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YOUTH FORUM GUIDELINES



Introduction

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

Because the Forum precedes the Africa Scout Conference, it also provides an opportunity for Conference delegates to listen to the views of the young members of the Scout Movement in relation to issues that concern them.

Objectives of the Forum

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

Participants

1. Role of participants
 1. Before the Forum:
 - i. To make contact with their respective NSO about the Youth Forum and to seek clearance for their participation.
 - ii. To gather information in the country through national and local youth forums about the topics in discussion; and
 - iii. To inform the Regional Youth Forum planning committee (through the NSO) about potential Youth Forum discussion topics.
 2. During the Forum:
 - i. To take a stance on what they feel about the topic of discussion.
 - ii. To actively participate during the Youth Forum.
 - iii. To motivate other participants to participate actively in Forum matters.
 3. After the Forum:
 - i. To disseminate information gathered at the Africa Scout Youth Forum back to the youth in their NSOs.
 - ii. To promote the idea of Youth Forums in their countries to encourage youth involvement in decision-making at the local level.
2. Description
 1. Regional Youth Forum participants must be between 18 and 26 years of age during the year of the forum.



2. There are two categories of participants at the Youth Forum: delegates (participants with the right to speak and vote) and observers (participants with the right to speak but not to vote).
3. Each NSO may appoint two delegates and three observers, i.e. a maximum of five participants per NSO.
4. The host NSO may nominate additional participants as observers, but not more than 20 percent of the total Youth Forum participants.
5. The Planning Committee may invite youth from other Regions of WOSM to participate, with each Region being given a slot of a maximum of two participants.
6. Potential member countries within Africa Region may also be invited to send a maximum of two participants as observers.

3. Selection

1. NSOs are responsible for the selection and recommendation of participants to a Regional Youth Forum.
2. Names of the selected participants should be submitted to the Youth Forum Planning Committee and the Regional Secretariat at least three months prior to the Regional Youth Forum. The NSOs should ensure that the selection process is democratic and should involve young members.
3. Those selected should have the capacity to contribute to the forum discussions.
4. As far as possible, NSOs should try to achieve an even representation and consider gender balance in cases where the NSO includes both male and female members.

Administrative Structure

1. Planning Committee

1. Composition: The Planning Committee must be composed of at least:
 - i. A member of the Africa Scout Committee.
 - ii. A Forum Director (from the host Association).
 - iii. The Chairman or any member of the Youth Advisor elected at the previous Youth Forum.
 - iv. An executive from the World Scout Bureau/ARO in charge of the youth programme.
2. Functions: The Planning Committee has the following tasks:
 - i. To develop themes, objectives and an agenda for the Regional Youth Forum and to recommend these to the Africa Scout Committee for approval.
 - ii. To inform NSOs of the theme of the Youth Forum six months before the event to enable them to adequately prepare their young people to contribute meaningfully during the Forum.
 - iii. To choose the working methods of the Youth Forum.



- iv. To support the Steering Committee, if needed, in their conducting of the Youth Forum.
2. The Steering Committee (only official youth delegates can stand for election as members of the Steering Committee)
 1. Composition. The Steering Committee comprises:
 - i. Six members elected by the Youth Forum delegates at the previous Regional Youth Forum.
 - ii. A chairperson elected from among the six elected members in their first meeting during the previous forum.
 - iii. A vice chairperson elected from among the six elected members in their first meeting during the previous forum.
 - iv. A secretary elected from among the six elected members in their first meeting during the previous forum.
 - v. A general rapporteur elected from among the Youth Forum delegates.

The Steering Committee shall be elected for a fixed term of three years. No two members of the same NSO shall serve as members of the Steering Committee at any one given time. In case any member of the Steering Committee is unable to perform their functions, their NSO will be invited to nominate a replacement to the Steering Committee.

1. The Steering Committee has the following tasks:
 - i. To assist the Forum in achieving its objectives.
 - ii. To adapt the agenda, if required, to meet the needs of the Forum.
 - iii. To represent the Forum at the Africa Scout Conference.
 - iv. To ensure follow-up of the results of the Forum, liaise with Forum participants about the implementation of the Forum recommendations by their NSOs, and maintain communication among Forum participants.
2. Forum Chairperson's Functions:
 1. To chair the Africa Regional Youth Forum.
 2. To draft a report on the result of the Youth Forum which must be handed to the Planning Committee of the Forum one year in advance.
3. Vice Chairperson's functions:
 1. To chair the Regional Youth Forum in the absence of the Chairperson.
 2. To chair the Forum recommendations committee and formulate recommendations arising therefrom for adoption by the Youth Forum and subsequent presentation to the Africa Scout Conference and inclusion in the final Youth Forum report.



4. General Rapporteur's functions:
 1. To maintain the records of the Youth Forum deliberations assisted by the secretary of the Steering Committee.
 2. To prepare a summary report of the Youth Forum for presentation to the Africa Scout Conference, and to draft a report of the Youth Forum including its recommendations and hand same to the Youth Forum Planning Committee no later than six months after the Youth Forum.

Voting Rules

General Rules

1. Only official delegates to the forum may take part in the voting. Each delegation is represented by a maximum of 2 delegates.
2. Decisions will be taken on simple majority of the votes cast. Abstentions are not considered.
3. For general voting, each delegate may cast one vote.
4. Voting may be by show of hands; if there is no visibly clear majority, the chair may call for a vote by roll call of delegates or by secret ballot.
5. The results of the votes shall be binding to the forum delegates

Electing Youth Advisors

1. 6 Youth Advisors shall be elected during the forum. A maximum of one delegate per participating country may be elected to serve as a youth advisor at any given forum
2. Only official delegates qualify for election as youth advisors
3. All those seeking to be elected as youth advisors shall be required to submit their nominations on the duly provided form by the deadline set by the forum planning committee.
4. Each delegation may cast a maximum of two votes per candidate for up to six of their preferred candidates. This means that a maximum of 12 votes may be cast by each delegation distributed among a maximum of six candidates appearing on the ballot paper
5. The tellers will have the responsibility of tallying the votes and announcing the names of the six successful candidates to the delegates through the Forum chair.
6. The principle of zonal representation shall apply when electing the Youth Advisors. Each of the five zones namely east, west, southern, central and Indian ocean zonal representatives at the forum shall elect one delegate among themselves to fill the five slots reserved for the Youth Advisors from each zone. The remaining one slot shall be subjected to voting in plenary at the forum.



Responsibilities of the host National Scout Organization

The host NSO will perform all functions similar to those it performs in hosting the Africa Scout Conference to ensure the smooth running of the Youth Forum.

The host NSO shall establish a Host Committee headed by the Youth Forum director and made up of young members to offer logistical support to the Youth Forum Planning Committee.

Responsibilities of the Africa Scout Committee

1. The Africa Scout Committee is responsible for approval of the theme and agenda of the Africa Scout Youth Forum as recommended by the Planning Committee.
2. The Africa Scout Committee needs to devote necessary resources to ensure the success of the Youth Forum.
3. The Africa Scout Committee studies the recommendations of the Youth Forum, considers them, and may include them as action steps in its plans.

