

Terms of Reference - European Programmes

(Adopted by the YMCA Europe Executive Committee 30 October 1992, updated 2 November 1998 and 29 October 2001, updated 7 November 2010)

1 Status

- 1.1 The European Programmes (EP) is one of the Aims of YMCA Europe (YE). The YE Executive Committee is responsible for the general programme coordination.
- 1.2 The leadership responsibility for European Programme Groups (EPG) rests with the respective EPG Leader.
- 1.3 Programme Groups and Networks are bodies of a more permanent nature. They have to be recognised as a European Programme Group or Network.
- 1.4 Task Groups are bodies of temporary nature. They work on a specific task given or recognised by the leader
- 1.5 Membership in Programme Groups, Networks and Task Groups is open to representatives of all National Movements.
- 1.6 Programme Groups, Networks and Task Groups work under their own responsibility or that of a Hosting Movement. They are not to call themselves "Committee". They can act on behalf of the YE only with an explicit authorisation for the individual case by the YE Executive Committee or the YE Secretariat, which normally is given only after the agreement of the respective Leader.
- 1.7 The YE Executive Committee decides on the right to apply for European institutional support under YE supervision (e.g. EYF and EYC) after submission from the EPG Leader.

2 Role and Function

- 2.1 The EPG is the ground on which a flexible, coordinated system of groups, networks, meetings, events etc. operates.
- 2.2 The EPG is, in the fields of programmes, studies and research, a communication platform between the *YMCA Europe* Executive Committee, the Programme Groups, the Networks, the Task Groups and the National Movements.
- 2.3 The EPG can initiate and direct initiatives in the fields of programmes, studies and research.
- 2.4 The EPG assists in coordinating European programmes, events etc.
- 2.5 The EPG promotes supports and coordinates new international groups with similar interests to meet or network within the EP.
- 2.6 The EPG Leader communicates the formation, existence and activities of groups and networks to National Movements.
- 2.7 The EPG Leader works in the direction of linking the EP activities up with the Movement Development activities, as well as with the fields of responsibility of the other Leaders.

- 2.8 The EPG Leader publishes and promotes all international YMCA events in Europe on an annual basis. To publish those dates and information about the events please use www.ymcaeurope.com and links provided there.
- 2.9 The EPG Leader coordinates the scheduling of meetings and events where required, including meetings and events falling under the responsibility of other Leaders.
- 2.10 The EPG Leader establishes procedures for planning, running, evaluation and follow-up of events.
- 2.11 The EPG Leader compiles two reports and submits them to the YE Executive Committee. The reports should be sent to the YE office by February 15 and October 12. These dates are guideline only and may be slightly changed depending on the actual dates of the meetings. Any adjustments to the spring Reports and Operational plans must be sent to the YMCA Europe Office 8 weeks prior to the date of the General Assembly as they will be published in the Working Documents. Reports should be given in a special format (see attachment).
- 2.12 The EPG and the Leader can be delegated further functions by the YE Executive Committee.

3 Meetings

- 3.1 Meetings of representatives of Groups, Networks, events etc. will be organised from time to time, for instance in connection with the YE General Assembly. One yearly meeting is recommended.
- 3.2 Members of Programme Groups, Networks and Task Groups as representatives of National Movements have to take over all costs to attend meetings of EPG meetings (accommodation, food, travel).

4 Working Structure

- 4.1 The YE Executive Committee appoints one of its elected or co-opted members as contact person for the EPG.
- 4.2 The EPG Leader is to assume the leadership responsibility for the EPG.
- 4.3 The EPG Leader can appoint a Core Group to assist him/her in his/her work in the EPG.
- 4.4 The EPG Leader works in close contact and cooperation with the YE Executive Committee contact person and the YE Secretariat.