

## UN Albania Youth Advisory Group Terms of Reference

The United Nations (UN) in Albania is committed to promoting youth engagement and participation in the implementation of the Sustainable Development Goals (SDGs) and the UN Sustainable Development Cooperation Framework (UNSDCF). To ensure that youth voices are heard in decision-making processes, the UN Albania Youth Advisory Group (YAG) is established as a consultative mechanism to provide insights, perspectives, and recommendations on youth-related issues.

UN Albania Youth Advisory Group (UNYAG) 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 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.

### **1. 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. Participate in UN advocacy events for Agenda2030 and SDGs achievement in Albania and advocate for youth participation in decision-making processes at local, national, and international levels.
- c. Participate in designing and 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 to the implementation and achievement of the programme's objectives. Assist/advise in shaping youth interventions under the new programme cycle Joint Work Plans to strengthen youth engagement in UN initiatives, policies, and programmes.
- 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.
- e. Facilitate dialogue between young people and UN agencies in Albania and assist in strengthening partnership of UN Albania with youth organizations and young people.
- f. Strengthen information, dissemination and promotion of youth issues and interventions under UN Albania Cooperation Framework, through active participation in UN campaigns like Decade of Action and other, to support UN Albania's outreach and awareness-raising on key youth issues and related UN initiatives.

### **2. Provide support to the UNCT and the UN Youth Task Force through:**

- a. Participation in relevant meetings as and when requested
- b. Participation in working groups as requested

- c. Participation in events, surveys, campaigns and other initiatives as agreed by the UN Youth Advisory Group or at the request of the UNCT Albania.
- d. Engage in consultations, workshops, and awareness campaigns.
- e. Collaborate with other stakeholders, including government institutions, civil society, and the private sector.

**3. The UN Youth Advisory Group's membership criteria are:**

- a. The youth member shall be no younger than 18, and no older than 30 years of age at the start of her/his mandate.
- b. The youth member shall be from diverse backgrounds, including but not limited to:
  - Youth-led organizations, networks, and movements.
  - Underrepresented and marginalized communities (e.g., Roma and Egyptian youth, persons with disabilities, rural youth, LGBTQ+ youth).
  - Students, entrepreneurs, young professionals, and activists engaged in social, economic, and environmental causes. The youth member shall serve a mandate of 2 years. Selection of UN Youth Advisory Group members will be done in three 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, UNAA, etc.);
    2. Open call resulting in one/ two representation / member/s per each of the 4 Albanian regions - using a transparent, inclusive and democratic process based on a set of criteria;
    3. One youth nominated by the National Youth Agency of Albania to ensure alignment with youth policies and youth agenda in the country.

**4. Code of Conduct**

- a) The UN Youth Advisory Group members will
  - Devote sufficient time to be productive UN Youth Advisory Group members
  - Prepare for the UN Youth Advisory Group meetings
  - Participate actively in the UN Youth Advisory Group meetings and discussions
  - Contribute in good faith
  - Maintain independence, objectivity and absolute confidentiality with regard to the protection of the UN's interest
  - 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.
  - Always consult with UNRCO Communications focal point before speaking on behalf of or associating with any UN agencies. If a UN Youth Advisory Group (UNYAG) member uses the UN logo or any reference to the UN or its agencies, without previous written approval, the team supporting the UNYAG has the right to revoke the individual's UNYAG membership.
  - Act as youth ambassadors by promoting UN values and priorities.
- b) Compensation

The group will operate on a **non-remunerated basis**, though expenses related to participation in official activities may be covered by the UN.

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.

### **5.Guidelines for Meetings of the UN Youth Advisory Group**

- The UN Youth Advisory Group meets ad hoc as per request of UNCT/ UNYTF.
- 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 the proposed agenda content.
- The UN Chair of the UN Youth Task Force jointly with 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 input at the meeting.
- The UN Youth Advisory Group will prepare short feedback/update report for consideration by all members and submit to UNCT/UNYTF.
- Meetings will be facilitated by a representative of the UNYTF/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.

### **6. Reporting**

An annual report summarizing key activities, achievements, and challenges will be prepared.