

# Terms of Reference: South-East Asia Youth Network (SEAYN)

TOR Revision: SEA Youth Network / Bangkok / 2017

## Introduction/Rationale

Strategy 2020 stresses the importance of the Red Cross and Red Crescent Youth by “acknowledging their skills as innovators, inter-cultural ambassadors and peer- to-peer facilitators”. Youth Policy (2011) also promotes national, regional, and international networks established by young people themselves as “an invaluable contribution to sharing knowledge and innovation across the Red Cross Red Crescent Movement”.

Southeast Asia National Societies (SEA NSs) leadership identified a need to create a certain platform at the regional level for their youth staffs and youth leaders to equally and jointly share, discuss issues of youth and generate solutions which can strengthen and accredit NS-led initiatives.

For this reason, SEA NS leadership supported and endorsed the launch of Southeast Asia Youth Network (SEAYN) as an official youth platform, which can create a space to share best practices between NSs and to generate new ideas, solution, concepts, approaches/tools, campaigns, and projects through an approval of the SEAYN Terms of Reference (ToR) in 2014. The creative space meant a sustained attention be given to innovations that can be tested, prototyped, piloted in the network and then be reviewed by others before the ideas are adopted by decision-makers and used in greater scale and are replicated at other places.

Since then, the SEAYN serves to provide the crucial link and platform for the SEA Youth to connect and strengthen the Humanitarian Action by sharing their activities and best practices with their peers within and out of the movement globally. The network is a place where ideas can be tested with speed and free of fear to fail by addressing challenges through thinking ‘outside of the box’ and identifying more efficient and alternative ways to support and empower the youth and strengthen the NS.

The SEAYN contributes to the One Billion Coalition for Resilience (1 B.C.) and Global Sustainable Development Goals (SDGs indicators 1.5.3 and 16.1.1) through their partnerships with the different stakeholders and by empowering youth into peace-building actions. It is also a sub-network linked to a Region-wide network, Asia Pacific Youth Network (APYN), a network of youth leaders representing the whole Asia and Pacific.

The SEAYN has a special characteristic as a youth network by ensuring equal participation of NS Youth Focal Staff and Youth Leaders in it. The SEA NSs participate and commit to the SEAYN by nominating their NS Youth Focal staff and Youth Leaders (also Volunteers) to be Members of the SEAYN.

The SEAYN establishes its Coordination Team (CT) in its structure and works with the Movement Youth Policy (2017) and its Strategy as well as supports NS Youth Plans to allow for SEA NSs to strengthen Youth and to encourage Youth initiatives through the SEAYN, while also gaining the ability to extend peer to peer support among the SEAYN.

## Definition of the SEA Youth Network

The Network consists of 22 Members: NS Youth Focal Staff and Youth Leaders (also Volunteers) nominated from 11 National Societies: Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor-Leste and Vietnam.

NS Youth Focal staffs should be Youth Programme Managers and Directors that have decision making capacity on behalf of the Youth department and National Society. It is advisable that the NS Youth Leaders are Youth Presidents or Youth Volunteer leaders that are in the capacity to represent the Youth in their National Society.

All 11 NS has close collaboration with the ASEAN Network. SEAYN seeks to contribute towards the aim and purposes of ASEAN. The Network is led by their Coordination Team and supported by IFRC Bangkok Country Cluster Support team.

## Vision of the SEA Youth Network

To enhance South East Asia National Societies' service delivery by developing and empowering RCRC Youth, through peer to peer approach in the aspirations for a positive change.

## Mission of the SEA Youth Network

The Network aims to unite and represent the voices of SEA Youth Volunteers, Members, Staff and Supporters in the region. The Network will encourage Youth engagement for greater humanitarian action, development and resilience. It will also promote a culture of friendship to learn and share best practices across the National Societies.

## Functions of the SEA Youth Network

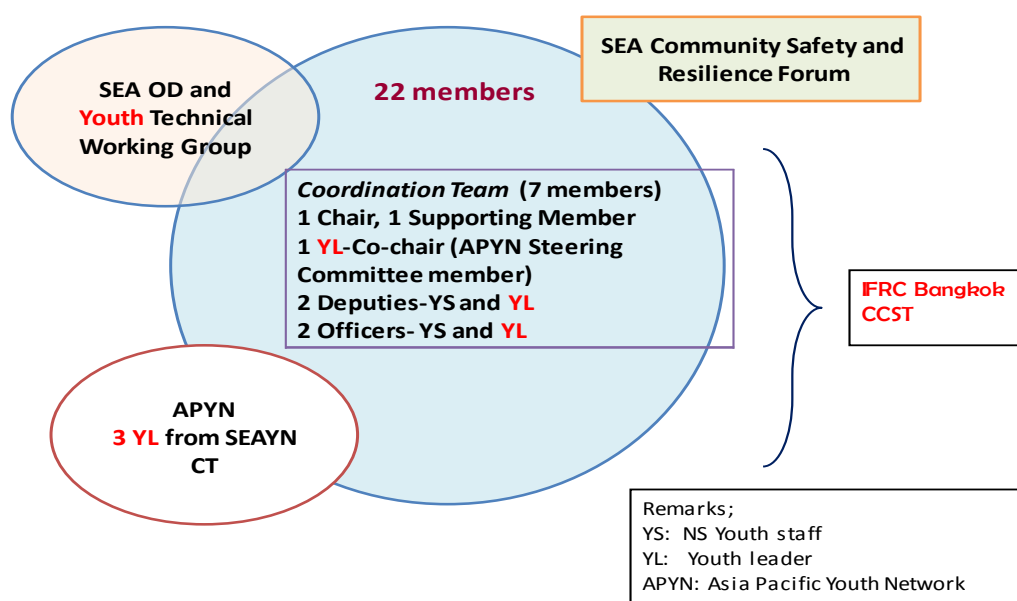
The role of SEA Youth Network is to be an effective advocate for RCRC SEA Youth empowerment in the region and to be peer-to-peer champions in Youth engagement for humanitarian actions and resilience. The functions of the Network are envisioned to include:

- **Opportunity:** to explore opportunities to increase the capacity of SEAYN Members, through peer to peer support by mobilizing the resources (financial, technical and human resources).
- **Discussion:** to identify the issues and concerns of the Network jointly and discuss solutions for improving Youth.
- **Platform:** to provide platform for SEA Youth to engage and share information, knowledge and best practices.
- **Project:** to develop regional youth programme/project (calling projects) and implement them.

- **Advocacy:** to advocate the Network activities to NSs leadership, stakeholders, relevant partners and practitioners, and update regional and global Youth trends to SEA Youth communities.

These 5 functions are not standalones but interlinked to one another to strengthen the mission of SEAYN.

### Structure of the SEA Youth Network



### Working system of SEA Youth Network

No	Item	Period	Method
1	SEAYN Annual Meeting and Field visit hosted by the Chair	Annually	Face to face
2	SEAYN CT Meeting	Bi-Monthly 6 Months	Online Face to face
3	SEAYN Meetings	Bi-Monthly	Online

## **SEA Youth Network Leadership - Coordination Team (CT)**

### **Composition of Coordination Team**

- The Coordination Team comprises of 7 Network members; 6 members from 3 NSs and 1 APYN Steering Committee (SC) member. Those include 1 Chair, 1 Supporting Member, 2 Deputy Chairs, 2 Officers and 1 APYN SC member (who will be elected by SEAYN members and will be Co-Chair).
- When nominated, it is mandatory for National Societies to accept CT roles on a rotation basis. National Societies can defer the role for a maximum of one term.

### **Minimum Eligibility for Candidates for Co-Chair**

- Red Cross Red Crescent experience is a vital characteristic for any candidates.
- Candidates must be a youth leader(volunteer) and have a good command of English in understanding, speaking and writing.
- Candidates must be nominated and authorized by their respective NSs leadership to engage and act in SEAYN.
- Youth Leader Candidates should be aged 30 or under at the time of first nomination to the SEAYN.

### **Coordination Team Representation in other Networks and partnership**

- The Chair and one of the Deputy Chairs will join the SEA Community Safety and Resilience Forum, representing the SEAYN.
- Two Youth Leaders in positions of Chair and either Deputy or Officer will represent the SEA Youth Network in the APYN Coordination Committee (CC), together with one Youth Leader elected by Youth Leaders as APYN Steering Committee member.
- The SEAYN Coordination team will represent the SEAYN in deliberations with partners and stakeholders.

### **Tenure of the Coordination Team**

The tenure in each role is 1 year except the Co-chair. The new Coordination Team is nominated in the Network annual meeting. The Co-chair has a tenure of 2 years after an election. If any team member leaves the position, that specific NS nominates a successor following a certain selection process and makes sure that the successor will receive a handover and briefing session by the Team.

### Chart of Coordination Team<sup>1</sup>

No	RC/Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
1	Brunei <sup>2</sup>									Off	
2	Cambodia	Chair Dep	Chair								
3	Indonesia	Off	Dep	Chair							
4	Laos		Off	Dep							
5	Malaysia			Off	Chair						
6	Myanmar						Off	Dep	Chair		
7	Philippines				Dep	Chair					
8	Singapore				Off	Dep	Chair				
9	Thailand								Off	Dep	Chair
10	Timor Leste					Off	Dep	Chair			
11	Vietnam							Off	Dep	Chair	

### Specific Roles and Responsibility of Coordination Team

Positions	Roles and responsibility
Chairperson	a. <b>Represent</b> in global and regional events as a chair of SEAYN b. <b>Lead</b> the Network and the Coordination Team and be responsible for institutional filing and records of SEAYN for the next successor. c. Be responsible <b>for Facebook, RCRC Resilience Library</b> d. <b>Host</b> the Annual Meeting with their own NS resources

<sup>1</sup> Chart of coordination team; it indicates turn of NSs according to year, which should have roles in the Coordination Team.

<sup>2</sup> **Dep** indicating Two Deputy Chairs, and **2 Off** indicating Two officers. All are Network Members.

<sup>2</sup> According to request of BRC, in 2013, the chair will be Cambodia Red Cross and the Deputy Chair will be Brunei Red Crescent.

	<ul style="list-style-type: none"> <li>e. <b>Summon</b> the CT meeting and SEAYN meeting (online) by using Doodle or fixed calendar</li> <li>f. Finalize and <b>circulate agenda at least 1 week</b> advance of any SEA Youth network events developed by CT.</li> <li>g. Keep the Network members <b>updated on the key issues</b> of the Network and facilitate the discussion as necessary (e.g. change of members)</li> <li>h. Develop and finalize the <b>SEAYN Plan of Action</b> (annually) of the Network with the Network members in the annual meeting and present the final plan with details to the Network members and stakeholders.</li> <li>i. <b>Report to</b> the Network members and its stakeholders on the work of Network in annual meeting and relevant forum</li> <li>j. <b>Work with IFRC Bangkok office</b> on all issues including global agenda and capacity building activities to deliver the Network action plan.</li> <li>k. <b>Manage the financial resources</b> of the Network properly with the coordination of the IFRC Bangkok office, and provide regular updates to the Network members</li> </ul>
<b>Supporting member to Chairperson</b>	<ul style="list-style-type: none"> <li>a. <b>Support to Chair</b> to represent in global and regional events as a chair of SEAYN</li> <li>b. <b>Take minutes of all SEAYN meetings</b> in coordination with the Officer and <b>circulate to all members</b> thereafter</li> <li>c. Be responsible for <b>institutional filing and records</b> of SEAYN for the next successor</li> <li>d. Support NS to <b>host the Annual Meeting</b></li> <li>e. <b>Remind the calendar</b> of CT meeting and SEAYN meeting (online) to CT members and others</li> <li>f. <b>Finalize the agenda in a clear format</b> in advance of any SEA Youth network events to support a circulation</li> <li>g. Support <b>to develop a report for the Annual Meeting</b></li> <li>h. <b>Work with IFRC Bangkok office</b> relating above work</li> </ul>
<b>Co-chair (APYN SC)</b>	<ul style="list-style-type: none"> <li>a. <b>Liaise SEAYN to APYN</b> and represent the SEAYN in APYN with a collective voice as a Co-chair of SEAYN</li> <li>b. <b>Be a Co-chair during an absence of Chair</b> and lead the Network and the Coordination Team</li> <li>c. Keep the Network members <b>updated</b> on the Regional and Global Youth initiatives and programmes</li> <li>d. <b>Collect the opinions and updated outcome</b> from the SEAYN and APYN, reflect and advocate.</li> <li>e. <b>Coordinate with APYN CC Members</b> for the better representation</li> <li>f. <b>Work with IFRC Bangkok office and AP office</b> on key issues, global agendas and capacity building activities to deliver the Network action plan</li> </ul>
<b>Deputy Chair</b>	<ul style="list-style-type: none"> <li>a. Be responsible for <b>Advocacy</b> to all levels of NSs and stakeholders by supporting to Chair</li> </ul>

	<ul style="list-style-type: none"> <li>b. Develop <b>a detailed plan</b> (Gantt chart, timeframe and budget if necessary) for implementation of SEAYN action plan and submit to the Chair and present in the first meeting of SEAYN. It includes calendar of online meetings, Newsletter collection, collection of case studies</li> <li>c. Develop the <b>SEAYN newsletter</b> on quarterly basis by collecting information from SEAYN Members</li> <li>d. <b>Propose agenda for CT meeting</b> and consolidate of the CT meeting</li> <li>e. Invite and arrange <b>facilitators, speakers</b> in the SEA Network meetings and forums in a close coordination with Bangkok office</li> <li>f. Implement <b>any assigned tasks</b> by mobilizing the Network members and by various methods and regular updates of progress</li> <li>g. Provide <b>a summary on the progress of the Action plan</b> to the newsletter and Chair on quarterly basis.</li> <li>h. <b>Be a Chair during an absence of 2 Chairs</b> and lead the Network and the Coordination Team and ready for the Chair position</li> <li>i. <b>Work with IFRC Bangkok office</b> for a better coordination on Advocacy</li> </ul>
<b>Officer</b>	<ul style="list-style-type: none"> <li>a. Collect and compile the updated <b>statistical data and information</b> related to youth from the Network members and submit to the chair for the agenda consolidation and present it in the meeting (bi-monthly).</li> <li>b. <b>Take and share meeting minutes</b> for any SEA Youth Network meetings and forums and be responsible for <b>documentation and submit to CT within 1 week</b></li> <li>c. <b>Collect the opinions and updated information</b> from the SEAYN and reflect, advocate to the CT</li> <li>d. <b>Work with IFRC Bangkok office</b> on minutes development</li> <li>e. Implement <b>any assigned tasks</b> by mobilizing the Network members and by various methods and regular updates of progress</li> <li>f. Provide <b>a summary</b> on the progress of the Action plan to the newsletter and Chair on quarterly basis.</li> <li>g. Be ready for being a next position as Deputy.</li> </ul>

## SEAYN Network Members - Roles and Responsibilities

Made up of 22 Members: NS Youth Focal Staff and Youth Leaders (also Volunteers) nominated from 11 National Societies;

- To attend meetings and activities as scheduled
- To provide updates and information of their activities every six months, to contribute towards the SEAYN Newsletters
- To lead the implementation of the Plan of Action of the SEAYN and report as representatives of their respective National Societies

- To ensure all activities and outcomes of the SEAYN are reported back to the National Societies and SEAYN CT
- To promote the interest of SEAYN to the decision -making body, Management or Board of Governance of the National Societies
- To provide peer to peer support to other National Societies coordinated by the CT.

### IFRC Bangkok CCST- Roles and Responsibility

IFRC Bangkok CCST works as a Secretariat to the SEAYN and Coordination Team;

- To support them to create enabling working environment for themselves
- To support them to arrange and hold their meetings in an efficient way
- To support them to build a partnership with other non-RC entities and regional initiatives
- To support them to follow their ToR and keep updated.

### Partnership

SEAYN advocates as the most explicit partner of choice to the South-East Asia region in terms of youth empowerment, engagement and development and shares and promotes SEAYN human & technical resources and best practices such as toolkits, concepts and training materials. One of the existing partnership is with ASEAN Senior Officials Meeting for Youth (SOMY) addressing the pillar of cultural and social community which is aligned to the SEAYN mission.

The SEAYN and IFRC Bangkok CCST work with its NS/IFRC various departments and collaborate with IFRC reference centres, communities of practice, thematic networks (e.g. GD, migration, fund-raising, FA, PSS, PMER etc.) and other sub regional Youth networks.

The SEAYN pursues a partnership with the Government authorities, the Association of Southeast Asian Nations (ASEAN) Youth, Sports and Education sector, UN organisations, Youth Union/Scouts, IG, NGOs, CSOs, academia and the Private sectors with a shared vision to augment & mobilise resources for humanity. The SEAYN collaborates with non-RC entities such as schools, academia, Disaster Preparedness and Mitigation, Social and Health Institutions who are already working in partnership with its respective NSs.

### Sustainability

SEAYN aims to be a **sustainable youth network** that is supported by its own branding as a preferred youth developer which is well-positioned to groom youth and youth leaders in coalition for humanity.

To sustain the Network with a high engagement of members, the resource mobilisation is a key priority. SEAYN pursues various activities of resource mobilisation through a partnership with private sectors and cooperate sectors.

The main funding for the SEAYN activities primarily comes from three sources:

- Budgets of the Federation's Regional /Bangkok CCST/country plans
- Fund raising activities among the SEAYN and SEA Youth.
- Budgets of the individual national societies of the region through the possible membership fees



It is intended that the share coming from the national societies in the region will increase over time.

To carry out SEAYN duties and activities based on its Plan of Actions and guided by its Terms of Reference, SEAYN requires annual budget as the following:

- Budget to carry out SEAYN Annual Meeting & CT meeting
- Budget for the representations to attend the various events/meetings for a partnership
- Budget for the SEAYN-wide Youth Empowerment Programmes
- Budget for the Peer-to-Peer support activities & platforms.
- Budget for the IFRC Bangkok CCST youth coordinator as a secretariat, for the technical support and coordination

The SEAYN Coordination team will work in unison with the IFRC Bangkok CCST and will report to the SEAYN members during online and face-to-face meetings about the partnership and financial status.

### **Review and Revisions of the ToR**

Review and revision of the ToR will be based on the request of at least two-thirds of the Network Members. Revision request(s) should be in consultation with the Coordination Team. This ToR was finalised by the NS Senior management, OD and Youth participants in the Southeast Asia OD and Youth Forum in May, 2013 in Kuala Lumpur, Malaysia. This revision is finalized at the 5<sup>th</sup> Annual SEAYN Meeting 2017 held in Manila, Philippines, with the participation of the SEAYN Members.