WFUNA-youth Handbook on

How to set up a
UNYA

A guide for young people who want to
set up a United Nations Youth Association in their country

This guide can also be used by members of existing UNYAs who want to set up a
new local group of their UNYA in a city where no such group exists.

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Contents

Warning

There are three billion ways to set up a UNYA (*). It is not the aim of this guide to outline all of them. Instead we have chosen to show you just one of these ways. It is a way that has proven to work well. However **it would be wrong** for you to just "adhere" to this guide's method 100%. Take the guide as a suggestion. And then think for yourself and decide on your own way of setting up your UNYA.

Have fun!
Yours,
WFUNA-Youth
J

(*) in this guide we use the term "UNYA" to describe all kinds of UNA youth organisations, youth sections, youth programmes, student associations etc. not matter how they chose to call themselves.

Quick-guide

Five steps to setting up your UNYA

Step 1) Choose a project that you would like to carry out. For ideas: www.wfuna-youth.org -> projects and resources -> handbooks.

Step 2) Ask your friends or fellow students to help you organize the project.

Step 3) Arrange a meeting with your new team. At this meeting, **assign tasks** and **set deadlines**.

Step 4) Now everyone starts completing their tasks. You should have meetings approximately every two weeks, where everyone reports on their progress and discusses the next steps.

Step 5) After completing the project, get together with everyone who worked on it and celebrate.

Then write a 1-2 page **report** saying what went well in the project and what didn't.

Once you have completed one project – **immediately start doing the next one**. It can be the same type of project as the first one or a different type. You can find handbooks for many types of projects on www.wfuna-youth.org -> projects and resources -> handbooks.
When carrying out the new project follow the steps 3) – 5) as outlined above.

Once you have completed 3-4 projects at one of your meetings with all the people who have been active in the projects you should decide on:

o   a "final" name for your UNYA
o   a constitution for your UNYA
o   the exact way you will cooperate with your UNA
o   and on whether and when you want to become a member of WFUNA-Youth

And at the same time you **continue doing projects**!! ☺

Beware of the delay-monsters!

Beware of the delay-monsters!

The most common mistake that leads to the failure of a new UNYA is that the UNYA-activists continuously delay the implementation of their projects.
Below you can find a collection of variations of this mistake:

Mistake No 1: Waiting for funds. You do projects that require funds and wait until you have acquired the funds

Most of the projects that are suitable for young UNYAs do not require any money at all!! For descriptions of such projects, check: www.wfuna-youth.org -> projects and resources -> handbooks

Mistake No 2: Extra long preparations. You give yourselves many weeks of time for preparations of your first projects.

The projects that are recommended for young UNYAs are projects that require a maximum of 2 – 4 weeks of preparation. Don't give yourselves more time! Otherwise you will lose enthusiasm.

Mistake No 3: Waiting for the delayed. One person in the team does not fulfil their working-tasks within the deadline and everyone else waits for that person to fulfil their task before going on with the next steps of the project.

If one person cannot fulfil their task on time, then someone else should jump in and help that person fulfil their task quickly, so that the project planning continues.

Mistake No 4: Postponing UNYA-meetings. Meetings are postponed because your organizing-team members feel they need more time to complete their tasks and would not be able to report on any progress if the meeting was held at that point.

UNYA-meetings are not held because it is impossible to find a date where everyone has time.

The first meeting is postponed.

Postponing meetings means taking away the deadline-pressure for task-completion. Don't do it!! Instead, if you realise that people have not finished any new tasks that they could report on once the UNYA meeting is due you should transform your UNYA-meeting into a working-meeting.

It is impossible to find times that suit *everyone*. Instead you need to go with the date and time that suits the majority. The others will be informed afterwards what has been discussed.

You need to hold your first meeting at a maximum ten days after first talking to your friends and fellow students.

Mistake No 5: Waiting for a "better moment". You decide to wait for time where the students are less busy or where there are less conflicting events or where you will have more time etc. etc. before you start your project.

It is more important to start working right away than to do your project at the "perfect time". Starting right away means keeping the enthusiasm burning. And this is the most important thing at the beginning. You can always repeat your project, during the "better time". ;-)

Mistake No 6: Taking a "break" after having done one project.

In order to keep the enthusiasm of a successful project alive you need to start doing another project right after the end of the first one.
By having lots of projects it will also be easier for you to attract new members.

Comprehensive Guide:
How to set up an UNYA

1   The first project of your UNYA

When you get the idea to create an UNYA in your country the first thing you do, is think of a project and bring together a team to help you carry it out.
You should wait until you have done 3-4 projects before you start thinking about a constitution, a website etc.

1.1   Do simple projects that do not require a budget

It is important that the **first few projects** you do are **simple** and that they **do not require a budget**.

They need to be simple so that:

o   you can do many projects in a short time and thus have a lot of project-quantity to show after a short while

o   it is easy for you to integrate people into your projects who have no experience with NGO-projects

They need to be projects that do not require a budget because:

o   fundraising always takes several months. During this waiting-time, your members will lose their motivation

o   your time is better spent in actually **doing** projects than in writing long fundraising-proposals for projects.

o   an organization that has no previous projects to show to potential sponsors will usually not get any funding. Therefore you need to do some projects with zero-budget in order to have something to show to future sponsors.

Here are some examples of first projects that have proven to be suitable for newly set-up UNYAs:
-   speaker-events at university
-   UN introductory modules for high-school classes
-   Mini Classroom-MUN at high-schools
-   UN-related essay competition

You can find handbooks with detailed advice on those projects on www.wfuna-youth.org -> projects and resources -> handbooks

1.2   How to start your first UNYA-project

1.   decide which project you want to carry out
2.   check on www.wfuna-youth.org -> projects and resources -> handbooks to see whether you can find a handbook by WFUNA-Youth about this project
3.   ask some friends and fellow students to help you with the project (for details see below "6.1 Recruiting the first UNYA-activists")
4.   have a meeting with the people who want to help you with the project. (for details see below "5 UNYA-meetings")
     Important:
     Take the WFUNA-Youth handbook about the project you are doing to that meeting, so that you can check which are the necessary tasks to complete your project and divide these tasks accordingly.
     At the beginning of your first UNYA-meeting, you need to elect one person to chair the meeting.
     At the end of the first meeting, you need to elect one person who will coordinate the project.

At the end of the first meeting, you must also decide on a preliminary name for your group and for your project. This does not need to be a perfect name. It is only preliminary. Do not spend much time on it.

2   Aim-discussions with all UNYA-activists every 6-12 months

All activists of your UNYA should be clear about your UNYA's overarching aim. For two reasons:

1. Knowing the purpose and aim of what you are doing is a huge **motivator**.

2. If everyone has a common understanding of the aim that is pursued by the UNYA through all of its projects this improves **coherence and consistency** of everyone's actions and initiatives.

In order for all UNYA activists to be fully aware of the UNYA's aim, the mission statement needs to be developed in a joint discussion among all UNYA-activists. The result of this discussion is that you agree on a paragraph-long explanation of your overarching aim. This paragraph is called "mission statement"

This is how this aim-development-discussion could be done:
o   First you collect ideas – without worrying about concrete wording.
o   Then you discuss these ideas and agree on which of them should be included in the mission statement.
o   In a third step you discuss the exact wording of your mission statement.

This whole discussion should take about 30-60 minutes. It is important to have this discussion, because only through discussing about the aim your UNYA's members will internalize your UNYA's aim and associate themselves with it.

Hence, the process of aim-discussion is more important than the exact outcome.

It is recommended that you repeat this aim-discussion every 6-12 months. Every time you have this aim discussion you should change the wording of your mission statement. That way you ensure that the wording always reflects the thoughts of your current members.

3   Organisational Structure of your UNYA - Start local!

3.1   Keep it local

A newly established UNYA will – under average circumstances – never manage to have a country-wide group with active members from the beginning.

The first step is always to build up a strong local organization in one city. Then, another local organization in another city etc.. Once you have 4-6 local organizations that are all doing more than 6 projects a year you can start thinking about national structures.

Therefore: don't worry about having country-wide membership or country-wide projects. Keep it local for the beginning!

3.2   How many coordinators?

For each of your UNYA's projects you should have two coordinators. We call those coordinators **"project-coordinators"**.

> The project-coordinators should be co-coordinators. This means that they have equal rights and responsibilities. The reason why you should have two is that it is easier to fulfil the coordination-tasks if you are in a team than if you are alone.

That means that when you start out your first UNYA-project you only have two coordinators and everyone else is a member.

As soon as you have more than one project, you start having several project-coordinator teams of two persons. At this point you should elect an additional two persons to act as **"general coordinators"**.

> The "general coordinators" are responsible for those tasks that concern more than one project, such as recruiting new UNYA-members or updating the UNYA-website. Furthermore the "general coordinators" chair UNYA-meetings.
> Before you had general coordinators (when you still only had one project at a time) these tasks were fulfilled by your two project-coordinators.
> Both general coordinators have the same rights and responsibilities.
>
> There is no problem that someone who already is a project-coordinator is additionally elected general coordinator.

This means that when you start having more than one project you have two general coordinators, a number of project-coordinators and the others are members.

3.3   Have a simple structure

The structure of your UNYA should be put down in a written constitution of your UNYA. The constitution of a young UNYA should only include the provisions that are absolutely indispensable. Everything else should be subject to case-by-case decision of the UNYA-members.

The following table shows you the provisions you need and explains their purpose:

Clause of the constitution	Explanation
§ 1 Decisions All important decisions are taken collectively by all UNYA-members. Important decisions include budgetary decisions, appointments of coordinators, decisions on starting a new project and decisions by which an existing project plan is adapted. These decisions are taken either at UNYA-meetings or by online voting.	In order for your young UNYA to be successful, its development needs to be in the hands of all of the members. Members lose their motivation to work hard in the UNYA if the decisions that shape the UNYA are taken by a select small inner circle of UNYA-leaders.
§ 2 Interpretation of this constitution and decisions in absence of a rule If it is unclear what the correct application of the rules of this constitution to a certain case would be or if this constitution lacks a rule for a certain case then	By having this clause in your constitution you avoid overloading it with lots of detailed provisions for events

the UNYA-meeting has the authority to decide on this case.	that might some day come up and that might need a rule. Instead you just give the authority to take such decisions to the members. This allows for flexibility and keeps your constitution simple and good.
§ 3 Flat hierarchies The UNYA has three hierarchical layers: members, project coordinators and two general coordinators.	A small youth-organisation with complex hierarchies is one of the most ridiculous things that exist. Avoid it. ☺
§ 4 Becoming a member Everyone who becomes active in the UNYA and agrees to this constitution becomes a member. Once someone ceases to be active he/she is no longer a member. As soon as he/she is active again he/she is a member again.	Becoming a member should be simple and unbureaucratic. Leaving the UNYA should be just as simple. Potential members are willing to give their time to the projects of the UNYA – why make it difficult for them to join?
§ 5 Coordinators' rights and duties Project coordinators have the responsibility to coordinate the activities within a project. They do not have a higher decision-making authority than other members. General coordinators have the responsibility to chair UNYA-meetings and to coordinate activities that concern the UNYA as a whole such as member-recruitment or updating the website. They do not have a higher decision-making authority than other members.	If you want to get the most out of your UNYA-members you need to give all the decision-making power to them. As soon as you take the decision-making power away from UNYA-members and give it to a small amount of "coordinators", or to any type of "board", this will significantly reduce the motivation of members to invest their time into the UNYA. UNYA-members will ask themselves: "Why should I work hard in a project where all the decisions are taken by someone else and I am only the project-executor?"
§ 6 Coordinator elections Any UNYA member can apply to become project coordinator or general coordinator. No minimum age and no minimum time of membership in the UNYA are required. Project coordinators and general coordinators are elected by the entirety of UNYA members. They are elected for a period of six months. The call for applications for project coordinators and general coordinators is done four weeks before the election. The announcement of the date, time and place of the UNYA-meeting where the election takes place is done two weeks before the election. By decision of the entirety of the UNYA's members the election can also be done online. In this case the way the election is done is announced two weeks before the election to the UNYA-members.	Because of frequent short-term changes in their studying or working-situation young people can hardly ever know how much time they will be able to devote to the UNYA a year and a half in the future. Frequent elections of officers effectuate an efficient distribution of officer-posts to persons who have adequate time at the moment. A re-election of someone who continues to have time for a longer period is always possible.
§ 7 Age limit for coordinators A member who applies to be project coordinator or general coordinator may not be older than 27 years of age.	Youth organizations can only stay fresh if you avoid having the same people as leaders for ever and ever. Age limits also have a motivational factor for new members: if the officer-seats frequently become vacant, chances to "move up" into greater responsibilities rise.

§ 8 Voting A decision is taken by the members of the UNYA if a majority of the persons present votes in favour.	This rule means that if you have four people in favour, three against and two abstentions, the decision is NOT taken, because there are nine people present, but the majority would be five. If you want to have a rule whereby in the above example the decision is taken then your constitution should say "…if there are more people voting in favour than against."
§ 9 Changing this constitution A change to this constitution can only be done by the entirety of the UNYA at the UNYA-meeting. It requires a two thirds majority of the members that are present.	

Clauses that are not included in the table above are unnecessary for a newly established UNYA.

An example of such an unnecessary clause is a detailed prescription that tries to avoid misuse of the coordinator office or that tries to avoid a fraud in the elections.
Of course both of this is important. But no rule that is written on paper can ensure that these things are avoided.

Instead misuse of office and fraud in the elections should be prevented by openly discussing the issue at UNYA-meetings. And by having the UNYA-members take appropriate decisions.

Such a decision could for example be to remove the person who misuses office from the coordinator position. According to § 2 of the constitution the UNYA-meeting has the full authority to take any such decisions.

> **TIP: Election of UNYA coordinators.**
> Everyone needs to have the chance to participate in the election of UNYA coordinators.
> However, in some organizations it is never possible to find a date where absolutely everyone could attend the UNYA-meeting. In such cases it is good to have the **vote online** so that the possibility to vote does not depend on whether or not one has classes or one needs to work on the specific day of the election.
> Online voting can be done by using the poll function of a provider such as yahoogroups, or by sending the votes via email to the addresses of two persons, that are not themselves running for election. Those persons count the votes and promise not to disclose who has voted for whom so that the vote remains secret.
> *(vielleicht Markus Leick)*

3.4   Legal status of your UNYA

The advantages and disadvantages of having your UNYA registered officially as a non-profit organization in your country differ from country to country.

Generally we would advise you **not to register your UNYA during the first 2-3 years** but instead to do your projects as an informal group. Whenever you need to book rooms or fundraise large amounts or some other thing which might require the official registration you can ask your university or the UNA or some other organization to help you out by doing the room-booking / fundraising / whatever via them.

This is because usually official registration means a number of hours of administrative work and these hours are better invested in actually doing projects than in getting registered and delivering the necessary reports etc.

3.5   Organizational Culture

What shapes your organisation is "the way things really work". The way people communicate and cooperate in their everyday work. This is called "organizational culture".

Everyone within the UNYA should pay maximum attention to contributing to the development of the right kind of organizational culture.

> The best UNYA-activists are those who are brave enough to open their mouth and openly state a criticism they have – even if they risk becoming "unpopular" by doing so.
> ……………..

⇒ explicitly **talk about** which culture you want to have in your organisation
⇒ lead with a good example and **acting according to** the culture-model that you would like the organization to have.

Below are some characteristics of an excellent organizational culture which we recommend you to frequently discuss in your UNYA and to implement in your daily work in your UNYA:

o   **Information** about new ideas for projects or about recent developments in projects of the UNYA need to be shared with all the members. No information should be limited to a "select inner circle" of people.

o   Everyone must be given the **possibility to participate** in all discussions about all new decisions. This possibility needs to be given to everyone even in those cases where the coordinators think that "no one will participate in the discussion anyway". Even if no one uses the opportunity to contribute to the development of a new decision, everyone must have been given the possibility to contribute.

o   Any **criticism** or even scepticism about actions and working-methods of anyone in the UNYA should be uttered openly and without hesitation.

o   No hierarchies?

o   Your UNYA as a team – go out sometimes etc.

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4   Bringing your UNYA from the local to the national level

When starting your UNYA you should always start local (see chapter „3 Organisational Structure of your UNYA - Start local!").

Your first priority is to establish one local group that has a membership of at least 15-20 people and does about 6-10 projects per year.

Once you have achieved that **the next step is to start a local group in another city**. This is done in the exact same way as you started the UNYA in the first city. The group starts with a project and after three to four projects it starts thinking of a constitution, a webpage etc.

The people starting the UNYA in the second city need to actually live in that city. That means that you cannot have your first group from city A start a sub-group in city B. Instead in city B you need a completely new group of people.

The second local group should be allowed to create itself independently of the first group. The first group gives advice and support to the second group. But the first group should never interfere in the election of coordinators of the second group or in the project-related decisions of the second group.

Once you have developed at least two local groups you can have a common "country-wide" or **"national" UNYA-structure**. For newly established UNYAs we recommend to keep this "national" structure simple and decentralized.

Keeping it **simple** means that you should:

o   NOT create many committees and regional, super-regional and sub-regional coordinator posts.

o   BUT INSTEAD only have
   - a "national meeting" of all the members of all UNYA-groups two or three times a year, and
   - a group of two to four "national coordinators" whose main task is to organize the national meeting.

     The purpose of the national meeting is that the members of the various local groups get to know each other and tell each other about their local projects.

Keeping the national UNYA-structure **decentralized** means:

o   that the activities of your UNYA continue being local projects carried out by the local groups

o   in their decisions about their projects, in the elections of their coordinators and in any financial matters the local groups are fully independent of each other and of the "national meeting" or the "national coordinators".

For a young UNYA it is important that it avoids excessive time-spending on building a national level structure or building national level projects.
Instead it should concentrate on getting more members and more projects in each local group. And it should try to **set up as many local groups as possible**.

5   Relationship of the UNYA to other actors

5.1   Relationship to the national UNA: independence & cooperation

UNYAs and UNAs share the aim of promoting the values of the UN.

Everything else (project-types, working-methods, organizational culture) often differ between an UNYA and a UNA. Therefore we recommend that the projects of the UNYA are done largely independently of the UNA. This independence of projects should correlate with an organizational independence. In particular:

o   the **UNYA-coordinators** should be **elected only by UNYA-members** without interference of the UNA

o   the **UNYA decision making** process regarding new projects or any other matter should be **independent of the UNA**. i.e. the UNYA should not need the authorization of the UNA to do a certain project or to take other decisions that may come up

It is important to note that this essential independence regarding officer elections and project decisions does not prejudice the organizational form that you may chose to give to your UNYA. For example you can decide to have your UNYA legally being a part of the UNA (a type of "youth section" of the UNA) and nevertheless ensure that independence in the above mentioned fields is ensured.

In principle the UNYA should seek to cooperate with the UNA very closely. Possible fields of cooperation are:

o   the UNYA using the office of the UNA

o   the UNYA sending a representative to the UNA's board, who can report about the work of the UNA and be given advise on certain issues by the UNA if necessary

o   the UNA may have contacts through which the UNYA can bring members to the UNA

These content-based characteristics of the relationship between an UNYA and its UNA can be achieved by a great number of different formal relationships. In fact it has a very low importance which formal relationship you chose – what counts is the detailed rules that allow the UNYA the necessary independence. These rules can exist (or be missing) in any type of formal relationship.

-   UNYA independent of the UNA but with an agreement of cooperation
-   UNYA is associated with the UNA
-   UNYA is a member of the UNA

-   UNYA is an autonomous section of the UNA
-   UNA runs a youth-programme. This youth-programme is the UNYA. To participate in the youth-programme you need to be a UNA-member

5.2   Membership in WFUNA-Youth

Any UNYA that is recognized by its UNA as the UNYA of that country can become a member in WFUNA-Youth. If there is no UNYA in a certain country and the UNA has an interest in doing youth-projects itself it is also possible for the UNA itself to be a member in WFUNA-Youth. However it then needs to send young representatives to WFUNA-Youth.

For more details check www.wfuna-youth.org and got to -> About us -> Become a member.

5.3	Partnering with other NGOs, with a university or with UN agencies

Avoid excessive time-spending on creating "partnerships" "networks" "alliances" etc. etc. Concentrate your energies and your time on concrete projects. That is what will develop your organization.

Partnerships should be entered into not for general purposes but on a project-by-project basis and only if they are likely to be truly useful for the project.

An exception are such partnerships that allow you access to rooms or funds (for example partnerships with a university or with a UN agency). Those should only be entered into if you have a concrete thing that you are going to gain out of the partnership (such as rooms or funds). And if you really need that thing and the partnership is not too time-consuming.

6   UNYA meetings

6.1	Purpose of an UNYA-meeting, Chairing of an UNYA-meeting

Decisions about the UNYA and its projects are never taken by a coordinator or a group of coordinators. Instead the decisions are taken collectively by all the UNYA-members. This is done at UNYA-meetings.
Hence one **purpose of UNYA-meetings** is to **take decisions regarding the UNYA**.
The second purpose of UNYA-meetings is to **check the progress** made in the current project(s) and to **plan the next steps** or to plan new projects.

All UNYA-members should try to attend all UNYA-meetings. However experience has shown that very often only 1/2 - 2/3 of the members show up to each meeting. Do not be discouraged by this. It is normal. The ones who do not come will have to read the minutes and the task-list.
Nevertheless you should of course keep reminding everyone that they should come to *all* the UNYA-meetings.

UNYA-meetings should be **chaired by the coordinator**. While chairing he/she has two main tasks:
   a) to keep give the floor to the persons who want to speak so that you do not have the situation where everyone is talking at the same time.
   b) after more or less all the arguments have been heard, the chairperson should summarize the discussion and suggest which alternatives will be voted upon.
      Example: there is a discussion about the location of the next speakers-event. Many suggestions are made and many arguments are exchanged. After a while the chairperson should say: "Okay I believe we have exchanged the main arguments. As I see it there are two alternatives. We could hold the event at our university or in the rooms of the city council. Does everyone agree that these are the two alternatives? ... I see no objections. So now we are going to vote on the alternatives. Everyone has one vote. You can either vote in favour of having the event at our university or in favour of having the event at the city council. Is this clear to everyone? … Okay. I see no questions. So: Who is in favour of having the event at our university? … Who is in favour of having it at the city council? ... Okay. Five have voted in favour of the university and three in favour of the city council. So we hold the event at university."

For more details about methods of effectively chairing UNYA-meetings check the "Handbook for UNYA leaders" on www.wfuna-youth.org -> projects and resources -> handbooks.

6.2	Agenda, task-list

Below you can find a standardized agenda for an UNYA meeting. When preparing the agenda of your actual UNYA meeting you should list the things that you want to discuss under "5) other matters".

<table>
<tr><td colspan="2" align="center">UNYA-meeting

Agenda

[day] of [month] 20…</td></tr>
<tr><td>[Agenda topic]</td><td>[Explanation of the content of the agenda topic]</td></tr>
<tr><td>1) Round of introductions</td><td>Everyone present says one or two sentences about themselves: age, studies, prior involvement with international issues.</td></tr>
</table>

2) Election of a rapporteur for the meeting	The rapporteur is the person who takes the minutes of the meeting. The minutes are written down during the meeting and are distributed to all UNYA-members e.g. by email after the meeting.
2) Any special announcements	If there are any special events that someone wants to announce or if there is an interesting new book about UN issues etc. etc. this is where you can make this announcement
3) checking adherence to the task list *(see below for an example of a task list. Before the UNYA-meeting the task list is sent out to UNYA-members together with the agenda.* *When checking the task list the coordinator simply goes through it point by point and asks whether the tasks have been completed / which progress has been made.)*	At this agenda point the coordinator takes out the **task-list agreed on at the last meeting** and asks everyone to report whether they have completed or progressed with their tasks. It is not enough to just say "I have made progress but I am not quite ready yet" or to say "I have done some general research". Instead every UNYA-member needs to **tell in more detail what he/she has done**. You may think that this procedure is too "strict" and has too much of an authoritarian character. However you will soon notice that it is necessary in order to ensure everyone's motivation to complete their tasks.

4) updating the task-list
   a) deciding on the next steps
   b) assigning the tasks necessary for the next steps to individual UNYA-members
   c) deciding on deadlines for each task
	Add to the task-list the next tasks that need to be done in order to complete your project on time.
	Fill out all columns of the task-list for these new tasks.
	
	If necessary make changes to the old tasks (e.g. by changing the person who is responsible or by changing the deadline)

5) new project suggestions	At this agenda point anyone who has a new project idea should have the possibility to tell it to the UNYA-members. This is followed by a discussion. After the discussion a vote is taken on whether this new project should be carried out or not. If you decide to carry it out, you create a **new task-list** for this new project.

6) other matters
   (for example:
     - *election of coordinators*
     - *adoption or changing of the UNYA-constitution*
     - *decision on mode of cooperation with the UNA*
     - *etc.)*
	After talking about the projects you talk about any other matters that need decision or discussion.
	
	Outline the issues that are to be discussed / decided upon in detail in the agenda.

7) informal part of the meeting ☺	At the end of each UNYA-meeting you should stick around for an hour or so to just chat and have fun. This is a good way to build a strong team. If some people cannot stay for this "informal part" - no problem. It is not obligatory.

A task-list contains everything that needs to be done for a certain project. At every UNYA-meeting it is updated by the coordinator, who also chairs the UNYA-meeting.

Task list
for the speakers event at university on the 01st of December 2008
Last updated on: 27th of October 2008

Task	Person responsible	Interim deadline for completing part of the task. *(if applicable)*	Final deadline for completing the entire task	Whom you can ask for **help**, where you can find **resources** that will help you. *(if applicable)*
Booking a room	Lebene	/	03rd of November	Pablo from the student union, he

				knows how the room booking works
Finalizing the advertising posters.	Ali	30th of October, advertising posters are finalized and sent to all UNYA-members for feedback.	03rd of November: location is included into poster + final changes according to feedback. Poster is put online and sent to Amelie.	/
Writing an advertising-email	Wanwisa	30th of October. Advertising email is finalized and sent to all UNYA-members for feedback	03rd of November: location is included into email + final changes according to feedback. Email is sent to the student-egroup of our university.	Jun from the student-services office knows us and will help with sending the email to the student-egroup
Printing and hanging the posters	Jacques	…	…	…
…	…	…	…	…
…	…	…	…	…

6.3	Preparation and follow up of the meeting

Preparation. One week before the UNYA-meeting the coordinator needs to have completed the following tasks:

o Decide on a room and an exact date and time.
o Write the agenda.
o Send an email to all UNYA-members that includes:
  - Date, time, place of the meeting
  - The agenda
  - The task-list(s)

It is important that the agenda which is sent to the members in advance of the meeting explicitly mentions all the things that will be decided on at the upcoming UNYA-meeting.
Such things could include: new project suggestions, election-procedure for coordinators, partnerships etc.

Follow-up. Within three days after the UNYA-meeting:

o The coordinator needs to have sent the updated-task list to all members.
o The rapporteur needs to have sent the minutes to all the members.

Whenever an interim deadline or a deadline for a certain task has been reached the coordinator needs to call or email the person who had the task to check whether it has been completed. Calling works better than emailing!

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7   Members

7.1   Recruting the first UNYA-activists

As you have read above in the „Quick Guide" section the first thing you do, when wanting to start an UNYA is starting a project. For this project you need a team. This team does not need to be large. 3-8 people is an ideal size.

In order to find this team you should **ask your friends** whether they want to help you with the project that you have thought of. You should also **ask your fellow-students**. Maybe a lecturer at university lets you give a five-minute talk at the beginning of his lesson, in which you can briefly outline the project you are planning. Tell everyone who is interested to approach you after the lesson so that they can join you in the project.

It is important that you **have your first UNYA-meeting** with those friends and fellow students at a maximum of **ten days after you first talked to them**. If you let a lot of time pass by then they will lose their initial enthusiasm.
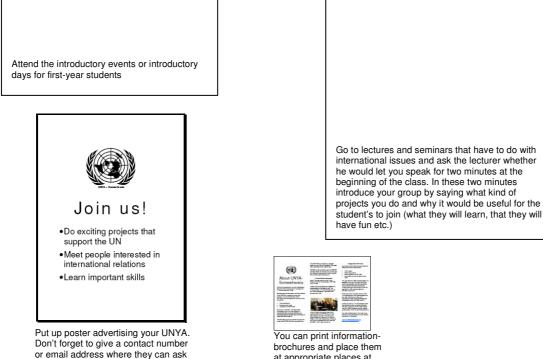

7.2   Recruiting new members

For young UNYAs it is recommendable to simply invite people interested in joining the UNYA to come to the next UNYA-meeting.
If possible, ask them to come half an hour before the meeting so that the coordinator can give them an overview of what your UNYA does. That way it will be easier for them to understand the content of the meeting. After the meeting they can decide whether they want to participate in one of the UNYA projects.
Explain to them that becoming a member does not involve any further formalities. They just need to start being active.

Continuously recruit new members! If you don't you will experience a „gap" at some point, when all the „old hands" leave the group and you have no one who has been around for a few months and who could follow up.

Attend the introductory events or introductory days for first-year students

Go to lectures and seminars that have to do with international issues and ask the lecturer whether he would let you speak for two minutes at the beginning of the class. In these two minutes introduce your group by saying what kind of projects you do and why it would be useful for the student's to join (what they will learn, that they will have fun etc.)

Put up poster advertising your UNYA. Don't forget to give a contact number or email address where they can ask when the next meeting takes place

You can print information-brochures and place them at appropriate places at you university so that students can take them away.

7.3	Training new members

In order to be able to fully engage new members into your UNYA-projects you should make sure that they receive a set of trainings right when they join your UNYA:

o **Introduction to the UNYA:** explanation of its aim, its current and past projects and of the way decisions and elections are done in the UNYA (duration approximately 1 – 1,5 hours)

o **Project-training:** for each type of project that the new members wish to participate in (speaker-events, Mini-classroom Model UN or whatever projects your UNYA is doing), they should receive a training.
The content of this training should be a very detailed explanation of how all the processes of the project work:
  - what steps are to be taken in the preparation
  - what documents already exist from previous years (for example: invitation-emails, posters etc.) and which ones have to be created anew
  - what to give attention to while carrying out the project
  - what steps does the follow-up involve

8   Ensuring continuity of knowledge in your organization

If you want your UNYA to rise beyond the "beginners-stage" you need to accumulate organizational knowledge.
To do this you need to:

Saving documents that were written for a project in one year so that they can be used in the following years sets free a lot of valuable time and energy among the project-actiivists of th new year which they can use for imporovements or for developeing new aspects of the project

o **Save all the brochures, advertising-emails** and other materials you developed. That way in the following years people do not have to re-write them but can instead use their time for improvements or for additional features of the project. A practical way to save these documents in a centralized way is to use www.box.net .

o Write a **report** of every project you do, immediately after the end of the project. The report should be brief (1-2 pages) and it should include:
  - What went well
  - What did not go well -> recommendations for the future
  - Contact details of the UNYA-members involved in it
  - Contact-details of any partners you worked with

o Write **handbooks and guides** for the projects that you do more than once. They should include both an explanation of the steps one needs to take to fulfil the project and tips and tricks to avoid mistakes that are easily done.

o Organize **trainings** for new UNYA members and especially for new project-coordinators or general-coordinators in which former project-coordinators or general-coordinators give them advice on how to carry out their project-work and their coordination-tasks.

9   Website, Brochures and other information materials about your UNYA

It would be a mistake to start the work of the UNYA by creating brochures, informational materials and a website. Rather you should start out by doing concrete projects.

Once you have done two or three projects you can start thinking about writing a brochure that talks about the work of your UNYA. This brochure can be distributed when you advertise your UNYA at your university etc.

However, be careful! It often happens that young UNYAs spend so much time on their website and brochure that they forget doing projects and forget doing any projects in this period. This would be a mistake. Only by doing projects you keep the enthusiasm of your members alive and you develop and strengthen your organization further.

You can find more detailed advice on creating brochures and websites on www.wfuna-youth.org in the section -> projects and resources -> handbooks.

10 Dealing with the local and student media

If you want local media to report about your group or your projects you need to give them a strong local link for the story. Remember that local media want a local story that is relevant to local people.

Student newspapers are usually happy about every story they receive. Having an article in them is a great way of advertising your UNYA and of informing the students about UN-issues.
Articles in student newspapers should not be written as neutral reports but from a student point of view or with a strong focus on highlighting the relevance of the group or of the event for students.

When you send a press release to a local or student newspaper this is what you should give attention to:
o   Write no more than one page.
o   Formulate the text in a way so that it could directly be published in the newspaper without needing any editing
o   Include quotes into the text, where UNYA-members or others talk about the project / the UNYA
o   Have the basic facts about you/your project in the first sentence and give background-information in the later paragraphs.
o   If possible include pictures and offer to email the reporter the pictures in higher resolution.

Remember to call / email and say "thank you" if an article about your project was published!

11 Finances and Fundraising

Ideally you should try to work without any budget at all. Most projects of a young UNYA are possible without a cent of money.

For example think about going to a school to carry out a Mini Classroom-Model UN. All you do is go to the school, explain the students how to play their roles as diplomats and chair the meeting. The project does not involve any expenses.

Or think about a speaker event. You can easily get a free room from your university. The speaker usually comes for free to such an event. The maximum expense is that of making twenty A4 copies of the poster advertising the event – an expense that might be covered if every member of the UNYA contributes a small amount.

The reason we strongly suggest that you try to do zero-budget projects for the first year or two is that fundraising is often very difficult and very time-consuming for a young UNYA.
Experience has shown that in most cases where a young UNYA does a project the implementation of which depends on whether it gets funds or not – the project is heavily delayed, which means that the members lose motivation, which very often means that the project is not done in the end.

If at some point you do implement projects that need funding, it is important that you
o   **elect one person** who is responsible for keeping an overview over the money that has been received by the UNYA and the money that has been spent. This person can also be a coordinator.

The person should
o   **report at each UNYA-meeting** how much money has been received and from whom and how much money has been spent and for what.

If your UNYA develops well and has done many zero-budget projects you might consider trying to do larger projects that need funding. You can find detailed advice on how to fundraise in the WFUNA-Youth Handbook on Fundraising which you can find on www.wfuna-youth.org in the section -> projects and resources -> handbooks.

FAQ

How many members should our UNYA have?

When starting your UNYA you should start with a local group. When starting this group you should have 3-8 members. These are enough people to have a good simple project.
After starting your first project you should continuously recruit new members and start having several parallel projects. There is no maximum number of members that can be active in a local group. Some local groups have more than 100 active members. Having 3-8 active members in one local group is however enough for the beginning.

How much project-management-experience do UNYA-activists need?
How much do our members have to know about the UN before starting to become active?

In order to become active in an UNYA-project one does not need any project-management-experience. Prior knowledge about the UN is also not necessary.
Both things can be acquired while you are being active in the UNYA. In particular you can read the project-handbooks that are downloadable on www.wfuna-youth.org -> projects and resources -> handbooks and you can have a look at the links in the "Complementary Reading" section of this handbook.

Can we seek advise from WFUNA-Youth on organizational or project-matters if our UNYA is not yet a member?

Yes, of course. Just email coordinating.committee@gmail.com with your questions and you will receive any advice you need.

Can we **use WFUNA-Youth materials** if we are not yet a member?

Yes, of course. Any group of young people that wants to do projects that inform the public about the UN can download WFUNA-Youth handbooks from www.wfuna-youth.org -> projects and resources -> handbooks and use them for their projects.

Can we call ourselves UNYA-[country name] even if we are active in only one city of our country?

Yes. If your UNA accepts you as the official UNYA of your country you can call yourselves UNYA-[countryname]. Of course on the long run you should try to have local groups in many cities of your country (see above chapter "4 Bringing your UNYA from the local to the national level") but for the beginning it is perfectly enough to have good local projects in one city only.

How do we become a member in WFUNA-Youth **if there is no UNA** in our country?

In order for a UNYA to become a member in WFUNA-Youth there needs to be a UNA in its country which accepts the UNYA as the official UNYA of that country.
What you can do if you are a group of young people in a country where there is no UNA yet, is to start a UNA! There is no rule which says that a UNA needs to consist mainly of older people. There are several examples of UNAs that were established exclusively or mainly by young people.

When starting your UNA you can use the same methods as are described in this handbook for starting a UNYA.

Once you have established a UNA you can become a member in WFUNA and participate in WFUNA-Youth. For the formalities of becoming a member in WFUNA you need to check http://www.wfuna.org/site/c.rvIYIcN1JwE/b.3783279/k.D460/How_to_SetUp_a_UNA.htm or contact the WFUNA office (www.wfuna.org).

Our UNYA is not an independent entity from our UNA. Instead our UNA simply runs youth-programmes. Can our UNA become a member of WFUNA-Youth?

Yes, UNAs can become members of WFUNA-Youth. However they need to be represented in WFUNA-Youth by persons under the age of 30.
For more details check the WFUNA-Youth Rules of Procedure in particular Rules 4 and 5. You can find them at www.wfuna-youth.org -> About WFUNA-Youth-> Rules of Procedure.

What if it is **difficult to get in contact with the UNA** in our country?

You find the contact details of the UNA in your country here:
http://www.wfuna.org/site/c.rvIYIcN1JwE/b.3783273/k.45E6/Member_United_Nations_Associations.htm. If your first attempt to contact the UNA in your country was not successful, the next thing you should do is using several communication channels. Call them, email them two or three times to the various email-addresses they provide, send them a letter to their postal address.
If this is not successful you can email the WFUNA Secretariat and describe them your problem as well as the methods through which you have tried to reach the UNA. Sometimes they can help you establish contact.

What if our UNA does not want to cooperate with us?

Usually UNAs are very happy about the creation of an UNYA. However sometimes and for a number of reasons it can happen that the UNA in your country does not wish to cooperate with your UNYA.

There are two different types of cooperation-problems:
1) In the worst case your UNA does not want to accept you as the UNYA of your country so that you cannot become a member of WFUNA-Youth. (see the WFUNA-Youth Rules of Procedure in particular Rules 4 and 5. You can download them on www.wfuna-youth.org -> About WFUNA-Youth -> Rules of Procedure.
In this case you should give your UNA some time to get to know you better. In particular you should invite UNA-representatives to your events and have several meetings with them to discuss your projects with them and seek their advice. In this way they will realize that you are a credible organization and gain trust in you. Usually this will mean that after a short while they will accept you as their UNYA and you will be able to become a member in WFUNA-Youth.

2) It may also happen that your UNA is willing to accept you as its UNYA so that you can become a member in WFUNA-Youth but it is unwilling to engage in further cooperation with you e.g. by doing projects with you or by letting you use its office.
In this case you should investigate how high the benefits of closer cooperation would be. If they would be high you should try to gain their trust as described above. If they would not be very high (for example because the project focus of the UNA and the UNYA are entirely different) you may also chose to just keep a lose but friendly relationship with the UNA and limit the cooperation between UNYA UNA to informing each other about current projects from time to time.

What does the UNA get out of helping us?

There are many advantages for a UNA that has a strong UNYA in its country. For example it ensures that it will have new engaged members, because UNYA members become UNA members once they are too old for the UNYA.
Also UNYAs often help their UNA when the UNA needs additional man- and womanpower for an event they organize.

What if there is **a second UNYA** in our country?

It is no problem at all if there are several youth-NGOs in one country that inform the public about the UN.
However only one of them can become a member of WFUNA-Youth. The decision, which one of those groups becomes a member of WFUNA-Youth lies with the UNA of this country. For more details see the WFUNA-Youth Rules of Procedure in particular Rules 4 and 5. You can find them at www.wfuna-youth.org -> About WFUNA-Youth -> Rules of Procedure.
If there are several groups that are interested in becoming members in WFUNA-Youth we recommend that the leaders of those groups sit together and think about a way in which they can merge their organizations or form a network or an umbrella organization for the purpose of joining WFUNA-Youth.

What if the **UNA** in our country **already does youth projects** but we nevertheless want to create an UNYA?

It often happens that in a country where there is a UNYA the UNA also does some projects which have to do with youth. There is no problem with that.
If possible the UNA should consult with the UNYA when it does those projects so that the UNYA can give the UNA advice on those projects from a young person's perspective.