

## **National Coordinator Plan**

### **Stage One**

Stage One requires an individual that is devoted to the youth movement in an in-depth capacity. The National Coordinator should understand that the responsibilities that the position entails are highly demanding because they require keen attention to detail and achieving decisive goals. Additionally, the candidate should have extensive knowledge of how to deal with the youth movement and initiate and maintain youth efforts in that specified nation. Ideally, the candidate should have connections with the local government, intergovernmental organizations, international organizations, and/or any members within the groups formerly listed.

The candidate should possess the following: high levels of motivation and responsibility, an understanding of GYAN ideals that shall encompass unbiased views towards individuals, groups, etc., a will to maintain the GYAN ideals, political involvement, the ability to overcome adversity, and managerial skills.

#### **Accountability:**

National Coordinators should report directly to the Regional Officers and GYAN headquarters during the initial set up, who will assist the individual in his or her efforts towards establishing a GYAN presence within that nation. Regional Officers and GYAN will mentor the National Coordinators during a probationary period of 6 months to one year; the length depends on the progress of the National Coordinator. (Note: GYAN takes the atmosphere of the NC's location into account. If youth organizations are not available, the National Coordinator can initiate an informal meeting for interested people.)

Regional Officers are responsible for responding rapidly to the National Coordinators on issues or obstacles that the National Coordinator may encounter during the probationary period and are required to provide advice and/or other necessary guidance. The GYAN Headquarters will play a primarily observatory role with regard to the relationship between the two and act as an optional/additional source for issues that may occur.

#### **Organizational Responsibilities:**

The National Coordinator should identify organizations that are willing to be part of GYAN. By using a grassroots approach, the coordinator should contact young people within his or her country and assist those who are already in the process of promoting youth efforts, movements, etc.

#### **Incentive:**

By working with GYAN, the coordinator will obtain links to affiliate organizations that span approximately 200 countries. Participation in the GYAN network will allow the coordinator to be exposed to the international system and become an active member in the international arena. As a result, the individual will gain experience in dealing with high priority issues and will be able to emulate a youth movement that will have everlasting effects in their region and locality. GYAN recognizes the efforts of highly driven individuals who make an invaluable effort towards promoting youth efforts and the youth movement.

## **Stage Two**

Stage Two describes the establishment of a National Coordinating Team (NCT) that will consist of politically ambitious individuals who are eager to work together as a staff. They are responsible for reporting to the National Coordinator. The NCT's responsibilities include the marketing of GYAN in their country by creating culturally sensitive brochures and information packets that are all particular to their country. The team should decide how the office is administered and how to select the future National Coordinator. It is the NCT's responsibility to recruit and research various organizations in its country. In addition, it should be up-to-date on top-priority issues are in its country.

The following is a list of staff positions that will make up the core of the National Coordinating Team: Positions should not be limited by number since they should accommodate the needs of that country.

## **National Coordinating Team**

### **UN liaison:**

This person will be responsible for UN affairs and issues, being up-to-date on UN current events, and understanding the structure of the UN. Additionally, he/she should be as well-connected to the UN as possible through UN agencies such as UNESCO, ECOSOC, UNICEF, Development Program, etc., their country's permanent mission, and the national UN office. They should understand the UN structure and its bodies, and should establish relations with UN representatives for their country.

### **National Government Liaison:**

This person will be responsible for the structures and operations with their national government, understanding how and when officials are elected, and how to become involved in legislature. They will be well connected to local and national governments, political parties, campaigns, and local community organizations.

### **Communications Coordinator:**

This person will act as an administrative assistant and be responsible for office manager duties, maintaining the database of contacts, keeping in touch with national organizations, updating the national website, and answering general e-mail inquiries. He/she will prepare weekly reports, which will be based on the submissions of each of the designated positions, and submit them to the National Coordinator. He/she will assist National Coordinator with the reports, which will be based on progress and obstacles, and submit them to the Regional Coordinators.

### **Program Coordinator:**

This person will be responsible for outreach for and participation in GYAN programs (GYSD, Youth Participation Initiative, Action Guide, and Awards). He/she will initiate relations with local groups in the following ways:

1. Informal Local Monthly Gatherings of Youth Activists and Allies - The mission of this project is to sustain the relationships of young activists the locality and provide a space for welcoming newcomers into the youth movement and the third sector.
2. Formal Local Youth Collaboration Meetings - The mission of this project is to guide youth organizers through the process of holding dialogues on collaboration.



3. Local Calendars of Youth Resources - The mission of the project is to build a stronger voice for young people in the movement for social and economic justice by:

- 1) Connecting groups and individuals,
- 2) Sharing information and resources, and
- 3) Helping organizations collaborate on projects and issues.

**Financial Responsibilities:**

Before a Financial Officer is appointed during the initial stage, all monetary matters will be the responsibility of all the members of the NCT. These financial matters include: seeking funding, finding organizations that would be interested in financing/grants, obeying local laws regarding non-profit organizations and financing (especially in dealing with tax, pay roll, and other similar issues). The NCT is also responsible for finding office space and office equipment, such as telephones, computers, internet access, etc.

**National Finance Advisor:**

This person is in charge of fiscal matters, pay roll, writing grants, seeking funding by finding organizations that would be interested in financing/grants, and ensuring that GYAN is obeying local laws regarding non-profit organizations and financing (this is essential with regard to issues of tax, pay roll, and other like issue). He/she must also find office space and office equipment, such as telephones, computers, internet access, etc.

**Intergovernmental Organization Liaison (if necessary):**

If the country is a participant of a major intergovernmental organization, such as the European Union, GYAN will need a representative to act as a liaison between the National Coordinator Team and a if the country's organization. This individual will have working knowledge of the structure and functions of the intergovernmental organization in respect to the country's policies, issues, and agendas etc.

**Volunteers**

These positions will be subject to the needs of the office. After the interview stage, they will be appointed to work in their fields of interested and act as the NCT officers' assistants.



### **Stage Three**

Stage Three assumes that the National Coordinator Plan is fully operational. The National Coordinator Team office will execute The Five-Level Model For Youth Participation and Social Change and the Youth Participation Index will operate at this stage.

## **The 5-Level Model for Youth Participation and Social Change:**

### **The Youth Participation Initiative:**

The Youth Participation Initiative will create a movement for youth participation that will be more efficient and less fragmented. It will give decision-makers better tools for measuring progress and allocating resources, provide a greater youth awareness for civil society, hold leaders accountable for youth participation. It will also:

- 1) Raise awareness, empowerment, and critical thinking on social and environmental problems;
- 2) Initiate action to solve problems;
- 3) Create a network of information and resources;
- 4) Collaborate with groups; and
- 5) Engage youth participation in formal and permanent structures of decision-making.

### **National Coordinating Team roles and responsibilities in Stage 3:**

#### **National Coordinator:**

In this stage the National Coordinator will act as an executive director, maintain a weekly correspondence on the basis of youth issues, events, and projects, the youth movement, and be updated on the status of on-going projects in their country.

#### **Communications Coordinator:**

The Communications Coordinator will maintain relations with youth organizations in their country at a larger scale. Additionally, he/she will maintain these ties through a newsletter in e-mail or hard copy form, upcoming events, recognizing new organizations, and spot light highly active individuals.

#### **Financial Coordinator:**

By Stage Three there should be funding. The Financial Coordinator is responsible for maintaining funding and giving monthly reports to the National Coordinator.

In this stage the National Coordinating Team should unite youth groups with similar objectives through GYAN and plan for the following:

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3. Local Calendars of Youth Resources - The mission of the project is to build a stronger voice for young people in the movement for social and economic justice by:

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- 2) Sharing information and resources, and
- 3) Helping organizations collaborate on projects and issues.