

United Nations Major Group for Children and Youth Governance Reporting Form



United Nations Major Group for Children and Youth Organising Partners/Deputy Organising Partners Governance Reporting

*United Nations Department of Economic and Social Affairs
Division for Sustainable Development - Stakeholder Engagement Program, Relevant UN
Agencies*

Basic Information

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Governance

1.1 How many OPs facilitate engagement of your Major Groups constituency into the UN Sustainable Development agenda?

Currently we are four OP organisations, (youth/child led) with each having a lead individual and an internal team to support the organisatio obligations and responsibilities of being an OP.

This total team of individuals, including the lead individuals supporting the work includes nine people.

Currently the four organisations are: Children and Youth International, Restless Development, European Youth Forum and Pacific Youth Council

1.2 Are OPs and DOPs Elected or Selected?

Yes *

No

1.2.1 Please describe the process within which you were selected or elected as organizing partners for your Major groups

As per our Process & Procedures' Document (Also available on the SDKP Website Under our Governance Tab)

A more detailed outline of the Elections Working Group can be seen [HERE](#)

Section 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 UN MGCY will assist in accrediting the organisation after the organization

submits an Organising Partner application.

Additionally the UN MGCY requires OP Organisations to:

- Be an active UN 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 UN MGCY members will be able to rank their choices. The candidates with the highest average ranks will be appointed Organising Partners.

- All UN 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.

In my personal case I was elected to the board of Children and Youth International at our physical General Assembly Meeting in May 2014 in Sri Lanka. I then went on to replace our predecessor at the 2014 HLPF Cycle.

1.3 How do you ensure regional and global facilitation within your working group?

As stated in information in the governance section our page on the SDKP, we have Regional Focal Points (RFPs), Thematic Focal Points (TFP), Organising Partners (OPs), and Deputy Organising Partners (DOPs) specific to respective UN processes and Board Members. Currently this number is over 150.

We have a “Coordination Team”

The board members are responsible for financial and legal reporting and requirements. They are all elected at an annual GA.

OPs and DOPs that have a global facilitation role, gain their mandates from the election process elaborated above. The scope and process of the facilitation they carry out is elaborated in their respective TORs and the Process & Procedures document.

The RFPs and TFPs or any other ad hoc coordination structure gain their mandate through an open application process that then assesses their applications as per the elections working group outline hyperlinked above.

There may be one or two RFPs/TFPs per region and thematic area.

The TFPs facilitate thematic content development of the constituency as per their specific avenue of work in the respective UN process and its predetermined themes. How the content is developed is articulated in section 6 of the Process & Procedures document. Additionally offline consultations are a huge area of our work. We have developed consultation guides for different UN processes and have translated them into a few languages. The results of these offline, in person consultations carried out by our members’ forms the primary basis of our thematic positions. In our annual reports, we submitted the details of the consultations that had been carried out for the respective processes.

For RFPs the regions may vary from process to process. Currently the most widely used

regional groupings include: South & Central Asia, Latin America & Caribbean, Europe & Others, North & South East Asia, Pacific Region, Middle East & North Africa, Eastern & Southern Africa, and finally Western and Central Africa. We are using this grouping for almost all of the process we are engaged in other than SIDS, as it has its own SIDS specific regions.

1.4 How do you coordinate with other OPs/DOPs in your Major Group/Working Group to ensure a fair division of labor?

- Function
- Meeting and Decision Making
- Funding
- Other Structure

Function:

Each mandated position as listed above has clearly laid out tasks as per their respective TORs. Each external and internal working group determines their own division of work. The RFPs and TFPs have clearly laid out tasks as per their TORs.

Meeting and Decision Making:

Please refer to section 4.4 and section 6 of the UN MGCY Process and Procedures (P&P) Document

Funding:

Apart from the formal European Commission grants, we have no funding source. Whenever funding is available for a specific meeting, we follow the standard selection process as articulated in the "Elections Outline" and the "P&P". The elected board proposes a budget, which is then discussed by the assembly, which may choose to make changes. It only approved after a unanimous assembly decision.

Other Structures:

The working structures are mentioned in the P&P document. There have been a few additions since then. Just elaborating two here critical ones here:

Our most active and critical structural entity is our 'coordination team'- This included all the OPs, DOPs, RFPs, TFPs, and Board Members. In addition to this, the larger coordination team includes all RFPs from all processes as well.

The highest-level decision making body is the Assembly, which includes each and every member.

1.5 Do you remain regular coordination with other Major Groups and Stakeholders with in the process?

This varies from process to process. But the short answer is yes. We very much value good relations and solidarity with all our colleagues in the MGoS system. The principle we try to follow is that we all benefit from each other's strengths.

Our various collaborations have included side events, joint thematic and process advocacy with member states and the UN system, joint campaigns, facilitation of general MGoS coordination etc. The details of these are available in the respective reports of the processes or meetings where this collaboration took place.

At times we have shared funding resources with other MGoS colleagues for respective meetings and activities and even jointly nominated delegation members.

In addition to the regular phone calls convened by DESA-DSD or the respective secretariat of a particular UN process, we regularly keep in touch with our counterparts regarding areas of overlap of work.

Outreach

2.1 Please explain how you identify and reach out to new member organizations and regional networks within your Major Group, to ensure appropriate engagement at the regional and international level and how you brief these new organizations on how to engage with the UN intergovernmental process on sustainable development.

The UN MGCY takes outreach very seriously and has reaching out to new members as a specific activity for all working groups in all areas of work- thematic and non-thematic. This is done online and off line through all available avenues. These include formal meeting, or gathering associated with the thematic work of UN MGCY.

We also regularly do online and offline capacity building workshops for members and have an ongoing mapping for youth/child led organisations globally.

We are also engaging in a number of other process and work streams being facilitated by different entities including, but not limited to the UN Interagency Network on Youth Development, the World Conference on Youth, UNAOC Alliance of civilizations youth forum, the Global Forum on Youth Policies, initiatives of the Office of the Secretary General's Envoy on Youth, My World Global Survey, World We want Global Discussion, and International Coordination of Youth Organisations (ICMYO).

We are currently working on a UN MGCY overview document with a live map. This will be

available online soon.

2.2 Please explain how you assess new requests for Major Groups membership and the process for new organizations to join.

The membership process is open and non-vetted. The membership is open to who fulfill the following criteria:

1. Any individual 30 years old or under who signs up to the MGCY online or in person.
2. Any organization, network, committee, group or other association of individuals that signs up to the MGCY online or in person and that fulfills 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.*

There is a simple joining form for organizations and individuals online on our website.

2.3 Please describe activities your organizations conducted to maintain an accurate and up-to-date understanding of sustainable development and other relevant processes in general and in the case of DOPs the specific process you facilitate?

In addition to what is mentioned in the above question, we have young people friendly guides for the different processes we are engaged in. These are translated into as many languages as our members volunteer to assist with.

Before each formal meeting, we have an in person capacity building workshop called a 'youth blast'. These range in size from under ten people to over 500.

We also host open meetings and webinars to brief members or any interested parties

2.4 Please describe the process you use to provide constituents with timely and appropriate background information and understanding about logistics and process to ensure their effective engagements. Please provide links to this information if possible.

We have online and offline communication channels.

Offline- In the agenda setting phase of a process we use process and process and consultation guides that are jointly made by our teams. Mandated and interested member share it in

networks and conduct sessions. Each session is conducted, recorded and reported on as per a time line that matches the timeline of the process.

Online- All communication takes place through out email groups, which are open for anyone to join. Each work stream and working group has its own email group. Additionally, facilitators, focal points etc have different coordination set ups in terms of email group. In addition to this we host open calls, webinars and meeting online. The current frequency is EVERYDAY, or at least 7-10 a week.

All minutes and recorded and compiled in a running document that is PUBLICALLY available, and is also always specially shared after each meeting takes place. The links to all of these were submitted in our annual report at the last EGM

2.5 Please describe the frequency of briefings to constituencies on UN process and Major Group involvement. How are these briefings organized, and what is the primary means of engagement (e.g. Conference calls, in person meetings, newsletters etc.)?

There is call almost every day. If not every day then at least 7-10 in a week. Some are coordination calls and some are open calls.

We use Go To Meetings as conference call facility. It also makes phone numbers available for people to dial into in case there is an issue with internet.

Newsletters- Each group prepares an update and sends it to their respective groups. We also contribute every month to the DESA- Youth Flash News Letter.

In person Meeting- We organize a pre meetings and workshop prior to UN meeting that we are participating in. Occasionally we invite someone form the UN to attend these as well to brief the participants.

Reporting

3.1 Please describe, step by step, how you develop your Major Groups position papers.

Please include how:

- *You consult with regional groups*
- *Coordinate among the various OPs*
- *Achieve consensus or account for minority reports*

6.1 Policy (From P&P)

The UN MGCY only takes specific policy positions where there is general consensus among its

membership. Where this cannot be achieved, the UN MGCY should facilitate a dialogue and only if agreement can be reached take a policy position.

The MGCY deliberates via the respective mailing list of each Working Group. Updates from each Working Group are shared in the UN 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 UN MGCY.

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

Phase One- Consultations- Primary positions on thematic topic and process are only consolidated after extensive online and offline consultations. As mentioned above we use process specific consultation guides for members to use to gather inputs. We also use and circulate online surveys pertaining to the themes of the process.

In addition, all the online/offline consultations and online surveys are disaggregated by region and categorized into a regional paper. Ahead of any regional meeting, our regional focal points coordinate regional in person prepare meetings and workshops.

In addition to this:

1. A request is sent out to the membership for submissions 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 normally coordinated by a TFP takes all 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:
 - a. Indicate what exactly they are objecting to and
 - b. Offer alternative wording and
 - c. 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.

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 UN MGCY policy and reflect the relevant elements of that policy in any statement. Where there is no policy agreed or overall consensus of the 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 UN MGCY and that speaker's stick to the statement that is agreed.

General Proposals:

All decisions that need to be made throughout the year and updates will be sent to the UN MGCY through the relevant mailing list by the 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.

3.2 What is the standard that you apply for any Major group statement presented in intergovernmental processes and submitted to UN-DESA? How do you gauge whether it represents a broad range of views in your constituency?

Any proposal of agreed or widely used language has to be cited as such- GA resolution, Chairs' Summary, UN Reports, Reports by other institutions, governmental statements, previous MG formal submissions etc.. In addition all factual claims have to be cited too.

See previous-A number of mailing lists that reach 7500 individuals who are representatives of organisations / networks / councils / forums / coalitions / schools etc. These mailing lists are new since 2012 as we decided to start fresh after Rio+20. Prior to Rio+20 we reached over 17,800+ youth via our mailing lists. We have regional thematic focal points and email other constituencies / networks when it's a big event. We also have regional focal points that specifically have to include

regional perspectives.

Just in 2015 and early 2016 we are on track to complete over 100 offline consultations on different thematic sessions.

3.3 Please describe the process by which how you ensure fair participation and speaking opportunities of various organizations within your constituency.

The UN Major Group of Children & Youth (UN MGCY) Elections Working Group oversees coordinates all MGCY elections and selections processes (Organising Partner, Deputy Organising Partner, Facilitator, Regional Focal Points, Speakers, Funded Participants etc.) and is convened by the elected board and facilitated by two (internally) elected Facilitators.

The task can be categorised into the “Elections” and “Selections”.

The positions for which an ‘election process’ is required:

- Organising Partners (organisations with a lead nominated person)
- Deputy Organising Partners (Individuals that may or may not be associated with an organisation)

The Positions for which a ‘selection process’ is required:

- Funded Speakers/attendees
- Regional Focal Points
- Funded Facilitators
- Internal Working Groups

The ‘Elections Process’:

The ‘election process’ consists of applications, selections, exchange with candidates and finally voting through voter registration, announcing results and reporting.

Application:

The interested member organisation or individual applies by submitting the required documents and filing out the specific application form for the respective position that is seeking candidates.

Selection:

The Elections Working Group has to verify the information and the documents submitted by the applicants and determine their eligibility for the position as per the minimum requirements of UN MGCY, the appropriate UN entity and the specific working group. If needed individual interviews with the applicants will be scheduled. These would be divided equally among selection committee sub-groups of 2 or 3 interviewers. Interviewers will

rank candidates on a common rubric. The top 20 candidates go forward to the voting stage

In order to advance at least 60% of the members of the elections working group must agree that the candidate meets the stated requirements.

Exchange with Candidates:

The details and bios of the final shortlisted candidates will be posted online to facilitate a dialogue between them and MGCY members.

Voting:

All eligible registered voters will be able to vote through a secure online platform where each eligible voter will be given a unique code to access the platform.

As per the P&P requirement of balancing the votes for individuals at 50% and organisations at 50 %, the elections working group will assign weights according to the number of organisations and individuals that have been registered and verified.

Based on the number of candidates and number of open positions a ranking system of voting will be used.

Results:

Once all the votes have been account for and any conflicts or ties resolved as per the P&P, the successful candidates will be contacted for a final approval within 24hrs. The results will be announced once they have accepted or declined the position.Voting:

Fraud and Intransparent Activity:

Transparency and respect are important during these exchanges with candidates. Anyone, including both voters and candidates, who commits electoral fraud or violates transparency and respect may receive warnings and be suspended from the election process. This will be ascertained by the elections working group.

Composition of the Elections Working Group for DOP and OP Elections:

- As mentioned in the P&P the Elections Working Group will be convened by the elected board
- It will be facilitated by two internally selected or elected facilitators- including one elected board member
- It is open to:
 - All current named Organising Partner representatives of OP organisations.
 - All Deputy Organising Partners or an internally selected representative from each working group if the DOP is running for election.
 - All internal Working Groups facilitators not running for elections
 - A representative from the elected Board.
- An equal number of volunteers- These volunteers must be active members of UN MGCY. They can participate in the Selection Committee as an individual or mandated representative of a child or youth-led organization. When notifying their

interest to join the selection process, these individuals must fill in a form and provide information on the following points:

- Name
- Age
- Affiliated organization(s)
- Previous activity within the UN MGCY
- Motivation for joining the selection process in question
- All members of the elections working group will have one vote in the internal process.

Conflict of Interest:

Conflicts of interest must be declared, for example if election committee members who represent organizations who have applied as a candidate.

Any conflict of interest must be declared and notified to the rest of the Selection Committee, either by the specific member or any other party to the process. During the selection stage the specific member will not be allowed to vote or discuss the candidate in question

Reporting:

The elections working group is required to submit a report upon the completion of the process. This should include the details of the 'selection' phase and the 'election' phase. The applicants will be asked on the form if they are agree to their information be shared in the report.

Sample 'Selection' Sheet for the Election Process:

Attached in Annex

The 'Selections' Process

The 'selection process' consists of applications, selections, announcements of results and reporting.

Application:

The interested member organisation or individual applies by submitting the required documents and filling out the specific application form for the respective position that is seeking candidates.

Selection:

The Elections Working Group has to verify the information and the documents submitted by the applicants and determine their eligibility and appropriateness for the position as per the minimum requirements of UN MGCY, the appropriate UN entity and the specific working group. If needed individual interviews with the applicants will be scheduled. This process uses scoring system where each candidate is allocated a numeric score.

The conclusion of the selection process is to fill the the position/s that was seeking

candidate, and make this announcement.

Results:

Once the scoring and selections is concluded the successful candidates will be contacted for a final approval within 24hrs. The results will be announced once they have accepted or declined the position.

Composition of the Elections Working Group for a Selection Process Pertaining to an External Working Group (Selection Committee):

Selections for internal positions or opportunities specific to an external working group are to be coordinated by the respective Deputy Organising Partners (DOPs) and the facilitators of the elections working group, with support from the Organising Partners.

[in application and respect of the present Terms of Reference].

Selection Committee - Term

A new Selection Committee is formed for each selection. Its term starts as soon as all members are finalized and ends 2 weeks after the selection is announced to the Working Group.

Members of the Selection Committees

The Selection Committee is composed of a maximum of 10 volunteers from the specific WG, all the DOPs.

Its activity must be reported in full to all UN MGCY Organising Partners (OPs) and the Elections Working Group. OPs and members of the Elections Working Group are free to join the process at any time to support the selection or procedure.

Volunteers:

Members of the UN MGCY WG not applying to the position in question can join the selection process as volunteers. A maximum of 10 spots are allocated on a first come, first served basis to members fulfilling all requirements. An invitation for volunteers must be sent to the whole WG. Members must be given a minimum of 48 hours to respond to the invitation.

Volunteers must be active UN MGCY WG members. They can participate in the Selection Committee as an individual or mandated representative of a youth-led organization. When notifying their interest to join the selection process, individuals must provide information on the following points:

- name
- age
- affiliated organization(s)
- previous activity within the UN MGCY
- motivation for joining the selection process in question

Each individual, including volunteers, and DOPs have one vote in the selection process.

Conflict of Interest:

Any conflict of interest must be declared and notified to the rest of the Selection Committee, either by the member him or herself or any other party to the process. During the selection meeting, a score can be declared void if attending members, the individual in question excepted, agree by consensus that the conflict of interest has motivated the score disproportionately.

Procedure

The Selection Committee is finalized as soon as the deadline for volunteers to join has passed, or as soon as the maximum number of 10 volunteers has been reached.

The DOPs will share the Terms of Reference of the position for which candidates will be selected, as well as the criteria and scoring, with all members of the Selection Committee. Access to all applications will be given to all members of the Selection Committee, as well as all OPs and the Elections Working Group. The Selection Committee has a minimum of 3 days to review applications and submit their scores. Each member of the Selection Committee must review and score all applicants before the given deadline for their contribution to count.

The DOPs will calculate the score average for each candidate and compile all results.

The DOPs will schedule a subsequent meeting for the Selection Committee. During this meeting, the results will be evaluated with regards to diversity. A final decision on the selected candidate(s) will be made by consensus.

If consensus cannot be reached, the Elections Working Group and OPs will intervene to mediate until a decision is reached.

The final selection must be announced to the entire UN MGCY Working Group through the mailing list.

Communication

In all decisive communication with the Selection Committee, the OPs and the Elections Working Group will be copied. A detailed report on the selection meeting and the final decision(s) must be shared with the Selection Committee, the OPs and the Elections Working Group within 24 hours of the final decision(s).

Scoring

The WHS WG DOPs will put together the scoring criteria for each selection process, using the Terms of Reference for the position in question. In any case, the Terms of Reference document must be shared with all members of the Selection Committee.

Scoring must always include criteria for experience in youth engagement, motivation, as well as plans and/or steps the candidate suggested.

Red-flagging

Any member of the Selection Committee, OPs or Elections Working Group member can raise a red flag for a specific candidate. This tool is limited to one usage per selection per person or organization. In no case does a red flag give veto power. It is only intended to be used in case a member of the Selection Committee has strong objections to a candidate despite him or her meeting the requirements of the position. Any red flag needs to be justified. Red flags can be raised during the scoring process or at the very latest

during the selection meeting. Any red flags raised after the decision on the selected candidate(s) has been made is void.

Automatic disqualification

Any member of the Selection Committee can motion to disqualify a candidate for not meeting the requirements prescribed by the application, such as age. This motion needs to be communicated in written form to all members of the Selection Committee and will be confirmed during the selection meeting.

Cooling off Period

Specifically for funded spots- In order to ensure opportunity to a wider range of members, there is cool off period for the same member to get funding more than once within in a process within a certain time frame. The same member is not eligible for UN MGCY specific funding within the same process for a period of (xx-3-4?months). In the event of large scale funding for the main event of the process, this could be relaxed.

Respect for procedure and timeline

Violation of the Terms of Reference:

Any member of the Selection Committee who violates any of the present provisions will be excluded from the ongoing selection process. Any member of the Committee, DOP, OP or member of the Elections Working Group can raise a violation. This must be communicated via email to all involved parties. The accused individual has the right to defend him or herself in a written manner or during a meeting, according to his or her preference. The final decision to expel any member of the Committee must be taken by the DOPs, OPs and the Elections Working Group in agreement. The decision must be communicated to all members of the Selection Committee.

Incomplete scoring or non-respect of deadlines:

Incomplete scoring or scores submitted after the scheduled deadline cannot be taken into account for the selection process in question.

The selection is valid even if not all selection committee members have used their mandate to score participants and be part of the selection process. Attendance during the selection meeting is not required for valid scoring; however, in an interest of transparency and accountability, it is recommended that all members attend.

Pre-eminence of the UN MGCY Processes and Procedures

The Processes and Procedures of the UN MGCY have superiority on the present provisions. In case of subsequent modifications, the Processes and Procedures rules prevail.

3.4 Please describe how you organize your constituency to provide expert advice, presentations, best practices, and position papers to quickly respond to expert-based sustainable development request. Please list any working groups, committees, or list of experts you have set up.

As mentioned earlier, we have thematic focal points (TFPs) that are supposed to be familiar with the positions of the constituency.

In addition the first question of this section answers the content of this question too.

Communications

4.1 The Secretariat is trying to ensure transparency and inclusivity through the use of the Sustainable Development Knowledge Platform. How frequently are you posting information on the Sustainable Development Knowledge Platform or other platforms relevant to your process?

We send whatever we want to be posted to DSD. Whenever we create a report of a process or a meeting.

4.2 How could the Sustainable Development Knowledge Platform/platform relevant to your process be made more useful for your constituency?

- Some information is difficult to find, and sometimes it is highlighted and then it goes away.
- May better tags and ability to have videos on it as well
- We have our own website, where we regularly post and update things too.

4.3 Please describe if and how you have used social media to support the UN outreach strategy. How frequently do you engage with our social media platforms? Please indicate the name and contact information for your social media contact.

Our communications working group manages the over aspects of our social media work. In addition all focal points have all the details of the social media accounts and they post as and when present at a meeting,

Additionally, our social media channels are also used to announce all blogs, updates, postings on websites etc.

Coordination with UN DESA and Respective UN Entities

5.1 Please describe how you coordinate with the Division for Sustainable Development/relevant UN entity to facilitate the regular participation of Major Groups throughout the intergovernmental process?

- Regular MGoS phone meetings
- Bilateral formal emails, phone calls and meeting
- While in NYC, we always try to meet up in person- DSD is very helpful and supportive and always willing to help us out.
- Invitations to workshops- DSD staff have at times co-hosted side events with us and also attended workshops that we have organized.

5.2 Have you participated in all monthly conference calls to get information on ongoing processes and to update the Secretariat on ongoing activities over last year?

Almost all. Over 90%. I do however do the role of an OP as a volunteer, and have been lucky that the times of the call have mostly suited me as my other fulltime commitments (academics and studies) have allowed me to be flexible.

5.3 How have you instilled in your constituencies, policies relating to appropriate behavior and conduct at the United Nations not only between members of other Major Groups, but with UN staff and security?

For formal guidelines provided by the UN are part of our P&P and the TOR's of all the mandated members. In addition it is routinely discussed with members through open calls.

A segment of our prep workshops and meetings always include 'appropriate conduct', which actually includes simulations too.

5.4 Do you plan on nominating your organization to continue to serve as OP/DOP for the next two-year term?

We are the legal entity of the UN MGCY. The organization has no other activities, as its only mandate is to be the legal educational entity. Till this changed we will remain have an OP stop that will be occupied a designated member of the board (that is elected annually at our General Assembly Meeting)

Open Feedback

6.1 Are there any specific or general comments or feedback that you want to share?