



INDIAN YOUTH CLIMATE NETWORK

Guidelines and Criteria for IYCN's Engagement in UNFCCC Conferences

Date: 29th August 2024

In response to our recent consultations, which aimed to gather feedback from IYCN members and stakeholders to enhance the overall engagement of the Indian Youth Climate Network in UNFCCC conferences, we are pleased to present these guidelines to strengthen IYCN's participation and amplify the role of youth in climate action.

This document outlines clear guidelines and minimum criteria for selection of delegates for UNFCCC conferences such as COPs and SBs, emphasising accountability and transparency in the use of badges and associated funds, and sets forth mechanisms to ensure that youth involvement in the UNFCCC process is both impactful and aligned with IYCN's strategic goals.

Sincere gratitude is extended to all who contributed valuable input. Every effort has been made to incorporate the feedback into these guidelines to ensure they reflect the collective aspirations of the network.

The guidelines consists of the following sections:

1. **Minimum Eligibility Criteria:** Requirements for participation in the selection process to attend UNFCCC events.
2. **Additional Requirements:** Supplementary conditions for delegates.
3. **Delegates' Responsibilities:** Duties and expectations for selected delegates.
4. **Fundraising, Sponsorship Terms, and Financial Accountability:** Guidelines on raising funds, terms of sponsorship, and financial transparency.



5. **Governance and Selection:** Procedures for overseeing and selecting delegates.
6. **Disclosures:** Requirements for transparency and public information.

1) Minimum Eligibility Criteria

- a. Individuals who are active members/volunteers involved in IYCN projects and activities.
- b. Individuals who are nominated by IYCN partner organisations.
- c. Individuals who have made significant contributions to IYCN, for its organisational development goals to strengthen youth participation in the climate solutions movement.
- d. Individuals who are Indian citizens or Non-Resident Indians (NRIs) with a valid passport (mandatory).

Here, "significant contributions" include any one or more of the following (contributed in same financial year as the UNFCCC conference):

1. **Project Leadership and Implementation:** Individuals who have successfully initiated, led, or contributed to projects within IYCN.
2. **Strategic Contributions:** Individual contributions that have directly influenced the strategic direction of IYCN, such as developing new programs, securing funding, or enhancing the organisational structure to improve efficiency and impact.
3. **Building Partnerships:** Individuals contributions that have expanded IYCN's influence through successful collaborations with other organisations, stakeholders, or networks, thereby amplifying the impact of IYCN's work
4. **Representation:** Individuals who have effectively represented IYCN in various external forums consistently throughout the year, contributing to the broader climate movement and raising the voices of Indian Youth.



5. **Research:** Individuals who have Contributed to research published under IYCN's name that advances our understanding of climate issues, youth perspectives, or innovative solutions.
6. **Policy Recommendations:** Individuals who have contributed to policy recommendations with IYCN that have been adopted or seriously considered by decision-makers at any level.
7. **Founding and Leading Chapters:** Individuals who have established new IYCN chapters, providing leadership and direction that aligns with IYCN's mission and goals.
8. **Collaboration with Municipalities, ULBs, and Government Entities:** Those who have successfully built productive collaborations (of IYCN) with municipalities, Urban Local Bodies (ULBs), and government entities, enhancing the impact of IYCN's work at ground level.
9. **Scientific Submissions to UNFCCC:** Individuals who have made contributions in the form of scientific reports, research papers, or technical submissions made on behalf of IYCN that have strengthened the position of global south youth and contributed to the scientific body of climate knowledge reports made on behalf of IYCN.

2) Additional Requirements:

- a. **Support/Endorsement Letter:** All applicants must seek recommendation or support/endorsement letters from the following types of organisations ("endorsing entity") to apply for the UNFCCC conference badge:
 1. **Affiliated Organisations:** Organisations with a formal affiliation or partnership with IYCN.
 2. **Research Institutions:** Academic or research institutions actively involved in climate research, policy analysis, or sustainability studies, particularly those that collaborate with international bodies like the UNFCCC.



3. **Youth-Led Organizations:** Recognized Indian youth-led or youth-focused organisations that empower young people in the climate movement, especially those that have a history of participation in UNFCCC or similar international platforms.
4. **Government-Affiliated Bodies:** Relevant government agencies, departments, or bodies that focus on climate policy, environmental protection, or sustainable development, particularly those with experience in multilateral climate negotiations.
5. **Accredited UNFCCC Observer Organizations:** Any Indian organisation that holds observer status with the UNFCCC, demonstrating their active participation in international climate policy processes.

The support/endorsement letter must be on the organisation's letterhead and attached to the COP/SB application as a supporting document. The support/endorsement letter must be addressed to the “UNFCCC Delegation Selection Committee, Indian Youth Climate Network”, and should clearly detail the organisation’s endorsement of the applicant, including the applicant's association with the organisation and their contributions or role within it. If the applicant is the director/founder/key decision maker of an organisation or institute, they must provide a support letter from any other organisation, ensuring an independent endorsement of their application.

3) Delegates Responsibilities:

- a. **Position Paper:** Selected delegates must submit a position paper detailing their stance, purpose, and expected outcomes of attending the negotiations. This paper should clearly outline how their participation aligns with IYCN's goals and objectives.
- b. **Self-Declaration:** Selected delegates must also provide a self-declaration agreeing not to engage in any illegal or unethical activities during their participation in COPs or SBs and acknowledging that they will not hold IYCN accountable for any such actions taken during their participation.



- c. **Adherence to Communication and Branding Guidelines:** All selected delegates must strictly adhere to IYCN's communication and brand guidelines, ensuring they effectively highlight and represent IYCN's brand presence in all their engagements. This includes tagging or mentioning IYCN on social media handles, media, and in all publicly shared content.
- d. **Workshop Requirement:** Selected delegates are required to organise and host a workshop/webinar to disseminate learnings from UNFCCC conferences within 30-45 days of returning from the conference. This workshop/webinar/session must be managed by the delegate(s) to ensure effective sharing of knowledge and insights gained during the conference to a larger community.

4) Fundraising, Sponsorship Terms, and Financial Accountability:

- a. Selected applicants may choose to raise funds from a Sponsor (“sponsoring entity/individual”); however, IYCN does not guarantee any funding. Sponsor cannot be the same as the endorsing entity.
- b. All sources of funds and their utilisation must be declared in writing by the selected applicant to IYCN before entering into any contracts or agreements with any sponsors.
- c. Sponsor organisations/Individuals must formally communicate (to IYCN) their assurance of funding & its terms (to the selected applicant) confirming their commitment to delivering the funds.
- d. The terms of funding must be clearly specified in the sponsorship agreement issued to the selected applicant by the sponsor.
- e. Selected delegates are required to provide a minimal refundable security deposit, which can be claimed upon submission of a detailed report on their participation outcomes and a funds utilisation report, attested by the sponsor.



- f. For self-funded delegates, the participation & fund utilisation report must be attested by an authorised representative of the entity that endorsed the applicant.
- g. A *refundable security deposit* amount (not exceeding 25,000/- INR) will be communicated to selected applicants by the selection committee. If the deposit is not paid by the specified due date, the opportunity will be offered to the next deserving applicant.

5) **Governance:**

- a. **Governing Body Authority:** The governing body reserves the discretion to select or decline any COP badge application.
- b. **Conflict of Interest:** IYCN reserves the right to withhold the issuance of a COP badge if it is determined that the sponsor entity/individual has conflicting interests or could potentially influence climate change negotiations in a manner that does not align with the broader objectives of the government of India.
- c. **Document Submission:** Designated Contact Point (DCP) is required to review and share all necessary documents submitted by the applicant to the IYCN governing body, before allocating badges to selected applicants to ensure transparency.
- d. **Selection Committee:** The selection criteria will take into account all the minimum requirements outlined above. A selection committee will be appointed by the governing body to ensure a fair and thorough evaluation process. To maintain the integrity of the selection process and prevent external influence, the names of the committee members will not be disclosed. However, to ensure transparency, the selection process will follow a clearly defined and documented procedure, which will be made publicly available by the selection committee.
- e. **Application Forms and Notifications:** Application forms for delegate selection will be shared with the network ahead of each COP/SB event. These forms may include additional questions designed to assess



applicants' experience, perspectives, and alignment with IYCN's goals, beyond the basic eligibility criteria.

- f. **Misconduct:** In the event that any false information is submitted by the applicant, such as inaccurate details regarding funding sources or if participation reports are not submitted, IYCN will notify the endorsing entity of such incident. Additionally, the applicant will be banned from future nominations to any conferences, whether or not related to the UNFCCC, and will be prohibited from representing IYCN in any public forums.

6) Transparency in COP Badge Issuance: Participant List and Contributions

- a. To maintain transparency, a list of all participants receiving COP badges must be made available on the IYCN website, along with their association with IYCN and their individual contributions to the network. By accepting the COP badge, delegates consent to this public disclosure.