



# UN COMMISSION ON SUSTAINABLE DEVELOPMENT MAJOR GROUP FOR CHILDREN AND YOUTH

## PROCESSES AND PROCEDURES

April 2011

### PREAMBLE

The vision of the UN Commission on Sustainable Development (CSD) Major Group for Children and Youth is the advanced participation of young people all levels; locally, nationally, regionally and internationally, in the protection of the environment and the promotion of economic and social development.

The mission of the Major Group for Children and Youth is to ensure that the interests of children and youth are taken into account in the planning and decision making processes, and that youth in particular participate meaningfully in the CSD-processes.

### 1.0 OBJECTIVES

The objectives of the Major Group for Children and Youth (MGCY) are to:

- 1.1. Advance the full participation of children and youth within the CSD and related processes;
- 1.2. Foster dialogue, collaboration, participation and unity in diversity within the MGCY;
- 1.3. Encourage, promote and strengthen the role of civil society at the CSD; and
- 1.4. Strive to be an engaged and credible actor within the CSD.

### 2.0 PRINCIPLES

The MGCY is guided by the following principles:

- 2.1 Mission driven
  - 2.2 Inclusive
  - 2.3 Educational
  - 2.4 Voluntary
  - 2.5 Participatory
  - 2.6 Flexible
  - 2.7 Egalitarian
  - 2.8 Respectful
  - 2.9 Accountable
  - 2.10 Transparent
  - 2.11 Professional
  - 2.12 Consultative
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### 3.0 MEMBERSHIP

The MGCY is an international coalition of children and youth that has two types of membership; individual membership (below the age of 30 years) and group membership (child or youth led organisations). Membership with the MGCY is subject to the following:

- 3.1 Membership is acquired by adherence to the MGCY's principles and policies, and subscribing to the main mailing list ([uncsdyouthcaucus@googlegroups.com](mailto:uncsdyouthcaucus@googlegroups.com));
- 3.2 A member can resign by unsubscribing from the mailing list;
- 3.3 Active individual membership in the MGCY automatically ends when a member turns 30 years;
- 3.4 Active organisational membership can continue so long as there is a representative; and
- 3.5 Any member not fulfilling the obligations stipulated under Section 4.2. risks removal from the Major Group.

### 4.0 RIGHTS AND OBLIGATIONS OF MEMBERS

4.1 A member has the right to:

- Participate on an equal basis with other members in the realisation of the objectives of the MGCY;
- Participate in the decision-making processes through the Major Group, as well as through Working Groups;
- Elect and be elected for the Organising Partners, subject to the conditions as stipulated by UNDESA;
- Be fully informed of the work and activities of the Major Group in a timely manner;
- Raise concerns or suggestions they have to the Organizing Partners and receive timely and appropriate response to their input from the Organising Partners; and
- Propose initiatives for MGCY activities.

4.2 A member has the obligation to:

- Uphold the principles of the Major Group, and act in accordance with its processes and procedures;
- Take part, in accordance with her/his interests and capacity, in activities of the Major Group;
- Consult with the Organising Partners prior to engaging in activities that implicate the Major Group.

### 5.0 DECISION-MAKING PROCESSES

The MGCY deliberates annually during the CSD meeting, preparatory meetings such as

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the Inter-governmental Preparatory Meeting (IPM) and Regional Implementation Meetings (RIMs), and via the mailing list specified under Section 3.1. The mailing list will be the main means of communication for all decision-making processes and involvement therein. Different decision-making processes will be followed for the different events, as stipulated below.

#### **5.1 At the CSD:**

- The Major Group meets daily if not decided otherwise;
- The meeting is called by the Organising Partners (OP);
- Any member of the Major Group can propose a point of the agenda at least 30 mins in advance of the session;
- The MGCY decides with consensus, using the principles as mentioned in Section 2;
- Any decision that is made through consensus should be implemented by the members of Major Group in a unified fashion, with all members committed fully to the decision that was made;
- In the rare situations/occasions where inclusive consultation does not result in consensus, the OP can make an executive decision to ensure crucial processes go forward; and
- Decisions can be made regarding activities and processes relative to the CSD itself, however more strategic decisions with far reaching consequences can be formulated at the CSD and shall be decided on-line (see 5.3.)

#### **5.2 At Preparatory Process Meetings:**

- Same as 6.1;
- If one or more OP members is not present, interim OPs are appointed for that session by the current OP members;
- OPs must be involved in decisions with consequences beyond the session; and
- OPs or Interim OPs must submit a write up of the meeting at the end of the session.

#### **5.3 Through the email list:**

- All decisions that need to be made throughout the year, and decisions with far-reaching consequences, will be sent to the MGCY through the mailing list (see 3.1.) by the OPs and Working Groups including both the decision, as well as the time frame;
  - A draft proposal will be sent to the mailing list and open for comments for at least 2 weeks, if not otherwise decided. All Major Group members have the opportunity to raise major concerns that they have pertaining to the decisions, with the OP;
  - A second proposal will be circulated taking into account the previously raised
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concerns, for at least one week. If none of the members having issued concerns disagree, the proposal is seen as adopted; and

- Shorter deadlines for a decision can be arranged based on the requirements of significant external time pressure.

## 6.0 ORGANIZING PARTNERS

### 6.1 Roles and Responsibilities

Organizing partners perform and have the following functions and responsibilities, as outlined at [http://www.un.org/esa/dsd/dsd\\_aofw\\_mg/mg\\_orgapart.shtml](http://www.un.org/esa/dsd/dsd_aofw_mg/mg_orgapart.shtml):

- Facilitate consultation with the Major Group to provide inputs outlining priorities for action within the CSD process;
- Disseminate relevant data and information for the Major Group;
- Facilitate activities of the Major Group to maximise presence and participation at CSD;
- Uphold the code of conduct as stipulated by the UN;
- Liaise with the CSD secretariat;
- Promote effective youth participation in the CSD process;
- Ensure the provision of guidance for working structures, such as working groups, task forces and policy groups;
- Ensure effective preparation and participation at the CSD and related meetings;
- Keep a track record of MGCY contributions to the CSD and other sessions;
- Ensure reflection on and regular evaluation of MGCY activities;
- Coordinate and facilitate the continuation and hand-over of the OP positions;
- Delegate specific tasks to members;
- Provide regular updates of OP and MGCY activities to the MGYC.
- Actively seek resources to enable a more balanced participation, especially concerning young people with fewer opportunities;
- Determine the appropriate allocation of any funding made available in line with the above principles and objectives.

### 6.2 Meeting and Decision-making

6.2.1 The OPs conduct regular meetings that are led by an agenda and minutes are recorded. Effort must be made to ensure that all OP members have suitable communication mechanisms for the meetings;

6.2.2 No decision shall be passed at any meeting of the Organizing partners unless a quorum is present of 2/3 and adequate notification of the meeting has been given;

6.2.3 The OP decides with consensus. If consensus is not reached, the Major Group will

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decide if a vote is required; the decision to take a vote must be arrived at by consensus. All decisions must be minuted, and whether the decision was arrived at by consensus or by a vote is recorded; and

6.2.4 Once a decision has been reached, this becomes the position of all OP members, irrespective of the different voting positions.

### 6.3 Criteria for Eligibility

6.3.1 UN criteria for eligibility include organisations that have the following (as found at [http://www.un.org/esa/dsd/dsd\\_aofw\\_mg/mg\\_orgapart.shtml](http://www.un.org/esa/dsd/dsd_aofw_mg/mg_orgapart.shtml)):

- Expert knowledge and competency on the CSD cycle's cluster of issues;
- Demonstrated over time their competence and commitment to work in collaboration with the CSD Bureau and the Secretariat;
- Recognized and well respected in their communities and by other organizations in the same sector, and have contacts reaching into different branches of their respective sectors;
- A global or regional geographical scope and membership;
- Representative structures and appropriate mechanisms of accountability to members;
- A solid understanding of intergovernmental decision-making processes, and in particular of the CSD process;
- A knowledge of respective regional players and regional groupings;
- A commitment to remain engaged throughout the two-year CSD implementation cycle;
- The organizational means and time to perform the required tasks un-paid and responsibilities, including participation in CSD meetings in New York throughout the two-year CSD implementation cycle;
- Members who shall exercise effective control over its policies and actions through the exercise of voting rights or other appropriate democratic and transparent decision-making processes; and
- Preferably in consultative status with ECOSOC or are on the CSD Roster.

6.3.2 MGYC specific criteria:

- Be a MGYC member;
  - Be an organization, or a representative of an organization that:
    - o Is non-governmental or non-profit,
    - o Works with young people and has a decision-making body controlled by young people,
    - o Is not to subject to direction in their decision by any external authority;
  - Must be able to commit to the roles and responsibilities of the OP as outlined in
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6.1;

- Must have the time and means to accomplish the tasks and responsibilities not necessarily paid, including participating in CSD meetings in New York throughout the cycle; and
- Regular internet and phone access.

#### **6.4 Election of OP members**

6.4.1 A maximum of 5 OP members can be elected per cycle;

6.4.2 Organizing partners are elected for every cycle by the MGCY for the mandate of two years with a possibility of extension;

6.4.3 Elections will take place at the end of the CSD cycle, unless otherwise extended, through a voting procedure to be specified at a later stage;

6.4.4 If an OP fails to fulfill their duty, a decision will be taken by the other OP members to either remove or replace the OP in question. This information will be conveyed to the MGCY; and

6.4.5 Any OP member has the right to resign from the position if they feel they are unable or unwilling to fulfill their commitments. However, the roles and responsibilities of the OP should be acknowledged prior to accepting the role. In the event that an OP does resign, it remains the decision of the current Ops whether to elect someone as a substitute for the duration of the cycle.