





MANUAL for LOCAL YOUTH COUNCILS

Title: Manual for Local Youth Councils

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Mo would like to eveness our motitude to all the people who portionated in the proposition and
We would like to express our gratitude to all the people who participated in the preparation and drafting of this Manual, as well as to the former MP Ivana Tufekdzikj, in the role of Coordinator of the Working Group on the Law on Youth Participation and Youth Policies, and the other members of the Working Group: Gjorgi Tasev, Special Adviser for Youth and Youth Policies to the Prime Minister of the RNM; Milan Zhivkovikj, Special Adviser for Labour and Social Policy to the Prime Minister of the RNM; Dushica Perishikj, Executive Director of ZELS; to the former Directors of AYS: Marjan Spaseski and Darko Kaevski; and the former officials at AYS: Zorica Stamenkovska, Ana Manasieva and Evgenija Janakieska for the expressed support, trust, useful suggestions and advice for the drafting of this Manual.



Young people are the ones who make the changes and move society forward. The building of democratic, inclusive and prosperous societies starts with the youth and they must be actively involved in all spheres of social action.

The Law on Youth Participation and Youth Policies defines for the first time in the country the category of youth, the forms of youth organization and youth participation, both at national and local level. All youth policies, ideas and solutions, aimed at creating a better standard of living for the young people will continue to be carried

out together with the youth through a transparent and inclusive process.

The Local Youth Councils will be the voice of young people and through it they will have the opportunity to start a dialogue with the local authorities and openly discuss youth issues, problems and interests.

The Agency for Youth and Sport will continue to be the biggest institutional support for the youth and a partner in creating a society tailored to them where they can increase their capacities, be active and become drivers of the social processes.

As an Agency for Youth and Sport, we continue to provide support and open the doors for the voice of the youth for their future and the future of the Republic of North Macedonia to be heard and respected. Young people, with their courageous and innovative ideas, actively participate in the building of a modern society, a society that is democratic, progressive and equal for all and they must remain a vigilant corrective of any government.

I would like to thank the OSCE Mission to Skopje for the continuous support it provides for the development of the youth sector and the promotion of youth participation and I am really pleased that the excellent cooperation results in the drafting of this Manual that will be a useful tool and guide for young people, the members of the Local Youth Councils, the mayors, the municipalities, the administrative officers and youth forms of organization for the purpose of creating functional and active Local Youth Councils through which communities will be built to suit young people.

Naumche Mojsovski,
Director of the Agency for Youth and Sport



Young people are significant agents of change in every society. The 1975 Helsinki Final Act, as the OSCE's founding document, underlines the positive role of young women and men leading societies towards comprehensive security. In recent years, a consensus has evolved that youth should have a seat at the table when issues that affect them are being discussed.

Strengthening youth participation and engagement; working with and for youth; creating opportunities for integrating young people's perspectives into policy dialogue are priority areas for the current

and previous OSCE Chairs.

We at the OSCE Mission to Skopje also work actively in this field, supporting the government, municipal authorities and youth organizations to find ways to increase youth participation and engagement.

Jointly with the Agency for Youth and Sport, one of our key stakeholders, I am pleased to present to you this manual for youth council, believing that it is a useful and practical resource, both for youth and municipal officials.

Ambassador Clemens Koja, Head of OSCE Mission to Skopje

INTRODUCTION

This Manual is intended for the young members of the Local Youth Councils and the employees of the municipalities and serves as a guide for the establishment and functioning of the Local Youth Councils. The Manual includes practical tips, steps, but also recommendations on how to establish a functional youth council in the municipalities in the Republic of North Macedonia.

The process of drafting this Manual started in 2017 as a joint activity of the Agency for Youth and Sport and the OSCE Mission to Skopje. The purpose of starting the drafting of this Manual was to recommend a unified approach for the method of establishment, functioning, election of members of the Local Youth Council, their mandate, the scope of work of the members of the Local Youth Council, as well as the handover of the overall work from the departing membership to the newly elected membership. To this end, in addition to the experience of the authors in working with established Local Youth Councils in several municipalities in the past, the OSCE Mission to Skopje in 2017 conducted field visits to forty municipalities together with the authors of this Manual in order to identify the good practices, but also the challenges in the functioning of the already established LYC (for example, in some LYC the mandate of the members was four years, and in others two years). In the meantime, the Assembly of the Republic of North Macedonia adopted the Law on Youth Participation and Youth Policies in January 2020. The Manual on Local Youth Councils is in accordance with the Law on Youth Participation and Youth Policies, whereby the authors revised and adapted the previous content of the Manual in the course of 2020.

Supporting youth participation in developing effective youth policies and making decisions together with the institutions is important for ensuring a better life for young people and for strengthening the democratic capacities in their community. Young people need to be active and engaged because we see their participation as part of the solution for a better and safer world!

The Local Youth Council is a new challenge for many municipalities that aims to increase youth participation in the Municipality and the local community. Recognizing the needs and challenges of the youth, solving them, in cooperation with the youth themselves and providing appropriate services for the youth, encourages the progress and development of the youth and strengthens their role within society. The youth forms of organizing are present in many municipalities in the country and have adequate knowledge and experience in the field of youth policies. That is why it is necessary for the municipalities to include them in the process of establishing and transforming the Local Youth Councils, but also in their future functioning, operation, as well as in the decision-making processes.

In order for a Local Youth Council to function successfully, it is important to take into account the specific needs, requests and interests of the young people from the local environment.

Therefore, each municipality should adapt this process to the real needs of the youth and the characteristics inherent in the local environment and encourage the participation of young people regardless of sex, ethnicity, political orientation. On the other hand, young people should represent the common interests and needs in situations and challenges that are important for them in order to build a better society. The Local Youth Council as an active body must be in the function of the youth and represent their interests. The Municipality must also provide support on the part of the administration and the Council of the Municipality in the establishment and operation of the Local Youth Council.

The establishment of an efficient Local Youth Council will contribute to the involvement of young people in the policy-making processes at the local level, promotion of their position in the community and building of the capacities of the young people as future leaders in society. On the other hand, this will be a motivating step for the youth themselves to practice active citizenship, participate in the solving of the problems of the youth on the part of the Municipality and work on the building of a better future in the local environment for all citizens.

This Manual builds on the accumulated experiences, knowledge and lessons learned from the local youth organization so far and is based on the Law on Youth Participation and Youth Policies in order to facilitate its implementation and understanding, as well as to support youth participation at the local level. The areas where the steps in the work are not defined in the Law or in the existing bylaws are supplemented by the authors of this Manual with recommendations defined in cooperation with the Agency for Youth and Sport in order to give a clearer picture and a roadmap for the establishment and operation of the future Local Youth Councils.

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ABBREVIATIONS

AYS Agency for Youth and Sport

RNM Republic of North Macedonia

OSCE Organization for Security and Co-operation in Europe

EU European Union

UN United Nations

UNDP United Nations Development Program

UNICEF United Nations International Children's Emergency Fund

NDI National Democratic Institute

LYPYP Law on Youth Participation and Youth Policies

LYC Local Youth Council

IB Initiative Board

LYA Local Youth Assembly

CA Citizen's Association

EYF European Youth Forum

GLOSSARY

Youth are people aged 15 to 29.

Youth policy is a set of measures and activities that are undertaken to meet the needs of the youth, in order to achieve their full potential.

Youth participation is a process that enables the youth to participate and make joint decisions on policies and programs that directly or indirectly shape the lives of the youth.

Youth work is an organized and systematic process of education and support of the authentic development of the youth in order to achieve their full personal, social and societal potential and their active involvement in the life in the community.

Youth workers are skilled people who have the competencies to work with young people by implementing activities that support their personal and social development through nonformal and informal learning.

Youth organization is any organization registered in accordance with the Law on Associations and Foundation in which the highest decision-making body is composed of at least two thirds of young people aged 15 to 29 and whose goals and activities are defined and aimed at promoting the interests of the youth.

Organization for youth is any organization registered in accordance with the Law on Associations and Foundations that is not led by youth, part of whose program goals and activities are aimed at promoting the interests of the youth.

Youth umbrella organizations are organizations that include forms of youth organization that unite to achieve common goals in specific areas of interest for the youth.

National Youth Strategy is a strategic document that sets medium-term goals and priorities for development of youth policies and promotion of the interests of the youth and determines the organizational, financial and administrative measures for their achievement.

Local Youth Strategy is a strategic document that in accordance with the National Youth Strategy sets medium-term goals and priorities for development of youth policies and promotion of the interests of the youth and determines the organizational, financial and administrative measures for their achievement.

Local Youth Council (LYC) is a local self-government body composed of young representatives of various forms of organization in the Municipality that has an advisory and advocacy role on issues of youth interest in the local self-government.

Local Youth Assembly (or Assembly of the Local Youth Council) is a body of the Local Youth Councils that elects the members of the LYC. The Youth Assembly may include youth organizations, organizations for the youth, youth wings of political parties, student organizations and other forms of youth organizing.

Initiative Board (IB) is a body consisting of various forms of youth organization in the Municipality that has the obligation to support the Municipality in the establishment of a Local Youth Council, if the Municipality has not already established one. The IB is formed once for the purpose of youth participation in the establishment of the LYC and is dissolved after a constitutive session of the LYC.

Youth Officer is a person responsible for the work of the Youth Office, for the coordination, implementation and monitoring of issues that are of interest to the youth, within the competences of the institution. The Youth Officer is appointed by the state administration bodies, the municipalities, the municipalities in the City of Skopje, as well as the City of Skopje.

Youth Office is the primary point of access for the youth at the local level and is established by the municipalities, the municipalities in the City of Skopje and the City of Skopje, from where the work for the youth in the municipalities is coordinated.

Youth Centre is a place where programs are prepared and implemented that improve the well-being of the youth, the development of the personal, social and professional lives of the youth, provide information of important interest to the youth and other aspects of the lives of the youth.

Equal opportunities for women and men is the promotion of the principle of introducing equal participation of women and men in all areas of the public and private sector, equal status and treatment in the exercise of all rights and in the development of their individual potentials, through which they contribute to social development, as well as to equal benefits from the results of that development.

Gender equality means that the different behaviours, aspirations, needs of women and men are respected, taken into account, valued and equally supported. This means that their rights, responsibilities and opportunities will not depend on whether they were born a man or a woman. It is based on the principles of human rights and social justice. It is clear that gender equality and the empowerment of women are essential for addressing the main concerns of poverty and insecurity and for achieving a sustainable development focused on people.

Gender perspective is a view of gender differences, needs and interests in any given political area/activity.

Gender mainstreaming is the integration of the gender perspective at every stage of the process of making, adopting, implementing, monitoring and evaluating policies – thus, having in mind the promotion and advancement of the equality between women and men.

Gender gap is the gap that appears in any area of social life, between women and men, and refers to participation, access, rights, fees and benefits¹.

Gender Equality Strategy (2013-2020) available on http://morm.gov.mk/wp-content/uploads/2018/03/Strategija-2013-2020.pdf (accessed in November 2020)

YOUTH POLICY IN THE REPUBLIC OF NORTH MACEDONIA

1.1 Legal framework

For a long time, there was no legal framework in the Republic of North Macedonia that regulates youth organization, youth participation, as well as youth policies at national and local level. In January 2020, the Law on Youth Participation and Youth Policies ("Official Gazette of the RNM" no. 10/2020) was adopted for the first time. With this law, the youth have provided a legal framework and mechanisms that guarantee their participation in creating policies that affect them.

The purpose of the Law on Youth Participation and Youth Policies (LYPYP) is to ensure the creation and implementation of youth policies at all levels through a multi-sectoral approach guided by the needs and interests of young people. The LYPYP aims to strengthen youth participation in the decision-making processes, as well as in the creation of youth policies, the active information, promotion and protection of the interests of young people, the strengthening of the awareness of the importance of young people and their social role. The Law also aims to promote intergenerational partnerships for support of the youth participation in the decision-making and policy-making processes, as well as support and promotion of youth organization, fostering of structured dialogue at national and local level. Encouraging volunteering, youth activism and youth work in order to incite personal, professional and social development of young people is also an important goal of the Law. The competent body for the implementation of the LYPYP is the Agency for Youth and Sport.²

In the LYPYP, the youth age limit is defined at 15 - 29 years of age. The forms of youth organizing in the LYPYP are regulated as: organization for the youth, youth organization and youth umbrella organization; while the LYPYP also recognizes youth wings of political parties, student organizations and other forms of youth organzing. The LYPYP recognizes youth work and defines the youth worker.

The LYPYP is gender neutral and based on eight principles,³ that is, the principles of equality, prohibition of discrimination, multiculturalism, interculturalism and inclusiveness in the active participation of young people, interethnic inclusion, responsibility and solidarity among young people, as well as inter-institutional cooperation in the creation and implementation of youth policies.

The RNM has clearly expressed its resolve and determination to take care of the needs and interests of young people at the national and local level, as well as to integrate young people in

² Agency for Youth and Sport http://ams.gov.mk/

³ Law on Youth Participation and Youth Policies (Official Gazette of the RNM, no. 10/2020), Article 5

the decision-making processes. Thus, the LYPYP obliges the Government to establish a National Advisory Body for Youth Policies where young people together with the representatives of the competent authorities will have an advisory and supervisory role in the implementation of the national youth policies and activities.

The Government is obliged to adopt a National Youth Strategy for a period of five years, which contains an Action Plan for Implementation and which is drafted by the Agency for Youth and Sport. Municipalities are also obliged to adopt five-year Local Youth Strategies and Action Plans for Implementation and establish Local Youth Councils, Youth Offices and Youth Centres.

Furthermore, state bodies and local self-government units are obliged to appoint a Youth Officer who will be responsible for the work of the Youth Office, the Local Youth Council, as well as for the coordination, implementation and monitoring of all issues that are of interest to the youth in the scope of the competencies of the institution, that is, the Municipality.

In order to implement all activities envisaged by the LYPYP, the provisions regarding funding are clear, that is, at the national level funds are allocated from the Budget of the RNM in the amount of 0.3%, while at the local level funds in the amount of 0.1% are annually allocated for the youth.

The process of adopting the Law on Youth Participation and Youth Policies started in 2018, as an initiative of the Club for Youth Issues and Policies⁴ at the Assembly of the RNM (mandate 2016 - 2020)⁵ the coordinator of which was the MP Ivana Tufekdzikj. The political will and consensus on this issue were clearly expressed by all political parties and senior officials in the Assembly. In order for the process of adoption of the LYPYP to be inclusive and comprehensive, that is, in order for the (most) affected parties to be included, a tripartite Working Group was formed consisting of MPs, government officials and representatives of the youth forms of organizing. The overall process of drafting the LYPYP, which was conducted in an extremely transparent and inclusive manner, with the active involvement of all stakeholders, was supported by the OSCE Mission to Skopje, and the working meetings were likewise attended by the NDI as a supporter of the work of the Club.

During the two-year period of drafting the LYPYP, more than 20 meetings of the Working Group were held, while regional meetings⁶ with young people were organized so that their voice and opinion are heard, which were attended by more than 185 young men and 123 young women, that is, more than 300 young people. In order for young people with disabilities to get acquainted with the content of the LYPYP, an audio version of the Law was prepared, supported by the OSCE Mission to Skopje.

⁴ The work of the Club is supported by the NDI

⁵ Members of the Club for Youth Issues and Youth Policies were the MPs: Ivana Tufekdzikj, Meri Lazarova, Agim Shakjiri, Kostadin Kostadinov, Nevena Stamenkovska, Slagjana Mitovska, Betianie Kitev, Nola Ismailoska-Starova and Teuta Biljali

⁶ In the course of 2018 and 2019, meetings were organized in the following cities: Kumanovo, Krushevo, Prilep, Bitola, Kichevo, Ohrid, Skopje, Strumica, Shtip, Kavadarci, Tetovo and Struga

1.2 Strategic framework

The second National Youth Strategy (2016 - 2025)⁷ was in fact a continuation of the efforts to systemically address the position, needs and interests of young people. The process was led by the Agency for Youth and Sport, in cooperation with the United Nations Development Program (UNDP) and the drafting of this strategy was conducted in an inclusive and transparent manner through four working groups with the participation of more than 500 representatives of the stakeholders in the youth sector.

The National Youth Strategy of the Republic of North Macedonia (2016 - 2025) is based on the international documents ratified by the Republic of North Macedonia that affirm the youth related issues.

The National Youth Strategy has four strategic priorities:

- 1. Providing a better standard of living and equal opportunities for a quality life;
- 2. Creating conditions for respect and protection of the fundamental rights and freedoms, as well as systematic integration and interaction of different youth categories;
- 3. Creating opportunities for youth involvement in the monitoring and implementation of the policies and decisions that affect them; and
- 4. Equal access to quality education and other forms of personal and professional development.

All interventions are divided into the following nine areas:

- 1. Youth participation
- 2. Youth information
- 3. Local youth work
- 4. Education
- 5. Employment and pre-employment support
- 6. Culture
- 7. Sports
- 8. Health
- 9. Quality of life

The Action Plan for Implementation of the Strategy was adopted in 2017 in which specific activities were established with determined deadlines in all nine areas, expected results, indicators, actors and funds provided by the relevant institutions for the implementation of the activities.



According to the LYPYP, the National Youth Strategy and the Action Plans are adopted by the Government for a period of $\frac{5}{2}$ years.

⁷ http://mladi.ams.mk/documents (accessed in December 2020)

There is a special sector within the Agency for Youth and Sport⁸ that is intended for the youth. The Youth Sector performs activities that refer to the spheres of interest and the needs of the young population in the country and the recognition of the role of the youth in the development of the RNM. The Agency for Youth and Sport implements the National Youth Strategy (2016 - 2025).

The Youth Sector performs its duties, responsibilities and tasks in two departments:

• Department of Youth Policy and Training:

- monitors, studies and processes issues related to the psycho-physical development of young people and proposes measures for their promotion;
- participates in the preparation of the National Youth Strategy of the Republic of North Macedonia;
- monitors the conditions related to the social status of the youth and the organization in various forms of association and proposes measures for their promotion;
- monitors, studies and processes issues related to the prevention and fight against addiction, prostitution, crime and other sociopathological phenomena and proposes measures for overcoming them;
- monitors and studies issues related to the standard of young people, and especially of

high school and university students and proposes measures for their promotion;

- monitors and studies issues related to youth unemployment and proposes measures for overcoming them;
- proposes and prepares standards and criteria for funding programs that encourage and help the youth activities and their associations and monitors their implementation;
- prepares analyses, summaries, reviews, information, reports and other materials and collects reports, and the like

Department of European Integration and International Youth Cooperation:

- proposes, plans and encourages international youth cooperation;
- monitors the activities of the Council of Europe related to youth issues and actively participates in the bodies where the Republic of North Macedonia is involved;



Do you know about the European Youth Card?

The European Youth Card is a card with discounts and benefits for young people aged 15 to 29, in different categories. The card gives young people the opportunity to travel, meet new people and make new friends all across Europe. The European Youth Card is a project of the Agency for Youth and Sport

More information on http://mladinskakarticka.mk/

⁸ http://www.ams.gov.mk/za-agencijata/sektori/sektor-mladi (accessed in November 2020)

- participates in the preparation of the National Youth Strategy of the Republic of North Macedonia;
- gives an opinion on international cooperation programs in the field of youth that are prepared and proposed by other bodies and institutions;
- proposes and prepares documents for bilateral and multilateral cooperation in the field of youth and monitors their implementation;
- prepares reports and information on international organizations and regional forms of cooperation in which the Republic of North Macedonia is a member;
- implements the activities arising from the programs of the international organizations and foundations in the part that refers to the youth;
- prepares analyses, summaries, reviews, information, reports and other materials in the field of international cooperation;
- and has other competencies in accordance with the applicable legal regulations.

The Youth Sector works with the competent persons from all municipalities in the field of the communication and coordination of the work and the functioning of the Local Youth Councils.

1.3 Gender equality in the RNM

In addition to the legal framework on which youth participation and youth policy-making are based, it is important to single out the positive legal norms related to gender equality and protection against discrimination. The local self-government units and the national state institutions have a proactive role in both laws, that is, they should create conditions for establishing gender equality between men and women and establish mechanisms that prevent discrimination. Therefore, this part of the Manual will bring closer the importance of including the gender aspects in the work of the Local Youth Councils, in what ways they can be addressed by the LYC, how the LYCs themselves can be proactive in their work in order to ensure gender equality, and thus prevent discrimination.

The Republic of North Macedonia, guided by the acts of the European Union, the Council of Europe and the United Nations, sees the gender equality policies through the prism of multisectoralism, that is, the gender dimension and perspective should be contained in all acts, topics and activities undertaken by the country. This means that in accordance with this set-up, all activities and policies of the state bodies, including the municipalities, should contain elements and measures for improving the gender equality in the country, with the long-term goal of achieving gender equality.

The key law in the Republic of North Macedonia regarding gender equality is the Law on Equal Opportunities for Women and Men, adopted in 2012^{9,10}. This Law provides a framework

⁹ Law on Equal Opportunities for Women and Men (Official Gazette 06/2012, 166/2014)

¹⁰ At the time of the writing and issuing of this Manual, the Working Group is working on amendments to the Law on Equal Opportunities for Women and Men. Its name may vary in the future, however check the latest version when reading this Manual

for taking measures for the achievement of gender equality by the municipalities. Hence, it is an opportunity for the municipalities and the Local Youth Councils, as their bodies, to establish measures for achieving gender equality in their municipality. Additionally, the Law provides for Gender Equality Coordinators in all state institutions and municipalities. These coordinators in the municipalities are an already established system and part of the systematization of the local self-government units¹¹. The second important document is the Gender Equality Strategy (2013 - 2020)¹² which provides guidance for implementation of activities and measures for achieving gender equality in our country where the local self-government units are included.

These documents are important for the members of the Local Youth Councils and the employees of the municipal administration because above all they provide the legal framework and the basis for how to be proactive and how to demonstrate proactivity in establishing gender equality through the everyday work.

1.4 Inclusion of youth participation

One of the basic principles of the National Youth Strategy (2016 - 2025) is social inclusion and social involvement.

To understand exactly what the term youth inclusion in social processes means, one must first know what equality is and what discrimination is. According to the domestic legislation, as well as according to the international legal acts, the principle of equality rules in the Republic of North Macedonia according to which discrimination is forbidden.

"Equality is a principle according to which all people are equal, that is, equal in the enjoyment and exercise of all rights and freedoms." 13

A person or a group of persons, men and/or women, are discriminated when due to a special characteristic they possess, a certain right or freedom of theirs is limited, and which rights and freedoms are legally guaranteed to all citizens. Discrimination results in that person or group not being able to enjoy or exercise all rights and freedoms equally as everyone else.

The special characteristics that are reason for discrimination and are called "grounds of discrimination" are: race, skin colour, origin, nationality or ethnicity, sex, gender, sexual orientation, gender identity, affiliation to a marginalized group, language, citizenship, social origin, education,

¹¹ The list of coordinators and deputy coordinators in the local self-government units can be found here https://www.mtsp.gov.mk/content/xslx/%D0%95%D0%B4%D0%BD%D0%B0%D0%B0%D0%B2%D0%B8%20 %D0%BC%D0%BE%D0%B6%D0%BD%D0%BE%D1%81%D1%82%D0%B8/ELS%20koordinatori%20i%20komisii%20 mail%20adresi%20tel.br.%20(3).xls

¹² Gender Equality Strategy (2013 - 2020) available on http://morm.gov.mk/wp-content/uploads/2018/03/Strategija-2013-2020.pdf (accessed in November 2020)

¹³ Law on Prevention and Protection against Discrimination, Article 4, ["Official Gazette of the RNM", no. 258/2020]

religion, religious, political or other belief, disability, age, family or marital status, property status, health status, personal status and social status, etc.

Therefore, all young people, regardless of any of their characteristics or personal status (sex, gender, nationality or ethnicity, disability, skin colour, origin, education, social status, religious or political belief, etc.) have the right and should actively participate in the policy-making and decision-making processes in society.

However, although the right to active youth participation and engagement exists and is guaranteed by law, it is possible that in practice there are no conditions for all young people to exercise that right equally. Therefore, the LYCs are obliged to operate in a manner that will enable the involvement and inclusion of all young people.

1.5 European guidelines and standards for youth policies

Youth participation and youth policy have long been present in the work of the European institutions and international organizations. To a large extent, the youth policies in the RNM are harmonized, they follow or aspire to these guidelines and standards set by various European institutions.

Within the **Council of Europe**, youth policies are defined through the co-management structure in the youth department. The main strategy on the basis of which specific recommendations and action plans are defined is the Youth Sector Strategy 2030¹⁴, adopted in January 2020. The aim is for the youth policy of the Council of Europe to provide young people with equal opportunities and experience that will enable them develop knowledge, skills and competencies to play a full role in all aspects of society.¹⁵

Another important document arising from the Congress of Local and Regional Authorities of the Council of Europe is the *European Charter on the Participation of Young People in Local and Regional Life*, adopted in 1992 and ratified by the Republic of North Macedonia. The Charter attaches special importance to the local participation of young people in the decision-making and policy-making processes, and thus in the processes of designing local youth strategies.

¹⁴ CM/Res(2020)2 on the Council of Europe youth sector strategy 2030

¹⁵ CM/Res(2008)23 on the youth policy of the Council of Europe

According to the Manual "HAVE YOUR SAY! – Manual on the Revised European Charter on the Participation of Young People in Local and Regional Life" developed by the Council of Europe, youth participation can provide very concrete and visible benefits, not only for young people, but also for the organizations/institutions and communities in which they are involved. It likewise contains additional benefits, as well as challenges for youth participation, and additional information on youth participation at the local level.

Macedonian at the following link: https://rm.coe.int/have-your-say-manual-mk/168072a38a Albanian at the following link://rm.coe.int/have-your-say-manual-alb/168072a389

The Preamble to the Revised European Charter on the Participation of Young People in Local and Regional Life provides the following definition: "Participation in the democratic life of any community is about more than voting or standing for election, although these are important elements. Participation and active citizenship is about having the right, the means, the space and the opportunity and where necessary the support to participate in and influence decisions and engaging in actions and activities so as to contribute to building a better society."

The European Union has its own youth strategy, which is a framework for EU youth policy cooperation. The Strategy refers to the period 2019 – 2027. The Strategy is based on three key words: Engage, Connect and Empower.¹⁶

Apart from the EU Youth Strategy which provides a general framework and plan about the direction in which the youth policies and programmes should move in the upcoming period, there are also specific programme policies. One of them is the Erasmus+ programme, established to support education, training, youth and sports in Europe.

The Erasmus+ programme is implemented directly by the European Commission, as well as through national agencies. The National Agency for European Educational Programmes and Mobility¹⁷ based in Skopje works on the promotion and implementation of European programmes in the field of education, training, youth and sports in the Republic of North Macedonia.

The European Youth Form (EYF) is the largest union and representative body at European level, consisting of national representative organizations and international youth organizations. In their Resolution on Youth Policy (1998), they define European youth policy as a cross-sectorial, integrated policy aimed at young people, with young people and that arises from the needs of young people. In 2017, a publication was drafted that defines 8 quality standards in youth policy making.¹⁸

¹⁶ https://europa.eu/youth/strategy_en (accessed in December 2020)

¹⁷ https://na.org.mk/

¹⁸ A Toolkit on Quality Standards for Youth Policy; European Youth Forum

By defining the quality standards, the European Youth Forum actually describes what the ideal situation should be. This provides a mechanism for assessing the actual situation and identifying the specific aspects that should be worked on in order to meet the standards. They can help by going through a self-evaluation process (on page 54) in order to get a clearer picture of the state of the youth policies, but also of what change is desired to be achieved with them.

Eight quality standards for youth policy:



1.6 Youth participation

Participation is an essential element of active citizenship in a democratic society. Youth participation means involving young people in the processes, institutions and decisions that affect their lives. Youth participation is not an end in itself, but a means to achieve positive changes in the lives of young people and build a better society. UNICEF considers participation to be a human right and therefore the Convention on the Rights of the Child²⁰ emphasizes the right of children to participate. According to Article 12 of the Convention, all children should be free to express their views and be heard.

According to the Law on Youth Participation and Youth Policies "youth participation is a process that enables young people to participate and make joint decisions on policies and programmes that directly or indirectly shape the lives of young people".

Through active participation, young people have the power to play an important role in their own development, as well as in the development of their communities. Participation helps young people learn vital life skills, develop knowledge of human rights and citizenship and promote

¹⁹ European Youth Forum "POLICY PAPER ON YOUTH RIGHTS" 2012

²⁰ https://www.unicef.org/northmacedonia/media/1806/file/MK_CRC_1990_MK.pdf (accessed in November 2020)

positive civic action. In order to participate effectively, young people need to be provided with appropriate tools, such as information, education and access to their civil rights.

1.7 Youth policy

According to the definition given in the Law on Youth Participation and Youth Policies, "youth policy is a set of measures and activities that are undertaken to meet the needs of the youth, in order to achieve their full potential".

The youth policy can be created specifically for young people or related to other sectors within which it is important to include young people as well. At the same time, youth policies can be found in the policies from other sectors that refer to young people (for example, education, labour and social policy). Youth policy may include measures or programmes for all young people, but it may also include measures for specific groups of young people, such as economically vulnerable young people or young people who live in rural areas.

Apart from the public institutions that are key creators of the youth policy, there are many other actors that can be involved in the information, development and implementation of the youth policy: Local Youth Councils, youth organizations, non-formal youth groups, youth workers, youth researchers, young people, schools, teachers, employers, medical staff, social workers, media and others.

Local youth policies, unlike national ones, can be more direct in addressing the needs of young people in a particular municipality. We emphasize that it is extremely important that the involvement of young people starts from the very beginning of the process, that is, from the initiation, planning, preparation, implementation, monitoring of the youth policy, as well as the evaluation of the policies.

The purpose of the local youth policy is to improve the social position of young people in the local community, as well as to set measures to be implemented by the local institutions and the Municipality. The policy determines the current situation and defines the goals and intentions in order to meet the needs of young people. With its adoption, the youth policy becomes a practical basis for the future actions of the democratic and political system in relation to young people as an inexhaustible and important resource in social trends.



2.1 Role of the Local Youth Council

The Local Youth Council is a local self-government body composed of young representatives of various forms of organization in the Municipality that has an advisory and advocacy role on issues of youth interest in the local self-government.

The Local Youth Council has its own president and vice-president, who represent the Council in the Municipality and are in charge of maintaining communication with the Youth Officer of the local self-government.

The Law on Youth Participation and Youth Policies for the first time regulates and guarantees local youth organization and participation. The legal provisions governing this issue are a result of past

experience with the work of the Local Youth Councils, as well as the lessons learned, the experiences, research and observations in this field and the discussions between the stakeholders involved.

Local youth participation is regulated in several articles of the LYPYP, of which they key ones that regulate the establishment and operation of the Local Youth Councils are Articles 16, 17 and Article 18.

Every municipality is obliged to establish a Local Youth Council that will work to improve the life and position of young people.

In order for the Local Youth Council to fulfil its mandate, it is established as part of the Municipality (a body), for which the Municipality itself should make changes in

The Local Youth Council has an advisory and advocacy role in the Municipality. The representatives of the Local Youth Council initiate youth issues before the Municipality, participate in the process of drafting the Local Youth Strategy and an action plan for its implementation, propose items on the agenda of the Council of the Municipality, perform advisory and advocacy activities in the interest of young people and the Municipality.

the statute based on a Decision on the Establishment of a Local Youth Council. This decision can be made on the basis of Article 16 of the Law on Youth Participation and Youth Policies, as well as on the basis of Article 36 of the Law on Local Self-Government and the statutes of the municipalities, which state that the Council of the Municipality can make a decision on the establishment of special bodies in the role of advisory bodies of the Municipality.

If there are already articles in the statute of the Municipality that refer to the Local Youth Council, it should be checked whether they are in accordance with the Law on Youth Participation and Youth Policies. In case the articles that refer to the Local Youth Council are in conflict with the Law on Youth Participation and Youth Policies. they should be harmonized therewith.

2.2 Structure of the Local Youth Council

The Local Youth Council consists of members, representatives of various forms of vouth organization, and in addition to the members, there are also the president and the vice-president. The total number of LYC members is different in each municipality - the number of members is odd; it may not be less than five persons and may not exceed more than one third of the members of the Council of the Municipality. The members of the Local Youth Council elect the president and vicepresident from among their ranks.

The Local Youth Councils are elected by the Local Youth Assemblies, which consist of representatives of all affected forms of youth organizing working in that Municipality. This form promotes inclusiveness and is based on democratic values and the way of electing the representatives of the Local Youth Council in the Municipality. A key feature of this form is that it enables young people to elect their own representatives, making the process democratic, inclusive, transparent and accountable.

Article 16 of the Youth Law Participation and Youth Policies dedicated to the role and establishment of Local Youth Councils reads:

- (1) The municipalities, the municipalities in the City of Skopje and the City of Skopje shall provide for the establishment of Local Youth Councils with a statute.
- (2) The Local Youth Councils shall have an advisory and advocacy role in the municipalities, the municipalities in the City of Skopje and the City of Skopje within the scope of youth issues and policies.
- (3) The representatives of the Local Youth Council shall have the right to:
- propose items on the agenda of the Council of the municipalities, the municipalities in the City of Skopje and the City of Skopje that affect the youth;
- initiate youth issues within the scope of work of the municipalities, the municipalities in the City of Skopje and the City of Skopje;
- initiate, participate and provide feedback on the local youth strategy process and other policies:
- submit information to the local selfgovernment units and the City of Skopje on youth related issues and
- perform other advisory and advocacy activities in accordance with this Law.
- (4) The number of members of the Local Youth Councils shall be odd and shall not. exceed more than one third of the members of the Council of the Municipality, the municipalities in the City of Skopje and the City of Skopje, however it may not be less than five people.
- (5) The members of the Local Youth Councils shall have a mandate of two years with the right to be reelected once.

Table: Structure of the Local Youth Council

Body	Position/Role	Description
	President of LYC	Elected from among the members of the LYC.
Local Youth Council	Vice-President of LYC	Elected from among the members of the LYC.
	Members of LYC	Elected by the Assembly of the LYC.
Youth	Delegates	The Assembly elects the LYC. It consists of a delegate and a deputy delegate from various forms of youth organization in the Municipality.
Assembly	Deputy delegates	
Initiative Board	Delegates	It is formed once to convene the first Assembly of the LYC, after which it is dissolved. It includes representatives of various forms of youth organizing who want to participate in the establishment of the LYC.
Constituents (who they represent)	Other youth organizations, forms of organizing and youth in the Municipality	The forms of youth organizing can participate in the work of the LYC; as members of the Assembly or as members of the LYC. The organizations and young people, even non-members, are constituents for which the LYC advocates and should be informed and consulted in the course of its work.

The following basic principles and values should be observed when electing the Local Youth Council:

- Inclusiveness inclusion of young people regardless of their cultural, religious, ethnic, ideological or other affiliation or characteristics;
- Equality promotion of equal representation of different groups, especially gender representation;
- Youth participation young people choose their representatives themselves; they are not appointed;
- · Promotion and evaluation of youth leadership;
- Involvement of all young people in the community (for example, young unemployed people, informal groups, groups of interest to the youth).

2.3 Steps for establishment of a Local Youth Council

Each municipality should implement these steps for the establishment of a Local Youth Council that promotes involvement, inclusion and youth participation.

The brief tabular overview shows the steps for establishment of a LYC, and an additional explanation for each of them is given below:

Steps for establishment of a Local Youth Council (A detailed tabular overview is given in Appendix 1)

- Statutory decision of the Council of the Municipality on amending and/ or supplementing the Statute of the Municipality – Establishment of a special body in the Municipality: Local Youth Council
- The Municipality announces a
 Call for establishment of an Initiative
 Board (IB).
- Call for membership in the Constituent
 Local Youth Assembly The Initiative
 Board announces a Call through the
 Municipality for membership in the
 Local Youth Assembly.
- Holding of a constitutive session of the Local Youth Assembly.
- Call for election of members of the Local Youth Council.
- The elected members of the Local Youth
 Council are verified by the Council of the
 Municipality after a decision is made on
 the election of members by the Youth
 Assembly of the Municipality.
- After the verification the President and Vice-President of the Council are elected at the first meeting of the Local Youth Council and the Rules of Procedure are adopted together with the members.
- Statutory decision of the Council of the Municipality on amending and/or supplementing the Statute of the Municipality - Establishment of a special body in the Municipality: Local Youth Council

The first step in the establishment of a Local Youth Council is to amend and/or supplement the Statute of the Municipality with a Decision on the Establishment of a Local Youth Council. The decision should be voted on by the Council of the Municipality and it is based on Article

21 and Article 36 paragraph 1, item 1 of the Law on Local Self-Government ("Official Gazette of the RNM" no. 05/2002) and Article 16 and Article 26 of the Law on Youth Participation and Youth Policies ("Official Gazette of the RNM" no. 10/2020). The added articles in the statute should usually contain a section that determines the establishment of the Council, its composition, mandate and its obligations and responsibilities. If the Municipality has in the past provided for the establishment of a Local Youth Council in its statute, it will still need to make amendments and supplements in order for the articles regulating this issue to be harmonized with the new Law on Youth Participation and Youth Policies, in accordance with Article 26 paragraph 6. Making such a decision is necessary for the legal start of the process of establishment of a Local Youth Council. *An example of a statutory decision is given in Appendix 2 to the Manual.*

2. Call for establishment of an Initiative Board (IB)

The Municipality announces a Call for Establishment of an Initiative Board (IB) in accordance with Article 17 of the Law on Youth Participation and Youth Policies. The IB may include: youth organizations, organizations for the youth, youth wings of political parties, student organizations and other forms of youth organizing that operate and function on the territory of the Municipality and wish to participate in the establishment of the Council. The call states that the Initiative Board is established only once in order for the Constituent Local Youth Assembly to be held, it has a maximum of 5 members and after a successful first constitutive session of the Youth Assembly, it is dissolved, that is, its mandate ends. The Initiative Board should assist the Municipality with the procedure regarding the establishment of the Local Youth Assembly, that is, the Initiative Board announces the call for the Constituent Local Youth Assembly in accordance with the statute of the municipalities, the municipalities in the City of Skopje and the City of Skopje on the principle of transparency and publicity. A call for the establishment of an IB is given in Appendix 3 to the Manual.

3. Call for membership in the Constituent Local Youth Assembly

The Initiative Board together with the Municipality announces a public call for membership in the Local Youth Assembly. The public call clearly shows the manner of application, the criteria to be met for application, as well as the application deadline. The call should be published on the website of the Municipality and be available to all young people, as well as shared in several public places, on the social networks of the Municipality, in the media and the stakeholders (forms of youth organization).

The forms of organization and association that can participate in the Assembly do not have to be registered in the Municipality, but must have activities on the territory of the Municipality. The nominated delegate and deputy delegate must be residents of the Municipality and aged 15 to 29.

The criteria for membership in the Local Youth Assembly, in addition to the basic ones given in the LYPYP, should be defined depending on the actual picture in the Municipality, guided by the

principles of inclusiveness and gender representation. In interethnic settings, it is important to maintain ethnic representation in the Assembly. Example of a Call is given in Appendix 4.

4. Constitutive session of the Local Youth Assembly

The elected delegates of the Local Youth Assembly are invited by the Initiative Board to participate in the constitutive session, which is chaired by the IB together with the responsible person of the Municipality.

A three-member commission, composed of young people, is formed and elected from among the ranks of the Local Youth Assembly, which is responsible for monitoring the overall process for the election of the members of the Local Youth Council. A Chairperson is elected at the constitutive session of the Local Youth Assembly by secret ballot. Every member of the Youth Assembly may be nominated for Chairperson or if he/she is nominated and supported by at least three members of the Local Youth Assembly. The mandate of the members of the Local Youth Assembly, including the Chairperson, is two years with the right to be re-elected once.

The Chairperson is the main representative of the Local Youth Assembly. The Chairperson manages and chairs the Local Youth Assembly, represents it before the municipal bodies, follows the directions of the members and the Assembly in his/her work.

The members work on the implementation of the activities of the Assembly, participate in the preparation of documents and other activities. Previous good practices show that it is useful for each member to be responsible for one of the work priorities of the Local Youth Assembly in order to have an equal distribution of the responsibilities, as well as equal responsibility in the implementation of the activities.

At the constitutive session, the Local Youth Assembly makes a decision to form a commission which by then next session of the Local Youth Assembly should prepare the Rules of Procedure for the work of the Assembly.

5. Call for election of members of the Local Youth Council

The first session of the Local Youth Assembly (immediately after the constitutive session) is convened by the already elected Chairperson of the Assembly. The Rules of Procedure prepared and proposed by the Commission are adopted at the session and a decision is made to announce a call for the establishment of a Local Youth Council of the Municipality, with criteria that are in accordance with the Law on Youth Participation and Youth Policies. The public call is published on the website of the Municipality, in the local media and other public places/social media in order to inform as many young people in the Municipality as possible. The call should last at least 10 days from the day of its announcement.

The number of members of the Local Youth Council should be odd and not exceed more than one third of the members of the Council of the Municipality, the municipalities in the City of Skopje and the City of Skopje, but it may not be less than five people with balanced gender representation. It is necessary to implement affirmative or incentive measures that will lead to a balanced representation of young men and women, as well as representation of young people from different ethnic communities and encouragement of the participation of young people with disabilities. The members of the Local Youth Council of the Municipality have a mandate of two years with the right to be re-elected once.

After the submitted applications of the candidates for members of the Local Youth Council, the competent person, that is, the Youth Officer submits the documentation of all applicants to the Chairperson of the Assembly who in turn convenes a new session of the Assembly. The delegates of the Assembly and the young people who applied to be members of the Local Youth Council, and who meet the criteria of the call are invited to the session of the Local Youth Assembly.

A three-member Verification Commission of the Local Youth Assembly (established during the constitutive session) monitors the process of election of members of the Local Youth Council of the Municipality and should confirm the mandates of the delegates.

The candidates for members of the Local Youth Council have the right to a short presentation of their programme before the members of the Assembly, which is followed by a voting procedure. The Local Youth Assembly elects the members of the Local Youth Council through direct elections by secret ballot in which the delegates from the Local Youth Assembly have the right to vote. Elected members of the Local Youth Council are those members who win the most votes from the present delegates, taking into account the balanced representation of both sexes.

6. Verification by the Commission/Council of the Municipality

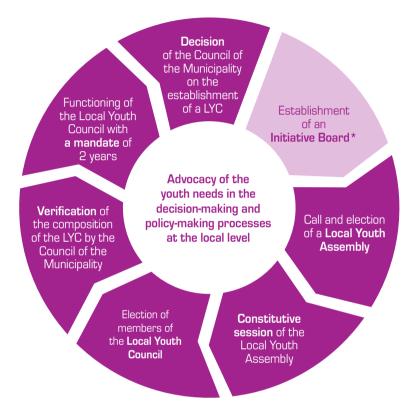
After the confirmed election, the Verification Commission of the Local Youth Assembly prepares a report/minutes with a list of elected members that is adopted by the Local Youth Assembly and submitted to the Council of the Municipality for verification of their mandates. In case of termination of membership or election of new members, the Local Youth Assembly notifies the Council of the Municipality in writing about the change and confirms it with a written decision.

The mandates of the members of the Local Youth Council of the Municipality are verified by the Council of the Municipality after a decision on election is made by the Youth Assembly and it is published in the official gazettes of the Municipality.

7. First working meeting of the elected members of the Local Youth Council

At the first working meeting that is opened and chaired by the oldest elected member, the members of the Local Youth Council elect their own President and Vice-President from among their ranks and adopt the Rules of Procedure. A member of different sex from the President may be elected Vice-President. Before the start of the first working meeting, as well

as before each subsequent one, the members of the Local Youth Council appoint a recorder who can rotate and certifiers of minutes in order for a written record to be made of the work of the LYC. An example of a Rules of Procedure of a LYC is given in Appendix 5 to this Manual.



* Note: These are the steps that are undertaken when a LYC is established for the first time. At a later stage, with the expiration of the mandate/s of the LYC and the need for a new composition, an IB is not formed, but the Local Youth Assembly directly announces a call for members.

2.4 What if there is already a Local Youth Council in the Municipality?

It is possible that in some municipalities a Local Youth Council already exists or existed. In these cases, the municipalities are obliged to transform the existing form into a Local Youth Council that will be in accordance with the legal provisions. Such cases can be encountered in two forms:

- (1) the Municipality has already established a Local Youth Council in the past and regulated it in its acts, but the Council is no longer active; and
- (2) the Municipality currently has a Local Youth Council that is active.

Case 1 - A Local Youth Council that is not active

If the Municipality had an established Local Youth Council in the past, this is an advantage because it is already familiar with its functioning and has experience in managing such bodies. There are municipalities that in the past had a Local Youth Council that is currently inactive due to the expiration of the mandate of the members or that ceased to exist due to other reasons. If the LYC is regulated in the statute of the Municipality, it is necessary to review the articles that regulate it and determine whether they are in accordance with the provisions of the Law on Youth Participation and Youth Policies. This is necessary for the harmonization of the documents and the work of the Council with the existing regulations. If it is determined that there are provisions in the statute or other documents that are in conflict with the LYPYP, amendments should be made that will be adopted by the Council of the Municipality, in order to ensure compliance with the legal provisions.

Although this seems like an obvious step, there were cases in the past where decisions were made on the establishment of a LYC in a form different than the one provided for in the statute, therefore this review needs to be done.

Case 2 - There is an active Local Youth Council

If there is currently a Local Youth Council in the Municipality that is legally and formally active, the Municipality and the responsible persons, in cooperation with the members of the Local Youth Council should prepare a plan for its transformation. According to the LYPYP, if there is a LYC in the Municipality whose mandate is active, it should be transformed in accordance with the provisions of the LYPYP within one year from the entry into force of the Law (Article 26, paragraph [6]). In order to ensure quality transformation, it is ideal to identify the basic issues regarding the Local Youth Council:

- Does the LYC have an active mandate and are its members active?
- Does the LYC have an active mandate and how much time is left of the mandate of the members?

- Is the LYC regulated in the bylaws of the LYC and are they in accordance with the LYPYP?
- Are the statute and the documents regarding the work of the LYC compatible with the provisions of the LYPYP?

The steps that should be undertaken when dealing with each of these issues are given below.

If the Local Youth Council has an active mandate, that is, the mandate for representing the youth in the Municipality of the elected members has not expired yet, it should first be determined how much time is in fact left of the mandate. If the remaining part of the mandate is for a short period of time, then it is likely that the mandate of the LYC will expire by the expiration of the deadlines for transformation into the LYC model prescribed by the LYPYP and a new LYC will naturally have to be formed. In this case, the remaining time for the work of the LYC towards transformation should be organized and the model should be prepared, the bylaws and the documents that regulate the work of the LYC according to the LYPYP should be checked and harmonized.

If the members of the Local Youth Council are active, that is, if they are active within their mandates, it is advisable to include them in the planning of this transformation. In order for the activity and the enthusiasm of the young people regarding the LYC not to cease, the Municipality should include them in the transformation of the Local Youth Council. At the same time, this may motivate some of the previous members to run again as candidates and participate in the work of the transformed council, which would strengthen the sustainability and the institutional memory.

If the members of the Local Youth Council are not active, that is, despite their active mandate they are not responsive, do not participate in communications or meetings, it will be more difficult to include them in the transformation of the LYC. In this case, the Municipality can inform them about the upcoming process and the transformation and offer them to get involved in the process.

In either case, the past members of the LYC and the person who was in charge of supporting its work are obliged to handover and to responsibly close the materials from the previous work of the LYC. This means that it should be properly checked whether the minutes of all previous meetings, other materials and documents related to the work of the LYC are available and archived and the annual reports for presentation and adoption by the Council of the Municipality should be prepared. Regardless of the fact that the mandate is expiring, the members of the LYC and the person in charge of supporting its work are obliged to ensure that the work of the LYC is documented, and the obligations to the Municipality and the citizens are fulfilled.

If the existing LYC is regulated in the bylaws of the Municipality, they should be identified, checked for compliance with the provisions of the LYPYP and harmonized.

If the LYC is regulated in the statute of the Municipality, the possible and expected conflicts are:

- The Municipality to foresee a different number of members than the one provided for in the
 <u>LYPYP</u> (many councils have 7 members. The LYPYP provides for the number of members to
 be odd, not to exceed more than one third of the number of members of the Council of the
 Municipality and not be less than 5 people).
- The Local Youth Council to have a mandate of the members different than the one in the LYPYP (many LYCs in the past had a mandate of 4 years, which made their sustainability difficult because most members could not fulfil that mandate due to the length, despite the rapid dynamics of change and commitment among young people. The LYPYP provides for a mandate of 2 years).
- The members of the Local Youth Council to be elected by the Council of the Municipality or the Mayor (the LYPYP stipulates that the youth elect their own representatives through the Local Youth Assembly, and their decision is verified by the Municipality).
- Some of the forms of organization that have the right to be part of the LYC to be excluded from participation (in most of the LYCs from the past, the participation of members of youth wings of political parties was not allowed, while the LYPYP provides for several forms of youth organization to participate in the LYC: youth organizations, organizations for the youth, youth wings of political parties, student organizations and other forms of youth organizing).
- The member organizations of the LYA to have to be organizing on the territory of the LYC (due to the fact that there are many organizations that work in several municipalities, and are registered in one, the LYPYP stipulates that the organization should have activities in the Municipality, however it is not necessary to be registered in it, while the delegates should be residents of the Municipality).

These are just a few examples of the changes that will arise during the transformation of the LYC in multiple municipalities, however they do not represent a complete list of all discrepancies that may appear. The provisions of the LYPYP standardize the model of Local Youth Councils in the municipalities, but they also aim to improve the existing models and practices. Although the changes may seem complex, they are logically substantiated.

That is why it is important that during the transformation the course of action is as follows:

- 1) to identify the documents regulating the LYC and the needs for transformation;
- 2) to review what model is foreseen in the LYPYP and if necessary, to decide what the other specifics will be if the LYPYP allows them:
- 3) to make the change with one package of changes that will be submitted to and adopted by the competent authorities.

Thus, the past members of the Local Youth Council should be consulted (and included, if they are active) in this process.

If the LYC has existing work documents that it adopts itself and do not depend on the Municipality, they should likewise be reviewed and corrected during the transformation. Examples of such documents are the statute of the Local Youth Council, the Rules of Procedure or various rulebooks. These documents also need to be amended, but as these documents are adopted by the LYC itself, they will need to be corrected and submitted for adoption by the Constituent Assembly.

2.5 Team formation and consultations

The process of transformation of the Local Youth Council should be designed and consult key stakeholders on several occasions. For the purpose of conducting the transformation, the Municipality should determine a responsible person who will lead this process – ideally the person who has so far worked on youth issues or the Youth Officer. If that person is not the same person who was responsible for the past LYC or the Youth Officer, he/she should consult and cooperate with them. The responsible person should consult with the Youth Officer and the legal services regarding all key changes, as well as inform the responsible persons and the Mayor.

The responsible person is likewise obliged to consult with the young people who were or are members of the Local Youth Council. If the members are active, they should be informed and participate in the planning of the transformation, and if they are not active, they should be informed thereof.

It is recommended for the responsible person and the Municipality to cooperate with the local youth organizations in their environment and collect information about the implementation of the LYPYP, the impressions from the work of the council until then and the transformation.

It is likely that questions will arise in this process, as well as a need for clarification of the objectives of the LYPYP and the models of work of the council. The person responsible from the Municipality should contact the Agency for Youth and Sport, that is, the Youth Sector to request additional directions, explanations and recommendations in this process.

The changes and harmonization are not only necessary to harmonize the work of the Municipality with the laws, but they are closely related to the success of the Local Youth Council. Over the years there has not been a single form of youth council, and every municipality has established different bodies. Through these different experiences, their observation and research, additional conclusions or recommendations will be made on the basis of the lessons learned about the ideal, required model of LYC that will contribute to the policy-making processes, ensure youth participation and be sustainable.



BENEFITS OF THE LOCAL YOUTH COUNCILS

Benefits for the Municipality

With the establishment and involvement of the Local Youth Council, the Municipality shows openness and readiness to participate in the creation of youth policies. The Local Youth Council through its advisory role introduces the Municipality to the needs, challenges and problems that young people face in the local community and gives recommendations for their resolution. The Local Youth Council can help the Municipality and plan its policies by taking into account the interests and needs of young people, and thus improve their opportunities and the future in their own Municipality. The Local Youth Council for a municipality also means an opportunity for creativity in its approaches. The best way for the Municipality to create and implement good youth policies is to include them in their creation, ask them about their needs and recommendations so that their opinion is heard.



With the establishment of the Local Youth Council in the Municipality, young people get a guaranteed channel for communication with the local authorities. Through the LYC, they can offer their innovative ideas and creative proposals to the Municipality and encourage it to implement them. Furthermore, they can consult with each other, be given the opportunity to have their say, build common ground and represent them before the Municipality. This tool for youth participation gives them the opportunity to be initiators and participants in the youth policy-making processes and have a direct contribution to the improvement of their own lives in the environment where they live.

WORK OF THE LOCAL YOUTH COUNCILS

This part of the Manual is intended to help the members of the Local Youth Council do their job as youth representatives before the Municipality.

In order for the Local Youth Council to function successfully, there must be good communication and cooperation between the LYC and the Municipality, the Council of the Municipality and the youth.

Through the LYC, young people receive guaranteed participation in order for their voice to be heard and they give their contribution to the local community.

In its work, the Local Youth Council initiates, plans, participates and/or gives an opinion on the creation of policies, strategies, action plans and other strategic documents within the Municipality that refer to the youth from the local community.

Role and competencies of the Local Youth Council

The Local Youth Council has an advisory role in the Municipality on youth related issues in the local community, and it is an important body for representing young people, as well as their needs and interests²¹. In order to successfully perform this role, the members of the LYC should have regular communication with the Youth Officer and the Municipality.

Role of the Local Youth Council for the Municipality:

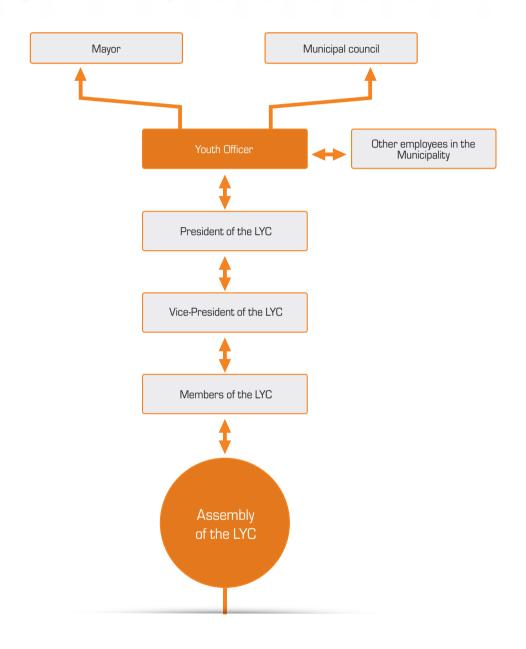
- To be an advocacy and advisory body for youth issues and policies in the Municipality and to represent the interests of all young people in the community;
- To propose items on the agenda of the Council of the Municipality that affect the youth about youth related issues, according to the identified needs and to propose appropriate solutions;
- To participate or be consulted in the creation of the local policies that are relevant to young people in the local community;
- To monitor the implementation of the local policies that affect young people, submit reports and proposals for their improvement;
- To perform regularly and responsibly the administrative obligations to the Municipality and receive training on how to perform them.

The Local Youth Council has an important role to play for the youth of the community and it should have an understanding of the problems of young people, the demands that they have, to enable them to have their voice heard and to be recognized by the youth. It is of great importance for the representatives of the Council to be in constant communication and contact with the young people in the local community through meetings, consultations, etc.

²¹ Article 16 of the Law on Youth Participation and Youth Policies ("Official Gazette of the RNM", no. 10/2020)

Role of the Local Youth Council for the young people in the local community:

- To consult young people on youth issues and priorities, listening to the voice of the young people;
- In ethnically mixed environments (and not only in them), to act with intercultural sensitivity and take into account the needs of all young people, especially young people who are marginalized, who come from smaller ethnic communities, etc;
- To inform the young people about the changes and decisions made by the Council of the Municipality on youth related issues;
- To encourage and promote the active civic participation of young people;
- To include young people in the decision-making on youth issues;
- To promote mutual respect and understanding of young people, promote inclusion and diversity.



3.1 Competencies of the municipalities deriving from the Law on Youth Participation and Youth Policies

The municipalities are the key institutions that have competence to establish Local Youth Councils and implement the Law on Youth Policies and Youth Participation at the local level. Through good preparation, compliance with the legal regulations and past experiences in this area, the municipalities have the capacity to establish sustainable and functional Youth Councils that will contribute to better work and openness of the Municipality. By ensuring the implementation of these steps, the Municipality will be able to obtain a functional and useful LYC that will improve its work.



If the establishment of the Council is hasty, without significant participation of young people or without providing communication with the decision makers in the Municipality, then there is a risk that it will be a passive body about which the members (young people) may lose interest, its work may cease and the efforts may be unsuccessful.

For the purpose of supporting the establishment of a LYC, by following the guidelines from the LYPYP and building on the past experiences, below are given explanations and recommendations about the steps that the municipalities should take to contribute to the success of this process.

3.1.1 Youth Officer

The experiences show that the municipalities that had a previously appointed responsible person, that is, a coordinator for cooperation and support of the work of the young people and the LYC from among the ranks of the municipal administration have more success when it comes to youth policies. At the same time, this person is the key link for successful cooperation between the LYC and the Municipality. The LYPYP introduces a "Youth Officer" that every municipality should have. The function of the Youth Officer is to be responsible for the work of the Local Youth Council, the Youth Office, as well as the coordination and monitoring of the youth issues that are within the scope of work of the institution. The Youth Officer is the person responsible for the establishment and the work of the LYC, as well as for the establishment of contact between the institution and the Council, and a contact point with the youth civil sector.

The Youth Officer is in charge of encouraging and supporting the work of the Council, providing assistance in scheduling and organizing meetings, contacts with institutions, providing assistance in the implementation of activities envisaged in the annual programme of the LYC, as well as logistical support in the preparation of the sessions of the Council.

In order for the Municipality to be more accessible to the youth, the information and contacts of the Youth Officer should be publicly indicated in the municipal media.

The suggested job tasks of the Youth Officer are given below:

- Development, planning and monitoring of the youth related activities of the local self-government;
- Development, preparation and care for the implementation of the youth policies of the local self-government;
- Support of the work of the Local Youth Council, its members, the implementation of its program, reporting and transparency;
- Initiation and support of the youth related activities of the local self-government;
- Maintenance of communication and regular cooperation with the youth forms of organizing and the young people in the Municipality;
- Monitoring of the needs of young people by providing research about the needs of the Municipality, consultations with young people and monitoring and informing about analyses and research trends among young people;
- Ensuring of information and informing the youth in the Municipality;
- Regular cooperation with high schools, higher education institutions and associations, as well as other forms of youth organizing;
- Keeping of a database of various youth activities, active forms of youth association and nonformal youth groups for the needs of the Research Centre of the Agency for Youth and Sport;
- Regular communication with the AYS and serve as a focal point for the youth issues of the Municipality with the young people and the public.

3.1.2 Youth Office

The Municipality should provide technical and spatial conditions for the work of the Local Youth Council. The possibility for smooth work, holding of meetings and coordination of the Council depends thereon.



The Youth Office is different from a Youth Centre. Youth Centres are places where programs that improve the well-being of young people, the development of the personal, social and professional life of young people, information of important interest and other aspects of the lives of young people are prepared and implemented.

The minimum conditions that the Municipality should provide are: an office in which work can be done and smaller meetings can be held, work desk/s, chairs, computer, printer and internet access, as well as basic office supplies.

Each municipality has a legal obligation to open a Youth Office from which the Youth Officer coordinates the youth work and which is the primary point of access of young people to the Municipality itself. Every Youth Office needs to be adapted to ensure smooth and regular operation of the LYC. At the request of the Youth Officer and the LYC, the Municipality should allow them to use a meeting room in the Municipality.

These conditions will enable the increase of the functionality of the LYC, the opportunities for work, coordination with the Youth Officer, holding of meetings and sessions of the Council, meetings with representatives of the institutions, youth organizations or in general it will be a place where every young person from the Municipality will be able to meet the members of the LYC.

3.1.3 Introduction to the Municipality and trainings about the Local Youth Council

Considering that the members of the LYC are young people, with different level of experience and knowledge of the youth issues and policies and the work of the Municipality, it is especially important for a training to be held after the establishment of the Council in order to inform them about the work of the LYC, the youth policies, as well as the scope of work and the competencies of the Municipality. After the establishment of the LYC, it is advisable for the Youth Officer and the Municipality to organize trainings for capacity building of the members of the Local Youth Council.

The topics that these trainings should cover are: fundamentals of the functioning of the Municipality, structure, scope of work and competencies; training about youth policies in the RNM and training about the organization of the work of the Council. Through this, the members should be provided with information about the responsibilities of the Council of the Municipality, the way it functions, the process of convening sessions and the decision-making within the Council of the Municipality.

The Youth Officer should arrange a meeting with the Mayor or the President of the Council for the members of the LYC, as well as visits to the sessions of the Council of the Municipality. If the Municipality wants to obtain support in the organization of capacity building activities for the members of the LYC for successful work, it can cooperate with the local youth organizations or contact the Agency for Youth and Sport.

3.1.4 Local Youth Strategy

The Local Youth Strategy is an institutional framework for the local youth policies of the Municipality in the next five years.

According to the LYPYP, the Local Youth Strategy is intended for a period of 5 years and includes an Action Plan intended for a period of one to three years. The Action Plan includes activities, dynamics, actors and projections of budget funds, as well as conditions and evaluation indicators for the implementation of the Local Youth Strategy. The Local Youth Strategy is implemented with budget funds from the Municipality.

The responsibility for creating and adopting a Local Youth Strategy lies within the Municipality, which must include the Loyal Youth Council in its preparation. This does not mean that the LYC should be responsible for the whole process of creating the Local Youth Strategy, the Municipality can hire external collaborators who have the necessary expertise and methodological knowledge for this.

The process of creating a Local Youth Strategy should be transparent, inclusive and ensure the participation of all stakeholders that have an impact on the youth development in a local community. High school and university students, civil society organizations, young people from youth wings of political parties, young journalists, marginalized groups, activists of associations in the field of culture and sports, etc. should have a significant place in its design. The Local Youth Council has a key role in ensuring participation, transparency and accountability in the overall process.

When creating the strategy, the needs of different youth groups should be taken into account, especially those who are marginalized at the local level. Thus, care should be taken to include and present the needs of the young people coming from different ethnic communities, rural

areas, young people with disabilities, young people coming from families with lower economic opportunities and other groups.

In the course of the strategy creation process, the Municipality forms a team that will coordinate the overall process. The team should identify the current situation of the young people in the community and identify their key needs that it will present to the wider local public. The most important task is to properly define the youth needs of all those who work with and for the young people.

The process of decision making which will be the priorities in the strategy is important and sometimes difficult, whereby it should be determined which problems have a higher value. Based on the defined youth needs and identified priorities, the team responsible for developing the Local Youth Strategy defines specific goals and measures to meet the identified needs of young people. It is important that the defined priorities, goals and measures are in line with the National Youth Strategy in order to ensure a coordinated approach and consistency.

The overall process should include public consultation with all local stakeholders affected by the youth policy who will provide different perspectives, sharing of opinions and recommendations for improving the approaches. The final Local Youth Strategy, on which the public, and especially the young people have been consulted, is approved by the Council of the Municipality. The Municipality ensures transparency and accountability in the implementation of the Strategy through the preparation and publication of regular reports and coordination with the Agency for Youth and Sport.

3.1.5 Funding

In order to implement the planned annual work programme, and thus ensure the legitimacy of the foreseen activities, the Local Youth Council also prepares a financial plan for the implementation of the programme. The financial plan together with the work programme of the Local Youth Council is first proposed for approval to the Local Youth Assembly, and after its approval by the Assembly, the programme is submitted to the Council of the Municipality. At the session for adoption of the financial plan, the members of the Council of the Municipality have the right to request additional explanations for certain budget requests, and the Local Youth Council is obliged to give an appropriate explanation for each planned expense. The approved budget for the work of the Local Youth Council is part of the municipal budget and should be defined in a special budget plan, that is, programme, in the municipal budget.

The LYPYP obliges the municipalities to allocate at least 0.1% of the annual budget funds for the implementation of the Law, which funds should likewise include those for funding the working costs of the Local Youth Council and the implementation of its annual programme.

3.2 Scope of work of the Local Youth Council in relation to the Municipality and the youth

This part of the Manual explains the obligations of the Local Youth Council and the activities it needs to implement in the course of its operation.

3.2.1 Regular sessions and meetings of the Local Youth Council

The Local Youth Council performs its work through regular sessions. The number of sessions to be held in the course of one year can be determined in the statute of the local self-government or in the Rules of Procedure of the LYC. If this number is not determined, it is recommended that meetings are held at least once a month, that is, 12 sessions are to be held in the course of one year. In addition to these regular sessions, extraordinary sessions can likewise be held, as well as non-formal meetings.

In order for a session to be held, it should be convened in a timely manner by the President by notifying all members. If the President cannot or does not want to convene a session, it is possible for the members of the LYC to convene it. The invitation for the session and the agenda should be sent in advance and in time to each member of the LYC and to the person in charge of the LYC from the Municipality, that is, the Youth Officer.

Each session should be conducted according to an agenda, which is determined at the beginning of the session at the proposal of the President.

A precondition for holding a session is that it has a quorum, that is, a sufficient number of members present. The quorum is usually determined as a majority of the total number of members of the Council. This issue should also be defined in the Rules of Procedure.

In order to decide on the items on the agenda, a voting should take place, which is related to the quorum. Decisions are usually made by a simple majority (that is, more than half of the votes of the members present at the session) or an absolute majority (more than half of the votes of the total number of members of the Council, regardless of the presence at the session).

Minutes should be prepared and adopted for each session. There should be a recorder and two certifiers of the minutes. The role of recorder can be performed by any member of the Council present at the session or by the Youth Officer. Additionally, it is recommended for the role "gender watch" to be introduced, that is, one of the members to keep records of how many women and how many men have spoken, argued and participated in the work. At the end of the meeting, these data may indicate whether more attention should be paid to gender equality in the work of

²² A process that measures how many men and how many women have spoken at the meetings and for how long they have spoken. This practice will indicate whether the Local Youth Council leaves room for the underrepresented sex and whether additional mechanisms for participation should be created

the LYC and whether additional mechanisms for participation of the underrepresented gender should be introduced.

The minutes contain the date of the session, the present members, the agenda, the decisions made and the remarks from the discussion. Minutes are necessary in order for the work of the LYC to be valid and archived, and they are also important for the members who are absent in order to keep them informed about the decisions, as well as to maintain the institutional memory.

The principle of publicity and transparency should be respected during the sessions of the LYC, that is, young people (the public) should have the opportunity to attend the sessions.

3.2.2 Creation of an annual programme

One of the first steps in the work of the LYC is to have a plan and agreement about what will be worked on, that is, to create and prepare an annual work programme. Therefore, after the establishment, the members of the LYC should discuss and prepare a programme for their work.

The annual programme is a document that contains all the ideas, proposals and work plans for a period of 12 months that refers to the current year. The annual programme is based on the real needs of the youth in the Municipality and should include plans and aspirations for resolving the problems and the needs of young people.

The annual programme should contain the priority areas and goals that the Council and its members strive for, and which are of interest to the youth and within the scope of work of the Municipality. Each goal of the work programme of the LYC is related to the activities that will be performed by the Council, that is, the activities are performed for the purpose of fulfilling the goals (Appendix 10). Before finalizing the programme, the members of the LYC should consult with the Local Youth Assembly and the Youth Officer, after which it is submitted for approval to the Council of the Municipality.

It should be noted that not all activities, measures or interventions that are proposed have the same effect on all young people in the Municipality. When creating the annual programme, it is advisable to cooperate with the Coordinator for Equal Opportunities in the Municipality, as well as with the members who are in the Commission for Equal Opportunities. Additionally, it should be researched and determined whether the proposed activities by the LYC are gender neutral or have a greater impact on one or the other sex. This brief analysis will ensure that the proposed activities are precisely directed at the target groups and have a gender dimension. In addition, the application of this approach will ensure the establishment of gender equality and inclusion in the proposed measures.

The Local Youth Council is obliged to prepare the annual work programme each year. It is recommended that the annual programme is prepared by the end of October each year at the

latest so that there is enough time for it to be submitted and adopted at a session of the Council of the Municipality due to the deadlines for such procedures.

The Municipality also has a youth budget, which can also be used for the programme of the LYC. It is not owned by the LYC, but these are financial resources that the Municipality provides and will pay directly for the needs of the LYC. Although the responsibility to implement the budget lies with the Municipality, the members of the LYC are responsible for initiating and organizing the activities for which funds are provided because it is part of the annual work programme.

We propose that the principle of gender-responsive budgeting is taken into account when preparing the budget proposals. In the course of the planning of the activities and the funds, it is necessary to prepare an assessment in terms of gender equality and inclusion of gender perspectives at all levels in the budgeting process, that is, assessment of whether and how the budget and the proposed activities will affect the different needs of young men and women in the Municipality.

3.2.3 Organization of consultations with the young people in the Municipality and information meetings

The role of the members of the LYC is to present the needs of the youth before the Municipality, but also to bring the work of the Municipality closer to the youth in the place where they live. In order to increase the trust, openness and support, the members of the LYC should regularly communicate and consult with the young people.

The consultations with the young people can be done in two ways:

The first way is through communication with the Assembly of the LYC; that is, with its member organizations and delegates. This body is of primary importance for the work of the LYC as the members of the LYC are elected by this body and they have a mandate to represent the youth. Furthermore, various organizations (civil society organizations, high school communities, youth wings of political parties, etc.) are gathered in this body; and through this body they have access to different ideas and needs.

The second way is through meetings and consultations with other young people (and youth organizations) in the Municipality.

3.2.4 Consultations with the Local Youth Assembly

The LYC should have at least two meetings with the Local Youth Assembly annually. The Assembly should be involved, that is, informed in the preparation of the annual work programme and the presentation of the annual report. If there are other topics for discussion, there may be more meetings with the Assembly. It is also recommended that the members are continuously

informed when there are no meetings by sending minutes from the sessions or information on important activities by e-mail.

3.2.5 Consultations with the youth

As a LYC that works for all young people, the members of the LYC should also inform and consult with the youth who are not members of organizations. This can be done through public events or consultations. The consultations can also be conducted electronically or by survey. Such consultations should be accessible to all, and young people should be free to express their needs and problems.

For more specific needs, the LYC can organize meetings with both young people and decision makers by using the method of "Structured Dialogue", 23 whereby the opinions of both the young people and decision makers or representatives of responsible local or national institutions can be heard

3.2.6 Attendance at sessions of the Council of the Municipality

The main function of the LYC is to be the voice of the youth in the policy-making and decision-making processes in the Municipality. The members of the LYC have the right to participate, propose items on the agenda of the Council of the Municipality and initiate youth issues within the scope of work of the municipalities. The attendance at the sessions of the Council of the Municipality is mandatory for the members of the LYC. This is one of the most important roles and opportunities of the Local Youth Council – to convey the demands of the youth to the Council of the Municipality and to try to translate them into real policies and solutions.

The sessions of the Council of the Municipalities are public, but since the LYC is a body of the Municipality, the participation in the sessions should be organized in coordination with the Youth Officer. The Municipality or the municipal administration in charge of preparing the sessions of the Council of the Municipality is obliged to submit a copy of the material for the session of the Council of the Municipality to the LYC, in accordance with the manner of submission to the members of the Council of the Municipality. Even if there are no youth related items on the agenda of the sessions of the Council, a member can be appointed to attend in order to monitor the course of the discussion (and in case issues that affect the youth are discussed).

The members of the LYC, in coordination with the Youth Officer, can themselves initiate a certain item related to the youth to be put on the agenda at a session of the Council of the Municipality.

^{23 &}quot;Structured Dialogue from A to Z" in Macedonian on:

http://www.nms.org.mk/wp-content/uploads/2020/06/Strukturen-dijalog-od-A-do-Sh.pdf (accessed in December 2020)

3.2.7 Preparation of proposals and initiatives to the Mayor and/or the President of the Council

After the members of the LYC have identified the needs of the youth and their opinions and a position has been built on what can be done, it should be translated into a policy recommendation to the Municipality. After all, the main role of the LYC is to represent the needs of the youth before the decision makers in the institutions through advocacy.

The process of institutional representation can be:

- informal through meetings and gatherings with the Mayor, the President of the Council, the councillors or the administration in the Municipality,
- formal through submission of written proposals and initiatives addressed to the Council of the Municipality or the Mayor.

Depending on the type of the problems, the solutions may be the responsibility of the Mayor and the administration in the Municipality or the Council of the Municipality. Due to this complex system of work of the Municipality, it is necessary for the LYC to be in constant contact with the Youth Officer and submit proposals to the Municipality. The different challenges and needs of young men and women to be addressed to the Municipality need to be taken into account.



A system for direct meetings with the members of the Local Youth Council can be established with the Mayor. The Mayor should participate in the events and the implementation of the activities of the Local Youth Council. For example, when the municipal budget is being adopted, the LYC can organize an event together with the Mayor where he or she will explain the funds that are intended for the youth in the Municipality.

3.2.8 Inclusiveness in the Local Youth Council

The inclusiveness or involvement in the LYC is manifested through:

- Representation of various young people in the composition and management structures of the LYC;
- Identification of the needs of young people belonging to different groups (for example: people with disabilities, people with different sexual orientation, people with different social status, etc.);

- Representation of the needs of these young people before the municipalities, that is, their representation before the policy makers;
- Proposal of solutions, influence and participation in the decision making that affects the lives of these young people.

In order to explain more specifically what all of the above means, below is an example of the participation of young people with disabilities in the political and social life.

Although in the Republic of North Macedonia there is not an exact registry of people with disabilities, there are still young people in our country who have some kind of disability. The youth organizations, the organizations for the youth and all other forms of youth organizing, including the LYC, must provide conditions for the political participation and activism of these young people, regardless of the type of their disability. In order for a young person with a physical/mental disability to be able to actively participate in the work of the LYC, the premises used by the LYC must be accessible. If there is no suitable ramp, elevator, accessible toilet, and the like, these persons will be automatically excluded from participating in the work of the LYC, regardless of the fact that they have that right. If the materials, programmes and documents are not available in formats that are understandable to people with sensory disabilities (with impaired hearing, vision, etc.), they will also be automatically excluded and will not be able to contribute to the work of the LYC. Their exclusion, on the other hands, entails their inability to perceive and understand the problems and difficulties faced by these young people and thus the inability to propose appropriate solutions to improve the quality of life.

The tools and measures for promoting the inclusiveness of youth participation are:

Increase of the awareness of the members and the representatives of the LYC about the importance of the concepts and the ways of achieving inclusion through campaigns and specialized trainings;

Fight against discrimination and especially against hate speech directed at young people because of some of their characteristics;

Analysis and identification of different aspects, obstacles and needs arising from the special characteristics of a certain group of young people;

Application of so-called affirmative or encouraging measures that aim to remove the obstacles that in practice prevent the youth participation of a certain person or group. An example of an affirmative measure is the introduction of a quota for representation of a certain group in the LYC (women, people with disabilities, a certain ethnic group, etc.), which was found to be usually underrepresented and thus its voice has not been heard;

Of course, even such incentive or affirmative measures do not guarantee equality, and therefore the LYCs should always regularly review, that is, evaluate their results in relation to different groups of young people and propose measures for improvement;

In order to prepare any analysis or evaluation, it is needed to have appropriate statistics, so it is necessary for the LYC to influence the municipalities, within its capabilities, to keep appropriately divided statistics (by sex, gender, disability, social status, etc.) for all the activities they perform:

Integration of the policies and measures for inclusion in the strategic and action plans of the LYC and provision of an adequate budget for their implementation;

Exchange of good practices in the region and the countries of the European Union.

All these tools and measures will contribute to creating a safe environment that is a prerequisite for inclusive youth participation. Only in a safe environment will every young person feel free to express his/her views and realize his/her full potential.

3.2.9 Annual Report

In order to be able to work responsibly and accountably, the LYC should inform the members of its Local Youth Assembly, the Municipality and the youth in the Municipality. The LYC is obliged to prepare annual reports on its work, which it submits to its Assembly, the Council of the Municipality, and after their adoption it publishes them publicly. When preparing the reports, the members of the LYC can ask the Youth Officer for assistance.

The report should inform on what and how the LYC has worked in the past year, the reasons for which it has held meetings and the total number of meetings, what issues it has discussed and what decisions it has made. It is important to inform on which youth issues the LYC has advocated in the past year, in what way (meetings with institutions, submitted policy proposals, attendance at a Council session) and what were the achievements. If there have been changes in the youth policies (for example, a request for better lighting in the public areas, a new bike path or more frequent transport to the schools has been accepted), they should be stated as a success or a positive change.

After the preparation of the report, a presentation should be organized before the Local Youth Assembly. Once the report is closed by the LYA, it is submitted and presented before the Council of the Municipality. The adopted annual report is published in electronic version on the website of the Municipality.

3.2.10 Completion of the mandate and handover process from the old to the new membership

After the mandate of one LYC is completed and new membership is elected, the work should be handed over. This process is extremely important for the old and the new membership as it will ensure the functionality of the LYC and the institutional memory.

The handover of the work should be done immediately after the election of a new membership. This process involves a meeting between the old and the new membership and submission of the documents²⁴ prepared by the LYC, office and technical supplies and/or equipment available to the LYC, as well as all useful information on the work of the LYC during its mandate. It is recommended to include the Youth Officer in this process, as well as to draft formal minutes of the submitted materials and documents.

²⁴ Documents that are usually submitted are: Rules of Procedure of the LYC, annual programmes, list of implemented activities, minutes, reports, contact list of members of the LYC, contact list of relevant stakeholders (organizations for the youth, youth organizations, national umbrella organizations, volunteers, youth workers, representatives of international organizations)

3.2.11 Self-evaluation: Is the Local Youth Council successful?

Self-evaluation is a significant and continuous process of monitoring and assessment of the quality of the work, the impact on society and the level of achievement of the goals. This process will help the members of the LYC reflect on what they have done, that is, what they have achieved with the activities, to think about what they can do better as members of the LYC for the youth in the Municipality. In order to conclude that a Local Youth Council is functioning successfully, it is necessary for certain criteria to be met.

The following table serves as a model for assessing the effectiveness, success and impact of the LYC.

Basic criteria for assessing the activity of the Local Youth Council	Depending on whether it is fulfilled or not, choose on a scale from 1 to 5, 1 being that the goal or the activity is not achieved at all, and 5 being that the goal or the activity is fully achieved. Examples should be provided as proof for each affirmative answer!
The LYC has members who are active, who have been elected by the youth forms of organization	
The LYC is recognized by the young people in the community, it has identified the needs and challenges that they face	
The members of the Local Youth Council give opinions, proposals or recommendations to the employees in the Municipality, the councillors or the Mayor	
The LYC has regular meetings and sessions on which minutes are prepared	
The LYC has its own documents that regulate and direct its work, which it respects and applies (for example, a Rules of Procedure of the LYC, an annual work programme, etc.)	
The LYC maintains communication with the Youth Officer from the Municipality	
The LYC communicates/cooperates with other Local Youth Councils and shares good practices	
The LYC promotes comprehensive youth participation, inclusion and intercultural cooperation	
Changes have been made for the youth in the local community through the work of the LYC	
The proposals of the LYC to the Municipality (the Council of the Municipality, the Mayor, the employees in the Municipality, other institutions) are taken into consideration	
The LYC has achieved something that has made the lives of the young people in their Municipality better	

The LYC has made the Municipality change its existing approaches or create new ones for the youth in the Municipality	
The LYC consults and encourages the young people from the Municipality to approach it and conveys their opinions and needs to the Municipality	
The LYC demands accountability and assesses the effectiveness of the leaders of the LYC, their activity and commitment to the position	
The LYC makes the decisions individually, and is not influenced by the Municipality or other external structures	

When doing the self-evaluation, it is important that each answer is supported by specific, concrete examples, in order for the process to be justified and legitimate. The self-evaluation should be done regularly, including the various stakeholders that are part of the Local Youth Council.

3.3 Publicity of the work of the Local Youth Councils

Being a member of the LYC in a municipality is an honour, but also an obligation to the young people in the municipality. The position of a member itself does not mean that you get authority and support from all young people, on the contrary, the membership of the LYC should prove what it stands for and how it is done for the young people. In order to gain trust, support and authority, the members of the LYC must be in constant communication with all influential stakeholders – both the youth and the institutions. This means that it is necessary to promote the role of the LYC before the youth, but also before the local institutions.

The work of the LYC should be visible to the public and to every interested young person, especially due to the fact that the LYC is a public and representative body that presents and represents the interests of all. Thus, it is important for the LYC to be transparent and accountable before the public and the youth in the municipalities, in which public relations have a special role.

Some of the most important information for the public regarding the Local Youth Council is:

- What is the work of the LYC? What are its latest achievements and what does it focus on in its work for the youth?
- Who makes it up, who are its members and what are their roles?
- What is the duration of the mandate of the Local Youth Council?
- Does the Council have its own programme, budget and reports and how can they be found?
- How and through which channels can the LYC be contacted?

The answers to all these questions should be easily available, and below are some guidelines on some of the ways to achieve that.

3.3.1 Definition and goals of public relations

Public relations provide communication of the LYC with the public through the various communication channels and tools that are available. Public relations represent a planned and continuous process of information and communication through different tools. In order to determine which tool is appropriate for communication, it is necessary to determine the purpose of the communication, the message that should be conveyed and the public that should be reached. The tools can be: websites, reports, announcements, interviews, public events, use of digital social networks, organization of consulting and information events, etc.

For the LYC, the most common stakeholders are: the youth of the Municipality, the Municipality with its employees and various bodies, such as the Council of the Municipality and the Mayor, the media, the local population, etc.

The young people in the Municipality, regardless of whether they are members of the Council or not, are the key group for which the LYC itself exists. Hence, it is important to maintain quality communication with young people as the primary target group of the Council.

Below are given some potential forms through which communications can be easily and effectively maintained and the youth involved.

When designing and managing the communications, it is especially important that they are accessible to all young people. This means:

- The communications of the LYC to be available in the languages used in the Municipality;
- The communications to be accessible to young people with disabilities (by preparing audio materials, using subtitles (translations) of the videos, providing sign language interpretation, using documents in a format accessible to audio readers, etc.);
- Communication with the Municipality in order to ensure accessibility of the website and the premises of the Council;
- When organizing the events, the accessibility of the locations to all young people should be taken into account. The best guidelines on how to make the LYC accessible to young people with disabilities can be obtained from the organizations working in this field, as well as by involving and consulting young people with disabilities.

3.3.2 Online presence

The Local Youth Council of the Municipality must have an online presence that can be used for:

- 1. Consultation: communication via e-mail, online questionnaires or surveys for gathering the opinions of the young people;
- 2. Accountability: publication of the work programmes and reports for young people so they can be more easily informed about the work of the Council;

- 3. Information: regular maintenance, that is, update of the website of the Local Youth Council and the Facebook/Instagram pages, publication of monthly articles;
- 4. Contact: lists of e-mail addresses, Facebook groups, Zoom, Messenger, Viber, WhatsApp are tools that can be used for communication with young people.

3.3.3 Public events

The Local Youth Council of the Municipality can organize different types of public events for the needs of the youth and the needs of the Local Youth Council itself, such as: public debates and discussions; consultative meetings; round tables; other joint actions and consultations with young people.

Before starting the organization of an event, it should be determined what the goal is - whether the goal of that event is to hear the opinions of young people, consult views or present the work of the LYC. The events should be organized in cooperation with the Municipality. They should - be informed about the events, provide space, have their own participant or give their own recommendations for holding the event. The events can likewise be organized by other stakeholders (such as the Municipality, the youth organizations, the schools, etc.), and the LYC can have its own representative. In those cases, the representative of the LYC should be coordinated with the members of the LYC and the Municipality regarding the participation.

3.3.4 Social media and web communication tools

Online presence is especially important for the LYC because the key audience that affects young people is found online. It is not only important to have online presence, but also to regularly inform about the activities of the LYC and maintain regular communication with young people. Each Local Youth Council must have data on the website of the Municipality.

- Subsite for the LYC within the website of the Municipality

A section or subsite for the LYC should be created on the website of the local self-government so that everyone can access it and get information in an organized way. The following data should be available on it:

- contact information about the LYC (telephone number, address and e-mail address);
- information on the composition and the members of the LYC, their e-mail addresses and telephone numbers:
- reports on the work of the LYC in recent years, important documents of the Council (Rules of Procedure, work programme).

- Facebook page

Facebook is an important element of online presence when it comes to the communication with young people and the public nowadays. If the LYC decides to have its own official Facebook page, it should inform the Municipality thereof. The page should be regularly maintained with the publication of announcements of the activities, used for consultations and respond regularly and professionally to the messages that arrive in the inbox of the page.

- E-mail address

The Local Youth Council should have its own e-mail address, which will be publicly displayed on its website and other social media pages. The address as a channel of communication with young people should be checked regularly, and the messages that arrive on it should likewise be regularly answered. Furthermore, the membership should also be familiar with the contents of the messages that arrive at that e-mail address.



- 1. Law on Youth Participation and Youth Policies ("Official Gazette of the RNM", no. 10/2020)
- 2. Law on Equal Opportunities for Women and Men ("Official Gazette of the RNM", no. 6/2012; 166/2014)
- 3. Agency for Youth and Sport, National Youth Strategy (2016 2025)
- 4. Ministry of Labour and Social Policy, Gender Equality Strategy (2013 -2020)
- 5. United Nations, Convention on the Rights of the Child (New York, 1989)
- 6. Partnership between the European Commission and the Council of Europe in the field of youth, "Youth Policy Essentials", 2019
- 7. Council of Europe "Have your say! Manual on the Revised European Charter on the Participation of Young People in Local and Regional Life", 2015
- 8. Coalition of youth organizations SEGA, "Manual for Creating Local Youth Strategies", 2010
- 9. Foundation Youth Entrepreneurial Service, "Manual for Youth Policies, Participation and Representation", 2018
- 10. European Union, EU Youth Strategy (2019-2027)
- 11. European Youth Forum, "A Toolkit on Quality Standards of Youth Policy", 2016
- 12. European Youth Forum, "Policy paper on youth rights", 2012



Appendices for the Municipality



Appendix1 - Steps for establishment of a Local Youth Council

- *A detailed explanation of the steps is available in section 2.3 on page 27
 - Statutory decision of the Council of the Municipality on amending and/or supplementing
 the Statute of the Municipality Establishment of a special body in the Municipality:
 Local Youth Council.
 - 2. The Municipality announces a Call for establishment of an Initiative Board (IB).
 - 3. Call for membership in the Constituent Local Youth Assembly The Initiative Board announces a Call through the Municipality for membership in the Local Youth Assembly.
 - 4. Constitutive session of the Local Youth Assembly.
 - 5. Call for election of members of the Local Youth Council.
 - The elected members of the Local Youth Council are verified by the Council of the Municipality after a decision is made on the election of members by the Municipal Youth Assembly.
 - 7. After the verification, **the President and Vice-President of the Council** are elected at the first meeting of the Local Youth Council and the **Rules of Procedure** are adopted together with the members.



Decision of the Municipality of XXX on amending and supplementing the Statute of the Municipality of XXX

Pursuant to Article XXX of the Statute of the Municipality of XXX ("Official Gazette of the Municipality of XXX"), pursuant to Article 21 and Article 36 paragraph 1, item 1 of the Law on Local Self-Government ("Official Gazette of the RNM" no. 05/2002), Article 16 of the Law on Youth Participation and Youth Policies, the Council of the Municipality of XXX at its session held on XY.XY.2021, adopted the following:

DECISION

on Amending and Supplementing the Statute of the Municipality of XXX

Article 1

This Decision shall introduce amendments and supplements to the Statute of the Municipality of XXX.

Article 2

The draft amendments shall be submitted by the Mayor of the Municipality of XXX to the Statutory-Legal Commission of the Council of the Municipality of XXX for review and adoption.

Article 3

The Decision shall enter into force on the 8th day after its publication in the "Official Gazette of the Municipality of XXX".

Explanation

In the Statute of the Municipality of XXX Chapter III ORGANIZATION AND WORK OF THE BODIES OF THE MUNICIPALITY

New articles shall be added after Article XX, which shall read:

Article XX-a

LOCAL YOUTH COUNCIL

A Local Youth Council shall be established in the Municipality as an advisory body of the Municipality in order for young people to be actively involved in the public life of the Municipality.

Pursuant to the Law on Youth Participation and Youth Policies, youth are residents of the Municipality of XXX, at the age of 15 to 29 years.

The young people referred to in paragraph 1 of this Decision may be elected President or Vice-President of the Local Youth Council of the Municipality of XXX only if they have a place of residence in the Municipality of XXX.

Article XX-b

The Decision on the Establishment of a Local Youth Council shall be made by the Council of the Municipality based on the positive legal regulations.

Article XX-c

SCOPE OF WORK

Within its scope of work the Local Youth Council shall:

- propose items on the agenda of the Council of the Municipality that affect young people;
- initiate youth issues within the scope of work of the Municipality;
- initiate, participate and provide feedback on the local youth strategy process and other policies;
- submit information to the Municipality on issues related to young people and;
- perform other advisory and advocacy activities in accordance with the LYPYP.

Article XX-d

The Municipality is announcing a call for establishment of an Initiative Board (IB) in accordance with Article 17 of the Law on Youth Participation and Youth Policies. Members of the IB may be youth organizations, organizations for the youth, youth wings of political parties, student organizations and other forms of youth organizing that operate and function on the territory of the Municipality and want to participate in the establishment of the LYC. It shall be noted in the call that the Initiative Board is established only once for holding the Constitutive Local Youth Assembly, it has a maximum of 5 members and after the successful convening of the Assembly it is dissolved, that is, its mandate ends.

Through the Municipality, the Initiative Board shall announce a public call for membership in the Local Youth Assembly. The public call shall clearly show the manner of application, the criteria that should be met for applying, as well as the application deadline. The call should be published on the website of the Municipality and be available to all young people, and it should likewise be shared in several public spaces, on the social networks of the Municipality, in the media and sent to the stakeholders (forms of youth organization).

The forms of organizing and association that can participate in the Assembly do not have to be registered in the Municipality, but must have activities on the territory of the Municipality. The delegate and the deputy delegate must be residents of the Municipality and aged 15 to 29 years.

The Initiative Board shall initiate and convene the constitutive session of the Local Youth Assembly together with the responsible person of the Municipality.

A three-member commission, composed of young people, shall be formed and elected from among the ranks of the Local Youth Assembly, which shall be responsible for monitoring the overall process for the election of the members of the Local Youth Council. A Chairperson shall be elected at the constitutive session of the Local Youth Assembly by secret ballot. Every member of the Youth Assembly may be nominated for Chairperson or if he/she is nominated and supported by at least three members of the Local Youth Assembly. The mandate of the

members of the Youth Assembly, including the Chairperson, shall be two years with the right to be re-elected once.

At the constitutive session, the Local Youth Assembly shall make a decision on the establishment of a commission that by the next session of the Youth Assembly of the Municipality should prepare the Rules of Procedure of the Assembly.

The first session of the Local Youth Assembly (immediately after the constitutive session) shall be convened by the already elected Chairperson of the Assembly. The Rules of Procedure prepared and proposed by the Commission shall be adopted at the session and a decision shall be made to announce a call for the establishment of a Local Youth Council of the Municipality, with criteria that are in accordance with the Law on Youth Participation and Youth Policies. The public call shall be published on the website of the Municipality, in the local media and other public places/social media in order to inform as many young people in the Municipality as possible. The call should last at least 10 days from the day of its announcement.

After the submitted applications of the candidates for members of the Local Youth Council, the competent person, that is, the Youth Officer shall submit the documentation of all applicants to the Chairperson of the Assembly who in turn shall convene a new session of the Assembly. The delegates of the Assembly and the young people who applied to be members of the Local Youth Council, and who meet the criteria of the call shall be invited to the session of the Local Youth Assembly.

A three-member Verification Commission of the Local Youth Assembly (established during the constitutive session) shall monitor the process of election of members of the Local Youth Council of the Municipality and should confirm the mandates of the delegates.

The candidates for members of the Local Youth Council have the right to a short presentation of their programme before the members of the Assembly, which shall be followed by a voting procedure. The Local Youth Assembly shall elect the members of the Local Youth Council through direct elections by secret ballot in which the delegates from the Local Youth Assembly shall have the right to vote. Elected members of the Local Youth Council shall be those members who win the most votes from the present delegates, taking into account the balanced representation of both sexes.

The number of members of the Local Youth Council shall be odd and shall not exceed more than one third of the members of the Council of the Municipality. The members of the Local Youth Council shall have a mandate of two years with the right to be re-elected once.

The candidates for members of the Local Youth Council shall be proposed by: civil society organizations and youth associations, school community councils, student councils and other forms of youth organizing.

On the basis of the written proposals of the proposers at the proposal of the Committee on Mandate Issues, Elections and Appointments, the Council of the Municipality of XXX shall elect and dismisses the Local Youth Council based on a decision of the Local Youth Assembly. The Local Youth Council shall elect a President and Vice-President from among its ranks, in accordance with the Rules of Procedure of the Local Youth Council.

Article XX-e

The Council of the Municipality may dismiss a member of the Local Youth Council before the expiration of the mandate due to:

- personal request of the member of the LYC;
- unjustified absence from the session of the Youth Council.

Article XX-f

The Local Youth Council shall hold regular sessions as needed, however at least once a month. The sessions shall be convened and chaired by the President of the Local Youth Council. The President of the Council shall be obliged to convene an extraordinary session of the Youth Council at the proposal of at least 1/3 of the members of the LYC.

The Local Youth Council shall make decisions by a majority vote if the majority of the total elected members of the LYC are present at the session.

The manner of work of the Local Youth Council shall be determined in more detail in the Rules of Procedure.

The Local Youth Council can set up permanent and temporary working bodies for the narrower fields of action, for individual groups of young people or for problems that concern young people.

Article XX-q

The Local Youth Council shall adopt a work programme of the LYC and submit it to the Council of the Municipality for each calendar year.

The Local Youth Council shall adopt the programme by a majority vote of all the members of the LYC. The programme shall be adopted and submitted for approval to the Council of the Municipality of XXX no later than October 31st of the current year, for the following year.

FUNDS FOR THE WORK OF THE YOUTH COUNCIL

The Municipality of XXX shall provide funds for the work of the Local Youth Council and space for holding the sessions of the Youth Council in the Municipality of XXX.

Funds in the amount of at least 0.1% shall be allocated annually from the budget of the Municipality, which shall include resources for the work of the LYC in accordance with the adopted annual programme.

The members of the Local Youth Council shall not receive a compensation for their work.

The professional and administrative works for the needs of the Local Youth Council shall be performed by the administration in the Municipality of XXX, that is, a Youth Officer shall be appointed in accordance with the Law on Youth Participation and Youth Policies.



PUBLIC CALL FOR THE ESTABLISHMENT OF AN INITIATIVE BOARD

Pursuant to Article 17 of the Law on Youth Participation and Youth Policies, the Municipality is announcing a public call for the establishment of an Initiative Board.

The Initiative Board is an informal group that aims to consult young people and represent their interests in the establishment of the Council. The number of members of the Initiative Board is five and only these members have the role to establish the Local Youth Assembly. The duration of the IB is short-term and ends with the convening of the first Local Youth Assembly. The Municipality is in charge of their selection and its work is coordinated and assisted by the Youth Officer in the Municipality.

Role and tasks of the Initiative Board:

- Support to the Municipality in the drafting or revision of the acts and decisions that regulate the establishment and the work of the LYC:
- Announcement of a call for the Constituent Local Youth Assembly in accordance with the Statute of the Municipality on the principle of publicity and transparency;
- Cooperation with the Municipality in the organization and holding of the Constituent Local Youth Assembly.

Members of the IB may be: youth organizations, organizations for the youth, youth wings of political parties, student organizations and other forms of youth organizing that operate and function on the territory of the Municipality and want to participate in the establishment of the Council.

Required documents:

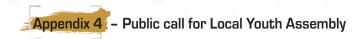
- Portfolio of the organization/group/association;
- Annual work programme;
- Report on youth activities in the past year;
- Letter with nomination for a member of the Initiative Board and contact information;
- Short motivation letter from the nominated member and CV.

Method of application:

E-mail:

Address:

Deadline for application:



PUBLIC CALL FOR LOCAL YOUTH ASSEMBLY

The Initiative Board for the Establishment of a Local Youth Council in the Municipality of XXX is announcing a public call for membership in the Local Youth Assembly.

The call is open for all youth organizations, organizations for the youth, youth wings of political parties, student organizations and other forms of youth organizing that will meet the following criteria:

- To have activities on the territory of the Municipality of XXX;
- To have been established and active at least one year before the opening of this call;
- The delegate and the deputy delegate to be residents of the Municipality of XXX and to be 15 to 29 years of age.

Application: All interested organizations that meet the criteria need to send the following documents to the e-mail address: xxxxxxxx and submit them to the archives of the Municipality of XXX, XXX Street, marked Application for Membership in the Assembly of the Youth Council.

Required documents:

- 1. Portfolio of the work of the organization.
- 2. Motivation letter for participation in the Local Youth Assembly, however not longer than 1 page.
- 3. Annual report on the work from the previous year that confirms that the organization was active the past year with activities conducted for or by the young people in the Municipality of XXX.
- $4. \\ Nomination of a delegate or deputy delegate with contact details for the representatives.$

The deadline for application is from	(date) to	_ (date).
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The applications will be reviewed by the Initiative Board for the Establishment of the Local Youth Assembly in order for the Local Youth Council in the Municipality of XXX to be elected.

For more information about the call, please refer to the following contacts: (contact: e-mail or telephone number).

Appendices for the Local Youth Council



RULES OF PROCEDURE OF THE LOCAL YOUTH ASSEMBLY

GENERAL PROVISIONS Article 1

These Rules of Procedure shall regulate the manner of work and decision-making of the Local Youth Assembly in the Municipality of XXX (hereinafter referred to as: the LYA of the Municipality of XXX).

Article 2

Pursuant to the Law on Youth Participation and Youth Policies, the work of the Local Youth Assembly shall be public and all types of organizations that have applied to the public call for participation in the LYA of the Municipality of XXX shall participate.

The forms of organizing that have applied shall be present at the Assembly with their delegates.

Representatives of the Municipality shall likewise be present at the Assembly.

CONSTITUTIVE SESSION OF THE LOCAL YOUTH ASSEMBLY

Article 3

A Chairperson shall be elected at the constitutive session of the Local Youth Assembly of the Municipality of XXX by secret ballot. Every member of the Youth Assembly may be nominated for Chairperson or if he/she is nominated and supported by at least 3 members of the Youth Assembly.

The mandate of the members of the Youth Assembly, including the Chairperson, shall be two years with the right to be re-elected once.

The Chairperson shall be the main representative of the Local Youth Assembly. The Chairperson shall manage and preside over the Local Youth Assembly, represent it before the bodies of the Municipality, follow the directions of the members and the Assembly in its work.

The members (the delegates) shall work on the implementation of the activities of the LYA, participate in the preparation of documents and other activities.

RIGHTS AND DUTIES OF THE DELEGATE

Article 4

The delegate shall have the right and duty to attend the LYA and participate in the work and the decision-making process.

The delegate who is prevented from attending the Assembly shall be obliged to inform the Chairperson thereof by the beginning of the session of the LYA.

A record sheet shall be kept for the attendance of the delegates, which shall be open during the session.

Prior to the determination of the agenda, the minutes from the previous session of the Assembly shall be adopted.

The delegates may make remarks on the minutes and request that it is amended and supplemented accordingly.

The Chairperson of the Assembly shall conclude that the minutes on which no remarks were made, that is, the minutes that were amended and supplemented are adopted.

WORKING BODIES OF THE ASSEMBLY

Article 5

Once the quorum has been determined at the proposal of the Chairperson, the Assembly shall elect:

- A Verification Commission consisting of three members from among the delegates, one of whom is the President of the Commission;
- A Recorder and two certifiers of the minutes: and
- Other working bodies that the Assembly shall decide are needed.

DECISION-MAKING

Article 6

The Assembly shall work and validly decide if 50% plus one of the total number of members of the Assembly are present.

The President of the Verification Commission shall summon the delegates to confirm their presence and shall determine their number.

The decisions shall be made by a majority of the votes of the delegates present. The decisions shall be made by a simple majority.

Each delegate shall be entitled to one vote.

Article 7

All decisions shall be voted on publicly, except for the election of the members of the Local Youth Council.

The candidates who have the largest number of votes shall be elected, only provided that the total number of votes for all candidates is more than half of the total number of members present in the Assembly. The public voting shall be carried out with the use of technical means. A ballot paper shall be issued to the delegate.

The Assembly may decide that the voting is held by secret ballot at the proposal of the Chairperson or one of the delegates whose request shall be voted on by the Assembly.

The voting by secret ballot shall be conducted with the use of ballot papers. The ballot papers must be the same size. The names and surnames of the candidates shall be sorted individually on the ballot paper, according to the alphabetical order of their surnames.

The Chairperson shall be obliged to provide conditions for conducting a voting by secret ballot. The ballot paper from which it cannot be determined with certainty which candidate the delegate voted for shall be considered invalid.

Article 8

Each candidate nominated for any of the positions shall have the right to make a brief presentation before the delegates.

Article 9

After the confirmed election, the Verification Commission of the Local Youth Assembly shall prepare a report/minutes with a list of elected members that shall be adopted by the Local Youth Assembly and submitted to the Council of the Municipality for verification of their mandates.

Article 10

Each elected member of the Local Youth Council may be dismissed by the Assembly, at the proposal of a delegate of the Assembly and after the implementation of an act of vote of confidence.

The Assembly may dismiss an individual member or dismiss all members of the Local Youth Council collectively.

The Assembly shall decide on such an initiative by a majority vote prescribed in these Rules of Procedure.

MINUTES

Article 11

Minutes shall be kept for the work at the session of the Local Youth Assembly.

The minutes shall contain basic data on the work at the session, the names of those present, the proposals, the positions of the working body, the results of each vote that has been submitted and the conclusions adopted regarding the items on the agenda.

The Chairperson of the LYA, a recorder and two certifiers of the minutes shall sign the minutes and shall be responsible for its authenticity.

The members of the Local Youth Council and the Youth Officer in the Municipality shall be in charge of the drafting of the minutes and the keeping of the originals of the minutes from the sessions.

POSTPONEMENT OF A SESSION

Article 12

The scheduled session of the Assembly shall be postponed due to lack of quorum, that is, due to absence of a sufficient number of members.

The session shall be postponed by the Chairperson, who shall announce the date of the new session to the attendees, and shall submit invitations to the absent members electronically.

TERMINATION OF THE SESSION

Article 13

The session of the Assembly shall be terminated when:

- during the session the number of present members is reduced below the prescribed number for holding the session;
- due to the volume of the agenda, the session cannot be completed on the same day;
- there is a more serious violation of the order of the session and the Chairperson is not able to establish order;
- due to rest of the participants in the session, but not longer than two hours; and
- in other cases.

CLOSING OF THE SESSION

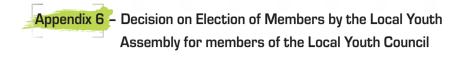
Article 14

After the end of the discussion and the decision-making on all items on the agenda, the Chairperson shall announce that he/she concludes the session, that is, he/she shall announce that the session is over.

TRANSITIONAL AND FINAL PROVISIONS Article 15

These Rules of Procedure shall enter into force from the moment they are voted on by the Assembly.

The constitutive session, as well as all subsequent sessions of the Assembly shall be announced at least 10 days before the sessions are held. The announcement for the sessions shall likewise contain the working material of the Assembly.

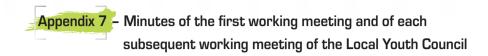


To: Name and surname

Council of the Municipality of XXX

DECISION

_	SECTOTON
Council of the Municipality of XXX were el Based on the Decision number of the Youth Council and in accordance with the Article X, the Local Youth Assembly adoption	ne Municipality of XXX on the Establishment of a Local he Rules of Procedure of the Local Youth Assembly, ted the following Decision: of the Local Youth Council for the period of two years,
 Name and surname, organization 	
the duration of 2 years.	cal Youth Council of the Municipality of XXX shall be in e day of the verification of the members by the Council
Date and place	Chairperson of the Local Youth Assembly Name and surname and signature



MINUTES

of the meeting of the Local Youth Council, held on ______ (date) starting at _____, in the premises of the Council of the Municipality of XXX

Attendees:

- 1. Name and surname
- 2. Name and surname
- 3. Name and surname
- 4. Name and surname
- 5. Name and surname

The oldest member opened the **first** meeting of the Local Youth Council. At the first meeting of the Local Youth Council, he/she ascertained the number of attendees, a total of XX people were present and NAME and SURNAME was elected President of the Local Youth Council. NAME and SURNAME was elected Vice-President.



At the beginning, it was voted on the adoption of the Minutes from the previous meeting of the Local Youth Council (in case of a second and subsequent session).

VOTES: FOR – XX AGAINST – XX ABSTAINED - XX It is hereby concluded that the Minutes have been adopted.

The President presented the draft items on the agenda for the meeting:



(Draft items that do not have to be exactly the same, if you have different points of discussion, insert them instead of the ones below. These items are given as an example only.)

- Rules of Procedure:
- · Preparation of a draft programme of the Local Youth Council;
- · Promotion of the Local Youth Council to the youth from the local environment;
- Scheduling of the next meeting...

A member of the group added another item on the agenda regarding the method of communication with the Municipality.

The proposal for supplementing the agenda with the item was voted on and it was adopted by all votes for

VOTES: FOR - X AGAINST - X ABSTAINED - X

It is hereby concluded that the agenda for the first meeting has been adopted.

The FIRST item on the agenda was a discussion on the Draft Rules of Procedure. During the discussion, the responsibilities of the President and the Vice-President were talked over and defined. After the discussion, the Draft Rules of Procedure were adopted.

VOTES: FOR - X AGAINST - X ABSTAINED - X

Example: The **SECOND** item on the agenda was a discussion on the need for preparing a work programme. A date is set for a full day meeting of the members together with the programme planning coordinator. The person XX suggests two ways to consult young people about the preparation of the work programme for the next year.

Example: The **THIRD** item on the agenda was a discussion about the ways to promote the Local Council online and directly through the local media, about creating a logo and promotional materials.



Example: Regarding the **FOURTH** item on the agenda, it was agreed that the meeting will be held on ——(date).

All the items on the agenda were discussed.

Thus, ended the first meeting of the Local Youth Council.

President of the Local Youth Council XXXX



Pursuant to the Statute of the Council of the Municipality of XXX ("Official Gazette of the Municipality of XXX" no. X) and the Decision on the Establishment of the Local Youth Council, pursuant to the Law on Youth Participation and Youth Policies ("Official Gazette of the Republic of North Macedonia" no. 10/2020), the Local Youth Council of the Municipality of XXX, based on its session held on (date) adopted the following:

RULES OF PROCEDURE

THE WORK OF THE LOCAL YOUTH COUNCIL of the Municipality of XXX

Article 1

These Rules of Procedure shall regulate the preparation, the method of work and the decisionmaking of the Local Youth Council of the Municipality of XXX (hereinafter referred to as: the LYC of the Municipality of XXX).

Article 2

The President of the LYC shall:

- Convene sessions and chair them:
- Sign the acts adopted by the LYC and ensure their implementation;
- · Provide and direct the work and operation of the LYC in accordance with the Statute/the Decision on the Establishment/the Rules of Procedure;
- Undertake measures to implement the conclusions of the LYC;
- Ensure the implementation of the Programme and the work plans of the LYC;
- Decide on holding meetings, counselling regarding issues within the competence of the LYC.

Article 3

The Vice-President of the LYC shall replace the President of the LYC.

Article 4

The members of the LYC shall have the right and duty to:

- Attend the sessions of the LYC:
- · Propose certain issues that are within the competence of the LYC;
- Participate in the decision-making and give initiatives for the work of the Council;
- Be up to date and participate in the preparation of the materials adopted by the LYC;
- · Participate in the work of the commissions.

Every member shall have the right to request from the Local Youth Assembly and the LYC to take a position on an issue of significance for the implementation of the activities and policies of the LYC.

Article 5

The member of the LYC who for justified reasons is prevented from attending the session shall be obliged to inform the President thereof in a timely manner.

If a member is prevented from attending sessions for a long time, he/she shall be obliged to inform the President thereof and request a special approval, for which the LYC shall separately decide in accordance with the Statute and the Decision on the Establishment of the LYC.

Article 6

The member of the LYC shall be responsible for representing and implementing the views of the LYC and shall be obliged to inform the members of the LYC (the President, the Vice-President) about the performance of all tasks entrusted to him/her.

Article 7

The LYC by default holds a session at least once a month. As an exception, due to the urgency to act on certain activities, the President may decide to hold a session in a shorter period.

Article 8

Minutes shall be kept of the course of the work of the Local Youth Council. The minutes shall contain basic data on the work at the session and especially the conclusions, decisions and solutions adopted at the session on the occasion of the review of the items on the agenda. The minutes shall be submitted to the members of the LYC with the invitation for the next session. The end of the minutes shall contain the statements of each of the members of the Commission with which they confirm the results of the voting, that is, the minutes shall be signed by all the members who have voted.

Article 9

The minutes shall be adopted at the beginning of the next session. When adopting the minutes, each member of the LYC shall have the right to make remarks on the minutes. The minutes shall be corrected in accordance with the remarks that are adopted.

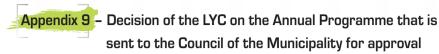
Article 10

The amendments to these Rules of Procedure shall be made in the manner and procedure according to which they are adopted.

Article 11

These Rules of Procedure shall enter into force on the day of their adoption.

Date and place President of the Local Youth Council of the Municipality of XXX



Pursuant to the Law on Youth Participation and Youth Policies and based on the Decision on the Establishment of a Local Youth Council of the Municipality of XXX, the Local Youth Council of the Municipality of XXX hereby proposes the following

Annual Programme for 20XX

The Annual Programme is aimed at meeting the set goals of the Local Youth Council of the Municipality of XXX, as well as achieving the priority areas defined in the Annual Programme of the Local Youth Council.

Priority areas:

- Strengthening youth participation in social processes
-
- •



(Depending on the priority areas of the Local Youth Council, this section defines the activities and the goals you would like to achieve in the course of the year. You can freely add rows to the table, in accordance with the number of your goals and activities.)

Priority area	Activity	Expected result	Timeframe	Type of resources
Goal 1: Strengthening youth participation in social processes	Activity 1: Advocacy campaign on youth participation in the work of commissions relevant to the youth in the Municipality	Result 1: Greater representation of the representatives of the Local Youth Council in the municipal bodies and activities Result 2: Representation of young people in various commissions relevant to young people at the municipal level	March – October	Food, refreshments, accommodation, rooms
Goal 1: Strengthening youth participation in social processes	Activity 2:	xx	XX	XXXX denars
Goal 2:				XXXX denars
Goal 3:				XXXX denars



Place and date

Document number

Report on the Work of the Local Youth Council of the Municipality of XXX 20XX

Prepared by: Local Youth Council of the Municipality of XXX

Introduction:

This document provides information on the implementation of the programme of the Local Youth Council of the Municipality of XXX, for 20XX.

Goal 1: For example - Strengthening youth participation in social processes

• List of implemented activities:

o Activity 1:

- Name of the activity
- Description and goals of the activity
- Achieved result
- Quantitative information (number of participants, number of shares, number of meetings, profiles of the stakeholders involved...)

o Activity 2:

- Name of the activity
- Description and goals of the activity
- Achieved result
- Quantitative information (number of participants, number of shares, number of meetings, profiles of the stakeholders involved...)

o Activity 3:

- Strengths in the implementation of this goal
- Weaknesses in the implementation of this goal
- · Proposals for follow-up activities

Goal 2: XXX

· List of implemented activities:

o Activity 1:

- Name of the activity
- Description and goals of the activity
- Achieved result
- Quantitative information (number of participants, number of shares, number of meetings, stakeholders involved...)

o Activity 2:

- Name of the activity
- Description and goals of the activity
- Achieved result
- Quantitative information (number of participants, number of shares, number of meetings, stakeholders involved...)
- · Strengths in the implementation of this goal
- · Weaknesses in the implementation of this goal
- · Proposals for follow-up activities for the next annual programme

Attachments:



In the attachments you can add some additional documents or results prepared in the course of the year. For example, if you have developed a specific youth policy (for example, a Local Youth Strategy), you can add it in the attachments section.

Appendix 11 - Invitation of the LYC to the members of the LYC and public invitation

Local Youth Council of the Municipality of XXX

Subject: Invitation

Pursuant to paragraph XX of Article XXX of the Statute of the Council of the Municipality of XXX ("Official Gazette of the Municipality of XXX" no. X) and the Rules of Procedure of the Local Youth Council, the President of the Local Youth Council of the Municipality of XXX is scheduling a session on starting at, in the building/premises of
The following agenda is proposed for the session:
 Adoption of the minutes from the session number of the Local Youth Council of the Municipality of XXX
2.
3.
4.
5.
Note: This session of the Local Youth Council of the Municipality
of XXX is open. Anyone who intends to participate in this session as an observer should register their participation prior to the beginning of the session at the latest

PRESIDENT of the Local Youth Council of the Municipality of XXX

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Jasmina Todorovska Miteva ...[μ др.]; contributors: Mirije Sulmati and Goran Tanevski]. - Skopje: Agency for youth and sport: OSCE mission to Skopje, 2021

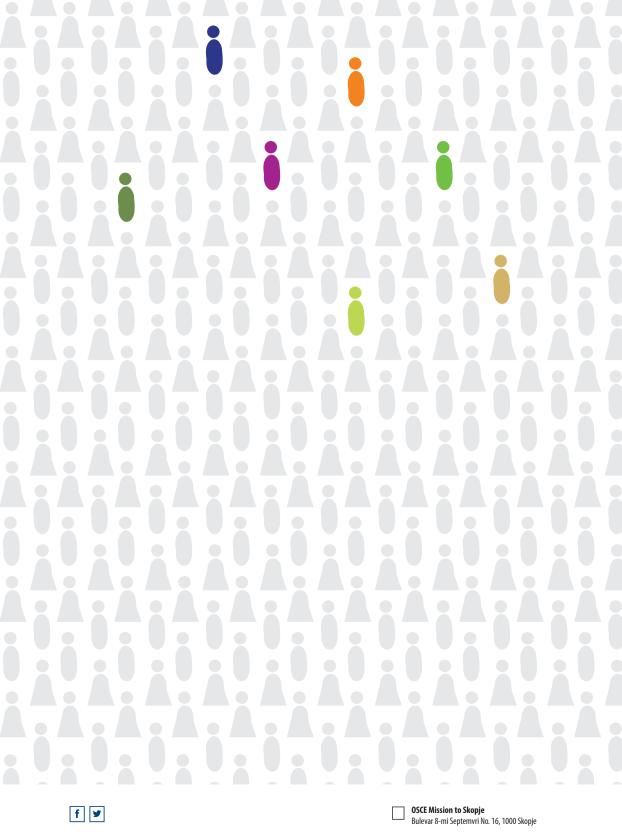
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