

EUSAIR Youth Council - Rules of Procedure (RoP)

Rule of Procedure (RoP) is to set the modus operandi within the EUSAIR Youth Council and its relationship with other EUSAIR governance bodies. It was created during 11/2024 - 02/2025 by the EUSAIR Youth Council Members with a mandate in 2024/2025 and approved by the Governing Board on its meeting xx xx 2025. However, these RoP are set for the following EUSAIR Youth Councils, with possibility to amend them.

1. EUSAIR Youth Council

EUSAIR Youth Council, hereinafter referred to as EYC, is an independent advisory EUSAIR governance body representing the perspective of youth from the Adriatic-Ionian region. EYC interacts with the EUSAIR Governing Board (GB) and the Thematic Steering Groups (TSGs) in a consultative role. The youth representatives would voice opinions and recommendations to EUSAIR GB and TSGs regarding EUSAIR topics, especially when dealing with youth themes. In return, the EUSAIR governance structures would provide their feedback and clear follow up.

The EYC has been officially established as of October 2024 and is composed of 20 members, 2 members from each of the 10 EUSAIR participating countries (Albania, Bosnia and Herzegovina, Croatia, Greece, Italy, Montenegro, North Macedonia, San Marino, Serbia, and Slovenia).

EYC Role and Mission

The EYC shall, in its role as an advisory body, contribute to addressing youth-related issues within the EUSAIR and represent the perspective of youth on EUSAIR thematic issues by:

- providing a discussion platform for the exchange of advice in areas related to youth issues and policies,
- providing information & opinions to EUSAIR National Coordinators, Pillar Coordinators and/or Thematic Steering Group Members in areas related to EUSAIR topics from a Youth perspective,
- recommending how best to plan and implement the embedding of youth policies and perspectives in the EUSAIR AP implementation,
- providing youth perspective to the EUSAIR Presidency and Governing Board upon their request,
- observing and participating in GB and TSG, when is relevant and upon invitation
- helping to raise support and funds for youth-related projects in the EUSAIR,
- providing a youth-focused link to cohesion, EU enlargement, EU neighbourhood, and other EUSAIR-relevant policies on transnational, macro-regional, national, regional, and local levels,
- connecting with other Macro-regional Strategies Youth Councils, to exchange good practices and find synergies,

- supporting the visibility of the EUSAIR and its aims “on the ground” and online (e.g. via social media), gathering input from/serving as a link to other relevant institutions and organisations.

1.1. Official language

English is the sole official language of the EYC.

1.2. Non-commitment clause

All members of the EYC have signed a Letter of Commitment upon accepting their membership in the EYC. All members of the EYC automatically commit to fulfilling all the additional obligations of the specific roles they have taken, upon these Rules of Procedure approval. In addition, as part of the EUSAIR governance architecture, the members are also responsible for upholding an image of the EUSAIR, EU and other European Organisations.

In their work the EYC members shall fully respect the provisions set in the Charter of Fundamental Rights in the European Union (Council conclusions on strengthening the application of the Charter of Fundamental Rights in the European Union, 6795/21).

In the case of lack of fulfilment of obligations by members or non-respect of the fundamental rights provision or behaviour that breaks the image of the EUSAIR, EU and other European Organisations, this clause can be invoked by any member of the EYC or members of EUSAIR Governing Board. Should it be found that a member was not fulfilling their obligations as agreed, their position or membership in the EYC can be proposed for termination before the end of their mandate, by the EYC, during a Meeting of Members. The final decision needs to be taken by the Governing Board.

1.3. Green Clause

Although EYC is not strictly working on environmental & climate issues, all EUSAIR participating countries have pledged for a carbon neutral Europe by 2050. As we are currently living in a climate crisis, it is our generation's duty to implement practices that can mitigate it whenever we can.

With this clause, the EYC pledges to make more conscious decisions regarding its impact on the climate and the environment, especially during the in-person meetings. This commitment involves, but is not limited to:

- opting for less carbon-intense transportation when traveling for the in-person meetings (train, bus>plane)
- whenever applicable, giving participation priority to people from the country where the meeting is being held (if it's not a thematic meeting irrelevant to the person) for sake of less travel hence less carbon emission

- urging the EUSAIR GB and the respective EUSAIR Facility Point Project Partners to be more mindful when organising events (less single-use plastic and waste, organising it in an accessible and well-connected location, etc.

2. EYC Structure Bodies

The following positions exist within the EYC:

- Member of the EYC
- Chair of the EYC
- Pillar Groups
- Secretary of the EYC
- Awareness team of the EYC
- Communication team of the EYC

One person can hold multiple positions. However, the Chair of the EYC cannot at the same time assume a Pillar Group Leadership.

2.1. Member of EYC

Members are selected according to the selection process outlined in the EYC Concept Paper. For each of the 10 EUSAIR participating countries, two EYC members are selected, making a total of 20 members.

Members must be between 18 and 29 years of age at the beginning of their EYC mandate. The mandate lasts for one year, with a possibility of two extensions.

It is not possible to apply for an EYC membership or extend the mandate to another year when the member reaches the age of 30.

Obligations of the Members of EYC:

- Members commit to a one-year mandate, with the possibility of 2 extensions.
- Members agree to undergo capacity-building training before the start of their mandate to ensure effective participation in the EYC.
- Members will actively participate in meetings, events and activities of the EYC, both online and in-person.
- Members actively participate in EUSAIR meetings, events and activities of other EUSAIR governance bodies throughout the mandate year, both online and in-person, contributing to discussions related to the youth.^{1 2}
- Members pledge to actively engage with young people, youth groups, and civil society organizations within the region to represent their interests and concerns effectively in the EYC.

¹ For GB meetings, go to section 3.3. EYC Participation in EUSAIR Governing Board Meetings

² For TSG meetings, go to section 2.3. Pillar groups, under *Obligations of the Pillar group*

- Members will promote EUSAIR initiatives within the region with the support of the EUSAIR governance bodies.
- Members commit to fostering exchanges and interactions with young people from other macro-regions to build stronger inter-regional relationships.
- Members will participate in defining the operational procedures of the EYC and in shaping the interaction between the EYC, existing governance bodies and youth organizations in the region.
- Members are obligated to join (at least) one Pillar Group of their choice.

Leaving the EYC:

- Members can leave the membership at any time by providing a justified reason to the EUSAIR Facility Point Lead Partner.
- Members need to announce their leaving in written form to the co-Chairs and the EUSAIR Facility Point Lead Partner at least one month before leaving.
- In case of unfulfillment of obligations, the non-commitment clause can be invoked, to terminate the membership.

2.2. Chair of the EYC

The co-Chair (hereinafter referred to as Chair) is the member delegated in line with the procedure defined in Clause 3.2. and coordinates the EYC, facilitates the work done by the EYC and ensures all the work is done within the defined timeline.

During every mandate, the EYC has two co-Chairs, who are equal. A gender balance must be respected during every mandate.

Obligations of the Chair of EYC:

- The Chair coordinates the EYC.
- The Chair facilitates the work of the EYC and ensures all timelines are respected.
- The Chair represents the EUSAIR Youth and its positions at the EUSAIR Governing Board meetings.
- The Chair conveys the positions of the EYC and not the country it represents.
- The Chair is responsible for drafting the Agenda and Conclusion with the Secretary.
- The Chair is obligated to attend coordination meetings before Governing Board meetings with all Members of the EYC.
- The Chair prepares the Report on the Work of the EYC for the Governing Board meetings.

Leaving the Position:

- The Chair of EYC finishes their mandate after a year but can be re-elected for one more mandate.
- The Chair can leave the position at any time. The Chair needs to announce their leaving in written form to the other co-Chair, the co-Secretaries, and the EUSAIR Facility Point Lead Partner at least one month before leaving.

- In case of unfulfillment of obligations, the non-commitment clause can be invoked, to terminate the position.

After handing over the role of EYC Chair to the next EYC member, the former EYC Chair could still assist the new one and share the knowledge gained, to assure continuity.

2.3. Pillar Groups

The Pillar Groups consist of those Members of EYC who decided to work with a certain Pillar and have the role of an advisory body that represents the interest of Youth within EUSAIR implementation. Each Pillar Group has one Pillar Leader³, responsible for the main communication between the Pillar Group and the TSG Pillar Coordinators. In case the Pillar Leader is not available, another Pillar Group member will take on the communication.

The Pillar Leader is chosen internally in the Pillar group by simple majority.

There are five Pillar groups, corresponding to the five thematic Pillars of the EUSAIR:

- Pillar 1: Blue Growth
- Pillar 2: Connecting the Region
 - TSG Energy
 - TSG Transport
- Pillar 3: Environmental quality
- Pillar 4: Sustainable tourism
- Pillar 5: Improved Social Cohesion

Each Pillar group shall consist of a minimum of two members from the EYC. The same EYC member cannot be a Pillar Leader in more than one Pillar Group. Also, Chair cannot at the same time be Pillar Leader.

Obligations of the Pillar Group:

- Represent the interests of young people and **not** the country they come from when performing advisory work.
- Report to the EYC on the activities of the Thematic Steering Group and how has the EYC Pillar Group contributed to those activities every 3 months via a document shared on the official EYC communication platform, MS Teams.
- Before each TSG Meeting, meet to discuss the topics of Agenda for that specific meeting and positions of the EYC to be presented at the TSG Meetings by the EYC Pillar Group Leader. Attendance to these Pillar Group meetings is mandatory for the Pillar Group members. These meetings are scheduled 2 weeks prior to the TGS Meeting, by the Pillar Group Leader.
 - The TSG meeting Agenda is sent 30 days in advance of the TSG meeting. It should be sent to the EYC Pillar Group. In the Agenda the Pillar Coordinators indicate on which points the Input from EYC is foreseen and expected.

³ Except Pillar 2, which has 2, one for Energy and one for Transport

- Based on the received Agenda, the EYC Pillar Group prepares inputs on the indicated points. And if deemed necessary suggest to Pillar Coordinators to provide inputs on additional Agenda points.
- The EYC Pillar Group then sends the prepared inputs to the Pillar Coordinators one week before the TSG Meeting. Pillar Coordinator then provides feedback in advance of the TSG meeting.
- When there is a dilemma about the opinion to be given, the Pillar Group may propose a meeting to discuss and vote at the EYC meeting, to obtain the official position of the EYC.
- The Pillar Leader represents the EYC and presents the prepared inputs at the TSG Meetings. At the in-person TSG meetings the Pillar Leader should, if possible, participate in person. It is obligatory for all Pillar Group members to participate in the TSG meeting online, if the possibility is provided, as observers.
- Pillar Coordinators may decide to extend invitations to TSG meetings to all EYC members. In this case any EYC member can participate to the TSG meeting online, as observer.

Leaving the EYC Pillar Group:

- Members can leave the Pillar Group at any time.
- Members need to announce their leaving in written form to members of the same Pillar group, the co-Chairs and the co-Secretaries of EYC at least 2 weeks before leaving.
- In case of unfulfillment of obligations, the non-commitment clause can be invoked, to terminate the position in the Pillar Group.

2.4. Secretary of the EYC

The co-Secretary (hereinafter referred to as Secretary) is the member delegated in line with the procedure defined in Clause 3.2. and ensures communication between all EUSAIR GB and the EYC. The role of the EYC Secretary is to provide emails, communicate with EYC members, Pillar Groups, and EUSAIR GB, and take notes during EYC meetings. The communication shall be done via the official email address of the EYC.

The EYC has two co-Secretaires, who are equal. A gender balance must be respected during every mandate. The mandate of the co-Secretaries lasts for a year.

Obligations of the Secretary:

- Send a reminder about an upcoming EYC meeting one week in advance by email.
- Communicate with EYC members, Pillar Groups, and EUSAIR GB and other EUSAIR Structures regarding EYC matters on behalf of co-Chairs or EYC.
- Compile the agenda between meetings via MS Teams, in agreement with the co-Chairs
- Collect points on the agenda sending it one week before the meeting with a reminder about the meeting via email
- Managing SharePoint to upkeep the EYC archives
- Creating and sending the link for the meeting via MS Teams

- Keeping attendance list and contacts list, list of members assuming positions, as well as other relevant documents.
- Create a short report with conclusions and decisions of the meeting and display it on the EYC MS Teams channel
- Add conclusions and decisions which need to be approved by the EYC.
- Send the Agenda, reminder, Conclusions, minutes, attendance list to the EUSAIR Facility Point Lead Partner.
- Assuring the smooth transition between Chair mandates.

Leaving the position:

- The Secretary finishes their mandate after a year but can be proposed or delegated for one more mandate, should they extend their membership.
- The Secretary can leave the position at any time. In such a case, they need to announce their leaving in written form to the other Secretary, the co-Chairs, and the EUSAIR Facility Point Lead Partner at least one month before leaving.
- In case of unfulfillment of obligations, the non-commitment clause can be invoked, to terminate the position.

After handing over the role of Secretary to the next EYC member, the former member could still assist the new one and share the knowledge gained, to assure continuity.

2.5. Communication Team of the EYC

The Communication Team consists of three EYC members delegated in line with the procedure defined in Clause 3.2. who ensure external communication for the EYC. The mandate of the Communication Team lasts for six months.

The Communication Team is represented by 1 EYC Communication Officer, chosen internally amongst the team members.

All external communication is worked out in synergy with EUSAIR communication strategies and Facility Point Lead Partner Communication Officer.

Obligations of the Communication Team:

- Develop the External Communication Strategy of the EYC.
- The role of the Communication Team is to maintain external communication for the EYC on social media (Facebook, Instagram, TikTok, and others).
- The Communication Team of EYC will respect the communication strategy of the EUSAIR.

Leaving the team:

- The members of the Communication Team finish their mandate after 6 months but can be proposed or delegated for one more mandate.
- The EYC Communication Officer can leave the position at any time. In such a case, they need to announce their leaving in written form to their team, the co-Secretaries, the

co-Chairs, and the EUSAIR Facility Point Lead Partner at least one month before leaving.

- The members of the Communication Team can leave the position at any time. The members of the Communication Team need to announce their leaving in written form to the other members of the Communication Team, the co-Chairs and the co-Secretaries of EYC at least 2 weeks before leaving.
- In case of unfulfillment of obligations, the non-commitment clause can be invoked, to terminate the position.

After handing over the role of members of the Communication Team to the next EYC member, the former members could still assist the new ones and share the knowledge gained, to assure continuity.

2.6. Awareness Team of the EYC

The Awareness Team consists of EYC members delegated in line with the procedure defined in Clause 3.2. who ensure harmony and respect throughout the EYC. The Awareness Team consists of three members. The mandate of the Awareness Team lasts for six months.

In case the Awareness team notices a member is disproportionately taking over the space, be it during online or in-person meetings, they need to reach out to the member in question to bring awareness to the situation.

In case a member is not feeling comfortable due to a certain reason, or there is a conflict between members, the member(s) can bring this issue to the Awareness team, so it can be resolved internally, prior to bringing more formal forms of conflict resolution.

Obligations of the Awareness Team:

- To ensure everyone feels welcome and heard during meetings.
- To ensure every member feels comfortable while fulfilling their duties as a member of the EYC.
- To help resolve minor conflicts within the EYC.

Leaving the team:

- The members of the Awareness Team finish their mandate after 6 months but can be proposed or delegated for one more mandate.
- The members of the Awareness Team can leave the position at any time. The members of the Communication Team need to announce their leaving in written form to the other members of the Awareness Team, the co-Chairs and the co-Secretaries of EYC at least 2 weeks before leaving.
- In case of unfulfillment of obligations, the non-commitment clause can be invoked, to terminate the position.

After handing over the role of members of the Awareness Team to the next EYC member, the former members could still assist the new ones and share the knowledge gained, to assure continuity.

2.7. Role of the incumbent EUSAIR Presidency and EUSAIR Facility Point

The Presidency of the EUSAIR supports the work of the EYC.

EUSAIR Facility Point draws attention to following all agreed procedures and documents concerning the functioning of the EYC and its interactions with other EUSAIR Governance bodies and EUSAIR Governance Point (EGP) projects.

The EYC Coordinator at the Facility Point Lead Partner provides support and guidance to the work of the EYC. They coordinate all activities linked with EYC which are supported by the 3 EGP projects.

The costs for travel and accommodation to and from meetings and events of EYC members are prepaid by EUSAIR Facility Point Partner from the country of the EYC member within the available and approved budget of the Facility Point Partner⁴. The EYC members have to get in contact with the respective Facility Point Project Partner at least 20 days before the actual meeting/event and have the responsibility to follow all procedures in place at the Facility Point Project Partner institution.

3. The standing orders of the EYC

3.1. Voting in the EYC

The Voting can take place during an online EYC Meetings of Members, in-person meeting, or on the designated MS Teams EYC channel, depending on the subject that is being voted.

Decisions affecting the whole EYC must be made during a meeting (online/in-person). Minor decisions, like specific time/date for a meeting or decisions affecting a specific Pillar Group or Team can be made on a poll in MS Teams.

For a decision to be valid, the quorum must be met. **The quorum is 2/3 of all EYC members (13/20 members).**

Decisions are made by a **simple majority** (50% + 1) of the present EYC members. Votes cannot be delegated to other EYC members. It is possible to abstain from voting. Silent agreement rule applies to all decisions.

The following three points describe decision-making in the EYC for specific cases.

⁴ Due to institutional administrative rules Facility Point Project Partners from North Macedonia and Albania are not able to prefinance the accommodation and/or travel costs for EYC members. They will continue finding a solution. In the meantime as a temporary solution, the Facility Point Lead Partner will strive to ensure prefinancing for travel and/or accommodation costs for EYC members from these countries.

3.2. Electing procedure for different positions in the EYC

The following procedure applies to the election of co-Chairs, co-Secretaries, Communication and Awareness Team of the EYC. These roles will be addressed as simply **the position** in the following text.

The electing procedure:

Voting for the co-Chairs and co-Secretaries position is made by secret voting ballots. Any member can be nominated for the position, by themselves or any other member of the EYC. Candidates can accept or decline if they want to be nominated. Nominated candidates can vote for themselves.

When there are more than one or two candidates (depending on the position) for a position, the EYC members vote by indicating the (two) candidate(s) of their choice. The (two) candidate(s) with the most votes assume(s) the position.

If there are multiple candidates with the same number of votes, a second round of voting is called, with only the nominated candidates, who are tied, on the voting ballot.

Internal positions:

Members decide to become part of Pillar Groups by themselves. Here, the silent agreement rule is applied.

Positions within the Pillar Groups, the Communication Team, and Awareness Team are chosen internally in the respective groups/teams by a simple majority within the respective team.—

Procedures for all positions described above, including the Pillar Groups, Communication and Awareness Team constituency, must be carried out at the 1st Meeting of Members taking place in a new EYC mandate year.

Upon every appointment or change of EYC members to any of the positions above, the EYC needs to communicate the names to the EYC Coordinator at the Facility Point Lead Partner immediately.

3.2.1. Revoking a mandate in the EYC

The mandate can be taken from a member, in case the non-commitment clause is observed and confirmed.

Revoking a mandate:

Revoking a mandate is done via anonymous voting of the 50% + 1 of the present EYC members, with the condition that the quorum is met.

3.3. Modifications of the Rules of Procedure

The Rules of Procedure can be reviewed and modified through voting by the EYC members meetings. EUSAIR Governing Board or Youth Consultation Task Force can take decisions affecting the EUSAIR Youth Council Rules of Procedure which need to be amended accordingly. The EUSAIR Youth Council integrates the Governing Board decision or Task Force agreement into the Rules of Procedure.

When initiated internally, the amendment can be requested at least 1 month prior to the meeting, in such a way that it becomes a point in the agenda of the next meeting. Also, the member that initiates the change needs to send an informational note with the request so all members can be familiarized with it before the meeting. This request also needs to be sent to the EUSAIR Facility Point Lead Partner.

The change is accepted with the vote of 50% + 1 of the present EYC members, with the condition that the quorum is met.

After the approval of the modifications, they should be written in the Compendium no later than 2 weeks after the change is voted. The final responsibility for modifying the Compendium lies with the current co-Chairs. The Council will start operating internally according to the current version of the RoP (14/05/2025) until final decision by the GB is made. Acceptance of the modified RoP lies with the GB.

3.4. EYC Meetings of Members

Frequency of EYC Meetings of Members:

- Regular EYC meetings are held at least *once every three months, with the organisation of one EYC meeting in person per year.*
- In case of need or urgent issue, additional meetings can be called by the co-Secretaries on behalf of the co-Chair.
- At the start of the EYC Mandate the EYC decided on the meeting – provisory timetable.
- Additionally, any member can propose an extraordinary meeting that will take place if 1/3 of the EYC agrees on voting on MS Teams. The proposal must be made at least one week ahead of the envisaged meeting date.

Calling of EYC Meetings of Members:

- For online meetings the Save-the-date needs to be sent 30 days prior.

- *For in-person meetings the date and location need to be agreed between the EYC Members, EUSAIR Presidency and Facility Point Lead Partner. The Save-the-date needs to be sent 45 days prior to the meeting.*
- *Additionally, to EYC Members, EUSAIR Presidency, EC representatives and Facility Point Lead Partner are invited to the meetings.*
- The agenda of the meeting is composed by the co-Secretaries in agreement with the co-Chairs and Facility Point Lead Partner and sent over email. The agenda is sent 15 days prior to the meeting.
- Meeting materials are sent 15 days before the meeting, at the latest.
- The reminder for a meeting is sent by the co-Secretaries on behalf of the co-Chairs a week in advance by email.
- The date, time and reminder need to be sent to the Facility Point Lead Partner and EYC Coordinator.
- The co-Secretaries keep track of meeting materials, attendance and prepare short reports with conclusions and decisions.
- Two weeks after the meeting a short Report of the Meeting will be shared via email and available on the SharePoint. The meeting report will be shared with the EUSAIR Presidency, EC representatives and Facility Point Lead Partner.
- Before the meeting the EYC Members need to confirm participation to the meeting via email to co-Secretaries.

Technical organisation of the online EUSAIR Youth Council Meetings:

- The meetings will take place on the designated EYC MS Teams channel.

3.5. EYC Participation in EUSAIR Governing Board Meetings

For each EUSAIR Governing Board Meeting the EYC is represented by 1 of the EYC co-Chairs in person. Other EYC members may participate online, as observers.

- The GB meeting Agenda is sent 30 days in advance of the meeting. It should be sent to the whole EYC. In the Agenda the EUSAIR Presidency indicates on which points the Input from EYC is foreseen and expected.
- Based on the received agenda, the EYC prepares inputs on the indicated points. And if deemed necessary suggest to the EUSAIR Presidency and Facility Point Lead Partner to provide inputs on additional Agenda points.
- The EYC co-Secretaries in coordination with the co-Chairs then send the prepared inputs to the EUSAIR Presidency one week before the GB Meeting. The EUSAIR Presidency then provides feedback in advance of the GB meeting.
- The co-Chairs prepare a biannual report for the GB meeting on the work of the EYC. The co-Chair attending the meeting commits to represent the position and work to the EYC in front of the EUSAIR Governing Board.
- After each meeting, the EYC co-Chair who attended EUSAIR GB meetings reports the other members of the EYC on the points discussed in written form, at the latest 10 business days.

3.6. EYC Participation in the EUSAIR Annual Forum

All EYC Members, if possible, should be present at the EUSAIR Annual Forum in person. In which way the EYC is involved in the Forum needs to be defined between the EYC, EUSAIR Presidency and Facility Point Lead Partner in due time.

3.7. EYC Internal Communication

EYC internal communication:

- The EYC members commit to efficient internal communication by using **MS Teams & SharePoint** for all internal communication, a **WhatsApp group** for fast necessary communication, and **emails** for all official correspondence.
- All meeting materials, prepared documents and agenda need to be uploaded to the SharePoint by co-Secretaries to ensure continuity in the work of the EYC.

3.8. EYC External Communication

EYC external communication:

- All external communication follows the External Communication strategy, developed by the EYC Communication team.
- All external communication is worked out in synergy with EUSAIR communication strategies and Facility Point Communication manager at the Lead Partner.

3.9. Transfer of knowledge between EYC Members

During the change of mandate (Chair, Secretary, Membership, Pillar Group) it is the obligation of the members concluding their position to transfer the knowledge to the new members and ensure continuity of the work.

3.10. EYC Alumni Network

All members whose mandate has concluded become part of EYC Alumni Network.