

## Events Policy

<b>Owner</b>	PIC	<b>Approval Date</b>	May 2020
<b>Approved by</b>	Board	<b>Review Date</b>	May 2022

### 1. Purpose

The Events Policy outlines what constitutes an International, National, or Regional event as well as provides a process of how to create a new event.

### 2. Definitions

**Event:** Programmes delivered by UN Youth that engage stakeholders to support strategic objectives and progress the goals of the organisation.

**National Events:** Events that are advertised and offered to young people from anywhere in Aotearoa and are under the direction of the National Executive.

**International Event:** When participants are sent to other nations whether that be one single country or a number of different countries.

**Regional Event:** Events that are advertised and offered to young people only within a specific region of UN Youth under the direction of the relevant regional council.

**Digital Event:** Events that are fully conducted online with no need for in person interactions.

**Physical Event:** Events that are fully conducted in person - this is a 'traditional' event.

**Education Vision Proposal:** A document outlining the name, values, format, educational vision and other key educational elements of a conference which must be created before the development of any educational content.

**Business Case:** A proposal that outlines the purpose, benefit, market demand, promotional vision, and financial feasibility of an event.

**Event Discontinuation Proposal:** A proposal that outlines the reasons why an event should be discontinued. It should consider strategic drivers, financial and non-financial trends, market demand and the external environment, at a minimum. This could be for any reason deemed sufficiently important by the proposer.

### 3. Event Delivery

#### 3.1 Regional Events

The Regional Councils are responsible for overseeing the organisation of regional events.

#### 3.2 National and International Events

The National Executive is responsible for overseeing the organisation of National and International Events.

#### 3.3 Educational Materials

The National Education Officer must approve the Educational Vision Proposal as well as all Educational materials for any event.

## **4. Event Creation**

### **4.1 Regional Events**

Regional Events can be created through the submission of a Business Case by any volunteer of that region to the Regional Council. The Regional Council must consider the Business Case and can decide whether or not to create the event proposed in the case.

### **4.2 National and International Events**

National and International Events can be created by the submission of a Business Case by the National Executive to the Board. The Board will consider the proposal and make a decision on the proposal by way of Board resolution.

All volunteers are encouraged to suggest ideas of new events to the National Executive. In exceptional circumstances, business cases can be proposed by any Officeholder through the Volunteers Representative.

## **5. Event Discontinuation**

Any event not run during any two year period will automatically be deemed discontinued and the event creation process must be followed to reinstate the event.

### **5.1 Regional Events**

Regional Events can be discontinued through the submission of an Event Discontinuation Proposal by any volunteer of that region to the Regional Council. The Regional Council must consider the proposal and can decide whether to discontinue the event or not.

### **5.2 National and International Events**

National and International Events can be discontinued through the submission of an Event Discontinuation Proposal by the National Executive to the Board. The Board must consider the proposal and make a decision on the proposal by way of Board resolution.

All volunteers can propose an event to be discontinued to the National Executive. In exceptional circumstances, business cases can be proposed by any Officeholder through the Volunteers Representative.

## **6. Participant Approval**

### **6.1 Regional Events**

The relevant Regional Council are responsible for approving the final list of volunteer and participant allocations for Regional Events, and have the final say in such matters. The National Executive may make recommendations as to either at a regional level, which should be considered by the Regional Council.

### **6.2 National Events**

The National Executive are responsible for approving the final list of volunteer and participant allocations for National and International Events, and have the final say in such matters.

### **6.3 Participant Exclusions at Events**

Where volunteers or participants have been excluded from an event/s as the result of a formal complaint or misconduct inquiry, the outcome of said complaint or inquiry must be adhered to by both Regional Councils and the National Executive.

NB: For Officeholders appointments see the [Appointments Policy](#)

## **7. National and international Events Overview**

The Board will publish a summary of the current [National and International Events](#) approved in accordance with this Policy.