

# UNEP MGCY Global Coordinators (Representatives) Selection/Election Process

Ratification pending  
Deadline for comments: 29 April 2014  
Last update: June 15th 2015

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## 1. ROLE

The UNEP Major Group of Children and Youth Global Coordinator (representative) role includes the following components, which are based on those outlined in the Preface of the *Guidelines for Participation of Major Groups and Stakeholders in Policy Design at UNEP* (2009):

***“Facilitating the development of coherent position papers on substantive Governing Council issues as well as helping “coordinating” or “facilitating” Major Group input and work during the Governing Council/Global Ministerial Environment Forum (GC/GMEF)\* will be primary tasks for each of the Major Group representatives to the MGFC. It will also be incumbent upon each Major Group representative to the MGFC to ensure a clear link in their final position papers of their Major Group to the outcomes of the regional Major Groups and Stakeholder discussions.”***

\*All references to GC/GMEF should be acknowledged as referring to the United Nations Environment Assembly (UNEA).

## 2. FUNCTION

UNEP MGCY Coordinators, as outlined in Paragraph 39 of the *Guidelines for Participation of Major Groups and Stakeholders in Policy Design at UNEP* (2009), must work to:

- A. Maximise participation of representatives of its Major Group worldwide in the UNEP GC/GMEF and its related meetings;
- B. Promote a good representation of the Major Group at the regional meeting, and ensure that the participants have received the necessary information relating to the agenda beforehand;
- C. Facilitate the involvement of Major Groups members with specific issue knowledge in UNEP related work, both in the local, national and regional contexts as well as at UNEP GC and the UNEP GMEF;
- D. Foster balanced representation on the basis of gender, focus and region;
- E. Mobilise knowledgeable representatives of the Major Groups to participate in the UNEP GC and/or UNEP GMEF;
- F. Assist participating Major Group members in having access to information related to the agenda for the UNEP meetings and in participating fully in the GC/GMEF and its related meetings, and in having free and unfettered access to delegates;
- G. Provide general information, training and capacity building on UNEP process in line with the expressed visions, goals and targets as found in the Bali Plan of Action;
- H. Generate broad media-interest, as well as on-going educational programmes around the world;
- I. Maintain a web-based information hub, issue based list-serves, as well as general informational sites;
- J. Disseminate issue-based information from the Major Groups and Stakeholders focussing on these issues, to others not directly involved in those issue-networks; and
- K. Coordinate the work of the Major Groups policy papers.

Additionally, under UN/UNEP MGCY Process and Procedures, UNEP MGCY Coordinators also perform and have the following functions and responsibilities:

- Facilitate consultation with the Major Group to provide inputs outlining priorities for action
- Disseminate relevant data and information for the Major Group
- Facilitate activities of the Major Group to maximise presence and participation at UNEP related negotiations
- Uphold the code of conduct as stipulated by the UNEP
- Liaise with the UNEP Secretariat
- Promote effective youth preparation and participation in the UN Sustainable Development processes
- Ensure that selection of the Major Group's speakers follows the Processes and Procedures document, is transparent, and fair
- Make the call to close a statement, in consultation with the focal points, to prevent a statement from being read if it is contradictory to the best interests of the Major Group for Children and Youth / not an adequate reflection of the views of membership / red flagged

- Ensure the provision of guidance for working structures, such as working groups, task forces and policy groups
- Keep a record of contributions (lobby points, statements etc)
- Ensure reflection on and regular evaluation of activities
- Delegate specific tasks to members
- Provide regular updates of UNEP MGCY Coordinators and Major Group for Children and Youth activities to members
- Actively seek resources to enable a more balanced participation, especially concerning young people with fewer opportunities
- Determine the appropriate allocation of any funding made available in line with the principles and objectives outlined in the Processes and Procedures document
- Coordinate and facilitate the continuation and hand-over of the UNEP MGCY Coordinator positions

### 3. TERM

- Terms will be two years.\*
- Six months before the completion of his/her term, each Global Coordinator must submit a report on activities related to fulfilling Global Coordinator responsibilities.
- On the completion of their term, Global Coordinators may run for re-election. In addition to the regular application, their application must include the report mentioned in the bullet above. The maximum number of consecutive terms is 2. However, UNEP MGCY strongly encourages a regular rotation of Global Coordinators in order to ensure diversity and strength in participation.
- UNEP MGCY uses a quota to ensure a minimum gender and regional balance.
- Although officially the term of Global Coordinators ends after 2 years, outgoing Global Coordinators must support newly elected Global Coordinators until the end of the next United Nations Environment Assembly.

\*Although UNEP requires the term to be two years, we acknowledge this may be a suboptimal term duration as it does not allow for a transition, staggering and learning between different coordinators from one United Nations Environment Assembly (UNEA) to the next one after 2 years.

### 4. DIVISION OF LABOUR / REPRESENTATION

- Division of labour is something the Global Coordinators can decide from themselves. When there are clearly different streams of work, the division can be made very clear to the constituency so as to avoid confusion and maintain transparency via the website and / or facilitation team call minutes.
- All Global Coordinators can appoint Deputy Global Coordinators to facilitate their work. The Deputy Global Coordinators can either be interim / acting Global Coordinators for a

meeting that the Global Coordinators cannot attend or a more permanent Deputy. If one or more Global Coordinators is not present at a UNEP process meeting, interim Global Coordinators should be appointed for that session by the current Global Coordinators, including regional meetings. Note that Global Coordinators must be involved in decisions with consequences beyond the session and Interim Global Coordinators must submit a write up of the meeting at the end of the session.

- All Global Coordinators will be responsible for: coordinating between Global Coordinators; assisting other Global Coordinators during particularly demanding periods; and preserving institutional memory.
- Each Major Group for Children and Youth working group and task force will be assigned an Organising Partner to act as a point of contact. The assigned Global Coordinator's responsibilities will include:
  - Drafting Terms of Reference and providing a basic orientation for new working group and task force focal points including ensuring that focal points submit statements for the UN Website.
  - Recommending to the facilitation team the formation of new or the end of redundant working groups and task forces, as needed
  - Recommending the removal of focal points if they are not fulfilling their role to the facilitation team.

## 5. SELECTION PROCESS

### I. CRITERIA

The UNEP Major Group for Children and Youth has the following criteria, as stated in its Processes and Procedures document:

- Be an active Major Group for Children and Youth member
  - This must be demonstrable within the last 2 years in the mailing lists, position document working drafts or meetings of UNEP MGCY, or an equivalent youth constituency in an environmental subject.
- Be an organization, or a representative of an organization that:
  - is non-governmental or non-profit
  - works with young people and has a decision-making body controlled by young people
  - is not subject to direction in their decision by an external authority
- Must be able to commit to the roles and responsibilities of the Global Coordinator
- Must have the time and means to accomplish the tasks and responsibilities not necessarily paid, including participation in UNEP meetings in Nairobi throughout the cycle
- Have a strong environmental background
- Have experience and strong knowledge of engagement with UNEP
- Have experience in facilitating children and youth participation to UN processes
- Regular internet and phone access

- Limit of one Global Coordinator per particular organization for a full term
- Must not hold dual positions in UNEP. TYACs, for example, cannot apply or hold the position unless they abdicate from their TYAC role. This is to provide greater opportunities and avoid conflict of roles and interest.

UNEP's minimum eligibility requirements are:

- Global Coordinators (representatives) must be accredited by organizations with accreditation to the UNEP Major Group of Children and Youth
- Global Coordinators (representatives) work with the UNEP Major Groups Facilitating Committee
- Minimum commitment to remain engaged for two years, or as determined by the modalities of the UNEA

## II. TIMELINE

Note: The 2015 elections follow a shorter time frame due to UNEP deadlines.

Step	Date	Duration	Process
1		1 week	Elections Working Group formed
2		2 months	UNEP MGCY will open call for nominations. Each individual will prepare an application with the endorsement of the organization under which they apply. UNEP MGCY will endeavour to inform its entire constituency of the process and encourage its members to apply.
			Voting registration starts
3		N/A	Nomination period closes
4		1 week	Selection committee determines who advances to the online voting stage.
			Public Q&A sessions with selected candidates on UNEP MGCY Facebook group
5		2 weeks	Online voting administered
6			New Organising Partners presented to Major Group for Children and Youth members via email, and submitted to UNEP for endorsement and approval.
7	(2 weeks later)		Elections Working Group is disbanded after submitting their report.

		Until the end of the next UNEA	Transition from old to new Organising Partners
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### III. APPLICATION

An application will include the following components:

- Biographical information
- Responses re: motivation, experience, and vision of a successful Major Group for Children and Youth (that will be published online)
- An endorsement letter from the organization the candidate represents
- Two reference letters (not from a family member or friend), at least one of these reference letters should be from an active or former member of UNEP MGCY or a partner constituency (UN MGCY, GYBN or YOUNGO) that is well-acquainted by the OPs or Coordinators of one of these constituencies.
- Scan of passport bio page / government issued ID that shows date of birth.

### IV. ELECTION WORKING GROUP

- Members of the Major Group for Children and Youth not running for election may join the election committee.
- Exiting Global Coordinators will appoint the working group. Potential committee members will send an email with a biography and details of their Major Group for Children and Youth experience.
- The make-up of the committee will be:
  - All existing Global Coordinators and Deputies
  - All focal points not running for election
  - Youth or child led organisations that would like to volunteer to contribute
  - 1 member of the Major Group for Children and Youth Renewal working group (if applicable)
  - Any qualified individual volunteers with strong experience with UNEP MGCY, with approval from the Global Coordinators
- Conflicts of interest must be declared, for example if election working group members who represent organizations who have applied to be Global Coordinators
- Each election working group member reviews all applications. At least 60% of committee members must agree that the candidate has met the minimum UNEP and UNEP Major Group for Children and Youth eligibility standards and criteria to go forward to the interview stage.
- Any candidate who will turn 31 during their term will automatically be disqualified.
- Shortlisted candidates will be interviewed in a group question and answer session and if needed individual interviews will be scheduled and divided equally among selection committee sub-groups of 2 or 3 interviewers. Interviewers will rank candidates on a common rubric. The top 20 candidates go forward to the voting stage.

## V. VOTING

- Voting will occur via a secure online survey platform. Candidates' biographies will be displayed and Major Group for Children and Youth members will be able to rank their top three choices. The two candidates with the highest average ranks will be appointed Organising Partners. The quota systems ensures there is at least 1 female and 1 Global South representative.
- Voting is balanced: individuals get 50% of votes and organizations get 50% of votes.
  - Organizations do not need to be accredited to UNEP MGCY in order to vote. However, organizations who are not accredited need to follow these criteria in order to be allowed to register for voting. At the time of registration, each of these criteria require a submission of proof. Registration is disqualified if insufficient proof is provided that the organization meets these criteria.
    - is non-governmental and non-profit
    - works with young people and has a decision-making body controlled by young people
    - is not subject to direction in their decision by an external authority
    - works on environmental issues
    - has a regional or international focus, and has members across multiple countries of that region
    - must provide evidence of contributing to UNEP MGCY work within the last 2 years through position documents or advocacy at a UNEP meeting
  - For accredited organizations, only the designated UN liaison is authorized to register and submit a vote.
  - For non-accredited organizations, only the CEO or equivalent of the organization is authorized to register and submit a vote. At least 2 members of the organization need to be subscribed to the UNEP MGCY mailing list before April 22, 2015. If the organization's CEO or equivalent is not subscribed to the mailing list, the organization's CEO or equivalent must sign a letter authorizing a member of their organization who is subscribed to the mailing list to register and vote on the organization's behalf.
- The selection committee will resolve any ties or disputes.
- If two or more top-ranked candidates are from the same organization, only the top-ranked candidate of that organization will be appointed Global Coordinator. If an organisation chooses to change their Global Coordinator representative then they need to get agreement to the change by the facilitation team and Assembly (80% in favour).

## 6. RESIGNATION AND BY-ELECTIONS

- If a Global Coordinator finds that he or she is unable to continue carrying out his/her Global Coordinator duties, he/she may voluntarily resign by informing Global Coordinators and the Facilitation Team. The resigning Global Coordinator must prepare

a report on his/her activities related to fulfilling his/her Global Coordinator responsibilities.

- If the Global Coordinator Team and/or Facilitation Team find that Global Coordinator is unable to carry out his/her Global Coordinator duties, the Global Coordinator Team and the Facilitation Team will decide and vote on whether that Global Coordinator should be required to resign. The Global Coordinator will get an opportunity to present their case during a facilitation team call meeting prior to the vote. If at least 70% of voters vote yes, that Global Coordinator will be required to resign. The fact that there is going to be a vote, the time, date and meeting method will need to be advertised to the mailing list at least one month in advance.
- If more than 6 months remain until the end of the resigning Global Coordinator's term OR until the next UNEA, the most recent selection committee will run a by-election process (with the same procedures as the Global Coordinator selection process) to replace him/her. If less than 6 months remain, the Global Coordinator position will remain vacant until the next selection process, or an interim Global Coordinator will be appointed for the UNEA.

## 7. MEETING AND DECISION MAKING:

- The Global Coordinators conduct regular meetings that are led by an agenda and minutes are recorded. Effort must be made to ensure that all Global Coordinators have suitable communication mechanisms for the meetings.
- No decision shall be passed at any meeting of the Global Coordinators unless all are present and adequate notification of the meeting has been given
- Global Coordinators decide with consensus.
- All decisions must be minuted.
- Once a decision has been reached, this becomes the position of all Global Coordinators, irrespective of the different voting positions.
- Where possible, decisions should be made in consultation with the facilitation team (i.e if there is time available to organise a facilitation team call or if it is not sensitive in nature).
- Global Coordinators need to attend or send a representative to UNEP meetings, including regional.