

MANUAL FOR

LOCAL YOUTH COUNCILS

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Title: Manual for Local Youth Councils

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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




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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



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.



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 organizing. 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



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





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 Rights-based approach to youth policy¹⁹

2 Evidence-based youth policy

3 Participatory youth policy

4 Multi-level youth policy

5 Strategic youth policy

6 Availability of resources for youth policy

7 Political commitment and accountability in youth policy

8 Cross-sectorial 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. LOCAL YOUTH COUNCILS

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.

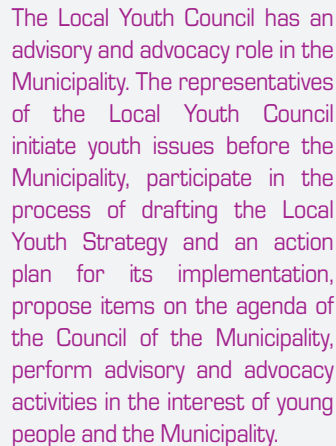
The Law on Youth Participation and Youth Policies for the first time regulates and guarantees local youth organization and participation. The legal provisions governing this issue are a result of past experience with the work of the Local Youth Councils, as well as the lessons learned, the experiences, 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 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.



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.

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 youth 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 vice-president 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 Law on Youth 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 self-government 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
Local Youth Council	President of LYC	Elected from among the members of the LYC.
	Vice-President of LYC	Elected from among the members of the LYC.
	Members of LYC	Elected by the Assembly of the LYC.
Youth Assembly	Delegates	The Assembly elects the LYC. It consists of a delegate and a deputy delegate from various forms of youth organization in the Municipality.
	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).



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

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 LYPYP (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.



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.



Benefits for the youth

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.



3 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

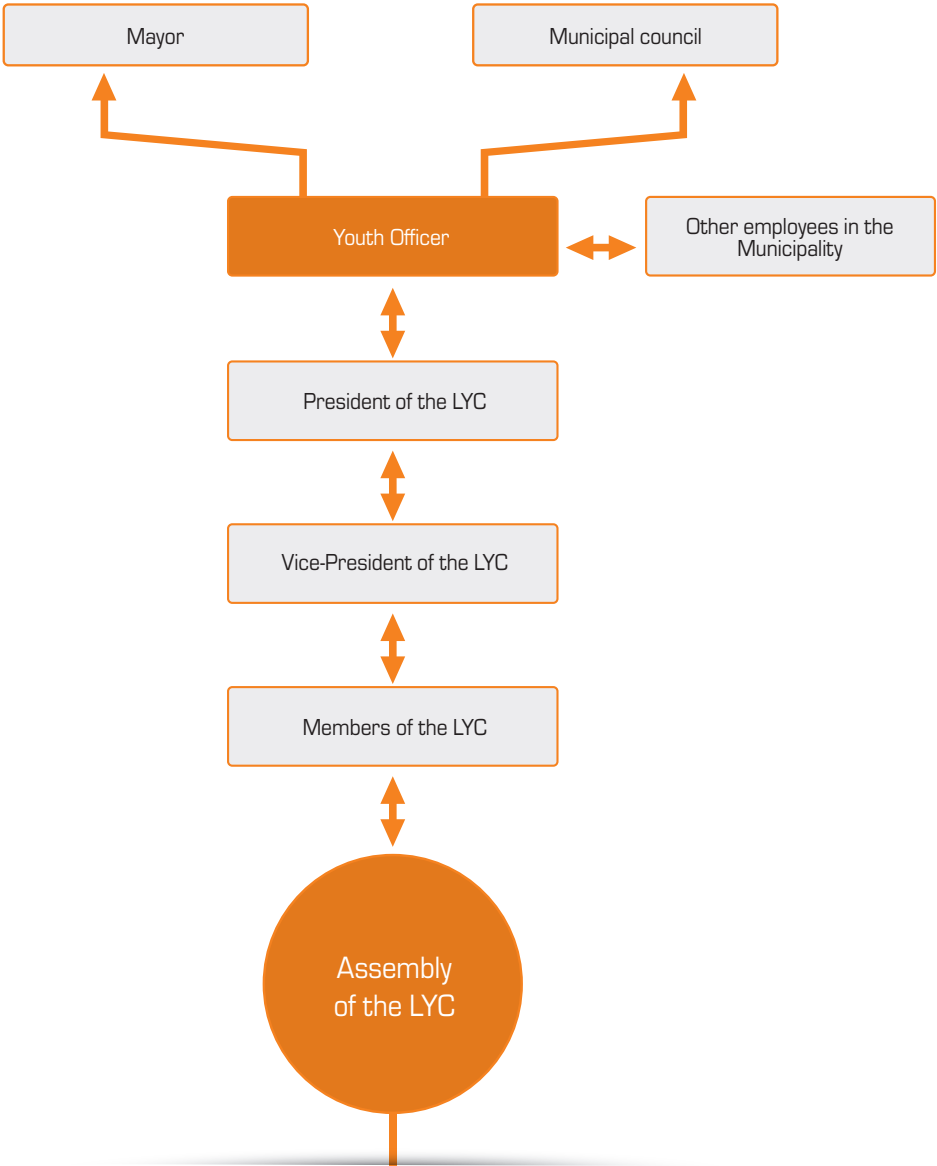
The Local Youth Council has an advisory role in the Municipality on youth related issues in the local community, and it is an important body for representing young people, as well as their needs and interests²¹. In order to successfully perform this role, the members of the LYC should have regular communication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





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 non-formal 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.



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 LYPP 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”²² 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 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.


3.2.11 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.

<i>Basic criteria for assessing the activity of the Local Youth Council</i>	<i>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!</i>
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	





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.



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5 APPENDICES

Appendices for the Municipality

Appendix 1 - Steps for establishment of a Local Youth Council

*A detailed explanation of the steps is available in section 2.3 on page 27

- | |
|--|
| 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. |
| 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 . |
| 6. 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. |



Appendix 4 – Public call for Local Youth Assembly

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).

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).



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.



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.

Appendix 9 – Decision of the LYC on the Annual Programme that is sent to the Council of the Municipality for approval

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



Appendix 10 – Report on the Work of the LYC

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.

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