

Policy Framework

Owner	FRAC	Approval Date	October 2019
Approved by	Board	Review Date	October 2022

1. Purpose

This document provides the context for establishing policies and clarifies the relationship between different governance instruments. The policy framework details the operation, review and development of all UN Youth policies.

UN Youth is committed to adopting a standardised approach to the development, review and retirement of Policies, Protocols, Frameworks and Guidelines.

2. Governing Documents

UN Youth has five types of document that inform how the organisation operates. All documents will be classified as follows to ensure that the reader is clear about the mandatory status of the document. The policy framework in order of hierarchy is as follows.



In the event of any inconsistency between the document types listed, the document higher in the hierarchy will prevail.

Any governing document will remain in force unless formally revoked by the approving body.

2.1. Constitution

An incorporated society is required to have a constitution (set of rules) that establish its 'objects' (purpose), and how it will operate. A constitution concerns good governance of UN Youth; it is permanent in nature (subject to reviews); and has the full backing of the Members. Only a General Meeting can approve the Constitution.

2.2. Policies

Policies are a statement of UN Youth's position or intent. They are high-level in nature and rely on protocols where required, to describe in more detail how the policy is applied in our day to day activities. A policy is a formal, approved document and all office-holders, volunteers and affiliates of UN Youth are expected to comply. By their high-level nature, they are not expected to require changes regularly.

Appendix B outlines the minimum policies UN Youth must have.

Policies may be supported by an accompanying set of procedures that are approved by the Board. Procedures are governance level documents that outline the steps of a process so that it can be followed by anyone to create a consistent, high quality result.

2.3. Protocols

Protocols are established and approved by the National Executive. A protocol documents the steps of a process so that it can be followed by anyone to create a consistent, high quality result. It is important that protocol change and evolve over time, and are subjected to a process of continuous improvement to ensure they remain nimble. Therefore, changes in our protocols are expected to occur far more often than changes to our policies. Protocols, like policies are formal approved documents and compliance is required.

2.4. Frameworks

A framework is a structure intended to serve as a support or guide for a protocol or policy. It is agile and has the flexibility to leave room for other practices, ideas and tools to be included. These are usually for internal use only and will not usually be available to all members.

2.5. Guidelines

Guidelines are less formal than protocol. They provide useful advice and ideas for consideration when addressing an issue. Compliance is recommended but not required. These are usually for internal use only and will not usually be available to all members.

3. Policy Development

3.1. Development

Every policy must have an owner. The owner will be responsible for the policy's development, dissemination, maintenance and review. The policy owner is usually the author of the policy but this may not always be the case.

UN Youth encourages all governing documents to be written in a clear, concise and readable format. Policies must be written in such a way that:

- UN Youth's position is clear around an issue, particularly in areas where some differing views might exist
 - consider key words that need to be included somewhere in the statement as a starting point.
- Ultimately a policy statement must say something that directs, or impacts on, actions across UN Youth.
- The philosophical underpinnings are connected to, and consistent with, the overall beliefs of UN Youth.
- It is a concise and tight statement but broad enough so that it is not subject to constant change.
- It enables changes to protocols to be made to meet changing circumstances without causing the policy itself to be changed.
- It provides a clear direction for protocols and/or guidelines to be written to implement the policy position.

Creation of a new policy or significant revision of an existing policy will be necessary for a number of reasons. When researching and analysing the need for a new policy or revision of an existing policy the following matters must be considered:

- Rationale for the policy (organisational changes, legislative/compliance requirements)
- Relationship with existing policies and government legislation
- Development of a supporting procedure
- Resource implications
- Statement or plan explaining how the policy's effectiveness and impact will be measured and evaluated

A template is available at Appendix A to assist with policy development. This is not intended to be prescriptive but to assist when drawing up new policies. However, all documents require the header table. The template can also be used for protocols, guidelines and frameworks.

3.2. Consultation

Consultation with key stakeholders should be carried out before a draft policy is submitted for approval with sufficient time allowed for meaningful consideration. Stakeholders should also be consulted as part of the review process. Consultation with relevant Officers is important for all policies to ensure awareness of any implications for their areas of responsibility.

Policy owners should also take cognisance of, and ensure compliance with, other UN Youth policies in consultation with relevant policy owners, as appropriate.

4. Policy Approval

4.1. Approval Channels

Policies will usually be approved by the Board.

Protocols will usually be approved by the National Executive.

Guidelines and frameworks will usually be approved by the National Executive or delegate.

4.2. Implementation

The National Executive has responsibility for the effective communication of the policy to the relevant target audience.

The Board Secretary will maintain an electronic policy manual, where all approved policies will be made available to all volunteers.

The Board Secretary will ensure editable versions of all approved policies are accessible in the Board Google Drive.

5. Review

It is important to review policies regularly to ensure that they remain fit for purpose and compliant with current legislation/regulations. Normally a two-year review period is sufficient. In some cases, review may be required earlier if there is a legislative or regulatory requirement or significant change and in other cases a review every two years maybe more appropriate. In the preparation and review of a policy, the reviewer should consider sector practice as well as external requirements.

It is the responsibility of the policy owner to establish the review date and complete the review at the appropriate time. The policy owner/author will receive notification from the Board Secretary to prompt review in advance of the specified date. The Board Secretary will maintain a Policy Register to support this.

6. Compliance

The policy owner is responsible for ensuring compliance with the policy having identified appropriate measures and checks at the outset.

Appendix B – Policy Requirements

Policy	Owner
Delegations Policy	FRAC
Finance Policy	FRAC
Complaints and Grievances Policy	PIC
Appointments Policy	AC
Risk Management Policy	FRAC
Welfare Policy	PIC

Appendix A – Policy Template

An editable version of this template can be found at XXX.



POLICIES AND PROTOCOLS

Name of Policy or Protocol

Owner	FARC/PIC/AC/Board/NOO/NP	Approval Date	XXX 20XX
Approved by	Board/National Executive	Review Date	XXX 20XX

1. Purpose

Paragraph - we avoid numbering our paragraphs (i.e. 1.1.1.1), as it makes our policies easier to read and understand.

2. Principles

2.1. Subheading

Paragraphs can be followed by round bullet points:

- bullet point 1;
- bullet point 2;
- bullet point 3.

1.1.1. Subheading II - this should normally be the lowest level of heading

Paragraph

3. Responsibilities

Paragraph