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Revised estimates relating to the establishment of the United Nations Youth Office

Report of the Secretary-General

Summary

The present report is submitted to request General Assembly approval of an appropriation relating to requirements arising from its resolution [76/306](#), for which no provisions have been made in the proposed programme budget for 2023.

In its resolution [76/306](#), the General Assembly decided to establish the United Nations Youth Office as a dedicated office for youth affairs in the Secretariat, integrating the Office of the Envoy of the Secretary-General on Youth. It also requested the Secretary-General to submit a detailed proposal to the Assembly at its seventy-seventh session on the operational functions, structure, resources and staffing of the Office, based on a thorough analysis of the resource needs of the new Office and funding from the regular budget of the United Nations.

It is proposed in section VIII of the present report that the total requirements for 2023 in the amount of \$2,308,900 relating to General Assembly resolution [76/306](#) be appropriated, which would represent a charge against the contingency fund for 2023. An additional appropriation in the amount of \$188,900 is also proposed under section 36, Staff assessment, of the proposed programme budget for 2023, which would be offset by an equivalent increase under income section 1, Income from staff assessment.



I. Introduction

1. The present report is submitted to request General Assembly approval of an appropriation relating to requirements arising from its resolution 76/306, for which no provisions have been made in the proposed programme budget for 2023.

II. Mandate contained in resolution 76/306: establishment of the United Nations Youth Office

2. Under the terms of paragraphs 1 to 6 of its resolution 76/306, the General Assembly:

(a) Decided to establish the United Nations Youth Office as a dedicated office for youth affairs in the Secretariat, integrating the Office of the Envoy of the Secretary-General on Youth, following a submission of a detailed proposal on the operational functions, structure, resources and staffing of the Office, based on a thorough analysis of the resource needs of the new Office and funding from the regular budget of the United Nations and, in this regard, requested the Secretary-General to submit this proposal to the Assembly, through its Fifth Committee, during its seventy-seventh session;

(b) Emphasized the importance of ensuring that the Office was provided with sufficient financial and human resources, and decided further that the Office should be led by a suitably qualified person, preferably under the age of 35 years, with a demonstrated commitment to youth issues, to be appointed by the Secretary-General at a senior-level position, in accordance with Article 101 of the Charter of the United Nations, with due regard to gender balance and geographical representation;

(c) Decided that the United Nations Youth Office would:

(i) Lead engagement and advocacy for the advancement of youth issues across the United Nations, in the areas of peace and security, sustainable development and human rights;

(ii) Promote the meaningful, inclusive and effective engagement of youth, youth-led and youth-focused organizations in the work of the United Nations, working in close collaboration across the United Nations system;

(iii) Encourage greater United Nations system-wide collaboration, coordination and accountability on the advancement of youth issues, including United Nations support to Member States, as appropriate and upon their request, in promoting the effective and meaningful engagement, participation and empowerment of youth;

(iv) Encourage the identification of focal points on youth, within existing resources, across the United Nations system and in United Nations country teams;

(v) Engage with youth-focused envoys, representatives and offices of regional organizations on advancing youth issues;

(vi) Propose innovative approaches to advance multi-stakeholder initiatives on the engagement and empowerment of youth, for the consideration of Member States;

(vii) Promote and facilitate intergenerational and intercultural dialogue, collaboration and solidarity;

(viii) Support efforts to enhance youth representation at the United Nations, including through increasing and improving the conditions of internships and

employment opportunities for youth, especially for youth from developing countries and with due regard to gender balance;

(ix) Support ongoing efforts towards the mobilization of financial and technical support and investment to promote and upscale quality and inclusive education and training, skills development, capacity-building and bridging the digital divide, in tandem with job creation, for youth and the creation of an enabling environment for harnessing their talents and abilities to contribute to their societies;

(x) Conduct outreach to youth, youth-led and youth-focused organizations, through innovative means, including the use of social media;

(d) Invited the President of the Economic and Social Council, with the support of the Department of Economic and Social Affairs of the Secretariat, to collaborate with the United Nations Youth Office in the preparation for the Economic and Social Council youth forum, in particular to ensure that the forum represents a platform for youth from across all regions to continue to share their ideas and engage in dialogue with Member States;

(e) Decided to include in the draft agenda of its seventy-seventh session, and of subsequent sessions, an item entitled "Report of the United Nations Youth Office" and requested the Secretary-General to submit to the Assembly an annual report on the activities of the United Nations Youth Office for its consideration under that agenda item in plenary meeting;

(f) Requested that the United Nations Youth Office share the report with youth representatives and representatives of youth-led and youth-focused organizations.

III. Relationship between the mandate contained in resolution 76/306 and the proposed programme budget for 2023

3. The mandate contained in resolution 76/306 requires additional activities under the following sections:

(a) Section 1, Overall policymaking, direction and coordination. It is envisaged that the United Nations Youth Office will be established as a separate entity under section 1 based on its overall advocacy and coordination functions as guided by General Assembly resolution 76/306. The Youth Office will seek to advance youth issues and ensure meaningful youth engagement across the work of the Organization in all settings, in the areas of sustainable development, peace and security, and human rights. The Office will enhance and better mobilize the existing capacities on youth across the United Nations system, including those of United Nations departments, agencies, funds and programmes. In particular, the new Office will ensure close collaboration with the Department of Economic and Social Affairs in the execution of its youth-related mandates, including those captured under the Department's subprogramme 2, on inclusive social development, which will continue to focus on conducting evidence-based research and analysis, monitoring national and global socioeconomic trends, providing substantive support for intergovernmental dialogue and processes and advancing technical cooperation and capacity development efforts;

(b) Section 2, General Assembly and Economic and Social Council affairs and conference management.

IV. Activities required to implement the mandate contained in resolution 76/306

4. Pursuant to the mandates contained in paragraphs 1 to 3 of the resolution, it is envisaged that the United Nations Youth Office will be led by an Assistant Secretary-General, who will report directly to the Secretary-General. The Office will be located at United Nations Headquarters in New York, and will consist of the Office of the Assistant Secretary-General, the United Nations System Coordination and Accountability Section and the Partnerships, Advocacy and Communications Section.

5. The Office of the Assistant Secretary-General will focus on high-level political advocacy and outreach for the effective advancement of youth issues and youth engagement across the work of the United Nations, and the overall management of the United Nations Youth Office.

6. The overall responsibilities of the Office will include:

(a) Regular high-level engagement with Member State representatives, principals of United Nations organs and United Nations system senior management;

(b) Conducting country visits and bilateral meetings with ministers responsible for youth, and participating in relevant international convenings;

(c) Engaging with youth-focused envoys, representatives and offices of regional and international organizations on advancing youth issues and facilitating intergenerational and intercultural dialogue, collaboration and solidarity;

(d) Providing overall substantive and strategic guidance, including financial planning, organizing, guiding, coordinating and reporting on the activities of the Office, and ensuring that the operations of the Office are conducted in compliance with the United Nations regulations, rules and policies.

7. It is proposed that the Office of the Assistant Secretary-General comprise four posts, including one Head of Office/Assistant Secretary-General, one Chief of Staff (D-1), one Administrative Officer (P-3), and one Administrative Assistant (General Service (Other level)).

8. The United Nations System Coordination and Accountability Section will be responsible for driving greater action, collaboration, coordination and accountability with regard to the advancement of youth issues across the United Nations system's work in all settings, with regard to peace and security, sustainable development and human rights.

9. The overall responsibilities of the United Nations System Coordination and Accountability Section will include:

(a) Providing secretariat support to the inter-agency High-level Steering Committee and Joint Working Group responsible for advancing coherent action by the United Nations system on youth-related matters. The High-level Steering Committee brings together senior-level leadership at the Assistant Secretary-General level from 15 United Nations entities and three youth networks, and is supported by the Joint Working Group, comprising youth focal points from 43 United Nations entities. The High-level Steering Committee meets biannually and Joint Working Group meets monthly;

(b) Providing regular updates and support to focal points on youth across the United Nations system and engaging United Nations leadership to encourage the identification of additional youth focal points where they do not currently exist;

(c) Preparing annual reports on the implementation of General Assembly resolution 76/306 and facilitating accountability for United Nations system performance on youth issues, including by managing the United Nations entity and United Nations country team scorecards;

(d) Working closely with the Development Coordination Office and United Nations partners to strengthen United Nations support to Member States at the country level on youth matters, as appropriate and upon their request;

(e) Co-convening, with the Department of Management Strategy, Policy and Compliance, a task team on strengthening internships at the United Nations, with a view to increasing and improving the conditions of internships and employment opportunities for youth, especially for youth from developing countries, with due regard to gender and geographic balance.

10. It is proposed that the United Nations System Coordination and Accountability Section comprise six posts, including one Chief of Section, United Nations System Youth Coordination and Accountability (P-5), two Coordination Officers (1 P-4 and 1 P-3), one Associate Coordination Officer (P-2), one Associate Data Analyst (P-2) and one Associate Programme Officer (P-2).

11. The Partnerships, Advocacy and Communications Section will play a key role in bringing the United Nations closer to young people, and young people closer to the United Nations. It will forge innovative partnerships and initiatives to enhance the engagement of youth in the work of the Organization and lead state-of-the-art communications efforts on youth issues.

12. The overall responsibilities of the Partnerships, Advocacy and Communications Section will include:

(a) Developing and implementing advocacy initiatives on youth issues, working hand in hand with other United Nations departments, agencies, funds and programmes;

(b) Conducting extensive internal and external communications efforts that adopt youth-friendly language and tone and create conversations online and offline with young people and on youth issues;

(c) Conducting outreach to marginalized youth and youth-led and youth-focused organizations through innovative means, including the use of social media;

(d) Holding intergenerational and intercultural dialogues and exchanges of views, and continuously highlighting and championing youth solutions, contributions and roles;

(e) Liaising with relevant United Nations entities, conducting analysis and supporting outreach activities of the Youth Office to Member States to broker meaningful youth participation in decision-making across the United Nations system and beyond;

(f) Commissioning and publishing research and monitoring trends on youth participation and mobilization;

(g) Deploying technology and innovation across the work of the Office, including by harnessing young people's potential as innovators, solution builders and experts; monitoring innovation and digital transformation; and employing visually compelling and insightful data analysis and digital platforms.

13. It is proposed that the Section comprise six posts, namely, one Chief of Section, Senior Partnerships, Advocacy and Communications (P-5); one Programme Officer, Youth Engagement (P-3); one Programme Officer, Partnerships (P-3); one Associate

Programme Officer, Innovations (P-2); one Associate Communications Officer (P-2); and one Associate Programme Officer (P-2).

14. Pursuant to paragraph 4 of the resolution, the United Nations Youth Office will also work in collaboration with the President of the Economic and Social Council and the Department of Economic and Social Affairs to prepare for the annual youth forum of the Council. In particular, the Office will ensure that the forum represents a platform for youth from across all regions to continue to share their ideas and engage in dialogue with Member States. The Office will coordinate the development of the concept note, agenda and programme, issue invitations to Ministers for Youth, ensure the participation of youth representatives and speakers and lead the communications outreach aspect of the forum. As part of the forum, the Office will coordinate the exchange of ideas and dialogue among youth and the Member States on the implementation of the Sustainable Development Goals.

15. Pursuant to paragraph 5 of the resolution, the report to be presented to the General Assembly, with an estimated word count of 10,700 words, would be issued in all six official languages in 2023 and annually thereafter by the Department for General Assembly and Conference Management, representing an addition to the documentation workload of the Department.

16. Pursuant to paragraph 6 of the resolution, the United Nations Youth Office will prepare a youth-friendly version of the report for distribution and sharing with youth representatives, and representatives of youth-led and youth-focused organizations online and offline as appropriate, as part of its overall communications and advocacy efforts.

V. Budgetary implications

17. The estimated additional resource requirements to establish the United Nations Youth Office in 2023 would amount to \$2,308,900, as shown in table 1.

Table 1

Additional resource requirements by budget section and object of expenditure

(United States dollars)

	<i>Requirements for 2023</i>
Section 1, Overall policymaking, direction and coordination	
Post	1 568 800
Other staff costs	80 000
Hospitality	5 000
Consultants	110 000
Travel of staff	75 000
Contractual services	235 000
General operating expenses	30 800
Supplies and materials	8 000
Furniture and equipment	16 000
Grants and contributions	120 000
Subtotal, section 1	2 248 600

*Requirements for 2023***Section 2, General Assembly and Economic and Social Council affairs and conference management**

Other staff costs	
Translation services	33 100
Subtotal, section 2	33 100
Section 29B, Department of Operational Support	
Furniture and equipment	27 200
Subtotal, section 29B	27 200
Total	2 308 900

18. The proposal includes an amount of \$2,248,600 for the establishment of the United Nations Youth Office under section 1, as reflected below:

(a) **Post.** The estimate of \$1,568,800 would provide for salaries and common staff costs relating to the proposed establishment of 16 new posts (1 Assistant Secretary-General, 1 D-1, 2 P-5, 1 P-4, 4 P-3, 6 P-2 and 1 General Service (Other level)). The estimate includes the application of a 50 per cent vacancy factor in line with established procedures. The related delayed impact of posts costs in 2024 would amount to \$1.3 million, based on the current standard costs. Further details on the organizational structure of the Office, and the functions of the 16 posts, are reflected in annexes I and II of the present report;

(b) **Other staff costs.** The estimate of \$80,000 would provide for the replacement of staff on maternity/paternity or sick leave; for the recruitment of temporary staff to support peak workload periods, including during conferences, events and summits; and for overtime and night differential;

(c) **Hospitality.** The estimate of \$5,000 would provide for official functions such as special events and other outreach activities in support of building and maintaining relationships and partnerships with Member States, foundations and youth-led civil society organizations;

(d) **Consultants.** The estimate of \$110,000 would provide consultants that would conduct research on youth empowerment and meaningful youth engagement in the United Nations; review and analyse the follow-up actions of the Transforming Education Summit; and conduct research on youth with disability inclusion in various discussions and policies within the United Nations system and in various country settings upon request;

(e) **Travel of staff.** The estimate of \$75,000 would provide for official travel of staff to attend relevant United Nations conferences, including the 2023 United Nations Climate Change Conference, and to undertake mission travel to engage with United Nations country teams in various regions;

(f) **Contractual services.** The estimate of \$235,000 would provide for five major events, including licences to use virtual event platforms, the translation of materials into the six official languages of the United Nations and the services of sign-language interpreters; other specialized services such as advertising and web design; production services linked to the production of virtual event and multimedia multiplatform content and design; and standard software licences for computers and laptops;

(g) **General operating expenses.** The estimate of \$30,800 would provide for communication costs, including the cost of telephone, Internet and copier services;

(h) **Supplies and materials.** The estimate of \$8,000 would provide for office supplies and materials;

(i) **Furniture and equipment.** The estimate of \$16,000 would provide for the purchase of computers;

(j) **Grants and contributions.** The estimate of \$120,000 would provide for the travel of youth leaders to participate in various United Nations meetings, including those organized by the Office, to strengthen youth capacity in the areas of peace, sustainable development and human rights.

19. The proposal includes an amount of \$33,100 under section 2, General Assembly and Economic and Social Council affairs and conference management, related to the costs for the new annual report.

20. The proposal also includes a non-recurrent amount of \$27,200 under section 29B, Department of Operational Support, for office furniture related to the new posts.

21. An additional amount of \$188,900 would be required in 2023 under section 36, Staff assessment. The related delayed impact of staff assessment in 2024 would amount to \$147,600.

22. In 2023, a seamless transition will be undertaken between the new United Nations Youth Office and the Office of the Envoy of the Secretary-General on Youth. This will involve the gradual transfer of the activities of the Office of the Envoy of the Secretary-General on Youth, where mandated, to the new United Nations Youth Office, while other activities of the Office of the Envoy of the Secretary-General on Youth will be concluded in 2023. This would allow for the disbanding of the Office of the Envoy of the Secretary-General on Youth by the end of 2023.

23. In the future, the United Nations Youth Office plans to mobilize extrabudgetary contributions to complement regular budget resources and support the delivery of its mandates.

VI. Summary of resource requirements

24. The budgetary implications for 2023 amount to \$2,497,800, as shown in table 2.

Table 2

Additional resource requirements (before recosting)

(United States dollars)

	<i>Requirements 2023</i>
Section 1, Overall policymaking direction and coordination	2 248 600
Section 2, General Assembly and Economic and Social Council affairs and conference management	33 100
Section 29B, Department of Operational Support	27 200
Section 36, Staff assessment	188 900
Total, including staff assessment	2 497 800

VII. Potential for absorption during 2023

25. No provision has been made in the proposed programme budget for 2023 for the implementation of the mandate contained in the resolution. At this stage, it is not possible to identify activities within the relevant sections of the proposed programme

budget for 2023 that could be terminated, deferred, curtailed or modified during 2023. It is therefore necessary that the additional resources be provided through an additional appropriation for 2023.

VIII. Conclusions and recommendations

26. The General Assembly is requested:

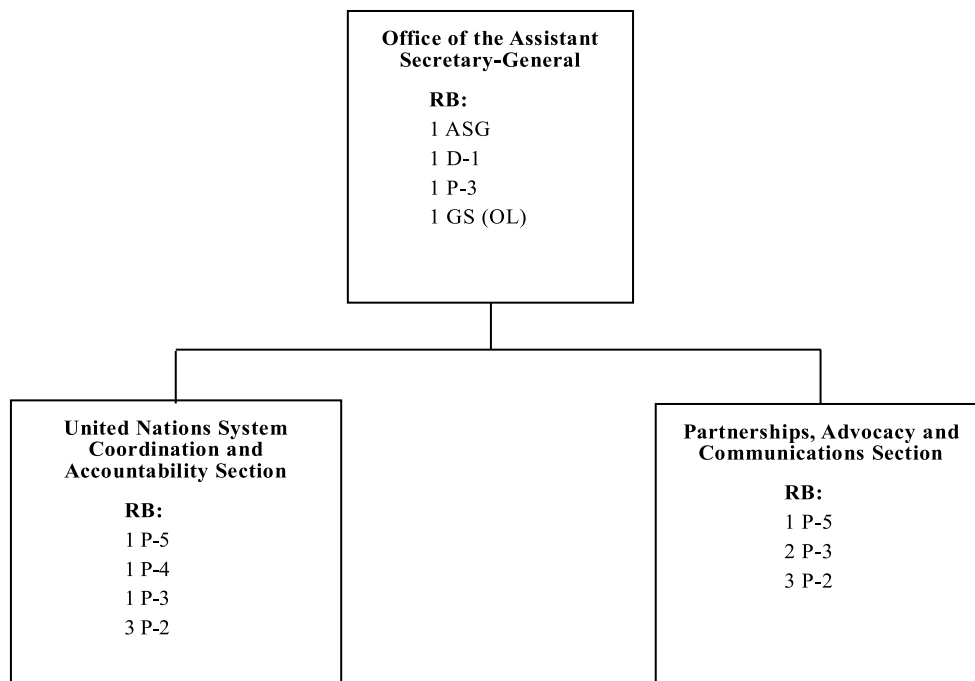
(a) To approve additional appropriations, representing a charge against the contingency fund, for 2023 in the amount of \$2,308,900, comprising \$2,248,600 under section 1, Overall policymaking, direction and coordination, \$33,100 under section 2, General Assembly and Economic and Social Council affairs and conference management, and \$27,200 under section 29B, Department of Operational Support, of the proposed programme budget for 2023;

(b) To approve the establishment of 16 posts (1 Assistant Secretary-General, 1 D-1, 2 P-5, 1 P-4, 4 P-3, 6 P-2, 1 General Service (Other level)) under the United Nations Youth Office;

(c) To approve an additional appropriation in the amount of \$188,900 under section 36, Staff assessment, of the proposed programme budget for 2023, to be offset by an equivalent increase under income section 1, Income from staff assessment.

Annex I

Organizational structure and post distribution



Abbreviations: ASG, Assistant Secretary-General; GS (OL), General Service (Other level), RB, regular budget.

Annex II

Summary of posts proposed for establishment

<i>Component</i>	<i>Posts</i>	<i>Grade</i>	<i>Functional title</i>	<i>Justification, including summary of functions</i>
Office of the Assistant Secretary-General	1	ASG	Head of Office/Assistant Secretary-General for the United Nations Youth Office	The incumbent would represent the Secretary-General on all matters relating to United Nations system-wide work on youth, subject to United Nations authorities and mandates, and would report to the Secretary-General. The Assistant Secretary-General would be responsible for implementing the mandate of the United Nations Youth Office as specified in paragraph 3 of General Assembly resolution 76/306 and paragraph 6 of the present report. Functions would include, inter alia, leading collaboration, coordination, engagement and advocacy for the advancement of youth issues across the United Nations in the areas of peace and security, sustainable development and human rights.
	1	D-1	Chief of Staff	The incumbent would act as a deputy for the Assistant Secretary-General in relation to all of her or his representational functions, as deemed appropriate; provide strategic oversight and management across the areas of work of the United Nations Youth Office on behalf of the Assistant Secretary-General, including operations, administration and communications, while ensuring coherence across these pillars; and maintain ongoing contact with partners, United Nations entities, youth organizations and Member States, with the end result of supporting internal and external engagements by the Head of Office.
	1	P-3	Administrative Officer	The incumbent would manage the administrative requirements of the United Nations Youth Office. Functions include, inter alia, administrative support for secondments and recruitment of personnel, management of contracts and consultancies, development of internal administrative procedures and processes, and general financial management of the Office.
	1	GS (OL)	Administrative Assistant	The incumbent would manage the schedule and travel of the Assistant Secretary-General, support preparations for meetings and engagements, including in coordination with other members of the United Nations Youth Office, and provide support to the Administrative Officer.
United Nations System Coordination and Accountability Section	1	P-5	Chief of Section, United Nations System Coordination and Accountability	The incumbent would serve as the adviser to the Assistant Secretary-General and the Chief of Staff on matters relating to United Nations system coordination and accountability. The incumbent would lead and manage the work of the Section as detailed in paragraph 9 of the report. Functions would include, inter alia, participating in United Nations system-wide coordination mechanisms on youth; overseeing United Nations system-wide reporting on the implementation of youth-related work; and collaborating with entities from across the United Nations system to develop innovative approaches to enhancing youth representation in the United Nations.
	3	1 P-4, 1 P-3, 1 P-2	2 Coordination Officers and 1 Associate Coordination Officer	Working in the areas of sustainable development, peace and security and human rights, the incumbents would provide support for all functions under the responsibility of the Chief of Section, as reflected in paragraph 9 of the report. The incumbent of the Coordination Officer position (P-4) would act as a deputy for the Chief of Section when required.
	1	P-2	Associate Data Analyst	The incumbent would, inter alia, support the team by consolidating, analysing and presenting data received from the United Nations country teams and United Nations system entities on progress made in advancing youth issues.

<i>Component</i>	<i>Posts</i>	<i>Grade</i>	<i>Functional title</i>	<i>Justification, including summary of functions</i>
Partnerships, Advocacy and Communications Section	1	P-2	Associate Programme Officer	The incumbent would, inter alia, assist the team in providing secretariat support to the inter-agency High-level Steering Committee and Joint Working Group responsible for advancing coherent action by the United Nations system on youth-related matters; draft briefing notes for Member States, youth-serving and youth-focused civil society organizations on the progress of United Nations coordination on youth; and draft speaker notes and agenda items for various meetings on youth by the task team.
	1	P-5	Chief of Section, Partnerships, Advocacy and Communications	The incumbent would serve as the senior adviser to the Assistant Secretary-General and Chief of Staff on matters related to strategic partnerships, advocacy and communications activities. The incumbent would lead and manage the Section and provide oversight on the work of the Section as detailed in paragraph 12 of the report. The incumbent would, inter alia, be responsible for the planning, implementation and monitoring of the advocacy, meaningful engagement and communications work of the Office; serve as the key interlocutor with the diverse partners of the United Nations Youth Office; and lead all aspects of the Office's communications planning and strategy development and the day-to-day engagement with the media, internal communications groups and the Department of Global Communications, among other things.
	1	P-3	Programme Officer, Youth Engagement	The incumbent would support the Chief of Section across all activities outlined above, and in particular play a key role in adopting a youth-friendly language and tone in communicating the work of the United Nations to the world's young people and create conversations online and offline in support of the United Nations and multilateralism. The incumbent would help observe trends in youth participation and mobilization online to inform the work of the Assistant Secretary-General and the United Nations System Coordination and Accountability Section.
	1	P-3	Programme Officer, Partnerships	The incumbent would, inter alia, provide technical and operational advice with regard to the planning, development and implementation of partnership initiatives and engagements with State and non-State partners, including the private sector, academia, United Nations system entities and youth-focused and youth-serving organizations and networks in support of the main mandates of the United Nations Youth Office. The incumbent would also support collaboration with other United Nations entities to ensure harmonization of partnership strategies and plans at all levels. Working closely with the Chief of Section, the incumbent would develop creative and engaging communications content, channels and platforms to increase visibility and enhance recognition of key partners and engagements to achieve needed visibility of the Office's work across all pillars.
	1	P-2	Associate Programme Officer, Innovations	The incumbent would be responsible for, inter alia, developing and managing innovative approaches and initiatives, and undertake policy-focused research, data analysis and advocacy in line with the United Nations system-wide efforts to accelerate the achievement of the Sustainable Development Goals, while ensuring meaningful youth engagement and harnessing young people's potential as innovators, solution builders and experts. The incumbent would also track and analyse policy-relevant issues related to innovation and digital

<i>Component</i>	<i>Posts</i>	<i>Grade</i>	<i>Functional title</i>	<i>Justification, including summary of functions</i>
				transformation, particularly in developing countries, and also support the production and publication of thought leadership materials as well as visually compelling and insightful data analysis related to the Sustainable Development Goals, particularly on interactive digital platforms, and with a focus on youth-related targets.
	1	P-2	Associate Communications Officer	The incumbent would support the Chief of Section and the team on all aspects outlined above, with a specific focus on drafting various communications materials for the Section.
	1	P-2	Associate Programme Officer	The incumbent would, inter alia, support the Chief of Section and the team in the selection, preparation and participation of youth representatives and experts in events, meetings or conferences organized by the United Nations Youth Office and the United Nations system; and support the organization of intergenerational and intercultural dialogues with other United Nations system entities and external partners.

Abbreviations: ASG, Assistant Secretary-General; GS (OL), General Service (Other level).