

Conference Handbook

AON
2025



Est. : 1877

RENASCENTIA DE LEGATUM

Assembly Of Nations
2025

5th Edition
3rd and 4th July, 2025

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RENASCENTIA DE LEGATUM

About Calcutta Boys' School

A Legacy of Leadership | Est. 1877



"Dei Mundus Deo – The world of God, for God."

Calcutta Boys' School is a proud Christian Minority institution, founded in 1877 by Bishop James M. Thoburn under the vision of the Methodist Episcopal Church. Operated under the authority of the Calcutta Boys' School Educational Society, it functions as a registered, non-profit charitable organization affiliated with the Bengal Regional Conference of the Methodist Church in India.

Thanks to the generous patronage of Sir Robert Laidlaw, whose contributions laid the foundation of our iconic campus at 72 S.N. Banerjee Road, CBS has grown into a beacon of learning where tradition meets innovation.

For 148 years, Calcutta Boys' School has upheld the timeless values of love, sincerity, justice, equality, and liberty. Committed to providing holistic, high-quality education, the school strives to nurture intellectually curious, morally grounded, and socially responsible global citizens.

From its humble beginnings to a legacy of leadership, CBS continues to inspire, uplift, and empower generations.



RENASCENTIA DE LEGATUM

About CBS - AON

Renascentia de Legatum - The Rebirth of Legacy.

After years of anticipation, Calcutta Boys' School proudly announces the return of its prestigious diplomatic conclave – Assembly of Nations (AON) 2025 – to be held on July 3rd and 4th. Following acclaimed editions in 2011, 2013, 2015, and 2019, the Fifth Edition marks a powerful comeback, reaffirming CBS AON's place as a cornerstone of Kolkata's MUN circuit.

Guided by its inspiring motto: Renascentia de Legatum – The Rebirth of Legacy, CBS AON is amongst some of the first Model United Nations (MUN) conferences to be held in Kolkata which started its journey back in the year 2011. Since then CBS AON is more than just a MUN it is a destination for schools seeking an intellectually stimulating and transformative experience.

This year's Assembly of Nations promises an exceptional experience, uniting the city's brightest minds for two days of spirited debate, strategic negotiation, and the art of turning chaos into consensus. With dynamic committees, compelling agendas, and a seasoned panel of chairpersons, CBS AON 2025 is set to redefine standards for school-level diplomatic conferences.

We invite schools and aspiring diplomats from across the city and beyond to join us in this celebration of dialogue and diplomacy. So join the legacy of excellence, embrace the rebirth, and make your mark at CBS AON 2025. Mark your calendars for this July and prepare to rise to the occasion at CBS AON 2025 - the ultimate arena for debate, diplomacy, and discovery! Step into the world of international affairs, test your mettle against the best, and be part of a tradition that shapes future leaders.

CBS ASSEMBLY OF NATIONS 2025

CONTACT DETAILS:-

Conference Email:
cbsaon2025@gmail.com

The Secretariat:

Secretary-General: Adrish Hossain
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Committee Emails:

UNGA – DISEC: ungadisecaon@gmail.com
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UNCTC: unctcaon@gmail.com

For Conference updates and release of Study Guides and itinerary please visit our website at cbsaon2025.com and also visit our social media handle on Instagram at [@cbsaon25](https://www.instagram.com/cbsaon25) .

Code Of Conduct

1.1 Dress Code:

All delegates are required to wear the complete and proper School Uniform on both days of the conference. No modifications, casual additions, or non-standard accessories will be permitted. The Secretariat and faculty reserve the right to deny entry into committee sessions or any other conference areas if a delegate is found to be in violation of the dress code.

Each delegate will be issued an official Conference Identity Card, which must be worn visibly at all times during the conference. This identity card is considered an essential part of the delegate's uniform. In the event of loss, a replacement fee of ₹200 will be charged, and a new ID will be issued only upon payment.

Delegates without a valid ID card will not be permitted to enter committee rooms, delegate lounges, or common areas.

1.2 Eligibility for Participation:

Participation is open to students currently enrolled in Grades IX to XII for the academic year 2025–2026. Faculty Advisors are responsible for ensuring that all delegate registrations fall within this eligibility range. The Secretariat reserves the right to verify the age and academic credentials of delegates if necessary.

1.3 Language:

The official and working language of the conference shall be English. Delegates are expected to use formal diplomatic language at all times during debate. Profanity, personal attacks, disrespectful comments, or derogatory language directed at any delegate, member of the Executive Board, or the Secretariat shall not be tolerated and will result in disciplinary action, including possible disqualification.

1.4 Courtesy and Conduct:

Delegates are expected to maintain the highest standards of conduct and decorum throughout the conference. Every participant, including the chairpersons, delegates, and volunteers, must be treated with respect, dignity, and professionalism.

Code Of Conduct

- a. Any form of bullying, harassment, or discrimination will be addressed with zero tolerance.
- b. Delegates are expected to follow committee procedure, and any concerns must be respectfully raised via proper channels.
- c. Disruptive behaviour, use of any unparliamentary language, excessive noise, or disregard for protocol will not be tolerated.

In the event of any disputes or grievances, delegates must report the issue to their Chairpersons or a member of the Secretariat. The Secretariat will take appropriate steps to address and resolve the matter. In all cases, the decision of the Secretariat and the School Organising Committee shall be final and binding.

1.5 Digital Devices Policy

Delegates are permitted to use laptops and tablets during committee sessions strictly for note-taking, research, and committee-related documentation. The following rules apply:

1. **Internet Access:** Access to the internet or Wi-Fi is at the discretion of the Committee Executive Board. Delegates may be allowed or denied connectivity based on the nature of the discussion and the committee's progress.
2. **Device Charging:** All devices must be fully charged prior to the session. The Secretariat does not guarantee the availability of power outlets for charging during committee hours.
3. **Mobile Phones:** Mobile phones must remain on silent mode or turned off during sessions. Use of phones is only permitted in emergencies and with prior approval from the Chair.
4. **Improper Use:** Any misuse of devices—including but not limited to entertainment, social media, or messaging unrelated to committee proceedings—will result in confiscation of the device for the remainder of the day.
5. **Audio Accessories:** The use of earphones, headphones, or similar audio devices is strictly prohibited during committee hours.
6. **Misconduct:** Any misuse of digital communication tools to offend, isolate, or harass fellow delegates will be treated as seriously as verbal misconduct and dealt with accordingly.

Code Of Conduct

1.6 Communication Policy:

1. All official communication between delegates and the Secretariat must take place via email or through formally designated platforms.
2. WhatsApp groups are to be created by the Secretariat ONLY to explain committee proceedings. Any informal groups created by the delegates are not liable to the Secretariat or the Conference.
3. In cases of any grievances faced by the delegates in these informal groups, the Secretariat shall not be held liable.
4. The Secretariat shall communicate all necessary information to Head Delegates and Faculty Advisors. Delegates should avoid contacting the Executive Board directly unless instructed to do so.
5. The Secretariat bears no responsibility for information exchanged through any unofficial or informal channels.

1.7 Discipline and Campus Etiquette:

CBS AON 2025 will be conducted within the premises of Calcutta Boys' School, and all delegates are expected to:

1. Treat school property with utmost care.
2. Refrain from loitering in corridors, staircases, or any area not assigned for delegate movement.
3. Avoid eating or littering in committee rooms and follow assigned disposal zones.
4. No delegate is permitted to leave the campus during conference hours unless authorized by the Secretariat and accompanied by a faculty advisor or parent.
5. Any damage to school property or violation of school norms will lead to strict disciplinary measures and possible removal from the conference.

1.8 Prohibited Substances Policy:

1. The possession or consumption of tobacco, alcohol, vapes, or any illicit substances is strictly prohibited on campus.
2. Any delegate found in violation of this policy will be immediately expelled from the conference, and their school will be formally notified.

This rule applies not only within the conference venue but also to its immediate surroundings.

Code Of Conduct

1.9 Appeals and Requests

All appeals, special requests, or complaints must be made in writing to the Secretariat or via email at cbsaon2025@gmail.com.

Requests must be made by Head Delegates or Faculty Advisors on behalf of the delegation. Anonymous or informal appeals will not be entertained.

1.10 Powers of the Secretariat and Executive Board:

1. All decisions made by the Secretariat are final, non-negotiable, and binding on all participants.
2. Any situation not explicitly covered in this Handbook will be resolved at the sole discretion of the Secretariat.
3. Chairpersons and the Executive Board are responsible for regulating debate, enforcing rules, and guiding the committee. Any challenges to their authority must be raised respectfully through Points of Order or Appeals.
4. The Executive Board reports directly to the Secretary-General and Deputy Secretary-General. Their directives must be adhered to without exception.

RULES OF PROCEDURE

2.1 Formal Language and Respect for Procedure:

All delegates are expected to use formal diplomatic language and strictly adhere to procedural norms. The Chairpersons and Executive Board will guide the flow of committee and reserve the right to interpret, apply, and enforce all procedural rules. Any challenge to procedure must be made respectfully through Points of Order.

2.2 Roll Call:

Each committee session shall begin with a Roll Call. Delegates must respond with either:

1. "Present and Voting": The delegate will be required to vote either in favor or against during substantive voting procedures and may not abstain.
2. "Present": The delegate retains the right to abstain from substantive voting.

If a delegate fails to respond during Roll Call, they shall be marked absent for that session.

Code Of Conduct

2.3 Setting the Agenda (UNCTC-flagship only):

In the UNCTC, the first procedural action is the setting of the agenda, if multiple topics are presented in the detailed programme of work to be given 15 days before the conference. A motion to set one of the proposed agenda items must be raised after Roll Call. The committee will then enter a formal debate to determine the agenda. The topic receiving a simple majority vote will be set for discussion.

In single-agenda committees such as UNSC and UNGA-DISEC, this rule does not apply.

2.4 General Speakers' List (GSL):

The General Speakers' List is the default form of debate, and is used to structure discussion on the agenda. Delegates may raise their placards to be added to the list at any point when the floor is open.

Each speaker will be given a fixed time (determined by the Executive Board) to express their views. A delegate on the list may:

1. Speak for the allotted time
2. Yield their time (to the Chair, another delegate, or for questions, subject to Chair's discretion)
3. Use the time for constructive contributions related to the agenda

When the list is exhausted or a motion is passed to close it, the committee moves to voting procedure.

2.5 Motions:

Delegates may propose motions to change the format of debate. All motions are subject to approval by the Executive Board. Common motions include:

1. **Motion for a Moderated Caucus:** A structured debate with a specific topic, speaking time, and overall duration.
2. **Motion for an Unmoderated Caucus:** An informal debate session allowing delegates to move freely and negotiate.
3. **Motion to Change Speaking Time:** To adjust the time allotted per speaker in the GSL or moderated caucuses.
4. **Motion to Table/Resume Debate:** To temporarily suspend/resume debate on the current agenda (not applicable in all committees).
5. **Motion to Close Debate:** Ends discussion and moves the committee into voting procedure. Requires two-thirds majority.

If multiple motions are raised simultaneously, the Chair will prioritize them based on disruptiveness and put them to vote accordingly.

Code Of Conduct

2.6 Points:

Delegates may raise Points when the floor is open or at specific times with the Chair's permission.

1. **Point of Personal Privilege:** Used when a delegate's ability to participate is hindered (e.g., inaudibility, discomfort). May be raised at any time.
2. **Point of Order:** Raised when a procedural error is believed to have occurred. Must be based on RoP and addressed respectfully.
3. **Point of Parliamentary Inquiry:** Used to seek clarification on rules or procedures. Directed at the Chair.
4. **Point of Information (to the Speaker):** Only if the Chair permits it — used to ask a question to the delegate who just spoke, if they have yielded time.
5. **Point of Information (to the Chair):** A factual question not related to rules or parliamentary issues.

All points must be concise and non-disruptive. The Chair reserves the right to rule any point as out of order.

2.7 Right of Reply:

A Right of Reply may be granted by the Chair if a delegate feels personally or nationally insulted during another delegate's speech. It must be requested in writing and may be approved at the Chair's discretion. Abusive or repeated misuse of this right may result in a warning.

2.8 Quorum and Voting:

A simple majority of registered delegates present in committee constitutes quorum. All procedural matters require a simple majority vote. Substantive matters (e.g., draft resolutions, amendments) require a qualified majority, as specified by the committee type:

1. In General Assembly committees, a simple majority of those present and voting
2. In the Security Council, nine votes in favor and no veto by a Permanent Member (P5)
3. In UNCTC, majority rules apply unless otherwise stated by the Board

Delegates marked "Present" may abstain from substantive voting. Those marked "Present and Voting" must vote either in favor or against.

The total number of allocations per committee is as follows:

1. UNGA – DISEC: 50 delegations
2. United Nations Security Council (UNSC): 25 delegations
3. United Nations Counter-Terrorism Committee (UNCTC): 20 delegations

PAPERWORK SUBMISSION AND FORMATTING:

3.2.1 Policy Paper

- a. **Definition:** A policy paper is a short document submitted before the start of the conference that provides an overview of a country's or entity's stance on the agenda. It is mandatory in every committee of CBS AON and is used by the Executive Board to assess preparation and policy direction. The document helps the Executive Board understand national or bloc-level interests and approach.
- b. **Type:** Public only.
- c. **Usage:** A well-written policy paper generally includes the following: An overview of the delegation or country's position, including a Statement of the Problem and the overall policy approach.
 - 1. An overview of the delegation or country's position, including a Statement of the Problem and the overall policy approach.
 - 2. Relevant past actions, alliances, treaties, or contributions made by the delegation to the issue.
 - 3. A list of proposed solutions that reflect both national interest and
- d. **Format:** Ideally, no policy paper should exceed two pages (excluding bibliography, if any). Each paper should be clearly titled, structured in paragraphs, and written in formal language. Submission is compulsory and must be done before the conference as directed by the Secretariat.

3.2.2 Press Release

- a. **Definition:** A press release is a short formal update created to inform the media, press team, or other stakeholders about key developments in committee. It is written in a neutral and objective tone and represents the committee's collective status at a particular point during debate.
- b. **Type:** Public only.
- c. **Usage:**
 - 1. To summarize important events such as a consensus, crisis escalation, or draft resolution submission.
 - 2. To simulate UN press communications and diplomatic reporting.
 - 3. To ensure non-delegate stakeholders are informed about committee
- d. **Format:** A press release should begin with a concise headline and include one or two short paragraphs written in third person and past tense. It must be neutral and fact-based. All press releases are subject to approval by the Executive Board before being published or circulated.

PAPERWORK SUBMISSION AND FORMATTING:

3.2.3 Directive

- a. **Definition:** A directive is a short and immediate instruction issued by the committee to a government, international organization, or UN agency. It is usually drafted during real-time scenarios or high-tension debates requiring urgent decisions.
- b. **Type:** Public or Private (as per Executive Board discretion).
- c. **Usage:**
 - 1. To command or request an actor to take immediate, specific action (e.g., deploy troops, conduct inspections, freeze assets).
 - 2. To simulate operational capacity and crisis management by the committee.
 - 3. To ensure a direct and rapid response to a simulated development.
- d. **Format:** A directive is typically one to three concise paragraphs. It should clearly state:
 - 1. The issuing committee (implicitly or explicitly)
 - 2. The recipient or targeted actor
 - 3. The action to be taken, including any timeframe or region involvedBullet points and clause structures are not used in directives. Plain narrative style is followed.

3.2.4 Working Paper / Draft Resolution (UNGA – DISEC & UNCTC only)

- a. **Definition:** A working paper is an informal document submitted by a delegate or a bloc to communicate ideas, frameworks, or policy directions during debate. Once reviewed, structured, and supported by the required number of sponsors and signatories, it becomes a draft resolution — the most formal outcome of committee work, which is debated and voted upon.
- b. **Type:** Public only.
- c. **Usage:**
 - 1. To consolidate policy ideas and proposals into structured recommendations.
 - 2. To build consensus and prepare for formal voting procedure.
 - 3. To present the collective outcome of negotiation and diplomacy.
- d. **Format:** A draft resolution includes:
 - 1. **Preambulatory Clauses:** Explain context, references, and rationale (e.g., Recalling, Acknowledging, Deeply concerned, etc.)
 - 2. **Operative Clauses:** Contain actionable proposals (e.g., Urges, Calls upon, Establishes, etc.). Each clause is numbered. Clauses end in semicolons, except the final one which ends in a full stop.
 - 3. **Bullet points** are not used. The format closely follows UN standards. Resolutions must be titled, dated, and attributed to all sponsors and signatories.

PAPERWORK SUBMISSION AND FORMATTING:

3.2.5 Action Order (UNSC only)

- a. **Definition:** An action order is an operational directive issued by the UNSC to respond to a situation requiring immediate international action. It simulates the real-world powers of the Security Council under Chapter VII of the UN Charter.
- b. **Type:** Public or Private (based on committee context).
- c. **Usage:**
 - 1. To deploy peacekeeping troops, impose sanctions, initiate ceasefires, or authorize humanitarian corridors.
 - 2. To simulate real-time interventions in response to crises.
 - 3. To exercise the Council's binding powers in a practical and structured format.
- d. **Format:** Action orders follow a structured paragraph format. Each includes:
 - 1. Title (e.g., Action Order 01 – Ceasefire Enforcement in Region Y)
 - 2. Description of the order: who is being ordered, what they must do, where, and when. The language is assertive and written in present tense. No clauses or bullet points are used.

3.2.6 Joint Committee Report (UNSC & UNCTC only)

- a. **Definition:** A joint committee report is a descriptive summary of discussions held during extended unmoderated caucuses or bloc-level negotiations. It does not contain policy clauses but reflects the committee's evolving positions.
- b. **Type:** Public only.
- c. **Usage:**
 - 1. To document key talking points, alliances, and divergences between blocs.
 - 2. To serve as a foundation for future draft resolutions or formal submissions.
 - 3. To provide the Executive Board with insight into negotiation progress.
- d. **Format:** The report is titled and written in third-person narrative form. It avoids bullet points and is composed of one or more paragraphs. The report should clearly state what was discussed, which countries participated, and the major agreements or disagreements that surfaced. The tone remains diplomatic and descriptive.

PAPERWORK SUBMISSION AND FORMATTING:

3.2.7 Working Group Paper (UNCTC only)

- a. **Definition:** A working group paper is a focused document produced by a subset of the committee (usually 3–5 delegates) that explores one specific dimension of the agenda in greater depth. It helps structure detailed proposals on subtopics.
- b. **Type:** Public only.
- c. **Usage:**
 - 1. To dive deep into technical or regional sub-issues under the main agenda.
 - 2. To aid the committee in forming targeted policies and recommendations.
 - 3. To encourage collaboration among smaller blocs and expert-based negotiation.
- d. **Format:** Same as the Joint Committee Report format. It is paragraph-based, titled, and must include names of the working group members. The document should be focused, objective, and free from bullet points or clauses.

3.2.8 Bloc-Based Paper (UNCTC only)

- a. **Definition:** A bloc-based paper is a collective document submitted by each regional or ideological bloc once per day. It records the bloc's position, progress, and proposed ideas at that stage of the conference.
- b. **Type:** Public only.
- c. **Usage:**
 - 1. To assess and track how each bloc's position evolves.
 - 2. To simulate intra-bloc cohesion and policy development.
 - 3. To prepare groundwork for the final committee outcome document.
- d. **Format:** Written in the Joint Committee Report format. Must be titled (e.g., Bloc-Based Paper – Day 1 – Latin American Bloc), contain a summary of internal discussions, and clearly list the contributing countries. Content should reflect consensus within the bloc, points of contention, and preliminary solutions.

PAPERWORK SUBMISSION AND FORMATTING:

3.2.9 Committee Outcome Document (UNCTC only)

- a. Definition:** The Committee Outcome Document is the final submission of the UNCTC summarizing all work conducted during the two days. It reflects the culmination of bloc-based and working group discussions, and may be structured as either a resolution or a technical summary.
- b. Type:** Public only.
- c. Usage:**
1. To unify the committee's efforts into one formal concluding document.
 2. To reflect committee consensus, partial consensus, or a range of perspectives.
 3. To simulate UN technical body outputs or resolutions from specialized committees.
- d. Format:** The Committee Outcome Document may follow either:
1. Clause Format (like a resolution), or
 2. Narrative Format (like a summary report)
- It must be clearly titled and structured into sections such as:
- I. Introduction
 - II. Summary of Deliberations
 - III. Key Agreements
 - IV. Policy Recommendations
 - V. Conclusion

All contributors should be listed, and the tone must remain objective and technically sound.

PLAGIARISM POLICY:

A Delegate Is Said To Indulge In Plagiarism If They:

1. Mislead by stealing documents not authored by them [this includes documents written by third-party sources such as Artificial Intelligence driven bots and third-party persons] and passes them as their own document.
2. Reproduce existing paperwork as original and or, incorporates sections of a second paperwork without permission and/or disclosure.
3. Modify the content of cited papers or reference documents, without proper disclosure.
4. Misdirect the Secretariat or Committee by wrongly citing, quoting, or using an article or reference work. Wrongful citation includes quoting misleading, unverified and/or invalid sources. Wrongful quoting is under the ambit of point [3] and using is under the ambit of point [1] and point provided [2].

[Note: The amount of plagiarism allowed is mere 5%. This shall not be changed. Anything over this limit shall be flagged as plagiarised.]

