

parliamentary procedures.

- Watching the time frames.

CP's may encourage the debate, but they can not express their opinion. They can not intervene in the content of the resolution.

Resolution

A resolution is a structured, formal document formed by your committee. It identifies the key problem, which is the committee's topic. Resolution consists of a series of sentences called clauses. Resolution is divided into two main parts:

1. Introductory clauses (IC's)- It is the first part of the resolution which defines the key problem. It demonstrates the importance of the issue and why it exists. With that the problem is carefully analyzed, which helps with further creation of resolution. ICs begin with letters.
2. Operative clauses(OC's)- It is the second part of the resolution which proposes solutions to the problem. Each OC is a particular action, which is supposed to settle the issues mentioned in IC's. ICs begin with numbers.

Writing a resolution

Resolution consists of clauses. Different clauses are separated by commas or semicolons.

Structure of the resolution:

Committee..... submits the following resolution to the
Model European Parliament about.....

The Model European Parliament

- Sources of information: referring to: publications, treaties, agreements, statements, guidelines with numbers and dates
1. IC, using letters
 - Alarmed by
 - bearing in mind
 - convinced
 - etc.
 2. OC, using numbers
 - Encourages
 - Further invites
 - Reminds
 - etc.

Amendments:

- Amendments are modifications to the text of a resolution.
- Amendments can be made only to OC's.
- Amendment means suggesting change in the text of a resolution by adding, deleting or changing text.
- An amendment is presented by its author during the general assembly.
- The Presidency decides if an amendment should be put for voting.
- Amendments are sent to The Presidency via e-mail.

Textual changes:

- Textual changes are proposed by the committee members and apply to the committee's resolution.
- All members of the committee have to agree with the textual change.
- Textual changes should be presented to the presidency before the resolution is discussed on the general assembly.

Example of the resolution

The Political Committee submits the following resolution to the Model European Parliament.

Resolution about the effects of the Gulf War on European cooperation.
The Model European Parliament ;

A. Recognizing the need for the European Community and its individual member states to review their policies as a result of the Gulf War,

B. Deeply regretting the use of force and all casualties, especially civilian casualties, caused by the Gulf Crisis,

C. Alarmed by the fact that much of the Iraqi arsenal was supplied by Western nations, especially by EC member states,

D. Concerned that the EC's attempt at a peaceful solution of the conflict contradicted declared NATO policy in fulfilling the UN resolutions,

E. Fully recognizing the damage inflicted by the war effort on the infrastructure and the environment of the Gulf region,

1. Affirms that the consequences of the Gulf Crisis commit all member states to upholding international laws and the United Nations Declaration of Human Rights, both inside and outside the EC;

2. Calls for the creation of a common and coordinated European Defence Policy;

3. Resolves accordingly to establish a permanent common European Defense Council (EDC), which is to be constituted equally of representatives of all the EC member states and which will be accountable to the Council of Foreign Ministers;

4. Recommends that the European Defense Council coordinate individual European armies with the prospect of creating a common European Security System, including the possibility of a European Defence force;
5. Insists that member states of the EC are not bound to follow or participate in the military consequences of decisions of individual EDC countries;
6. Argues however that member states (particularly neutral ones such as Switzerland) disagreeing with declared EC decisions in this area of policy must remain neutral and under no circumstances actively oppose the policy;
7. Instructs the President to forward the resolution to the European Parliament, the European Commission and the Council of Ministers.

List of phrases for a resolution

Introductory clauses:

Affirming	Emphasising
Alarmed by	Expecting
Approving	Expressing its appreciation
Aware of	Expressing its satisfaction
Bearing in mind	Fulfilling
Believing	Fully alarmed
Confident	Fully aware
Contemplating	Fully believing
Convinced	Further deploring
Declaring	Further recalling
Deeply concerned	Guided by
Deeply conscious	Having adopted
Deeply convinced	Having considered
Deeply disturbed	Having considered further
Deeply regretting	Having devoted attention
Desiring	Having examined

Having heard
Having received
Having studied
Keeping in mind
Noting further
Noting with approval
Noting with deep concern
Noting with regret
Noting with satisfaction
Observing

Realising
Reaffirming
Recalling
Recognising
Referring
Seeking
Taking into account
Taking into consideration
Taking note
Viewing with appreciation
Welcoming

Operative clauses:

Accepts
Affirms
Approves
Authorises
Calls
Calls upon
Condemns
Confirms
Congratulates
Considers
Declares accordingly
Deplores
Designates
Draws the attention
Emphasises
Encourages
Endorses
Expresses its appreciation
Expresses its hope
Further invites

Further proclaims
Further recommends
Further reminds
Further requests
Further resolves
Have resolved
Notes
Proclaims
Reaffirms
Recommends
Regrets
Reminds
Requests
Solemnly affirms
Strongly condemns
Supports
Takes note of
Transmits
Trusts
Urges

Procedures of the Plenary Session

1. The Presidency calls members of the first committee to present their resolution to members of the Plenary Session.
2. **Textual changes:** The Presidency proclaims every proposed textual changes, which were approved as grammatical corrections. They can be orthographical issues or unclear statements. Textual changes will not be approved if they change the meaning of the operative clause. There will be no further discussion nor voting.
3. **Reading of operative clauses:** one, primarily assigned committee member clearly and audibly reads out the whole resolution. Committee members should provide the resolution without personal additions, although they should take into account textual changes proclaimed by the Presidency.
4. **Opening Speech:** Delegate, previously selected, makes a speech opening the Plenary Session with the committee's resolution. Delegates should refer to resolution's stances and make a positive impact on the listeners.
5. **Amendment:** before the Plenary Session the Presidency selects an amendment proposed by members of the Plenary Session previously. Amendment can be a change in text, or complete removal of an operative clause. The Presidency reads out the proposed change and asks the amendment proposer to the podium:
 - a. The proposer has the opportunity to defend the amendment.
 - b. Members of the Plenary Session and committee members are able to ask questions. The Presidency monitors the amount of questions.
 - c. **The committee's delegate, previously selected, is going to make a speech defending the resolution, after the debate ends. The delegate can, after quick consulting with the committee's members, support or oppose the amendment and encourage members of the Plenary Session to vote in a specific manner.**
 - d. The amendment is put to the vote. Abstaining from the voting is not allowed.

6. **Open debate:** The Presidency moderates the open debate about the resolution. Members of the Plenary Session now are able to ask open questions and discuss the resolution. The committee members have to answer the questions in order to defend their resolution. Eg.
 - a. How does the committee want to implement such a solution?
 - b. Wouldn't adding a new school subject be too burdensome for students?
7. **Speech against:** Delegate from the Plenary Session has the opportunity to make a speech against the entire resolution, in which he/she encourages to vote against the resolution.
8. **Speech for:** Previously selected delegate makes a speech, in which he/she rejects the speech against the resolution and encourages to vote for the resolution.
9. Voting procedure:
 - a. Every delegation consults with its members for a minute. The Head of Delegation announces the votes in this particular order: for/against/abstain, in order to avoid misunderstandings: one, two, three etc.
 - b. Simultaneously to delegation voting the committee and Committee Presidents also vote. Every member's vote is counted individually. To the result of the voting individual Committee Presidents votes are not included. Their votes are announced as: for/against/Committee President abstains.
10. **Summing up and presenting the results of the voting by the Presidency. After accepting the resolution applause is allowed. If resolution is not accepted, then members of the Plenary Session refrains from reaction, to maintain respect for the Committee. Resolution is accepted if there is more votes for than against, abstaining is not counted as vote against.**

Speeches on the Plenary Session

During the miniMEP session delegates have plenty of opportunities to make a speech, when they can present themselves. Below is the list of all speeches on miniMEP session in chronological order. The person making the speech is indicated in parenthesis.

Reading out the resolution (committee member)

A committee member comes up to the podium and reads out the text of the resolution, so that every member of the Plenary session is familiar with its content. Though reading out the resolution is included in the list, it is not necessarily a speech.

Note: The speaker can not make any individual points to the resolution. Text changes can be applied to the resolution, and if so they are implemented by the Presidency at the beginning of the Plenary Session.

Opening speech (committee member)

3 minutes

This speech is prepared earlier by a selected committee member and is made before debating on the resolution. The speech should introduce the listeners to the resolution and demonstrate why it is beneficial for solving the problem. Moreover, it should show the foundations of the resolution.

Note: The main advantage of this speech is that it can be prepared before the General Assembly.

Amendment (delegate from the General Assembly)

In this speech the delegate introduces the amendment to members of the Plenary Session. An amendment can mean changes to OCs by adding or removing text, or completely rejecting the OC.

If there is more than one amendment to the discussed resolution, the Presidency selects one amendment and declares the choice on the Plenary Session.

Note: The delegate has to be prepared for this speech. He/she has to make a speech and answer the questions of members of the Plenary Session. A well-prepared amendment speech is one of the best means to influence the resolution and to enhance the value of the debate.

Speech against the amendment (committee member)

2 minutes

In this speech the committee member directly responds to the amendment. The committee member can convey the stance of the committee towards the amendment. This speech is mostly improvised, as

it can not be predicted what the amendment will contain. The committee member should know the content of OCs very well.

Note: The committee member should be aware how the committee is going to be voting for the amendment. Before the speech is made, the committee should consult this matter and inform the speaker what is the stance of the committee towards the amendment. This is a crucial decision when it comes to debating the resolution, the decision should not be made by the speaker only.

Speech against the resolution (Delegate from the General Assembly)

3 minutes

Speech against any resolution can be written by any delegate. In this speech the speaker points out downsides of the resolution. He/she can highlight one or more OCs. During this speech, delegates attempt to convince the Plenary Session to vote against the resolution.

If more than one delegate applies to make the speech, only one member of the Plenary Session will be selected.

Note: With this speech the delegate becomes the speaker of the opposition. It is a great opportunity to show delegate's argumentation abilities. In this speech mutual respect and kind manners are expected. No personal or verbal attacks on committee or delegates will be tolerated.

Speech for the resolution/closing(committee member)

3 minutes

This speech is the last speech made on the Plenary Session in case of every resolution. It is made by a previously selected committee member. In this speech the committee member can respond to speech against the resolution, and summarise what has been discussed in the Plenary Session. Because of that the speech is partially improvised. This may be the most important speech, as it is able to change the perspective of the Plenary Session members.

After this speech, Plenary Session members proceed to the voting. Further comments from the Plenary Session members are not allowed.

Note: If you are not certain, how could the structure of such a speech be, you can take into account the format used by the previous speakers.

How to debate

Remember to address other delegates in third person. Do not use personal pronouns!

When you are given the floor, stand up and thank the Presidency for the opportunity to speak.

Useful phrases:

Beginning:

Delegate would like to begin by...

To begin with...

At the outset...

The delegate would like to make a few remarks concerning...

Introducing a new point:

Delegate would like to comment on the point of...

Delegate would now like to draw your attention to...

Delegate would now like to turn briefly to the problem/question of...

The next issue the delegate would like to focus on is...

Turning to...

Delegate would like to briefly mention that...

Ordering:

First of all, we must bear in mind...

There are a few points which should/must be borne in mind.

Firstly, ... Secondly, ... Thirdly, ...

First, ...Second, ..., Third, ...

In addition to that...

Additionally...

The delegate might add that...

Delegate would like to add something here, if the delegate may?

Delegate would just like to point out that...

Before we go any further, may the delegate point out that...

If the delegate could just say a word about...?

Furthermore...

Moreover...

As well as..., there is also...

Not only..., but also...

Giving an example:

Let the delegate give an example...

To give/name an example...

A case in point is...

To illustrate this point, let us...

Balancing:

On the one hand..., but on the other hand...

Although..., we mustn't forget...

Whereas..., we have to remember...

Despite/In spite of..., delegate still thinks/believes...

Despite the fact that..., delegate...

Generalising:

On the whole...

Generally speaking...

By and large...

All in all

Stating preferences:

Delegate would rather..., than...

Delegate (would) prefer to...

Delegate tends to favour...as opposed to...

...has an advantage over... in that...

The main/principal advantage of... is that...

Agreeing:

The delegate (completely) agrees.

The delegate agrees entirely with your point of view.

The delegate is exactly of the same opinion.

The delegate thinks we are in agreement on that.

Delegate is fully in favour of...

This proposal has the delegate's full support.

Delegate entirely approves of...

Delegate thinks that delegate can/could accept your position on that.

The delegate sees no objection to that.

Partial agreement:

The delegate would tend to agree with you on that, but seen from another angle...

The delegate agrees in principle/on the whole, but it could/should/must be said that... By and large, delegates accept your views, but if we look at it in another light... Although the delegate agrees with most of what you have said,...

Delegate agrees to a certain extent/up to a point, but...

You have a point there, but...

Delegate sees/takes your point, honourable delegate, but have you considered...?

Disagreement:

Delegate is afraid,/With all due respect, delegate completely/totally disagree with you.

Frankly,/To be quite frank,/ To put it bluntly,/ With respect, the delegate doesn't agree at all. The delegate disagrees entirely.

What you are saying is just not feasible.

Under no circumstances could the delegate agree to that.

The delegate can't help feeling that...

The delegate is not totally convinced by your argument.

Proposing:

Delegate (strongly) recommend/propose/suggest that...

My proposal/suggestion is/would be that...

Delegate advises you (most strongly) to...

In my opinion/view, the only viable solution is...

The delegate just wonders if we shouldn't think about...

Actually, to my mind/ in my opinion...

Misunderstandings:

The delegate is afraid there seems to have been a slight misunderstanding.

Perhaps the delegate should make that clearer by saying...

Perhaps the delegate hasn't made herself/himself clear.

Basically, what the delegate is trying to say is...

With all due respect, that is not what delegate said/ that isn't quite what delegate meant

More information:

Could you/the honourable delegate from... (please) be a little more specific/precise? Delegate sorry, but could you/the honourable delegate from... (please) explain in a little more detail?

Could you give us some details about...?

Would you care to elaborate/expand on that?

The delegate is afraid the delegate is not quite clear what you mean by that.

The delegate is (terribly) sorry, the delegate didn't quite follow what you were saying about...

Would the delegate be correct in saying that...?

Correct me If the delegate is wrong, but...

If the delegate understood the honourable delegate from... correctly, he/she was saying that... Is the delegate correct in assuming that...?

Delegate is sorry, but when you say..., do you mean that...?

So, basically, what the honourable delegate was saying is...

Making time:

That's a highly/very interesting/complex question/topic and...

The delegate is afraid that the delegate is not in a position to comment on that just yet, but we were actually talking about...

Delegate thinks we can leave the problem of...aside for a moment, the real issue/problem is... delegate does not think we have enough time to consider all aspects of this broad/complex problem.

Summarising:

In short...

To sum up, there seems to be...

If the delegate could just sum up the discussion...

To summarise, the delegate thinks we are in agreement on...

Briefly, the main points (that have been made) are...

Concluding:

Let me conclude by saying...

Delegate would like to conclude by saying/stating that...

Allow me to conclude by highlighting (the fact) that...

In conclusion, the delegate would like to reiterate that...

How to make a speech?

Here are some useful tips when it comes to making a speech:

1. Keep in mind that the speech should be catchy and attract listeners attention.
2. State a thesis statement.
3. Give solutions for the statement, support them with arguments.
4. Use examples and statistics to illustrate your arguments and make them stronger.
5. Encourage your listeners to make specific actions, based on your purpose.
6. End your speech with a conclusion, mostly it is to encourage the delegates to vote for or against.

Presentation:

1. Use parliamentary language.
2. Don't make personal comments.
3. Remember that it is crucial to speak clearly, it is better to speak slower than faster.
4. Try to support your speech with adequate body language and gesticulation.
5. Remember to keep eye contact with the audience, and use your notes as a form of help.
6. Remember to put adequate emphasis on words, highlighting major points of your speech.

7. Make sure that you look appropriate, this will help you not stress during the speech.
8. Use figures of speech, for example rhetorical questions.
9. Remember that pauses can elevate the level of your speech, try to not use filler words.
10. Remember to stick to the time frames, if your speech will be too long, the Presidency can interrupt your speech.

Timeline

1. Preparations at home.
2. Opening Ceremony.
3. Committee discussion:
 - a. Brainstorm relating to the issue.
 - b. Creating introductory clauses(ICs).
 - c. Brainstorm relating to operative clauses(OCs).
 - d. Creating OCs.
 - e. Selection of speakers .
4. Committee meeting:
5. Lobbying, in an email way.
6. General Assembly:
 - a. Textual changes.
 - b. Reading out the resolution .
 - c. Opening speech.
 - d. Amendment (speech for and against, voting).
 - e. Open debate.
 - f. Speech against.
 - g. Closing speech.
 - h. Voting over the resolution.
7. Closing ceremony.

		Delegaci	Lokalizacja
12 grudnia 2025 (piątek)	17:00-17:30	Obiad dla Mikołajek	Stare Kino
	18:00-18:30	Ceremonia otwarcia, przemówienie Prezydencji, przemówienia gości?	
	18:30-19:00	Przemówienia przewodniczących delegacji (1,5 min)	
13 grudnia 2025 (sobota)	09:00-18:00	Prace w komisjach (ICs online razem z position paper	SLO5
		Przerwa obiadowa	
	18:00-21:00	Praca w delegacjach nad poprawkami	dowolnie
	21:00	Termin złożenia poprawek (drogą mailową)	
14 grudnia 2025 (niedziela)	09:00-09:30	Otwarcie obrad plenarnych	Mediateka
	09:30-10:45	Rezolucja I	
	11:00-11:45	Rezolucja II	
	12:00-12:45	Rezolucja III	
	12:45-13:30	Przerwa obiadowa	
	13:30-14.30	Ceremonia zamknięcia	
	14:30-15:00	Mini Farewell Party	