

## **Guidelines for the participants of the G200 Youth Summit 2017**

The G200 Youth Summit 2017 is a platform within the framework of the G200 Youth Forum 2017 which unites independent youth representatives from the contemporary world of innovation. The G200 Youth Summit 2017 represents young leaders' independent ideas.

The result of the G200 Youth Summit 2017 will be the final Communiqué (recommendations) discussed and approved by the participants. The Communiqué will be disseminated throughout the world and shared, in particular, with the heads of 193 states and leading international organizations, such as the UN, IMF, World Bank, OECD, UNESCO, European Commission, African Union, Asia-Pacific Economic Cooperation, and Association of Southeast Asian Nations.

### **1. The Format of the G200 Youth Summit 2017**

There are 5 Committees in the G200 Youth Summit 2017:

1. Global Health Committee;
2. Shaping the Labour Market Committee;
3. 'From Consumer Society towards Value-based Society' Committee;
4. New Strategies for Financial Sector and World Economy Committee;
5. Technological Challenges Committee.

All Committees work in parallel to discuss the agenda and create the Communiqué.

The G200 Youth Summit 2017 Committees' work format is discussion, where reflections, perspectives and challenges are shared by using the participants' unique perspectives and diverse backgrounds.

During the Committee meetings, each participant is expected to contribute to the process by suggesting new ideas for recommendations, discussing in groups, creating and writing the final document (the G200 Youth Summit 2017 Communiqué). Each participant of the G200 Youth Summit 2017 will have to come with their ideas well-formulated and prepared.

### **2. The G200 Youth Summit 2017 Delegates**

All the G200 Youth Summit 2017 participants are divided into national delegations. Each national delegation consists of:

- Head of State;
- Sherpa;
- Minister of Economy;
- Minister of Finance;
- Minister of International Affairs;
- Minister of Environment;
- Minister of Development;
- Minister of Social Affairs;
- Minister of Culture;
- Minister of Education;
- Journalist;
- Advisor.

### 2.1. **The Head of State** is a person who:

- Presents the point of view on the issues under discussion during the G200 Youth Summit 2017;
- Leads the national delegation;
- Communicates within the delegation and coordinates the work of the national delegation before and during the G200 Youth Summit 2017;
- Ensures that documents are received from the Ministers according to deadlines;
- Gathers together lists of pre-reading materials received from each delegate, analyzes, amends and sends them back to delegates and provides the G200 Association Executive Committee with them.
- Coordinates the preparation and submission of the Ministers' position papers;
- Analyzes delegates' position papers and gives feedback on how the proposed recommendations may be implemented in the whole country.

The Head of State has no right to influence the delegates' positions and recommendations or to change them.

The Head of State must:

- Gather and send the G200 Association Executive Committee a list of pre-reading materials of all the delegates no later than **October 27, 2017**.
- Gather all delegates' position papers and send them to the G200 Association Executive Committee [g200youth@g200youthforum.org](mailto:g200youth@g200youthforum.org) no later than **October 27, 2017**.

### 2.2. **Sherpa** is a person who:

- Presents the point of view on issues under discussion during the G200 Youth Summit 2017;
- Assists the Head of State (technically);
- Ensures that documents are received from the Ministers according to deadlines and reminds the Ministers about deadlines a week, 3 days and 1 day before;
- Gathers lists of pre-reading materials from all ministers and sends them together with the Sherpa's list to the Head of State by **October 20, 2017**;
- Gathers the position papers from all delegates and sends them together with the Sherpa's position paper to the Head of State by **October 20, 2017**.

### 2.3. **The Minister** is a person who:

- Takes an active part in discussions, arguing his or her point of view during the G200 Youth Summit 2017;
- Learns a view point of his or her respective Government, other countries, NGOs and independent international experts' opinions;
- Works out the a list of pre-reading materials which should include articles and publications, documents produced by international organizations, independent experts, opinion leaders, academics, NGOs and different governments (no less than 50% of which should be in English).

All Ministers should send the list of pre-reading materials to the Sherpa and the Head of State.

## 3. **Position papers**

Each delegate should prepare a position paper. The size of the position paper will be 1 page of A4 format. It should reflect their own opinions and ideas on the agenda of the Committee. The position paper should also contain concrete recommendations which are supposed to be included in the G200 Youth Summit 2017 Communiqué.

*G200 Association*

*Headquarters: 14 rue du Rhône, Genève 1204, Switzerland*

*Tel: +41 -22 - 518 - 28 - 88, E-mail: [pr@g200youthforum.org](mailto:pr@g200youthforum.org), Website: [www.g200youthforum.org](http://www.g200youthforum.org)*

*P.O.Box: c/o Swiss Financial Company & Trust SA, CP 5670, 1211 Genève 11, Switzerland*

Position papers should be prepared by the delegates according to their chosen Ministerial position\* and should be based on scientific and practical experience, youth opinion of the community, city, country, civil society, NGOs, international organizations and experts. Position papers must not include only Official Governmental policy regarding the issue.

\* *How, for example, as Minister of Economy for your country, you would contribute to the current situation in your country and the wider world on the theme of "Food Security and Resources of the Future".*

Every participant of the G200 Youth Summit 2017 should send their position paper to the Sherpa and Head of State no later than **October 10, 2017**.

#### **4. Chairs, Secretaries and the Head of Secretaries**

##### **4.1. The Chair:**

- Facilitates the discussion during the G200 Youth Summit 2017;
- Drives the dialogue;
- Enforces the time limits of each meeting.

The Chair should have a neutral position during the G200 Youth Summit 2017.

##### **4.2. Secretary General:**

- Gathers together all the ideas and recommendations prepared by the participants in order to include them in the Final Communiqué of the G200 Youth Summit 2017;
- Types the text of the Communiqué during the discussion of the Communiqué;
- Prepares the part of the Communiqué formulated by the Committee;
- Presents the results of the Communiqué at the Official Closing Ceremony in a speech of no more than 5 minutes.

Secretary General must provide the Head of Secretaries with:

- The part of the Communiqué which has been formulated by the Committee of December 8, at 8.30 p.m. on December 8;
- The part of the Communiqué which has been formulated by the Committee of December 9, at 11.30 a.m. on December 9.

##### **4.3. The Head of Secretaries:**

- Coordinates the work of all respective Secretary Generals;
- Facilitates communication between Secretary Generals during the G200 Youth Summit 2017;
- Gathers all the parts of the Communiqué prepared by the Committees and combines them in one document (the G200 Youth Summit 2017 Communiqué);
- Communicates on deliverables of the G200 Youth Forum 2017 (final results).

The Head of Secretaries must:

- 1) Gather all parts of Communiqué from Secretary Generals at 8.30 p.m. on December 8 and at 11.30 a.m. on December 9 and
- 2) Submit for printing the G200 Youth Summit 2017 Communiqué to the G200 Association Executive Committee Office at 12.30 p.m. on December 9.

#### **5. How to become the Chair, Secretary General or the Head of Secretaries**

- Each participant of the G200 Youth Summit 2017 may apply for the position of Chair;

# G200

## YOUTH FORUM

# G200

## ASSOCIATION

➤ Each Committee has one Secretary General who is elected by the participants of the Committee from among themselves on the first day of the G200 Youth Forum 2017 meetings. The necessary requirement is that the chosen person must speak fluent English.

The person chosen as Secretary General must come to the G200 Association Executive Committee Office at 08.30 a.m. on December 8 and inform the organizers that he/she is elected as Secretary General of the concrete Committee.

➤ The Head of Secretaries will be appointed by the G200 Association Executive Committee on December 8.

➤ In order to apply for the position you must provide to [g20youth@g200youthforum.org](mailto:g20youth@g200youthforum.org) no later than **October 27, 2017**, 5-10 sentences of explanation as to why you would like to become the Chair/Secretary General/Head of Secretaries and why you think you should be selected for the chosen position.

## **6. G200 Youth Summit 2017 Results Promotion**

### **6.1. Event/activity description**

➤ Every participant of the G200 Youth Summit 2017 separately or together with other participants must organize an event/activity to present the results of the G200 Youth Summit 2017. This can be done at any venue or situation of your choice.

➤ The activity/event may be organized in any form, for example, a workshop, a round table, gala dinner, annual meeting, video presentation etc.

➤ Report of the event must be send to the G200 Association Executive Committee to [g20youth@g200youthforum.org](mailto:g20youth@g200youthforum.org) no later than **June 1, 2018**.

### **6.2. G200 Youth Summit 2017 Results Promotion Report:**

1. Event /activity organizers;
2. Contact person Name Surname;
3. Name of the Committee you participated during the G200 Youth Summit 2017;
4. Name of the organized event/activity and place of holding;
5. Activity/event description;
6. 5 pictures.

# G200

YOUTH FORUM

# G200

ASSOCIATION

## **Appendix for the Guidelines for the participants of the G200 Youth Summit: Advisor**

### **Description of the position:**

The Advisor is a person who assists (helps) a certain Minister. The Advisor cannot express his or her opinion publicly in front of other participants of the G200 Youth Summit unless given a word by the Minister that he or she is helping. The Advisor's opinion, expressed on public, cannot differ from the Minister's opinion.

*The Advisor* is a person who helps a Minister to prepare for the G200 Youth Summit as well as helps him or her during the Summit:

- Provides the Minister with relevant information on demand;
- Analyzes the information, consults the Minister;
- Summarizes the ideas;
- Helps the Minister to create a list of pre-reading materials;
- Helps to create ideas for recommendations.