

6th UNESCO Youth Forum

1-3 October 2009

Paris, France

HOW THE UNESCO YOUTH FORUM WORKS

The Youth Forum is an integral part of the UNESCO General Conference. The 6th Youth Forum's main theme will be **"Investing out of the crisis: towards a partnership between UNESCO and youth organisations,"** based on one of the themes of the Ministerial Forum to be held during the UNESCO General Conference: "Investing out of the crisis – through action in social domains (Education, Sciences, Culture and Communication). There will also be a cross-cutting theme, **"Youth participation: UNESCO Youth Forum, a long-term approach,"** dedicated to the strengthening of youth participation.

This document outlines the rules and procedures that will be in place during the Forum. Please read it attentively.

1. ORGANISATION OF THE YOUTH FORUM

The Youth Forum will be organised in **plenary** and **parallel sessions**. Ensuing from the debates, a Final Report will be published outlining young people's ideas and recommendations for concrete action with regard to the two themes.

During each plenary and parallel session, **a 5-minute summary of the online discussions on the topic will be presented by one youth delegate**. These delegates will be selected by the UNESCO Youth Forum team based on their online participation prior to the Forum. **Selected delegates will be notified prior to the Forum.**

For the group discussions that will take place in both the plenary and parallel sessions, the facilitators will limit each individual contribution to approximately 2 minutes in order to allow as many delegates as possible to express their views and share their ideas.

1.1 Briefing session (Room XI)

The Youth Forum will begin with a briefing session which will cover the programme and the rules and procedures of the Forum. During this session **the five youth delegate members of the Drafting Committee will be selected by a youth delegates' vote** (see 6.1 for further information). In addition **the two youth delegates who will present the Final Report at the UNESCO General will also be selected by a youth delegate vote** during the briefing session (see 6.3 for further information).

1.2 Plenary sessions (Room XI)

All plenary sessions will be held in **room XI**. Simultaneous interpretation will be provided in the six official languages of UNESCO (Arabic, Chinese, English, French, Russian, Spanish). Youth Forum support documents will be available in **English** and **French**.

1.2.1 *Thematic plenary sessions (Room XI)*

The plenary sessions will begin with presentations by adult and youth experts and youth panellists followed by a group discussion open to all youth delegates (and observers if time allows). The first thematic plenary session will deal with the main theme of the Youth Forum, "Investing out of the crisis: towards a partnership between UNESCO and youth organizations" and the second thematic session will cover the cross-cutting theme of the Forum, "Youth participation – UNESCO Youth Forum, a long-term approach". Both sessions will follow the same format: presentations by youth panellists and experts followed by a group discussion.

1.2.2 *Other plenary sessions (Room XI)*

In addition to the two thematic plenary sessions, there will be six other plenary sessions:

- **Opening session**
- **Reporting on the parallel sessions**
Summaries of each parallel session will be presented in plenary.
- **Presentation and adoption of Youth Forum Report**
The Final Report will be presented to all youth delegates for approval during the **penultimate plenary session on the 3rd of October**. This session will not focus on general comments regarding the overall quality of the report, but will deal with any proposed amendments, including those comments made by the regional working groups. Each proposed amendment will be handled paragraph by paragraph. For each amendment, if a consensus cannot be reached within 5-10 minutes of debate, a vote will take place (simple majority).
- **Reporting on the observers' parallel session**
A summary of the observers' parallel session will be presented in plenary followed by a discussion on the observers' ideas and proposals for future UNESCO Youth Forums.
- **Question & Answers (Q&A) session with the Deputy Director General**
- During this session the five youth journalists will ask the **Deputy Director General**, Mr Marcio Barbosa, questions relating to the themes of the Forum, to youth issues in general and to the organisation and follow-up of the Youth Forum. These will be based on questions submitted to them by youth delegates both prior to the Forum through the listserv and during the Forum itself. **All questions should be submitted to the youth journalists by 6pm on Friday, 2nd October.**
- **Closing session**

1.3 Parallel sessions

The parallel sessions will take place in **rooms II, IV, VI, VII XI and XII**. **Six parallel sessions** will take place for youth delegates, one for each UNESCO sector. In each session the sector will present its activities, a youth delegate will summarise the online discussions that took place prior to the Forum, and then the session will be opened up to a discussion with the delegates. There will be an additional **parallel session for observers (Room to be confirmed)**. Please note that rooms are subject to change (any changes will be announced during the briefing session)

Youth delegates will be asked to **choose two parallel sessions** to participate in during the registration process. **Each delegate will have to attend two different sessions** (delegates will be able to attend the sessions of their choice depending on availability). The sessions will be moderated by the Sector's representative and the discussions will be facilitated by one of the members of the facilitation team. UNESCO staff members and personnel from different Sectors, including the Section for Youth, will be available as resource persons during the parallel sessions. The observers' parallel session will be moderated and facilitated by the Joint Programmatic Commission on Youth of the UNESCO-NGO Liaison Committee.

During the parallel sessions, translation will only be available between **English and French** and contributions should be made in one of these two languages. Each sector will prepare a summary of the discussions in their parallel session and submit it to the Drafting Committee, to feed into the Final Report. Each sector will also designate a participant to present these summaries during the “Reporting on the parallel sessions” plenary on 3rd October.

In addition the Joint Programmatic Commission on Youth will also prepare a summary of the discussions of the observers’ parallel session and designate a participant to present this summary in the “Reporting on the observers’ parallel session” on 3rd October.

2. DELEGATES OF MEMBER STATES, OBSERVERS AND YOUTH JOURNALISTS

Youth Forum **delegates** are nominated by a UNESCO Member State. In the event of a vote during the Forum, please note that **each Member State has one vote**. In order to keep administrative procedures to a minimum, there will not be a President of the Youth Forum.

Observers are representatives of youth organizations, international, regional and national NGOs and UN agencies. **Priority will be given to youth delegates regarding contributions to all procedures and debates and observers are not eligible to vote.**

Five **youth journalists**, one from each UNESCO region, will also attend the Forum in order to ensure internal coverage of the Forum, through a daily bulletin and other mediums, and to report back on the Forum to their regional and local communities, networks and organizations. They will not be able to contribute to procedures and debates, with the exception of the Q&A session with the Deputy Director General of UNESCO and are not eligible to vote.

3. FACILITATORS

The forum will be led by a professional facilitator with the support of five co-facilitators (one from each of the five UNESCO regions). The facilitators will facilitate all group discussions (in plenary and parallel sessions – where pertinent), support delegates by assisting them to develop their own individual ideas and prioritizing the issues that the group wants to raise as key messages during the Forum. They will also be responsible for supervising the time for discussions and for ensuring a smooth process for the elaboration and adoption of the Final Report (including providing assistance to the Drafting Committee). Please note that the facilitators do not moderate the sessions.

4. BASIC RULES OF DEBATES

For both plenary and parallel discussions, all participants should respect the following basic rules:

- Do not monopolize the discussion. Give others the opportunity to express their views and opinion
- Disagree with ideas, not with people
- As time is short, do not repeat what other people have already said – agree or add to it
- Do not interrupt another speaker and respect the facilitator’s list of speakers and time limits
- Please switch off your mobile phones during sessions

5. PROCEEDINGS IN PARALLEL SESSIONS

5.1 Format of parallel sessions

Each UNESCO Sector will hold two sequential sessions, each of about 1.5 hours. This will provide each delegate with the opportunity to attend two different parallel sessions, learn more about and contribute to UNESCO's different areas of work. Each parallel session will be moderated by the sector and discussions will be facilitated by a member of the facilitation team. The observers' parallel session will be moderated and facilitated by the Joint Programmatic Commission on Youth.

5.2 Focus of discussions

All parallel session discussions should respect the following areas of focus:

- 1) Present and identify best youth-led practice and innovative initiatives/mechanisms
- 2) Propose actions for and by youth for policy dialogue at all levels (UNESCO, international, national, regional, local) with regard to the topic of the session and suggest concrete actions for follow-up to the Youth Forum
- 3) Identify priorities and challenges for dialogue from a youth perspective
- 4) Comment on existing UNESCO initiatives with regard to young people's needs and aspirations
- 5) Identify opportunities and mechanisms to stimulate the participation of young people in the policies and programmes relating to the topic of the session

As for the plenary sessions, the facilitators will limit each individual contribution to approximately 2 minutes in order to allow as many delegates as possible to express their views and share their ideas.

6. DRAFTING AND ADOPTION OF THE YOUTH FORUM FINAL REPORT

6.1 Drafting Committee of the Final Report

The Drafting Committee will be composed of five youth delegates (one from each UNESCO region) and two observers. The **five youth-delegates who will be members** of the Drafting Committee will be **selected by a youth delegates' vote during the briefing session on 1st October**. The **two observers** will be selected by the Joint Programmatic Commission (JPC) on Youth of the UNESCO-NGO Liaison Committee and will be **notified prior to the Forum**.

Delegates will be asked to put forward their candidacy beforehand through the online forum and to provide information on their relevant qualifications. The members of the Drafting Committee should have good drafting skills and an ability to accurately express diverse points of view in a common formula. They should be **fluent in either English or French** with a basic command of the other working language, as during the meetings of the Drafting Committee the working languages will be English and French.

The Committee is responsible for drawing up the Final Report of the Youth Forum, based on the discussions that will take place in the plenary and parallel sessions. The committee members' role is not to put forward their own opinions, but to ensure that the Final Report is as representative as possible of the opinions of all youth delegates. The Drafting Committee will meet on Friday, 2 October at 6pm. The committee may be required to work **extra hours** (during lunch times and in the evenings). The committee will be assisted by the lead facilitator with the support of the facilitation team and the UNESCO Section for Youth.

6.2 Regional working groups

Before the Final Report is presented to and adopted by all delegates, a short session will take place on the **morning of 3rd October** enabling delegates to discuss the first draft of the report in five regional working groups (one for each UNESCO region). The regional group's representative at the Drafting Committee will then briefly present the working group's comments when the Final Report is discussed in plenary for approval. The sessions in regional groups will be moderated and facilitated by the respective co-facilitator.

6.3 Youth Forum Final Report

The Final Report of the Youth Forum will be based on the results of both the plenary and parallel sessions and will contain key recommendations and commitments made by the youth participants on the themes of the Forum.

The Final Report will be translated into English and French and will be used as the base document for the ensuing discussions which will take place in the Commissions and the two ministerial roundtables of the General Conference.

The Final Report of the Youth Forum will be **presented by two youth delegates** (one male and one female) during the 35th General Conference of UNESCO. The two delegates will be **selected by a youth delegates' vote during the briefing session on 1st October**, but they must be part of their Member-state's official delegation to the General Conference. Candidates will be asked to put themselves forward beforehand through the online forum and to provide information on their relevant qualifications.

7. OTHER

7.1 List of delegates

Please note that a list containing a brief profile of all delegates will be included in the press folder for the Youth Forum and will be circulated to journalists. The list will include a photograph of each delegate, their name, age and those youth issues that they are focused on. The list will also be distributed to all delegates.

7.2 Dress

There is no formal dress code for the Youth Forum. Participants should dress as they feel is appropriate for the Forum, but are encouraged to wear their national dress if they would like to. Please remember that it can get cold in the evening so do bring some warm clothes for the social events.