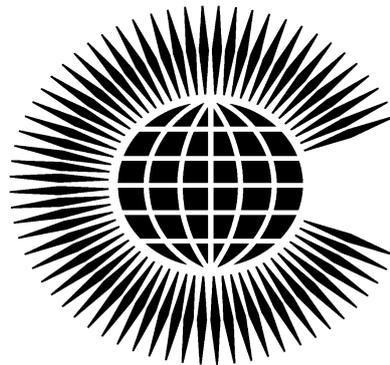


COMMONWEALTH YOUTH PROGRAMME

**Memorandum of Understanding
and
Financial Regulations**



Revised May 2005

Commonwealth Secretariat

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ACRONYMS

CHOGM	COMMONWEALTH HEADS OF GOVERNMENT MEETING
CYMM	COMMONWEALTH YOUTH MINISTERS MEETING
CYP	COMMONWEALTH YOUTH PROGRAMME
HoG	HEADS OF GOVERNMENT
PYC	PAN-COMMONWEALTH YOUTH CAUCUS
PoE	PLAN OF EXPENDITURE
RABs	REGIONAL ADVISORY BOARDS
RYC	REGIONAL YOUTH CAUCUS

COMMONWEALTH YOUTH PROGRAMME

MEMORANDUM OF UNDERSTANDING

The text of the Memorandum of Understanding on the Commonwealth Youth Programme, as amended by member governments following the 2003 Commonwealth Heads of Government Meeting in Nigeria, is as follows:

I. Establishment of the Programme

1. Commonwealth Heads of Government at their meeting in August 1973 endorsed the decision taken in Lusaka in January 1973 by Ministers concerned with youth matters to establish a Commonwealth Youth Programme (**CYP or the Programme**). The Programme will, in its operation, form part of the activities of the Commonwealth Secretariat, and it will be administered by the Commonwealth Secretary-General. The Programme will be financed by contributions from participating governments and non-governmental sources.

II. Purpose and Objectives

2. The purpose of the Programme, in partnership with other stakeholders, is to enable young people in the Commonwealth to realise their own potential by transforming and improving the quality of their lives, and in a way that they are recognised as valued partners in their societies.

3. The objectives will be:

- i. to encourage and support the active participation of youth in the process of national development;
- ii. to give recognition to the contribution made by youth to the economic, social and cultural development of their society;
- iii. to promote productive activity in its widest sense, with a view to eliminating unemployment and alleviating its ill-effects;
- iv. to provide opportunities for increasing international understanding among youth; and
- v. to promote and encourage any activities in furtherance of the foregoing objectives.
- vi. to promote and encourage programmes nationally and internationally to heighten the awareness of the effects of HIV/AIDS.

4. The Programme will seek to meet the foregoing objectives through a range of activities for young people and those associated with youth. These activities will be in three core categories:

- i. capacity-building – including through both formal and informal training courses and programmes, and provision of technical assistance;
- ii. production of training and other materials; and
- iii. promotion of youth initiatives – including through grants, awards, and other types of support.

5. A balance will be maintained in the operations of the Programme among various categories of youth, for example, youth in school and those out of school, urban and rural youth, youth at work and those unemployed. The activities of the Programme shall be directed as far as possible to those under 30 years of age.

6. The Programme will take into account the particular needs of member countries through two parallel planning mechanisms - one focused on regional activities determined and implemented in the regions on unique regional issues, and the other focused on pan-Commonwealth activities on agreed priority issues common to all member countries.

7. Commonwealth Heads of Government Meeting (CHOGM) and Commonwealth Youth Ministers' Meeting (CYMM) will provide the vision, strategic direction and resources for the CYP. Any changes to the overall mandate of the Programme will be determined in accordance with decisions taken by CHOGM on the advice of CYMM.

III. Participation and Contributions

8. Participation in the activities of the Programme will be open to all Commonwealth Member States, states associated with any Commonwealth Member State, and dependencies of any Commonwealth Member State.

9. Contributions towards the cost of the Programme and provision of facilities and other resources may be accepted on behalf of the CYP by the Commonwealth Secretary-General from any participating government in the Commonwealth.

10. Donations from non-governmental sources, including donations designated for specified activities consistent with those of the Programme, may be accepted by the Secretary-General.

11. Contributions will, to the maximum extent possible, be freely usable for the purpose of the Programme, including the covering of local costs of activities financed by the Programme. National currencies to be used locally in support of the Programme will be considered as regular contribution to the Programme and the equivalent amount in pounds sterling will be offset against the member country's commitment to the Programme.

12. Contributions, donations and other income accruing to the Commonwealth Secretary-General on behalf of the CYP will be held and accounted for separately from the Commonwealth Secretariat Assessed Budget and other resources of the Commonwealth Secretariat.

IV Commonwealth Youth Ministers

13. Responsibility for the formulation of the general policies to be followed in the operations of the Programme will rest with the Commonwealth Youth Ministers' Meeting comprising one representative of each participating government with one seat allocated to the Pan-Commonwealth Youth Caucus. The Commonwealth Secretary-General will be a member ex-officio.

14. In keeping with the objectives set out in paragraph 3, governments are encouraged to include in their delegations, representatives in an advisory capacity. It will be expected that such advisers will include youth representatives who are involved in national processes of youth development.

15. There will be constituted a Pan-Commonwealth Youth Caucus comprising a youth representative of each Regional Youth Caucus and a Chairperson. Members of this core group will address Commonwealth Youth Ministers' Meetings on behalf of the young people of the Commonwealth.

16. Commonwealth Youth Ministers' Meeting will be guided by the Agreed Memorandum on the Commonwealth Secretariat, the terms of this Memorandum of Understanding and such amendments as may be made from time to time among participating governments.

17. Commonwealth Youth Ministers' Meetings will be held periodically in accordance with the general guidelines provided for Commonwealth Ministerial Meetings.

18. Decisions will normally be taken on the basis of consensus, but where necessary a decision may be taken by a simple majority of delegations of governments which have contributed or firmly pledged to contribute.

V. Board of Governors

19. Responsibility for the efficient and effective management, and administration of the CYP will rest with the BoG of the ComSec as set out in Annex B of the Agreed Memorandum of the Commonwealth Secretariat, which is attached in the Annex to this MOU. The Pan-Commonwealth Youth Caucus (PYC) shall be represented at the meetings of the Board of Governors where substantive matters related to CYP are discussed.

VI. Executive Committee

20. General direction of the operations of the CYP within such guidelines as may be laid down by the Board of Governors will be the responsibility of the Executive Committee of the Board of Governors, as set out in Annex B of the Agreed Memorandum of the Commonwealth Secretariat, which is attached in the Annex to this MOU. The CYC shall be represented at the meetings of the Executive Committee that discuss substantive matters related to the CYP.

VII. Regional Advisory Boards (RABs)

21. Advice on the operations of the Programme within the regions of the Commonwealth (Africa, Asia, Caribbean and the Pacific) will be made available to the Commonwealth Secretariat through RABs.

22. The RABs will comprise one representative from each Commonwealth member country in the region and the Commonwealth Secretary-General or his/her nominee. One youth representative from each member country shall attend RAB meetings: such representatives will constitute a Regional Youth Caucus (RYC) and shall have full membership of the RAB. Observers from other Commonwealth governments outside the region may also attend RAB meetings.

23. For RAB meetings, the CYP fund may bear the cost of attendance of one representative of a member country and one youth representative nominated by each member country in each region.

24. Such youth representatives will be nominated by the member country concerned, keeping in view the need for the involvement of individuals responsible for the formulation and implementation of policy on youth matters in the relevant Ministry of their government, or on the basis of their involvement in national processes of youth development.

25. Each of the four RYCs will elect one youth representative from its membership to participate in the PYC. The cost of attendance of youth representatives in meetings of the PYC will be borne by the Secretariat's CYP fund.

26. The RABs may invite individuals or representatives of non-governmental or international organisations particularly interested in relevant aspects of youth development to participate as observers in their deliberations.

27. Meetings of the RAB may take place in Commonwealth countries within each region, as far as possible on the basis of rotation.

28. Meetings of the RAB will be chaired by the representative of the host country and will receive periodic reports from the Director of the CYP Regional Centre on the Centre's operations. Directors of the Regional Centres shall serve as Secretaries to their respective RAB meetings.

29. RABs will meet at least once in the period between the Commonwealth Youth Ministers' Meetings (CYMMs) and will also meet in the wings of CYMMs.

30. Within the framework of the Commonwealth Secretariat's strategic and operational plans and guidelines laid down by the Secretariat's Board of Governors, each RAB will monitor and advise on the implementation of the programmes of the Regional Centre on the basis of agreed regional and pan-Commonwealth priorities.

31. The RABs will provide advice to the Secretariat's Board of Governors and Commonwealth Youth Ministers' Meeting on the following matters in particular:

- i. the manner in which regional and pan-Commonwealth priorities are being addressed within each Region and the impact of CYP programmes in the Region;
- ii. programme implementation and related budgetary issues;
- iii. any other matters concerning CYP programmes in the region.

VIII. Administrative Arrangements

32. The Commonwealth Secretary-General will be responsible for conducting the operations of the Programme in accordance with the decisions of the Commonwealth Youth Ministers Meeting, as well as the Commonwealth Secretariat's Board of Governors and its Executive Committee as mandated by Commonwealth Heads of Government Meeting. The Secretary-General will be responsible for the programme of work, and for the control, appointment and dismissal of officers and staff. The Secretary-General may delegate these functions to senior officers of the Secretariat.

33. Officers and staff appointed by the Commonwealth Secretary-General for the purposes of the administration and operation of the Programme will, for all purposes, be members of the staff of the Commonwealth Secretariat and the provisions of the Agreed Memorandum of the Commonwealth Secretariat shall apply to them.

34. Costs of administering and operating the Programme met out of the regular budget of the Commonwealth Secretariat will be charged to, or reimbursed from, the budget of the Programme in accordance with procedures approved by the Board of Governors.

35. No financial commitments will be entered into unless fully covered by contributions or firm pledges, or by drawing from the Reserve Fund in such circumstances as may from time to time be authorised by the Board of Governors.

VIII. Final Provisions

36. A government may cease to be a party to this Memorandum of Understanding by giving twelve months' notice to the Secretary-General of its intention to do so, and provided that the pledges that it has made under this Memorandum are nevertheless honoured.

37. This Memorandum may be amended from time to time as agreed by Commonwealth member governments.