



DOCUMENT

# 2

## YOUTH FORUM GUIDELINES

### Part I – Purpose, Participants and Organization

#### A. Introduction

The Africa Region Scout Youth Forum provides an opportunity for young people to express their views and make recommendations on issues of interest to them, and to develop skills necessary to strengthen their capacity to take part in decision-making processes.

Preceding the Africa Scout Conference, it also provides an opportunity for the Youth Forum delegates to listen to the views of the young people on issues that concern them.

#### B. Purpose

The Youth Forum provide a platform for young people to express their opinions, participate in decision-making processes within Scouting, and develop their skills and leadership abilities, ultimately shaping the future of the movement.

The Africa Scout Youth Forum prepares and proposes recommendations to the Africa Scout Conference which are deliberated on and if voted for, become part of the Resolutions of the Conference.

Furthermore, the Africa Scout Youth Forum provides the opportunity for delegates and observers to develop the necessary practical skills to enable them to take part more effectively in the decision-making processes and undertake leadership roles both within and outside the Movement for their own personal development.

#### C. Objectives of the Forum

1. To provide a learning environment through discussions on topics of interest and sharing of experiences.
2. To enhance the participants' decision-making skills for Scouting and society in general.
3. To develop friendship among the participants and create a network that can be continued beyond the Forum; and
4. To give relevant input and make proposals and recommendations to be presented at the Africa Scout Conference.

## D. The Regional Scout Youth Forum and the Regional Scout Conference

The Africa Scout Youth Forum takes place every 3 years in conjunction with Regional Scout Conferences, as an ancillary event. It is recommended that Forum participants (delegates and observers) also be designated as either delegates or observers to the Regional Scout Conference.

## E. Participants

### 1. Role of participants

#### a. Before the Forum:

- i. To consult with the leadership of their respective NSOs about the Youth Forum and to seek clearance for their participation.
- ii. To gather information in the country through national and local youth forums about the topics of discussion.
- iii. To inform the Regional Youth Forum planning committee (through the NSO) about potential Youth Forum discussion topics.
- iv. Consult the membership of the National Youth Forum and prepare their active participation to the Regional Youth Forum.

#### b. During the Forum:

- i. Represent the views of your National Youth Forum on the topics of discussion.
- ii. To constructively contribute to the discussions and actively participate in the different activities of the Youth Forum.
- iii. To connect and network with youth representatives from the other NSOs on matters affecting young people in Africa.
- iv. To propose, discuss and vote on the Forum recommendations.

#### c. After the Forum:

- i. To disseminate the lessons learnt to the youth in their respective NSOs.
- ii. To promote the idea of Youth Forums in their countries and encourage youth involvement in decision-making at the local level.

### 2. Description and eligibility

- a. Regional Youth Forum participants must be between the age of 18 and 26 years during the Youth Forum.
- b. Each NSO may appoint three delegates (participants with the right to speak and vote) and three observers (participants with the right to speak but not to vote) i.e. a maximum of six participants per NSO.
- c. The host NSO may nominate additional participants as observers, but not more than 10 percent of the total Youth Forum participants. This could include young people from partner organizations, especially invited to attend the Youth Forum, as observers.
- d. The Planning Committee may invite a maximum of two participants from each of the other WOSM Regions.
- e. Potential NSOs within Africa Region may also be invited to send a maximum of two participants as observers.

### 3. Selection

- a. NSOs are responsible for the selection and recommendation of participants to a Regional Youth Forum.
- b. NSOs should register their Youth Forum Participants on the online registration portal provided for by the Regional Office and by the deadline indicated in the circular. NSOs should ensure that the selection process is democratic and involves young people.
- c. Participants to the Youth Forum should be from a National Youth Forum or equivalent youth structure of the NSO and/or young people who are members of the National Board.
- d. If there is no institutional structure in place, the selection process should take into consideration the participants' capacity to represent the youth of their NSO and to contribute to the Forum discussions.

### 4. Representation

In selecting their participants, NSOs should attempt to achieve a balanced representation of regional, gender, ethnic and social backgrounds of their country.

### 5. Preparation

- a. NSOs are responsible for providing support to Youth Forum participants in their preparation for the event.
- b. The online registration should be done by the NSO **at least two months** prior to the Africa Scout Youth Forum.
- c. Adequate information (e.g.: theme, objectives, agenda, topics for discussion) should be given to registered participants **at least two months in advance** to allow participants to prepare themselves in depth, to participate well in the deliberations of the Youth Forum and thereby representing their NSO well.

### 6. After the Forum

- a. NSOs are responsible for ensuring that Youth Forum participants are enabled to render a post-event report of the Forum to responsible bodies within the NSO.
- b. The post-event report should include the recommendations of the Youth Forum, among others.

## F. Administrative Structure

### 1. Planning Committee

#### a. Composition

The Planning Committee must be composed of at least:

- i. A member of the Africa Scout Committee.
- ii. A Forum Director (from the host association).
- iii. The Chairperson or any member of the Youth Advisors to the Africa Scout Committee elected at the previous Youth Forum.
- iv. An executive from the World Scout Bureau Africa Support Centre in charge of the Youth Engagement.

#### b. Functions

The Planning Committee has the following tasks:

- i. Develop and recommend to the Africa Scout Committee for approval of the themes, objectives and agenda of the Africa Scout Youth Forum.
- ii. To share the theme and the agenda of the Youth Forum two months before the event to allow for adequate preparation and meaningful contribution of their young people.
- iii. To define the working methods of the Youth Forum, favoring discussions and group work by participants.
- iv. To ensure that the **Circular** for Africa Scout Youth Forum is sent to NSOs **at least four months before the Youth Forum**; and
- v. To support the Steering Committee, if needed, in the delivery of the Youth Forum.

## 2. The Steering Committee

### a. Composition.

The Steering Committee comprises:

- i. Six Youth Advisors to the Africa Scout Committee
- ii. The Chairperson of the advisors shall Chair the Steering Committee. In case the Chairperson is absent, another member agreed by the Youth Advisors can chair the Steering Committee.
- iii. One participant from the host NSO, who shall not be a candidate for election as a Youth Advisor.
- iv. A general rapporteur elected from among the Youth Forum delegates.

### b. Responsibilities

The Steering Committee has the following tasks during the Forum:

- i. To steer the proceedings of the Youth Forum.
- ii. To guide the preparation of and voting on the recommendations.
- iii. To liaise with the Host NSO.
- iv. To facilitate the preparation of the final Youth Forum Report.

## 3. Recommendations Committee

### a. The Recommendations Committee comprises:

- i. Three participants selected from the Youth Forum delegates, based on their competency to carry out the function, including fluency in English. Members of the Steering Committee and Youth Advisor candidates are not eligible to the Recommendations Committee.
- ii. The Vice Chair of Youth Advisors.
- b. This committee should be endorsed by the Forum delegates at the beginning of the Forum.
- c. The Recommendations Committee will elect by simple majority a General Rapporteur from amongst its members.
- d. The Recommendations Committee has the following tasks:
  - i. To provide support to delegates in drafting recommendations to ensure they comply with the Youth Forum Guidelines and the constitution of the Africa Scout Region.
  - ii. To encourage discussion and debate of the recommendations throughout the Youth.
  - iii. To inform participants on the purpose and form of Draft Recommendations to be forwarded to the Regional Scout Conference.

- iv. To work with the Youth Advisors to ensure that all Draft Recommendations are made available to Forum participants; and
- v. To align the proposed recommendations with the Youth Forum Guidelines and the Constitution of the Africa Scout Region in readiness for adoption by the Youth Forum; and
- vi. To prepare the final Youth Forum report.

#### 4. *Forum Chairperson's Functions*

- a. To chair the Africa Regional Youth Forum.
- b. To coordinate the activities report of the Regional Youth Forum and recommendations of the outgoing regional Youth Advisors, to be considered by the next Youth Forum. These report and recommendations should be submitted to the Planning Committee six months the forum.
- c. To read the recommendations of the Youth Forum during the Africa Scout Conference

#### 5. *Vice Chairperson's functions:*

- a. To deputize the Chair and perform their functions in their absence.
- b. To chair the Forum Recommendations Committee.

#### 6. *General Rapporteur's functions*

- a. To maintain the record of the Youth Forum's deliberations.
- b. To prepare a summary report of the proceedings of the Youth Forum for presentation to the Africa Scout Conference; and
- c. To draft a final comprehensive report of the proceedings of the Youth Forum, including its recommendations, within two weeks of the conclusion of the Youth Forum.

#### 7. *Tellers*

- a. The Steering Committee will recommend tellers to be endorsed Youth Forum shall endorse.
- b. The tellers shall comprise three persons from among the observers, who shall not be from the same NSOs as the Youth Advisors candidates.
- c. The tellers shall have the following functions:
  - i. Responsible counting and verifying votes during the proceedings of the Youth Forum.
  - ii. Preserve the confidentiality of all election results.

### G. Recommendations, Report and Follow-Up

#### 1. *Forum Recommendations*

- a. The Forum Recommendations shall be endorsed by a at least a simple majority of the delegates. A copy of the recommendations shall be submitted to the Resolutions Committee of the Africa Scout Conference at the end of the Youth Forum. At the beginning of the Africa Scout Conference, the Chairperson of the Africa Scout Youth Forum will provide a summary of the discussions of the Forum and will read the recommendations before the Africa Scout Conference in its entirety. The Conference will consider the recommendations and, as appropriate, may adopt them as Conference Resolutions.

- b. The written report of the Youth Forum shall contain all the recommendations adopted by the delegates. It shall also contain a summary of the most important discussions and events of the Forum. The General Rapporteur is responsible for the editing of the report. Support for translation, layout and publication is provided by the World Scout Bureau/Africa Support Centre.

## 2. Follow-Up

- a. As per the Constitution of the Africa Scout Region, the Chair of the Youth Advisors is a voting member of the Africa Scout Committee. Through bi-annual reporting, this helps to bring voice and aspirations of the youth to the decision-making table and relay back the decisions of the Committee to the Youth.
- b. The Youth Advisors has the responsibility to mobilize the youth and update them on the progress with implementation of the Forum Recommendations.

## H. Voting Rules

1. The presence of half of the NSOs in good standing with WOSM shall constitute the quorum of the Youth Forum
2. Only official delegates to the Youth Forum shall vote.
3. Each delegation is represented by a maximum of three delegates.
4. Decisions will be taken on simple majority of the votes cast. Abstentions are not considered.
5. Each delegation has a maximum of three votes.
6. NSOs not able to participate in person may give proxy to another NSO in good standing with WOSM. The proxy nomination should reach the Steering Committee in writing before the opening session of the Forum. No NSO should have more than one proxy,
7. Unless otherwise advised, voting will be through e-voting. A manual back up system should be put in place in case of electronic system failure. When appropriate, voting may also be by show of hands.
8. In case of a tie, the motion is defeated.
9. The results of the votes shall be binding to the Youth Forum delegates

## I. Responsibilities of the host National Scout Organization

The host will perform all functions outlined in the Guidelines on bidding and hosting the Africa Scout Conference and the Youth Forum and in the Memorandum of Understanding entered with the Regional Office on the hosting of the African Regional Conference and the Youth Forum.

Accordingly, the host shall establish a Host Committee headed by the Youth Forum Director and made up of young members to offer logistical support to the Youth Forum Planning Committee.

## J. Responsibilities of the Africa Scout Committee

The Africa Scout Committee has the final responsibility in ensuring that the Youth Forum meets the standards as outlined in the WOSMs event strategy.

## K. Responsibilities of Africa Support Centre

The Africa Support Centre has the responsibility of supporting the preparations and delivery of the Youth Forum as per the Guidelines on bidding and hosting the Africa Scout Conference and Youth Forum.

## Part II - The Africa Region Youth Advisors

### A. Introduction

The Youth Forum elects six Youth Advisors to the Africa Scout Committee to represent the voices and aspirations of young people to the decision-making table and to act as liaison between the Committee and the Youth Forum.

According to the Constitution of the Africa Scout Region Article, VI,1b), the Chair of the Youth Advisor is a voting member of the Africa Scout Committee. All the Youth Advisors are part of the different regional operational frameworks, which also demonstrate the Region's commitment to youth engagement.

Youth Advisors to the Africa Scout Committee are elected for a non-renewable term of three years.

### B. Description and Eligibility

1. Only one candidate per NSO in good standing with WOSM is eligible for nomination.
2. Candidates must be Bonafide members of their respective NSOs and must be between 18-26 years at the time of election.
3. Candidates must be present during the entire duration of the Youth Forum.
4. Candidates and/or their mother NSOs are responsible for their travel costs to the Youth Forum.
5. The nomination of candidates should reach the Regional Office **at least two months** before the Youth Forum.
6. While voting, delegates are encouraged to consider various factors such as competence, gender, zone, suitability of candidates to ensure a balanced representation.
7. Nomination forms must be accompanied by a declaration of conflict of interest and Safe from Harm certificate.

### C. Africa Youth Advisors Election Procedure

1. Only delegates have voting rights during the Youth Forum.
2. Each candidate will have no more than five minutes to present their motivation to the Youth Forum.
3. There will be only one round of election.
4. Each delegation has a maximum of eighteen votes and may give a maximum of three votes per candidate (six slots time three votes).
5. Based on the system of zonal representation, candidates who garner the highest votes from each zone will fill the first five slots. The remaining slot will be filled by the candidate with the next highest number of overall votes.
6. In case of a tie to fill the last slot, the youngest candidate carries the vote.
7. In circumstances where not all zones have representatives at the Youth Forum making it not possible to have all the 5 slots filled, the remaining slots will be filled by the next highest vote.
8. Any vacancy occurring amongst the Youth Advisors may be filled for the remainder of the term still to be served by the vacant seat by the runner-up in order of the last election.
9. A vacancy can occur in case of unavailability for more than three months, voluntary resignation, suspension, or demise.

#### D. Election of the Chair, Vice Chair and Secretary of the Youth Advisors

1. The Chair, Vice Chair and Secretary of the Youth Advisors are elected by and from amongst themselves, immediately after the elections, supported by one Africa Support Center Executive.
2. The election is conducted in rounds of secret ballot after which, the candidate with the highest vote is selected to fill the respective position.
3. In case there is a tie, a second round of secret voting will be conducted, after peer discussion of not more than 15 minutes.
4. If, and only if, there is a definite deadlock after the second round of voting, the candidate with highest vote during the Youth Advisor election in the plenary carries the vote for the position to be filled.

#### E. Responsibility of the Regional Youth Advisors

1. Provide advice, support and, as appropriate, participate in the decision-making processes with full right of voice in all areas of work of the ASC, including working as part of its substructures and operational framework.
2. Contribute to all discussions, debates, and work, as well as to bring to the reflections and debates of the ASC the genuine opinion, views and proposals of young people.
3. Maintain active dialogue with the participants from the Regional Scout Youth Forum and continue to discuss issues with young people around the Region during their mandate period of office.
4. Form part of the Planning Committee of the next regional Youth Forum in accordance with these guidelines.
5. Plan the main content of the programme and agenda of the next regional Youth Forum and present it to the ASC for approval.
6. Report no less than twice a year to online and offline Africa Scout Regional platforms for youth.
7. Present a final report and evaluation of their activities over the past triennium to the ASC and the Africa Scout Youth Forum.