

Inter-Agency Working Group on Children's Participation

**OPERATIONS MANUAL ON
CHILDREN'S PARTICIPATION
IN CONSULTATIONS**

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Published in Bangkok in 2007 by the Inter-Agency Working Group on Children's Participation (IAWGCP): ECPAT International, Knowing Children, Plan International, Save the Children Alliance, UNICEF EAPRO and World Vision

Design and layout: Keen Media (Thailand) Co., Ltd.

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HOW TO USE THIS OPERATIONS MANUAL

This Operations Manual is a compilation of 34 documents to assist you in coordinating the meaningful and safe participation of children in consultations and conferences.

Many of the documents are **templates**, with information in parentheses for inserting information relevant to any user's needs; for example, [insert the name of your consultation here].

A few documents are **samples**; these are examples of documents that have been used in previous consultations and can be adapted for your needs.

While the documents touch on the different aspects involved, two primary assumptions have been made throughout:

- That the consultation being organized requires international travel by participants;
- That two children will attend from each local area and one adult (guardian) will be responsible for these two children.

NOTE: There may be cultural issues that will require changes to be made to the following documents. Users of the Operations Manual are thus advised to edit or adapt the documents as appropriate to their circumstances. The documents should be used to organize international, regional, national or local events that include children.

Glossary

Adult delegate	Any participant in a consultation who is older than 18 years.
Child	A person younger than 18 years.
Child-protection focal person	A person who is responsible for child protection at a consultation, for running a complaints procedure and ensuring everyone at the consultation is appropriately briefed on the child-protection policy.
Children's participation coordinator	A person who is responsible for coordinating activities related to children's participation for a consultation, managing staff (the support team) and liaising between local partners and the organizing committee.
Consultation	A formal conference or meeting (with results that are recognized or that feed into other activities) taking place at international, regional, national or local level. The event may also be part of a process of consultation at different levels.
Consultation staff	A team of staff employed by the organizing committee who are responsible for organizing the logistics of the event. The team could include a consultation organizer, administration staff, programme staff (with responsibility for content), media personnel as well as a children's participation coordinator.
Content/issue	The subject to be discussed during a consultation (for example, violence against children, HIV and AIDS or the internet).
Criteria	Details of the steps an agency needs to take to meet all standards.
Facilitator	A person who is responsible for 'facilitating,' or helping, children to express their views in public, using a variety of techniques. Facilitators are generally employed specifically for consultations.
Guardian	An adult accompanying an under-18 delegate who has responsibility for the under-18 delegate's safety and welfare.

Local area	This can mean region/country or province depending on the level of the consultation. For example, 'There is opportunity for two children from each local area to attend'.
Local partner	An organization responsible for selecting, preparing and following up with children who participate in a consultation.
Media coordinator	A person who is responsible for coordinating media activities (and the media team) at a meeting or an event.
Media team	A group of people in charge of media activities at a meeting or an event.
Organizing committee	A group of people responsible for organizing a meeting or event.
Participation	Participation, in this context means influencing decision making and achieving change. Children's participation is the genuine and willing involvement of all children in any matter concerning them, either directly or indirectly.
Reserve	An alternate under-18 delegate who participates in preparatory sessions and can thus take the place of a delegate who cannot attend a meeting or event.
Risk assessment	Identifying and assessing the risks to children involved in an activity (usually leading to an action plan to minimize those risks).
Support team	A team of staff that specifically supports children's participation in a consultation. The team might include a children's participation coordinator (team manager), facilitators (and a lead facilitator), child-protection focal person and administration staff.
Under-18 delegate	Any participant in a consultation who is younger than 18 years.

SECTION 1

PLANNING MATERIALS

- 1. Guidelines for the organizing committee**
- 2. Guidelines for local partners**
- 3. Step-by-step guide for local partners**
- 4. Budget guidelines**

1. Guidelines for the organizing committee

The guidelines are for use by committees organizing a consultation in which children will participate and are about the **logistics and planning** of such an event.

Organizing committees, together with local partners, have the responsibility of ensuring that the Minimum Standards on Consulting with Children are respected and implemented. The following recommendations outline specific points that have a strong influence on the meaningful participation of children in consultations.

Recommendations for organizing committees

Setting up an organizing committee

The decision to involve children in a formal consultation and to implement the Minimum Standards should be made at least eight months before an event takes place.

Typically, an organizing committee for a consultation is established to include representatives from all the organizations involved in hosting the event (or if the event is organized by one agency – representatives from all relevant departments).

Clear terms of reference for the organizing committee, consultation organizers and various subcommittees are finalized and agreed on by all involved parties before activities of the different groups begin (see Section 9).

Regular meetings of the organizing committee and subcommittees need to be arranged, with appropriate notes taken on the decisions made available to all involved parties.

One person, referred to as the children's participation coordinator, takes responsibility for organizing children's participation in a consultation (see document 29). The children's participation coordinator, who takes on many of the tasks outlined in this document, can either be nominated from one of the member organizations of the organizing committee or employed by the organizing committee.

A subgroup of the organizing committee could be set up to give management support to the lead person for children's participation. If so, clear terms of reference should be developed for this subgroup.

NOTE: It is highly recommended to arrange a capacity-building preparatory meeting with the local partners to prepare them for their roles. Information on any meetings the local partner is invited to and all costs covered by the organizing committee should be made clear to them.

An advisory group of children and young people needs to be created so that they can be consulted on the design and content of key documents for a consultation (notably the agenda and any guidelines for children's participation).

Working with local partners to facilitate children's participation

Finalize clear guidelines on the role, responsibilities, benefits and costs for local partners as early in the preparatory process as possible, including clear information on lines of communication between local partners and the organizing committee (see document 2. Local partner guidelines).

The organizing committee and local partners need to agree on all aspects of the roles and responsibilities of local partners.

Local partners need to conduct preparatory events locally (regional/national level, depending on context). These preparatory events should involve children and:

- Give children an opportunity to discuss the key issues (ideally agreeing on priorities/recommendations that can be submitted to the consultation);
- Select under-18 delegates to attend the consultation.

Finances

A comprehensive budget needs to be drafted that outlines all the costs for children's participation (see document 4. Budget guidelines).

Agreements on how finances will be managed are made before the budget is finalized. In particular, the organizing committee agrees on how to share responsibility for holding and administering funds and taking legal responsibility for any staff employed to support children's participation.

The organizing committee must give local partners clear and transparent information on how costs will be covered (in particular, which costs are covered by the organizing committee and how local partners can access funding for other costs).

The budgeting includes drafting a funding strategy, with provisions for close monitoring of all funding.

A financial report is made at all meetings of the organizing committee; the budget is openly discussed at regular intervals.

A cost-benefit analysis is critical for supporting children's participation. This should include developing criteria for evaluating the quality of children's participation together with its impact on all stakeholders, from children to line ministry personnel.

Preparatory materials

A policy for protecting young participants and a complaints procedure for the consultation needs to be in place. This might be drafted for a particular event or the organizing committee might adopt an existing policy (see document 5. The child-protection policy).

The organizing committee produces children-friendly information and distributes it to local partners before activities involving children begin. The information outlines:

- The aims of the event;
- The roles and responsibilities of those attending (including under-18 delegates and how they will be involved in the consultation process);
- Child-protection procedures at the event.
(See document 18: The sample briefing booklet.)

The organizing committee then adapts and finalizes the relevant documents from this Operations Manual. In particular, the following documents need to be sent to local partners (for translation and further distribution):

- Background (children-friendly) information on the event;
- Selection guidelines for the under-18 delegates and guardians.

Insurance

The organizing committee needs to provide adequate insurance coverage for under-18 delegates to a consultation, such as:

- Sickness and injury cover for every under-18 delegate;
- Public liability cover for the places where the under-18 delegates will be spending time (conference venue, hotel);

- Transport arrangements for under-18 delegates (not only flights but buses from the hotel to the venue or any field trips).

NOTE: The responsibility for organizing the travel and health insurance for under-18 delegates lies with local partners. But organizers can agree to reimburse the costs. The organizers must ensure, and pay for, adequate insurance for all participants who attend a consultation.

Staffing

The organizing committee appoints appropriate staff to support children's participation in a consultation. Staff could include:

- A **children's participation coordinator** to manage children's participation (including personnel and finances), liaising closely with the organizing committee and local partners and organizing logistics and administration tasks for under-18 delegates and their guardians. This person may need administration support from the organizing committee.
- A **child-protection focal person** to implement the complaints procedure and brief staff on child-protection issues. This person may need to be supported by a child-protection team.
- A **lead facilitator** to ensure under-18 delegates are able to express their views at the consultation. A team of facilitators may be needed for any group discussions during the consultation.
- Professional **translators** who can make one-to-one simultaneous translation.
- If the media are attending the consultation or any media interaction is planned, a **media coordinator and team** should be appointed to take care of preparing and de-briefing children in any contact they have with journalists and photographers.

(see the relevant terms of reference for these roles in documents 28-33.)

When recruiting key staff to organize the consultation, look for people who have a commitment to and competence in children's participation. Training or briefing on outline planned procedures on children's participation at the consultation (including child-protection issues) should form part of all key staff's induction.

Organizing a local partners meeting

The organizing committee arranges a preparatory meeting with at least one representative from each local partner to:

- Establish agreement on the role of each local partner;
- Discuss and agree on participatory guidelines (the Operations Manual) and step-by-step procedures with local partners;
- Discuss with local partners the implementing participatory activities with children locally;
- Discuss and/or develop follow-up plans that are then agreed upon with the organizing committee prior to the main event.

Clear and transparent information on how costs will be covered, in particular, the logistics of how reimbursements are made to local partners, needs to be outlined and forms part of the discussions and agreements at the preparatory meeting with local partners.

Organizing a preparatory workshop for under-18 delegates

- The aim of the preparatory workshop for under-18 delegates is to prepare them for their participation in the consultation they will be attending (see document 23. Working agenda for preparatory workshop).
 - If participants have not previously met each other, three days should be allowed for a preparatory workshop.
 - Communication and coordination between all facilitators, support staff and consultation organizers starts at least one month before the preparatory workshop so that the facilitation plan can be discussed by everyone to ensure that roles and responsibilities are clear.
 - Participants in a preparatory workshop should aim to produce a document that clearly lists recommendations from the under-18 delegates, which can function as a tool for them to measure their influence during discussions at the consultation and in any final recommendations from the main event.
 - This document may need to be translated into all mother tongues spoken by under-18 delegates and made available to consultation organizers as a resource.
- Because of the relatively informal setting, it may be appropriate that guardians take on the role of translator (in addition to their duty of care) at a preparatory workshop. Another option is to use student translators. However, anyone who takes on a translation role should understand participatory translation techniques; this might require a quick training session beforehand.
 - Meeting room facilities should include computers that are accessible to under-18 delegates outside meeting times; the organizers should provide guidelines on using the internet safely if that access is also available.
 - If participants divide into working groups, it may be useful to place restrictions on the number of participants in each group – particularly if they speak many different languages.
 - Organizers should ensure that sufficient time is allocated for under-18 delegates to select from among themselves those who will take on specific tasks. This activity should be well planned so that the delegates understand any limitations for the process (such as the requirement for a delegate to be an English speaker) and different options for decision making (for example, setting criteria or deciding on structures such as voting or presentations).
 - A minimum of two administration support staff who speak the local language of the host country need to be available throughout the workshop (one could be a volunteer) together with enough facilitators to help when participants break into working groups.
 - At the close of the workshop, the under-18 delegates should be given evaluation sheets and adequate time for completing them (see document 24. Preparatory workshop evaluation sheet).

Organizing a consultation

Planning

- A subgroup of the organizing committee is set up to develop the agenda for the consultation (ideally children should have an opportunity to discuss and comment on the agenda).
- This subgroup can produce guidelines for workshops and finalize all the different roles for support staff (chairpersons/rapporteurs/facilitators/speakers).

- Organizers should consider arranging small, facilitated working-group sessions together with adults during the consultation. These sessions allow under-18 delegates the best opportunity to voice their opinions and should form the basis of the discussions and decision making.
- Organizers need to ensure that all opportunities for under-18 delegates to voice their opinions (through presentations or taking on consultation tasks, such as chairing a discussion) are well planned and clearly communicated to the delegates so that they have ample opportunity to prepare.
- Plenary sessions should be organized in a balanced way to ensure equal time for questions from both adult and under-18 delegates.
- All decision-making processes in the consultation need to be transparent and participatory (including how under-18 delegates are chosen for specific tasks).
- The agenda should include sufficient time for evaluation sheets, which include questions on children's participation, to be distributed and completed by all participants.
- The organizing of seating arrangements for under-18 delegates should consider their access to microphones and treat them equally with adults in the seating arrangements. They should be seated in a way that lets them feel comfortable and included. Ideally, under-18 delegates should be consulted on seating arrangements; they typically tend to want to sit together.
- A side room needs to be allocated for the exclusive use of under-18 delegates and their support teams (including guardians, translators, facilitators and administration staff). The room should be big enough to accommodate briefing meetings and include suitable equipment (computers with internet access, printers, notice boards, comfortable chairs).
- The set up of the main conference room should facilitate translation with minimal disturbance to delegates who do not need the service.

Translation

- In a formal, international meeting, the use of professional translators for under-18 delegates is highly recommended. Translators should have an understanding of the issue being discussed and be capable of simultaneous translation on a one-to-one basis with an under-18 delegate.
- Training of (professional) translators on participatory techniques must take place before they start work; this time requirement must be included in translators' contracts (see the sample terms of reference in document 33). Facilitators need to ensure that translations are closely monitored during the consultation.
- Advance copies (or at least summaries) of all key speeches/presentations should be provided to translators.

Meeting room arrangements

- The meeting place for the consultation needs to be accessible to any under-18 delegates with motor disabilities.

Follow up

The organizing committee discusses follow-up activities prior to the consultation and sets dates for further discussion after the event. In addition, the local partners should have discussed follow-up activities during their preparatory meeting.

The consultation process should include a meeting for relevant groups (local partners, government representatives, organizing committee) to discuss short- and long-term activities.

All under-18 delegates should receive children-friendly versions of all outcome documents from the consultation, translated into their native languages where applicable.

If no regional follow-up event is planned, communication between under-18 delegates, local partners and the organizers of the consultation should continue through a follow-up project, which does not have to be too ambitious but encourages local partners and under-18 delegates to continue communicating with each other.

Suggested time plan for organizing committees

This time plan offers suggestions for planning tasks and setting deadlines, producing a month-by-month and then week-by-week countdown to the consultation.

NOTE: In the following, an asterisk* denotes a task that could be taken on by the children's participation coordinator.

8 months before the consultation: Planning

- Decide whether or not to involve children and implement the Minimum Standards.
- Agree on terms of reference for the organizing committee (and any subcommittees).
- Finalize the management of finances (before the budget is finalized).
- Finalize and agree on the budget.

7 months before: Finalize child-protection policy

- Establish and/or approve a child-protection policy.
- Set up an advisory group of children.

6 months before: Start of activities to involve children

- Finalize (children-friendly) background information on the event and issue to local partners for translation and/or further distribution.
- Finalize the selection guidelines for under-18 delegates and distribute to local partners.
- Recruit the children's participation coordinator (the timing of this will depend on the different tasks allocated to the role).

5 months before: Local partners' meeting

- Local partners' meeting takes place.* Participants discuss and agree on the following:
 - Financial arrangements – costs, funding or reimbursement processes for local partners;
 - Roles and responsibilities of local partners and others at the event;
 - Participatory processes and child-protection procedures to be implemented during the event;
 - Relevant documents from the Operations Manual that local partners will be using, such as:

Child-protection policy
 Local partner guidelines
 Step-by-step guide for local partners
 Selection guidelines for guardians
 Consent forms
 Participation agreements (for under-18 delegates and guardians);

- In collaboration with the organizing committee, discuss and agree on follow-up activities at different levels.

4 months before: Distribution of finalized documents

- Finalize all relevant documents from the Operations Manual and distribute to local partners (child-protection policy, local partner guidelines, step-by-step guidelines, recommendations from children forms).*

3 months before: Registration process

- Local partners conduct local preparatory meetings in which children are selected by peers to be under-18 delegates to the main consultation.
- Distribute registration and consent forms for under-18 delegates and guardians to local partners and closely monitor the registration process.*
- Recruit and train a child-protection focal person (if necessary).*

10 weeks before: DEADLINE for recommendations from children

8 weeks before: Staff recruitment

- Finish recruiting all consultation staff (which could include a consultation coordinator, translators, facilitators, chairpersons, documenters and/or media coordinator), in collaboration with the children's participation coordinator.
- Train/brief staff on child-protection procedures (performed by child-protection focal person).
- Train/brief consultation staff on participatory procedures.*

6 weeks before: DEADLINE for registration documents

- DEADLINE FOR REGISTRATION of under-18 delegates and guardians (through receipt of registration forms, consent forms and safeguarding-check forms from local partners).*

4 weeks before: Facilitation and media

- Finalize the facilitation plans for the preparatory workshop for under-18 delegates and for the main consultation.
- Finalize media guidelines for under-18 delegates and media professionals (responsibility of the media coordinator).

3 weeks before: Finalize the agenda

- Finalize the consultation agenda and information kits and distribute to local partners (for translation).

2 weeks before: Confirm travel and accommodation

- Provide local partners with confirmation of travel and accommodation arrangements for under-18 delegates and their guardians.*

2/3 days before consultation: Preparatory workshop

- Conduct a child-protection briefing for guardians (performed by child-protection focal person).
- Conduct a preparatory workshop for under-18 delegates* that includes the following:
 - Child-protection briefing (performed by child-protection focal person);
 - How to produce recommendations/statements;
 - Preparation for tasks they will undertake during the consultation.

Consultation takes place**1 week after consultation: Evaluations submitted**

- Child-protection focal person (and child-protection team) submits an evaluation report of the child-participation process.
- Facilitator submits evaluation report of the process.

1 month after: Follow-up activities begin

- All under-18 delegates submit their de-briefing evaluation forms to the children's participation coordinator (through local partners).
- All evaluation data from consultation collated.*
- Follow-up activities begin (at all levels).

6 weeks after: Evaluation report produced

- Children's participation coordinator submits a comprehensive evaluation report to the organizing committee.

3 months after: Follow-up documents distributed

- Organizing committee distributes follow-up documents (children-friendly versions if possible) from the consultation to local partners.
- Local partners translate follow-up documents into relevant native languages and distribute to under-18 delegates and other appropriate groups of children.

2. Guidelines for local partners

[TEMPLATE]

Local partners fulfil an essential role in helping children participate in consultations and conferences that involve issues relevant to their lives.

The following guidelines outline the perceived responsibilities, tasks and costs involved in taking on the role of local partner for the forthcoming [insert full name of consultation].

For this event, local partners are asked to ensure that under-18 delegates to the consultation are appropriately prepared. This entails taking on or overseeing various tasks. **NOTE:** Local partners are not expected to carry out all the tasks themselves but *must ensure* that they are undertaken by an organization or individual from their local area.

Tasks

1. Translation: Local partners are asked to provide the following documents in the mother tongues of the under-18 delegates:

- [insert the name of any preparatory briefing materials on the consultation for under-18 delegates];
- Under-18 delegate registration form;
- Under-18 delegate participation agreement;
- Consent form.

If possible, local partners should also produce children-friendly versions of the translated documents (see document 6. How to produce children-friendly documents).

2. Selecting appropriate under-18 delegates: Local partners are asked to oversee the selection of two under-18 delegates (and one reserve) from among children in their local area to attend the consultation (see document 8. Guidelines for selecting under-18 delegates).

3. Selecting appropriate guardians: Once two delegates and a reserve have been designated, local partners need to select one guardian for the two children, involving all three children in the selection process. Potential guardians need to fulfil the criteria laid out in the document Guidelines for selecting guardians (document 9). Local partners are expected to carry out 'safeguarding checks' on potential guardians (see document 10. Safeguarding-check form).

4. Child protection: Local partners are expected to abide by the child-protection policy for the consultation. They will need to keep a copy of the policy, give a copy to the guardian and brief the guardian and under-18 delegates on child-protection procedures, notably the complaints procedure and contact details for the child-protection focal person at the consultation.

5. Briefing: Using the three previously mentioned documents (documents 6, 8 and 9) as a basis, local partners can arrange the following briefings:

- For under-18 delegates:
 - On their role and the role of others at the consultation;
 - Priorities, key issues, good practice and any recommendations from children in their local area on [insert issue]. These issues ideally should also be discussed with other children from the local area to give the delegates a mandate to represent the views of their peers.
- For guardians: On their role and the role of others at the consultation, in particular their legal and ethical obligations and responsibilities and rules of behaviour.
- For parents/carers of under-18 delegates: On the role of under-18 delegates and others at the consultation and the impact of signing consent forms.

If at all possible to arrange, all adults and children (with parents) attending the consultation from each local area should meet and discuss the issues of the consultation and their roles in the whole process.

All briefings should take place several weeks before the consultation; briefing on roles and responsibilities must take place before consent forms are signed.

6. Insurance: Local partners need to provide full medical and travel insurance coverage for under-18 delegates and their guardian during their travel to and stay in [insert town of consultation].

- 7. Administration:** In addition to insurance coverage, local partners should organize the following for each under-18 delegate and guardian [the following is for an international event – adapt as necessary]:
- Up-to-date passports and related travel documents;
 - Visa;
 - Domestic transportation to and from the airport and (if applicable) transport to arrange necessary travel documents;
 - International flights from home country to [insert city event is being hosted in];
 - Medical support for children with disabilities or having medical conditions.
- 8. Communicating with the organizing committee:** Local partners are responsible for obtaining the following documents from each delegate and guardian and sending them to the children’s participation coordinator:
- Under-18 delegate registration form;
 - Consent form (delegates);
 - Guardian registration form;
 - Medical history form (delegates);
 - Travel registration form (delegates).
- 9. Ensuring follow up:** Prior to the consultation, local partners need to plan appropriate follow-up activities and begin organizing them, so that when under-18 delegates return home they can continue their involvement in issues covered by the meeting.
- Organize opportunities for delegates to talk about their experience in the consultation with peer groups, or find relevant projects in their communities where they can apply their new knowledge.
 - Include the delegates in monitoring the implementation of commitments made during the consultation.
 - De-brief parents/carers on the roles played by their children in the consultation and any expectations their own child may have for follow-up activities. The consultation’s outcome documents (translated if needed) can support the delegates follow-up activities.

Costs

According to the financial agreement made prior to the consultation, the organizing committee will reimburse local partners for [Insert ALL COSTS covered by the organizing committee (such as conference participation, flights, accommodation and insurance) and clearly detail any arrangements for reimbursement or distribution of funds to cover local partners’ costs.].

Costs for local partners

Again according to the requirements of the financial agreement, local partners will cover the following expenses: [Insert a precise and clear list of ALL COSTS that need to be covered by local partners – these might include domestic travel, insurance for guardians, translation, communication costs (mail, fax, e-mail), follow-up costs such as de-briefing.]

Suggested activities:

- De-brief under-18 delegates (see document 34. Follow-up guidelines). This process allows delegates to assess the quality and perceived impact of their participation and the learning opportunities it provided.

3. Step-by-step guide for local partners

[TEMPLATE]

This guide outlines 21 steps and can be used as a checklist for local partners to ensure that children from their local area participate in the consultation. The timeline in this guide works as a month-by-month then week-by-week countdown to the start of a preparatory workshop for under-18 delegates.

6 months before the event

Step 1: Include children

Translate and distribute to children in your local area:

- [insert the names of briefing documents about the consultation]
- Selection guidelines for under-18 delegates

5 months before

Step 2: Local partners meeting

The local partners meeting will be used to discuss and agree on the participation processes for the consultation (including all documents/guidelines and forms in this operations manual).

- At least one representative from each local partner attends local partners meeting

Step 3: Finances

- Develop a budget for the participation of children from your local area. You may decide to organize a preparatory meeting (see step 4 and document 4. Budget guidelines)
- Ensure that you are clear about all financial arrangements regarding under-18 delegates and any others from your local area (This may require seeking written confirmation from the organizing committee.)

Not less than 3 months before

Step 4: Local preparatory consultation

A preparatory consultation or meeting should take place locally to prepare children for participation in the main consultation:

- Discuss the issues that will be examined at the main consultation and agree on any recommendations/statements from children
- Discuss and agree on a selection procedure and select [insert number] under-18 delegates and one reserve
- Ensure under-18 delegates are properly mandated/instructed by their peers

13 weeks before

Step 5: Translate registration forms

Translate the following documents as necessary:

- Registration form for under-18 delegates
- Under-18 delegate participation agreement
- Consent form

12 weeks before

Step 6: Identify passport/visa issues

Once under-18 delegates have been chosen, identify whether they will need any official documentation for their travel and start the process to obtain it.

- Under-18 delegates possess passport and visa if needed

Step 7: Select a guardian

- Select a guardian for each pair of under-18 delegates
- Conduct a safeguarding check on guardian

11 Weeks before

Step 8: Brief the team

Organize at least one briefing meeting with the guardians and under-18 delegates, focusing on the following issues:

- Their respective roles and the roles of others in the consultation
- Under-18 delegates' rights in the consultation
- The child-protection measures for the consultation

10 weeks before **(DEADLINE)**

Step 9: Recommendations from children

- Submit (by e-mail) recommendations from children from your local area to the children's participation coordinator, [insert name]

9 weeks before

Step 10: Obtaining informed consent

- Organize a meeting with under-18 delegates, their guardians and their parents/carers to explain the consent form, the roles and processes of the consultation
- Ensure all parties sign a consent form

Step 11: Insurance

- Organize medical and travel insurance for under-18 delegates and the guardians

6 weeks before **(DEADLINE)**

Step 12: Submit registration forms

Send the following for the under-18 delegates, in [insert language of consultation] to the children's participation coordinator [insert contact details]:

- Under-18 delegate registration form – by e-mail
- Consent forms (please send original) – by fax
- Guardian registration form – by e-mail

Send the following to the child-protection focal person, at [insert contact details]

- Medical history forms – by e-mail

NOTE: If these forms are not received by [INSERT DEADLINE OF 6 WEEKS BEFORE CONSULTATION], under-18 delegates will not be able to attend the consultation.

Step 13: Travel arrangements

- Organize travel arrangements (flights/visas) for under-18 delegates and guardians

5 weeks before

Step 14: Confirm participation

- When all the necessary forms have been received, the children's participation coordinator sends each under-18 delegate an official letter of invitation to the consultation (mentioning the guardian's name and role)

4 weeks before**Step 15: Finalize follow-up activities**

Ensure a plan is developed for follow-up activities from the consultation that includes:

- De-briefing for the under-18 delegates
- Meetings with peers or with projects to which the under-18 delegates are connected and with local communities or organizations
- Media interviews
- Any other activities (particularly any monitoring of commitments made at the consultation)

3 weeks before**Step 16: Submit travel details**

To confirm travel arrangements, complete and return the travel registration forms for under-18 delegates to the children's participation coordinator:

- Travel registration forms returned – by e-mail

2 weeks before**Step 17: Confirm registration**

- Once travel registration forms have been received, the children's participation coordinator confirms hotel bookings and registration of under-18 delegates and guardians

During the consultation**Step 18: Finalize follow-up plans**

The organizing committee will arrange a meeting during the consultation to discuss follow-up activities.

- Send an appropriate representative to this meeting to communicate any follow-up activities planned (Time and date of the meeting should be announced before the consultation begins.)

After the consultation**Within one month of the consultation****Step 19: De-brief**

- Organize a de-briefing meeting with under-18 delegates and promptly return de-briefing forms to the children's participation coordinator

Step 20: Follow up

Involve under-18 delegates in any local follow-up activities to the consultation, including:

- Press briefings
- Other children and young people (including any reserve under-18 delegates)
- Projects to which under-18 delegates are connected
- Other

Within three months of the consultation**Step 21: Distribute materials**

Local partners will receive children-friendly versions of any outcome documents from the consultation (from the organizing committee).

- Local partners translate outcome documents into local languages and distribute to under-18 delegates and other children in the local area

4. Budget guidelines

The following budget guidelines outline issues that are relevant to developing a budget for a consultation involving children. They are written for organizing committees responsible for hosting a consultation at the international, regional or national level that involves children.

In the following table, for brevity, 'under-18s' has been used to mean 'under-18 delegates'.

Ideally, the budget for the participation of children should be finalized at least eight months before the event is due to take place.

Activity	Cost checklist
<p>Setting up and implementing a children's advisory group (to consult children in the planning of a consultation)</p> <p>These can end up being 'mini' versions of the consultation and consequently very expensive – especially if members are from diverse backgrounds and represent different groups/regions. For actual meetings, the budget items should match those for the consultation itself.</p> <p>Consultation by e-mail is a cheaper option (using focus group discussions online, with responses e-mailed to one coordinating point). Costs include a possible fee for someone to coordinate the e-mail advisory group (who would contact groups/children/send out enquiries/receive responses). Costs to organize focus group discussions at the local or national level could be quite substantial and may involve many of the costs for organizing a consultation. If focus group discussions are already planned for other purposes, it may be possible to input specific questions/issues with the responses e-mailed back to the advisory group coordinator – at no cost. Costs for translation of documents may also need to be factored in.</p>	<ul style="list-style-type: none"> ■ Meetings in designated venue <p>E-mail consultation:</p> <ul style="list-style-type: none"> ■ Coordinator fee ■ Focus group costs ■ Contribution or sharing focus group costs ■ Translation
<p>Training</p> <p>Training modules for facilitators, translators and other staff at the consultation may need to be developed. This may require a fee for the trainer (to produce the module) and the costs of running a training session (fees for trainer and trainees would still need to be paid during the time of their training). Meeting room/documentation costs and translation may also be necessary.</p>	<ul style="list-style-type: none"> ■ Fee for trainer ■ Fees for trainees ■ Meeting room ■ Documentation ■ Translation

Activity	Cost checklist
<p>Consultation staff</p> <p>Coordinators: Depending on the size of the consultation, a coordinator might be needed to take on the logistics of the event as well as someone to organize children’s participation.</p> <p>Facilitators: One is recommended for every 10-15 participants. They need to be experienced facilitators but may also need training. A lead facilitator may be needed who can also train others (as above) and work with those hosting the consultation before the event to help them develop workshops and identify needs.</p> <p>Volunteers: There may be need for a number of volunteers to perform administrative tasks – although their expenses should be covered (such as travel and meals).</p> <p>Doctor/nurse: A 24-hour (on call) medical service (two people working shifts) is required during the time of the consultation and any preparatory meeting for children. Costs for fees and accommodation (wherever under-18s are located day and night) will need to be included.</p> <p>Child-protection focal person: One person will need to take overall responsibility for child protection. Employment will start a number of weeks before the consultation to help develop child-protection procedures. A 24-hour (on call) child-protection service should be provided during the consultation and any preparatory meetings with children. This may also require a child-protection team (volunteers).</p> <p>Media coordinator: It may be necessary to employ someone to coordinate media work with children. The person should be involved well before the consultation.</p>	<ul style="list-style-type: none"> ■ Consultation coordinator ■ Children’s participation coordinator ■ Lead facilitator ■ Facilitators ■ Volunteers’ expenses ■ Doctor/nurse ■ Child-protection officers ■ Media coordinator
<p>Translation</p> <p>If there are any delegates who do not speak the main language used at the consultation, a comprehensive translation service must be provided – with each child who needs translation supplied with a professional translator. Professional translators are expensive but are crucial for successful participation. They should be able to perform simultaneous translation during the consultation (guardians could take on translation tasks during any preparatory meetings). A half-day training should be provided for translators to learn participatory translation techniques.</p> <p>In addition, costs for translating all key documents for the consultation should be factored into the budget – particularly preparatory materials, the consultation agenda and any outcome documents. Local partners may be able to cover some of the translation costs for preparatory materials. If it is expected that the under-18s will be making any recommendations (in preparatory meetings), translation of these documents should also be included in the budget.</p>	<ul style="list-style-type: none"> ■ Translators (for X number of languages) ■ Training for translators ■ Translation of all key documents ■ Reproduction of translated documents

Activity	Cost checklist
<p>Participants' expenses</p> <p>A selected adult will need to accompany each under-18 (one adult per two under-18s is recommended). The expenses for under-18s and their accompanying adults ('guardians') need to be included in the budget. Children with disabilities may need to be accompanied by a helper as well as a guardian.</p> <p>Travel: Travel expenses for all under-18s and guardians need to be covered. Include all travel costs from door to door. For international consultations, include airport tax and visa/passport costs (some children may need to obtain a passport to travel, which may require internal travel to a passport office, photographs and fees).</p> <p>Insurance: Travel and medical insurance coverage (during the participants' stay and travel to and from the venue) needs to be included in the budget.</p> <p>Accommodation: Depending on the characteristics of participants, different factors will affect the kind of accommodation needed. Dormitory accommodation is not recommended for under-18s; rooms sleeping one to four people might be more appropriate. It may be sensible to organize the consultation in the same place as the accommodation to cut transportation costs and logistical problems. Accommodation for children with disabilities should be taken into account.</p> <p>Per diems: Costs, per diem, for guardians and under-18s need to be factored into the budget.</p>	<ul style="list-style-type: none"> ■ Air ticket ■ Internal travel (bus /taxi/ train/boat) ■ Passport/visa ■ Travel insurance ■ Medical insurance ■ Accommodation ■ Per diems
<p>Administration costs</p> <p>Transport of delegates from accommodation to consultation may be necessary, depending on the venue and organizers.</p> <p>Meeting room specifications should include a space that has a larger conference room with a number of smaller rooms (for workshops), including one that can be used solely by under-18s.</p> <p>Costs for the under-18 delegate room should include rent of equipment (computers/printers/internet access).</p> <p>Taking out public-liability insurance may be necessary for the hotel/meeting room as well as separate insurance for any local transport of delegates.</p> <p>Costs for snacks/lunch/equipment should be included.</p> <p>Include administrative costs for the children's participation coordinator and volunteers (telephone/fax/photocopying) as well as conference documentation (conference pack/bag/banner). It may be best to work out these figures per delegate.</p> <p>Costs for extra-curricular activities, such as a field trip or end of consultation party for under-18s, should be calculated per delegate.</p>	<ul style="list-style-type: none"> ■ Transportation from hotel – meeting ■ Insurance costs ■ Meeting room (with annex rooms) ■ Snacks/lunch ■ Equipment ■ Coordinator's admin (tel/fax) ■ Conference documentation ■ Extra-curricular activities

Activity	Cost checklist
<p>Determining the length of the consultation</p> <p>A preparatory workshop for under-18 delegates may need to be organized before the consultation for one to three days, depending on the length of the main consultation. This forum would prepare delegates for the main consultation and would need to include many of the same costs as the main consultation.</p> <p>If under-18s are attending a preparatory workshop and a consultation, it may be appropriate to include a 'day off,' between these events when social activities or a field visit are planned that help them get to know each other better.</p>	<ul style="list-style-type: none"> ■ Children's forum for X days ■ Field trip ■ Social activities ■ Transportation ■ Guardians ■ Food
<p>Costs for local partners</p> <p>Translation of key documents (any information that under-18s or their parents/carers need to read, such as briefing and concept papers/registration and consent forms, participation agreements and rules for behaviour).</p> <p>Travel and personnel costs for briefing under-18s and parents/carers before the consultation (to ensure they understand the impact of giving their consent) and de-briefing afterward (to explain any follow-up plans). Also include costs for briefing guardians. Costs for obtaining visas/passports/travel documents for under-18s and/or guardian (which may require under-18s/guardian to travel to a major town or even stay overnight). Travel and medical insurance for guardians. Communication costs (telephone/fax/e-mail/post) for communicating with the organizing committee, guardians, under-18s and their parents/carers or others.</p> <p>After-consultation costs for involving under-18s in any meetings after the consultation and translation of follow-up reports/communication with the organizing committee).</p> <p>Salaries or per diems for any staff who spend time working at the national level with under-18s and their guardians may need to be factored into a budget. In addition, salary costs for the guardians while they are at the consultation may also need to be included.</p>	<ul style="list-style-type: none"> ■ Translation of documents ■ Travel costs for briefing/de-briefing ■ Insurance for guardians ■ Visa/passport costs ■ Communication ■ Follow-up ■ Per diems/salary costs
<p>Follow up</p> <p>It is difficult to determine follow-up costs at the initial planning stages for a consultation, but provision should be made in the budget for producing a report and/or a lessons-learned report (on the participation process). These documents may need to be translated, designed, printed and distributed to under-18s, local partners, funding parties and others.</p> <p>A follow-up event may be organized or there may be an event already planned that can be used as an opportunity to implement follow-up activities. Communication costs between the organizing committee and under-18s or local partners may need to be covered to ensure adequate follow up.</p>	<ul style="list-style-type: none"> ■ Follow-up report ■ Lessons learned report ■ Translation ■ Production (design and print) ■ Distribution ■ Follow-up event ■ Communication
<p>Contingency</p> <p>As many unforeseen costs may arise when bringing children together for a meeting (items being stolen/accidents/extra administration costs or translation – the list is endless!), a relatively high 'contingency' component should be factored in as a percentage of the total costs – not to exceed 20%.</p>	<ul style="list-style-type: none"> ■ Contingency

SECTION 2

PREPARATORY MATERIALS

- 5. Child-protection policy and 'Reporting-a-concern' form**
- 6. How to produce children-friendly materials**
- 7. Guidelines for submitting recommendations from children**

5. Child-protection policy and 'Reporting-a-concern' form

[TEMPLATE]

States Parties shall protect the child from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse. (UN Convention on the Rights of the Child (1989), Article 19)

Introduction

Abuse and exploitation of children happens in all countries and societies. Members of the [insert official name of the organizing committee]¹ share in a commitment to prevent child abuse and to protect children from any possible harm.

This policy sets out common values, principles and beliefs and describes how [insert official name of the organizing committee]'s commitment to protect children will be carried out.

It applies particularly to how children are protected from abuse at the [insert official name and date of consultation].

In this document, 'children' refers to anyone younger than 18 years.

OUR COMMITMENT TO PROTECT CHILDREN

1. Our values, principles and beliefs

- All child abuse is an abuse of children's rights.
- All children have equal rights to protection from abuse and exploitation.
- The situation of all children must be improved through promotion of their rights as set out in the UN Convention on the Rights of the Child and other human rights instruments. This includes the right to freedom from abuse and exploitation.
- Child abuse is never acceptable.
- We have a commitment to protect children with, or for whom, we work.

- Partner agencies involved in the consultation (local partners) must use the child-protection policy in preparatory and follow-up activities for the consultation.

2. What we will do

We will meet our commitment to protect children from abuse by:

Awareness: We will ensure that all delegates to the consultation, staff and partners (including government, non-government organizations (NGOs) and other delegates, translators, facilitators, guardians, local partners, volunteers, administration staff) are aware of the problem of child abuse and the risks to children.

Prevention: We will ensure, through awareness and good practice, that delegates to the consultation and others minimize the risks to children.

Reporting: We will ensure that all consultation delegates and others are clear on what steps to take if concerns arise regarding the safety of children.

Responding: We will ensure that action is taken to support and protect children when concerns arise regarding possible abuse.

In order to meet the above standards of reporting and responding, members of the [insert official name of the organizing committee] will also ensure that they:

- Take seriously any concerns raised;
- Take positive steps to ensure the protection of children who are the subject of any concerns;
- Support children, delegates or other adults who raise concerns or who are the subject of concerns;
- Act appropriately and effectively in instigating or cooperating with any subsequent process of investigation;
- Are guided throughout the child-protection process by the principle of 'best interests of the child';

¹ All member organizations or individuals should be named in the child-protection policy – as a footnote if necessary.

- Listen to and take seriously the views and wishes of children;
- Work in partnership with parents/carers and/or other professionals to ensure the protection of children.

3. How we will ensure our commitments above are met

- All delegates at the consultation and all supporting staff (volunteer and locally or internationally appointed) will be asked to abide by the 'rules of behaviour'.
- All local partners accept and implement the child-protection policy.
- All delegates and staff will have access to a copy of the child-protection policy.
- Recruitment procedures for key support staff for the consultation, as well as all guardians, will include checks on suitability for working with children.
- Sensitization briefing for all delegates and briefing for all staff will include child-protection issues.
- All delegates and staff will have the contact details, and be briefed on the role of, the child-protection focal person for the consultation. Any child-protection concerns and complaints should be reported to the child-protection focal person who will handle them in strictest confidence.
- Systems will be established to investigate possible abuse once reported and to deal with it. In [insert name of host country for the consultation], this will include activating any relevant statutory procedures.

Rules of behaviour

All delegates and staff at the consultation must sign up to and abide by these 'rules of behaviour':

Delegates (including under-18 delegates), staff and others must never:

- Hit or otherwise physically assault or physically abuse children;

- Develop physical/sexual relationships with children;
- Develop relationships with children that could in any way be deemed exploitative or abusive;
- Act in ways that may be abusive or may place a child at risk of abuse;
- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive;
- Behave physically in a manner that is inappropriate or sexually provocative;
- Have a child/children with whom they are working to stay overnight in their home;
- Sleep in the same room or bed as a child (if this has not been agreed upon by their guardian);*
- Do things for children of an intimate nature that they can do for themselves;
- Permit or participate in behaviour of children that is illegal, unsafe or abusive;
- Act in ways intended to shame, humiliate, belittle or degrade children or otherwise perpetrate any form of emotional abuse;
- Discriminate against, show differential treatment or favour particular children to the exclusion of others.

This is not an exhaustive or exclusive list. The principle is that delegates and staff should avoid actions or behaviour that may constitute poor practice or potentially abusive behaviour.

- Adults are not permitted to sleep in the same room or bed as children. However, with the permission of both guardians, under-18 delegates may share rooms with other under-18 delegates of the same sex. In addition, where culturally or socially applicable and with written consent from an under-18 delegate and his/her parents/carers, guardians may share a room with the delegates (of the same sex) in their care.

How to raise concerns – a framework for action

If you are concerned about the safety of a child because

You see or suspect abuse

An allegation of abuse is made

A child discloses abuse

Discuss your concerns with the child protection focal person on duty at the consultation

(If this is the person at the centre of your concerns, discuss with the next most appropriate person, for example, a member of the organizing committee or a local partner.)

Discussions should focus on:

- Nature of concerns**
- Risks to child/ren**
- Action/next steps**

Concerns should be reported promptly (same day).

Ensure detailed written records are made of all events and what the child has said in his/her own words (where this applies), using the form on the following page.

The child protection focal person will then:

- **Inform a designated member of the organizing committee**
- **Inform the local partner representative for the child**
- **Develop an action plan for progressing the concern**
- **If, and only if there is immediate risk to the child, remove the child to another location, without publicity.**

Child-protection policy – 'reporting-a-concern' form

Part One: Who is filling out this report

Name:

Your role at the [insert official name of the event]:

Details of your organization:

Your relationship to the child concerned:

Part Two: The child or children

Name(s):

Male/female:

Age:

Hotel room number:

Name of guardian:

Name of local partner representative:

Part Three: Your concern

How did you come to have a concern? Was abuse observed or suspected? Was an allegation made? Did a child disclose abuse?

Date, time and place of any incident(s):

Details of any other witness(es):

Nature of concern/allegation:

Observations made by you, such as the child's emotional state, any physical evidence:

Write down exactly what happened, including what the child said and what you said; continue on a separate sheet if necessary:

Any other relevant information? (disability? language?)

Were other children involved or aware?

If appropriate, provide names:

Have you reported to the guardian for the child, parents or carers, local partner representative or any other child-protection personnel?

Time and date of reporting:

Person(s) to whom report was made:

Advice given:

Action taken:

Signed: _____

Date:

Child-protection policy – Implementation plan

Objective 1: The child-protection policy is adopted and implemented: Organizing committee members, consultation staff, guardians, local partners and under-18 delegates are made fully aware of the policy and key personnel are briefed on its purpose and implementation.

Action	Timescale	Success criteria/ output	Responsibility/ resources
1. Policy publicized, promoted and distributed.	[insert start date of preparatory meeting for local partners]	All local partners and staff have a copy of the policy	Children's participation coordinator Local partners
2. Rules of behaviour signed by all under-18 delegates and guardians (in participation agreements).	Circulated to under-18 delegates at least one month before the consultation, discussed and agreed on at preparatory workshop for under-18 delegates	Copies of all participation agreements	Children's participation coordinator
3. Briefing given to staff on child protection for the consultation.	Induction of staff	Induction briefings conducted	Children's participation coordinator or child-protection focal person
4. Local partners are made aware of their obligations under the policy and supported to apply it.	[Insert date of preparatory meeting for local partners]	Local partner guidelines include the child-protection policy Workshop arranged during preparatory meeting for local partners	Children's participation coordinator (training)
5. Children know of their right to be protected from abuse and know where to go for help.	Six months before the event and at the preparatory workshop for under-18 delegates	Under-18 delegates briefing materials, participation agreement, training session during preparatory workshop	Organizing committee Child-protection focal person (training)

Objective 2: Clear procedures and systems in place for child protection.

Action	Timescale	Success criteria/ output	Responsibility/ resources
1. A child-protection team is developed of designated people who have responsibility for protecting children during the consultation.	Two months before the event	A clear TOR is developed. The names of the child-protection team members are on record Regular meetings of the child-protection team are organized	Child-protection focal person
2. A step-by-step guide is produced on action to be taken if concerns exist regarding a child's safety or welfare.	One month before the event	Child-protection action plan produced (for use by child-protection team)	Child-protection focal person Child-protection team
3. A procedure is developed for secure, confidential recording of incidents, concerns, referrals.	One month before the event	Procedures adopted and distributed Examples of recording forms	Child-protection focal person Child-protection team
4. Policy and processes are reviewed. Staff and children's views are taken in to account.	Preparatory meeting for local partners Preparatory workshop for under-18 delegates	Part of evaluation report Training on child protection (at preparatory workshop for under-18 delegates)	Child-protection focal person

Objective 3: Commitment to prevent child abuse is demonstrated and delivered through appropriate systems.

Action	Timescale	Success criteria/ output	Responsibility/ resources
1. Recruitment procedures reflect child protection; selection of guardians reflects child protection.	From start of recruitment for staff and guardians	Background checks are made on applicants for posts Background checks are made on all guardians	Staff: organizing committee or child-protection focal person Guardian: local partners
2. Induction of staff includes child-protection issues.	Approximately two months before the event	Documentation of induction schedules	Child-protection focal person Children's participation coordinator
3. Guidelines on portrayal of children through media reflect child-protection policy.	One month before the event	Media guidelines for under-18 delegates Guidelines for media professionals	Media coordinator
4. Monitoring and evaluation include child protection as an area of compliance.	From six months before the event to two months after the event	Monitoring and evaluation procedures /reports	Organizing committee

6. How to produce children-friendly documents

Children need access to – and to be able to understand – information on topics relevant to them, whether they affect children specifically or all people.

Creating written documents for this purpose involves a number of steps. The following guidelines outline what you should consider:

- Before you start writing;
- When you start writing;
- Once you have produced a first draft;
- When testing the document.

Before you start writing

Assuming that you have an original (adult) document to work from, decide whether you want to produce a **literal translation** into a children-friendly format or if you want to produce children-friendly **summaries**.

- Children-friendly literal translations are sometimes preferred when organization members think children should have access to the *same* information as anyone else.
- However, they tend to become very long documents. Children-friendly summaries of documents may be more appropriate, depending on the context.
- You may want to consider a combination, depending on the sort of documents you are producing, particularly if they will then be translated into another language. (In the final document, state if it is a summary or a literal translation.)

Establish why the document is relevant to children and try to make sure that this is kept in mind throughout the process: *Why* is this particular document being produced for children? And *how* can this be expressed?

Be clear about the **age group** you are targeting, and state this in the document. You may want to produce different versions for different age categories, such as younger than 12 years old, 12-15 years old and 15-18 years old.

Know your target group. It is important to find out about the young people who will eventually read the document you are trying to produce, such as:

- Age range: If possible, find out whether children fit into ranges of three to five years (aged 10-13 and 14-18);
- Educational background;
- Language (will it be the same language as the document you are producing or will the document need to be translated?);
- Gender ratio;
- Urban/rural background;
- Disability, particularly visual impairment.

Read a few **children's books** for the age group and culture you are targeting. This can help get you into the perceptions of the age group.

When you start writing

Start by asking, What do children need to know about the subject? Look at the issue (or the document you are working from) with the eyes of a child by asking what is relevant to children reading this and what would they want to know and expect to read about in the children-friendly document. For example, children may not need to know about complicated procedural issues if they are not involved in these procedures.

If you are working from an original document, it is worth producing a **summary or listing** of the information that needs to be conveyed to children:

- It is easy to lose sight of some of the information in the process of producing a children-friendly version.
- Once a children-friendly version is available, the summary can be used to check that all information is covered.

Explain the document at the start (briefly), why it has been produced and how children might use it.

Include a **short outline** of the document at the start of the text. This helps the writer and reader know what material the document covers and how.

Use **simple language** and try to keep the document as short as possible.

Use the **present tense** if possible and keep sentences short.

Write as though you are **speaking to the child** (don't be afraid to use 'you').

Don't use **metaphors**. Some of them are not so obvious, such as 'voicing your views' or 'signpost'.

Spell out any abbreviations and don't use 'e.g.' or 'etc'.

Explain any jargon, difficult words or concepts:

- Try using a **highlighter** in the original document to mark all words that might prove difficult for children to understand;
- Don't include jargon words that have little meaning for children even though they sound 'easy'; for example, 'key actors';
- To find alternatives for jargon words, use a mixture of sources, including websites aimed at children or children's dictionaries.

Boxes can be used to give an explanation of a possibly difficult word or concept so that children can refer to a box easily while they are reading the main text. Make sure the box is on the same page as the word or concept. Boxes also have the advantage of breaking up the text.

To explain difficult words or concepts in the document:

- You could add **boxes** close to where the difficult word or concept is mentioned.
- You could also create a list of definitions or difficult words or concepts at the beginning or end of the document. This may help children who are at different levels of understanding to read the document. However, writing too many explanations in the document can be distracting and lead to a longer, less readable document.

There may be things that shouldn't be 'translated', such as one or two key definitions. These can be quoted directly and then explained.

Work in a team to resolve some of the problems in 'translating' the original concepts. Discussions are often useful to find simpler ways of putting things or to clarify definitions.

Provide links and list resources where children can get additional information on the subject.



Use **visual images** to support the words. Images should help to explain difficult concepts and should be relevant to the issue outlined (or you might end up confusing children with different messages in the visual images to those in the words). You may want to specifically commission

photographs, drawings, paintings, cartoons or use graphics.

The image to the left is an example of a confusing image. It does not support the point that above paragraph is trying to make on using visual images. A better image to illustrate the paragraph would be, for example, a picture of a child drawing (rather than skateboarding).

Use photographs carefully. Be sure that anybody pictured in photographs has given **consent** for the photo to be used.

Photographs should:

- Show children adequately clothed and not in sexually suggestive poses;
- Respect children's dignity, not highlight them as victims;
- Be culturally appropriate.

If the children depicted are victims of violence (and not models), even more care needs to be used to hide their identity:

- Use false names for any children shown (and make clear these are false names);
- Do not identify their precise location – give a general geography reference only;
- Use images of children that are in profile, darkened, shown from the rear or obscure part of the face (for example, use a thick dark line or dappling across the eyes).

Text should look 'interesting', supplemented with some simple **graphic tricks**, such as those used in this document.

- Use a font size that is at least 12 points. 'Sans serif' fonts are generally seen as more children-friendly because they are clearer to read.
- Break up long sentences or paragraphs with bullet points or numbering.
- Break up large blocks of text, use headings and subheadings, boxes and illustrations.
- Highlight key words – use **bold**, a different colour, *italics* or a different font.

- Try not to use too many graphic tricks, however. A maximum of three different fonts or text colours (except in colour illustrations) is recommended.
- You may want to have the document professionally designed. If so, give the designer a clear brief of what you want, including information on the target group of children who will be reading the document.

Once you have produced a first draft

Pilot the document with children

As this can be quite a daunting prospect, the following² gives guidelines on developing pilots and cost-effective testing.

Written and **visual** messages should be **tested** (piloted) before you use them with your audience so that any mistakes can be corrected and you can be sure that people will understand the message.

- Test your written and visual messages and materials first on your colleagues or members of your family of the correct age and gender.
- Make adjustments.
- Recruit a number of individuals in the group you are trying to reach with this message. You will have already made some contact with this group through researching their characteristics. Revisit some of the more friendly and easy to reach contacts. Use as many as you can and try to develop a regular 'piloting group'.

- Test your written and visual messages on these individuals.
- Make adjustments.
- If necessary, test again to make sure the messages are clear.
- Let members of the piloting group understand that this is important to your work, and make sure that they feel valued. This should include payment of any expenses for taking part in the piloting, refreshments or maybe a small fee.

Test visual materials first, to **gauge what the audience 'sees'**.

- Use several different drawings or photographs of the picture you wish to use.
- Number the pictures beforehand.
- Show the pictures without comment and ask, 'What do you see in this drawing (or photograph)?'
- You can also ask questions such as 'Do you like this picture?' 'How does it make you feel?'
- Note the response to each picture (it helps to have a colleague do the recording).

Select a picture to use after considering all the responses. If the first set of pictures all received negative responses, put them aside (you might be able to use them with a different audience, so don't throw them away) and start again.

² Ennew, J. and Plateau, D.P., 2001, *Child labour: Getting the message across*, Bangkok, Regional Working Group on Child Labour, pages 191-193

7. Guidelines for submitting recommendations from children

[SAMPLE]

The following guidelines were used at the East Asia Pacific Regional Consultation for the UN Global Study on Violence Against Children (June 2005). They present an example of one way to generate and receive recommendations on the content of a consultation from children who are not able to attend the event.

These guidelines are for use by agencies in the East Asia Pacific Region interested in *submitting views from children* (younger than 18 years) to the East Asia Pacific Regional Consultation for the UN Global Study on Violence Against Children (UN Study).

These guidelines have been developed by the East Asia Pacific Regional Steering Committee for the UN Study.

Data from all submissions will be collated and a discussion paper produced. This discussion paper will be analysed at the Children's Forum by under-18 delegates to the Regional Consultation and will form the basis of a list of priority issues and recommendations from under-18 delegates to the EAP Regional Consultation. This list will be a tool for under-18 delegates to use at the Regional Consultation in their discussions in working groups and plenary.

Please use the following guidelines to make a submission from children in your country to the EAP Regional Consultation on Violence Against Children.

Consultation with children can be through focus group discussions, meetings or conferences at local, provincial or national level.

Name of country:

Please state the approximate number of children that were consulted or discussed the information submitted in this form, as well as other relevant background information such as boy/girl ratio, age, school going or other, urban/rural.

What are the three main issues on violence against children that children think need addressing in their country?

1.

2.

3.

Children's recommendations for action from... [list the stakeholders in the consultation]				
Themes of violence: [themes of workshops at the consultation]	United Nations	Government (national/local authority)	Non-government organizations	Children and youth organizations
Home and the family				
School				
Children in conflict with the law				
Institutionalized children				
Work situations				
Street/community				
Cyberspace and media				

Please submit this form to the children's participation coordinator [insert DEADLINE date, set at 10 weeks before the event]

SECTION 3

SELECTION

8. Guidelines for selecting under-18 delegates
9. Guidelines for selecting guardians
10. Guardian referral form
11. Under-18 delegate participation agreement
12. Guardian participation agreement

8. Guidelines for selecting under-18 delegates

[TEMPLATE]

There are places for two children from each [insert the level from which the children will attend, such as region/country/province] to attend the [insert name of consultation].

The consultation will take place in [insert town and date of consultation], with a preparatory workshop for under-18 delegates scheduled immediately before the consultation [insert date of workshop] to prepare them for their participation in the event. In addition, there will be one day of free time, [insert date], when the delegates can get to know each other better.

The following guidelines should help local partners to select two children and, if possible, one child as a reserve if an original participant becomes unable to attend.

The process of selection will vary from place to place and the organizers do not wish to prescribe a particular format. The process should be fair and transparent. Wherever possible, children should select from among their peers those who will represent them in participatory initiatives (see below for examples), although this may not be possible in all cases.

Essential criteria

1. **Life experience:** All under-18 delegates must have:
 - Experience of work in or with organizations for which [insert content/issue of consultation] is a concern; and/or
 - Experience of community or school activities that have made them aware of or interested in the issue.

This might be through community activity, campaigning or advocacy, involvement in support groups and schools.

2. **Age:** All delegates must be younger than 18 years while the conference is in process.

Other factors for selecting children

Guardians: No under-18 delegate will be accepted who is not accompanied by an adult who meets the criteria for selection in the guidelines for selecting guardians. Under-18 delegates should be involved in the choice of guardian.

Language: Although the official language will be [insert language], under-18 delegates will not be expected to speak it. During the consultation activities, all under-18 delegates will be provided with translation for their main language or mother tongue. Their guardians will be expected to provide translation during the rest of the time (travel to and from the consultation, mornings, evenings, excursions).

Advocacy: Under-18 delegates will be expected to take on advocacy work at the consultation and when they return home. Experience or interest in advocacy work would thus be an advantage.

Representation: Under-18 delegates are not expected to represent all children from their local area but should be aware of their views on [insert content/issue] and be mandated by other children. To ensure that under-18 delegates are aware of the views of other children on the issue, local partners are asked to brief under-18 delegates before or after they have been selected.

Equal opportunity: Many groups of children tend to get excluded from attending formal consultations. Children from the following backgrounds are thus encouraged to put themselves forward: children from rural areas, children with disabilities, gay and lesbian children, children from ethnic minority groups, working children, children from a variety of 'classes' or castes [adapt as necessary].

Gender: Where possible, it would be preferable that a gender balance is maintained during selection. It is, however, recognized that this may cause difficulties for some countries so single sex delegations will be accepted if necessary [adapt as necessary].

Medical issues: There will be an experienced medical professional at the consultation at all times. Under-18 delegates with well-controlled chronic conditions are very welcome. Please ensure that any medical care issues are clearly outlined in the medical form. The organizers will try to accommodate them. All under-18 delegates will have full medical insurance (organized by local partners [and insert any reimbursement agreements here]).

Disability: Children with a disability are welcome as participants, but activities available to someone with impaired mobility may be restricted, depending on the venues where meetings and events will take place. Children with visual impairments may need to have documents read to them or to have Braille facilities, and children with hearing impairment may require sign-language translation in addition to language translation. Overcoming such issues takes careful planning but is an important aspect of children's rights. Please ensure that any disability needs are clearly outlined in the under-18 delegate registration form so that organizers can make every effort to accommodate them and that all children have equal access to all activities.

Religion: Children of all faiths are welcome; the organizing committee will try to accommodate any particular requirements for under-18 delegates (for example, dietary needs, space for prayer).

Reserve delegates: Local partners should develop a clear role for reserve delegates, such as the support they can give on any advocacy activities in the local area (particularly in follow-up activities after the consultation). A clear deadline should be established so that each reserve delegates knows whether they are attending the consultation or not after a certain time.

Examples of fair and transparent processes

1. From the National Consultation on the Children's World Congress on Child Labour, Philippines, September 2003:

The organizers of the national consultation took utmost care to ensure that the participants for the consultation represented a broad spectrum of children working under exploitative and deplorable conditions. This was done to guarantee that the output of the consultation would cover the concerns of most, if not all, of the children requiring immediate intervention from governments and the international community.

The main organizers drew on an established network of child labourers to help select participants. Each organization within the network was asked to provide delegates to the national consultation. A preparatory meeting was arranged with children from each attending network organization. They were given information on the forthcoming World Congress, its purpose and objectives, the need for children's participation and the selection process. Then the children were asked to nominate and vote (by raising hands or by writing names or scores) for delegate candidates from among themselves to attend the national consultation, based on the following criteria:

- Age range;
- Understanding of the issue (depending on the focus of the organization, for example, child domestic workers or street children);
- Good advocacy skills.

After the national consultation, the child delegates met again to select who would attend the World Congress meeting, again by voting. Because the selection criteria had already been used to determine the delegates, this time they looked for individuals who could carry the ideas of all the children being represented and speak on the situation of child labour in the Philippines as a whole. The children were given sheets to write down names with scores (from 1-8, as eight children needed to be selected, with eight being the highest score). The final score resulted in the list of eight children who would attend the congress.

2. From the National Children's Forum on Violence Against Children, Cambodia, 8-9 March 2005:

Children were invited from 15 areas of Cambodia to discuss violence against children. At the end of the forum, they agreed on criteria for selecting delegates to represent them in the Regional Consultation. The children sat in a circle and discussed the purpose of attending and duties of selected children at the Consultation. They were asked to define selection criteria, which they used to elect one boy and one girl to represent them.

9. Guidelines for selecting guardians

Local partners will be responsible for organizing the selection of one guardian who will be responsible for two under-18 delegates from their local area.

Please use the following guidelines in the selection process.

The guardian participation agreement and these guidelines should be circulated to potential candidates so that they are aware of the role and responsibilities they might take on.

Essential criteria

- All under-18 delegates must be accompanied by an adult with whom they confirm they have a positive relationship.
- Guardians must be older than 25 years, except in exceptional circumstances. If the proposed guardian is younger than 25 years, this must be discussed with the local partner and the children's participation coordinator should be informed.
- Guardians must have at least three years of experience working directly with children and should preferably have knowledge of participatory principles and techniques.
- Due to the special vulnerability of girls, all girl delegates must be accompanied by a female guardian.
- Guardians must be able to speak the main language of the children they are accompanying as well as the main language of the consultation. Guardians will be expected to translate for the children under their care during all times outside the consultation sessions (during travel, in the evenings and mornings before the consultation begins and on any excursions). Translation for under-18 delegates during the consultation sessions will be provided by the hosts of the consultation. To demonstrate translation competence, each guardian candidate should translate the registration form (including personal statement) for both under-18 delegates they will be accompanying.
- As the role of guardian is multi-faceted, candidates for consideration should be positive thinkers, flexible, have a mature attitude and be open minded.

Preferential criteria

- Knowledge of the issue.
- Experience attending international meetings.

Selection process

Each under-18 delegate and their parent/carer should be given an opportunity to participate in the selection of their guardian and should be briefed on the guardian's role and responsibilities.

Potential guardians should be asked to complete the guardian registration form.

Local partners need to vouch for the authority of guardian candidates through criminal record checks with police (where possible) or 'safeguarding checks' with the current or previous employer of a candidate (form 10). Local partners are responsible for informing the children's participation coordinator that satisfactory checks have been made. No guardian will be accepted without a satisfactory criminal record check or safeguarding check.

Once guardians are selected

- Local partners will need to ensure guardians are properly briefed on their role and responsibilities (as outlined in the guardian participation agreement).
- Guardians must complete and return the following to local partners:
 - The relevant section of the consent form;
 - The guardian registration form.
- Guardians must agree to abide by the child-protection policy for the consultation (in the guardian participation agreement).
- At least one meeting should be arranged so that guardians meet with the under-18 delegates in their care before they leave for the consultation, to discuss what will happen at the consultation.

At the preparatory workshop for the consultation

- Guardians will receive detailed briefing on child-protection guidelines upon arrival.
- Guardians will be expected to participate in the preparatory workshop for under-18 delegates and the consultation as observers, acting as a support to under-18 delegates, explaining difficult concepts or political issues that arise during the course of discussions.
- [Insert as necessary] Guardians will be expected to act as translators at the preparatory workshop for under-18 delegates and will receive training on participatory translation techniques prior to the workshop.
- Guardians will be expected to attend daily de-briefing meetings with the child-protection focal person and to liaise regularly with the child-protection team.
- Guardians will be expected to organize daily de-briefing meetings with the under-18 delegates in their care.

10. Guardian referral form

CONFIDENTIAL

1. Name of referee: _____

2. Title of referee: _____

3. Organization: _____

4. As an employer, you are being contacted regarding the suitability of:

_____ to take on the role of guardian for two children who will attend [insert official name and dates for the consultation including the children’s preparatory workshop].

5. As a local partner for the [insert official name of consultation], we at [insert name of local partner] _____ are helping to organize the participation of children in the consultation, including the selection of a guardian who will accompany them to the consultation.

Guardians have responsibility for the safety and welfare of the children in their care for the period of the consultation. They will have unsupervised contact with these children over a period of [insert number of days guardians will be responsible for under-18 delegates].

As an organization that is committed to the welfare of children, we need to know if you have any information or knowledge of this candidate that would cause us any concerns in relation to the protection of children from abuse or harm.

This information will be treated as strictly confidential.

Please make your comments in the box below and return this form to: [address of local partner]

6. Comments

Signed _____

Date: _____

Notes for local partners making safeguarding checks

Please fill in parts 1-6 of the form (the name, title and name of organization for the referee, the name of the candidate for 'guardian' and your address).

Please send the form (page 1) to the current or previous employer for the candidate, using the contact details as completed in part 2 of the guardian registration form.

When you receive the returned form from the referee, please contact that person directly to make sure that they have indeed supplied the reference and double-check with them about the candidate's suitability to work with children, using a question such as the following:

Do you have any information or knowledge of this candidate that would cause us any concerns in relation to the protection of children from abuse or harm that you would not want to put in writing?

Once you have received a satisfactory safeguarding check, please tick the appropriate box in **Section 6 of the guardian registration form** and send the completed form to the children's participation coordinator.

NOTE: The registration process for guardians to attend the consultation will not proceed without confirmation that a satisfactory safeguarding check has been made.

You do not need to send this safeguarding check form to anyone. Please treat the completed form as confidential and keep proof of the check for one year after the consultation.

If you receive any unsettling information during this check, please make a note of the concern in as much detail as possible, including how you became aware of the information (you should tell the referee that you may need to come back to them to discuss further). **Local partners are expected to decide** whether a candidate for the role of guardian is suitable; however, if you would like the advice of the child-protection focal person, [please insert name and contact details or the name and contact details of a suitable person], please contact him/her directly.

11. Under-18 delegate participation agreement

We would like to welcome you to the [insert official name of consultation]. You and other under-18 delegates are coming together from around the [insert as appropriate: world/region/country] for this special event. We want everyone to enjoy this consultation, so we have created this participation agreement.

The participation agreement is to make sure that everyone can take part, have fun, be safe and enjoy his/her visit to [insert place/city of consultation].

What we would like:

- To hear your opinions, ideas and experiences;
- To listen to and respect the opinions, ideas and experiences of others;
- Respect for everyone and everyone's property;
- Acceptance of all cultures and beliefs whether similar or different;
- Your participation;
- Everyone to enjoy themselves.

What you can expect:

- To have your opinions, ideas and experiences listened to and respected;
- To be respected;
- For your culture and beliefs to be accepted;
- Support to take part;
- To have a great time!

Many of you live in very different places, with different ideas about children and how they live their lives. When you are at the consultation, we ask that you respect the guidelines in this agreement. These guidelines have been written for your safety.

We ask you:

- To accept that some other people at the consultation will have a different religion to you. Some of their beliefs may be different from your own. It is important to accept differences, as they make us individuals. We will try to provide you with an appropriate place to practice your faith if you wish to do so.
- To come together to share ideas, opinions and experiences. Political differences can cause disagreement. Please respect the right of each person to have his/her own political ideas.

- To accept there may be cultural differences between us and to see the opportunity to learn about other cultures as a part of the event.
- To tell us if you have particular dietary requirements for religious, cultural or medical reasons. We will try to cater to your needs as best as we can.
- To respect other people at the consultation. Males and females may be viewed differently in other cultures. At this consultation, males and females are viewed equally. They are due equal respect and opportunity. If you are unable to mix with the opposite sex or find it difficult for cultural or religious reasons, please tell us.

Getting to know people

For most participants, the consultation will be in an unfamiliar place, with unfamiliar people. However, we want you to enjoy your time together. Please take an active part in the consultation and get to know other people, their cultures and build friendships.

- We want everyone to feel safe and unpressured in this environment, so we ask that there are no sexual relationships during the consultation.
- You will be allocated your bedroom on arrival. All bedrooms will be same-sex occupancy and some of you will be sharing with other under-18 delegates.
- Please tell us in your under-18 delegate registration form if there are any cultural or religious factors that we should consider when arranging your bedroom.
- We ask you to respect bedrooms as private places. If you wish to meet with others, we ask that you do so in communal rooms.

Getting along

We ask you to remember that what is considered acceptable in one culture may not be acceptable in another.

- Please be sensitive to the feelings of others at all times; your behaviour or language may cause offence to someone from another culture.

- While nudity may be acceptable in some cultures, we ask that at all times all participants remain modestly covered; for example, appropriate nightwear.
- Please be mindful that there may be cultural differences in dress. While we are not asking you to dress in a particular way, we would ask you to be sensitive to the feelings of others in how you dress.

Your guardian

Guardians will be with you the whole time you are away from home to make sure you are safe and well and to help you with any problems you have while you are travelling to here and during the consultation.

Laws in [insert country if appropriate]

Laws about alcohol and drugs are different in many countries. But while visiting [insert country], we ask that you respect our rules:

[insert information on relevant laws on drugs/alcohol/smoking. See below for example in Thailand:]

- *Recreational drugs are illegal in Thailand; you cannot bring them into the country or use them.*
- *In Thailand, it is illegal for anyone younger than 18 years to buy alcohol. You are not allowed to drink any alcohol while you are attending this consultation.*
- *In Thailand, it is illegal for anyone younger than 16 years to buy cigarettes; it is also illegal to sell cigarettes to anyone younger than 16 years. For those who do smoke, smoking is not permitted in most areas of the building. However, there are outside areas where you can smoke.*

Keeping safe and well at the consultation

All under-18 delegates are welcome at the consultation. They should feel safe and well at all times. But sometimes it may be difficult to feel at ease in a strange place, with children and adults who come from different places and speak different languages. As an under-18 delegate at the consultation, you may need to remember how to make sure you always feel comfortable, respected and safe.

Feeling comfortable

It is not correct or acceptable for any adult or under-18 delegate to:

- Hit you or hurt you in any way;
- Bully or tease you;
- Ignore what you say, including questions and requests;
- Insult you or make you feel stupid or embarrassed.

Being respected

No adult or under-18 delegate should:

- Treat one child or a group of children better (or worse) than others – everyone should be treated equally.
- Refuse to believe what you say or suggest that you are not telling the truth.
- Try to make you say things you don't want to say.
- Try to make you do things you don't want to do.
- Force or persuade you to do things that you shouldn't do, including activities that are:
 - Illegal (such as drinking alcohol or smoking);
 - Unsafe (such as swimming in the hotel pool on your own);
 - Harm anyone else (such as hitting or unkind teasing).

Keeping safe

No adult or under-18 delegate should:

- Take you outside the consultation or your hotel without your guardian.
- Invite you to sleep in their hotel room or to stay overnight at their house on your own.
- Sleep in your bed or in your hotel room if this has not been agreed with your guardian.
- Make you feel uncomfortable or embarrassed by treating you as if you are their boyfriend or girlfriend.
- Do things for you that are personal, which you can do yourself, such as dress you or wash you.

Getting help

If you feel uncomfortable or that you are not respected or that you are not safe, you have a right to help from the child-protection focal person.

The child-protection focal person or a member of the child-protection team will be available day and night at the consultation. They will listen to anything you want to tell them and not tell anyone else about it, unless you give your permission.

They will try to make sure that the person you complained about changes their behaviour. If you are in real danger, they may have to tell someone to help protect you, but they will talk to you about this first.

You can complain about something that has happened to you or about something that has happened to another under-18 delegate.

Under-18 delegate participation agreement

Statement of agreement:

I have read, understood and agree to all points within the under-18 delegate participation agreement. I understand that if I do not keep to this agreement, then I may not be able to take further part in the consultation.

Signature:

Name (print capital letters):

Date:

12. Guardian participation agreement

We would like to welcome you to the [insert official name of consultation]. Adults and children are coming together from different places for this special event. We want everyone to enjoy this consultation, so we have created this participation agreement.

The participation agreement is to make sure that everyone can take part, have fun, be safe and enjoy their visit to [insert place/city of consultation].

Your role as a guardian

You have been selected to accompany two under-18 delegates to the [insert name and date of consultation]. This is a highly rewarding but multi-faceted role. Guardians have the primary responsibility for the safety and welfare of the under-18 delegates in their care **at all times**.

These responsibilities start from the time when both under-18 delegates leave their parents/carers to travel and only end when they are safely handed over to their parents/carers upon their return. The way in which guardians take care of under-18 delegates should be appropriate to their age and maturity.

Responsibilities include:

1. Taking part in a briefing meeting with local partners and the under-18 delegates in your care before leaving for the consultation. In this meeting, participants will discuss the role of guardian and under-18 delegate, logistics of the event as well as the issue under discussion at the consultation.
2. Supporting under-18 delegates during travel to and from the consultation, including transport to the airport, providing support at customs/immigration, check-in, boarding the plane, travel to your hotel, local travel in [insert place/city of consultation] for other meetings, excursions.
3. Ensuring under-18 delegates have emergency phone numbers (for example, the embassy or consulate of their home country) with them at all times during travel. Guardians should give orientation to the use of phones in different cities visited (including any transit country) to under-18 delegates, who should also be given phone cards or adequate cash to ensure they have an independent means to call their embassy or consulate if they have a problem during travel.
4. Informing and explaining the role of the child-protection focal person at the consultation to under-18 delegates as well as how the formal complaint procedure for the consultation works.
5. Accompanying under-18 delegates to plenary and working-group discussions during the consultation. Acting as observers to these discussions and assisting under-18 delegates to understand the concepts and jargon being used in discussion as well as any underlying politics influencing decision-making. **NOTE:** In this role as 'explainer', it is very important that guardians remain impartial and do not give their own opinions or try to influence the opinions of the under-18 delegates.
6. Being physically near the under-18 delegates and aware of their whereabouts at all times.
7. Being aware of the physical and emotional needs of their under-18 delegates and assisting in meeting those needs as appropriate, or making every effort to meet those needs in discussion with the organizers and other participants.
8. Making sure that under-18 delegates are able to communicate with other groups of children through translators if needed.
9. Acting as a translator at the preparatory workshop for under-18 delegates – guardians will receive training on participatory translation techniques prior to the preparatory workshop. [Delete paragraph as appropriate.]
10. Acting as a translator so that under-18 delegates have the opportunity to participate in discussions outside the meeting (in the mornings before the consultation, after the consultation and on any excursions). Translation will be provided for consultation sessions by the hosts for the consultation.
11. Administering medication to under-18 delegates when necessary. If under-18 delegates in your care are taking any medication, guardians are required to lock it away safely and to be present when the under-18 delegate takes the medicine to ensure the correct dosage is administered at the correct time.

12. Liaising closely with the child-protection focal person (the guardian role falls under the remit of child protection at the consultation) and attending daily de-briefing meetings with other guardians and the child-protection focal person to keep meeting organizers informed of any difficulties that under-18 delegates might be experiencing.
13. Giving under-18 delegates any other physical and emotional support that they might need. Guardian should keep copies of the under-18 consent forms with them at all times (this includes parents' contact information and written permission from their parents/carers to act on their behalf for medical emergencies).
14. Conducting daily de-briefing meetings with under-18 delegates to identify any issues that need to be resolved.
15. Supporting under-18 delegates to take the best possible advantage of the opportunities available.

Child-protection policy

A key element in working to safeguard the welfare of all children is the promotion of their rights. A Child-protection policy has been developed for the [insert official name of consultation], guardians are expected to adhere to and promote the policy. Keeping in mind the provisions of the UN Convention on the Rights of the Child (1989), all under-18 delegates at the consultation have the right:

- To have their health, safety and well-being and their best interests considered as the **top priority**;
- To have their welfare and development promoted and safeguarded so that they can achieve their full potential;
- To be valued, respected and understood within the context of their own culture, religion and ethnicity and to have their needs identified and met within this context and within the context of their family, wherever possible;
- To be listened to and to have their views given careful consideration and to be encouraged and helped to participate in decisions that affect them.

With respect to these rights, guardians in contact with under-18 delegates or other children should:

- Always treat them with respect and recognize that children are individuals in their own right;
- View children in a positive manner and value children as individuals who have specific needs and rights and a particular contribution to make;
- Work with children in a spirit of cooperation and partnership, based on mutual trust and respect;
- Value children's views and take them seriously;
- Work with children in ways that enhance their natural capacities and capabilities and develop their potential;
- Do their best to understand children's home contexts.

Duty of care

In addition to the general values of good practice in working with children, guardians have the responsibility and legal duty to ensure their under-18 delegates' safety while they are away from home.

Children can be at risk of harm or abuse from different sources. The guardian is responsible for minimizing risks to under-18 delegates by promoting good practices and by identifying and managing potential risks.

Any child-protection concerns and complaints should be reported to the child-protection focal person who will handle them in strictest confidence and can institute the formal complaints procedure.

Guardians must try their best to:

- Be aware of situations that may present risks and take the appropriate action;
- Make sure that a culture of openness exists between the guardian and under-18 delegates so that it is possible for the guardian to raise and discuss any issues or concerns under-18 delegates may have;
- Make sure that there is a sense of accountability with other adults so that poor practice or potentially abusive behaviour does not go unchallenged.

In general, it is inappropriate for the guardian to:

- Spend more than occasional time alone with any under-18 delegate, away from other people;
- Take under-18 delegates to places where they will be alone together.

Rules of behaviour

All delegates and support staff at the consultation are being asked to abide by the following 'rules of behaviour'. Adults and children at the consultation **must never**:

- Hit or otherwise physically assault or physically abuse under-18 delegates;
- Develop physical/sexual relationships with under-18 delegates;
- Develop relationships with under-18 delegates that could in any way be seen as exploitative or abusive;
- Act in ways that may be abusive or may place under-18 delegates at risk of abuse;
- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive;
- Behave physically in a manner that is inappropriate or sexually provocative;
- Have an under-18 delegate stay overnight at their home unsupervised;
- Sleep in the same room or bed as an under-18 delegate (if this has not been agreed by their guardian);*
- Do things for under-18 delegates of an intimate nature that the participant could do on his/her own;
- Permit or participate in behaviour of under-18 delegates that is illegal, unsafe and/or abusive;
- Act in ways intended to shame, humiliate, belittle or degrade under-18 delegates or otherwise commit any form of emotional abuse;
- Discriminate against, show differential treatment to or favour particular under-18 delegates to the exclusion of others.

Guardians must avoid actions or behaviour that could be seen as poor practice or potentially abusive.

*Adults are not permitted to sleep in the same room or bed as children. However, with the permission of parents/carers and the children, under-18 delegates may share rooms with other under-18 delegates of the same sex. In addition, with written consent from the under-18 delegate and parents/carers, guardians may share a room with the under-18 delegates (of the same sex) in their care.

Emergency situations

In the event of any emergency situation, parents/carers of the under-18 delegate will be contacted immediately. In addition, contact will be made with any relevant authority within the home country to inform them and, where relevant, to negotiate the safe return home of the child.

Medical emergency

In the event of a medical emergency, immediate medical help will be sought (a 24-hour medical service will be provided at the consultation). The health and safety of all children is paramount and all necessary action will be taken to secure this. Guardians are asked to keep copies of the consent forms for their under-18 delegates with them at all times.

Participation agreements

Guardians should submit signed copies of the under-18 delegate participation agreement (the last page of the agreement is sufficient) as well as a signed copy of this agreement to the child-protection focal person at a briefing meeting with guardians that will take place before the preparatory workshop (details of the time/venue for the meeting will be sent to local partners).

Child protection

In the event of significant harm or the risk of significant harm to any child, protective procedures developed for the consultation will be followed; contact will be made with local [insert country/local area] child-protection agencies and the [insert country/local area] police to inform them of the situation. The overriding concern at all times will be to ensure the safety and best interest of all children at the consultation.

There will be a child-protection briefing for all guardians before the preparatory workshop for under-18 delegates.

Guardian participation agreement

Statement of agreement:

I have read, understood and agree to all points within this participation agreement. I understand that, if I do not keep to this agreement, I may not be able to continue in the role as guardian at the consultation and may be asked to leave the event.

Signature:

Name (print capital letters):

Date:

SECTION 4

REGISTRATION FORMS

- 13. Under-18 delegate registration form**
- 14. Guardian registration form**
- 15. Consent form**
- 16. Medical history form**
- 17. Under-18 delegate travel registration form**

13. Under-18 delegate registration form

1. Administrative details

Your name:

Your home address:

Country:

Telephone:

Religion:

Passport/identification number:

E-mail:

Date of birth: day _____ month _____ year _____

Female Male

Language:

Which is the language you are most comfortable speaking?

Do you speak [insert language spoken at consultation]? Please circle:

No / a bit / reasonable / well / very well / fluent

Special arrangements:
(for persons with a disability)

Special needs (dietary requirements):

Are there any special considerations for your bedroom? Please explain:

Please tick if you would you like to share your bedroom with:

Another under-18 delegate

Your guardian

Please note that all bedrooms will be same-sex occupancy.

Medical issues: Please fill in the medical history form (which is confidential) and send to the child-protection focal person.

Insurance: Full medical and travel insurance should have been organized for you.

Name of insurance company: _____

Insurance policy number: _____

2. Registration process

Please detail your experiences:

- Work with organizations for which [insert issue/content] is a concern;
- Community or school activities that led you to be aware of or interested in [insert issue/content] (such as any community activity, campaigning or advocacy, involvement in support groups or school).

[NOTE: This section is to be included if participants at the consultation divide into different groups to discuss the content/issue.]

Please tell us which issues you would most like to be involved in at the consultation by adding 1, 2, 3 and so on in the relevant box, to indicate your priority preference:

- [insert title of group]
- [insert title of group]
- [insert title of group]
- [insert title of group]

How did you hear about this consultation? Please explain:

How were you selected for the consultation? Please explain:

Have you ever attended another international, national or local conference before?

Yes: No:

If yes, please specify where and what the event was about...

I attended:

The event was about:

3. Your guardian

A guardian will be coming with you to the consultation who will keep you safe and well.

Please answer the following questions:

Name of your guardian:

Have you already met your guardian? YES / NO

Were you involved in selecting the guardian? If so, how?

Were you asked if you agree on the choice of guardian? YES / NO

Have you read the under-18 delegate participation agreement: (please tick)

YES, I have read and understood the participation agreement.

NO, I haven't read the participation agreement.

NOTE: If you have not read the participation agreement yet, please ask your guardian for a copy.

4. Checklist and signature of agreement

Please answer the following by ticking the boxes:

Have you completed all of this registration form?

Have you signed and dated this registration form?

Have you completed the medical history form?

Signature of under-18 delegate:

Date: _____

14. Guardian registration form

1. Administrative details

Name of guardian:

Your home address:

Country:

Religious background:

Passport number:

Telephone:

Fax:

E-mail:

Date of birth: day _____ month _____ year _____

Female Male

Insurance:

Full travel and medical insurance has been organized for the time I'm travelling to and staying in [insert place]: (please tick)

Name of agency that organized insurance:

2. Your employment details

Name of your employing agency:

Work address:

Country:

Your job title:

Name of (line) manager (reference):

Job title:

Address:

Telephone:

E-mail:

Fax:

Do you have a minimum of three years' experience of *direct work* with children? Please provide details:

3. Under-18 delegates

Please complete for the under-18 delegates travelling with you.

I am the guardian for under-18 delegate #1

Name of child:

Has this child completed a registration form? YES / NO
(If not, please assist the child to do so.)

Please describe your relationship to this child and how long you have known this child:

Please give any other information that you think is relevant, with regards to your relationship to this child:

If the child has a disability or medical condition, please specify:

I am the guardian for under-18 delegate #2

Name of child:

Has this under-18 delegate completed a registration form? YES / NO
(If not, please assist the child to do so.)

Please describe your relationship to this child and how long you have known this child:

Please give any other information that you feel is relevant, with regards to your relationship to this child:

If the child has a disability or medical condition, please specify:

4. Registration details

Which languages do your under-18 delegates speak?

Under-18 delegate #1:

Under-18 delegate #2:

You will be responsible for translating for your under-18 delegates during their time outside the consultation. Which languages do you speak fluently?

1.

2.

3.

4.

All under-18 delegates will be provided with translation during the consultation activities. Please specify the languages needed for your under-18 delegates:

1.

2.

Do you have any special needs: _____

Dietary requirements: _____

Disability issues: _____

Special considerations for your bedroom: _____

Medication:

If you are taking any prescribed medication, please give details:

Have you ever before participated in another international or national conference?

YES / NO (please circle)

If yes, please specify:

Name, date and place of event:

The event was about:

5. Signature of agreement

Print name (in full) _____

Signature: _____ Date: _____

6. Registration checklist for local partners

Please check the following requirements and submit the following forms.

Please tick the relevant boxes:

- The guardian registration form is completed, signed and enclosed.
- Both under-18 delegates' registration forms are completed, signed and enclosed.
- The consent form is signed by all parties and enclosed.
- A satisfactory safeguarding check has been made on the guardian.

NOTE: The guardian or the under-18 delegates will not be able to participate in the consultation if any of these required steps have not been completed.

DEADLINE FOR REGISTRATION FORMS: [insert deadline of 6 weeks before event]

15. Consent form

1. Consent form for under-18 delegates

You have been invited to attend a preparatory workshop on [insert date] and the [insert official name of consultation] on [date of consultation] as an under-18 delegate.

What you will be expected to do as an under-18 delegate and what other participants will do should be explained to you before you agree to go to the consultation. This is called ***informed consent***. Before arrangements are made to attend this consultation, you must first sign THIS consent form. Signing this document means that you agree to go to the consultation and that you know what to expect from it.

If you have any problems while you are away from home, for example you become ill, have an accident or miss your plane, there will be money available to sort out the problem so that you can get the medicine you need, go to hospital or return home earlier than planned. This is called ***insurance*** and will be organized for you before you leave home.

Your parents or guardians have also been asked to sign this consent form to show that they also agree with all this.

I (name), _____,

have talked about the consultation to others and understand that

_____ (name of guardian) will come with me to the consultation and will keep me safe and well.

Please TICK the boxes if your answer is YES:

- Someone has asked me if I agree with the choice of guardian for me.
- Someone has talked to me about how my guardian will look after me.
- I will do what my guardian asks me to do (as long as it is sensible).
- I agree to go on this trip.
- I understand that I am allowed to not go on this trip or leave early if I want to stop participating.

Signature of under-18 delegate _____

If you have any problems about being with your guardian, you can contact

_____ [name and phone numbers of local partner representative or child-protection focal person]

If you become ill, have an accident or other emergency while away from home, the [insert official name of the organizing committee] will help organize any medical treatment you might need.

You will be given contact names, addresses and phone numbers of people you can contact in emergencies for each city you stay in.

2. Consent form for parent/carer

Background: Every care has been taken to ensure that your child will be safe during travel to and stay in [insert place/city of consultation] for the [insert official name of consultation]. Local partners are responsible for arranging travel insurance for your child (to cover such things as your child missing a flight or losing baggage). [Insert name of hosting organization – which may be the organizing committee] is responsible for arranging:

1. Sickness and injury insurance for your child (to cover such things as your child needing medical treatment while away from home);
2. Public liability insurance (to cover such things as a fire at the conference centre);
3. Insurance for any transportation in [insert place/city of consultation] (to cover such things as an accident in a bus that your child travels).

You and your child are not expected to cover any costs for insurance.

Guardian: An adult guardian will be accompanying your child to the consultation and has been appointed by the local partner. The guardian will take responsibility for your child's safety and welfare while he/she is away from home.

Please tick as appropriate:

I/We, (names of parent(s)/carer(s): _____,
_____ ,

give my/our consent for my/our son/daughter/ward (please circle)

name of child): _____ ,

to travel to [insert place/city of consultation], to attend a preparatory workshop for under-18 delegates on [insert date] and the [insert official name of consultation and date].

- I/We appoint (name of guardian) _____ to be responsible for my/our son/daughter/ward during this trip and authorize [him/her] to make decisions concerning any emergency medical treatment for my/our son/daughter/ward that may be required during this trip.
- Should my/our son/daughter/ward wish their guardian to sleep in the same room as them, I/we give my/our consent.
- I/We affirm that I/we have full authority to give the consent provided for in this document.

Media: If your child decides to take part in media work at the consultation, he/she will receive media training on how to do interviews and may appear in photographs, films, videotapes, audiotapes or other forms of recording at the consultation and in their home/local area.

Please tick as appropriate:

- I/we give my/our consent for our son/daughter/ward (please circle) to take part in media activities at the consultation.

Contact address of parent(s)/carer(s): _____

Signature parent(s)/carer(s):

Print name: _____

Signature: _____

Date: _____

Please give your contact details below so that you may be contacted in the event of an emergency.
(Include international dialling codes)

Daytime telephone number: _____

Evening telephone number: _____

Please give the name and contact details of a second person, who may be contacted in the event of an emergency if we are unable to contact you.

Name of second contact: _____

Daytime telephone number: _____

Evening telephone number: _____

Address: _____

3. Acknowledgement and agreement by guardian

I, _____, (please print full name) acknowledge and agree to all that is mentioned in this consent form.

Signature: _____

Date: _____

4. Acknowledgement and agreement by local partner

Name of local partner: _____

Name of local partner representative: _____

I, _____, (please print full name) acknowledge and agree to all that is mentioned in this consent form.

16. Medical history form

Guardians are asked to fill in this form with each under-18 delegate and submit the form to the child-protection focal person, [insert name and contact details]. The information in this form will be kept confidential; only medical professionals and members of the child-protection team will be allowed access to it.

1. Name of under-18 delegate:
2. Country:
3. Allergies (to food, conditions, insect bites, medication):
4. Blood type:
5. Copies of prescriptions (medication and/or eyeglass):
6. Record of previous surgeries and hospitalisations:
7. Any existing conditions (for example, asthma, epilepsy, disabilities, low blood pressure, prone to migraines/fainting/dizziness, depression/anxiety):
8. Regimen of existing counselling sessions/treatment:

17. Under-18 delegate travel registration form

To: Children's participation coordinator

E-mail:

Fax:

1. Country			
2. Name of under-18 delegate			
3. Passport of under-18 delegate	Passport number:		
4. Insurance for under-18 delegate	Policy name:		
	Policy number:		
5. Visa for under-18 delegate	Number:		
6. Name of guardian			
7. Passport of guardian	Passport number:		
8. Official contact for invitation (local partner)	Address:		
	E-mail:		
	Fax:		
	Tel:		
9. Travel information	Arrival information	Departure information	
	From		To
	Date		Date
	Time		Time
	Flight number		Flight number
10. Accommodation	Check in:	Check out:	
11. Room type for under-18 delegate	<input type="checkbox"/> Single occupancy	<input type="checkbox"/> Double occupancy*	
*If double occupancy, please state the name of the person sharing the room (if known):			
12. Room type for guardian	<input type="checkbox"/> Single occupancy	<input type="checkbox"/> Double occupancy*	
*If double occupancy, please state the name of person sharing the room (if known):			
To be returned by [insert deadline]			

SECTION 5

BRIEFING MATERIALS

18. Briefing booklet

18. Briefing booklet

The following document is an 18-page briefing booklet produced for children in preparation for their involvement in a regional consultation for a United Nations global study on violence against children. It has been included in its entirety here to illustrate a children-friendly version of preparatory materials.

What's all this about the
**UN Study on
Violence
against
Children**
Regional Consultation
East Asia Pacific?

The photographs in this booklet show Under-18 Delegates taking part in the Sixth East Asia and Pacific Ministerial Consultation on Children, in Bali in 2003, as well as in a preparatory meeting in Bangkok and the Children's Forum in Bali.

Photographs are reprinted with permission from the CD-Rom *Children as Advocates*, published in Bangkok by Save the Children and UNICEF, 2004.

Violence affects all children's lives.

This booklet has been written for people aged 12 to 18 years, who want to know about the Regional Consultation for the UN Study on Violence against Children in East Asia Pacific. It is in three parts:

Part 1 Facts about the Regional Consultation

Part 2 Rights of children who go to the Regional Consultation

Part 3 Information about keeping safe and well at the Regional Consultation

The booklet will be useful for children who will go to the Consultation. But other children may also be interested, especially in Part 1.

UN Study on Violence against Children

Before reading this booklet you may like to know the way it uses some words.

Child A human being who has not yet reached his or her 18th birthday.

Delegates Children and adults who go to the Consultation to take part in discussions and make decisions.

Rights All human beings have the same rights - to be treated fairly, to have food, drink and shelter, health care, education and protection from being hurt. Everyone also has the right to be involved in decisions made about their lives.

One important right is protection from violence.

UN Study UN stands for the 'United Nations', which includes most countries in the world. The person who manages the United Nations is called the 'Secretary General' - at the moment the Secretary General is Kofi Annan. From time to time a Secretary General will ask for a study to be made about a particular problem. A Study of Violence against Children is being made at the moment, and will give a report to Mr Annan in 2006.

Violence When someone who is stronger or more powerful hurts another person deliberately, this is violence. It can be physical - hurting someone's body - or emotional - hurting someone's feelings.

UN Study on Violence against Children

The UN Study is studying violence against children in families, schools, communities, at work and when children are under the supervision of police or in prisons. It is not studying children in war, because there was a UN study about this in 1996.

Consultation The UN Study includes meetings in which governments, organisations that work with children, and children themselves, discuss violence against children. These are taking place in different regions of the world during 2005.

Region Our region is called 'East Asia Pacific'. It includes Australia, Brunei, China, Cambodia, Indonesia, Japan, Korea PDR, Lao PDR, Malaysia, Mongolia, Myanmar, New Zealand, Papua New Guinea, Pacific Islands, The Philippines, Republic of Korea, Singapore, Timor Leste and Viet Nam.

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Facts about the Regional Consultation

Where?

The Regional Consultation on Violence against Children will be in Bangkok, the capital of Thailand. The Consultation will take place in the United Nations Convention Centre and everyone will stay in a hotel close by.

When?

From 11 to 12 June 2005, there will be a Children's Forum. On 13 June, there is free time to relax with other children. The Regional Consultation is from 14 to 16 of June 2005.

Who?

The Consultation will be a meeting of about 300 children and adults from the East Asia Pacific region, who will talk about violence against children and try to find ways to stop it.

A chairperson will be in charge of all the discussions, making sure everyone has a fair chance to speak, does not speak for too long, and listens to other people.

Two other kinds of people will be at the Consultation:

1. Delegates (children and adults);
2. Adults who make sure the Consultation takes place and is properly organised.

UN Study on Violence against Children

Delegates

Some people will be delegates from their countries:

Children - two from each country in the region, who must be under 18 years old and will be called 'Under-18 Delegates';

Adults from the governments of all countries in the region, who will be people who know about violence against children;

Adults who know about violence against children, from organisations that are not part of governments (NGOs).

Other delegates are:

Adults from the Committee that organised the Consultation, who are from various regional groups that work to stop violence against children;

Adult experts who have special knowledge about violence against children and how to stop it.

Adults who make sure the Consultation takes place and is well-organised include a Consultation Coordinator, who makes the overall arrangements for Under-18 Delegates. There are some special people who will support Under-18 Delegates: guardians, facilitators, translators, child protection officers and medical staff.

Guardians: Adults who travel and stay with Under-18 Delegates, to make sure they are safe and well. Children should be able to say if they feel comfortable about the choice of guardian. One guardian will look after two children.

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Facilitators: Adults who make it easier for Under-18 Delegates to say what they think and share their experiences; they are trained to work with children and use various methods, such as games, drama or art.

Translators: Adults who will help adults and children to understand the discussions at the Consultation. Most people at the Consultation will speak in English. Some translators will sit close to Under-18 Delegates. Their job is to translate discussions in English into the children's own language. When children wish to say something in the discussions the translator will translate from their language into English.

Child Protection Focal Points: Adults to whom Under-18 Delegates can go for help if they feel unsafe or have a complaint about someone else's behaviour. They will be available at all times, even during the night.

Medical staff: Doctors and nurses who can be contacted for any medical problems (big or small). They will be available at all times, even during the night.

What does it cost?

There is no cost for Under-18 Delegates and their guardians to attend the Consultation. Travel and hotel costs will be paid for them.

What will Under-18 Delegates do?

- Use their own experiences and ideas to take part in discussions and make decisions;
- Share information about other children from their own country;
- Listen to what other people say - both adults and children;
- Maybe vote when decisions are made;

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- Prepare statements to be made during or after the Consultation;
- Maybe talk to people from newspapers, radio or television who want to know about the Consultation or about violence against children.

Facilitators and translators will help Under-18 Delegates. A room will be provided for Under-18 Delegates to work in, with computers, printers and photocopiers, where they can make drawings, write papers, record statements or run discussion groups with other children - anything they want to do that will help them take part in the Consultation.

What will happen?

Before the Consultation

Two children from each country will be chosen to attend the Consultation. They will be given information so that they know what to expect and what to do.

An organisation - from government or an NGO - will make all the preparations, fill in all the correct forms, buy tickets and pay for the hotel. This will include 'insurance', which is arranging for money to be available to deal with any problems while Under-18 Delegates are away from home - such as illness or losing the ticket home.

A Children's Forum will take place immediately before the Regional Consultation:

- This will explain what will happen at the Consultation, how everyone will work together;
- It may also be a time when Under-18 Delegates can prepare their own statements or presentations for the Consultation.

There will be one day of 'free time' between the Children's Forum and the Regional Consultation, when Under-18 Delegates can relax and get to know each other better.

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During the Consultation

During the Consultation Under-18 Delegates will:

- Find out what kinds of violence against children are happening in the region;
- Provide information from their own country;
- Decide with adults which are the most important, or worst, kinds of violence;
- Make suggestions of what to do about violence;
- Help write a plan for stopping violence against children in the region.

Sometimes everyone will be in the same place to listen to speeches. At other times people will have discussions in smaller groups, which gives everyone a chance to speak.

After the Consultation

After people have returned home, each Under-18 Delegate will be sent a Report on the Consultation (in his or her own language). The Report will:

- Describe what happened at the Consultation;
- List all the decisions made at the Consultation;
- Include plans for further activities the Consultation decided should take place.

The information in the Report will be included in the UN Study on Violence against Children.

Under-18 Delegates should be involved in follow-up activities in their own countries after the Consultation.





UN Study on Violence against Children

Rights of children who go to the Regional Consultation

This part is written for Under-18 Delegates to the Regional Consultation and explains their rights at the Consultation - about how children should be treated before, during and after the Consultation and what kind of special arrangements are made so that children are involved in the Consultation as equals with adults.

Some basic principles:

- Under-18 Delegates are as important as adult delegates;
- Under-18 Delegates should be taken seriously - particularly when decisions are being made;
- Under-18 Delegates should always be safe and feel comfortable at the Consultation.

Before you go to the Consultation

You have the right to information about:

- What you will be expected to do;
- What other people at the Consultation will do;
- How the Consultation will work.

You have the right to be chosen fairly. This means:

- Local guidelines for choosing Under-18 Delegates are explained clearly to every child who is interested in becoming an Under-18 Delegate;
- Anyone younger than 18 years old can be chosen, whether they live in country or town, are a boy or a girl, have a disability or not, whatever age they are (as long as this is younger than 18 years old) and whatever language they speak, whether rich or poor, and whatever their class, caste or ethnic group.

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Before you agree to go to the Consultation you have the right to be informed on

- What the Consultation is about;
- Where it is;
- What you will be expected to do as an Under-18 Delegate;
- What other people will do.

If you understand all this information and feel comfortable about going you should be asked to sign a form agreeing to go - this is called 'informed consent'. You can say 'No' even if your parents say 'Yes'. No one should force you or persuade you to go if you feel uncomfortable. Children will not be punished or criticised if they do not want to go.

You have a right to forbid your name, picture and opinions being shared with other people

- As the Consultation is about sharing information and opinions you will be asked to sign a 'media consent form', which means that people who are not at the Consultation (called 'the public') can be told about you and your opinions, through newspapers, radio or television;
- If you say something that you don't want shared with others, you need to tell people, such as your guardian, a facilitator or your translator, that this information is 'confidential'. And they must not share it with anyone else;
- You may be asked to sign a form saying whether you agree to your name, picture and what you say being shared with others. This may happen before you travel to the Consultation, or at the Children's Forum;
- Even if you agree, you can change your mind later.

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You have a right to be safe and well during the Consultation

- After you have been chosen to be an Under-18 Delegate you will be asked to help choose your guardian. This person will be with you the whole time you are away from home, to make sure you are safe and well, and to help you with any problems you have while you are travelling to Bangkok as well as during the Consultation.

If you have a disability, you have a right to special treatment

- If you have problems moving around by yourself, you have a right to get into the meeting place for the Consultation, including space for a wheelchair, lifts and ramps;
- If you have problems seeing, you have a right to help finding your way around and knowing what is happening around you;
- If you have problems hearing, you have a right to sign language if this will help you to communicate;
- If you have a permanent illness, such as epilepsy or diabetes, you have a right to your usual special diet and medicines.

During the Consultation

You have a right to go to the Children's Forum

- This is a meeting for Under-18 Delegates only (with facilitators and translators);
- It happens immediately before the Regional Consultation;
- The Children's Forum will help explain what will happen at the Consultation, how adults and children will work together and what you can expect;
- The adults who are organising the Consultation will talk to you about the arrangements made for newspapers, radio and television to be given information about the Consultation. You will be able to discuss this with them and decide together how to share information with the public. You need to know:

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- What questions you will be asked;
 - How the newspapers, radio or television might use what you say;
 - That you can refuse to talk to anyone from the media;
 - That you can refuse to answer certain questions;
 - That you can ask for your name not to be used.
- The Children's Forum will also be a time when Under-18 Delegates can prepare statements or presentations for the Consultation.

You have a right to be understood by everyone at the Consultation

- Facilitators will be at the meeting to help make it easy for you to speak or express your feelings;
- Translators will be at the meeting to help you understand what is being said. The Consultation will take place in English but you can still speak in your own language and the translators are there to translate what you say into English. They will also translate anything anyone says in English into your language. They will sit close to you and quietly tell you what is being said;
- Your guardian will translate for you when you are not in the Consultation - this means during lunch breaks, before and after the meeting, on any trips and on your journey to and from Bangkok;
- Sign language translation should be treated just like all other language translation.

You have a right to give your opinion. This means:

- Making statements or presentations;
- Telling people about your experiences;
- Giving your opinions;
- Being taken seriously by everyone;
- Having input into the Reports from the Consultation.

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You have a right to protection if you talk to people from newspapers, radio or television ('the media')

While you are at the Consultation people from the newspapers, radio and television may want to talk to you. It is important that you do not meet these people on your own. Make sure you are with your guardian, one of the organisers or another responsible adult. You have a right to:

- Refuse to talk to people from the newspapers, radio or television, or to answer their questions;
- To know what they might ask you, and discuss your answers with other children, your guardian, facilitators, translators and organisers;

After the Consultation

When you return home:

You have a right to share your experiences with other children from your country

- National organisations should help you to do this - give you chances to speak to other children or to organisations about the Consultation.

You have a right to receive a Consultation Report

- Translated into your own language;
- Explaining the decisions that were made at the Consultation and any plans of action or activities on violence against children in the region.

You have a right to take part in any follow-up activities in your country

- National organisations should help you to take part in these activities - you will have some very valuable experience to share.

UN Study on Violence against Children

Information about keeping safe and well at the Regional Consultation

All Under-18 Delegates are welcome at the Regional Consultation. They should feel safe and well at all times. But sometimes it may be difficult to feel at ease in a strange place, with children and adults who come from different countries and speak different languages. As an Under-18 Delegate at the Regional Consultation you need to remember how to make sure you always feel comfortable, respected and safe.

Feeling comfortable

It is not correct for an adult or child to:

- Hit you or hurt you in any way;
- Bully or tease you;
- Ignore what you say, including questions and requests;
- Insult you or make you feel stupid or embarrassed.

Being respected

No adult or child should:

- Treat one child or a group of children better (or worse) than others - everyone should be treated equally;
- Refuse to believe what you say, or suggest that you are not telling the truth;
- Try to make you say things that you don't want to say;
- Try to make you do things you don't want to do;
- Force or persuade you to do things that you should not do, including activities that are:
 - Illegal (such as drinking alcohol or smoking);
 - Unsafe (such as swimming in the hotel pool on your own);
 - Harmful for anyone else (such as hitting or teasing).

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Keeping safe

No adult or child should:

- Take you outside the Consultation or your hotel without your guardian;
- Invite you to sleep in their hotel room, or to stay overnight at their house on your own;
- Sleep in your bed, or in your hotel room if this has not been agreed with your guardian;
- Make you feel uncomfortable or embarrassed by treating you as if you are their boyfriend or girlfriend;
- Do things for you that are personal, which you can do yourself, such as dress you or wash you.

Getting help

If you feel uncomfortable, or that you are not respected or that you are not safe, you have a right to help from a Child Protection Officer.

Child Protection Officers will be available day and night at the Consultation. They will listen to anything you want to tell them and not tell anyone else about it, unless you give your permission.

Child Protection Officers will try to make sure that the person you complained about changes their behaviour. If you are in real danger they may have to tell someone to help protect you, but they will talk to you about this first.

You can complain about something that has happened to you or about something that has happened to another Under-18 Delegate.

UN Study on Violence against Children

Many thanks to the children who provided feedback on
earlier drafts of this document.
Produced by Helen Veitch,
Consultant on Children's Participation
EAP Regional Consultation for the UN Study on
Violence Against Children,
under the supervision of members of the Steering Committee
for the Regional Consultation

March 2005

Design and production: Keen Publishing (Thailand) Co., Ltd.

Notes

Notes

Published in Bangkok in 2005 by members of the Steering Committee for the East Asia Pacific Regional Consultation for the UN Study on Violence Against Children.



Do you want to know more?

To find out more about Under-18 Delegates at the Consultation, contact eapro@unicef.org

To find out more about the UN Study on Violence against Children: Subgroup on Children and Violence:
<http://www.crin.org/docs/resources/publications/NGOCRC/subgroup-violence.htm>

UN Committee on the Rights of the Child:
<http://www.ohchr.org/english/bodies/crc/study.htm>

The official UN website for the Study:
<http://www.violencestudy.org>

SECTION 6

CHILD PROTECTION

- 19. Under-18 delegate risk assessment**
- 20. Action plan for incidents and emergencies involving under-18 delegates**
- 21. Staff pamphlet on child protection**
- 22. Briefing note for hotel staff**

19. Under-18 delegate risk assessment

[SAMPLE]

for the [insert name of preparatory workshop for under-18 delegates and the consultation]

Activity/ Issue	Hazards (examples not comprehensive)	Current control measures	Risk assessment* and further action needed
General	<ul style="list-style-type: none"> ■ Medical emergency requiring immediate care and/or hospitalization (e.g. serious allergic reaction to food/insect bites/drugs, epilepsy, breaks or fractures, heat stroke, serious wound or cut, automotive accident) ■ Illness, injury or allergic reaction requiring hospital/ clinic visit (e.g. flu, fever, moderate wound or cut, food poisoning, fainting, dizziness, migraine, dehydration) ■ Minor illness, injury or allergic reaction requiring minor first aid care (e.g. insect bites, minor wound or cut, minor bruising, headache, sun burn) ■ Under-18 is missing or lost ■ Theft of key personal belongings (e.g. passport, money, air ticket, prescription medication, valuables) ■ Emotional distress (e.g. stress from meetings, strain in relationships with peers, homesickness) 	<ul style="list-style-type: none"> ■ Under-18 protection workshop to be conducted ■ Workshop with local partners and guardians to be conducted ■ Under-18 call kits created and distributed ■ Child-protection team organized and tasked ■ Action plan compiled in case of incidents and emergencies ■ Procedures developed for reporting and raising concerns ■ List of embassy contact numbers compiled in case of passport loss ■ Local partners/guardians requested to gather all medical history information for under-18s ■ UN medical doctor located in UNCC during office hours ■ UN medical clinic has emergency case-handling capacity ■ Closest hospitals to hotel, UNCC, field visit sites identified ■ Contact with UN security section established – will be on call 24 hours in case of any emergency ■ Child protection briefings/information to be given to: conference services and support staff, hotel staff, adult delegates to consultation, UN security section ■ 24-hour nurse present for minor medical incidents 	<ul style="list-style-type: none"> ■ Low/ medium risk ■ Child-protection team to meet periodically and alter procedures or provide further information to under-18s as needed
<i>Behaviour:</i> Disruptive/ dangerous behaviour between/ by under-18s	<ul style="list-style-type: none"> ■ Use of illicit drugs, alcohol, cigarettes; abuse of solvents ■ Racist or prejudiced behaviour ■ Use of hurtful language ■ Violation of ground rules or protection rules ■ Dangerous or inappropriate behaviour during activities ■ Development of sexual relationships between under-18s ■ Development of unhealthy friendships/relationships 	<ul style="list-style-type: none"> ■ Under-18 protection workshop will explain 'protection rules', including use of illegal substances ■ Workshop with local partners and guardians will explain protection rules and guidelines for under-18 protection ■ At least one member of child-protection team to be on-call ■ Procedures for raising concerns applied to such cases 	<ul style="list-style-type: none"> ■ Low/ medium risk ■ Ground rules to be established by under-18s at protection workshop, including friendships/relationships

Activity/ Issue	Hazards (examples not comprehensive)	Current control measures	Risk assessment* and further action needed
<i>Behaviour:</i> Abusive/ violent/ inappropriate behaviour between/ toward under-18s	<ul style="list-style-type: none"> ■ Use of intimidation or threats, either real or perceived ■ Emotional abuse ■ Use of physical violence ■ Sexual abuse or exploitation ■ Other breaches of 'rules of behaviour' 	<ul style="list-style-type: none"> ■ Child protection briefings/information to be given to: conference services and support staff, hotel staff, adult delegates to consultation, UN security section ■ Procedures for raising concerns to be developed and shared with under-18s and in all briefings ■ Under-18 protection workshop will explain protection rules, including use of illegal substances ■ Workshop with local partners and guardians will explain protection rules and guidelines for under-18s ■ Child-protection team includes member with counselling experience, if possible ■ NGO identified nearby which offers shelter to child victims of abuse (Baan Ratchavithree) ■ Under-18 protection packs contain emergency contacts, coins, instructions for phone use ■ Action plan compiled in case of incidents and emergencies 	<ul style="list-style-type: none"> ■ Low/medium risk
<i>Travel:</i> Ground transport (travel by shuttle and taxi to/from hotel, UNCC and field visit sites)	<ul style="list-style-type: none"> ■ Injury while waiting to be picked up ■ Shuttle or taxi accident ■ Inappropriate behaviour during the journey ■ Motion sickness ■ Under-18 travelling unaccompanied 	<ul style="list-style-type: none"> ■ Under-18 protection workshop will explain protection rules, including requiring that under-18s must be accompanied by their guardians when leaving hotel and UNCC grounds ■ Under-18 call kits contain emergency contacts, coins, instructions for phone use ■ At least one member of child-protection team to accompany all field visits ■ Nurse to accompany all field visits ■ Action plan contains steps on what to do in the event of an accident ■ Accident/injury form developed and will be provided to child-protection team and guardians ■ Workshop with local partners and guardians will explain protection rules and guidelines for under-18 protection during travel, as well as emergency contact information ■ At least one member of child-protection team to be on call ■ Closest hospitals to hotel, UNCC, field visit compiled 	<ul style="list-style-type: none"> ■ Low risk
<i>Venue:</i> UNCC	<ul style="list-style-type: none"> ■ Traffic on site ■ Fire or other emergency evacuation ■ Under-18 becomes lost in the building or separated from the group 	<ul style="list-style-type: none"> ■ Local partners and guardians being asked to compile profiles on under-18s ■ UN security section to receive briefing material and become familiar with all child-protection team members 	<ul style="list-style-type: none"> ■ Low risk

Activity/ Issue	Hazards (examples not comprehensive)	Current control measures	Risk assessment* and further action needed
<i>Field visit:</i> MBK shopping mall	<ul style="list-style-type: none"> ■ Fire or other emergency evacuation ■ Under-18 becomes lost in the building or separated from the group 	<ul style="list-style-type: none"> ■ Under-18 protection workshop to include information on what to do if under-18 is lost or separated ■ Workshop with local partners and guardians to incorporate these issues ■ Under-18 call kits contain emergency contacts, coins, instructions for phone use ■ Member of child-protection team to accompany visit ■ Nurse to accompany field visit 	<ul style="list-style-type: none"> ■ Low risk ■ Meeting point to be designated in case of separation ■ Locations of public pay phones to be identified and pointed out to under-18s ■ To discuss with child-protection team: Buddy system or guardian accompaniment at all times?
<i>Field visit:</i> Grand Palace	<ul style="list-style-type: none"> ■ Under-18 becomes lost in the palace grounds or separated from the group ■ Under-18 engages in culturally offensive behaviour 	<ul style="list-style-type: none"> ■ Children's participation coordinator compiles briefing note on cultural norms and expectations in Thailand ■ Under-18 protection workshop material to include tips on Thailand and what to do if under-18 is lost ■ Workshop with local partners and guardians to incorporate these issues ■ Under-18 call kits contain emergency contacts, coins, instructions for phone use ■ Member of child-protection team to accompany visit ■ Nurse to accompany field visit 	<ul style="list-style-type: none"> ■ Low risk ■ Meeting point to be designated in case of separation ■ Locations of public pay phones to be noted and pointed out to under-18s ■ Guardian to accompany under-18s at all times
<i>Venue:</i> Hotel	<ul style="list-style-type: none"> ■ Traffic on site ■ Fire or other emergency evacuation ■ Injury or drowning in swimming pool 	<ul style="list-style-type: none"> ■ 24-hour nurse to stay at the hotel ■ Local partners and guardians compile profiles on under-18s ■ At least one adult per five under-18s to watch over the group when in the swimming pool ■ Meeting with hotel staff to determine fire and emergency evacuation procedures ■ Under-18 protection information given to hotel manager to brief relevant hotel staff 	<ul style="list-style-type: none"> ■ Low risk

* Risk assessment calculator (based on Save the Children UK guidelines).

		Likelihood		
		H	M	L
Severity	H	3	3	2
	M	3	2	1
	L	2	1	1

Severity
H = Fatality – Major injury causing long-term disability
M = Injury – An illness causing short-term disability
L = Other injury or illness

Likelihood
H = Certain or near certain
M = Reasonably likely
L = Very seldom or never

Risk rating
3 = High risk
2 = Medium risk
1 = Low risk

Under-18 protection packs to contain: copy of protection rules, copy of procedures for reporting, instructions for using a public pay phone, coins for public phone use, emergency contact card, local area map

Medical history information for each under-18 to include: allergies (e.g. to food, conditions, insect bites, medication), blood type, copies of prescriptions (medication and/or eyeglass), record of previous surgeries and hospitalizations, any existing conditions (e.g. asthma, epilepsy, disabilities, low blood pressure, prone to migraines/fainting/dizziness, depression/anxiety), regimen of existing counselling sessions/treatment

Notes on terminology

Under-18 under-18 delegate at the consultation

UNCC UN Conference Centre

The consultation took place in Bangkok, Thailand

The venue of the consultation was the UN Conference Centre

20. Action plan for incidents and emergencies involving under-18 delegates

[SAMPLE]

Children's Forum, 11-12 June 2005, Royal Princess Larn Luang Hotel, Bangkok

and

Regional Consultation for the UN Global Study on Violence Against Children, 14-16 June 2005,
UN Convention Centre

Notes on terminology in the sample document:

U18	under-18 delegate at the consultation
CP team	child-protection team
CPCR	Centre for the Protection of Children's Rights [Name of a local NGO dealing with abused children]
UNCC	United Nations Conference Centre, venue of the consultation
UNSS	United Nations security section (attached to the UN Conference Centre)

All names have been replaced with XXXX

All telephone numbers have been replaced with XXX-XXX-XXX

The consultation took place in Bangkok, Thailand

Purpose

This action plan for incidents and emergencies involving under-18 delegates has been developed specifically for the child-protection team (CP team) at the preparatory workshop and the consultation. This plan is a complement to the under-18 risk assessment and outlines the decision-making processes and action that the child-protection team will take in the event that an under-18 delegate's safety and/or well-being is jeopardized.

Principles

- Best interests of the child:** Under-18 delegates will be the focus of all decisions and actions that the child-protection team makes – their safety and well-being will be paramount.
- Round-the-clock monitoring and availability:** Members of the child-protection team will ensure that at least one member is on the same premises with the under-18 delegates at all times.
- Limited confidentiality:** The child-protection team will maintain the confidentiality of all reports it receives as well as personal information regarding each under-18 delegate. However, whenever harm is evident or suspected, the child-protection team will make an assessment of whether or not to breach confidentiality. Such a situation must be considered only if the following circumstances exist:
 - The safety of the child (or another) is threatened;
 - The under-18 delegate's mental or physical state means that they are incapable of making a decision;
 - The under-18 delegate is terrorized by an abuser (the abuser has made threats);

- A staff member or guardian is, or is alleged to be, the perpetrator of abuse;
- There is a continual serious risk to the under-18 delegate and/or the choice to maintain confidentiality is likely to lead to another delegate being harmed.

How to use this plan

Although the steps and ‘types’ of examples given in this action plan outline the proper actions to be taken in sensitive situations, they are not rigidly defined and may be altered on a case-by-case basis. The child-protection team members are not bound to follow each step in strict fashion; rather, the team members must work together and collectively decide the action to be taken, with the best interests of the under-18 delegate at the core of the response.

Language and translation issues: Because many under-18 delegates do not speak English, it is important for the child-protection team to identify suitable translators. In most cases this is likely to be their guardians, but the child-protection team should identify other people who could provide a confidential translation service (either participants at the consultation or external translators) if the guardian proves to be abusive. This is a particularly pertinent issue for the child-protection suggestion/complaint box.

Action plan

1. Medical incidents and emergencies

In the event that a medical incident or emergency involves an under-18 delegate, the child-protection team member who is either first contacted or at the scene must make a rapid assessment as to the type and severity of the inflicted medical injury or condition. The location and the time the incident or emergency occurs also affects the response that should be taken.

Step 1

Assess the type and severity of the medical incident or emergency.

a) Severe: Medical emergency requiring ambulatory care, hospitalization or emergency first-aid response

Types (for example):

- Serious wounds or deep cuts, such as internal bleeding
- Serious allergic reaction to food, insect bites, drugs or illegal substances
- Convulsions
- Bone breaks or fractures
- Serious burns
- Cardiac arrest
- Head or spinal injury
- Heat stroke
- Respiratory system failure

b) Moderate: Illness, injury or allergic reaction requiring hospital or clinic visit

Types (for example):

- Cold or flu
- Food poisoning
- Migraine
- Dehydration
- Fever
- Fainting or dizziness
- Sprains or strains
- Major stomach ache or upset

c) Minor: Lesser illness or injury requiring basic first aid care

Types (for example):

- Headache
- Minor bruising
- Insect bites not causing an allergic reaction
- Minor wound or cut
- Minor sunburn
- Minor stomach ache or upset

Step 2

Determine the location/venue, day of the week and time of the incident or emergency.

Location

- Hotel
- UN Conference Centre
- MBK (shopping mall)
- Wat Pra Kaew (Grand Palace)
- Other, including in a motor vehicle

Day of the week

- M-F = Monday-Friday
- S-S = Saturday-Sunday

Time

- OH – UN medical centre office hours: 7:45 am - 3:45 pm
- AF – After hours: 3:30 pm - 7:30 am

Step 3

Take action, depending on the above assessments.

Severity	Venue	Hotel			UNCC			MBK			Wat Pra Kaew			Other		
	Day	M-F		S-S	M-F		S-S	M-F		S-S	M-F		S-S	M-F		S-S
	Time	OH	AH		OH	AH		OH	AH		OH	AH		OH	AH	
Severe*		2	2	2	2	2	2	5	5	5	3	3	3	2	2	2
Moderate		1	3	3	1	3	3	4	4	4	3	3	3	1, 3 or 4	1, 3 or 4	1, 3 or 4
Minor		6	6	6	6	6	6	6	6	6	6	6	6	6	6	6

1. UN medical centre

CP team member phones the UN medical centre to explain the incident and to either make an appointment or enquire whether or not the U18 can be brought to the centre immediately. The guardian and CP team member must accompany the U18.

- Location:
UN Building
Service Building
4th floor
Rajadamnern Nok Avenue
- Tel: (from outside) **XXX-XXX-XXX**
(from within the UN) ext. XXX

2. UN security section

CP team member or guardian phones the UN security section emergency line to explain the nature of the emergency and to ask for an ambulance to the nearest hospital or for immediate transfer of the U18 to the UN medical centre. The guardian and CP team member must accompany the U18 and bring emergency petty cash, along with all CP team kit materials (especially U18 medical background history, insurance information, parent/guardian contact number and passport).

- Location:
UN Building
Service Building
1st Floor
Rajadamnern Nok Avenue
- Tel: (from outside) **XXX-XXX-XXX**
(from within UN) **ext. XXX**
For EMERGENCY 24-HOURS XXX-XXX-XXX
(from within UN) **ext XXX**

3. Mission Hospital

CP team member phones Mission Hospital to make an appointment. The guardian and CP team member must accompany the U18 and bring emergency petty cash along with all CP team kit materials (especially U18 medical background history, insurance information, parent/guardian contact number and passport information).

- Location: 430 Pitsanulok Road, Dusit (intersection of Lan Luang Road and Pitsanulok)
- **Emergency line: XXX-XXX-XXX**
- General tel: XXX-XXX-XXX

4. Bumrungrad International Hospital

CP team member phones Bumrungrad International Hospital to make an appointment. The guardian and CP team member must accompany the U18 and bring emergency petty cash along with all CP team kit materials (especially U18 medical background history, insurance information, parent/guardian contact number and passport information).

- Location:
33 Sukhumvit Road Soi 3 (Soi Nana Nua)
- **Emergency line: XXX-XXX-XXX**
- General tel: XXX-XXX-XXX

5. Chulalongkorn Hospital

CP team member or guardian phones Chulalongkorn Hospital emergency line to explain the nature of the emergency and to ask for an ambulance immediately. The guardian and CP team member must accompany the U18 and bring emergency petty cash along with all CP team kit materials (especially U18 medical background history, insurance information, parent/guardian contact number and passport information).

- Location:
Rama IV Road
- **Emergency line: XXX-XXX-XXX**
- General tel: XXX-XXX-XXX

6. Nurse on staff

CP team member or guardian contacts the nurse on staff for treatment and possible referral. The nurse has a basic first-aid kit on hand.

- Nurse XXXX
Mobile: XXX-XXX-XXX (staying in room XX at the Royal Princess Hotel)

Step 4

Fill out a form for recording medical incidents, emergencies and motor accidents.

- a) Refer to Annex III for the actual form.
- b) Keep the completed form with you if you are assisting in the medical incident of emergency or provide it to the guardian and/or member of the child-protection team who will accompany the U18 to the medical centre or hospital.
- c) Provide a copy to the child-protection focal person.

2. Physical and/or sexual abuse**Step 1**

Ensure that the U18 is safe.

- a) Ask the U18 if he/she is okay; where he/she would like to be and with whom.
 - Explore three basic possibilities:
 1. U18 can continue staying at the Royal Princess Hotel (if guardian not involved);
 2. Move to Trang Hotel or
 3. Stay at Baan Rachavitee (Thai shelter working with abused children – consult XXXX, shelter director, first).
 - If there is an injury, the U18 should be taken to a hospital and treated, and evidence of the injury documented. Follow steps for medical incident and emergencies where appropriate.
- b) If the guardian is not involved, ask him/her to provide informal counselling and support. XXX, a professional counsellor, can also be contacted to provide such support through an interpreter, if the U18 is open to this.
- c) If the allegation or incident involves the U18's guardian, the CP team will meet to organize the suspension of the guardian immediately until further review. A replacement guardian must be sought for the other U18. A member of the child-protection team will then serve as guardian with the support of a local interpreter.
- d) If the allegation or incident involves a consultation staff member or adult participant, the CP team will meet and work with the UNICEF regional advisor on child protection and the UNSS to ensure that the adult does not have further contact with U18s and is closely monitored.

Step 2

Follow the procedures for reporting and raising concerns below as well as the previous steps for medical incidents and emergencies, where appropriate.

Procedures for reporting and raising concerns (see diagram in Annex II)

- a) Speak to affected U18 when he/she is ready and gather as much information as possible. Use the form for reporting actual or perceived abuse if this helps (Annex III). Draw as little attention to the U18 as possible.
- b) Meet with CP team to review, discuss responses and record information. If possible and appropriate, the CP team will seek to resolve the situation here.
- c) The CP team may decide to contact the alleged perpetrator and to hear his/her version of events. This statement should be added to the record.
- d) XXXX, CP team member [name of a member of the CP Team who is also on the organizing committee] will then inform the organizing committee as to the situation, who will in turn notify the local partner representative.
- e) Depending on the nature and severity of the harm inflicted on the U18, the CP team will then help organize a preliminary investigation, potentially involving XXXX of the CPRC and/or the UNSS. This investigation will question the affected U18, the alleged perpetrator and any witnesses.
- f) This investigative team will then make a collective decision as to the next steps. XXXX, CP team member [name of member of the CP team who is also on the organizing committee] will inform the Steering Committee of developments.
- g) The U18 should be informed of the decision and the next steps. At this stage, the U18 might be repatriated home if he/she so desires.
- h) Consequences for the alleged perpetrator will then be discussed with UNSS, who will take this forward with or without the Thai police. Appropriate legal action will be taken if necessary and an appeals process made available to the alleged perpetrator.

3. Emotional distress or trauma**Step 1**

Assess the type and severity of the distress or trauma by talking to the U18 and any witnesses.

- a) **Severe**
Types (for example):
 - Physical and/or sexual abuse (if there are indications that abuse has occurred, go to previous steps for physical and/or sexual abuse).
- b) **Moderate or minor (continue below)**
Types (for example):
 - Panic attacks
 - Emotional reaction to inappropriate media questioning
 - Homesickness
 - Stress from meeting/forum participation
 - Stress due to peer relationships

Step 2

In the case of moderate or minor emotional distress, ensure that the U18 is okay and is in a place and with people with whom he/she feels comfortable. Provide the U18 with opportunities to talk through his/her emotions or to simply have time alone.

- a) If the U18 is under minor distress, ask if there is anything you, his/her guardian or a peer could do to help.
- b) If the U18 is experiencing more moderate distress (such as a panic attack), ask XXX [name of member of CP team with counselling experience] to help provide counselling and support through his/her guardian. Ask the U18 if he/she would prefer to take a rest in the under-18 only area at the UNCC or in his/her room.

Step 3

Fill out a form for recording severe emotional distress or trauma for severe or moderate cases.

- a) Refer to Annex V for the actual form.
- b) Provide a copy to the child-protection focal person.

4. Inappropriate conduct**Step 1**

Assess the type and severity of the inappropriate conduct and refer to the rules that have been established.

a) Serious**Types (not comprehensive):**

- Behaviour that endangers the U18 him/herself or endangers others
- Behaviour that is illegal

b) Moderate or minor**Types (not comprehensive):**

- Acting in ways that are belittling or degrading towards others
- Causing disruptions or public disturbances
- Failing to return to the hotel by the 'hotel return time'
- Developing sexual relationships or inappropriate relationships with other U18s

Meeting rules related to conduct:

- Participation agreement
- Rules of behaviour
- U18 protection rules
- Ground rules established at the U18 protection workshop

Step 2

If the behaviour is serious, consult with the CP team on the appropriate response. If moderate or minor, talk to the U18 and/or his/her guardian to ensure that the U18 has a chance to change his/her behaviour.

Step 3

If the behaviour is repeated, XXX should be contacted in order to speak to the U18. The CP team would then meet to decide on the appropriate response (the offender may be asked to leave the consultation).

Step 4

Keep a record of action taken.

Provide a copy to the child-protection focal person.

5. Fire and/or bomb threat and emergency evacuation

- a) **UN Conference Centre:** An alarm will sound in the building, followed by the coordination of an evacuation by XXXXX, the UN security section officer. The complete UN building fire and evacuation procedures are located with the child-protection focal person.
- b) **Royal Princess Hotel:** Fire and emergency evacuation information is located on the back of the doors to the hotel rooms. All child-protection team members should be aware of where the closest exits are located near the meeting room for the preparatory workshop for U18s and on the floor where the U18s are staying.

6. Missing or separated U18s**Step 1**

Determine the location/venue, day of the week and time U18 went missing or became separated.

Step 2

Identify the U18, guardian or staff member who last saw and/or last spoke to the missing/separated U18.

Ask about:

- Whether he/she mentioned going somewhere or going to look for something
- His/her emotional state at the time
- Where the guardian was when the U18 went missing/became separated
- How long ago he/she was last seen

Step 3
Take action based on the above assessments.

- a) **At the UN during the consultation:** If the U18 is lost or separated within the UN building and has gone missing for a reasonable length of time, contact the UN security section at ext XXX to ask them to check with their security guards regarding whether or not the U18 has departed the UN grounds. At the same time, ask them to place an announcement on the intercom asking the missing/separated U18 to meet you in a specific location.
- b) **At the hotel:** Ask the sales manager, XXXX, or front desk staff for assistance in searching the hotel and in questioning the security guards if the U18 has left the premises.
- c) **Other venues:** Organize the remaining guardians and U18s into small teams to search the vicinity. Contact the closest security guard or information desk to place an intercom announcement if possible. (Call XXX-XXX-XXX for language assistance.)

If more than one hour has passed despite these efforts and there is reason to believe that the U18 is in danger, contact the UN security section on XXX-XXX-XXX or the UN control centre on XXX-XXX-XXX for assistance.

7. Motor vehicle accidents

Step 1
If you are in the vehicle: Immediately check if everyone is safe. In case of injury, follow the previous steps for medical incidents and emergencies.
If you are not in the vehicle and receive a call: Ask if everyone is safe. Assist in following steps for medical incidents and emergencies if someone is hurt.

Step 2
Contain the situation as much as possible for the safety of the U18s and phone the appropriate contacts.

In case of a minor accident:

- Do not let the U18s leave the vehicle, unless it is to transfer to another form of transportation.
- Ensure that U18s keep noise levels down while the driver attends to the situation.
- Call the child-protection focal point to report what has happened.

In case of a major accident:

- Ask the U18s to remain calm and not to panic.
- Contact the CPFPP immediately or the UN control unit XXX-XXX- XXX or XXX-XXX-XXX for assistance in alerting the local police.

Step 3

Fill out a form for recording medical incidents, emergencies and motor accidents.

- a) Refer to Annex III for the actual form.
- b) Provide a copy to the child-protection focal person.

8. Loss or theft of key documents or personal items

Step 1

Determine what was stolen or lost and the approximate location and time when the item was stolen or lost.

Step 2

Contact the relevant authorities, based on the type of item and the location where the item was stolen or lost.

- a) **If at UN:**
 - Call the UN security section at XXX-XXX-XXX. UNSS has a resident investigator who will take the appropriate steps.
- b) **If off the UN premises:**
 - Call the Thai Tourist Assistance Centre at XXX-XXX-XXX and ask how to file a report.
- c) **If the item lost is a passport:**
 - Call the Thai Tourist Assistance Centre at XXX-XXXX-XXX and ask how to file a report.
 - Contact the U18s respective embassy to take steps for obtaining a new passport as quickly as possible (see Annex I for listing of local embassies).

Step 3**Keep a record of action taken.**

Provide a copy to the child-protection focal person.

Annexes**Annex I: Contact list**

Child-protection team

- Xxxx, child-protection focal person [mobile number] (local language speaker)
- Xxxx, children's participation coordinator [mobile number]
- Xxxx, organizing committee member [mobile number]
- Xxxx, organizing committee member [mobile number] (Local language speaker)
- Xxxx, trained counsellor [mobile number]

Emergency

- UN security section XXX-XXX-XXX
- UN control centre XXX-XXX-XXX
- Deputy of UN security XXX-XXX-XXX
- Fire (outside of UN) XXX-XXX-XXX
- Mission Hospital (near UN) X XXX-XXX-XXX
- Bumrungrad International Hospital XXX-XXX-XXX
- Chulalongkorn Hospital XXX-XXX-XXX
- XXXX (local child abuse NGO) XXX-XXX-XXX

Medical and psycho-social (for non-emergencies)

- UN medical centre XXX-XXX-XXX
- Mission Hospital XXX-XXX-XXX
- Chulalongkorn Hospital XXX-XXX-XXX
- Bumrungrad International Hospital XXX-XXX-XXX
- Baan Ratchavithree (contact XXXX for the number)
- Centre for the Protection of Child Rights (CPCR) XXX-XXX-XXX

Police

- Tourist Assistance Centre XXX-XXX-XXX
- Tourist Police XXX-XXX-XXX
- Police Emergency (Thai only) XXX-XXX-XXX
- Dusit Police Station (Thai only) XXX-XXX-XXX
- Phayathai Police Station (Thai only) XXX-XXX-XXX

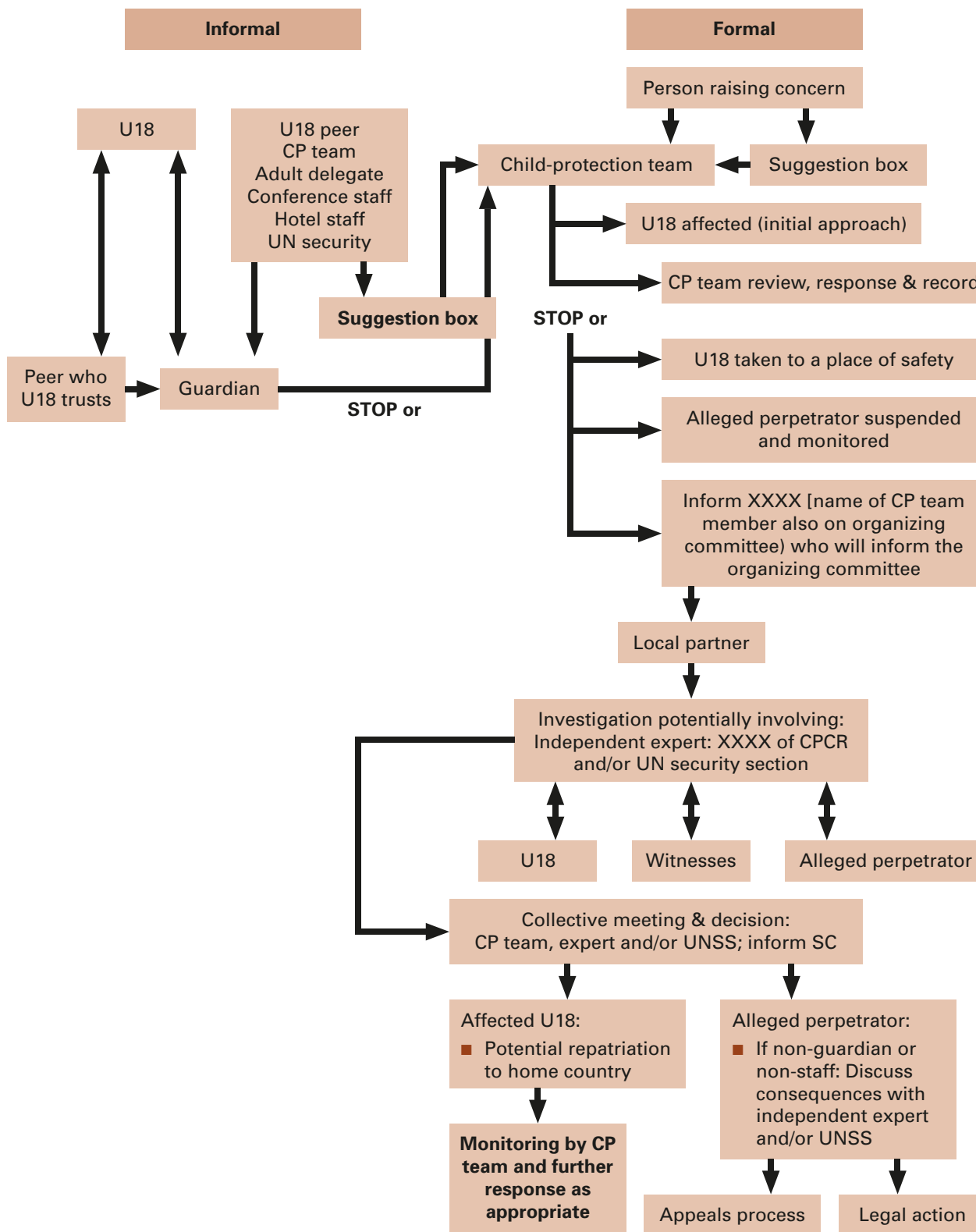
Royal Princess Hotel

- Ms XXXX, Sales Manager XXX-XXX-XXX

Embassies

■ Australia	XXX-XXX-XXX
■ Cambodia	XXX-XXX-XXX
■ China	XXX-XXX-XXX
■ Fiji	XXX-XXX-XXX
■ Indonesia	XXX-XXX-XXX
■ Lao PDR	XXX-XXX-XXX
■ Mongolia	XXX-XXX-XXX
■ New Zealand	XXX-XXX-XXX
■ Papua New Guinea	XXX-XXX-XXX
■ Philippines	XXX-XXX-XXX
■ Viet Nam	XXX-XXX-XXX

Annex II: Diagram of procedures for reporting and raising concerns



Annex III: Form for recording actual or perceived abuse**PART ONE: About You**

Name:

Your role at the consultation:

Details of any other organization involved:

Your relationship to the child concerned:

PART TWO: About the child(ren)

Name(s):

Male / Female

Age:

Hotel room number:

Name of guardian:

Name of local partner representative:

PART THREE: About your concern

How did you come to have a concern: Was abuse observed or suspected?
Was an allegation made? Did a child disclose abuse?

Date, time and place of any incident(s):

Nature of concern/allegation:

Observations made by you (such as child's emotional state, any physical evidence):

Write down exactly what the child said and what you said; continue on a separate sheet if necessary:

Any other relevant information? (such as disability or language spoken)

Were other children involved or aware?

Have you reported to the guardian for the child, parents or carers, local partner or any other child-protection personnel or agencies?

Time and date of reporting:

Person(s) to whom report was made:

Advice given:

Action taken:

Signed:

Date:

Annex IV: Form for recording medical incidents, emergencies and motor accidents**PART ONE – Details of the affected U18 and particulars of the incident**

1	Name(s): Male / Female Age: Hotel room number: Name of guardian: Name of local partner representative:		
2	Location of occurrence:		
3	Date of occurrence:	4	Time of occurrence:
5	Describe the accident/incident, giving the cause if possible and using a continuation sheet if necessary:		
6	Please state nature and extent of any injuries, illnesses:		

PART TWO – Actions taken following accident/incident

7	Was any first aid given: Yes / No <i>If yes, please give details including who administered the first aid.</i>		
12	Was any medical treatment obtained? Yes / No <i>If yes, please give details</i>		
13	Witnesses – where the severity of the event is NOT minor: Please provide names and addresses of any witnesses to the occurrence and attach any statements that you have obtained from them. Name: _____ Name: _____ Tel: _____ Tel: _____		
14	Please give details of action taken to prevent a recurrence of the accident/incident – include revising the Risk Assessment or Action Plan.		

Signed:**Date:**

Annex V: Form for recording severe emotional distress or trauma**PART ONE – Details of the affected U18 and the distress**

1	Name(s): Male / Female Age: Hotel room number: Name of guardian: Name of local partner representative:		
2	Location of occurrence:		
3	Date of occurrence:	4	Time of occurrence:
4	Describe the situation, including any observations you have concerning the U18s emotional state:		
5	Write down exactly what the U18 says regarding the situation and what you said; continue on a separate sheet if necessary:		

PART TWO – Actions taken following the occurrence

6	Was the U18 taken to a safe place? If so, where and who accompanied him/her?		
7	Was any informal counselling provided? Yes / No If yes, please give details:		
8	How else was support provided to the U18?		
9	Please give details of action taken to prevent a recurrence of the situation, if repetition is possible (such as revisions to the risk assessment or action plan, additional briefings for guardians and/or U18s):		

Signed:**Date:**

21. Staff pamphlet on child protection

[TEMPLATE]

**Guide to protection for
under-18 delegates**

**Attending the
[insert official name of consultation]**

[insert date and venue]

An information guide for organizers and staff at the preparatory workshop for under-18 delegates and the [insert official name of consultation]

What is the purpose of this guide?

This guide is to inform the staff organizing the preparatory workshop for under-18 delegates and ensuing consultation on child-protection procedures and guidelines that have been established for this meeting. It is our responsibility as organizers and staff to ensure the safety and well-being of the child participants (under-18 delegates).

Who are the under-18 delegates?

There are [insert number] under-18 delegates, between xx and xx years old, who are representing xx countries. Many do not speak English and most have not travelled far from home before.

There are two under-18 delegates in attendance for each [insert local area], with one guardian responsible for each pair. These guardians speak the same language as the under-18 delegates and are responsible for the safety and welfare of the under-18 delegates in their care. These guardians will be wearing identifying name tags so that they can easily be identified.

When is the meeting?

The preparatory workshop for under-18 delegates will take place on [insert date] at the [insert venue], where they will be staying [or insert here where they will be staying if different location]. The consultation will take place on [insert date] at [insert venue].

Interaction with under-18 delegates

The United Nations believes that all children have the right to respect and fair treatment. At this consultation, child delegates have the same right to participate in the meetings as adult delegates. We request that organizers and staff treat the child delegates kindly, with the same respect given to adult delegates. We must insist that all organizers and staff read and adhere to the child-protection policy that has been established for this meeting, which will be made available to you.

Guidelines for child protection

Please assist the child-protection team in monitoring the implementation of the following:

Overall

- Guardian accompaniment: The under-18 delegates are not permitted to leave the hotel or the conference grounds unless accompanied by their respective guardians.
- Cigarettes/drugs/alcohol: Under-18 delegates are not allowed to smoke, take illicit drugs or drink alcohol.

At the hotel

- **Hotel return time:** All under-18 delegates must be on the hotel grounds by 10:30 p.m. After this time, they cannot leave the hotel.
- **Keys:** Room keys can only be given to those under-18 delegates who are staying in that room.
- **Visitors:** Visitors from outside the hotel or other hotel guests are not allowed to enter the rooms of the under-18 delegates.
- **Same-sex rooms:** Boys are not allowed in the rooms where girls are staying, and girls are not allowed in the boys' rooms.
- **Swimming:** The under-18 delegates can only swim if their guardians are present at the pool with them.

At the conference centre

- **Under-18 only room:** A room has been set aside on the [insert location (floor)] only for use of under-18 delegates, their guardians and a few select staff. Please do not enter this room or allow other adults to do so, unless a specific emergency dictates otherwise.

Procedures for raising concerns

For *serious concerns* regarding the safety or well-being of an under-18 delegate (for example, you see or suspect abuse, an allegation of abuse has been made, or he/she discloses abuse):

- **Contact the child-protection focal person** (see number on back).

For *relatively minor concerns* relating to the well-being of an under-18 delegate (for example, you notice he/she is stressed, exhausted or just seems unhappy):

- Try to relieve the burden if this is within your power or ask him/her how you or someone else can help;
- Approach his/her guardian to discuss your concerns;
- Drop a form into the protection box located at the [insert location (floor)] or contact the child-protection focal person.

Child-protection team

There are [insert number] child-protection team members with the duties of monitoring and responding to child-protection concerns. Please contact the child-protection focal person or the children's participation coordinator at any time if there is an incident that affects, or might affect, the safety or well-being of an under-18 delegate.

- [insert name and telephone number], child-protection focal person – 24 hours
- [insert name and telephone number], children's participation coordinator, [insert hotel room number] – daytime hours

For minor medical incidents requiring first aid (for under-18 delegates only), please contact the on-call nurse (24 hours):

- [insert name, number and room number at hotel for nurse]

Emergency numbers

For emergencies that affect the health and safety of an under-18 delegate, immediately contact the appropriate number below:

- Conference medical centre: [insert office hours and telephone number]
- Security (who can liaise with local police and arrange for an ambulance after hours): [insert telephone number]
- Fire: [insert telephone number]

22. Staff pamphlet on child protection

[TEMPLATE]

Guide to protecting under-18 delegates

Attending the

[insert official name, date and venue of consultation]

An information guide for [insert name of hotel] staff

What is the purpose of this guide?

These protocols were created to protect the young delegates who will be attending a conference and staying at your hotel.

Who are the young people staying at the hotel?

There are [insert number] young delegates, all younger than 18 years, who come from many different places in the [insert local area: world/region/country]. Many of them do not speak English.

Chaperones have come with the young delegates to watch over them and provide translation when necessary. These chaperones all speak English.

When is the meeting?

The young delegates will be attending the meeting from [insert dates]. They will be meeting at the hotel* from [insert dates] and from [insert dates] at the [insert venue of consultation].

* This presumes the workshop is in the same hotel where they are staying.

Guidelines for treatment of the young delegates

The United Nations believes that all children have the right to respect and fair treatment. We request that the hotel staff treat the young delegates kindly, in the same manner as all other hotel guests, and that they ensure that the young delegates remain comfortable and happy.

Rules for the protection of the young delegates

Please help us enforce the following rules that have been created for the protection of the young delegates:

- **Curfew:** All young delegates must be on the hotel grounds by 10.30 p.m. After this time, they cannot leave the hotel.
- **Keys:** Only give the room keys to the young delegates who are staying in that room.
- **Visitors:** Visitors from outside the hotel, or other hotel guests, are not allowed to enter the rooms of the young delegates.
- **Chaperones:** The young delegates are only allowed to leave the hotel if they are accompanied by an adult chaperone.
- **Cigarettes/drugs/alcohol:** The young delegates are not allowed to smoke, take illicit drugs or drink alcohol.
- **Same-sex rooms:** Boys are not allowed in the rooms where girls are staying, and girls are not allowed in the boys' rooms.
- **Swimming:** The young delegates can only swim if their chaperones are present at the pool with them.

If you see that one of these rules is being broken, please alert one of the chaperones rather than try to handle the situation with the children directly. If there is considerable risk to a young delegate's safety, contact xxxx, [insert name and mobile telephone details] the child-protection focal person, or xxxx, [insert name and mobile number] the children's participation coordinator.

Contact numbers for meeting staff

Please call us at any time, day or night, if you have a concern regarding one of the teenage delegates in your hotel.

Child-protection focal person for this meeting is:

- [insert name, telephone number and languages spoken]

If this person cannot be reached, please call one of the following:

- [insert names, telephone numbers and languages spoken for two other members of the child-protection team]

For minor medical incidents requiring first aid, please contact the nurse who is staying at the hotel, in room XX:

- [insert name, telephone number and languages spoken]

Local emergency numbers

If there is an emergency that directly affects the health and safety of the young delegates at the hotel, immediately contact the appropriate number below:

- United Nations security hotline (24 hours):
XXX-XXX-XXX [telephone number]
- Fire: XXX [telephone number]

SECTION 7

PREPARATORY WORKSHOP

23. Working agenda for preparatory workshop

24. Preparatory workshop evaluation sheet

23. Working agenda for preparatory workshop

[SAMPLE]

Working Agenda for the Children's Forum, 11-12 June 2005, Royal Princess Larn Luang Hotel, Bangkok

Overall aim: To prepare under-18 delegates for their participation in the Regional Consultation for the UN Global Study on Violence Against Children.

Objectives for under-18 delegates:

- To agree on priority areas and recommendations from under-18 delegates on violence against children;
- To build a team and to agree on the tasks that under-18 delegates will undertake at the regional consultation and for under-18 delegates to choose suitable delegates from among themselves to take on these tasks;
- For each under-18 delegate to receive briefing or training to prepare themselves for their tasks at the regional consultation.

DAY ONE

8.30 a.m. – 9.30 a.m. **Workshop One:** **Welcome/icebreakers/introductions**

Objective: For under-18 delegates to relax and to get to know each other and to explore their expectations of the children's forum.

Welcome by [Chairperson of organizing committee]

Getting-to-know-you exercises/games
Setting of participant's objectives
Children's forum briefing
Regional consultation briefing
Feedback/synthesis

9.30 a.m. – 10.30 a.m. **Workshop Two:** **The UN Global Study on Violence Against Children**

Objective: Under-18 delegates are briefed on the UN Study process and share their experiences in working on the issue of violence.

5-minute briefing by XXXX XXXX

The UN Study process and how the East Asia and Pacific regional consultation fits into it.

Activity

Under-18 delegates share their experiences in working on the issue of violence against children in their country:

- Individual reflections/drawing
- Small group sharing
- Short report to group

10.30 a.m. – 11 a.m.

Snack break

11 a.m. – 12 p.m.

Workshop Three:

How the regional consultation will work

Objective: Under-18 delegates are briefed on all aspects of the regional consultation, in particular on the different tasks under-18 delegates can undertake.

XXXX XXXX to provide general briefing:

- Explaining the agenda for the regional consultation.
- Explaining how the outcome report will be produced (decision-making process of the regional consultation).
- Overview of the different office bearers (chair, workshop panels, facilitators, rapporteurs, secretariat, consultation coordinator and media personnel).
- Support for under-18 delegates: Roles of child-protection focal person, facilitators, coordinator, under-18 delegate room.
- Dynamics – How such big and formal consultations normally develop; what are the dynamics and politics; how to behave in negotiations; negotiation skills; conflict resolution; public speaking.

XXXXXXXX, children's participation coordinator, to provide briefing on what under-18 delegates will be doing:

1. Working in thematic teams
2. Making a keynote presentation
3. In workshops
4. On the drafting committee
5. With the media team

12 p.m. – 1 p.m.
Child protection

Run by the child-protection focal person.

Objective: To brief under-18 delegates on the child-protection measures in place at the regional consultation.

Activity

Briefing on the protection rules, rules of behaviour, introduction to the child-protection team and their roles, tips for Thailand, what to do in an emergency, reporting problems or complaints, the child-protection kits, review bingo game.

1 p.m. – 2 p.m.**Lunch****2 p.m. – 3 p.m.****Key priority areas & recommendations****Workshop Five:**

Objective: Share experiences on violence against children.

1. Introduction/instructions on:
 - Violence against children in the home and family
 - Violence against children in schools
 - Violence against children in institutions
 - Violence against children in conflict with the law
 - Violence against children in the work place
 - Violence against children in the street and community
 - Violence against children in cyberspace/online environment
2. Using meta cards, participants then share their country's experience on all the themes
3. Short feedback session
4. Focus group discussions
5. In small groups, discuss priority issues
6. Short plenary reports
 - Feedback and synthesis

3 p.m. – 3.30 p.m.**Snack break****3.30 p.m. – 5.15 p.m.****Agreeing priority areas and recommendations****Workshop Six:**

Objective: Under-18 delegates agree on their key priority areas and their recommendations on violence against children.

1. Introduction:
 - Issues of violence
 - Theme presentations
 - Individual META cards of recommendations (Resource people to look out for cross-cutting issues or recommendations already submitted)
 - Short insights

Workshop Four:

2. Focus group discussion
3. In small groups, discuss priority recommendations
4. Groups present short plenary reports
5. Feedback and synthesis.

5.15 p.m. – 5.30 p.m.**Evaluation and wrap up****DAY TWO**

Day two focuses on dividing the participants into teams so that they can prepare for their various tasks/roles in the regional consultation.

8.30 a.m. – 9 a.m.
warm up.**Overview of day one,****9.00 – 9.30****Media briefing****Workshop Seven:**

Run by xxxx xxxx, media coordinator for the regional consultation.

Objectives:

1. Present background information on the media, how media activities will work at the consultation, the impact of doing a media interview.
2. Give under-18 delegates an opportunity to discuss and decide how they want to be involved at planned media activities for the consultation (including whether they want to organize a media event of their own).
3. Identify which under-18 delegates are interested in doing media work for the consultation (particularly one-to-one interviews).

9.30 a.m. – 10 a.m.**Regional consultation****Workshop Eight:**

Briefing and overview of the agenda for the regional consultation.

10 a.m. – 12.30 p.m.**Parallel workshops: Building the thematic teams****Workshop Nine:**

1. Short exercise on pushing recommendations backed by experience.
2. Group work – Fine tuning messages, recommendations, lobbying strategies and plans, who, how, what where (Facilitators to circulate and monitor activities)
3. Plenary reports.
4. Feedback & synthesis.

12.30 p.m. – 1.30 p.m.

Lunch

1.30 p.m. – 4.30 p.m.

Parallel workshops:

Task teams

1. Presentation of tasks; children given opportunity to volunteer or nominate from among themselves people to take on different tasks.

Task teams:

1. Keynote team
2. Media spokespeople team
3. Recommendations team (may be a small group as only one delegate can represent under-18 delegates at on the drafting committee)
4. Panel discussion team (may be a small group as only one delegate can represent under-18 delegates at the panel discussion)
5. Exhibition team

NOTE: We may need to juggle the time table or participants of teams so that all are involved in at least one of the task teams.

1. Keynote team workshop

Objective: to prepare the key note speech.

NOTE: As the content of the key note speech will be based on the key priorities and recommendations (as agreed previously), the members of the keynote team will be given the task of deciding how to present the keynote speech at the plenary on 14 June. (Not all those on the team need to *present* the speech).

2. Media team workshop (in separate room)**Objectives:**

1. Discuss in detail the impact of doing media interviews, explanation of media consent form and signature of consent form by those delegates still interested in doing media interviews.
2. Role playing a media interview for all participants and discussion.
3. Each participant develops a media profile (a document for the media that explains his/her expertise).
4. Each participant (in conjunction with guardian and a member of the media team) makes an assessment of the potential risks – and benefits/what he/she would like to achieve – from doing media work.

5. All participants will develop a media activities plan (clarifying who is involved in which types of media work, such as production of media materials/online chats/press conference participants).

6. Participants decide who should represent under-18 delegates at the press conference(s).

Additional resource people with a background in media work will help to facilitate this workshop.

3. Recommendations team workshop**Objectives:**

1. Decide on the logistics for how recommendations from under-18 delegates are collated and help influence the drafting process.
2. Decide on which under-18 delegate(s) will be a member of the drafting committee.

(It would be very helpful if a member of the drafting committee attends this workshop.)

4. Panel discussion team

Objective: To help the chosen representative of the under-18 delegates to prepare for the panel discussion, draft key points for speech and background notes.

(It would be helpful if a member of the panel discussion attends this workshop.)

5. Exhibition team

Objectives: To set up/design an exhibition of children's work at the regional consultation.

4.30 p.m. – 5 p.m.

Plenary reports

Feedback and synthesis

5 p.m. – 5.30 p.m.

Evaluation and wrap up

An evaluation sheet will be distributed to all participants.

NOTES:**Filming**

A videographer and photographer from UNICEF will be present during the children's forum. They will be documenting the children's forum and do a few interviews with under-18 delegates for a 5-minute video that will be run as a looped film at the regional consultation. The film aims to show how under-18 delegates have been preparing for the regional consultation and highlight some of the messages under-18 delegates will be presenting.

The videographer and photographer will continue to document the regional consultation and will produce a DVD of the event that will be distributed to all under-18 delegates for use in their home country.

Equipment

A number of computers, a printer and a photocopier will be available in the meeting room for under-18 delegates to use in preparing any materials (documents/statements/work plans) for the consultation.

Resource people (present the whole time)

1. XXX XXX – Secretariat
2. XXX XXX – Children’s participation coordinator

3. XXX XXX – [local partner] representative
4. XXX XXX – Child-protection focal person
5. XXX XXX – Member of the organizing committee

NOTE: A nurse will also be present during the preparatory workshop for under-18 delegates.

Visiting resource people (for specific workshops)

1. XXX XXX – Media coordinator for media workshops
2. Media team x 2/3 people – for media workshop on day two

24. Preparatory workshop evaluation sheet

[TEMPLATE]

For completion by under-18 delegates

Please read the following questions and answer them by adding your comments or explanation in the box.

We really want your advice so please fill in the comment box – we want to improve children’s participation at these kinds of meetings so don’t be afraid to criticize or make suggestions! If you need more room to write please use the other side of the paper. Please ask an organizer or your guardian if you need explanation of any of the questions.

Question	Comment
Before you came to the preparatory workshop... 1. Did you attend a local meeting or conference on [insert issue]?	
Before you came... 2. Did you read any information, in your language, about the consultation?	
Before you came... 3. Did you know about the child-protection policy for the consultation?	
Before you came... 4. Were you told about the complaints procedure here?	
Before you came... 5. Did you think you had a good idea of what you would be expected to do here?	
Before you came... 6. Did you know about the issue of [insert issue] in your [insert local area – community/province/country]?	
Before you came... 7. Did you know what other children in your [insert local area] wanted you to say about [insert issue] in the consultation?	
Before you came... 8. Do you think that you were chosen as an under-18 delegate in a fair way?	
Before you came... 9. Do you think there was any discrimination in the way under-18 delegates were chosen from your [insert local area]?	
Before you came... 10. Were you given enough time to decide if you wanted to come to the consultation?	
Before you came... 11. When you signed the consent form, did you understand why you were asked to do this?	

Now you are here at the preparatory workshop...

Question	Comment
Now you are here... 12. Are you happy with the discussions on the recommendations from children [adapt as necessary]?	
Now you are here... 13. Is the meeting room suitable for all the under-18 delegates?	
Now you are here... 14. Are the hotel facilities suitable for you? (your room, the food?)	
Now you are here... 15. Are facilitators helping you to express yourself?	
Now you are here... 16. Are you happy with the translation in the workshop?	
Now you are here... 17. Are you happy with your guardian?	
Now you are here... 18. Are you happy with the way decisions are made at the workshop, such as how tasks are agreed and who does the tasks?	
When you go to the consultation... 19. What tasks are you doing at the consultation? (Such as media/keynote speech/press conference.)	1. 2. 3. 4. 5.
When you go to the consultation... 20. Are you clear about the tasks you will be doing at the consultation?	
When you go the consultation? 21. Are you clear about what will happen at the consultation?	
When you go to the consultation... 22. Are you clear about the recommendations of your thematic team? [adapt as appropriate]	
Any other comments?	

Thank you for your time.

SECTION 8

MEDIA

- 25. Media guidelines for under-18 delegates**
- 26. Media release form**
- 27. Guidelines for media professionals**

25. Media guidelines for under-18 delegates

These guidelines were written for all staff at the consultation (particularly the media team who will be the primary users of the guidelines), under-18 delegates, local partners and guardians.

In line with the Minimum Standards on Children's Participation for the consultation, these guidelines outline the measures that should ensure the meaningful and safe participation of children in media work at the consultation.

The purpose of these guidelines is to help under-18 delegates have a positive experience working with the media and to have their views heard by a wider audience than the participants in the consultation.

These guidelines aim to ensure that under-18 delegates at the consultation are:

- Treated as experts at the consultation;
- Adequately informed, prepared and comfortable working with the media;
- Protected against the negative impacts of media interaction.

Core principles

These principles will be followed in arranging and managing all media activities for the consultation:

- **Best interests:** In all matters relating to media coverage, publicity and documentation for the consultation, each under-18 delegate's best interests will always be the first priority. Individual children's rights will always be more important than advocacy and publicity objectives. Under-18 delegates and their guardians will be involved in defining where the delegates' best interests lie.
- **Informed consent:** The informed consent of the under-18 delegate and their parent/carer will be obtained before any contact with the media or other publicity.
- **Children's expertise:** In all information to the media, under-18 delegates will be presented as experts on [insert content/issue of consultation] who can give a children's view of the issues. There will be no information distributed that discloses whether individual under-18 delegates are victims of [insert content/issue if relevant]. Journalists will not be allowed to ask under-18 delegates questions about personal experiences of abuse related to [insert content/issue]. Under-18 delegates will be encouraged to share their opinions on issues and give examples of good practice and recommendations for future actions.
- **Risk assessment:** All under-18 delegates who consent to media interaction will be involved in a risk assessment with a media coordinator and their guardian. This process will help the delegate to make decisions about how they will present themselves to the media and the kind of messages they feel comfortable talking about.
- **Privacy:** As under-18 delegates are not publicizing any personal experience of [insert content/issue of consultation], it will be up to individual delegates to decide if they want to obscure their identity (after a risk assessment is made). If under-18 delegates do decide to obscure their identity, a protection plan will be developed with them, their guardian and a media coordinator.
- **Direct contact:** All direct contact between media representatives and under-18 delegates will be voluntary on the part of the delegate; the consultation organizers will make every effort to prepare and support the delegate for such contact.
- **Quality of coverage:** The consultation organizers will make every effort to ensure that media coverage, publicity and documentation of the consultation is positive, ethical, respects the rights of children and contributes towards the objectives of the consultation.

The media team at the consultation

A team of media coordinators will organize all media work at the consultation. One member of the media team will take responsibility for media interaction with under-18 delegates and will become a member of the child-protection team, liaising closely with the child-protection focal person.

Preparatory processes for media work

The media team will brief all under-18 delegates at the preparatory workshop on media coverage at the consultation to:

- Present background information on what the media is, how media activities will work at the consultation and the impact of doing a media interview or producing artwork/text for media;
- Discuss the impact of signing the media release forms with under-18 delegates and circulate forms for signature by interested under-18 delegates;
- Give under-18 delegates an opportunity to discuss and decide on how they want to be involved at planned media activities for the consultation;
- Identify which under-18 delegates are interested in doing media work in the consultation (particularly one-to-one interviews).

Under-18 delegates interested in doing media work will take part in a two-hour workshop, which will entail:

- Discussion in detail on the impact of doing media interviews;
- Role play of a media interview;
- Developing a media profile (a document for the media that explains an individual's expertise) for each participant;
- Developing a media activities plan for the team (clarifying who is involved in which types of media work, such as production of media materials/online chats/press conference participants).
- Make a personal assessment of the risks and benefits of doing interviews (in conjunction with guardians and a member of the media team) – in particular, what each participant would like to achieve from doing media work.

Guidelines for media activities

For the under-18 delegates wanting to do media interviews, the following guidelines will be adhered to by all consultation staff:

Media profile: A 'media profile' will be developed for each under-18 delegate who has consented to take on media work. The under-18 delegate, in consultation with his/her guardian and a member of the media team, will develop this information profile. It will be circulated to media professionals to promote the voices of under-18 delegates to the media and should include:

- Name (nickname to hide identity)
- Age
- Country*
- Area of expertise (including his/her area of interest on the issue of [insert content/issue of consultation], explaining any involvement in work/community in their local area
- An outline of the message or a quote from the under-18 delegate
- Privacy concerns – explaining whether they want their identity to be obscured and how (state that name is not real and no photos are allowed of this child)

A copy of all media profiles will be distributed to media professionals during the consultation.

* Addresses of under-18 delegates must not be given out.

Media assessment and protection plan: The delegates should assess the risks and benefits in taking on media work with their guardian and a member of the media team and together develop a protection plan. The assessment and plan should look at:

- What they hope to get out of the consultation and issues to highlight. This would help under-18 delegates focus on what they want to say and how and who they want to reach. It may also help to give under-18 delegates confidence that it's a process they can direct, if not totally control – and to help them to remember their key points if they get an unexpected or difficult question.
- Whether they want to tell the press that they have personal experience of the issues being discussed and how to answer questions about their personal experience (or how to avoid answering questions).
- Whether they want to obscure their identity and how they might want to do this (no visual images at all/silhouetted images, false name).

- What their main messages are and whether these might 'offend' any individuals or groups – how to avoid causing offence.
- What to do when the delegate is uncomfortable in an interview (signs that could be developed between the delegate and the guardian to show that he/she wants to end the interview or wants the guardian to intervene).

Video, film and photography [adapt this section as appropriate]: An official photographer and videographer will be employed for the consultation. The official photographer and videographer may take individual shots of delegates but they will ensure the individual has given consent.

During plenary sessions, if children are speaking, photographs and video are permitted unless otherwise stated at the time.

On all other occasions, photographs and videos of under-18 delegates can only be made with the consent of the under-18 delegate concerned. This includes gaining consent to the way in which the photograph/footage will be used.

Attendance of media at the consultation [adapt as appropriate]: All media representatives will need to be accredited.

The media will be permitted to the consultations for specific plenary or press events only. These events and times will be clearly explained to under-18 delegates at the consultation. The media will not be permitted to any of the workshops of the consultation.

One-to-one interviews: Under-18 delegates will not be allowed to take on more than three one-to-one media interviews in one day. Media interviews will all take place in designated rooms at the consultation (not in corridors, for example).

Media interviews will be arranged for times outside the consultation sessions so that they do not interfere with delegates' primary work at the consultation.

De-briefing: Immediately after every interview, a 15-minute de-briefing will take place with the under-18 delegate and either the guardian or a member of the media team. This time will be used to discuss any areas of concern the delegate had during the interview and to plan any action (for instance, to ask the journalist not to use a particular point that the delegate made). Journalists will be asked to wait for the guardian/media team member to contact them (after the de-briefing) before they can use the material from the interview. Each journalist will need to agree to this cooling off period before the interview as well as a time limit, so they will know how it will affect filing on deadline.

Artwork or texts: Consent will be sought from under-18 delegates for any artwork or text produced during the preparatory workshop or consultation (the delegate's own explanations of artworks should be written on the back or attached to the original and should form the basis of a caption when the artwork is used). A briefing for under-18 delegates on this issue will explain that, for other artwork or text, the media generally do not seek consent.

Guidelines for media professionals: Guidelines for media professionals, based on these media guidelines, will be distributed to media professionals at the consultation. They will be included in any press packs sent to the media and will be distributed at press events for the consultation.

26. Media release form

I _____ (name) of

(address and country)

give permission for any photographs, video or interviews of me made by the organizers or any media during the [insert official name of consultation and date] to be used for advocacy, news stories and human interest stories on the internet, television or in print publications. These materials will only be used to promote the consultation and contribute to creating more awareness on the issue of [insert content/issue of consultation].

In return, all media interviews will be conducted in consultation and in the presence of my guardian and a member of the media team working at the consultation. I will have the right not to respond to any questions that I don't want to answer.

Signed: _____

Date: _____

27. Guidelines for media professionals

These guidelines have been written for all media professionals attending the [insert official name of consultation] who would like to interview children.

These guidelines aim to ensure that media professionals have:

- Clear information on each child regarding his/her individual experiences, messages and any limitations on interviewing and publishing;
- Clear information about the way in which interviews with children will be arranged and conducted and the reasons for these guidelines.

These guidelines aim to ensure children at the consultation are:

- Treated as experts;
- Adequately informed, prepared and comfortable working with the media.

Background

[insert number] children will be attending the consultation from [insert number of countries/regions/localities]. Children at the consultation are referred to as 'under-18 delegates'. All under-18 delegates have been selected because of their expertise on the issue of [insert concern/issue of consultation]. They all have working experience with this issue and are thus presented as experts rather than witnesses.

Under-18 delegate media spokespeople

[insert number] under-18 delegates will form a team of media spokespeople. They have received detailed training and preparation for their role as spokespeople on behalf of all the under-18 delegates at the consultation. They come from a variety of backgrounds and offer a range of opinions and experience.

Media profiles

A media profile for **each** under-18 delegate spokesperson is available to all media professionals and highlights the following information:

- Name (or nickname), age and country;*
- Area of expertise and interest on the issue, including any involvement in campaigning, project or community work in their home country;
- An outline of the message or a quote from the under-18 delegate that can be used;
- Privacy concerns regarding whether they want their identity to be obscured and how this should be done (such as use of a nickname or no photos allowed).

* Addresses of under-18 delegates must not be given out.

Video, film and photography [adapt as appropriate]

An official photographer and videographer will be employed for the consultation who will be documenting the event. A CD of official photos and B-roll footage of the event will be available for all media professionals.

During plenary sessions, if under-18 delegates are speaking, taking photos and video is permitted unless otherwise stated at the time.

On all other occasions, photos and video of under-18 delegates can only be taken with the consent of the person concerned. This includes gaining consent to the way in which the footage/photo will be used.

Attendance of media at the consultation [adapt as appropriate]

All media representatives will need to be accredited.

Media will be permitted to the consultation for specific plenary or press events only. These events and times will be clearly explained. The media will not be permitted to any of the workshops of the consultation.

One-to-one interviews

Under-18 delegates will not take on more than three one-to-one media interviews in one day.

Media interviews will all take place in designated rooms at the consultation (for example, not in corridors).

Media interviews need to be arranged for times outside the consultation sessions so that they do not interfere with delegates' primary work at the consultation.

De-briefing

Immediately after every interview, the under-18 delegate will require a 15-minute de-briefing with his/her guardian or a media coordinator. Journalists will be asked to wait for the guardian/media coordinator to contact them (after the de-briefing) before they can officially use the material from the interview.

Artwork or text

Any artwork or text produced by under-18 delegates during the event will be available for use by media professionals. Please note that the delegate's own explanations of artwork will be written on the back or attached to the original. Media professionals are asked that this explanation form the basis of a caption when the artwork is re-printed.

SECTION 9

TERM OF REFERENCE

28. Organizing committee

29. Children's participation coordinator

30. Child-protection focal person

31. Child-protection team

32. Facilitator for under-18 delegates

33. Translator

28. Organizing committee

[SAMPLE]

Terms of reference

East Asia and Pacific Steering Committee for the UN Secretary-General's Global Study on Violence Against Children

Background

In 2001, the UN General Assembly, in resolution 56/138, requested the Secretary-General to conduct an in-depth global study on violence against children. The Committee on the Rights of the Child made the initial recommendation for the study, following general discussions on violence against children.

In 2002, the Commission on Human Rights, in resolution 2002/92 on the Rights of the Child, suggested that the Secretary-General "appoint an independent expert to direct the Study, in collaboration with the Office of the High Commissioner for Human Rights, the United Nations Children's Fund and the World Health Organization". On 12 February 2003, the Secretary-General appointed Paulo Sergio Pinheiro as the independent expert to direct the study.

In 2003, the Commission on Human Rights then requested, in resolution 2003/86, the independent expert to conduct the study as soon as possible and invited him to be based in Geneva in order to enhance his collaboration with the OHCHR, UNICEF and WHO. In January 2004, the Secretariat for the UN Secretary-General's Global Study on Violence Against Children (UN Study) was officially established and XXXX XXXX was named as the director.

An NGO Advisory Panel for the UN Study was also established in 2002 by the Subgroup on Children and Violence of the NGO Group for the Convention on the Rights of the Child. This advisory panel, composed of individually selected experts (adults and children) from the global NGO community, developed the first concept outline for the UN Study, which was presented to Prof. Pinheiro and formed the basis for the official concept paper.

Objectives and process of the UN Study

The UN Study aims to provide an in-depth global picture of violence against children and propose clear recommendations for improving legislation, policy and programmes relating to the prevention of and responses to violence against children.

The UN Study will document the magnitude, incidence and consequences of various types of violence against children according to locations, such as in the home and family, in the streets, in schools, in child institutions and in the workplace. For each type of violence against children addressed, the study will also review what is known about the causes and associated risk and protective factors. Gender and discrimination issues will be considered as overarching concerns.

The UN Study's focus will be on prevention strategies, in particular through the identification of best practices in prevention, including those suggested by children. It will also survey legal responses to violence and services for children who have been victims, again including interventions suggested by children. Further, the study will describe the evidence demonstrating which interventions work, which are promising and which have been shown to be ineffective. The study will also seek to generate the sharing of approaches to the issue, in particular from a South-to-South perspective.

The process for the study includes government reports based on an official questionnaire prepared by Prof. Pinheiro. It will also include consultations at regional, subregional and national levels that will aim to ensure that Member States and all parts of civil society pay increased attention to violence against children. Special emphasis will be placed on the participation of children and young people, with leadership on this inclusion from the International Save the Children Alliance.

The final outputs of the UN Study, to be completed in 2006, will be:

1. Summary report of 24 pages for the Secretary-General;
2. Full report publication;
3. Children-friendly version of the publication.

The East Asia and Pacific Steering Committee³

After the UN resolution and appointment of the independent expert, agencies in the East Asia and Pacific region began discussions on preparations for the region to contribute to the UN Study. These plans culminated in a preliminary meeting of the East Asia and Pacific Ad Hoc Working Group on 10 October 2003 in Bangkok. The focus of the meeting was to share information on the UN Study and to identify initial steps required to ensure adequate preparation for participation when the global process became more defined. The group then established a Regional Steering Committee to support the process, with the UNICEF regional office as its secretariat.

The group opened the Regional Steering Committee to wide membership to ensure an effective and participation process. Steering Committee members include UN agencies, international and regional NGOs and independent experts.

To ensure a meaningful and ethical participation of children in the regional consultation, including in national processes and activities that will prepare for and input to the regional event, the Steering Committee established a Coordinating Group on Children's Participation, assisted by an external consultant.

Role of the Steering Committee

The overall role of the East Asia and Pacific Steering Committee is to coordinate and support the region's participation in the UN Study on Violence Against Children.

Within this context, specific responsibilities include to:

- Facilitate the sharing and exchange of information related to the UN Study between the Geneva Secretariat, member agencies, governments, NGOs and young people;
- Coordinate and support involvement in and input from the region in the UN Study, based on national and regional processes in order to influence its outcomes and follow up;
- Advocate for, support and monitor national and regional level efforts related to the UN Study and its follow up;
- Ensure meaningful and ethical participation of children in all regional processes related to the UN Study and promote and encourage the same at the national level;
- Coordinate and facilitate the compiling and assessing of regional data/information and experiences as inputs for the UN Study;
- Support the mobilizing of funds for the regional process for the UN Study;
- Organize the regional consultation and preparatory meetings;
- Promote the regional consultation to maximize awareness raising and mobilizing of action to address violence against children;
- Enhance the networking of agencies and organizations in the East Asia and Pacific region working to combat violence against children and promote follow-up mechanisms.

³ The UN Study has officially adopted UNICEF regional division; in this case, East Asia and Pacific (EAP), which includes the countries of Southeast Asia. Some other agencies that are members of the Steering Committee have slightly different regional groupings of countries and/or different names for the region.

Tasks of the Steering Committee

The Steering Committee will meet on a regular basis to undertake specific tasks that include:

Develop TORs for the Steering Committee and the consultant for children's participation	End June 2004
Support the development of a proposed budget, funding proposal and fund-raising strategy for the regional consultation (including a preparatory meeting)	Mid July 2004
Contract the consultant on children's participation	Early August 2004
Develop TORs for the coordinating group on children's participation	August 2004
Develop a set of minimum standards for children's participation in the regional processes for the UN Study	End August 2004
Develop a plan for children's meaningful and ethical participation in the regional processes for the UN Study	End September 2004
Prepare an information packet on the UN Study for national partners and inter-agency group that includes guidelines for adults and children on national preparations for the regional consultation and minimum standards for children's participation	October 2004
Prepare a summary and analysis of national government questionnaires	January 2005
Compile a regional assessment of existing information and data related to violence against children	June 2005
Organize a preparatory meeting for the EAP regional consultation	January 2005
Provide inputs from the UN Study to the 7th ministerial consultation	March 2005
Organize the regional consultation for the UN Study	May 2005
Discuss and agree upon a follow-up plan of action on violence against children	May 2005

Expected outputs

- National processes launched and supported
- Children involved in a meaningful and ethical manner, at the regional and national levels
- Regional preparatory meeting on 18-20 January 2005
- Presentation at the 7th EAP Ministerial Consultation on Children
- Regional consultation on 10-12 May 2005
- Report from the regional consultation and related advocacy documents
- Regional assessment of violence against children in East Asia and the Pacific
- Mechanisms for networking of agencies and organizations in the EAP regional working to combat violence against children established beyond the UN Study
- Set of minimum standards for child participation and supporting documents
- Information package on the UN Study for adults and children
- Plans of action for follow up after the UN Study
- Summary of government questionnaires

29. Children's participation coordinator

[TEMPLATE]

Terms of reference

Goal: To ensure the meaningful participation of children in the [insert official name of consultation].

Purpose: Responsible for the implementation and monitoring of Minimum Standards on Consulting with Children at the [insert official name of consultation], including the logistics/administration of under-18 delegates, their guardians and local partners.

Contract duration: [It is recommended that the children's participation coordinator be hired full time for at least one month before the local partners meeting and one month after the event]

Consultancy fee:

Reporting to: [It is recommended that one of the organizing committee member organizations/departments takes responsibility for all employment contracts and line management for staff coordinating the consultation]

NOTE: This TOR includes tasks for the administration and logistics of under-18 delegates and their guardians. For a large consultation, it may be appropriate to separate these tasks from the coordinator's and create a separate administration/logistics-focused role.

Background

[Insert background information on the event; explain if it is part of other activities.]

Two child delegates (younger than 18 years) from each local area will participate alongside adult delegates in the consultation. A preparatory workshop, scheduled directly before the consultation, will be used as a preparatory meeting for all 'under-18' delegates. Adult guardians will accompany under-18 delegates and take responsibility for their safety and welfare (maximum of two children per guardian).

It is expected that children will play an integral role in the consultation. A set of minimum standards for children's participation in the consultation is being implemented to ensure the meaningful and safe participation of children. The children's participation coordinator will adhere to the Minimum Standards for Consulting with Children and implement relevant guidelines (in the Operations Manual). Please see the attached documents.

Objectives of the consultation

[Insert objectives for the consultation – likely to have been developed by the organizing committee]

Dates and venue of the meetings:

- Local partners meeting: [insert date and venue]
- Preparatory workshop for under-18 delegates: [insert date and venue]
- Consultation: [insert date and venue]

A [insert official name of organizing committee – include footnote of ALL members of the organizing committee] has been established to organize the [insert official name of consultation], including the participation of children.

Assignment description

A children's participation coordinator is required to help ensure the meaningful and safe participation of children (under-18 delegates) in the [insert official name of consultation].

Monitor participation procedures:

1. Organize a local partners meeting: Develop the agenda and workshop activities (in liaison with a facilitator) for a [insert number] day meeting on [insert date].
2. Monitor the implementation of the Minimum Standards for Consulting with Children in collaboration with local partners, liaising with organizing committee and all staff recruited specifically for the consultation.
3. Develop a database of information on NGOs, agencies and children in the region with an interest and/or experience in children's participation.

4. Evaluate data from monitoring and evaluation procedures on children's participation and produce an evaluation report to be submitted to the organizing committee no later than six weeks after the consultation.

The children's participation coordinator will work in close collaboration with the hosts of the consultation [insert official name of organizing committee or hosting organization if different].

Management:

1. Oversee participation processes for the consultation; prepare recruitment and provide line-management for a team of support staff for under-18 delegates: a child-protection focal person, facilitators and translators and admin support staff [adapt as necessary].
2. Perform training/briefing for staff specifically employed for the consultation (in collaboration with the child-protection focal person) on the participation and child-protection procedures in place at the consultation.
3. Oversee management of finances for children's participation (in liaison with the organizing committee), reporting regularly to the organizing committee.
4. Participate in all meetings of the organizing committee, giving financial and logistical updates as necessary and providing assistance and support as required.

Logistics and administration tasks

[These can be included in the tasks for the children's participation coordinator or as a separate job just focusing on the administration/logistics role.]

Coordination of logistics:

- Ensure travel arrangements (flights and relevant other information) are secured for under-18 delegates and their guardians. Liaise with local partners to ensure insurance is secured for all under-18 delegates and guardians;
- Ensure accommodation, food, meeting rooms, provision of equipment and special needs of under-18 delegates are secured;
- Organize transport for under-18 delegates and their guardians, including airport pick-up and travel to the venue;
- Ensure extra curricular activities for under-18 delegates (field trip/party) are organized.

Organization of documents and information:

- Act as point of contact for under-18 delegates, guardians and local partners in terms of logistics – in particular, in terms of the registration process for places at the consultation;
- Monitor registration process, ensuring that the step-by-step registration procedures are followed;
- Collate and store consultation registration forms and participation agreements.
- Responsible for safe keeping of confidential data on under-18 delegates and guardians;
- Provide information about, and respond to problems, relating to official documentation, such as visas and registration forms;
- Develop information pack to give to under-18 delegates upon their arrival, including schedule, background information and information to help orient them in [insert city].

Coordination of interpretation and translation support at the consultation:

- Identify translation needs for the consultation and organize translation where necessary;
- Organize translation of the information pack and any follow-up documents for under-18 delegates. [adapt as necessary]

Documentation:

- Prepare instructions on 'balanced documentation' for documenters at the consultation;
- Ensure that materials/speeches/statements that are produced during the preparatory workshop for under-18 delegates are prepared for the consultation.

Working with facilitators:

- Support the work of the facilitators during the meeting, especially in terms of administrative tasks, liaising closely with the lead facilitator [adapt as necessary].

Working with child-protection focal point and doctor/nurse:

- Support the work of the child-protection focal point and doctor/nurse in terms of administrative tasks.

Personal specification***Essential***

- Past experience in children's rights and child participation at a national or regional level;
- Experience in managing teams (recruitment and training);
- Ability to manage finances and keep meticulous financial records;
- Familiarity and working experience in the region;
- Excellent communication skills (especially good written English);
- Ability to work under pressure and keep to deadlines;
- Pro-active and able to take initiative;
- Experience in communicating with networks in the region.

Desirable

- From the region;
- Direct working experience with children in participation processes.

Personal specification for administration/logistics tasks***Essential***

- Proven track record of experience in coordinating national/international consultations with children;
- Ability to communicate effectively in English, both written and spoken;
- Ability to keep meticulous financial records and work under time constraints;
- Excellent communication skills;
- Good working knowledge of computer applications, particularly Microsoft Word and Excel;
- Ability to communicate effectively in [insert local language for country in which the consultation will take place].

Desirable

- Experience in working with child-protection issues;
- Understanding of children's rights and [insert issue of the consultation].

Attached

1. Minimum Standards on Consulting with Children
2. Operations Manual

30. Child-protection focal person

[TEMPLATE]

Terms of reference

Goal: To ensure the meaningful and ethical participation of children in the [insert official name of consultation].

Purpose: Overall responsibility for child protection at the consultation. The first point of contact for any child-protection concerns for the [insert official name of the organizing committee] and all participants (both delegates and staff) at the consultation.

Duration: [It is recommended that the child-protection focal person starts the contract at least 12 weeks before the consultation and continues for two weeks after]

Fee:

Reporting to: Children's participation coordinator

Background

[Insert background information on the event; explain if it is part of other activities.]

It is expected that children will play an integral role in the consultation. In the [insert official name of consultation], a Minimum Standards for Consulting with Children has been developed along with an Operations Manual of numerous guidelines, including a child-protection policy, for ensuring the meaningful and safe participation of children at the consultation. Child protection has been given high priority in the Minimum Standards and accompanying Operations Manual, and child-protection measures will be closely monitored throughout the consultation.

The consultation will involve more than [insert number] participants, including representatives from [insert relevant participants, such as government, NGOs] as well as up to [insert number] children and their guardians. The consultation will take place in [insert venue and date]. Child delegates (known as under-18 delegates) will attend a preparatory workshop immediately prior to the consultation, on [insert date].

Assignment description

A child-protection focal person is being sought to ensure:

1. Local systems and resources for child protection are identified in advance and that responses are in line with these (such as external reporting systems and access to health/other services).
2. Risks have been identified and safeguards put in place and that there is ongoing assessment of risk throughout the consultation.
3. A procedure is developed for secure, confidential recording of incidents, concerns and referrals.
4. A step-by-step guide is produced on action to be taken if concerns exist regarding a child's safety or welfare.
5. A team of child-protection officers is developed and managed by the child-protection focal person (to include a member of the media team and the children's participation coordinator) to provide a 24-hour child-protection monitoring service during the preparatory workshop and the consultation.
6. All staff and delegates are briefed and aware of their child-protection responsibilities.
7. All delegates and staff are briefed and aware of the specific arrangements that have been made for child protection during the consultation.
8. Training/briefing workshops are given to guardians (before the start of the preparatory workshop) and under-18 delegates (during the workshop).
9. Appropriate responses are made that prioritize the protection needs of children.
10. Within a week of the consultation, a brief report on the consultation is delivered to the organizing committee, describing the effectiveness of child-protection procedures and including recommendations for change.

Consequently the following documents will need to be adapted or produced by the child-protection focal person:

1. A complaints procedure (for reporting and raising concerns);
2. An action plan for accidents and emergencies involving under-18 delegates;
3. A risk assessment for under-18 delegates;
4. A terms of reference for the child-protection team;
5. Briefing information for adult delegates, hotel staff and consultation staff;
6. A report on the implementation of the child-protection procedures.

Personal specification

Essential

- Proven track record of extensive experience in child-protection issues;
- Ability to communicate effectively in [insert language of consultation], both written and spoken;
- Excellent communication skills;
- An understanding of children's participation and participatory techniques.

Desirable

- Familiarity with the issue of [insert content/issue of consultation];
- Capacity to manage a team of staff/volunteers.

31. Child-protection team

[TEMPLATE]

Terms of reference

Goal: Ensuring the meaningful and safe participation of children at the [insert official name of consultation].

Purpose: To support the child-protection focal person in ensuring child protection at the consultation.

Duration: [Starting two or three weeks before the consultation until two or three days after the consultation].

Fee: [Team members can be voluntary – taken from the organizing committee]

Background

To help ensure the safety and well-being of all under-18 delegates participating in the preparatory workshop and the [insert name of consultation], the organizing committee has requested that a child-protection team be formed with the child-protection focal person responsible for its organization, briefing and functions. The child-protection team is expected to collaborate in the safeguarding of under-18 delegates through monitoring and risk assessment. Team members will also engage in a collective decision-making process on protection cases and issues for the duration of the under-18 delegates' stay in [insert city in which consultation takes place].

Objectives of the child-protection team

1. To monitor the overall protection situation of under-18 delegates to the preparatory workshop and the consultation and to help ensure that all protection rules are followed by adults and under-18 delegates alike;
2. To serve as points of contact on the issue of child protection and well-being, should any concerns or questions arise;
3. To oversee the enforcement of the child-protection policy established for all participants and staff involved in the preparatory workshop and the consultation;
4. To collectively review all reports received related to child protection and to assist in the implementation of responses.

Child-protection team members

The child-protection team will consist of the following members:

- XXXX, Child-protection focal person
- XXXX, Trained counsellor
- XXXX, Member of the organizing committee
- XXXX, Children's participation coordinator
- XXXX, Media coordinator

Responsibilities

All members of the child-protection team, upon agreement in accepting the position, agree to fulfil the following responsibilities:

General

1. To become familiar with and abide by all protection rules and protocols established for the preparatory workshop and the consultation and to help all participants and staff become familiar with them;
2. To maintain the confidentiality of all under-18 delegates' personal experiences, as well as any reports received regarding child protection, unless otherwise determined by the child-protection team in specific circumstances;
3. To monitor the situation of child protection and well-being at the preparatory workshop and the consultation and to help identify risks as well as gaps in rules and protocols so that they can be subsequently revised.

Specific

1. To participate in an initial briefing for the child-protection team on protection rules and responsibilities;
2. To attend two meetings, on [insert date], to discuss the child-protection situation, alter protection rules as needed and to review the implementation of rules and responses at the end of the consultation;
3. To be 'on-call' according to an agreed-on schedule with the child-protection team, to provide immediate protection support as needed;

4. To meet with the rest of the child-protection team as needed and at short notice, should a report be submitted regarding the safety or well-being of an under-18 delegate who requires an immediate response;
5. To accompany any under-18 delegate and guardian to the hospital, police station, psychologist or other social service centres during an emergency when requested to do so by the child-protection team;
6. To safely carry the following materials throughout the duration of the under-18 delegates' stay or to at least know who has such materials on hand:
 - a. Roster of under-18 delegates, including their photo and passport information;
 - b. Background information form, including experiential and medical histories on all under-18 delegates;
 - c. List of parent/guardian's phone numbers for all under-18 delegates;
 - d. 'On-call' schedule of child-protection team members;
 - e. Local emergency contact information and phone numbers for all child-protection team members;
 - f. Procedures for reporting and raising concerns relating to under-18 delegates' safety and well-being;
 - g. Action plan for incidents and emergencies involving under-18 delegates (including all forms);
 - h. Child-protection policy;
 - i. Media release forms for under-18 delegates.
7. To assist in implementing any other child-protection-related decisions or tasks required as determined by the child-protection team or the child-protection focal person.

32. Facilitator for under-18 delegates

[TEMPLATE]

Terms of reference

Goal: To ensure the meaningful and safe participation of children in the [insert official name of consultation].

Purpose: Responsible for ensuring the objectives of the preparatory workshop are met by developing an adequate workshop programme and adequate facilitation and that the objectives for under-18 delegates at the consultation are met.

Duration: [It is recommended that the facilitator is contracted to work at least two weeks before the consultation and two or three days afterward.]

Fee: Daily fee paid in instalments plus costs of flight and accommodation.

Reporting to: Organizing committee/children's participation coordinator [adapt as necessary].

Background

[Insert background information on the consultation, including objectives for the consultation, number of participants and other relevant details.]

[NOTE: This TOR assumes that the facilitator for under-18 delegates is solely responsible for facilitation at the preparatory workshop (including developing a facilitation team at the event) but becomes part of a wider team of facilitators (for both adults and children) at the main consultation – where the focus of the facilitator for under-18 delegates is the *children's* facilitation needs.]

It is expected that children will play an integral role in consultation. For the [insert official name of consultation], a set of Minimum Standards on Consulting with Children has been developed along with an Operations Manual of numerous guidelines for ensuring the meaningful participation of children. The facilitator will be required to adhere to the Minimum Standards.

Two events have been organized in which child delegates (known as under-18 delegates) require facilitation:

A [insert number]-day preparatory workshop for under-18 delegates of up to [insert number] children will take place on [insert date and venue]. This meeting will be used to prepare the under-18 delegates for the consultation.

The consultation will take place on [insert date and venue]. [Insert number] delegates in total are expected to attend, including up to [insert number] children who will require facilitation.

Assignment description

A facilitator for under-18 delegates is being sought to complete the following tasks:

1. Plan the agenda and workshops for the preparatory workshop for under-18 delegates, in liaison with the children's participation coordinator and with the support of administrative staff;
2. Facilitate a group of [insert number] children at the preparatory workshop to meet the objectives of the event;
3. Participate in a briefing session for the facilitation team at the consultation (reporting on progress from the preparatory workshop);
4. At the consultation, work as part of the facilitation team, ensuring that the objectives for under-18 delegates at the event are met;
5. Use participatory techniques in all events, including group work, which are non-discriminatory and gender-sensitive;
6. Ensure the smooth running of facilitated sessions, liaising with administrative staff to provide adequate equipment and materials for the planned sessions;
7. Keep to an agreed-upon time table;
8. Involve under-18 delegates in daily evaluation and detailed planning of the next day's agenda and activities;
9. Provide a verbal daily report to the children's participation coordinator;
10. Within a week of the consultation, deliver a brief report on the event to the organizing committee, describing the activities, techniques and outputs of the event, outlining the extent to which objectives were reached and identifying any supportive and/or limiting factors.

Personal specification***Essential***

- Proven track record of experience in facilitating children's involvement at international meetings;
- Ability to communicate effectively in [insert language of consultation], both written and spoken;
- Excellent communication skills;
- Experienced in creating participatory exercises appropriate to sensitive issues;
- Adaptable, flexible and enthusiastic.

Desirable

- Familiarity with the work of the participants;
- Familiarity with the issue of [insert content/issue for consultation].

33. Translator

[TEMPLATE]

Terms of reference

Goal: To ensure the meaningful participation of children in the [insert official name of consultation].

Duration: [insert number and dates of work], plus a preparatory training on [insert date].

Fee: [insert fee per day and when fee will be paid].

Reporting to: Children's participation coordinator

Background

[Insert background information on the consultation.]

It is expected that children will play an integral role in the consultation. A set of Minimum Standards on Consulting with Children has been developed to ensure the meaningful and safe participation of children at the consultation.

The consultation will involve more than [insert number] participants, including representatives from [insert relevant groups] as well as up to [insert number] children and their guardians. The consultation will take place in [insert venue and date]. Child delegates (referred to as under-18 delegates), will attend a preparatory workshop for [insert number] days immediately prior to the consultation [insert date]. Both events will use [insert language] as the main language.

Under-18 delegates are not expected to speak [insert language of consultation] to participate in both the preparatory workshop and the consultation. Consequently, providing an effective translation service for under-18 delegates at these events is a high priority for the organizers. Guardians (adults who accompany under-18 delegates to the consultation) will provide translation for under-18 delegates outside the consultation sessions (during their journey to and from the event, in the mornings before the consultation starts, during coffee and lunch breaks from the consultation and in the evenings) and as observers to under-18 delegates during consultations.

Assignment description

A team of translators is required to provide translation for under-18 delegates who speak a variety of languages.

Responsibilities of the translator for under-18 delegates:

1. Preparation

- Read all the background information about the workshop as provided by the organizer;
- Attend a briefing/training on [insert date] on the participatory translation method that will be used at the events and to be informed about child-protection policies and the background to the event as well as general procedures at the consultation.

2. Consultation interpretation

- Translators will sit close to the under-18 delegate(s) and will simultaneously translate while others are speaking in English.
- Whenever a point is missed by the translator, they will indicate this by raising their hand to indicate the need for some extra time for translation.
- It is expected that translation is always totally faithful to the original, especially when under-18 delegates are speaking and the translator is translating into English.
- Translators will be expected to build a good working relationship with the under-18 delegate(s) they are translating for and make sure that the relationship does not hinder in any way their capacity to participate in the consultation.
- All delegates will be asked to speak in plain [insert language]; facilitators will be available to support this request.

Application process

Please contact [insert name], children's participation coordinator

E-mail:

Telephone: XXX-XXX-XXX

Fax: XXX-XXX-XXX

Guidelines for translators

These guidelines are for translators for under-18 delegates attending [insert official name and dates of preparatory workshop and main consultation.]

Purpose

Under-18 delegates who are participating in the meeting need to be given the space to speak out. Your role as a translator, therefore, becomes very important as you become the voice of the under-18 delegates. The role and work of the translators is crucial to the successful participation of children at these events. You will not only translate what the under-18 delegates are saying but also what adults are saying.

Training

All translators will undergo a half-day training session, [insert date], to ensure that the following guidelines are understood and that a translation service is provided at both the above events that is consistent and sensitive to the needs of under-18 delegates.

Working with the under-18 delegates

- When an under-18 delegate is speaking, especially in a plenary session, stand up together with them and interpret when they have finished speaking.
- To show respect for the under-18 delegate, interpret exactly what they say.
For example, "My name is... and I come from... my experience is."
- Request the under-18 delegate to give adequate pauses. You can also jot down important ideas for easier translation.
- Avoid "She/He says..., What she/he wants to say is that..., I do not understand what she/he is saying, but I think...". Never give your own opinion.
- If you do not understand what the child has said, make sure you get clarification before you start interpreting.
- Avoid the use of colloquialisms, 'buzz words' and unfamiliar acronyms wherever possible to allow under-18 delegates to get fully involved in discussions. But, remember not to oversimplify or 'talk down' to the under-18 delegates.
- Encourage under-18 delegates to speak out when they are unable to follow discussions.

- Immediately inform facilitators if the under-18 delegate does not understand what is being said. Do not take on the role of giving explanations.
- Do not answer for the under-18 delegate.
- Learn to read the body language (non-verbal) of each under-18 delegate.
- Congratulate the under-18 delegate for every progress achieved in overcoming inhibitions and for any presentation made.
- Do not show any doubt to what the under-18 delegate is saying. Remember that when speaking in front of people, the under-18 delegate totally relies on your help to communicate with others.
- Recognize that it may be the first time for the under-18 delegate to visit a foreign country. Help make this visit truly an educational experience.
- Do not promise or give anything, in cash or in kind, that may raise false expectations from the under-18 delegate.
- Make a closure at the end of each day by formally turning over the under-18 delegate to the adult guardian.
- Ensure confidentiality of information about the under-18 delegate's personal life.
- If the under-18 delegate wishes to speak in English instead of his/her local language, let them do so but do not force them.

Working with the under-18 delegate's guardian

- Take time to ask the guardians about the background of the under-18 delegate and experiences in participating in other conferences.
- Avoid engaging in long discussions with adults without translating back to the under-18 delegate.
- When handing under-18 delegates back to guardians at the end of each day, please spend five minutes explaining how the day went to the guardian.

Working with facilitators and organizers

- Be open to discuss with any of the facilitators any problem or difficulty you encounter so that they can immediately deal with it.
- Make sure that you receive, in advance, copies of all written information available to participants.

- Make the agreed sign if someone is speaking too quickly for good interpretation. Lift a hand (or do the 'T' sign) and indicate the need for extra time for translation.
- Immediately inform the facilitators or organizers if any of the under-18 delegates with whom you are working needs any special attention or does not feel well.
- If a child-protection issue is raised by the under-18 delegate, ensure you have the permission of the under-18 delegate before you speak to the child-protection focal person, [insert name]. Encourage the under-18 delegate to accompany you to speak to the child-protection focal person.
- Always be ready to provide a brief report about your progress at the end of each day.
- You may be required to translate certain words or sentences by organizers for the sessions.

Child protection at the consultation

[Add information from the staff pamphlet on child protection and distribute pamphlet to translators.]

SECTION 10

FOLLOW UP

34. Follow-up guidelines for local partners

34. Follow-up guidelines for local partners

Having participated in high-level discussions on issues that directly affect them, under-18 delegates will need effective follow-up activities. These will help prevent feelings of bewilderment and dissatisfaction caused by a sudden end to what will have been an intensive experience.

Local partners are in a key position to help ensure that effective follow up takes place for under-18 delegates.

Local partners are consequently requested to:

- Arrange a de-briefing meeting with both under-18 delegates to the consultation within a month of their return from the consultation;
- Give opportunities for under-18 delegates to feedback and use their experience of participating in the consultation with their peers, or with projects they are connected to and with local communities or organizations;
- Provide support to under-18 delegates in order that they can be involved in follow-up activities from the consultation. Follow-up activities should include opportunities for children and adults to jointly review commitments and assess progress;
- Involve any reserve under-18 delegates (who were not able to go to the consultation) in follow-up activities;
- Translate any outcome documents from the consultation into local languages and distribute to children as appropriate.

The organizing committee will ensure that all under-18 delegates and local partners will receive a copy of outcome documents from the consultation.

The following questions can be used as a guide for your de-briefing and follow-up with under-18 delegates.

NOTE: Although some of the questions are repetitions from previous evaluation forms, it is often useful to ask the same questions after different periods of time to analyse altered perspectives.

Please submit the de-briefing forms to the children's participation coordinator. All data from these forms will be treated as confidential. [Insert deadline of one month after consultation.]

De-briefing questions for under-18 delegates

Please read the following questions and add your comments in the box provided.

We really want your feedback so please fill in the comment box. We want to improve children's participation at these kinds of meetings so don't be afraid to criticize or make suggestions! If you need more room to write, please use the other side of the paper.

Question	Comment
1. Did you attend any preparatory events before you came to the consultation?	
2. Did you have a good idea of what you would be expected to do in the consultation?	
3. Did the preparatory workshop properly prepare you for your participation in the consultation?	
4. Were you happy with the way decisions were made at the preparatory workshop?	
5. Did facilitators help you to express yourself during the consultation's workshops?	
6. Were you happy with the translation during the consultation?	
7. Were you happy with your guardian?	
8. From the list below describing children's participation, please circle one sentence that you think sums up the participation of under-18 delegates in the consultation: NOTE: You may want to read the list more than once to give yourself time to reflect.	
Children were visibly present but did not make decisions. Adults controlled the decisions and opinions of children. Children were taking decisions but not equally with adults. Children were taking decisions equally with adults.	
9. Can you assess or comment on the adults' behaviour in the consultation:	
Did they seem knowledgeable on what they were talking about?	
Attention/concentration?	
Paying attention to meeting rules?	
Adults' speeches?	
Adults' questions (in workshops/plenary)?	
Listening to other adults?	
Listening to under-18 delegates?	

Question	Comment
10. What is your opinion on the behaviour of under-18 delegates ?	
Did they seem knowledgeable on what they were talking about?	
Attention/concentration?	
Paying attention to meeting rules?	
Under-18 delegates' speeches?	
Under-18 delegates' questions (in workshops/plenary)?	
Listening to adults?	
Listening to other under-18 delegates?	
11. Have you spoken to any of the following groups of people about your experience with the consultation?	
■ Other children and young people	
■ Projects you are connected to	
■ Local community or community organizations	
■ Media	
■ Other	
12. Are any follow-up activities (meetings, campaigns, events) planned in your country?	
13. Is there anything you think we should do differently the next time we organize a similar consultation?	

Any other comments:

Thank you for your time.

Acknowledgements

The Minimum Standards on Consulting with Children and the associated Operations Manual were developed as part of a process to ensure meaningful and high-quality children's participation in the UN Study on Violence against Children East Asia and the Pacific Regional Consultation and associated meetings. Thus many individuals, especially children and technical experts, as well as national and international non governmental organizations and intergovernmental organizations have contributed to, provided invaluable advice on and otherwise influenced the final text. The East Asia and Pacific Steering Committee on Violence against Children, which organized the Consultation, supported meaningful children's participation throughout the process.

Helen Veitch, child-participation consultant, organized children's participation at and for the Regional Consultation. Helen compiled information from a variety of sources, developed and wrote the Minimum Standards and Operations Manual, including piloting and improving the content based on a six-month evaluation project. The Inter-Agency Working Group on Children's Participation (IAWGCP) would like to express heartfelt appreciation and thanks to Helen for her dedication and skill in successfully completing this immense task.

The IAWGCP would also like to express appreciation for the work of the members of the East Asia and Pacific Steering Committee on Violence against Children Sub-group on Children's Participation – Henk van Beers, Mattias Bryneson, Judith Ennew, Manuel Finelli, Dominique Pierre Plateau, Kritsana Pimonsaengsuriya and Junita Upadhyay – for their leadership, technical input and advice.

A number of individuals supported the piloting process, contributed sections and provided feedback on various drafts. Sincere thanks are due to Ratjai Adjayutpokin, Ernie Cloma, Suki Dixon, Amalee McCoy, Guy Thompstone, Jay Wisecarver, and the representatives of National Focal Agencies for Children's Participation for the Regional Consultation. Karen Emmons skilfully completed the challenging task of editing the final text from a sometimes bewildering variety of different drafts.

Particular gratitude must be expressed to the young people who helped pilot the material and provided feedback on the children-friendly information and Minimum Standards: Michael Bendall, Maria Corazon M Buala, Margarita Harou, Casey Havercamp, Wah Man Yin Minnie, Samuela Rawala Raika, Nos Werao, and the staff and students of Garden International School, Bangkok.

Last, but very much not least, thanks are due to all the children and young people who supported and participated in the UN Study on Violence against Children consultations in East Asia and the Pacific.

The Minimum Standards and Operations Manual have drawn on publications, toolkits and other materials from several different organizations, including resources from ECPAT International, FICE Scotland (Fédération Internationale des Communautés Educatives, Scotland), ILO-IPEC Sub Regional Office for East Asia, the Save the Children Alliance and World Vision Asia Pacific.

This publication was developed by the East Asia and Pacific Inter-Agency Working Group on Children's Participation and made possible with the support of its member organizations – ECPAT International, Knowing Children, Plan International, Save the Children Sweden, Save the Children UK, UNICEF EAPRO and World Vision Asia Pacific.

