

# **UN Albania Youth Advisory Group Terms of Reference**

UN Albania Youth Advisory Group is a group of individuals and/or representatives of UN Albania's stakeholders who have been nominated / selected to advise the UN in Albania Country Team (UNCT) on key youth issues of importance. Members of the UN Youth Advisory Group will have an opportunity to learn more about the UN programmes in Albania, learn about the functioning of the United Nations globally and provide suggestions to the UNCT about how programmes can better address Albania's youth and include a youth perspective in their components. Examples of activities that the UN Youth Advisory Group may engage in include:

- Assist to develop the "Youth" component/part of the UN Common Country Analysis for Albania (CCA), the Cooperation Framework (CF) and the 2030 Agenda.
- Assist/advise in shaping youth interventions under the new programme cycle.
- Assist in strengthening partnership of UN Albania with youth organizations and young people.
- Participate in UN advocacy events for Agenda2030 and SDGs achievement in Albania.
- Strengthen information dissemination and promotion of youth issues and interventions under UN Albania programme of cooperation, through active participation in UN campaigns like Decade of Action – UN@75, and/or through taking initiatives on its own.

The UN Youth Advisory Group's membership criteria are:

- The youth member shall be no younger than 18, and no older than 30 years of age at the start of her/his mandate.
- The youth member shall serve a mandate of 1 year with a possibility of extension to one more year
- Selection of UN Youth Advisory Group members will be done in two ways:
  1. Ten (10) nominations from the UNCT/UN Resident Coordinator's Office/UN Agencies and UN Albania's partner youth organisations, networks and activists (e.g. from RYCO, Youth Voice Network, UNA, etc.)
  2. Open call resulting in one representation / member per each of the 4 Albanian regions - using a transparent, inclusive and democratic process based on a set of criteria.

The UN Youth Advisory Group role is to:

- a) Support and promote the vision, mission and values of the UN and achievement of Agenda2030 and the SDGs in Albania

- b) Provide support to the UNCT through:
- Participation in relevant meetings as and when requested
  - Participation in working groups as requested
  - Participation in events, surveys, campaigns and other initiatives as agreed by the UN Youth Advisory Group or at the request of the UNCT Albania.
- c) Participate in planning the UN development framework in the country, providing inputs into the youth section of the CCA and UNSDCF from the start and throughout the programme cycle; ensuring the programme is inclusive of youth issues, comprehensive, relevant, in harmony with young people's vision, values and goals; contribute in implementation and achievement of the programme's objectives.
- d) Promote and enhance the UN's image, promoting the work of the UN Albania to government partners, central and local partners and authorities, among national and international youth networks, and other stakeholders.

## 2. Code of Conduct

- a) The UN Youth Advisory Group members will
- o Devote sufficient time to be productive UN Youth Advisory Group members
  - o Prepare for the UN Youth Advisory Group meetings
  - o Participate actively in the UN Youth Advisory Group meetings and discussions
  - o Contribute in good faith
  - o Maintain independence, objectivity and absolute confidentiality with regard to the protection of UN's interests
  - o Maintain awareness of UN's vision, mission, values and plans, and be guided by these documents in all contributions to the UN Youth Advisory Group work.
- b) Compensation
- Advisory Group members serve on a voluntary basis. No compensation is paid.
- c) Engagement

The UN Youth Advisory Group will act at all times with absolute impartiality.

The UN Youth Advisory Group will not make offers, promises or undertakings of any kind on behalf of the UN Albania.

The UN Youth Advisory Group members will not engage in staff disputes.

In the interests of consistency, institutional memory and effectiveness, the UN Youth Advisory Group members participate in all UN Youth Advisory Group meetings, if possible. They will accept decisions taken during such meetings if they are unable to be present. The UN Youth Advisory Group members will attend meetings and other support mechanisms, as requested, without the use of proxies or substitutes.

### 3. Guidelines for Meetings of the UN Youth Advisory Group

- The UN Youth Advisory Group meets ad hoc as per request of UNCT.
- Meetings will be planned at least two weeks prior to the date of the meeting.
- UNYAG members will be informed accordingly and respective agenda distributed before the meeting.
- Members of the UN Youth Advisory Group may be invited to contribute ideas for the prospective agenda and review proposed agenda content.
- The UNRCO may propose the participation of other stakeholders in the UN Youth Advisory Group meetings in order to enrich the discussion.
- Members will consider the draft agenda and prepare ideas, suggestions and questions as they deem appropriate.
- Members will confirm their participation or send apologies for absence by email, no later than two working weeks before the scheduled date of the meeting.
- Members may be invited to make specific inputs to the meeting.
- The UN Youth Advisory Group will prepare short feedback/update report for consideration by all members and submit to UNCT.
- Meetings will be facilitated by a representative of the UNCT/UNRCO.
- Minutes are taken by a UNRCO staff member. The Minutes are a record of the meeting's conclusions, not a record of processes. No attribution to any individual will be specified in the minutes, unless specifically requested by a member.