



Annexure 1

Part A - On IYCN and non IYCN parties

- 1) IYCN parties are defined as IYCN board members, the executive, other members, volunteers and supporters who come to represent IYCN or persons IYCN may be vicariously liable for.
- 2) IYCN parties also include those permitted to use IYCN Logos, trademarks, intellectual property and other material that impresses official IYCN sanction and authority. This does not include casual followers on social media, but includes all channels on social media that carry the IYCN badge, branding and other intellectual property of IYCN with permission.
- 3) Non IYCN parties are defined as any organisation, institution or persons who are not members of IYCN and/or do not actively participate in any forum of IYCN

Part B - On guidelines and processes and standards

- 1) Communication for IYCN is structured as internal and external.
- 2) Internal communication is defined as communication within the board, executive, members and active working volunteers for the purpose of administration. This includes but is not limited to notifications, circulars, memos, notices, show cause notices etc.
- 3) External communication is defined as communication between - the board, executive, members, active volunteers - and those who are NOT a part of IYCN AND/OR are active or passive receivers, readers and consumers of IYCN material. This includes but is not limited to - letters of request or permission to law enforcement and other government agencies, certificates of participation, social media campaigns, invitations, calls, advertisements, second and third party information and content, marketing collateral, posters, infographics, etc.
- 4) For both internal and external communication, excluding exceptions(Annexure 2) a formal request needs to be filed with the communications working group clearly stating - Purpose, Intention, Desired Outcome, Participants and Authority.
- 5) The communications working group will have 24 hours to respond to requests. If for any reason this is not possible, an acknowledgement with cause for delay must be sent in response to the requesting party.
- 6) For social media campaigns, advertisements, paid posts, posters, etc. a request has to be made with an additional brief as is standard industry practice (example in Annexure 3 of circular dated 7th May 2020)
- 7) All original IYCN social media post interim shall follow guidelines under Annexure 4 of circular dated 7th May 2020. Revisions shall be made and notified to all when these guidelines are revised and updated.
- 8) Until IYCN has a fully functional design and creative working group looking into photography, graphics, audio and video editing, animation etc. all persons volunteering these and similar skills shall report to and work under the supervision of the communication working group.
- 9) For official communication of circulars through email - group acronyms will be used. BO for Board, EX for executive, VO for volunteers, ME for members with dates in DD-MM-YYYY format with “//” as



partitions. If a circular is issued for the perusal of board and executive members, the email subject will read “ Circular // 06-04-2020 // BO-EX “

10) For webinars, virtual meetings, ZOOM will be the platform of first preference. The meeting ID and password shall be shared only through channels approved by the communications working group. The administrator of the webinar or meeting will furnish the ID and password 24 hours before the time of the meeting to the leader of the group or person deputed with that responsibility.

11) The webinar or virtual meeting shall be made ready by the administrator 30 minutes before the meeting begins.

12) The executive is professionally obliged to be available for the meeting 15 minutes before the meeting goes live for last minute changes in agenda, technical issues, issues relating to participants, focus and quality control.

13) The board is obliged to be ready 5 minutes before the meeting begins.

14) A member of the executive shall carry out attendance 10 minutes after the meeting begins, and 15 minutes before the meeting ends. All participants missing both attendance calls, shall be deemed absent from the meeting.

15) All meetings, webinars, and official calls will be recorded and subject to review.

16) All communication material must be approved for and released by the communication working group.

Part C - On channels

1) All communication for official purposes will be done through email AND Whatsapp.

2) Drafts, Final drafts of notices, circulars, creatives, posts etc will be approved through email or channels approved by the executive on Whatsapp

3) All working groups will maintain an independent whatsapp channel and use the same.

4) Whatsapp may be used for quick messaging, urgent notifications, and reminders as well as invitations and links to sources and meetings as well as casual sharing of information as a forum for all members on a common channel.

5) Working groups may use productivity tools such as Trello, Asana etc. Such tools will not be under the purview of the communications working group. No official communication may be done through them.

6) The officially recognised social media channels currently are -
Facebook(<https://www.facebook.com/iycngroup>),

Instagram(@iycn.in), LinkedIn(<https://in.linkedin.com/company/indian>

-youth-climate-network) and Twitter(@iycn)

7) Other groups, forums, pages, platforms bearing the IYCN logo on social media will have to be recognized and affiliated to IYCN. Existing groups may be re-recognized via notification.

8) Refusal to comply with official IYCN recognition will elicit reporting to the platform administration, blacklisting and if necessary legal action.



Annexure 2 - On exceptions, authority and liability

- 1) The executive members may issue circulars, notices etc and ask to show cause without prior intimation of the communications working group. Format specified under point 9, section B of Annexure 1 must be followed. It is expected that executive members will do so for reasons pertaining to their executive roles and responsibilities and discharge of administrative duties.
- 2) All official circulars and notices from the executive members must carry INDIAN YOUTH CLIMATE NETWORK in the centre, underlined with the logo on the top right and include their name, position and signature and date.
- 3) All final decisions on language, tonality, aesthetics etc. rest with the communications working group. Internal disputes, differences will be resolved by the appointed leader. It is understood that such a leadership position rests with a professional well qualified to do so.
- 4) The communications working group is answerable to the board.
- 5) In case of evidence of malpractice, outward incident, errors, the board may ask to show cause and may notify the executive and the leader of the working group through email
- 6) All members of the communications working group shall be held equally accountable and liable for any lapses that might occur and cause significant damage to IYCN, its reputation, public and member relations
- 7) The members of the working group are expected to carry out their roles and responsibility with utmost integrity and dedication. Members may come across sensitive information, conflicting data and information and are expected to carry out their responsibilities dispassionately.
- 8) In case of action, public outcry, controversy or undesirable incident resulting from a lapse of group members, the executive may dissolve or reconstitute the communications working group with the permission of the board.
- 9) The communications working group will NOT scrutinise private chats, communication between members or non members or any party.
- 10) All communication between the board and the executive shall include the leader of the communications working group.
- 11) In case of conflicts, disputes, differences between the working group, its members, the leader and board, that hamper crucial activities, the President's decision is final.
- 12) The responsibility of archival of all official documents, notifications, letters and other official communication lies with the secretaries. Secretaries must ensure proper archival of all communication material including campaigns, posters, social media campaigns etc.



Annexure 3 (b)

Reporting Mechanism for Incidents of Misinformation, Discrepancies, or Inappropriate Content

- 1) Purpose - To provide a clear and structured mechanism for individuals to report observed incidents of misinformation, discrepancies, or inappropriate content to the board of IYCN.
- 2) **Reporting Channels:** Individuals can report incidents through email, by Sending a detailed report to board@iycn.in, ensuring to include all relevant details and evidence, if possible.
- 3) When reporting an incident, individuals should provide:- Detailed description of the incident.
 - Date, time, and location (specific channel/platform) where the incident occurred.
 - Any evidence or screenshots, if available.
 - Names or handles of the individuals involved, if known.
- 4) Confidentiality - All reports will be treated with the utmost confidentiality. Only relevant board members and designated personnel will have access to the details of the report. Personal details of the reporter, if provided, will be kept confidential unless otherwise consented by the reporter.
- 5) A thorough investigation will be conducted, and appropriate actions will be taken based on the findings.
- 6) IYCN is committed to ensuring a safe environment for all its members and stakeholders. Any form of retaliation against individuals reporting incidents in good faith will not be tolerated.
- 7) Once the investigation is concluded, the board will communicate the findings and any actions taken to the reporter, ensuring transparency and accountability.
- 8) This reporting mechanism will be reviewed periodically to ensure its effectiveness. Feedback from users and any changes in the operational environment will be considered for updates.