



IRSAM Code of Conduct Addendums - External Portfolio

Note: IYAD refers to IRSAM Youth Advisory Delegation

Definitions

1. **Head-Delegate:** An self-nominated individual chosen by IYAD Officers to manage their respective commissions' delegates at an away conference, and responsible for the co-organization of the trip (logistical, trainings, outreach) with respective officers
2. **IYAD delegate:** An individual selected by the VP External and the officers through a written and oral application process delineated with a clear transparent rubric available in advance. Delegates' responsibilities are to attend commission meetings, write and research policies for the brief, conduct outreach in the Montréal community to best represent youth perspectives on the three themes of the year (for example, global health, climate change, inequality). Delegates will also attend one of the trips to the UN commissions (for example, CSW, CSocD, or CPD). Officers can be delegates, but their primary duty is to fulfil their role as officers.
3. **IYAD Officer:** An individual elected including the roles of UN Communications, Local Communications, Logistics, Experience, and Deputy, delineated below.
 - a. **UN Communications:** Outreach to Permanent Missions, NGOs and other UN actors, outreach to other NGOs with consultative status to the UN Economic and Social Council to coordinate joint statements or side events, co-ordinating the agenda and meeting schedule for our delegation during each Commission
 - b. **Local Communications:** Co-ordinating outreach with local NGOs and McGill departmental associations to execute at least 3 on-campus events and promote IYAD to different students, Branding and expanding the Delegation's presence on social media, Collaborating with on-campus publications to write, edit and distribute content that communicates our daily activities at each commission
 - c. **Logistics:** Responsible for: sourcing, monitoring and completing grant/sponsorship applications, booking transportation, hotel or Airbnb accommodations with evaluation for cost-reduction opportunities, tracking trip finances, reimbursements, and the budget
 - d. **Experience:** Executing policy development sessions and training delegates on diplomatic skills and the themes of each commission, reviewing final recommendations, ensuring that they are all critically considered and meet high standards of quality, building team cohesion by coordinating team bonding activities, facilitating multidirectional feedback and fostering strong collaboration skills
 - e. **Deputy:** Primarily needed before & during commissions (late Fall & most of Winter semester). Responsible for helping out the other Officers with largely organisational/ menial tasks related to UN outreach.



Conduct as an IYAD Officer/Head-Delegate

1. All content discussed in a meeting or in online chats is considered private and confidential, unless otherwise specified by the VP External.
 - a. Misuse of confidential information includes but is not limited to revealing the roster selection process for trips or revealing team complaints about team members.
2. Trip coordinators and Head Delegates are responsible for the successful completion of work to the best of their ability as outlined by the VP External and the team at the beginning of their term and as determined by meetings throughout their term. These include finishing work on the agreed timetable, including items such as hotel bookings, train bookings, outreach emails, etc
 - a. Head delegates and Officers are expected to attend every commission meeting in person (unless prior accommodations have been made) and, if complications arise, inform the VP External at least 24 hours in advance and make arrangements to catch up on missed information and responsibilities.
 - b. If unable to make a deadline or a meeting, Officers and Head Delegates are expected to inform the VP External at least 24 hours in advance.
3. Trip coordinators and head delegates are expected to conduct themselves professionally during IRSAM social events that include but are not limited to SSUNS/McMUN drinking events.
 - a. Team members who are over-intoxicated or displaying disruptive behaviour, as deemed by the VP External, may be subject to Immediate Disciplinary Measures
4. Trip coordinators and head delegates are expected to conduct themselves professionally during the UN Trips as well (CSW and CSocD) during the entire timeline in which they are in New York and in Transit to New York
 - a. Team members who are over-intoxicated or displaying disruptive behaviour, as deemed by the VP External, may be subject to Immediate Disciplinary Measures.
5. Head-Delegates are obligated to follow the itinerary provided to them by the VP External and the UN Communications Officers, as well as follow any instructions given to them prior to and during the conference by the VP External, whether the VP External accompanies the Head-Delegate or not.
 - a. Duties of the Head-Delegate outlined in the itinerary include but are not limited to checking in the team at the designated hotel, registering the team before opening ceremonies, and holding debrief sessions for team members at the end of each day.
 - b. Any changes to the itinerary or incidents during the trip including but not limited to vehicular accidents, health issues or discomfort of team members must be brought to the VP External immediately.



- c. Failure to follow the itinerary or instructions of the VP External during a conference trip as well as failure to notify the VP External of itinerary changes or incidents during a conference trip may give rise to Immediate Disciplinary Measures.¹
6. Head-Delegates and trip coordinators are obligated to remain functional during conference social events, and must be aware of each team member's location at the end of each night.
 - a. Head-Delegates who are over-intoxicated, unable to watch over other team members, or displaying disruptive behaviour as deemed by the VP External may be subject to Immediate Disciplinary Measures.
 - b. Head-Delegates are encouraged to enforce a "buddy-system" whereby delegates must travel in groups of at least two at night while on UN trips.
7. Head Delegates deemed disruptive towards their co-Head-Delegate, other team members, other delegates, hotel staff, or conference staff members may be subject to Immediate Disciplinary Measures.
8. All IYAD members are personally responsible for obtaining any travel documents necessary to travel to the UN. IRSAM is not able to officially sponsor visa applications.
9. All IYAD Officers are expected to submit an exit report within a week of the end of their term.

Hiring Process for IYAD Officers

1. The hiring process for IYAD officers should commence within 2 weeks of the VP External's onboarding.
 - a. Positions will be advertised in advance on social media with clear descriptions of each position and what is sought after in the application process.
 - b. The hiring process will occur through both a written application and an interview. All written applications should be invited to an interview conducted by the outgoing VP External and the current VP External.
 - c. As per the bylaws, the hiring process will occur according to a scored rubric which delineates the scoring guidelines – these will be available to interviewers at least 24 hours before their interviews. Scoring will be done on separate documents or forms and then integrated after completion.
2. All candidates shall be notified of their individual application status via email when decided.
 - a. In this email, IYAD will offer to provide details of the candidate's application if requested and will send the rubric, scores, and notes on each candidate to them if requested.

¹ This is clarified later in the Code of Conduct under "Firing Process/ Disciplinary Measures"



Hiring Process for IYAD Delegates

1. The hiring process should commence early September of the Fall semester via a written application and an interview.
 - a. Positions will be advertised in advance on social media with clear descriptions of each position and what is sought after in the application process.
 - b. Written applications and interviews will be assessed by 2-3 IYAD officers including the VP External who do not have a conflict of interest with any of the candidates.
 - c. These processes will be scored via a rubric highlighting the sought-after candidate qualities
 - d. As per the bylaws, the hiring process will occur according to a scored rubric which delineates the scoring guidelines – these will be available to interviewers at least 24 hours before their interviews. Scoring will be done on separate documents or forms and then integrated after completion.
2. All candidates shall be notified of their individual application status via email when decided.
 - a. In this email, IYAD will offer to provide details of the candidate's application if requested and will send the rubric, scores, and notes on each candidate to them if requested.

Firing Process/Disciplinary Measures:

1. The outcomes and processes of disciplinary measures are to be kept strictly confidential between the involved parties, the VP External, the HR Officer, and the IRSAM President.
2. Immediate Major Disciplinary Measures include, but are not limited to:
 - a. Suspension from trip coordinator or head-delegate duties
 - b. Immediate dismissal from the team
3. Major disciplinary actions may occur if
 - a. The result of an HR Officer's investigation concludes that it would be appropriate.
 - b. This can occur after the VP External goes directly to them or any IYAD member submits a formal complaint.
4. Considered factors in determining the outcome of a disciplinary process include but are not limited to:
 - a. Whether there have been previous violations of IRSAM/ IYAD Code of Conduct and the severity and frequency of said violations.
 - b. The severity and frequency of the current violation of the IRSAM/ IYAD Code of Conduct



- i. Including: whether the action imposed material harm on others or put them in significant physical or emotional danger
 - c. The impact on IRSAM/ IYAD/ the External portfolio
 - d. Any other factors found to be relevant at the discretion of the VP External or the IRSAM HR Officer .
5. Firing related to major disciplinary actions will be carried out through the HR Officer
6. Minor disciplinary actions are suited for instances like frequent absences,
 - a. Minor disciplinary actions should be recorded and shared with the HR Officer