



EUROPEAN **YOUTH** PARLIAMENT
PARLEMENT EUROPÉEN DES **JEUNES**

COMPILATION OF POLICIES

THE EUROPEAN YOUTH PARLIAMENT

List of Updates

Adopted by GB V on August 30th 2010

September 28th 2010: Updated Article 11.3.3. on the Golden Rule

August 18th 2011: Updated Article 2.2.12 on charter rules governing elections by the alumni.

August 19th 2011: Updated Articles 17.1.11, 17.1.13 and 17.1.20 on the EYP Academy and Trainings in EYP

August 19th 2011: Updated Article 14.4.5 on Selection Policy

August 19th 2011: Updated Article 11.2.3. and added new articles 11.2.9 and 11.2.10 on alcohol and drugs policy in EYP.

December 15th 2011: Updated Article 10.3.7. on operational decisions at International Sessions.

May 9th 2012: Updated articles on the policy on EYP Strategy, Child Protection Policy and the Recognition of National Committees.

June 6th 2012: Updated article 2.1.1. on the quotas for GB elections.

February 21st 2013: Updated articles 6.3.6 and 6.3.7 on the recognition process of new National Committees, article 2.7.3 on the working procedure of the GB concerning attending national/regional sessions, article 9.6.5 concerning delegate Ambassador's Speeches, 6.4 concerning delegation sizes and several small updates without content changes.

April 24th 2013: Updated articles 6.3.4 to 6.3.6 on the NC Recognition Process, Annex IV on the Guideline and Concept of the Chairs' Academic Training (CAT) and Annex V on Criteria on Bids for International Sessions.

Contents

The Compilation of Policies is divided into four sections, which include all 17 different policy areas.

Below you can see the division of policy areas into the four sections.

A. Governance

1. General Structure of EYP
2. The Governing Body
3. The Board of National Committees
4. The International EYP Office

B. National Committees

5. General Policies
6. Recognition of New National Committees
7. Organising of Events
8. Relations Between the NCs and EYP/SF

C. International Sessions

9. Organising
10. Participants
11. Codes of Conduct
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13. Working Procedures

D. Selection and Competence Development

14. Selection
15. Evaluation, Recommendations and Feedback
16. Responsibilities for IS officials
17. Training

In addition, in the full version the following documents are annexed:

Annex I	Charter of the European Youth Parliament
Annex II	Guideline of the General Assembly Procedure
Annex III	Guideline on Resolution Typing
Annex IV	Guideline and Concept of the Chairs' Academic Training (CAT)
Annex V	Criteria on Bids for International Sessions

Policy Making in EYP

EYP is governed by rules, which are divided into the following four categories:

- i. The Charter (Annex I), which can be changed only by the BNC with 2/3 majority and changes approved by the GB,
- ii. Policies adopted by the Governing Body,
- iii. Working procedures of the GB, the BNC and other instances,
- iv. Guidelines of the GB (Annexes II-V), which longer instruction documents to be followed, but not written to this document as policies.

This document constitutes the compilation of all currently valid policies adopted by the decision making bodies of the European Youth Parliament

This document is the reference document regarding all policies adopted by the Governing Body and thus over-rules all possible previous policies mentioned in the GB minutes or elsewhere.

The policy compilation document shall be continuously updated by the international EYP Office and all policy changes will also be published in the GB minutes.

A. GOVERNANCE

The content of this section - the governance of EYP - is to a large extent not regulated in forms of policies, but either in the Charter or as working procedures. Whereas this makes little difference in every-day management, it does make a difference when deciding to change it. The Charter provisions can only be changed by consent of the GB and 2/3 of the BNC (according to §18 of the Charter), whereas the each body independently decides on its working procedures

Note that the Heinz-Schwarzkopf-Foundation has changed its name to “Schwarzkopf-Foundation Junges Europa”. This change is already incorporated in this policy compilation, but will only be adapted in the original Charter with the next Charter changes.

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1. General Structure of EYP

1.1. The Nature of EYP

The nature of EYP is defined as follows in its Charter in the preamble, and can only be changed by the GB and the BNC together.

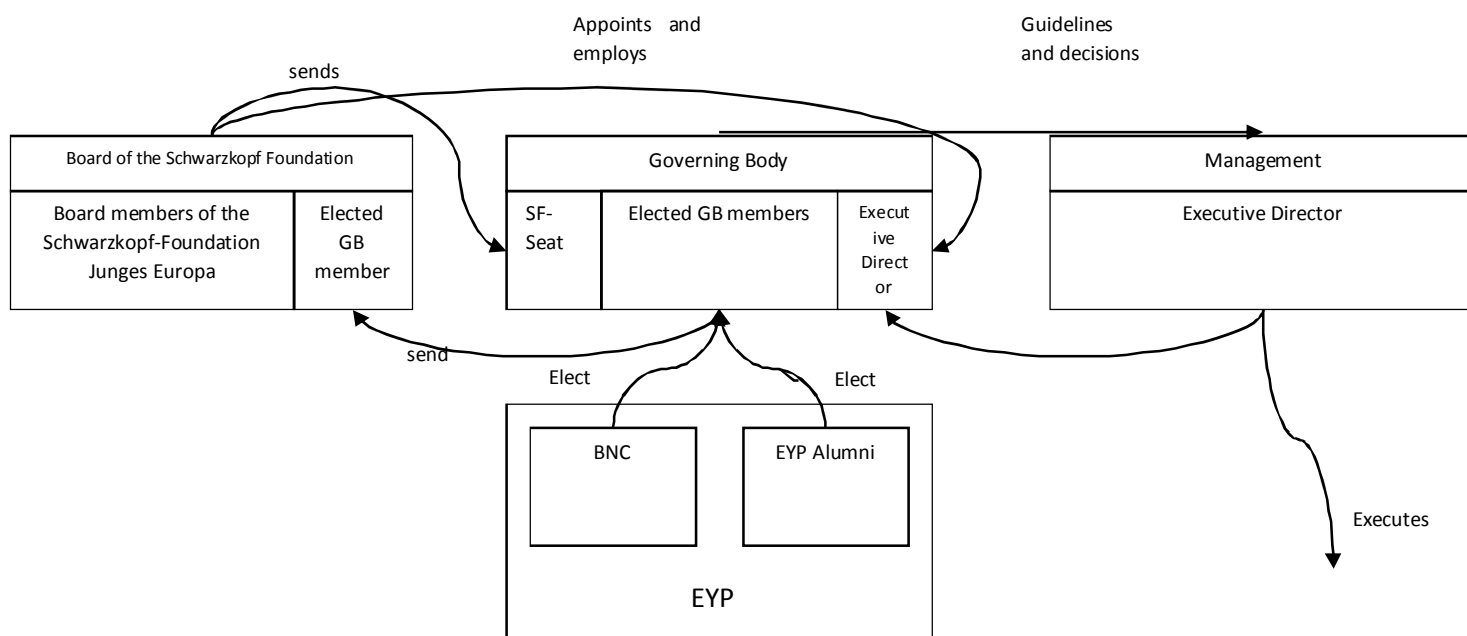
- 1.1.1. The European Youth Parliament (EYP) is an independent, non-party political educational programme for schools and young people from all over Europe. *
- 1.1.2. The Aims of the European Youth Parliament are to:
 - i. Raise awareness of European issues and encourage active European citizenship, and to motivate students to get engaged in European politics.
 - ii. Promote international understanding, intercultural dialogue and diversity of ideas and practices.
 - iii. Contribute to the personal skills development of European youth.
 - iv. Provide a forum in which young people of Europe can express and debate their own opinions, without reverting to role play. *
- 1.1.3. Additional clarifications have been made via GB policies, which can only be changed by the GB according to its working procedures.
- 1.1.4. EYP is a non-political organisation and political statements have no place in EYP.¹ EYP should not be associated with the opinions of NGOs as to guarantee that EYP remains an independent, non-partisan educational programme.
- 1.1.5. Both English and French are the official languages of EYP. The internal working language of the organisation (GB minutes, BNC minutes etc.) should be English. The external website and the Charter should be in English and French. NCs are encouraged to include both English and French as selection criteria for international sessions during their national selection procedures.

1.2. The Structure of EYP and Schwarzkopf-Foundation

The following are re-arranged extracts from Charter provisions §1, §2, and §15, which cannot be changed without the consent of the BNC and the GB (Charter §18).

¹ 'Non-political' in the understanding of 'political advocacy'. EYP as an organization does not have political opinions or advocate them. However, EYP is not apolitical. Its content is political and it provides a forum for political debates. It invites politicians to listen to its debates, it shares its resolutions with the European Parliament and the Commission, and it provides a forum for individual alumni to share their opinions with politics, for instance via the annual think tanks which work for EU presidencies, Commissioners or other high profile decision-makers.

- 1.2.1. The Schwarzkopf-Foundation Junges Europa (SF) is the legal personality and responsible of the EYP at the international level and the EYP/SF is a programme of the Schwarzkopf-Foundation. The Schwarzkopf Foundation has the ownership of the logo of the European Youth Parliament and use of the name “European Youth Parliament” at the international level. *
- 1.2.2. EYP/SF consists of the Board of National Committees (BNC), the Governing Body (GB), EYP Alumni, the Executive Director and the Schwarzkopf-Foundation (SF). The SF member in the GB has full voting rights. The Executive Director has no voting right. It’s structure looks as follows. *
- 1.2.3. The Foundation provides a secure framework which enables the EYP to live up to its ideas and be transparent, democratic, open and to ensure EYP’s activities are accessible to people from the broadest background possible. *
- 1.2.4. EYP/SF is a programme of the Schwarzkopf-Foundation. This will be visible e.g. in letterheads and on the homepage. Additionally, the Schwarzkopf-Foundation is the main representative of EYP/SF to the outside and third parties, e.g. vis-à-vis European Institutions, at International Sessions etc. *



- 1.2.5. The EYP/SF being a programme of the Schwarzkopf-Foundation, the Foundation is the legal personality and responsible one of the EYP at the international level, e.g. in applications at the European Commission or to any other international donors. The Foundation uses its contacts and good reputation for the benefit of EYP/SF, especially in light of fundraising for the international management of EYP/SF. It is a declared aim that the EYP/SF achieves to raise funds for its costs (travelling, meetings, staff, office etc.) through its activities (applications, fundraising, participation fees of International Sessions etc.). *
- 1.2.6. The Schwarzkopf-Foundation has the final say in all matters concerning the finances of EYP/SF. The Schwarzkopf-Foundation cares for sound financial management and transparent accounting. The Foundation takes on the financial risks involved in the international management of EYP/SF and secures the financial viability of EYP/SF if EYP/SF does not achieve to raise enough funds to cover the costs of the international management. *
- 1.2.7. The Schwarzkopf-Foundation agrees to provide bridging finance for International Sessions. The Foundation ensures that participation cost will be kept as affordable as possible. The Foundation employs the Executive Director of the EYP/SF after consultations with the GB. The Foundation provides rooms for the Central Office of the EYP/SF in Berlin. *
- 1.2.8. A GB policy clarifies the distribution of tasks between the different bodies of EYP. It can be changed by the GB according to its working procedures.
- 1.2.9. EYP/SF consists of three parts: Schwarzkopf-Foundation Junges Europa, the Governing Body, and the Executive Director of EYP. Each part works and cares for the well-being of EYP. The parts complement each other and together constitute EYP/SF. *
- 1.2.10. Every part has a different responsibility:
 - i. The Schwarzkopf-Foundation is the project executing organisation and acts as legal representative towards third parties such as the European Union.
 - ii. The Governing Body has the policy-making responsibility
 - iii. The Management has the executive responsibility
- 1.2.11. The different responsibilities of each part lead to different roles in the representation, whilst every part should be visible:
 - i. The Schwarzkopf-Foundation represents EYP/SF vis-à-vis the outside and third parties. It needs to be able to be present as the project executing organisation to the outside and third parties, for example vis-à-vis European institutions, foundations, companies, etc. and at International Sessions.

- ii. The Governing Body needs to be able to be present as the policy-making body, for example vis-à-vis National Committees, Alumni and at International Sessions.
- iii. The Executive Director needs to be present as the executive of the organisation, for example vis-à-vis European institutions, partners for cooperation, National Committees, National Organising Committees and at International Sessions.

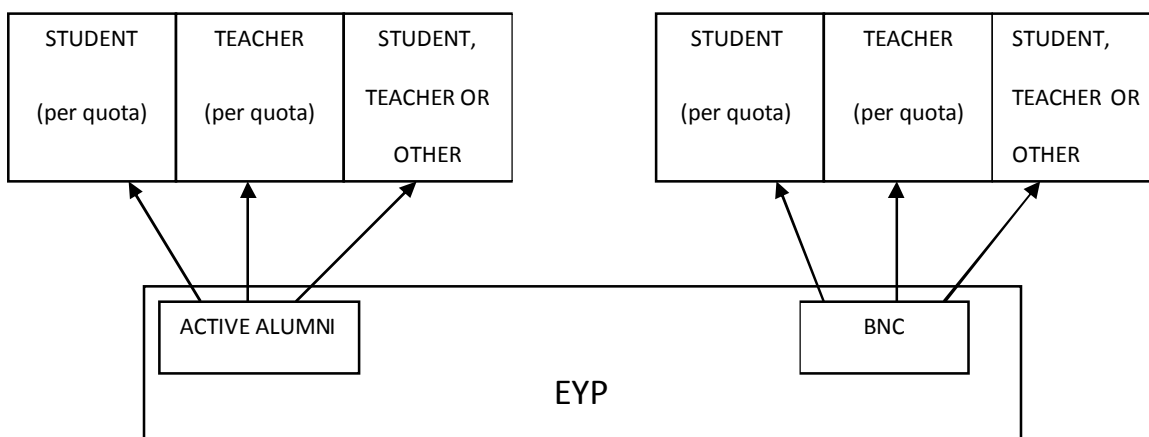
2. Governing Body

2.1. Composition and functions

The following are re-arranged extracts from Charter provisions §2, §7, §13 and §18, thus cannot be changed without the consent of the BNC and the GB (Charter §18).

- 2.1.1. The Governing Body (GB) has six elected seats. In addition to the six elected seats, the Executive Director and a Member of the Schwarzkopf-Foundation sit on the GB. The following quota is applied for the composition of the elected Governing Body.

*



- 2.1.2. The GB's primary aim is to steer EYP/SF into the future. The GB acts as a college for the interest of EYP as a whole and is responsible for the whole of the EYP and thus responsible to all EYP stakeholders. The GB makes the necessary decisions for the proper, professional and transparent functioning of the organisation and sets guidelines. The GB members therefore propose, discuss and decide on rules and guidelines for specific issues. They thereby assure to take into account as many voices from the EYP community as possible. *

- 2.1.3. Specific areas of decision and policy making include (amongst other things):
- i. Organisational development (e.g. recognition of new National Committees, structure and content of the website, kinds of publicity)
 - ii. Session management (International Sessions) (e.g. session consultation, organising guide, final say in session topics)
 - iii. Human resources (e.g. system for Chairs and Journo selection at International Sessions)
 - iv. Relations with National Committees (e.g. delegation sizes)
 - v. Quality of EYP at International Sessions (e.g. measures for preparation, academic format)
 - vi. Institutional relations (e.g. decisions on cooperation with other organisation/institutions and in cooperation with the Executive Director, maintaining and developing contacts in the public and private sector)
 - vii. Approval of the Annual Budget and Accounts proposed by EYP/SF
 - viii. Representation of EYP/SF at International Sessions
 - ix. Decisions on the hosting of International Sessions
 - x. Changes to the Charter have to be approved by a two-thirds majority of BNC members with voting rights and approved by the Governing Body. *
- 2.1.4. Underlining the strong links of the Schwarzkopf-Foundation and EYP, the Governing Body has one seat in the Board of the Schwarzkopf-Foundation with full voting rights as well. The SF board-member of the GB is a vital bridge between SF and EYP. *
- 2.1.5. According to the BNC working procedure, which can be changed by the BNC without GB consultation, GB members have the right to attend and speak on behalf of the GB during discussions and plenary sessions, but without the right to vote, unless representing a NC.

2.2. Elections and Appointment

The following are re-arranged extracts from Charter provisions §2, §5, §8-12 (unless otherwise indicated), thus cannot be changed without the consent of the BNC and the GB (Charter §18).

General rules governing the elections

- 2.2.1. Elections take place every year with the BNC voting in the uneven years and the Alumni voting in the even years.² *
- 2.2.2. The BNC has the right to call for earlier GB elections when a two-thirds majority of recognised National Committees agree to do so. *
- 2.2.3. The Alumni and BNC elections take place at different times in alternating intervals of about a year's time and thus candidates can run on both lists. *
- 2.2.4. Should the amount of candidates in any quota or the entire election be less than or equal to the amount of seats to be elected, the nomination period is automatically re-opened for the duration of one week to allow for an election with a choice. The time frame of the election proceedings will be adapted respectively. The nomination period will only be re-opened once. *
- 2.2.5. In the event of two candidates receiving the same number of votes, there will be a run-off ballot. *
- 2.2.6. All candidates are asked to submit both a manifesto and to explain their experiences that make them suitable for the GB. Personal qualities, motivation, time availability etc. will need to be considered before candidates take on the responsibility of working on the GB. Online forums, online debates and other forms of informing the electorate of the issues are provided. *
- 2.2.7. The GB office terms are fixed at two years with the possibility of re-election, providing the candidates remain eligible as defined by the Charter. The following categories exist defining whether a candidate is eligible.
 - i. "Teacher": someone who has teaching as profession and has accompanied a delegation to an international session, including having participated in the teachers' programme, and does not fit the definition of a 'student' below."
 - ii. "Student": the student seats on the GB are reserved for session officials (chairs, journalists and organisers) of the previous six international sessions and for those current GB members who previously were eligible to run and were elected under this criterion.

² According to a GB policy, which can only be changed by the GB according to its working procedures, the term in office ends on August 31st. Normally, elections take place already in July. The past GB fulfils a caretaker role until the new GB takes office on September 1st.

- iii. "Other": anybody, e.g. professionals in business, older alumni, other members of National Committees or anyone else who would add value to the GB's professional outlook. *

In addition to the Charter provisions, an electoral code of conduct exists, which has the status of a policy. It can therefore be changed by the GB according to its working procedures:

- 2.2.8. All campaigning should be in the spirit of EYP such as respect, courtesy and tolerance. No emails en masse and/or to an undisclosed number of recipients are allowed. All campaigning using a current or former official capacity or role (for example GB member, session official or NC role) is unacceptable.
- 2.2.9. All alumni have the right to complain about behaviour during an election. The GB will assess any complaints and may publicly issue a rebuke or warning to the individual in question about their behaviour.

Charter rules governing elections by the BNC

- 2.2.10. The National Committees elect three persons to serve on the GB. The persons elected this way are not elected as BNC representatives on the GB. To be elected, a person must be nominated by a National Committee. Each National Committee can make one nomination. For an election to take place there must be a minimum of two teachers (as defined above) nominated. *
- 2.2.11. Only recognised National Committees have one vote in the BNC and can participate in the GB elections. Unrecognised National Committees are treated as observers. Each National Committee has three votes to be given to different candidates. The two teachers with the most votes are elected. The other person elected is the candidate with the highest number of votes (the two teachers already elected excluding). Elections can be either at a BNC meeting or via electronic means. *

Charter rules governing elections by the alumni:

- 2.2.12. Active international alumni elect three persons to serve on the GB. Active international alumni are defined as participants (teachers, organisers, journalists, chairs and jury) of the National, Regional and International Sessions of the past two years (counted from the date of the election), delegates of the International Sessions and as GB members of the same time period. The sessions must last at least two days and include teambuilding, committee work and general assembly. For an election to take place, there must be a minimum of two students (as defined below) nominated. *
- 2.2.13. At the time of each election, each registered alumnus is notified of the forthcoming election. To vote, each alumnus needs to access the online voting system where all candidates' manifestos will be available. The two students with the most votes are elected. The other person elected is the candidate with the highest number of votes (the two students already selected excluding). *

Charter rules governing the appointment of the Executive Director

- 2.2.14. The Executive Director is appointed by the Schwarzkopf-Foundation Junges Europa in consultation with the Governing Body. The Governing Body has a veto regarding the appointment of the Executive Director. *

2.3. Decision-making

Charter provisions

There are relatively little Charter provisions on decision-making within the GB. The following are re-arranged extracts from Charter provisions §13 and §14, thus cannot be changed without the consent of the BNC and the GB (§18).

- 2.3.1. The GB will meet at least four times a year. The Agenda and Minutes of each meeting will be sent to the BNC and Alumni as promptly as is possible. The GB has to report to the BNC in an appropriate manner. Absolute honesty, openness and transparency in the work of the GB are fundamental guiding principles. *
- 2.3.2. The GB itself decides on its working structure (portfolios, communication, moderation etc.). It is up to each GB to decide on its decision-making procedures (unanimity or majority vote). The GB can establish Working Groups to find the necessary extra skills the tasks of the GB need. *
- 2.3.3. Based on the defined tasks the GB agrees on a working procedure which has to be published. It can be updated by the GB at any time. Such a working procedure has to include:
- i. Rules on the communication of decisions
 - ii. Rules on the publication of the meeting agenda, amendments to the agenda and minutes.
 - iii. Deadlines for input to be considered at meetings. *
- 2.3.4. The relation of the GB to the Executive Director is governed by a policy, which can therefore be changed by the GB according to the working procedures of the GB.
- 2.3.5. Where a GB decision has been made or where the decision is so fundamental that a GB decision should be made, the GB's advance approval is necessary for the Executive Director to act. Ex post facto approval should be sought for other issues.

2.4. Working procedures

According to §14 of the Charter, the GB has adopted working procedures. The GB can change them without consultation with the BNC.

- 2.4.1. The working principles outlined will be applied to matters with clear policy implications (except for those considered urgent). On all matters concerning the implementation of already-existing policies, the GB will make decisions without ex-ante consultation.
- 2.4.2. With its working principles, the GB aims at being transparent, accessible and responsive to the needs of the NCs and EYP Alumni. The working principles were adopted to ensure that:
 - i. the GB will be able to draw on the expertise of the EYP community;
 - ii. the EYP community will gain greater ownership of GB policies;
 - iii. an atmosphere of open dialogue and constructive criticism will prevail;
 - iv. a common defining of problems will be followed by a widely-accepted solution;
 - v. to a greater extent, the EYP community will be consulted before decisions are made that affect them;
 - vi. there will be a clear timeline between drafts and decisions;
 - vii. the accountability of the GB will be further stressed.

Internal dimension

- 2.4.3. Decisions of the GB are to be reached as a college, acting by unanimity wherever possible. If a vote would be held, simple majority is used and the voting record will be published.
- 2.4.4. Each GB member has an area of responsibility.
- 2.4.5. Each GB member must submit a work plan for their area of responsibility, including indicators for the measurement of success as well as a work report upon leaving the GB that should be publicly available to NCs and Alumni.
- 2.4.6. The silent procedure (three working days to raise a disagreement or postpone a decision) is to be used for online discussions.
- 2.4.7. Each GB member will circulate discussion papers and proposals to the GB for the next GB meeting at least one and a half weeks beforehand. Late submissions of discussion papers and proposals are not accepted unless under special circumstances.

- 2.4.8. Each GB member is expected to maintain a high level of professional conduct in their work and abstain from conflicts of interest.
- 2.4.9. All policy proposals are to be clearly labelled “DRAFT” in the subject line to the email. The proposal should be limited to one page and include a summarising paragraph at the top of the page and/or in the accompanying e-mail.

External dimension

- 2.4.10. Minutes of each meeting will be sent out to all NCs and Alumni.
- 2.4.11. GB members are encouraged to count on other, the BNC, their own networks, online surveys and the EYP Alumni Platform to ensure that a wide range of voices are heard.
- 2.4.12. The GB will aim for swift publication of its minutes.
- 2.4.13. An annotated agenda of each meeting will be sent to NCs and Alumni for suggestions.
- 2.4.14. GB members agree to uphold decisions taken.

Replies to enquiries

- 2.4.15. The GB aims to efficiently respond to all enquiries or to give an indication of when a response can be expected;
- 2.4.16. If a matter is directed to an individual member of the GB (or to all members simultaneously) and this matter is not of controversial nature, the GB member(s) in whose portfolio the matter corresponds, will respond accordingly;
- 2.4.17. If a matter is of controversial nature, a joint reply will be issued following consultation of all GB members. The reply is drafted by the member(s) in whose portfolio the matter corresponds.

Consultation

- 2.4.18. The published GB work plans will allow NCs and Alumni to have a better overview on what policy proposals GB members are working on and therefore may send in ideas, suggestions and comments.
- 2.4.19. The GB will consult ex-ante NCs and Alumni on decisions with clear policy implications, unless a fast-track decision is urgently required.
- 2.4.20. The BNC (acting jointly on either simple majority or as individual NCs) and Alumni will have three weeks, unless otherwise indicated, for submitting concrete suggestions in the form of amendments to the GB.
- 2.4.21. In the spirit of article 6e of the Charter (“The BNC can make proposals and recommendations to the GB, acting on a simple majority”), the GB commits itself to directly addressing proposed amendments made by the BNC.

- 2.4.22. The GB will publish the proposed amendments made by NCs and Alumni before taking a decision.
- 2.4.23. The GB will strive to make final decisions taking into account the proposed amendments from NCs and Alumni. The GB will back up its decisions with appropriate reasoning.
- 2.4.24. Additionally, the GB reiterates that the BNC has, according to the Charter, the possibility to pro-actively making proposals to the GB.

2.5. Documentation of policies

The following three clauses are policies adopted by the Governing Body.

- 2.5.1. This document constitutes the compilation of all currently valid policies adopted by the decision making bodies of the European Youth Parliament
- 2.5.2. This document is the reference point regarding all policies adopted by the Governing Body and thus over-rules all possible previous policies mentioned in the GB minutes or elsewhere.
- 2.5.3. The policy compilation document shall be continuously updated by the international EYP Office and all policy changes will also be published in the GB minutes.

2.6. Strategy cycle³

- 2.6.1. The EYP must have a long-term strategy that establishes the overarching aims and long-term goals which direct the efforts of all actors within the EYP network. This strategy is a public document.
- 2.6.2. The GB leads the process of drafting and renewing the long-term strategy, and consolidates input from EYP alumni, the National Committees and the Schwarzkopf Foundation.
- 2.6.3. The long-term strategy for the EYP is adopted by the GB, and must also be endorsed by the BNC and the Schwarzkopf Foundation.
- 2.6.4. A long-term strategy of the EYP includes:
 - i. aims and objectives, either derived from the Charter or as defined in the strategy developing process;
 - ii. an evaluation of the current actions and activities, analysing the gap between current and desired state;
 - iii. means and measures for meeting the aims and objectives defined;
 - iv. success indicators to evaluate the actions undertaken.

³ Most of the policies that used to be compiled under this section can now be found in a guideline document.

- 2.6.5. The National Committees and the GB annually derive short- and mid-term objectives from the long-term strategy to set a framework towards meeting the long-term strategy aims. The NCs and the Executive Director define the implementation plan thereof. The BNC and the GB can also set up a working group together to define the short-term strategic priorities.
- 2.6.6. The progress of the implementation of the long-term strategy is annually evaluated by the GB and the BNC, respectively.

2.7. Codes of conduct – conflicts of interest

According to §14 of the Charter, the GB has adopted working procedures which also cover a code of conduct. Currently, the working procedures of GB V are in place. The GB can change them without consultation with the BNC.

- 2.7.1. The GB decided to adopt the following principles in order to avoid possible conflicts of interest.
- 2.7.2. If a GB member is a member of the board of an NC, he or she will recuse from discussion and abstain from taking any decision directly concerning that NC.
- 2.7.3. GB members are allowed to serve as officials, including the role of president, at national and regional sessions and it will have no bearing upon their term on the Governing Body or their responsibilities concerning selection panels. If a GB member presides a national/regional event, no evaluation forms will be accepted to the database.
- 2.7.4. GB members will not serve as officials at EYP International Sessions.

3. The Board of National Committees

3.1. Composition and functions

The following are re-arranged extracts from Charter provisions §2, §3, §5, §6, §14, and §18, thus cannot be changed without the consent of the BNC and the GB (Charter §18).

- 3.1.1. The Board of National Committees (BNC) consists of representatives of the National Committees (NCs). All countries involved in EYP will have a chance to attend the BNC meetings. It remains with each National Committee to decide who they send to the BNC meeting. There must be a least one meeting of the BNC each year. *
- 3.1.2. National Committees are legally independent organisations from EYP/SF. [Their recognition is governed in §5 of the Charter and the recognition criteria policy can be found in the consolidated policy section on National Committees. With the recognition of a NC, the NC gains a voting right in the Board of National Committees.] In the case that a National Committee is to be excluded from the EYP, the GB has to bring this candidate to the attention of the BNC. The BNC can approve or disapprove this exclusion with a two-thirds majority of all National Committees with voting rights. *
- 3.1.3. The BNC is the collection of National Committees and thus acts as the voice for their interests. The BNC also acts as a forum for knowledge and know-how sharing amongst the National Committees. *

- 3.1.4. The BNC has the right to ask the GB for information and explanations concerning its policies and actions. The BNC has the right to call for earlier GB elections when a two-thirds majority of recognised National Committees agree to do so. The BNC can make proposals and recommendations to the GB, acting on a simple majority. The BNC will receive at least one report annually from the GB before its meeting. *
- 3.1.5. Changes to the Charter have to be approved by a two-thirds majority of BNC members with voting rights and approved by the Governing Body. *

3.2. Decision-making

In addition to the involvement in the strategy cycle as defined above, the BNC has rules governing its internal decision-making. According to the Charter (§6), the BNC gives itself a working procedure, which it has to publish. The following working procedure can be changed by the BNC without consulting the GB.

Art. 1 Organisation

- 3.2.1. The BNC is a collection of the National Committees (NC) of the EYP and thus represents the voice of the NCs.

Art. 2 Tasks

- 3.2.2. The tasks of the BNC are:
- i. To act as a forum of knowledge and know-how sharing amongst the NCs and between the NCs and the Governing Body (GB),
 - ii. To make decisions on the institutional matters of the EYP/HSS, as defined in the Charter of the European Youth Parliament (hereafter called the Charter),
 - iii. To issue recommendations both for the NCs and from the BNC to the GB.

Art. 3 Membership

- 3.2.3. The BNC consists of:
- i. BNC Representatives acting as plenipotentiary representatives accredited by a recognised NC with the right to attend all activities related to the BNC and to speak and vote on behalf of the NC they represent.
 - ii. BNC Observers acting as representatives accredited by a non-recognised NC with the right to attend all activities related to the BNC, but without the right to speak and vote during its plenary sessions.

Art. 4 Accreditation

3.2.4. Recognised NCs have the right to appoint one Representative and one Assistant Representative while non-recognised NCs have the right to appoint one Observer. The accreditations have to be renewed once a year and are valid until the NC cancels the accreditation or appoints a replacement. The Coordinator of the BNC is responsible of keeping an up to date list of the members of the BNC and each NC is responsible to hold the Coordinator informed of its appointment(s).

Art. 5 Substitutes

3.2.5. Should a BNC Member be unable to take part to attend a meeting of the BNC, the NC has the right to appoint a substitute for him/her. A substitute member has the same rights as the member he/she is substituting. The NC appointing a substitute member is responsible of holding the BNC Coordinator informed of its appointment.

Art. 6. Administration

3.2.6. The work of the BNC is facilitated by the Coordinator of the BNC. The Coordinator is elected from amongst accredited members of the BNC (representatives or assistant representatives) at the first BNC meeting of each year by simple majority.

3.2.7. The Coordinators tasks are:

- i. To facilitate the work of the BNC, and especially information sharing amongst the NCs,
- ii. To update relevant lists and databases for the working of the BNC, such as the BNC email list, list of recognised NCs and the EYP Knowledge Bank,
- iii. Compile the BNC Meeting agendas, moderate the meetings and write the minutes of the meetings.

Art. 7 Meetings

3.2.8. Official BNC meetings are to be held a maximum of three times a year. The BNC decides the time and location of the next BNC meeting.

3.2.9. The BNC meetings are comprised of two parts: BNC Discussions and the BNC Plenary Session.

3.2.10. During BNC Discussion part, BNC Members can share knowledge and best practises, hold discussions in working groups and prepare recommendations for the Plenary Session.

3.2.11. During the Plenary Session, Representatives discuss and decide on proposals, recommendations and institutional agenda matters of the BNC, NCs and the EYP/SF.

- 3.2.12. GB members have the right to attend and speak on behalf of the GB during discussions and plenary sessions, but without the right to vote, unless representing a NC.
- 3.2.13. All NCs can propose items to the agenda of the BNC meeting by sending them to the BNC Coordinator at latest two weeks before the meeting is to be held, unless stated otherwise. If so expressed on the agenda, proposals for the Plenary Session can also be drafted during the informal part where also workshops and seminars with external guests can be held.
- 3.2.14. The minutes of the BNC meeting are public and are to be published at the BNC email list and made available also to alumni.

Art. 8 Decision-making

- 3.2.15. Each recognised National Committee has one vote in the BNC to be cast by its BNC Representative (or the substitute).
- 3.2.16. All decisions and recommendations of the BNC for the GB are non-binding and made by simple majority, unless stated otherwise in the Charter. All decisions and recommendations of the BNC for the NCs are morally binding and made by a simple majority, unless stated otherwise in the Charter.
- 3.2.17. At BNC Plenary Sessions, simple majority is counted from the Representatives present at the meeting. Outside the meetings, simple majority is counted from the number of accredited Representatives. When making decisions outside the meetings the Coordinator of the BNC calls for a decision to be made using the Online Alumni Network or other similar system. The Co-ordinator and Executive director count the votes and declare the decision according to the votes given.

Art. 9 Communication

- 3.2.18. Outside the meetings the main communication channel of the BNC is its email list.

Art. 10 Working groups

- 3.2.19. The BNC can appoint working groups to discuss and prepare specific topics assigned to such a group by the BNC. A working group cannot make a decision on behalf of the BNC, but only prepare it to be presented to the full BNC.
- 3.2.20. A working group can include any combination of individuals from the BNC, the GB and other alumni.

Art. 11 Working procedure

- 3.2.21. This working procedure of the BNC is a public document set by the BNC in accordance with the Charter. The BNC can make amendments to this document by simple majority.

4. The International EYP Office

The following are re-arranged extracts from Charter provisions §15 and §16, thus cannot be changed without the consent of the BNC and the GB (Charter §18).

4.1.1. The Executive Director is the executive of the EYP/SF. The Executive Director assures the smooth, effective and transparent running of EYP/SF and secures its administrative capacity to act. The Executive Director puts into action the decisions of the GB and oversees the continued application of the GB guidelines. Tasks include (amongst other things):

- i. supervision, and technical and organisational support of the International Sessions (contact with the National Organising Committees, preparatory meetings, support, evaluation, contracts etc.)
- ii. lobbying internationally (European Parliament, European Commission etc.)
- iii. fundraising internationally (applications at the European Commission, foundations and companies) for international Sessions and for EYP/SF (see 15d)
- iv. representation of EYP/SF
- v. establishment and fostering of cooperation with other organisations
- vi. contact with National Committees
- vii. administration
- viii. management of the eypej.org website (updates etc.)
- ix. administration of the GB Election
- x. preparation of Annual Reports *

4.1.2. The Executive Director and the EYP office additionally fulfill some of the roles and tasks of the Schwarzkopf-Foundation as stipulated in the Charter. The following selection is based on the GB's interpretation of the Charter.

4.1.3. Management of the day-to-day implications of the fact that the Schwarzkopf-Foundation is the legal personality of the EYP at the international level, e.g. in applications at the European Commission or to any other international donors.

4.1.4. Caring for sound financial management and transparent accounting.

The following GB policy complements the Charter provisions, which can only be changed by the GB.

4.1.5. Where a GB decision has been made or where the decision is so fundamental that a GB decision should be made, the GB's advance approval is necessary for the Executive Director to act. Ex post facto approval should be sought for other issues.

- 4.1.6. The EYP office has a GB mandate on the scope of fundraising agreements that EYP/SF can conclude with public and private partners. This ensures that EYP/SF to effectively fulfil its fundraising tasks in a transparent manner. The fundraising mandate is a part of the partner agreement concluded between EYP/SF and each National Organising Committee (NOC) of an International Session.

B. NATIONAL COMMITTEES

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5. General Policies

5.1. National Committees

- 5.1.1. All full members of the Council of Europe, including Belarus which has a pending candidate status, are eligible to join the EYP.
- 5.1.2. Territories within Europe whose independence is recognised by a majority, but not all Council of Europe full members may become members of EYP. In EYP policy these are described as Autonomous European Territories (AETs).
- 5.1.3. There can only be one entity, the National Committee, recognised per country, or the Autonomous Committee (AC) recognised per Autonomous European Territory, to act as the official representation of EYP. All EYP groupings in a given country, except Autonomous Committees, fall under the NC, which is recognised by the Board of National Committees (BNC) and the Governing Body (GB) in accordance with the Charter of the EYP.
- 5.1.4. All references in the EYP Charter and this Policy Document, to the terms “National Committee (NC)”, “National Organising Committee (NOC)”, and “Board of National Committees (BNC)” include Autonomous Committees (ACs), unless an exception is stated. ACs will have all the same rights and responsibilities within EYP as NCs except:-
 - i) ACs must not use the terms “National”, “country”, or any other term which implies recognition of the independence of their Autonomous European Territory by all CoE members.
 - ii) Delegations of ACs attending EYP Sessions will be described as the “Delegation of the Autonomous Committee of (*named territory*) .. “.
 - iii) In Resolution Booklets and delegate lists, delegations of ACs, and individual delegates from Autonomous European Territories will be identified by a two letter code preceded by an asterix, and designated by the Governing Body to identify the specific EYP initiative or Autonomous Committee.⁴
- 5.1.5. At such time as the Council of Europe (CoE) recognises an Autonomous European Territory as a member of the CoE, then an Autonomous Committee for that Territory immediately becomes a full National Committee.

⁴ Additional decision by the GB: Country Code Designation for Kosovo

The proposed country code designation for delegates from Kosovo, as used at the 1st Selection Conference of the EYP Initiative in Kosovo is “ *KS “.

In the resolution booklet this is defined as:- *KS – Delegates from the European territory of Kosova as defined by the European Union Rule of Law Mission in Kosovo (EULEX).

5.2. National EYP Initiatives

- 5.2.1. To be recognised as a full EYP National Committee, a National Initiative needs to fulfil the necessary criteria.
- 5.2.2. The rights attached to the National Committee status would only arise if or when a National Initiative became a National Committee.
- 5.2.3. Before applying to become recognised as a National Initiative, an Aspiring National Initiative can apply to the GB to send one representative at own costs to observe an international session (with the consent of the national organising committee). Observing means taking part in the public events of the session, observing the BNC meeting, and – if permitted by a chair and the head organiser – listening to committee work and/or organisers meetings. After having observed an international session, the aspiring national initiative has one year to apply for the status of a national initiative or else will not get the opportunity to observe again.

6. Recognition of New National Committees

6.1. General

- 6.1.1. In accordance with the Charter, there are recognition criteria for National Committees. NCs are asked to demonstrate compliance with the recognition criteria using a pro-forma document supplied by the EYP Office. A review of compliance is done on an annual basis together with the delegation size allocation for International Sessions and should be done as an update to the previous data in order to minimise the workload of Ncs.
- 6.1.2. The GB assesses the compliance on the basis of the NC recognition criteria. The assessment of compliance with the recognition criteria is based on trust in the NCs.
- 6.1.3. A defunct National Committee that wants to become active again would need to go through the full NC recognition process.
- 6.1.4. Only recognised National Committees can use the ‘wild card’ for summer International Sessions. Participation in a summer International Session is an incentive to quickly pursue the full recognition of a NC, whilst they can send observers to international sessions.

6.2. Recognition Criteria

- 6.2.1. In accordance with the Charter of the European Youth Parliament (EYP), the Governing Body has produced the following Draft Recognition Criteria for National EYP Committees, including the aims, rights and obligations of as well as encouragements to the National Committees (NCs) of the EYP.

6.2.2. All NCs share the aims of the EYP, as laid down in the Charter of the EYP. These are to:

- i. raise awareness of European issues, encourage active European citizenship and motivate students to become engaged in European politics;
- ii. promote international understanding, inter-cultural dialogue and diversity of ideas and practices;
- iii. contribute to the personal skills development of European youth;
- iv. provide a forum in which young people of Europe can express their own opinions, without reverting to role play.

6.2.3. All recognised NCs have the right to:

- i. use the name 'European Youth Parliament (EYP)' including the logotype;
- ii. be referred to as an NC in official documents and on the website of EYP/SF;
- iii. vote in the BNC meetings;
- iv. participate in GB elections;
- v. send delegates to an International Session of the EYP;
- vi. apply to host an International Session of the EYP.

6.2.4. All recognised NCs are obliged to:

- vii. have a statute, outlining the aims and the structure of the NC;
- viii. conduct their activities in an open and transparent manner allowing participation in the decision-making process by its members;
- ix. select delegations to the spring and autumn International Sessions of the EYP in a transparent, fair and inclusive National Selection Process (NSP);

The minimum requirements for a NSP are the involvement of at least 15 students in the age of 16 to 19 from at least three educational institutions in an essay or resolution writing competition or in a National Selection Conference (NSC). Only when these requirements are fulfilled is the NC allowed to send delegations to International Sessions. The size of the delegation varies according to the official Delegation Size Allocation Scheme, decided by the GB.

- x. ensure that (once the respective NCs have selected a delegation):
 - a. the delegation is accompanied to the autumn and spring International Session by a teacher or other responsible adult;

- b. the delegation is well acquainted with the rules and procedures of International Sessions;
 - c. the members of the delegation are well-prepared for their committee topics and all other session elements.
 - xi. keep the International Office updated about upcoming activities and informed about past activities;
 - xii. co-ordinate their fund-raising efforts with the EYP/SF office when approaching EU funding sources for national and regional events;
 - xiii. co-ordinate the invitation of delegations from other countries to national and regional events with the respective NCs in these countries
- 6.2.5. All recognised NCs are encouraged to:
 - i. give as many young people from as many different backgrounds as possible the opportunity to take part in EYP events;
 - ii. involve teachers and students in their NC, during events organised by the NC as well as at International Sessions of the EYP;
 - iii. hold a NSC, including teambuilding, committee work and a General Assembly and guaranteeing the fairness of the selection;
 - iv. select school delegations or individuals who have proved exceptional team spirit in their National Selection Process;
 - v. support each other as well as new EYP initiatives by sharing knowledge and experience and by allowing participation from other NCs in national events as far as possible.
- 6.2.6. All NCs shall share the aims and fulfil the obligations listed above.
- 6.2.7. It is the responsibility of the Governing Body to review compliance regularly and to enact appropriate measures in case of non-fulfilment of the obligations.
- 6.2.8. If an NC continuously fails to fulfil the obligations, the GB may propose to the BNC to exclude the respective NC. The decision on exclusion is taken by the BNC with 2/3 majority.
- 6.2.9. NCs are asked to demonstrate compliance with the Recognition Criteria using a pro-forma document supplied by the EYP/SF office at the same time as delegation size questionnaire. Revision of the recognition process is done on a biannual basis together with the delegation size allocation for International Sessions.

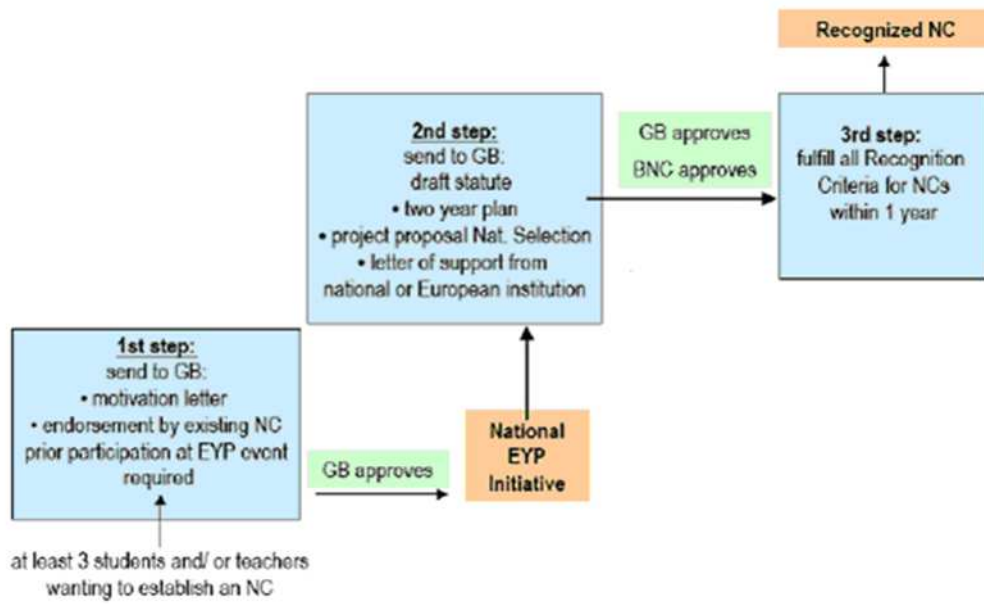
6.3. Recognition Process

(see also flowchart below)

- 6.3.1. Unrecognised NCs shall be called “National (EYP) Initiatives”.
- 6.3.2. A National Initiative is a group of at least three students and/or teachers (preferably both), having formally expressed their wish to establish an NC through a letter of motivation to the GB, explaining why they want to establish an NC. At least one of the initiators must have attended one or more national or regional sessions of other NCs. The letter of motivation must be accompanied by a letter of endorsement by one or more existing NCs, including the one whose event the initiators have attended (first step of application for recognition). The application for recognition as an Initiative must be approved by the GB.
- 6.3.3. National Initiatives can:
 - i. attend as delegates or send delegates to regional and national sessions or other events of other NCs (provided the respective NCs’ consent);
 - ii. attend regional and national sessions of other NCs as members of the organizing team (provided the respective NCs’ consent);
 - iii. take actions and organise events in order to promote EYP in their country, explicitly presenting themselves as a National EYP Initiative and not as an NC;
 - iv. attend BNC meetings as observers;
 - v. attend International Sessions as observers and not as delegates (the duration of their attendance depending on the respective National Organising Committee’s consent).
- 6.3.4. In order to initiate recognition, the Initiative must send an application for recognition to the GB, in order to become a Candidate NC. The application for recognition as a Candidate NC shall include:
 - i. contact details of all members of the Initiative;
 - ii. a draft for a statute of the NC, including the aims and the structure of the NC, proving its accordance with the aims of the EYP/SF as defined in the Charter;
 - iii. a two year activities and development plan;
 - iv. a project proposal for a National Selection Process, including ideas how to find participants and funding for it;

- v. a letter of support from a national or European institution (this can also be a school or university), expressing the institution's readiness to support the NC in its endeavours to find funds, venues, etc. for its activities.
- 6.3.5. The recognition process lasts one year. Within the recognition year, Candidate NCs hold one session which lasts for at least three days and hosts foreign Officials. One year after the initiation of the recognition process, the GB and the BNC vote on the Candidate NC's application based on peer review by foreign session officials, assessments through other National Committees and a report by the Candidate NC. The reports should entail information on:
- i. good governance in the sense of clause 6.2.4.viii;
 - ii. the fulfillment of the first year of their two-year activities and development plan;
 - iii. an organisational report of their first session.
 - iv. a proof of collaboration with two accompanying NCs that give a positive recommendation for recognition.
- 6.3.6. Successful recognition is followed up by a revision of the two-year plan by the new NC based on BNC and GB recommendations. The revision is to be shared with the BNC one month after the recognition. In case recognition is unsuccessful, the Candidate NC has one more year to complete the recognition process.
- 6.3.7. All sessions or forums held by EYP Initiatives, and by National Committee within the first probation year after the recognition, to which participants from other countries are invited, must receive approval from the GB. The GB will formally issue the approval. The official GB approval will be issued subject to the submission of programme, arrangements for promotion, budget and the procedure for reporting to the GB after the event. This requirement forms part of the recognition criteria.
- 6.3.8. After one year, compliance with the Recognition Criteria for NCs must be proved. If this compliance cannot be proved, the National Committee loses its status as such and the rights connected to it.

Recognition Process Flowchart



General provisions and principles for application for recognition

- 6.3.9. Every member state of the Council of Europe (including Belarus whose membership application is suspended) can have an NC or a National EYP Initiative.
- 6.3.10. There can only exist one NC in each member state of the Council of Europe.
- 6.3.11. The application requirements and the procedure for the establishment of new NCs shall be clearly outlined and handed to any party having expressed the wish to establish an NC.
- 6.3.12. In case of several applications to be recognised as National Initiatives, the GB will encourage the merger of the Initiatives. If a merger is not achieved, based on the applications, the GB, in consultation with the BNC, will agree on one National Initiative to be recognised.
- 6.3.13. In order to be recognised, the NCs do not have to be officially registered NGOs in their country. However, they should strive to become registered.
- 6.3.14. The GB offers its support to National Initiatives to submit an application for recognition as an NC and to fulfil the recognition criteria by establishing contacts to existing NCs and potential institutional or financial supporters, providing useful documents, writing letters of support etc.
- 6.3.15. If an NC has been established without the knowledge of the GB and the BNC, the GB shall request the respective party to submit an application for recognition. If the respective party refuses to do so or if the application is not approved by the GB and the BNC, the GB may take appropriate measures.

6.4. Delegation sizes

Allocation of Delegation Sizes to EYP International Sessions

The goal and spirit of the system to allocate delegation size to EYP international sessions is to encourage the National Committees of EYP to involve more young people in EYP and to reward them for the work of their alumni. The NCs pledge to submit their numerical data publicly with the utmost of honesty and transparency. NCs submitting incorrect number of participants will not be granted the size allocation. The decision on allocation of places from the pool will be taken by the GB on the basis of the data and the explanations submitted.

- 6.4.1. The total number of places of an EYP international session is 220.
- 6.4.2. The base allocation for all recognised NCs is 3 places. At the same time, the maximum number cannot exceed 9 places for any NC.
- 6.4.3. A pool of places is created consisting of the total number of places (220) minus the places allocated per NC:

6.4.4. NCs wishing to send less than the base allocation (3) would provide spare places to be reallocated to the pool of delegates

6.4.5. NCs wishing to send more than the base allocation (3) may receive additional places from the pool according to the criteria below. Any remaining places from the pool shall be allocated to those NCs where the difference between the aimed threshold⁵ and the amount of persons actively involved is smaller. NCs involving less than 50 or more than 750 persons shall not be considered in this reallocation.

Quantity criteria	
	If criteria are fulfilled
i) At least 150 persons are actively involved by the work of the NC over one year.	+ 1 place
ii) At least 300 persons are actively involved by the work of the NC over one year.	+ 2 places
iii) At least 600 persons are actively involved by the work of the NC over one year.	+ 3 places
iv) At least 1000 persons are actively involved by the work of the NC over one year.	+ 4 places
v) Less than 50 persons are actively involved or less than three schools are involved by the work of the NC over one year	- 1 places
vi) Involvement of at least 20 per cent more students in the selection process (national selection conference or pre-selection in comparison to the previous year.	+ 1 place

Quality criteria	
	If criteria are fulfilled
i) Organisation of a national selection conference by the NC including the resolution making process and lasting 4 or more days.	+ 1 place
ii) Organisation of an international session by the NC ³⁾	+ 1 place
iii) Organisation of five additional days with a clear educational value by the NC that provide EYP experience	+ 1 place
iv) Organisation of ten additional days with a clear educational value by the NC that provide EYP experience	+ 2 places
v) Selection process not including a National Selection Conference organised by the NC	- 1 place

⁵ The aimed threshold of an NC is defined as the closest unfulfilled quantity criterion allowing one more delegate to be allocated to the NC. Quantity criteria (iv) and (v) are not applicable in this sense.

Explanations

- 6.4.6. Active involvement encompasses the writing of either a resolution or an essay or the participation in an EYP event encompassing at least two of the three fundamental elements of an EYP session (teambuilding, committee work, general assembly). Specifically, this means: pre-selection events to national selection conferences may include preliminary selection sessions, essay contests or resolution writing contests; the length in time of the respective fundamental elements must be sufficient to allow ample dedication to the aims of the EYP as stated in the preamble of the Charter; purely informative events are not considered EYP events in this regard.
- 6.4.7. Active involvement also includes a direct link between a NC and the delegate. Specifically, this means: students and young people involved by non-EYP mediators or multipliers cannot be included;
- 6.4.8. All events included must be organised primarily by a NC.
- 6.4.9. All participants, whether delegates or teachers, of EYP events as defined above are considered to have been actively involved if they participated in the full duration of the event. Specifically, this means:
- i. delegates and teachers need not to take part in an EYP event for the first time; both national and international participants may be included, whereby international delegates are only those from other recognized NCs only the hosting NC can count the delegates and teachers on their questionnaire.
 - ii. NCs may count teachers only if they provide organize a teachers programme accompanying the event and teachers are involved in this programme.
- 6.4.10. The national selection conference needs to last for at least two days and include all three fundamental elements (teambuilding, committee work and general assembly) of an EYP session.
- 6.4.11. The participants of international sessions cannot be included in the quantity criteria.
- 6.4.12. These additional days with a clear educational value can neither be already included in the quantity criteria nor can the organisation of an international session be counted under this criterion. Events applicable under this criterion are:
- i. fora and sessions⁶ with substantial international participation
 - ii. training courses⁷ on core EYP-related skills and knowledge where the bulk of the programme is devoted to that educational value

⁶ fora and sessions counted under this criterion need to provide EYP experience to at least 40 delegates per day

Delegation size allocation for Spring and Autumn Sessions

- 6.4.13. The size of delegations should be based on the principle of quality and quantity.
- 6.4.14. The allocation of delegates is country based.
- 6.4.15. In order for everyone to have full confidence in the system, it is vital that all National Committees are honest in their disclosures. The call to submit numbers go out from the EYP office.
- 6.4.16. National Committees submit their numbers publicly through the BNC list. It is the task of the EYP office to carefully verify the numbers submitted.
- 6.4.17. The GB fixes the delegation size based on the numbers submitted by NCs and in accordance with the allocation key. When deciding on delegation size allocation, GB members act with no conflicts of interest regarding a NC. The size allocation is done in spring, using previous year's data, i.e. 1st January to 31st December, and on an annual basis.

Delegation size allocation for Summer Sessions

- 6.4.18. The summer session has been from its inception an Alumni event and the primary focus of it is on Alumni and not on NC's.
- 6.4.19. NCs have a role in some countries in fundraising and for that purpose should be informed of the country contingent size.
- 6.4.20. A system for allocation of places at summer sessions must be workable – one that people understand and one that the EYP office can use.
- 6.4.21. The system must aim at a true diversity of participants and no one country should have excessive numbers of participants.
- 6.4.22. A system must guarantee as far as possible full capacity with the objective of having the full number of delegates attending.
- 6.4.23. Two-thirds of places should be filled before the Spring session with delegates from the previous Autumn session as well as delegates from the previous years' sessions. One-third of places are reserved for the spring session delegates.
- 6.4.24. The places will be allocated according to the principle of first come first served within the respective country and session contingents.
- 6.4.25. The administration of delegates for summer sessions is undertaken by the Executive Director.
- 6.4.26. The EYP office is also responsible to communicate to NCs the contingent size for countries.

⁷ training courses counted under this criterion need to provide EYP experience to at least 15 participants per day

- 6.4.27. Each NC has the right to use a 'wild card' for summer sessions which is defined as someone who would not normally be eligible for a delegate place but who is a vital asset to the development of the National Committee, and ii) someone who has already had experience at the national level. The wild card is inclusive of the national quota
- 6.4.28. The Executive Director sets the deadline for wild card submissions.
- 6.4.29. Delegate places will not be allocated until the wild card allocation has been completed.

7. Organising of Events

- 7.1.1. Any NC event at an international level that is organised two weeks prior to and after the International summer session will not be advertised through EYP/SF in order to ensure that both the summer IS and the NCs events have maximum participation. NCs are encouraged to avoid events clashing with the International Summer Session.
- 7.1.2. Regional events have to be made known to the EYPEJ office. This allows them to use the term 'EYP' in the event and ensure a measure of quality control.

8. Relations between the NCs and EYP/SF

European funding at national level

- 8.1.1. If a National Committee is intending to apply to a European institution for funding, it has to contact the EYPEJ office to discuss the application.
- 8.1.2. If partner letters by National Committees are to be sent out, it should be sent out with an explanation as to the event and how the NC can be involved. Partnership is a two-way process. EYP/HSS has the first right to apply for international money for international sessions.

Use of logotype

- 8.1.3. If a NC uses the logo, it must add their national name to ensure there is a clear distinction between the international EYP and the National Committee.
- 8.1.4. Under no circumstances must there be a change to the star formation or the colours (except for the black and white version).
- 8.1.5. It must be clear that it is the National Committee that uses the logo.
- 8.1.6. The new logo should be added to National Committees' websites and stationery either in addition to or replacing the old EYP logo.

- 8.1.7. The long term aim is that the new logo will become the logo across all National Committees. A fresh and uniform corporate identity is important for the professional outlook of the whole organisation of EYP.

C. International Sessions

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If not otherwise stated, the clauses in this section are policies adopted by the Governing Body.

9. Organising

9.1. Bids for International Sessions

- 9.1.1. All members of the GB should act as conduits to the NCs.
- 9.1.2. The GB's criteria for assessing the bids are the ones outlined in the application form that is circulated to the BNC (criteria attached as annex V).
- 9.1.3. NCs should be encouraged to think about an International Session over a regional session.

9.2. Timing of International Sessions

- 9.2.1. Autumn sessions should be organised towards the end of November/December for preference, which would make the availability of officials more likely.
- 9.2.2. The dates of an IS shall be decided by the NOC.
- 9.2.3. It is advised that IS should not coincide with religious holidays. If the session would take place during religious holidays, participants should – if possible and feasible – be given the opportunity to exercise religious practises.

9.3. Relations with NOC

- 9.3.1. Before an international session, the contract between the NC and the EYP/SF will delineate relative competences of who is to do what before the session.
- 9.3.2. The partner agreement needs to be signed with the official National Committee.
- 9.3.3. The daily contact, information and support of National Organising Committees is provided by the Executive Director.
- 9.3.4. The GB's role is to provide consultancy, advice and know-how as well as their experience to National Organising Committees.
- 9.3.5. NOCs should follow the GB's policies where they have been set.

9.4. Fundraising, budget and sponsors

9.4.1. EYP/SF has the first right to apply for international money for international sessions.

The GB has given the following (clause 9.4.2) fundraising mandate to the international office:

- 9.4.2. The EYP/SF may commit itself as well as the project partner, [NC], to the following:
- i. Placement of the sponsors'⁸ logo(s) and slogan(s) on the eypej.org as well as the session's website in the respective session as well as in a footer or sidebar on the homepage;
 - ii. Placement of the sponsors' logo(s) and slogan(s) in all published session materials; this definitely includes but is not limited to the session programme, preparatory materials, welcome folder, banners, the official report, roll-ups and flyers. This specifically excludes resolution booklets;
 - iii. If a sponsor is interested in proposing a topic, the EYP/SF would after consulting the GB and the project partner propose a concrete wording of the topics which respects the focus of the sponsor but also the requirement that the topic needs to be respecting the GB's guidelines for topics, i.e. be amongst others of concern to young people and have a clear European dimension. The GB would always have the final say on topics. The sponsor may also send research links and a topic expert for the 'expert hearings';
 - iv. One speech at the Opening Ceremony and one speech at the General Assembly (total number for all sponsors contracted by EYP/SF) to be delivered by a representative of the sponsor. This refers only to representatives of private companies or foundations. There is a – within reason – an unrestricted number of speeches allowed for representatives of public institutions (e.g. the Council of Europe, the European Commission, the European Parliament, etc...);
 - v. Sponsors may be present at the International Sessions (public parts) and be treated as special guests (first row seats in ceremonies, etc..).
- 9.4.3. Breweries and alcohol producers should not be advertised sponsors of an international session. This is not a hard and fast rule but will be assessed on a case-by-case basis by the GB.
- 9.4.4. The EYP office has a mandate on the scope of fundraising agreements that EYP/SF can conclude with public and private partners. This ensures that EYP/SF can effectively fulfil its fundraising tasks in a transparent manner.

⁸ The term sponsor refers here to all grant giving parties including private as well as public institutions.

- 9.4.5. The fundraising mandate is a part of the partner agreement concluded between EYP/SF and each NOC.
- 9.4.6. The participation fees of delegates are collected and kept by the EYP/SF for the international management of the organisation.
- 9.4.7. The participation fees of teachers are collected and kept by the National Organising Committee.
- 9.4.8. When participation fees are used to cover a session's budget, the budget has to be the absolute minimum 'no frills' budget.
- 9.4.9. EYP/SF makes applications for funding the session, such as for an EU-grant, grants from the Council of Europe or international foundations/organisations.
- 9.4.10. Additionally, EYP/SF provides the organising committees with a guarantee for a financial emergency backup. In case of an unsuccessful EU grant application and missing funds for the execution of an international session, EYP/SF guarantees to provide the National Organising Committee with the participation fees (parts or the whole amount) to ensure the coverage of all necessary costs for the execution of the session.
- 9.4.11. The NOC would need to be aware though that – unless the session is well funded by that time and the GB gave its green light – invitations can only be issued with a clear indication that flights booked are at own risk.
- 9.4.12. NOCs should seek to fundraise the whole budget and under any circumstances could not rely on more than 30,000 € from the EYP/SF should international fundraising not be successful and session's minimum budget be deficient.
- 9.4.13. The sufficient session budget is drafted by the National Organising Committee, in consultation with the GB, and includes all direct costs for the session and indirect costs such as administrative costs of the National Organising Committee, mobile phone costs for the preparation etc.
- 9.4.14. National Organising Committees need to include a financial provision of 10 percent or an absolute maximum of 15.000 euro for EYP/SF in their session budget. This amount would by contractual agreement not have to be paid if the session budget is not fully fundraised, but only in the very lucky case that EYP/SF and the National Organising Committee would fundraise more money than needed for the sufficient session budget.
- 9.4.15. The arrivals of chairs and journalists on the Wednesday is optional and the NOC should bear the additional costs of this in mind.

9.5. Session programme

- 9.5.1. It is the responsibility of the GB to manage the programme

- 9.5.2. The GB has to be consulted on all programme changes which are proposed by an NOC.
- 9.5.3. A good balance in the session programme is needed with the core elements being Teambuilding, Committee Work and the General Assembly.
- 9.5.4. Committee Work time should not be sacrificed. The NOC is to take this into consideration.
- 9.5.5. While innovation in sessions are welcome, EYP is a recognisable brand and that organisers should seek to 'keep it simple' at all points.
- 9.5.6. The focus of the session must be on the delegates and their enjoyment and ideas must drive the sessions.
- 9.5.7. Certain core elements of EYP International Sessions are compulsory elements and those will be communicated to the NOC at the earliest available opportunity.
- 9.5.8. A session theme has the potential to add more to each session and is to be encouraged.
- 9.5.9. If NGOs are invited, it is of paramount importance that there is a diversity of NGOs present with differing views being represented. No extremist organisations should be invited.
- 9.5.10. Contact with local culture and youth should be an integral part of international sessions.

9.6. Session programme elements

Eurovillage

- 9.6.1. Eurovillage table tours and national presentations should be kept on separate evenings.

National presentations

- 9.6.2. National presentations enable all participants to see traditional dances and national culture.
- 9.6.3. The performance is not compulsory for every country and performances (music or dance) need to be of good quality, have a cultural value and be no longer than three minutes.

Opening Ceremony

- 9.6.4. It is important that the Opening Ceremony retains its formality.

- 9.6.5. Delegates should be at the heart of the Opening Ceremony and speeches at the Opening Ceremony should therefore include a speech from the delegate Ambassador of the past NOC and the present NOC. An ambassador of the future NOC shall speak at the Closing Ceremony..
- 9.6.6. NOCs and Boards should strive to get the right balance between the number of speeches, guidance on content, and ensuring guests are properly briefed.
- 9.6.7. Music at Opening Ceremonies should be welcomed.

Committee Work

- 9.6.8. A good balance in the programme is needed with the core elements being Teambuilding, Committee Work and the General Assembly. Whilst other programme elements were also considered important, it stressed that Committee Work time should not be sacrificed.
- 9.6.9. At least 20 hours of Committee Work are needed, excluding coffee breaks.
- 9.6.10. No time would be cut from Committee Work hours for organisational reasons.
- 9.6.11. GA preparation is an integral part of the session for maintaining high academic quality. NOC should therefore ensure that the Thursday afternoon before GA (at least 2–3 hrs) is dedicated to this as integral part of committee work and that there be suitable rooms available for committees.
- 9.6.12. The GA preparation on Thursday afternoon should be referred to as ‘Committee Work’.
- 9.6.13. The Committee Work on Thursday afternoon should include inter alia drafting of amendments, explanation of GA procedure, clarification of unknown expressions and exchange with other committees.

Euroconcert

- 9.6.14. The variety of music at Euroconcert needs to be maintained.
- 9.6.15. The quality of music at Euroconcert needs to be high and NOCs are responsible for ensuring that performances are of an adequate quality.

Closing Ceremony

- 9.6.16. As the Closing Ceremony has the potential to over-run, the speakers should be limited to the GB member, delegate representatives, editors, head organiser and session president.
- 9.6.17. The thanks of session officials at the Closing Ceremony should be done at one point and not be individual thanks but group thanks.

Evening programme

- 9.6.18. The NOC should ensure that if the evening programme takes place away from accommodation that there is proper provision of transport for delegates who wish to leave early.

9.7. Accommodation, food and transport

- 9.7.1. The teacher accommodation needs to be in walking distance of the delegate accommodation (approximately 5 minutes walk). Furthermore, teachers need to have the option to stay at the delegates accommodation if they wish to do so.
- 9.7.2. If delegates are split up in different youth hostels, they need to stay in delegations during this time.
- 9.7.3. It is expected that provision in the session programme will be made for proper time for sleep for delegates.
- 9.7.4. NOCs should ensure that quality food, including providing for vegetarians and those with dietary requirements, is provided at sessions and that sufficient budget is allocated to this purpose.
- 9.7.5. The GA venue must fit 240 persons in the main hall.

9.8. Teachers' programme

- 9.8.1. NOC's should be reminded on the vital need for the teachers' programme to be properly developed to provide a balanced and informative session for the teachers.
- 9.8.2. There is a need of a strong programme for teachers with a balance of professional development and cultural visits.
- 9.8.3. The teacher's programme needs dedicated organisational time put into it as it is essential to retain teacher support for the organisation.
- 9.8.4. All teachers and chaperones are expected to take a full part in the teachers' programme of an international session.
- 9.8.5. The teambuilding for teachers should rather be problem-solving to its character than based on physical activities
- 9.8.6. Having one organiser taking care of the teachers for the full duration of the session should be encouraged.

10. Participants

10.1. Delegations

- 10.1.1. The age frame for delegates at Spring and Autumn Sessions is from 16 to 19 years with the necessary flexibility for certain NCs.
- 10.1.2. In some countries the age frame would mean University students would be attending, which is acceptable as long as a Professor from the University accompanied the delegation.
- 10.1.3. NCs should take care of notifying the NOC and the EYP Office if their delegation would not be present at an IS as soon as possible.
- 10.1.4. Only delegates selected by NCs – not exceeding the allocated numbers – can take part as full delegates in an IS.
- 10.1.5. Delegates are expected to attend the full duration of the session and information in this regard should be included in the official invitation.
- 10.1.6. Delegations arriving later than the official arrivals day should not be the case. NC should communicate this very clearly to their selected delegations. The EYP office should highlight this in the official invitation to the session and in the communication with the summer session participants.
- 10.1.7. If there are any last minute places to fill at International Sessions due to cancellations, the following procedure should be followed:
 - I. Executive Director announces free places;
 - II. NCs have 7 days to state their interest in additional places for additional delegates;
 - III. free places are equally shared among interested NCs;
 - IV. the first priority will be to share the additional places among those interested NCs who have less than 10 delegates at the session. Only if all interested NCs have 10 places at the session, it will be allowed to allocate more than 10 places to an interested NC;
 - V. no NC shall have more than 12 places in total at one session.
- 10.1.8. Additional delegates filling last minute places have to have gone through a National Selection Process.
- 10.1.9. Juries at national sessions should keep a reserve list to enable 'last minute places' to be allocated more easily.

10.2. Communication to delegations

Prior to sessions

- 10.2.1. Correct information on programme of delegates and teachers need to be sent to the delegations well in advance.
- 10.2.2. Information on how the system of recommendation and selection works has to be put into the information material passed out to the delegates before the session. Participants of International Sessions should also have information about the structure of EYP (GB, BNC, Executive Director, HSS, etc.) which should be included in the welcome packs of delegates and teachers at all IS.
- 10.2.3. Teachers and chaperones always need to be informed in great detail prior to sessions of logistical details, their distance from the delegates etc. The EYP Office would assume responsibility for ensuring that information reaches teachers on time in the future.

Post-session

- 10.2.4. Post-session communication with teachers should comprise:
 - I. a thank you note;
 - II. evaluation report of the session;
 - III. the full address list of teachers (including those of previous sessions);
 - IV. information on the alumni platform and
 - V. the creation of a email group for teachers.
- 10.2.5. The EYP Office is responsible to carry out the post-session communication.

10.3. GB representation at sessions

- 10.3.1. It is important for as many as possible GB members to be at the international sessions. EYP pays for two GB members on a rotating structure at each session.
- 10.3.2. The presence of GB members and the Executive Director at International Sessions is to ensure that they are connected to sessions and that the EYP system is made transparent and accessible to all EYPers.
- 10.3.3. The Executive Director and the GB members present at International Sessions should be profiled:
 - I. in the newspaper (an article for the newspaper to be written in advance to be included),

- II. through introductions at the same time as other introductions are made (e.g. teambuilding and Opening Ceremony),
 - III. clear description of the rationale of GB members' presence, i.e. feed-back, observation, guests, programme assessment, quality management and
 - IV. clear communication to CJOs to ensure that those groups are aware of the role of the presence of GB members
- 10.3.4. During the session, the Executive Director is there to monitor that the GB's policies are executed, while GB members present are there to be consulted.
- 10.3.5. If there is a novel situation at the situation, the Executive Director and the GB members present should be consulted.
- 10.3.6. The Executive Director is the contact person for the NOCs at sessions.
- 10.3.7. Operational decisions at sessions are taken by the NOC and the session board while the Executive Director and the GB members present are there to be consulted. However, decisions on matters that have potential legal implications are taken by the NOC and the Executive Director.

10.4. Role and responsibility of chaperones

- 10.4.1. Delegations at Autumn and Spring sessions need to be accompanied by a chaperone, which is either a teacher or other responsible adult during the full duration of the session.
- 10.4.2. The requirement of delegations to be accompanied should be clearly communicated to NCs by the EYP office.
- 10.4.3. If a chaperone cannot be found, NCs should check whether a session official (chair, journo or organiser) could assume the role of a chaperone. If this not be possible, NCs were asked to contact the EYP/SF Office for further advice.
- 10.4.4. No delegate can serve as a chaperone.
- 10.4.5. NCs failing to provide a chaperone are not allowed to send their delegation.
- 10.4.6. The responsibility of chaperones taking responsibility for unaccompanied delegations should be clarified, including the signing of a contract.
- 10.4.7. The NOC needs to ask for the chaperones' mobile phone numbers in order to reach them in an emergency.
- 10.4.8. The teacher/chaperone accommodation needs to be in walking distance of the delegate accommodation (approximately 5 minutes walk). Furthermore, chaperones need to have the option to stay at the delegates' accommodation if they wish to do so.

11. Codes of conduct

- 11.1.1. A Code of Conduct for all participants is to be adopted for sessions. This involves a general statement for all sessions and can be added to by the NOC to account for their particular circumstances.

11.2. Alcohol and drugs policy

- 11.2.1. Information on the alcohol policy should be incorporated into the general guidelines for delegates and made explicit in letters to teachers prior to the session and during briefings at the sessions.
- 11.2.2. It is the responsibility of teachers to ensure the well being and good behaviour of their students during the session – even during social events. It is essential for there to be a substantial meeting with the teachers at the beginning of the session to discuss the issue of responsibility.
- 11.2.3. Alcohol will be available at sessions but EYP commits itself to follow national laws on alcohol consumption and drinking age. In any case, only lower alcoholic products may be offered (alcohol content less than 15%).
- 11.2.4. As young ambassadors of their countries, delegates are expected to understand that their stay should not be upset by own misbehaviour or that of others ruining the experience.
- 11.2.5. EYP frowns upon overindulgence. Delegates are reminded that any over indulgence in alcohol will result in them being sent home, at their own expense.
- 11.2.6. EYP operates a total zero tolerance policy with drugs.
- 11.2.7. If delegations decide to serve alcohol at Eurovillage, only lower alcoholic products can be brought rather than stronger drinks. Eurovillage is an event to be enjoyed and by bringing stronger drinks, it does run the risk of spoiling the evening for others.
- 11.2.8. NOC's at events which they 'control' should not allow spirits to be served.
- 11.2.9. The alcohol policy is the same for all session participants: delegates, officials, teachers and chaperones.
- 11.2.10. The Governing Body retains right to suspend the availability of alcohol during events at International Sessions.

11.3. Child Protection Policy

- 11.3.1. The EYP believes in and advocates children's rights to survival, protection, development and participation. EYP' Child Protection Policy includes guidance on appropriate and expected standards of behaviour of adults towards children, and also of children towards other children. It also explains standard procedures for cases of complaint or suspected child abuse.
- 11.3.2. The Child Protection Policy has been developed with the best interests of the child as the primary consideration and should be interpreted in a spirit of transparency and common sense.
- 11.3.3. All representatives of EYP, including teachers and especially session officials such as organisers, chairs and journalists should recognise their role in the welfare of participants who are under the age of eighteen (usually delegates) and their responsibilities if they suspect a case of child abuse.
- 11.3.4. Within EYP, all representatives should directly report any concerns about a child's welfare to the designated Child Protection Officer.
- 11.3.5. Appropriate Standards of Behaviour

Adults must:

- i. Provide an enabling environment for children's personal, physical, social, emotional, moral and intellectual development.
- ii. Encourage and respect children's voices and views.
- iii. Be inclusive and involve all children without selection or exclusion on the basis of gender, disability, sexual identity, ethnicity, religion or any other status.
- iv. Be aware of the potential for peer abuse (e.g. children bullying, discriminating against, victimising or abusing other children).
- v. Develop special measures/supervision to protect younger and especially vulnerable children from peer and adult abuse.
- vi. Be aware of high-risk peer situations (e.g. unsupervised mixing of older and younger children and possibilities of discrimination against minors).
- vii. Develop clear rules to address specific physical safety issues relative to the local physical environment of a project (e.g. for projects based near water, heavy road traffic, railway lines).

- viii. Avoid placing yourself in a compromising or vulnerable position when meeting with children (e.g. being alone with a child in any circumstances which might potentially be questioned by others).
- ix. Immediately report the circumstances of any situation which occurs which may be subject to misinterpretation to the designated Child Protection Officer.
- x. Report suspected or alleged abuse to the designated Child Protection Officer.

11.3.6. Inappropriate Standards of Behaviour

Adults must not:

- i. Hit or otherwise physically assault a child.
- ii. Use language that will mentally or emotionally abuse any child.
- iii. Act in any way that intends to embarrass, shame, humiliate, or degrade a child.
- iv. Show discrimination of race, culture, age, gender, disability, religion, sexuality, political persuasion or any other status.
- v. Develop a sexual relationship with a child.
- vi. Kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way.
- vii. Do things of a personal nature that a child could do for him/herself, including dressing, bathing, and grooming.
- viii. Encourage any infatuations by a child.
- ix. Suggest inappropriate behaviour or relations of any kind.
- x. Stand aside when they see inappropriate actions inflicted by children on other

11.3.7. Signs of abuse

Whilst no list can be comprehensive and vigilance is always required, the following may be signs of abuse:

- i. The child says he/she has been abused or asks a question which gives rise to that inference.
- ii. There is no reasonable or consistent explanation for a child's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries.

- iii. The child's behaviour stands out from the group as being either extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the child's behaviour.
- 11.3.8. Procedures: EYP representatives – whether adult or not – suspecting or hearing of a complaint of abuse:
- i. Must listen carefully to the child and keep an open mind. Representatives should not take the decision as to whether or not the abuse has taken place.
 - ii. Must reassure the child but give no guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information on to the designated Child Protection Officers who will ensure that the correct action is taken.
 - iii. Any EYP representative who has concerns about a child must report their concerns to the designated Child Protection Officers.
 - iv. If the suspicions in any way involve another EYP representative such as an organiser, chair, journalist or teacher attending the event, the matter needs to be brought to the attention of the Executive Director of the international EYP, who will act in accordance with procedures.
 - v. Any representatives of the EYP such as organisers, chairs and journalists receiving a disclosure of abuse from a child, or noticing signs or symptoms of possible abuse in a child, should be careful to note the specific circumstances in the disclosure, what was said or seen and by whom, time and location.
- 11.3.9. The Child Protection Officer will co-ordinate action on child abuse within EYP, ensuring that all representatives are aware of their responsibilities in relation to child protection.
- i. He/she will liaise with all appropriate authorities.
 - ii. He/she will be the first point of contact for parents, delegates, external agencies and any other matters of child protection.
 - iii. He/she should advise and act upon all suspicion, belief and evidence of abuse reported to him/her.

11.4. Good behaviour of session officials

- 11.4.1. Session officials bear a responsibility as representatives of EYP, in particular *vis-à-vis* delegates.
- 11.4.2. Session officials are expected to act as good role models.

- 11.4.3. The unwritten rules regarding session officials' behaviour, also referred to as the 'golden rule'⁹, should be adhered to.
- 11.4.4. It is the role and responsibility of the Session President in informing and reminding his/her team that good behaviour is expected during sessions as well as ensuring that the level of behaviour is maintained and take appropriate measures in case of non-compliance, both during and after the session.
- 11.4.5. It is the collective responsibility of the board to ensure that all session officials (excluding the Head Organisers) comply with their duties as described in the policy presented below (11.3.6.). The session Board (President and Vice Presidents) members cannot be invited to another International Session if all the duties have not been fulfilled, or if the Board has not requested the Governing Body to act upon the consequences detailed in this policy Responsibilities and consequences.
- 11.4.6. Should a selected session official of an International Session fail to fulfil the basic duties required of him or her before or after the session, the following sanctions will be imposed:
 - i. Should a chair, editor or VP fail to:
 - a. submit their written EYP Evaluation & Recommendation Form on delegates/journos to the office for inclusion in the recommendation database within 5 weeks after the end of the session,
 - b. alternatively, fail to declare to the office, within 5 weeks after the end of the session, their intention not to recommend any of their delegates,
 - c. or fail to submit their report on the session within 5 weeks after the end of the session,they will be barred from being selected to the following three consecutive International Sessions by being considered ineligible to be selected for these.
 - ii. Should a chair, VP or president fail to hand in their written topic overview within 1 week after the end of their respective CAT, their CAT travel reimbursement will be withheld by the office.

⁹ "The Golden Rule is defined as follows: Session officials are not allowed to engage in behaviour towards delegates, which induces or executes sexual or romantic interaction, for instance kissing, petting or sex. This rule does not apply to cases where official and subordinate have already been in a relationship prior to the session in question. Noncompliance with this rule meets appropriate measures by the session president. Among the measures available to the president is a dis-recommendation. The respective team leaders are required to inform the president if a member of their team has broken the rule."

- iii. Should the president fail to provide feedback to those applicants that were not selected and wish for feedback within the time frame described below, the president will be barred from participation in the subsequent selection panels he/she would otherwise have been assigned to. The most recent respective past president not already on the panel will then fill their place.

The same will apply should a president fail to submit written EYP Evaluation & Feedback Form to the office on his chairs team within 5 weeks after the end of the session.

- iv. After the announcement of the list of selected officials, those applicants who were not selected will have one week to ask for feedback from the official designated to give that feedback (the editors of the session for unsuccessful applications to journo, the president of the session for unsuccessful applications to chair). The president or editors respectively have no duty to answer to requests sent in after this deadline, but are encouraged to do so, nonetheless. After the one-week deadline has expired, the president or editors respectively have four weeks to send feedback to those who have asked to receive feedback on their application.
- v. In exceptional cases, such as e.g. an uncharacteristically high number of feedback requests by unsuccessful applicants, the obligated official (to give feedback, hand in report / overview etc.) may ask the Governing Body to be granted an extension on the deadline.

This policy will be enforced from the selection of officials for the Tromsø 2010 session onwards.

12. Academic Content

- 12.1.1. International Session languages (General Assembly, Resolution Booklets, Newspapers) are English and French. It is desirable that at International Sessions, at least one Board member should be able speak competent French and to use it during General Assembly.

12.2. Delegate preparation

- 12.2.1. The academic quality of EYP sessions is of paramount importance and requires all stakeholders to be involved (GB, NCs, chairs, teachers, students, etc.) and for each to take their responsibility.
- 12.2.2. National Committees are responsible for the quality of the delegations they send to International Sessions, including ensuring they are well-prepared.

- 12.2.3. It is the responsibility of National Committees (NCs) in guaranteeing that their delegations were well prepared.
- 12.2.4. If no teachers are involved in the preparation of a delegation, it is the responsibility of NCs to step in.
- 12.2.5. Delegates are supposed to prepare already well before the session and the topic overviews that they receive prior to a session already outline the main issues at hand.

Preparation material

- 12.2.6. Preparation kit is vital to assisting delegates and is managed and produced by the GB and the EYP office.
- 12.2.7. Chairpersons assist with writing the topic overviews that need proper attention.
- 12.2.8. Links to 'political' sites are permissible with the addition of a disclaimer on the materials.
- 12.2.9. The EYP office is responsible for distribution of the preparation materials, tailored to suit the audience, to teachers and students.
- 12.2.10. All relevant preparation material for the session has been disseminated with teachers and students in good time.
- 12.2.11. The preparation kit shall be sent to delegations at least three weeks prior to the session and the GB is responsible together with the EYP office to monitor the process.

12.3. Committee Topics

- 12.3.1. The function of producing topics before an International Session lay with the GB and the final decision rests with the GB although as many views as possible should be sought on the topics.
- 12.3.2. The GB is the 'owner' of the topics and as such must remain the final arbiter.
- 12.3.3. Topics should be ready at least six weeks prior to a session and communicated to delegations, yet it is important to keep the topics as up to date as is possible.
- 12.3.4. The President of the session and the NOC shall be consulted in the first stages of the process and shall be able to make reservations on any topics which they hold fundamental concerns over, but only if those concerns relate to the nature of the topic, and not to semantics on the wording of the topic, so that it may, for example, preclude funding for the session or incite political concerns.
- 12.3.5. The NOC shall send topic proposals, if any, to the GB for consideration 15 weeks before a session.

- 12.3.6. NOC's are encouraged to think creatively about topics – although always bearing in mind ones that are of general appeal and that are debatable.
- 12.3.7. The NOC's initial suggestions for topics need to take full account of sponsor wishes.
- 12.3.8. One third of topics at the most should relate (even loosely) to the session theme.
- 12.3.9. For autumn and spring sessions, each delegation is allocated a set series of topics and it is for the delegation internally to decide amongst themselves who has which topic.
- 12.3.10. The GA procedure shall be sent to students and teachers of International Session together with the usual information packs by the EYP office.
- 12.3.11. National Committees are encouraged to use the GA procedure used at International Sessions for their NSCs and to make sure that debating skills were one of the criteria in the delegate selection.
- 12.3.12. Amendments should be encouraged, but not compulsory.

Experts

- 12.3.13. The value that a good use of experts can have on committee work is dependent on both quality and impartiality of the experts.
- 12.3.14. Having experts or a panel session is not a compulsory element, but rather an additional element of the session.
- 12.3.15. The responsibility for recruiting experts lies with NOCs and it has to be properly prepared.
- 12.3.16. NOC's should only focus on the provision of experts should they have the time and the resources to organise them and to provide experts with a high enough standard of knowledge and English language skills.
- 12.3.17. It is important that experts are only invited if they are of high quality and neutral.
- 12.3.18. The NOC should aim for a diversity of experts.
- 12.3.19. They NOC should check the background of the expert and suitability for the topic.
- 12.3.20. The NOC shall provide the chairs and delegates with the CV of the expert.
- 12.3.21. There is nothing to preclude EYP alumni from functioning as experts as they may be a cost-effective resource.
- 12.3.22. It is important to guarantee the high quality of experts and that they have been appropriately briefed.
- 12.3.23. The EYP office is responsible for effectively briefing experts on their role and what is expected of them to ensure their most effective use.

- 12.3.24. If a suitable expert could not be organised, it is better not to have an expert for a committee thus each committee would not need to have one.
- 12.3.25. The NOC should provide computers with online connection for those committees, who do not have an expert.

12.4. Research projects

- 12.4.1. Whilst research projects bring additional value to sessions, care should be taken that they do not overburden the delegates in the preparation phase and the session programme.
- 12.4.2. The GB should be in contact with the National Organising Committees (NOC) with regard to the planning of possible research projects.

13. Working Procedures

13.1. General Assembly

- 13.1.1. The deliberations of the General Assembly are regulated by the rules of procedure contained in the following policies. In addition the GB has published a full GA procedure document, which explains the procedure in more detail (Annex II).
- 13.1.2. There will be fifteen (15) motions for resolution to be debated. Approximately forty-five (45) minutes will be devoted to each passage during the Assembly. The sittings of the Assembly are public, provided the venue so permits.
- 13.1.3. English and French are the official working languages of the GA.
- 13.1.4. No profane language will be tolerated in the Assembly.
- 13.1.5. The President of the Assembly opens and closes the debates. He/she leads the debates, submits the motions for resolution to a vote and announces the results of each vote. He/she is assisted by two or three Vice-Presidents, who are the only ones together with the President permitted to preside over debates.
- 13.1.6. The authority of the President is absolute and delegates are required to respect the President's decision in order to facilitate the smooth running of the Assembly
- 13.1.7. No delegate may speak unless called upon to do so by the President of the Assembly. To indicate a wish to speak, the delegate must raise his/her committee sign. After being recognised to make an intervention, the delegate shall speak from his/her place and address the President. An intervention should not exceed ninety (90) seconds, the exception being the proposing committee when responding to several points.

- 13.1.8. Delegates do not yield the floor to other delegates.
- 13.1.9. If a delegate wants to reply directly to an immediate previous point made, he/she can raise the sign marked 'Direct Response' together with the committee sign.
- 13.1.10. Each committee has the right to use the right to reply once per debate. The right of reply is non-transferable, i.e. in case it was unused in a certain debate, it cannot be transferred to the next.
- 13.1.11. Should a Committee request a reply, the Board will recognize them immediately. In the case there are several committees wishing to reply directly, it is the discretion of the President to determine which Committee will be given the floor. If a delegate does not respond directly to the previously made point, the Board of Presidents has the right to interrupt. The Board of Presidents can permit more than one reply following a point made by the proposing Committee. The Board of Presidents can permit a reply to a reply, but only if the former comes from the Committee originally making the point. There may be no replies granted to speeches; the proposing Committee anyway will speak first following the attack speech.
- 13.1.12. A direct reply lasts the same time as a normal intervention.
- 13.1.13. Setting speaking time is the prerogative of the President. He or she can limit the speaking time as well as granting possible extensions to the debating time.

Amendments

- 13.1.14. Amendments are simply changes to resolutions that are made to help a resolution to pass. An amendment refers to the original version of a motion for a resolution. There are two types of amendments: friendly and unfriendly.
- 13.1.15. A friendly amendment is one on which the committee submitting the resolution agree; it is not debatable and does not require a vote. Friendly amendments will be incorporated automatically into the draft resolution following the announcement of the resolution. Specific amendment sheets are available for this purpose.
- 13.1.16. An unfriendly amendment is one to which the proposing committee have not agreed. Such an amendment will be open for debate and must be voted before the floor is opened. Unfriendly amendments require simple majority to be accepted (to pass). A written copy of all amendments must be turned into the Board of Presidents on a separate Amendment Sheet signed by the Committee Chairperson who also presents it to the Board of Presidents.
- 13.1.17. The Board of Presidents shall meet to decide on which unfriendly amendments are to be tabled and moved to the floor. The unfriendly amendments approved by the Board of Presidents should be announced prior to the debate on the motion for a resolution in question.

- 13.1.18. Amendments should normally improve the resolution and be constructive rather than destructive. They should aim to improve the resolution. They can address a new issue, but not change the general idea of the original motion. An amendment can only delete and/or add a certain number of words or clauses. Amendments will be debated and voted upon separately before the voting on the resolution takes place.
- 13.1.19. The Committee Chairperson must ensure that any amendments are submitted to the Board of Presidents prior to the start of the debate of the motion which precedes the motion to be amended.

Procedure of the General Assembly

- 13.1.20. Each passage is organised as follows:
- i. Announcement of the motion for a resolution
 - ii. Presentation of any eventual friendly amendments
 - iii. Presentation of the motion for a resolution
 - iv. Presentation of unfriendly amendments (if any)
 - v. Defence of the motion for a resolution
 - vi. Attack of the motion for a resolution
 - vii. Open debate
 - viii. Sum-up
 - ix. Voting
- 13.1.21. The motion for a resolution is thus submitted to a vote. A motion for a resolution requires a simple majority (50% plus one vote) to pass. Each delegate has the right to one (1) vote and votes according to his or her own personal convictions. No proxy voting is allowed.
- 13.1.22. The vote is done by a show of hands. Only in the case that the Board of Presidents is unable to determine whether any side is in majority, a roll call procedure is held. During this process, the President will read the list of committees and the Committee Chair will call out their vote.
- 13.1.23. The Board of Presidents is responsible for collecting and collating all the votes. The President announces the result immediately. In the event of a tie, even following a roll call vote, an extra five (5) minutes' debating time will be allotted by the President. Thereafter a new vote will be held.

13.1.24. If also this vote is inconclusive, the President shall break the tie. In a roll call vote, it should be noted that abstentions are not included in the voting quorum and will not count either for or against a resolution, i.e. a resolution will pass if the number for is more than the number against, no matter how many abstentions there are. It is therefore recommended to delegates to vote 'for' or 'against' a motion for a resolution.

Point of Information

13.1.25. A Point of Information is directed to the committee presenting the resolution under debate. It permits to ask a precise question on the comprehension of the terminology, such as an unknown acronym, used in the motion for a resolution submitted.

13.1.26. The delegate who wishes to make a Point of Information may only do so once recognised by the President. To attract the President's attention he or she should raise the sign marked 'INFO' together with his or her committee sign.

Point of Personal Privilege

13.1.27. A Point of Personal Privilege can be used during a debate by a delegate when an intervention by another delegate was not audible or understood. This does not apply if the delegate does not speak any of the two official languages.

13.1.28. A Point of Personal Privilege is requested by raising the sign marked 'PRIVI' together with the committee sign. This point must not refer to the content of any speech and is the only one which may interrupt a speaker. It is to be used at the discretion of the Committee Chair.

Point of Order

13.1.29. Point of Order refers to procedure. A Point of Order may be demanded by a delegate if he or she feels that the Board of Presidents or another delegate is not behaving according to parliamentary procedure or basic politeness (if the delegate feels that he has been insulted or another delegate has been rude). A delegate can always raise the point of order to protest or to demand a delegate to withdraw inappropriate remarks that he/she has made.

13.1.30. It can also be used if the President has made a mistake or a wrong decision. The Point of Order is demanded by raising the sign marked 'ORD' together with the committee sign. The Board of Presidents in accordance with these rules shall immediately decide the Point of Order, i.e. once a point of order has been raised, it will immediately be recognised by the President and the debate interrupted.

13.1.31. The delegate who has raised the Point of Order explains it briefly whereupon the President decides whether to maintain or reject the point of order. The Board of Presidents may, without subject to appeal, rule out of order those points which in his or her judgment are dilatory, absurd, improper, or frivolous.

13.2. Resolutions

The format of resolutions is regulated by the following policies. In addition the GB has published a full GA procedure guideline, which explains the procedure in more detail (Annex III).

- 13.2.1. EYP produces its statements in the format of resolutions. The resolution is a formal statement of an opinion proposed by the delegates on how to deal with a given issue. Essentially, resolutions are the goal of committee work, and serve as a statement of resolve to progress in a specific matter outlined in the resolution.
- 13.2.2. The goal of the resolution is to inform and educate the reader in order to inspire them to take action approving the resolution.
- 13.2.3. A resolution has three parts: the heading, the introductory and the operative clauses. A *Clause* is one section of a resolution, containing one argument or one action.

Formatting

- 13.2.4. The format of a resolution is strict, and the following rules must therefore be followed:
- 13.2.5. The resolution should read as one long sentence – therefore no full stops should be used and there can be no sentences internally.
- 13.2.6. Introductory phrases are lettered and operative phrases are numbered,
- 13.2.7. Each introductory clause ends with a comma and each operative clause ends with a semicolon (the last one ends with a full stop);
- 13.2.8. Sub-clauses for introductory clauses are numbered while sub-clauses for operative clauses are lettered;
- 13.2.9. Acronyms and abbreviations should be written out the first time they appear in the resolution. Thereafter they can be abbreviated;
- 13.2.10. Spelling should be British standard in English and French standard in French and consistently used within the resolution;
- 13.2.11. In the upper right corner, the location and the date (month and year) of the session should be stated.
- 13.2.12. The motion for a resolution includes the names of the committee members and the committee chairperson. It starts by a sentence ‘Submitted by:’ followed by the names (first name, family name) and the country codes in parenthesis.
- 13.2.13. The country codes used should be the ISO two-letter codes.

Introductory clauses

- 13.2.14. This portion of a resolution identifies and states the problem that needs to be addressed and should highlight past action on the issue.
- 13.2.15. These clauses deal with the background to the issue e.g. aspects of the current situation, current legislation, previous attempted solutions, and reference to organisations active in the field.
- 13.2.16. The problem should be stated in factual terms and opinions are not expressed in this portion of the resolution. Introductory clauses should be organised in a logical progression and each fact should be listed as a separate clause.

Operative clauses

- 13.2.17. The operative clauses state the actions and/or recommendations that are made to address the problems identified in the introductory clauses. Therefore there should be some connection of problem to a solution. Because resolving most problems involves an exercise of judgment, this is the portion of the resolution where the Committee expresses its opinion.
- 13.2.18. The operative clauses are proposals, which taken together, would comprise a solution to the problem, a policy response. They should recommend or decide, if competent to do so, on a specific course of action to be taken to solve the problem.

D. Selection & Competence Development

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If not otherwise stated, the clauses in this section are policies adopted by the Governing Body.

14. Selection

14.1. Charter requirements

The §17 of the Charter of EYP governs selection of International Session officials (Board, Editors, Chairpersons, Journalists) and stipulates that:

- 14.1.1. The GB shall establish a transparent and objective procedure for the selection of session officials. The GB is asked to therefore consult the BNC and EYP Alumni.
- 14.1.2. The selection procedure for session officials is to be continuously assessed by the GB for possible improvements.
- 14.1.3. Selection is to be based on the principle of recommendations.
- 14.1.4. Selection is to be conducted via selection panels. No individual may be trusted with the decision alone.
- 14.1.5. The panel must not be solely composed of GB members or solely members of the National Organising Committee (NOC).
- 14.1.6. The procedure is published by the Governing Body as a policy and can therefore be amended by the Governing Body alone.

14.2. Selection panels

- 14.2.1. The selections of IS presidents, chairpersons and journalists are conducted by session and role specific selection panels.

14.3. Presidential Selection

Composition of selection panel

- 14.3.1. The panel for the selection of a Session President for an International Session (IS) is composed of three individuals:
 - i. the Session President of the previous IS
 - ii. the Head Organizer of the upcoming IS
 - iii. a designated member of the GB.

Selection Criteria

14.3.2. The selection panel is to select the best candidate to act as President of an International Session according to the standards and criteria listed below:

- i. Extensive relevant EYP experience
- ii. Strong motivation and commitment to EYP's objectives
- iii. Good Training skills and experience
- iv. Excellent leadership and chairing skills
- v. Ability to work as a member of a team and together with members of different teams
- vi. Ability to represent EYP in an official capacity
- vii. Good organisational skills
- viii. Strong interest in EU politics
- ix. Excellent language skills
- x. Cultural sensitivity
- xi. Academic ability to engage with a wide variety of current European Issues

Eligible candidates

14.3.3. A recommendation to cover the role of a President, after acting as a board member of an IS, is a pre-requisite to be considered for selection. The requirement for presidential recommendation was adopted by GBIII in November 2007, and thus a presidential recommendation is not needed for candidates who were IS board members prior to November 2007.

14.3.4. The selection panel should consider first the individuals who have applied for the position. Eligible individuals that did not apply may be considered only after this has taken place. To be eligible to be selected, a candidate must be also able to take part in the full duration of the CAT prior to the session.

14.3.5. The Presidency is the last mandate of an alumnus at an International Session.

14.4. Chairperson (and Editors) Selection

Composition of selection panel

14.4.1. The panel for the selection of the chairs team of an IS composed of:

- i. the Session President of the previous IS

- ii. the Session President of the respective IS
- iii. a designated member of the GB

Selection Criteria

14.4.2. Included in the team selected there must be two or three Vice Presidents. The overall team must present a cohesive and suitable balance of:

- i. Nationality
- ii. Gender
- iii. Levels of experience

14.4.3. The selection panel is to select a team of competent chairpersons (one per committee and two Newspaper Editors) according to the standards and criteria listed below:

- i. Good chairing skills
- ii. Relevant EYP Experience
- iii. Strong motivation and commitment to EYP's objectives
- iv. Ability to work as a member of a team and lead a group
- v. Good organisational skills
- vi. Proven interest in European Affairs
- vii. Excellent language skills
- viii. Cultural sensitivity

Additional for Editors

- i. Strong organisational skills and planning abilities
- ii. Excellent Language skills over and above what is required as a chair
- iii. Creativity in all aspects of a pressroom
- iv. Motivation and commitment to further the session newspaper's objectives
- v. Technical skills desirable
- vi. Previous pressroom experience desirable

Additional for Vice Presidents

14.4.4. According to the policy on Trainings (Section 17) at least two board members (Vice Presidents and President) are required to have training experience (being members of EYP Pool of Trainers)

Eligible candidates

- 14.4.5. Recommendation to cover the role of a Chairperson or Vice-President is a prerequisite to be considered for the selection of that specific post.
- 14.4.6. In order to be selected as an Editor to an International Session, the candidate must at least have a recommendation to Chair. Editorial recommendations exist, but are not considered as a prerequisite for being selected. Candidates with journalistic experience (e.g. having been to an EYP pressroom) should be given weight in the selection.
- 14.4.7. To be eligible to be selected, a candidate must be able to take part in the full duration of the CAT prior to the session.
- 14.4.8. The selection panel should consider first the individuals who have applied for the position. Eligible individuals that did not apply may be considered only if the panel believes the rest of the applied candidates do not fulfil the selection criteria.

Working Methods

- 14.4.9. Every panel member should be able to make a list of suggestions to the rest of the panel which then is discussed and agreed in unanimity. The panel is encouraged to allow the session President to suggest to the rest of the panel his/her own Vice Presidents.

14.5. Journalist Selection

Composition of selection panel

- 14.5.1. The panel for the selection of the journalist team of an International Session is composed of three individuals:
 - i. the Editors of the previous IS
 - ii. the Editors of the upcoming IS
 - iii. a designated member of the GB

Selection Criteria

- 14.5.2. The selection panel is to select a team of competent journalists according to the standards and criteria listed below:
 - i. Relevant EYP experience
 - ii. Motivation and commitment to further the session newspaper's objectives

- iii. Good writing skills
- iv. Creativity in all aspects of the pressroom
- v. Excellent knowledge of the English language, French desirable
- vi. Ability to work as a member of a team

14.5.3. The overall team must present a cohesive and suitable balance of:

- i. Nationality
- ii. Gender
- iii. Levels of experience

Eligible candidates

- 14.5.4. A recommendation to journalist, editorial assistant or editor is a pre-requisite to be considered for the selection of that specific post.
- 14.5.5. The selection panel should consider first the individuals who have applied for the position. Non-applied individuals may be considered only if the panel believes the rest of the applied candidates do not fulfil the selection criteria, i.e. those listed above.

14.6. Selection panel working procedures

Roles in the panel

- 14.6.1. All panel members are equal, have the ability to contribute actively to the selection and have the same interests in obtaining the best possible outcome of the selection.
- 14.6.2. Panel members must always act in unanimity and send out all information on decisions in the name of the entire panel.
- 14.6.3. The GB member responsible for selections monitors the deliberations on every panel as a silent member and can intervene to ensure that the panel's decisions and working methods are procedurally correct.
- 14.6.4. The GB shall decide on and publish the names of the individuals to act as GB representatives on the panel prior to the start of the application period for the Session President for all three (presidential, chair, journo) panels. No GB member should sit on two separate panels for the same session.

Confidentiality

- 14.6.5. All discussions within the panel are confidential and their substance cannot be disclosed to third parties. Not subject to this condition is exclusively the NOC representative on the Presidential panel only in order to be able to consult with the National Committee.
- 14.6.6. The recommendations are classified material and panel members are not under any circumstances allowed to disclose information about them to anybody outside the panel. Panel members are required to delete all copies they have of the recommendation database after the end of their panel duty.

Basis of selection

- 14.6.7. The assessment of candidates must be made on the basis of the following sources available to the panel:
- i. the candidate's application form
 - ii. the candidate's previous Evaluations and Recommendations
 - iii. the selection must be carried out objectively and not influenced by personal relationships with the candidates.
- 14.6.8. Person having description 'potential' highlights to the panel that additional time, experience, etc. was needed before the person could be selected. Making the decision whether the person is ready to take the office is sole responsibility of the panel.
- 14.6.9. Once the application period has ended the only Evaluation & Recommendation forms accepted as a source of selection are those already included in the official database at the end of the application period.
- 14.6.10. The priority of a panel must be not to sacrifice the concept of competence and talent of an individual for the concept of balance and diversity of the team.

Outcome of selection

- 14.6.11. All applicants must be informed of the success or rejection of their application without any unnecessary delay.
- 14.6.12. Selection panels must give the option to all applicants to receive individual feedback on the outcome of selection.
- 14.6.13. Selection panels must inform the BNC and Alumni community on the outcome of a selection.

14.7. Timing of selection

- 14.7.1. The selection of the President of the Session shall be concluded before the previous International Session has commenced. No further selection of IS officials shall start before the previous International Session has ended.
- 14.7.2. Applications for all positions should be open from a minimum of 10 days to a maximum of four weeks to the GB's discretion.
- 14.7.3. Selection panels will have from one week to three weeks to complete the selection to the GB's discretion.
- 14.7.4. The actual selection and invitation of individuals must start only once the application period has ended.
- 14.7.5. The overall aim of the Chair Selection panel must be to have completed the selection at least 11 weeks before the session unless some special conditions apply.
- 14.7.6. The GB fixes and publishes the deadlines for application and selections.

15. Evaluation, Recommendations & Feedback

15.1. Definitions

- 15.1.1. Evaluation, recommendation and feedback are used in EYP to enhance learning experience, provide possibility for reflection and create fair, comparable and transparent basis for selecting officials.
- 15.1.2. **Evaluation** is a written description of a person's performance at a session, assessed against the EYP Competence Framework. Evaluation is done using the Evaluation part of the official Evaluation & Recommendation form of EYP.
- 15.1.3. **Recommendation** is a specific statement that the person being recommended is ready (recommendation) or almost ready (potential recommendation) to take on official's role at IS. Recommendation is done using the Recommendation part of the official Evaluation & Recommendation form of EYP.
- 15.1.4. **Feedback** helps other person to understand how their behaviour is seen and what impact it has on other people. Feedback is always given to help the other person, not for any other reason. Feedback is free form, typically oral but can also be delivered in written form.

15.2. Principles

- 15.2.1. The evaluations and recommendations will be stored in a recommendation database (database) in the International Office of the EYP/SF. The database is confidential and accessible only to the International Office, GB member responsible of Selections and the occasional selection panels;
- 15.2.2. All EYPers have the right to see the content of database on themselves;
- 15.2.3. The said evaluations and recommendations, register information sheet of the database, the official Evaluation and Recommendation form of EYP and EYP Competence Framework are available from the International Office upon request;
- 15.2.4. Recommendations shall will be stored for 4 years and deleted thereafter.

15.3. EYP Competence Framework

- 15.3.1. EYP Competence Framework defines the competencies EYP delegates and session officials are expected to have and develop. The framework remains the same throughout entire EYP 'career', but the amount of competence required different between the different roles.
- 15.3.2. On top level there are six main competences, each one of which further divides into three sub-competencies:
 1. Communication
 - a. Expressing him/herself / Public speaking
 - b. Active listening
 - c. Presence
 2. Emotional intelligence & cultural sensitivity
 - a. Emotional intelligence
 - b. Cultural sensitivity & respect
 - c. Self awareness
 3. Team contribution & group leadership
 - a. Team contribution (constructive approach, contribution to group)
 - b. Group leadership (facilitation & leadership)
 - c. Developing people (coaching & training)
 4. Role model
 - a. Responsibility & reliability
 - b. Positive attitude & initiative
 - c. Can represent EYP
 5. Creativity
 - a. Lateral thinking

- b. Flexibility / Adaptability / Sovereignty
 - c. Has a vision (for EYP)
6. Insight
- a. Preparation
 - b. Contextualization: Grasps concepts, situations and discussions
 - c. Structure-sensitive

Presence (1.c.), Developing people (3.c.) and Has a vision (5.c.) are not competencies expected from delegates.

A detailed specification for each sub-competence is written for each role. The specifications are annexed to this document.

15.4. EYP Evaluation & Recommendation Form

- 15.4.1. EYP Evaluation & Recommendation Form (*Form*) consists of three parts: Details, Evaluation, and Summary & Recommendation.
- 15.4.2. **Details** part collects the necessary background information on the recommending official and the person being recommended.
- 15.4.3. **Evaluation** presents the EYP Competence Framework and asks the person to be evaluated against it. Grading is possible for each six main competences, as well as for each of the sub-competence. Sub-competence level grading is not required. Open text elaboration on the person's *main strengths & key areas of development* is asked for each of the six main competencies.
- 15.4.4. The evaluation is based on the skills the individual has shown at the session, his/her development throughout the session and areas for future improvement. Grading is done from 1 to 5, with 3 being the expected grade (fulfils the high expectations we have in EYP).
- 15.4.5. Descriptions for the grades are:
- i. 1: Still has weaknesses to work on
 - ii. 2: Some deficits, some strengths. Strengths outweigh weaknesses
 - iii. 3: Fully fulfills the high expectations we have in EYP
 - iv. 4: Exceeds the high expectations
 - v. 5: Absolutely incredible in this field
- 15.4.6. The expected long term division of grading is 10% of 1, 20% of 2, 50% of 3, 20% of 4, 10% of 5.

- 15.4.7. **Summary & Recommendation** sums up the form with overall grade, open text elaboration on the person's *main strengths* and *key areas of development*. The last part has also the recommendation as well as guidance on other steps in EYP outside of IS.
- 15.4.8. Recommendations can be given for the following positions at IS: Potential Journalist, Journalist, Editorial assistant, Editorial potential, Editor, Chair potential, Chair, Vice Presidential potential, Vice President, Presidential potential or President.
- 15.4.9. The recommendations for roles of Vice President and President, in full and potential form, can be only given by IS Presidents.
- 15.4.10. Describing a person as having 'potential' highlights to the panel that additional time, experience, etc. is needed before the person can be selected. Making the decision whether the person is ready to take the office is sole responsibility of the panel.

15.5. Valid sources of Evaluation and Recommendation

- 15.5.1. Session officials are allowed to submit the EYP Evaluation and Recommendation form only to the members of their relevant teams:
- i. Chairpersons of International Sessions (IS) to the delegates in their committee
 - ii. Editors of IS to journalists
 - iii. Head Organizers of IS to national and international organizers
 - iv. Presidents of IS to Chairs, Editors and Head Organizers
 - v. Presidents of National (NC) or Regional sessions (RS) to Chairs, Editors, Journalists and Head Organizers
- 15.5.2. It is the GB's intention to allow as a valid source of evaluation also delegates evaluating their own chairperson both to be used as a source of evaluation of chairpersons as well as an additional tool for selection panels. This aspect is still being developed and will soon be trialled.

15.6. Negative Recommendations

- 15.6.1. Officials can also disrecommend members of their respective teams. President of International Session may write negative recommendations on all officials at the Session.

- 15.6.2. Recommending officials are responsible for informing in writing the persons they have disrecommended. In the rare case of negative recommendations the GB member responsible for selection and recommendations must be copied in the communication.
- 15.6.3. No delegate recommendations are accepted that suggest that a delegate should not take part in EYP event again.
- 15.6.4. When evaluating negative recommendations, the panels should bear in mind the importance of the principle of 'second chance'.
- 15.6.5. Person getting a negative recommendation has the right to add a comment on their recommendation if they have a 'fundamental disagreement' with its content. It is then up to the discretion of the selection panel to judge the recommendation.

15.7. Submission of Evaluation and Recommendation forms

- 15.7.1. *EYP Evaluation and Recommendation Forms* must be submitted to the EYP Office no later than 5 weeks after the end of a session in order for them to be stored and considered by selection panels. If *form* is not sent within those 5 weeks, it will not be considered valid for the purpose of selection panels.
- 15.7.2. Additionally, *forms* must be submitted before the start of the selection process of the following session in order for them to be taken into account for that following selection process;
- 15.7.3. The GB member responsible for this area of work will have a proactive role in:
 - i. Making sure the deadlines for submissions are respected and that every "evaluating" officials fulfils his/her responsibilities.
 - ii. Making sure that the information of these policies is passed on effectively to all individuals both giving and receiving Evaluations & Recommendations.
- 15.7.4. If a person submits EYP Evaluation & Recommendation Form to the EYP office, it is their duty to immediately send the filled form to the person it was written on.
- 15.7.5. Individuals can submit to the EYP Office an addition to their personal Evaluation & Recommendation Form received if they fundamentally disagree with its content.

Submission from International Sessions

- 15.7.6. All officials of IS must fill in and submit to the EYP Office EYP Evaluation and Recommendation form (form) for each member of their team
- 15.7.7. The session board is responsible for the compilation and submission of the *forms* to the EYP Office.

Submission from National or Regional sessions

- 15.7.8. Presidents of NC and RS can, but are not required to, submit EYP Evaluation & Recommendation form to the EYP Office on persons they can recommend.
- 15.7.9. Recommendation from a President of National or Regional Sessions will be considered as a valid source of selection by panels provided that:
- i. The President has attended at least one International Session as a chairperson;
 - ii. The programme of the National and Regional session includes Chairs training, Teambuilding, at least one full day of Committee Work, and General Assembly.
- 15.7.10. Presidents of National Selection Conferences and Regional Sessions can give individual evaluation to
- i. the members of his/her Chairs team but is only required to submit the evaluation to the EYP Office if as a “next step” he/she indicates the individual should be recommended to take on the role of:
 - a) Chairperson at an IS
 - b) Journalist at an IS
 - c) Editor at an IS
 - iii. Evaluation from a President of National or Regional Sessions will be considered as a valid source of selection by International Session selection panels provided that:

The President has attended at least one International Session as a chairperson;

The programme of the National and Regional session includes Chairs training, Teambuilding, at least one full day of Committee Work, and General Assembly.
- 15.7.11. Presidents of National Selection Conferences and Regional Sessions can give individual evaluation to the members of his/her Press-team but is only required to submit them to the EYP Office if as a “next step” he/she indicates the individual should take on the role of journalist at an International Session
- 15.7.12. An evaluation from a President of National or Regional Sessions will be considered as a valid source of selection by International Session selection panels provided that:
- ii. The President has attended at least one International Session as a chairperson;

- iv. The programme of the National and Regional session includes Pressteam training, Teambuilding, at least one full day of Committee Work, General Assembly, and at least two printed newspapers
- 15.7.13. If a President from a Regional or National session wishes to submit his/her evaluation to the EYP office for purpose of selection, that must happen no later than 5 weeks after the end of a session in order for them to be stored and considered by selection panels.
- 15.7.14. (Note) It is not possible for a National Selection Conference or Regional Session EDITOR(s) to recommend a member of his/her/their Press-Team, the ability to provide a written evaluation for the consideration of International Session selection panels remains in the capacity of the session President, in consultation with the editor(s).

16. Responsibilities of and consequences for IS officials

This policy is also included in Section 11.2. under the section International Sessions.

- 16.1.1. It is the collective responsibility of the board to ensure that all session officials (excluding the Head Organisers) comply with their duties as described in the policy presented below (11.3.6.). The session Board (President and Vice Presidents) members cannot be invited to another International Session if all the duties have not been fulfilled, or if the Board has not requested the Governing Body to act upon the consequences detailed in this policy Responsibilities and consequences.
- 16.1.2. Should a selected session official of an International Session fail to fulfil the basic duties required of him or her before or after the session, the following sanctions will be imposed:
- vi. Should a chair, editor or VP fail to:
 - a. submit their written EYP Evaluation & Recommendation Form on delegates/journos to the office for inclusion in the recommendation database within 5 weeks after the end of the session,
 - b. alternatively, fail to declare to the office, within 5 weeks after the end of the session, their intention not to recommend any of their delegates,
 - c. or fail to submit their report on the session within 5 weeks after the end of the session,they will be barred from being selected to the following three consecutive International Sessions by being considered ineligible to be selected for these.

- vii. Should a chair, VP or president fail to hand in their written topic overview within 1 week after the end of their respective CAT, their CAT travel reimbursement will be withheld by the office.
- viii. Should the president fail to provide feedback to those applicants that were not selected and wish for feedback within the time frame described below, the president will be barred from participation in the subsequent selection panels he/she would otherwise have been assigned to. The most recent respective past president not already on the panel will then fill their place.

The same will apply should a president fail to submit written EYP Evaluation & Feedback Form to the office on his chairs team within 5 weeks after the end of the session.

- ix. After the announcement of the list of selected officials, those applicants who were not selected will have one week to ask for feedback from the official designated to give that feedback (the editors of the session for unsuccessful applications to journo, the president of the session for unsuccessful applications to chair). The president or editors respectively have no duty to answer to requests sent in after this deadline, but are encouraged to do so, nonetheless. After the one-week deadline has expired, the president or editors respectively have four weeks to send feedback to those who have asked to receive feedback on their application.
- x. In exceptional cases, such as e.g. an uncharacteristically high number of feedback requests by unsuccessful applicants, the obligated official (to give feedback, hand in report / overview etc.) may ask the Governing Body to be granted an extension on the deadline.

This policy will be enforced from the selection of officials for the Tromsø 2010 session onwards.

17. Training

17.1. EYP Academy

Definitions

17.1.1. **Training day:** A prepared and evaluated day with training modules with clear learning objectives (in terms of knowledge, skills and attitudes), ran by a trainer responsible of the learning outcome. Minimum length of the training content per day is six hours

17.1.2. **Training experience:** Member of EYP Pool of Trainers (PT)

Training is an official EYP role

- 17.1.3. Training is an official EYP role (not officials' role, which is reserved to chairpersons, journalists and organisers). EYP recognises training competence on three levels.

List of Trainers (LT)

- 17.1.4. All EYPers interested in trainings can have themselves added to the List of Trainers (LT)
- 17.1.5. LT is an online catalogue of people and their training competencies
- 17.1.6. NCs organising trainings can use LT to find trainers for their courses
- 17.1.7. Joining the list has no requirements

Pool of Trainers (PT)

- 17.1.8. Pool of Trainers is EYP's quality mark for training
- 17.1.9. Pool of Trainers (PT) are EYPers who know how to professionally plan, run and evaluate a training course, and also have some proper training experience
- 17.1.10. PT members are EYPers excited about trainings, actively run training courses and who take EYP forward in the field of trainings
- 17.1.11. Three requirements for joining the Pool are:
- i. Training on training: Having taken part to Training for EYP Trainers (T4ET) or a similar training course (residential training course minimum of 5 days that trains how to confidently and competently plan, run and evaluate training courses as defined by the Governing Body in consultation with the board of the EYP Academy)
 - ii. Training experience: Having ran, post training for training, at least four training days (in at least two different trainings)
 - iii. Confirmed competence: If not having successfully taken part to T4ET (e.g., person has taken part to non-EYP organised Training for Trainers), endorsement from the Governing Body in consultation with the board of the EYP Academy.

Senior Trainers

- 17.1.12. Senior Trainers are the training experts of EYP:
- i. Senior EYPers with significant training experience
 - ii. Can be the team leaders of trainers' teams at International training courses
 - iii. Can run Training for EYP Trainers (T4ET)

17.1.13. Three requirements for becoming Senior Trainers

- i. PT membership: Having been member of the PT for minimum of one year
- ii. Extensive training experience: Having run at least 20 training days, with a minimum 10 days in EYP
- iii. Confirmed competence: Endorsement from the Governing Body in consultation with the board of the EYP Academy.

Task of EYP Academy

17.1.14. The EYP Academy is EYP's training working group. The task of the EYP Academy is to increase the quality of EYP (events and experience) through:

- i. Materials: Producing, developing and disseminating EYP training materials
- ii. Trainers: Maintaining and developing Trainers Pool & List of Trainers
 - a. Training new trainers for EYP (organising T4ET course)
 - b. Organising further trainings for pool members
 - c. Giving senior EYPers further challenges through trainer "career"
- iii. Trainings: organising international training courses in cooperation with NCs, and providing trainers to be used by NCs for training courses and pre-session trainings

Governance

17.1.15. EYP Academy is formed from EYP's pool of trainers. The pool chooses a board of 4-8 pool members to coordinate the activities of EYP Academy. The GB member responsible of trainings is an invited member to the Academy board.

17.1.16. Work of EYP Academy is governed by Academy working procedure, which is published by the Academy.

17.1.17. Before the first T4ET is organised and its participants have completed the course, a temporary core group will start setting up EYP Academy.

IS boards to have training competence

17.1.18. The BNC and the GB believes that it is very important that IS boards have training experience (defined as being members of EYP Pool of Trainers).

17.1.19. At least two board members of International Sessions are required to have training experience (defined as being members of EYP Pool of Trainers). EYP commits to enabling EYPers taking part to Training for Trainers every year.

17.1.20. Implementation: To give every potential EYPer the possibility to acquire training competence, the policy will be rolled out in phases.

- i. 2010: Recommended that at least one board member has training experience
- ii. 2011: Recommended that at least one board member has training experience
- iii. 2012: Required that at least one board member has training experience

17.2. Chairs' Academic Training (CAT)

In addition to the policies below, the GB has published a separate guideline document on CAT programme and preparations (Annex IV).

- 17.2.1. The aim of the CAT is to raise the academic preparation of chairs (in difference to the skills training held the day prior to the session) and train the whole chairs' team on content issues.
- 17.2.2. There shall be a session on responsibility of chairpersons addressed in the framework of CAT.

Timing

- 17.2.3. The CAT should be held at least six (6) weeks prior to the session.
 - i. For the spring session (March/April), it should be held in January/February,
 - ii. For the summer session (July/August), it should be held in April/May,
 - iii. For the autumn session (October/November), it should be held in August/September.
- 17.2.4. The dates for the CAT are decided by the GB following the selection of a session president and in consultation with him or her. They are included in the call for chairs and editors.

Participation

- 17.2.5. Participation in the CAT is compulsory for all chairs and editors as one of their fundamental responsibilities. In addition to the chairs and editors, a GB representative and the head organiser of the session participate during the event. At least one external speaker is recommended.
- 17.2.6. The dates of the CAT are not only included in the call for chairs, but it is also made clear that participation in the full duration of both the CAT and the session are required.

- 17.2.7. Following the decision by the selection panel and the issuing of invitations, the inclusion in the team is conditional upon participation in the CAT. If a chairperson cannot take part the full duration of the training (i.e. arrival at latest on Friday evening and departure at earliest on Sunday at noon), he or she will be immediately replaced.
- 17.2.8. A deadline of about two weeks following the invitation should be set by the EYP office for chairpersons to book flight tickets. If a chairperson has to cancel the participation after having booked tickets, no costs will be reimbursed.
- 17.2.9. A chairperson is bound to take part in the follow-up of the CAT even if he or she has been hindered of taking part in the CAT.

Location and budget

- 17.2.10. The CAT should, as far as possible, be paid by the NOC, as an integral part of their session budget.
- 17.2.11. The CAT normally takes place in Berlin. If the GB agrees that it can take place outside Berlin, the NOC needs to provide the venue, accommodation and food. The International Office will in this case only reimburse the costs for flights, accommodation and subsistence (expenses related to food, local transport etc.) as if it had taken place in Berlin. The NOC also needs to provide a suitable venue for CAT that is in line with the professional atmosphere of the training.

Planning and Programme

- 17.2.12. The CAT is planned by:
- i. the Session President, assisted by his or her Vice-Presidents,
 - ii. the GB, represented by the member in charge of academic matters,
 - iii. the international office
- 17.2.13. The Session President has the overall responsibility for planning the training, in close co-operation with the GB. The programme includes a number of compulsory modules listed below. However, there is also room for other modules (see also the annexed CAT guideline for a sample programme).
- 17.2.14. The GB member is responsible for informing the session president of his or her responsibilities, including planning the event and drafting a programme. A draft programme should be submitted two weeks in advance to the GB and a final version circulated to the chairpersons at least one week prior to the training.
- 17.2.15. In particular, the GB is responsible for ensuring the timely finalisation and allocation of committee topics, on which the overall success of the CAT is dependent.

Preparation Kit and Topic Overviews

17.2.16. The preparation kit distributed to delegates prior to an international session contains the following elements:

- i. a letter to delegates, teachers and National Committees outlining the importance of thorough preparation,
- ii. a document with guidance and ideas for topic research,
- iii. a general link collection to EU institutions, other organisations, think tanks etc.,
- iv. a document containing for each topic:
 - a. an overview,
 - b. keywords,
 - c. a list of specific links to articles of introductory character, official information resources (e.g. EU institutions, international organisations) and some relevant newspaper/magazine articles.

17.2.17. Possibly the most important part of the preparation kit is the overviews to all committee topics. Involving the chairs directly in raising academic quality is an important element in this regard.

17.2.18. The overview shall not express any opinions but give a background to the topic, an overview of the current debate and the context of the topic. The overview serves as an orientation to further research. It should provide an objective overview of the core problem that the topic addresses and not favour or advocate any specific point of view.

17.2.19. As chairs not only have done research and prepared for the topic prior to the CAT, but also extensively have discussed it in their team, it means that several different views have been voiced.

17.2.20. The overviews should be:

- i. comprehensive in the sense that they should cover several aspects, dimensions and opinions, not simply one side,
- ii. pedagogical in the sense that they are short and to the point (300-500 words, i.e. less than an A4-page). They should introduce the topic to the delegates and encourage them to research the topic on their own by using the keywords and visiting the links that are provided,
- iii. basic in the sense that they should be adapted for high school students.

- 17.2.21. Following the end of the CAT, the chairs have one week to update their outline based on the group discussions and the feed-back that they received. The overviews are sent to the President, who edits them in terms of both content and language. The President then sends the overviews to the GB, who maintains the full right to edit.
- 17.2.22. Once approved by the GB, they are sent to the International Office, which includes them in the preparation kit to be sent to teachers and students. A copy is also sent to NCs. The International Office is responsible for assembling the keywords and the links for each topic, although chairs can assist in this task for their respective topics.