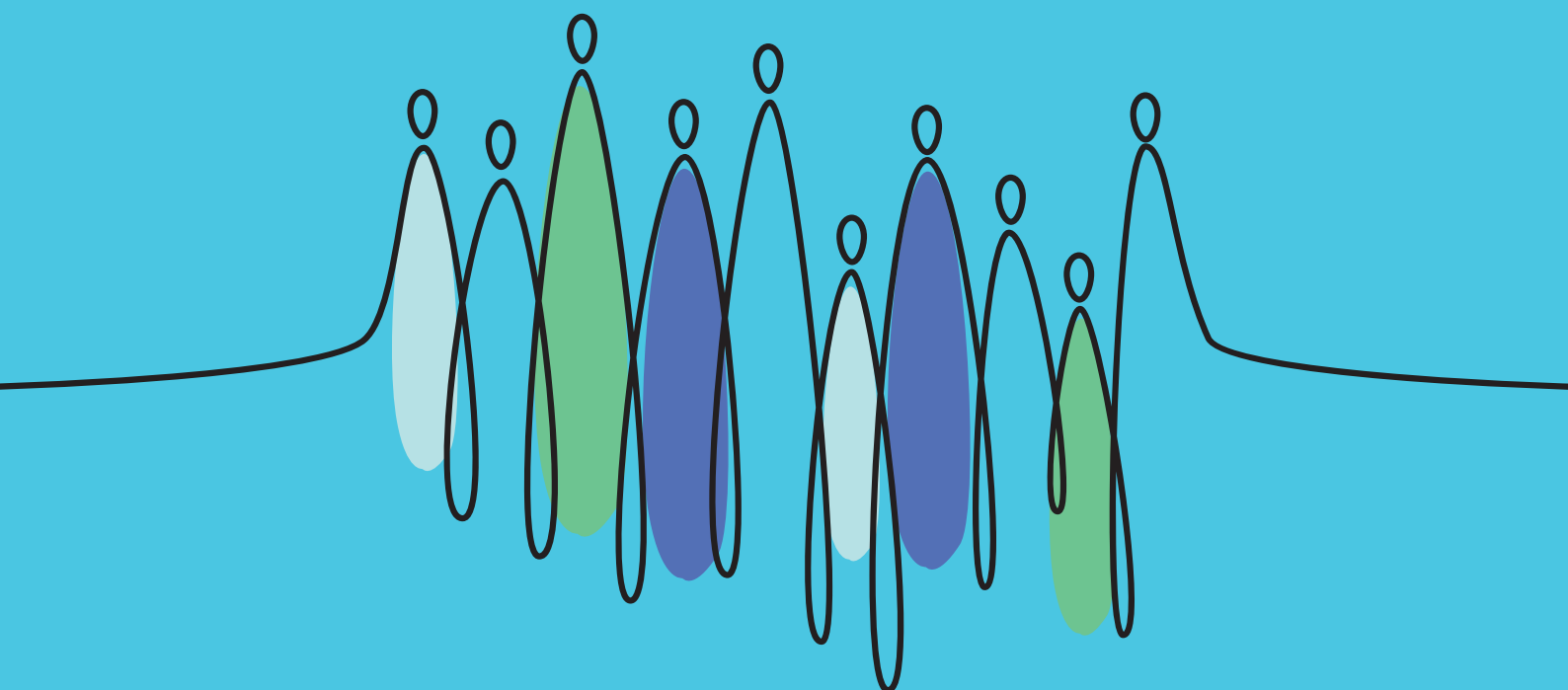


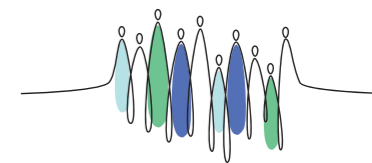
YOUTH POLICY LAB

DRAFT WORKING GROUP RULES OF PROCEDURE



WBYL
WESTERNBALKANSYOUTHLAB





In regard to the Model on Youth Policy Labs and regional policy recommendations stemming from the Thematic Regional Youth Policy Lab on Youth Unemployment held in December 2020, The Regional Cooperation Council's Western Balkan Youth Lab project (hereinafter: RCC WBYL), proposes the following Rules of Procedure for the Working Groups at Economy level:

Article 1 Values and Principles

1.1. The work and engagement of the Working Group should be guided by the highest standards of ethics, values and participatory approach.

1.2. The Working Group should ensure a safe space for everyone, especially for youth who should be empowered to actively participate on equal basis with policy makers. The Working Group should ensure safe space which will serve as an environment in which youth and policymakers can feel confident that they will not be exposed to discrimination, criticism, harassment or any other emotional or physical harm.

Article 2 Youth Participation and Non-Discrimination

2.1. The Working Group should build positive, non-judgmental and supportive environment for young people, support collaboration and understanding between people from different cultural contexts and backgrounds, support and enable young people to voice their needs and opinions to others, enable young people to make positive changes in their community, as well as design and create projects and activities with young people.

2.2. The Working Group should ensure: equality and non-discrimination by combating all forms of discrimination by: a) promoting gender equality, recognizing that young people are at risk of facing multiple forms of discrimination; b) acknowledging that young people are not a homogenous group, and thus have diverse needs and therefore include more members from vulnerable groups; c) recognizing that young people are a resource to society and therefore all policies and activities concerning young people should uphold young people's right to participate in the development, implementation and follow-up of policies affecting them.

Article 3 Role of the Working Group

3.1. Working Group is an informal policy development mechanism at economy level responsible for adapting regional policy recommendations stemming from the Thematic Regional Youth Policy Lab on Youth Unemployment held in December 2020 to the context of the economy. The Methodology and Model on Youth Policy Labs are guiding documents for the Working Group to conduct their work at economy level.

3.2. Working Group conducts Youth Policy Labs, organizes consultations, activities at economy level, and cooperates with Working Groups from other economies to contribute to regional cooperation. Working Group reaches out to diverse range of young people and policymakers, allowing them to benefit from information sharing between the local, economy and regional levels.

3.3. RCC WBYL will be fully available to the Working Group members with aim to support their work at economy level, as well as make sure that all principles of the Youth Policy Lab Methodology are being respected. In addition, RCC WBYL will support Working Group activities through its Technical Assistance Instrument.

Article 4 Composition and Membership

4.1. Working Group at economy level should have more than five members and no more than 20 members. Working Group involves: a) youth representing age group in their economy who are affiliated with youth organizations, national youth councils, and youth umbrella organizations, b) policymakers coming from different public administration institutions, agencies, and levels; and c) others including researchers, academics, activists, and similar.

4.2. Composition of the Working Group should ensure approximately equal number of policymakers and youth members, where the difference of the number of members between the two groups should not be more than two.

DRAFT WORKING GROUP RULES OF PROCEDURE

4.3. A Working Group with less than 10 members may involve no more than one member who is not youth and not a policymaker. Working Group with 10 or more members may involve up to two members who are not youth and not policymakers.

4.4. Nomination of new members may be initiated by Working Group members or individuals themselves through Co-Chairs of the Working Group. Nominations will be considered individually and admission will require consent of majority of all Working Group members.

4.5. Membership with the Working Group ends upon leaving the Working Group voluntarily, or being dismissed for failing to attend Working Group activities, Youth Policy Lab activities, or failing to uphold to ethical standards of the Working Group.

4.6. The Working Group may engage observers from national youth councils and/or youth umbrella organizations or independent experts who would not engage in the plenary but may contribute with presentations, reports, expertise, and networking.

Article 5 Co-Chairs

5.1. Working Group is Co-Chaired by a policymaker and a youth representative. Co-Chairs are selected individually among the members of the Working Group through majority of votes of all members.

5.2. Co-chairs convene Working Group Meetings, co-chair the meetings, communicate with the RCC WBYL and Working Groups in other economies, represent the Working Group at regional and international events, and may assign tasks to other members.

Article 6 Working Group Meetings

6.1. Co-Chairs convene Working Group Meetings by announcing them in due time and co-chair the meetings. In absence of Co-Chairs, majority of the Working Group members may convene a meeting anytime. Working Group Meetings require presence of majority of all members of the Working Group.

6.2. Working Group Meetings may take place in-person or online. Working Group convenes at least once in two months.

Article 7 Minutes of the Working Group Meetings and Events

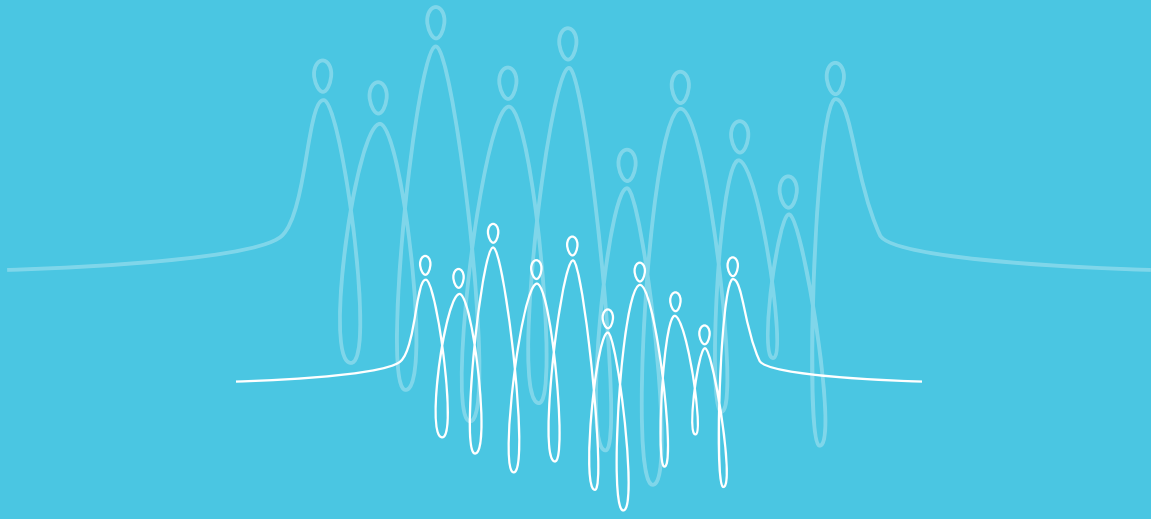
7.1. Working Group should draft brief reports for its activities including meetings, activities at economy level, participation at events, and other activities. Co-Chairs may draft reports themselves or assign this task to other Working Group members.

7.2. Co-Chairs should share the draft reports with all Working Group members no later than ten working days from the event.

Article 8 Adoption of Decision and Recommendations

8.1. Working Group shall make efforts to reach consensus when making decisions. In absence of consensus, the decisions are made by majority of members present and voting, whereby at least 1/3 of those voting in favor of a decision should be youth and at least 1/3 should be policymakers.

8.2. Decisions or recommendations shall be delivered to each member of the Working Group in writing by Co-Chairs.



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Western Balkans Youth Lab Project**

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