

THE VOICE INC.



Purpose. Confidence. Contribution

P.O Box 224, University
National Capital District
Papua New Guinea

Ground Floor, Cuthbertson House, Cuthbertson Street, Downtown Port Moresby, National
Capital District

M: 7203 2055 or 7639 1187 | **E:** info@thevoicepng.org | **W:** www.thevoicepng.org

28 April 2023

Office of the City Manager
City of Port Moresby
National Capital District Commission
PO Box 7270 BOROKO NCD PNG

Attention: Mr Ravu Frank

ORIGINAL BY HAND
& **COPY BY EMAIL:** maryu@ncdc.gov.pg

Dear Mr Frank,

RE: COMMENTS ON DRAFT NCD YOUTH DEVELOPMENT POLICY (NCD YDP) 2023 -2028

We thank you for the letter of invitation of 27 March 2023 from your office to provide a written submission on the subject policy.

The Voice Inc (“TVI”) is a locally-grown and led Papua New Guinea citizen movement established as an organization more than 15 years ago and now operating in all major tertiary institutions with established presence in a number of provinces throughout the country.

TVI presently works with student groups, youth groups and community groups or organizations where young people live and work, in all Districts within the National Capital District. It is our hope that this Policy leads to meaningful and genuine engagement of Youths to seriously address the plights of Youths in NCD.

Kindly see **enclosed** are our proposed comments on the draft Policy for your consideration.

If you have any questions regarding our written submission, please do not hesitate to contact our Legal and Coalitions Manager Joseph Sumanop on +675 71059674 or by email to jsumanop@thevoicepng.org.

Yours faithfully,
THE VOICE INC

Maliwai Sasingian
Executive Director

**encl*

The Voice Inc



NATIONAL CAPITAL DISTRICT COMMISSION
POLICY DIVISION – CORPORATE SERVICES DEPARTMENT
POLICY AMENDMENT TEMPLATE



This Amendment # **01** for the **NCD Youth Development Policy 2023 - 2028** made on **28 / 04 /23**
by the **The Voice Inc** under the **Community & Social Services** Department.

No:	Page #	Amendments	New Inclusion	Remarks
1.	6, 9, 10	Under 1.4 Objectives – please expand scope to include a strong commitment to transparency for meaningful and genuine engagement of ALL Youth voices in all aspects of Policy implementation & decision making	The objectives of the Policy are to: • “ vii. Ensure voices of all Youths in NCD are heard and factored into decision-making in a publicly transparent manner.	There should be meaningful and genuine consultation in engaging ALL Youth Groups to define their rights, issues important to them, what they feel are solutions to their issues in a publicly transparent manner, and how resources should be allocated to meet their needs. People who should be engaged are: • All relevant stakeholders • Youth Organizations in NCD • Un-organized youth & people with fewer opportunities. Expand communication channels to widen the reach of consulted groups (e.g. online, offline, face-to-face, etc.) Decisions should not be dictated to Youths in a top-down manner or based on short-term political interests, etc. Examples include:

			<p>The Youth Desk under Social Services Division is responsible to ensure that:</p> <ul style="list-style-type: none"> • "Annual research is conducted on the living conditions, aspirations and perceptions of representative groups of young people and the findings are published every year to inform improvements to Policy implementation" 	<ul style="list-style-type: none"> • Youth development plans, meeting notices and meeting minutes of Youth Council meetings (referenced in sections 4.2.1, 4.2.2 and 4.2.3) and reports (referenced in sections 4.4.1, 4.4.2, 4.4.3, and 4.4.4) in NCD should be required to be made available online at no cost, and within no more than a month after conclusion of a meeting. • Ensure that the process of integrity is strengthened, e.g. reword section 4.3 so that it expressly forbids funding to be used outside of endorsed budget. • Inform NCDC that as far as possible the youth councils must be mandated and accountable to the young people of NCD, they must be democratic institutions. Where possible there should be extended and meaningful consultation, not a rushed process of a few days. <p>Development & Implementation of NCD YDP should be backed by well researched data which must be publicly accessible on NCDC website and findings verified by scientific community, who are independent and non-political.</p> <p>The research used for policy-making should reflect the situation of all young people. (Not only of specific groups, targeted for political mileage or gain). The research should target progress on an annual basis what:</p> <ul style="list-style-type: none"> • % improvement is being made on access to quality education and training; • % improvement to decent work and living conditions; and • % improvement on Human Rights protection for Youths
2.	6	<p>Under 2.2 Youth Desk – please expand scope/duties of Youth Desk to include</p> <ul style="list-style-type: none"> • Annual research on status of all youths in NCD 	<p>The Youth Desk under Social Services Division is responsible to ensure that:</p> <ul style="list-style-type: none"> • "Annual research is conducted on the living conditions, aspirations and perceptions of representative groups of young people and the findings are published every year to inform improvements to Policy implementation" 	<ul style="list-style-type: none"> • Youth development plans, meeting notices and meeting minutes of Youth Council meetings (referenced in sections 4.2.1, 4.2.2 and 4.2.3) and reports (referenced in sections 4.4.1, 4.4.2, 4.4.3, and 4.4.4) in NCD should be required to be made available online at no cost, and within no more than a month after conclusion of a meeting. • Ensure that the process of integrity is strengthened, e.g. reword section 4.3 so that it expressly forbids funding to be used outside of endorsed budget. • Inform NCDC that as far as possible the youth councils must be mandated and accountable to the young people of NCD, they must be democratic institutions. Where possible there should be extended and meaningful consultation, not a rushed process of a few days. <p>Development & Implementation of NCD YDP should be backed by well researched data which must be publicly accessible on NCDC website and findings verified by scientific community, who are independent and non-political.</p> <p>The research used for policy-making should reflect the situation of all young people. (Not only of specific groups, targeted for political mileage or gain). The research should target progress on an annual basis what:</p> <ul style="list-style-type: none"> • % improvement is being made on access to quality education and training; • % improvement to decent work and living conditions; and • % improvement on Human Rights protection for Youths

3.	Under 2.2 Youth Desk – please ensure Annual Youth Development Plan is underpinned by a clear strategy which measurable, resourced, time-bound and there is accountability for its implementation.	The Youth Desk under Social Services Division is responsible to ensure that: • “Formulate Annual Youth Development Plan underpinned by a clear Youth Strategy that is measurable, resourced, time-bound with clear accountability for its implementation and made publicly available	Please ensure that the Youth Development Plan is publicly available, is ‘SMART’ and has a clear strategy focused on alleviating the plight of Youth living conditions and quality of life with clear indicators to measure progress
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For record purposes:

Action Officer:	JOSEPH SUMANOP – LEGAL & COALITIONS MANAGER	Endorsed by Divisional Head:	MALIWAI SASINGIAN – EXECUTIVE DIRECTOR
Signature:		Signature:	
Date:	28 APRIL 2023	Date:	28 APRIL 2023

Policy Office Use:

Received Officer:		Policy Manager:	
Signature:		Signature:	
Date:		Date:	

**National
Capital
District
Commission**

**NCD YOUTH DEVELOPMENT
POLICY 2023 - 2028**



**Policy Division – First Edition
Community & Social Services Department
National Capital District Commission**



Contents

ACRONYMS	3
DEFINITIONS	3
PREFACE	4
1 POLICY OVERVIEW	5
1.1 Background	5
1.2 Legal and Policy Alignment	5
1.3 Purpose	5
1.4 Objectives	6
1.5 Policy Statement	6
2 ROLES AND RESPONSIBILITIES	6
2.1 NCDC Management	6
2.2 Youth Desk	6
2.3 District Development Authority (DDA)	7
2.4 Lukautim Pikinini Act Office (LPAO)	7
3 ESTABLISH YOUTH COUNCILS	7
3.1.1 Functions of the PYDC	7
3.2 District (MNE, MNW, MS) Youth Development Council (DYDC)	7
3.2.1 Functions of the DYDC (MNE, MNW, MS YDC)	8
3.3 Local-Level Youth Development Council (LLYDC)	8
3.3.1 Functions of the LLYDC	8
4 YOUTH DEVELOPMENT ADMINISTRATION	9
4.1 NCDC Youth Desk	9
4.1.1 Youth Development Plan	9
4.2 Youth Council Meetings	9
4.2.1 Provincial Youth Development Council (PYDC) Meeting	9
4.2.2 District Youth Development Council (DYDC) Meeting	9
4.2.3 Local Level Youth Development Council (LLYDC) Meeting	9
4.3 Funding	10
4.3.1 Funding from NYDA	10
4.3.2 Funding from NCDC	10
4.3.3 Funding from Open Members	10
4.4 Report	10



4.4.1 Provincial Youth Development Council (PYDC) Report.....	10
4.4.2 District Youth Development Council (DYDC) Report	10
4.4.3 Local Level Youth Development Council Report.....	10
4.4.4 Youth Desk Report	10
5 SCOPE	11
6 POLICY OUTCOMES FOR NCD YOUTH DEVELOPMENT.....	12
7 POLICY CONTROL	15
7.1 Policy Promotion.....	15
7.2 Policy Implementation.....	15
7.3 Monitoring and Evaluation	15
7.4 Policy Review	15
BIBLIOGRAPGY.....	16

APPENDIXES

Appendix A: NCD Youth Development Council Members.....	(i)
Appendix B: District (MNE, MNW, MS) District Youth Development Council Members.....	(ii)
Appendix C: Local Level Youth Development Council Members.....	(iii)
Appendix D: Youth Development Plan.....	(iv)
Appendix E: Youth Development Council Meeting Notice.....	(v)
Appendix F: Policy Revision Table.....	(vi)



ACRONYMS

AAP	Annual Activity Plan
DDA	District Development Authority
DYDC	District Youth Development Council
LLG	Local Level Government
LPAO	Lukautim Pikinini Act Office
MoA	Memorandum of Agreement
MNE LLG	Moresby North-West Local Level Government
MNW LLG	Moresby North-West Local Level Government
MS LLG	Moresby South Local Level Government
NCD	National Capital District
NCD YDC	National Capital District Youth Development Council
NCD LLG	National Capital District Local Level Government
NCDC YD	National Capital District Commission Youth Desk
NCD YDP	National Capital District Youth Development Policy
LLYDC	Local-Level Youth Development Council
PNG	Papua New Guinea
NYDA	National Youth Development Authority
PYDC	Provincial Youth Development Council
SSD	Social Services Division
YDC	Youth Development Council
YDP	Youth Development Policy

DEFINITIONS

Commission	Refers to National Capital District Commission
Council	Refers to NCD Youth Development Council
Development	The process in which someone or somethings grows or changes and becomes more advanced
LLG Councils	Refers to 3 LLGs (MNE, MNW and MS) Council
Local-Level Government	Local-Level Government means a community that resides within an area declared to be an urban area under Section 4 of the <i>LLGAA 1997</i> .
Policy	Refers to NCD Youth Development Policy
Province	Refers to National Capital District
Youth	Young people between the age of 12-30 years old.



PREFACE

National Capital District Youth Development Policy (NCD YDP) presents guidelines for effective administration and coordination of the Youth programs and activities within NCD. Its successful implementation will require a comprehensive institutional and legal framework, commitment and adequate resources as well as commitment of all key facilitating Divisions and Stakeholders.

The policy has been developed to guide the Youth Desk in NCDC to administer and coordinate all:

- (i) Youth Development Programs and Plans in NCD and;
- (ii) Youth Development Councils in NCD.

It presents the aspirations of the NCDC in ensuring that Youth development programs are effectively coordinated in compliance to the *National Youth Development Authority Act 2014* and *National Capital District Commission Act 2001*.

The Policy has identified administrative challenges faced in the administration of Youth Development in NCD and it is anticipated to be used as a leverage to address these challenges within NCD.

There are four (4) outcomes that the policy anticipates to achieve and the policy also recognizes and acknowledges other facilitating policies and regulations to promote alignment.

The policy is aimed at establishing respective Councils to administer the development of Youths in NCD and appropriate administrative mechanisms established for effective management.

In align to the National Youth Policy, NCDC refers to Youth as young people between the age of 12-30 years.



1 POLICY OVERVIEW

1.1 Background

Young people are an asset for nation building since they are energetic, adventurous, industrious, strong, healthy, most connected and willing to learn. However, their full potential is undermined, underutilized, unrealized and even misdirected.

As such the National Government established the National Youth Development Authority through an Act of Parliament (National Youth Development Authority Act 2014) as mandated agency to coordinate and promote Youth development through:

- (i) Provincial Youth Development Council;
- (ii) District Youth Development Council;
- (iii) Local Level Youth Development Council.

For the purpose of the policy, NCDC falls under Provincial Youth Development Council to promote Youth Development in NCD.

1.2 Legal and Policy Alignment

The Policy aligns to the following Legislations and National Government Policy:

- (i) *National Youth Development Authority Act 2014;*
- (ii) *National Capital District Act 2001 and;*
- (iii) National Youth Policy 2020 - 2030.

1.3 Purpose

The purpose of the Policy is to:

- (i) Provide a framework for NCDC to effectively coordinate Youths in NCD;
- (ii) Develop new practical approached and program interventions;
- (iii) Develop institutional capacity at the three Local Level Governments in NCD that will enable and drive the execution of the policy;
- (iv) Develop a data-base management system to improve future planning and participation of Youths in NCD;
- (v) Ensure participation of key stakeholders to in their relevant functions to facilitate development of Youths in NCD and;
- (vi) Ensure adequate funding is available to execute the implementation of the Policy.





1.4 Objectives

The objectives of the Policy are to:

- i. Establish an effective mechanism to ensure clear reporting system to improve the administration for Youth Development in NCD;
- ii. ensure appropriate funding is available to implement the policy;
- iii. Have a conducive governance and institutional mechanism that favor Youths mainstreaming is promoted and achieved;
- iv. A responsible Youth population that engages in nation building, community services obligations and environmental protection;
- v. Educated and skilled Youth people that have decant paid jobs, are entrepreneurial and self-reliant and;
- vi. A generation of young people that have positive attitude, health lifestyle, physical fitness and culturally oriented.

1.5 Policy Statement

Establish an effective mechanism for NCDC to effectively administer Youth Development in NCD.

2 ROLES AND RESPONSIBILITIES

2.1 NCDC Management

The NCDC management is responsible to administer the implementation of the NCD

Youth Development Policy by ensuring adequate funding and required inputs are provided accordingly to facilitate the implementation of the Policy.

2.2 Youth Desk

The Youth Desk under the Social Services Division is responsible to ensure that:

- ❖ a well-coordinated mechanism is established to effectively manage and coordinate Youth development in NCD;
- ❖ Formulate Annual Youth Development Plan;
- ❖ NCD Youth Development Council is established to coordinate the implementation of the Policy and;
- ❖ An effective Data Management System is established with the assistance of the Information Technology Division.





2.3 District Development Authority (DDA)

The DDA is responsible to:

- ❖ Appoint District Youth Council President as the DDA Youth representative;
- ❖ Assist with District Youth Development Plan;
- ❖ Allocate annual budget for District Youth Council and;
- ❖ Build Youths' friendly Centres in each Districts in collaboration with NYDA, DDA and other relevant partners.

2.4 Lukautim Pikinini Act Office (LPAO)

The LPAO is responsible to:

- ❖ Appoint a Youth representative from 15 – 18 years in the Provincial Child Committee and;
- ❖ Allocate annual funding for Children's' Rights Advocacy.

3 ESTABLISH YOUTH COUNCILS

3.1 Provincial (NCD) Youth

Development Council (PYDC)

In compliance to *Section 32, NYDA Act 2014*, NCDC as a municipal authority is required to establish PYDC which refers to the NCD YDC.

Appendix A: PYDC (NCD) Members

The Council may have own its own constitution complying with relevant provisions of the *NYDA Act 2014* and approved by the NCDC Board.

3.1.1 Functions of the PYDC

In compliance to *Section 33, NYDA Act 2014*, the PYDC (NCD YDC) is responsible to:

- (a) Advise on policy matters relating to Youth development in the province (NCD);
- (b) Advise relevant authorities in provinces (NCD) on any matters referred to;
- (c) Promote the interest and aspirations of Youths in the province (NCD) in consultation with the Board (NCDC Board) and Provincial Government;
- (d) Make recommendations to the Board (NCDC Board) on all matters on behalf of its members;
- (e) Exercise its powers or any other functions delegated or consistent as required by the *NYDA Act 2014*,
- (f) Coordinate, implement and monitor Youth development activities in the province (NCD) in consultation with the Board (NCDC Board) and Provincial Government and;
- (g) Interim Youth Commissioner should be the CDO while waiting for proper appointment through the Youth Council.

3.2 District (MNE, MNW, MS) Youth Development Council (DYDC)

In compliance to *Section 43, NYDA Act 2014*, NCDC as a municipal authority shall facilitate for the establishment of a DYDC which refers to MNE, MNW and MS YDCs respectively.

DYDC for NCD shall be referred to NCD Youth Development Council and will be established



through the signed of a Memorandum of Agreement (MoA) with NYDA.

Appendix B: DYDC (MNE, MNW, MS) Members

3.2.1 Functions of the DYDC (MNE, MNW, MS YDC)

In compliance to Section 44, NYDA Act 2014, the NCD YDC is responsible to:

- (i) Provide a forum for Youths in NCD;
- (ii) Consult and discuss issues of importance to Youth development in NCD;
- (iii) Advise on any matters referred to it;
- (iv) Assist in coordinating and promoting Youth activities and programs in NCD;
- (v) Exercise its powers or any other functions delegated and consistent as required by the *NYDA Act 2014* and;
- (vi) Coordinate, implement and monitor the Youth development activities in NCD.

3.3 Local-Level Youth Development Council (LLYDC)

In compliance to *Section 52, NYDA Act 2014*, the Authority may delegate powers to NCDC in relation to Local Level Government areas to establish a LLYDC.

NCDC through the Youth Desk to facilitate the establishment of LLYDC for the 3 LLGs in NCD:

- (a) Moresby South LLYDC;

- (b) Moresby North-East LLYDC and;

- (c) Moresby North-West LLYDC.

All 3 LLYDCs shall have a constitution complying with relevant sections of the *NYDA Act 2014*.

In compliance to *Section 45, NYDA Act 2014*, the composition for the LLYDC is attached.

Appendix C: Local Level YDC Members

3.3.1 Functions of the LLYDC

In compliance to *Section 53, NYDA Act 2014*, the LLYDC is responsible to:

- (i) Provide a forum at the Local-Level for consultation, sharing and discussion of issues of concerns to Youth organizations;
- (ii) Assist in coordinating, promoting, implementing and monitoring Youth activities systematically at the Local-Level and;
- (iii) Exercise its powers or any other functions delegated by the *NYDA Act 2014* or any other relevant law.

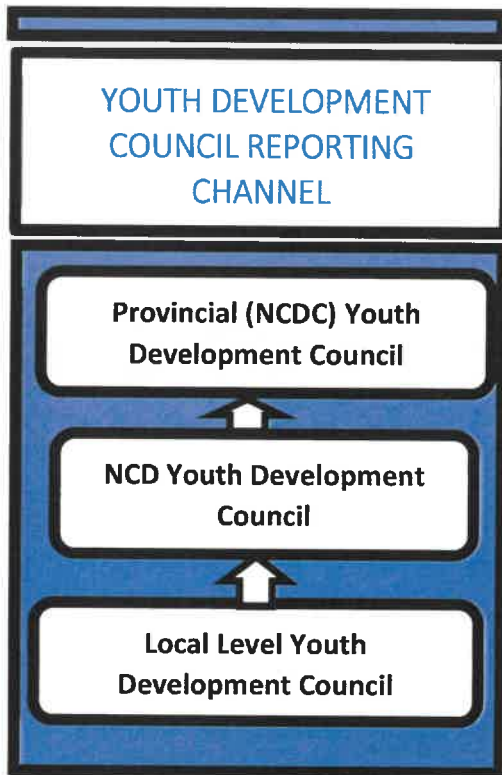
In compliance to *Section 54, NYDA Act 2014*, the composition of the LLYDC is attached.

3.4 Youth Commissioner

A Youth Commissioner to be appointed by the Governor in compliance to *Section 5(d)(ii) NCDC Act 2001* to be a member of the



NCDC Board to oversee and administer the operations of the Sports Division in consultation with the respective Electoral Sports Coordinators.



4 YOUTH DEVELOPMENT ADMINISTRATION

4.1 NCDC Youth Desk

NCDC Youth Desk is the point of contact for Youth development programs in NCD in collaboration with the National Youth Development Authority (NYDA) and is responsible to facilitate and ensure that NCDC signs a MoA with NYDA to establish NCD District Youth Development Council.

4.1.1 Youth Development Plan

NCDC Youth Desk to provide Youth Development Plan Standard Outline for 5

years to respective Youth Development Councils in NCD and provide assistance in formulating the plans.

Appendix D: Youth Development Plan

All Youth Councils in NCD are required through *NYDA Act 2014* to have progressive meetings regarding the administration of Youth Development programs and plans.

4.2.1 Provincial Youth Development Council (PYDC) Meeting

In compliance to *Section 39, NYDA Act, 2014*, the PYDC shall meet as often as the business of the PYDC requires at such time and place as determines by the Chairman or his Deputy in his/her absences or shall meet frequently in a quarter of a year.

4.2.2 District Youth Development Council (DYDC) Meeting

In compliance to *Section 49, NYDA Act, 2014*, the DYDC shall meet as often as the business of the DYDC requires at such time and place as determines by the Chairman or his Deputy in his/her absences or shall meet frequently in a quarter of a year.

4.2.3 Local Level Youth Development Council (LLYDC) Meeting

In compliance to *Section 58, NYDA Act, 2014*, the LLYDC shall meet as often as the business of the LLYDC requires at such time and place as determines by the Chairman or his Deputy in his/her absences or shall meet frequently in a quarter of a year.

Appendix E: Youth Development Council Meeting Notice



4.3 Funding

All funds allocated to programs and plans for Youth Development must strictly be used for the intended purpose.

4.3.1 Funding from NYDA

In compliance to *Section 67, NYDA Act 2014*, NYDA may fund Youth training program that facilitate community services. NCDC needs to sign a MoA with NYDA to access this funding.

4.3.2 Funding from NCDC

Recurrent programs and plans for Youth Development in NCD will be funded by NCDC as the municipal authority as the custodian of the City.

4.3.3 Funding from Open Members

The three (3) Open Members for NCD are responsible to ensure funding is available to:

- (i) Establish Youth Development Councils and;
- (ii) Administer, coordinate and implement programs and plans to achieve Youth Development.

4.4 Report

All Reports for the respective YDCs will be submitted to NCDC as the point of contact for NYDA to ensure process compliance before submission to NYDA.

The Youth Desk is responsible to provide Reporting Templates to all administrators of the Youth Development Councils in NCD.

4.4.1 Provincial Youth Development Council (PYDC) Report

In compliance to *Section 42, NYDA Act 2014*, PYDC shall forward a Quarterly Report to NCDC at the end of every three (3) month in a fiscal year.

4.4.2 District Youth Development Council (DYDC) Report

In compliance to *Section 51, NYDA Act 2014*, DYDC shall forward a Quarterly Report to NCDC Board at the end of every three (3) months in a fiscal year.

4.4.3 Local Level Youth Development Council Report

In compliance to the Reporting system in the *NYDA Act 2014*, LLYDC shall forward a Quarterly Report to NCDC at the end of every three (3) months in a fiscal year.

4.4.4 Youth Desk Report

The Youth Desk under Social Services Division as mandated through the *NCDC Act 2001* shall:

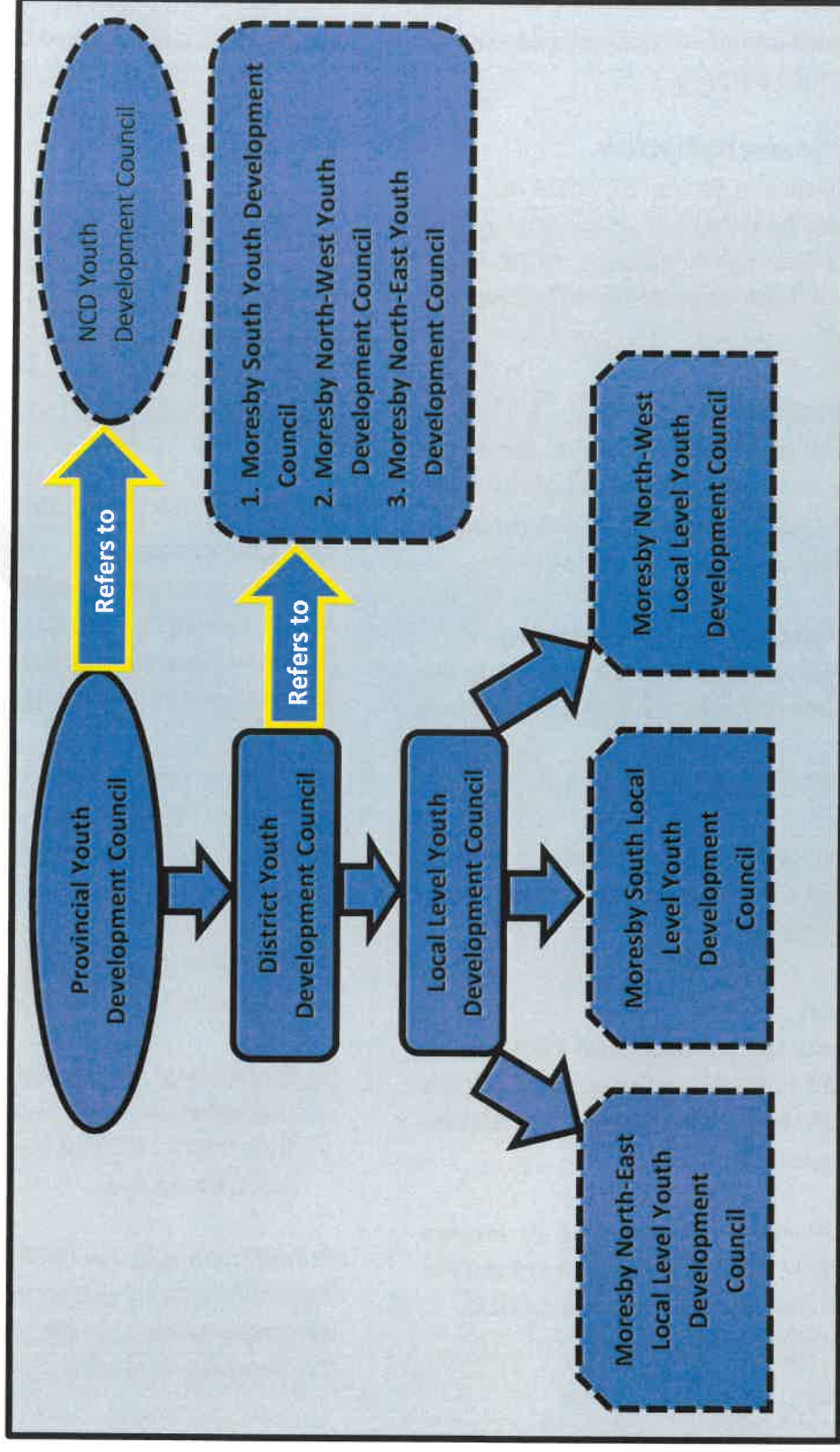
- (i) Combine all the Reports from the respective Youth Development Councils;
- (ii) Prepare and give Annual Report after 31 December in each fiscal year to the Governor for NCD for presentation to the NCDC Board and;

Prepare and give Annual Report after 31st December in each year to the City Manager for presentation to the National Youth Development Authority.



5 SCOPE

The policy applies to all the Youth Developments Councils in NCD as shown in the structure below.





6 POLICY OUTCOMES FOR NCD YOUTH DEVELOPMENT

The policy anticipates to achieve four (4) policy directives in compliance to *National Youth Development Authority Act, 2014* with the City Manager's endorsement to facilitate policy outcomes.

No:	Policy Directions	Policy Outcomes	Responsible Facilitators
1	In compliance to Sections 32, 43, 52, NYDA Act 2014.	<ul style="list-style-type: none"> (i) Provincial Youth Development Council (NCD Youth Development Council) (ii) District Youth Development Council (MS, MNE, MNW YDC) (iii) LLYD Councils <ul style="list-style-type: none"> (a) Moresby South LLYDC (b) Moresby North-West LLYDC (c) Moresby North-East LLYDC 	<ul style="list-style-type: none"> (i) Youth Desk – Social Services Division (i) Each electorates MS, MNE, MNW (i) Youth Coordinating Office – MS LLG (ii) Youth Desk to ensure process compliance (i) Youth Coordinating Office – MNW LLG (ii) Youth Desk to ensure process compliance (i) Youth Coordinating Office – MNE LLG (iii) Youth Desk to ensure process compliance
2	Governance and Institutional Development	<ul style="list-style-type: none"> (i) Institutional mechanism established to facilitate Youth Development in NCD (ii) Sign MoA to establish District Youth Development Council (iii) Establish Youth Administrative Offices within MNE, MNW and MS LLGs. 	<ul style="list-style-type: none"> (i) NCDC (Youth Desk established) (ii) MS – Establish Youth Coordinating Office (iii) MNE – Establish Youth Coordinating Office (iv) MNW – Establish Youth Coordinating Office (v) NYDA to assist to ensure process compliance (i) National Youth Development Authority (ii) NCDC (Youth Desk to facilitate) (i) Each respective Electoral Offices in NCD (ii) Youth Desk – Social Services Division



		<p>(iv) Prepare 5 Years Youth Development Plan</p> <p>(v) Provide Annual Reports to Youth Desk Social Services Division by 31st December (Youth Desk to provide Reporting Template)</p> <p>(vi) Provide Annual Report for all Youth Development Councils in NCD to NCDC Board by the end of 1st Quarter</p> <p>(vii) Ensure adequate funding is available</p>	<p>(i) NCDC to formulate Provincial Development Plan</p> <p>(ii) MS LLG to formulate MS LLYDC Plan</p> <p>(iii) MNE LLG to formulate MNE LLYD Plan</p> <p>(iv) MNW LLG to formulate MNW LLYD Plan</p> <p>(i) MS Electoral Office</p> <p>(ii) MNW Electoral Office</p> <p>(iii) MNE Electoral Office</p> <p>(iv) MS LLG</p> <p>(v) MNE LLG</p> <p>(vi) MNW LLG</p> <p>(i) Youth Desk – Social Services Division</p>	
<p>3</p>	<p>Community and Environment Protection</p>	<p>(i) Produce a responsible Youth population that is engaged in Nation building, community services obligations and environment protection.</p>	<p>(i) Members for Moresby South</p> <p>(ii) Member for Moresby North-East</p> <p>(iii) Member for Moresby North-West</p> <p>(iv) National Capital District Commission</p> <p>(v) National Youth Development Authority</p> <p>(i) Respective Local Level Youth Development Council</p> <p>(ii) District Youth Development Council</p> <p>(iii) Provincial (NCDC) Youth Development Council</p> <p>(iv) Youth Desk – Social Services Division</p> <p>(v) National Youth Development Authority</p> <p>(vi) Other key Stakeholders</p>	



4	Youth Empowerment (Health, Economic, Sports and Culture	<p>(i) A young and active generation with positive attitude, healthy life style, physical fitness and cultural identity.</p> <p>(ii) Youth Empowerment</p> <p>(iii) Youth Mobilization</p> <p>(iv) Youth Arts & Music</p> <p>(v) NCD Urban Empowerment</p> <p>(vi) Youth Groups Assistance</p>	<p>(ii) Same as above</p> <p>(iii) Health Division</p> <p>(iv) Sports Division</p> <p>(i) Youth Section</p> <p>(ii) NCD Governor's Office</p> <p>(iii) NCD Electoral Members' Office</p> <p>(i) Youth Section</p> <p>(ii) Urban Safety Division</p> <p>(iii) Sports Division</p> <p>(iv) NCD Governor's Office</p> <p>(v) NCD Electoral Members' Office</p> <p>(i) Youth Section</p> <p>(ii) TVET Assistance Program</p> <p>(iii) NCD Governor's Office</p> <p>(iv) NCD Electoral Members' Office</p> <p>(i) Youth Section</p> <p>(ii) Sports Division</p> <p>(iii) TVET Assistance Program</p> <p>(iv) NCD Governor's Office</p> <p>(v) NCD Electoral Members' Office</p> <p>(i) Youth Section</p> <p>(ii) NCD Governor's Office</p> <p>(iii) NCD Electoral Members' Office</p> <p>(iv) Respective Donors</p> <p>(v) Interested Financial Institutions and</p> <p>(vi) National Youth Development Authority</p> <p>(vii)</p>
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7 POLICY CONTROL

7.1 Policy Promotion

The Youth Desk within Social Services Division is responsible to:

- (i) Distribute and make awareness of the NCD Youth Development Policy;
- (ii) Ensure Public Relations Division promotes the Policy through Media and;
- (iii) Liaise with Information Technology Division to ensure electronic copy is available on NCDC website.

7.2 Policy Implementation

The Youth Desk is responsible to liaise with the Policy Division to:

- (i) Formulate Annual Activity Plan (AAP) with budget to implement the Policy and;
- (ii) Distribute templates for AAPs and M&E Templates to all Youth Development Councils during policy implementation to ensure process compliance and consistency.

7.3 Monitoring and Evaluation

The Youth Desk under Social Services Division is responsible to provide Monitoring and Evaluation Report to the Policy Division for review during expiry date.

.....

**Chairman
NCD Board**

7.4 Policy Review

The NCD Youth Development Policy will be reviewed when any of the following occur:

1. The related documents are amended or replaced;
2. Other circumstances as determined from time to time by a resolution of NCD Youth Development Council and;
3. Notwithstanding the above, the NCD Youth Development Policy is to be reviewed at intervals of no more than five years.

Refer to the Revision History Table for the Policy record.

Appendix F: Policy Revision Table

...../...../.....

Approved Date



BIBLIOGRAPGY

National Capital District Commission Act 2001, Port Moresby.

National Youth Development Authority Act 2014, Port Moresby.

National Youth Policy 2020 – 2030, Port Moresby 2019.

DRAFT



**NATIONAL CAPITAL DISTRICT COMMISSION
YOUTH DESK – SOCIAL SERVICES DIVISION**

NCD YOUTH DEVELOPMENT COUNCIL MEMBERS

No:	Positions	Organization	Committee
1	Deputy City Manager – Social Services or Delegate	NCDC	Chairman
2	Manager – Social Services or Delegate	NCDC	Member
3	Director or Delegate	NYDA	Member
4	MNE Youth Coordinator or Delegate	MNE Electoral Office	Member
5	MNW Youth Coordinator or Delegate	MNW Electoral Office	Member
6	MS Youth Coordinator or Delegate	MS Electoral Office	Member
7	NCDC Governor's Office Youth Coordinator or Delegate	NCD's Governor's Office	Member





**NATIONAL CAPITAL DISTRICT COMMISSION
YOUTH DESK – SOCIAL SERVICES DIVISION**

DISTRICTS YOUTH DEVELOPMENT COUNCIL MEMEBRS

No:	MNE Youth Development Council Members	MNW Youth Development Council Members	MS Youth Development Council Members	Committee
1	Manager Youth Desk (NCDC) or Delegate	Manager Youth Desk (NCDC) or Delegate	Manager Youth Desk (NCDC) or Delegate	Chairman
2	Youth Coordinator – Governor's Office or Delegate	Youth Coordinator – Governor's Office or Delegate	Youth Coordinator – Governor's Office or Delegate	Member
3	MNE Youth Coordinator – MNE Electoral Office or Delegate	MNE Youth Coordinator – MNE Electoral Office or Delegate	MNE Youth Coordinator – MNE Electoral Office or Delegate	Member
4				Member
5				Member
6				Member
7				Member



**NATIONAL CAPITAL DISTRICT COMMISSION
YOUTH DESK – SOCIAL SERVICES DIVISION**

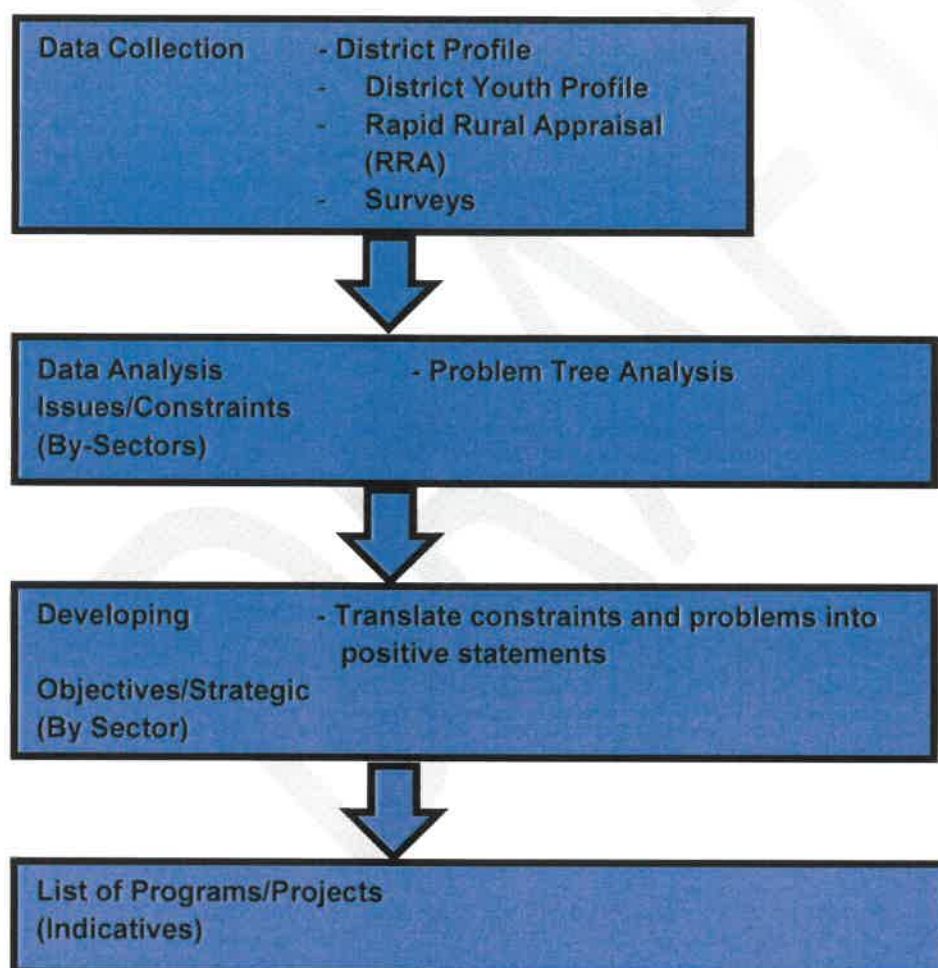
LOCAL LEVEL YOUTH DEVELOPMENT COUNCIL MEMBERS

No:	MNE Local Level Youth Development Council Members	MNW Local Level Youth Development Council Members	MS Local Level Youth Development Council Members	Committee
1	Manager Youth Desk (NCDC) or Delegate	Manager Youth Desk (NCDC) or Delegate	Manager Youth Desk (NCDC) or Delegate	Chairman
2	MNE Youth Coordinator (NCDC) or Delegate	MNW Youth Coordinator (NCDC) or Delegate	MS Youth Coordinator (NCDC) or Delegate	Member
3	Youth Coordinator – Governor's Office or Delegate	Youth Coordinator – Governor's Office or Delegate	Youth Coordinator – Governor's Office or Delegate	Member
4	MNE Local Level Youth Coordinator or Delegate	MNW Local Level Youth Coordinator or Delegate	MS Local Level Youth Coordinator or Delegate	Member
5	NYDA Representative or Delegate	NYDA Youth Coordinator	NYDA Youth Coordinator	Member
6				Member
7				Member



**NATIONAL CAPITAL DISTRICT COMMISSION****STANDARD OUTLINE OF 5 YEARS PROVINCIAL/DISTRICT YOUTH DEVELOPMENT
PLAN****Provincial/District Plan Flow Chart**

The flow chart illustrates the process to be followed to develop the 5-year plan.



OUTLINE:**Abbreviation/ Acronoymys****Forward**

The forward is a statement by a key figure in the establishment (Chairman of the DDA Board/Provincial Administration/Governor).

The statement must contain the vision of the leader, which is often reflective of the Provincial or District Development Objectives.

Acknowledgment

Thank those involved in developing the Youth Development Plan.

Chapter 1 – Introduction**1.1 Background**

- State what the document is about, how it was developed, and why it was developed. Was it based on the needs or legal requirements?
- Provide a description of the Province/District, the area, people, social, political and administrative set up.
- Briefly highlight the methods used in collecting the information and data for the Plan.

1.2 Province/District Profile

- The information contain here should present the current status of the Province/District and based indicators used to measure status of development in the Province/District.
- Population and Demography (this provided the latest population figures for the Province/District and analyses changes by Districts and LLGs.
- Boundaries-describe the boundaries within a Province/District, including the demography and topography, the area (both sea and land) and population distribution. The information would include:
 - Geographical boundaries: provide some direction to the location of the Province/District in relation to the other Provinces/Districts and the Province as a whole.
 - Electoral Boundaries: provide a narrative description of the geographical limits of the Province/District.
 - Administrative Boundaries: give an indication of the administrative boundaries within the Province/District and a map to show the extend and limits of each of these administrations.
 - Culture and Linguistic Boundaries: each culture or tribal groups should be named and identified and their geographical distribution broadly shown if possible. The source of this information must be



1.3 Province/District Youth Profile

(a) Youth Population

- By Gender (M/F)
- Youth population per LLG

(b) Education Sector

- Statistics include total population inschool, age distribution and gender, existing institutions, proposed institutions, staffing and issues.
- A description of the education status of gross school enrolments.
- Percentage of school age children not in school
- Literacy rate identified by a language mode

(c) Health Status

- Health status of the Youths

Chapter 2: Vision/Mission, Goals, Objectives, Guiding Principals & Core Values

2.1 Vision Statement (Determine by the Youths themselves)

2.2 Mission Statement

2.3 Goal

2.4 Main Objectives

2.5 Guiding Principles and Core Values

Chapter 3: Youth Issues/Constraints & Opportunities (Situational Analysis of Youth Development in the Province/District)

- Require Data (Youth in delinquency, teenage, pregnancies, others, school drop outs, unemployment)

Chapter 4: Key Strategic Priority Areas

- Propose interventions programs/activities to address issues highlighted in Chapter 3

Chapter 5: Legal Frameworks & Rational of the Youth Plan

5.1 Enabling Legislations

5.2 Enabling Development Plans and Policies

5.3 Alignment of key strategic Priority Areas (to overall government plans and policies, and others)



Chapter 6: Implementation of the Plan

- 6.1 Approaches to Implementation of the Plan
- 6.2 Financing of the Plan
- 6.3 Summary of the Indicative Budget

Annexes:

A: Logical Framework Matrix

Strategic Priority Area 1:											
Objective:											
Project/ Activity	Performance Indicator	Means of Variation	Baseline	Targets						Responsibilities	Risks/ Assumptions
				2020	2021	2022	2023	2024	2025		

B: Financing of the Plan

Strategic Priority Area 1:									
Objective:									
Project/ Activity	Performance Indicator	2020 (K'000)	2021 (K'000)	2022 (K'000)	2023 (K'000)	2024 (K'000)	2025 (K'000)	Total Estimate Cost	Funding Sources

C: Summary of the Indicative Budget

Strategic Priority Area	Budget						Total
	2020 (K'000)	2021 (K'000)	2022 (K'000)	2023 (K'000)	2024 (K'000)	2025 (K'000)	





**NATIONAL CAPITAL DISTRICT COMMISSION
YOUTH DESK – SOCIAL SERVICES DIVISION
MEETING NOTICE**

TO THE MEMBERS OF THE NCD YOUTH DEVELOPMENT COUNCIL

Meeting Number.....

Meeting Agenda

- 1.
- 2.
- 3.
- 4.

NOTICE DATE:

QUARTER NO:

PLEASE TAKE NOTICE that the above Meeting will convene on:

DATE: ----/--/--

TIME: -----am/pm

VENUE: -----

**Chairman – NCD Youth Development Council
Director – Community & Social Service Department**



**NATIONAL CAPITAL DISTRICT COMMISSION
YOUTH DESK – SOCIAL SERVICES DIVISION**

NCD YOUTH DEVELOPMENT POLICY REVISION HISTORY

No:	Action (Formulate, Revision, Review)	Effective Date	NCDC Board Chairman	Signature
1.	Formulate			

