

Before the session

- Your main task before the YPAC session is to contact your committee members and hand on information from Presidency to them.
- Acquire good general knowledge about your topic before the session and encourage your committee members to prepare for discussions as good as they can.
- Make sure you get the essays from all your delegates, read them properly and give feedback on the content.
 - You may want to take notes about interesting ideas along with the respective participant's name, which might be useful to provide an impulse in the committee's discussion.
- READ THE HANDBOOK so you know about your specific task in YPAC before you leave for the session.

During the session

- During YPAC you chair the discussions in your committee.
- Inform your committee members about the General Assembly.
 - If you are unsure about any of the parts of the GA, ask Presidency.

General advice:

- Create an atmosphere in which all delegates contribute in a casual but fruitful and respectful discussion towards a meaningful result.
- In order to achieve that, you might want to establish certain basic rules for the discussion with your committee before you start out.
 - E.g., in the group-discussion phase: put up your hand for a contribution and talk when you are called; no "German corners" with side discussions, stick to English.
 - In case the delegates don't adhere to the rules, make them aware of that in a friendly and polite way.
- Smiling, being friendly and giving positive feedback increases people's willingness to contribute. Don't be bossy!
- Speak loudly and clearly.
- Clearly announce different phases like group discussions, free discussions in smaller groups or breaks.
- Sometimes a five-minute-break in the group discussion might be useful for the two CPs to consult with each other and the delegates to have discussions in little groups.
- Whenever you brainstorm, don't evaluate contributions immediately. Take down every contribution (e.g., on a blackboard) and have the delegates evaluate them later on (e.g., by putting stickers or ticks next to the two that they like best).
 - If people evaluate immediately, creativity is blocked. Leave room for ideas! Even if you might not see the point immediately the contribution might be valuable for the process.
- If the committee gets lost in a discussion that leads too far away from the topic, make them aware of that in a friendly way.

- If you realise there is a delegate who doesn't contribute at all, you might want to talk to that person individually in the break to find out if you can change something in order to make it possible for him/her to contribute.
- Depending on the phase your session is in, you can encourage your committee to think about the following questions whenever gaps in the process occur:

Brainstorming phase:

- What's the connection of our thoughts to the topic?
- Does it concern the Alps?
- Are there two aspects that are quite similar and can be transferred into one?
- ...

Later:

- What does your suggestion mean for different groups of people/countries etc.? → change of perspective on the topic
- How would you criticise your own postulation?
- ...
- The breaks might be a good time to find out more about the work of the other committees by talking to the other CPs in order to be able to use that information as an input for your own discussion.
- In discussion gaps you could have the experienced members explain to the new delegates how exactly the GA works.
- Find weaknesses in other committees' postulations in order to be prepared for the GA.
- For the work on the different postulations, it might be useful to divide your committee into subgroups according to personal interest for some phases of the work.

After the session

You are welcome to give some praise to your committee for all the valuable work they did.