

TERMS OF REFERENCE – Youth RISE’s International Working Group:

Youth RISE’s International Working Group (IWG) brings together young advocates, drug users and people affected by drug policy from around the world who act as a liaison between the most affected populations and the international community. In order to better represent young people who use drugs, Youth RISE depends on the International Working Group members to communicate the realities and needs of the most affected young people and articulate how to support them better. IWG members work from their home country and represent Youth RISE and the needs of young people who use drugs and are affected by drug policy in their region. IWG members, along with the coordinators, take major decisions regarding work plans such as advocacy messages, campaigns, and strategic planning for the network.

Structure of the International Working Group

- At any one time, there are between 8-12 people who serve as IWG members depending on the needs of the network.
- They are supported up a number of Senior International Working Group Members who have previously served as IWG members.
- IWG members work voluntarily without financial compensation for their work, however project based work will be compensated for reasonable expenses, funding permitting.
- The IWG term ranges from one to two years with three months probationary period depending on projects and involvement in the network. After one year, coordinators and senior IWG’s will assess which IWG’s should be approached about staying on for another year as a senior IWG after evaluating their general output for Youth RISE, whether they have ongoing projects and their meeting attendance.

Recruitment of the International Working Group

- Recruitment of IWG members takes place at the end of the calendar year, usually in December and January. After the applications are reviewed by the coordinators and the senior IWG’s, the short listed applicants are emailed for an interview which will be held via Skype.
- A coordinator and a senior IWG member conduct the interview, and the coordinators and senior IWG’s decide on the most applicable and suitable candidates to be asked to form the IWG.
- IWG members are required to sign a contract to confirm their commitments and engagements for their role with Youth RISE.
- In some cases, where IWG members and coordinators believe there is a skill-set or region that is under-represented in the network, an individual maybe approached to become an IWG member outside of the usual application period. This must be discussed and agreed on within the IWG before the person is approached.

General roles and responsibilities of the International Working Group

Membership and development of regional executive hub

- Implementation of Youth RISE’s strategic direction, activities and projects.
- Recruitment of young people in the region to join Youth RISE and effectively engage network members in their region. Which later will be the Executive Regional Hub, depending on projects and activities in terms of service delivery, advocacy work or campaign provided.
- Share information and updates from your region with Youth RISE IWG’s, staff and general members.
- Assist in the creation of partnerships between Youth RISE and local organizations.

- Encourage members from diverse communities, such as people who use drugs, people living with HIV and sex workers to join and play an active role in Youth RISE.

Resource development and regional representation:

- Act as 'key informants' in their region, collecting research and information on drug policies which effect young people and youth harm reduction issues and share across the network.
- Develop fact sheets, briefing papers and/or projects with the support of Youth RISE coordinators and senior IWG's.
- Engage young people in their region in research in training or advocacy projects and support the participation of young people who do not have access to Information and Communications Technology (ICT).
- Take an active role in the development of communication materials.
- Actively represent the interests of Youth RISE in their regions and represent their region's needs and interests within Youth RISE.
- Feedback on major resources and documents developed by the network.

Advocacy and communication:

- Contribute to the development of the main advocacy messages for the network internationally and lead the development of advocacy messages in their region
- Take part in monthly IWG meetings with coordinators and respond to all communications in a timely fashion.
- Advocate for and negotiate on behalf of Youth RISE's interests in their region as well as internationally.
- Regularly update the network on any related to critical issues related to harm reduction/drug policy from their region.
- Participate in monthly news letter

Participation in conferences/representing the network:

- Participate in meetings and committees that are relevant to the network and the work of the IWG member.
- Youth RISE may also approach IWG's to attend certain events in your region to represent Youth RISE. All reasonable costs will be covered by Youth RISE where possible.

Regional projects:

- Identify relevant opportunities that are beneficial for the growth of the network within their regions
- Work with the coordinators and senior IWG's to mobilize resources (material, human, financial) within their region and develop regional plans and projects
- Develop regional projects, advocacy campaigns and activities that are parallel with Youth RISE main messages and plan for the year, with the support of Youth RISE staff and senior IWG's

Specific roles of the IWG

IWG members will be specified with individual roles at the start of their IWG term. These roles may take several hours per month and it will essential that if the IWG member commits to this role, they must fulfill

the tasks. Failure to do so may result in them being removed from their position on the IWG and being replaced by someone who can fulfill those tasks.

This may include one of the following roles:

- Social media
- Website maintenance
- Communication with the network
- Producing Youth RISE's monthly newsletters
- Arranging and taking minutes of Youth RISE's monthly IWG meetings

Operational Procedures

Meetings:

- IWG must attend meetings between the IWG and the Coordinators that take place once a month. These meetings take on a variety of issues and discussions such as work plans, urgent practical matters, development of advocacy messages, decision-making, preparation for conferences and major events and approval current and future projects.
- Repeated failure to attend meetings may result in the ending of an IWG members term.
- Individual meetings between IWG's and Coordinators also take place once a month to discuss work plans and regional updates.
- Agendas and reminders will be sent around one week before meetings to allow adequate preparation and discussion to take place. A coordinator will take minutes of the meeting to record the outcomes of the meeting and distribute these among the group within 3 days of the meeting.
- Any project based spending or event attendance paid for by Youth RISE for the IWG's will require the collation of all receipts of spending which will need to be sent back to the Operations Coordinator. Failure to do so could result in penalties for Youth RISE and termination of an IWG's term.
- Throughout the year, many issues related to the network will be discussed via email and IWG should play an important role in responding and engaging in these discussions.

Decision making process:

- In order to take major decisions, an email is sent by the coordinators to the IWG a week ahead of the monthly meeting. This will provide the members enough time to review the shared documents and develop their feedback.
- The motion is passed when there is a majority vote who for it either in the meeting or by email. A majority will consists of more than half of the group, i.e., half +1.

Ending the IWG term:

- The IWG term of a member may be ended in the following situations: Missing 3 IWG meetings in a row without prior notice; making public statements that are against the values, mission and vision of Youth RISE and bringing Youth RISE into disrepute; offending another member or a coordinator; or fraudulent activity (including the failure to submit to receipts of spending).
- The issue will first be brought to discussion with senior IWG and coordinators. The Executive Director will then raise it to the board and the member has the possibility to plead by emailing the board about his/her perspective.
- The decision is finalized by the approval of the Board.