

Statute on Governance, Structure, and Direction of the CTBTO Youth Group (CYG)

1. Name

The name is the CTBTO Youth Group, herein referred to and abbreviated as CYG.

2. Mission and Purposes of the CYG

2.1 The mission of the CYG is to support and promote the objectives of the Comprehensive Nuclear-Test-Ban Treaty (CTBT) and its entry into force and full implementation, in line with the broader goals of international peace, security, and sustainable development. The CYG aims to foster understanding and engagement among young professionals and students with the work of the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO).

2.2 The purposes of the CYG shall be:

- A. To raise awareness and promote understanding of the CTBT and the verification regime among youth;
- B. To provide a platform for youth engagement in support of the Treaty's universalization and entry into force;
- C. To facilitate professional development, capacity-building, networking, and knowledge exchange among CYG members and experts within the CTBTO and related fields; and
- D. To encourage interdisciplinary dialogue and cooperation in areas related to nuclear disarmament, non-proliferation, science, technology, and international policy.

3. Membership

Membership is free of charge and open to all individuals meeting the eligibility criteria, subject to the approval of the Steering Committee.

3.1 Eligibility

The following criteria are required for individuals to become members of the CYG Group:

- A. Be under 35 years of age; and
- B. Demonstrate commitment to and interest in promoting the purpose of the CTBT and the mission and purposes of the CYG, as defined in Section 2 above.

3.2 Selection procedure

Applications for membership shall be submitted through the official CYG website and be subject to approval by the Steering Committee pursuant to the candidate's motivation as demonstrated throughout the application procedure.

3.3 Membership Responsibilities

Members are expected to:

- A. Promote the purposes of the CYG and contribute to its mission and activities;
- B. Act in accordance with the highest standards of integrity, professionalism, respect for diversity;
- C. Familiarize themselves with the CTBT framework, including the completion of the online course provided upon admission to the CYG.

3.4 Members' Rights

Members have the right to:

- A. Participate in CYG activities, meetings, and initiatives subject to any applicable eligibility criteria, registration requirements, or other conditions established for the relevant activity;
- B. Contribute ideas, initiatives, feedback, and proposals for CYG projects through the appropriate channels;
- C. Receive timely information regarding the governance, activities, elections, and Annual Reports of the CYG;
- D. Vote in elections, stand as candidates in elections for CYG positions, and participate in the Annual General Meeting (AGM), in accordance with this Statute and any applicable election procedures; and
- E. Submit project proposals to the Steering Committee for consideration in accordance with the established project review process.

4. Steering Committee

The CYG is led by a Steering Committee, which serves as its principal coordinating and administrative body. The Steering Committee is responsible for providing the strategic direction of the CYG, keeping track of the membership and related data, overseeing the implementation of its activities, representing the CYG in its interactions with the CTBTO and other external actors or organizations, and ensuring that the CYG operates in accordance with its mission, purposes and this Statute.

The Steering Committee shall meet regularly, at least once per month, or more frequently as deemed necessary, to discuss the CYG's overall strategy, review the status of projects and address any other matters relevant to the CYG.

At its first meeting, the Committee may adopt Rules of Procedure by simple majority to guide its meetings and decision-making processes, including, as appropriate, rules on agendas, quorum, voting, minutes, order of speakers, conflicts of interest, confidentiality, and records management.

4.1 Composition

The Steering Committee shall comprise the following elected positions:

- **President**
- **Vice-President**

- **Secretary**
- **Global Projects and Regional Engagement Coordinator**
- **Communications and Outreach Coordinator**
- **Communications and Outreach Coordinator**
- **Partnerships Coordinator**

4.2 Responsibilities of Steering Committee Members

All Committee members are expected to dedicate sufficient time to fulfil their responsibilities effectively, ordinarily averaging approximately four (4) work hours per week to the CYG and to attend all Steering Committee meetings unless a valid reason for absence is provided. In addition to these general obligations, each Steering Committee member has specific duties associated with their respective role, as outlined in the following sections.

4.2.1 The President shall:

- Provide overall leadership and strategic direction for the CYG and its activities;
- Chair Steering Committee meetings, proposing a draft agenda for adoption in each session and ensuring effective decision-making;
- Serve as the principal representative and spokesperson of the CYG, in particular in its official interactions with the CTBTO and external partners;
- Facilitate consensus-building, maintain internal cohesion, and address issues requiring mediation or guidance;
- Liaise with the CTBTO where an activity involves the CTBTO name, logo, premises, funding, staff participation, official meetings, or other CTBTO resources or institutional interests;
- Oversee preparations for the Annual General Meeting;
- Oversee preparation of the Annual Report for submission to all CYG members and to the CTBTO;
- Ensure the implementation, coherence and alignment of CYG activities and initiatives with its mission and values as well as its compliance with this Statute.

4.2.2 The Vice-President shall:

- Perform the duties of the President in their absence;
- Support strategic planning, implementation of activities, and coordination among Steering Committee members;
- Oversee membership development and engagement, and contribute to internal capacity-building;
- Assist the President in maintaining constructive relations with CTBTO and other relevant partners;
- Oversee preparations for the Annual General Meeting;
- Assist in the preparation of the Annual Report and other official documents;
- Perform any additional responsibilities delegated by the President;
- Keep track of the membership report.

4.2.3 The Secretary shall:

- Coordinate internal communications and document management;

- Support the organization and logistical coordination of events and official CYG activities;
- Record and maintain the minutes of CYG meetings and share them, where appropriate, with CYG members in a timely manner;
- Oversee preparations for the Annual General Meeting.
- Support knowledge preservation and transfer across administrations of the CYG;

4.2.4 The Global Projects and Regional Engagement Coordinator shall:

- Serve as the principal focal point for global project and activity proposals, and their implementation;
- Oversee the review, prioritization, development and implementation of project ideas at the regional level in consultation with the Steering Committee;
- Ensure that all projects follow the established project lifecycle, including proposal submission, Steering Committee review, obtaining any prior written authorization required from the CTBTO, implementation, and post-project outcome reporting;
- Apply objective and transparent criteria in the review and prioritization of project proposals, including, as appropriate, their relevance to the CTBT and the objectives of the CYG, feasibility, anticipated impact, regional balance, availability of volunteer capacity and resources; Coordinate with CTBTO, as requested by the President, on matters requiring authorization where an activity involves the CTBTO name, logo, premises, funding, staff participation, official meetings, or other CTBTO resources or institutional interests, including logistical or financial arrangements;
- Monitor implementation and ensure timely reporting and evaluation of project outcomes and lessons learned;
- Promote transparency, accountability, and adherence to the CTBTO's mandate in all CYG projects.
- Facilitate communication and coordination among Regional Coordinators, Steering Committee members, and the broader CYG membership;
- Support the organization of regional events, initiatives, and projects in collaboration with the Regional Coordinators and other relevant stakeholders, ensuring that regional perspectives and needs are reflected in the planning and implementation;
- Provide periodic updates, in particular during Steering Committee meetings, regarding regional engagement, challenges, and opportunities.
- Support multilingual project implementation where feasible, subject to available volunteer capacity and resources..

4.2.5 The Communications and Outreach Coordinators (two positions) shall:

- Oversee the development and implementation of CYG outreach and public engagement strategies, including the creation of relevant content;
- Prepare youth-friendly, accurate, and accessible communication materials on the CTBT and CYG activities, and liaise with content creators, as appropriate, in the event that such an initiative is launched;
- Coordinate with Regional Coordinators, as appropriate, to support and delegate content creation, and to ensure equitable geographic representation of CYG in outreach and communication materials;

- Manage the CYG's external communications channels, including newsletters, social media, and official announcements;
- Support awareness-raising campaigns, public information initiatives, and youth engagement activities across regions;
- Promote consistent branding and messaging across all CYG platforms and initiatives;
- Collaborate with the Website and IT Coordinator to ensure coherence between online communication tools and outreach objectives.

4.2.6 The Partnerships Coordinator shall:

- Lead engagement with other youth groups, student associations, and young professional networks active in disarmament, non-proliferation, peace and security, science diplomacy, or other CTBT-related fields;
- Identify opportunities for joint initiatives, exchanges, capacity-building activities, and cross-organizational collaborations, formal cooperation, joint events, research engagements, internships and training activities aligned with CYG objectives
- Facilitate the participation of CYG members in collaborative youth initiatives and ensure that CYG perspectives are reflected in broader youth dialogues and initiatives;
- Ensure complementarity between inter-youth collaborations and broader institutional partnerships.
- Develop and sustain valuable institutional partnerships with academic institutions, NGOs, international and regional organizations, research centers, governmental and inter-governmental bodies, and any other relevant stakeholders;
- Serve as the focal point for external institutions seeking to collaborate with the CYG;
- Ensure that partnerships are consistent with CTBTO;
- Provide regular updates to the Steering Committee on partnership opportunities, risks, and developments;
- Promote visibility of CYG collaboration efforts and enhance the CYG's institutional presence within the broader disarmament and non-proliferation ecosystem.

4.3 Elections of Steering Committee Members

Elections for the Steering Committee positions described in section 4.1 above shall be held annually, through an official online platform. Voting shall be performed by secret ballot, and proxy voting is not permitted. A candidate is elected by a simple majority. In the event of a tie, the outgoing CYG Steering Committee shall decide, with the President casting the tie-breaking vote if necessary. All members shall be elected for a one-year term and may be re-elected once consecutively for the same position.

Where all members of the outgoing Steering Committee stand for re-election, the CTBTO Youth Liaison or designated team may administer the election process, consistent with the procedure used for the initial selection of the Steering Committee in accordance with section 4.3.1 below. Nothing in this provision shall prevent a member, including one who has served two consecutive terms in a given position, from being eligible to stand for election to another Steering Committee position. They shall remain in their position for the whole term, unless they provide a good reason for abandoning their role, or they are removed pursuant

to section 4.4 below. In the event of a vacancy, a successor should be discussed and appointed during the following meeting of the Steering Committee. If no decision is taken by then, the responsibility to appoint the successor calls on the president.

4.3.1 Founding Steering Committee Clause

For the initial establishment of the CYG Steering Committee, the CTBTO may facilitate an open call among existing CYG members for applications and the selection of the first Steering Committee members. This initial facilitation shall be exceptional, transitional and without prejudice to the CYG's autonomous governance thereafter or the CTBTO's involvement pursuant to Section 4.2 above. Appointments shall be based on an evaluation of applicants' qualifications, experience, and demonstrated commitment to the relevant role. This arrangement reflects the founding nature of the CYG and the need for immediate operational capacity. The Members of the Founding Steering Committee shall retain the right to amend or modify the statute of the CYG following the completion of the first year of their mandate, with the process for such amendments to be defined in accordance with the provisions set forth in the statute.

4.3.2 Eligibility for Candidacy

Candidates must be active CYG members, who have joined the CYG at least three (3) months before the elections date, and who commit to serve for the one-year mandate if elected and to fulfil the relevant responsibilities stipulated in section 4.2 above. For the purposes of this provision, an "active member" means a member who has participated in at least one CYG activity, meeting, training, or initiative within the preceding twelve (12) months.

4.3.3 Nominating Committee

At least five (5) weeks before the scheduled election, the CYG Steering Committee shall appoint a Nominating Committee composed of three (3) members who:

- Are not candidates for the upcoming election;
- Are selected jointly by the outgoing CYG Steering Committee, rather than by any single member, in consultation with CTBTO; and
- Shall act with impartiality, transparency, and independence in the performance of their duties.

The duties of the Nominating Committee shall be to:

- Announce the opening of nominations at least two (2) weeks prior to the election date;
- Verify eligibility and acceptance of all candidates;
- Prepare and manage the online voting platform;
- Oversee the election process;
- Announce and record the official results.

4.4 Observers

The CTBTO may participate in the Steering Committee as a standing, non-voting observer through one or more representatives designated by the CTBTO. Such representatives shall participate solely in their official

capacity on behalf of CTBTO and shall not be members of the Steering Committee, hold CYG positions, vote, or be counted for quorum or decision-making purposes.

The CTBTO's observer role shall be limited to providing, as appropriate, general guidance, technical input, institutional information and liaison support in relation to the CTBT and CTBTO-related activities.

The Steering Committee may share relevant documentation with the representatives designated by the CTBTO to attend Steering Committee meetings, subject to applicable confidentiality, data protection and information-security requirements. The CTBTO may, at its discretion, decline to participate in, provide advice on, support, or be associated with any CYG activity, communication or initiative where the CTBTO considers such participation, support or association inappropriate.

5. Other roles and responsibilities:

5.1 Regional Coordinators

Regional Coordinators are appointed for each of the Regional Groups described in the following section by the Steering Committee to enhance outreach, representation, and engagement at the regional level. Each region shall be represented by one or more Regional Coordinators, as determined by the Steering Committee based on need and workload. If no eligible candidate is available for a region, the position shall remain vacant and may be temporarily covered by another Regional Coordinator or a member appointed by the Steering Committee.

5.1.1 The Regional Coordinators shall:

- Support regional outreach, engagement, initiatives;
- Lead the organization of events and other activities at the regional level;
- Facilitate local outreach and represent the CYG at the regional or local level upon request by the Steering Committee;
- Overseeing involvement of CYG members at the regional level;
- Coordinate regularly with the Global Projects and Regional Engagement Coordinator;
- Promote diversity, multilingualism and inclusive participation in CYG initiatives;
- Provide periodic updates on regional developments, member needs, and opportunities.

5.1.2 Proposed Regional Groups requiring the appointment of a Regional Coordinators:

- **Central Asia:** Kazakhstan; Kyrgyzstan; Tajikistan; Turkmenistan; Uzbekistan;
- **East Asia and the Pacific:** Australia; Brunei; Cambodia; China; Cook Islands; Fiji; Indonesia; Japan; Kiribati; Laos; Malaysia; Marshall Islands; Micronesia; Mongolia; Myanmar; Nauru; New Zealand; Niue; North Korea; Palau; Papua New Guinea; Philippines; Samoa; Singapore; Solomon Islands; South Korea; Thailand; Timor-Leste; Tonga; Tuvalu; Vanuatu; Vietnam;
- **Eastern Europe:** Albania; Armenia; Azerbaijan; Bosnia and Herzegovina; Belarus; Bulgaria; Croatia; Czechia; Estonia; Georgia; Hungary; Latvia; Lithuania; Moldova; Montenegro; North Macedonia; Poland; Romania; Russian Federation; Serbia; Slovakia; Ukraine;

- **Latin America & Caribbean:** Antigua and Barbuda; Argentina; Bahamas; Barbados; Belize; Bolivia; Brazil; Chile; Colombia; Costa Rica; Cuba; Dominica; Dominican Republic; Ecuador; El Salvador; Grenada; Guatemala; Guyana; Haiti; Honduras; Jamaica; Mexico; Nicaragua; Panama; Paraguay; Peru; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Suriname; Trinidad and Tobago; Uruguay; Venezuela;
- **Middle East & North Africa:** Afghanistan; Algeria; Bahrain; Egypt; Iran; Iraq; Israel; Jordan; Kuwait; Lebanon; Libya; Morocco; Oman; Palestine; Qatar; Saudi Arabia; Sudan; Syria; Tunisia; Türkiye; United Arab Emirates; Yemen;
- **South Asia:** Bangladesh; Bhutan; India; Maldives; Nepal; Pakistan; Sri Lanka;
- **Sub-Saharan Africa:** Angola; Benin; Botswana; Burkina Faso; Burundi; Cameroon; Cabo Verde; Central African Republic; Chad; Comoros; Democratic Republic of the Congo; Republic of the Congo; Djibouti; Equatorial Guinea; Eritrea; Eswatini; Ethiopia; Gabon; Gambia; Ghana; Guinea; Guinea-Bissau; Ivory Coast; Kenya; Lesotho; Liberia; Madagascar; Malawi; Mali; Mauritania; Mauritius; Mozambique; Namibia; Niger; Nigeria; Rwanda; São Tomé and Príncipe; Senegal; Seychelles; Sierra Leone; Somalia; South Africa; South Sudan; Tanzania; Togo; Uganda; Zambia; Zimbabwe;
- **Western Europe & North America:** Andorra; Austria; Belgium; Canada; Cyprus; Denmark; Finland; France; Germany; Greece; Holy See; Iceland; Ireland; Italy; Liechtenstein; Luxembourg; Malta; Monaco; Netherlands; Norway; Portugal; San Marino; Slovenia; Spain; Sweden; Switzerland; United Kingdom; United States of America;

Each Regional Group may have one or more Regional Coordinator, depending on the demand, the distribution of CYG members, or any other particular needs deemed relevant by the Steering Committee.

5.2 Science and Technology Coordinator

The Science and Technology Coordinator is appointed by the Steering Committee to support the integration of science, technology, and innovation within CYG initiatives and activities.

5.2.1 The Science and Technology Coordinator shall:

- Support the development and promotion of science, technology, and innovation-related initiatives within CYG;
- Support and coordinate activities, events, research and projects related to science and technology;
- Facilitate collaboration with relevant stakeholders, experts, and partners in the fields of science and technology;
- Coordinate regularly with the Steering Committee and relevant coordinators, such as the Global Projects and Regional Engagement Coordinator, to ensure alignment across CYG initiatives;
- Contribute ideas and support the development of youth-focused activities related to the Science and Technology Conference taking place in 2027;
- Strengthen collaboration and foster synergies between the CTBTO Mentoring Programme and CYG initiatives and activities;
- Provide updates on opportunities related to science and technology relevant to CYG.

5.3 Website and IT Coordinator

The Website and IT Coordinator shall be appointed by the Steering Committee and shall be responsible for maintaining, updating, and overseeing the technical functioning of the CYG website and related digital platforms, as well as handling all IT-related responsibilities.

5.3.1 The Website and IT Coordinator shall:

- Oversee the maintenance, continuous updating, and effective technical functioning of the CYG website and its digital platforms;
- Ensure accessibility, accuracy, and security of online content, including membership and educational tools, event management pages and systems and resource libraries;
- Support the development of new digital features, tools, or platforms that enhance member and audience engagement and visibility or project coordination and success;
- Provide technical support to the Steering Committee and Regional Coordinators for virtual events, webinars, and any other type of online meetings;
- Work closely with the Communications and Outreach Coordinators to ensure alignment between digital infrastructure and communication strategies;
- Ensure compliance with data protection and confidentiality standards, in line with CTBTO guidelines.

5.4 Appointment of additional roles

Additional roles are non-elected positions and may be removed or replaced by decision of the Steering Committee accompanied by a justification.

6. Gender Parity, Equitable Geographic Distribution, and Multilingualism Clause

In the election or appointment of CYG Steering Committee members and Regional Coordinators, due consideration shall be given to gender parity, equitable geographic distribution, and multilingual representation. The CYG recognizes diversity as a key strength and commits to ensuring inclusive participation across all its activities.

7. Annual General Meeting

As part of its annual activities, the CYG shall convene an Annual General Meeting (AGM) each calendar year at a time designated by the Steering Committee. The AGM may be held virtually, shall be arranged by the Steering Committee under the leadership of the President, and shall serve as a global forum for:

- Presenting the Draft Annual Report and reviewing CYG's activities;
- Discussion of the CYG's strategic direction and proposed initiatives;
- Presenting or announcing of election results;
- Considering proposed amendments to the Statute.

Extraordinary General Meetings may be called by the CYG Steering Committee as necessary. A notice of the meeting and its agenda shall be communicated to all members at least seven (7) days in advance.

During the Annual General Meeting, amendments to the Statute may be proposed by the Steering Committee or by at least ten (10) members of the CYG. All proposed amendments shall be circulated to the membership no later than fourteen (14) days prior to consideration at the Annual General Meeting. Amendments shall take effect upon approval by a simple majority of votes cast at the Annual General Meeting (AGM) or through such other voting procedure as may be determined by the Steering Committee.

8. Annual Report

An Annual Report shall be prepared, detailing all activities undertaken throughout the year. Following the presentation of this report, new elections for the Steering Committee shall be conducted, in accordance with the established procedures.

9. Removal Clause

A member of the CYG Steering Committee may be removed due to persistent failure to fulfil the responsibilities set out in section 4.2, or for a serious violation of their obligations as a CYG member as stipulated in section 3.3. Removal shall require a simple majority vote of the Steering Committee, initiated through a formal motion submitted by the President. If the member concerned is the President, the motion shall instead be jointly submitted by the Vice-President and the Secretary. No removal vote may take place unless the member concerned has first received a formal written warning issued by a simple majority of the Steering Committee, based on a motion initiated through the same procedure described above. The Steering Committee shall only consider removal after the member has been given reasonable opportunity to respond to the warning.

10. Institutional Relationship with the CTBTO

The CYG is a voluntary, youth-led network of individuals interested in promoting awareness and understanding of the CTBT and related issues. The CYG is not an organ, subsidiary body, programme, office or component of the CTBTO, and nothing in this Statute shall be interpreted as establishing such a relationship.

The CYG shall not represent, speak for or otherwise act in any capacity on behalf of the CTBTO. CYG members, including any members of the Steering Committee, serve in their personal capacities and not as CTBTO officials.

The CYG shall retain responsibility for its own governance, membership, internal decision-making, activities and initiatives. Such autonomy shall be exercised consistently with the purposes of the CYG, applicable law, applicable CTBTO rules and requirements where CTBTO resources of any kind are involved, and any conditions communicated by the CTBTO in connection with such support.

10.1 CTBTO Liaison and Support

The CTBTO may provide liaison, advisory, technical, logistical, visibility-related or other support to the CYG. Such support shall be discretionary and shall not create any entitlement, expectation of continued support, financial obligation, employment relationship, or contractual relationship between the CTBTO and the CYG or any CYG member.

For coordination purposes, the CYG Steering Committee shall serve as the principal point of contact with the CTBTO, pursuant to Section 4.2 above.

In particular, the CTBTO may, where feasible:

- support the visibility and outreach efforts of the CYG to promote awareness and understanding of the CTBT;
- provide advisory support and facilitate access to technical expertise, informational resources, and institutional knowledge relevant to the CYG's work and activities;
- facilitate, where appropriate, the participation of CYG members in relevant meetings, events, and initiatives, and, subject to the availability of funds, provide financial or other support to enable such participation;
- support capacity-building, professional development, and knowledge-sharing opportunities for CYG members; or
- foster collaboration and dialogue between CTBTO experts, external stakeholders or partners engaged in related fields and CYG members.

Any support from the CTBTO shall be subject to prior written approval by the CTBTO and to the availability of funds and applicable CTBTO rules and procedures.

The CTBTO may suspend, modify, withhold or discontinue support for any CYG activity or initiative at any time, including where the CTBTO determines that the activity or initiative may be inconsistent with the CTBTO's mandate, rules, procedures, reputation or interests.

11. Dissolution

In the event that the CYG is dissolved or its recognition withdrawn by the CTBTO, all ongoing activities shall be concluded in consultation with the CTBTO, and any assets or materials provided by the CTBTO shall revert to it.

12. Disclaimer

Participation in CYG activities is voluntary and at participants' own risk. CYG members participate in their personal capacities and do not act as officials, staff members, consultants, representatives or agents of the CTBTO. Participation in CYG activities does not confer any right or entitlement to access the Vienna International Centre (VIC), CTBTO premises, CTBTO systems, official meetings, events, funding, travel support, employment, consultancy, internship or other appointment with the CTBTO. Neither the CYG nor the CTBTO shall be held responsible for any loss, injury, or damage incurred in connection with participation in CYG activities. Nothing in this Statute shall constitute or be interpreted as a waiver, express or implied, of any of the privileges and immunities of the CTBTO and its employees.