Terms of Reference

EAST ASIA YOUTH NETWORK WORKING GROUP

Background

The East Asia Youth Network (EAYN) is a sub-regional youth network in the Asia Pacific operational region. It provides a platform for youth volunteers of the National Societies of East Asia to interact, meet and remain in communication for mutual understanding, service to humanity, capacity building, sharing best practices, fostering youth action, promoting youth in decision-making process by considering doing more, doing better, reaching further.

After the 2023 EAYN General Meeting, it was decided to initiate volunteer working groups to support the implementation of the 2024-2025 Plan of Action. Through the practice in 2024, EAYN recognized and decided to continue using the working group model in 2025.

By combining the Asia-Pacific regional indicators (HC4A) on youth engagement with the sub-regional priorities for East Asia, three objectives were identified to reflect these and address the common challenges facing the region.

> 1. Capacity building for EA youth through educating and training.

> 2. Identifying and responding to shared youth problems by enhancing EA youth-led activities, communication and information exchange.

> 3. Empowering youth at the decision-making level and strengthening youth cooperation especially in climate change and disaster readiness.

Link to registration: https://forms.office.com/e/nhqYCA5xBM

These Working Groups are:

> ***Activities Support Working Group*** - led by HKRC(branch of RCSC) and supported by JRCS

> (Planned recruitment of 8-10 people: 4-5 spots open for HK Red Cross Youth; 4-5 spots open for any youth who prefer to use English as your working language)

> ***Communication Working Group*** - led by KNRC and supported by HKRC and Macau RC (branch of RCSC)

> (Planned recruitment of 8-10 people: 4-5 spots open for Korean Red Cross Youth; 4-5 spots open for any youth who prefer to use English as your working language)

Information Integration Working Group - led by RCSC and supported by KNRC

(At least 2 members from each National Society, 12-15 in total)

Research and Initiatives Working Group - led byJRCS and MRCS and supported by RCSC

(Planned recruitment of 8-10 people: 3-4 spots open for Japanese Red Cross Youth; 3-4 spots open for Mongolian Red Cross Youth；2-3 spots open for any youth who prefer to use English as your working language)

Please be informed that in order to encourage more volunteers to participate in our working groups, the members are now divided into two groups: one working in their native language and the other in English. Each group will offer half of the available spots, except for the Information Integration Group. If you prefer to use your native language in the volunteer activities, please choose the group led by your National Society or branch. If you prefer to participate in an English-speaking group, feel free to select the group that best suits your personal preference. However, the final output of each working group will be in English.The final working group member list will be based on eligibility criteria, personal preference, quota, geographical and gender balance.

Main responsibilitiesSociety

<mark>**For Activities Support Working Group:**</mark>

1）Responsible for supporting regular internal training / workshops for EAYN members, including but not limited to leadership training, communication skills, presentation skills, and thematic issues in East Asia.

2）Responsible for preparing a welcoming pack for all newly joined EAYN members to facilitate the network development, and contents may include youth engagement, youth commission and youth network introduction.

3）Responsible for providing online training and activities to youth volunteers and youth leaders with different thematic topics, e.g., MHPSS, humanitarian education.

4) Responsible for organizing Quarterly Red Talk for experience sharing and knowledge dissemination.

Possible topics:

- Mental Health

- Climate Change

- First Aid

- Humanitarian Education

- Disaster Prevention

For Communication Working Group:

1) Responsible for establishing a social media guideline (e.g. wordings, style, font, colour) and a drive with all the graphs and logos to be used.

2) Responsible for running social media including Instagram and Facebook sustainably, such as EA youth action regular updates, event promotion, sharing of best practices, online initiatives, or campaigns on important international days.

3) Responsible for preparing a knowledge pack (in different local languages) about youth engagement for all youths in the EA region, including introduction of youth engagement, youth commission, youth networks.

For Information Integration Working Group

1) Responsible for taking meeting minutes during bi-monthly meetings and capturing key highlights to prepare EA youth action regular updates.

2) Responsible for operating the EAYN website and coordinating with other working groups to ensure it is regularly updated.

3) Responsible for managing the online databases, including the collection and storage of key documents and information.

4) Responsible for translating important initiatives and documents into East Asian languages.

For Research and Initiatives Support Working Group:

1）Responsible for supporting the IFRC in conducting Asia-Pacific volunteering research, and effectively disseminating the survey through EA members and youth focal points to ensure that the data collected is representative.

2）Responsible for identifying opportunities to respond to the needs of EA youth.

3）Responsible for encouraging youth in East Asia to participate in regional or international themed competitions or initiatives, by coordinating with other working groups.

Eligibility

1) Over 16 years and under 30 years old at the time of submitting candidacy form

2) Currently a Red Cross volunteer of Mongolian Red Cross Society, Japanese Red Cross Society, The Republic of Korea National Red Cross, Red Cross Society of the Democratic People's Republic of Korea, Red Cross Society of China, and Red Cross Society of China Hong Kong and Macao Branch.

3) Have a basic understanding of youth-related activities within their National Society and the RCRC Movement

4) A volunteer who is willing to learn and demonstrate commitment to serve EAYN for the entire term

5) A volunteer who is willing to bring innovation, creativity, knowledge, skills and experience to EAYN

6) A volunteer who has the ability to work well in a multicultural team and has a perspective of inclusion and diversity

7) A volunteer who can communicate in English fluently (please note that our working language is English. In certain cases, your native language may be used to share information with other members. However, English will always be the main language of communication)

Term

Around one year from March 2025.

If a WG member is absent from work for two months without any excuse, EAYN Executive Committee will firstly report to and communicate with EAYN Executive Committee members of corresponding National Society or branch, and this WG member will be given a chance. If positive action is still not taken by the WG member, consideration will be given to canceling the membership.

If the withdrawal of some members affects the operation of the working group, EAYN may consider re-admission at its discretion.

Volunteer hours will be recorded and indicated on the certificate.

No certificate will be provided if any of the following conditions are met:

1. Tenure is less than half a year; 2. Total volunteer time is less than 5 hours.

Incentives

1) After the whole year of volunteer work, the EAYN will issue a volunteer work certificate (by the IFRC CCD Beijing or National Society). No certificate for early termination of membership.

2) Every three months, EAYN and National Societies can post on their own social media, describing the volunteers' work during this period and expressing gratitude.

3) EAYN Executive Committee will count the contributions and select an outstanding volunteer from each working team every three months. Invite them to share their experience and post it on EAYN's social accounts.

4) Provide opportunities to participate in activities and training, and volunteers will be given priority when the number of event participants is limited.

5) Be rewarded with small Red Cross souvenirs with the EAYN logo, such as badges, file bags, notebooks, etc. WG members with outstanding performance will have the opportunity to receive special gifts.

Management Mechanism

Each Working Group will be led by EAYN Network Committee members from specific NS or branch**, As the co-leaders of the corresponding Working Group, Network Committee members are accountable to the working group members for encouraging and tracking the development of the working group's objectives and aims, fostering cooperation and communication among**

working group members, and reporting the process and achievement of working group on EAYN bi-monthly meeting.

Among these co-leaders, the NSs or branches in bold are suggested to take the leading role in this working group. It can be understood that the Network committee members of a given working group are all co-leaders, but the Network committee members from the bolded NS or branch will have a role similar to that of the chair, and the Network committee members from the other NS will have a role similar to that of the vice-chair.

Working Group	Corresponding responsible NS or branch
Activities Support Working Group	**HKRC (RCSC),** JRCS
Communication Working Group	**KNRC,** HKRC (RCSC), Macau RC(RCSC)
Information Integration Working Group	**RCSC,** KNRC
Research and Initiatives Working Group	**JRCS, MRCS**, RCSC

Recruitment Plan

Timeline	
Design candidacy form (using microsoft form), poster and promote to NSs	By 27 January, 2025
Collect register information and select potential candidates for interviews	By 12 February, 2025
Send interview invitations and organize interviews, confirm members of the working group and send the final member list to each NS/branch	By 25 February, 2025

Organize a welcome meeting for new members, providing initial training support	By 3rd March, 2025