



Global Youth and Mayors Forum Terms of Reference

Version 2.0

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What is C40?

C40 connects 96 of the world's largest and most influential cities committed to taking bold climate action to create a healthier and more sustainable future for all. Representing 700+ million citizens and one quarter of the global economy, mayors of the C40 cities are committed to delivering on the most ambitious goals of the Paris Agreement at the local level, as well as to cleaning the air we breathe. The current chair of C40 is Mayor of Los Angeles Eric Garcetti; and three-term Mayor of New York City Michael R. Bloomberg serves as President of the Board. C40's work is made possible by our three strategic funders: Bloomberg Philanthropies, Children's Investment Fund Foundation (CIFF), and Realdania.

To learn more about the work of C40 and our cities, please visit [our website](#), or follow us on [Twitter](#), [Instagram](#), [Facebook](#) and [LinkedIn](#)

Background

Around the world, young people are demanding action on the climate crisis and climate justice. As the youngest generation, their futures and livelihood are most at stake. The youth climate movement has produced some of the most powerful, influential and articulate leaders for global climate action that prioritises social justice. It's also important that mayors engage and work with youth meaningfully and collaboratively to address issues in cities and build a better and greener future together.

C40 Chair and Mayor of Los Angeles Eric Garcetti has set out his vision for a green and equitable future through a Global Green New Deal – recognizing that we are in a climate emergency and we must take action that will serve the many, not the few. Mayors are doing a lot, but nobody is doing enough to avert the climate crisis. To accelerate implementation of climate action in line with a 1.5°C target and provide global leadership to stop climate breakdown, C40 mayors must collaborate with a broad coalition of actors including youth leaders, unions, business leaders, civil society groups and regional and national governments. C40's Global Youth Initiative will play a crucial part in building this coalition.

C40's Global Youth Initiative will facilitate meaningful engagement between youth climate leaders and C40 mayors. This initiative will build on the inspiring Youth and Mayors Roundtable event convened at the 2019 C40 World Mayors Summit in Copenhagen, where a delegation of 30 youth leaders met with mayors. At the summit, youth expressed interest in learning more about how C40 operates, examples of C40's bold, science-based climate action, and how to advocate for further action and ambition in their cities. This work will largely be done through the establishment of the **Global Youth and Mayors Forum**.

Purpose of the Global Youth and Mayors Forum

The purpose of the **Global Youth and Mayors Forum** is to facilitate conversations and collaborative climate action between C40 mayors and youth climate leaders that help accelerate the implementation of a Global Green New Deal, further develop global leadership on the climate emergency through training, and share best practices for cities regarding youth engagement.

What will the Global Youth and Mayors Forum discuss?

These will be the main topics discussed by the Forum:

- Proposals for how the [principles](#) of the Global Green New Deal can be implemented in cities and globally, creating a shared global science-based agenda for urgent action;

- Proposals for how cities can engage with youth climate leaders, and how mayors and youth climate leaders can better work together;
- Identification of key opportunities and threats to secure or defend world-leading climate policies, and discussion on how to work together to secure or defend them e.g. [responding](#) to the COVID-19 pandemic.

The Global Youth and Mayors Forum is not a decision-making body. However, ideas and proposals from the Forum will be seriously considered and subject to the approval of the Chair or Steering Committee and as appropriate, C40 will take forward these proposals.

Where proposals are not taken forward, the reasoning will be made clear to participants.

List of potential/expected deliverables

- Virtual and in-person meetings of the Global Youth and Mayors Forum as well as virtual/in-person Regional Gatherings.
- Proposals for joint campaigning action and initiatives. For example, the members of the Forum may propose public letters, an event, coordinated days of action, petitions, a report, a social media campaign, co-organized initiatives with relevant partners identified by the Forum, etc.
- Training and development opportunities for youth Forum members and a number of youth climate leaders not part of the Forum. Based on identified learning needs this could include, strategy development skills, analysis and use of evidence for advocacy, adult-youth mentorship, peer-to-peer learning opportunities, etc.
- A best practice guide on youth engagement for cities including a set of principles on Meaningful Adolescent & Youth Engagement.
- C40 communications will amplify youth voices and highlight youth action.
- Support the establishment of youth climate councils/formalised ways of youth shaping city policies for inclusive climate action and implementing climate action plans.
- Press working including conferences, media interviews and press releases.

Equality, diversity and inclusion

The Global Youth and Mayors Forum will at all times seek to be an empowering space for all participants, and respect and celebrate the diversity of its participants.

Every Forum member should be able to participate free from harassment, regardless of age; gender; disability; gender reassignment, identity or expression; race; religion or belief or lack thereof; sexual orientation; marital/civil partnership status; pregnancy; maternity and paternity; national origin; language spoken, native language or proficiency in English; socioeconomic group or any other protected characteristics.

The Forum will proactively work to engage participants from disempowered, marginalised backgrounds and under-represented groups in the global climate movement and amplify their voices.

C40 uses an inclusive definition of “woman” and “female”. Trans women, genderqueer women, and non-binary people who identify, have identified, or have been identified as female or woman are welcome to participate in the work of the Global Youth and Mayors Forum.

Definition of Youth and C40 Mayor

‘Youth’ will be defined as young people aged between 14-25 (inclusive).

‘C40 Mayor’ is the most senior official from each C40 city who holds executive and managerial authority over significant public services (especially those relevant to climate change policy); has jurisdiction over a sizable portion of the metropolitan area including the commercial or historic center of the city; and is a widely recognized figure with acknowledged public legitimacy.

STRUCTURE

Meetings of the Global Youth and Mayors Forum

Global Youth and Mayors Forum

- The Global Youth and Mayors Forum will meet a total of two (2) times a year, with required attendance by both youth and mayors.
 - The Global Youth and Mayors Forum will have one (1) in-person meeting annually, usually organised to coincide with a C40 milestone event (like a C40 Summit), to reduce the demand on mayors and youth climate leaders to travel for two separate events.
 - The Global Youth and Mayors Forum will also have one (1) virtual meeting, also usually organised to coincide with a C40 milestone event.
- In addition, youth members of the Forum will always meet together with C40 staff, virtually or in-person, ahead of the two (2) meetings with the mayors of the Forum.
- Other activities to engage youth leaders and leaders in C40 activities will be arranged outside of formal meetings of the Forum, as appropriate, in order to engage youth leaders beyond those participating in the Forum. This may include opportunities for learning, training and skills development.

Regional Gatherings

- In addition, regional convenings of mayors and youth climate leaders to accelerate implementation of climate action will be held, across as many C40 regions as possible, over the course of the Chairship of Mayor Eric Garcetti (2020 - 2022 or 2023).
- The mayors from different regions (see below) and the youth members from that region will support C40 staff to identify the regional participants.
- The mayors on the Forum will also engage with other mayors in their region on the topic of youth engagement, liaising with the Steering Committee mayor(s) for that region, and the Steering Committee mayor who co-chairs the youth Forum, as appropriate.
- The Regional Gathering may be a virtual or an in-person event.
- Regional Gatherings will be organised by C40 staff in consultation with members of the Global Youth and Mayors Forum.

C40 staff will work with members of the Forum to agree a schedule of meetings for the year(s) ahead.

Membership of the Forum

- There will be youth members selected from each continent, with additional representation from continents with more than one (1) billion people in order to ensure that the Forum is representative of global youth and perspectives from across the world.
- Youth climate leader members shall usually be a member of the Forum for one (1) year, but no more than two (2) years.
- The first group of youth members will be part of the Forum until at least December 2021.
- **Up to Nine (9) C40 mayors** – One (1) C40 Steering Committee Vice Chair representative who will be from the Global South, a maximum of seven (7) C40 mayors drawn from across C40's regions, and one (1) C40 mayor from a C40 Innovator City.
- Mayoral members shall usually be a member of the Forum for two (2) years to the extent that mayors are engaged and participating.

The work of the Forum will be supported by dedicated C40 staff members including but not limited to the Senior Campaigns Manager, Global Youth Initiative.

Appropriate C40 staff will be invited to attend and observe the Forum.

The Forum co-chairs may agree to invite other observers or contributors if appropriate.

Selection of Forum members

Selection of Mayoral members

- C40, in consultation with mayors will agree which mayors will be members of the Forum.
- C40 will select its mayor participants based on commitment to youth engagement, geographic diversity and in line with C40 commitment to ensuring equal representation of women, at least 50% of mayoral participants will be women.
- C40 will strive for a mix of Global South and Global North mayors.

Selection of youth members

- As requested by youth leaders, C40 staff will coordinate the selection of youth climate leaders to join the Forum.
- An application process and set of criteria will be developed by C40 staff, with feedback from youth leaders.
- C40 staff will work to select a diverse and representative group of youth leaders from a range of backgrounds and experiences and will strive to have representation from both the Global North and Global South.
- At least 50% of the youth members for each continent shall be self-defining girls or women.
- At least 50% of the overall youth membership shall be self-defining girls or women.
- This selection shall be conducted annually.

Co-Chairs of the Global Youth and Mayors Forum

- Meetings of the Forum will be co-chaired by a youth member and a C40 mayor.
 - The C40 Steering Committee Vice Chair representative will usually co-chair the meeting, or will delegate another mayor if unable to attend the Forum.
 - Youth members will agree to a co-chair in advance of each meeting with support from C40 staff.
 - At least one (1) of the co-chairs for each meeting will be a girl or a woman.
 - The mayoral co-chair will be the C40 Steering Committee Vice Chair representative.

Business of the Forum

- Meetings will usually be conducted under '[Chatham House Rule](#)'.
- C40 staff will facilitate the drafting and agreement of an agenda with input from both participating youth members and C40 mayors in advance of the meeting.
- The agenda for the meeting will be circulated at least one (1) week in advance to all participants.

Responsibilities of Global Youth and Forum members, and C40 staff

Responsibilities of youth members

Youth members will be expected to:

- Attend the two (2) meetings of the Global Youth and Mayors Forum a year;
- Attend and take part in the regional gathering if it takes place in their region;
- Attend at least 2 virtual calls with C40 Global Youth Initiative staff in one year;
- Give feedback and take part in the initiatives of the Global Youth and Mayors Forum. Youth members will also give suggestions on the perspective of youth climate groups that they are involved in, and give ideas from their own personal experience.
- Adhere to the C40 Safeguarding Policy and Code of Conduct

The youth members and mayors will not be expected to be aligned on all policies or positions of C40 mayors, and will never be discouraged from holding independent positions from C40 mayors.

Youth participants should be aligned with the general principles of C40's Global Green New Deal and committed to youth engagement in urban climate action.

C40 will cover all costs of expenses for youth members and where appropriate parents/guardians/chaperones to attend Forum meetings.

The amount of time required from youth members will be reasonable.

Youth members will receive training and support that exceeds requests being made of them by C40.

Responsibilities of mayor members

Mayoral members will be expected to:

- Attend the two (2) meetings of the Global Youth and Mayors Forum a year;
- Host a regional gathering or convening during the course of the Chairship of Mayor Eric Garcetti, and support the engagement of other regional mayors.
- Promote youth engagement in city climate action.
- Via city officials, input into the development of a C40 best practice in youth engagement resource.
- Support and actively participate in the initiatives of the youth programme where possible.

The Vice Chair representative will be expected to report on meetings and proposals of the youth council to the Steering Committee, at least once per year, supported by C40 staff.

Responsibilities of C40 staff

- Overall delivery of the youth programme, including ensuring all meetings are conducted in a safe and secure manner.
- Ensuring C40's safeguarding policies are followed at all times.
- Ensuring agreed mayor and youth council proposals are taken forward and where it's not possible to take forward proposals, a reasonable explanation is provided to all parties.
- Supporting youth and mayors to fully participate in the meetings and meeting access needs where possible.
- Ensuring notes of the meeting (under Chatham House Rule) are circulated to all participants.
- Supporting the Vice Chair to report to the Steering Committee and Chair on the Global Youth and Mayors Forum.
- Ensuring governance of the programme as per these terms, including ensuring the C40 Chair is briefed as appropriate on proposals of the Mayor and Youth Forum and requested to make decisions as appropriate.
- Ensuring youth participants of the council are informed as to the progress of activities under the youth initiative, and as to other relevant C40 high level activities.
- Ensuring appropriate resources are provided for youth members to ensure their participation is fulfilling, is a net positive to their ability and capacity to engage in youth climate movements, and does not place an inappropriate burden on any member.

Safeguarding and conduct

- C40 takes its safeguarding duties and responsibility to protect children and vulnerable adults extremely seriously.
- C40's Safeguarding Policy, Events Code of Conduct and equal opportunities policies shall apply and shall be made available for participants in the Forum.
- Participants or observers in breach of the rules may face removal from the Forum and may be subject to disciplinary action.

Duration of the Terms of Reference

The Terms of Reference will be reviewed and potentially updated at least every two (2) years, but not more than once per year.