**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.

**Application Form**RCE Youth Coordinator

Please submit this form to the RCE Service Centre at RCEServiceCentre@unu.edu**.**
Mandatory items are marked with \*

**RCE Youth Coordinator Contact Information**

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

**RCE Coordinator Information**

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

|  |  |
| --- | --- |
| Name of RCE Coordinator\* |       |
| E-mail address\* |       |

**Personal Data Policy**

Personal data provided under this form will be processed by UNU in accordance with the [UNU Policy on Personal Data Protection](https://i.unu.edu/media/unu.edu/attachment/105908/UNU-Policy-on-Personal-Data-Protection-Policy.pdf). Your information and personal data will strictly be used for the purpose of payment processing and will be held in confidence. Access to your information and personal data is strictly limited to UNU’s authorized employees and agents on a “need-to-know” basis. UNU will retain your personal data only for the period necessary to your role as an RCE Youth Coordinator, unless UNU has an obligation to preserve your personal data for administrative, fiscal, legal, scientific, historical or informational value, or otherwise in accordance with UNU’s retention policies. Further details are available [here](https://i.unu.edu/media/unu.edu/attachment/106533/UNU-Data-Protection-Notice-for-Third-Parties.pdf). Any information about the processing of personal data and how to request access, verification, rectification and/or deletion of personal data may be addressed to: Aya Yokoi, Data Protection Focal Point at UNU-IAS, at yokoi@unu.edu.

|  |  |
| --- | --- |
| **Name** \* |  |
| **Signature**\*(Typed signature will not be accepted) | Shape  Description automatically generated with low confidence **Date**\***:** **/****/** |