

# Faculty Manual

## 2010 Washington Model OAS

### Introduction

The Washington Model OAS General Assembly (referred to below as WMOAS or “the Model”) has taken place in Washington since about 1980. In 2010, the Model takes place from March 30 to April 3.

In the beginning, the Model was run directly first by one university professor at Howard University, and then by the OAS. Later, when the OAS decided to hold MOAS events in other countries, several faculty joined together to form the Inter-American Institute for Diplomacy, in order to sponsor an annual MOAS in Washington. Since then, the OAS and the Washington Model faculty have cooperated in a number of MOAS activities. The OAS has resumed its support for the Washington Model, as one of its annual models. Recently, the faculty of the WMOAS have created a new sponsoring entity, the Institute for Diplomatic Dialogue in the Americas (IDDA), in order to regularize our interactions with the OAS (with whom we hope to achieve Civil Society Organization status in the near future).

Over the years, the Model has developed in different directions in order to maximize the educational opportunity for our students. Some dimensions of the Model reproduce the real OAS General Assembly better than others, and we make those decisions based on our perceptions of the education value of the activity for our students. But the Model still remains a joint cooperative activity of a group of university professors who value active learning in a simulation exercise. If you are a veteran of the Model, you know that we work long and hard to provide a vibrant and valuable learning experience for our students. If you are new to the WMOAS, we hope this Faculty Manual will provide some transparency into what we do and how it is done, so that you too can become involved and help us continue to provide this learning experience.

This document aims to clarify what Faculty Advisors do in the WMOAS program. The following paragraphs describe the roles and responsibilities of Faculty Advisors, and that is followed by a timeline that will help Advisors determine what to do when. Advisors should refer to the many links on the WMOAS web page, and should read carefully:

- The Student Handbook, which provides much more detail about what actually takes place during the Model; and
- The Rules of Procedure, which provide the “legal” structure of how the Model is conducted. In particular, Section X of the Rules of Procedure, which comprises Articles 85 through 97, speaks to the responsibilities of participating institutions. Those Articles provide the technical language supporting the less formal prose in this Faculty Manual.

Above all, faculty should feel free to email questions or suggestions to any of the members of the Faculty Council of the Model, who are elected by the Faculty Advisors to represent them in the process of running the Model.

## **Roles and Responsibilities**

The WMOAS structure provides a contradictory set of responsibilities for university professors, or at least it appears so at first glance. University professors are accustomed, on the whole, to being able to design their course content, and they expect to maintain active, if not controlling, participation in their courses, from start to finish. The WMOAS provides each faculty advisor the opportunity to train their student delegations in any style they wish, but also asks faculty advisors to allow the students to participate in the Model itself without active support or participation, at least during the official business hours of the Model. In short, we are asked to prepare the students before the Model, then to stand back and let them perform to the best of their ability during the Model, and finally to de-brief and resume active participation after the Model. The underlying factor is the quality of the educational experience for our students.

That said, what is it that Advisors do during the Model itself? The short answer is many things. Advisors are asked to accompany their delegations during the Registration and the Mission Briefings, for example, which happen early in the Model. Advisors are asked to sit in on committee sessions as “technical advisors,” following a schedule that the Coordinators develop. Advisors are asked to review Proposed Draft Resolutions that are submitted during the Model – other Advisors are asked to review those submitted before the Model, electronically, incidentally. Advisors are asked to participate in our social gathering early in the Model, and especially in our business meeting later in the Model, where we discuss as many topics as we can manage during the time available. Advisors are asked to ensure that delegations participate in the Closing ceremonies. Throughout the Model, Faculty monitor activities and work with the Coordinators to ensure an effective experience for all. Finally, Advisors are asked to ensure that their students do not violate any of the Hotel’s policies on noise or consumption of food and drink, and in general to help assure that all delegates maintain diplomatic decorum throughout the process.

Before the Model, and after the Model, Faculty Advisors approach the tasks of preparation and debriefing in a variety of ways. The WMOAS page has links to some of the syllabus material that are used at some institutions. Many Advisors have a regular course, for credit, as part of their involvement with the Model, but others manage to participate less formally, via a student club or other structure. The Student Handbook document goes into greater details about the tasks students face as they prepare for the Model, and Advisors, after reading that document, will have a better sense of how to prepare the delegation academically. Whichever structure we use in this preparation, our goal remains to maximize the educational value of the activity for our students.

The next section of this Faculty Manual provides a timeline, with more detail on some of the specific “bureaucratic” responsibilities we have as Faculty Advisors.

### **Timeline**

October 1:     Registration Fee Due

Universities in the United States must submit payment to the Institute for Diplomatic Dialogue in the Americas (IDDA). Universities in Latin America and the Caribbean must make payment on or before 1 March

2010. Country assignments will not be final until payment is received. Checks should be sent to Bob Trudeau, IDDA Treasurer, at 40 Lauriston St., Providence, RI 02906, USA.

If your institution requires an invoice, please contact Bob Trudeau ([rtrudeau@providence.edu](mailto:rtrudeau@providence.edu)) and one will be issued.

October 15: Deadline for Submission of Intention to Participate

Elected Chairs, Vice-Chairs, President, Vice President, and Sec-Gen. must confirm their participation in the 2010 WMOAS. Faculty Advisors should assume the role of informing the Coordinators on the status of any Officers of the Model who are from their institution. Any resulting vacant positions will be filled according to the rules of procedure. Email confirmation of participation should be sent to Dr. Doug Friedman, WMOAS Coordinator at: [friedmand@cofc.edu](mailto:friedmand@cofc.edu)

January 30: Submission of Delegation Roster

Please submit your roster to Doug Friedman ([friedmand@cofc.edu](mailto:friedmand@cofc.edu)) by this deadline and include information for any elected officers attending from your university. See the form appended to this document. Note that you should include yourself on the roster, as well as all the delegates, any Officers from your Institution, and any Rapporteurs from your institution. If you have more than one Faculty Advisor, list them all. If you are bringing observers or others who might attend some of the sessions, please list them on the roster as observers.

February 15: Set Up Mission Briefing

Initiate contact with your country's mission to the OAS. The OAS Office of External Affairs sends a letter asking each Ambassador to designate a person to be responsible for the briefing and to answer questions before the Model. For a list of mission contacts, please go the OAS homepage at [www.oas.org](http://www.oas.org). There is also a link on the WMOAS webpage.

You must establish an appointment for your mission briefing. If at all possible, you may wish to set your briefing for Tuesday morning (30 March) to allow your students the maximum amount of time to revise their PDRs. Registration starts at 1 pm at OAS Headquarters on that date. Otherwise, please set your briefing for Wednesday morning (31 March).

If your briefing is on Wednesday morning, please allow enough time to have your delegates in their seats for the first committee sessions on Wednesday at 1:00 PM. Please note that the General Committee will be meeting at the Padilha Vidal Room at the OAS Building on F Street, and not at the Fairmont Hotel. General Committee members may need more time to make their way to 1889 F Street, N.W., (corner of F Street and 19th Street), the location of the OAS Building. This is approximately an eight block walk via 24<sup>th</sup> St., Pennsylvania Ave., and 19<sup>th</sup> St.

February 26: Deadline for Submission of Hotel Reservations and Rooming Lists

Include all delegates, alternates, public information officers, administrative staff, and faculty advisors. See the appended form; contact information for each person listed is required as specified. Each university will have its own hotel master account against which charges will be made and payment credited. Payment is required at check-in if credit cards will be used. If paying by check or draft, the Fairmont Hotel must receive the check or draft by 12 February. Please email your rooming list to Laleh Talakoub at: [Laleh.Talakoub@Fairmont.com](mailto:Laleh.Talakoub@Fairmont.com)

March 12: Electronic Submission of PDRs and White Papers

Deadline for Submitting Proposed Draft Resolutions (PDRs) and White Papers for the Electronic Packet.

After March 12 at 12 noon, any PDRs and White Papers received by the faculty reviewers will go into the Washington Packet and will be reviewed at the Model.

Faculty reviewers will provide as fast a turnaround time as possible and will only accept submissions from other faculty members. Faculty Advisors must be the communications link, as the reviewers will neither evaluate nor respond to items sent directly by students. Because of the relatively short window for this electronic review process, Faculty Advisors are asked to set up a clear protocol with their delegates so there will not be any unfortunate delays at any institution.

Faculty reviewers will respond to submitted PDRs and White Papers by March 19. If changes need to be made in any item, the item must be resubmitted by March 22. In these cases, the reviewer will supply comments that should be incorporated into the revised item. Faculty reviewers will respond to resubmitted items by March 25.

If a submitted item has been approved for the Electronic Packet, the Faculty Advisor will receive an electronic copy of the final version of the proposed item, and this electronic version should be forwarded to the appropriate delegate. Students need to work from that official version of their PDR or White Paper, and should print a paper copy to bring with them to Washington. Delegates need to collect co-signatory signatures on a paper copy of their PDR that is exactly the same as the official version appearing in the Electronic Packet. White Papers do not need co-signatories.

If a submitted PDR was assigned to a Working Group, then the PDR will have been assigned to the Working Group packet. Students may contact their fellow Working Group members, if they have contact information, before the Model, to begin a dialogue about the co-sponsored PDR they will need to work on.

If a submitted PDR or White Paper was NOT approved for either the Electronic or the Working Group Packets, the student may resubmit the item for evaluation during the Model. In that case, students should bring both a hard copy and an electronic copy of their proposed item.

March 24: Faculty Review Deadline

Faculty who have been reviewing the items submitted electronically will forward these electronically to Doug Friedman by 5:00 PM, so that the Electronic Packet can be prepared.

March 27: Electronic Packet Published

The Electronic Packet of Resolutions will be posted on the WMOAS.org website. Delegations should print the Electronic Packet and review it prior to coming to Washington for the Model. The Secretariat at the Model will NOT have extra copies of the Electronic Packet in Washington.

March 30: WMOAS Begins

1:00 PM. Start of the Washington Model OAS: Registration and Opening Ceremonies at the Headquarters of the OAS, 17<sup>th</sup> and Constitution, NW. This is approximately a twenty-five minute walk from the Fairmont Hotel.

## **Appendices**

The following pages include two forms that Faculty Advisors will want to use at appropriate points in the timeline.

2010 WASHINGTON MODEL  
ORGANIZATION OF AMERICAN STATES

Country Represented	Faculty Advisor
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University	Faculty Advisor
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DELEGATES

GENERAL COMM	(Head Delegate)	(Alternate Head Delegate)
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FIRST COM	(Delegate)	(Delegate)
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SECOND COM	(Delegate)	(Delegate)
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THIRD COM	(Delegate)	(Delegate)
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FOURTH COM	(Delegate)	(Delegate)
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PUBLIC INFORMATION OFFICER \_\_\_\_\_

RAPPORTEUR \_\_\_\_\_

OFFICER \_\_\_\_\_

OFFICER \_\_\_\_\_

Please add additional lines as necessary.

Fairmont Hotel Rooming List

Name of University:

Faculty Advisor:

Email:

Cell Phone:

Address:

Method of Payment: Circle check or credit card

Please indicate how the members of your delegation will be making payment. Contact info will only be used for issues relating to payment.

**Room 1: Faculty Advisor**

Name:

Name:

**Room 2:** (A maximum of 4 persons per room)

Name and Cell phone:

Name and Cell phone:

Name and Cell phone:

Name and Cell phone:

**Room 3:**

Name and Cell phone:

Name and Cell phone:

Name and Cell phone:

Name and Cell phone:

**Room 4:**

Name and Cell phone:

Name and Cell phone:

Name and Cell phone:

Name and Cell phone:

**Please add additional rooms as necessary.**