**Concept of RCE Youth Coordinators**

* The age range for RCE Youth Coordinators shall be 35 years of age and under.
* The RCE Youth Coordinator shall be based in the region of the individual, national, and/or regional RCE community they represent. As the function of the RCE Youth Coordinator is to represent Youth in his/her RCE, region or country, it is of essence that the representative is engaged with Youth at the respective level and within the respective region.
* It is important that RCE Youth Coordinators work with a diverse cross-section of Youth from different backgrounds in order to fairly represent them within the RCE community.
* Each RCE Youth Coordinator will serve for a period of two years, with the possibility of serving another two years. This extension is at the discretion of the individual RCE.

Responsibilities of **ALL RCE Youth Coordinators**

* Developing, initiating, and communicating about new and ongoing cross-RCE activities related to ESD and Youth in their RCE, region, and country
* Staying up-to-date on relevant youth platforms and activities tied to ESD/SD in the country and region

Responsibilities of **Individual RCE Youth Coordinators**

* Each RCE Youth Coordinator will communicate with the coordinator(s) of her/his RCE in regards to RCE activities and meetings. Please secure the RCE coordinator’s approval to be the youth coordinator before submitting application, and CC the RCE coordinator on the submission of the application.
* Develop and update profiles for their RCE on the RCE portal
* Develop, update, and contribute to websites and/or social media related to their RCE
* Assist in the annual reporting of RCE activities and stakeholders
* Communicate with different institutions within the RCE (including schools, universities, local governments, NGOs, private sector, etc.) to receive updates on relevant activities and meetings.
* Communicate with different RCEs within their nation/region to coordinate and upscale youth projects/activities among the RCEs
* RCE Youth Coordinators will provide a brief report (approximately 500 words, every quarter of the year) on RCE activities related to Youth and submit it to their designated National RCE Youth Coordinator. In the event that the individual RCE Youth Coordinator is the same person as the RCE National Youth Coordinator, he/she will also create a report on his/her RCE’s Youth activities and submit it to the RCE Regional Youth Coordinator, twice a year.

**RCE Youth Coordinator Contact Information**

Please submit this form to the RCE Service Centre at RCEServiceCentre@unu.edu**.**

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| Prefix | Ms. Mr. Dr. Prof. |
| Name | (Family name) (First name) (Middle name) |
| Birthdate (day/month/year) |  |
| E-mail address (Youth Coordinator) |  |
| Region  | Africa Americas Asia-Pacific Europe |
| Country |  |
| RCE Name  |   |
| RCE Coordinator |  |
| Institutional Affiliation  |  |
| Postal Address |  |
| Telephone No. |  |
| Fax No. |  |
| E-mail address (RCE Coordinator) |  |