

Handbook for New Member Organisations

2016





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General Information

The general contacts of European Youth Forum:

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Tel.: +32 2 793 75 20

Fax : +32 2 893 25 80

youthforum@youthforum.org

Information for member organisations (MOs) and important documents can be found on **Intranet**: <http://intranet.youthforum.org/>

If you have questions about registration to the intranet, please contact IT Coordinator EstefaniaAsorey (estefania.asorey@youthforum.org)

Information about the European Youth Forum's events is provided on the **Database**: <http://database.youthforum.org/> Participants have to register to events before the indicated deadline, and the organisation has to confirm the participants, before the European Youth Forum can make the selection.

If you have questions about registration to the database, please contact Team Coordinator Luc Rummens (luc.rummens@youthforum.org)

The European Youth Forum **Yammer Platform** provides an important space for the Youth Forum members to exchange key information and serves as the primary online platform for collaboration with and connecting between member organisations. It is an online environment in which users can share, learn and discuss. Currently the following thematic networks are open:

- Migration & Human Rights network
- Sustainable Development Network
- Education network
- Mobility network
- Climate Change network
- Job creation network
- Funding network
- Vote@16 network
- Youth Work recognition network



To join Yammer platform, send your nominated email to yammer@youthforum.org. We can accept up to three individuals per member organisation. In order to ensure continuity non-name emails are preferred (e.g. europa@member.org). Once you received the invitation email, membership is easy, click on the link and click join!

If you have questions about registration to the Yammer platform, please contact Jo Deman (yammer@youthforum.org)

Secretary General (SGs)& Finance Networks

These networks aim at strengthening the capacities of the Secretaries-General and staff members responsible for finances of the MOs of the European Youth Forum through regular meet-ups in Brussels. The meetings also provide the space for the members to share their experience, exchange best practices and network.

During the statutory meetings (Council of Members and General Assembly), the European Youth Forum uses **Assembly Manager** – a tool which facilitates statutory procedures, such as voting, submitting amendments to the resolutions, access to documents, etc. Login details and all relevant information will be sent to every registered participant before statutory events. You can learn more about statutory events and Assembly Manager in this video: <https://vimeo.com/124408926>

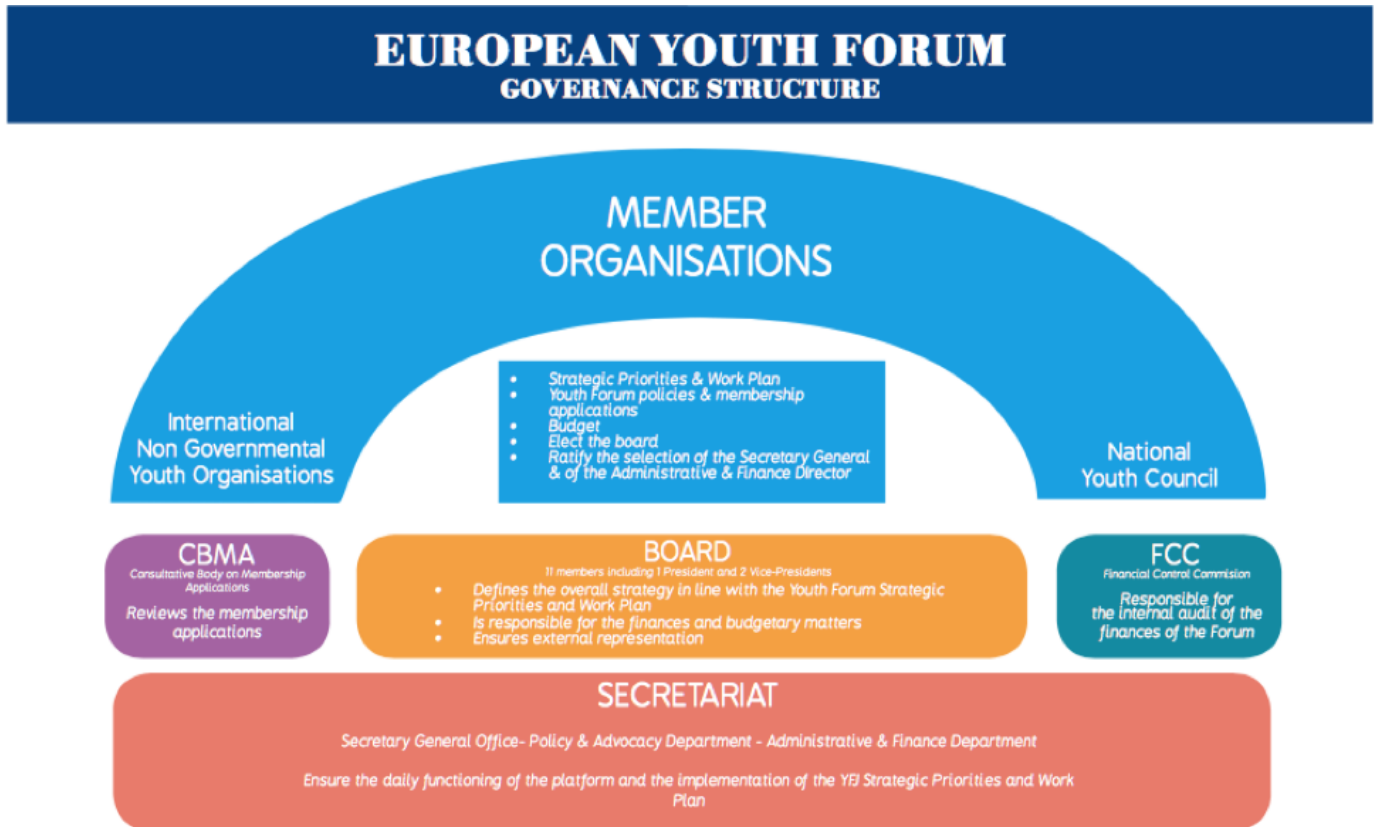
At the General Assembly in November 2014, the member organisations of the European Youth Forum adopted a Code of Conduct – a document that aims to promote a safe, inclusive and discrimination-free environment. You can learn more about the Code of Conduct in this video: <https://vimeo.com/148498812> and find a full text here: <http://www.youthforum.org/assets/2013/05/0379-14-Code-of-Conduct-FINAL.pdf>

Board contact system – each member organisation has a dedicated Board member, who sends regular board updates and facilitates communication with the Board.

Pool of Trainers (PoT)

The Youth Forum has a Pool of Trainers (PoT) composed of 15 highly skilled and experienced trainers and facilitators coming from our MOs and they are especially selected to cover a diverse range of profiles with a special thematic focus on the areas of the work plan. The PoT is above all a resource pool for the member organisations where they can help and support in various ways. You can find more information about the POT on our website: <http://www.youthforum.org/governance/meet-the-pot/>

Governance of the European Youth Forum



For any further questions related to the European Youth Forum's governance, please drop a line to governance@youthforum.org

News from the European Youth Forum

In order to keep yourself up to date about the activities of the European Youth Forum, its events and opportunities for member organisations, you can use the following channels:

Our **website**: www.youthforum.org

For news from **European Youth Capitals**, please check: <http://www.europeanyouthcapital.org/>

For news from the **Youth Up** Campaign: <http://www.youthup.eu/>

To subscribe to our newsletter **YO!News**: <http://www.youthforum.org/yo-news/>



YO!News is a weekly newsletter sent every Wednesday. If you want to share news from your organisation, please send this information to yonews@youthforum.org on Tuesday before 17:00.

Facebook: <https://www.facebook.com/EuropeanYouthForum>

Twitter: [@Youth_Forum](https://twitter.com/Youth_Forum)

Vimeo: <https://vimeo.com/yfj>

Membership fees

According to the [Statutes](#), Article 5.4, *“The annual membership fee is determined by the General Assembly. The membership fee is based on equality between the global contribution of INGyOs and NYCs.”*

You will receive detailed information about the updated membership fees following the Council of Members in April 2016.

Should you have any questions regarding membership fees, please do not hesitate to contact our Administrative & Financial Director David Ferreira (david.ferreira@youthforum.org).