

Handbook on
Commonwealth Youth
Representatives
(Revised 2007)



Commonwealth Youth Programme
Commonwealth Secretariat

The Commonwealth Youth Programme (CYP)

CYP works to engage and empower young people to enhance their contribution to development. We do this in partnership with young people, governments and other key stakeholders.

Our mission is grounded within a rights-based approach, guided by the realities facing young people in the Commonwealth, and anchored in the belief that young people are:

- A force for peace, democracy, equality and good governance
- A catalyst for global consensus building; and
- An essential resource for sustainable development and poverty eradication.

CYP advocates the effective participation of young women and men in the development process and for social transformation. We value their full engagement at all levels of decision-making.

Within this framework, our work is guided by the following principles:

- Respect for diversity and human dignity and opposition to all forms of discrimination whether based on age, political affiliation, social status, marital status, race, ethnicity, sexual orientation, creed or gender;
- Adherence to democracy, the rule of law, good governance, freedom of expression and the protection of human rights;
- Supporting the elimination of poverty and the promotion of people-centred development, and the progressive removal of wide disparities in living standards and equity;
- Upholding international agreements on peace and security, the rule of international law and opposition to terrorism and all forms of extremism;
- Strengthening, enhancing and supporting the role of young people in conflict management and the promotion of a Commonwealth culture of peace enshrined in respect and mutual understanding;
- Promoting a supportive environment including family, kinship and community networks as core contributors to youth well being and development;
- Advocating for the development of indigenous capital, research and technology and the promotion of cultural heritage and values as enablers of youth development.

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1. Introduction

At the meeting of the Commonwealth Youth Affairs Council in Harare, 1990, it was agreed that young people should be centrally involved in the consultative and management processes of the Commonwealth Youth Programme (CYP). This pioneering approach was adopted to ensure the empowerment and participation of young women and men in the decision-making of the Commonwealth Secretariat, of which CYP is a part.

Today the CYP holds the unique distinction of being the only inter-governmental organisation to promote, support and represent young people at all levels of decision-making, including a seat for the Pan-Commonwealth Youth Caucus Chair and a voice at the table when Commonwealth youth ministers meet.

At the Ministers' 2006 meeting in Nassau, The Bahamas, the role of the Pan-Commonwealth Youth Caucus was reinforced. Its ongoing role in the governance of CYP was confirmed. In addition, the term of the Regional Youth Caucus (RYC) members was redefined in accordance with the new cycle under which CYP operates. RYC members are now appointed for a term of two years with the option of a renewal of the appointment for another term of two years. Their work is guided by CYP's Strategic Plan as a means of creating better impact and focus on youth development programme.

This revised handbook describes the existing mechanisms in place for the participation of young men and women in CYP's decision-making fora. It emphasizes the requirement for selected youth representatives to be actual youth leaders who are active in their communities and who are committed and accountable for the full period of their tenure. This makes it important for member government to follow a rigorous and consultative process while selecting the RYC members.

CYP looks forward to working with its youth representatives in all Commonwealth member countries.

2. The work of the Commonwealth Youth Programme (CYP)

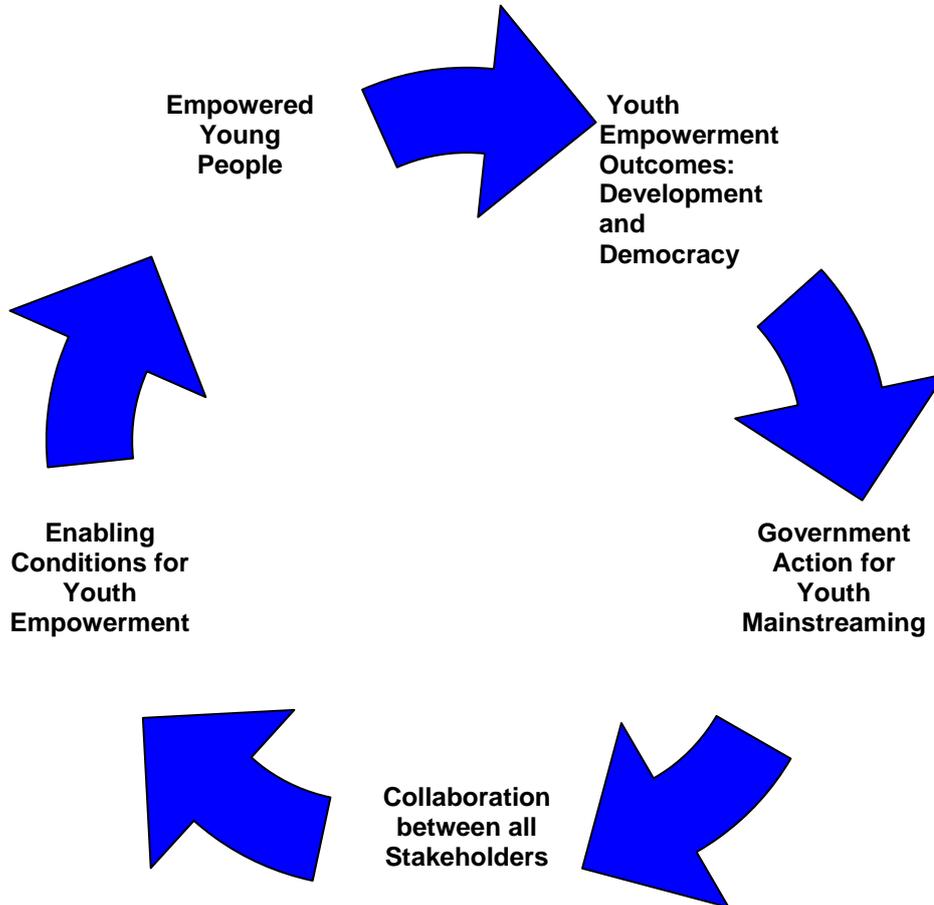
The Commonwealth Youth Programme (CYP), part of the Commonwealth Secretariat, is an intergovernmental youth and development agency working primarily with member governments' ministries and departments of youth.

The work of the Commonwealth Youth Programme falls under three strategic programme areas, all of which are guided by the Plan of Action for Youth Empowerment (PAYE):

- Youth Enterprise and Sustainable Livelihoods
- Youth Work Education and Training
- Governance, Development and Youth Networks

The Plan of Action for Youth Empowerment is a framework for Commonwealth action in youth affairs; as such it is a foundational document for the CYP and its ministerial network. However the PAYE also seeks to stimulate and guide action by other development partners: from intergovernmental agencies, to NGOs, to organisations formed of young women and men themselves – including Commonwealth youth representatives. You can order a copy of the PAYE from your CYP Regional Centre: (please refer to our contact details at the end of the handbook

The Dynamic Cycle of Youth Empowerment:



Commonwealth Youth Representatives have key roles to play in youth empowerment:

- Building up youth participation in civil society
- Undertaking peer education and awareness raising on the Plan of Action for Youth Empowerment and other issues
- Providing links between youth organisations and government
- Voicing the concerns and ideas of their fellow youth
- Advocating for youth mainstreaming
- Sharing best practices within and across member countries – including through promotion and judging of the Commonwealth Youth Development Awards
- Taking part in election observation missions and other efforts to strengthen democracy, development and human rights.

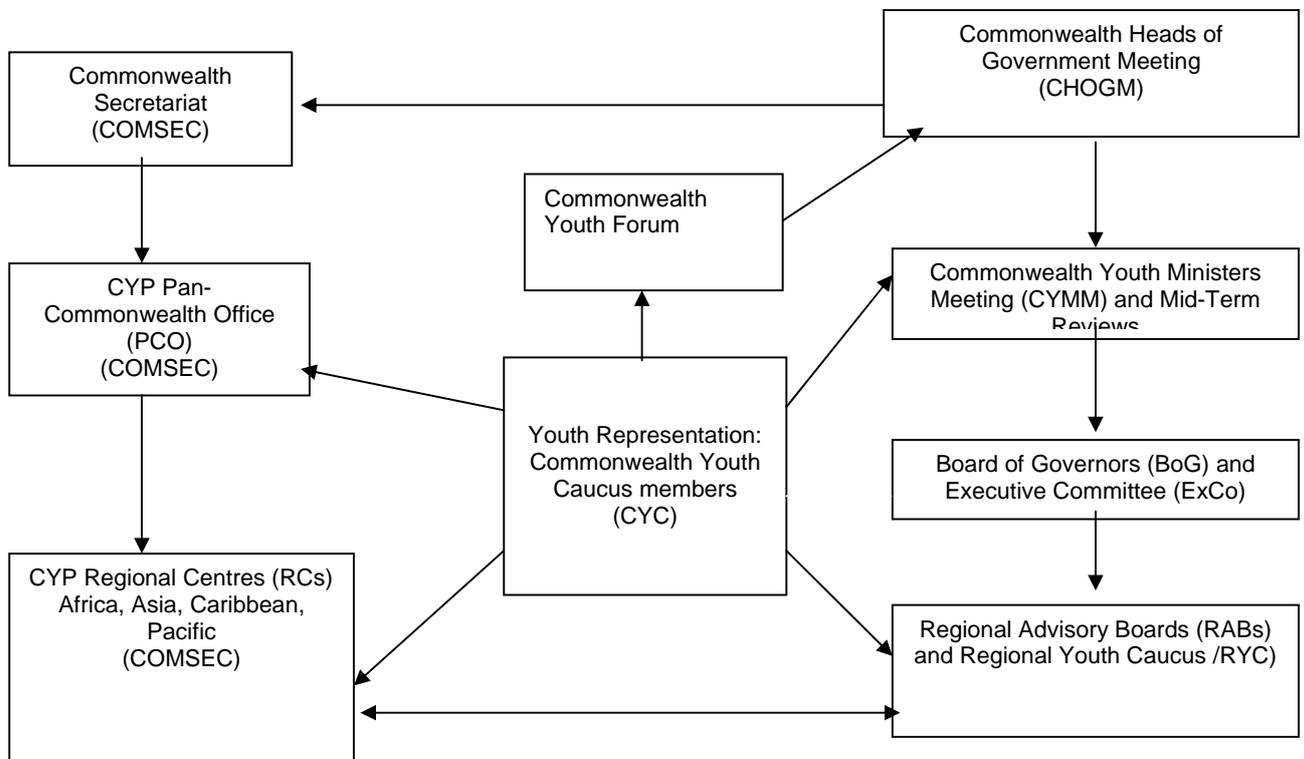
3. Governance Meetings of the Commonwealth Youth Programme (CYP)

As illustrated below, the CYP is part of the Commonwealth Secretariat. It consists of a Pan-Commonwealth Office and four Regional Centres: in Lusaka, Zambia for the Africa region; Chandigarh, India for the Asia region, Georgetown, Guyana for the Caribbean region and Honiara, Solomon Islands for the Pacific region.

The CYP receives some mandates (overall policy objectives) from Commonwealth Heads of Government Meeting (CHOGM). There is only indirect youth representation at CHOGM: Commonwealth Youth Forum meets beforehand and presents a message to Heads.

The main sources of CYP mandates are Commonwealth Youth Ministers Meeting and Regional Advisory Board Meetings. As explained below, these have direct participation of youth representatives.

The CYP also seeks advice and input from its youth representatives directly, on an ongoing basis: hence the arrows in the diagram below connecting the Commonwealth Youth Caucus with both the CYP Pan-Commonwealth Office and the CYP Regional Centres.



Commonwealth Youth Ministers Meeting

Commonwealth Youth Ministers Meeting (CYMM) is responsible for the formulation of the general policies to follow in the operation of the Commonwealth Youth Programme. It comprises one representative of each participating Government with one seat allocated to the Commonwealth youth representatives.

As agreed at 6th CYMM at Nassau, The Bahamas in 2006, CYMM will be held in alignment with the Commonwealth Secretariat planning cycle from 7th CYMM (2008) onwards. This means it will meet every four years. However, Mid-Term Review of CYP activities will be conducted two years after every CYMM from 2008 onwards. The modalities for Mid Term Review will be worked out in CYMM 2008, subject to approval of the new four year cycle for CYMM.

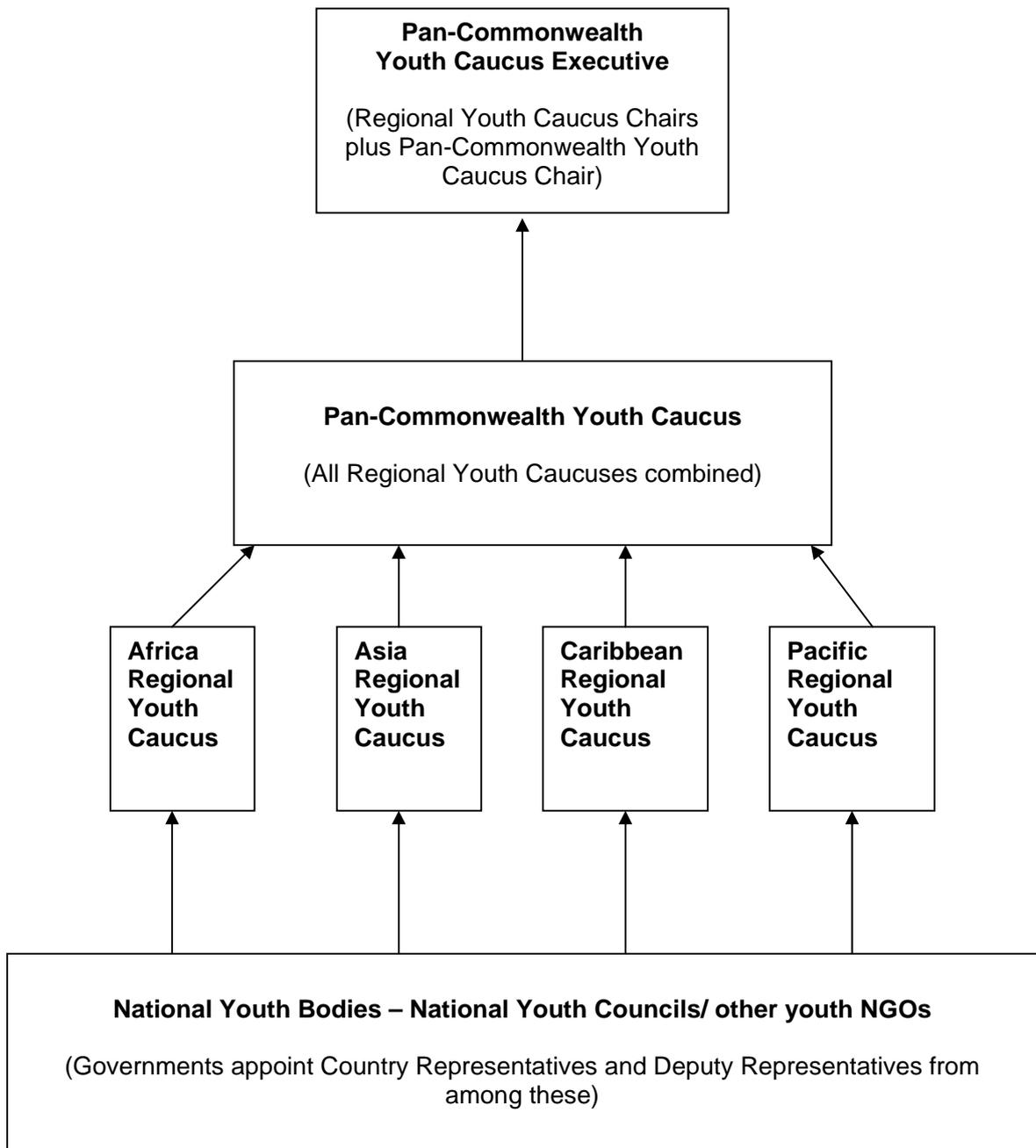
Regional Advisory Boards

Regional Advisory Boards (RABs) advise on the work programme of CYP in each of the four Regions. Regional Advisory Board meetings take place once every two years (subject to change from 2008 onwards) preferably a year before the CYMM. Meetings are attended by senior government officials from all member countries in each region.

Regional Advisory Board (RAB) is also attended by one youth representative from each country, as well as the Regional Youth Caucus Chair. (This post is explained below)

Discussion of roles and responsibilities and eligibility criteria for youth representatives is an integral part of the RAB meeting.

4. Commonwealth Youth Representatives: At a Glance



5. National Youth Bodies

The foundation for all youth representation in the Commonwealth is the National Youth Bodies – National Youth Councils or other youth NGOs operating at national level. This is because Commonwealth Youth Representatives are expected to:

- Build up youth participation in civil society
- Play a leadership role in the situation analysis, design, implementation, monitoring and evaluation of youth development projects
- Voice the concerns of their fellow youth
- Embody the principles of democracy, good governance and social inclusion.

Experience shows that Commonwealth youth representatives are most effective when they work through a team of five to seven of their fellow youth at national level; individuals who are drawn from youth organisations and who are representative of all social groups (gender, region and socio-economic status).

6. The Regional Youth Caucus

The Regional Youth Caucus (RYC) acts as a dynamic mechanism for facilitating meaningful engagement of young people in various levels of planning and decision making in the Commonwealth Youth Programme across the Commonwealth. The mandate of the RYC may thus be spelled out as to promote meaningful engagement of young people in the planning and decision making process. RYC also provides ample opportunities for young people to take on new roles and responsibilities and thus demonstrate leadership in national and international fora.

RYC members are expected to update their knowledge on recent development programmes in the context of youth development policy (both government and non government), Reproductive and Sexual health and HIV/AIDS, Youth Employment and Youth Entrepreneurship, Education, Sustainable Environment, Social Conflict and Peace Process, Gender development Information and technology, Science and Development, Rural Development, and many more development issues. This should be done on a regular basis with a view to get updated. This would be useful for the young people to be seen as an assets and repositories of important and relevant information and newer ideas in different sectors of social development. This will also facilitate their better representation in different meeting/ workshop and conference and get noticed having commitment and passion for young people issues. It will help them to establish their credibility in the country and region.

Who makes up the Regional Youth Caucus and how are they selected?

Each member country of the Commonwealth has two representatives on their respective Regional Youth Caucus. These two individuals are members of the Regional Youth Caucus and are known as the Country Representative and Deputy Country Representative.

CYP requires having a list of four youth nominees (two females and two males) to be provided by each member government. As already mentioned, these nominees should be drawn from National Youth Bodies. Each Government is expected to ensure that the nominees are selected following a wide consultation process with National Youth Councils and similar partner organisations. This ensures the selection of active youth leaders as RYC members who are committed and accountable during their full tenure and also can adequately represent the young people issues and concerns. The selection should be made on the basis of young people who have close association with national level youth organisations and who made a significant contribution in youth development work in his / her respective country. Socio-economic diversity among nominees and representation from socially marginalised groups is encouraged.

The CYP regional centre will assist with the nomination process if required, and will select the two successful nominees (one female and one male).

Prospective candidates must:

- be at most 25 years of age (ensuring that they will be youth throughout their tenure, which is two to four years)
- have a proven record of active involvement in youth work at national level and/or at regional or international level
- be essentially a representative of National level non-governmental organisations (NGOs) or umbrella bodies such as National Youth Councils
- not be a relative of the nominating officials
- have demonstrated leadership and communication skills
- be good in spoken English language
- be non-partisan
- be computer literate including in Internet and e-mail applications.

A Regional Youth Caucus Member is appointed for an initial term of two years and also be allowed to serve for another term of two years depending on their availability and willingness to serve as well as on a full assessment of their performance by the concerned member government and CYP regional centre. CYMM 2006 underscored the need for the nominated representative to be actual youth leaders who are active in their country and also committed and accountable for the full period of their tenure.

What are the duties of the Regional Youth Caucus members (Country Representative and the Deputy Country Representative)?

Regional Youth Caucus Representative and the Deputy Country Representative shall:

- Support the work of the CYP Regional Center in achieving its objectives envisaged in the Strategic Plan as articulated by CYMM.
- Provide timely and consistent assistance and feedback to the Ministry / department of youth affairs for the effective implementation and periodic review of existing youth Policies/ programmes.
- Devise a plan of action in respect of their role in advocacy, lobbying and mainstreaming for youth development work.
- Report quarterly on the programmes and challenges facing youth development in their country within the CYP Strategic Programme Areas.
- Provide the Regional Chair with information about youth NGOs thereby helping to build CYP Youth Networks.
- Distribute information on the Commonwealth to young people and youth groups to whom they are accountable.
- Promote the values of the Commonwealth in ways unique to their country given the demographics and the major differences of their specific region.
- Enhance skills and knowledge base of the CYP through participating in attachments/internships at the Regional Centers.
- Be prepared to represent the region at regional/international events.
- Act as conduits for collecting and disseminating information to and from CYP.

RYC members participate in the **Regional Youth Caucus meeting** which is held before the Regional Advisory Board. They discuss the draft agenda of the Regional Advisory Board Meeting, agree on a common position on the agenda and work programme of the Regional Centre and make recommendations, as appropriate, to the Regional Advisory Board. The RYC members including the RYC Chair (see below) are sponsored by the CYP Regional Centres to participate in the RYC meeting.

What are the roles and responsibilities of Member government (Ministry/Department of Youth Affairs) to Regional Youth Caucus members?

The member government (Ministry/Department of Youth Affairs) shall:

- Provide RYC members with appropriate identification mechanisms such as an official letter to facilitate travel and ability to represent the country.
- Designate one officer within the Ministry/ Department who can act as a mentor to RYC members and can provide timely advice and support to them.
- Decide on the financial and technical support to aid the RYC members in fulfilling their responsibility in close consultation with CYP regional centre.
- Invite RYC members to participate in programme planning meetings, youth festival, workshops, training programme and conferences.
- Preferably nominate RYC members for participation in Commonwealth Youth Forum (CYF) and other international fora.

- Provider greater support to RYC members to allow them to be more effective as agents of change in their development and advocacy work in their communities and societies.
- Each member government must ensure that its Country Representative participates in the Regional Youth Caucus and attends the RAB Meeting.

Who are the Regional Youth Caucus Chair and Deputy Chair?

They act as the official representatives of the Youth Caucus on matters affecting them and their caucus to the region and international level.

How is a Regional Youth Caucus Chair and Deputy Chair selected?

The Regional Youth Caucus Chair and Deputy Chair are elected from within the Regional Youth Caucus membership, on a “one country, one vote” basis. The Regional Youth Caucus Chair and Deputy Chair should be of different gender to one another.

The RYC Chair must fulfil all the criteria for RYC members; in particular they must have a demonstrated national constituency through their youth development work. In addition they must:

- Be able to make the necessary time commitment to CYP affairs which might involve occasional travel overseas, including orientation at the CYP Regional Centres;
- Have proven leadership and communication skills

What is the election procedure for the Regional Youth Caucus Chair and Deputy Chair?

All RYC representatives will be invited to nominate candidates for the positions of Regional and Deputy Regional Youth Chair.

Procedure: Nominations for elections must be submitted in a prescribed form, duly proposed by the official representative of one country and seconded by the representative of another country. Each candidate duly nominated will be given the opportunity to present the manifesto and will be subject to a question-answer session from the delegates present. Only the official youth delegates will be allowed to cast their votes.

Polling and Presiding Officers

In the election of a Regional Youth Chair and Deputy Chair, the CYP staff of the concerned region, along with the outgoing Regional Youth Chair, will perform the above functions.

Timing of Election

The election for the position of Regional Youth Chair will be conducted at the end of the Regional Advisory Board Meeting. This will facilitate the outgoing Chair to provide support to the RYC representatives at the meeting of the RAB.

What are the roles and responsibilities of the RYC Chair and Deputy Chair?

The Regional Youth Caucus Chair and the Deputy Regional Youth Caucus Chair are elected to serve from the end of one RAB to the next. They shall:

- Provide leadership and technical input and to youth development work/ projects at a macro level and also engage in advocacy, lobbying and mainstreaming the youth development issues by coordinating closely with existing youth network groups in the region.
- Perceive themselves as a voice of millions of young men and women in the country/region hence should assist youth networks and other youth groups in planning and conceptualizing the youth development projects but preferably not implementing the project directly.
- Provide timely and consistent assistance to concerned Ministry of Youth Affairs for the effective implementation of Youth Policy/ Programmes. They should also develop a mechanism to convince the governments for reviewing the existing youth policy/programmes keeping in view of the ever changing needs and aspirations of young people.
- Prepare for Regional Youth Caucus meetings with Regional Youth Caucus Representatives with whom they maintain regular contact.
- Collate information from RYC members and prepare/update a data base of youth organisations in the region. This should be shared with CYP Regional Centres.
- Disseminate information received from CYP Regional Centres, PCO and the Pan Commonwealth Youth Caucus Chair among RYC members.
- Present a report of the Regional Youth Caucus to the Regional Advisory Board and prepare quarterly reports for the CYP Regional Centres.
- Participate in CYP's programmes workshops held in the representatives' own country and disseminate information gathered/knowledge gained to youth in their own country.
- Represent the region at the CYP Strategic Planning Meetings and meetings of the Pan Commonwealth Youth Caucus Executive.
- Establish purposeful linkage with existing youth networks that operate nationally as well as regionally.
- Seek sponsorship for participating and representing in CYF and other regional and international fora, if required.

What are the roles and relationship between the CYP Regional Centre and the Regional Youth Caucus Chair and other RYC members?

- Each Regional Centre will liaise directly with the respective Regional Youth Caucus and its Youth Chair
- Regional Centres will resource and provide secretariat support to Regional Youth Caucus meetings during the Regional Advisory Board meetings.

- One Programme Manager at each Centre will be appointed as the focal point to resource meetings
- Regional Centres will disseminate regular information to Regional Youth Caucus members, including the newsletters
- Regional Youth Caucus members should be involved/invited by the Regional Centres whenever appropriate events are organised in the region or their respective countries
- Regional Centres will utilise the services of the Regional Youth Caucus members to collect and disseminate information on youth related activities in their respective countries
- Regional Centres will collect bio-data on all Regional Youth Caucus members, to be produced as a booklet or for a website profiling each Regional Youth Caucus member for inter-regional sharing at CYMM

Internships for Regional Youth Caucus Members

- All members of the Regional Youth Caucus will have equal opportunities for internship.
- All Regional Youth Caucus Representatives can apply for internship at their regional centres.
- Members must be given at least 4 weeks' notice of intended internship
- Selection for successful interns will depend on the nature of the internship and the relevance to the region
- Upon successful completion of the internship, the intern will provide a comprehensive report on the internship within a week's time
- A separate budget should be kept for the internships

Budgetary Provisions

- CYP should work with RYC members in developing a working budget that is in conformity with their agreed roles and activities during the planning period and engage member government in discussing funding/ cost sharing during the RAB
- CYP Regional Centres will provide an annual communication and administrative allowance to the Chair and Deputy Chair for their use in administering the work of the Regional Youth Caucus.
- Funds disbursed to the Chair of the Pan-Commonwealth Youth Caucus, Regional Chairs and Deputy Chairs must be properly accounted for with receipts provided to the CYP regional office and PCO at the end of each year of service.

How Can a Regional Youth Caucus member be removed?

A Regional Youth Caucus Member can be dismissed under the following circumstances:

If a RYC fails to submit one quarterly activity report to the Regional Chair, they will be sent a reminder by the Regional Chair and copied to the Pan Commonwealth Youth Caucus Chair and Regional Centre.

Failure to submit two consecutive reports and/or failure to heed two reminders will result in the Regional Chair informing the Pan Commonwealth Youth Caucus Chair and Regional Centre. Action will then be taken to terminate the tenure of the RYC representative.

Failure to make contact with CYP, Pan-Com Youth Caucus Chair (PCYC) or the Regional Chair in the course of three months will result in the issuing of a reminder letter by the Chair.

Failure to make contact with CYP, PCYC Chair or the Regional Chair in the course of six months will result in the issuing of a termination letter by the CYP.

In the event that the RYC Member feels s/he is unable to perform his/her duties to the Caucus, s/he should provide reasons in writing to the Regional Chair, Pan-Commonwealth Youth Caucus Chair and Regional Centres.

CYP will then write to the national representatives and the member government about the termination and will request for nominations for a new representative. In the interim the Deputy will serve as the Country Representative.

The CYP Regional office will negotiate with Government for a replacement within a six week period.

The Regional Chair and the CYP Regional Centre will assist with the orientation of the new member into their role.

How Can a Regional Youth Caucus Chair or Deputy Chair be removed?

A Regional Chair or Deputy Chair may be dismissed under the following circumstances:

Chairs who fail to submit one quarterly activity report to the Pan-Commonwealth Youth Caucus Chair and concerned Regional Centre will be sent a reminder by the Regional Centre.

Failure to submit two consecutive reports and/or failure to heed two reminders will result in action taken to terminate the tenure of the Regional Chair.

Failure to make contact with either CYP or the Pan-Commonwealth Youth Caucus Chair in the course of three months will result in the issuing of a reminder letter by the Pan-Commonwealth Youth Caucus Chair.

Failure to make contact with either CYP or the Pan-Commonwealth Youth Caucus Chair in the course of six months will result in the issuing of a termination letter by the CYP.

In the event that the Chair feels s/he is unable to perform his/her duties to the Caucus, s/he should provide reasons in writing to the Regional Centre.

The Regional Centre will then invite the Deputy Chair to take up the post of RYC Chair and proceed to elect a new Deputy Chair.

In the event both the Chair and Deputy are inactive or do not perform their duties to the Caucus, the Regional Centre will then request Regional Caucus members to nominate persons to both posts of RYC Chair and Deputy Chair.

The Regional Centre will send the ballot papers to the Regional Caucus who will then mark their preference and return to the Regional Centre. The votes will be counted by Regional Centre and the decision announced to the Caucus and the Pan Commonwealth Caucus Chair.

Capacity building for RYC members

To have effective participation of young women and men in CYP policy development and decision-making, it is necessary to enhance the skills of Regional Youth Caucus members. A leadership training programme for RYC members should be organised by the concerned regional centre soon after their selection as RYC members. The priority should be given to leadership skills, project management, advocacy, lobbying, mainstreaming, governance and social equity principles as part of developing strategic thinking. A customised framework for training guides may be prepared by the CYP regional centre as per the prescribed roles and responsibilities of RYC members. The CYP Regional Centres will seek, wherever appropriate, to involve Regional Youth Caucus members as participants or as resource people in programmes that will offer them opportunities for skills development. The concerned CYP regional centre should invite RYC members to participate in important planning meetings, workshops, and conferences as part of ongoing strategies for capacity building.

7. The Pan-Commonwealth Youth Caucus

The Pan Commonwealth Youth Caucus combines the Regional Youth Caucuses; it comprises all the youth representatives of the Commonwealth countries. This body meets prior to Commonwealth Youth Ministers Meeting (CYMM). The meeting is serviced by the CYP officers responsible for the youth representatives.

The functions of the Pan-Commonwealth Youth Caucus Meeting are to:

- Provide input to the CYMM, through the Pan-Commonwealth Caucus Chair (see below)
- Attend the Regional Advisory Boards Meeting before the CYMM
- Strengthen youth networks at the Pan-Commonwealth level
- Prepare the youth report to the CYMM
- Provide a youth perspective on the report of the Board of Governors (BoG) and Executive Committee (ExCo), and the Mid-Term Review
- Elect and brief the Caucus Chair/vice Chair and ensure gender balance

All RYC members who attend CYMM as official delegations do this as part of their own countries' expense, with the exception of the RYC Chairs who are sponsored by the Pan-Commonwealth Office.

Member governments must ensure the presence of an effective youth representation and contribution both at the regional level, through Regional Advisory Boards, and at the Pan-Commonwealth level at CYMM.

Pan-Commonwealth Youth Caucus Executive

The Pan-Commonwealth Youth Caucus Executive meets yearly, including a meeting prior to the Pan-Commonwealth Youth Caucus (which is followed by CYMM).

The Pan-Commonwealth Youth Caucus Executive (PCYCE) is responsible for ensuring youth inputs into CYP decision-making fora at the Pan-Commonwealth level. It comprises the four Regional Youth Chairs and the Pan-Commonwealth Youth Caucus Chair.

The PCYCE meets before the commencement of CYMM. Their participation at CYMM is sponsored by the CYP Pan-Commonwealth office which also services the meeting. The functions of the PCYCE at the CYMM are to:

- Ensure that all proceedings are guided by the handbook.
- Provide Youth Caucus members with a forum for discussion.
- Prepare the agenda for a Pan-Commonwealth Youth Caucus meeting with the CYP officers responsible for the youth representatives.
- Agree on the management and conduct of the Pan-Commonwealth Youth Caucus meeting with CYP officers responsible for the youth representatives.
- Discuss Regional Youth Chairs reports to the Pan-Commonwealth Youth Caucus meeting.
- Agree on a strategy to use the youth seat at the CYMM. (It was decided at the last CYMM that any member of the Youth Caucus, facilitated the Pan-Commonwealth Youth Caucus Chair, may take the seat and speak at the CYMM).
- Organise daily briefings with the CYP officers responsible for the youth representatives during the CYMM.

8. The Pan-Commonwealth Youth Caucus Chair

Who are the Pan Commonwealth Youth Caucus Chair and Vice Chair?

The Pan Commonwealth Youth Caucus Chair (PCYCC) chairs the Caucus and acts as the overall youth representative for this body. The Vice Chair, who is of the opposite gender, supports the chair in his/her role. Any official Regional Youth Caucus Member can be nominated to stand for the position of the Caucus Chair and Vice Chair. This position is attained on the principle of regional rotation. The Chair and Vice Chair should:

- demonstrate excellent leadership skills and international experience of youth development work
- have a good understanding of Commonwealth principles and values
- demonstrate strong commitment to youth development

How are the Pan Commonwealth Youth Caucus Chair and Vice Chair elected?

The Caucus Chair and Vice Chair are approved by the members of the Pan-Commonwealth Youth Caucus at the CYMM.

1. These posts are rotated among the four regions. As such, the region next on the following list selects candidates to put to the Pan-Commonwealth Youth Caucus:

- a. Pacific
- b. Africa
- c. Asia
- d. Caribbean

2. Five candidates are nominated from the region on the basis of consensus within the region.

3. Each of the five nominated persons makes a presentation to the Pan-Commonwealth Youth Caucus at the CYMM outlining their agenda for the Youth Caucus in the proceeding term.

4. At the conclusion of each presentation, each region is invited to put one question to the nominee. It should be treated as an audience exercise.

5. Following each nominee's presentation, the Caucus under the supervision of the outgoing Chair of the Pan-Commonwealth Youth Caucus, in the absence of both nominees and members of the Secretariat, selects the candidates who they wish to be the Chair and Vice Chair

This is a three stage process:

- a. A secret ballot is held through which each representative selects their preferred candidate as chair and vice chair
- b. The previous Chair announces the nominee who has attained the maximum number of votes for the position of chair and vice chair.

- c. The Pan-Commonwealth Youth Caucus is then invited to debate until consensus is formed as to who is the preferred nominee for the Caucus
6. Both nominees and members of the Secretariat are invited to return to the room. The former Chair of the Pan-Commonwealth Youth Caucus announces the nominee approved by the Pan-Commonwealth Youth Caucus.

Polling and Presiding Officers

The outgoing Pan Commonwealth Youth Caucus Chair will act as presiding officer, with the CYP staff from the Pan-Commonwealth Office and Regional Centres will perform the responsibility of polling.

Timing of Election

The elections of the new Pan Commonwealth Youth Caucus Chair and Vice Chair will take place before CYMM. Regional Advisory boards, once CYMM four years cycle approves, will determine guidelines and Terms of Reference for Mid Term Review which will be held mid-way between CYMMs from 7th CYMM, 2008 onwards. It is envisioned that these guidelines will also include various aspects related to Regional Youth Caucus.

What are the duties of the Pan-Commonwealth Youth Caucus Chair?

The Chair is elected to the position from one CYMM to the next subject to satisfactory performance. S/He:

- Liaises and collates information from Regional Youth Chairs for the Pan Commonwealth office keeping abreast of issues of importance to youth at the Regional level
- Represents the Youth Caucus on Committee of Management, at different international meetings/fora and presents reports to PCO, Regional Centers and Youth Caucus Representatives
- Disseminates information on international youth events (upcoming and those attended on behalf of CYP) among the Regional Chairs and Regional Centres
- Prepare quarterly reports and share with PCO, Regional Centres and Regional Chairs.
- Establishes inter-regional networks and a network at Pan-Commonwealth level with other Inter-Governmental Organisations (IGOs) and International Non-Governmental Organisations (INGOs).
- The PCO will involve the Pan Commonwealth Youth Caucus Chair in the Committee of Management and at the Strategic Planning meeting.
- Assist in conducting elections for the new Caucus Chair at the Pan Commonwealth Youth Caucus Meeting after CYMM.
- Seek sponsorship for participating and representing in CYF and other regional and international fora.
- Remain after the CYMM to hand over duties to the new Chair.

What are the duties of the Pan-Commonwealth Youth Caucus vice Chair?

The Vice chair is elected to the position from one CYMM to the next subject to satisfactory performance. Besides above mentioned roles and responsibilities s/he represents Pan-Commonwealth Youth Caucus Chair at different international meetings/fora and presents reports to PCO, Regional Centers and Youth Caucus Representatives

How does the Chair and Vice Chair apply for internship?

Once approved as Pan Commonwealth Chair/ Vice Chair, s/he can apply for an internship within the Commonwealth Secretariat under the following circumstances:

- Pan Commonwealth Chair/ Vice Chair can apply for internship at the concerned Regional Centre and Commonwealth Secretariat, London respectively
- The Commonwealth Secretariat must be given at least 4 weeks' notice of intended internship
- Selection for successful interns will depend on the nature of the internship
- Terms of Reference (TOR) for internship will be prepared and given to the intern.
- Upon successful completion of the internship the intern will provide a report on the internship within a one week period. However, the intern must submit a provisional report to the PCO at the last day of his /her internship.
- A separate budget should be allocated for the internship.

How Can a Chair or vice Chair be removed?

A Chair or vice Chair may be dismissed under the following circumstances:

Chairs who fail to submit one quarterly activity report to the Pan-Commonwealth Office Regional Chairs and Regional Centres will be sent a reminder by the concerned Regional Centre.

Failure to submit two consecutive reports and/or failure to heed two reminders will result in action taken to terminate the tenure of the Chair.

Failure to make contact with the concerned Regional centre and Pan-Commonwealth Office in the course of three months will result in the issuing of a reminder letter by the Pan-Commonwealth office.

Failure to make contact with either concerned regional centre or the Pan-Commonwealth office in the course of six months will result in the issuing of a termination letter by the CYP.

In the event that the Chair feels s/he is unable to perform his/her duties to the Caucus, s/he should provide reasons in writing to the concerned Regional Centre and PCO.

The concerned Regional Centre will then invite the Vice Chair to take up the post of Chair and write to the PCO for facilitating the process of election for Vice Chair.

In the event of both the Chair and Vice Chair being inactive or not performing their duties to the Caucus, the concerned Regional Centre in close consultation with PCO will then request all concerned Regional Caucus members to nominate at least four persons to both posts of Chair and Vice Chair. The concerned Regional Centre will send their profile, based on the national constituency, to the all Caucus members along with the ballot papers electronically who will then mark their preference for both Chair and Vice Chair and return to the Regional Centre. The votes will be counted by the concerned Regional Centre and the decision announced to the Caucus members and the Pan Commonwealth office.

What is the role and relationship between the Pan-Commonwealth Office and the Pan-Com Youth Caucus Chair/Vice person?

- The PCO will resource and service the Pan-Commonwealth Youth Caucus Chair/Vice chair's attendance at the CYMM.
- Pan-Commonwealth Office will liaise directly with the Pan Commonwealth Youth Caucus Chair (PCYCC) on all matters related to the Pan Commonwealth Youth Caucus.
- The PCO will share all relevant information to the PCYCC and Vice Chair
- The PCYCC/ Vice Chair should be involved and invited by the Pan-Commonwealth Office whenever appropriate events are organised at the regional or international level.
- The PCO should consult him/her in formulating the CYP plans and programmes, especially those pertaining to Youth Empowerment.
- The PCO will utilise the Chair's services to collect and disseminate information on youth related activities at the Pan-Commonwealth level.
- The PCO will also provide an annual communication and administrative allowance to the PCYCC/ vice Chair for his/her use in administering the work of the entire caucus.
- Funds disbursed to the PCYCC/ Vice Chair will be properly accounted for with receipts provided to the PCO at the end of each year of service.

9. Code of Conduct for Commonwealth youth representatives

Preamble

We, the members of the Regional Youth Caucus (RYC) aligned with the Commonwealth Youth Programme (Region specific) and the Commonwealth values in our capacity as members of the governing structure of CYP , subscribe to the principles enabling us to perform our duties effectively and efficiently.

Principles of the Code of Conduct

Selflessness:

Regional Youth Caucus members should make decisions solely in terms of the interest of the youth in their country first and foremost and the youth of the Commonwealth region in general.

Integrity:

Regional Youth Caucus members should not place themselves under any financial or other obligation to outside individuals, groupings or organisations that might influence them in the performance of their official duties.

Objectivity:

In carrying out youth business, including making public appointments and appearances, representing CYP Regional Centre and/or the Commonwealth, nominating and/or rewarding young people for their contributions to youth development and empowerment or recommending youth for rewards and benefits, Regional Youth Caucus members should make choices based on merit.

Accountability:

Regional Youth Caucus members are accountable for their decisions and actions to the youth of their country, the government that appointed them, their CYP Regional Centre and the Regional Youth Caucus and must submit themselves to whatever scrutiny is appropriate to their position.

Leadership:

Regional Youth Caucus members should promote and support these principles by leadership and example.

Professionalism:

Regional Youth Caucus members shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill.

Political neutrality:

Regional Youth Caucus members shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

Responsiveness to the public:

Regional Youth Caucus members shall extend adequate service to the youth of their respective countries and by extension the Commonwealth Region.

For more information please contact:

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