

APPROVED
by the decision of the Supervisory Board
of the Ukrainian Youth Foundation
dated 07.12.2023 №6

PROCEDURE
on the organisation of the activities of the Foundation's Directorate

General provisions

1. The Procedure for Organising the Activities of the Directorate of the Foundation (hereinafter referred to as the Procedure) establishes the procedure for organising the activities of the Directorate of the Ukrainian Youth Foundation (hereinafter referred to as the Directorate of the Foundation) related to the performance of its tasks in accordance with the legislation of Ukraine.

2. The Directorate of the Foundation shall be guided in its activities by the Constitution of Ukraine, laws of Ukraine, international treaties of Ukraine, legislation governing technical and economic cooperation of Ukraine with countries and international organisations, acts of the President of Ukraine, the Cabinet of Ministers of Ukraine, resolutions of the Verkhovna Rada of Ukraine adopted in accordance with the Constitution and laws of Ukraine, acts of the central executive body that ensures the formation and implementation of youth policy (hereinafter referred to as the Ministry of Youth and Sports), and other regulatory legal acts, the Regulations on the Ukrainian Youth Foundation (hereinafter referred to as the Regulations on the Foundation), this Procedure and acts of the Ukrainian Youth Foundation (hereinafter referred to as the Foundation).

3. The Management Board of the Foundation is a permanent executive and administrative body of the Foundation, which manages the current activities of the Foundation.

4. The activities of the Directorate of the Foundation shall be open and transparent, which is ensured through interaction with central and local executive authorities, local self-government bodies, citizens' associations, public unions, trade unions and employers' organisations, relevant bodies of foreign states and international organisations, civil society institutions and organisations, mass media, and by publishing information about the activities of the Directorate on the official website of the Foundation, publications in mass media.

Organisational principles of the Foundation's Management Board

5. The number of members and structure of the Foundation's management board shall be determined by the Supervisory Board of the Foundation upon the proposal of the Director of the Foundation.

The structure, staffing and budget of the Foundation shall be approved by the Ministry of Youth and Sports.

The Foundation's management consists of the Foundation's employees.

The Foundation is headed by the Director of the Foundation.

The Director of the Foundation shall be an ex officio member of the Directorate of the Foundation.

6. Employees of the Foundation shall not be civil servants. A person may not be an employee of the Foundation:

declared incapacitated by a court decision;

who has a criminal conviction for a criminal offence that has not been cancelled or not yet cancelled in accordance with the procedure established by law;

has been subjected to an administrative penalty for committing a corruption-related offence within the last year prior to the date of employment.

The rights and obligations of the Foundation's employees shall be determined by job descriptions (duties) and internal labour regulations.

The labour collective of the Foundation's Directorate consists of all employees who are employed by the Foundation in accordance with the applicable laws and the Regulations on the Foundation, which regulate the labour relations between the employee and the Foundation's Directorate.

7. Employees of the Foundation shall be hired in accordance with the procedure established by the labour legislation.

The contract with the members of the Management Board, except for the Director of the Foundation, shall be concluded by the Director of the Foundation or a person performing his/her duties in accordance with the procedure established by law.

The contract shall be concluded in writing and signed by the Director of the Foundation or the person performing his/her duties and the employee hired under the contract.

The contract shall be executed in two copies having equal legal force and kept by each party.

The contract shall enter into force from the date of its signing or from the date specified by the parties in the contract and may be amended by agreement of the parties in writing.

The contract shall be the basis for issuing an order to appoint employees to the relevant position from the date specified in the contract by agreement of the parties.

The order shall be issued no later than the day the contract comes into force.

8. The Directorate of the Foundation:

determines, in agreement with the Ministry of Youth and Sports, the priority areas of support for the development of youth policy by the Foundation;

develops and submits for approval to the Supervisory Board the procedure for reporting conflicts of interest that have arisen during the organisation of competitive selection and financing of youth projects;

approves in agreement with the Supervisory Board:

regulations on the Foundation's expert councils;

the procedure for submitting proposals to the Foundation for support of youth projects and monitoring their implementation;

approves:

regulations on the expert selection committee;

annual work plan of the Foundation;

annual report on the Foundation's activities and implementation of youth projects; determines the number of expert councils, which include experts who evaluate youth projects and heads of expert councils from among the selected experts;

creates and maintains a register of youth projects submitted to the Foundation with proposals for their support;

determines the procedures and criteria for competitive selection of youth projects to be implemented with the support of the Foundation;

reviews decisions of expert councils on the evaluation of youth projects;

determines the terms of co-financing for the purpose of providing budget grants for the implementation of youth projects, if necessary;

based on the results of the evaluation of youth projects by experts, discusses proposed possible changes to the provisions of youth projects and the amount of budget grants with the contestants who are proposed to be determined as grantees;

provide budget grants for the implementation of youth projects in accordance with the established procedure, as well as control over the targeted use of the allocated funds;

determines the norms for calculating payments for expert review of one youth project; performs certain tasks for the implementation of youth policy, determined by the Ministry of Youth and Sports;

performs other powers defined by the Foundation's Regulations.

9. Decisions on behalf of the Foundation's Directorate shall be made by its governing body, which shall consist of the Director of the Foundation and heads of structural units of the Foundation's Directorate.

The governing body of the Foundation's Directorate shall make decisions by a majority of its members.

10. The Director of the Foundation shall be elected by the Supervisory Board of the Foundation on a competitive basis in accordance with the procedure established by the Regulations on the Ukrainian Youth Foundation. The contract with the Director of the Foundation shall be concluded in accordance with the established procedure by the central executive body that ensures the formation and implementation of youth policy for a period of four years. The same person may not be elected Director of the Foundation more than three times in a row.

11. The Director of the Foundation shall be responsible for the performance of the tasks and functions assigned to the Foundation, the targeted use of the Foundation's funds, property and material assets at the disposal of the Foundation in accordance with the Regulations on the Foundation.

The Director of the Foundation or the person performing his/her duties:

organise and manage the day-to-day activities of the Foundation;

ensure the achievement of the goals and fulfilment of the tasks of the Foundation set out in this Regulation and the acts of the Foundation;

prepare and submit proposals for approval to the Supervisory Board regarding the quantitative composition and structure of the Foundation's management board;

select the employees of the Foundation, conclude and terminate employment contracts, organise professional development of the employees of the Foundation;

develops and submits for approval to the Supervisory Board the procedure for organising the activities of the Foundation's Directorate and amendments thereto;

develop and submit for approval to the Supervisory Board the Foundation's strategy;

participate in meetings of the Supervisory Board in an advisory capacity;
apply to the chairman of the supervisory board with the initiative to hold a meeting of the supervisory board;

ensure the implementation of the decisions of the Supervisory Board;
dispose of the Foundation's funds and property in accordance with the law, ensure their targeted, efficient and economical use, open accounts with the Treasury and banking institutions, give instructions to members of the Directorate and employees of the Foundation, sign financial and business documents;

approves, in agreement with the Supervisory Board, the personal composition of the Foundation's expert councils, which is formed based on the results of a competitive selection of experts;

in agreement with the Ministry of Youth and Sports, allocates and redistributes expenditures between priority areas of support within the established budget allocations for this purpose;

approves the decisions of expert councils and the calendar plan of youth projects for which budget grants will be provided;

if necessary, make decisions on additional competitive selection of youth projects within the priority areas of support;

oversee the monitoring of the implementation of youth projects;

oversee compliance with the norms set forth in the Methodology for Forming the Procedure for Making Payments to Experts of the Expert Councils of the Ukrainian Youth Foundation for the Competitive Selection of Youth Projects for the Period of Martial Law in Ukraine or in its Individual Localities and within six months after its termination or cancellation, approved by the Resolution of the Cabinet of Ministers of Ukraine No. 182 'Some Issues of the Ukrainian Youth Foundation' dated 28 February 2023;

decides on the removal of an expert from participation in the competitive selection of youth projects supported by the Foundation in case of a conflict of interest, as well as in case of poor quality evaluation of youth projects;

provide the Ministry of Youth and Sports with information on the Foundation's activities;

represents the Foundation in relations with state authorities, local self-government bodies, enterprises, institutions, organisations regardless of

ownership, international organisations and representatives of civil society to achieve the goals and objectives of the Foundation;

provide representation of the Foundation in courts;
ensure organisation of the Foundation's work on selection, evaluation and approval of youth projects;
exercise other powers in accordance with the Regulations on the Foundation.

Organisation of work with documents, citizens' appeals and requests for access to public information at the Foundation's directorate

12. The organisation of work with documents in the Directorate of the Foundation, control over their timely consideration shall be carried out in accordance with the Standard Instruction on Record Keeping in Central Executive Bodies, the Council of Ministers of the Autonomous Republic of Crimea, and local executive bodies.

13. To ensure the documentation of the activities of the Foundation's Directorate, the seal with the name of the Foundation's **Directorate**, other seals, stamps and forms made in accordance with the sample approved by the Director of the Foundation shall be used.

14. Internal correspondence between the Directorate of the Foundation and members of the Supervisory Board of the Foundation, expert councils shall be carried out by sending letters by e-mail on working issues. Documents sent to enterprises, institutions, organisations, and citizens shall be signed by the Director of the Foundation or a person acting as such.

15. The procedure for working with documents, files, publications and other material carriers of restricted information shall be determined by the legislation of Ukraine in the field of protection of state secrets and protection of restricted information.

16. Citizens' appeals and requests for access to public information addressed to the Foundation shall be considered in accordance with the Law of Ukraine "On Citizens' Appeals" and the Law of Ukraine 'On Access to Public Information'.

17. The Directorate of the Foundation prepares responses to citizens' appeals and requests for access to public information within the time limits established by law. The responses based on the results of consideration of appeals and requests for access to public information shall be signed by the Director of the Foundation or a person performing his/her duties.

Planning and reporting on the activities of the Foundation's management board

18. The Directorate of the Foundation plans its work in accordance with the Law of Ukraine ‘On the Basic Principles of Youth Policy’, the Regulations on the Foundation and this Procedure.

19. The annual work plan of the Foundation provides for the determination of:

a list of tasks (works, activities, issues) to be performed (considered) during the year;

employees of the Foundation responsible for the performance (implementation) of the planned tasks;

deadlines for completing the tasks.

The annual work plan of the Foundation shall be formed in accordance with the powers of the Directorate of the Foundation, as defined in clause 8 of the Procedure.

The annual work plan of the Foundation shall be published on the official website of the Foundation.

20. Based on the results of the tasks defined in the annual work plan of the Foundation, the Foundation's Directorate:

annually, no later than 1 February of the year following the reporting year, draws up and approves an annual report on the activities of the Foundation and the implementation of youth projects and submits it to the Supervisory Board and the Ministry of Youth and Sports.

The annual report on the activities of the Fund and the implementation of youth projects shall contain information on the status of implementation of the tasks envisaged by the annual plan of the Fund, which were organised, coordinated and monitored by the Directorate of the Fund, a list of projects implemented in the reporting year with the support of the Fund and detailed information on such projects, annual financial statements, the latest report submitted on the results of the state external financial control (audit) of the Fund's activities, together with information on the status of implementation of the relevant report;

annually, no later than 1 April of the year following the reporting year, submit to the public an annual report on the activities of the Foundation and on the implementation of youth projects, together with the latest report submitted as a result of the state external financial control (audit) of the Foundation's activities, and information on the status of the relevant report.

Simultaneously with the submission of the annual report on the Foundation's activities and the implementation of youth projects, the Foundation's management publishes such a report on its official website for public access in the form of open data in accordance with the Law of Ukraine 'On Access to Public Information'.

Procedure for approving and amending this Procedure

21. The Procedure or amendments thereto shall be developed and submitted for approval to the Supervisory Board of the Foundation by the Director of the Foundation.

The Procedure or amendments thereto shall come into force from the date of their approval by the Supervisory Board of the Foundation.

The Procedure or amendments thereto shall be published on the official website of the Foundation.