



YOUTH GENERAL ASSEMBLY

# YOUTH GENERAL ASSEMBLY

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## GUIDEBOOK



YGA LEGAL FORUM  
A Project of Youth General Assembly



YGA Business Forum  
A Project of Youth General Assembly



YGA Media Forum  
A Project of Youth General Assembly



YGA ADR FORUM  
A Project of Youth General Assembly

**Youth General Assembly** is an autonomous assembly that has been formed in order to provide a credible platform that instigates a true sense of policy & strategy making, equitable administration and non-customary legislative, public speaking and social issues by empowering enthusiasm in youth for being the future ambassadors and democrats.

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**YOUTH GENERAL ASSEMBLY**

## **Youth General Assembly**

Youth General Assembly is an autonomous assembly that has been formed in order to provide a credible platform that instigates the true sense of policy & strategy making, equitable administration and non-customary legislative, public speaking on social issues by empowering enthusiasm in youth for being the future ambassadors and democrats. The aim is to inculcate the convening and confronting qualities amongst the youth to expand their perspective and knowledge regarding true democracy and parliamentary politics.

### **Vision**

We work to improve the socio-political system of Pakistan by developing passion in youth to observe and practice politics and governance in an environment where each social class has equal opportunities in becoming part of the political system of the country.

### **Belief**

We believe that youth, as civil society activists, have the power to be significant agents of positive change. We wish to represent Pakistan as a responsible global citizen.

We also believe that awareness of international issues and knowledge of global systems is the best way to learn and improve socio-political systems of governance in our own country.

### **Aim**

YGA has always focused on providing youth with a platform where their intellectual skills can be utilised to draft policies and resolutions that are presented before legislative institutions. Youth General Assembly recognises the importance of enabling and empowering the youth to participate in socially beneficial and humanitarian activities. Our Assembly commits itself to continue working on promoting and developing projects which encourage youth to serve society in the best manner.

**YOUTH GENERAL ASSEMBLY**

## Objectives

- To take the Vision 2030 United Nation's objective and Pakistan Government's 2025 objective.
- To be a scaffold between the youth and policymakers of Pakistan.
- To be a suggestive body to the legislature of Pakistan on national and international issues.
- To instigate dialogues with associated departments on the advancement of youth's contribution to strategy making and social activities.
- To persuade the members to think on territorial, national and international issues.
- To privilege the delegates of YGA to work with different elected and democratic foundations of Pakistan.
- To formulate strategies and pave the way for legislative and constitutional amendments.
- To increase the awareness and participation of youth in social work.
- To execute a diplomatic model, to convey system redesigns and additionally to get input on the present and future system of the administration.
- Steering the young into beneficial advancement activities promoting humanity, human rights and peace.

## Core Areas of Operation

- The core areas of operation of the Youth General Assembly are **#Education**. YGA will work with young people to:
- Promote enabled learning based on principles and practices of education for sustainable development (ESD).
- Document, network and organize inter-cultural exchanges with like-minded organizations locally, regionally and globally for sharing best practices, validating the work of the society as a global institution to promote the mission of Youth General Assembly, i.e. "promoting education as a comprehensive process for human & social transformation".
- Cultivate norms of citizenship and democracy through redesigned education processes based on respect for diversity, heritage, universal human rights and tolerance.
- Work with communities, youth and teachers committed to rethinking their conditions, values and structures for change, reimagining and taking action that can be measured over time.
- Engage with inspiring people and ideas across the country and region - developing interface with groups of teachers, youth, parliamentarians, empowered women, actors, artists, activists and media organized and informal workers as communicators of ideas, learning solutions, new learning content, change and accountability.

- Create a large-scale platform titled as Citizens Campaign for Quality Education (CMQE) with citizen groups across the country as multipliers of change-including local communities, youth, teacher unions, media, women's groups, and research-based think tanks, law associations and parliamentarians.
- Create innovative programs, capable teams, generating resources for institutional autonomy, innovations in sustainability and growth.
- Acknowledge partnerships and celebrate progress backed by citizens' accountability and evidence to deepen democratic communities of practice.
- Publish books, reports, journals, magazines, periodicals, writings, discoveries, documents, news and information.
- Liaise and collaborate with various associations in the advocacy sector or otherwise by suitable means (memorandum of understanding, collaboration agreements, partnering arrangements and others) for course content development, the arrangement of apprenticeships within the Sector.
- Accept grants, donations, assistance from public bodies, corporations, companies or persons or trusts, Pakistani corporations, companies and foundations.
- Organize and participate in seminars, conferences, fairs related to the objects of the society and to compile, collate, edit and publish technical reports and papers related to the objects of the Society.



YOUTH GENERAL ASSEMBLY

## **Youth General Assembly Forums**

Youth General Assembly takes pride in being the parent organization of three youth-led national initiatives namely YGA Legal Forum, YGA Business Forum, and YGA Media Forum which have the privilege of working on diverse activities and engaging youth from different academic and professional backgrounds.

### **Legal Forum:**

YGA Legal Forum is Pakistan's first youth-led national legal Forum which aims to ensure the role of youth as a driving force behind justice in society.

### **Business Forum:**

YGA Business Forum is Pakistan's first youth-led business forum and it aims to provide technical assistance and support to nascent business ventures in Pakistan.

### **Media Forum:**

Youth General Assembly media forum has the honor of being Pakistan's first youth-lead media forum. The vision of the forum is to spread awareness in youth and empower them to showcase the positive face of Pakistan internationally.



**YOUTH GENERAL ASSEMBLY**

# YGA Framework

## 1- Political Participation:

- Ensure youth representation in administrative committees and technical working groups and ensure their engagement in the formulation of relevant policies and programs.
- Create structures and platforms for political engagement of youth at national, provincial, and local levels.
- Revitalize online and in-person platforms and institutionalize engagement of youth in the parliamentary processes at the federal and provincial levels.
- Ensure increased representation of the youth in decision-making roles by increasing the youth representation quota at policy forums.
- Develop parliamentary internship/ placement program for young people to firsthand experience political debate and decision-making processes.

## 2- Policy and Civic Engagement:

- Include youth in the design, implementation, monitoring, reporting, and evaluation of instruments, strategies, and programs that relate to them.
- Ensure that laws that affect young people include youth participation through consultation processes. Ensure youth contributions to debates on policy- and law-making, resource allocation.
- Develop a youth-led national research initiative to better understand the nuances of the challenges, aspirations, and opportunities faced by specific youth groups, especially marginalized youth so that programming is more responsive.
- Include youth in academia and inter-governmental organizations for regular stocktaking and technical guidance on youth programming at the national and provincial levels.
- Continue to encourage more provincial and local governments to create youth community centers (Jawan Markaz) with free internet, meeting rooms, and easy access to information on education, jobs, civic opportunities, peer counseling, etc.

## 3- Education:

- Improve access to quality education at all levels (including higher education) and in all geographical and social contexts, allowing all youth the chance to acquire knowledge and skills which will serve them for their future (this includes ensuring online learning is more effective).
- Integrate the 2030 agenda in the educational fabric to improve access to quality education on sustainable development at all levels and in all social contexts.
- Transform society by reorienting education and helping youth develop knowledge, skills, values, and behaviors needed for sustainable development.

- Modernize/update the curriculum and improve teacher training to help reorient education content and methodologies thus allowing youth to develop knowledge, skills, values, and behaviors needed to become successful individuals in the future.
- Enlarge the Teach for Pakistan program to incentivize university graduates to teach for one or two years after graduation.
- Promote the creation and advancement of Inclusive Education through mainstreaming disability within schools at all levels across Pakistan.

#### **4- Business/Entrepreneurship:**

- Establish entrepreneurship support services cell (training, loans, mentorship, linkages) to ensure services are more accessible and relevant to young people and facilitate access to the market.
- Develop a youth national entrepreneurship network to coordinate efforts by government and private institutions, business incubation centers, and investors.
- Develop a network of mentors with outreach in small cities through local universities and colleges to support grassroots entrepreneurship and provide equal opportunities to youth across all regions.

#### **5- Human Rights and Peacebuilding:**

- Produce awareness campaigns to educate youth about human rights and the relevant National and Provincial bodies who can be contacted in case of any complaints or inquiries.
- Launch a comprehensive program/package for socio-economic empowerment of the minority youth communities including the provision of financial assistance and capacity building.
- Build collaborations/opportunities for young peacebuilders from all over the world to meet, discuss common regional and thematic issues, and form partnerships and plans for future collaborations.

#### **6- Law, Justice and Order:**

- Ensure young women are provided safety training against harassment, violence and threat to life.
- Ensure policing and justice services are youth-friendly, and support functions are established to further make them accessible to vulnerable youth groups, including ex. Juvenile prisoners/ drug addicts.
- Enhance access to legal aid for young offenders to accelerate rehabilitation and reintegration into society.

#### **7- Skills Development:**

- Develop young people's digital skills and build an enabling environment for innovation, entrepreneurship and job creation in Pakistan's digital economy.



- Ensure skills development programs are relevant to the future market, encourage internships, apprenticeships & job placements in Govt. and private sector to help youth get their foot in the door.
- Create avenues to provide non-formal education and skills training for young farmers - in crops management, farm machinery management, livestock, agribusiness, etc.

### **8- Information Technology:**

- Launch ‘female youth in tech’ initiative for young women and girls in the tech space, leading to increased self-efficacy and development of skills relevant to success in the workplace such as decision-making and working well with others.
- Youth-friendly inclusive information and materials to be developed with young people themselves, through both traditional and inclusive technology mediums, such as internet, SMS, etc

### **9- Social Welfare**

- Expand scope, objectives, and coverage of social protection under “Ehsaas program” ensuring social protection to vulnerable groups including youth in the informal economy.
- Establish clear graduation pathways for youth from Ehsaas program to programs with more advanced training/support under Kamyab Jawan program among others.
- Develop integrated social protection and economic empowerment program for youth living in slums and squatter settlements.



**YOUTH GENERAL ASSEMBLY**

## **YGA Code of Conduct and Values**

The following principles apply to all members of the organization as long as they are part of the team, regardless of hierarchical position or any other distinction. Please make sure to read it very carefully as a breach of these ethics will result in consequences pertinent to the situation

### **Respect for others:**

- It's mandatory to respect everyone you interact with. Be kind, polite, and understanding. One must respect others' personal space, opinion, and privacy.
- We are all unique human beings with our individual opinions. This is natural and welcomed at our organization. As long as the aims of the organization are maintained at large, you have the right to hold and express your personal beliefs, thoughts, ideas, and emotions or various topics. Let us agree to disagree, without violating the overarching objectives of equality and women empowerment that our organization advocates.
- We do not tolerate disrespectful or inappropriate behavior, harassment, hate speech, unfair treatment, or retaliation of any kind. Violating this rule will result in severe consequences.
- If someone is offensive, demeaning, or threatening towards you or someone you know, report them immediately to HR, directors, or presidents.
- No one should snub or discourage anyone. Even if you disagree with someone, express it respectfully.

### **Diversity and Inclusion:**

- We are committed to equal opportunity and work to maintain an environment that is free from discrimination or harassment on the basis of race, sex, color, national or social origin, ethnicity, religion, age, disability, sexual orientation, gender identification, or expression, political opinion or any other status. The basis for recruitment, placement, development, training and advancement at the organization is qualifications, performance, skills, and experience.
- Equality is deemed as the most important value to uphold. Just like there shouldn't be any penning down of members, there cannot possibly exist the seeds of favoritism in this space.

### **Integrity and Honesty:**

- Keep in mind our organization's mission. We all work together to achieve specific outcomes. Our behavior should contribute to our goals.
- Be honest and transparent when you act in ways that impact other people. We don't tolerate malicious, deceitful or petty conduct. Lies and cheating are huge red flags and, if discovered one may face progressive discipline or immediate termination depending on the damage.

## **Justice:**

- Do not act in a way that exploits others, their hard work, or their mistakes. Give everyone equal opportunity and speak up when someone else doesn't.
- Be objective when making decisions that can impact other people, and use written records or examples.
- Do not discriminate against people with protected characteristics. If you suspect, you may have an unconscious bias that influences your decisions ask for help from HR.
- When exercising authority, be fair. Don't show favoritism towards specific members and remain transparent.
- The abuse of authority that influences the personal and professional lives of others leading to a hostile or offensive work environment is strictly prohibited. For instance, running errands of personal nature for someone else. There may, however, be allowed if they lead to good relations or individual's own need to be helpful. Such instances must be viewed with gratitude and not as his/her duty. Decisions that are properly supervised and comply with the use of proper managerial responsibilities are not considered as abuse of authority.

## **Competence and Accountability:**

- We all need to put a healthy amount of effort into our work. Not just because we're all responsible for the organization's success, but also because slacking also affects our colleagues. Incomplete or slow working might hinder other people's work or cause them to shoulder the burden themselves. This comes in direct conflict with our respect and integrity principles.
- Take up opportunities for learning and development. If you are unsure how you can achieve this, have an open discussion with your directors or presidents.
- Take responsibility for your actions. We all make mistakes or need to make tough decisions and it's important we own up to them.

## **Teamwork:**

- Working well with others is a virtue, rather than an obligation. You will certainly get to work autonomously and be focused on your own projects and responsibilities. But, you should also be ready to collaborate with and help others.
- Be generous with your expertise and knowledge. Be open to learning and evolving. If days go by without you consulting or brainstorming with anyone, you are missing out on opportunities for excellence. Instead, work with others and don't hesitate to ask for help when you need it.

## **Ownership and Recognition:**

- All credits for a given work will be duly granted. No attempt of plagiarism will be tolerated.
- All content and documentation provided or produced within the organization is the YGA's intellectual property and must not be shared externally. Members must maintain the confidentiality of knowledge and information shared with them.

## **Compliance with the Code:**

- It is the personal and professional responsibility of every member to understand and comply with the code of conduct. Every member of the organization shall sign a contract for this purpose, The management would ensure that members understand and comply with the standards and requirements stated in the code. Any doubts of interpretations or problems encountered, as well as any suggestions for improvement, should be addressed to the HR, directors, and/or the presidents. The YGA's management would ensure that members understand and comply with the standards and requirements stated in the code. Any doubts of interpretations or problems encountered, as well as any suggestions for improvement, should be addressed to the ASG HR, or the Secretary-General of Youth General Assembly.

## **Sanctions:**

- All matters that violate the code of conduct will be treated in strict confidence.
- The organization can take prompt and appropriate remedial action and respond to violations of the code.
- The organization shall put in place an appropriate mechanism (i.e complaints/suggestions boxes, group sessions, emails. Etc.) as to allow members to address communications to the HR, directors and/or the presidents with the highest degree of trust and confidentiality according to them.
- Any member who engages in conduct prohibited by the code as determined will be subject to disciplinary action. Once a complaint has been placed, HR will analyze and investigate the matter and may talk privately with the member to understand the facts surrounding the issue.
- The decision should be issued in writing (dated and signed), indicating a summary of the facts, reference to the specific violation, and motivations.
- The sanctions may be under the form of;
  - Warning
  - Private or public letter of reprimand
  - Transfer to other task or group
  - Suspension from duties
  - Termination or removal

YOUTH GENERAL ASSEMBLY

## Values:

- **Passion:** We are committed to making a difference. We strive for what can be rather than settling for what it is.
- **Respect:** We listen to and learn from our constituents, partners, funders, and one another. We value diverse perspectives and strive to incorporate them into our work.
- **Impact:** We value performance and results. We set and hold ourselves accountable to high standards.
- **Empowerment:** We believe in the power of knowledge and its capacity to mobilize human beings to create a better world.
- **Collaboration:** We work as a team with different organizations and with our partners. We share ideas and try to align our efforts with those of others who are dedicated to the goals of saving the world and promoting humanity.

## Sexual Abuse and Harassment Prevention

YGA strives to create and maintain a safe environment for all youth who participate in YGA activities. All members should follow the statement of conduct for working with youth for abuse and harassment prevention established by the secretary.

The guidelines include the following requirements:

- YGA has a zero-tolerance policy against abuse and harassment.
- An independent and thorough investigation must be made into any claims of sexual abuse or harassment
- Any allegation of abuse must be immediately reported to the focal person in accordance with YGA policy.
- A focal person must terminate the membership of who any member who admits to, is convicted of or otherwise found to have engaged in sexual abuse or harassment. A focal person may not grant membership to a person who is known to have engaged in sexual abuse or harassment.

YOUTH GENERAL ASSEMBLY

# Starting A YGA Chapter

## **Take Action:**

When you start a YGA chapter, you connect a group of committed, enterprising young people who can turn their ideas into action. If your area doesn't have a YGA chapter, organize a group of dedicated young leaders and contact a local YGA chapter to get started. Consider the many ways a YGA chapter could benefit your society. Team up with YGA members who want to support young leaders in your area.

## **Interaction:**

YGA offers Interaction with alumni, the perfect way to build on the good you did in your community through Interaction, work with your team to organize one to meet the alumni and other young people who are interested in taking action to improve lives.

## **Find Members:**

YGA chapter can begin looking for prospective members. Invite students, young professionals, and service-minded young people, including those from diverse backgrounds to learn more about YGA.

To begin, hang posters in public areas where young people get together to study, play sports, or connect with peers. Give promotional materials to members and promote YGA through social media.

Meet with potential members to answer their questions and confirm their interest in starting an YGA. This is a good time to decide when, where, and how (online, in person, a combination of both) the new chapter will meet.

## **Final Stage:**

Adopt the YGA Constitution, and obtain the required signatures from your focal person.

Pay the organization fee by contacting your focal person. Submit proof of payment, along with your completed form, by email.

You'll receive your identification cards of the organization two to three weeks after YGA receives your completed form and proof of payment

## **Building a Foundation:**

A strong foundation will help your chapter grow and thrive. Transparent constitutional documents, clear leadership roles, organized meetings, and a robust member engagement strategy will ensure your chapter's success for years to come.

## **Constitution:**

All YGA chapters must have a constitution. These documents provide structure and help chapters govern themselves according to YGA's policies and procedures. All members automatically adopt the constitution, and changes can be made only by YGA's Board of Governors.

## **Leadership Roles and Responsibilities:**

A team of strong leaders can help your chapter find and retain members, raise funds, and carry out successful projects. The chapter's council should be familiar with the YGA constitutional documents. In addition, incoming leadership must participate in leadership training.

## **Council:**

The executive council serves as the governing body of a YGA chapter and includes the president, vice president, general secretary, joint secretary, information secretary and any additional positions your chapter decides are needed.

## **Positions:**

- President
- Vice President (male + female)
- General Secretary
- Joint Secretary
- Information Secretary
- Department Head of;
  - Human Resource
  - Research and Policy
  - Finance
  - Social Media
  - Public Relations
  - Publications
  - International Affairs

The council should meet regularly and report any action taken at the next meeting. During its meetings, the council reviews and approves the plans and service projects to ensure financial solvency and delegate responsibilities. At the end of the YGA year, the council prepares a final report that describes the major actions taken over the preceding 12 months. A copy of the report should be sent to the focal person.

# YGA Membership Contract

## Terms and Conditions of the Agreement:

- 1 The member will obey the policies, rules, and regulations set forth by the Youth General Assembly and comply with the organization's practice and procedure.
- 2 The member will fully abide by the code of conduct and constitution provided. All principles mentioned are applicable to the member throughout their time at the Youth General Assembly.
- 3 The membership is related to educational and activism purposes and hence is not a paid one. Therefore, the member is not entitled to wages or any compensation for the time spent as a member; this position is set voluntarily.
- 4 Since this is a flexible membership, the member is expected to duly complete all the tasks as instructed by the leadership and make timely submissions without delay. If the member we found is found to be found lacking in performance for a prolonged period of time, action may be taken against him/her as necessary, which may include disapproval, a fine, being put on probation, and/or termination from the organization.
  - a) There will be a strict Strike Tracker allotted for each time a member disobeys tasks, delays tasks, and/or stops responding without informing altogether. After the 1<sup>st</sup> strike, members will be given a warning. After the 2<sup>nd</sup> strike, the member will be removed from the Youth General Assembly.
- 5 The member will be available for all the meetings scheduled by the organization unless promptly informed in advance with a valid reason.
- 6 The member is allowed to take up any other paid or unpaid opportunities given that their work and performance at the Youth General Assembly is not compromised as a result. They are required to inform their supervisors if they take on new responsibilities timely.
- 7 This agreement may be terminated as follow:
  - a) By either party upon written notice to the other party with a 7-days' notice liable
  - b) to acceptance or rejection by the organization.
  - c) By the executive Board due to member's breach of the agreement.
- 8 If the member resigns or is terminated:
  - a) No certificate or letter will be issued unless a member completed at least one phase (6 months) at the organization, subject to the approval of satisfactory performance by the supervisors.
  - b) In case of termination upon the breach of the fundamental rule:
    - i. The member will be blacklisted from the Youth General Assembly permanently.
    - ii. It will be reflected poorly on their institution for the organization's future recruitments.



- 9 Upon completion, resignation or termination of a member, without further demand, the member must deliver to the organization or its authorized representative, all documents and material in their possession or control, delete all confidential information from any personal electronic device they may be using, after handing over all data to an unauthorized person. The member's Youth General Assembly email ID must be revoked immediately and deactivated. The member must also follow the resignation process fully, as provided by the Human Resources Department, and clear any dues.
- 10 The member is bound to maintain strict confidentiality about all information shared by the Youth General Assembly to him/her during his/her period of membership and even after its natural or early termination by either party.
- 11 This contract can be renewed upon completion of one phase and extend to year-long (full-term) membership, as requested by the member.





YOUTH GENERAL ASSEMBLY

**YGA Membership Form**

Name \_\_\_\_\_

Email Address \_\_\_\_\_ Contact Number \_\_\_\_\_

Domicile \_\_\_\_\_ CNIC/B-Form \_\_\_\_\_

Address \_\_\_\_\_

Academic Degree \_\_\_\_\_ Institute \_\_\_\_\_

Date of Birth \_\_\_\_\_ M/F \_\_\_\_\_

**Previous/Present Volunteer/Association Experience:**

**Why do you want to join YGA?**

**How did you come to know about YGA?** \_\_\_\_\_

**Membership request Agreement:** By submitting this application, I affirm that the facts set forth in my application for membership are true and complete. I understand that all the information on this form is voluntarily supplied and may be used and disclosed for volunteer purposes only. I hereby volunteer my services and understand that I am not a paid employee of this organization to which I may accept the assignment. By becoming a member, I understand that I will have the opportunity to participate in many individual and group volunteer projects.

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Approved By;**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Date** \_\_\_\_\_



YOUTH GENERAL ASSEMBLY

## Consent Form Youth General Assembly

I Mr./Ms. \_\_\_\_\_ hereby affirm that I accept the membership of the Youth General Assembly for the session 2021-2022. I will diligently carry out my responsibilities as a member Youth General Assembly (YGA) as and when specified by the Central Committee of the Youth General Assembly. I also undertake and affirm that I will be bound by all the rules and regulations of the YGA as framed or to be framed by the YGA Central Committee.

Name: .....

Religion\*: ..... Domicile\*: .....

Present Address: .....

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Telephone No: .....

E-mail: ..... CNIC: .....

Signatures: ..... Date: .....

YOUTH GENERAL ASSEMBLY



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