DPI NGO Youth Representatives Steering Committee (YRSC)
Terms of Reference

BACKGROUND
Established in 2009, the Department of Public Information’s NGO Youth Representatives Programme serves as an advocacy platform to bring together young people ages 18 to 32 working within and/or leading NGOs or youth organizations that are in association with DPI and focused on issues on the agenda of the United Nations.

Leveraging the high visibility and strong impact of young people at the 66th United Nations DPI/NGO Conference in Gyeongju, Republic of Korea (30 May to 1 June), DPI established the NGO Youth Representative Steering Committee (thereafter referred to as the “Steering Committee”) in August 2016 to channel that momentum towards the strengthening of the Department’s youth platform and programmes.

RESPONSIBILITIES OF STEERING COMMITTEE
The Committee has the primary role of advising the Department of Public Information on strategies to engage young people serving non-governmental organizations and youth-led organizations affiliated with DPI on advocacy and outreach activities related to the work of the United Nations. The duties and responsibilities of the Steering Committee shall include:

- Provide strategic input to the Department of Public Information and its partners on how to effectively engage youth serving in non-governmental organizations and youth-led organizations affiliated with DPI to develop and implement advocacy and outreach activities related to the work of the United Nations;
- Provide substantive input to the planning process of UN DPI/NGO Conferences and Dialogues, including active participation in committees, design and implementation of events sessions, and development of promotional materials and publications;
- Take the lead to design and implement at least two (2) Youth-led Thursday Briefings yearly.
- Support the planning, organizing, and hosting of youth workshops and special events implemented by the Department of Public Information, including the DPI NGO Youth Orientation Programme;
- Engage broadly and reach out to the full membership of NGO Youth Representatives to DPI to encourage their active participation in the Programme;
- Manage the NGO Youth Representative social media platforms;
- Promote and raise awareness on the work of the United Nations within their respective networks and constituencies globally through advocacy and outreach initiatives using both traditional and new media;
- Provide support to DPI to mobilize and inform young people on the work of the department and the UN at large to increase the number and quality of NGOs associated with DPI;
- Assist DPI to develop advocacy campaigns and outreach initiatives on global issues on the United Nations agenda;
- Support DPI in the development of youth-centered content for information campaigns and social media platforms;
- Utilize various forms of media to engage NGO youth to build their capacity to better develop and disseminate UN information;
- Serve as speakers at United Nations meetings, workshops and conferences, as required and authorized by DPI;
- Report annually on its activities and impact;
- Adhere to the responsibilities and guidelines of the overall Programme for NGO Youth Representatives to DPI;
- Abide by the rules, regulations and principles of the United Nations and guidelines for NGO Representatives to DPI.

MEMBERSHIP
The Steering Committee is made of young people ages 18 to 32 serving as NGO Youth Representatives or leaders within non-governmental organizations or youth-led groups in association with the Department of Public Information. Individuals will act within the capacity as Steering Committee members only when requested and approved by DPI.

ELIGIBILITY
- Members shall be between the age of 18 to 32 at the time of their selection.
- Members must have served as an NGO Youth Representative for a non-governmental organization or youth-led group that is associated and in good standing with the Department of Public Information for at least one year.

TERM
Individuals will be appointed for a one year term, renewable for a total of two additional years. After an initial three-year membership, individuals may apply for membership after a two-year break.

SELECTION OF MEMBERS
Members will be selected by a Committee established by the Department of Public Information and comprised of a total of 5 individuals. The Committee shall consist of two (2) representatives from DPI and two (2) NGO Youth Representatives appointed by DPI. One (1) Observer will be from a UN entity or NGO, nominated by the Steering Committee. *

STRUCTURE
The Committee will be composed of up to twenty-five (25) NGO Youth Representatives to DPI. (ages 18 to 32) currently serving in non-governmental organizations or youth-led organizations associated with and in good standing with the Department of Public Information. The Committee shall elect two (2) Co-chairs and two (2) Secretaries from its membership, each serving a one-year term, renewable for one term.

The Committee liaises with the members of the Programme for NGO Youth Representatives to DPI and coordinates the work of the Programme’s Working Groups.
MEETINGS
The Committee shall hold bi-weekly meetings. When required, additional meetings may be called by the Co-chair(s) of the Committee and the DPI Youth Focal Point.

DECISION-MAKING
Each member of the Committee shall have one equal vote.\(^1\) Externally appointed advisors/observers will have observer status and no voting power.

RESPONSIBILITIES OF THE DEPARTMENT OF PUBLIC INFORMATION (DPI)
- Provide policy guidance and support for the implementation of the activities and initiatives of the Committee;
- Make available materials on the work of the United Nations and emerging issues related to youth engagement and empowerment;
- To the extent possible encourage the inclusion of NGO youth voices in United Nations and international fora;
- Members of the Committee will not receive any remuneration from the Department of Public Information. However, DPI may provide financial support for the participation of Committee members to attend the UN DPI/NGO Conferences and Dialogues; support members to secure funding from external partners; and
- When available, provide resources to support the implementation of the Programme for NGO Youth Representatives to DPI, and the Steering Committee.

*TERMINATION OF MEMBERSHIP*
Members will be removed if they misuse the UN logo, flag or engage in activities contrary to the Organization’s principles. Members over the age of 32 at the end of their term are not eligible for reappointment.

For more information, please contact:
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\(^1\) Committee decisions will be made by a simple majority.