

# Constitution of the Youth Advisory Board at *JUGEND für Europa* – National Agency for the EU Programmes Erasmus+ Youth, Erasmus+ Sport, and European Solidarity Corps in Germany

## Preamble

As part of its work to implement the EU programmes Erasmus+ Youth and European Solidarity Corps (ESC), JUGEND für Europa is seeking to expand and enhance young people's involvement in the implementation and evolution of the programmes. A key milestone in these efforts was the establishment of a Youth Advisory Board in 2023, followed by the close cooperation with the Board that has been in place ever since.

The Youth Advisory Board's work is based on the principles of democracy, tolerance, diversity and equal opportunities, mental wellbeing, sustainability and equitable social participation.

This constitution sets out the selection process for JUGEND für Europa's Youth Advisory Board, how it will be composed and what its tasks and powers will be. It was drawn up in 2022 in collaboration with young people in a process lasting several months and was revised by the Youth Advisory Board at the end of its first cycle in 2024.

## §1 Tasks and objectives of the Youth Advisory Board

- (1) The purpose of the Youth Advisory Board is to ensure that young people's opinions, suggestions, and ideas are considered when implementing and evolving the EU programmes Erasmus+ Youth and ESC. Participation by young people as the addressees and users of the EU youth programmes has an important consultative function.
- (2) The tasks and objectives of the Youth Advisory Board are as follows:
  - a. Advise *JUGEND für Europa* so as to simplify access to the EU youth programmes for the target group of young people, raise their awareness of the programmes, make them more appealing to young people, and improve the processes involved in making use of the programmes and the support *JUGEND für Europa* provides in this regard.
  - b. Advise the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (BMFSFJ) and *JUGEND für Europa* to bring the priority areas and evolution of the EU youth programmes more into line with young people's interests and needs. As part

of this process, the Youth Advisory Board shall also issue statements concerning political debates and key questions in connection with the EU youth programmes.

- c. Represent young people on and participate in the *BMFSFJ's National Advisory Council for the EU Programmes Erasmus+ Youth and European Solidarity Corps (National Advisory Council)* to include the perspective of young people and the Youth Advisory Board's own topics in all issues discussed by the National Advisory Council.

## §2 Composition of the Youth Advisory Board

(1) The Youth Advisory Board shall be composed of 15 to 20 young people aged between 16 and 30, though members who pass the age of 30 may continue to serve on the board until the end of its term. Members who reach the age of 30 during their first term of office may not run for a second term. As far as possible, the young people should have personal experience of the EU youth programmes.

(2) Three of the seats on the Youth Advisory Board are intended for young people who are active in the European context of the Working Group of Youth Associations and State Youth Councils in Germany, and another three seats are reserved for EuroPeers.

(3) All applicants shall take part in the official application procedure.

(4) The Youth Advisory Board shall represent as wide a range as possible of life situations and perspectives; the selection process shall therefore include appropriate measures to ensure a diverse membership.

(5) Members shall be appointed in their capacity as individuals.

## §3 Selection of Youth Advisory Board members

(1) A call for members shall be published to recruit members for the Youth Advisory Board.

(2) The members of the Youth Advisory Board shall be selected by a selection committee. The committee shall be composed of three youth representatives and three representatives of JUGEND für Europa. The committee shall be chaired by JUGEND für Europa. Former members of the Youth Advisory Board shall be taken into account when composing the selection committee.

(3) The selection committee shall ensure as diverse a membership as possible for the Youth Advisory Board. Aspects to be considered shall include age, gender, regional diversity, life phase and experience in different EU youth programme funding formats. Particular support shall be given to applications from young people with fewer opportunities. JUGEND für Europa, supported by relevant organisations where necessary, shall encourage young people with fewer opportunities to apply. In the event of a tie within the selection committee, the young people represented on the committee shall decide by majority vote.

(4) Applicants who are not chosen shall be placed on a list of potential replacements for members who step down prematurely.

## §4 Term of office

The Youth Advisory Board shall have a term of two years. Each member shall be permitted a maximum of a second period of office. In the event that an insufficient number of new applications are received for the Youth Advisory Board, a third term of office shall be possible.

## §5 Youth Advisory Board meetings

(1) The Youth Advisory Board shall meet twice a year, in person as far as possible. In addition, at least one online meeting shall take place between the in-person meetings, with further virtual meetings possible on an ad hoc basis. At the end of each term of office, a final meeting may also be held at the request of the Youth Advisory Board members, either online or in person.

(2) The agenda and topics to be discussed at the meetings shall be set by the Youth Advisory Board; it may request assistance from the coordination team (see §10) at JUGEND für Europa to this end.

(3) Summary minutes of each meeting shall be published. Unless the Youth Advisory Board members request otherwise, the coordination team at JUGEND für Europa shall produce the minutes.

(4) The Youth Advisory Board shall choose a meeting chairperson from among its members. If no chairperson is appointed, the coordination team shall take on this role.

(5) The BMFSFJ, members of JUGEND für Europa's management team, staff, and persons who are not members of the Youth Advisory Board may be invited to attend Youth Advisory Board or working group meetings as experts.

## §6 Election of the spokesperson team

The Youth Advisory Board shall elect by simple majority a team of spokespeople from among its members; the team shall consist of two spokespeople with equal rights and two deputies. The election shall apply for one period of office. Re-election shall be possible once.

## §7 Tasks of the spokesperson team

- (1) The spokesperson team shall forward relevant issues discussed by and decisions taken by the Youth Advisory Board to the National Advisory Council or, via the coordination team at *JUGEND für Europa*, to the appropriate bodies at *JUGEND für Europa* or the *BMFSFJ*.
- (2) The two spokespersons for the Youth Advisory Board shall represent the board as full members of the National Advisory Council.

(3) The spokesperson team shall inform the Youth Advisory Board of any statements, consultation outcomes and decisions made by the National Advisory Council and other relevant bodies that concern matters of relevance to the Youth Advisory Board.

## §8 Funding and management of funds

(1) The cost of the Youth Advisory Board's ordinary activities shall be borne by JUGEND für Europa.

(2) The funds provided shall be managed and paid out by the coordination team at JUGEND für Europa.

(3) JUGEND für Europa shall provide support (e.g., sign language interpreters) for members with special needs.

(4) The Youth Advisory Board shall be allocated its own budget of €5,000 per term of office, which may be used for a self-chosen project or projects in consultation with JUGEND für Europa.

(5) At the request of the Youth Advisory Board, the coordination team at JUGEND für Europa can explore whether funding can be granted for any extraordinary matters the board has to address.

## §9 Cooperation with *JUGEND für Europa*, the *BMFSFJ* and the National Advisory Council

(1) To perform its tasks and achieve its goals, the Youth Advisory Board may draw up statements and recommendations and forward them to JUGEND für Europa, the BMFSFJ and the National Advisory Council, depending on which is the relevant recipient. The Youth Advisory Board shall also have a right to information; i.e., it may make requests for information and follow-up questions, which JUGEND für Europa or the BMFSFJ shall then answer.

(2) In addition, the cooperation may take the following forms:

(a) JUGEND für Europa can approach the Youth Advisory Board with specific questions concerning the implementation and evolution of the EU youth programmes in line with young people's interests and deliberate them with the board or ask it for recommendations. On an ad hoc basis, the Youth Advisory Board may also collaborate on JUGEND für Europa projects and activities.

(b) The BMFSFJ can approach the Youth Advisory Board with specific questions concerning the implementation and evolution of the EU youth programmes and European-level decisions and deliberate them with the board or ask it for recommendations.

(c) Through its spokespersons, the Youth Advisory Board may suggest topics for the agendas of National Advisory Council meetings.

## §10 Coordination team at *JUGEND für Europa*

- (1) *JUGEND für Europa* shall provide a coordination team to support the Youth Advisory Board and its working groups in terms of organisation, specialist knowledge, educational input, and methodology. The coordination team shall act as the interface between the Youth Advisory Board, relevant persons and departments at *JUGEND für Europa*, the BMFSFJ and the National Advisory Council and shall assist in the Youth Advisory Board's work and that of its spokespersons. When performing these tasks, the coordination team shall act in a diversity-sensitive manner.
- (2) The support activities for the Youth Advisory Board include helping it to:
  - (a) enlist and coach new board members,
  - (b) convene and prepare ordinary meetings and to produce the meeting minutes,
  - (c) communicate with other people and departments at *JUGEND für Europa*, the BMFSFJ and the National Advisory Council,
  - (d) process inquiries made to the Youth Advisory Board and
  - (e) prepare and conduct extraordinary meetings and events.

## §11 Conditions of participation in the Youth Advisory Board

- (1) Members' work on the Youth Advisory Board shall be on a voluntary basis. They shall receive an attendance fee of €75 per in-person board meeting (for a maximum of five meetings per term) and €30 per digital board meeting (for a maximum of three meetings per term).
- (2) Youth Advisory Board members shall be reimbursed for any travel and accommodation expenses incurred in connection with meetings or other board-related tasks. No per diem shall be paid.

## §12 Rules of procedure

The Youth Advisory Board may draw up rules of procedure for its internal business.

## §13 Working groups

- (1) Where necessary, the Youth Advisory Board can create working groups (to which non-members may also be invited as experts) to work on the matters for which it is responsible, prepare statements, and examine specific questions.
- (2) Working groups can be set up permanently for priority topics or temporarily to work on current ad hoc issues. When a working group is established, its goals and how they are to be achieved must be clear.

- (3) The working groups shall organise their work themselves and determine how they are structured and how they work.
- (4) The working groups' minutes shall be supplied to the Youth Advisory Board members, including those who are not members of the groups, and to the coordination team at *JUGEND für Europa*.

## §14 Transparency

- (1) The Youth Advisory Board and its members shall be presented to the public on a *JUGEND für Europa* website.
- (2) The minutes of the meetings shall be published on this website.
- (3) Requests addressed to the Youth Advisory Board shall be coordinated by the coordination team and forwarded to the Youth Advisory Board.
- (4) Reports on the Youth Advisory Board's work shall be published on the *JUGEND für Europa* website and on social media.

## §15 Entry into force

This constitution shall enter into force with effect from 1 January 2023 and shall be valid until the end of the term of the current EU youth programmes on 31 December 2027.

## §16 Evaluation and, where appropriate, revision

The constitution shall be evaluated by the coordination team at *JUGEND für Europa* and the Youth Advisory Board after a period of two years. In addition, the work of the Youth Advisory Board shall be evaluated on a regular basis.