

**Annex I: Coordination Team Guidelines**

Role	Responsibilities
<p><b>Chair</b></p>	<p>SUMMARY OF MAIN RESPONSIBILITIES:</p> <ul style="list-style-type: none"> <li>- Official Representation</li> <li>- Assuring CT continuity</li> <li>- Hosting SEAYN Annual Meeting</li> <li>- Leading Implementation of SEAYN Action Plan (year in charge)</li> <li>- Facilitating Planning of SEAYN Action Plan (for following year)</li> </ul> <p>DETAILS:</p> <ol style="list-style-type: none"> <li>1. Represent SEAYN in global and regional events (e.g. SEA NS Leadership meeting and ASEAN forums or meetings)</li> <li>2. Lead the Network and the Coordination Team and is responsible for institutional filing and records of SEAYN for the next Chair.</li> <li>3. Responsible for guiding the consultation and consensus process aimed at assuring the continuity of the Coordination Team; once verified the commitment of National Societies to be part of the Coordination Team, the Chair should update the rotation chart and officially communicate the outcome to SEAYN members.</li> <li>4. Host the Annual Meeting in coordination with IFRC CCST Bangkok and the other SEAYN members</li> <li>5. Summon the CT meeting and SEAYN meeting (in person and online)</li> <li>6. Finalize and circulate agenda at least 1 week in advance for any SEAYN event developed by CT.</li> <li>7. Keep the Network members updated on the key issues of the Network and facilitate the discussion as necessary (e.g. renewal of members)</li> <li>8. Develop a proposal for the SEAYN Plan of Action for the following year in close collaboration with the CT and guides its finalisation during the annual meeting.</li> <li>9. Responsible for driving the implementation of the new SEAYN annual plan approved at the time of new CT appointment</li> <li>10. Report to the Network members and its stakeholders about the implementation of SEAYN annual action plan and other Network activities during the annual meeting and in relevant forums</li> <li>11. Work with IFRC Bangkok office in performing the above-mentioned tasks.</li> </ol>
<p><b>Supporting Member to Chairperson</b></p>	<ol style="list-style-type: none"> <li>1. Supports the Chair in all the tasks to be performed</li> </ol>
<p><b>Co-Chair (APYN SC)</b></p>	<p>SUMMARY OF MAIN RESPONSIBILITIES:</p> <ul style="list-style-type: none"> <li>- Official Representation and Linking with APYN</li> <li>- Global Youth Updates</li> <li>- SEAYN Communication</li> </ul> <p>DETAILS:</p> <ol style="list-style-type: none"> <li>1. Liaise with APYN representing Southeast Asia National Societies Youth</li> <li>2. Represent SEAYN in global and regional events in coordination with the Chair</li> <li>3. Lead the Network and the Coordination Team in absence of the Chair</li> <li>4. Keep SEAYN members updated on the Regional and Global Youth initiatives and programmes</li> <li>5. Responsible for managing SEAYN Facebook page and all other communication channels linked to SEAYN</li> <li>6. Work with IFRC CCST Bangkok office and IFRC AP Regional Office on key issues, global agendas and capacity building activities in order to implement SEAYN annual action plan</li> </ol>

<p><b>Deputy Chair</b></p>	<p><b>SUMMARY OF MAIN RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>- SEAYN Advocacy (including SEAYN Newsletter)</li> <li>- Technical responsibility for SEAYN Action Plan implementation</li> <li>- Technical responsibility for Planning SEAYN Action Plan (which will lead as new Chair)</li> <li>- Commitment to the position of Chair for the following year</li> </ul> <p><b>DETAILS:</b></p> <ol style="list-style-type: none"> <li>1. Responsible for SEAYN Advocacy with all relevant stakeholders (both internal and external) in support to the Chair</li> <li>2. Develop a detailed plan (Gantt chart, timeframe and budget if necessary) for implementation of SEAYN annual action plan to submit to the Chair and present in the first meeting of SEAYN after the approval of the action plan. It includes the calendar of online meetings, the planned Newsletter collection and references to case studies where relevant.</li> <li>3. Report to the Chair on a quarterly basis about the implementation of SEAYN annual Action Plan based on the information collected by the Officer</li> <li>4. Develop and circulate SEAYN newsletter on quarterly basis based on the information collected by the Officer</li> <li>5. Propose to the Chair the agenda for CT meetings</li> <li>6. Propose external guests to be invited to SEAYN meetings (online and in-person) in close coordination with IFRC CCST Bangkok office</li> <li>7. Perform the role of Chair in absence of the Chair and Co-Chair leading the Network and the Coordination Team</li> <li>8. Commits to assume the role of Chair for the following year</li> <li>9. Work with IFRC Bangkok office in performing the above-mentioned tasks.</li> </ol>
<p><b>Officer</b></p>	<p><b>SUMMARY OF MAIN RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>- Monitoring and reporting (collecting information from SEA National Societies to be shared with Deputy)</li> <li>- Taking SEAYN Meetings minutes</li> <li>- Updating Resilience Library</li> </ul> <p><b>DETAILS:</b></p> <ol style="list-style-type: none"> <li>1. Take minutes of all SEAYN Meetings and circulate to all SEAYN members</li> <li>2. Collect information about the implementation of SEAYN annual Action Plan and other relevant youth activities by SEAYN members to be shared with the Deputy on a quarterly basis</li> <li>3. Responsible for updating the Resilience Library in consultation with Deputy and Chair</li> <li>4. Ideally commit to the position of Deputy for the following year.</li> </ol>