

Southeast Asia Youth Network (SEAYN) Terms of Reference

Vision

To enhance South East Asia National Societies' (SEA NSs) service delivery by developing and empowering RCRC Youth, through peer-to-peer support nurturing a positive change.

Mission

- *To advance youth engagement for more effective and sustainable humanitarian action, development and resilience by uniting and representing the voices of Southeast Asia Youth.*
- *To promote a culture of friendship and mutual support to learn and share best practices among the National Societies.*

Introduction

The Southeast Asia Youth Network (SEAYN) is an official platform created and endorsed by the Red Cross Red Crescent leadership of the Southeast Asia National Societies to enable the youth to interact and generate new ideas, concepts, approaches, tools, campaigns and projects in order to advance youth engagement in the region. SEAYN serves to provide a crucial link and opportunities for the SEA Youth to connect and strengthen their Humanitarian Action by sharing best practices with their peers within and beyond the movement at a global scale. It is also a sub-network linked to a region-wide platform, the Asia Pacific Youth Network (APYN), which connects youth leaders from the whole Asia Pacific Region.

SEAYN has a special characteristic as a youth network by ensuring equal participation of National Societies Youth Focal Staff and Youth Leaders/Volunteers. Each SEA National Society supports and commits to SEAYN by nominating one NS Youth Focal staff and one Youth Leader/Volunteer to be SEAYN Members.

Background

Southeast Asia National Societies leadership identified the need and the opportunity to create a platform at sub-regional level for their youth staff and youth leaders/volunteers to equally and jointly share, discuss issues relevant to the youth in the region and generate solutions which can strengthen and accredit NS-led initiatives. For this reason, SEA NSs leadership supported the launch of the Southeast Asia Youth Network (SEAYN). The SEAYN Terms of Reference (ToR) was officially endorsed at the Southeast Asia Leadership Meeting held in Singapore in March 2014 (followed by first revision in 2017, second revision in 2020).

The establishment of youth networks is also strongly supported by The International Federation of the Red Cross and Red Crescent Societies (IFRC) – IFRC Strategy 2030 commits all members to “connect with the younger generation of community-based change agents who are mobilising in large numbers and in creative ways [and to support] their participation in leadership and decision making.”

IFRC Youth Policy (2011, revised in 2017) encourage National Societies to actively participate and support regional youth networks which is expected to promote the IFRC Youth Policy and provide peer support in its adaptation among the National Societies.

The SEAYN also contributes to the One Billion Coalition for Resilience (1 B.C.) and the Global Sustainable Development Goals (SDGs indicators 1.5.3 and 16.1.1) through the partnerships with the different stakeholders and by empowering youth into peace and resilience building actions.

Function

SEAYN is envisioned to function as a space for:

- **Opportunity:** to increase the capacity of SEA NSs, through peer-to-peer support and learning and by mobilizing different resources (financial, technical and human resources).
- **Discussion:** to identify common issues and concerns and jointly discuss solutions to improve youth engagement within and beyond the National Societies
- **Sharing:** to engage and facilitate sharing information, knowledge and best practices.
- **Planning:** to develop and pilot regional youth programmes/projects
- **Advocacy and Partnership:** to promote SEAYN’s and NSs’ Youth activities vis-à-vis NSs leadership, stakeholders, relevant partners and practitioners and to integrate regional and global youth strategies into SEA Youth communities.

These five functions are complementary and interlink to one another in order to achieve SEAYN mission.

Composition

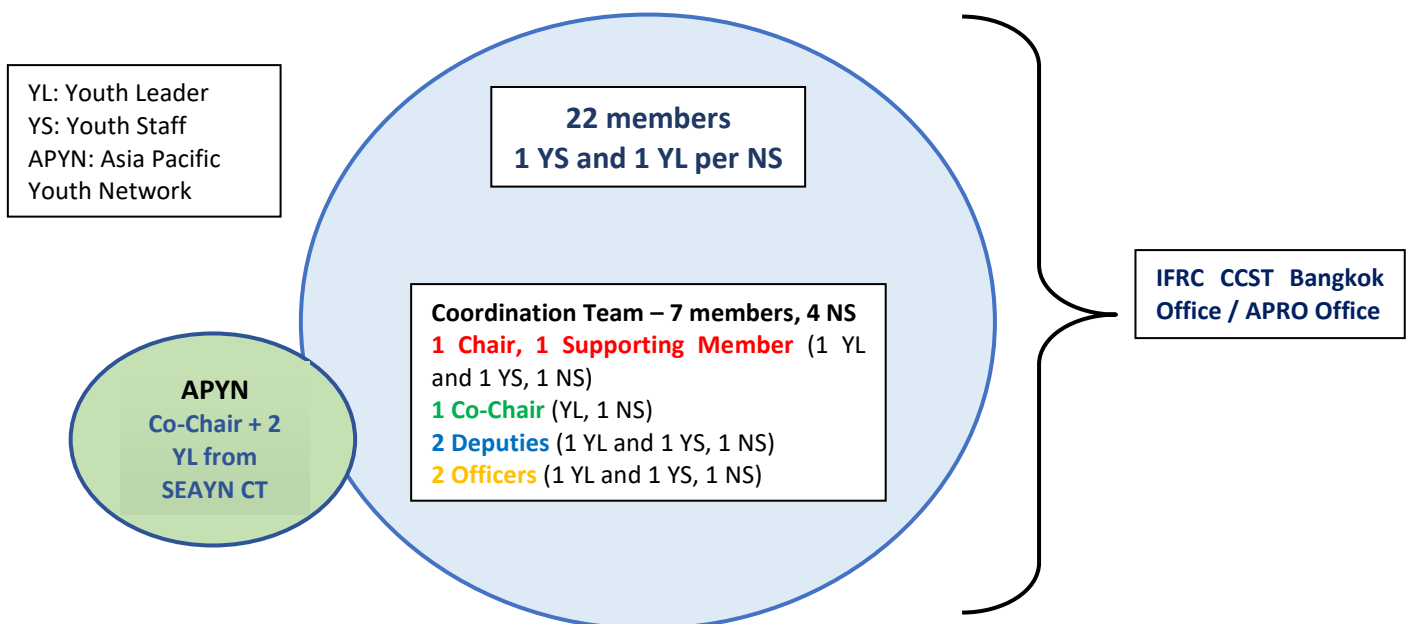
The Network consists of 22 Members: one Youth Focal Staff and one Youth Leader/Volunteer per each of the eleven National Societies: Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor-Leste and Vietnam.

National Society Youth Focal Staffs should be Youth Programme Managers or Directors that have decision-making capacity on behalf of the Youth Department of their National Society. It is advisable that the National Society Youth Leaders are Youth Presidents or Youth Volunteer Leaders who effectively represent and have contact with the youth in their National Society.

There is no age limit for Youth Staff while Youth Leaders should be aged 35 or below at the time of nomination.

Once nominated, SEAYN members remain in charge until further official communication from the National Society they belong to. In case a nominated member is no longer in the position of representing their National Society and fulfil SEAYN commitments, the concerned National Society is responsible for nominating a new representative.

Structure



Working System

	Event	Period	Method
1	SEAYN Annual Meeting hosted by the Chair	Annually	Face to face
2	SEAYN Coordination Team Meeting	Monthly	Online
3	SEAYN Meeting	Monthly	Online

Leadership - Coordination Team (CT)

The Network is led by its Coordination Team and supported by IFRC Bangkok Country Cluster Support team.

Composition of Coordination Team

- The Coordination Team comprises of 7 Network members coming from 4 National Societies:
 - 1 Chair and 1 Supporting Member (1 YL and 1 YS from the same NS, it is the internal decision of the concerned NS to assign who will be Chair and who will be Supporting Member)
 - 1 Co-Chair (1 YL elected by SEAYN members, each NS expresses one vote)
 - 2 Deputy Chairs (1 YL and 1 YS from the same NS)
 - 2 Officers (1 YL and 1 YS from the same NS)

Eligibility for Candidates for Co-Chair Position

- Candidates must be Youth Leaders/Volunteers
- Candidates must have Red Cross Red Crescent experience
- Candidates must have a good command of English in understanding, speaking and writing

Representation role

- The CT represents SEAYN in deliberations with partners and stakeholders
- The CT member(s) represents SEAYN at Southeast Asia NSs' Leadership meeting
- At least 1 Coordination Team member will represent SEAYN at a regional youth call (APYN call)

Tenure of the Coordination Team

The tenure in each role is one year.

The new Coordination Team is appointed in the Network annual meeting.

If any team member leaves SEAYN and steps down from the position, the new nominee of the concerned National Society replaces automatically the vacant position within the Coordination Team. The only exception is represented by the Co-Chair position, for what new elections among YL representatives should be held.

Responsibilities

Coordination Team

- **Chair**
 - Official Representation
 - Assuring CT continuity
 - Hosting SEAYN Annual Meeting
 - Leading Implementation of SEAYN Action Plan (year in charge)
 - Facilitating Planning of SEAYN Action Plan (for following year)
- **Supporting member**
 - Supports the Chair in all the tasks to be performed
- **Co-Chair**
 - Official Representation and Linking with APYN
 - Global Youth Updates
 - SEAYN Communication
- **Deputy Chair**
 - SEAYN Advocacy (including SEAYN Newsletter)
 - Technical responsibility for SEAYN Action Plan implementation
 - Technical responsibility for Planning SEAYN Action Plan (which will lead as new Chair)
 - Commitment to the position of Chair for the following year
- **Officer**
 - Monitoring and reporting (collecting information from SEA National Societies to be shared with Deputy)
 - Taking SEAYN Meetings minutes
 - Updating Resilience Library

More details about the responsibilities of the Coordination Team are in the CT Guidelines document (annex I to ToR).

SEAYN members

- Proactively attend SEAYN meetings (online and in person) and activities as scheduled
- Provide the CT Officer with information and updates about their National Society Youth activities quarterly
- Contribute to the implementation of SEAYN annual Action Plan and report about their National Society progresses
- Advocate SEAYN within their National Societies and report to their leadership about SEAYN annual Action Plan and ongoing activities
- Provide peer-to-peer support to other National Societies under the coordination of the CT

IFRC CCST Bangkok Office

IFRC County Cluster Support Team Bangkok Office works as a Secretariat for the Southeast Asia Youth Network supporting the Network in fulfilling its mission and the SEAYN Coordination Team members in performing their tasks.

The Secretariat facilitates the communication among SEA NSs and SEAYN members, and foster SEAYN advocacy and partnership building internally to the Red Cross and Red Crescent Movement as well as vis-à-vis external stakeholders.

Rotation System of Coordination Team

The roles of Chair/Supporting Member, Deputy Chair and Officer are performed by three National Societies following a rotation scheme indicated in Annex II.

The Chart is updated at the end of every cycle by the SEAYN Chair with the support of IFRC and based on consultation with SEAYN members (no official revision of ToR is needed for this purpose).

Once a National Society agrees to perform the Deputy Chair role, it fully commits to chairing the Network for the following year. The general three-year cycle and commitment by the side of each National Society is highly preferable to ensure SEAYN's business continuity.

Partnership

SEAYN is meant to represent the biggest, most effective and most widespread network of young volunteers in Southeast Asia. Therefore, it advocates for itself to be one of the primary partners of choice in the region for promoting youth-led and youth-dedicated actions. SEAYN is committed to sharing and promoting its human and technical resources (such as training materials and programmes) with relevant stakeholders.

All eleven National Societies have close collaboration with the ASEAN Network. The Southeast Asia Youth Network seeks to contribute to the aim and purposes of ASEAN. The current partnership with ASEAN Senior Officials Meeting on Youth (SOMY), aligned with SEAYN mission, is part of a wider engagement to foster the resilience and development of Southeast Asia communities building, specifically, on the potential of the youth.

SEAYN work with the member National Societies and IFRC for fostering inter-departmental cooperation, the connection with IFRC Reference Centres, communities of practice, other thematic networks and other Youth Networks.

SEAYN pursues partnerships with Governmental authorities, the Association of Southeast Asian Nations (ASEAN) Youth, Education and Sports sectors, UN organisations, Youth Union/Scouts, NGOs, Civil Society Organizations, academia and private sector which share the same values and aims SEAYN is committed to with the vision of augmenting the capability and resources for serving humanity. SEAYN collaborates with non-RC entities such as schools, academia, Disaster Preparedness and Mitigation, Social and Health Institutions which are already working in partnership with the member National Societies.

Sustainability

SEAYN aims to be a **sustainable youth network** supported by the member National Societies and its own branding as committed and effective actor best-positioned to further youth engagement in Southeast Asia and foster a new generation of ethical leaders to act for the sake of humanity.

Resource mobilization is essential to assure the Network sustainability.

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

- Budget of the member National Societies (with the possibility of introducing a membership fee)
- Partnership with stakeholders to implement joint programmes
- Contribution of IFRC (AP Office, Bangkok CCST, Country Programmes)

To fulfil its mission and implement the specific activities based on the annual Action Plan, SEAYN requires an annual budget covering the following voices:

- SEAYN Annual Meeting
- Representation to various events/meetings for SEAYN advocacy and partnership development
- SEAYN-wide Youth Engagement Programmes
- Peer-to-Peer support activities and platforms.

- IFRC CCST Bangkok Office youth coordinator as a Secretariat, providing for SEAYN technical support and coordination

The SEAYN Coordination Team works in unison with IFRC CCST Bangkok Office and reports to the SEAYN members about the partnership and financial status.

Revision of the ToR

Revision of the ToR can happen based on the request of at least two-thirds of the Network members and/or on the suggestion of the Secretariat with SEAYN members approval. Revision request(s) should be in consultation with the Coordination Team. The original ToR was finalised by the National Societies Senior Management, OD and Youth participants in the Southeast Asia OD and Youth Forum held in May 2013 in Kuala Lumpur, Malaysia. The latest revision has been finalized and approved in 2020 by SEAYN members.