RYC WORKSHOP ANNEXES

ANNEX 1

Draft

Roles and Responsibilities of Regional Youth Caucus (RYC) members, Commonwealth Youth Programme and Commonwealth member Governments.

ROLE OF REGIONAL YOUTH CAUCUS MEMBER

1. Advocate, promote and disseminate information on Commonwealth Secretariats' Programme of Action for Youth Empowerment (PAYE) agenda to young people.
2. Promote and disseminate information on Programme of Action for Youth Empowerment (PAYE) agenda to member Government and other key stakeholders
3. Resource to young people, member government and other key stakeholders in contribution to youth development
4. In liaison with member Government develop a calendar of planned activities to contribute to national youth development
5. Report quarterly on the programmes, activities, obstacles facing youth development in your country in regard to implementation of planned activities.
6. Provide regional chairs with information about youth focused organisations thereby assist build CYP youth networks.
7. Enhance knowledge base of CYP on youth issues through participating in capacity building programmes and other initiatives.

ROLE OF COMMONWEALTH YOUTH PROGRAMME

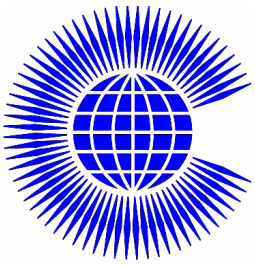
1. Communicate the roles and functions of the RYC to member Governments
2. Lobby member Governments to provide support to RYC activities
3. Contribute to resources to support implementation of RYC Planned activities
4. Contribute to capacity building opportunities through training, internships and election observer missions to enhance RYC personal growth and youth development

ROLE OF MEMBER GOVERNEMENT

1. Provide guidance in the development of RYC planned activities
2. In liaison with RYC identify priority areas of action and resources to support implementation of planned activity(ies)
3. Provide capacity building opportunities through training, mentoring to enhance RYC personal growth and youth development
4. Identify and utilize resource in RYC to contribute to national youth development
5. Provide basic tools of work to facilitate RYC's implementation of planned activities

ANNEX 2

Draft



Guiding Principles

Commonwealth Youth Programme Regional Centre for Africa Regional Youth Caucus (RYC) Chat Group

1.0 Preamble

Following the meeting of Commonwealth Youth Affairs Council (CYAC) in Harare, 1990, Commonwealth countries agreed that young people should be centrally involved in the consultative management processes of CYP. This pioneering approach was adopted to ensure the empowerment and participation of young men and women in decision-making at all levels.

To further enhance young peoples' interaction and access to knowledge and information on matters related to youth and national development, therefore empowering them to determine their destiny; spaces have been provided for exchange of ideas and sharing of good practice. One last such opportunity is through the RYC chat room initiative. The desired intention is a trickle down effect to benefit not only youths directly involved with various CYP structures, but also to stimulate other young men and women in the respective Commonwealth member countries.

It is important that all Chat group members/users share the same vision and are guided by the same principles in order to maximize on the benefits of the objective of the RYC chat room. Consideration should be given to the following:

2.0 Membership

2.1 All serving Regional Youth Caucus (RYC) representatives in the Commonwealth Africa region are automatic members of the chat group.

2.2 The Programme Manager with lead responsibility for Youth Participation and CYP intern responsible for the RYC initiative shall be a member. However, Programme staff at the Commonwealth Youth Programme Regional Centre for Africa have access to membership on voluntary basis.

2.3 Any other individual or group seeking to register as a member on the chat group shall be granted/denied permission at the discretion of the chat group administrator, following due consultations with the RYC members.

2.4 On expiry of any member's term of office, membership to the chat group automatically ceases.

3.0 Administration

The chat group shall have an **administrator** based at the Commonwealth Youth Programme Regional Centre for Africa. The administrator shall be responsible for:

3.1 The setup and maintenance of the chat group.

3.2 Adding/removing group members.

3.3 Screening all messages before they are sent to the group and ensuring that all group members adhere to laid down rules of conduct of discussion[1].

3.4 Providing constant feedback to members of the group in order to raise their awareness and promote high quality of contributions.

3.5 Assigning of moderator rights to selected group members.

4.0 Moderation

The chat group shall have a **moderator** who shall:

4.1 Facilitate discussions in the chat room.

4.2 Coordinate any follow up action on discussions and queries directed to CYP RCA.

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[1] Whereas the chat room shall provide an opportunity for RYC representatives to interact with CYP RCA staff, it shall **NOT** be used as a formal channel of communication to represent proposals or concerns to the CYP and the Secretariat. Appropriate procedure shall be followed to make such presentations to the Secretariat.

Each contribution to the chat room shall be sharp and focused.

Members/users shall observe appropriate language in making their contribution.

4.3 Make weekly contributions to stimulate discussions and finally bring to closure topics for discussion.

4.4 Encourage contributions from members that recognize diversity of the chat group membership in order to accommodate respect and tolerance of divergent views.

4.5 Have the right to caution and reprimand members/users exhibiting behaviour contrary to the laid down guiding principles as appropriate.

5.0 Principles Guiding the Use of the Chat Room

The chat room shall:

5.1 Primarily serve to provide an opportunity to promote exchange of ideas and sharing of good practice in youth and national development in the respective Commonwealth member countries in the Africa region.

5.2 Provide an opportunity for members/users to build networks and interactions that aim to enhance youth empowerment.

5.3 Provide an opportunity for young men and women in Commonwealth member countries to show case their contribution(s) to youth and national development.

5.4 Serve as a general information outlet and as such be used to inform RYC members of events and activities related to youth in development.

5.5 **NOT** be used to pursue personal discussions and interactions.

ANNEX 3

COMMONWEALTH YOUTH PROGRAMMEREGIONAL CENTRE FOR AFRICA
REGIONAL YOUTH CAUCUS (RYC)

Revised CYP AFRICA REGIONAL YOUTH CAUCUS Action Plan

STRATEGIC PRIORITY	Outcomes	Activities	Performance indicators	Time frame	Responsible
RELATIONSHIPS AND NETWORKS	New partners	Identify reputable and active partners	CYPRCA has list of potential organizations	**On-going**	CYPRCA, RYC members
	Improved relationships and networks with; Commonwealth Secretariat, Youth Ministries, CYP, NGO's, Donor agencies, National youth structures	Meet other stakeholders.	RYC members serve on Commonwealth observer teams	**ASAP** **ASAP**	
	Establish a working relationship with other organizations/institutions	Individual RYC members meet partners in their respective countries and present work of CYP them. Report to CYP RCA	Invitations to address the other organisations or present CYP to their members.	**Ongoing** **Ongoing**	Sub-groups within RYC

	Internal Strengthening of our organisation and combine activities with other partners e.g. UN, AU, NEPAD, EU, European Youth Forum, Latin America, CONFEJES, World Assembly of Youth Identify web-based groups with common objectives	Undertake exchange programs Establish working relationships and contact with such groups Establish contact with networking and web-based organizations such as Taking ITGlobal, Staying Alive, Kaiser Foundation etc	RYC members participate in exchange programs within and outside region. Report submitted Common presentations/work plans to be submitted to organizations that do not have a youth programme/forum Feedback from other organisations	**November 2006** **Ongoing**	
REPORTING AND MANDATE	Improved handover of out-going RYC to newly appointed RYC	Organising overlapping terms of office at national level (lead-in and phase out) Sharing strategies of successful handovers Identify ways of linking in with work already being done to further the aims of the CYP Obligate RYC members to send in reports on time Hold consultative meetings at	Secure funding and support at national level for cooperation/overlap Activity/workshop at next RYC meeting Written reports brought to and submitted to youth structures of Commonwealth activities	**November 2007** **Next RYC meeting** **3 months before and 3 months after**	All RYC members All RYC members All RYC members & CYP RCA

	Develop informed mandates for RYC members	national level before and after RYC, or other Commonwealth meetings with youth structures	Feedback from constituencies reached	**February 2006**	RYC members
	Inform national youth organizations, CYP and government bodies about youth structures in other countries	Enhance communication between RYC member and government officials responsible for Youth affairs and especially Commonwealth issues	Reports	**By next RYC or other meetings**	RYC members
	Improved relations with constituencies		Activity Reports	**By beginning of 2007**	RYC members
	RYC members well networked with national and local stakeholders for support	CYP Secretariat to ensure that documents are sent to RYC members at same time as governments	Improved support of RYC activities	**By beginning of February 06**	RYC members
	RYC members kept informed of activities of Youth Ministers/Heads of Government	Produce quarterly newsletter (5-member Editorial Committee to be established)	RYC members know what has happened at Heads of Government and Youth Minister meetings	**Every three months**	RYC coordinator and deputies and CYP RCA , Editorial Team of five(5) members set up
	Improved communication to and from CYP	Update mailing list	Everybody receives mail Everybody contributes and receives newsletter		
	Improve communication between RYC members	Lobby for a Communication allowance.	Everybody receives mail		

	Receive communication allowance		Communication allowance for all RYC member provided		
INFORMATION DISSEMINATION	Better information disseminated to youth structures at national and international level Innovative communication methods with coordinator/other RYC members	Create subgroup of three RYC in charge of keeping website, making input on what National Youth Councils, Youth Policies and Ministries of Youths Raise awareness through Mass media and public debate. Update RYC brochure and press kits Produce a thematic report on the status of the African youth	Web site active Youth organizations receive information about CYP and regional interpretation The CYP and its regional programmes get coverage in the media Members submitting articles Area on website with resources/logos etc New Brochure available CD with a copy of banner info with all RYC members Directory distributed to all RYC members Supply information which National Youth Councils can use to put pressure for change on governments Publish report and launch it	**ASAP** **ASAP** **Ongoing** **Ongoing** **Ongoing** **ASAP** **ASAP** **Ongoing**	RYC members and CYP RCA

			each country Create inventory of resources available and skills bank		
ADVOCACY	The RYC has an improved standing as representative of civil society Increased youth participation in Good Governance implementation, Monitoring & Evaluation of youth development projects and programmes Sustainability of existing National Youth Councils Establishment of National Youth Council in countries that do not have one	Commemorate Commonwealth Day Identifying key days and activities and sharing them with other RYC members on world themed days Offer services in M & E of youth Programmes Dissemination of youth structures in other countries and of good practices Promote exchange programs between youth councils ?Link National Youth Council websites to RYC's own website CYP should continue urging member governments to establish NYC's RYC members to lobby among the members of parliament to urge the state to establish NYCs	Commonwealth Day (1st Monday in March) commemorated and other international celebrations for youth RYC members promote good governance through M & E of youth programmes Establishment of National Youth Councils Updated web site Report from RYC members Established National Youth Councils	Next Commonwealth Day ASAP ASAP Ongoing **Ongoing**	RYC members
CAPACITY BUILDING	Good management and reporting	Preparation of adequate and timely reports	Quarterly reports Work plans submitted	**Ongoing** **February 2006**	RYC members

		Management systems and procedures in place Have proper hand over procedures	All administrative procedures in place **Proper hand over taking place amongst delegates**	**End 2005** **ongoing**	CYP RCA RYC members
GOOD GOVERNANCE	RYC members participate with honesty, integrity, transparency and trust Improved Gender balance	Honest, trustworthy, reliable and transparent participation by RYC members. Ensure increased representation from women Integrate Gender mainstreaming into all RYC activities	Consistent attendance RYC members serve only one term Attendance at meetings to be gender balanced Gender mainstreaming enforced	**Ongoing** **RAB 2008** **ongoing**	RYC members RYC members RYC members CYP RCA, RYC members
COMMUNICATION - INTERNAL	Improved communication between RYC and CYPAC	Develop new and use all available hard and soft print material to communicate Develop a web page for the RYC. Develop an e-newsletter Upscale the use of the E-group	All newsletter, material and brochures relating to work of the Commonwealth and CYP specifically received by all members Web page active First newsletter out	**End 2005** **End 2006 or every quarter**	Coordinator and regional coordinator and deputies
DIVERSIFIED RESOURCE BASE	The RYC is funded from a range of donors within our countries	Identify government and non-government financial and non-financial resources Market and sell consultancy services of CYPAC and RYC	**Ongoing**	RYC	

ANNEX 4

RYC CAPACITY BUILDING WORKSHOP
3 -7TH DECEMBER 2006

PARTICIPANTS

1.	Batsho Nthoi	Botswana
2.	Sanyi Emmanuel Sanyi	Cameroon
3.	Phillis Andoh	Ghana
4.	Johnah Josiah	Kenya
5.	Ramahooana Matlosa	Lesotho
6.	Francis Kalonga	Malawi
7.	Ravichandra Carpen	Mauritius
8.	Dabesaki Ikemenjima	Nigeria
9.	Bockarie Enssah	Sierra-Leone
10.	Palesa Kadi	South Africa
11.	Hlobsile Tsabedze	Swaziland
12.	James Okwi	Uganda
13.	Gilbert Chisenga	Zambia

FACILITATORS

14. Lee Habasonda
15. Patrick Mpedzisi
16. Daniel Mangale
17. Valencia Mogegeh
18. Nellie Munala

CYP STAFF

19. James Odit
20. Martin Matabishi
21. Judith Mwanza
22. Sheila Ngutu

ANNEX 5

Regional Youth Caucus (RYC) - Africa Region
Capacity building workshop - Leadership skills
04 – 06 December 2006, Lusaka - ZAMBIA

	Sunday	Monday	Tuesday	Wednesday	Thursday
Morning session ***8.30 – 12.45***	***Arrival*** ***Registration***	**Welcome and climate setting** • Introductions • Workshop objectives • Expectations **RYC strengthening** • Who we are (RYC) • Experiences of past RYC – what works well/what doesn't • How do we work together • Leveling our expectations	**Effective Communication** • What is communication • Effective communication in leadership • Key communication skills for youth leaders	**Resource mobilization** • Why we need to mobilise for resources • Different strategies in resource mobilization • What strategies best suit our situation • How RYC reps can mobilize resources to support implementation on planned activities	***Departure***
Lunch 12.45 – 2.00					
Afternoon session ***2.00 – 5.30***	***Arrival*** ***Registration***	**Revisit planned activities – what have we done?** • Mid review of the 2006 – 2008 RYC planned activities • Identifying challenges and opportunities in implementation	**Conflict management/negotiation** • Causes of differences/disagreements • Turning differences/disagreements into opportunities • Key skills for managing/containing conflict • What it takes to get the best out of a deal	**Revisit planned activities** – • Developing our individual activity plans – what can we realistically do for the remaining RYC period • Measuring for impact – developing monitoring mechanisms	***Departure***
Evening session	***Opening ceremony***	Free evening	Sharing experiences	***Closing Ceremony*** Sharing experiences through social activity	***Departure***