



## TERMS OF REFERENCE

### OF THE YOUTH SOUNDING BOARD FOR THE EUROPEAN UNION IN TIMOR-LESTE

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#### BACKGROUND

Youth participation is about creating opportunities and empowering young people to be involved in decision-making processes and supporting them in exercising active citizenship. Involving youth in decision-making can not only contribute to making policies and programmes more relevant to them and thereby more sustainable, but it can also foster engagement between youths and the communities in which they live. The Youth Action Plan in European Union external action (2022-2027) is the EU's main policy framework for strategic partnerships with young people around the world. It aims at enhancing youth participation and empowerment in the EU's external action policies. One of the flagship commitments of the EU's Youth Action Plan is the creation of youth advisory structures in EU Delegations (EUDs), groups of young people that play an advisory role and help make EU action more participatory, relevant and effective for young people in EU partner countries.

The EUD Timor-Leste aims to establish such a Youth Sounding Board (YSB) for the European Union in Timor-Leste for 2025-2026, to provide it with a youth perspective on policies and actions relevant to the EU-Timor-Leste relations. The YSB is expected to contribute and influence EU external action and international partnerships.

#### OBJECTIVES

The YSB is expected to provide perspectives and opinions to the EUD on EU-Timor-Leste relations (including based on youth plans and other policies and strategies) and EU action (including the portfolio of EU action in Timor-Leste, e.g. its Multi-annual Indicative Programme) in Timor-Leste. This relates in particular, but not exclusively, to the challenges and opportunities for youth participation and empowerment in Timor-Leste

#### ROLES AND RESPONSIBILITIES

YSB members will:

- Participate in at least two in-person YSB plenary meetings in Dili per year (details and schedules to be confirmed)
- Discuss and contribute to ad-hoc issues or requests
- Develop, under the guidance of the Delegation of the European Union to Timor-Leste, a work plan and working methods. These, once adopted by both, will become part of the YSB terms of reference.
- Select one of its members as the chairperson, the main focal person for the EUD
- Select one of its members as the secretary, with responsibility for drafting the minutes meetings and distributing the agenda before meetings



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- Build links with similar youth advisory bodies and existing youth initiatives at international, and regional levels
- Take part in capacity-building activities offered by EUD.

The EUD will support the YSB by:

- Providing an induction session and/ or trainings on the EU, its policies, and its engagement with young people
- Organising the meetings with the YSB and the relevant EUD staff
- Providing the YSB with the relevant documents or information for their input
- Providing the YSB with virtual and/ or physical working spaces for meetings
- Providing feedback on information/ consultation results.

### PERSONAL INFORMATION

YSB members acknowledge that the Delegation of the European Union to Timor-Leste will process their personal data. The Delegation of the European Union will comply with Regulation (EU) 2018/1725 in respect of the processing of personal data.<sup>1</sup>

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<sup>1</sup> <https://eur-lex.europa.eu/eli/reg/2018/1725/oj>



**ANNEX I**

## **EUROPEAN UNION DELEGATION TO TIMOR-LESTE**

### **CODE OF CONDUCT**

#### **OF THE YOUTH SOUNDING BOARD FOR THE EUROPEAN UNION IN TIMOR-LESTE**

The Youth Sounding Board for the European Union in Timor-Leste (YSB) shall maintain the highest standards of ethical and professional conduct and integrity, which include honesty, truthfulness, fairness and incorruptibility, in all matters affecting their duties and responsibilities. Failure to comply with this Code of Conduct by a member of the YSB may lead to the termination of her/ his mandate.

Members of the Youth Sounding Board for the European Union in Timor-Leste shall:

- Carry out assigned tasks to the best of their abilities.
- Refrain from any action which may reflect negatively on their position as YSB members and that might have a negative impact on the reputation and image of the Delegation of the European Union to Timor-Leste.
- Always act with impartiality, objectivity and professionalism and ensure that the expression of personal views and convictions does not compromise or appear to compromise the performance of their duties and responsibilities towards the Delegation of the European Union to Timor-Leste.
- Respect human rights and act with understanding, tolerance, sensitivity and respect for diversity, treating all YSB members, staff of the Delegation of the European Union and other stakeholders with respect regardless of their race, sex, sexual identity, religion, nationality, ethnic or social origin, disability, birth or other status.
- Respect cultural differences, maintain the dignity and protect the right the privacy and confidentiality of others: YSB members, staff of the Delegation of the European Union and partners of the Delegation of the European Union.
- Adhere to the Delegation of the European Union's communication guidelines.
- Inform the Delegation of the European Union as soon as possible of any safety concerns.
- Inform the Delegation of the European Union as soon as possible of any possible conflict of interest situation.
- Inform the Delegation of the European Union as soon as possible of any charges or convictions brought against them.
- Participate objectively and impartially in the work of YSB, refraining from using the YSB to pursue any commercial or exclusively private interests, any exclusive interest of organisations and entities that the YSB member is affiliated with, or any political agenda.
- Respect and maintain the confidentiality of personal and privileged information received both during and after serving as a Youth Sounding Board.

#### **CONFIDENTIALITY**

As a YSB member you have an obligation not to disclose, without prior authorisation from the Delegation of the European Union, information received in connection with your mandate, unless that information has already been made public. This includes but is not limited to information and documentation shared with YSB members to undertake their duties or personal information of other YSB members, consultants or staff.



## EUROPEAN UNION DELEGATION TO TIMOR-LESTE

All meetings of \_\_\_\_\_ the YSB will be held under the Chatham House Rule which stipulates that information shared during a meeting may be used by participants, but also that participants are not allowed to disclose who made what comment. Unauthorised disclosure of information, intentionally or through negligence, notably to somebody who should not know about this information constitutes a breach of the Terms of Reference you have signed and will be dealt with accordingly.

Members also have a duty to respect the privacy and confidentiality (including online) of other YSB members, who are entitled to remain anonymous, as well as members of the public you may come into contact with during your mandate. Members should not tag any beneficiary or staff member of the Delegation of the European Union in posts or publish information about them, their photographs or videos on any social media platforms without their prior informed written consent. Permission should always be given by the individual concerned before sharing their personal information.