

#### Version 1 Main Changes:

- Name revised
- Defined “Membership” and “Executive Committee”
- Clarify “two-year tenure”, setting procedures for change of members
- Added the roles of Executive Committee, Chair, Vice-Chair, Observers, IFRC EA Delegation, IFRC YC and APYN
- Define the lower age limit of Executive Committee
- Define and clarify meetings and communication means of EAYN

#### Version 2 Main Changes:

- Annual Report is added to address the problem of low attendance and to ensure communication between external parties and EAYN
- Liaison Meeting is added to ensure communication between external parties and EAYN (Clauses 6.4)
- Meeting details of Annual General Meeting was added, including who should attend the face-to-face meeting (Clauses 6.1.14)
- Review of ToR annually (Clause 11.1)
- To be resolved: Name of EAYN, Executive Committee Meeting Frequency, Date of fifth revision

#### Version 3 Main Changes

- Respond to comments about EAYN is no longer under APYN.
- Confirm the name of EAYN – Without the word “Red Crescent”
- Confirm the meeting frequency of Executive Committee – Bimonthly meeting

#### Version 4 Main Changes

- Revised the guiding documents: “YES 2024” and “Hanoi Call for Action 2023”
- Added youth-led activities under the 3rd objectives to align with the indicators of HC4A
- Revised nomination criteria for committee members: two youth leaders or 1 youth leader and 1 youth staff are both acceptable, and emphasis on gender balance
- Revised election criteria for chair and vice-chair: members who hold or plan to run for key positions in other youth-led structures within IFRC, such as Chairs or Vice-Chairs of the Regional Youth Network or Youth Commission, are strongly discouraged from running for this position.
- The Internal Vice-Chair is rotated among the five National Societies.
- Added the role of observer to ensure communication mechanism and member handover

**Terms of Reference  
of  
Red Cross East Asia Youth Network**

**1. DEFINITION**

- 1.1. The name of the network shall be the “Red Cross East Asia Youth Network” (EAYN), hereafter referred to as “the Network”.
- 1.2. The Network consists of five National Societies in East Asia: the Mongolian Red Cross Society, the Japanese Red Cross Society, the Republic of Korea National Red Cross, the Red Cross Society of the Democratic People's Republic of Korea, and the Red Cross Society of China, including its two branches: the Hong Kong Red Cross and the Macau Red Cross.
- 1.3. As one of the four sub-regional youth networks in the Asia Pacific operational region, the Network is a youth-led platform owned by the National Societies.
- 1.4. The Network is based on support provided by the East Asian National Societies, the International Federation of Red Cross and Red Crescent Societies (IFRC) East Asia Delegation, and the Asia Pacific Youth Network, in accordance with the Solferino Youth Declaration (2009), the IFRC Youth Policy (2017), the Youth Engagement Strategy(2024), the Manila Call for Action (2018), the Hanoi Call for Action (2023) and the IFRC Strategy 2030.

**2. MISSION**

- 2.1. The mission of the East Asia Youth Network is to enhance the service delivery of East Asia National Societies, fostering aspirations for positive community change.

### **3. OBJECTIVES**

3.1. The Network shall pursue the following objectives:

- 3.1.1. **Representing** youth voices and opinions, **advocating** for East Asian youth and supporting their activities.
- 3.1.2. **Connecting** youth leaders across the region, **facilitating** active communication, and **promoting** information exchange.
- 3.1.3. **Facilitating** and **promoting** the youth-led activities and sharing of knowledge, experiences, and resources within the region.
- 3.1.4. **Enhancing the leadership skills** of members and increasing youth engagement in the decision-making processes of their respective National Societies.
- 3.1.5. **Studying** and **analysing** regional topics, **addressing** common issues and needs of the Red Cross Red Crescent Movement, and **undertaking** collaborative initiatives within the region.

### **4. MEMBERSHIP**

4.1. The term "Network Members" refers to the youth within the constituent National Societies. Every youth from these National Societies is automatically considered a member of EAYN. National Societies are required to actively include and engage youths from their respective National Societies with EAYN.

### **5. EXECUTIVE COMMITTEE**

#### **5.1. The Network Committee**

- 5.1.1. Each member National Society shall nominate two youth volunteer leaders/1 youth volunteer and 1 staff from their Youth Department to serve on the Executive Committee of the Network, considering gender balance.
- 5.1.2. All members must be between the ages of 16 and 30 at the time of nomination.
- 5.1.3. Executive Committee members have a two-year tenure, subject to the clauses below:

- 5.1.3.1. The tenure shall align with the EAYN Annual General Meeting. The terms of office shall commence at the start of an EAYN Annual General Meeting and conclude at the start of the EAYN Annual General Meeting two years later.
- 5.1.3.2. Under special circumstances, the term of office can be extended or shortened at the discretion of the EAYN Secretariat and with the approval of all members National Societies.
- 5.1.3.3. If a member National Society wishes to change the Executive Committee representing their National Society for any reason during the two-year tenure, they must notify the EAYN Secretariat, the Chair, and the Vice-Chairs of EAYN **at least one month** in advance. The change in membership will come into effect on the day following the official submission of the signed nomination form from the member National Societies to the EAYN Secretariat. The EAYN Secretariat has the responsibility to notify the other member National Societies within five working days.
- 5.1.3.4. The handover should be conducted by the National Society to ensure that new members understand EAYN and their respective responsibilities. If requested, the IFRC can provide additional briefings for new members. It is highly recommended that the member National Society allows for a minimum of three months for the handover process. This timeframe will enable the newly joined Executive Committee to familiarize themselves with the progress of EAYN.
- 5.1.3.5. To facilitate the transition of the executive committee, predecessors are entitled to a provisional status of membership for no more than six months and are allowed to attend and speak in the meeting but without voting rights. The status shall be granted by all Executive Committee members.

- 5.1.4. Executive Committee members are limited to serving a maximum of two terms.
- 5.1.5. The handover of the sessions is subject to the provisions outlined in Clauses 6.1.14.
- 5.1.6. Executive Committee members shall be responsible for:
  - (a) Collecting grassroots youth voices within their corresponding National Society and reflecting these voices to the leadership, including but not limited to national societies within the East Asia region, IFRC East Asia Delegation, and IFRC Youth Commission
  - (b) Staying connected with the youth department or a comparable entity of their

National Society to track the Red Cross Youth programs and projects of their National Society

- (c) Facilitating the exchange of information between the Network and their National Society
- (d) Reporting the outcomes of all meetings to their National Society and sharing updates with grassroots youth within their National Society
- (e) Collaborating with other national societies in the East Asia region to address problems and challenges shared by the national societies
- (f) Making efforts to implement the EAYN Plan of Action and mobilizing the resources of their National Society to support the Network
- (g) Promoting the image of EAYN within their corresponding National Society and encouraging grassroots youth to actively participate in EAYN activities
- (h) Assuming a prominent role in promoting and localizing the policies and strategies advocated by the Asia Pacific Youth Network and IFRC, specifically related to the Youth Policy and Youth Engagement Strategy
- (i) Reviewing the EAYN's terms of reference and its own effectiveness and suggesting any necessary changes
- (j) Undertaking any other duties and responsibilities regarding youth engagement assigned by the IFRC and the EAYN Executive Committee

## 5.2. Chair

5.2.1. An Executive Committee member shall be elected as the Chair of the Network. The election process shall adhere to the East Asia Youth Network's Election Guidelines.

5.2.2. The responsibilities of the Chair include, but are not limited to:

- (a) Leading discussions and activities within EAYN
- (b) Connecting sub-regional discussions and needs to a wider zonal discussion
- (c) Facilitating and advising on the implementation of the Plan of Action
- (d) Staying informed about global trends related to Youth and taking appropriate actions
- (e) Organizing various internal meetings

- 5.2.3. The Chair governs the strategic directions and leads the actions of the member team to achieve the goals and objectives of the Network.
- 5.2.4. The Chair is appointed for a term of two years and may be consecutively appointed for a maximum of two terms.
- 5.2.5. The Chair must be aged between 16 and 30 at the time of their first appointment.
- 5.2.6. Members who hold or plan to run for key positions in other youth-led structures are not encouraged to run for the position.

### **5.3. Vice-Chair**

- 5.3.1. Two Executive Committee members shall be elected to serve as Vice-Chairs of the Network.
- 5.3.2. The Internal Vice-Chair shall rotate among the five National Societies in a set order. The election process of External Vice-Chair shall adhere to the East Asia Youth Network's Election Guidelines.
- 5.3.3. The Vice-Chairs coordinate and facilitate the activities of the member team to achieve the Network's goals and objectives. One of the Vice-Chair will primarily oversee EAYN's internal affairs, while the other Vice-Chair will primarily oversee EAYN's external affairs.
- 5.3.4. Responsibilities of the Internal Vice-Chair include, but are not limited to:
  - (a) Budget management
  - (b) Facilitating and advising on the implementation of the Plan of Action
  - (c) Building relationships between Executive Committee members
  - (d) Liaising with the EAYN Secretariat
  - (e) Assisting the Chair's work when needed
- 5.3.5. Responsibilities of the External Vice-Chair include, but are not limited to:
  - (a) Liaising with external parties such as APYN, other Regional or Sub-regional Youth Networks, IFRC Youth Commission and other partnerships
  - (b) Monitoring and enhancing the branding of EAYN
  - (c) Representing EAYN in the APYN Committee, subject to Clause 10.5
  - (d) Assisting the Chair's work when needed

- 5.3.6. The Vice-Chairs are appointed for a term of two years and may be consecutively appointed for a maximum of two terms.
- 5.3.7. The Vice-Chairs must be aged between 16 and 30 at the time of their first appointment.
- 5.3.8. If the Chair is unable to fulfil their role, one of the Vice-Chairs shall be appointed by the Executive Committee as their replacement accordingly.
- 5.3.9. In the absence of the Chair, the Executive Committee is to appoint one Vice-Chair to fulfil the role temporarily until the Chair can resume the responsibilities or a new election is held.
- 5.3.10. Members who hold or plan to run for key positions in other youth-led structures within IFRC, such as Chairs or Vice-Chairs of the Regional Youth Network or Youth Commission, are strongly discouraged from running for this position.

#### **5.4. Youth Representative Team**

- 5.4.1. The Youth Representative Team includes the Network Executive Committee, Observers, Support Team members and Working Group members.
- 5.4.2. The Team can participate in the Annual General Meeting, Extraordinary Meeting and Executive Committee Meeting, and they can call for meetings based on their needs. Attendance at the meetings is not compulsory for Youth Representative Team members.
- 5.4.3. The Team shall be consulted if there are any revisions to the Terms of Reference.

#### **5.5. Observers**

- 5.5.1. Each National Society from the East Asia region can nominate/appoint one staff member responsible for youth development at the national level as an observer. Observers should support EAYN members, including but not limited to:
  - (a) Localizing the EAYN Plan of Action
  - (b) Acting as a communication bridge between the National Societies' senior management and the respective Executive Committee in each National Society
  - (c) Providing appropriate advice where necessary, especially on issues related to

### Youth Engagement

- (d) Reflecting the situation within the National Society to the respective Executive Committee by having regular catch up with members
- (e) Attending EAYN regular meeting to understanding the implantation progress of EAYN and the latest developments in EANSs
- (f) Ensuring the handover between new members and former members, refer to 5.1.3.4

5.5.2. The tenure of the observer will be the same as that of other committee members. The Network is limited to seven observers at any one time.

### 5.6. Support Team for EAYN member

- 5.6.1. Each National Society is advised to establish a support team consisting of at least five members of youth and adult volunteers to assist in implementing the EAYN Plan of Action.
- 5.6.2. Support team members can include, but are not limited to, members of the Working Group.
- 5.6.3. The structure of the support team is flexible and can be determined by each National Society. Observers shall provide technical and secretarial support to the Support Team.

## 6. MEETINGS

### 6.1. Annual General Meeting

- 6.1.1. The Executive Committee shall host an Annual General Meeting each year.
- 6.1.2. Unless under special circumstances, the Annual General Meeting shall be conducted in-person.
- 6.1.3. The Chair shall serve as the primary convener, and one of the Vice-Chairs shall act as the secondary convener of the Annual General Meeting.

- 6.1.4. If the Chair is unavailable for the Annual General Meeting, one of the Vice-Chairs shall assume the role of primary convener, and the other Vice-Chair will serve as the secondary convener.
- 6.1.5. The IFRC East Asia Delegation shall function as the Secretariat and provide support for organizing the Annual General Meeting.
- 6.1.6. The Annual General Meeting shall cover the following items:
  - (a) Reviewing, drafting, and revising the Network's annual plan of actions and documents
  - (b) Summarizing common issues and topics within the Red Cross Movement in the region
  - (c) Exploring cooperative opportunities among member National Societies and with other regional Networks, while providing cross-region training and capacity-building opportunities
  - (d) Introducing new members, if applicable
  - (e) Drafting and reviewing the Annual Report
- 6.1.7. The Conveners of the Annual General Meeting shall be responsible for:
  - (a) Preparing for the Annual General Meeting
  - (b) Compiling, revising, and finalizing the meeting agenda
  - (c) Chairing the Annual General Meeting
  - (d) Preparing meeting minutes with support from the IFRC
- 6.1.8. All Executive Committee members are expected to attend the Annual General Meeting unless there are special circumstances. In case of absence, Executive Committee members must inform the EAYN Secretariat and the Chair at least one month prior to the meeting. The respective National Society can then nominate another member from the Youth Representative Team to attend the meeting.
- 6.1.9. All members of the Youth Representative Team are eligible to attend the Annual General Meeting. However, they will not have voting rights unless they are representatives, as stated in Clause 6.1.8.
- 6.1.10. The quorum for the Annual General Meeting is set at 51% of the total Executive Committee, which amounts to 8 members, with each National Society having at least 1 representative.

6.1.11. Decisions made during the Annual General Meeting shall be resolved based on a simple majority.

6.1.12. Notification of the Annual General Meeting, including the date, place, and agenda, shall be issued to all Executive Committee members no later than 1 month prior to the meeting.

6.1.13. An Annual Report shall be published after the Annual General Meeting. The report will include the results of the Plan of Action and the performance of the Executive Committee.

6.1.14. In Annual General Meetings where a new session will be initiated, the following steps shall be taken prior to the meeting:

6.1.14.1. The Chair of the previous session shall convene an Extraordinary Meeting, inviting all Executive Committees from both the previous and new sessions. However, the regulations governing this Extraordinary Meeting shall follow those of the Annual General Meeting.

6.1.14.2. The Extraordinary Meeting shall include the following items:

- (a) Introduction of all members of the new session
- (b) Appointment of the primary convener and secondary convener of the Annual General Meeting
- (c) Introduction and review of the previous Plan of Action
- (d) Drafting of the Annual Report

6.1.14.3. The voting rights in this Extraordinary Meeting remain with the previous session, unless the Executive Committee of the previous session from a particular National Society is unable to attend the Extraordinary Meeting.

6.1.14.4. It is strongly recommended that each National Society conducts the handover of the Executive Committee at least three months before the Annual General Meeting.

6.1.14.5. To facilitate the transition of the new session of the Executive Committee, the previous session of the Executive Committee is granted provisional membership status for a maximum of six months. Members of the

previous session are allowed to attend and speak in meetings but without voting rights.

6.1.14.6. The new session of the Executive Committee shall attend the Annual General Meeting, while the previous session of the Executive Committee shall not.

## **6.2. Extraordinary Meeting**

6.2.1. An extraordinary meeting can be convened by:

- (a) Request from the Executive Committee
- (b) Request from the Youth Representative Team of a member National Society

6.2.2. The agenda and minutes of the Extraordinary Meeting shall focus on specific topic(s) and shall be prepared by the Convener.

6.2.3. The roles of the Secretariat shall follow those of the Annual General Meeting

6.2.4. Each National Society is expected to send at least 1 Executive Committee representative to attend the Extraordinary Meeting.

6.2.5. Under special circumstances, a respective National Society can submit a written letter to nominate another member from the Youth Representative Team to participate in the Extraordinary Meeting.

6.2.6. All members of the Youth Representative Team are eligible to attend the Extraordinary Meeting. However, they will not have voting rights unless they are representatives, as per Clause 6.2.5.

6.2.7. The quorum for an Extraordinary Meeting is 51% of member National Societies, i.e., 4 National Societies.

6.2.8. Decisions in the Extraordinary Meeting shall be resolved based on a simple majority.

## **6.3. General Meeting**

6.3.1. The Executive Committee shall hold bimonthly general meetings to report on the progress of Plan of Action implementation and updates from member National Societies.

6.3.2. The roles of Conveners and the Secretariat shall follow those of the Annual General Meeting.

- 6.3.3. The agenda and minutes of the General Meeting shall be prepared by the Conveners.
- 6.3.4. Each National Society is expected to send at least 1 Executive Committee representative to attend the General Meeting.
- 6.3.5. Under special circumstances, a respective National Society can submit a written letter to nominate another member from the Youth Representative Team to participate in the meeting.
- 6.3.6. All members of the Youth Representative Team are eligible to attend the General Meeting. However, they will not have voting rights unless they are representatives, as per Clause 6.3.5.
- 6.3.7. The quorum for a General Meeting is 51% of member National Societies, i.e., 4 National Societies.
- 6.3.8. Decisions in the General Meeting shall be resolved based on a simple majority.

#### **6.4. Liaison Meeting**

- 6.4.1. The Executive Committee shall hold a Liaison Meeting every 6 months to provide updates on EAYN to relevant parties, including, but not limited to, Observers and the Youth Representative Team of EAYN, representatives from the IFRC Youth Commission, representatives from APYN, and other relevant staff members of East Asian National Societies, as outlined in Clause 6.4.2.
- 6.4.2. The Executive Committee may choose to combine the Liaison Meeting with the Annual General Meeting, designating one of the sessions within the Annual General Meeting as the Liaison Meeting. In such cases, the regulations of the Annual General Meeting shall be followed.
- 6.4.3. The objective of the Liaison Meeting is to provide relevant parties with an understanding of EAYN's work and to obtain the necessary support required by EAYN.
- 6.4.4. The External Vice-Chair shall serve as the primary convener, while the Chair shall act as the secondary convener of the Liaison Meeting.

- 6.4.5. If the External Vice-Chair is unavailable for the Liaison Meeting, the Chair shall assume the role of primary convener, and one of the Vice-Chairs will serve as the secondary convener.
- 6.4.6. The Liaison Meeting shall cover the following items:
  - (a) Progress of the Plan of Action, including Key Performance Indicators
  - (b) Any resources requested from EAYN, if applicable
  - (c) Performance of the Executive Committee, particularly attendance, will be shared with youth department after Liaison meeting
- 6.4.7. Each National Society is encouraged to send at least one Executive Committee representative and one observer to attend the Liaison Meeting.
- 6.4.8. The Liaison Meeting is a non-decision-making meeting. No formal decisions can be made during the meeting. Any decisions to be made shall be addressed in Extraordinary Meetings or General Meetings.

## **7. COMMUNICATION**

- 7.1. The official communication method, whether within the Executive Committee or with external parties, shall be email, facilitated by the EAYN Secretariat.
- 7.2. The Executive Committee also has the right to establish unofficial communication methods within the Executive Committee or with external parties, such as Network members or other personnel.
- 7.3. The establishment of unofficial communication methods is at the discretion of the Executive Committee.

## **8. ROLES OF THE IFRC**

- 8.1. The IFRC East Asia Delegation functions as a secretariat to the Network and Youth Representative Team to:

- (a) Support in creating an enabling work environment for themselves
- (b) Assist in arranging and conducting efficient meetings
- (c) Establish connections between the Network and external parties, such as other Youth Networks or the IFRC Youth Commission
- (d) Directly provide or coordinate financial support
- (e) Acknowledge the contributions of Executive Committees during their tenure by issuing certificates of appreciation
- (f) Maintain records of Executive Committee information
- (g) Foster the implementation of Youth Engagement in respective National Societies
- (h) Facilitate the execution of the Plan of Action

## **9. ROLES OF THE IFRC YOUTH COMMISSION**

9.1. The IFRC Youth Commission shall collaborate as a partner with the Network and Executive Committee and assume responsibility for:

- (a) Offering global and regional updates on policies, campaigns, and programs
- (b) Arranging the Global Youth Meeting to furnish East Asia youth with a platform for experience exchange and connecting with youth from other National Societies
- (c) Forging connections between the Network and the global level through other Regional Networks and IFRC partners
- (d) Advocating for increased resource allocation to youth projects
- (e) Providing guidance and advice on localizing youth policy and youth engagement strategies within East Asia National Societies
- (f) Conveying East Asia youth voices to leadership and senior management levels

## **10. ROLES OF APYN**

10.1. The Red Cross Red Crescent Asia Pacific Youth Network (APYN) serves as a youth-led platform for coordinating and fostering collaboration among youth, while also offering guidance to youth in National Societies across the Asia Pacific

region. APYN represents all National Societies and youth members within the Asia Pacific.

10.2. EAYN functions as one of the four sub-regional youth networks in the Asia Pacific operational region.

10.3. APYN collaborates with sub-regional youth networks to empower young individuals through initiatives, including but not limited to:

- (a) Addressing global priority issues that may pose challenges at the sub-regional youth network level
- (b) Sharing updates and progress, and collaborating as needed
- (c) Supporting and guiding EAYN in the implementation of the Plan of Action

10.4. APYN will also:

- (a) Encourage the exchange of best practices, resources, and technical expertise among youth to ensure effective knowledge and information management
- (b) Facilitate peer-to-peer and targeted support for NSs and sub-regional youth networks to uplift youths, ensure network sustainability, and address emerging issues
- (c) Engage with other Regional Youth Networks and external organizations

10.5. According to the Terms of Reference of APYN, each sub-regional youth network shall appoint one member to join the APYN Committee. It is recommended that the External Vice-Chair assumes this position to better understand Regional Activities as a whole.

## **11. REVISION OF TERMS OF REFERENCE**

11.1. The review and revision of the Terms of Reference shall be conducted annually during the Annual General Meeting. Alternatively, it can be initiated upon the request of a majority of the Executive Committee members of the Network. Requests for revision should be made in consultation with the Youth Representative Team.

11.2. Date of Agreement  
04 April 2015

11.3. Date of first revision

29 March 2018

11.4. Date of Second revision

19 September 2020

11.5. Date of Third revision

11 December 2020

11.6. Date of Fourth revision

6 June 2022

11.7. Date of Fifth revision

20 September 2023

11.8. Date of Sixth revision

9 October 2024