



**CALL FOR APPLICATIONS FOR NEW STEERING COMMITTEE MEMBERS
AND REGIONAL COORDINATORS (2016 – 2018) FOR THE COMMONWEALTH YOUTH
CLIMATE CHANGE NETWORK (CYCN)**

Full Description of Opened Positions

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1. The importance of engaging young people from the Commonwealth in climate change

Commonwealth Heads of Government have always recognized the importance of getting young people actively involved in high-level policy debate and projects on development related issues, including climate change. In the Lake Victoria Commonwealth Climate Change Action Plan, adopted in 2007, Heads have highlighted their grave concern about the threat that climate change represents to human security and economic well-being, and have reaffirmed their continued commitment to address serious deterioration of the environment as a threat to the well-being of current and future generations. They have emphasized that effective action will only be possible with the willing support of the Commonwealth population, including women and young people. This demonstrates the importance of having young people being heard when it comes to climate change discussions, considering they have enough energy, commitment and experiences needed to achieve democracy, good governance, human rights, environment protection, and sustainable development among others.

The Commonwealth's philosophy and focus on youth empowerment includes meaningful access to policy makers, as a critical way of ensuring that young people's unique perspectives and ideas are heard and included in decision making. On the issue of climate change in particular, young people have more at stake than any other demographic, and their energy, innovation and commitment will be critical to identifying and implementing strategies and actions that will shape all our futures. Aligned with this philosophy and focus, the Youth Division of the Commonwealth Secretariat and its partners are supporting since 2009 the Commonwealth Youth Climate Change Network (CYCN), as a youth-led pan-Commonwealth network which provides young people with capacity and opportunity to effectively address climate change and other important environmental issues through individual and collective sustainable solutions.

2. About the Commonwealth Youth Climate Change Network (CYCN)

The CYCN was established in 2009 by Commonwealth young environmental leaders who gathered together in Marlborough House, London, during a Commonwealth Youth Climate Conference supported by the Commonwealth Secretariat's Youth Division and Commonwealth Youth Exchange Council (CYEC). The Network's vision is to make climate change a top priority for young people across the Commonwealth and to engage them as key stakeholders in addressing the threat at a grassroots, national and regional level through individual and collective sustainable solutions. The mission of the CYCN is to build a Commonwealth where young people (especially climate and environmental activists, leaders, professionals and their organizations) are provided with the capacities and opportunities to effectively address climate change and other important environmental issues and find solutions together. Guided by the

following principles: Inclusion and Respect of diversity; Integrity and Professionalism; Participation and Volunteering commitment; Respect and Democracy; Representation and Equality; and Transparency and Accountability, the Network connects members so they can share expertise, experiences, best practices, and support each other to take concrete actions and influence policies and projects on climate change through their collective voice and with youth contributions. The CYCN also aims to fully mainstream youth participation in climate change and sustainable development policies within the UN Framework Convention on Climate Change (UNFCCC), the High-level Political Forum on Sustainable Development (previously known as the UN Commission on Sustainable Development), the UN Convention on Biological Diversity (CBD), and at many other intergovernmental levels, including at the Commonwealth.

3. What has the Commonwealth Youth Climate Change Network achieved so far?

The Network has achieved some concrete advocacy and lobbying actions. In October 2011 its members participated to the 8th Commonwealth Youth Forum in Australia and provided tangible inputs to the "Environmental Sustainability" working group to ensure the final communiqué of the Forum calls Commonwealth Heads of Government to fully engage young people in decision making processes on environmental issues through the CYCN and support their participation in the Commonwealth Consultation Meetings on Environment and in all international negotiation processes. The same year, the Network sent a youth delegation to the 17th United Nations Climate Change Conference (COP17) held in South Africa, where they organized a series of activities and exhibitions to increase awareness about the CYCN and strengthen its collaboration with the Youth Constituency at the UNFCCC (YOUNGO). In June 2012 the Network hosted a London+20 event in London as a preparatory youth gathering towards the United Nations Conference on Sustainable Development (Rio+20). Later in June a CYCN youth delegation participated in the Rio+20 Conference held in Brazil, where they hosted a side event and a number of successful activities and policy inputs while also collaborating with the UN Major Group for Children and Youth. At the SIDS 2014 Conference held in September 2014 in Samoa, the CYCN has advocated for sustainable development of small states with young people full involvement and prepared a list of policy recommendations and action points.

Moreover the Network has organised a [Commonwealth Youth Expert Group Meeting on Climate Change](#) from 9-11 June 2015 in London, in the lead up to the 21st United Nations Climate Change Conference (COP21) held in Paris, later this year. The meeting brought together a group of key young climate change experts and practitioners from across the Commonwealth who discussed, formulated and have agreed on key recommendations for a post-2015 global climate change agreement, while also identifying avenues for these recommendations to be included in the pledges of Commonwealth member states. As a follow-up, a youth delegation made of CYCN members attended the COP21 where they advocated for the voices of young people from the Commonwealth to be heard in the climate change decision-making process at a higher-level. The Network also actively engaged in the 10th Commonwealth Youth Forum (CYF10) which took place in Malta in November 2015, where members hosted a side event and contributed to the Forum's outcomes and discussions about environmental sustainability and climate change. As a result of greater achievement at CYF10, the CYCN Coordinator was invited to attend the [Special Heads of Government session on Climate Change at CHOGM 2015](#) where he represented the interests, aspirations and voices of the youths.

As part of their advocacy work, CYCN members also actively took part in the [4th Global Biennial Conference on Small States](#) in Seychelles from 12-13 May 2015, where they hosted a Youth Dialogue. Organised by the Commonwealth Secretariat under the theme 'Achieving a Resilient Future for Small States', the event gathered together senior officials from Commonwealth and non-Commonwealth small states, as well as key regional and international development

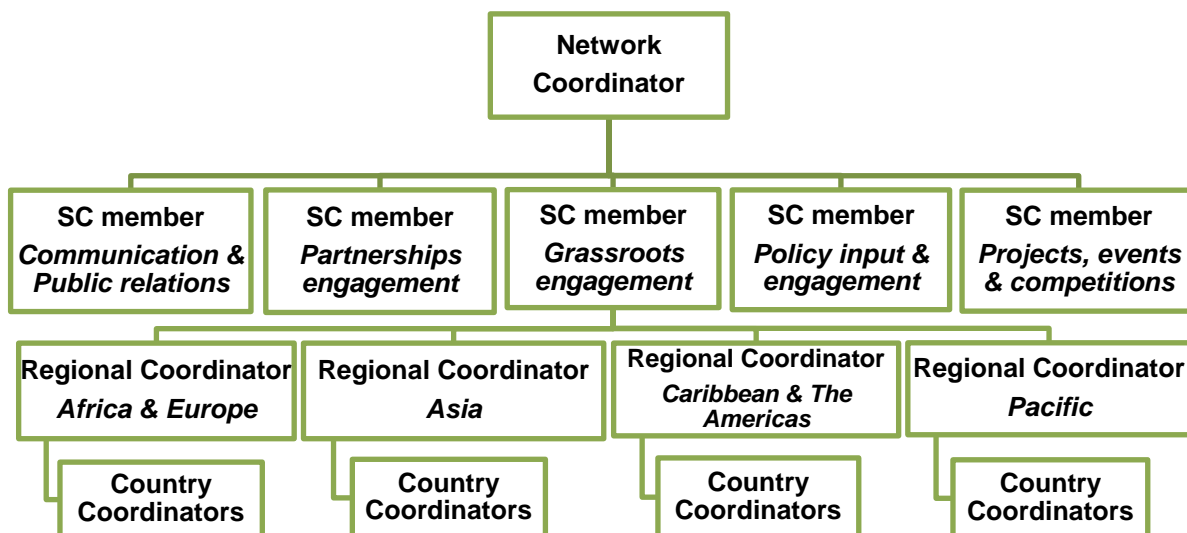
partners, the conference took stock of the challenges small states face, consider their strategic vision for the future, and review some of the tools required to achieve their goals.

It is important to highlight that the Network has achieved much more than just policy advocacy about youth participation in climate change and sustainable development. Members across the Commonwealth regions have been implementing key projects and campaigns which have demonstrated high impacts and involved thousands of young people and number of local partners. CYCN members have also been sharing their work through relevant social media campaigning, [blogs](#), newsletters and other online platforms to reach out to their peers.

4. Structure of the CYCN and its youth-led leadership positions

The Commonwealth Youth Climate Change Network (CYCN)'s structure comprises one Network Coordinator, five Steering Committee members, four Regional Coordinators, and 54 Country Coordinators. While the Coordinator role is a supervising function, the leadership team includes him/her, the Steering Committee members and the Regional Coordinators. Country Coordinators are responsible for grassroots engagement and implementation of projects and activities at the country-level. The leadership team meets monthly (online) to coordinate, monitor, evaluate, and track progress and achievements of their work. These online meetings are convened by the Coordinator who consults the team in advance.

Below is a figure describing the Network structure and the inter linkages between each role:



All these positions are voluntary based and non-paid. However, the incumbents are experiencing greater exposure to work opportunities which will enable them to contribute to youth development and empowerment across the Commonwealth in the field of climate change and sustainable development. They are provided with high leadership roles to contribute to the mission of the Commonwealth family in general, the Commonwealth Secretariat's Youth Division in particular, and to achieve the vision the [Commonwealth Charter](#) which recognises the importance of the protection and conservation of our natural ecosystems and affirm that sustainable management of the natural environment is the key to sustained human development [as well as] the importance of multilateral cooperation, sustained commitment and collective action. The Charter, signed by Her Majesty Queen Elisabeth II, also recognises the positive and active role and contributions of young people in promoting development, peace,

democracy and in protecting and promoting other Commonwealth values, such as tolerance and understanding, including respect for other cultures.

4.1. The Coordinator

The Network operates under the supervision of a Coordinator who is appointed by the Youth Division of the Commonwealth Secretariat and works closely with the Division and its partners to support the planning and implementation of the Network work plan with the overall aim to mainstream young people's participation in the climate change agenda across the Commonwealth regions and beyond. He/she also coordinates the Division's engagement with youth at grassroots level, while working closely with the Network's Steering Committee, Regional and National Coordinators. He/she is responsible and mandated to ensure that the Youth Division maintains its full and technical support to the Network so to ensure that young people from the Commonwealth are fully involved in the Network. At the same time, the Coordinator ensures that the Network is operational and implements its Strategic Plan as agreed. The Coordinator also ensures that the CYCN participates in relevant events and meetings on climate change and other environment issues so they can bring in their inputs and support their young peers worldwide.

4.2. The Steering Committee

The Steering Committee (SC) comprises five (5) members representing all of the Commonwealth regions. The Steering Committee is the main leadership body of the CYCN and its members work closely with the CYCN's Coordinator. Members are responsible to make the Network operational and support the Coordinator. They advise the CYCN membership, partners and ensure implementation of the work plan and its monitoring and evaluation. The SC is active at a coordination level and its specific roles and responsibilities cover the following areas: Communication and Public relations; Partnerships engagement; Participation & Grassroots engagement; Policy & Advocacy, and Projects, Events and Competitions.

4.2.1. Steering Committee Member for Communication & Public relations

Specific roles and responsibilities of this position aim to:

- Ensure that the Network successfully implements a series of marketing and branding activities to improve awareness about its work and reach more targeted audiences/groups;
- Assist the Network in improving its online presence through the website and its social media;
- Update the website and social media on a weekly (when possible) or monthly basis (at least);
- Develop, manage and diffuse a newsletter sharing successful stories, best practices and relevant news on climate change and environmental issues from Commonwealth youth;
- Create and make available all necessary communication and marketing materials for the Network that members could use to promote their own activities and reach out more people;
- Diffuse and share relevant information and opportunities with the Network members;
- Ensure that communication among members, Steering Committee, Regional and Country Coordinators and any other interested party is going on and is followed by the Coordinator;
- Make sure the Network partners are featured and promoted on the communication materials;
- Keep the Coordinator updated about any potential issue related to his/her role within the SC;
- Evaluate and review his/her role within the SC of the Network for improvement if applicable.

4.2.2. Steering Committee Member for Partnerships engagement

Specific role and responsibilities of this position aim to:

- Support the Network Coordinator in seeking, establishing and creating new partnerships and networking opportunities with other relevant institutions and organizations who could support;
- Support the Coordinator in engaging the Network with the work of other Commonwealth Secretariat Divisions as well as all other the Commonwealth related organizations and partners;
- Ensure that the Network maintains good contact and relationship with its confirmed partners;
- Assist the Regional and Country Coordinators in getting in contact with CYCN relevant partners, mostly those from their regions, so that they could get benefit from the partnerships;
- Propose to the Network a series of activities aim to better engage with all confirmed partners;
- Keep the Coordinator updated about any potential issue related to his/her role within the SC;
- Evaluate and review his/her role within the SC of the Network for improvement if applicable.

4.2.3. Steering Committee Member for Participation & Grassroots engagement

Specific role and responsibilities of this position aim to:

- Assist the Coordinator in ensuring that the CYP engage with youth at grassroots level;
- Assist the Coordinator in developing a database of Commonwealth youth working on or interested to work on climate change or environmental issues at grassroots and other levels;
- Update the database of Commonwealth youth working on or interested in climate change and environmental issues at grassroots and other levels so that information there are accurate;
- Motivate and encourage Commonwealth youth to join the Network and support its work plan;
- Assist the CYCN in ensuring as much as possible a regional and gender balance on its work;
- Create, manage and update a membership list and membership form where youth could join;
- Serve as communication channel between the CYCN Coordinator and all other Coordinators;
- Manage any inquiry and concern about membership and grassroots level engagement;
- Organize, if necessary, online meetings with CYCN members to discuss important issues or important decisions, and get involved other SC members with those meetings, if necessary;
- Make sure youth at grassroots level are involved with CYCN activities for a better impact;
- Propose capacity-building and training activities for the Network members when appropriate;
- Create and manage a CYCN members best practices database to be shared and promoted;
- Keep the Coordinator updated about any potential issue related to his/her role within the SC;
- Evaluate and review his/her role within the SC of the Network for improvement if applicable.

4.2.4. Steering Committee Member for Policy & Advocacy

Specific role and responsibilities of this position aim to:

- Identify and propose to the Network a list of relevant climate change and environmental policy events and meetings where participating will be an asset to the CYCN work and goals;
- Facilitate when possible the Network participation in those international climate change and environmental policy events and meetings with possibility to bring key inputs or contributions;
- Coordinate and facilitate the creation of the Commonwealth youth position on the topics being discussed at those international climate change and environmental policy meetings;
- Coordinate and facilitate the close collaboration between the Network and other global youth networks focused on climate change and environmental policy at the international level;
- Ensure the Network always produce reports from the participation in international climate change and environmental policy meetings so that they could be shared and promoted after;
- Propose a series of activities aim to train CYCN members and grassroots youth on their specific role in influencing climate change and environmental policies in the Commonwealth;

- Assist the Coordinator in engaging CYCN members and grassroots youth on climate change and environmental policy discussions within the Commonwealth while ensuring collaboration;
- Keep the Coordinator updated about any potential issue related to his/her role within the SC;
- Evaluate and review his/her role within the SC of the Network for improvement if applicable.

4.2.5. Steering Committee Member for Projects, Events & Competitions

Specific role and responsibilities of this non-paid position aim to:

- Develop and submit to the Network proposals for event, competition and project aim to increase its impact and visibility at the grassroots level in the Commonwealth and worldwide;
- Identify events and projects that could benefit to the CYCN in achieving its work plan and facilitate the Network participation or contribution to them, even by submitting applications;
- Organize competitions that promote the CYCN and help in reaching out to more audience;
- Design and implement campaign proposals aim to engage the Network with Commonwealth celebrations (Youth Work Week, Commonwealth Day, Youth Awards, etc) as well as global celebrations on environmental issues and climate change (World Environment Day, World Water Day);
- Contribute to raise awareness about the CYCN by submitting proposals for side events and exhibits at relevant climate change and environmental policy events and meetings if possible;
- Assist the Coordinator in mobilizing necessary resources needed to ensure that the Network is able to support the SC and Regional and Country Coordinators in implementing activities;
- Keep the Coordinator updated about any potential issue related to his/her role within the SC;
- Evaluate and review his/her role within the SC of the Network for improvement if applicable.

5. The Regional Coordinators

The Network has four (4) Regional Coordinators (RCs) who represent and are responsible of each of the Commonwealth regions. They work in close collaboration with the CYCN's Coordinator and the Steering Committee members to ensure that grassroots youth are reached out by the Network and can contribute to its vision and mission. They advise the Coordinator and the SC on how to better engage young people at a regional, national and local level and on how to increase local impact across the Commonwealth regions. The RCs work in their regions with direct support from local partners and youth organisations. RCs develop and implement projects and activities within their region to enhance CYCN presence and regional partnerships. They also explore ways of raising resources to support regional members.

Specifically RCs have to:

- Develop and run programmes and activities within their region to increase CYCN presence;
- Seek support from Commonwealth related organizations and partners on their work and projects;
- Keep permanent and continuous contact with young people and youth organizations from their region already involved with or willing to join the Network in order for them to contribute;
- Explore specific and new ways of engaging youth from their region on the CYCN work plan;
- Identify and submit to the SC appreciation relevant climate change and environmental issues from their region that matter for local youth and that need to be addressed by the CYCN;
- Maintain youth engagement with the CYCN at a regional, national and grassroots levels;
- Identify and select, in close collaboration with the Network Coordinator and the Steering Committee member responsible for Participation & Grassroots engagement, Country Coordinators from their respective region who will work with them in reaching national youth at a grassroots level;

- Work closely with Country Coordinators from their region in implementing the CYCN strategic work plan that needs to be adapted on the national level by considering also local realities;
- Identify regional events and projects that could benefit to the CYCN in achieving its work plan and facilitate the participation of members from their region to them in order to contribute;
- Implement in their region campaign proposals aim to engage the CYCN with Commonwealth celebrations and other global celebrations on environmental issues and climate change;
- Ensure that the CYCN engages regional and grassroots youth with climate change and environmental policies within the Commonwealth and other processes when possible;
- Support the Steering Committee member responsible for Projects, events & competitions in running projects, competitions, contests, campaigns, etc;
- Keep the Coordinator updated about any potential issue related to their role as RC;
- Evaluate, monitor and review their role as RC within the Network for improvement if applicable.

6. The Country Coordinators

The Country Coordinators (CCs) are based across all 54 Commonwealth member states, where they work directly with their respective Regional Coordinators. The CYCN Coordinator and Steering Committee members also provide them with support to ensure that young people at the grassroots level are reached out and can contribute to the CYCN vision and mission. Country Coordinators advise their respective Regional Coordinators on how to better engage young people and increase the Network impact in their countries. Moreover they are responsible to implement projects and activities in their country in order to maintain youth engaged and active within the Network. They play a key role in implementing the CYCN Strategic Plan while also considering local needs and realities.

Specifically the CCs have to:

- Implement programmes and activities of the CYCN in their country at a grassroots level;
- Maintain youth engagement with the CYCN work plan at a national and grassroots levels;
- Keep permanent and continuous contact with young people and youth organizations from their country already involved with or willing to join the Network so that they all contribute;
- Explore specific and new ways of engaging youth from their country on the CYCN work plan;
- Identify and submit to the SC appreciation relevant climate change and environmental issues from their country that matter for local youth and that need to be addressed by the CYCN;
- Identify national events and projects that could benefit to the CYCN in achieving its work plan and facilitate the participation of members from their country to them in order to contribute;
- Implement in their country campaign proposals that engage the CYCN with Commonwealth celebrations and other global celebrations on environmental issues and climate change;
- Ensure that the CYCN engages national and grassroots youth with climate change and environmental policies within the Commonwealth and other processes when possible;
- Work closely with their Regional Coordinator in implementing the CYCN strategic work plan that needs to be adapted on the national level by considering also local needs and realities;
- Seek support from their Regional Coordinator on their work and from the SC when needed;
- Keep their Regional Coordinator updated about any potential issue related to their role;
- Evaluate and review their role as CC within the Network for improvement if applicable.

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