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(revised and updated from the original of October 2008)

# Charter of YPARD

## Young Professionals for Agricultural Development



Prepared by:

YPARD Global Coordination Unit  
*Young Professionals for Agricultural Development*



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The YPARD Charter defines the scope, rules and the roles of YPARD, the Young Professionals for Agricultural Development previously “Young Professionals’ Platform for Agricultural Research for Development”. This second version of the Charter is approved by the YPARD Steering Committee (SC), on behalf of the YPARD constituency, and incorporates some suggestions made by the external review of 2014. It hopes to incorporate the vision and spirit of young professionals from all over the globe who voiced their concerns and needs in various founding meetings that led to the shaping of YPARD.

## Background

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The “Young Professionals’ Platform for Agricultural Research for Development” ([YPARD](#)) was founded in New Delhi, India, on 8<sup>th</sup> November 2006. The structure of its governance was established on the basis of an agreement between stakeholders of agricultural research for development (ARD) and a group of donors who supported the initiative.

Prior to its foundation in November 2006, YPARD traces its roots from the [EFARD](#) (European Forum for Agricultural Research for Development) meeting held in Zurich in May 2005. Thereafter, a number of occasions allowed several young professionals to congregate and define YPARD’s vision, mission, and first operational plans (Marrakech, December 2005; Wageningen, May 2006; Hannover, July 2007).

In 2013, the Steering Committee approved the change of name from the Young Professionals’ Platform for Agricultural Research for Development to Young Professionals for Agricultural Development. This name change aims to reduce the common misconception of YPARD as a network of young researchers and further emphasise its multi-stakeholder nature. The name change was implemented during the strategic planning meeting of January 2014.



In summary, the rationale to create YPARD was motivated by the need for creating the next generation of agricultural leaders, thinkers, and entrepreneurs and address critical development issues and to create greater access to resources for young food system leaders. It also strives to overcome the challenges of increasing

lack of interest in agriculture, insufficient participation of young professionals in dialogues addressing critical development issues, and inadequate access to resources to address these problems. The founders of YPARD are convinced that a responsible agriculture, able to meet global needs without depleting its resources, can only become a reality if young professionals are actively engaged in shaping the sector's future.

Conceived as a platform, YPARD is a "movement" and does not intend to become a formalized institution. In order to ensure accountability and continuity, as well as enable financial contributions, a small structure is nevertheless established. Participation and contribution to YPARD is on a non-remunerated and voluntary basis with a few exceptions to run the Coordination Units.

**The Charter defines YPARD and the terms of reference of its governance bodies, which are:**

- (i) Constituents (the Members; young professionals and supporting members)
- (ii) Steering Committee (SC)
- (iii) Regional Coordinators (RC)
- (iv) Country representatives (CR)
- (v) Local Representatives (LR)
- (vi) Global Coordination Unit (GCU)
- (vii) Advisory Group (AG)

## YPARD's mission statement

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**To serve as the collective global platform enabling young professionals to realize their full potential and contribute towards innovative agricultural development.**

### *YPARD's objectives\**

1. Opportunities for young professionals to contribute to strategic policy debates in agricultural development created.
2. Agriculture promoted among young people.
3. Young professionals connected across disciplines, professions, age, and regions and exchange of information and knowledge facilitated.
4. Access to resource and capacity building opportunities facilitated.
5. Diversified funding sources secured.
6. Strong management supporting the platform.

\* 1-4 are primary objectives and 5 and 6 are supporting objectives

### *Guiding principles*

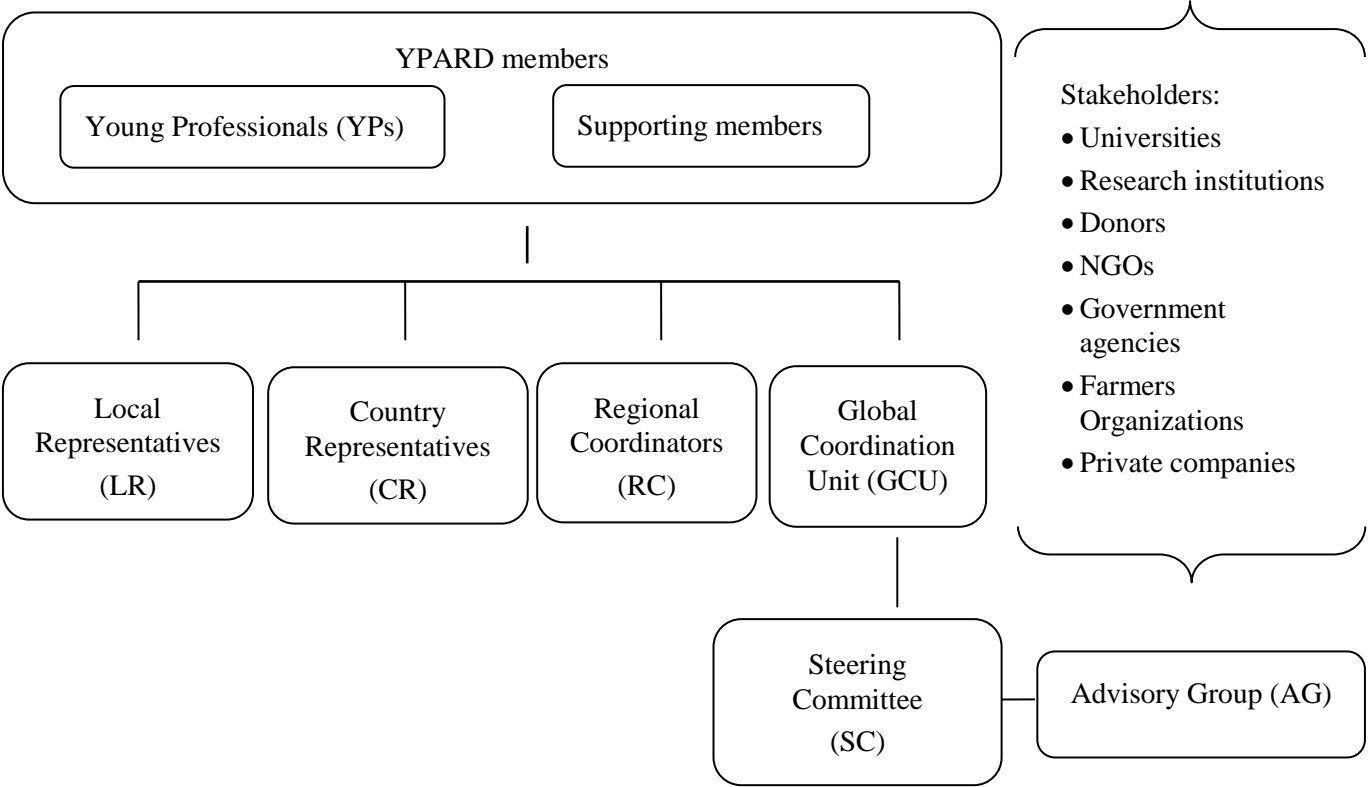
The following are YPARD guiding principles in its policies and activities<sup>1</sup>:

- Multi-stakeholder
- Transparency
- Participatory
- Subsidiarity
- Equality
- Inclusiveness
- Representation
- Accountability
- Comparative advantage

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<sup>1</sup> YPARD meeting, Wageningen, May 2006; Strategic Planning meeting, Rome, January 2014

# Governance



## *Future development of governance structure*

Every five years YPARD will review its charter, in a process facilitated by the SC. This will be done in the light of increasing the level of participation of the constituents in the decision-making and clarifying an evolving structure.

## *The Constituents of YPARD – The Members*

### **Definition of Young Professional Members**

The constituents of YPARD are its members. Young Professionals Members of YPARD should be:

- Young professionals (YPs) in Agricultural Development, i.e. working in relation to agriculture in its widest understanding. Stakeholder groups include universities, research institutions, donors, private sector, non-governmental and governmental agencies, farmers’ organisations, and including livestock, fisheries, forestry, etc.
- No more of 39 years of age.

Young professionals satisfying the above criteria and interested to join YPARD are invited to register through the various means outlined in the modus operandi. The term “Member” encompasses the participatory and voluntary character of the YPARD structure. Participation is free of charge and bound to the YPARD structure.

### **Modus operandi**

- A Young Professional may apply to become a YPARD member by filling in an online registration form at the YPARD website, by signing up for YPARD during an event where YPARD is present, or by expressing the interest to join YPARD through post, email or telephone. The membership will only be official once the online application is made. In the case of low access to internet or lack of interest in online activities, alternatively, the contact details should be registered and kept by the country representative, which also constitutes official registration. The lists of total national members is reviewed and updated on an annual basis, and shared with the GCU for internal record.
- The GCU maintains a list of YPARD YP members from the online database and country representatives’ feedback. A member can ask to be removed from the members list at any time by deleting their profile online or by informing their country representative or global coordination unit, where appropriate.
- The existence and visibility of YPARD depends on the voluntary participation and involvement of its members.
- Members are entitled to services or benefits provided through YPARD’s operations and activities, which are supported by various donors and partners.
- Members of YPARD do not have any legal rights to any services or benefits from YPARD.

### **Modes of participation**

YPARD members are expected and encouraged to contribute to the development and attainment of YPARD objectives. In order to do so to, they:

- **Voice out YP’s ideas and opinions**, e.g. in contacting local organizers of various kinds of meetings related to Agricultural Development issues and bringing in YP’s perspective, or participating in YPARD’s e-forum.
- **Promote the YPARD movement**, e.g. download the documents available at the YPARD website and bring them to the attention of colleagues at work, university, etc.



- **Support a YPARD Local/Country Representative** and participate in and/or initiate activities at this level (see item 3.6 below).
- **Participate in YPARD’s formal coordination or governance structure**, e.g. serve as a Steering Committee member, a Local Representative, etc.
- **Distribute information relevant to YP’s in Agricultural Development**, e.g. by keeping YPARD structures informed about regional developments of YPs in Agricultural Development, circulate articles, ideas, news, job opportunities, information about meetings relevant for YPs globally to be included on the website.
- **Be active and innovative**, search for new ideas or opportunities to further involve YPs in Agricultural Development.
- **Propose and implement projects** in coordination with relevant YPARD governance and/or coordination structures.

### **Definition of Supporting Members**

Supporting Members of YPARD should be:

- Experienced professionals in Agricultural Development, i.e. working in relation to agriculture in its widest understanding. Stakeholder groups including private sector, non-governmental and governmental agencies, farmers’ organisations, and including livestock, fisheries, forestry, funding agencies, extension, policymakers, farmers, rural development agencies, media, universities, NGOs, producer organisations and research institutions, etc.
- 40 years of age or more.

Experienced Professionals satisfying the above criteria and interested to join YPARD are invited to register through the various means outlined in the modus operandi. The term “Member” encompasses the participatory and voluntary character of the YPARD structure. Participation is free of charge and bound to the YPARD structure.

### **Modus operandi**

- A supporting member may apply to become a supporting member of YPARD by filling in an online registration form at the YPARD website, by signing up for YPARD during an event where YPARD is present, or by expressing interest to join YPARD through post, email or telephone. The membership will only be official once the online application is made. In the case of low access to internet or lack of interest in online activities, alternatively, the contact details should be registered and kept by the country representative, which also constitutes official registration..The lists of

total national members is reviewed and updated on an annual basis, and shared with the GCU for internal record.

- The GCU maintains a list of supporting members from the online database and country representatives' feedback. A member can ask to be removed from the members list at any time by deleting their profile online, by informing their country representative or the global coordination unit, where appropriate.
- The existence and visibility of YPARD depends on the voluntary participation and involvement of its members.
- Supporting Members of YPARD do not have any legal rights to any services or benefits from YPARD.

### **Modes of participation**

Supporting members are expected and encouraged to contribute to the development and attainment of YPARD objectives. In order to do so, they:

- **Help YPs voice ideas and opinions**, e.g. in helping YPs to liaise with local organizers of various kinds of meetings related to Agricultural Development issues and bringing in YP's perspective, or participating in YPARD's e-forum.
- **Promote the YPARD movement and support partnerships**, e.g. download the documents available at the YPARD website and bring them to the attention of colleagues at work, university, etc.
- **Support a YPARD Local Representative** as advisor and support the organisation of activities at this level (see below).
- **Provide guidance for YPARD's formal coordination or governance structure**, e.g. by taking part in Senior Advisory Boards.
- **Distribute information relevant to YPs in Agricultural Development**, e.g. by keeping YPARD structures informed about regional developments of YPs in Agricultural Development, circulate articles, ideas, news, job opportunities, information about meetings relevant for YPs globally to be included on the website.
- **Be active and innovative** in their support to YPs, search for new ideas or opportunities to further involve YPs in Agricultural Development.
- **Propose partnerships with YPARD and implement projects** in coordination with relevant YPARD governance and/or coordination structure.

## *The YPARD Steering Committee (SC)*

The YPARD SC was formally established in November 2006 and since then has regularly met face to face once a year and online in regular intervals.

The SC is accountable towards the members and donors for any action or decision undertaken. This includes reception of criticism and feedback as well as timely informing members about any relevant decisions.

### **Steering Committee Composition**

- The SC is composed of five to nine members and, to the extent possible, from various stakeholder groups, regions and gender.
- The YPARD Director participates in SC meeting as ex-officio member and members of the GCU participate in SC meetings.
- A Chair and a Vice-Chair will be elected within the SC members and from the SC. The Chairs will liaise with the AG and will report on this to the other SC members and the GCU.
- The YPARD Director will serve as Secretary. S/he will provide assistance and support to ensure that the SC functions efficiently.
- The responsibilities, structure, membership and functioning of the SC will be reviewed at least every three years to ensure effectiveness and introduce necessary changes.
- SC members shouldn't be more than 39 years old.

### **Roles and responsibilities**

The roles and responsibilities of the YPARD SC are to:

- Provide direction in the development and oversee the implementation of YPARD strategies, programmes and activities together with the YPARD Director and in consultation with the AG, where relevant.
- Approve the YPARD Annual work plan and budget.
- Constitute task forces or working groups on special activities as deemed necessary.
- Ensure that there is adequate and appropriate monitoring of YPARD activities.
- Review progress made and provide recommendations for improvement and follow-up.
- Identify members for the AG (Advisory Group).
- Identify and create opportunities for YPARD based on your area of expertise and geographic region.

- Raise awareness of YPARD.
- Identify potential funding opportunities and make contacts with potential donors.
- Provide assistance to the GCU for a diversified funding in terms of developing and submitting funding proposals to appropriate donors.
- Support YPARD outreach efforts by facilitating new partnerships with a diversified stakeholder base.
- Represent YPARD at appropriate agricultural development events.
- Be present at the annual SC meeting , be committed and contribute actively.
- If the GCU staff does not fulfil the requirements of the appraisal form, the SC reserves the right to deny contract renewal.

### **Selection process**

- The SC is a self-constituted committee. It replaces its members using the following procedure: a) suitable candidates are proposed by SC members b) Candidates are contacted and submit their application for the position and are invited to a 15 minutes interview with the chair and/or director. Minutes of the interview are written for the rest of the SC b) the SC elects the new SC member by majority vote. The Chair and Vice-Chair coordinate this process. As soon as practically possible, the SC will implement a democratic election process for SC members as suggested in paragraph 3.1. above.
- Members will serve for a period of three years, which can be renewed once. If the SC member wishes to renew his/her mandate, s/he is to inform the Chair before the end of the original mandate and this has to be approved by the rest of the committee by consensus.
- Should an SC member wish to resign before the end of his/her term, he/she should write a resignation letter to the Chair.
- The Chair and the Vice-Chair are to be elected by the SC preferably by consensus, for a mandate of three years, or until the end of their own mandate, if the latter is shorter. In case of no consensus, they will be elected by majority vote.
- If the Chair resigns before the normal term of his/her mandate, the Vice-Chair will take over as interim Chair until a new Chair is elected during the following SC meeting. If the Vice-Chair resigns from his/her mandate, the vice-chair position remains vacant until the next SC meeting.

### **Modus operandi**

- The SC members will be acting on their personal capacity, but are expected to bring

in the perspective of their stakeholder group and to be acting with the support/backing of their organisations.

- SC members will interact electronically on a regular basis and will meet face-to-face at least once a year.
- The SC members (including the Chairs) will serve with no remunerations, but costs of participating in face-to-face committee meetings will be borne by YPARD whenever possible.
- The SC is obliged to make decisions in a transparent manner and give explanations on such decisions upon request to any member or the AG or YPARD donors.

### **Quorum**

Two-thirds of the SC membership constitutes a quorum.

### **YPARD Steering Committee meetings**

The SC shall meet at least once a year. When extraordinary meetings are required, they should be convened by the Chair in consultation with the other SC members.

The agenda of the meetings should be prepared by the GCU. The draft agenda and documents to be discussed will be circulated two weeks in advance.

Minutes of the SC meetings are made available to all stakeholders upon request.

### ***The YPARD Global Coordination Unit (GCU)***

The YPARD GCU was established in August 2006. It implements YPARD activities and acts in consultation and under the guidance of the SC. It maintains donor relations, ensures regular contact with all stakeholders, and manages the YPARD web and communications activities. Its role is defined in 4.3.2 below. It is accountable towards the members for any action or decision undertaken. This includes reception of criticism and feedback as well as timely informing them about any relevant decisions.

### **Global Coordination Unit Composition**

The YPARD GCU consists of one Director and supporting staff as required and depending on available financial resources. Additional human resources, also based in other institutions, may be associated through specific collaborative agreements. GCU members shouldn't be more than 39 years old.

### **Roles and responsibilities**

The roles and responsibilities of the GCU are to

- Create and maintain a culture of ownership for all members of YPARD and include them as much as possible into activities and decision making.
- To develop a far-reaching, multi-channel system for the exchange of information among all YPARD members.
- To build a healthy environment for improved partnerships, essential for the achievement of the objectives of YPARD.
- Coordinate the development and implementation of YPARD activities with its partners and members in consultation with the SC.
- Prepare YPARD annual workplan, budget and financial reports for submission to and approval by the SC and in consultation with the SC.
- In consultation with SC, prepare and submit financial reports as required by YPARD donors.
- Organise YPARD activities at strategic Agricultural Development events worldwide.
- Establish and maintain contacts with key Agricultural Development stakeholders at global and local level.
- Inform the SC three days in advance before nominating a new country representative.
- Mobilize resources for YPARD in coordination with the SC.
- Propose suitable persons as YPARD Country Representatives in absence of a peer nominated representative from the region.
- Maintain the contact with Regional coordinators and coordinate their regional activities in cooperation with them.
- Provide the SC with monthly consolidated updates and semi-annual progress reports (financial and activities).
- Provide the donors progress reports as specified in the funding contract on the funded activities and overall YPARD activity.
- Keep members, regional coordinators and CRs regularly informed about new developments within the GCU and within YPARD.
- Create and maintain a culture of ownership towards all YPARD members and include them as much as possible into actual processes.
- Coordinate YPARD outreach efforts in coordination with the SC.
- As an ex-officio member of the SC, the director serves as its secretary and organizes regular SC meetings. S/he will coordinate and prepare documents for SC meetings, as

well as provide assistance and support to ensure that the committee functions efficiently.

- Keep the AG and YPARD donors informed and updated. The Director is directly accountable to the SC for overall YPARD activities and, for funded activities, he/she is accountable to YPARD donors.

### **Modus operandi**

- The Director is appointed by the SC and holds a remunerated position.
- Further GCU human resources may be proposed either by the Director or by the SC, under approval by the SC and are subject to fund availability.
- Duration of appointment of Director and other human resources depends on the time period for which funding is secured.
- The GCU together with the SC are responsible for keeping YPARD members regularly informed about new developments within YPARD.

### **Selection process for YPARD Director**

- Applicants for the Director position must be YPARD members.
- The SC updates the Terms of References, publishes an open vacancy description on [www.ypard.net](http://www.ypard.net) and elsewhere if required. It organises the screening and selection of the received applications.
- The SC appoints a new Director and organises his/her appointment at the YPARD host.

### ***The YPARD host***

The GCU is hosted by an institution, where the YPARD movement can operate and grow. The host plays a vital role in the functioning of the GCU and SC.

### **Roles and responsibilities**

The roles and responsibilities of the host should be jointly formulated during the development of the partnership between YPARD and the host. A document describing these will be formally approved by the SC and the host's governing body.

## **Selection process**

All YPARD organs participate in the search and selection of the host, under the coordination of the GCU and the SC. The following criteria for selecting the host should guide the selection process:

- Active and known in international Agricultural Development.
- Experienced in international administrative/financial procedures.
- Able to engage in contracts on behalf of YPARD, experienced in reporting to donors.
- Working language English.
- Office space with basic infrastructure available, hosting/contribution to YPARD.net.
- Space for independent programmes (YPARD should be working under its own charter and not according to interests of the host).
- Possibility to provide financial and in-kind contributions to YPARD.

### ***The YPARD Regional Coordinators (RC)***

In an effort to reach out to as many young professionals as possible, YPARD endeavours to facilitate and support the establishment of YPARD Regional Coordination Units (RCU) at the regional level. In the spirit of subsidiary, these structures or mechanisms are referred to as "Regional Coordination Units (RCU)" supervised by a Regional Coordinator (RC) and activities are carried out on a regional level.

The RCU maintains a list and contacts of CR and LR.

RC act on behalf of and represent YPARD in regional affairs. This differentiates them from global initiatives or activities in which they may participate but which are coordinated by the GCU. Their activities include the coordination or country activities for their region.

### **Area of representations**

As a principle, Regional Coordinators operate on a regional level and should be linked to the network and activities of YPARD in that region.

The SC in consultation with the GCU can suggest the redefinition of an area of representation based on the focus needed and availability of suitable candidates to successfully work in their capacity as regional focal points. The GCU maintains a list of RC and their area of representation.



## **Regional Coordinator Profile**

- A RC consists of one person, who is responsible for the coordination of YPARD activities in the represented region.
- RCs must be YPARD members.
- RC must be less than 40 years old.
- RCs should have proven to be contributing, productive and constructive as members.
- RCs should be working in the Agricultural Development sector and should have relevant experience in this field. S/he is therefore expected to be familiar with Agricultural Development issues.
- RCs are also expected to be proficient in English. Knowledge of languages relevant to the region of representation is expected.
- RCs should have proven capacity to successfully build up contacts within their regions as well as maintain contact with the GCU.
- RCs coordinate the regional working group and their activities.
- RCs are remunerated for the time assigned for YPARD by the hosting institution or by YPARD, in exceptional circumstances.

## **Selection Process**

RCs are ideally nominated by the regional hosting institution in collaboration with the Global Coordination Unit, following the development of joint terms of reference.

## **Modus operandi**

RCs plan and contribute to YPARD's mission of their own initiative and with support from country representatives, members and the GCU.

Funds may be allocated to support their activities following a clearly formulated proposal based on transparent procedures. Local fund-raising must be informed and coordinated with the GCU.

The RCs have an important and delicate role in maintaining good visibility of the YPARD movement in their regions. The RCs are requested to report on their activities to the GCU.

The following actions characterise a local or regional representation of YPARD:

- Contribute to at least two objectives of YPARD.
- Develop and operate a plan of local, national and regional activities including a budget. Share an action plan and budget with the GCU and other interested stakeholders. This will also serve as input to the preparation of YPARD annual work plan

and budget.

- Contribute to YPARD fundraising efforts at regional level.
- Work consistently in line with the YPARD's principles outlined in section 4 of the Charter.

### **Freedom of Action**

Regional Coordinators have numerous options to get involved in YPARD activities, based on their own needs assessments, interests and capabilities. The Representative is free and welcome to participate to the development of YPARD in a creative manner and to:

- Initiate appropriate linkages with regional and/or sub-regional fora in Agricultural Development as well as other regional players in Agricultural Development and advocate for YPARD involvement in regional and sub-regional activities. This should be done in close consultation with the GCU.
- Promote dialogue with other Agricultural Development stakeholders in the region to increase their awareness and interest on YPARD.
- Develop, promote and implement YPARD activities in the region, in consultation with the GCU.
- Maintain an inventory of youth-based organizations in the region working on Agricultural Development issues.
- Participate in relevant meetings and other activities upon request of the YPARD Director.
- Create and maintain, if possible, an inventory of possible fundraising institutions at regional level.
- Motivate peers from the region to actively get involved in YPARD activities.
- Keep the GCU permanently aware of the specific challenges of the represented region.
- The use of the YPARD logo on official documents and in the public domain must be made as per YPARD brand policy.
- RCs are directly accountable for the overall YPARD regional activities and, for externally funded activities, to donors at regional level.

## ***The YPARD Country Representatives (CR)***

In an effort to reach out to as many young professionals as possible, YPARD endeavours to facilitate and support the establishment of YPARD Country Representatives (CR) at national level. In the spirit of subsidiarity, these structures or mechanisms are referred to as "Country Representatives (CR)". Activities are carried out at the most geographically appropriate level.

The GCU maintains a list and contacts of CRs.

CRs act on behalf of and represent YPARD in national affairs. This differentiates them from global and regional initiatives or activities in which they may participate but which are coordinated by the GCU and RC.

### **Area of representation**

As a principle, an area of representation is defined by the CR who is willing to act in this specific geographic unit. It is defined as an entire country and should be linked to the network and activities of YPARD in that area.

The SC in consultation with the GCU can suggest the redefinition of an area of representation based on the focus needed and availability of suitable candidates to successfully work in their capacity as focal points. The GCU maintains a list of CR and their area of representation.

### **Country Representatives Profile**

- A CR consists of one person, who is responsible for the coordination of YPARD activities in his/her country.
- CRs must be YPARD members.
- CRs must be up to 40 years old
- CRs should have proven to be contributing, productive and constructive members.
- CRs should be working in the Agricultural Development sector and should have relevant experience in this field. S/he is therefore expected to be familiar with Agricultural Development issues.
- CRs are also expected to be proficient in English. Knowledge of languages relevant to the region of representation is expected.
- CRs should have proven capacity to successfully build up contacts within their regions as well as maintain the contact to the GCU.
- CRs coordinate the LR, national volunteers and their activities.
- CR is a voluntary and non-remunerable position.

## **Selection Process**

CRs are ideally nominated by their peers from their countries. They are recognised by the RC and YPARD Director after consultation with YPARD members from the concerned country and following a RC-coordinated review of proposed activities.

## **Modus operandi**

CRs plan and contribute to YPARD's mission from their own initiative and with support from members and the RCs.

Funds may be allocated to support their activities following a clearly formulated proposal based on transparent procedures. Local fund-raising must be informed and coordinated with the RC.

The CRs have an important and delicate role in maintaining a good visibility of the YPARD movement in his/her country. The CRs are requested to report about their activities to the RC.

The following actions characterise a national representation of YPARD:

- ❖ Contribute to at least one objective of YPARD.
- ❖ Elaborate and operate following a plan of local or regional activities including a budget. Share action plan and budget with the RC and other interested stakeholders. This will also serve as an input in the preparation of YPARD annual work plan and budget.
- ❖ Contribute to YPARD fundraising efforts at country level.
- ❖ Work consistently in line with YPARD's principles outlined in section 4 of this Charter.

## **Freedom of Action**

Country representations have numerous options to get involved in YPARD activities, based on their own needs assessments, interests and capabilities. The Representative is free and welcome to participate to the development of YPARD in a creative manner and to:

- Initiate appropriate linkages with regional and/or national fora in Agricultural Development as well as other regional/national players in Agricultural Development and advocate for YPARD involvement in regional and national activities. This should be done in close consultation with the RC.
- Promote dialogue with other Agricultural Development stakeholders in the country to increase their awareness and interest on YPARD.
- Develop, promote and implement YPARD activities in the country, in consultation with the RC.

- Maintain an inventory of youth-based organizations in the country working on agricultural development issues.
- Participate in relevant meetings and other activities upon request of the YPARD regional coordinator or director.
- Motivate peers from the country to actively get involved in YPARD activities.
- Create and maintain, if possible, an inventory of possible fundraising institutions at national level.
- Keep the RC and GCU permanently aware of the specific challenges of the represented country.
- The use of the YPARD logo on official documents and in the public domain must respect the YPARD brand policy.
- CRs are directly accountable for the overall YPARD national activities and, for externally funded activities, to donors at national level.

### ***The YPARD Local Representatives (LR)***

In an effort to reach out to as many young professionals as possible, YPARD endeavours to facilitate and support the establishment of YPARD Local Representatives (LR) at the local and community level. In the spirit of subsidiarity, these structures or mechanisms are referred to as "Local Representatives (LR)". Activities are carried out at the most geographically appropriate level.

The CR maintains a list and contacts of LRs.

LRs act on behalf of and represent YPARD in local affairs. This differentiates them from global, regional and national initiatives or activities in which they may participate but which are coordinated by the GCU, RC, and CR.

### **Area of representations**

As a principle, an area of representation is defined by the LR who is willing to act in this specific geographic unit. It should be linked to the network and activities of YPARD in that area.

The SC in consultation with the GCU can suggest the redefinition of an area of representation based on the focus needed and availability of suitable candidates to successfully work in their capacity as regional focal points. The CR maintains a list of LRs and their area of representation.

## **Local Representative Profile**

- A LR consists of one person, who is responsible for the coordination of YPARD activities in the represented local area.
- LRs must be YPARD members.
- LRs must be less than 40 years old.
- LRs should have proven to be contributing, productive and constructive members.
- LRs should be working in the Agricultural Development sector and should have relevant experience in this field. S/he is therefore expected to be familiar with AD issues.
- LRs are expected to be proficient in English. Knowledge of languages relevant to the region of representation is expected.
- LRs should have proven capacity to successfully build up contacts within their countries as well as maintain the contact to the CR.
- LRs coordinate local volunteers and their activities.
- LR is a voluntary and non-remunerable position.

## **Selection Process**

LRs are ideally nominated by their peers from the region. They are recognised by the Country Representative first, and YPARD Director after consultation with YPARD members from the concerned area and following a CR-coordinated review of proposed activities.

## **Modus operandi**

LRs plan and contribute to YPARD's mission from their own initiative and with support from members and the CR.

Funds may be allocated to support their activities following a clearly formulated proposal based on transparent procedures. Local fund-raising must be informed and coordinated with the CR.

The LR has an important and delicate role in maintaining a good visibility of the YPARD movement his/her area. The LR is requested to report about their activities to the CR.

The following actions characterise a local or regional representation of YPARD:

- Contribute to at least one objective of YPARD.
- Elaborate and operate following a plan of local or regional activities including a budget. Share action plan and budget with the CR and other interested stakeholders. This will also serve as an input in the preparation of YPARD annual work plan and budget.

- Contribute to YPARD fundraising efforts at local level.
- Work consistently in line with the YPARD's principles outlined in section 4 of this Charter.

### **Freedom of Action**

Local representations have numerous options to get involved in YPARD activities, based on their own needs assessments, interests and capabilities. The Representative is free and welcome to participate to the development of YPARD in a creative manner and to:

- Initiate appropriate linkages with country and local fora in Agricultural Development as well as other national and local players in Agricultural Development and advocate for YPARD involvement in local activities. This should be done in close consultation with the CR.
- Promote dialogue with other Agricultural Development stakeholders in the area to increase their awareness and interest on YPARD.
- Develop, promote and implement YPARD activities in the area, in consultation with the CR.
- Maintain an inventory of youth-based organizations in the area working on Agricultural Development issues.
- Participate in relevant meetings and other activities upon request of the YPARD country representative.
- Create and maintain, if possible, an inventory of possible fundraising institutions at local level.
- Motivate peers from the area to actively get involved in YPARD activities.
- Keep the CR permanently aware of the specific challenges of the represented area.
- The use of the YPARD logo on official documents and in the public domain must be approved by the CR.
- LRs are directly accountable for the overall YPARD local activities and, for externally funded activities, to donors at local level.

### ***The YPARD Advisory Group (AG)***

The AG (previously SAG – Senior Advisory Group) was formally established in November 2006, at YPARD's official launch in November 2006, in New Delhi, India.

## **Mandate**

The YPARD AG is a group of senior professionals in Agricultural Development who have shown and expressed support to YPARD and its objectives.

In an advisory capacity, this group provides suggestions and comments on YPARD strategies and activities. The group also provides guidance on the YPARD's organizational development and provides recommendations for improvement.

## **Composition and modus operandi**

The AG is composed of a minimum of three and a maximum of nine members. Its composition is decided by the SC in collaboration with the GCU, who invites potential members to participate. By definition of the age brackets adopted by YPARD, Senior Advisors should be 40 years old and above.

- YPARD Advisors do not represent their respective organizations, but their stakeholder group. Their involvement is thus in a personal capacity and voluntary in nature.
- YPARD Advisors are requested to remain part of the AG for a period of three years.
- YPARD Advisors are not required to meet formally and regularly as a group. Consultation with the AG and YPARD GCU, SC and potentially RC will be carried out electronically and through phone calls. Whenever possible, face-to-face meetings will be held, taking advantage of other agricultural development-related meetings or conferences.

## ***The YPARD donors***

The YPARD donors are the individuals and/or organizations that sponsor YPARD and its activities through financial and/or in-kind support.

## **Donor profile**

- A donor consists of a person or organization who is willing to support YPARD activities at global, regional, national or local level.
- Donors are not restricted to any age, geographical, field of activity restrictions.
- Donors are expected to be supportive of youth issues in agricultural development.
- Donors must work with the global, regional or national hosting institution to find a means of funding that is agreeable within the institutional framework.



## Freedom of Action

- Donors maintain, through an assigned representative permanent, contact with the YPARD GCU, Regional Coordinators, Country Representatives or Local Representatives, depending on the level at which the funding was granted.
- Donors are not restricted to a certain level of funding.
- Donors have the possibility of being represented in the Advisory Group through an assigned donor sector representative.
- Donors are entitled to updates and reports on the YPARD funded activity or range of activities, the requirements of which should be explicit in the funding contract.
- Donors can hold accountable the YPARD GCU, Regional Coordinators, Country Representatives or Local Representatives (depending on the level at which the funding was granted) for services provided. They can also hold accountable the SC for any decisions pertaining to the given funding.

## The Charter

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This Charter was elaborated in October 2008 and modified in February 2014. The Charter is available on the website [www.ypard.net](http://www.ypard.net) and accessible to every YPARD member and website visitor.

The Charter can be amended by the SC by a two-third-majority vote during the SC annual meeting.

It is the SC's hope that the Charter will eventually be democratically modified and approved by its constituents, the members.