

**ASEAN Trade Union Council
Youth and Women Committee
Terms of Reference and Rules of Procedure**

1. Structure and objectives

The ATUC youth and women structure will address and promote the concerns of young and women workers in trade unions, ASEAN and elsewhere. It will operate through (1) a Youth and Women Assembly with delegates from all affiliates, (2) a Youth and Women Committee with members from the Assembly, (3) and Officers consisting of two co-chairs, two vice chairs and eight substitute officers.

Its main objectives are:

- To adopt and promote positions on issues relating to youth, gender and equality, for workers in the formal and informal economy, including in the context of labour migration, in ASEAN;
- To engage ASEAN bodies, mechanisms and processes and other ASEAN stakeholders in addressing youth and women concerns, including equal opportunities and equal treatment between men and women;
- To develop, implement and monitor youth and gender equality programmes, and ensure the mainstreaming of youth and gender in policies and actions of the ATUC and its affiliates;
- To support the formation of youth and women structures or increased youth and women representation in trade union activities and decision-making bodies at all levels; and
- To facilitate the inclusion of youth and women, including migrant workers, in trade unions through union organising and other forms of self-organisation.

2. Youth and Women Assembly

The Assembly will elect the members of the Youth and Women Committee and chart the directions of the Committee towards its objectives consistent with ATUC programmes of action.

The Assembly will be composed of two delegates each from affiliates.

Delegates will be chosen from among four nominees of each affiliate – two women, and two youth (a young woman and a young man). Youth nominees must be 35 years old or younger.

The ATUC Secretariat will accept two delegates from the four nominees in consultation with the affiliate considering gender and age balance of the composition of the Assembly. The other two nominees will automatically become substitutes for the affiliate in the Assembly.

Delegates must come from the youth and women structures of their organisations, and/or have responsibilities and experience in youth and gender concerns. Delegates will promote youth and women concerns, including gender equality both within the ATUC and in their own organisations and in ASEAN and ASEAN Member States.

The Assembly will meet at least once every two years.

3. Procedures for election

Each delegate of the Assembly shall have one vote.

The ATUC Secretariat will organise the elections. One or two delegates who are not candidates for any post shall assist the Secretariat with counting the votes.

4. Youth and Women Committee

The Committee shall have 12 titular members (2 women, 4 young women and 6 young men) respecting age and gender balance. Geographical distribution and/or size of youth and women membership of the organizations to be on the Committee shall also be considered.

Youth members must be less than 31 years old at the time of their election to respect the age limit of 35 years. Except for second substitutes, only those present in the elections are eligible.

The Committee shall have six first and six second substitute members. They shall attend meetings of the Committee on behalf of titular members unable to attend. Titular members will advise the ATUC Secretariat at the earliest time possible of their unavailability for meetings.

4.1 Officers of the Youth and Women Committee

The members to the Committee will elect two co-chairs (one woman, one youth), two vice-chairs (one woman, one youth) and eight substitute officers (four young women, four young men) from among themselves. Age, gender and geographical balance shall be ensured.

The officers of the Committee shall serve for a period of four years. No person will hold the same or any position for more than eight years.

A co-chair who leaves or become ineligible, will be replaced by one of the two vice chairs, to be elected by the Committee. A vice chair who leaves or becomes ineligible, will be replaced by a substitute officer, to be elected by the Committee.

Vacancies occurring in the substitute officers shall be filled by election among the members of the Committee.

Vacancies in the members of the Committee shall be filled by the affiliate to which such member belongs.

The successor will serve the unexpired term of the position.

4.2 Responsibilities, representations and cooperation

The Committee will:

- Implement the decisions of the Assembly, including organising conferences and/or set up working groups for a limited period to work on specific issues when necessary;
- Propose programmes and actions for ATUC engagement in ASEAN structures on women and youth;

- Represent ATUC in invitations concerning youth and gender concerns.

The Co-Chairs will:

- Take turns in chairing the meetings of the ATUC Youth and Women Committee;
- Represent the Committee or recommend a suitable representative from among the Committee members to participate in ATUC programmes and activities;
- Serve as provisional Vice Presidents of ATUC, until formally elected by the ATUC Executive Council.

The Committee and its Officers will establish and maintain cooperation, where appropriate, with the ITUC-AP Youth and Women's Committees and other youth and women organisations.

The Committee will meet at least once a year. In between annual meetings, the Committee will meet remotely if necessary. The meetings will be held on dates and place decided by the ATUC.

More than one half of the members of the Committee shall form a quorum. All major decisions of the ATUC Youth and Women Committee shall be arrived at by at least a two-thirds vote of its members.

The Chairs of the ITUC-AP Youth and Women Committees are invitees as observers to the ATUC Youth and Women Committee meetings; unless in exceptional circumstances and after consultation with the ITUC-AP, the costs of their participation could not be supported.

4.3 Operating costs

The Committee's operating costs including travel and accommodation incurred by members to attend Committee meetings and the Co-Chairs to attend the ATUC Executive Council will be borne by ATUC as finances permit.

4.4 Working language

The Committee's working language is English.

5. Secretariat

The ATUC Secretariat is the Secretariat of the Assembly and the Committee. It shall cause calling of meetings, setting the agenda in consultation with the Committee co-chairs, providing documents, reports and minutes of meetings, and monitor and record actions towards decisions of the Committee and Assembly.

Adopted on 14 August 2018, Bangkok, Thailand.