

Guide for youth NGOs at United Nations meetings



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INTRODUCTION

YOUTH PARTICIPATION ON THE UNITED NATIONS AGENDA

United Nations Member States have long acknowledged youth to be relevant for achieving the United Nations' goals as set out in the UN Charter. This acknowledgement is reflected in the first General Assembly resolution on youth. In order to "save succeeding generations from the scourge of war", youth should be raised and educated in a culture of peace, respect and understanding among nations.



Bernise Ang from Syinc © Shadia Wood

In 1981, the General Assembly asked Governments to include youth delegates into their national delegations to the United Nations for the first time. Some countries, such as the Netherlands, Norway and Sweden have used this opportunity, and have regularly enabled youth of their country to participate at United Nations meetings. However, the number of youth delegates to the United Nations has increased considerably since the General Assembly's adoption of the World Programme of Action for Youth (WPAY) in 1995. The WPAY provides the first international framework for youth policy making. The goals of the WPAY are to improve the well-being of young people worldwide focusing, among others, on the inclusion of youth into political processes on the national and international level.

4 Since then, the United Nations General Assembly has adopted several resolutions on youth. They go beyond highlighting the central role of education for young people and also recognize the importance for young people's involvement in policy discussions – on the national and international levels – about decisions that affect them.

In Resolution Nr. 3022 on "Channels of communication with youth and international youth organisations" from 1972, for example, the General Assembly requested the Secretary-General to evaluate the existing United Nations programmes and projects in order to enable youth to participate fully at appropriate levels of policy formulation.

The importance of youth participation in decision-making processes has also been acknowledged by other UN bodies, for example the Commission on Sustainable Development. Already at the Earth Summit in Rio in 1992, United Nations Member States stressed the importance of youth participation from all parts of the world and at all levels of the political decision-making process in one of its milestone documents, the Agenda 21. Since then, young people have participated at the sessions of the Commission on Sustainable Development every year and – as one of the major groups that are especially affected by the decisions that the Commission takes – have given their inputs through the so-called Youth Caucus.

THE IMPORTANCE OF YOUTH PARTICIPATION AT UNITED NATIONS MEETINGS

Youth participation adds value to United Nations meetings because young people can provide invaluable perspectives into issues that affect them. They can offer first-hand expertise on how they perceive the issues discussed and also on youth-friendly strategies to address them. Youth should be considered as being more than the subject of policies and interventions that others design for them – namely as experts on the issues that affect them and as an engine for innovation and change.

Including youth in the intergovernmental debate can also improve the communication between the United Nations Member States and their national youth organisations. At UN meetings, youth representatives can inform the debate by sharing their views and experience with delegates and UN staff. After having returned home from the UN

meeting, youth representatives can act as a vehicle for communication of the meeting's outcomes to national youth organisations. This leads to an identification of youth with the politics that are made for them and is especially important since youth organisations are most often the ones who work together with their governments to implement the actions set out in the UN decisions and resolutions that affect youth.

Finally, youth representatives can inform the youth of their countries that are not organised in youth organisations about their work at the UN meeting and the outcomes achieved. In this way, they encourage more young people to become actively involved in political processes on the national and international levels and contribute to raising a generation of good citizens that have been trained through participation.

YOUTH LACK OF INFORMATION OF THE INTERGOVERNMENTAL PROCESS

Despite widespread recognition of the importance of youth participation in decision-making processes, the mechanisms for effective youth participation at UN meetings, especially in the formal processes that lead to the preparation and adoption of policies that affect youth, can be difficult to understand for young people who have little or no experience with inter governmental meetings. Youth perspectives may therefore not be heard at UN meetings. If youth participation in UN decision making is vital to the development process, as noted in the World Programme of Action for Youth, then there is

an urgent need to equip young people with the information required to participate effectively in these processes and to contribute to the content of UN decisions affecting youth in an informed manner. This need is particularly urgent as more and more young people are included in national delegations to the United Nations and in delegations of national and international youth organisations that participate in intergovernmental meetings at the United Nations. In 2007, for example 26 young people were included in 18 national delegations to the 62nd session of the General Assembly in New York and

45 young people participated on behalf of a national or international non-governmental youth organisation at the 15th Commission on Sustainable Development.

PURPOSE OF THIS GUIDE

This Guide identifies and discusses in which United Nations meetings youth can participate and how they can do so effectively. It is mainly intended as a handbook for representatives of Youth Non-Governmental Organisations (NGOs), but will also be a valuable resource for youth delegates who are a part of their country's official delegation to the United Nations and for anyone else participating at UN meetings. The Guide provides details on the substance, process and outcome of specific United Nations meetings, and explains how outcome docu-

ments and final decisions are reached within various UN bodies. The Guide explains how to qualify for participation at UN meetings and how to prepare effectively. It provides information on possibilities to give input at a meeting, on how to understand and contribute to the negotiation of an "outcome document and on how to collaborate with other youth organisations.

The Guide provides basic information about participation mechanisms at the United Nations that is essential for someone who is new to United Nations meetings as well as some in-depth information that will be invaluable for more experienced representatives of Youth NGOs or for others who seek a better understanding of United Nations meetings and their outcomes.

THE EUROPEAN YOUTH FORUM AND THE UNITED NATIONS

Together with the European Union and the Council of Europe the United Nations is one of the European Youth Forum's three main institutional partners. The European Youth Forum (YFJ) enjoys Consultative Status at

the Economic and Social Committee of the UN (ECOSOC) since 1996. This legal basis allows the YFJ to be recognised in various Agencies and Programmes of the United Nations as an important stakeholder representing the European youth sector of the civil society.

The YFJ is not only mandated to promote but also to coordinate our Member Organisations' involvement in participation programmes at the UN level. We are happy to see that this involvement is increasing, in particular the increased cooperation between International Youth Organisations and National Youth Councils. We hope this guide will be of help for all our Member Organisations interested in working in this field.



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The YFJ believes in the cooperation of youth organisations in different regions of the world. Therefore, the YFJ seeks to coordinate all our actions that go beyond the borders of Europe with membership-based, democratic, representative and accountable international youth organisations with a global outreach as well as regional youth platforms in Africa, Asia and Latin-America. This cooperation takes place in the frame of the Global Cooperation Coordination Com-

mittee (GCCC) and the International Coordination Meeting of Youth Organisations (ICMYO). We are happy to see that also within our partner organisations the cooperation with the United Nations system is growing and that several of the ICMYO organisations have been giving valuable input to this guide. We hope that this guide will further boost and strengthen our cooperation towards and influence on the United Nations.

HOW TO USE THIS GUIDE

The Guide provides information that relates to most international meetings worldwide, including United Nations meetings.

At most chapters, specific information for the following meetings is also provided:

- [the Third Committee of the General Assembly](#)
- [the Commission for Social Development \(CSocD\)](#)
- [the Commission on the Status of Women \(CSW\)](#)
- [the Commission on Sustainable Development \(CSD\)](#)
- [the United Nations Permanent Forum on Indigenous Issues \(UNPFII\)](#)

These meetings were chosen because they address issues that are of core relevance for the life of young people. In addition, NGO representatives have been actively involved in these meetings in the past, which makes

it easier for representatives of Youth NGOs to participate in the future.

All words marked * are explained in more detail in the Glossary in the end of the guide.

KEY RULE

During the research for this Guide many interviews were held with experienced representatives of Youth NGOs. They all emphasized that a key-rule in Youth NGO participation at the UN is that in order to make a contribution to international meetings, representatives of Youth NGOs need to work together. This cooperation can be in the frame of a Youth Caucus or a similar

structure. They need to agree on a few central suggestions which they want to convey to Member States. Suggestions that are backed by a large number of Youth NGOs and that are clearly presented and supported are more likely to be taken into account by Member States than opinions of individual Youth NGOs.

ACKNOWLEDGEMENTS

The Guide to youth participation mechanisms at the United Nations is a publication of the European Youth Forum. The high quality of this Guide would never have been possible without the tremendous work of the author Dania Röpke. Before, during and after her six month long internship at the United Nations Programme on Youth, a part of the Division for Social Policy and Development in the Department of Economic and Social Affairs, she has been working in close cooperation with UN agencies and Youth Organisations when producing the guide.

The good cooperation with different offices of the United Nations Secretariat for the purpose of this Guide is acknowledged with great appreciation. In particular our thanks goes to the UN Focal Point on Youth, Ms Patience Stephens, and her colleagues Ms Anke Green and Mr Fred Doulton, for their help when producing this Guide. Special gratitude is also expressed to the Division for the Advancement of Women, the Department for Public Information, the Division for Social Policy and Development, the Division for Sustainable Development, the Secretariat of the United Nations Permanent Forum on Indigenous Issues, and the Non-Governmental Liaison Service.

Finally, the Guide owes a great deal to the enormous commitment of the following young people who, apart from being strongly involved in their own organisations, took the time to provide inputs to the Guide: Christina Apel (official German youth delegate to the 61st General Assembly), Jovana

Bazerkovska (European Youth Forum), Seleena Biffi (Youth Action for Change), Bethany Crowe (Intern, UN Youth Programme), Christopher Derige Malano (Pax Romana), Vidar Ekehaug (Global Youth Action Network), Emily Davila (Lutheran World Federation), Erlend Fuglum (official Norwegian youth delegates to the 62nd General Assembly), Christoffer Grønstad (European Youth Forum), Kimon Haars (World Federation of United Nations Associations - Youth), Luckson Katsi (Young Water Action Team), Marah Köberle (official German youth delegate to the 62nd General Assembly), Carsten König (official German youth delegate to the 16th Commission for Sustainable Development), Isabelle Letawe (Conseil de la Jeunesse d'Expression française/Centre regional information jeunesse), Jonathan Mack (official German youth delegate to the 62nd General Assembly), Jan Martin Munz (official German youth delegate to the 61st General Assembly), Tahirih Naylor (Baha'i International Community), Havard B. Ovregard (European Youth Forum), Adina Rom (official Swiss youth delegates to the 62nd General Assembly), Arturo Romboli (World Organisation of the Scout Movement), Gabi Spitz (Dutch National Youth Council), and Katja Walter (official German youth delegate to the 16th Commission for Sustainable Development).

AN OVERVIEW ABOUT THE MEETINGS DEALT WITH IN THIS GUIDE

In the following, you find key information about the meetings dealt with in this Guide which saves you a lot of time if you decide to participate there.

THE THIRD COMMITTEE OF THE GENERAL ASSEMBLY

GENERAL INFORMATION

The General Assembly* is one of the six principal organs* of the United Nations. It deals with all topics of concern to the United Nations. The resolutions* adopted in the General Assembly are prepared in its six main Committees. The Third Committee of the General Assembly deals with Social, Humanitarian and Cultural Affairs, including youth. It is the Third Committee of the General Assembly where the resolution on policies and programmes on youth is negotiated.

Main websites

Website of the Third Committee of the General Assembly: <http://www.un.org/ga/third/index.shtml>.

Find out more about the functions and powers of the General Assembly at: <http://www.un.org/ga/about/background.shtml> (functions and powers).

Membership

All 192 Member States* are members of the General Assembly. In the General Assembly every Member State has one vote regardless of their size or wealth. Every Member State also has the right to participate in all six Committees.

Date and venue

The General Assembly meets annually at United Nations Headquarters in New York. It

meets from September to December. When necessary, it may resume its session or hold a special or emergency session on subjects of particular concern. In 2002, for example, the United Nations General Assembly convened a Special Session on Children.

The Third Committee of the General Assembly usually meets in the beginning of October until the end of November. Youth issues tend to be discussed in the Third Committee in early-mid October.

Issues discussed

The Third Committee of the General Assembly discusses topics relating to Social, Humanitarian and Cultural Affairs. The resolution on youth is usually on one of the priority areas of the WPAY.

Important documents

The resolutions on youth basically build up on the **WPAY* and the Supplement to the WPAY**. If you know which Government actions are stipulated in the WPAY and its Supplement you know roughly the frame in which discussions are likely to take place – at least you have a starting point which shows you what kind of actions are usually discussed. Also have a look at documents that contain the **goals and targets for the WPAY**. The goals and targets were developed by the United Nations Programme

on Youth in cooperation with the United Nations system to monitor the progress of countries in implementing the WPAY.

In addition to the documents, you should also **consult key international agreements on the issue discussed at the meeting's topic**. For example, if the meeting focuses on youth employment you should be aware of major ILO conventions*.

Contact information of the Secretariat

The meeting is serviced by the Department of Economic and Social Affairs (DESA). Deliberations of the Third Committee related to youth are serviced by the United Nations Programme on Youth. Contact: youth@un.org



THE COMMISSION FOR SOCIAL DEVELOPMENT

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General information

The Commission for Social Development focuses on the follow up and implementation of the Copenhagen Declaration and Programme of Action of the World Social Summit, which took place in 1995. To this end, it takes up key social development themes such as poverty, employment and social integration. The latter theme – social integration – includes the topic of youth.

Organisation of Work and outcome document

Organisation of work

To get an impression of what awaits you at the Third Committee of the General Assembly – how the meeting is structured and at what point which meetings usually take place – take a look at the “Organisation of Work” of its past session at:

<http://www.un.org/ga/> → Main committees → Third Committee → Past meetings → Documents → Organisation of Work.

Outcome document

The Third Committee of the General Assembly produces a number of resolutions* at each session. Youth issues could be touched in some of them. Usually every other year there is an entire resolution devoted exclusively to youth issues.

Main websites

Of the Commission for Social Development:

<http://www.un.org/esa/socdev/csd/>.

For NGOs: <http://www.un.org/esa/socdev/ngo/cosd/index.html>.

Information about youth participation at the Commission for Social Development:

<http://www.un.org/esa/socdev/unyin/works-hops.htm>.

Membership

The Commission for Social Development is comprised of 46 Member States*. Membership changes every other year.

Date and venue

The Commission meets annually at United Nations Headquarters, New York. The Commission is usually scheduled to meet from Wednesday on the second week of February until the Friday of the 3rd week.

Issues discussed

The work of the Commission for Social Development is guided by the aims agreed upon at the Copenhagen Social Summit – eradication of poverty, achievement of full employment for all and social integration. The resolution on youth is related to the follow-up of the WPAY.

Find out more about the Commission's Programme of Work at: <http://www.un.org/esa/socdev/csd/index.html>.

Important Documents

You find more information about outcome documents of the Commission for Social Development in this guide in the section about researching for your meeting.

Also have a look at:

Copenhagen Declaration on Social Development:

<http://www.un.org/esa/socdev/wssd/agreements/index.html>.

The Millennium Declaration: <http://www.un.org/millennium/declaration/ares552e.htm>.

Contact information of the Secretariat

The meeting is serviced by DESA's Division for Social Policy and Development. Deliberations of the CSocD related to youth are serviced by the United Nations Programme on Youth. Contact: youth@un.org

Organisation of Work and outcome document

Get an impression of what awaits you at the Commission for Social Development – how the meeting is structured and at what point which meetings usually take place – by taking a look at the **“Organisation of Work”** of its past session:

<http://www.un.org/esa/socdev/csd/> → Past sessions → Organisation of Work.

Organisation of Work

The Commission for Social Development is organised in a two-year cycle comprised of a review session* (1st year) and a policy session* (2nd year) on a specific theme which changes every two years. Each two-year cycle has one **priority theme**. Additionally, the Commission deals with one **“emerging issue”** each year. Each year, the Commission also reviews relevant United Nations Plans and Programmes of Action pertaining to the situation of social groups (older persons, persons with disabilities and youth)

Outcome documents

...in the review year

In the review year of the Commission for Social Development there is no **negotiated outcome document*** on the meeting's priority theme but a Chairperson's summary*. The Chairperson's summary includes elements of the official statements as well as the panel discussions. Apart from the Chairperson's summary there can also be several smaller resolutions including one on youth.

TIP

The informal consultations* start at the Commission's first day; sometimes even some days before the meeting's official start.

...in the policy year

In the policy year, the main outcome document is either so-called **“Agreed conclusions”** or a resolution on the priority theme depending on Member States*. Agreed conclusions are considered not to be as strong as resolutions. Both documents could contain a specific part on youth.

There may or may not be a resolution on youth in addition to the **“Agreed conclusions”** or the resolution on the priority theme.

THE COMMISSION ON THE STATUS OF WOMEN

General information

The Commission on the Status of Women focuses on the promotion of gender equality and the advancement of women. Each year, the Commission on the Status of Women focuses on one priority theme, based on the Beijing Platform for Action and the outcome of the twenty-third special session of the General Assembly. In addition, it evaluates progress in the implementation of the meeting's outcome document*, the "Agreed conclusions" from a previous session.

Main websites

Of the Commission on the Status of Women: <http://www.un.org/womenwatch/daw/csw/index.html>

For NGOs: <http://www.un.org/womenwatch/daw/csw/csw52/NGO.html>

Membership

The Commission on the Status of Women is comprised of 45 Member States*. The members serve for a period of four years.

Date of venue

The Commission on the Status of Women meets annually at United Nations Headquarters, New York, usually in late February/early March for a period of ten working days.

Important Documents

The Beijing Declaration 1995: <http://www.un.org/womenwatch/daw/beijing/beijingdeclaration.html>.

The Beijing Platform for Action 1995: <http://www.un.org/womenwatch/daw/beijing/platform/index.html>.

The follow up to Beijing: List of relevant reports and documents:

<http://www.un.org/womenwatch/daw/followup/reports.htm>.

Contact information of the Secretariat

The meeting is serviced by the Division for the Advancement of Women.

Address: Division for the Advancement of Women, 2 UN Plaza, DC2-12th Floor, New York, NY 10017, USA

Fax: +1-212-963-3463

E-mail: daw@un.org

Website: <http://www.un.org/womenwatch/daw/>.

Organisation of Work and outcome document

Get an impression of what awaits you at the Commission on the Status of Women – how the meeting is structured and at what point which meetings usually take place – by taking a look at the "**Organisation of Work**" of its past session at:

<http://www.un.org/womenwatch/daw/csw/index.html> → Sessions → 51st (2007) → Documents → Official documents → Provisional Agenda and Annotations, and Proposed Organisation of Work.

Outcome Document

The principal outcome documents* of the Commission on the Status of Women is the so-called "**Agreed conclusions**". It is a negotiated outcome document including a set of concrete recommendations for Governments on the priority theme of the session.

In addition to the Agreed Conclusions, the Commission on the Status of Women also adopts **a number of resolutions* on a range of gender issues**. Furthermore, there is sometimes a resolution on urgent problems requiring immediate attention in the field of women's rights.

THE COMMISSION ON SUSTAINABLE DEVELOPMENT

General information

Since 1992, Commission on Sustainable Development has served as the United Nations high-level forum for sustainable development issues.

Main websites

Of the Commission on Sustainable Development:

<http://www.un.org/esa/sustdev/csd/review.htm>.

For major groups including the Children and Youth sector: <http://www.un.org/esa/sustdev/mgroups/mgroups.htm>.

Information brochure for major groups ("Sustainable development needs you"): http://www.un.org/esa/sustdev/mgroups/brochure_E.pdf.

States membership

The Commission on Sustainable Development is comprised of 53 Member States*. The members are elected by ECOSOC and serve for a three-year term.

Date and venue

The Commission meets annually at United Nations Headquarters, New York, usually in the beginning of May for a period of two weeks. Every second year, an additional one-week Intergovernmental Preparatory Meeting* is held in late February.

Issues discussed

2008-2009	Agriculture, rural development, land, drought, desertification and Africa
2010-2011	Transport, chemicals, waste management, mining and 10-year framework of programmes on consumption and production patterns
2012-2013	Forests, biodiversity, biotechnology, tourism and mountains
2014-2015	Oceans and seas, marine resources, Small Island developing States, and disaster management and vulnerability
2016-2017	Overall appraisal of implementation of Agenda 21, the Programme for the Further Implementation of Agenda 21 and the Johannesburg Plan of Implementation (JPOI)

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Get more detailed information about the key issues the Commission on Sustainable Development deals with: <http://www.un.org/esa/desa/aboutus/keyissues.html>.

Important documents

Agenda 21: <http://www.un.org/esa/sustdev/documents/agenda21/index.htm>.

Program for the Further Implementation of Agenda 21:

<http://www.un.org/documents/ga/res/spec/aress19-2.htm>.

The Johannesburg Plan of Implementation (JPOI):

http://www.un.org/esa/sustdev/documents/WSSD_POI_PD/English/POIToc.htm.

Programme of Action for the Sustainable Development of Small Island Developing States: <http://www.un.org/documents/ga/conf167/aconf167-9.htm>.

Mauritius Strategy for the further implementation of the Programme of Action for the Sustainable Development of Small Island Developing States:

<http://daccessdds.un.org/doc/UN-DOC/GEN/N05/237/16/PDF/N0523716.pdf?OpenElement>.

Contact information of the Secretariat

The meeting is serviced by the Division for Sustainable Development (www.un.org/esa/desa/aboutus/dsd.html --> Contact us). In case of questions, you should directly contact the major groups organising partners for youth and children. Get their contact details at: http://www.un.org/esa/sustdev/mgroups/about_mgroups/amg_youth_main.htm.

Organisation of Work and outcome document

Organisation of work

The Commission on Sustainable Development is organised in a two-year cycle comprised of a review session* (1st year) and a policy session* (2nd year). In the review session, obstacles, constraints and best practices for the implementation of previously agreed commitments (for example JPOI and Agenda 21) are identified. In the second year, new and additional policy measures are developed in order to overcome the obstacles and constraints that have been identified the year before. Each cycle addresses a specific thematic cluster of issues, including a set of cross-cutting issues.

For additional information on the Commission's organisation of work – how the meeting is structured and at what point which meetings usually take place – take a look at the “Organisation of Work” of its past session at:

<http://www.un.org/esa/sustdev/csd/csd15/csd15.htm> → CSD 15 → Documents → Provisional Agenda (includes organisation of work).

Outcome documents

...in the review year

The review year is not a negotiation session. The outcome document* is a report including a Chairperson's Summary adopted by the Commission on the last day of the meeting.

The Chair's summary forms the substantive part of the report. It highlights views expressed, including by major groups, at the different segments of the session including the following:

- interactive discussions with major groups, including one at the ministerial

level (High-Level Segment*)

- thematic discussions on each issue of the cluster including, for each issue, an identification of obstacles and constraints, lessons learned and best practices, means of implementation and continuing challenges
- opening and closing statements
- regional discussions

The Chair's summary* of the review session is not a negotiated document. The Chair's summary, however, **forms the basis for negotiations during the policy session.**

Therefore, Youth NGOs that participate in the review session are likely to see their inputs for the review session also reflected in the outcome document* of the following policy session.

...in the policy year

The focus of the policy session is on measures to speed up implementation and mobilize action to overcome the obstacles and constraints as identified during the review session. Following an Intergovernmental Preparatory Meeting, which is usually held for one week at the end of February or beginning of March in New York, a draft negotiating document is produced by the Chair and is taken into consideration when the Commission meets for its regular session in May to negotiate a final decision.

While some people consider a decision to be less important than a resolution* there is no difference between a decision and a resolution from a legal point of view. Their structures do however differ, as a resolution's structure is usually stricter (e.g. division into preambular* and operative paragraphs*).

THE UNITED NATIONS PERMANENT FORUM ON INDIGENOUS ISSUES

General information

The United Nations Permanent Forum on Indigenous Issues (UNPFII) provides expert advice and recommendations on indigenous issues related to economic and social development, culture, the environment, education, health and human rights to ECO-SOC*, as well as to United Nations funds, programmes, and agencies* through the Council.

Main websites

Of the Permanent Forum:

<http://www.un.org/esa/socdev/unpfii/index.html>.

Handbook for Participants published by the Permanent Forum: <http://www.un.org/esa/socdev/unpfii/en/publications.html>.

For Youth NGOs - The Permanent Forum on Indigenous Issues Children and Youth: <http://www.un.org/esa/socdev/unpfii/en/children.html>.

The Youth Caucus web platform: <http://projects.takingitglobal.org/indigenous>.

Information by the United Nations Programme on Youth on Indigenous Youth:

<http://www.un.org/esa/socdev/unyin/indigenouslyouth.htm>.

Membership

The Permanent Forum is comprised of **sixteen independent experts**, functioning in their personal capacity. This means that for example a statement made by a Canadian expert is not attributable to the Cana-

dian Government. The experts serve for a term of three years and may be re-elected or re-appointed for one additional term.

Eight of the expert members of the Permanent Forum are nominated by Governments and subsequently elected by the ECOSOC based on the five regional groupings of Member States* (Africa; Asia; Eastern Europe; Latin America and the Caribbean; and Western Europe and Other States).

The other **eight members are nominated directly by indigenous peoples' organisations in their regions.** The members nominated by indigenous organisations are appointed by the President of ECOSOC and represent the seven socio-cultural regions determined to give broad representation to the world's indigenous peoples (Africa; Asia; Central and South America and the Caribbean; the Arctic; Central and Eastern Europe, Russian Federation, Central Asia and Transcaucasia; North America; and the Pacific).

Date and venue

The Permanent Forum meets annually at United Nations Headquarters, New York, usually in April or May for a period of ten working days.

16 Issues discussed

Special themes of the past meetings have included Indigenous Children and Youth

Organisation of Work and outcome document

Get an impression of what awaits you at the United Nations Permanent Forum – how the meeting is structured and at what point

(second session), Indigenous Women (third session) the Millennium Development Goals (fourth and fifth sessions), and lands, territories and resources (sixth session). The seventh session will focus on climate change.

Important Documents

United Nations Declaration on the Rights of Indigenous Peoples:

<http://www.un.org/esa/socdev/unpfii/en/declaration.html>.

Second International Decade of the World's Indigenous People:

<http://daccessdds.un.org/doc/UN-DOC/GEN/N04/486/70/PDF/N0448670.pdf?OpenElement>.

Programme of Action for the Second International Decade of the World's Indigenous People:

<http://daccessdds.un.org/doc/UN-DOC/GEN/N05/464/96/PDF/N0546496.pdf?OpenElement>.

Reports of the Permanent Forum meetings:

<http://www.un.org/esa/socdev/unpfii/en/sessions.html>.

Contact information of the Secretariat

The meeting is serviced by the Permanent Forum on Indigenous Issues Secretariat. United Nations, 2 United Nations Plaza Room DC2-1772

New York, NY, 10017

Tel: 1 917 367 5100

Fax: 1 917 367 5102

E-mail: Indigenouspermanentforum@un.org

which meetings usually take place – take a look at the “**Organisation of Work**” of its past session at: <http://www.un.org/esa/socdev/unpfii/index.html> → UNPFII Session → Sixth Session → Organisation of Work

Outcome document

The meeting's outcome document is a **report** which is **adopted by consensus* by the Forum members**. It is considered by ECOSOC at its regular session in July.

The report has two parts. It first includes draft* decisions to be adopted by ECOSOC. They can be found in the beginning of the report and are usually limited to the dates, themes and agenda* of the next session. The second part of the report has a thematic focus and includes recommendations outlining specific actions that are needed to promote and protect the human rights of indigenous peoples and to improve their lives overall.

The report is compiled by the Forum members who negotiate about its contents in

informal consultation-like sessions. In their negotiations, they draw on many different sources, including on reports submitted to the Forum before the session and speeches held during the session.

As the Forum members do not have a common working language the drafting and elaboration of recommendations can be a complicated process until their adoption. There is great time pressure to prepare the report according to deadlines set by United Nations conference services so that it can be reproduced and circulated in the six official United Nations languages* before the end of the session. The report is adopted by the Forum Members at the last day of the session.

All outcome documents in PDF format: <http://www.un.org/esa/socdev/unpfii/>.

HOW TO QUALIFY FOR PARTICIPATION IN A UNITED NATIONS MEETING



United Nations rules do not allow individuals to participate in inter-governmental meetings in their personal capacity. In order to participate in a meeting you must be a representative of an accredited NGO.

ACCREDITATION WITH THE ECONOMIC AND SOCIAL COUNCIL

In order for NGOs to participate at United Nations meetings*, they need to be accredited with the Economic and Social Council (ECOSOC)*. ECOSOC accreditation is also referred to as consultative status*. The ECOSOC is the only principal organ of the United Nations* that accredits NGOs*. The Security Council and the General Assembly*, for example, both do not have such a mechanism.

There are three categories of ECOSOC consultative status for NGOs: general, special and roster. General consultative status is for large, international NGOs whose area of work covers most of the issues on ECOSOC's agenda. Special status is for NGOs that have a special competence in a few fields of ECOSOC's activity. Roster consultative status is for NGOs whose expertise enables them to make occasional and useful contributions to the work of the United Nations and that are available for consultation upon request. Each status grants its holders different rights of participation in meetings such as submitting written statements and holding speeches. To learn about the formal rights and arrangements for the participation of accredited NGOs in ECOSOC and its subsidiary bodies, please refer to : www.un-ngls.org/documents/publications/en/ngls.handbook/3un.htm.

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A list of all ECOSOC subsidiary bodies is available at www.un.org/Docs/ecosoc/subsidiary.html.

Is your organisation already accredited with ECOSOC?

Check whether your organisation has consultative status with ECOSOC at www.un.org/esa/coordination/ngo/ → NGO Search in the upper right-hand corner.

Guidelines for ECOSOC accreditation

In order for your organisation to be accredited, it needs to show that it fulfills certain criteria, for example that your own Government recognizes your organisation and that your organisation has by-laws.

For detailed information on how to obtain consultative status visit www.un.org/esa/coordination/ngo/

TIP

It is difficult to get ECOSOC accreditation. Out of 40,000 NGOs that received information from the United Nations Non-Governmental Liaison Service website (www.un-ngls.org/) in 2007, only 3050 were in consultative status with ECOSOC. Even if your NGO meets the criteria for ECOSOC accreditation, the accreditation process can take up to three years. Therefore, you should only undertake the effort of seeking accreditation if your organisation intends to regularly attend United Nations meetings in the future.

NOTE

ECOSOC accreditation is not to be confused with Department for Public Information (DPI) association. In contrast to ECOSOC accreditation, DPI association does not grant you rights for participation at inter-governmental meetings. This means that you cannot register for participation and you cannot submit written statements or make a statement at the formal session.

* Please check the specific meeting's chapters in part II specific information for each meeting.

ASSOCIATION WITH THE DEPARTMENT FOR PUBLIC INFORMATION

The Department for Public Information (DPI) also established formal relationships with NGOs. Please note, however, that DPI association does not enable you to actively participate in UN meetings.

Advantages of DPI association

- You regularly receive information about the work of the United Nations by mail/e-mail.
- You can receive a UN grounds pass which allows you to enter certain parts of the UN building.
- You can become a member of the

• Conference of NGOs (CONGO)* that sometimes develops position papers for UN meetings and communicates the contents of these papers to the delegates attending the respective UN meeting.

Check whether your organisation is associated with DPI:

www.un.org/dpi/ngosection/asp/form.asp.

Guidelines for DPI association:

www.un.org/dpi/ngosection/application-pro.asp.

PARTICIPATE THROUGH ANOTHER ORGANISATION

If you choose not to seek accreditation for your organisation, you can try to participate through another ECOSOC-accredited NGO. Some National Youth Councils with ECOSOC accreditation let their Member Organisations participate through them. The Global Youth Action Network (GYAN) usually registers several representatives of Youth NGOs for each session of the Commission on Sustainable Development.

You should also think about contacting non-youth organisations (such as women's organisations or trade unions) participating at the meeting that you would like to attend. You might be able to convince them to include youth in their delegation.

PRE-REGISTER FOR A MEETING

Even if your organisation has ECOSOC accreditation you are required to pre-register for participation in a meeting. Pre-registration usually starts several months before the meeting takes place. Normally, you need to fill out an online form, which can be found on the meeting's website. Sometimes you need to send a registration letter in which you list the names and contact details of

each representative that will attend the meeting.

If you meet the relevant criteria for participation listed in the pre-registration form, you will receive a confirmation letter a few weeks after submitting the pre-registration form. The letter will provide you with more information about your participation at the

conference, such as information regarding on-site registration and the issuance of your United Nations grounds pass. Take care of

this letter! You will have to present it when registering on-site.

TIP

Generally NGOs with ECOSOC consultative status automatically get an invitation to attend relevant meetings. This invitation is usually sent by the Secretariat*. Invitation letters are sent, however, only to the organisations' e-mail addresses and fax numbers listed in the database of the Department for

Economic and Social Affairs NGO section (www.un.org/esa/coordination/ngo/ → Search NGO Database). Therefore, make sure to update your contact information! Send any change in your organisation's official fax or telephone number, mail address or e-mail address to: desangosection@un.org.

REGISTER ON-SITE

Upon arrival at the meeting, each NGO representative needs to register in order to obtain a grounds pass, which will enable you to enter the meeting's conference rooms. The registration desk is usually located in the main lobby of the United Nations building. You need to bring your confirmation letter received upon registration and a valid photo ID.

TIP

Be sure to arrive on time. You will need to clear security before being allowed to enter the United Nations and lines can be long.

ACCREDITATION AND REGISTRATION INFORMATION BY MEETING

20 The Third Committee of the General Assembly

General Assembly meetings are meetings among Member States. NGOs cannot register for conference participation. Exceptions are only made when Member States require the NGO's expertise on a certain topic and invite them to participate. Amnesty International, for example, might speak about the human rights situation in some country at the Third Committee. In any case, if your organisation

is ECOSOC* accredited or associated with the Department for Public Information you can have a grounds pass which allows you to enter the United Nations building. This allows you to participate in the formal session of the different Committees of the General Assembly and listen to the delegates'* official statements. You will be seated in an observer area on the balcony. You can also walk around in the hallways and share your suggestions with delegates individually.

Commission for Social Development

- You need ECOSOC* consultative status*.
- You automatically get an invitation.
- Use the following link to pre-register: <http://esa.un.org/dspdEsa/members/loginlang.asp>. Pre-registration time: mid-September – beginning of January.
- On-site registration begins about three working days before the conference starts.
- Guidelines for registration to be found at <http://www.un.org/esa/socdev/ngo/index.html>.

Info: At the 45th session in the year 2007, 9 Youth NGOs* participated at the Commission for Social Development.

Commission on the Status of Women

- You need ECOSOC* consultative status*.
- You will receive an invitation letter electronically by e-mail in September/October.
- You need to pre-register online. The deadline is around the end of December. Online registration information to be found at: <http://www.un.org/womenwatch/daw/conf/help/help.htm#repr>.
- More information: <http://www.un.org/womenwatch/daw/csw/csw52/NGO.html>.

Commission on Sustainable Development

- FAQ on accreditation/registration: http://www.un.org/esa/sustdev/help_faq.htm#MG.
- Accreditation: You need ECOSOC* consultative status* or to be included in the Commission on Sustainable Development roster (NGOs in the Commission on Sustainable Development roster: http://www.un.org/esa/sustdev/mgroups/csd_roster.pdf).
- Pre-registration: Send a signed request for conference pre-registration on your official letterhead by fax to the Commission on Sustainable Development Secretariat at least three weeks in advance of the meeting. Include a list containing the names and fax numbers of the people who will serve as your organisation's representatives.

Permanent Forum on Indigenous Issues

- Brochure on indigenous youth participation at the Permanent Forum: <http://www.un.org/esa/socdev/unpfii/en/children.html>
- Participation is open to indigenous peoples' organisations and NGOs* with ECOSOC consultative status*.
- You need to pre-register online. Find the necessary information and forms for pre-registration at www.un.org/esa/socdev/unpfii five to six months before the meeting.

FUNDING

Participation at a United Nations meeting is rather costly. Although inter-governmental meetings never charge a participation fee, you will have to pay for a visa, travel to and

from the country where the meeting is held, accommodation, local transportation as well as food and drinks.

Excellent ideas on how to obtain funding:

www.unac.org/en/pocketbook/intl_meetings_eng.pdf, p. 38.

Additional tips include:

- **Contact different departments of your university.** Some universities have special funds for active students that want to participate at inter-governmental meetings.
- **Contact different Ministries of your country.** If there is more than one Ministry responsible for dealing with the issues on the meeting's agenda, contact all of them. If one Ministry declines, this does not mean that another Ministry will do so too. Be creative and persistent.
- As a representative of a Youth NGO from a developing country: contact official youth delegates participating at the meeting and ask them to establish a contact with their Ministry dealing with the meeting's issues. **Some Governments from industrialized countries sponsor youth from developing countries.**

TIPS FOR FUNDING BY MEETING

Commission on Sustainable Development

Funding for two representatives from the major group youth and children is usually available from the Trust Fund. The two persons are nominated by the organising partners for youth and children. Candidates must come from developing countries. They are selected based on geographical balance. There is no formal application other than writing to the organising partners for youth and children. The Commission on Sustainable Development Secretariat informs those selected in the weeks leading up to the meeting.

Third Committee of the General Assembly, the Commission for Social Development and the Commission on the Status of Women

There is no United Nations funding available for participation in the Third Committee of the General Assembly, the Commission for Social Development and the Commission on the Status of Women. You will have to arrange for your funding yourself.

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Permanent Forum on Indigenous Issues

Limited funding for you to attend the meeting may be available through the Voluntary fund for indigenous populations: www.ohchr.org/english/about/funds/indigenous. You will need to get organised a long time in advance because applications for funding close October 1st of the year before the meeting. For a listing of additional sources of funding, please visit: <http://www.un.org/esa/socdev/unpfii/en/funds.html>.



RESEARCH THE MEETING'S TOPIC AND PREPARE YOUR INPUT

OVERVIEW

The sooner you start preparing for your participation in a United Nations meeting the better. Your organisation should ideally start its preparations six months in advance of the meeting.

Step 1: Find out which topics will be negotiated

Know which topic and which aspects of this topic will be negotiated at the meeting and gear your preparation fully towards this topic.

Step 2: Research the topic

- Research on United Nations websites
- Read relevant reports of international NGOs
- Read scholarly/academic papers
- Acquire a good understanding of the key terms
- Read United Nations reports on the topic

Step 3: Find out about the current stage of Member States' commitments

Find out about what actions regarding the issue(s) discussed at the meeting Member States have already agreed to in previous outcome documents and set an objective that if achieved would strengthen Member States' commitments.

Step 4: Set sound objectives

Your objectives should be realistic, ideally be mandated by your organisation's members, follow up on past advocacy efforts and

be coordinated with other youth organisations.

Step 5: Derive concrete suggestions from your objective

Step 6: Prepare arguments to achieve your organisation's objectives

Use agreed language as an argument

Agreed language - phrases that were used in previous United Nations meetings' outcome documents - is a very strong argument to support your wording proposal because Member States are politically bound to the phrases they have agreed to in the outcome document of an international meeting.

Prepare arguments other than agreed language

If your suggestions to a delegate include new ideas that go beyond what has been agreed upon in United Nations outcome documents so far, provide a strong rationale of why it is important to include them in the outcome document.

At a United Nations meeting you will be dealing with experienced delegates who are well prepared and are generally very familiar with the issues discussed. In order to be able to provide them with additional expertise you need to be very well prepared. Your youthful enthusiasm and creativity will surely make an impact. Without good prepara-

ration, however, your contributions will be minimal. If you want Member States to take you seriously and to consider your suggestions, you need solid arguments based on well researched facts, as well as arguments

arising from so-called “agreed language”.

This chapter aims at giving you guidance on what your preparation should include and how it should be structured.

STEP 1: KNOW WHICH TOPICS WILL BE ADDRESSED

In order to develop concrete objectives that your organisation wants to achieve at the meeting you need to know which topics and **which aspects of these topics will be on the agenda of the meeting**. It is important that you gear your preparation fully towards these topics. A large number of Youth NGOs that attend a meeting for the first time are disappointed – because they prepared for the wrong debates. It is important, therefore, to verify what will be discussed.

To learn about the topics that will be addressed have a look at:

- The meeting’s **work programme**, which can to be found on the meeting’s website.
- The meeting’s **provisional agenda** to be found on the meeting’s website under “relevant documents”. Have a look especially at the Reports of the Secretary-General* submitted to the meeting.

Note, however, that the provisional agenda is usually put on the meeting’s website only one to two months before the meeting. Starting your preparation at this point is far too late.

- The **outcome documents of the initial conference**, in case the meeting you are attending is a follow-up meeting. The Beijing+5 meeting, for example, was a follow up to the World Conference on Women in Beijing in 1995.
- Outcome documents of PrepComs* that some meetings carry out around two to six months before the main meeting. These documents can be found in the document section of the meeting’s website.
- You can also get information from the Secretariat* as well as from the meeting’s Youth Caucus or similar structure. Any experienced NGOs attending may also be able to help you.

TIP

The agenda of an inter-governmental meeting is set by Member States. With some experience, however, trying to influence the agenda through your Ministry of Foreign Affairs is not impossible. In May 2007, for example, Norwegian (Youth) NGOs were invited to a coordination meeting with the head of delegation for the United Nations General Assembly Special Session on Chil-

dren. The meeting took place shortly before the head of delegation went to New York to discuss the agenda with the Special Session’s Bureau. By meeting the head of the delegation, the NGOs could put forward their recommendations for agenda topics, some of which the head of delegation then put forward when discussing the agenda with the Bureau in New York.

STEP 2: RESEARCH THE TOPICS

Research on United Nations websites

- Use the meeting's website as a starting point.
- Check www.un.org/youth for information on your topic.
- Look for the topic you are researching on www.un.org/issues/.

Read relevant reports of international NGOs

There are typically a number of international as well as national and regional NGOs that are specialized on the topic(s) being discussed and that publish comprehensive information on it.

Read scholarly papers

Scholarly papers contain exhaustive background information on a selection of issues and might shed light on the issues discussed from different angles.

Acquire a good understanding of the key terms

While reading through United Nations resolutions and reports as well as scholarly

papers and newspapers, you may encounter some key terms that you are not fully familiar with. Key terms are those phrases, words or abbreviations which are often repeated in the texts you read or to which long passages of the texts are devoted. It may be useful to go beyond Wikipedia-research on these terms and to look them up on other websites, international relations textbook, and/or in special publications on the issue in a university-, school- or public library. Full understanding of the key terms you are dealing with will be central to the success of your further research.

Also try to make a list of relevant acronyms.

Read United Nations reports on the topic

Once you have gotten a general understanding of the issue and clarified the key terms, you should get facts on the topic(s) from United Nations reports such as flagship reports and Reports of the Secretary General. Many websites of inter-governmental meetings or conferences provide links to the key background reports for the meeting.

STEP 3: FIND OUT ABOUT THE MEMBER STATES' COMMITMENTS ON THE MEETING'S TOPIC

Before you set your objectives for the meeting, it is important to know what actions Member States have already agreed to in the past with regard to the issue(s) discussed.

At the meeting, you would then strive to achieve more commitments regarding the issue(s).

Find out about the Member States commitments on the meeting's topic

- Read the outcome documents of the meeting's PrepCom(s) if there has been any.
- Read outcome documents from the past sessions of the meeting. If possible, look at the last 5-10 years.

- Read statements made at past meetings.
- Take a look at Reports of the Secretary-General submitted to the meeting. The Reports' titles can be found on the meeting's provisional agenda under "relevant documents".
- Try to get a hold of the draft resolution (generally difficult to obtain and even more difficult at an early stage). You might ask your country's Permanent

Mission to the United Nations, their official youth delegates, and Youth NGOs that have been working with the UN for long, such as the Scouts (<http://www.scout.org>), Pax Romana (www.paxromana.org) and the European Youth Forum (<http://www.youthforum.org>) and ask them to share the draft document with you as soon as they receive a copy.

STEP 4: SET OBJECTIVES

WHY YOU NEED OBJECTIVES

Setting objectives is central for your success at the conference because **they will make your participation as effective as possible: they are something to keep track of.** Otherwise you can easily get lost and fall into frenetic action without any sense of direction during the sometimes hectic inter-governmental meetings.

EXAMPLE

A Youth NGO's objective could be, for example, that Member States increase the provision of secondary and tertiary education and improve their quality.

WHAT MAKES A SOUND OBJECTIVE?

A sound objective is realistic, it is mandated by your organisation's members, it follows up on past advocacy efforts, and it is coordinated with other youth organisations.

A SOUND OBJECTIVE IS REALISTIC

There are **limits to what you can achieve at an inter-governmental meeting.** In order to effectively use the opportunities you have and not to be disappointed at the end of the meeting, it is important to know what

is realistically achievable at the meeting and to set your objectives accordingly.

What you can achieve, for example, **is making Member States aware of a certain issue of importance to your organisation** through the written statement you submit or the oral statement you make. If you are successful in doing so, you may also be able to **suggest changes to the text of the meeting's outcome document.** You could suggest quite a few changes in the form of concrete wording proposals before the first draft of a document is submitted. They can, for example, be submitted by a Youth Caucus or similar structure in the form of an input paper. At a later stage – after the first draft has been submitted or when the informal consultations have started – you should rather focus on 1-2 suggestions.

No matter how many objectives you set, make sure to **prioritize them before the meeting.** This is important because at the meeting you can be in a situation where you need to decide very quickly which objective to pursue and which one to drop.

EXAMPLE

By Christoffer Grønstad, Bureau Member of the European Youth Forum (YFJ), <http://www.youthforum.org/>.

“The European Youth Forum has been advocating for the all-European campaign “All different – All equal”, and we, as well as our member organisations, have been partners of the campaign. To us the respect for human rights, diversity and equality must be put high on the agenda.

At the 45th Commission for Social Development and the 62nd session of the United Nations General Assembly, we therefore aimed to include a paragraph on diversity and non-discrimination into the resolutions negotiated at these meetings.

At the Commission for Social Development we worked in cooperation with the official youth delegates. In the end Norway, represented by the official youth delegate, proposed a paragraph outlining different grounds of discrimination. However the language we used was so strong that it was not acceptable for the delegates in the Commission. Therefore, they softened the language a lot.

At the United Nations General Assembly later the same year we followed a different strategy. First of all we started by looking for agreed language on discrimination and “vulnerable groups”. We found agreed language in different United Nations Human Rights conventions. Thereupon, we split the text we wanted to propose into two different paragraphs, one more specific paragraph listing grounds of discrimination

(and thereby more controversial) and one paragraph, which was more general on anti-discrimination.



In particular we worked with the official Youth Delegates of Norway, Switzerland and the Netherlands on these issues and we managed to introduce text on anti-discrimination of youth in the global economy. The two paragraphs we managed to include in the final draft are:

“Integrate and protect youth in the global economy, including those who live in poverty, through the provision of policies that give them everywhere a real opportunity to find full and productive employment and decent work, including policies that promote the transition to work on the basis of equality and non-discrimination” (general paragraph)

“Urges Member States to combat all forms of discrimination against young people, including that based on race, color, sex, language, religion, political or other opinion, national or social origin, property, birth, or other status, and to promote equal opportunities for all” (more specific paragraph).

A SOUND OBJECTIVE IS MANDATED BY YOUR ORGANISATION'S MEMBERS

As a member of a Youth NGO **you do not participate in a meeting as an individual but as a representative of your organisation's members.** Therefore you need to ensure that you represent the views of your organisation's members. You should develop the objectives with all your organisation's members, even if this slows down the discussion process. If an interactive discussion is not possible on a practical level, you could **use creative methods** to get members' inputs, such as through **questionnaires** or **online discussions.**

TIP

In order to have an online discussion you can for example establish a Googlegroup (groups.google.com) or use Google Docs (docs.google.com).

STARTING POINTS TO DEVELOP YOUR ORGANISATION'S OBJECTIVE(S) WITH ALL ITS MEMBERS

- What is your organisation's aim?
- Where does your organisation's expertise lie?
- What aspects of your organisation's aim and expertise are of relevance to the inter-governmental meeting?

TIP

Also take into account that your organisation may already have adopted policies or political programmes on the issues on the meeting's agenda that give you the mandate to act on them.

A SOUND OBJECTIVE FOLLOWS UP ON PAST ADVOCACY EFFORTS

At inter-governmental meetings, **raising awareness about a specific topic or achieving significant changes in the wording of the outcome document is a process that can go step by step over several years.** Therefore, if you want your impact to be maximized, you need to have continuity in your organisation's work. **Follow up on the work of your predecessors/the work of last year's Youth Caucus or similar structure.**

TIP

Youth Organisations with a regional and global outreach has established the International Coordination Meeting of Youth Organisations (www.icmyo.net) to coordinate and strengthen their work towards the United Nations. By contacting their task force you can get advice on different ongoing processes and past advocacy efforts.

Check with your predecessors/last year's Youth Caucus or similar structure

- Whether they set objectives for the past meeting.
- What they did to achieve them.
- What the results were.
- What next steps they would recommend you to undertake in order to build on the work they have done.

A SOUND OBJECTIVE IS COORDINATED WITH OTHER YOUTH ORGANISATIONS

In order to make a contribution in international negotiations, Youth NGOs need to work together. The best way to do this is to work through a so-called Youth Caucus or similar structure of Youth NGOs following the

meeting. There, you agree on a few central suggestions with all the Youth Caucus members. These common suggestions are then presented to the Member States at the mee-

ting by each member of the Youth Caucus. Refer to the chapter “How to work in a Youth Caucus or similar structure” to learn how to work in a Youth Caucus.

INFO: REMEMBER THE WORLD PROGRAMME OF ACTION FOR YOUTH

The World Programme of Action for Youth The “World Programme of Action for Youth to the Year 2000 and Beyond” (WPAY) provides an international framework for youth policy-making. The WPAY was adopted by Member States in the General Assembly in 1995, on the tenth anniversary of the International Youth Year, and set out 10 priority areas for youth policy. In 2005, five priority areas were added, which had been identified by the World Youth Report 2003. They were expanded upon through the Supplement to the WPAY, which was adopted at the 62nd session of the General Assembly in 2007.

The fifteen priority areas of the WPAY have been grouped into three clusters to demonstrate their interlinks (see below). For every priority area, the WPAY contains a description of problems young people face and proposes actions to be taken by Governments to improve the wellbeing of young people.

In 2006, the Youth Programme was asked to develop, in collaboration with experts from the United Nations system and Youth NGOs, a set of goals and targets that can be used as benchmarks to monitor the progress of countries in implementing the WPAY. In 2007, the General Assembly called upon countries to consider using the goals and targets that have been developed for the cluster “youth in the global economy”. The

goals and targets for the remaining two clusters will be presented to the Commission for Social Development at its 47th session in 2009.

The WPAY contains the main actions Governments have agreed upon for the economic and social development of youth. In order to be able to remind Governments of the commitments they have made for youth development, it is important for you to be aware of the WPAY. Refer to the WPAY in your statements and speeches and underline the importance of its implementation for youth development. In the future, you may consider telling delegates and the Ministries dealing with youth issues in your country about the goals and targets for the WPAY and encourage them to use them to measure progress in the field of youth development.

Further reading on the WPAY

- A very good summary of the meaning of the text of the WPAY and its political relevance can be found on pages 27-83 of the Toolkit for the Evaluation of the World Programme of Action for Youth to be found at www.un.org/esa/socdev/unyin/untoolkit.htm.
- To read the original text of the WPAY go to www.un.org/youth → UN youth resolutions.
- To read the Supplement to the WPAY go to www.un.org/youth → UN youth resolutions.
- Refer to http://www.un.org/esa/socdev/unyin/egm_unhq_may08.htm to learn more about the goals and targets for the WPAY.

THE CLUSTERS AND THE 15 PRIORITY AREAS OF THE WPAY

Youth in the Global Economy

Education, Employment, Globalisation, Hunger and Poverty;

Youth and Civil Society

Leisure-time activities, ICT, Full and Effective Participation of Youth in the Life of Society and Decision-making, Armed Conflict, Intergenerational Relations, and Environment;

Youth and their Well-being

Drug abuse, Health, Juvenile Delinquency, HIV/AIDS, and Girls and Young Women;

STEP 5: TRANSLATE YOUR OBJECTIVES INTO CONCRETE ACTIONS

Your objectives should guide your participation at the meeting. Ensure that your objectives translate into the contributions which you make at the meeting. The main point(s) which you would like to highlight should feature in any statements you make, in side events you may organise and in suggestions you may have for the meeting's outcome document. Any suggestions

you may make should preferably be in the form of concrete wording proposals. At the meeting, you may be able to share your wording proposal with the delegates and hope that they find it useful to improve the outcome document. If you make suggestions in the form of concrete wording proposals to the meeting's outcome document, it is important that you have an idea for concrete action deriving from the wording proposal. This will enable you at a later stage to ask your Government to undertake or to help you undertake that specific action.



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Only concrete wording proposals can be shared with delegates and be used by them.

You would usually write your concrete wording proposals on a sheet of paper and, while explaining your case, show it to the delegate.

MORE INFORMATION

Refer to Annex 1 to learn about how to decipher United Nations document symbols, such as "A/RES/60/2".

EXAMPLE OF A PROPOSAL WITH CHANGES TO A PARAGRAPH IN THE DRAFT OUTCOME DOCUMENT

[Insert the meeting's name and session, number and title of resolution]

[Original]

Urges Governments, in consultation with youth organisations, to develop holistic and integrated youth policies based on the World Programme of Action and to evaluate them regularly as part of the follow up action on and implementation of the Programme of Action (A/RES/60/2, op 4);

[New Version]

Urges Governments, with full and effective participation of youth organisations, to develop holistic and integrated youth policies based on the World Programme of Action and to evaluate them regularly as part of the follow up action on and implementation of the Programme of Action (based on A/RES/60/2 op4);

[Here you put your argument (s) why these changes should be included. You could also do this orally.]

Advantages of new paragraph

- Addressing issues of relevance to the target group
- Inclusion of expertise and empirical

knowledge of the affected group

- Identification of youth with the politics that are made for them
- Raising a generation of good citizens that have been trained through participation

[Insert name of your organisation and your contact details in New York]

Remember that your work as a representative of a Youth NGO does not end with your participation in the meeting. Instead, you will follow up on your work at the meeting by trying to remind your Government back home to implement what is asked for in the outcome document. In this regard, the outcome document – including any paragraph you might have managed to include – will itself serve as your major advocacy tool. In order for it to be effective, it is important that in your wording proposal you do not use abstract terms such as “youth-led development”, “holistic approach” or “efforts and commitments” without having an idea for a concrete action to complement it, that you could ask your Government to undertake or help you to undertake. In other words, you must test your wording proposal's concrete usefulness.

TEST YOUR WORDING PROPOSAL'S CONCRETE USEFULNESS

EXAMPLE

You give a delegate the following concrete wording proposal for the meeting's outcome document: “making the goals of full and productive employment and decent work for all a central objective of relevant national and international policies as well as national development strategies”.

This is your proposal. Now test it!

Q: What is the usefulness of this paragraph?

A: It highlights the importance of a decent work situation.

Q: And what is the usefulness of that?

A: Highlighting the importance of it in a United Nations resolution makes Member States more aware of the problem and moves

them towards actually improving working conditions.

Q: What action can you derive from the paragraph which you could later ask your Government to implement in order to improve working conditions?

A: Resolutions are politically binding instruments. Hence Member States try to adhere to their content. In this example, you could ask your Government to implement this re-

solution by introducing a minimum salary or maximum working hours.

Test your wording proposals as often as possible to ensure that you are making a concrete and useful contribution to the improvement of people's lives. In this way, you automatically develop arguments to back up your proposals.

STEP 6: PREPARE ARGUMENTS TO ACHIEVE YOUR ORGANISATION'S OBJECTIVES

On the research you have done and the facts and figures you have gathered you should then derive arguments to achieve your objectives.

USE AGREED LANGUAGE AS AN ARGUMENT

WHAT IS AGREED LANGUAGE?

Agreed language is **phrases that were used in the outcome documents** (e.g. resolutions and decisions) of **past United Nations meetings**. If a phrase is included in a meeting's outcome document, **Member States negotiated this phrase and decided to agree on it**, hence the name "agreed language". As Member States are politically bound to the phrases they have agreed on earlier in an outcome document of an international meeting, agreed language is a strong argument for any proposals you may have to change the wording of a resolution that is being negotiated at the meeting.

HOW TO USE AGREED LANGUAGE AS AN ARGUMENT FOR YOUR WORDING PROPOSAL

Whenever you share concrete wording proposals for a resolution with delegates, you increase the chance that they find it reasonable and useful by telling them that your wording proposal is agreed language or is based on agreed language. Therefore, make sure to include the source of the agreed language, i.e. the outcome document from which you took the agreed language, in brackets.

EXAMPLE OF A PARAGRAPH BASED ON AGREED LANGUAGE

Original paragraph

"Recognizes that governments must commit themselves to addressing the rising rates of HIV infection among young people to ensure an HIV-free future generation through the implementation of comprehensive, evidence-based prevention strategies, responsible sexual behaviour, including the use of condoms, evidence- and skills-based, youth-specific HIV education, mass media interventions and the provision of youth-friendly health services. (Source: 2006 Po-

litical Declaration on HIV/AIDS; A/60/262, Annex, para. 26.)”

Your new paragraph “based on” agreed language:

“Recognizes that governments must commit themselves to addressing the rising rates of HIV infection among young people to ensure an HIV-free future generation *by enacting, strengthening or enforcing legislation, regulations and other measures* for comprehensive, evidence-based prevention strategies, responsible sexual behaviour, including the use of condoms, evidence- and skills-based, youth-specific HIV education, mass media interventions and the provision of youth-friendly health services (2006 Political Declaration on HIV/AIDS; A/60/262, Annex, para. 26.; modified).”

WHICH DOCUMENTS AGREED LANGUAGE CAN BE TAKEN FROM

In researching agreed language you are not limited to wording from outcome documents of the specific meeting you will attend but you can use:

- General Assembly resolutions and outcome documents of United Nations World Conferences/United Nations World Summits.
- Reports and decisions made by ECOSOC and its subsidiary bodies.
- Outcome documents of regional forums.

The more Member States have agreed on the outcome document where you take your agreed language from, the more weight your agreed language carries. For example, if you take agreed language from a General Assembly resolution, it carries most weight because all Member States are represented in the General Assembly and have usually all

agreed on the document. The same holds for World Conferences/Summits such as the World Conference on Women (held in 1995 in Beijing, China), the World Summit on Sustainable Development (held in 2002 in Johannesburg, South Africa) or the 2005 World Summit.

Taking your agreed language from an outcome document of one of the ECOSOC or one of its subsidiary bodies (in which only between 45 and 53 Member States have seats) could still be convincing. This is because all regions of the world are equitably represented in these Commissions.

Finally, you can take agreed language from outcome documents produced by regional forums such as the African Union or the European Union. Regional forums sometimes put certain topics on their agenda before organisations with universal membership do. However, as these documents have only been agreed on by countries from a specific region you could face opposition when using it to back your arguments in a meeting in which all regions of the world are represented. In any case, basing your paragraph on a regionally agreed language is a good argument when trying to get a specific regional group to support your paragraph.

CAUTION

You cannot use wording from United Nations documents that have not been negotiated and agreed on by Member States, such as Reports of the Secretary-General or World Youth Reports. The facts contained in such a report are recognized facts that you may use in your argumentation, but the wording of a Report of the Secretary-General is not “agreed language”.

TIP

Researching agreed language takes a lot of time. Therefore, research agreed language to back your arguments before the meeting. This will give you more time for consultations with delegates on-site.

MORE INFORMATION

Learn **how to write your wording proposal using agreed language**. Refer to Annex 2.

MORE INFORMATION

Learn about **how to formulate your wording proposal and where best to include it in Annex 3**. Even though United Nations resolutions are not legally binding for Member States they are politically binding. How strong the political commitment of a paragraph is, depends on the position of the paragraph and its exact wording. Annex 3 explains the structure of a resolution and the different strength of introductory verbs in resolutions.

ARGUMENTS OTHER THAN AGREED LANGUAGE

It is important that you sometimes try to **include new ideas into your wording proposals** – ideas that go beyond what has been agreed upon in United Nations outcome documents so far. While in this case you can use agreed language as a frame for your arguments, you would obviously need strong arguments other than agreed language to support your wording proposal.

TIPS FOR DEVELOPING ARGUMENTS TO BACK YOUR WORDING PROPOSAL CONTAINING NEW IDEAS

• Find out Member States' positions in order to know which arguments you may have to counter by:

- Reading Member State's official positions in the lead-up to the meeting. These include statements delivered at PrepComs, reports about government consultations with NGOs as well as official position- and discussion papers on the issue.
- Learning from your predecessors/former Youth Caucus members about their experience with specific Governments at the conference.

• Listening carefully to the official statements made by Governments and experts at the meeting.

• Check positions/policy papers on the issues discussed by your National Youth Council and renowned national and international NGOs whose views on the issue discussed are similar to yours and study their suggestions and arguments.

• Check United Nations websites for information that can serve as arguments for your wording proposal:

- The website of the meeting
- Website of the Secretariat and/or of United Nations Funds, Programmes and Agencies that deal with your wording proposal's topic.
- of the United Nations Programme on Youth www.un.org/youth

• Read scholarly research papers and derive arguments from the facts outlined in them.

• If possible, back up your arguments by using convincing statistics.

ABOUT OUTCOME DOCUMENT NEGOTIATIONS

The decisions that Member States* take at the meeting regarding the topics discussed are reflected in the meeting's outcome document(s) *. This can be, for example, decisions to improve education and employment, to protect the environment or the like.

As a representative of a Youth NGO you are **not allowed to participate in the informal consultations** and therefore you cannot become actively involved in the negotiations of the meeting's outcome document. You do, however, have the possibility to talk to the delegates who negotiate the outcome document and can explain your suggestions for the outcome document to them.

In order to know at what stage of the negotiation process you may provide your suggestions and whom to give input to you, you need to know how exactly an outcome document is created and who is involved in this process. This is explained in this chapter, based on the example of a resolution as an outcome document. The precise process may differ for different meetings and their outcome documents.

THE RESOLUTION'S SPONSOR

The work on a resolution* starts long before the delegates* negotiate it in the informal consultations*. A resolution needs to be sponsored by one or more Member States*. The more sponsors* there are for a resolu-

tion, the better, since sponsoring a resolution means recognizing the importance of the issue and strongly agreeing to the draft. It is advantageous if there are sponsors from different regional groups* because fewer problems can be expected during the informals.

The sponsor(s) draft(s) the resolution's zero draft* and facilitates the informal consultations with the help of the Secretariat*.

THE ZERO DRAFT

The first version of a resolution is called the zero draft. It is already written in the form of a resolution. It is the first of many versions to come until the resolution is adopted.

There is no **deadline for when the zero draft has to be completed**. Because the zero draft is the end product of a sometimes time-consuming drafting process in which many different parties are involved, the draft is frequently only available shortly before an inter-governmental meeting begins.

The following figure illustrates the process involved in preparing the zero draft.

THE PROCESS TO COME UP WITH THE ZERO DRAFT

the resolution's sponsor(s)



The Office Of The United Nations Secretariat Servicing The Meeting



The resolution's sponsor(s)



The zero draft is completed and is then called the first draft of the resolution.



Sponsor(s)



Member States



Member States

Writes the zero draft. Usually, they would ask the office of the Secretariat to produce a zero draft.

Prepares zero draft, sometimes including inputs from stakeholders, and sends it to the resolution's sponsor(s).

Consult with their regional group in order to agree on the zero draft.

Distributes the first draft to all Member States via e-mail (Refer to note below).

Discuss the first draft within their Foreign Ministry and the Ministry responsible for the issues discussed. This discussion leads to the position of the country towards the draft.

Meet in their regional groups and try to agree on a common position towards the draft.

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Note

In this case, the sponsor of the resolution distributes the first draft to all UN Member States. This is because all UN Member States are members of the General Assembly. In the case of the Functional Commissions of ECOSOC, however, the sponsor of the resolution would send the first draft of the resolution only to those countries that are members of the Commission.

INFO

An "L" in the document number signifies the resolution's draft status, for example, A/C.3/62/L.7/REV.1.

THE INFORMAL CONSULTATIONS

A resolution is negotiated in informal consultations. Their date and time is usually announced in the Daily Journal* a day or two in advance. It is **hard to predict how many informal consultations there will be** until the draft (resolution) is adopted and how long each consultation will take. This depends on the topic being discussed and on whether the negotiations run smoothly or not.

THE PARTICIPANTS IN THE INFORMAL CONSULTATIONS

The **delegates are the main actors in the informal consultations**. Theoretically, all 192 Member States could send their delegates to participate. Today, however, many countries give their input within their regional groups. The regional group's position is presented in the informal consultations by the regional group's speaker. In this way, Member States that are not present influence the outcome of the discussions. Keep in mind, however, that some countries might send delegates although they are members of a regional group and that some countries do not align themselves with a regional group.

Today, many of the Member States include **official youth delegates** as part of their national delegations to the meeting. At the 62nd session of the General Assembly in 2007, for example, 24 official youth delegates from 18 Member States participated in the Third Committee of the General Assembly. Apart from handing in written statements and delivering speeches in the formal session, they were also actively involved in negotiations in the informal consultations. As part of the official delegation, official youth delegates

are usually allowed to speak on behalf of their country (after consultation with their Permanent Mission to the United Nations). They can also submit proposals on behalf of their country in the informal consultations.



©UN Photo

A staff member of the Secretariat is also present in the informal consultations. The main task is to document the comments/proposals that the delegates make to the resolution's drafts. The staff member must act as a **neutral observer** and can thus not actively take part in the negotiations in the informal consultations. Sometimes, however, they are asked by Member States for inputs or to find a compromise for paragraphs that divide participating Member States.

There might also be **staff members from a United Nations fund, programme or agency** attending if there is a link between their work and the meeting's topic.

WHAT HAPPENS DURING THE INFORMALS?

The first informal consultation is usually short. The facilitator reads out the first draft of the resolution paragraph by paragraph in

order for the participants to ask clarifying questions. In the second informal consultation, the facilitator usually aims to gather Member States' comments on the first draft

to find out their stance on the various paragraphs. At this point, Member States may propose to change some of the language or to introduce additional wording.

EXAMPLE

After the incorporation of proposals a paragraph in the draft may look as follows: "Encourages Member States to involve young people in the development of national policies, [where appropriate] (Name of country A), [that affect them] (country B's proposal; country C: retain country A's proposal) bearing in mind that girls, boys, young women and young men have the same rights; (based on para 65 of the WPAY Supplement)".

After each informal consultation, the facilitator or the Secretariat e-mails the revised draft to Member States.

At the following informals, the facilitator will read out the draft again. If there are no questions, comments or proposed amendments to a paragraph and everyone agrees to it, the facilitator will put "(agreed)" after the paragraph. Once a paragraph is marked "(agreed)" it will usually not be amended later on.

Sometimes, delegates will agree to a paragraph "ad referendum". This means they need to check with their capital for final approval. A paragraph is marked "ad referendum" in the following way: (ad ref).

Usually, the most difficult paragraphs are agreed on last. This is because at a later stage of the informal consultations everyone will have made concessions and will have seen others' concessions therefore enabling them to see how much room for negotiation there still is.

Sometimes during the informal consultations it becomes apparent that there are great differences between the positions of various Member States. The delegates of countries with opposing views then continue their discussion informally in so-called "informal informals" to try to reach a compromise

NOTE

The facilitator may have accepted comments on the first draft before the informal consultations have started. You should continuously ask whether the draft has changed significantly and ask, e.g. the official youth delegates, to share the new versions of the draft with you.

THE DRAFT RESOLUTION BECOMES A RESOLUTION

Once every paragraph is marked with "agreed", the informal consultations come to an end. The draft resolution is submitted to the plenary session of the inter-governmental meeting where it is formally adopted, usually by consensus. In some meetings, the draft is then submitted to a higher body for adoption. The Commission for Social Development, for example, submits its resolutions to ECOSOC.

POSSIBILITIES TO GIVE INPUT AT A MEETING

OVERVIEW

Your possibilities to give input to the outcome document while still being at home...

- Have a consultation session with your Government
- Submit written input to the Report of the Secretary-General
- Submit a discussion paper
- Talk to the people drafting the outcome document
 - the outcome document's sponsors
 - the meeting's Bureau members
 - the staff of the Secretariat*
- Work through the Conference of Non-Governmental Organisations (CONGO)

TIP

You could share your input with people in the following way

- Contact the respective person by phone and ask whether you may share your views on the agenda topics with them.
- If the person does not have time, ask whether it is possible to talk to them another time or whether you can send them your input by e-mail.
- Try to arrange a personal meeting for when you arrived on site. If this does not work out, you can of course talk to them directly at the meeting.

Your possibilities to give input at the meeting...

- Talk to your country's delegate to the

meeting

- Talk to delegates you have identified as being crucial for achieving your objective
- Make a statement
- Participate in panel discussions
- Organise a campaign
- Participate in the informal consultations
- Work with the official youth delegates
- Talk to staff from United Nations funds, programmes and agencies
- Distribute a youth newsletter

The following pages provide you with an overview about your possibilities to participate effectively at a UN meeting.

The described possibilities to give input at a meeting do not influence the meeting's outcome documents equally. You should prioritize and spend time on the most effective possibilities to give input first and spend time on the others only if time allows.

Please refer to each meeting's chapter individually to get more specific information on the possibilities to give input at meetings.

YOUR POSSIBILITIES TO GIVE INPUT WHILE STILL AT HOME...

HAVE A CONSULTATION SESSION WITH YOUR GOVERNMENT

The position that the delegate of your country's Permanent Mission to the United Nations takes in an inter-governmen-

tal meeting is usually not developed by him or her, but rather by someone of your country's Ministry responsible for the issues discussed at the meeting. Therefore, having a consultation session with the appropriate person in your country's respective Ministry is a good way to influence the position your country will adopt at the meeting. If you have convincing arguments, your **central suggestions may be reflected in the Ministry's official position** and thus **may automatically be communicated to the delegate of your country's Mission**.

To **find out who the appropriate person you should meet is or who your information should reach**, identify which of your country's Ministries deals with the issues discussed at the conference. You can do so by having a look at the mandates of your country's Ministries described on their websites. Thereafter, you could search for their organisation chart on their website and **identify which of the Ministry's sections most likely to work on the issue(s) discussed at the meeting**. **Contact this section by phone** and offer to share your views on the agenda topics with them. Some Foreign Ministries also have people working specifically on UN-related issues. You can also try to contact them and ask them to help you identify the correct people to talk to in other Ministries.

You could share your input with them in the following way

- Contact the respective person by phone and ask whether you may share your views on the agenda topics with them.
- If the person does not have time, ask whether it is possible to talk to them another time or whether you can send them your input by e-mail.

- Also try to arrange a personal meeting for when you arrive at the UN meeting. If this does not work out, you can talk to them directly at the meeting.

TIP

Keep in mind that you need to get in touch with your Ministry long before the meeting.

CAUTION

It is possible that there is no one in the Ministry dealing with your country's participation at the meeting. In this case, your country's position is probably developed directly in your Foreign Ministry.

HAVE A CONSULTATION SESSION WITH YOUR GOVERNMENT - SPECIFIC INFORMATION BY MEETING

Third Committee of the General Assembly and Commission for Social Development

The Report of the Secretary-General* on youth issues is written by the United Nations Programme on Youth. It discusses issues which the Third Committee of the General Assembly or the Commission for Social Development has asked the Secretary General to report on in previous resolutions.

CAUTION

Although the Report of the Secretary-General on youth and the World Youth Report contain a similar title and are both written by the United Nations Programme on Youth they are not to be confused.

The Report of the Secretary-General on youth on the one hand is part of the official document package that participants of the Third Committee of the General Assembly or the Commission for Social Development receive as background information six weeks

before the meeting. It is usually less than 20 pages long. Member States usually draw on its findings when preparing the outcome document's zero draft and when making a statement.

The World Youth Report (WYR) on the other hand is one of the main publications of the Department of Economic and Social Affairs targeted towards a variety of actors including Ministries dealing with youth issues and Civil Society* actors. It provides a detailed overview of the social and economic situation of young people in the priority areas of the WPAY. It is produced biannually and is usually about 200 to 300 pages long.

COMMISSION ON SUSTAINABLE DEVELOPMENT

There are usually a number of Reports of the Secretary-General* being submitted to the Commission. All youth organisations are welcome to contribute to Reports of the Secretary-General by e-mailing their inputs directly to the Commission on Sustainable Development Secretariat in the latter part of the year (check the CSD website for specific deadlines). Guidelines to contribute to Reports of the Secretary-General: http://www.un.org/esa/sustdev/csd/csd16/mg/input_sg_reports.

SUBMIT WRITTEN INPUT TO THE REPORT OF THE SECRETARY-GENERAL

For every meeting, background reports – so-called Reports of the Secretary-General* – are written on topics of concern to the meeting. The reports usually **serve Governments as important factual information on the topics on the agenda and provide Member States with specific recommendations for action.** Reports of the Secretary-General are usually released six weeks before the inter-governmental meeting.

Seeing your inputs reflected in a Report of the Secretary-General has the following advantages:

- When making a statement in the meeting's plenary session **most Member States draw on the report's findings.**
- The **recommendations contained in the report may feed directly into the meeting's draft outcome document(s).**

You can **find out whether a Report of the Secretary-General on the topic** of concern to you will be produced by having a look at the meeting's outcome documents from the past two years. Reports of the Secretary-General are only produced if they are explicitly asked for by Member States in a previous outcome document.

Reports of the Secretary-General are usually written **by the Secretariat.** In order to give your input to a report, ask the Secretariat whether there is a formal mechanism for (Youth) NGOs to give input. If yes, you might be asked to **directly e-mail your input to the Secretariat or to fill out a standardized form** (see Part 2 for specific requirements for each meeting). If you find out that there is no such mechanism, you may **send the Secretariat an input paper asking them to consider it when writing the report.**

Please note that if you want to give input to a Report of the Secretary-General you usually have **to submit it more than half a year before the inter-governmental meeting** since Reports of the Secretary-General are official United Nations documents and therefore need to be edited and translated into the official United Nations languages. Therefore, sending input to the report could also be seen as a responsibility and

a routine either of the representative of a **Youth NGO's sending organisation and/ or your organisation's representatives to the meeting of the preceding year.**

In fact, the best way to make sure that your organisation's input gets reflected is to provide the Secretariat with an **update on your organisation's work and priorities, including recommendations for action on a specific topic throughout the year**, for example, by sending them updates twice a year (in which you ask that they be considered when the Report of the Secretary-General is written).

TIP

Remember that your input is more likely to be considered if submitted jointly by a number of organisations. Therefore, you should team up with other Youth NGOs to prepare a joint input paper. Refer to the chapter "How to work in a Youth Caucus or similar structure" to learn how to work in a Youth Caucus.

SUBMIT A DISCUSSION PAPER

Your organisation can submit a discussion paper on the thematic issues discussed at the meeting if it has ECOSOC general or special consultative status (Refer to the chapter "How to qualify for participation in a UN meeting" for background information). An exception is the Third Committee of the General Assembly where NGOs cannot submit a discussion paper.

Discussion papers are also-called written statement, report, or priorities for action. The discussion paper usually **forms part of the official document package** that is available online and distributed to the meeting's participants at the meeting's first day. It might also be taken into considera-

tion if a Chair's Summary of the meeting is written.

Generally, you need to submit the discussion paper to the office of the United Nations Secretariat servicing the meeting. The paper should be formulated in one of the official United Nations languages. You should submit it **about three months before the inter-governmental meeting.** For each meeting the **form and length of the discussion paper differs** (Check the exact submission deadline, form and length individually for each meeting in Part 2). Clearly state your organisation's status with the United Nations, for example, ECOSOC special consultative status, on the paper.

TIP

Submit a discussion paper on behalf of a Youth Caucus* or a similar structure because it will carry more weight than if submitted by an individual organisation. All the Youth Caucus's member organisations should be involved in the discussion paper's creation so that their signatures can be added to it – regardless of whether they will send representatives to the meeting or not.

SUBMIT A DISCUSSION PAPER - SPECIFIC INFORMATION BY MEETING

Commission for Social Development and Commission on the Status of Women

If your organisation has ECOSOC general status you can submit a statement limited to 2000 words; if your organisation has ECOSOC special status you can submit a statement limited to 1500 words; if your organisation has roster status, it is not allowed to submit a statement. All text, including the names of the organisations in the text will be counted.

Commission for Social Development

In the case of the Commission for Social Development, the discussion paper is called written statement. It has to be submitted to the NGO section of the Division for Social Policy and Development by November 15th (double-check on their website). Check <http://www.un.org/esa/socdev/ngo/contact.asp> for contact details.

Find examples of written statements submitted by Youth NGOs at: <http://www.un.org/esa/socdev/csd/> → Past sessions → Statements.

Commission on the Status of Women

You must submit your statement no later than 10 weeks prior to the meeting to daw@un.org with the subject line “Written Statement”.

TIP

DAW distributes a daily schedule of events including all official meetings and side events for the day at the DAW registration desk. In order to have your own events included in the daily schedule of events, send an e-mail to daw@un.org with the subject line “Inclusion of event into daily schedule”. Only scheduled changes received by 1:00 p.m. each day will be reflected in the next day’s schedule.

Commission for Sustainable Development

The discussion paper and the priorities for action for the Children and Youth sector are compiled by the organising partners for youth and children drawing on inputs from members of the Children and Youth sector.

The organising partners for youth and children will contact you for your inputs in due time if you are subscribed to the Children and Youth sector’s e-group.

INFO

Examples of priorities for action by the Children and Youth sector at the 15th Session <http://daccessdds.un.org/doc/UN-DOC/GEN/N06/663/94/PDF/N0666394.pdf?OpenElement>.

Review year: contribute to the discussion paper

The Children and Youth sector can submit a “**discussion paper**” to the Commission on Sustainable Development Secretariat. This discussion paper will be used by Commission on Sustainable Development as a common point of departure for discussions involving major groups. The discussion paper can address all the meeting’s issues but should not include any policy recommendations. The discussion paper is limited to **8,000 words**.

Examples of discussion papers submitted by the Children and Youth sector

http://www.un.org/esa/sustdev/csd/csd_past.htm → Review session → Note by the Commission on Sustainable Development Secretariat → Discussion papers submitted by major groups → Contribution by children and youth;

Policy year: contribute to the priorities for action

The Children and Youth-sector can submit their **priorities for action** to the Commission on Sustainable Development Secretariat. The priorities for action should include specific policy recommendations drawing on the outcomes from the review session.

The document should include no more than 800 words. After submission, all major groups' priorities for action are compiled into one single document.

Permanent Forum on Indigenous Issues

If your organisation has ECOSOC consultative status, you can submit **a report to become part of the official document package**. The deadline for submission is usually in February or earlier before the session. The Forum members draw on these reports when drafting the outcome report.

TALK TO THE PEOPLE DRAFTING THE OUTCOME DOCUMENT

You could share your suggestions in the form of concrete wording proposals with the people involved in writing the outcome document's zero draft. They might find one of your suggestions useful and support it. It is usually easier to have your wording proposal considered and to include it as a new paragraph during the initial drafting process than to convince a delegate to consider doing so (and to convince all the other delegates to support the new paragraph) when the informal consultations have already started.

The following people are usually involved in writing the zero draft for the meetings dealt with in this Guide:

- the delegate of the Member State sponsoring the outcome document
- the meeting's Bureau members
- staff from the Secretariat

Follow the suggested procedure on how to share your input with these people described below.

TALK TO THE PEOPLE DRAFTING THE OUTCOME DOCUMENT: THE OUTCOME DOCUMENT'S SPONSORS

The outcome document's sponsor is responsible for writing the zero draft. Learn about the outcome document's sponsor and their contact information by asking the Secretariat. Please note that there is no deadline for deciding which country will sponsor the outcome document. It can be three days, three weeks or even three months before the meeting begins!

SPECIFIC INFORMATION BY MEETING

The Third Committee of the General Assembly and the Commission for Social Development

The Resolution on policies and programmes on youth has traditionally been jointly sponsored by Portugal and Senegal.

TALK TO THE PEOPLE DRAFTING THE OUTCOME DOCUMENT: THE MEETING'S BUREAU MEMBERS

The Bureau is usually comprised of 5 delegates originating from the five regional groupings of Member States. The Bureau members can influence the meeting's agenda and the selection of the topics for panel discussions as well as the panelists. Moreover, they are involved in the outcome documents' informal consultations often acting as the informal consultation's facilitators. They also often write the Chair's summary which for some meetings forms the meeting's outcome document. The Bureau is elected on the last day of a meeting and thereupon services for a whole year including the following meeting. You find Bureau members' names on the meeting's website.

SPECIFIC INFORMATION BY MEETING

Commission on Sustainable Development

The **Major Groups Programme organises a meeting between major groups and Bureau* members** including the Commission's chairperson. This meeting will take place either in the course of the preparatory process or during the Commission itself. You will be informed about the meeting through the Youth Caucus e-group. The information will also be posted on the major groups-website as it becomes available.

As per past practice, **one Bureau member will be specifically designated to serve as a contact person for the major groups** during the Commission meeting. You should e-mail the organising partners for Youth to find out about your contact person.

Permanent Forum on Indigenous Issues

At the Permanent Forum on Indigenous Issues it is the Forum members who negotiate the outcome document. As they are only 16 there is no need to form a Bureau. Giving input to the Forum members directly is a very effective way to give input at the meeting. Each Forum member has their own regional and thematic portfolio. Find out who is in charge of what by looking at the profiles of the Permanent Forum members on their website: <http://www.un.org/esa/socdev/unpfii/en/members.html>.

TALK TO THE PEOPLE DRAFTING THE OUTCOME DOCUMENT: THE SECRETARIAT STAFF

The staff of the Secretariat often assists Member States in writing the zero draft. There is no fixed date for when the zero draft is prepared. There is also no formal mecha-

nism for you to give input to the staff of the Secretariat to be considered when the zero draft is prepared.

The best way to make the Secretariat consider your input when assisting in the preparation of the zero draft is to **remain in continuous contact with its staff**. You could, for example, send them an update about your organisation's work including recommendations for action on a specific topic twice a year. In this update, you could even ask them to consider your input when they assist in preparing the zero draft. It is recommended that, unless you are an organisation already known to the staff of the Secretariat, you send your updates by mail rather than e-mail.

Work through the Conference of Non-Governmental Organisations

The Conference of Non-Governmental Organisations (CONGO) is an independent, international, non-profit membership association of NGOs in ECOSOC consultative status. Its aim is to ensure that all NGOs in ECOSOC consultative status enjoy the fullest opportunities to participate at meetings. CONGO has offices in New York, Geneva and Vienna and more than 500 member organisations located in all of the world's regions.

CONGO member organisations work together through various Committees including the NGO Committees on Youth, Social Development, Sustainable Development, Status of Women, Education and Child Rights. Most Committees **jointly develop advocacy objectives and an advocacy strategy**. They have good contacts to the Secretariat, to the Bureaus of various meetings and to delegates. These **contacts are useful to advocate and share NGO**

positions. Signing up to the respective Committee's e-group is important to receive important documents before the meeting.

While these activities do not take place in every Committee every year, you should **consider joining the work of the CONGO Committee on Youth and the Committee that focuses on the topic of the meeting you will attend.** You can become a member of any Committee by sending an email to the contact address provided for each Committee at <http://www.ngocongo.org/index.php?what=committees&start=2> or by attending a meeting and asking to join. You can **join the Committees without being**

a member of CONGO but typically you must be a member of an ECOSOC accredited NGO or associated with **DPI.** Membership fees for the Committees differ but are usually in the range of \$25 to \$40 a year. If you do not want to become a member of a Committee but nevertheless subscribe to its e-group you can ask the Committee's chairperson. Each Committee will have its own policy in that regard.

Find more information about CONGO at: <http://www.ngocongo.org> and a list of all CONGO Committees here: <http://www.ngocongo.org/index.php?what=committees&start=2>.

YOUR POSSIBILITIES TO GIVE INPUT AT THE MEETING...

TALK TO YOUR COUNTRY'S DELEGATE TO THE MEETING

As discussed above, the position that the delegate of your country's Permanent Mission to the United Nations takes in a meeting is developed by your country's Ministry dealing with the issues discussed at the meeting. Most delegates, however, have some flexibility regarding their position at a meeting. Therefore, having a consultation session with the appropriate person in your country's Mission is a good way to try to get your suggestions reflected in your country's official position. Contact your country's Mission by phone (Find a directory of all Permanent Missions to the United Nations at www.un.org/members/missions.shtml) and find out which delegate deals with the meeting's topics. If there is more than one person, get the name and extension of the person who will attend the meeting. Then follow the suggested procedure on how to share

your input with this person described in the chapters "How to get Delegates to talk to you" and "How to be effective at a meeting".

TALK TO DELEGATES YOU HAVE IDENTIFIED AS BEING CRUCIAL FOR ACHIEVING YOUR OBJECTIVE

You may want to share your inputs (in the form of concrete wording proposals) not only with your country's delegate to the meeting but also with a number of delegates from other countries in order to gain wider support for your proposal. It is recommended that you contact delegates other than your country's delegate directly at the meeting (Refer to the chapter "How to get Delegates to talk to you" to learn how to approach delegates directly). In this work the **official youth delegates are important allies**, since they are in close contacts with their Mission's delegates.

MAKE A STATEMENT

Except for the Third Committee of the General Assembly at which only Member States can make a statement, accredited NGOs can usually make a statement at essentially all UN meetings. Sometimes you can make **an opening and/or closing statement** and sometimes you can (additionally) **speak on specific agenda points** if time permits. Other names for making a statement are making an oral intervention or delivering a speech.

Speeches are limited to 5 and 10 minutes. At most meetings, there is a special chair for NGOs in which you sit to make your statement.

At most meetings, you need to be placed on **the speakers list, which is opened two weeks before the formal session, in order to speak**. In order to be placed on the list, you should contact the Secretariat by e-mail or on-site. You can probably make your statement earlier when you contact them by e-mail before the meeting has started. On-site, you may recognize Secretariat staff either because they are sitting behind placards indicating their affiliation or because you get a glance of their grounds pass marked with a white "S" for Staff. If you cannot get hold of them, you may also ask the chairperson of the meeting sitting in the middle of the podium located in front of the conference room.

There is **no guarantee for being given the possibility to speak**. The decision lies with the chair of the meeting. Usually, NGOs may speak only after the speakers list of delegates and representatives of United Nations agencies is exhausted.

You will generally not know the exact time when you will be allowed to make your statement. At most meetings, a list of speakers for the day is posted in the morning. It can usually be found on the wall near the entrance of the main conference room. Since the list may be updated several times throughout the day, you should **check the speakers list frequently during the day** if you have requested to speak.

Make sure to **bring written copies of your statement. Make as many copies as there are delegates plus around 25 additional copies** for the chairperson and the president, the Bureau members, the translators and other interested (Youth) NGOs. This means that at most meetings, you should have about 220 copies of your statement. At the formal session, you will usually see someone from Conference Services distribute copies of the statements given by Member States. Approach them and ask them whether they can also distribute copies of your statements. If this is not possible, you can usually put the copies of your oral statement on a table in the back of the room.

Make sure to **highlight the things you want to let the delegates know in bold**. Delegates may not have the time to read your whole statement but catch the keywords highlighted by you.

If you have **spare copies, you might put them into the room where the informal consultations are held** right before the delegates come in – maybe they will have a look at them and consider some of your proposals.

TIP

You can get written copies of most official statements held at the plenary session. They are typically available on a desk in the back of the conference room where the statement was held.

MAKE A STATEMENT - SPECIFIC INFORMATION BY MEETING

Commission for Social Development

You can make a statement in the formal session if your organisation has ECOSOC general or special status. Inform the DESA NGO section of your wish to speak by e-mail even before the sessions starts. Find their contact details at <http://www.un.org/esa/socdev/ngo/contact.asp>. You might also inform the NGO section's staff on-site. Your speaker's time is on the discretion of the chair but statements do usually not exceed 4 minutes, so don't expect more time.

Commission on the Status of Women

You can make a statement in the formal session if your organisation has ECOSOC general or special status. Inform the conference Secretariat about your intention to speak before the sessions starts by sending an email to daw@un.org with the subject line "Request to make a statement". The request should include the statement's topic, identify the organisation(s) submitting the statement, the name of the speaker, and include the contact e-mail address, and local phone numbers. Statements given at the formal session can be 3 minutes long.

Submit 22 copies of your statement to the DAW registration desk at least half day in advance of the scheduled session. DAW will

then submit these copies to Conference Services.

Commission on Sustainable Development

The Children and Youth sector can contribute opening and closing statements at the formal session. Additionally, they may speak on some agenda points. Statements are prepared jointly by the Children and Youth sector's members. Participate in the Children and Youth sector's morning meetings to contribute to the statements' content.

Permanent Forum on Indigenous Issues

You may make an oral statement. Despite the time pressures, most observers wanting to speak get the opportunity to do so at some point during the session. In cases where a speaker does not get a chance to deliver his or her statement during the session, the Permanent Forum Secretariat receives statements in written form. The time allowed for statements is at the discretion of the chair, but usually five to ten minutes are allowed.

TIP

Statements made in the formal session are compiled and archived by the Indigenous Peoples' Center for Documentation (DOCIP), Research and Information, and are made available on their website: <http://www.docip.org/anglais/welcome.html>. DOCIP also assists representatives from indigenous peoples' organisations and caucuses with the photocopying and distribution of their statements.

MORE INFORMATION

Refer to Annex 5 for tips on writing and making a statement.

Participate in the panel discussions

At many meetings so-called panel discussions, interactive dialogues, and regional or thematic discussions are part of the formal session. These events have the purpose to **provide the meeting's participants with in-depth knowledge about aspects of the agenda topics and to provide room for discussion among the participants.** A panel is usually comprised of three to five experts. These experts can represent States, United Nations funds, programmes and agencies, Intergovernmental Organisations, academics, and (Youth) NGOs.

A panel discussion generally takes about one to one and a half hours. Panelists give short statements followed by some time for questions. Use this time to **ask questions or to give a short statement** (not exceeding one minute). This is a good opportunity to provide delegates with your expertise on the topic discussed and to convey your central suggestions – especially because panel discussions usually takes place during the first few days of meetings when many delegates participate in the plenary session.

TIP

The best way to give input at a panel discussion or interactive dialogue is by **becoming a panelist yourself.** This is, however, not easy. Contact the meeting's Bureau members as the final selection of panel topics and its speakers usually lies with them. You could also get in touch with staff from the Secretariat as they work closely with the Bureau on the panelists' selection. Contact them at least three months before the meeting. If the panel discussion's topic is not specifically on youth, **make sure to provide a strong rationale why it is important to add youth to the panel.**

PARTICIPATE IN THE PANEL DISCUSSIONS - SPECIFIC INFORMATION BY MEETING

Commission on the Status of Women

You can **participate at the interactive panel discussions on the priority theme by making an oral statement. Inform the conference Secretariat about your intention to speak** at daw@un.org 24 hours prior to the event.

ORGANISE A CAMPAIGN

Campaigns are a good way to draw the meetings' participants' attention.

- At the 14th Commission on Sustainable Development in 2006 the Youth Caucus started a campaign called "the Windmills of Change". The campaign included putting up a world map in front of the main conference room. On this world map, each member of the Youth Caucus had put a little windmill-shaped stick on their country's territory (see box below). Furthermore, Youth Caucus members spread little colorful windmill-shaped paper with clear and concrete recommendations regarding renewable energy around in the meeting rooms. This was done during the whole session. At the same time, articles about the campaign were published in the Commission on Sustainable Development magazines. The message was simple, youthful and clear and therefore it worked.
- Another year the Commission on Sustainable Development Youth Caucus organised a side event without food or drinks to draw attention to the meeting's goal "eradicating hunger and

drought” that seemed to be forgotten by most delegates.

- At another Commission on Sustainable Development meeting the whole Youth Caucus decided to walk backwards in the conference room area in order to show Governments that the negotiation process was going backwards. Getting the delegates’ attention is the first step to share your input with them.

sitting in the Vienna Café*. You can also find their contact details at <http://www.sdissues.net/SDIN/> and contact them via e-mail.

MORE INFORMATION

Refer to **Annex 6** to find an example of a youth newsletter from the Youth NGOs and the official youth delegates participating at the 62nd General Assembly session in 2007.

DISTRIBUTE A YOUTH NEWSLETTER

You can share your views and recommendations with the meeting’s participants through a youth newsletter. You would usually have to organise its production and distribution yourself (exception: Commission for Sustainable Development, see Box). Ideally, you hand the newsletter to the delegates that you know are participating in the informal consultations or ask the official youth delegates to do so. The newsletter should be informative but at the same time kept short and simple (maximum two pages). To make the content more interesting you can include interviews with other (Youth) NGO representatives, official youth delegates, and United Nations staff and delegates.

DISTRIBUTE A YOUTH NEWSLETTER – SPECIFIC INFORMATION BY MEETING

Commission for Sustainable Development

Write articles for “Taking Issue”

“Taking Issue” is a 10-15 page newsletter that is distributed to the Commission on Sustainable Development participants daily during meetings. Its aim is to give NGOs the possibility to give their input to the discussion. Make sure that “Taking Issue” daily covers an item on youth or written by youth. You find the editors of Taking Issue usually

PARTICIPATE IN THE INFORMAL CONSULTATIONS

NGO representatives are **usually not permitted to participate in informal consultations** and at most meetings this rule is strictly adhered to. But NGOs may attend the informal consultations, and exceptions were occasionally made, for example at sessions of the CSW. This is subject to the agreement of the chairperson. Contact them directly before the first informal consultation.

WORK WITH THE OFFICIAL YOUTH DELEGATES

A number of official youth delegates regularly participate at meetings. Official youth delegates are young people, typically between 18 and 25 years **old, who are part of their country’s national delegation to the meeting, representing their country’s youth.** **The number of official youth delegates to a United Nations meeting** varies as well as the time they stay in New York.

The precise role of a youth delegate within delegations differs, but typically youth delegates:

- work closely with delegates from their country’s Permanent Mission to the United Nations
- deliver a statement in the plenary session on issues relating to, or of impor-

tance to, youth

- participate at regional coordinating meetings
- attend the informal consultations where most of them have the possibility to introduce and comment on proposals

As Youth **NGOs and official youth delegates generally have many common objectives** (i.e. strengthening the youth component in United Nations meetings and resolutions and advocating for youth issues at the United Nations), cooperation between official youth delegates and Youth NGOs is usually very close at the meetings. Especially for Youth NGOs it is crucial for achieving their objective. **Start the cooperation - it depends on your initiative.**

To **get the contact details of official youth delegates before the meeting**, you can contact the Permanent Missions to the United Nations of those countries which you expect to bring youth delegates (Find a list of all Permanent Missions to the United Nations at <http://www.un.org/members/missions.shtml>). You can also contact the office of the Secretariat.

Ideas for cooperation with the official youth delegates

- Ask them to share information with you. This could be information about:
 - the meeting's agenda
 - whether there is going to be an outcome document on youth
 - who the outcome document's sponsor is
 - start of the informal consultation
 - the draft outcome document (drafts, content)
 - what is being discussed at the informal consultation, for example,

who is in favor of certain suggestions and who is against

- contact information of delegates
- Share your views with the official youth delegates and if possible ask them to integrate them into their statements and to pass them on to their country's delegates. They may even want to bring up your points during informal negotiations.
- Invite them to your side event or jointly organise a side event (This guide has a separate chapter on how to organise a side event). Ask them to bring their country's delegates and to advertise the side event at the informal consultations; invite them as panelists.
- Prepare a joint newsletter on youth (This guide has a separate chapter on how to make a newsletter).

EXAMPLES

Adina Rom, official Swiss youth delegates to the 62nd session of the General Assembly describes the cooperation between representatives of Youth NGOs and official youth delegates as follows:

"As a Swiss Youth Delegate I could attend the United Nations General Assembly where I had the opportunity to raise awareness on youth issues and to participate in discussions and decision making in various ways such as making a statement at the Third Committee of the General Assembly, organising different side events, giving inputs and negotiating for the Youth Resolution and even making a statement together with Secretary-General Ban Ki-Moon. At the 62nd General Assembly session, cooperation between the Youth NGOs and the official youth delegates was outstanding.

In the preparation phase: The youth delegates together with the European Youth Forum and LSU, the Swedish National Youth Council, held a preparatory meeting in Stockholm, some months before the session of the Third Committee of the General Assembly. The joint organisation and implementation of this event is an example for successful cooperation between Youth NGOs (in this case the European Youth Forum) and youth delegates.

At the 62nd General Assembly session: Once in New York, various representatives of a Youth NGO (Pax Romana, World Organisation of the Scouts Movement, and members of the NGO Committee on Youth) were a great support in the process of team building, the organisation of the side events, structuring and sometimes also chairing youth delegates' meetings, and giving us inputs and wording proposals for the Resolution on policies and programmes on youth. The Youth NGOs also contributed indispensably to the Newsletters we distributed to delegates at the UN building.

The Youth NGOs helped us, the youth delegates, face the challenge of having continuity in our efforts to give input: as the holders of the youth delegate's mandate usually changes every year, institutional memory cannot be taken for granted. Representatives of Youth NGOs, with their organisations behind them, can provide this institutional memory and pass their experience on to the youth delegates."

Learn more about the role of an official youth delegate at: www.un.org/esa/socdev/yinyin/youthrep.htm.

Christoffer Grønstad, Bureau Member of the European Youth Forum (YFJ) (<http://www.youthforum.org/>) describes the cooperation between representatives of a Youth NGO and official youth delegates as follows: "For the Youth NGOs participating to the 62nd session of the UN General Assembly the cooperation with the official youth delegates was crucial. We worked together on developing priorities, proposals and texts, and the official youth delegates did an outstanding job when it came to fighting for it in the informal consultations where we could not take part. Working together as a group also made it a lot easier, since we could strategically pick which countries to lobby for what".

TALK TO STAFF FROM UNITED NATIONS FUNDS, PROGRAMMES AND AGENCIES

At the meeting, talk to staff from United Nations funds, programmes and agencies working on the issues discussed at the meeting. In case of the Commission for Sustainable Development this could be, for example, staff from United Nations Human Settlements Programme (UN Habitat, www.unhabitat.org). United Nations funds, programmes and agencies are operational bodies and they might be among the organisations that carry out the policies decided on during the meeting. In many cases, they even develop their own policy and develop and carry out their own projects regarding the issues discussed. At a personal meeting, you might share your suggestions with funds, programmes and agencies' staff and in this way advocate for putting your suggestions into practice in their daily work.

POSSIBILITIES TO GIVE INPUT AT THE MEETING - SPECIFIC INFORMATION BY MEETING

This section contains possibilities to give input at the meeting that are specific for one of the meetings dealt with in this Guide.

COMMISSION FOR SOCIAL DEVELOPMENT

Participate in the Civil Society Forum

Before the meeting...

One day before the opening of the session there is a one-day Civil Society* Forum. It is organised, among others, by the Conference of Non-Governmental Organisations, (CONGO)*, New York.

The Forum aims to prepare for effective participation in the Commission. To this end, **panel discussions** with experts on the different aspects of the Commission's topic are organised. Among the experts are usually a number of delegates. At the Civil Society Forum, there is also usually an **NGO orientation session** where NGO representatives get tips on how to advocate at the Commission. Furthermore, the Civil Society Forum's participants usually prepare an **NGO Declaration which is read out at the Commission's opening**. To give input to the NGO Declaration you should subscribe to the NGO Committee on Social Development e-group by sending an e-mail to ngosocial-development-subscribe@yahoogroups.com. You will then receive a call for inputs including further instructions sent through this e-group around mid-December. Guidelines for registration and attendance at the Civil Society Forum are posted in due time at <http://www.un.org/esa/socdev/ngo/index.html>.

COMMISSION ON THE STATUS OF WOMEN

Participate in the online discussion

Before the meeting...

Every year, usually in the fall, the Division for the Advancement of Women organises an online discussion on the priority theme of the next meeting of the Commission on the Status of Women. The online discussion's outcome document contributes to the documentation prepared on the priority theme for the Commission. The online discussion is open also to NGOs. It usually lasts for four weeks. Information on how to register is posted on WomenWatch (<http://www.un.org/womenwatch/>).

Example Of An Online Discussion

"Financing for Gender Equality and the Empowerment of Women": <http://www.un.org/womenwatch/daw/forum/forum-daw-financing.htm>.

Participate at the Expert Group Meeting

Before the meeting...

Every year, the Division for the Advancement of Women in collaboration with the United Nation Children's Fund organises an Expert Group Meeting (EGM) before the Commission. The overall objective of conducting an EGM is to bring together external expertise to explore research and analysis, identify good practices and lessons learned and develop independent policy recommendations on a particular issue of concern to the Commission. The EGM generally focuses on the respective Commission's priority theme.

The EGM's outcome document is a report which is **used as a background document for the Agreed Conclusions**, the Commission's outcome document.

The EGM's participants are experts from different sectors such as Government and academia who usually have significant experience and expertise on the issue discussed. They are usually selected by the Secretariat*. Participation also requires producing a substantive paper for presentation at the EGM. **Youth participation at an EGM would need to be determined on a case by case basis**, taking into account age, experience and expertise. If you are interested to participate, contact daw@un.org with the subject line "Participation at Expert Group Meeting". Please note, however, that no funding can be provided in order for you to participate.

Participate in Roundtable Discussions At the meeting...

In preparation for each meeting, the CONGO* NGO Committee on the Status of Women in Cooperation with the Division for the Advancement of Women organises Roundtable Discussions at the United Nations Headquarters, New York. The aim is to better prepare NGOs for participation in the Commission. This is done by familiarizing them with the Commission's participation mechanisms and the thematic issues. The Roundtable Discussions are open to NGOs and to all Permanent Mission representatives and United Nations staff. The Roundtable Discussions generally take place prior to the Commission from late January to early February. Their dates and venue are announced in the Daily Journal. Participation is free. If you want to participate, but do not have a United Nations grounds pass you need to contact DAW at least 10 days prior to

the event in order to get the passes for that event. Contact them at daw@un.org with the subject line "Participation at Roundtable Discussions".

Participate in the interactive high-level roundtable

The interactive high-level roundtable informs delegations about the current thinking, experiences and good practices on the issue regarding the priority theme. You can participate by presenting oral statements. You need to inform the conference Secretariat about your intention to speak at daw@un.org 24 hours prior to the event.

TIP

There is usually one room reserved for NGO representatives inside the United Nations building to hold caucuses and workshops. In this room, there is usually a photocopier. You should bring US standard letter size paper (8½ in. x 11 in.) for copying. Furthermore parts of the Church Centre Building (on the corner of 44th Street and First Avenue) are usually reserved for use by NGO representatives attending the Commission. You need to contact the CONGO NGO Committee on Status of Women (ngo_csw_ny@hotmail.com) to use this space for meetings and caucuses.

COMMISSION ON SUSTAINABLE DEVELOPMENT

**Work together with your national
representatives in other major groups
Before the meeting and at the meeting**

Cooperate with one or more of the eight other major groups including Women, Indigenous People, NGOs, Local Authorities,



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Workers and Trade Unions, Business and Industry, Scientific and Technological Communities, and Farmers. It could have a big impact if some sectors gave the same recommendations.

You can **contribute to making some major group sectors speak with one voice** by already contacting other major group representatives of your country and get them to work with the Children and Youth sector while still at home. In case the Children and Youth sector puts, for instance, genetically modified organisms (GMOs) on the Youth Caucus's agenda, your representatives of the NGO or Women's group might do the same in their caucuses. This would maybe result in delegates hearing three statements about GMOs in the meeting's formal session*. And three statements obviously have more impact than just one.

You could also **write a short recommendation together and hand it to your national delegation**. They will feel more inclined to use if it comes from a broad range of natio-

nal civil society organisations.

You find out about the contact details of other NGO representatives of your country by contacting the Commission on Sustainable Development Secretariat.

Participate in the interactive dialogue with Ministers

At the meeting

The High-Level Segment usually takes place on the last three days of the Com-

mission. It allows for a frank exchange of views among Ministers. **The High-Level Segment includes one interactive dialogue with major groups**. At the dialogue, **the Children and Youth sector can present a three-minute statement** followed by a discussion with the Ministers on the issues addressed in the statements. The statement is usually prepared jointly with the Children and Youth sector's members at the meeting itself.

TIP

Read the Earth Negotiations Bulletin

Enter <http://www.iisd.ca/enbvol/enb-background.htm> to find the Earth Negotiations Bulletin's archives. These bulletins give an independent overview of the events at multilateral sustainability meetings, amongst others the Commission on Sustainable Development. The bulletins can help you to get informed of the latest developments, without having to read through piles of official documents.

HOW TO WORK IN A YOUTH CAUCUS OR SIMILAR STRUCTURE

OVERVIEW

WHAT A YOUTH CAUCUS IS

A Youth Caucus is a group of representatives of Youth NGOs who work together in the meeting's preparation phase and throughout the meeting.

WHY YOU SHOULD WORK IN A YOUTH CAUCUS

Your input in the form of an input paper or a speech will carry more weight if it is supported by many Youth NGOs. Your suggestions are also more likely to be taken seriously by Member States if they are backed by a group of organisations.

HOW YOU SHOULD WORK IN A YOUTH CAUCUS

- Prepare through an e-group or an online forum in the meeting's preparation phase
- Agree on three central suggestions to convey to Member States
- Submit written input to documents, such as the Report of the Secretary-General and discussion papers, on behalf of the Youth Caucus
- Organise daily Youth Caucus meetings
- Split attendance of events among Youth Caucus members and share information
- Choose an "input coordinator"
- Make a statement on behalf of the Youth Caucus
- Invite experts to the Youth Caucus

meetings

- Evaluate the Youth Caucus' work and make all its documents accessible to the Youth Caucus members of the following year

Cooperation and coordination is undoubtedly the key for a meaningful contribution of Youth NGOs at meetings. Therefore, you should work together with other representatives of Youth NGOs attending the meeting as much as possible. A group of Youth NGOs working together at a UN meeting is usually referred to as a "Youth Caucus".

ADVANTAGES OF WORKING IN A YOUTH CAUCUS

- Suggestions from a youth caucus are more likely to be taken seriously by Member States than those of individual Youth NGOs.
- You incorporate a broader spectrum of perspectives, including perspectives of youth from developing countries where 86% of the world's youth live.
- You work more efficiently. This is because you share tasks and coordinate your efforts to convey your suggestions to Member States.
- You share information and are better informed.
- You are part of a network and can use your partners' contacts.
- You learn from each other.

YOUTH CAUCUSES AT THE MEETINGS DEALT WITH IN THIS GUIDE

Yes

- Commission on the Status of Women (sometimes)
- Commission on Sustainable Development
- United Nations Permanent Forum on Indigenous Issues
 - works through: <http://projects.takingitglobal.org/indigenous>
 - guidelines of the work: <http://projects.takingitglobal.org/indigenous>

No

- Third Committee of the General Assembly
- Commission for Social Development

TIP

Since working through a Youth Caucus is more effective than working individually you are encouraged to start one at the meetings where there is none so far. This requires no

formal procedure but only a get-together of representatives of Youth NGOs and official youth delegates that wish to work together.

HOW TO COORDINATE YOUR WORK IN THE YOUTH CAUCUS

HOW TO COMMUNICATE

In the meeting's preparation phase, communication among members of the Youth Caucus is usually done online either through an e-group, for example, Googlegroup (groups.google.com/) or an online forum.

E-groups/online forums have already been established at those meeting where a Youth Caucus exists and it is recommended that you use the same e-group/online forum every year to enable former Youth Caucus members to contribute to the discussions. If you start a new Youth Caucus, you need to set up a new e-group/online forum. In this case, also add representatives of Youth NGOs who participated in previous sessions

and those working on the topic who cannot participate in the meeting in person. These people can give valuable input to the Youth Caucus's discussions and sign the input papers you submit on behalf of their organisations in advance of the meeting.

Elect a moderator for the e-group/online forum from among the Youth Caucus members. The moderator(s) should regularly ask the Secretariat* to provide you with the e-mail addresses of the representatives of a Youth NGO that have registered for participation in the meeting and add them to the e-group/online forum. They should also moderate discussions.

AGREE ON THREE CENTRAL SUGGESTIONS

Have a discussion through the Youth Caucus's e-group/online forum to agree on a few central suggestions which all the Youth Caucus' members want to convey to Member States.

If possible, the three central suggestions should **build on the central suggestions that the Youth Caucus has worked with in previous years**. That way you can **ensure continuity of the Youth Caucus's work**. Continuity on the international arena is very important because progress often takes time to happen.

How to find out about previous Youth Caucus suggestions

- Ask previous Youth Caucus members
- Read the minutes of previous Youth Caucus meetings

- Check oral statements delivered by the Youth Caucus in the formal session in previous years.

Once you have agreed on a few central suggestions, make sure to circulate the final version to all Youth Caucus members, including those who join the e-group/online forum at a later stage.

CAUTION

Keep in mind that it is alright if a member of the Youth Caucus has additional suggestions that he or she wants to present to delegates. The purpose of having a few common central suggestions is not to exclude other suggestions but to give all the Youth Caucus members a common objective towards which to jointly work at the meeting.

SUBMIT WRITTEN INPUT ON BEHALF OF THE YOUTH CAUCUS

The more NGOs sign the written input, for example, to the Report of the Secretary-General and the Discussion Paper, the more weight it will carry. Therefore, all NGOs that

are members of the Youth Caucus' e-group/online forum should be involved in the creation of these papers and sign them.

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EXAMPLE FOR A PROCEDURE OF HOW TO COMPILE WRITTEN INPUT

Nominate one person who is responsible for putting together the written input paper submitted on behalf of the Youth Caucus. This person could, for example, be the moderator of the e-group/online forum.

When	Who?	What?
12 weeks before the deadline for submitting input to the Report of the Secretary-General and the Discussion Paper	The e-group's/ online forum's moderator	Call for the Youth Caucus's members input.
10 weeks before the deadline	The moderator	Send a reminder call for input
8 weeks before the deadline	Youth Caucus members of the e-group/ online forum	Hand in their input to the moderator (final call).
7 weeks before the deadline	The moderator	Compile the different inputs and send the compilation out to the Youth Caucus members asking for comments. When compiling the contributions, try to categorize them according to the three central suggestions. Input that does not fall into these main categories could be put into a separate chapter.
5 weeks before the deadline	Youth Caucus members of the e-group/ online forum	Comment on the draft text compiled by the moderator (final call).
4 weeks before the deadline	The moderator	Incorporate comments into the first draft. Send out the revised version of the paper to the Youth Caucus members of the e-group/online forum.
3 weeks before the deadline	Youth Caucus members of the e-group/ online forum	Make final comments on the second draft.
2 weeks before the deadline	he moderator	Include comments. Send the final paper to the Secretariat.

CAUTION

It is useful to reach consensus on the content of your input paper within the Youth Caucus. Do not, however, dilute the content of the input paper too much for the sake of reaching complete consensus within the Youth Caucus: a watered diluted input paper will fail to make any difference! In such cases it might be better to take a majority vote on the input paper. It will then simply be signed only by those Youth NGOs that were in favour of it.

ORGANISE DAILY YOUTH CAUCUS MEETINGS

When and where to meet?

The Youth Caucus should **meet on an as-needs basis but at least once a day**. The first Youth Caucus meeting should be held one day before the United Nations meeting starts. Youth Caucus meetings usually take place either in the morning before the formal session starts and/or at the end of the day after the end of the formal session. For most of the meetings dealt with in this Guide, there is a room reserved for Civil Society meetings. Contact either the CONGO Committee dealing with the meeting's topic or the Secretariat and ask them for further information.

How to announce the Youth Caucus meetings

All Youth Caucus meetings should be announced **through the e-group/online forum** by the moderator. It is further recommended that you print **announcement flyers** to be distributed at the first days of the meeting so that representatives of youth organisations attending the meeting who have not yet heard of the Youth Caucus can join you. Ask at the registration desk which is put up in the entrance of the United Nations

building in the first few days of the meeting whether you can put your flyers there. All announcements should include the date and location of the meeting.

How to structure the Youth Caucus meetings

- Elect a chairperson.
- Before each Youth Caucus meeting, the chairperson should ask the Youth Caucus members for suggestions on agenda topics and write an agenda accordingly. The chairperson should circulate this agenda through the e-group/online forum on the evening before the Youth Caucus meeting so that everyone can prepare.
- The following two agenda items should be included in every Youth Caucus meeting:
 - Reports of the meeting's plenary sessions, side events, panel discussions and other events.
 - Report of the "input coordinator" about the Youth Caucus members' coordinated effort to give input. The "input coordinator" is a Youth Caucus member tasked **to keep an overview** of which representative of a Youth NGO has talked to which delegate or has undertaken which activity and what the outcome was.
- At the meeting, try to have time limits for each agenda point.
- Appoint a person who takes the minutes. These minutes should be circulated through the e-group/put on the online forum right after the meeting so that Youth Caucus members who did not have the chance to participate in the Youth Caucus meeting are kept up to date.

Repeat the Youth Caucus’ three central suggestions

Repeat the Youth Caucus’s **central suggestions at the first Youth Caucus meeting** so that new members of the Youth Caucus get to know them and old members are reminded of them. You may want to consider handing out photocopies with the text of the central suggestions. In case the Youth Caucus has not yet agreed on the three central suggestions in the preparation phase, it should do so at its first meeting as they form the basis of all its future work.

SPLIT ATTENDANCE OF EVENTS AMONG YOUTH CAUCUS MEMBERS AND SHARE INFORMATION

Split up the attendance of the meeting’s different events, such as the formal session, panel discussions and side events among the Youth Caucus’s members. At the Youth Caucus meetings, the persons that attended events can report on them so that all Youth Caucus members have an overview of the discussions going on at the meeting and how negotiations are going.

INVITE EXPERTS FOR A BRIEFING

Who to invite	Purpose
Delegates including Bureau members and official youth delegates	<p>Share your central suggestions.</p> <p>Find out about youth delegates’ perspectives on your central suggestions.</p> <p>Learn about the course of the negotiations in the informal consultations.</p>
Staff of the Secretariat and of United Nations funds, agencies and programmes	<p>See above.</p> <p>Get an orientation session regarding the work of the meeting and your possibilities to give input.</p> <p>Get briefed about one of the meeting’s subjects of interests to you.</p>

TIP

Find a buddy. Meetings can be overwhelming and two people know more than one. Find someone to work with in the Youth Caucus and together you will be able to bring your participation to a higher level. You could approach delegates, write articles, and brainstorm together; you could also discuss the meeting's recent developments to better understand the meeting's process.

COORDINATE YOUR EFFORTS TO GIVE INPUT

Coordinate your efforts to give input to delegates. To this end, the Youth Caucus should **elect an "input coordinator"**. Their task is to always **keep an overview** about which representative of a Youth NGO has talked to which delegate and what the outcome was. In this way, any Youth Caucus member can approach the input coordinator at any time and the input coordinator will be able to tell them about the status quo of the Youth Caucus' efforts to give input. The input coordinator can of course also coordinate joint initiatives such as organising a campaign or side event.

Advantages of having an input coordinator

- quicker access to information
- delegates are not approached twice unintentionally

Every Youth Caucus member should inform the input coordinator of every delegate contact they had and consult her or him regarding further actions to give input. To this end, every Youth Caucus member must know who the input coordinator is and where to find them. Ideally, the input coordinator has one specific location inside the United Nations building where they can be found.

MORE INFORMATION

Refer to Annex 7 for an example of a "keeping the overview" table.

MAKE A STATEMENT ON BEHALF OF THE YOUTH CAUCUS

Advantage of making a statement on behalf of the Youth Caucus:

- your chances to being allowed to make a statement increase
- your statement carries more weight

You will usually write the Youth Caucus's statement when the meeting has already started. **Elect a drafting team responsible for drafting the statement.** It is more efficient if a team of two to four people drafts the statement rather than a large group. The drafting team should make sure to get the Youth Caucus members' input. To this end, it may convene a short brainstorming session at one of the Youth Caucus meetings. After having drafted the speech the drafting team should present it to the Youth Caucus for edits and comments.

EVALUATE THE YOUTH CAUCUS'S WORK

Hold an evaluation session

At the last Youth Caucus meeting, you should have an evaluation session to find out what went well and what aspects of the Youth Caucus' work can be improved. Hand out an evaluation form to the Youth Caucus members one day before the feedback session. Your discussion can then be carried out on the basis of the evaluation form's results.

Also talk about what the Youth Caucus achieved at the meeting. These results should not only be talked about but also carefully minuted (it is important to also mention small successes). Instead of starting from zero, the

next year's Youth Caucus will already know which countries were favourable of certain suggestions and which countries had concerns.

MORE INFORMATION

Refer to **Annex 8** to find an example of an evaluation form and a form that helps you to minute the results achieved at the meeting.

Write a report

Choose someone who takes the minutes at the evaluation session. These minutes will be the report of your work. Contact details of the Youth Caucus members could be added to the report. The report should be sent through the e-group/uploaded to the online forum.

Make all your documents accessible to Youth Caucus members of the following year

Make all your documents accessible to next year's Youth Caucus members so that they can learn from your work. If your Youth Caucus has an online platform you can upload all relevant documents there. If you only have an e-group, it is recommended that you store your documents online in a storing place such as www.box.net and upload all your documents there.

The following documents will be particularly useful for the next year's Youth Caucus members

- the three central suggestions to convey to Member States
- input paper submitted on behalf of the Youth Caucus
- minutes of all Youth Caucus meetings
- copies of oral statements
- drafts of the meeting's outcome document

- the final version of the outcome document
- contact details of Youth Caucus members
- contact details of United Nations staff or other NGO members
- the report, which was created based on the minutes of the evaluation session

TIP

The official youth delegates to the 63rd session of the UN General Assembly established a website documenting their efforts and to be inherited by future generations of youth delegates: <http://unyouthdelegates.org>

SPECIAL INFO ON THE MAJOR GROUP OF YOUTH AND CHILDREN

The Commission on Sustainable Development is **the meeting that is most open to non-state actors**. This is **due to the major groups as defined by Agenda 21**. Major groups are nine categories of actors – Women, Children and Youth, Indigenous People, NGOs, Local Authorities, Workers and Trade Unions, Business and Industry, Scientific and Technological Communities, and Farmers. They are regarded as key partners in achieving sustainable development. **All the inputs of the Youth NGOs** participating at the Commission on Sustainable Development are **channelled through the Children and Youth sector**. It is a **similar structure as a Youth Caucus**. To make sure that the youth voice is strong and clear it is important that Youth NGOs work through the Children and Youth sector.

TIP

The work of the Youth Caucus including preparation before the meeting and coordination of the different youth actors on-site is facilitated by the “organising partners for youth and children”. They are one youth from the global south and one from the global north. Contact details of the organising partners: http://www.un.org/esa/sustdev/mgroups/mg_op.htm.

How to get involved in the Children and Youth-sector's work

The work of the major group sector for Children and Youth includes preparation and coordination on-site. You can join the Children and Youth sector by subscribing to their **e-group**. You can do this by sending an e-mail to WSSD-YouthCaucus-subscribe@groups.takingitglobal.org. The Children and Youth sector also has an online-forum for communication among members and storage of the group's documents. Find the online-forum at <http://groups.takingitglobal.org/WSSD-YouthCaucus>.

It is recommended that **you subscribe as soon as possible**. Please note that membership for **both the e-group and the online-forum is by request**. The administrator and moderators must approve all members. In 2007, the CSD organising partners created several Children and Youth sectors' **sub-committees** such as translations and PR and Media to better organise the sectors in the meeting's preparation phase. The sub-committees' members **communicate through groups on Facebook**. Contact the CSD organising partners for further information.

TIP

Both the e-group and the online-forum have hundreds of members from different Youth NGOs that have followed the CSD process for years. They can give valuable input to the Children and Youth sector's work!

Preparation meeting at the weekend before the session

The Children and Youth sector usually holds a **preparation meeting at Columbia University**. This meeting is usually organised by the Youth NGO SustainUS (<http://www.sustainus.org/>). If you are already in New York on the weekend before the Commission starts, get in touch with the organising partners for more information.



Mara with Young News

Meeting space at the United Nations building

There is usually one **room reserved for major groups' representatives inside the UN building** to hold caucuses and workshops. The room is furnished with a limited number of computers, a couple of printers and one photocopier. You should bring US standard letter size paper (8½ in. x 11 in.) for copying.

ORGANISE A SIDE EVENT

WHAT A SIDE EVENT IS AND WHAT ITS AIM IS

A side event is an event, such as a panel discussion, a question and answers session or an interview, which is not part of the meeting's official agenda. Side events are usually held when the inter-governmental meeting is not in session, i.e. in the early morning, during the lunch break or in the early evening. The aim of a side event is to provide infor-

mation about one of the meeting's agenda topics and to stimulate further discussion on the topic. If you organise a side event you aim to attract as many Member States as possible – which is not always easy – in order to directly give input to them.

HOW TO ORGANISE A SIDE-EVENT IN 12 STEPS

1. Register your side event or find a sponsor
2. Decide on the date and timing
3. Select a topic
4. Decide on a format
5. Decide on a title
6. Find speakers
7. Choose a moderator
8. Organise a reception after the side event?
9. Request equipment
10. Advertise your side event
11. Ensure the issuance of United Nations grounds passes for participants from outside
12. Write a report

FIRST STEP: REGISTER YOUR SIDE EVENT OR FIND A SPONSOR

At some conferences the Secretariat* helps (Youth) **NGOs to organise a side event** by automatically booking rooms inside of the United Nations building. For the meetings

dealt with in this Guide, the Secretariat of the Commission on Sustainable Development and of the Commission on the Status of Women do so.

TIP

There are usually many more requests from NGOs than there are rooms and time slots available. You can increase your chances to be given a room by jointly organising your side event with a Permanent Mission to the United Nations, a United Nations fund, programme or agency or on behalf of a Youth Caucus.

At some meetings, the secretariat does not automatically help NGOs to organise the side event. In this case, you have to find a sponsor for your side event. A sponsor could be the Secretariat or a United Nations fund, programme or agency, a Permanent Mission to the United Nations or the NGO Committee on Youth. You need a sponsor because, as an NGO, you cannot get a room at the United Nations for the side event yourself.

Sponsor option 1:

Office of the Secretariat or a United Nations fund, programme or agency

ADVANTAGE	DISADVANTAGE
The side event's location will most probably be inside the United Nations building close to the main conference rooms. So that delegates can easily attend.	cancelled at the last moment if the conference room is needed to accommodate a meeting of Member States.

You should choose the secretariat or a United Nations fund, programme or agency that works on your side event's topic. You

can always contact the United Nations Programme on Youth at youth@un.org and ask them to sponsor your side event.

Sponsor option 2: your country's Permanent Mission to the United Nations

ADVANTAGE	DISADVANTAGE
<p>If a Mission agrees to sponsor your side events it shows that they take your side event's topic seriously.</p> <p>The chance that delegates attend increases. Countries that work closely with the sponsoring Mission will give priority to coming.</p> <p>Your Mission might also provide a light lunch in case the side event takes place at lunchtime or snacks in the evening.</p>	<p>It could be difficult to get a Mission to sponsor your side event.</p> <p>The side event's location may be outside the United Nations building.</p>

Sponsor option 3: The CONGO NGO Committee on Youth

ADVANTAGE	DISADVANTAGE
Relatively easy to get the CONGO NGO Committee on Youth to agree to sponsor your side event.	Your side event will take place outside of the United Nations buildings in the conference room of the Church Center (777 United Nations Plaza, 44th Street at 1st Avenue, 8th floor). Experience has shown that delegates are less likely to visit side events held in the Church Center than in the United Nations building itself or even at a country's Permanent Missions to the United Nations.

INFO

Find the contact details of the NGO Committee on Youth chairperson's at <http://www.ngocongo.org/index.php?what=committees&id=23&start=1>.

SECOND STEP: DECIDE ON THE DATE AND TIMING

Keeping in mind, that the meeting's official sessions usually last from 10am-1pm and 3-6pm you should try that your side event takes place at 1.15-2.45 pm (lunch break). A side event usually takes between one and one and a half hour.

THIRD STEP: SELECT A TOPIC

The side event will attract many participants **if it focuses on one of the meeting's agenda topics**. Ideally, there is an agenda topic specifically on youth. If not, you should establish a link between one of the agenda topics and youth.

FOURTH STEP: DECIDE ON A FORMAT

Decide on the format of the side event as early as possible because your further planning depends on the choice you make in this regard. There is no one-size-fits-all description of what a side event should look like. Past side events included speaker events, panel discussions, questions and answer sessions, movie screenings and launches of reports/books.

EXAMPLES OF SIDE EVENTS

www.un.org/esa/socdev/unyin/ga62.htm#Events

- "Empowering Youth in the Global Economy" organised by the official youth delegates to the 62nd Session of the General Assembly* (hosted by the Permanent Mission of Germany to the United Nations).

- "Youth participation for development: assessing experiences of youth participation in policymaking" organised by the Youth Employment Network (YEN).
- "Youth participation in fighting HIV/AIDS" (organised by the Global Youth Coalition on AIDS, NGO Committee on Youth, United Nations Program on Youth, UNFPA)
- "Breakfast Briefing: Empowering vulnerable and marginalized youth in employment and education" hosted by the Permanent Mission of Switzerland to the United Nations.

FIFTH STEP: DECIDE ON A TITLE

Think of a catchy title for your side event. A catchy title draws attention and makes your side event sound interesting even for someone normally not interested in attending yet another (side-) event at the United Nations.

SIX STEP: FIND SPEAKERS

Think about where you can find people with expertise on your side event's topic. Make sure that they are good communicators.

Institutions to consider contacting

- Your country's Permanent Mission to the United Nations. A Directory of all Permanent Missions to the United Nations is available at www.un.org/members/missions.shtml.
- An office of the Secretariat or United Nations funds, agencies and programmes.
- NGOs that are based in the city where the meeting takes place or that send representatives to the meeting.
- Universities based in the city where the meeting takes place.

TIP

Give clear direction to the speakers

Things to include in your e-mail/phone call with your potential speaker:

- A brief (not more than two to three lines!) explanation of what your organisation is and does. Name your website for further information.
- Brief info about the side event you are organising including: topic, target audience, venue, date, duration.

Once the speakers have accepted to participate at your side event, send them a follow up e-mail including the following information:

- The side event's topic and which aspects of the topic should be dealt with.
- What their presentation should focus on. This will make it more likely that the speakers give presentations in line with what you had imagined. If you phrase these points as suggestions rather than requests you ensure that the speaker does not feel too constrained.
- How much time they will have to speak (this depends on the side event's format). Since almost everyone tends to speak longer than expected, tell a speaker to speak 2 minutes less than you really want them to speak. Suggest that they dedicate between one third and half of the time to answering questions.
- Clear directions to the side event-location.

SEVENTH STEP: CHOOSE A MODERATOR

Since the moderator usually holds a small introductory speech and summarizes the discussion, s/he is **ideally someone from your organisation** who can convey your

central suggestions. Your moderator should be assertive and able to steer a discussion among the panelists into the direction your organisation regards as important and to keep panelists from digressing. The moderator may need to interrupt people who tend to fall into a monologue instead of answering a question.

EIGHTH STEP: ORGANISE A RECEPTION AFTER THE SIDE EVENT

Offer some refreshments after the side event if your budget and time allow. A small reception gives people the possibility to discuss the side event and to ask the speakers additional questions. Moreover, it gives you the opportunity to give input to delegates individually.

NINTH STEP: REQUEST EQUIPMENT

Contact your sponsor early regarding equipment that you might need to carry out your side event such as a projector, projection screens, slide, video, overhead or laptop-to-screen, (standing) microphones, and use of the room's sound system. If you manage without equipment it is even better. Offices of the Secretariat usually have to pay for equipment.

TENTH STEP: ADVERTISE YOUR SIDE EVENT

To advertise your side event you could:

- Ask your sponsor to ask the **Daily Journal*** to list your side event under "Forthcoming other activities". At some meetings there are even **special schedules handed out to participants** where you could include your side event.
- **Print flyers or posters** to announce the side event and distribute them. Also place them on the **tables outside or at the back of the meeting rooms.**

- **Ask the United Nations Programme on Youth to advertise your side event** by informing United Nations funds, programmes and agencies, announcing it on their website, mentioning it in their newsletter “Youth Flash” and in their internal newsletter “DESAAlert”.
- Ask the **CONGO New York Committees** such as those on Youth, Child Rights, Education, HIV/AIDS, International Decade for the World’s Indigenous People, Social Development and Status of Women to forward your flyer through their e-group that reaches the Committee’s members. You find the e-mail addresses of the Committees’ chairpersons at www.ngocongo.org/index.php?what=committees&start=2.
- Send an announcement to your contacts in New York and through various e-groups including **the United Nations interns’ e-group** (ask your sponsor to forward the advertisement to the current United Nations internship coordinator).

TIP DESIGN A FLYER

- Have your flyer focus on both the speaker and the topic.
- There is no need for long introductory paragraphs on the relevance of the topic of your side event. Either the title is catchy enough to make people interested or they have stopped reading anyway.
- Do not overload your flyer with information. Give the essentials: topic, date, time, location, name and title of speaker, name of your organisation. For the rest provide your website’s address.

Include the phone number and the e-mail address of one of the side event’s organisers

on the flyer in case anyone needs further information and in case there is a problem with the United Nations grounds pass

CAUTION

Do not hang the posters on the walls of the Secretariat building because you will get into trouble with Facilities Management.

ELEVENTH STEP: ENSURE THE ISSUANCE OF UNITED NATIONS GROUNDS PASSES FOR PARTICIPANTS FROM OUTSIDE

In case your side event takes place inside the United Nations building you need to ask your sponsor to ensure the issuance of United Nations grounds passes for speakers and guests from outside, invited as speakers or guests, for the time of your side event. Submit a list of participants from outside to your sponsor at the latest one week before the side event. Include the following information for each participant: full name, organisation, and contact details.

To keep in mind at the side event

- Take minutes and pictures.
- Compile a list of attendants including their names and e-mail addresses. This enables you to send them information, for example, the recommendations derived from the discussions at the side event.
- Make your organisation’s work known to the side event’s participants by distributing your organisation’s flyers.

TWELFTH STEP: WRITE A REPORT

Write a short report about your side event including the side event's topic, a little background information on the issue discussed and, the recommendations derived from the discussions. You could also include quotes of or a short interview with the event's panellists and/or participants. You could then publish the report on your organisation's website and send it to the United Nations Programme on Youth (youth@un.org) to put it on their website.

TIP

It is possible that only a few Member States attend your side event. Therefore, you are encouraged to summarize the recommendations derived from the discussions at the side event. If you make copies of these recommendations and distribute them in the formal session as well as leave them in the room where the informal consultations take place, some delegates may read and take them into consideration when they participate in the informal consultations.

TIPS ON GIVING MEANINGFUL INPUT

OVERVIEW

IDENTIFY WHO TO TALK TO

- Know the countries' positions
- Draw an actors' map
- Know when to focus on the "supporters" and when on the "skeptics"
- Approach the regional groups' speakers and "opinion leaders"
- Prepare a score card daily
- Be prepared for situations that might come up!
- Give everyone three minutes

HOW TO GET DELEGATES TO TALK TO YOU

- Approach delegates* directly
 - after their statements
 - before or after the informal consultations* and/or meetings of the regional groups*
 - at side events*
- Let others introduce you
- Be flexible and sensitive in your quest for delegates' time and attention
- Not too many NGOs* at a time

- Remember names
- Have your business card at hand
- Share your information

HOW TO BE EFFECTIVE AT A MEETING

- Jointly work with other Youth NGOs and official youth delegates*
- Approach United Nations staff for help
- Have your concrete wording proposal at hand
- Listen carefully
- Find out about the interests underlying the delegates' position
- Come to the point
- Use objective criteria
- Be soft on the people but tough on the issue
- Inform delegates about the support of other delegates
- Be open to new ideas
- Take small steps if necessary
- Understand the context
- Always be friendly and polite. Keep calm.

This chapter provides tips on how to share your suggestions in the form of concrete wording proposals with delegates and how to make them find your suggestions reasonable and useful.

TIP

Always keep in mind to take actions on your organisation's behalf as opposed to pursuing your own personal agenda.

IDENTIFY WHO TO TALK TO

TAKE ACTIONS ON YOUR ORGANISATION'S BEHALF

The actions you take at the meeting should ideally be mandated by your organisation's members with your organisation's political programme serving as an orientation. However, you may be confronted with situations and issues that you do not have a pre-determined policy on. In this case, it is important that you take decisions that you think are in line with your organisation's aims and not those that you personally favour.

KNOW THE COUNTRIES' POSITIONS

In order to identify the delegates who you would like to share your suggestions with you should have an idea of what the position of the delegates' country is regarding the agenda topics in general and regarding your central suggestion(s) in particular.

You can learn about the country's position by carefully listening to them and by reading their official statements delivered in the formal session*. You can also try to find information about their stance in previous meetings. Moreover, you could talk to the official youth delegates. They are likely to know about their own country's position and possibly other countries' positions because they participate in informal consultations* and regional coordination meetings. Also talk to other (Youth) NGO* representatives.

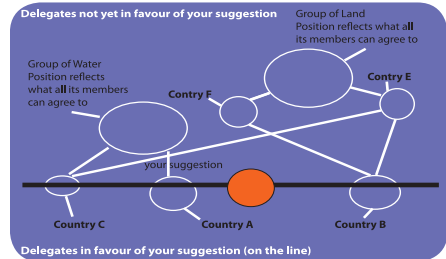
TIP

Remember that countries are usually organised in regional groups. Therefore, if you are unable to learn about a specific country's position it is also helpful to know about the country's regional group's position.

DRAW AN ACTORS' MAP

You obviously cannot share your suggestions with all delegates. In order to know who to talk to and who to talk to first, you are encouraged to draw an actors' map. It reflects the spectrum of delegates' positions on the agenda topics in general and ideally on your suggestion in particular. Make sure you include all countries whose position you have identified by having carefully listened to them and having read their official statements at this meeting and from past ones. Adapt the actors' map in the case you find out about a change in a Member State's position.

EXAMPLE OF AN ACTOR'S MAP



KNOW WHEN TO TALK TO THE “SUPPORTERS” AND WHEN TO THE “SCEPTICS”?

You would usually suggest introducing your wording proposal in the informal consultations to a delegate who you think is supportive of your suggestions. If they agree to introduce it, try to make the reasoning behind your wording proposal plausible to as many delegates as possible. This is important because decisions on the outcome document are usually taken by consensus. In order for your text to be found useful by delegates and be included into the outcome document no country or regional group should be against it.

APPROACH THE REGIONAL GROUPS’ SPEAKERS AND “OPINION LEADERS”

Regional Groups usually designate a country that – for a certain period of time – chairs the regional group’s meetings and speaks on the regional group’s behalf in the formal session and in the informal consultations. For the EU, for example, this country is the one holding the EU presidency. As the regional group’s “speaker” usually plays an important role within its group, you should put emphasis on giving input to them. The same holds true for countries considered to be opinion leaders within their group. A Member State could be considered an opinion leader if its position has an influence on other regional group members’ positions and when it is unlikely that other Member States may make it change its position on a particular issue.

PREPARE A DAILY SCORE CARD

A score card is a piece of paper on which you write down your work plan for the day. It helps you keep an overview of all the activities you need to undertake to achieve your objective. You need to constantly adapt your score card by adding new actions that come

up during the day or by transferring actions to the next day.

EXAMPLE OF A SCORE CARD

Finalize report about yesterday’s formal session and photocopy it for the Youth Caucus

During Youth Caucus meeting: agree on which representatives of a Youth NGO will talk to which delegations regarding the inclusion of a mention of non-formal education into the resolution

Talk to the Secretariat and find out exact times for the informals on the resolution on youth

Talk to the following delegates regarding the wording proposal for operative clause 5:

- Country-A
- Country-F
- Country-H
- Country-T
- Country-Z

Find out about the results of the regional group meetings by talking to the delegations of:

- Country-C
 - Country-R
 - Country-M
- and to the NGOs of
NGO-X

NGO-Y Depending on whether the results are in favour of the suggestions regarding operative clause 5, either talk to the countries A, F, H, T, Z again or tell the result to country N, which has agreed to introduce the suggestions for operative clause 5 if everyone else agrees.

BE PREPARED FOR SITUATIONS THAT MIGHT COME UP!

Brainstorm what possible situations might come up, visualize them and prepare for them one by one. This includes thinking of what you would ask certain people and how you would behave towards them. Make a priority list of the suggestions you would like to share with them. Such simulations prepare you for acting professionally and using your chances effectively.

HOW TO GET DELEGATES TO TALK TO YOU

APPROACH DELEGATES DIRECTLY

It is difficult to talk to delegates in the formal session. You might, however, have the possibility to talk to them on other occasions such as before or after their statements, a regional group meeting or an informal consultation (never in between) or at side events. Other ways to talk to delegates

This is how Christina Apel, official German Youth Delegate to the 61st General Assembly approached a delegate:

“Hello my name is Christina Apel. I am the official German youth delegate to this meeting. Do you have a minute for me? As I saw you also attended the informal consultations, I was wondering whether I could share a suggestion with you. My suggestion regards paragraph X of the Resolution on Y. Please, have a look at this paper. This is my suggestion.”

LET OTHERS INTRODUCE YOU

In case you find it too difficult to directly approach delegates you can ask others to introduce you to them. The official youth delegates could, for example, introduce you to their country's delegates. Large Youth NGOs

GIVE EVERYONE THREE MINUTES

A meeting is attended by many people – all of them with different backgrounds. While you should focus on talking to those participants that you have identified as being central for achieving your objectives, you should remain open to talk to other conference participants. Give everyone at least three minutes! This is enough to get a good first impression of the person you are talking to and information that you are interested in.

could introduce you to their contacts. Lastly, the Secretariat* staff servicing the meeting could introduce you to the facilitator of the informal consultations.

BE FLEXIBLE AND SENSITIVE IN YOUR QUEST FOR DELEGATES' TIME AND ATTENTION

Do not expect delegates to have time for you at the moment you approach them but be flexible and sensitive in your quest for delegates' time and attention: offer to meet them another time, to walk with them for a moment, or to get in touch with them via e-mail if a personal meeting does not work.

NOT TOO MANY NGOS AT A TIME

Delegates are very busy and could get annoyed if being approached by too many different organisations with regards to the same issue on the same day. Try to avoid this by coordinating your activities with the other representatives of Youth NGOs at the meeting. If you present a suggestion supported by many Youth NGOs, delegates will take your suggestions more seriously.

REMEMBER NAMES

To remember the names of the people you meet at the conference you should write down their names after you have met them or heard them talking to someone. Do not rely on people's badges to figure out someone's name – you will often not be able to read their name on it. In case you cannot find out a person's name, make notes about their appearance. Also write down background information about this person

and about what you have just talked about. This will make your efforts to give input at a meeting much more sustainable!

HAVE YOUR BUSINESS CARD AT HAND

Exchange business cards with delegates, United Nations staff and other representatives of Youth NGOs. You never know when a situation might come up where you suddenly need their expertise, contacts or support – or the other way around!

HOW TO BE EFFECTIVE AT A MEETING

WORK TOGETHER AND SHARE YOUR INFORMATION

Talking to other representatives of Youth NGOs you should always try to absorb and also share information. The more people that work towards the same objective, the more likely this objective is to be achieved. Therefore, make sure that you jointly work with other representatives of Youth NGOs and official youth delegates towards achieving your objectives. Team up with them in preparation for the meeting and at the meeting itself. By coordinating your work and sharing information you will be able to work more efficiently.

Nations staff can participate at the informal consultations they know, for example, how to accurately phrase wording proposals.

HAVE YOUR CONCRETE WORDING PROPOSAL AT HAND

When giving input to delegates you should always present your suggestions in the form of a concrete wording proposal. This means that you write it on a sheet of paper and, while explaining your case, show it to the delegate. Do not take the copy back but leave it to the delegate after you have finished talking to them. Find an example of a concrete wording proposal in the chapter "Research the meeting's topic and prepare your input".

APPROACH UNITED NATIONS STAFF FOR HELP

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Staff members of the Secretariat* will be present at the formal session as well as at the informal consultations. There will probably also be staff members from a United Nations fund, programme or agency attending in the case there is a link between their work and the meeting's topic. While these people have a tight schedule, you may nevertheless approach them for help. This can be concerning procedural matters as well as questions regarding the meeting's topic. As United

If you feel it would be inappropriate to hand the paper with the concrete wording proposal to the delegate directly, ask them for their e-mail address. You could even do so in case you have already handed your suggested language to the delegate. In this way, you ensure that the delegate is aware of your proposal. But not all delegates will be willing to give you their e-mail addresses so having the paper at hand is a good backup option.

LISTEN CAREFULLY

Give a delegate time to read your wording proposal. Thereupon, you should ask them about their opinion and listen carefully to what they say. They might share some thoughts you could take up in your explanation of why you think the inclusion of a new paragraph or the change in the formulation of a paragraph is important.

The rule of “listening carefully” seems obvious but is hardly ever adhered to. Show the person that they have all your attention by entirely focusing on them without looking around. Really try to understand what the other person says and react to it. One way of checking whether you have really understood what the other person said is to repeat the position of the other party in your own words.

FIND OUT ABOUT THE INTERESTS UNDERLYING THE DELEGATES' POSITION

Sometimes a delegate may take a position instead of explaining their interest behind the position. You can lead them into thinking in terms of interests instead of positions by continuously asking them “Why?” when they state their position. In this way, they need to explain why your solution is incompatible with their country's interests. Having understood the interest behind the delegate's position enables you to present them a solution that serves their interest. Of course you also always need to make sure the solution you suggest serves your organisation's interests as well.

EXAMPLE

You provide a delegate with a concrete wording proposal which encourages Member States to strengthen national youth councils financially. The delegate you approach for support simply says: “We cannot accept this paragraph.” He/she rejects your suggestion by taking a position (saying no to your paragraph).

By asking why he/she cannot accept your suggestion you find out that the delegate is not against the strengthening of national youth councils. Instead, he/she is concerned that in their country, there are no national youth councils but only similar youth-led organisations with a different name. In this way, you find out the interest hidden behind their position to say no, which is simply that he/she thinks the youth-led organisations with a different name existing in their country will not benefit from the paragraph you suggest.

Knowing the delegate's interest you can now reformulate your paragraph so that it serves both the Member State's and your own interests. It might for example say that Member States are encouraged to financially strengthen national youth councils and youth-led organisations with objectives and structures similar to national youth councils. This new paragraph will be different than your original one – but it will serve your interests and the delegates' interests just as well.

COME TO THE POINT

Be aware that when you finally get to talk to a delegate you will usually have around two to four minutes for their semi-divided attention. Quickly express what you want. You could say for example: "I am a representative of organisation X and have talked to many young people (give the concrete number if possible) in my region (country) and of my organisation in my preparation for this meeting. Due to these discussions, we believe that paragraph Y needs to be changed to read as written on this paper. This is because [Name your arguments preferably linking them to any points the delegate might have said earlier]."

USE OBJECTIVE CRITERIA

When presenting your input to a delegate you should always argue using objective criteria - undisputable facts are stronger than emotional facts. Having facts/figures at hand will also help the delegate explain your suggestion during the informal consultations and will help him/her show its usefulness to other delegates.

BE SOFT ON THE PEOPLE BUT TOUGH ON THE ISSUE

Always be very polite and respectful on the personal level, no matter how much you disagree with what someone is saying. You do not want to spoil the relationship over one single controversy and it is important to remain respectful and professional at all times. After all, you are professional Youth NGO delegates and you or at least your organisation will probably be working with these delegates again.

But when you talk about the issue, be tough on it. Do not make concessions on the issue because you want the other party to like

you. They will like you because of the way you treat them personally not because of your stance on issues.

INFORM DELEGATES ABOUT THE SUPPORT OF OTHER DELEGATES

Some delegates are hesitant to support any changes to the wording of the outcome document. In this event one way to make them consider using your wording proposal is to inform them about other delegates' support of your suggestions. It might be especially convincing to show that a Member State supports your proposal that has close ties to the "skeptical" country.

TAKE SMALL STEPS IF NECESSARY

Be aware that at some meetings, you will not achieve the objective(s) that you set. It could happen that the best you achieve at a meeting is a small step forward consisting of a paragraph which only vaguely points into the direction of the paragraph you wanted to have included.

This small step might in itself not seem to be an achievement of practical value. Therefore it is frustrating for you to see this as the only result of your efforts at this meeting. However, keep in mind that this small step is important! At the next meeting other representatives of Youth NGOs or official youth delegates can build on this small step with their own small steps. After a while, all of these small successes will have added up to a visible step forward to a real success.

Remember that progress in negotiations sometimes is not counted in months but rather in years if not decades. Therefore, it is important to nevertheless work for small successes, because they are important for youth in the long run.

UNDERSTAND THE CONTEXT

The way you confront delegates, for example, the way you talk to them should be adapted to the way the delegates behave towards you. If they talk to you formally, you should talk to them formally; if they talk to you casually, you should adapt to it by also talking a bit more casually. But always remain respectful.

Both when talking to a delegate and when making a statement you can be frank and

open. However, always avoid sounding radical. An exaggerated, radical statement will make the delegates be opposed to it from the very beginning without even listening to the content properly.

Also remember that first impressions do, indeed, make a difference! Therefore, you are encouraged to adapt to the clothing style pertinent at meetings and dress rather formally. Delegates usually wear suits or the like.

PRACTICAL INFORMATION

Visit www.wfuna-youth.org → Projects and Resources → “Guide for Youth NGOs at the UN/ Additional Information”.

FOLLOW UP TO THE MEETING

COOPERATE WITH YOUR SUCCESSORS

International politics are a process that usually moves much slower than national or local politics. Therefore, make sure to build up on the work of the previous year's Youth NGO* representatives and to cooperate with your successors.

Write a report on what you did while attending the meeting and send it to the Youth Caucus* e-group/online-forum. Also save the report somewhere, for example on the Youth Caucus's online platform or on a free online platform to store documents such

as www.box.net. You should also send this report to your organisation's members.

- In your report on your organisation's work at the meeting include
- which delegates* and United Nations staff you talked to and about what?
- which suggestions you brought forward and what the delegates' reactions were?
- tips, comments and any documents you wrote as annexes to the report.

SHARE YOUR EXPERTISE

After having attended a meeting you are an expert in intergovernmental negotiations – share this knowledge with the people around you.

WAYS TO SPREAD YOUR KNOWLEDGE

- Hold a presentation about the things you learned for your organisation's members.
- Brief future representatives of Youth NGOs to the meeting, be they of your own or of another Youth NGO on the content of negotiations and advocacy tips and tricks.
- Hold a presentation for Youth NGOs

working on the meeting's topic, even if they are focussing on field-work not planning to attend meetings. You will inform them about an aspect of "their topic" that they have been unaware of so far.

- Hold a presentation at your school/university. This way you inform a broader public both about the meeting's topic as well as about the process of negotiations at meetings. This is also a good way of promoting your organisation and participation of young people in NGOs and policy-development.

ASK YOUR COUNTRY'S MINISTRY TO PUT COMMITMENTS INTO PRACTICE

Having contributed to achieving an outcome document is a success in itself. How-

ever, as United Nations outcome documents are usually not legally binding, it is impor-

tant that you follow up on your work at the meeting. You could do this by contacting your country's Ministry responsible for putting the outcome document's commitments into practice and advocate for the quick

implementation of the recommendations contained in the outcome document. This is in order to recall your country's commitments that they took when endorsing the outcome document at the meeting.

MAKE THE MEETING'S OUTCOME DOCUMENT USABLE FOR OTHER CIVIL SOCIETY ACTORS

It is important that NGOs working on the meeting's topic in the field know about the meeting's outcomes so that they can use them as reference points in their discussions with Government and public administration.

United Nations outcome documents are, however, written in a language that may be difficult to understand for NGO members that do mainly fieldwork. You, as a representative of a Youth NGO who has participated in a meeting are ideally suited to "translate" these documents for them. You could provide NGO members with paragraphs of the outcome document that could be useful for them and add an explanation of what these paragraphs actually mean, for

example, how they could be implemented by Governments. Do not forget to add the United Nations body's name which adopted the outcome document as well as the document number.

TIP

The youth resolution adopted at the 62nd session of the UN General Assembly is probably the strongest ever. The European Youth Forum extracted the most relevant paragraphs for youth organisations working in different areas and produced a tool-kit for its member organisations and partners on how to use the resolution as a basis of lobbying on the national and international level.

WORK WITH THE MEDIA

Many people around the world perceive international negotiations as something very distant and not transparent. You can contribute to creating better understanding for United Nations politics among your community by writing an article about your experience. In this article you can explain how these negotiations run, what your role was and why they are relevant for the people in your society. By writing an article that improves public understanding of United Nations

politics you will contribute to greater public awareness and attention in this field. This in turn will put the issue you dealt with and the United Nations decisions on it higher on the agenda of society, media and politics.

Try to publish your article in your local, regional, school or university newspaper. You could also contact your local or regional radio station – they are often interested in featuring experts like you.

RECOMMENDED BACKGROUND READING AND FURTHER RESEARCH

INTRODUCTION TO THE UN SYSTEM

To obtain a basic overview of the United Nations system, see www.un.org/Overview/uninbrief/. For more in-depth information about the United Nations system, see www.un.org/aboutun/index.html.

INTRODUCTION TO YOUTH ISSUES AT THE UNITED NATIONS

- Website of the UN Programme on Youth: www.un.org/youth
- Introductory text on youth and the United Nations in Forum 21: http://draft.youthdelegates.org/documents/Youth-and-UN_Introductory-Text.pdf.
- To read the text of the WPAY and its Supplement go to www.un.org/youth → UN youth resolutions.
- Refer to www.un.org/esa/socdev/unyin/egm_unhq_may08.htm to learn more about the goals and targets for the WPAY.

TOOLKIT FOR THE EVALUATION OF THE WORLD PROGRAMME OF ACTION FOR YOUTH (WPAY)

The Toolkit was written by the United Nations Programme on Youth on the occasion of the 10-year review of the WPAY in 2005. NGOs all over the world have been using the toolkit to evaluate their country's national youth policy. Even though the document was written for this specific purpose,

it contains many sections that are of general importance. It is recommended that you read pages 27-83 to get a good understanding of the WPAY and its political relevance. English, Spanish, French and Portuguese versions of the toolkit: www.un.org/esa/socdev/unyin/untoolkit.htm.

EVALUATION OF THE IMPLEMENTATION OF THE WPAY

In 2005, the WPAY was evaluated by youth-NGOs from all over the world, on the occasion of the 10-year review of the WPAY in the General Assembly. Have a look at the outcomes!

- **Youth-NGOs' evaluations of the WPAY-implementation in their country** submitted to the United Nations on the occasion of the 10-year review of the WPAY in 2005: www.un.org/esa/socdev/unyin/youthspeak.htm.
- **Summary** of those submissions in a Report of the Secretary-General: <http://www.un.org/esa/socdev/unyin/library.htm#reports>
- **Reports of the Youth NGO consultations** regarding the evaluation of the implementation of the WPAY, coordinated by the United Nations Programme on Youth, held in Coimbra, Portugal and in New York in 2005: draft.youthdelegates.org/documents/Evaluation_of_WPAYimplementation_coimbrareport.pdf (Coimbra), draft.youthdelegates.org/documents/Evaluation_of_WPAYimplementation_nyreport.pdf (New York).

A GUIDE TO THE IMPLEMENTATION OF THE WPAY

This guide written by the United Nations Programme on Youth focuses on what Governments can do to fulfill the vision enshrined in the WPAY:

draft.youthdelegates.org/documents/wpay-implementation_guide.pdf.

UNITED NATIONS DOCUMENTS ON YOUTH IN DEPTH

The page <http://www.un.org/esa/socdev/unyin/library.htm> contains among others:

- all versions of the World Youth Reports produced by the United Nations Programme on Youth
- links to all youth resolutions adopted by the General Assembly and the Commission for Social Development
- links to Reports of the Secretary-General on Youth

THE UNITED NATIONS AND YOUTH NGOS

The offices of the United Nations Secretariat dealing mainly with NGOs are:

- The Non Governmental Liaison Service: www.un-ngls.org/.
- The Department of Public Information NGO Section: www.un.org/dpi/ngosection/index.asp.
- The Department for Economic and Social Affairs NGO-Section: www.un.org/esa/coordination/ngo/.
- The UN Programme on Youth: www.un.org/youth

Learn more about how United Nations Secretariat offices, UN funds, programmes and agencies, and UN Treaty Bodies interact with NGOs: UN Non-Governmental Liaison Servi-

ce (NGLS) in cooperation with the German Federal Ministry for Economic Cooperation and Development (2005): UN System Engagement with NGOs, Civil Society, the Private Sector and other actors: A Compendium, Geneva, Switzerland. Available online at: <http://www.un-ngls.org/compendium-2005-withCOVER.pdf>.

PARTICIPATING AT UNITED NATIONS MEETINGS

INTERGOVERNMENTAL NEGOTIATIONS AND DECISION MAKING AT THE UNITED NATIONS

Information on United Nations key terms, all existing regional groups/blocks, the process of how decisions are made at the United Nations, and United Nations meetings' outcome documents: UN Non-Governmental Liaison Service (NGLS) with Gretchen Sidhu (2007): Intergovernmental Negotiations and Decision Making at the United Nations: A Guide, Second Edition, Geneva, Switzerland. English version available at: www.un-ngls.org/site/article.php3?id_article=61.

NAVIGATING INTERNATIONAL MEETINGS

A general document about youth NGOs at International Meetings containing good information on the meeting's essentials (what are the aims, who participates), and practicalities (visa, accommodation etc.). It also contains an extensive list of further readings: The United Nations Association of Canada (UNA-Canada) (2002): Navigating International Meetings: A Pocketbook Guide to Effective Youth Participation, Canada. Available in English, French and Spanish at: www.unac.org/en/pocketbook/index.asp.

YOUTH POCKET GUIDE TO NAVIGATING THE INTERNATIONAL AIDS CONFERENCE

It is a useful tool to help young people prepare for and navigate through the International AIDS Conference. The guide was produced by the Mexico Youth Force and contains helpful information about young people's participation in the conference, on important conference issues and how to be effective, as well as practical tips about your attendance at the conference.

You can find the Youth Pocket Guide on the Youth AIDS 2008 here: http://youthaids2008.org/files/booklet_en.pdf.

NEWSLETTERS AND RESEARCH RESOURCES

NEWSLETTERS

The newsletter of the United Nations Programme on Youth "UN Youth Flash": www.un.org/esa/socdev/unyin/flash.htm.

"Go Between", the bimonthly newsletter on the United Nations and NGOs of the Non-Governmental Liaison Service (NGLS): www.un-ngls.org/site/article.php?id_article=7.

RESEARCH RESOURCES

NGLS Roundup, an overview of United Nations world conferences, preparatory processes, meetings of the General Assembly, ECOSOC and their subsidiary bodies, and other major events: www.un-ngls.org/site/article.php?id_article=8.

www.unwire.org/ is a good news-resource about the United Nations. Subscribing to it might be an overload of information but it has a search-function that can deliver you interesting articles on the topic you are researching.

Find a useful list of links on the website of the United Nations Programme on Youth at: www.un.org/esa/socdev/unyin/links.htm.

GLOSSARY

The purpose of this glossary is to explain terms used in this Guide which the reader may not be familiar with. This glossary is not a complete encyclopedia including all terms relevant for meetings. The explanations provided are not necessarily the official definition.

A

ACCREDITATION:

NGOs* need to show that they fulfill certain criteria to be allowed to participate in a United Nations meeting*. The process in which NGOs prove that they fulfill these criteria, for example that their own Government recognizes them and that they have by-laws, is called accreditation. In order for NGOs to participate at the United Nations meetings dealt with in this Guide they need accreditation with ECOSOC*. ECOSOC accreditation is also referred to as “consultative status”.

AFRICAN UNION (AU):

The African Union is a regional organisation* in which almost all states of the African continent are members. It aims at fostering cooperation among its Member States. The African Union sometimes acts as a regional group in meetings. In most cases, however, you will also find that the members of the African Union work within the Group of 77* and not as a separate group. For more information see www.africa-union.org.

AGENDA (TOPIC(S) ON THE AGENDA):

Each time an intergovernmental meeting* takes place, it has a specific list of issues that will be discussed. This list of issues is called agenda. The agenda is decided on at the first day of the meeting. This decision is called “adoption of the agenda”. However the draft-agenda is already available a couple of months before the meeting. It is usually suggested by the meeting’s Bureau* in consultation with staff of the office of the United Nations Secretariat servicing the meeting.

AGREED CONCLUSIONS:

At some meetings, the outcome documents* are called “agreed conclusions”. Agreed conclusions talk about how Member States* perceive the current situation regarding the topic(s) discussed and how they evaluate the success of past actions. In this way they are a basis for future resolutions* or other outcome documents that will contain concrete commitments for action. Agreed conclusions themselves usually do not contain commitments for action by Governments.

AMENDMENT:

If a proposal to change the existing text* of a draft resolution has been agreed upon in the informal consultations it is called amendment.

ASSOCIATION OF SOUTHEAST ASIAN COUNTRIES (ASEAN):

The Association of Southeast Asian Countries (ASEAN) is a regional organisation with ten Member States from Southeast Asia. It aims at fostering regional cooperation. If you find the ASEAN Member States acting as a regional group* at a meeting you will usually not find them acting alone. That means that they will usually act as ASEAN plus some other countries. Also you will often see the ASEAN members working in the regional group of the G77* instead of working as a separate regional group*. For more information on the Association of Southeast Asian Countries see <http://www.aseansec.org/>.

B

BUREAU:

The Bureau of a UN meeting is usually comprised of five delegates originating from the five regional groupings* of Member States*. The Bureau includes a Chair, and four Vice-Chairs (one of whom agrees to become the meeting's Rapporteur). The Bureau is usually elected on the last day of a meeting's session and thereupon serves for a whole year, including at the following session.

The Bureau members can influence the meeting's agenda* and the selection of the topics for panel discussions as well as the panelists. Often, the Bureau members chair different sections of the meeting. Moreover, the Bureau members often facilitate the informal consultations* on the outcome documents*. Bureau Members write (together with staff of the United Nations Secretariat servicing the meeting) the so-called Chair's summaries* which for some intergovernmental meetings form the meeting's outcome document in the so-called "review year"*.

C

CAUCUS:

See "Youth Caucus".

CHAIRPERSON:

The meeting's chairperson (or chair) is the person leading the meeting's discussion. The chairperson declares the start and the end of the meeting and gives the floor to the delegates* that wish to speak. The chairperson is elected by all members of the intergovernmental meeting. The chairpersons of the General Assembly* and the ECOSOC* are called "President".

CHAIR'S SUMMARY:

A Chair's summary is an outcome document* of a United Nations meeting* that expresses the sense and direction of the discussion that was held during the meeting. Chair's summaries do not include commitments for action by Governments. They are, however, the basis for future resolutions* or other outcome documents that contain commitment for action.

CIVIL SOCIETY:

Refers to those actors and institutions that lie outside of the sphere of Government*. Civil society actors can include academics and researchers, representatives of indigenous peoples, NGOs* and media representatives.

CONFERENCE OF NON-GOVERNMENTAL ORGANISATIONS (CONGO):

The Conference of Non-Governmental Organisations (CONGO) is an independent, international, non-profit membership association of NGOs in ECOSOC consultative status. Its aim is to ensure that all NGOs in ECOSOC consultative status enjoy the fullest opportunities to participate at meetings. To this end, CONGO offers a platform for NGOs to meet and coordinate their work. CONGO has several Committees in which NGOs can meet to discuss a certain topic-area. One of those Committees is the "NGO Committee on Youth" which meets in New York. The website of this Committee is www.ngocongo.org/index.php?what=committees&id=33.

CONGO has offices in New York, Geneva and Vienna and more than 500 member organisations located in all of the world's regions.

CONSENSUS:

Consensus means that all Member States* involved in the discussion agree on something. Consensus is achieved through negotiation and compromise among the Member States. When there is consensus on an outcome document* it is adopted without a vote. Whenever possible, Member States try to adopt outcome documents by consensus, even if this means that they need to "soften" the text of an outcome document. This shows the great importance that Member States attribute to consensus.

CONSULTATIVE STATUS:

Accreditation* with ECOSOC* is referred to as consultative Status. There are three categories of ECOSOC Consultative Status for NGOs (G): general, special and roster. Each status grants its holders different rights of participation in international meetings such as submitting written statements and making a statement.

CONVENTION

Conventions are outcome document of UN meetings or sessions that are legally binding for the Member States that sign and ratify them. This is the case, for example, for the Convention on the Rights of the Child, which was adopted in 1989. It focuses on the age group of 0-18 year-olds. So far, there is no Convention on Youth.

DAILY JOURNAL:

The Daily Journal is a brochure of around 25 pages, which is produced every day and in which you can find information about all of the formal meetings and informal consultations* that take place at the United Nations on the respective and the upcoming day. It also includes information on side events. You may attend all meetings listed as "OPEN".

The Daily Journal comes out the night before at 23:00. You can find it on the internet at www.un.org/Docs/journal/En/lateste.pdf.

DELEGATE:

A delegate is a person authorized to represent a certain country at an international meeting. Delegates are also entitled to negotiate on behalf of their country. They cannot, however, decide freely on the position they take on behalf of their Government. Their Foreign Ministry gives them directives that tell the delegates which position to take in a negotiation. The delegate can only act in the frame of these directives. However, the delegate can make suggestions to their Foreign Ministry regarding which position the country should take.

Sometimes the word "delegate" is also used for NGO* -representatives. For the sake of clarity the word "delegate" is used in this Guide only for United Nations Member State delegates. "Representative" is used for NGO representatives.

DELEGATION:

The sum of all delegates* of one country that are present at a United Nations meeting is called "delegation". The size of a country's delegation is entirely up to each country. Official youth delegates* are also part of a country's delegation.

DRAFT:

Any outcome document* goes through many changes until it is adopted. Until it is adopted the outcome document is called "draft". You will often hear people talk about the first draft, second draft, etc. With that they mean the first version, second version etc. of the text.

The very first version of an outcome document is called “zero draft”. It is usually written by the outcome document’s sponsors* assisted by the meeting’s Secretariat*. The zero draft is generally written and sent to Member States* before the meeting’s start. The Member States’ feedback is then included into the draft and the new draft is circulated as the “first draft” at the meeting’s start.

E

ECONOMIC AND SOCIAL COUNCIL (ECOSOC):

The Economic and Social Council (ECOSOC) is one of the “principal organs”* of the United Nations. It has 54 members. They are elected by the General Assembly* for a two-year term. The task of ECOSOC is to coordinate the economic and social work of the United Nations including the work of the Specialized Agencies*.

ECOSOC conducts its work through a number of Commissions and Committees (so-called “subsidiary bodies”) including those dealt with in this Guide. For a full list of those subsidiary bodies see www.un.org/esa/coordination/ecosoc/sub_bodies.htm.

For more information on ECOSOC, see www.un.org/ecosoc/.

EUROPEAN UNION (EU):

The European Union (EU) is an International Organisation with 27 Member States. At the United Nations, the Member States belonging to the European Union act as a regional group*. The speaker of the regional group EU is always the country who has the Presidency within the EU. The Presidency in the EU rotates among its members every six months. Usually a number of United Nations Member States other than the EU Member States align themselves with the EU’s position.

EXPERT GROUP MEETINGS (EGM):

Expert group meetings may be convened as part of the preparatory process for a meeting. Experts include academics, representatives of Governments, UN agencies and NGOs*.

F

FACILITATOR:

The delegate* that prepares and chairs the informal consultations* to negotiate the meeting’s outcome document* is called “facilitator”. The facilitator is usually from the Member State sponsoring the outcome document.

FORMAL SESSION

(PLENARY, PLENARY SESSION, OR PLENARY MEETING)

The work of every meeting is conducted in two distinct types of sessions: the formal session, also-called plenary meetings or plenary sessions, and

the informal consultations*.

During the formal sessions no negotiations take place. It is a forum for general speeches and interventions on the key issues before the intergovernmental body. Formal sessions are also used for taking formal decisions. One of those formal decisions is the final adoption of the outcome document(s)*.

ECOSOC accredited NGOs as well as accredited media representatives have access to the formal sessions.

G

GENERAL ASSEMBLY:

The General Assembly is one of the principal organs of the United Nations. All 192 Member States* are members of the General Assembly. In the General Assembly every Member State has one vote regardless of their size or wealth. From September to December, all Member States* come together for a working session to discuss and take decisions on the main issues of international politics, ranging from environment to human rights and from education and employment to demilitarization and arms control.

GROUP OF 77 (G77):

The Group of 77 (G77) is a regional group* consisting of 130 countries. Its members are mainly developing countries. You can find a full list of its members www.g77.org/doc/members.html. Its name stems from the fact that it originally had 77 members.

H

HIGH-LEVEL SEGMENT:

At some meetings there is a time-slot (usually not more than a few days) where Ministers, Heads of State and Government and other top Government officials are present and lead the discussions for their country. This time-slot is called "High-Level Segment". The High-Level segment is often the time where the most significant issues or the most controversial issues are discussed.

I

INFORMAL CONSULTATION

(INFORMALS, INFORMAL NEGOTIATION, INFORMAL SESSION, AND INFORMAL MEETING)

Negotiations among Member States* about the exact wording of an outcome document* take place in informal consultations, also-called informals, and informal negotiations/sessions/meeting. At the informal consultations, proposals to the draft outcome document are discussed and decided. There are separate informals for each outcome document.

Usually only delegates* and staff of the meeting's Secretariat* have access to the informal consultations. Official youth delegates* are part of their country's national delegation and therefore also have access to the informal

consultations (to be decided by their country's Permanent Mission to the United Nations).

NGOs* are usually not allowed to attend the informal consultations. Only exceptionally, they can attend as observers, depending on past practice at a given meeting and the discretion of the chairperson.

Each informal consultation is chaired by a delegate, sometimes more than one, from the Member State sponsoring the draft outcome document. This person is called facilitator.

INFORMAL INFORMALS

Sometimes during the informal consultations* it becomes apparent that there are great differences between the Member States'* positions. In that case some delegates* may continue their discussion in small groups, usually without a chairperson*, at another location e.g. at their Permanent Mission to the United Nations to allow for a very frank exchange of views.

INTRODUCING A PARAGRAPH:

Introducing a paragraph means the same as introducing a proposal. For an explanation of "introducing a proposal" see the glossary entry for "proposal".

INTRODUCING A PROPOSAL: See "proposal".

M

MAJORITY VOTE:

Although Member States try to reach consensus during intergovernmental meetings, decisions at United Nations meetings* are officially taken by majority vote. For example outcome documents* are adopted by majority vote. That means that in order for an outcome document to be passed by a United Nations meeting, more than half of the Member States that vote on it need to be in favour of it.

MEETINGS

See "United Nations Meetings".

MEMBER STATE

See "United Nations Member State".

N

NATIONAL YOUTH COUNCIL

National Youth Councils are umbrella organisations of national youth organisations that have been created by these organisations to represent their interests. National Youth Councils are representative bodies of youth organisations in their country and are in most countries recognized as indepen-

dent and important contributors to the development of youth policy in their country. They represent their members' common interests towards different Governmental institutions.

NGO COMMITTEE ON YOUTH:

See "Conference of Non-Governmental Organisations (CONGO)".

NON-GOVERNMENTAL ORGANISATION (NGO):

An NGO is a local, national or international, not-for-profit organisation that is driven by people with a common interest. This term is usually used to refer to organisations that have economic, social, and/or humanitarian goals.

O

OFFICIAL UNITED NATIONS LANGUAGES

Official United Nations languages are the languages in which all official United Nations documents are provided. That means that for example all the meeting's outcome documents* and all Reports of the Secretary-General* are provided in these languages. These languages are Arabic, Chinese, English, French, Russian and Spanish.

It is important to differentiate between the official languages and the working languages of the United Nations. The working languages are only English and French.

OPERATIVE PARAGRAPH: See "Resolution".

OUTCOME DOCUMENT:

At UN meetings, delegates work towards formulating their consensus regarding the meeting's topic(s) in an "outcome document". The intergovernmental meetings discussed in this Guide tend to have a Chair's summary, so-called "Agreed conclusions" or a resolution as their outcome document.

Outcome documents are usually the result of long negotiations among delegates who invest much time and effort to debate every phrase and word contained in them. This is because outcome documents have a considerable moral and political authority: they represent the opinion and the will of the global community of UN Member States.

Many outcome documents may not be legally binding, but they are often politically binding. The politically binding nature of outcome documents means that Member States can demand from each other and NGOs can demand from Member States to adhere to the outcome document's content. Anything contained in an outcome document represents a political obligation of each Member State.

P

Outcome documents can furthermore be used as reference points in discussions among stakeholders, including national discussions between NGOs and Governments.

PERMANENT MISSION:

Most Member States* maintain Permanent Missions to the United Nations in New York and in some cases to the other UN duty stations as well. These Missions are staffed year round with delegates* who attend to routine and ongoing processes and debates. Since the United Nations is viewed by most Governments as the key international arena to express their foreign policy goals, delegates often come from the Foreign Ministry.

POLICY SESSION (POLICY YEAR):

Two of the Commissions dealt with in this Guide (the Commission for Social Development and the Commission for Sustainable Development) alternate yearly between two types of sessions. The two types are the “review session” * and the “policy session” which form a two-year-cycle that deals with the same agenda* items.

During a policy session, Member States* negotiate an outcome document* on the agenda topic(s) based on the findings that were made during the review session. The policy session is a typical meeting with formal sessions* and informal consultations* that work towards the formulation of an outcome document with policy recommendations.

PREAMBULAR PARAGRAPH:

See “resolution”.

PREPCOM:

The Preparatory Committee (PrepCom) for a meeting is made up of the Member States* that will participate in the meeting. PrepCom meetings are held to develop an agenda* and programme of work for a major meeting and to undertake preliminary negotiations regarding the meeting’s outcome document in advance of the major conference itself. Civil society representatives, with accreditation*, can also participate in PrepComs.

The PrepCom meets up to four times between the passage of the resolution* calling for the meeting and the actual event. These sessions may run from one to four weeks, and are mainly held at United Nations facilities in New York, Geneva, Vienna or Nairobi. The first substantive meeting of the PrepCom normally determines the basic elements and form of the outcome document. In later meetings, the PrepCom begins the concentrated work of negotiating the wording of the outcome document.

If there has been a PrepCom, the outcome document of the meeting is more than half finished by the time the meeting takes place, with only the most contentious issues outstanding.

PRINCIPAL ORGANS:

The United Nations Charter* is something like a constitution of the United Nations. The Charter determines six “principal organs” of the United Nations, also referred to as “main organs”. In these organs Member States* decide what the United Nations should do and what policy the United Nations should follow. Also through these organs the United Nations takes action – in accordance with the will of the Member States. The principal organs of the United Nations are: the United Nations Secretariat*, the General Assembly*, the Economic and Social Council* (ECOSOC), the Security Council (SC), the Trusteeship Council and the International Court of Justice (ICJ).

PROGRAMMES AND FUNDS:

The General Assembly* has created 11 United Nations programmes and funds that deal with economic and social affairs. They include the United Nations Development Programme (UNDP), the United Nations Children’s Fund (UNICEF), the United Nations Population Fund (UNFPA), the United Nations Human Settlements Programme (UN-HABITAT), the United Nations High Commissioner for Refugees (UNHCR), the United Nations World Food Programme (WFP) and the United Nations Environment Programme (UNEP). The programmes and funds all have their headquarters or liaison offices at the United Nations in New York but their main activity lies in field-work where they conduct concrete projects to improve the situation of people in all regions of the world. They are financed through voluntary contributions of Member States*.

PROPOSAL:

A suggestion for a change of a certain part of the outcome document’s draft* is called proposal. The action of suggesting a proposal is called “introducing a proposal”. If a proposal has been agreed upon it is called amendment*. Proposals can only be introduced by Member States*. An NGO* usually cannot introduce a proposal by itself. It can, however, provide a delegate* with a suggestion in the form of a concrete wording proposal. The delegate may find the NGOs suggestion helpful and use it when giving input to the (zero) draft. Proposals are introduced by letting the facilitator of the informals know about the proposal in writing or orally before or during the informal consultations*.

REGIONAL COORDINATION MEETINGS:

See “Regional group”.

REGIONAL GROUP:

At the United Nations those Member States* that belong to the same region often cooperate very closely and coordinate their positions and strategies in regional groups such as the G77* and the EU*. Typically, the members of the regional groups do not speak individually during the informal consultations. Instead, there is one delegate* leading the negotiations on behalf of the regional group. The regional groups decide on their common positions in the so-called regional coordination meetings. These meetings are only open to Member States from that regional group. NGOs* do not have access to these meetings.

REPORTS OF THE SECRETARY-GENERAL:

For every intergovernmental meeting, background reports – so-called Reports of the Secretary-General* – are written on topics of concern to the meeting. The reports usually serve Governments as important background information on the agenda* topics. The report's first part usually includes factual information while the second part gives Member States* specific recommendations for action. Reports of the Secretary-General are usually released six weeks before the meeting. They are usually no longer than 20 pages. For a Report of the Secretary-General to be produced by the United Nations Secretariat, Member States need to specifically ask for it in a resolution*.

REPRESENTATIVE:

Representative is basically a synonym for delegate*. However representative is more often used for NGO-representatives while "delegate" is used for a country's delegates.

RESOLUTION:

Resolution is a name for the outcome documents* of certain meetings*. The first draft of a resolution is always introduced by one or several Member States*, the resolution's sponsors. A resolution starts with a few preambular paragraphs (PPs) outlining the purpose of the resolution and taking stock of previously agreed commitments on the subject.

The resolution's more action-oriented part is the second one: the operative paragraphs (OPs). Operative paragraphs specify the recommended actions to be taken by Member States* and other actors. You can easily tell which paragraphs are operative paragraphs because the operative paragraphs start with a verb in the simple present form such as "urges" or "calls upon" while the preambular paragraphs start with a verb in the present progressive form, for example "recalling", "taking note" "underlining".

REVIEW SESSION (REVIEW YEAR):

Two of the Commissions dealt with in this Guide (the Commission for Social Development and the Commission for Sustainable Development) alternate yearly between two types of sessions. The two types are the “review session” and the “policy session” which form a two-year-cycle that deals with the same agenda items.

During a meeting’s review session, Member States* and NGOs* come together to discuss what actions have so far been taken on the agenda topics, share best practices and identify possibilities for further improvement. The content of these discussions is summarised in the so-called “Chair’s summary”. This “Chair’s summary” is not a typical outcome document* because it is not negotiated. The review session does not have an “outcome document”. Most importantly, the Chair’s summary serves as a basis for the outcome document which will be adopted at the policy session.

Because the review session does not serve the purpose of negotiating an outcome document it runs quite a bit different from other United Nations meetings*. It does not, for example, have informal consultations*. Instead it has many round tables and other opportunities to discuss past actions on the issue on the agenda.

RULES OF PROCEDURE:

The formal sessions* of all United Nations meetings* follow certain rules. These rules are called Rules of Procedure. They contain regulations regarding when a Member State may speak and for how long, who decides when a meeting starts and finishes, how documents are circulated and how outcome documents* are adopted.

SECRETARIAT:

See “United Nations Secretariat”.

SECURITY COUNCIL:

The Security Council (SC) is one of the principal organs* of the United Nations. It has 15 members. 5 of them are permanent members, namely China, France, Russia, the United Kingdom and the United States. They have the right to veto decisions the Security Council wants to take. The other 10 members are non-permanent members without veto rights. They are elected by the General Assembly* for a two-year term. These 10 non-permanent seats are distributed among the regions of the world.

The Security Council deals with threats to international peace and security. It can carry out investigations regarding a conflict. It can facilitate negotiations

among conflict-parties. But it can also decide on sanctions such as a trade embargo and on military measures.

For more information on the Security Council see www.un.org/sc.

SIDE-EVENT:

A side event is an event (for example a lecture, panel discussion, or round-table) held parallel to the formal* and informal consultations* at a meeting. Side events are usually related to the issues being negotiated.

Side events can be organised by Member States* but they can also be organised by UN organisations or NGOs*. The aim of a side event is to provide the meeting's participants with further information about one of the meeting's agenda* topics and/or to allow for its in-depth discussion.

SPECIAL SESSION:

A United Nations General Assembly* Special Session (sometimes called UNGASS) is a special sitting of the General Assembly focussed on either one specific topic or a follow-up to a past summit or conference. There are usually many NGOs* and other civil society* actors participating in special sessions. The outcome document* of a UNGASS is basically a resolution*, however it is often named differently, for example it may be called "Declaration" or "Programme of Action". Sometimes both a Declaration – containing general political commitments – and a Programme of Action, which contains more specific actions which Member States* pledge to undertake, are adopted.

SPECIALIZED AGENCIES:

Next to the United Nations Secretariat (which services the other organs of the United Nations) there are a number of other International Organisations in which almost all of the Member States* are members. These organisations work together closely with the United Nations Secretariat. Together with the United Nations Secretariat and the funds and programmes of the United Nations, they are usually referred to as the "United Nations Family".

Even though they cooperate closely with the United Nations, they are autonomous organisations with their own executive bodies. Specialized Agencies include the Food and Agricultural Organisation (FAO), the International Labour Organisation (ILO), the United Nations Educational, Scientific and Cultural Organisation (UNESCO) and the United Nations Industrial Development Organisation (UNIDO) and the World Health Organisation (WHO).

SPONSOR:

The United Nations Member State* that introduces the first draft* of an out-

U

come document* is called “sponsor”. A draft outcome document can have more than one main sponsor. In addition to the main sponsor an outcome document can have so-called co-sponsors. A Member State would become a co-sponsor of an outcome document to show special interest in the outcome document’s subject. Only Member States* can be sponsors of outcome documents. NGOs* cannot be sponsors of outcome documents.

UNITED NATIONS GROUNDS PASS:

In order to access the United Nations building you need a grounds pass. The grounds passes of Delegates*, United Nations staff, Press, and NGO* representatives all have different letters in different colors written on it. Knowing which color represents which profession enables you to identify meeting’s* participants.

Letter	Colour	Profession
A	Brown	Affiliate (Consultants, Interns)
D	Red	Delegate
N	Brown	NGO
P	Green	Press
S	White	Staff

UNITED NATIONS CHARTER

The United Nations Charter is something like the constitution of the United Nations. It contains the purpose and principles of the United Nations and it determines which principal organs* the United Nations has. It stipulates how voting takes place in meetings, how elections of officials or of members of certain United Nations bodies take place and which rights and duties each organ of the United Nations has. The United Nations Charter is an international treaty. It has been signed and ratified by all Member States*.

UNITED NATIONS MEMBER STATE:

A country that has become a member of the United Nations by being admitted and signing and ratifying the United Nations Charter*. The United Nations currently has 192 Member States. That is almost every State of the world.

UNITED NATIONS MEETING

In this Guide the term “United Nations meeting”, “intergovernmental meeting” or “meeting” means a Commission or Committee at the United Nations

where Member States* or, in the case of the Permanent Forum on Indigenous Issues, experts appointed by Member States, meet. Each meeting has a predefined list of topics that is discussed. The aim of the meeting is to decide on actions that Member States or the United Nations itself should take regarding the topics discussed.

UNITED NATIONS SECRETARIAT:

One of the principal organs* of the United Nations is the United Nations Secretariat. The head of the United Nations Secretariat is the Secretary-General.

There are a number of offices in the United Nations Secretariat that have the task of “servicing” one of the meetings. That means that this office of the United Nations Secretariat provides the meeting with copies of the relevant documents, summarizes the statements made in the formal sessions and assists the Bureau* in developing a draft agenda* for the meeting. Furthermore the United Nations Secretariat writes the Reports of the Secretary-General*. Sometimes the United Nations Secretariat even helps with the drafting of the meeting’s outcome documents*.

Not all offices of the United Nations Secretariat have the task of servicing a meeting. Some offices are mandated with carrying out the decisions that Member States* take in the General Assembly*, ECOSOC* and other United Nations bodies. The United Nations Secretariat also helps Member States* and civil society* to implement United Nations outcome documents*. For example the United Nations Secretariat’s Programme on Youth assists Member States in developing national youth policies and it assists Youth NGOs worldwide by providing them with publications and trainings regarding the improvement of the social situation of youth.

UNITED NATIONS WORLD CONFERENCES (WORLD SUMMITS) :

United Nations World Conferences are called “United Nations World Summits” if they are attended by Heads of State or Government. Each World Conference focuses on one specific topic, for example Sustainable Development or the Information Society. World Conferences usually last for one week, but they are preceded by several PrepComs* that take place up to one year before the conference. The outcome documents* of a World Conference are usually a “Declaration” as well as a “Plan of Action”, “Plan of Implementation” or similar document. While the “Declaration” contains more general political commitments, the “Plan of Action” usually contains more specific actions which Member States* pledge to undertake.

World Conferences are attended by all Member States. Usually Ministers and Heads of State or Government also attend them. NGOs* usually participate extensively at World Conferences.

Y

UNITED NATIONS WORLD SUMMIT:

See “United Nations World Conference”.

YOUTH CAUCUS (CAUCUS)

A Caucus is an informal grouping of like-minded Member States* or NGOs*. Caucuses meet to coordinate their actions. For example all Youth NGOs at a certain meeting may choose to form a Youth Caucus or similar structure to coordinate how they will give their input to the negotiations regarding the meeting’s outcome document*.

YOUTH DELEGATE (YOUTH REPRESENTATIVE):

Member States’* delegations sometimes include so-called “youth delegates”. These youth delegates are part of their country’s official delegation, but they are not professional delegates. They are young people, usually selected by a council of all large youth organisations of their home country (a so-called “national youth council”). Their task is to represent the interests of the youth of their home country. Youth delegates can typically make a statement on behalf of their country and usually have access to the informal consultations*.

YOUTH REPRESENTATIVE:

See “Youth delegate”.

Z

ZERO DRAFT:

See “Draft”.

ANNEX

ANNEX 1: UNDERSTANDING UNITED NATIONS DOCUMENT SYMBOLS

Documents officially issued by the United Nations Secretariat are tracked and identified by symbols combining strings of letters and numbers. Several components, separated by vertical slashes, make up each symbol, which remains the same across all language versions of a document.

Generally, the **first component** of a symbol reflects the main United Nations body issuing or accepting the document.

These include:

- A/- for the General Assembly
- S/- for the Security Council
- E/- for ECOSOC
- ST/- for the United Nations Secretariat

However, some subsidiary organs carry their own special symbol:

- CRC/C/- for the Committee on the Rights of the Child
- DP/- for the United Nations Development Programme (UNDP)
- TD/- for the United Nations Conference on Trade and Development (UNCTAD)
- UNEP/- for the United Nations Environment Programme (UNEP)
- CAT/C/- for the Committee against Torture
- CEDAW/C/- for the Committee on the Elimination of Discrimination against Women
- CERD/C/- for the Committee on the Elimination of Racial Discrimination
- CCPR/C/- for the Human Rights Committee

For the General Assembly, ECOSOC and the Security Council, the second component may indicate the meeting's session or year. ECOSOC commissions are usually given a number: the Commission on Social Development, for example, is designated as CN.5.

E/CN.5/2007/8

Additional components reflect the nature of the document:

- -/L. ... for limited distribution, generally of draft documents
- -/RES/ for resolutions

The **final component** may denote simply the sequence number of a document in a session or process, or describe modifications to the original text, for instance:

- -/Add. ... for an addendum
- -/Amend. ... for an alteration
- -/Corr. ... for a corrigendum
- -/Rev. ... for a revision
- -/Summary... for a summarized version
- -/_*... for re-issuance for technical reasons

Underneath each symbol is a date that refers to the date of issuance of the document from the substantive United Nations department and its registration with the documents control office. On the lower left-hand corner of the document is the date upon which editing, translating and printing were completed; often, there is a substantial

gap between issuance and completion. For adoption appears at the end of the text .
General Assembly resolutions, the date of

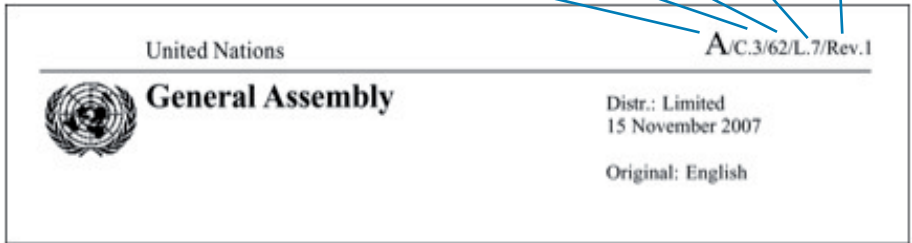
Document considered by the General Assembly's **Third Committee.**

To be considered at the General Assembly's **62nd session.**

The document has not yet been adopted. Therefore, it is for **limited (L) distribution.**

Document considered by the **General Assembly.**

The document has been revised.



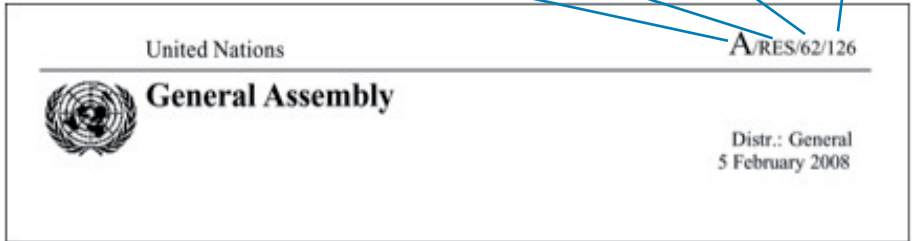
The image shows the header of a United Nations document. At the top left is the United Nations logo and the text "United Nations". Below the logo is the text "General Assembly". To the right of the logo is the document number "A/C.3/62/L.7/Rev.1". Below the document number is the distribution information: "Distr.: Limited", "15 November 2007", and "Original: English".

Document considered by the General Assembly.

To be considered at the General Assembly's 62nd session.

The document type is a resolution.

It is the 126th document considered at the 62nd session.



The image shows the header of a United Nations document. At the top left is the United Nations logo and the text "United Nations". Below the logo is the text "General Assembly". To the right of the logo is the document number "A/RES/62/126". Below the document number is the distribution information: "Distr.: General" and "5 February 2008".

ANNEX 2: HOW TO WRITE YOUR WORDING PROPOSAL USING AGREED LANGUAGE

OVERVIEW

- Step 1: Find documents that contain agreed language on your wording proposal's topic
- Step 2: Scan the document for the words you are looking for
- Step 3: Check which ones fit your objective
- Step 4: Specify what agreed language your phrase is based on

STEP 1: FIND DOCUMENTS THAT CONTAIN AGREED LANGUAGE ON YOUR WORDING PROPOSAL'S TOPIC

- If you have a document in mind and know its title use Google to find it.
- To search for outcome documents of a specific meeting go to the meeting's website and find the outcome documents of different sessions. Click on "documents" and search through the outcome documents of past sessions. The web-addresses of the websites of the meetings dealt with in this Guide can be found on page X.
- Use the catalogue of United Nations documents and publications (UNBISnet)
- Search with the United Nations Official Document System (ODS)

HOW TO USE UNBISNET

1. Go to UNBISnet at unbisnet.un.org
2. Under the heading "Bibliographic Records", click on "New Keyword Search". You are presented with four optional search fields.
3. Enter a topic or keyword next to "Subject (All)".
4. In order to limit the number of hits of relevance to you, go to "Type of Mate-

rial" and select what suits your search purpose. This will probably be "(B01) resolutions/decisions". If you want to refine your search to one specific body, such as the Commission for Social Development, select "UN Doc. Symbol/Sales No." in the second drop-down menu, and enter the appropriate resolution code. For instance, all General Assembly resolutions begin with "A/"; all ECOSOC resolutions begin with "E", World Conference or World Summit outcome documents usually start with A/CONF (Refer to annex 1 to get an overview of the United Nations document symbols). To limit the search results by date, scroll down to the "User Defined Limits" and select "Year of Publication", the appropriate delimiter, and enter the year of the resolution.

5. Click on the "Go" button.
6. All the resolutions passed by the United Nations on that subject will appear in a list. If available, a link to the actual resolution will be provided in each of the official United Nations languages.

LEARN HOW TO USE UNBISNET IN MORE DETAIL

unbisnet.un.org:8080/hipres/help/eng/horizon/powersearch.htm.

HOW TO USE THE ODS

1. Go to ODS at www.ods.un.org/
2. Select one of the languages. Then click on "Access ODS without logging in". Click "Simple search".
3. Enter the words you are looking for into the "Full text search" field. You can refine your search to one

specific body by entering its document symbol in the “symbol” field. For the document symbols see the explanation above at the UNBISnet bullet point.

FURTHER INFORMATION ON UNITED NATIONS DOCUMENT RESEARCH

www.un.org/Depts/dhl/resguide/.

TIP

The advantage of ODS as compared to UNBISnet is that ODS allows full-text search while UNBISnet only searches through the “subjects” that each resolution has been assigned. Full-text search with ODS usually leads to more results than the subject search with UNBISnet.

STEP 2: SEARCH THE DOCUMENT FOR THE WORDS YOU ARE LOOKING FOR

As soon as you have found a document which might contain agreed language that can be useful for you, search the document for the words you are looking for with the help of the “Search”-function of the Acrobat-Reader/or your writing programme.

STEP 3: CHECK WHICH PARAGRAPHS BEST FIT YOUR OBJECTIVE

Once you have found a number of paragraphs that talk about the topic that your wording proposal should be about, check which ones serve best as a basis for your wording proposal.

STEP 4: FORMULATE YOUR PARAGRAPH ACCORDING TO THE AGREED LANGUAGE

Formulate the wording proposal which you want to suggest in a way that uses the wording that has already been agreed on in the outcome document that you have found.

Add the paragraph number and the document number where you got your agreed language from, for example “(A/RES/60/2 op4; modified)”.

EXAMPLE FOR STEPS 1-4

Preparing a wording proposal for a resolution of the Commission for Social Development

Imagine your objective is to include a paragraph into a resolution of the Commission for Social Development that urges Governments to create specific action plans regarding the improvement of the living conditions of youth.

1. Research what wording – in United Nations language – you are looking for. Go, for example, to the website of the United Nations Programme on Youth (www.un.org/youth) and have a look at past resolutions of the Commission for Social Development and of past World Youth Reports. Your result: the wording you are looking for is “youth policy”.
2. Now go to <http://unbisnet.un.org> and research for outcome documents about youth policy. •Go to “new keyword search” located under the heading “Bibliographic Records”. Enter “youth policy” in the field next to “Subject (All)”. Select (B01) resolutions/decisions (United Nations)” under “Type of Material”.
3. You will find several resolutions on the subject “youth policy”. Search for the words “youth policy” or “youth policies” through the documents. Your result:
 - A/RES/60/2 operative paragraph 4: “Urges Governments, in consultation with youth organisations, to develop holistic and integrated youth policies based on the World Programme of Action and to evaluate them

- regularly as part of the follow up action on and implementation of the Programme of Action”; and
- A/RES/58/133 operative paragraph 6: “Calls upon all Member States, United Nations bodies, specialized agencies, regional Commissions and intergovernmental and non-governmental organisations concerned, in particular youth organisations, to make every possible effort to implement the World Programme of Action, aiming at cross-sectoral youth policies, by integrating a youth perspective into all planning and decision-making processes relevant to youth”;
4. Choose which text is more useful for you or combine pieces of both paragraphs.
 5. Let us presume you have chosen to use the text from A/RES/60/2. You could either suggest that the same wording be included into the resolution. The usefulness of this is that a paragraph becomes stronger the more often it appears in an outcome document of United Nations meetings. Approaching your Government and demanding the implementation of what is asked for in 10 outcome documents is often easier than asking for the implementation of what is asked for in 1 outcome document. If you choose to just keep the paragraph as it is in A/RES/60/2, your suggested paragraph would look as follows:
 - Urges Governments, in consultation with youth organisations, to develop holistic and integrated youth policies based on the World Programme of Action and to evaluate them regularly as part of the follow up action on and implementation of the Programme of Action (A/RES/60/2, op 4);
 6. You could also choose to add something to the wording of the agreed language. For example you might choose to replace “in consultation with youth organisations” with the words “with full and effective participation of youth organisations”. In that case your paragraph would look like this:
 - Urges Governments, with full and effective participation of youth organisations, to develop holistic and integrated youth policies based on the World Programme of Action for Youth and to evaluate them regularly as part of the follow up action on and implementation of the World Programme of Action for Youth (A/RES/60/2 op4; modified);
 - The addition “modified” at the end of the bracket-text indicates that you have made changes to the agreed language which you are using.

ANNEX 3: THE STRUCTURE OF A RESOLUTION AND ITS DIFFERENT INTRODUCTORY VERBS

THE STRUCTURE OF A RESOLUTION

A resolution has two parts, the first one includes **preambular** and the second includes **operative paragraphs**.

The purpose of the **preambular paragraphs** is to **set the tone for the rest of the text**. This is done by:

- Establishing a context.

- Giving references to basic text such as the United Nations Charter or past resolutions.
- Taking note of reports of principal organs such as the Reports of the Secretary-General by the United Nations Secretariat.

Preambular paragraphs usually **begin with a verb in the present participle** such as “acknowledging”, “reaffirming” or “welcoming”. Note that there can be exceptions such as “guided by”, “conscious of” or “taking note of”. Preambular paragraphs are **not numbered** and every paragraph **ends with a comma**.

The purpose of the **operative paragraphs** is to **specify the actions to be taken** by Member States that are targeted by the resolution. Operative paragraphs would also specify follow-up actions such as “Requests the Secretary-General to provide a report on youth and migration”.

Operative paragraphs always begin **with a verb in the 3rd person singular indicative present** such as “adopts” or “recommends”.

Operative paragraphs are **identified by Arabic numerals** (except when there is only one paragraph). Each paragraph ends with a semicolon except for the last one which **ends with a full stop**.

TIP
You should try to get your suggestions included in the operative paragraphs because they call for concrete actions. Only in this way will you be able to ask concrete actions from your Governments back home.

The different strength of introductory verbs in resolutions.

An important aspect of the resolution’s wording is the introductory verb of the paragraph, because it reveals different levels of commitment to an issue or action. For example, if a paragraph begins with “Recommends Member States include official youth delegates into their delegations to the General Assembly” it is weaker than if it begins with “Urges Member States to include official youth delegates into their delegations to the General Assembly”.

The most common introductory verbs in United Nations resolution are listed from the weakest to the strongest

PREAMBULAR PARAGRAPHS	OPERATIVE PARAGRAPHS
Takes note/Notes Takes note with appreciation Welcomes	Recommends Invites Calls upon Appeals Urges Strongly urges Requests Demands Decides

Another important aspect of the wording is adverbs such as “as appropriate”. While it is sometimes a qualification that is necessary to get a new paragraph included into an outcome document, it is often used as a means to soften the text of a resolution.

CAUTION

Be aware that Member States can refuse to recognize agreed language in subsequent negotiations because they may not have favoured the initial agreement. To prevent this, you might want to find out whether the initial agreement was controversial by having a look at press releases from the time when the outcome document which you refer to was negotiated.

ANNEX 4: TIPS FOR WRITING AND MAKING A STATEMENT

STRUCTURING YOUR STATEMENT

- Be clear: what is the problem and how can it be addressed?
- In the beginning of your statement, use the peoples’ attention to convey your central message(s) and recommendations. Clearly identify a maximum of three central messages and recommendations.
- Get to the point quickly.
- Do not lose yourself in talking about the problem in general but make sure to focus on the youth aspect and the priorities of your organisation.
- In your statement’s main part expand on your key messages: why should the issue be addressed and how
 - Give background information e.g. provide statistics from recent United Nations reports on the issue.
- Provide concrete recommendations and don’t be vague. Be as clear as possible about the problems you address and the solutions your organisation sees for solving them.
- At the end of your statement, provide a short summary of your statement. Repeat the central messages and recommendations.

ALSO KEEP IN MIND...

Have as many people as possible read your statement. Ask them for suggestions regarding your statement’s content and language. Ensure that it is clear, concise and interesting to someone who has never heard it before.

Practice giving your statement. The better and more fluid the presentation of your statement, the easier it is for the meeting’s participants to listen to it, the more they will understand and the more likely they are to talk to you later on. Practice giving your statement by **reading it out** loud to people. Ask them for feedback. Let them tell you, for example, what parts of your statement you should pronounce more clearly.

Know parts of your statement by heart. Learn at least the first two to three sentences of your statement by heart. This enables you to look up and to look directly at the delegates when making your statement. You could, for example, look at the chairperson when you address them (“Mrs./Mr. Chairperson”) or to delegates when you address the international community (for example “The international community should”).

Modes of address within a statement/at a discussion

All statements should begin with: “Mrs./Mr. Chairperson” You may repeat this “Mrs./Mr. Chairperson, honorable delegates” anytime you go on to a new topic. Within a statement, a speaker should not say: “France, you said...” but: “As the honorable/distinguished delegate of France has told us...”

Examples of statements held by representatives of a Youth NGO and official youth delegates

Statement of the European Youth Forum and Pax Romana at the 45th Commission for Social Development Session in 2007: <http://daccessdds.un.org/doc/UNDOC/GEN/N07/612/34/PDF/N0761234.pdf?OpenElement>.

Statements of the major group “Children and Youth” at the Policy Session of the 15th session of the Commission for Sustainable Development:

- During the interactive discussion with major groups: www.un.org/esa/sustdev/csd/csd15/statements/youth_10may.pdf.
- During the discussion of inter-linkages and cross-cutting issues, including means of implementation: www.un.org/esa/sustdev/csd/csd15/statements/youth_2may_linkages.pdf.
- During a parallel session on industrial development: www.un.org/esa/sustdev/csd/csd15/statements/youth_1may_industry.pdf

Statements of the official youth delegates to the 62nd session of the General Assembly: www.jugenddelegierte.de/?page_id=454.

ANNEX 5: EXAMPLE OF A YOUTH NEWSLETTER



Newsletter from the Youth Delegates to the 62nd UN General Assembly

#3 October 12 2007



Youth Delegates All Over

Side-events, official statements, radio and TV interviews – the Youth Delegates have their hands full this week! Yesterday they met Secretary General Ban Ki-moon – and today you can watch them on UN TV.

Successful side-event on micro-finance

Close to 100 participants took part in the seminar on micro-finance organized by the Youth Delegates on Monday.

The side-event showed the importance of adapting micro-finance programmes to youth and the Youth Delegates are now working to include this in the resolution on Youth in the Global Economy.

Senegal co-sponsors the Youth Resolution

United Kingdom and Senegal co-sponsor the resolution on Youth in the Global Economy. The Youth Delegates strongly welcome this follow-up of Senegal's efforts for youth at the Commission for Social Development.

Youth Delegates to take a role at October 17

October 17 is the International Day to overcome Poverty. One of the Youth Delegates will co-speak with Secretary General Ban Ki-moon this day. Do like the Youth Delegates: Block your calendar – Stand up and Speak Out against Poverty!

Scouts in 100 at the UNGA

In 2007 the World Organisation of the Scout Movement (WOSM) celebrates its 100 anniversary. We asked Arturo Romboli from WOSM about their priorities for this year.

- One of our main priorities is non-formal education, and we are very happy that the proposed Youth Resolution from UK and Senegal acknowledges the importance of non-formal education.

The scouts were probably the first Youth Organisation to achieve ECOSOC status – in 1947.

- We also want to share our experiences from working with the United Nations and support the Youth Delegates as well as other international Youth Organisations present at the GA. I am very happy to see that the National Youth Delegates are so well prepared and work so well together this year, Arturo concludes.

Youth Delegate – how does it work?

We asked Ben Groom, Youth Delegate of Australia, how he became a UN Youth Delegate and how he prepared for the GA.

- The Australian Youth Delegate Programme began in 1999 and is facilitated by the Australian Department of Foreign Affairs and Trade (DFAT) and the United Nations Association of Australia (UNYA).

How were you selected?

- Any young Australian aged 15 - 24 can apply for the position. A committee made up of representatives of DFAT, UNYA and past youth delegates coordinate a 3-stage selection process that comprises an online expression of interest, a long essay and an interview. Last year approximately 300 young Australians applied for the position.

And how did you prepare?

- Australian Youth Delegates have the philosophy that the best way to represent young people is to meet as many fellow youth as possible and hear their concerns and aspirations. I spent several months travelling around the nation on a "listening tour" prior to the General Assembly.

How long are you here for?

- Australian Youth Delegates spend approximately two months in New York. This role involves following the GA General Debate during the addresses of Heads of State, addressing the 3rd Committee, providing youth input to the Australian Government and cooperating with other Youth Delegates.

Do you have any duties when you return to Australia?

- The Australian Youth Delegate summarizes his or her experience by providing DFAT with a full written report. It is also expected that the youth delegate will communicate the outcomes of this experience through media appearances and further consultation with the youth community.

For more information please contact Ben (this year's Aussie Youth Delegate) via youthrep07@unya.asn.au or www.youthrep.org.au.

Youth and Employment

Tuesday the Youth Consultative Group of the Youth Employment Network launched a new guide on how Governments and Youth Organisations can work together in creating more and better jobs. Arturo Romboli from World Scouting presented the new guide with support from ILO, the World Bank and the UN Programme on Youth.

Democratic and voluntary

ILO stressed the importance of working with democratic youth-led organizations. The Swiss Youth Delegate, Adina Rom, presented the views of the Swiss National Youth Council and thanked the Youth Consultative Group for all the voluntary work put into the guide.

Added value

- This guide is in itself an attest of the added value of global cooperation between Youth Organisations and international institutions, said Christoffer Gronstad from the European Youth Forum. The forum and the scouts are two of the 30 organisations behind the guide.

For more info: e-mail aromboli@scout.org

HIV/AIDS and Youth

Yesterday YOUTHFORCE presented the outcome of the XVI International Aids Conference held in Toronto in 2006. Sandra van Beest, Youth Delegate of the Netherlands, shared her experience from fieldwork on HIV/AIDS and ideas on how to link grassroots knowledge to UN decision making bodies.

Conclusions: The overwhelming interest from youth on HIV/AIDS clearly demonstrates that young people are willing to get involved and take their faith into own hands. What young people need from policy-makers is not incentives but opportunities. Youth must be involved at all levels of policy and decision making to resolve one of the most pressing socio-economic issues in the world.

ANNEX 6: EXAMPLE OF A YOUTH CAUCUS “KEEPING THE OVERVIEW” TABLE

A table like this one can be used by the input coordinator.

These suggestions apply to the draft youth resolution X version Y [Insert date]. Changes since last version of document are marked in red.

PARA-GRAPH	PROPOSED CHANGE	STATUS	RESPONSIBLE	WHICH COUNTRY WILL INTRODUCE THE SUGGESTION
Pream- bular pa- ragraph (PP 3)	Reaffirming the World Programme of Action to the Year 2000 and Beyond (WPAY) and the Supplement to the WPAY (new) (in line with Youth Caucus central suggestion #3)	Talked to delegate x1 of country X. Got preliminary ok. Delegate x1 of country X wants to know whether delegate y1 of country Y agrees to suggestion. Talk to delegate y1 of country Y to get ok. If successful: Tell Youth Caucus member A.	Youth Caucus member A Youth Caucus member B	Delegate x1 of country X (preliminary ok) Delegate y1 of country Y (to confirm)
Operative paragraph 3 (OP3)	Change: «promote GUARANTEE young women's equal access to (...)» (in line with Youth Caucus central suggestion #2)	Positive feedback from delegate z1 of country Z. Final agreement to introduce the changed wording still pending.	Youth delegate C	Delegate z1 of country Z (to confirm)
OP5 (formerly OP4)	Change: «invites CALLS UPON Member States to consider using USE the proposed goals and targets, as contained (...)»	Finished		Delegate x1 of country X will put forward the first part («calls upon» instead of «invites», confirmed) Delegate y1 of country Y will put forward the last part («use» instead of «consider using», confirmed)

ANNEX 7: EXAMPLES OF YOUTH CAUCUS EVALUATION FORMS

EVALUATION FORM

Your name (the evaluation can, of course, also be anonymous):

Your country:

Your organisation's name:

Your organisation's website:

Your contact details

E-mail:

Name on Skype:

Phone number:

Did you ever attend a United Nations meeting before? If yes, which one(s)?

Please be as concrete as possible.

- What can be improved in the preparation phase of the meeting?
- with regards to communication
- information sharing
- giving written input on behalf of the Youth Caucus

What kind of information did you miss before coming here?

How can the Youth Caucus' work during the meeting be improved?

Do you have any other comments?

FORM THAT HELPS YOU TO RECORD THE RESULTS ACHIEVED AT THE MEETING

Which conversations with actors at the meeting (e.g. delegates, Secretariat staff, UN Funds and Programmes) that took place this year can be followed up on by next year's Youth Caucus members?

- Name of organisation, position within organisation
- Name of contact person
- Content of the conversation and outcome
- Suggest meeting next year? If yes, what could be the outcome/what preparation is needed?

Copies of this publication are available in English.
If you want to receive more copies, send an e-mail to
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