

**Standard Operational Procedure for District Youth Conclave**

As a part of Biju Yuva Vahini programme, **District Youth Conclave** will be organized at every district which will help to promote dialogue and discussions among youth groups, share experiences, showcase success stories of young people as change makers, highlight the impact of the Biju Youth Vahini programme in bringing about a positive developmental change in the lives of the youth. The District conclaves will also provide a platform to showcase the good practices of Biju Yuva Vahini (BYV) volunteers in various social and developmental fields and help to recognize and encourage Yuva Vahinis for the innovative social actions taken at their locality.

Districts will organize the Youth Conclaves **on 16<sup>th</sup> December 2018** coinciding with the Closing of the Sports Events at the District Level as well as the Closing Ceremony of the World Cup Hockey Tournament at the State level.

Through this event, the best BYV volunteers of the districts and candidates nominated for Mu Hero campaign shall be felicitated.

**Key activities to be taken up during the Youth Conclave**

- ❖ Participation of 1500 youth in each district for the Youth Conclave
- ❖ Recognition/Awards to Best Three (3) Yuva Vahinis at district level to be selected by the District level Committee
- ❖ Felicitations of 10 'MU Heroes' selected by the District Level Committee
- ❖ Stall exhibition by different line departments showcasing different government programmes/schemes
- ❖ Stall exhibition by Biju Yuva Vahini volunteers to showcase the good practices of the BYV volunteers
- ❖ At least 15 stalls to be installed (12 by line departments and 3 by Biju Yuva Vahini groups) for showcasing of different interventions
- ❖ District Officers from different departments to address the youth on government initiatives/programmes related to youth
- ❖ Presentation by the dignitaries on issues related to youth and volunteerism
- ❖ Motivational sessions by youth icons
- ❖ ZKSS may be requested for coordinating the cultural programme
- ❖ Watching the final match and Closing Ceremony of the Hockey World Cup

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### Flow of the event

- Conduct of final match of the district level sport tournament (Hockey/Football/Cricket)
- The final match of the sports tournament (Hockey/Football/Cricket) at the district shall take place in the forenoon ( 10 AM – 1 PM) on 16<sup>th</sup> December 2018
- The conclave shall take place post lunch ( 3 PM onwards) and the number of participants shall be minimum 1500 volunteers
- Local elected representatives of the district are to be invited to inaugurate the district conclave
- The tentative agenda for the district conclave is placed at **Annexure 1**

### Pre-Conclave Process

#### Block Level Committee (BLC)

- BYV group at each panchayat shall nominate their membership for best volunteer group. The groups who have made significant contribution (volunteerism) in their locality in the field of education, sanitation, health and women empowerment, are encouraged to nominate their membership.
- BLC shall identify the best three volunteers (BYVs) from amongst the nominated list as per the ranking parameters at **Annexure-3**
- Each BLC shall send the best three nominations to District Level Committee
- Block Youth Coordinators of each block are to coordinate with their respective BLCs and DPMUs for smooth conduct of screening and youth conclave

#### District Level Committee (DLC)

- DLC shall screen and select the best three volunteers(BYVs) from amongst the nominated list sent by BLCs based on the ranking parameters
- In convergence with the line department, the DLC shall identify the speakers for the presentation on matters/themes relevant to the youth
- The DLCs shall identify the youth icons in their respective districts who can be invited for a talk during the day of Youth Conclave
- The DLC shall engage the potential partners/stakeholders for the promotion of the youth conclave

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- The DLC shall make appropriate arrangement for the security personals, medical and first aid facilities during the event
- The District Sports Officer of each district shall be the nodal person for conducting the district youth conclave
- District Youth Coordinators of each district shall coordinate with DSO and DLC members for conducting the conclave

#### **Fund and Utilization Certificate**

- Fund for District Youth Conclave shall be transferred to the accounts of PD DRDAs from the State Youth Welfare Board under the Biju Yuva Vahni programme (Refer **Annexure-2** for budget details)
- The Utilization Certificate along with photographs and reports of the conclave shall be submitted by the PDDRDAs to the State Youth Welfare Board as per prescribed format in the Operational Guidelines

#### **Registration**

- Effort shall be made to mobilize 1500 youth volunteers which include both BYV member and other youth from various educational institutions, SHGs, and youth organizations of the respective districts
- Registration desks to be managed at district and block headquarters by the Block and District Youth Coordinators
- Registration for participants should follow first cum first basis
- Registration process shall complete a week before the commencement of conclave

#### **Promotional and publicity**

A concentrated effort shall be made to make this conclave a success and reach out to the target audience. This may include publicity through print media, electronic media, social media online channels as follows

- Local Language Newspaper:
- English Newspaper:
- Portals: District Websites,
- Social Media-Facebook, Youtube
- Outdoor hoarding before 7 days of the event across the districts

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## Timeline

SI No	Activities	Timeline
1	Nomination of best volunteer by BYV group	By 25 <sup>th</sup> November, 2018
2	Screening of best three BYVs by BLC	By 30 <sup>th</sup> November, 2018
3	Screening of best three BYVs by DLC	By 10 <sup>th</sup> December, 2018
4	Compilation of MU Heros and finalization of 5 Mu Heros at the district level	By 10 <sup>th</sup> December, 2018
5	Registration Process	3 <sup>rd</sup> - 10 <sup>th</sup> December, 2018
5	Youth Concave at the district level	16 <sup>th</sup> December, 2018

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Tentative Agenda

<b>District Youth Conclave- One-day event</b>		
<b>S.No</b>	<b>Time</b>	<b>Activity/Session</b>
1	10:00 – 1:00 pm	Conduct of final match of the district level sports competition (Hockey/Cricket/Football)
2	1:00 – 2:30 pm	Lunch Break
	03:00 – 03:10 pm	Lamp Lighting & Bouquets to Guest on Dias
3	03:10 – 03:20 pm	Welcome address
4	03:20 – 03:40 am	Remarks by Key Dignitaries and Youth Icons
5	03:40 – 04:30 am	Address by District Level Officers on various government initiatives/programmes related to youth
6	04:30 – 05:00 am	Presentation of case studies by BYV volunteers (Best Three BYVs)
7	05:00 – 05:40 pm	Presentation on issues related to youth and youth volunteerism by the identified resource person
8	05:40 – 06:40 pm	Cultural Performance ( ZKSS to coordinate the cultural programme) <ul style="list-style-type: none"><li>• Folk Dance- (District Specific such as Ghumura, Ruk Mar Nacha, Chhau Dance, Gotipua, Nacni etc.)</li><li>• Singing performance, Short drama/plays on youth leadership</li></ul>
9	6:40 – 06:50 pm	Award Ceremony for Best BYVs and 'Mu Hero Mu Odisha' facilitation
10	06:50 – 7:00 pm	Closing remarks
11	07:00 – 9:00 pm	Watch the final match of Hockey World Cup
12	9:00 pm onwards	Dinner

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Tentative Budget

Sl No	Expenses Head	Details	Proposed Budget
1	Screening of best volunteer by each BLC	1-day activity for screening and support for preparation of case studies Each BLC @5,000 X Numbers of Blocks	On actual
2	District Level Screening for the best volunteer	1-day activity for screening and support for preparation of case studies Each DLC @10,000	INR 10,000
3	Venue Set up for District Youth Conclave	1 day rent for hiring Tent, stage, seating and sound system, stall arrangement etc.	INR 2,50,000
4	Food for the participants	Snacks and lunch and dinner for 1500 BYV volunteers (Per volunteer Rs 250X1500 Nos)	INR 3,75,000
5	TA for BYV volunteers	Approx. Rs 100 per volunteer X 1500 Nos	INR 1,50,000
6	Advertisement	Print Media and others including banners, hoardings etc.	INR 2,00,000
7	Key Dignitaries	Key Dignitaries (Travel and Accommodation)	INR 50,000
8	Awards and Certificate	For best three volunteers from each block and 5 Mu Heros	INR 25,000
8	Miscellaneous	Miscellaneous	INR 1,00,000
<b>Total Expenses for District Youth Conclave</b>			<b>INR 11,60,000</b>

**Parameters for ranking best BYVs**

Parameters for selecting best BYVs						
S. No.	Parameter	Excellent	Very good	Good	Fair	Average
	Marks	Score (80-100)	Score (60-80)	Score (40-60)	Score (20-40)	Score (0-20)
1	Formation of BYVs (50-member group)					
2	Nomination/ Election of Functionaries of BYV by BDOs					
3	Opening of Bank Account of BYV within one month of its formation					
4	No. of female members (1/3rd of total members)					
5	Attendance of BYV members in meetings (1/3rd quorum)					
6	Has undertaken at least 2 social actions					
7	Undertaken at least 1 sporting event					
8	Sports tender completed and procurement of sports equipment					
9	Undertaken at least 1 cultural event					
10	Number of meetings held till date (meeting register, resolution passed)					
11	Nomination for MU Hero facilitated					
12	Innovative Practice taken by the BYVs					
	Total Point Scored out of Maximum Total Points					