



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

United Nations Major Group for Children and Youth
Processes and Procedures Document

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Section 1: Framework

1.1 Vision

The vision of the UN Major Group for Children and Youth (MGCY) is a world that upholds Human Rights and the Rights of the Child and achieves sustainable development. In this world, children and youth are planning, designing, implementing, monitoring, reviewing and evaluating sustainable development policies.

This includes the meaningful participation of children and youth and their organisations, networks and committees at all levels - local to international - in decision-making on sustainable development.

1.2 Mission

In order to achieve this, the MGCY is a self-organised space, which ensures the effective coordination of children and youth participation in United Nations processes related to sustainable development and other allied processes.

We strive to ensure diversity and inclusion of all children and youth taking into account (among other things) region, geography, gender, (dis)ability, marginalised groups and type of organisation.

1.3 Mandate

We are mandated by Agenda 21 and UN General Assembly Resolutions (such as 2013's A/Res/67/290), as well as ad hoc agreements with UN bodies and conferences.

We act as a bridge between children and youth and officials in the UN system, whilst ensuring children and youth are afforded the right to attend and intervene in official meetings, have access to and submit information and documents, make recommendations and organise events and meetings.

1.4 Guiding Values

MGCY strives to be:

1. Mission-driven and professional
2. Participatory and consultative
3. Innovative
4. Independent of external control and voluntary in nature
5. Egalitarian, respectful and inclusive
6. Accountable, transparent and open

1.5 How the MGCY works

We Provide:

1. Platforms (online and offline) to foster dialogue among children and youth, our stakeholders and partners, on issues that children and youth care about and/or affect children and youth.
2. Spaces for children and youth to agree on joint statements and policy positions for UN processes covered by each of the External Working Groups.
3. Information on UN processes.

We Conduct:

1. Capacity-building of children and youth so that they can take part and be informed of UN processes.
2. Training of young people on the practical skills of participation.
3. Our work, such as policy position development and selections, in an open, transparent, inclusive and democratic manner.

We Coordinate:

1. Logistics of children and youth's participation in UN processes.
2. Inputs into UN processes where the UN requires civil society participation through Major Groups.
3. Resources which are offered to civil society to enable their participation in processes to ensure fair and equitable distribution of those resources.

Our organising structure includes:

- **Participants**, who are either individuals 30 years old or under or organisations representative of or working with children and/or youth. Participants must join at least one of the Working Groups to become a member of the MGCY.
- The **legal entity** of UN MGCY is called "Children and Youth International." All participants of the MGCY are also automatically members of Children and Youth International. It is a permanent and non-elected Organising Partner. It operates the MGCY's Finance Working Group and supports the Elections Working Group.
- **Working Groups**, which cover each of the UN processes we are involved in (external Working Group) or support the internal work and/or policy coherence of the MGCY (internal Working Groups).
- **Assembly meetings**, which happen online (and sometimes in person) and coordinate the work of all the Working Groups and receive reports from the Organising Partners.
- Five elected **Organising Partners** for staggered two-year terms. They are organisations whose policy-making is controlled by people who are 30 years old or under. Their role is to support the MGCY's work and to liaise between MGCY and relevant UN bodies.
- **Deputy Organising Partners** (for external Working Groups) and **Facilitators** (for internal Working Groups), who are individuals who facilitate and coordinate MGCY's work.
- **Acting Organising Partners**, who may be asked to fill Organising Partner roles at UN events if Organising Partners are unable to attend.
- **Regional focal points**, who external Working Groups may appoint if they deem them important to the development of policy positions and/or statements.

Section 2: Participation

2.1 Types of Participation

There are two types of MGCY participants:

1. Any individual 30 years old or under who signs up to the MGCY online or in person.

2. Any organisation, network, committee, group or other association of individuals that signs up to the MGCY online or in person and that fulfils either of the following requirements:
 - a. Representative of the interests of children and/or youth, and has a policymaking body controlled by people 30 years old or under; or
 - b. Works with children and/or youth but doesn't have a policymaking body controlled by individuals 30 years old or under.

Organisations that are participants under 2.b (not having a policymaking body controlled by people 30 years old or under) may be full participants in the MGCY but may not stand or vote in elections of the Organising Partners, Deputy Organising Partners, or Facilitators.

2.2 Becoming an MGCY Participant

1. Individuals or organisations register through the following processes:
 - a) Fill in online form (individual):
 - Date of birth / Name first last / area of interest (tick box of all Working Groups) / country based in / diversity questions (gender, ability, language) / contact information
 - Tick box: agreeing to adhere to *Processes and Procedures* document
 - Tick box: 30 years old or under
 - b) Fill in online form (organisation)
 - Name of organisation / Based in / Geographic area of work (national/regional/international) / Areas of work (drop down of all Working Groups) / name of Representative(s), position (s), date of birth, contact details
 - Tick box: agreeing to adhere to *Processes and Procedures* document
 - Tick box either:
 - Organisation represents the interests of and has a policymaking body controlled by people 30 years old or under; or
 - Represents interests of children and/or youth
2. Based on the information provided, members are automatically signed up for the mailing lists of Working Groups relating to their area/s of interest.
3. A starter kit welcoming new members to the MGCY is sent to their email address. This kit contains general information and an introduction to our work and structure and a link to the website where we upload relevant documents. Members also receive an introduction to the specific Working Groups they signed up for.

All members must be registered in at least one Working Group of the MGCY and may participate in as many as they wish. Working Groups are listed in the *Working Structures* section. Mailing lists for Working Groups are not open but one gets subscribed to them automatically when filling in the initial membership form. Issues of general interest to all MGCY members are sent to all Working Group lists.

2.3 Ending Participation

Participation status shall be terminated in the following cases:

- A participant unsubscribing from all mailing lists; or
- When an individual member is over 30 years old; or

- When an organisation no longer has a representative registered; or
- A participant not fulfilling the obligations stipulated below can be asked to leave by either the Organising Partners or the MGCY Assembly (subject to allowing the participant a chance to represent themselves).

2.4 Rights of Participants

An MGCY participant has the right to:

- Nominate themselves or others to take part in meetings at the UN on behalf of the MGCY.
- Input into policy development of the MGCY.
- Take part in training and capacity-building of the MGCY.
- Organisations who have a policymaking body controlled by people 30 years old or under may elect and be elected Organising Partner.
- Individuals may elect Organising Partners and elect and be elected Deputy Organising Partner or Facilitator, subject to the conditions as stipulated by the UN and the *MGCY Elections Working Group Terms of Reference* document.
- Be fully informed of the work and activities of the MGCY in a timely manner.
- Raise concerns or suggestions they have to the Organising Partners and receive timely and appropriate response to their input from the Organising Partners.
- Propose initiatives for the MGCY.

2.5 Obligations of Participants

An MGCY participant has the obligation to:

- Be registered in one or more MGCY Working Groups.
- Keep the MGCY informed of their contact details and, for organisations, information about their representative.
- Uphold the Guiding Values of the MGCY and act in accordance with its *Processes and Procedures* document.
- Take part in accordance with their interests and capacity and make an effort to attend the MGCY's monthly Assembly calls.
- Consult with the Organising Partners prior to engaging in activities that implicate the MGCY.
- Follow the [UN Guide for NGOs](#) when on UN premises and using the MGCY name.
- Only approach the UN Secretariat after consulting with the relevant Organising Partner or Deputy Organising Partner.

Section 3: Working Structures

3.1 Children and Youth International

“Children and Youth International” is the legal entity of the MGCY. All MGCY participants are members of Children and Youth International. It shares its Annual General Meeting (AGM) with the MGCY's Annual Assembly, operates the Finance Working Group on behalf of the MGCY and supports the Elections Working Group. It takes up a permanent, non-elected Organising Partner place (in addition to the five elected organisations) to ensure continuity for the MGCY in the UN.



3.2 MGCY Assembly

The MGCY Assembly is the body that coordinates the activities of the MGCY. The Assembly happens through regular calls convened by Organising Partners. One or more Organising Partners or a majority of Deputy Organising Partners and Facilitators may schedule additional Assembly calls. The invitations to these calls will go to all Working Group mail lists. Anyone may attend the Assembly but Organising Partners, Deputy Organising Partners and Facilitators are expected to attend and report back to their Working Groups. At the start of each Assembly call a facilitator and note-taker is selected. The Assembly receives monthly newsletter updates from the Organising Partners and each Working Group, with the exception of Finance and Elections, which report annually.

The Assembly has the following tasks:

- Receive reports from the Organising Partners and the Working Groups on their activities and any policy or statements that have been given on behalf of the MGCY.
- Coordinate any policy and decide on any issues where there may be overlap or conflict between Working Groups.
- Ratify changes to the individuals representing each organisation as Organising Partners, Deputy Organising Partners or Facilitators by a simple majority.
- Establish new or close old Working Groups.

3.3 Annual Assembly

An Annual Assembly (also known as Children and Youth International's AGM) is held once a year, either online or online and in-person. It is open to all MGCY participants and follows Children and Youth International's rules. All MGCY participants may nominate people to be on the Finance Working Group (also known as Children and Youth International's Board) and/or the Elections Working Group. Elections are held according to Children and Youth International's rules. In addition, Accounts for the previous year are presented and statutes and processes and procedures are amended, as necessary.

3.4 Working Groups

The MGCY is made up of Working Groups that operate the day-to-day functions of the MGCY. Internal Working Groups - coordinated by Facilitators - are responsible for strengthening the MGCY's ability to accomplish its vision, mission, and mandate. External Working Groups - coordinated by Deputy Organising Partners - participate in UN meetings and events, liaise with respective UN agencies, and coordinate input into policy positions and statements. Organising Partners decide whether to form a new Working Group or close an existing Working Group.

3.5 Internal Working Groups

Current Internal Working Groups are:

- Children: coordinating policy in the interests of children and engaging children in UN processes.
- Communications and Media: maintaining our websites, external presence, and media work.
- Renewal and Outreach: improving internal processes and increasing the accessibility of MGCY's work to new/potential members.
- Elections: coordinating the elections and selections of the MGCY.



- Finance: coordinating the finance of the MGCY and advise on fundraising.

All MGCY members may participate in any Internal Working Group, with the exception of Elections* and Finance,** whose members are elected at the Annual Assembly.

*The Elections Working Group oversees all MGCY elections/selections (Organising Partner, Deputy Organising Partner, Facilitator, speakers etc.). It is convened by Children and Youth International. Any MGCY members not running for election and not coming from an organisation that is running for election may apply. Outgoing Organising Partners who are not re-running shall be appointed. Conflicts of interest must be declared, for example participants who have personal links to an organisation or individual that is running. The Elections Working Group is governed by the following rules:

- Each Elections Working Group member reviews all applications.
- At least 60% of Working Group members must agree that the candidate has met the minimum United Nations Department of Economic and Social Affairs and MGCY standards to go forward.
- The Elections Working Group shall design a weighting system which balances the votes cast by 50% to individuals and 50% to organisations.
- For individual positions, any candidate who will turn 31 during their term will automatically be disqualified.

**The Finance Working Group oversees MGCY's finances. It helps coordinate resources that are given in-kind or raised by other organisations but is only responsible for money that is raised by the MGCY itself. For externally-funded places to participate in events, the relevant selection process is followed. Members of the Finance Working Group are selected at the Annual Assembly and are also members of the Board of the legal entity, Children and Youth International.

3.6 External Working Groups

Current External Working Groups are:

- Post-2015 and Sustainable Development Policy: setting and reviewing goals, targets, indicators and policies within the Sustainable Development and the post MDG agenda.
- Sustainable Development Governance and Participation: working through the High-Level Political Forum and other bodies to create and improve structures and modalities.
- Sustainable Consumption & Production: working with UNEP MGCY to ensure that we implement the 10 Year Framework of Programmes on Sustainable Consumption and Production.
- Disaster Risk Reduction (DRR): working on the conference and its follow-up on Disaster Risk Reduction.
- Small Island Developing States (SIDS): working on the conference and its follow-up on issues relating to Small Island Developing States.
- Sustainable Urban Development and Housing (Habitat): working on the Habitat III conference and its follow up on issues of Urban Development and Housing.
- Finance for Sustainable Development: working on issues related to Financing for Development and Sustainable Development Financing.

- World Humanitarian Summit: Working on the World Humanitarian Summit Process

Section 4: Roles and Selection of Roles

4.1 Organising Partners

There are five elected organisations (each with a 2-year mandate), and Children and Youth International (the permanent legal entity) that collectively make up the Organising Partners.

The MGCY Organising Partner role includes the following components, which are based on those outlined in the United Nations Department of Economic and Social Affairs' "Note on Major Groups Governance" (2013):

- Facilitation
 - Organise the Assembly calls for the MGCY
 - Ensure Working Groups are functioning
 - Take active steps to support Working Groups that are struggling to fulfill the *Processes and Procedures* document
 - Take active steps to ensure that Deputy Organising Partners and Facilitators are fulfilling their tasks
 - Facilitate MGCY activities to maximise presence and participation at UN sustainable development-related 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
- Governance
 - Ensure the MGCY follows the *Processes and Procedures* document
 - Ensure the provision of guidance for working structures
 - Add or close Working Groups, as needed
 - Determine the appropriate allocation of any funding made available, in line with the 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 sustainable development processes
 - Provide regular updates of Organising Partner and 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 MGCY members
- Coordination with the UN
 - Liaise / communicate with the UN Department of Economic and Social Affairs

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

4.2 Division of Labour / Representation

- Organising Partners work as a collective. No individual organisation speaks on behalf of the Organising Partners unless they all agree to do so.
- Division of labor is decided by Organising Partners themselves.
- The Organising Partners must maintain minutes from their meetings, which are made available to the MGCY.
- Each Organising Partner is an organisation and should appoint a lead but can work as a team within their respective organisation.
- All Organising Partners will be responsible for: coordinating between Organising Partners; assisting other Organising Partners during particularly demanding periods; and preserving institutional memory.

4.3 Organising Partners in Working Groups

- Organising Partners have a role to oversee that Working Groups are functioning
- If a Working Group is not functioning according to the *Processes and Procedures* document, then Organising Partners may:
 - Remind the Deputy Organising Partner of his/her roles and responsibilities
 - Take over the facilitation of the Working Group for a limited period in order to reactive it
 - Call for the election of a new Deputy Organising Partner
- Organising Partners may take part in any Working Group but they do so as their organisation/as individuals and not as the Organising Partners
- If Working Groups have questions or requests for Organising Partners they should send them to the whole Organising Partner list or raise it at the Assembly
- The Organising Partner organisation's lead representative may not become a Deputy Organising Partner or Facilitator of a Working Group.

4.4 Meeting and Decision-making

- The Organising Partners conduct regular meetings that are led by an agenda and minutes are recorded and made available to all MGCY members. Effort must be made to ensure that all Organising Partners have suitable communication mechanisms for the meetings.
- No decision shall be passed at any meeting of the Organising Partners unless a quorum of 50% (rounded up to the nearest full number) of Organising Partners is present and adequate notification of the meeting has been given.
- Organising Partners decide with consensus. If consensus is not reached, the Organising Partners will ask the Assembly to decide if a vote is required; the decision to take a vote must be arrived at by consensus.
- Each elected Organising Partner (ie excluding Children and Youth International) organisation gets one vote. Since there can only be one nominated lead person per organisation, this equals

1 elected Organising Partner = 1 vote. Deputy Organising Partners and Facilitators do not have a vote.

- All decisions must be minuted, and whether the decision was arrived at by consensus or by a vote is recorded.
- Once a decision has been reached, this becomes the position of all Organising Partners, irrespective of the different voting positions.
- Where possible, decisions should be made in consultation with the Assembly (i.e if there is time available to organise an Assembly call or if it is not sensitive in nature).
- Organising Partners need to attend or send a representative to meetings with respective UN bodies when general participation and Major Group issues are discussed. When process-related meetings are called the Deputy Organising Partner may attend.

4.5 Criteria for Eligibility

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 MGCY will assist in accrediting the organisation after the organisation submits an Organising Partner application.

Additionally the MGCY requires OP organisations to:

- Be an active MGCY member

- Be an organisation that:
 - is non-governmental and non-profit
 - works with young people and has a decision-making body controlled by children and/or young people
 - is not subject to direction in their decision by an external authority
- Be able to commit to the roles and responsibilities of the Organising Partner
- Have the time and means to accomplish the tasks and responsibilities not necessarily paid, including participation in High-Level Political Forum meetings in New York throughout the cycle,
- Have regular internet and phone access

4.6 Terms

- Terms will be two years for the 5 elected Organising Partners along with the continuous mandate of the legal entity.
- Six months before the completion of their term, each Organising Partner must submit a report on activities related to fulfilling Organising Partner responsibilities.
- On the completion of their term, Organising Partners may run for re-election. In addition to the regular application, their application must include the report mentioned in the bullet above.
- Organising Partner terms will be staggered to ensure that in every year there are 2 or 3 Organising Partners in their 2nd year. This will help achieve continuity and capacity building for new Organising Partners.

4.7 Application Process

An application will include the following components:

- Organisational information
- Responses to motivation questions set out by the Elections Working Group.
- A motivation letter from the organisation's Board and leadership
- Two reference letters (not from members of the organisation)
- Description of the organisation's governance
- Website link and constitution of the organisation
- Names and details of the nominated lead person, including scan of passport bio page / government issued ID that shows date of birth

4.8 Election of Organising Partners

- Voting will occur via a secure online survey platform. Candidates' biographies will be displayed and MGCY members will be able to rank their choices. The candidates with the highest average ranks will be appointed Organising Partners.
- All MGCY members shall be eligible to vote.
- Votes cast shall be weighted to balance equally (50%/50%) between (a) Individual participants and (b) Organisation participants.
- The Elections Working Group will resolve any disputes. Ties are resolved by getting the two candidate to discuss, if they confirm that they both wish to stand then the flip of a coin shall decide.

- If an organisation chooses to change their Organising Partner lead representative then they need to get agreement for the change by the Assembly team by simple majority.

4.9 Resignation and By-elections

4.9.1 Nominated Lead Individual

- If an Organising Partner organisation finds that their nominated lead person is unable to continue carrying out their duties, the nominated lead may voluntarily resign or be withdrawn by the organisation by informing other Organising Partners and the Assembly. The resigning Organising Partner must prepare a report on their activities related to fulfilling their Organising Partner responsibilities. A new person should be nominated by the Organising Partner organisation and ratified by a simple majority of participants at an Assembly call. If a new nomination doesn't receive 50% of the votes, then the organisation shall be required to nominate another individual lead person that meets the individual criteria. If after 2 nominated lead individuals are rejected the Assembly shall move to by-elections for a new Organising Partner organisation.
- If the Organising Partner Team and/or the Assembly find that an Organising Partner's nominated lead person is unable to carry out their Organising Partner duties, the Organising Partner Team and the Assembly will vote on whether that Organising Partner should be required to nominate a new lead person. The Organising Partner will get an opportunity to present their case during an Assembly call meeting prior to the vote. If at least 2/3rds of members vote for the replacement, that Organising Partner will be required to nominate a new person. The fact that there is going to be a vote, the time, date and meeting method will be advertised to all Working Groups' mailing lists at least one month in advance.

4.9.2 Organising Partner Organisation

- If an Organising Partner organization wishes to resign they may do so by informing the other Organising Partners and the Assembly and a by-election shall be called.
- If the Assembly find that an Organising Partner organisation is unable to carry out their Organising Partner duties, the Assembly will vote on whether that Organising Partner should be required to resign. The Organising Partner will get an opportunity to present their case during an Assembly call prior to the vote. If at least 2/3rds of members vote for the replacement a by-election will be called.

4.9.3 By-election

- If more than 9 months of the resigning Organising Partner's term remains, the Elections Working Group 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.

4.10 Deputy Organising Partners (External Working Groups)

Deputy Organising Partners are the individuals who facilitate the External Working Groups of the MGCY.

4.10.1 Deputy Organising Partners

- Cannot be Organising Partners' nominated leads. An Organising Partner cannot be a Deputy Organising Partner at the same time.
- Are individuals. These individuals may or may not be affiliated with an organisation.
- Can be individuals affiliated with the organisations who hold other positions. No individual shall hold more than one position.
- 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 Deputy Organising Partners 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 Deputy Organising Partners.
- Each external working group should strive to have two (and not more than that) Deputy Organising Partners to steer their work.

4.10.2 Tasks

Tasks of the Deputy Organising Partners are:

- Liaising with the UN on respective policy issues.
- Coordinating statements / Facilitating position development.
- Making the call to close a statement, in consultation with the Regional Focal Points, to prevent a statement from being read if it is red-flagged and no agreement can be found.
- Contributing to a monthly newsletter to the Assembly.
- Attending monthly Assembly calls.
- Consulting with internal Working Groups.
- Writing introductions for new members.
- Helping develop a work plan for the group.
- Carrying out their respective UN mandates.
- Adhering to the MGCY's *Processes and Procedures* document.
- Uploading documents such as statements and policies to the website / internal library.
- If a Working Group Deputy Organising Partner wishes to add more details to these minimum requirements concerning their activities, they may.

4.10.3 Election of Deputy Organising Partners

- Voting will occur via a secure online survey platform. Candidates' biographies will be displayed and members of the Working Group electing a new Deputy Organising Partner will be able to rank their choices. The candidates with the highest average ranks will be appointed Deputy Organising Partner.
- The Elections Working Group shall set a closing date for the list of Working Group members at the announcement of elections.
- Votes cast shall be weighted to balance equally (50%/50%) between (a) Individual participants and (b) Organisation participants.
- The Elections Working Group will resolve any ties or disputes.

- Organisations cannot change a Deputy Organising Partner and any change will trigger a by-election.
- Organising Partners may step in to fill the roles of Deputy Organising Partners where needed until elections take place

4.11 Regional focal points

The MGCY as an overall space does not have regional or geographical focal points. However, external Working Groups may decide to establish those, and the MGCY space supports such structures. The decision to establish such focal points can be based on a UN mandate or a decision taken by the Working Group.

4.12 Facilitators (Internal Working Groups)

4.12.1 Tasks

Tasks of the Facilitators are:

- Contributing to a monthly newsletter to the Assembly.
- Attending monthly Assembly calls.
- Responding to questions/comments from external Working Groups.
- Writing introduction for new members.
- Helping develop a work plan for the group.
- Adhering to the MGCY's *Processes and Procedures* document.
- Uploading documents such as statements and policies to the website / internal library.
- 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 facilitators 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 facilitators.
- If a Working Group Facilitator wishes to add more details to these minimum requirements concerning their activities, they may.

4.12.2 Election of Facilitators

- Voting will occur via a secure online survey platform. Candidates' biographies will be displayed and members of the Working Group electing a new Facilitator will be able to rank their choices. The candidates with the highest average ranks will be appointed Facilitator.
- The Elections Working Group shall set a closing date for the list of participants of the Working Group at the time of announcement of elections.
- Votes cast shall be weighted to balance equally (50%/50%) between (a) Individual participants and (b) Organisation Members.
- The Elections Working Group will resolve any ties or disputes.
- If an organisation chooses to change their Facilitator lead representative then they need to get agreement to the change by the Assembly team by simple majority.
- OPs may step in to fill the roles of Facilitators where needed until elections take place.

- Members of the Finance and Elections Working Groups are chosen at the Annual Meeting and they select within their number a Facilitator.

Section 5: Communications

5.1 Internal Communications

5.1.1 Organising Partners

- attend and set up the monthly Assembly call.
- send updates to the Assembly whenever they attend an official conference or event.
- send monthly newsletter updates to the Assembly.
- coordinate the exchange of information between UN agencies and Deputy Organising Partners whenever they are not directly contacted by the UN via their official MGCY email addresses.

5.1.2 External Working Groups

- attend the monthly Assembly call.
- send updates to the Assembly whenever they attend an official conference or event.
- send monthly newsletter updates to the Assembly.
- consult internal Working Groups whenever their specific expertise is needed.

5.1.3 Internal Working Groups

- attend the monthly Assembly call.
- send monthly newsletter updates to the Assembly.
- are consulted on their areas of expertise by other MGCY participants, especially external Working Groups.

5.2 External Communications

The MGCY is not mandated to actively reach out. The MGCY is instead obliged to support organisations themselves to reach out. The Communications and Media Working Group however does facilitate some of the external communications of the MGCY.

5.2.1 Social Media and Press

The MGCY Social Media account and Press Contacts are coordinated by the Communications Working Group and the Organising Partners. Any message that is posted should relate to agreed MGCY positions and statements.

5.2.2 Contacts from outside of the MGCY

- All contact should go to either all OPs or the relevant Deputy OP on specific issues. In the case of the latter, the OPs are cc'ed.
- No individuals should be contacted. All exchange should go through op@childrenyouth.org or the relevant Deputy OP's official MGCY email address

Section 6: Decision Making Process

6.1 Policy

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

The MGCY deliberates via the respective mailing list of each Working Group. Updates from each Working Group are shared in the MGCY Assembly and any decision on policy is relayed to the Assembly for information. 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 MGCY.

The process to create policy may vary from each Working Group, but must follow the following general rules:

1. A request for submissions is sent out, giving good time for everyone to contribute.
2. A Working Group call decides on a drafting group which should be diverse in the Working Group's members.
3. The drafting group takes the submissions and any relevant previous policy and drafts the policy in an open online document (such as google docs)
4. The draft is sent around to the mailing list for comments and suggestions.
5. The drafting group incorporates comments and suggestions and finalises the draft.
6. 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.
7. The drafting group meets to resolve any red flags in consultation with the red flag raiser.
8. Any unresolved red flags mean that the particular section must be removed from a policy or statement of the MGCY.
9. Deputy OPs are responsible for uploading policies to the www.childrenyouth.org website under the respective process.

6.2 Statements

Statements are drafted by Working Group members and those selected to speak. They must take agreed MGCY policy and reflect the relevant elements of that policy in any statement. Where there is no policy agreed or overall consensus of the MGCY then any statement must make this clear.

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, Deputy Organising Partners, or acting Organising Partners' (if neither Organising Partner or Deputy Organising Partner is present) role to ensure that statements are coherent with the MGCY and that speakers stick to the statement that is agreed.

6.3 Selecting Speakers and funded slots

Interested people nominate themselves who then go through the Elections Working Group using Deputy OPs and/or relevant experts in the process of the MGCY. If anyone from the Election Working Group or Deputy OPs or relevant experts nominate themselves or have someone nominated from their organisations they must step back from that decision.

Interested people should include the following information:

- Name
- Age
- Gender
- Country of nationality
- Organisations
- Your experience
- Motivation
- Plans for follow up
- Relevant experience
- Plans during the meeting
- Details of attendance
- Specifics of any special assistance or access requirements.

The Elections Working Group will appoint the speaker. You cannot join the specific selection meeting of the Elections Working Group if you are the speaker or from the speaker's organisation.

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

6.4 Online

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

- All decisions that need to be made throughout the year and updates will be sent to the MGCY through the relevant mailing list by the Deputy Organising Partners or Organising Partners including both the decision, as well as the timeframe.
- 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 MGCY participants have the opportunity to raise major concerns that they have pertaining to the decisions, with the Deputy Organising Partner;
- 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.
- Shorter deadlines for a decision can be arranged based on the requirements of significant external time pressure.

6.5 During relevant UN Meetings and Events

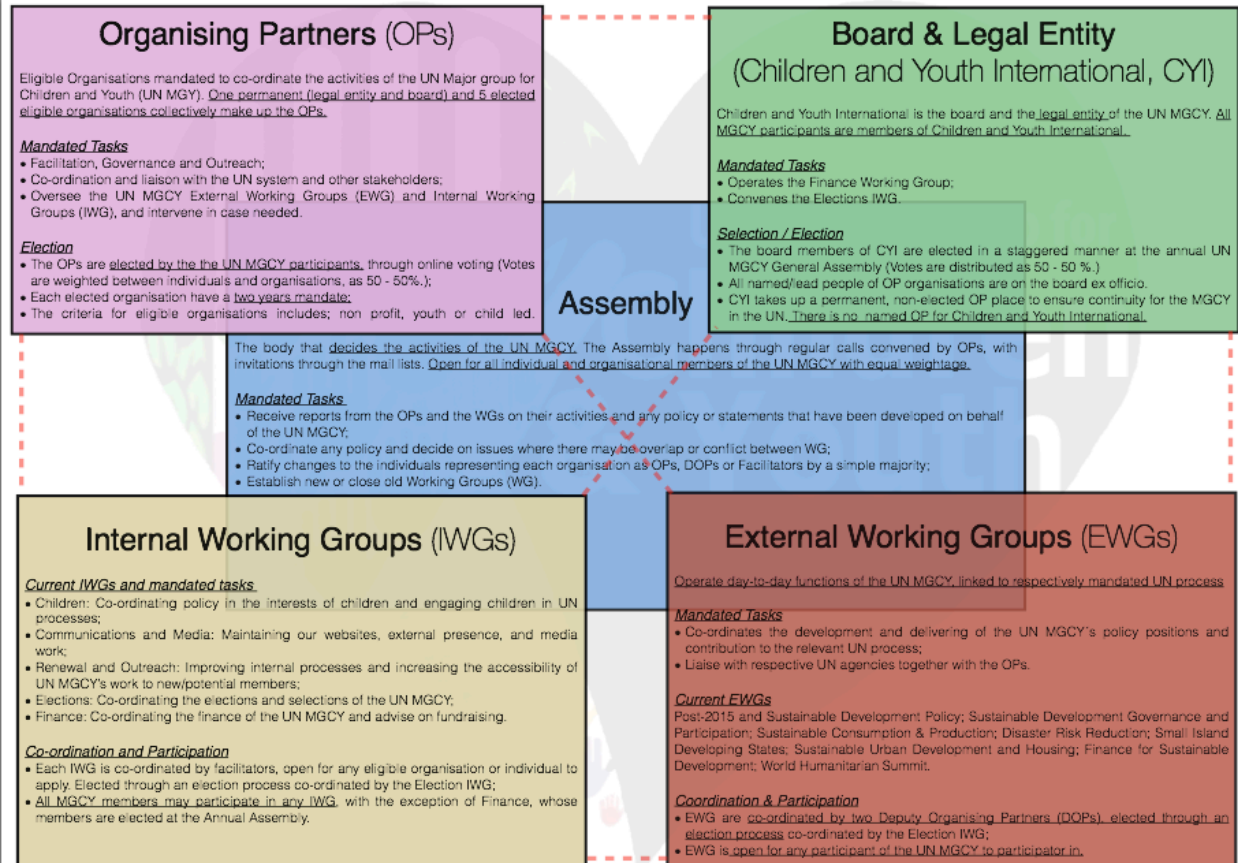
Daily Meetings will take place during negotiations.

- The meeting is called by the Organising Partners or the Deputy Organising Partner.
- Any member of the MGCY may propose a point of the agenda at least 30 minutes 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 participants of the MGCY in a unified manner, with all participants committed fully to the decision that was made.
- In the rare situations/occasions where inclusive consultation does not result in consensus, the Deputy Organising Partner shall take it to a vote which requiring two-thirds majority decision. Where this cannot be reached no position or statement shall be made.
- 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.
- If no current Deputy or Organising Partner can be present, acting Organising Partners are appointed for that session by the current Deputy and Organising Partners. Organising Partners must be involved in decisions with consequences beyond the session.

6.6 Amending the Process and Procedures Document

- The Process and Procedures Document can be amended from time to time following the way:
 - That at an Assembly Call an issue is raised with a particular section of the Process and Procedures Document and referred to the renewal group to investigate
 - The Renewal group reviews the concern, asking the person who raised the issue their views and opens consultation to wider submissions
 - If a consensus can be agreed then the renewal group may suggest amendment and send it around to the whole MGCY within 2 weeks of an assembly call for red-flags
 - If no consensus is reached further discussion is needed and the issue with the arguments should be presented to the Assembly Call.
 - If the issues is then agreed at the Assembly call and there are no red flag a further period or red flags are opened up until the next assembly call.
 - If by the next assembly call all red flags are either resolved or there are none then it can be adopted by consensus at the Assembly call.
 - If there is an objection to adoption at the Assembly call then it can be adopted by consensus minus 1 but if there is more than one objection the changes are not adopted.

Organogram



[Online Version](#)

