



Inception, Policies and Procedures Manual OF BYF.

BYF is a forum for Social Change & Development in Shangla and Kohistan.

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Bright Youth Forum (BYF)

Location

Head office; IPN office, APS building near Post office, Main KKH road, Bazar colony, Dubbair Kohistan, KP.

Background

Bright youth forum is set up by initiative for people in need (IPN), a non-government, and non-political, non-religious and nonpartisan organization. The objective behind the establishment of BYF is to use the youth for change and development in Shangla and Kohistan districts with an ultimate goal of having a just, fair, pluralistic and accountable society. That is formed for the capacity building of youth and identifying issues and their solution and eradication. The forum aims at creating awareness and democratic norms and values among the youth on twin district Shangla and Kohistan. Its objective is to work for the sovereignty and integrity of the district and country at large. The forum is tailored with keen exuberance to help the under privileged children to provide with better life through awareness raising, education and provision of basic amenities of life. BYF will extend its helping hands to the inhabitants of Kohistan during natural calamities, disasters or unfortunate incidents.

BYF is taking political initiatives for learning and exploring the political system of Pakistan. The forum is developing new ideas for the district while focusing social change and sustainable development. The forum is establishing debates for youth to train themselves with no tolerance for discrimination in the forum in any form.

Our Vision

BYF envision having confident and resilient youth, a vibrant, just, caring, and tolerant, society.

Our Mission

To use the natural talent and capacities of youth for change and development

Goal

Youth are well motivated as a catalyst for change and development in Shangla and Kohistan.

CORE VALUES

The entire philosophy of BYF shall center round the following core values.

- Mutual respect..
- Accountability.
- Fair Play.
- Equality.

Our Role & Objectives

The fundamental objectives and expected roles to be played by BYF are given as under.

- Advocate active youth citizenry, positive youth development, leadership and voice for causes and issues through research, programming and recognition.
- Connecting the youth with different sectors for increasing youth outreach, exposure and lifelong learning experiences. We partner different sector influencers and forum to build a vibrant youth ecosystem to create more local, national and overseas opportunities for our youth.
- Enabling holistic youth development and ecosystem through resource mobilization, capacity building, wider youth exposure and facilitation.
- Arranging debates and passing resolutions about the issues.
- Making policies and giving suggestions to policy makers.
- To increase awareness and participation of youth in social work.
- To persuade the members about territorial, national and global burning issues affecting the dwellers of our planet in one or the other.
- To be a scaffold between the youth and policy makers of the district as well as province and country at large Pakistan.
- To be suggestive legislature of Kohistan and Shangla about national and international issues.
- To advance cooperation and comprehension with in different youth gathering at neighborhood, provincial and global level.
- BYF aims to draw in youth in a way where validity of the young is outfit in a positive way.
- To execute a diplomatic model to convey system redesigns and additionally to get input on present and future system of the administration.
- To produce imagined and implementable ideologies with respect to improvement sector.
- **Steering the youth into beneficial advancement activities promoting humanity human rights and peace.**
- To produced young leadership for the social work.
- To established the talent of Kohistan and Shangla.
- Adopt developmental activities and arrange scholarships awards, prize for the youth of Kohistan and Shangla.
- Adopt different work activities to protect the corruption from the society of Kohistan and Shangla.

SCOPE OF BYF

• ORGANIZING SPORTS EVENTS

- Cricket.
- Volley ball
- Table Tennis.
- Hockey.
- Eskhe (Khiso) local game.
- Gulidanda.

- Garra (biloro).
- Mange maat.
- **LITERARY PROGRAMS**
 - Pushto, urdu and Kohistani poetry competitions.
 - Organizing books launching ceremonies in local languages.
 - Showing documentaries of different national level poets.
 - Organizing musical shows in local languages.
 - Documenting the undocumented local literature.
 - Facilitation the local poets to encourage them and their works.
 - Facilitating the work of local poets, researchers and writers in publishing and circulations.
 - Taking measures for livelihood improvement of local literary persons.
- **HOLDING SEMINARS ON**
 - Quality education.
 - Health hygiene in Islam.
 - Gender equality in Islam.
 - Honor killing in Islam.
 - Child labor.
 - Human rights in Islam.
 - Forest, wildlife and bio diversity.
 - Kidnapping and trafficking.
 - Remittance for economy.
 - Child rights.
 - Marriage and early marriage and Islam.
 - History of Islam.
 - Contemporary issues and MuslimUmmah.
 - Traditions verses Faith/Islam.
 - Women in our society.
 - Advantage and disadvantage of social media.
 - IT and our society.
 - Climate change.
 - Orientation about business opportunities.
 - Natural resources and economy.
 - Contemporary issues in Pakistan.
 - Promoting local business opportunities.
- **AWARENESS AND ADVOCACY WALKS**

- Enrolment walks in September and March every year.
 - Walks on teacher day every year.
 - Walks on mother day.
 - Annual peace walks.
 - Promoting forest and wildlife.
- **TOURISM AND ECO SYSTEM DEVELOPMENT AND IMPROVEMENT PROGRAMS**
 - Documentary making on local tourism opportunities.
 - Working for tourism friendly social environment in twin districts.
 - Lobbying with provincial tourism department for the extension of tourism in these areas.
 - Working for eco-tourism development in the area in collaboration with tourism department.
- **CONFLICT RESOLUTION AND MEDIATIONS IN THE FIELDS LIKE**
 - Conflicts on property.
 - Conflicts due to honor killings.
 - Conflict on natural resources.
 - Any kind of conflict between two or more parties.
- **WORK FOR PEACE AND JUSTICE**
 - Conduct annual peace walk.
 - Establishing district justice forums of lawyers and youth.
 - Free counseling to poorest of the poor in their court cases.
 - Resolving the conflicts in cases through youth resolution council beyond the courts.
 - Assisting the law in forcing agencies in times of need for achieving just and peaceful societies.
- **AWARENESS RISING REGARDING CONSTITUTION, DEMOCRACY AND LEGISLATIONS**
 - Holding seminars and debates for the public to create awareness regarding the constitutions, latest legislations and policy based recommendations to constituent assemblies of Pakistan.
 - Youth visit to the proceedings of provincial and national assembly sessions as observers.
 - Assisting and volunteering with the public agencies and NGOs working democracy and sustainable development in Pakistan.

- Working for a democratic culture, tolerance and disagreement of opinions.
- Holding seminars on advantages and disadvantages of democratic system on democracy.
- **WORKING AGAINST DRUGS**
 - Holding walks and seminars on the complications and hazards effects of drugs and narcotics.
 - Advocacy for the cultivation of opium in the area.
 - Assisting the public and private agencies working against drugs and narcotics.
- **WORK FOR CHILD LABOUR**
 - Organizing seminars and awareness raising walks.
- **STRUGGLE FOR LABOUR RIGHTS**
 - Walks and seminars on labor days.
 - Awareness rising among the labor force about their rights and duties.
 - Lobbying with parliamentarians and policy makers regarding labor friendly policies.
- **ANTI-TRAFFICKING OF HUMANS**
 - Organizing seminars on human trafficking to raise awareness about it.
- **SURFACING UP THE LOCAL REGIONAL AND NATIONAL ISSUES AND BRINGING FORTH REMEDIES THROUGH DEBATE SEMINARS AND POLICIES FORMULATION.**
- **AFFORESTATION CAMPAIGNS DURING THE PLANTATION SESSION**
 - There will be two plantation campaigns in a year.
- **QUESTION AND ANSWER SESSIONS BETWEEN YOUTH AND ELECTED REPRESENTATIVES**
 - Twice in a year such arrangement will be made and opportunities will be provided to the local youth where they will be having close interaction with their elected provincial and national level

representatives to ask them about their performance in their respective constituencies.

- The local and regional level issues will also be discussed during these sessions.

- **FACILITATION AND PROVISION OF GUIDANCE TO UNEMPLOYED YOUTH**

- Opportunities will be search out and unemployed youth will be linked to them.
- Proper coaching and guidance will also be provided to unemployed youth in job hunting.

- **AWARENESS TO GENERAL PUBLIC SPECIALLY YOUTH THROUGH SOCIAL PRINT AND ELECTRONIC MEDIA**

- All the sources of the media will be used to create awareness among general public regarding their issues, rights and duties.

- **PROVISION OF SUPPORT AND ASSISTANCE TO LAW ENFORCING AGENCIES**

- All kinds of assistance will be provided to law in forcing agencies to decrease the rate of crimes and to facilitate them in various ways to reach to the culprits.

- **FACILITATING THE DEBATES AMONG THE ELECTION CONTESTING CANDIDATES BEFORE GENERAL ELECTIONS IN A WELL-ORGANIZED PUBLIC GATHERING**

- Arrangements will be made prior to the general elections for national and provincial assemblies where the contesting candidates will be given an opportunity to present their party and election manifesto in front of the public.

- **ANNUAL AWARDS**

- Organizing awards giving ceremonies to extra ordinary performers in any walk of life in twin districts of Kohistan and Shangla.
- Organizing awards giving ceremonies to top five positions holders in any educational field from matriculation to post graduations.
- Award giving ceremonies to for PhD scholars on annual basis.
- Organizing annual awards to renowned religious scholars for their impressive work or extra ordinary contribution towards the society.

- Organizing of award giving ceremonies on annual basis to renowned educationist for their remarkable contributions in the field of education in twin districts.
- Organizing of award giving ceremonies on annual basis for journalists from the area for their remarkable contributions to the area.
- Organizing annual competitions among the school and college students for speech, hamad, naat, qirat, art.

1 Membership

1.1 Eligibility

- a) Any person having NIC of Pakistan.
- b) Any person of minimum 18 years old.
- c) Below 18 year will be registered through concerned school.
- d) A person bearing good character.
- e) Every person will be register on the basis of equality.
- f) A person following the rules, regulations and by-laws of the forum.
- g) A person who can afford to pay the membership fee.
- h) A person who is not convicted by court for any crime.
- i) A person who agrees with the goal, aims and objectives of the forum.

1.2 Membership Types

General Membership

- I. A person will be a general member of BYF if he/she agrees to pay the membership fee of RS.500 at the time of registration and a monthly fee of RS.300.
- II. Every general member is responsible to cooperate in every activity of the forum.
- III. In case of any emergency on the part of a member for not being able to participate in any planed activity, he/she will be relived on the condition of proper and timely intimation.

Founding Membership

- I. A person will be a founding member of BYF if he/she agrees to pay the membership fee of RS.1000 at the time of registration and a monthly fee of RS.500.
- II. Founding members should be responsible to play key role in every activity of the forum.
- III. These members will plan all types of activities in the area for the forum.
- IV. These members will frame out the policies and procedures for BYF in collaboration with BoG.
- V. Founding Members are those who have had discussed this idea of the forum and had materialized it initially.

- VI. Any conflict or decision regarding any issue in case of the forum will be discussed by the founding members along with the Founding Chairperson and their decision will be final and not challengeable in courts.

School Membership

- I. The registration fee for school is RS. 1500 (Fifteen Hundred only) and monthly donation is RS. 800 (Eight Hundred only).
- II. Forum will provide a registration certificate for registered schools.
- III. Every registered school will be eligible to participate in every activity with its own decision but the permission of forum is necessary.

1.3 Termination of Membership The membership of the following members will consider automatically terminated and cancelled.

- ❖ A member found in any corruption, destructive, illegal, offensive or anti-forum activity.
- ❖ Absent in 4 (Four) consecutive meetings or debates without showing rational reason.
- ❖ Failed to pay monthly donation for 3 (three) consecutive months without problem or without showing any acceptable reason.
- ❖ Found in any conspiracy theory against the forum in any form.

1.4 Rejoining Process for Terminated Members

- ❖ Once the membership is terminated, the member will be intimated of it and his/her membership will consider terminated automatically. In case of proving oneself not guilty or showing a wish to come back, he shall lodge his/her case with the founding members committee and their collective decision will be the final.
- ❖ If a person is given permission by the founding members committee/council, he/she will submit the arrears along with the fine proposed by the founding member's committee and will resume his/her membership.

2 Sub Committees/Bodies of BYF

2.1 General body

- A. A person registered with BYF as member and he/she regularly pays the monthly donation fee will be considered the member of BYF and his/her role will be in his/her union council, tehsil and / or District Council. .

- B. A general body member will be eligible for election in his/her union council, Tehsil Council, District Council or in the Joint Executive body of BYF.
- C. General body members will identify the issues in gross roots level and will address them as per the instructions coming from the concerned authorities.
- D. All of the general body members will be considered as pool of volunteers of BYF.
- E. All of them will be allowed to participate in Mega Programs on Tehsil or district levels.

2.2 Executive Bodies

General body of the forum will elect/select the executive body members for their concerned geographical area or council for a period of 3 years consisting of the following office bearers.

S.NO	Designations	Numbers
1	President	1 number
2	Vice president	1 number
3	General secretary	1 number
4	Joint Secretary	1 number
5	Information Secretary	1 number
6	Press Secretary	1 number
7	Finance Secretary	1 number

These bodies will be; executive body at union level, executive body at Tehsil Level, executive body at district level and Joint executive body for both the districts.

Procedure of selection/election

The procedure for the selection or election of each executive body will consist of the following steps.

1. A name for each position will be proposed by another general body member in written form duly recommended by two other general body members and will be submitted to the election commission in case of elections.
2. The election commission will filter all the applications and will notify the names of the contesting candidates along with rules and regulations and election date.
3. Successful candidates will be given the date for oath taking ceremony.

General Rules & procedures

An approved number of persons from the general body will be recommended by each executive body at union level for Tehsil and likewise from Tehsil to District and from district to Joint executive body.

- Council of founding members will be the supreme council of BYF having the ultimate appellate authority and decision making body in case of conflicts, reservations, problems and issues.
- The entire process and mandate of BYF is evolutionary in nature and will be revisited time to time by Council of founding members.
- The role of BoG will be advisory and assistive in policy making, networking and expanding the network of the forum as well as its linkages development with different stakeholders.
- President of each body will be chairing the meetings and General Secretary will make preparations for the meetings and record the meeting minutes and further process accordingly with the support of joint secretary.
- Information secretary will take care of the internal and community level communication while press secretary will deal with the media in consultation with the president and General Secretary.
- These rules and regulations will be applied to each body of the forum.
- Each member can contest election for two terms only.
- The executive bodies beside the Joint executive body can bring their concerns, issues and demands to the joint executive body through proper channel.

3 Powers and functions of the office bearers

3.1 President/Chairman

The president/Chairman is responsible for the leadership of the body. In particular he will:

- Ensure effective operation of the body with the highest standard of cooperative governance.
- The president/ Chairman give permission to call all types of meetings.
- Ensure effective communication with members.
- Set agenda, plan, policy, strategy for all activities of the body in collaboration with others.
- President/ Chairman supported all the members of their respective bodies in their particular duties.
- President/ Chairman can initiate disciplinary action against any office bearer or the general body member through the intimation and involvement of founding members' council.

3.2 Vice President/Vice Chairperson

- In absence of President/Chairperson, the vice President/vice chairperson will work as acting president or chairperson.

3.3 General Secretary

- G. Secretary will be treated as the second principal person of the body.

- He should be with good character.
- He should have the wisdom to handle any situation.
- General Secretary will present the forum work activities reports in the meeting.
- General Secretary will Play the role of speaker in general debates.
- General Secretary will be responsible for preparing all documents for all types of activities.

3.4 Joint General Secretary

In the absence of General Secretary the Joint secretary will be responsible for all types of activities of the General Secretary.

3.5 Finance Secretary

- Finance secretary will maintain all accounts of income / expenditure and financial transactions of the concerned body.
- He can be responsible to provide fund immediately on the demand of forum in consultation with the finance manager of IPN.
- He will prepare the budget of the forum for every activity with the cooperation of event organizers.
- He will present his income and expenditure incurred on a single activity followed by that activity.
- He shall report to the main finance manager with all supporting documents of expenses made and will satisfy him on any question or query.

Board of Governors

- a) Board of governors will be selected initially by the Joint executive body and will be consisting of 10 members.
- b) They will give suggestions to forum in different directional on need base time.
- c) The duration of BoG will be 1 year.
- d) Inactive or inefficient BoG members will be replaced by others in next year.
- e) They shall select or elect the following officer bearers for themselves.

S.NO	Designations	Numbers
1	Chair person	1 number
2	Vice chair person	1 number
3	General secretary	1 number
4	Member	7 number

. BYF funding Sources

- Membership Fee
- General Fund raising programs.

- Donations from individual philanthropists and NGOs.
- Overseas people of Pakistan.

4. Meetings

The forum will have 3 (three) types of meetings. In all types of meetings the event organizer must be present and result of meeting should be signed from General Secretary and president or Assistant of the forum.

4.1 Executive Body Meeting

- General or joint secretary with the permission of President or Vice president can call this meeting.
- This meeting will be held at least 12 (Fifteen) time in a year.
- With the presence of two third (2/3) members meeting will be started.

4.2 Board of Governors Meeting

- General Secretary with the permission from Chairman will call this meeting.
- In this meeting the presence of Chairperson or Vice Chairperson is necessary.
- This meeting will held at least 6 (six) time in a year.
- The presence of two third (2/3) members of BoG will be necessary to proceed.
- All the participants will be informed 24 Hours in advance.

4.3 Emergency Meeting

- The concern governing body member with the permission of president or Vice president or General Secretary can call meeting.
- This meeting will be held on the emergency basis.
- There will be no condition of 2/3rd majority for such a meeting.

5. Debate Process

5.1 General Debate

The general debates will be held on general issues in the society. Following will be the process of this kind of debates.

- Forum will select the no of debates in the year and then monthly.
- Forum will select a responsible person to handle this session which will be called a speaker.
- Speaker will work according to work plan of relevant sector.
- Speaker will write an email or text to the registered members for registering their names as a delegate with topic of issue.
- After receiving topics from delegates, speaker will review all the topics and approve them by the consultation with high ups.
- All the delegates will be informed after approval of their topics.

- After informing delegates, the speaker will start the arrangement to conduct the debate session.
- Whenever venue and timing finalized, the speaker will write an email and text to the register members for their participation and also inform the stakeholders.
- On the debate date, the speaker will welcome the participants and delegates.
- The debate will be started by the recitation from the Holy Quran.
- After this, the speaker will introduce the delegates with their topics.
- Then the delegates start to speak on their topics one by one according to the fix time.
- Along with this, the speaker will start to take attendance of all participants with delegates.
- When one delegate finishes his speech, then the forum will be open for questions and answers.
- After questions and answers session, the speaker will prepare a resolution by the consensus of all the participants.
- After getting attendance and preparing resolution the debate will be closed.
- After closing the debate, Speaker will be sharing this resolution to the high ups and after that the resolution will be shared to all the registered members of the forum by email.
- The approved resolution will be share to the relevant secretary of the department in forum.
- Forum secretary of the department will share this resolution with attendance of the participants to the district level authority and keep CC to divisional and provincial level high ups.
- After that the secretary will follow up of the resolution on regular basis to ensure the progress on the sent resolution.
- After completion of all the things, the speaker will update their records with all necessary documents of the day and will report the whole activity to the high ups.

5.2 Special debate competition

The Special debates will be held among competitors. Following will be the process of this kind of debates.

- Speaker of the forum will select topics with consensus of the high ups.
- These topics will share to the registered schools and registered members.

- Schools or individuals will prepare themselves for the debate.
- The speaker will start work on arrangements and whenever arrangements finalized, the speaker will write an email and text to the relevant people for participation.
- These participants will come on that day.
- Speaker will welcome all of them on that day.
- The debate session will be start from the recitation of the Holy Quran.
- After recitation, the speaker will share the topics among the participants.
- After that competitors will set on the chairs and judges will be set on their seats.
- Competitors will start speech and judges will take note at their speech with the help of set criteria.
- After that the judges will announce the positions of the debaters.
- Then speaker or any other guest will give the rewards to the winners.
- After completion of the one competition, the next one will be start with the same process.
- At the end of all competitors, the speaker will update their records with all necessary documents of the day and will report the whole activity to the high ups.

5.3 Emergency Debates

The emergency debates will be held in case of emergency. Following will be the process of this kind of debates.

- Forum will select a responsible person to handle this session which will be called a speaker.
- The speaker will select a topic in consultation with high ups at any kind of emergency.
- The speaker will share the approved topic with the registered members.
- After informing participants, the speaker will start the arrangement to conduct the debate session.
- Whenever venue and timing finalized, the speaker will write an email and text to the register members for their participation and also inform the stakeholders.
- On the debate date, the speaker will welcome the participants and delegates.
- The debate will be start by the recitation of the holy Quran.
- After this, the speaker will share the topic with participants and discussion will be start one by one. Participants will share their opinion on that topic.
- Along with this, the speaker will start to take attendance of all participants.

- At the end of discussion, the speaker will prepare a resolution by the consensus of all the participants.
- After getting attendance and preparing resolution the debate will be closed.
- After closing the debate, Speaker will be sharing this resolution to the high ups and after that the resolution will be shared to all the registered members of the forum by email.
- The approved resolution will be share to the relevant secretary of the department in forum.
- Forum secretary of the department will share this resolution with attendance of the participants to the district level authority and keep CC to divisional and provincial level high ups.
- After that the secretary will follow up of the resolution on regular basis to ensure the progress on the sent resolution.
- After completion of all the things, the speaker will update their records with all necessary documents of the day and will report the whole activity to the high ups.

Process of Holding Seminars

Any kind of seminar will be organized with the following process.

- The topic or the issue will be selected.
- The speakers will be selected according to the topic or issue.
- These speakers will be informed before organizing the event that they can prepare themselves.
- After this, selection of venue and share the venue to the media cells to aware the participants for this seminar.
- The speakers will come with their prepared charts or any other relevant materials.
- The organizer will ensure the venue and time and according to the venue and time the media cell will advertise in this way that maximum participation of the participants will be ensured.
- The organizer gets ready their attendance sheets on that day and will take attendance of all presence participants and speakers.
- The no off participants should according to the space selected for the seminar.
- At the end of seminar, the responsible person will submit the activity report, attendance sheets, Photos and videos to the relevant person.

Process to conduct awareness and advocacy walks

Any kind of walk will be organized on the following process.

- The topic or the issue will be select.
- The speakers will be select according to the topic or issue.

- These speakers will be informed before organizing the event that they can prepare themselves.
- After this, selection of venue and share the venue to the media cells to aware the participants for this walk.
- The speakers will come with their prepared charts or any other relevant materials.
- The organizer will ensure the venue and time and according to the venue and time the media cell will advertise in this way that maximum participation of the participants will be ensured.
- The organizer gets ready their attendance sheets on that day and will take attendance of all presence participants and speakers.
- The organizer will prepare different kind of banners and play cards.
- During the start of the walk, some youth will be mobilized to uphold the banners in front of walk and up hold play cards from different space in the crowd.
- Before starting the walk, security agencies will be informed by this walk that participant's security can be ensured as well.
- The walk will start from one side of bazaar to other end of bazaar.
- At the end of bazaar or at the end position, there will be place where all of them will assemble.
- The speakers will set at their selected places and crowd will be set at their selected places.
- The organizers will take care off stage and invite the speakers one by one to address the crowd.
- At the end of walk, the refreshment will be given to the people if possible.
- After this, the organizer will collect all the materials and submit their materials to the office. In case of any lost, the organizer will purchase that thing.
- At the end of Walk, the responsible person will submit the activity report, attendance sheets, Photos and videos to the relevant person.

6 Quiz competition process

6.1 Special Quiz competition

This kind of quiz completion will be conduct from registered school children. Following will be the process of conduction.

- Two students will enrolled from each register schools for this competition.
- The competition will contain on two poles. Pole A from Kohistan registered school and Pole B from Shangla Registered schools.
- The selected venue and time will be shared to the registered schools.
- Responsible person of the forum will receive all the participants.
- After receiving all the participants, the program will be start by the recitation of the holy Quran.

- After recitation, the competition will be start from one bench (there will be 4 children in each bench in which 2 children from one school and two will be from other school). The bench will contain the same district children.
- Each bench contain on two groups.
- The responsible person will ask question and the competitors will answer it within specific time of two minutes.
- Five question will be asked from each group and high marks taker will be go to compete with the next high taking marks group.
- For example, we select 16 groups from Kohistan in which 2 children are there in each group from one school. There will be 8 competitions among these 16 groups.
- After this second round will start, in which 4 competitions will be among 8 groups. Four groups will be called winner.
- After this, two competitions will be among these 4 groups in which two groups will quality for the final third round.
- After this, a competition between two groups will be held and one group will qualify for final round which will be held with other district finalist.
- The same process will repeat with the other district competitors and one group for final round will be selected.
- At the end, final round will be start with the same no of questions between the two groups of the different districts.
- One group will be called the winner of the whole competition and the other will called the runner off the whole competition.
- The selected reward will be given to both of them and event will be closed by the closing remarks.
- The responsible person will submit the activity report, attendance sheets, Photos and videos to the relevant person.

6.2 General Quiz competition

This kind of quiz completion will be conduct from registered members of the forum, any college or university level students. Following will be the process of conduction.

- A group of two members will be enrolled from for this competition.
- The competition will contain on two poles. Pole A from Kohistan and Pole B from Shangla.
- The selected venue and time will be shared to the registered groups.
- Responsible person of the forum will receive all the participants.
- After receiving all the participants, the program will be start by the recitation of the holy Quran.

- After recitation, the competition will be start from one bench (there will be 4 persons in each bench in which 2 people from one group and two will be from group). The bench will contain the same district children.
- Each bench contain on two groups.
- The responsible person will ask question and the competitors will answer it within specific time of two minutes.
- Five question will be asked from each group and high marks taker will be go to compete with the next high taking marks group.
- For example, we select 16 groups from Kohistan in which 2 people are there in each group from one group. There will be 8 competitions among these 16 groups.
- After this second round will start, in which 4 competitions will be among 8 groups. Four groups will be called winner.
- After this, two competitions will be among these 4 groups in which two groups will quality for the final third round.
- After this, a competition between two groups will be held and one group will qualify for final round which will be held with other district finalist.
- The same process will repeat with the other district competitors and one group for final round will be selected.
- At the end, final round will be start with the same no of questions between the two groups of the different districts.
- One group will be called the winner of the whole competition and the other will called the runner off the whole competition.
- The selected reward will be given to both of them and event will be closed by the closing remarks.
- The responsible person will submit the activity report, attendance sheets, Photos and videos to the relevant person.

6.3 Rapid Quiz competition

This kind of quiz competition will be conduct from the contest of the special and general quiz competitors. If someone gets equal marks then we will conduct this kind of quiz to identify the winner. Following will be the process of conduction.

- In this we will ask 5 questions from each group without giving any time for thinking to answer the question. The participants will answer the question directly without wasting time. In case of not answering or taking time, the question will mark wrong.
- Similarly the second question will be asked till question no.5.
- The same process will be repeated to the other group.
- The highest marks taker will called winner of the competition.

PROCESS TO WORK ON TOURISM AND ECO SYSTEM DEVELOPMENT AND IMPROVEMENT PROGRAMS

- In this we will capture pictures and will upload to the social media.
- We will use these pictures for documentary purpose as well.
- These documentaries will upload to the social media.
- We will explore the area in the big cities of KP to highlight the tourist areas.
- Invite the film's stars and singers to the area for good scenarios.
- Involve the print and electronic media to explore the tourist's areas in these two districts for worldwide tourism.
- Mobilize postgraduate's students to do research on the development of tourism in Kohistan and Shangla.
- Holding different seminars and walks for the development of eco system and tourism.
- To mobilize and motivate the community for tourism friendly social environment in twin districts.
- Lobbying with provincial tourism department for the extension of tourism in these areas.
- Work for eco-tourism development in the area in collaboration with tourism department.
- Giving awards to the best actors in Pakistan on annual basis from the ambassador of the forum to mobilize them and explore the beauty of the areas.

PROCESS OF CONFLICT RESOLUTION AND MEDIATIONS AT DIFFERENT SECTORS

- In this we will make a conflict resolution and mediations committee at forum.
- Then the forum conflict resolution committee will make a district conflict resolution and mediations committee in twin districts.
- After this each district level conflict resolution and mediations committee will make a tehsil level conflict resolution and mediation committee in each tehsil of both districts.
- In the last, each tehsil level committee will make a conflict resolution and mediations committee at each UC level of all Tehsils in both districts.
- All above mentioned committees will be made through set eligibility criteria.
- The forum will trained these committees about conflict resolutions local and international tools and mediation process.
- The forum will facilitate these committees at every moment.
- Every UC level committee will be responsible to their Tehsil level committee, Tehsil level committee will be responsible to the district level committee and district level committee will be responsible to the forum committee.

- Every committee will report their activities through the above mentioned hierarchy.
- The forum committee will update their record keeping every time.
- These committees will play their roles to solve the conflicts in their areas.
- All the committees should use international tools to resolve the issue first to avoid the violation of human rights, if not succeeded then local tool should be used.

Code of Conduct for BYF members

BYF members will follow the following code of conduct strictly.

1. Their services will be available to the organization freely on need base round the clock.
2. They will look after all the assets of BYF.
3. They will take care of all official secrecy and records.
4. They will take care of their characters among the staff and with community.
5. Forum will facilitate them only in those cases in which BYF has facilitating resources especially in emergency cases.
6. They will motivate the people in favor
7. They will not use the name of BYF in their personal matters and also not for getting personal benefits and favors and a person found guilty in this regard will be expelled with immediate effect.
8. Each member will be strictly following the core values of BYF inside and outside the forum.
9. All members will strictly follow the principle of give and take the respect.
10. Member will play role in strengthening the forum.
11. Member will not use forum name for any kind of bad activities.
12. Member will follow the forum criteria for each activity.
13. Member will follow forum policies and procedures strictly.
14. Member will updates all kinds of records while working in office.

Bank Operations

- The forum receives outside country donation through bank account of IPN.
- The internal donations will be received through slip.

Organogram

Bright Youth Forum (BYF)

Policies and Procedures Manual OF BYF.

