

# United Nations Major Group for Children and Youth *Process and Procedures*



**United Nations Major Group for Children and Youth**  
***Process and Procedures***

## **History**

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## List of Acronyms

### Related to the United Nations

DSD	Division for Sustainable Development
DESA	Department of Economic and Social Affairs
IANYD	Inter-Agency Network for Youth Development
MGoS	Major Groups and other Stakeholders
UN	United Nations

### Related to the United Nations Major Group for Children and Youth

CYI	Children and Youth International
GFP	Global Focal Point
OP	Organising Partner
P&P	Processes and Procedures
RCC	Regional Caucus Coordinator
RFP	Regional Focal Point
ToR	Terms of Reference
UN MGCY	United Nations Major Group for Children and Youth

## 1. Framework of the United Nations Major Group for Children and Youth

### 1.1. Description

- (a) The United Nations Major Group for Children and Youth [*hereinafter* “UN MGCY”] is the UN General Assembly-mandated official, formal and self-organised space for children and youth (aged 0-30) to contribute to and engage in certain intergovernmental and allied policy processes at the UN.

### 1.2. Mission

- (a) The UN MGCY acts as a bridge between children and youth and the UN system in order to ensure that their right to meaningful participation is realised.
- (b) Its primary purpose is engaging communities of young people, in the form of formal and informal child-led, youth-led, and child-and-youth-serving public interest federations, unions, organisations, platforms, associations, councils, networks, movements, mechanisms, structures and other entities [*hereinafter* “entities”], as well as their members and individuals, in the *design, implementation, monitoring, follow-up and review* of sustainable development policies at all levels. To achieve this, it facilitates and conducts a number of online and offline activities in the following areas: *Policy & Advocacy, Capacity Building, Youth Action and Knowledge*. These are elaborated in further detail in Section 2.1 below.

### 1.3. Mandate and History

- (a) The first United Nations Conference on Environment and Development in 1992, “The Earth Summit”, recognised that achieving sustainable development would require the active participation of all sectors of society and all types of people. As such its outcome, *Agenda 21*, formalised nine sectors and rightsholder groups of society as the main channels through which broad participation would be facilitated in UN activities related to sustainable development. These are officially called “major groups” and have since been expanded and referenced in over a dozen UN General Assembly resolutions as “Major Groups and other Stakeholders”<sup>1</sup> [*hereinafter* “MGoS”]. The UN MGCY receives its mandate from these resolutions, bilateral agreements and/or terms of references with specific UN entities.

### 1.4. Vision

- (a) The UN MGCY strives for a world where young people and all rightsholders in all their diversity have a seat at the decision making table, and are equal partners in the design, implementation, monitoring and follow-up and review of all policies at all levels.

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<sup>1</sup> A/RES/68/288, A/RES/67/290, A/69/L.43, A/RES/70/1,

- (b) It seeks to build a political landscape based on the collective principles of solidarity, justice, equity, inclusion, human rights, and the integrity of the planet. A resilient world where all life can thrive, and the human rights of people regardless of region, geography, gender, sex, socioeconomic status, faith, religion, culture, ethnicity, creed, (dis)ability, sexuality, marginalised grouping, legal status and any other status, both in present and future generations are achieved within planetary boundaries.
- (c) The UN MGCY, as a key rightsholder constituency in the work of the UN, seeks to galvanise young people everywhere to realise this vision and its collective purpose.
- (d) It stands for the idea that places where power and influence are most concentrated must recognise and operationalise the importance of child-led, youth-led and child-and/or-youth-serving entities, as well as their members and individuals, in promoting and protecting the priorities and rights of young people, other marginalised groups, and the wellbeing of the planet.
- (e) The UN MGCY strives to ensure diversity and inclusion of all children and youth, taking into account (among other things) region, geography, gender identity, sex, socioeconomic status, faith, religion, culture, ethnicity, creed, (dis)ability, sexuality, marginalised grouping, legal status, and any other status.

## 1.5. Guiding Values

- (a) The UN MGCY strives to exercise the following values in its work ethic:
  - Participatory and consultative;
  - Mission-driven and professional;
  - Innovative, synthesizing old and new
  - Context conscious;
  - Independent of external control and voluntary in nature;
  - Egalitarian, equitable, respectful, and inclusive;
  - Anti-oppression principles and practice;
  - Consensus based decision making;
  - Accountable, transparent, and open; and
  - Evidence-informed and knowledge-inclusive.

## 2. Function

### 2.1. Areas of Work

The areas of the UN MGCY's work are *Policy & Advocacy, Capacity Building, Youth Action, and Knowledge (assessment, generation and use)*.



### **2.1.1. Policy & Advocacy**

The UN MGCY seeks to:

- (a) Facilitate the collective and meaningful participation of young people in official and formal avenues of policy design, implementation, monitoring, follow-up and review at all levels. These include, but are not limited to: intergovernmental deliberations (negotiations, reviews and reporting), substantive deliberations, briefings, special fora, UN reports and UN system-wide policy.
- (b) Advise entities in the UN system's engagement and thematic architecture across the scope of their activities on policy and substantive matters related to youth priorities and processes of meaningful engagement.
- (c) Facilitate the participation of young people in existing stakeholder structures, partnerships, platforms and mechanisms in the UN system and build interlinkages among key stakeholders active in the work of relevant processes.

### **2.1.2. Capacity Building**

The UN MGCY seeks to:

- (a) Facilitate capacity building processes and activities for young people aimed at enhancing understanding, knowledge and skills in relation to sustainable development, meaningful engagement, the UN system and its various technical and political processes and organs.

### **2.1.3. Youth Action**

The UN MGCY seeks to:

- (a) Provide young people with a platform that encourages them to lead, join, showcase and share innovative and effective actions aimed at addressing the needs of all people and planet.
- (b) Use youth-led initiatives to identify best practices, map sample activities across thematic and regional contexts and exemplify how youth actions contribute to the implementation, follow-up and review of targets, indicators, and deliverables across various sustainable development frameworks.

#### **2.1.4. Knowledge**

The UN MGCY seeks to:

- (a) Provide young people a platform for dialogue to create an evidence base for best practices in design, implementation, monitoring, follow-up and review of sustainable development frameworks and affiliated processes. This includes the assessment of existing knowledge, the generation of new knowledge, the identification of emerging issues and effective use and dissemination of knowledge to inform policy processes. It should include inputs from formal, informal, traditional and indigenous knowledge streams.

### **2.2. Practice**

*These activities span the four areas of work described above, at different levels.*

#### **2.2.1. Provide**

- (a) Platforms (online and offline) to foster dialogue among children and youth, other stakeholders and partners to develop skills and capacities on issues which children and youth care about, and/or affect children and youth.
- (b) Support for children and youth and their entities to carry out inclusive, open-ended, and peer-led consultations on relevant policy and thematic issues.
- (c) Spaces for children and youth to coordinate on joint policy positions for UN processes at all levels.
- (d) Information on the deliberations, outcomes and follow-up of UN processes.
- (e) Avenues for knowledge creation and effectively communicating it to both peers and intergenerational stakeholders.
- (f) Opportunities to share youth-led initiatives and sustainable development related opportunities with other peers.

#### **2.2.2. Conduct**

- (a) Capacity-building of young people so that they can take part and be informed of policy processes, as well as understand the principles of meaningful rights-based participation, through both in-person workshop and online avenues such as webinars and monthly calls.

- (b) Training of young people on the practical skills of participation at the UN and other spaces for policy making.
- (c) Capacity building to integrate principles and deliverables from different sustainable development frameworks into community action and youth-led initiatives, as well as provide avenues for tracking impact and reporting it at all levels.

### **2.2.3. Coordinate**

- (a) Logistics of young people’s participation in UN processes.
- (b) Formal inputs into UN processes as elaborated above.
- (c) Resources which are offered to MGoS or civil society to enable their participation in processes and ensure fair and equitable distribution of those resources.
- (d) Regular communication and correspondence with the UN MGCY assembly, the UN system and related partners.

## **3. Avenues of Engagement**

- (a) The current range of formal engagement avenues within the UN include but are not limited to: intergovernmental processes, policy processes, coordination mechanisms, partnerships and UN entity specific engagement at all levels.
- (b) Engagement in these avenues is conducted through a combination of governance structures, further described in *Article 4* below.

### **3.1. Intergovernmental Processes**

- (a) Agenda 21, Johannesburg Plan of Implementation, follow-up of Rio+20;
- (b) The High-Level Political Forum on Sustainable Development (HLPF) and Regional Sustainable Development Forums (RSDF);
- (c) The 2030 Agenda for Sustainable Development Process (2030 Agenda):
  - (i) Commission on Food Security (as it relates to Sustainable Development Goal [*hereinafter* “SDG(s)”] 2);
  - (ii) World Health Assembly (WHA)/Framework Convention on Tobacco Control/NCD Global Action Plan (as it relates to SDG 3);
  - (iii) Commission on the Status of Women (CSW) (as it relates to SDG 5);
  - (iv) ILO International Labour Conference (as it relates to SDG 8).
  - (v) SC Resolution 2250 on Youth, Peace and Security (as it relates to SDG 16)
  - (vi) All Other Components of the Agenda

- (d) Sendai Framework for Disaster Risk Reduction (SFDRR) and follow-up - Regional and Global Platform for DRR, UNISDR Science and Technology Partnership, SDG 9;
- (e) New Urban Agenda and follow-up - World Urban Forum, Habitat Governing Council and SDG 11;
- (f) 10 Year Frameworks of Program for Sustainable Consumption and Production (10YFP for SCP) and follow-up and SDG 12;
- (g) United Nations Framework Convention for Climate Change (UNFCCC);
- (h) The United Nations Conference to Support the Implementation of Sustainable Development Goal 14 (The Ocean Conference);
- (i) United Nations Forum on Forests (UNFF) and SDG 15;
- (j) Convention to Combat Desertification (CCD) and SDG 15;
- (k) Convention on Biological Diversity (CBD) and SDG 15;
- (l) United Nations Environment Assembly (UNEA);
- (m) SIDSs Accelerated Modalities for Action (S.A.M.O.A. Pathway) and Small Island Developing States (SIDS);
- (n) Financing for Development (FfD) and FfD Follow-Up Forum;
- (o) ECOSOC Humanitarian Affairs Segment (HAS);
- (p) Global Compact for Migration (GCM);
- (q) United Nations Conference on Trade and Development (UNCTAD);
- (r) Commission on Science and Technology for Development (CSTD).

### **3.2. Policy Processes**

- (a) Quadrennial Comprehensive Policy Review (QCPR);
- (b) President of the General Assembly Dialogues and Events (PGA Dialogues);
- (c) Thematic High-Level Meetings of the General Assembly;
- (d) Ad Hoc processes facilitated by the UN Department of Economic and Social Affairs, Division for Sustainable Development [*hereinafter* DESA/DSD] and other UN entities.

### **3.3. Youth Development and Youth Policy Avenues**

- (a) United Nations Inter-Agency Network on Youth Development [*hereinafter* IANYD];
- (b) Office of the Secretary-General's Envoy on Youth (OSGEY);
- (c) Department of Social Policy and Development (UN DESA/DSPD):
  - (i) Secretary-General's Report on Youth;
  - (ii) World Youth Report;
  - (iii) International Youth Day;
  - (iv) Others.
- (d) Global Forum on Youth Policies;
- (e) ECOSOC Youth Forum;
- (f) World Conference on Youth.

### **3.4. Multistakeholder Processes**

- (a) Major Groups and other Stakeholders HLPF Coordination Mechanism (CM);

- (b) Sustainable Energy for All (as it relates to SDG 7);
- (c) World Water Forum (as it relates to SDG 6);
- (d) Technology Facilitation Mechanism (TFM);
- (e) Global Alliance for Urban Crisis;
- (f) World Urban Campaign (WUC);
- (g) Internet Governance Forum (IGF);
- (h) Global Sustainable Development Report (GSDR);
- (i) Compact for Young People in Humanitarian Action;
- (j) Human Rights Council (HRC).

#### 4. Organisational Structures

The range of organisational structures within the UN MGCY that help to facilitate activities through the avenues of engagement listed above.

##### 4.1. Working Structures

(a) The primary structures are:

- (i) Assembly;
- (ii) Children and Youth International [*hereinafter* “CYI”], as well as the CYI Board of Trustees;
- (iii) Secretariat, comprised of the Organising Partners and Administrative Team [*hereinafter* “Secretariat”];
- (iv) Working Groups;
- (v) Cross-Cutting Platforms;
- (vi) Grievance Redressal Mechanism; and
- (vii) Advisory Group.

(b) These structures are operationalised through the coordination structures outlined below in Section 4.2, with further details in the respective TORs in the annex.

##### 4.1.1. Assembly

(a) The Assembly constitutes the entirety of the UN MGCY. It consists of all members (entities and individuals) and all structures.

(b) It is the main decision making body that coordinates the overall activities of the UN MGCY. It meets through regular (monthly) open calls, and one in person Annual General Assembly [*hereinafter* “GA”], with an online engagement component.

(c) *The Assembly has the following tasks:*

- (i) Receive reports from the Secretariat and the working structures on their activities and any policy or statements that have been produced on behalf of the UN MGCY;

- (ii) Coordinate any policy and decide on any issues where there may be overlap or conflict among Working Groups;
- (iii) Ratify the appointment of the Secretariat and the Advisory Group, and elect the CYI Board of Trustees by a simple majority;
- (iv) Establish new or close old organisational structures and decide upon the avenues in which the UN MGCY engages.

(d) *The tasks of the annual GA are detailed in the annex.*

#### **4.1.2. Children Youth International as well as the CYI Board of Trustees;**

- (a) “Children and Youth International” is the legal and financial entity of the UN MGCY and supports functioning of the secretariat.
- (b) The CYI Board of Trustees is comprised of five to seven (5-7) individuals elected by the Assembly to oversee CYI and assist in key functions of the UN MGCY. The CYI Board of Trustees includes ex officio non voting slots for the members of the OP team.

#### **4.1.3. Secretariat**

- (a) The Secretariat is responsible for overall facilitation of the UN MGCY. It is comprised of the Organising Partners [*hereinafter “OP(s)”*] and the administrative team of the UN MGCY, and its work includes, but is not limited to:
  - (i) Organising Partners:
    - Policy coherence (values of UN MGCY, means of implementation, principles of meaningful and rights-based institutional engagement, youth issues, established policy positions and more);
    - Oversight of Working Groups and Administrative Team
    - Engagement with DESA/DSD and MGoS HLPF Coordination Mechanism;
    - Liaising with IANYD.
  - (ii) Administrative Team:
    - General administration and coordination, including finance and communications.
- (b) Further details of task and governance are elaborated in the the ToRs included in the annex.

#### **4.1.4. Working Groups**

- (a) This is the structure that directly facilitates formal participation in respective UN processes along the UN MGCY’s areas of work.

- (b) Each UN process or cluster of UN processes has a corresponding working group.

#### 4.1.5. Cross-Cutting Platforms

- (a) This is the structure that supports working groups' "knowledge"-related activities and members who are interested in the respective topics. It is aimed at strengthening coherence of policy within the UN MGCY and is facilitated by one or two coordinators. Establishment of such platforms, along with its mandate and scope of activities are defined by respective ToRs adopted by the Assembly.
- (b) Existing platforms:
  - (i) **Children:** This is the structure coordinating policy in the interests of children and engaging children in UN processes. It is facilitated by a Children's Platform Focal Point.
  - (ii) **Science-Policy Interface Platform (SPI):** This platform enhances the evidence-base within each working group to inform policy design, implementation, follow-up and review through the analysis, assessment, generation, dissemination and effective use of knowledge from both formal and informal sources.

#### 4.1.6. Grievance Redressal Mechanism

- (a) All members of the UN MGCY are encouraged to address and solve disputes within the context of the working group or other UN MGCY bodies in which the dispute arises. If doing so presents any hardship, members can request the invocation and assistance of the Grievance Redressal Mechanism.
- (b) The request occurs when the aggrieved member or members of the UN MGCY make a formal complaint within the scope of the UN MGCY's work and engagement in writing by email to the CYI Board of Trustees. The board, after due consideration of the complaint, can either accept, deny, or ask for more information regarding the issue at hand. If the complaint is denied, an explanation must be provided in writing. If the complaint is accepted, the Grievance Redressal Mechanism is officially invoked.
- (c) When invoked, the mechanism results in the formulation of an ad hoc body convened by the board (excluding any board members that may be a party to the dispute), created in light of the dispute at hand and should contain at least three (3) people from within the organisational structure of the UN MGCY. If necessary, additional members not party to the dispute can be appointed by CYI as needed to address the dispute.
- (d) The ad hoc body is mandated to take up the dispute, hear the grievances presented, and formulate a means by which to address the problems at

hand. The ad hoc body should speak directly to the parties involved in the dispute and any other persons with relevant information. Moreover, the ad hoc body can organise a hearing with all parties involved in the dispute. Hearings are closed to all other members of the UN MGCY, whether mandated or ordinary, so as to protect the privacy of the aggrieved member(s) and the accused, as well as to preserve the integrity of the work of the ad hoc body.

- (e) The decision of the ad hoc body is binding on the parties to the dispute. The Secretariat is tasked with enforcing this decision. If the parties to the dispute ignore the decision of the ad hoc body, then further measures can be taken by the Secretariat in order to resolve the dispute. At each stage of the ad hoc body's work, the CYI Board of Trustees will play an oversight role so as to ensure the fair and timely execution of the ad hoc body's mandate.
- (f) The mandate of the ad hoc body ends once it has made its decision, and all the information pertaining to the matter has been recorded and documented. Decisions should be reached within three (3) months. If this is not possible, the CYI Board of Trustees can elect to extend the mandate of the ad hoc body on a month to month basis. If the ad hoc body is unable to fulfill its mandate, the Board may rescind the mandate of the ad hoc body and appoint a new one.
- (g) Follow-up ad hoc bodies can be established if further investigation or a new decision is needed using the above process.

#### **4.1.7. Advisory Group**

- (a) This body solely has an institutional advisory role and will provide support when needed. Members of the advisory group provide working advice to the working and coordination structures of the UN MGCY based on their experience and knowledge. They have no secretarial, coordination or advocacy roles.
- (b) Members of the Advisory Group should have contacts and relationships that would be helpful to the UN MGCY and CYI.
- (c) The members of the Advisory Group are suggested by the CYI Board of Trustees in consultation with the UN MGCY Coordination Team, and can be of any age. Members serve for two (2) years.
- (d) Three (3) months before the end of a member's term, the CYI Board of Trustee Boards and the UN MGCY Coordination Team will start the consultation process to appoint a new member. Potential members may be nominated by the Assembly and/or the OP team. Nominees must be ratified by the Assembly to join the group. To avoid the institutional discontinuity, the terms of group members should be staggered.



## 4.2. Coordination Structures

(a) For the purpose of effective coordination of its mandate and work areas, the UN MGCY has several coordinating structures.

(b) The primary structures are:

- (i) UN MGCY Coordination Team;
- (ii) Working Group Coordination Team;
- (iii) Science Policy Interface Platform Coordination Team;
- (iv) Inter-Agency Network for Youth Development Coordination Team; and
- (v) Regional Caucus.

### 4.2.1. UN MGCY Coordination Team

(a) This comprises of the Secretariat (OPs and administrative team), all GFPs, Focal Points / Coordinators of cross-cutting platforms and the RCCs. Its role is to execute and create greater cohesion and coordination across all of the UN MGCY's thematic and institutional work in the various engagement avenues and formal processes. Meetings are convened by the Secretariat.

### 4.2.2. Working Group Coordination Team

(a) This is comprised of Global Focal Points [*hereinafter* "GFP(s)"], Regional Focal Points [*hereinafter* "RFPs"], Thematic Focal Points [*hereinafter* "TFPs"], and Science-Policy Interface Focal Points [*hereinafter* "SPI FPs"] of the specific working group. It is chaired by the GFPs. The working group can decide to (through an elaborated process) include more members to their coordination team as they see relevant.

### 4.2.3. Science Policy Interface Platform Coordination Team

(a) This includes all mandated Science-Policy Interface Focal Points coordinating the Science Policy Interface Platform, the SPI Platform Coordinator as well as GFPs of the respective working groups and OPs.

### 4.2.4. Inter-Agency Network for Youth Development Coordination Team

(a) This includes the UN MGCY IANYD focal points for respective IANYD working groups, as well as the OPs.

### 4.2.5. Regional Caucus (RCs)

(a) This includes all the Regional Focal Points of the respective regions for the different working groups, and is responsible for mainstreaming regional perspectives across the work of the UN MGCY. Regional

caucuses are grouped as per the regional commission regions (ESCAP, LAC, ECE, ESCWA, ECA).

#### **4.3. Mandated Positions within UN MGCY**

(a) For the purpose of effective facilitation, the UN MGCY has several formal mandated positions. They may be member entities or individuals nominated by member entities and have a predetermined mandate period. The detailed Terms of References (ToR) for each of the below, including the process of peer selection and/or election, can be found in the Annex. These include the following:

- (i) Organising Partners (OPs)
- (ii) Global Focal Points (GFPs)
- (iii) Science Policy Interface Platform Focal Point (SPI Platform-FP)
- (iv) Children's Platform Focal Point
- (v) IANYD Focal Points (IANYD FPs)
- (vi) Regional Caucus Coordinators (RCCs)
- (vii) Thematic Focal Points (TFPs)
- (viii) Regional Focal Point
- (ix) Science Policy Interface Focal Points (SPI-FPs)
- (x) Board Members (BMs)

##### **4.3.1. Organising Partners (OPs)**

(a) These are individuals comprising part of the secretariat and responsible for executing its respective tasks.

##### **4.3.2. Global Focal Points (GFPs)**

(a) They are responsible for the overall facilitation of the specific working group and its tasks. They may be member entities or individuals nominated by member entities, excluding CYI.

##### **4.3.3. Science-Policy Interface Platform Focal Points (SPI Platform FPs)**

(a) They are responsible for the overall facilitation of the SPI Platform. They may be member entities or individuals nominated by member entities, including CYI.

##### **4.3.4. Children Platform Focal Point (CPFP)**

(a) The Children's Focal Point coordinates the Children's Platform. They are responsible for facilitating child participation and child-related policy within the respective working groups, and they may be member entities or individuals nominated by member entities, excluding CYI.

#### **4.3.5. IANYD Focal Point**

- (a) They are responsible for coordinating engagement in each respective IANYD working group. They may be member entities or individuals nominated by member entities, that may or may not overlap with above-mentioned mandated positions, and are responsible for coordinating engagement in each respective IANYD working group.

#### **4.3.6. Regional Caucus Coordinators (RCCs)**

- (a) They are responsible for coordinating a specific regional caucuses and its relevant activities across the UN MGCY. They must be an entity selected by RFPs of the specific caucus or peer-selected from amongst RFPs (excluding ones nominated by CYI) of the specific caucus.

#### **4.3.7. Thematic Focal Points (TFPs)**

- (a) They support the coordination of a broad or narrow substantive topic of focus, as determined by the relevant policy framework or the working group. They may be member entities or individuals nominated by member entities, including CYI.

#### **4.3.8. Regional Focal Points (RFPs)**

- (a) They are responsible for regional participation and mobilisation for the respective working groups, and may be member entities or individuals nominated by member entities, including CYI (if they can demonstrate substantial links with regional youth entities).

#### **4.3.9. Science-Policy Interface Focal Points (SPI FPs)**

- (a) They are responsible for coordinating SPI-related activities within respective working groups, and they may be member entities or individuals nominated by member entities, including CYI.

#### **4.3.10. Board Members (BMs)**

- (a) The CYI Board of Trustees is comprised of five to seven (5-7) individuals elected by the Assembly to oversee CYI and assist in key functions of the UN MGCY. The CYI Board of Trustees includes ex officio non voting slots for the OPs.

## 5. Membership Process of UN MGCY

### 5.1. Membership

- (a) Membership in the UN MGCY is facilitated through an open process facilitated by a form (attached in the Annex). Any formal and informal child-led, youth-led and child and/or youth-serving entities, as well as their members and individuals, may join.
- (b) All members of the UN MGCY must, first and foremost fulfill the following requirement:
  - (i) Agree to adhere to the Process and Procedures [*hereinafter "P&P"*] of the UN MGCY;
  - (ii) Agree with the principles of the UN Charter;
  - (iii) Agree with the values and principles of the UN MGCY as expressed in its Vision - "*the collective principles of solidarity, justice, equity, inclusion, human rights and the integrity of the planet*".
- (c) The membership is divided between the following categories:
  - (i) Any youth-led or child-led entity in agreement with the the above requirements that can sign up to the UN MGCY online or in person that is representative of the interests of children and/or youth, and has a policymaking body controlled by people 30 years old or under;
  - (ii) Any child-and/or-youth serving entity in agreement with the the above requirements that can sign up to the UN MGCY online or in person that works with children and/or youth but doesn't have a policymaking body controlled by individuals 30 years old or under\*
  - (iii) Any individual age 30 or below not formally representing any of the above mentioned categories, may engage in the UN MGCY through becoming a member UN MGCY's legal entity CYI and abide to its Rules of Procedure and Code of Conduct.
- (d) Once an eligible entity or individual (using the CYI form) fills in the form, the coordination team processes the inputs and admits them as members.
- (e) A starter kit welcoming new members to the UN MGCY is sent to their email address. This kit contains information including a general introduction, ways to engage, links to social media outlets and the website and a copy of the *Process and Procedures*.

*\*These entities that are members (not having a policymaking body controlled by people 30 years old or under) may not stand or vote in elections of the Organising Partners, Global Focal Points, or other mandated positions, apart from Children's Platform Focal Point/Coordinator.*

## 5.2. Becoming a Member

- (a) Membership in the UN MGCY is facilitated through an open process facilitated by a form (attached in the Annex). Any formal and informal child-led, youth-led and child and/or youth-serving entities, as well as their members and individuals, may join.

## 5.3. Ending Membership

- (a) Membership for youth-led or child-led entities shall be terminated in the following cases:
  - (i) The designated focal point sends in a formal written communication specifically asking for membership to be terminated; or
  - (ii) The entity no longer has a focal point registered; or
  - (iii) An entity is found to be intentionally undermining the collective positions, priorities or vision of the UN MGCY\*; or
  - (iv) An entity not fulfilling the obligations as outlined in the P&P\*.

*\* In such cases, the OPs or any other member can bring the matter to the notice of the Assembly, or any other working structure. It will be duly discussed, including through the Grievance Redressal Mechanism if needed. It will involve allocating time to the accused entity to make its case.*

- (b) Membership for an individual engaging in the UN MGCY as a CYI member shall be terminated in the following cases:
  - (i) The individual sends in a formal written communication specifically asking for membership to be terminated; or
  - (ii) The individual is not a Board member and turns 31 years old; or
  - (iii) The individual is found to be intentionally undermining the collective positions, priorities or vision of the UN MGCY\*; or
  - (iv) The individual is not fulfilling the obligations as outlined in the P&P\*
  - (v) An entity participant repeatedly violates the CYI code of conduct or the UN's code of conduct in the process in which they are involved.

*\* In such cases, the OPs or any other member can bring the matter to the notice of the assembly, or any other working structure. It will be duly discussed, including through the grievance redressal mechanism if needed. It will involve allocating time to the accused individual to make their case.*

#### **5.4. Rights of Members**

(a) All UN MGCY member entities have the right to:

- (i) Make formal inputs to and benefit from all work areas of the UN MGCY- *Policy and Advocacy, Capacity Building, Youth Action, and Knowledge;*
- (ii) Nominate themselves or other members to take part in meetings at the UN on behalf of the UN MGCY;
- (iii) Nominate entities and/or people for any mandated position (other than board members) in the UN MGCY, as per due process and subject to the conditions stipulated by the UN and the *UN MGCY Processes and Procedures;*
- (iv) Be fully informed of the work and activities of the UN MGCY in a timely manner;
- (v) Raise concerns or suggestions they have to the OPs, working structures and coordination structures, and receive a timely and appropriate response;
- (vi) Propose initiatives for the UN MGCY contributing to its collective vision and values.

(b) An individual member of CYI has the right to:

- (i) Through CYI, make formal inputs to and benefit from all work areas of the UN MGCY- *Policy and Advocacy, Capacity Building, Youth Action, and Knowledge;*
- (ii) Nominate themselves or others to take part in meetings at the UN on behalf of the UN MGCY through CYI;
- (iii) Propose themselves, or other CYI members to be nominated by CYI for mandated positions that it is allowed to nominate candidates for, as per due process and subject to the conditions stipulated by the UN and the *P&P;*
- (iv) Raise concerns or suggestions they have to the Organising Partners, working structures and coordination structures, and receive a timely and appropriate response;

- (v) Propose initiatives for the UN MGCY contributing to its collective vision and values.

## **5.5. Obligations of Members Entities**

(a) All UN MGCY member entities have the obligation to:

- (i) Be registered in one or more UN MGCY Working Groups;
- (ii) Keep the UN MGCY informed of their official/formal representative/focal points on the list;
- (iii) Uphold the Guiding Values of the UN MGCY and act in accordance with the P&P;
- (iv) Uphold and act in accordance with the vision of the UN MGCY, and the principles articulated therein;
- (v) Take part in accordance with their interests and capacity and make an effort to attend the UN MGCY's monthly Assembly calls and working group calls;
- (vi) Consult with the Organising Partners and relevant Global Focal Points prior to engaging in activities that implicate the UN MGCY;
- (vii) Follow the [UN Guide for NGOs](#) and UN MGCY Code of Conduct when on UN premises and using the UN MGCY name; and
- (viii) Only approach the UN Secretariat in the context of a UN MGCY facilitated engagement avenue after consulting with the Organising Partners or relevant Global Focal Points.

## **6. Communications**

### **6.1. Internal Communications**

(a) Secretariat

- (i) Send updates to the Assembly whenever they attend an official conference or event;
- (ii) Send monthly newsletter updates to the Assembly, DESA-DSD, IANYD, and all other UN and/or external partners;

- (iii) Coordinate the exchange of information between UN agencies and GFPs whenever they are not directly contacted by the UN via their official UN MGCY email addresses; and
- (iv) Serve a consultative function on their areas of expertise by other UN MGCY participants, especially Working Groups.

(b) Working Groups and Cross Cutting Platforms

- (i) Attend the monthly Assembly call;
- (ii) Send updates to the Assembly whenever they attend an official conference or event;
- (iii) Send monthly newsletter updates to the Assembly; and
- (iv) Consult the Secretariat whenever their specific expertise is needed.

## 6.2. External Communications

The UN MGCY is supposed to conduct active outreach and support organisations themselves to do outreach.

(a) Social Media and Press

- (i) The UN MGCY Social Media account and Press Contacts are coordinated by the Administration team and the Organising Partners. Any message that is posted should relate to agreed UN MGCY positions and statements.

(b) Contacts from outside of the UN MGCY

- (i) All contact should go to either all OPs, the relevant GFP or cross-cutting platform focal point. In the case of the latter, the OPs are cc'ed;
- (ii) No individuals should be contacted. All exchange should go through [op@childrencyouth.org](mailto:op@childrencyouth.org), the relevant GFP's, or cross-cutting Platform focal point's official UN MGCY email address

## 7. Decision Making Processes

### 7.1. Policy

- (a) The UN MGCY only takes specific policy positions where there is general consensus among its membership. Where this cannot be achieved, the UN MGCY should facilitate a dialogue and only if agreement can be reached take a policy position.



- (b) The UN MGCY deliberates via the respective mailing list of each working group or Cross-Cutting Platform. Updates from each working group are shared in the UN MGCY Assembly and any decision on policy is communicated to the Assembly. The Assembly may discuss issues on policy where it feels that there is overlap and/or conflict to ensure that there is coherence in the UN MGCY.
- (c) The process to create policy may vary from each Working Group, but must follow the following general rules:
  - (i) A request for submissions is sent out, giving adequate time for everyone to contribute.
  - (ii) A Working Group call decides on a drafting group which should be diverse in the Working Group's members.
  - (iii) The drafting group takes the submissions and any relevant previous policy and drafts the policy in an open online document (such as google docs)
  - (iv) The draft is sent around to the mailing list for comments and suggestions.
  - (v) The drafting group incorporates comments and suggestions and finalises the draft.
  - (vi) The final version is sent around for red flags. Red flags should be only used by members if they cannot live with the policy and are only valid if the members: 1) indicate what exactly they are objecting to and 2) offer alternative wording and 3) provide contact details for the drafting group to contact them.
  - (vii) The drafting group meets to resolve any red flags in consultation with the red flag raiser.
  - (viii) Any unresolved red flags mean that the particular section must be removed from a policy or statement of the UN MGCY.
  - (ix) GFPs are responsible for uploading policies to the official website of UN MGCY website under the respective process.

## **7.2. Statements**

- (a) Statements are drafted by Working Group members and those selected to speak. They must take agreed UN MGCY policy and reflect the relevant elements of that policy in any statement. Where there is no policy agreed or overall consensus of the UN MGCY then any statement must make this clear.
- (b) Statements must be written down in an open Google document and circulated in good time to the relevant Working Group and allow red flags to be raised where a statement does not follow policy. It is the Organising Partner, GFPs, or acting Organising Partners' (if neither Organising Partner or GFP is present) role to ensure that statements are coherent with the UN MGCY and that speakers stick to the statement that is agreed.

### 7.3. Selecting Speakers and Funded Slots

- (a) Interested people nominate themselves who then go through ad-hoc, peer selected elections team using GFPs relevant expertise in the process of the UN MGCY. If anyone from the ad-hoc elections team or GFPs or relevant experts nominate themselves or have someone nominated from their organisations they must step back from that decision.
- (b) Interested people should include the following information:
- (i) Formal communication by the nominating entity
    - Name of Entity
    - Work and focus area of entity
    - Website (if any)
  - (ii) Personal Information
    - Name
    - Age
    - Date of Birth
    - Country of Citizenship
    - Country of Residence
    - Address
    - Gender
    - Sex
  - (iii) Substantive Information
    - Motivation for applying
    - Brief history of engagement in the UN MGCY
    - Brief history of understanding of sustainable development
    - Details of engagement with the UN
    - Relevant experience related to position
    - Bio
    - Plans during the meeting
    - Motivation
    - Plans for follow up
  - (iv) Contact Information
    - Email Id
    - Phone Number
    - Skype Id
    - Social Media
- (c) The coordination team and the relevant working group and/or cross-cutting platform, in addition to volunteers to the process will make the selection. A person cannot join the specific selection meeting if they are the speaker or from the speaker's organisation.

- (d) Every individual who receives any funding on account of UN MGCY is obliged to write a report on the meeting they received the funding for and share it with the UN MGCY Assembly.

#### **7.4. Online**

Most decisions are made online to ensure that the wider group is involved:

- (a) All decisions that need to be made throughout the year and updates will be sent to the UN MGCY through the relevant mailing list by the Global Focal Points or Organising Partners including both the decision, as well as the timeframe;
- (b) A draft proposal will be sent to the relevant mailing list and open for comments for at least 2 weeks, if not otherwise decided. All UN MGCY participants have the opportunity to raise major concerns that they have pertaining to the decisions, with the Deputy Organising Partner;
- (c) A second draft of the proposal will be circulated taking into account the previously raised concerns, for at least one week. If none of the participants have ongoing/additional concerns, the proposal is adopted;
- (d) Shorter deadlines for a decision can be arranged based on the requirements of significant external time pressure.

#### **7.5. During relevant UN Meetings and Events**

- (a) The meeting is called by the OPs or the GFPs;
- (b) Any member of the UN MGCY may propose a point of the agenda at least 30 minutes in advance of the session;
- (c) The UN MGCY decides with consensus, using the principles as mentioned in Section 2;
- (d) Any decision that is made through consensus should be implemented by the participants of the UN MGCY in a unified manner, with all participants committed fully to the decision that was made;
- (e) In the rare situations/occasions where inclusive consultation does not result in consensus, the GFPs shall take it to a vote which requiring two-thirds majority decision. Where this cannot be reached no position or statement shall be made;
- (f) Decisions shall be made regarding activity and processes relevant to the event itself, however more strategic decisions with far-reaching consequences may be formulated at the High-Level Political Forum and shall be decided online;
- (g) If no current GFPs can be present, acting OPs are appointed for that session by the current GFPs. Organising Partners must be involved in decisions with consequences beyond the session.

## 7.6. Amending the Process and Procedures Document

The Process and Procedures Document can be amended through a deliberate process, using the following steps:

- (a) During an Assembly Call or in an email to the OPs, an issue is raised by the assembly with a particular section of the Process and Procedures Document and referred to the OPs to review the concern;
  - (b) OPs will reach out to the person raising the issue to collect their views and outline a timeline for addressing the issues;
  - (c) If it is a matter that is unaddressed within the current P&P and a change or addition is required, then the OPs can take this forward by either suggesting the change to the whole UNMGCY based on opens consultation and wider submissions or by establishing an ad-hoc task force to come up with coherent proposal of changes;
  - (d) This process, including suggestions of amendments to the whole UN MGCY should take place within 2 weeks after the call or the submission of the issue, otherwise the OPs should set a clear deadline to allow more time for discussion;
  - (e) If no consensus is reached and further discussion is needed, the issue with the proposed changes should be presented to the Assembly;
  - (f) If the issue is resolved by an Assembly call and there is no red flag, the suggestion can be adopted;
  - (g) If there is an objection to adoption at the Assembly call then it can be adopted by consensus.
-

## Annex

### Modular TORs for Non Secretariat Mandated Positions:

Global Focal Points (GFPs), Regional Focal Points (RFPs), Science Policy Interface Focal Points (SPI FPs), Children’s Focal Point (CFPs), Thematic Focal Points (TFPs)- (can be viewed in a separate link [HERE](#)):

Modular form to allow adaptation to any Working Group, as well as encompass different focal point positions (global, regional, thematic, science-policy, IANYD)

### **Background**

This document seeks to outline a modular TOR for the different mandated positions associated with the the working groups of the UN MGCY.

### **Positions**

Position	Term Period	Primary Eligibility	Focus and Scope
Global Focal Point (GFP) / Cross-Cutting Platform Coordinators	2 years	Youth-or-child led entity only (Named Lead to be 29 and below)	Global- Four areas of UN MGCY’s work
Regional Focal Point (RFP)	1 year	Youth-or-child led entity (Named Lead to be 30 and below) or individual (if able to demonstrate substantial links with regional youth entities)	Regional- Four areas of UN MGCY’s work
Thematic Focal Point (TFP)	1 year	Youth-or-child led entity (Named Lead to be 30 and below) or individual nominated by CYI	Global- Thematic Topic, Policy and Advocacy
Science-Policy Interface Focal Point (SPI FP)	1 year	Youth-or-child led entity (Named Lead to be 30 and below) or individual nominated by CYI	Global-knowledge
IANYD Working Group Focal Point (IANYD FP)	1 year	Youth-or-child led entity (Named Lead to be 30 and below)	Global- IANYD Working Group

## Scope of Work

Primary process (as named), including engagement in processes associated with the central theme of the primary process, the work of the HLPF as needed, and the relevant IANYD working group (if any).

Working Group	Primary Process/Framework	2030 Agenda Connection	Link to HLPF	Link to IANYD	Process Calendar
HLPF	HLPF	HLPF	GA Res 67/290	IANYD 2030 Agenda WG and Youth Participation WG	HLPF
2030 Agenda	Commission on Food Security	SDG 2	GA Res 67/290, Para 7 (d), GA Res 70/60	IANYD 2030 Agenda WG	CFS Meeting
	World Health Assembly (WHA)/Framework Convention on Tobacco Control/NCD Global Action Plan	SDG 3	GA Res 67/290, Para 7 (d), GA Res 70/60	IANYD WG on Health	WHA
	Commission on the Status of Women (CSW)	SDG 5	GA Res 67/290, Para 7 (d), GA Res 70/60	IANYD WG on Gender	CSW
	World Water Forum	SDG 6	GA Res 67/290, Para 7 (d), GA Res 70/60		
	SE4 All	SDG 7	GA Res 67/290, Para 7 (d), GA Res 70/60		
	ILO International Labour Conference	SDG 8	GA Res 67/290, Para 7 (d), GA Res 70/60	IANYD WG on Youth Employment	ILO International Labour Conference
Disaster Risk Reduction (DRR)	Sendai Framework for Disaster Risk Reduction (SFDRR)	SDG 9	GA Res 69/283, Para 49	IANYD Youth in DRR WG	GPDRR
Habitat 3	New Urban Agenda	SDG 11	GA Res 71/256,		WUF/Habitat GC

			Para 164 GA Res 70/60		
UNEA	10 Year Frameworks of Program for Sustainable Consumption and Production (10YFP for SCP) // United Nations Environment Assembly (UNEA)	SDG 12	GA Res 66/288, Para 88, 224 GA Res 67/290 Para 7(d), GA Res 70/60		UNEA
Climate Change	United Nations Framework Convention for Climate Change (UNFCCC)	SDG 13	GA Res 67/290 Para 7(d), GA Res 70/60		UNFCCC COP
Oceans	The United Nations Conference to Support the Implementation of Sustainable Development Goal 14 (The Ocean Conference)	SDG 14	GA Res 67/290 Para 7(d), GA Res 70/60		HLPF
Forests	United Nations Forum on Forests (UNFF)	SDG 15	Agenda 21, GA Res 66/288, GA Res 67/290 Para 7(d), GA Res 70/60		UNFF COP
Desertification	Convention to Combat Desertification (CCD)	SDG 15	Agenda 21, GA Res 66/288, GA Res 67/290 Para 7(d), GA Res 70/60		CCD COP
Biodiversity	Convention on Biological Diversity (CBD)	SDG 15	Agenda 21, GA Res 67/290 Para 7(d), GA Res 70/60		CBD COP
	SC Res 2250	SDG 16		IANYD WG on Youth in Peacebuilding	HLPF
SIDS	SIDSs Accelerated Modalities for Action		GA Res 66/288, GA Res 67/290		HLPF

	(S.A.M.O.A. Pathway) and Small Island Developing States (SIDS)		Para 7(d),		
Humanitarian Affairs (HA)	ECOSOC Humanitarian Affairs Segment (HAS)		GA Res 67/290 Para 7(c),(d),	Compact on Youth in Humanitarian Action	ECOSOC HAS
Migration	Global Compact for Migration (GCM) / Global for Refugees	SDG 10 Target 10.7	Pending (as of 14th August 2017) GA Res 67/290 Para 7(c),(d),		PGA Workplan
Financing for Development (FfD)/Means of Implementation (MOI)	Financing for Development (FfD) and FfD Follow-Up Forum	SDG 17 and MOI	GA Res 67/290 Para 7(c),(d), GA Res 69/313, Para 132 GA Res 70/1,		FfD Follow up Forum
	Technology Facilitation Mechanism (to be coordinated jointly with the Science-Policy Interface Platform)	SDG 17 and MOI	GA Res 69/313 Para 123  GA Res 70/1 Para 70		
	United Nations Conference on Trade and Development (UNCTAD) // Commission on Science and Technology for Development (CSTD) (to be coordinated jointly with the Science-Policy Interface Platform)	SDG 17 and MOI	GA Res 67/290 Para 7(c),(d),		



## **Term Period and Calendar**

### **Term Period:**

See above. Listed in the table.

**Calendar:** Staggered election as per respective process cycle, with handover by HLPF and August planning meeting.

## **Primary Eligibility**

See above

## **Roles and Tasks**

Focal Points are mandated to facilitate and coordinate the collective engagement, participation and activities of the UN MGCY in its scope of work as it relates to their primary and associated processes and avenues of engagement.

## **Areas of Work**

The areas of the UN MGCY's work are *Policy & Advocacy, Capacity Building, Youth Action, and Knowledge (assessment, generation, and use)*.

### **Policy & Advocacy**

- Facilitate the collective and meaningful participation of young people in official and formal avenues [of the primary process and 2030 Agenda related avenue where relevant] of policy design, implementation, monitoring, follow-up, and review at all levels. These include, but are not limited to, intergovernmental deliberations - negotiations, reviews and reporting, substantive deliberations, briefings, special fora, UN reports, and UN system wide policy;
- Advise entities in the UN system's engagement and thematic architecture across the scope of their activities on policy and substantive matters related to youth priorities and processes of meaningful engagement;
- Facilitate the participation of young people in existing stakeholder structures, partnerships, platforms, and mechanisms in the UN system and build interlinkages among key stakeholders active in the work of relevant processes.

## Capacity Building

The UN MGCY seeks to:

- Facilitate capacity building processes and activities for young people aimed at enhancing understanding, knowledge and skills in relation to sustainable development, meaningful engagement, the UN system and its various technical and political processes and organs.

## Knowledge

The UN MGCY seeks to:

- Provide young people a platform for dialogue to create an evidence base for best practices in implementation, monitoring, follow-up, and review of sustainable development frameworks and affiliated processes. This includes the assessment of existing knowledge, generating new knowledge, identification of emerging issues, and effective use of knowledge to inform policy processes. It should include inputs from various knowledge streams - formal, informal, traditional, and indigenous.

## Youth Action

The UN MGCY seeks to:

- Provide young people with a platform that encourages them to lead, join, showcase, and share innovative and effective actions aimed at addressing the needs of people and planet. UN MGCY's vision.
- Use youth-led initiatives to identify best practices, map sample activities across thematic and regional contexts, and exemplify how youth actions contribute to the implementation, follow-up and review of targets, indicators, and deliverables across various sustainable development frameworks.

## Specifics

As mentioned above the focal points have the task of facilitating the activities of the UN MGCY associated with and in relation to [the primary process], as well as the [avenues/processes associated with primary process] when relevant, by for example, but not limited to:

## Global Focal Points / Cross Cutting Platform Coordinator

### Tasks

- Facilitate developing a work plan for the WG (or cross-cutting platform) in line with “Policy Design, Implementation, Monitoring and Accountability” framework along the four areas of work;

- Act as the primary liaison between the UN MGCY, other relevant youth and non youth stakeholders, and the relevant UN entities (the ones responsible for facilitating engagement in the respective processes) with Organising Partners (OPs) in copy;
- Facilitating the preparation of formal inputs (statements, papers, reports, etc) related to their respective process and engagement avenues in coordination with the working group coordination team, the working group, the UN MGCY coordination team and the assembly, and where appropriate, with other stakeholders, as per the process and procedures document;
- Resolve any issues with redflags and prevent an input from being submitted or read if it is red-flagged and no agreement can be found;
- Informing the UN MGCY regularly of upcoming opportunities, developments, and progress of work, as well as reporting back on organised events and actions through the official mailing list and the official social media platforms;
- Coordinating regular and timely WG (or cross-cutting platform) calls;
- Coordinating external communications and promotion for the specific WG (or cross-cutting platform);
- Attending monthly Assembly calls on behalf of the WG (or cross-cutting platform) or sending an internally determined alternative representative;
- Uploading documents such as statements and policies to the website and internal library;
- Ensuring reflection and regular evaluation of activities;
- Other tasks as delegated by the WG (or cross-cutting platform), or tasks undertaken in relation to the above tasks.

*If a focal point wishes to add more details to these minimum requirements concerning their activities, they may do so on consultation with the specific working groups and OPs. The tasks however cannot override the existing mandates of the OPs and other GFPs.*

### Criteria of Applicants

*In addition to the criteria elaborated in the table above, the candidates must meet the following criteria:*

- Be an active member entity of the UN MGCY or an active CYI member where CYI is the nominating entity.
- Must be able to commit to the roles and responsibilities of the respective Focal Point positions as outlined above.

## Governance and Oversight

- Are in their work being overseen by the Organising Partners, who step in if the functioning of the Working Group is impaired. In such a case their first action would be to remind the GFPs or other FPs of their role and responsibilities. If the functioning of the Working Group is not restored, Organising Partners can then temporarily take over the steering of a Working Group and, as a last step, call for elections of new Focal Points.
- Contributing to a monthly newsletter and update to the Assembly, the coordination team and the IANYD;
- Report on the implementation of the work plan
- Adhering to the UN MGCY's *Processes and Procedures*;

## **Regional Focal Points**

### Tasks

- Facilitate developing a work plan for the region of the WG in line with "*Policy Design, Implementation, Monitoring and Accountability*" framework along the four areas of work;
- Facilitating the participation and preparation of formal inputs (statements, papers, reports, etc) related to the regional elements of their respective process and engagement avenues in coordination with the working group coordination team, the working group, the UN MGCY coordination team and the assembly, and where appropriate, with other stakeholders, as per the process and procedures document;
- Conduct outreach with relevant children and youth entities in the region, with the help of the regional caucus and according to the outreach strategy, to inform them of the engagement, and invite them to join in and share relevant materials;
- Coordinate regular and timely regional WG calls;
- Attend the monthly WG call, provide updates on activities taking place in the region, and promote engagement opportunities for the members to take part in;

### Criteria of Applicants

*In addition to the criteria elaborated in the table above, the candidates must meet the following criteria*

- Be an active member entity of the UN MGCY or an active CYI member where CYI is the nominating entity.
- Must be able to commit to the roles and responsibilities of the respective Focal Point positions as outlined above.

- If nominated by CYI, the person cannot be holding another mandated position. A member entity can however hold multiple focal point positions.

### Governance and Oversight

- Are in their work being overseen by the Global Focal Points, who step in if the functioning of the RFPs is impaired. In such a case their first action would be to remind the RFPs of their role and responsibilities. If the mandate and responsibilities of the RFP are not observed and executed properly, GFPs can then temporarily take over the communication and role of RFPs and, as a last step, call for selection of new Focal Points.
- Contributing to a monthly newsletter and update to the WG and GFPs on the regional activities
- Report on the implementation of the work plan
- Adhering to the UN MGCY's *Processes and Procedures*;

### **Thematic Focal Points**

### Tasks

- Facilitate the thematic discussion on the particular topics assigned to the TFP within the WG
- Contribute to the capacity building of the WG around the themes
- Contribute to the knowledge stream
- Attend the monthly WG call, provide updates on activities taking place around the topic, and promote engagement opportunities for the members to take part in;
- Contact all relevant children and youth organizations and networks in the region, with the help of the regional team and according to the outreach strategy, to inform them of the engagement, and invite them to join in and share relevant materials.

### Criteria of Applicants

*In addition to the criteria elaborated in the table above, the candidates must meet the following criteria*

- Be an active member entity of the UN MGCY or an active CYI member where CYI is the nominating entity.
- Must be able to commit to the roles and responsibilities of the respective Focal Point positions as outlined above.

- If nominated by CYI, the person cannot be holding another mandated position. A member entity can however hold multiple focal point positions.

### Governance and Oversight

- Are in their work being overseen by the Global Focal Points and their, if there is, respective cross-cutting platform coordinator, who step in if the functioning of the TFPs is impaired. In such a case their first action would be to remind the TFPs of their role and responsibilities. If the mandate and responsibilities of the TFP are not observed and executed properly, GFPs can then temporarily take over the communication and role of TFPs and, as a last step, call for selection of new Focal Points.
- Contributing to a monthly newsletter and update to the WG and GFPs on the regional activities.
- Report on the implementation of the work plan.
- Adhering to the UN MGCY's *Processes and Procedures*.

### **Science Policy Interface Focal Points**

#### Tasks

- Facilitate the knowledge discussion on the particular topics assigned to the SPI FP within the WG, as per needs expressed by the GFP;
- Contribute to the capacity building of the WG around the themes of the process and specific to science-policy (e.g. science communication);
- Contribute to the knowledge stream of respective WGs, as well as on topics generally related to science, technology, innovation, engineering, and data for sustainable development;
- Attend the monthly Science-Policy Interface Platform call, provide updates on activities taking place around the topic, and promote engagement opportunities for the members to take part in;
- Contact relevant children and youth organizations and networks, with the help of the other focal points within each respective WG and according to the outreach strategy, to inform them of the engagement, and invite them to join in and share relevant materials;

#### Criteria of Applicants

*In addition to the criteria elaborated in the table above, the candidates must meet the following criteria*

- Be an active member entity of the UN MGCY or an active CYI member where CYI is the nominating entity.
- Must be able to commit to the roles and responsibilities of the respective Focal Point positions as outlined above.
- If nominated by CYI, the person cannot be holding another mandated position. A member entity can however hold multiple focal point positions.

### Governance and Oversight

- Are in their work being overseen by the Global Focal Points and their, if there is, respective cross-cutting platform coordinator, who steps in if the functioning of the SPI FPs is impaired. In such a case their first action would be to remind the SPI FP of their role and responsibilities. If the mandate and responsibilities of the SPI FP are not observed and executed properly, GFPs or the cross-cutting platform coordinator can then temporarily take over the communication and role of SPI FP and, as a last step, call for selection of new Focal Points.
- Contributing to a monthly newsletter and update to the WG,GFPs, and SPI Platform Focal Point on activities
- Report on the implementation of the work plan
- Adhering to the UN MGCY's *Processes and Procedures*;

### **TORs for Secretariat:**

TORs Organising Partners and Administrative Coordinator can be seen on separate link [HERE](#)

### **Organising Partner**

#### **Position**

Organising Partner

#### **Scope of Work**

- The OP Team will consist of the following positions;;
  - Policy and Process Coordinator;
  - DESA/DSD Focal Point and HLPF Coordinator;
  - IANYD Coordinator.
- These portfolios may be carried out by a team of three different individuals responsible for each, or collectively by all.

#### **Term Period and Calendar**

**Term Period:** Two (2) years

## **Primary Eligibility**

The ideal candidate must have the following attributes:

- Been actively engaged in the UN MGCY for at least 2 years;
- Must have held previous mandated positions in the UN MGCY;
- Extensive experience in an advocacy-focused, membership based, youth-led or youth-serving organisation;
- Experience in and understanding of the UN system, including working with Member States and UN entities;
- Experience in substantive and rights-based youth engagement with the UN in decision-making avenues;
- Experience and understanding of global sustainable development and other policy issues;
- Is familiar with substantive policy matters and associated political contents;
- Able to appreciate and work with people from diverse backgrounds, identities, ideologies, viewpoints and nationalities;
- Able to step outside of themselves and understand that they are an Organising Partner, an interlocutor, and facilitator (and not a representative) of global youth;
- Has proven advocacy experience;
- Has experience with volunteer coordination;
- Have detailed knowledge of IANYD and DESA/DSD;
- Is fluent in spoken and written English;
- Has experience in administrative work and management;
- Is nominated by a member entity or working structure;
- Is under 29 years old at time of application.

## **Compensation**

- Organising Partners, at present are not compensated by the UN MGCY or the CYI;
- They may derive funding through mechanisms like a paid fellowship through a graduate program, a paid internship; a specific scholarship or any other means if it is from a not for profit entity in line with UN MGCY's vision. In such a situation, this arrangement needs to be disclosed during the time of application, and the individual has to declare that the terms of funding do not pose influence in their work as an OP.

## **Roles and Tasks**

This position entails the following tasks:

### **Policy Coherence**

- Ensuring consistency and coherence among policy documents and advocacy priorities;
- Ensuring coherence across the substantive/thematic matters and political positions of the UN MGCY across its Working Groups and activities.



### **Liaison with IANYD**

- Provide regular monthly updates to the IANYD on the activities of the UN MGCY;
- Coordinate the participation of the UN MGCY in IANYD general coordination and its respective working group;
- Liaise with the co Chairs of the IANYD (both rotating and permanent- DESA-DSPD);
- Coordinate the participation of the UN MGCY in the ECOSOC Youth Forum.

### **Liaison with DESA-DSD**

- Represent the UN MGCY, its interests and priorities in the MGoS HLPF Coordination Mechanism and its Steering Group;
- Compile and coordinate UN MGCY's DESA-DSD Governance Reports;
- Facilitate, in coordination with the UN MGCY Coordination Team, the participation of the UN MGCY in the High-Level Political Forum.

### **General Facilitation- *Collective Work for the entire team***

- Organise the Assembly calls for the UN MGCY;
- Ensure Working Groups are functioning as per required tasks;
- Take active steps to support Working Groups that are struggling to fulfill the *Processes and Procedures* document;
- Take active steps to ensure that Global Focal Points and the Administrative Team are fulfilling their tasks;
- Facilitate UN MGCY activities to maximise presence and participation at UN processes;
- Ensure a record of contributions are kept (lobby points, statements etc);
- Ensure reflection on and regular evaluation of activities;
- Delegate specific tasks to members;
- Coordinate, finalise and submit UN MGCY's Paragraph 89 reports to UN DESA-DSD.

### **General Governance**

- Ensure the UN MGCY follows the *Processes and Procedures* document;
- Ensure the provision of guidance for working structures;
- Add or close Working Groups in coordination with the Assembly as needed;
- Determine the allocation of any funding made available as appropriate, in line with the UN MGCY's Guiding Values;
- Coordinate and facilitate the continuation and hand-over of the Organising Partner positions.

### **Outreach**

- Outreach to potential and current members;
- Promote effective youth preparation and participation in UN processes;
- Provide regular updates of Organising Partner and UN MGCY activities to members
- Actively seek resources to enable a more balanced participation, especially concerning young people with fewer opportunities
- Disseminate relevant data and information to UN MGCY members in a timely manner.

### **Coordination with the UN**

- Uphold the Code of Conduct, as stipulated by the UN.

## **Oversight of Organising Partners**

- The Organising Partners are overseen by the CYI Board of Trustees. They are accountable to the Assembly and to the CYI Board of Trustees;
- The Organising Partners conduct regular meetings that are led by an agenda and minutes are recorded and made available to all UN MGCY members. Effort must be made to ensure that all Organising Partners have suitable communication mechanisms for the meetings.

## **Application Process**

An application must be submitted to the current Organising Partners either by the individual or the eligible nominating entity, and should include the following components:

- Formal communication by the nominating entity
  - Name of Entity
  - Work and focus area of entity
  - Website (if any)
- Personal Information
  - Name
  - Age
  - Date of Birth
  - Country of Citizenship
  - Country of Residence
  - Address
  - Gender
  - Sex
- Substantive Information
  - Motivation for applying
  - Brief history of engagement in the UN MGCY
  - Brief history of understanding of sustainable development
  - Details of engagement with the UN
  - Relevant experience related to position
  - Bio
- Contact Information
  - Email Id
  - Phone Number
  - Skype Id
  - Social Media
- Two reference letters
- Description of the nominating entity's governance
- Website link and constitution of the nominating entity
- Names and details of the nominated lead person, including scan of passport bio page / government issued ID that shows date of birth
- Details of any funding being received for the role

## **Selection Committee**

- The OPs will be recruited through an open recruitment process led by the CYI Board of Trustees and the UN MGCY Coordination Team;
- The applications will be reviewed by the CYI Board of Trustees and the UN MGCY Coordination Team (excluding applicants that may be included in either of these);
- The group may decide to interview shortlisted candidates;
- Final decision will be taken collectively through consensus;
- The OPs will be ratified by the UN MGCY Assembly;
- If an eligible candidate cannot be found, then the call will be extended.

## **Resignation or Termination**

- The term of an OP can end before its mandated time of two years if:
  - The OP either resigns;
  - Is asked to leave by a decision of the CYI board of trustees. In such a scenario the CYI board of trustees will have to make a comprehensive case for for the removal, and give the individual the right to respond.

## **Mid Term Selection**

- If more than 9 months of the resigning Organising Partner's term remains, the coordination team, the CYI board of trustees and the secretariat and additional volunteers will run a by-election process (with the same procedures as the Organising Partner selection process) to replace him/her. If less than 9 months remain, the Organising Partner position will remain vacant until the next election process.

## **UN DESA-DSD Requirements**

The United Nations Department of Economic and Social Affairs' minimum eligibility requirements are:

- Expert knowledge and understanding of the Commission on Sustainable Development and/or its successor arrangements, major United Nations conferences, summits and related intergovernmental decision-making processes, and the work of the United Nations in general;
- Particular expertise in performing work related to themes of sustainable development under discussion;
- Demonstration of competent collaboration within major groups stakeholder networks, and preferably also with the United Nations and its Member States, as evidenced by range of contacts and references by peers and colleagues;
- Demonstration of legal, transparent and representative governance structure with appropriate accountability to participants on policies, decisions, and actions taken through voting or other democratic decision-making processes;
- Membership and outreach must have international scope;
- Minimum commitment to remain engaged for two years, or as determined by the modalities of the High-Level Political Forum;
- Possession of the organisational means and time to perform the required tasks and responsibilities, without monetary compensation;
- Assurance of participation in sustainable development meetings in New York throughout the policy cycle, or as determined by the modalities of the High-Level Political Forum;

- Recognition that usually several co-organising partner entities working in conjunction are needed to achieve adequate representation from all regions and constituents;
- Holding consultative status with the United Nations Economic and Social Council, or specially accredited to a major United Nations conference or summit on sustainable development;
- If an organisation is not already accredited but is otherwise qualified, the UN MGCY will assist in accrediting the organisation after the organisation submits an Organising Partner application.

## **Administrative Coordinator**

### **Position**

Administrative Coordinator

### **Scope of Work**

Coordinate the administrative work of the Secretariat of the UN MGCY and oversee a team of young people in the administrative team to assist in this task.

### **Term Period and Calendar**

**Term Period:** Two (2) years

### **Primary Eligibility**

The ideal candidate must have the following attributes:

- Is familiar with youth organisations, platforms, and mechanisms;
- Has experience with volunteer coordination;
- Is familiar with administrative work and management;
- Has experience with database management;
- Has experience with communications;
- Has experience with accounting for non-profits;
- Has experience with funding for youth-led organisations and platforms;
- Has knowledge of issues related non-profits based in the UK;
- Has experience organising workshops and capacity building sessions for young people;
- Has experience creating pamphlets and other materials relevant for training and capacity building around advocacy and other matters;
- Is fluent in spoken and written English;
- Is able to deal with a wide variety of cultures and peoples;
- Is preferably under 30, but can be older.

The candidate could also perform this position as part of:

- A paid fellowship through a graduate program;
- A paid internship.

## **Roles and Tasks**

This position entails the following tasks:

- Managing the schedule of UN meetings and the work calendar for the Secretariat and the working groups;
- Coordinating the administrative work of the UN MGCY Secretariat;
- Managing the membership database;
- Managing the communications team;
- Producing newsletters with input from the different working structures;
- Managing the website;
- Scheduling and keeping record of regular Assembly calls;
- Scheduling and minuting CYI board calls;
- Scheduling and coordinating information regarding other calls;
- Coordinating fundraising efforts for the UN MGCY;
- Maintaining financial records of the UN MGCY and writing financial reports;
- Writing grants for the UN MGCY;
- Managing the funds of the UN MGCY;
- Coordinating and organising trainings, capacity building sessions, and youth blasts for the UN MGCY in partnership with the relevant focal points;
- Producing materials related to advocacy and processes in which the UN MGCY is active;
- Coordinating a pool of trainers that can assist with work around trainings and capacity building sessions;
- Managing partnerships for trainings, capacity buildings and youth blasts;
- Forming a team of young people to assist with this work and made up of the following positions, including additional ones that the secretariat may deem appropriate :
  - Communications Officer;
  - Finance Officer;
  - Training and Capacity Building Officer.

*These young people will report to the Administrative Coordinator in executing their tasks.*

## **Compensation**

- At present the *administrative coordinator* is not compensated by the UN MGCY or the CYI;
- Based on funding available, the CYI board may decide to compensate the *administrative coordinator*
- The person may derive funding through mechanisms like a paid fellowship through a graduate program, a paid internship; a specific scholarship or any other means if it is from a not for profit entity in line with UN MGCY's vision. In such a situation, this arrangement needs to be disclosed during the time of application, and the individual has to declare that the terms of funding do not pose influence in their work as an OP.

## **Oversight of Administrative Team**

- Is overseen by the Organising Partners and the board. It also directly reports to the coordination team for tasks related with the functioning of the respective working and coordination structures.
- If the functioning of the administrative team is impaired, the OPs are obliged to remind the administrative coordinator of the team's role and responsibilities. If the functioning is not restored, Organising Partners can then temporarily take over and, as a last step, call for a new selection process.

## **Application Process**

An application must be submitted to the CYI board and the OPS either by the individual or a member entity, and should include the following components:

- Formal communication by the nominating entity (if any)
  - Name of Entity
  - Work and focus area of entity
  - Website (if any)
- Personal Information
  - Name
  - Age
  - Date of Birth
  - Country of Citizenship
  - Country of Residence
  - Address
  - Gender
  - Sex
- Substantive Information
  - Motivation for applying
  - Brief history of engagement in the UN MGCY
  - Brief history of understanding of sustainable development
  - Details of engagement with the UN
  - Details of engagement with youth led entities
  - Relevant experience related to position
  - Bio
- Contact Information
  - Email Id
  - Phone Number
  - Skype Id
  - Social Media
- Two reference letters (at least should have a UN MGCY affiliation)
- Description of the nominating entity's governance
- Website link and constitution of the nominating entity
- Names and details of the nominated lead person, including scan of passport bio page / government issued ID that shows date of birth
- Details of any funding being received for the role

## **Selection Committee**

- The administrative coordinator will be recruited through an open recruitment process led by the CYI Board of Trustees and the UN MGCY Coordination Team;
- The applications will be reviewed by the CYI Board of Trustees and the UN MGCY Coordination Team (excluding applicants that may be included in either of these);
- The group may decide to interview shortlisted candidates;
- Final decision will be taken collectively through consensus;
- If an eligible candidate cannot be found, then the call will be extended.

## **Resignation or Termination**

- The term of an administrative officer can end before its mandated time of two years if:
  - The administrative coordinator resigns;
  - Is asked to leave by a decision of the CYI board of trustees and the UN MGCY coordination team. In such a scenario they will have to make a comprehensive case for the removal, and give the individual the right to respond.

## **Mid Term Selection**

- The coordination team, the CYI board of trustees and additional volunteers will run a by-selection based on the same process.
- 

## **Tasks of the Annual Assembly**

### Strategic Planning

- Deliberate on, create and ratify annual internal and external work calendars and strategies for the respective working groups and the the UN MGCY as a whole
- Develop action plans to execute the internal and external work calendars to effective and meaningful participation for children and youth in policy implementation in formal UN processes.
- Determine annual budget requirements and plan a fundraising strategy for the UN MGCY.

### Review

- Propose, review and ratify changes to the *Process and Procedures* document, including working and coordination structures.
- Review the position papers, statements and formal inputs to create greater coherence and common understanding between the thematic work in respective processes among the constituency.
- Exchange views on the current challenges, emerging issues and future strategies;

### Reporting

- Presentation of annual report of external representative work by External Working Groups.

- Presentation of reports of work on internal activities
- Presentation of year long activities by OP team in line with mandates tasks
- Presentation of Finances and other legal matters by the Board.

#### Elections

- Conduct the staggered election of the Board of Children and Youth International (legal entity of the UN MGCY)
- Presenting of candidature for pending and open positions for , OPs, RFPs, Focal Points and facilitators.
- Provide an in person avenue for voting in addition to the online platform

#### Team Building

- Provide the time to build the trust and relationship by conducting certain trainings and activities
- Set the personal goals and targets in collective manner

### **Membership Form for Youth Led and Child Led Entities**

#### Youth Led and Child Led Entity Membership

##### Section 1- Background on Entity

1) Name of Entity

2) Type of Entity

- a) Youth-led *[(Is your policy-making body controlled by young people 30 years old or under?)*
- b) Child-led *[(Is your policy-making body controlled by young people 18 years old or under?)*
- c) Youth-serving
- d) Child-serving

3) Do you identify as a formally registered or informal entity

- a) Formally Incorporated
- b) Informal Group

4) What Best Describes Your Entity [can pick more than one]

- a) Federation
- b) Union
- c) Organization
- d) Platform
- e) Association
- f) Council
- g) Network



- h) Campus Based Group
  - i) Movement
  - j) Mechanism
  - k) Structure
  - l) Party Political
  - m) other entity
- 5) Website, if any
- 6) Twitter Handle, if any
- 7) Facebook Page, if any
- 8) Any other Social Media link
- 9) Is your entity a public interest/not for profit organisation?
- 10) Does your entity believe in values and principles outlined in the United Nations Charter? ([LINK](#))
- 11) Does your entity agree to uphold the Processes and Procedures of the UN MGCY? ([LINK](#))
- 12) What is the Scale of Your Entity's Work Outside of UN MGCY
- a) Local
  - b) National
    - i) Which Country
  - c) Regional [can pick more than one]
    - i) South and Central Asia
    - ii) East and Southeast Asia
    - iii) Middle East and Africa
    - iv) East and Southern Africa
    - v) West and Central Africa
    - vi) Latin America and Caribbean
    - vii) Western Europe and North America
    - viii) Pacific
    - ix) SIDS
  - d) International
    - i) How Many Countries do you work in?
    - ii) Feel Free to List them
  - e) What is the Combined Membership of your Entity?
- 13) Brief Description of Your Activities Related to UN MGCY and/or UN Processes

14) In which Process(es) do you want to engage?

- a) Intergovernmental Processes
  - i) High Level Political Forum (HLPF)
  - ii) 2030 Agenda
  - iii) Sendai Framework for Disaster Risk Reduction 2015-2030 (SFDRR)
  - iv) New Urban Agenda (NUA)
  - v) Sustainable Consumption and Production (SCP)
  - vi) United Nations Framework Convention for Climate Change (UNFCCC)
  - vii) Oceans
  - viii) United Nations Forum on Forests (UNFF)
  - ix) Convention to Combat Desertification (CCD)
  - x) Convention on Biological Diversity (CBD)
  - xi) United Nations Environment Assembly (UNEA);
  - xii) SIDSs Accelerated Modalities for Action (S.A.M.O.A. Pathway)
  - xiii) Financing for Development (FfD)
  - xiv) ECOSOC Humanitarian Affairs Segment (HAS);
  - xv) Global Compact for Migration (GCM);
  - xvi) United Nations Conference on Trade and Development (UNCTAD);
  - xvii) Commission on Science and Technology for Development (CSTD).
  
- b) Policy and Multi Stakeholder Process
  - i) World Humanitarian Summit (WHS) - Compact for Youth in Humanitarian Action;
  - ii) Technology Facilitation Mechanism (TFM);
  - iii) Global Alliance for Urban Crises;
  - iv) Internet Governance Forum; and
  - v) Global Sustainable Development Report (GSDR).
  
- c) Youth Policy

15) What is Your Entity's Thematic Area of Work

- a) SDG 1: End poverty in all its forms everywhere
- b) SDG 2: End hunger, achieve food security and improved nutrition and promote sustainable agriculture
- c) SDG 3: Ensure healthy lives and promote well-being for all at all ages
- d) SDG 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all
- e) SDG 5: Achieve gender equality and empower all women and girls

- f) SDG 6: Ensure availability and sustainable management of water and sanitation for all
- g) SDG 7: Ensure access to affordable, reliable, sustainable and modern energy for all
- h) SDG 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
- i) SDG 9: Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation
- j) SDG 10: Reduce inequality within and among countries
- k) SDG 11: Make cities and human settlements inclusive, safe, resilient and sustainable
- l) SDG 12: Ensure sustainable consumption and production patterns
- m) SDG 13: Take urgent action to combat climate change and its impacts
- n) SDG 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development
- o) SDG 15: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss
- p) SDG 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
- q) SDG 17: Strengthen the means of implementation and revitalize the global partnership for sustainable development
- r) Financing for Development
- s) Science-Policy, Technology, & Engineering
- t) Disaster Risk Reduction
- u) Sustainable Urban Development
- v) Small Island Developing States
- w) Humanitarian Affairs
- x) Human Rights
- y) Migration
- z) Youth policy
- aa) Minorities (ethnic, racial, religious, sexual, etc.)
- bb) Engineering and infrastructure
- cc) Economics and social sciences
- dd) Humanities and literature
- ee) Art, including performance art
- ff) Natural sciences
- gg) Entrepreneurship and innovation
- hh) Law
- ii) Sexual orientation, gender identity and expression (SOGIE)
- jj) Sexual and reproductive health and rights (SRHR)
- kk) Data and statistic
- ll) Chemicals and waste
- mm) Trade
- nn) Governance
- oo) Peace, peacebuilding, conflict prevention

- pp) Unpaid care work / Redistribution
- qq) Macroeconomics / Beyond GDP
- rr) Other

## Section 2- Focal Point in the Entity

- 16) Primary Focal Point (First Name, Last Name)
- 17) Position
- 18) Email
- 19) Phone Number
- 20) Skype Contact
- 21) Country of Residence
- 22) Country of Citizenship
- 23) Date of Birth

## Section 3- Others in Entity

(separate google form link - one submission per person per form )

- 1) Name of Entity (as defined above)
  - 2) First Name, Last Name
  - 3) Email
  - 4) Phone Number
  - 5) Skype Contact
  - 6) Country of Residence
  - 7) Country of Citizenship
  - 8) Date of Birth
-



UN Major Group for  
**Children and Youth**  
the space for children and youth in the United Nations