

COP 109

Youth Council

POLICY, PROCESSES AND PROCEDURES

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1. POLICY INTRODUCTION

Youth council is a volunteering initiative conducted by group of youth employees in National Ambulance following the Memorandum of the Ministry of Cabinet Affairs and the Future No. 383/2016 dated 27/02/2016 regarding establishing youth council and following United Arab Emirates vision 2021 and the Federal Youth Authority Policies.

2. SCOPE

This policy applies to National Ambulance Youth Council members and their effective participation in internal and external activities. National Ambulance also can participate in Youth council activities.

3. ROLES AND RESPONSIBILITIES

ALL MEMEBERS:

All communication with the management must be with a reference and awareness of the member's direct line manager, in terms of conducting Federal Youth Authority related projects and events.

All Members shall take into consideration that youth council membership is considered as volunteering and shall not affect the main roles, responsibilities, duties and tasks.

All Members have to sign the conflict of interest and the confidentiality agreement.

3.1 CHIEF ADMINISTRATIVE OFFICER

Chief Admin officer is responsible to oversee the youth council activities, also to guide and advise on any youth related matters, If needed.

3.2 YOUTH COUNCIL CHAIRPERSON

The person who is responsible on council and shall carry the following duties:

1. Manage the Council's meetings to guarantee participation of all members.
2. Forming subcommittees or team works according to the needs the Council.
3. Assess the member's activity/participation, provide feedback and encourage them to attend meetings to promote teamwork.
4. Raise Quarterly reports related to initiatives and events implemented by the corporate youth council to the Federal Youth Authority.

3.3 YOUTH COUNCIL VICE CHAIR

To act as the chair of the council either in the absence of the chair or as requested by the chair and shall carry out the following responsibilities:

- 1- Assist and advise the chair as appropriate and fulfilling all the responsibilities and duties described within the Chair position description.
- 2- Assist and advise the chair in providing independent and effective leadership to the council.
- 3- Act as key point of contact with CAO and the management on behalf of the Council Chair in case of Chair's absence or incapacity and perform the responsibilities of the chair when the chair is unavailable.
- 4- Collaborate with the chair to develop and implement the process and practices that will support the deliberations of the Council in order to fulfill the duties and conduct its work and affairs effectively and efficiently.

3.4 YOUTH COUNCIL COORDINATOR

Appointed officer to carry out administrative procedures and record meetings of the council and shall be responsible on the following:

- 1- Align the youth council agenda with national youth agenda.
- 2- Coordinating internal and external events related to youth.
- 3- Identify training opportunities for youth within National Ambulance.
- 4- Gather and analyze youth-related statistics and data available within National Ambulance(A youth category shall be included in all of the National Ambulance surveys and studies).

3.5 YOUTH COUNCIL MEMBERS

1. Actively contributing to support and execution of the council's events and activities
2. Attending council meetings and sharing their opinions on discussed issues
3. Implementing any other roles requested by the coordinator for the purposes of successfully running the council's affairs.

4. SELECTION MECHANISM:

1. Email to be sent an all youth employees in NA with the criteria to apply for joining the Youth Council.
2. Members of corporate youth council are nominated by member's direct line manager (Employees interested to join the youth council shall inform his/her direct line manager.)
3. The names are proposed to the youth council management committee. Membership of the council is for a two year period, renewable as deemed appropriate by the youth council management committee.
4. The Youth Council Coordinator at the youth office is informed of the selection.

5. YOUTH COUNCIL KEY FUNCTIONS

There are external and internal principle roles for the council members that shall be executed into the following:

Internally:

- 1- Prepare a schedule for youth-related events and activities to be held within National Ambulance.
- 2- Encourage the role of youth and their engagement in National Ambulance without breaching internal Policies and Procedures.
- 3- Reinforce the importance of developing young talent under the supervision of direct line manager and the approval of the relevant department executive when needed to ensure the alignment with NA organizational strategy.

Externally:

- 1- Participate in awards and quality marks that can boost National Ambulance reputation.
- 2- Coordinate with government entities, private enterprises, and any other entity wishing to conduct a youth-related event with National Ambulance.
- 4- Raise awareness of the National Ambulance key competencies and objectives, mainly youth-related initiatives.
- 5- Submit monthly reports and KPIs to the Executives, or any other authorized representative, assigned internally by the Executives.
- 6- Participate with Federal Youth Authority agenda projects and align efforts with this agenda.
- 7- To carry out any other tasks required for the purposes of the work process and its success.

6. POLICY STATEMENT

Members of the council shall commit to the following:

1. Shall act responsibly and fairly with the care, diligence, in alignment with National Ambulance Values and behaviors.
2. Shall make every reasonable effort to avoid real or perceived conflicts of interest.
3. Shall make a full disclosure of a real or perceived conflict of interest in writing as soon as they are aware of it and shall resolve it in the best interests of the Council.
4. Shall respect the confidentiality of information received in the performance of their duties as well as the confidentiality of the deliberations in which they participate.

7. YOUTH COUNCIL FUNDS

Although youth council is not specifically funded within National Ambulance annual budget plan, management can support youth related events when capable.

8. RELEVANT LEGISLATION

International, federal or local legislation and circulars relevant to this Policy. Full detail on this legislation can be found in QHP109 Legal Register.

Code, Name of Legislation	Jurisdiction
Manual for Corporate Youth Councils, 2016	Federal Youth Authority
Volunteerism Guidelines in the workplace entities for the government, 2017	Federal Authority for government human resources

9. RELATED POLICIES AND FORMS

List related policies and procedures to the created/updated policy.

Policy & Procedure /Form
QHP103 Quality Health Safety & Environment (QHSE) & Business Continuity (BC) Management System Manual
QHP107 Strategic & Business Plan 2015-2020
COP202 Code of Conduct
COP148 Conflict of Interest Assessment and Declaration

10. FEEDBACK

Any feedback or suggestions for improvement to this Policy, Processes or Procedures can be submitted to qhse@nationalambulance.ae

11. DOCUMENT CONTROL AND OWNERSHIP

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this Policy such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

- State the Job Title of key Policy Owner
- Chief Administrative Officer

This controlled document is managed / overseen by [Procurement and Tendering Committee and/or Audit and Risk Management Committee and/or HR and Compensation Committee].

Change Brief

Version No.	Date	Change
1	October 2019	New Policy

CEO Approval

Board Member Verification

