



## **IDF Young Leaders in Diabetes (YLD) Programme Framework**

### **1. GLOSSARY OF TERMS**

**IDF:** International Diabetes Federation

**IDF EO:** IDF Executive Office, located in Brussels (Belgium)

**YLD:** Young Leaders in Diabetes

**YLD Programme:** the set of global activities and initiatives in which YLD Trainees take part

**Nominating IDF Member:** IDF Member that nominates a young person to become a YLD Trainee

**YLD Trainee:** YLD member who has not yet finalised his/her first YLD term and needs to develop a diabetes-focused project

**YLD Trainee term:** period that runs between the acceptance of a Trainee in the YLD Programme until his/her graduation from the YLD Programme (e.g. for Trainees accepted in the Programme in February 2019, the term runs from February 2019 until December 2021)

**Young Leader:** YLD member who, at the end of the first YLD term, graduates from the YLD Programme after successfully developing a diabetes project and collaborating in IDF activities

**YLD Mentor:** Younger Leader who wishes to remain associated to the YLD Programme for another term, to provide mentorship to the new Trainees



## 2. YLD PROGRAMME RATIONALE

Young people are the future of any nation and should be respected for their ideas, wisdom and creativity. As Kofi Annan once said, *“Young people should be at the forefront of global change and innovation. A society that cuts itself off from its youth severs its lifeline.”*

However, **the needs of the young people with diabetes are often forgotten**, as only 5% of people with diabetes are under the age of 30. It is therefore crucial that young people are empowered to play a key role in diabetes awareness and advocacy.

The IDF Young Leaders in Diabetes (YLD) Programme was established to **empower young people living with diabetes to become advocates** for themselves and others living with diabetes worldwide. All YLD Trainees and Mentors must share IDF values and be committed to raising awareness of diabetes by being a powerful voice for prevention, education, access to quality care, improved quality of life and the end of discrimination worldwide.

### YLD Programme aims and objectives

The YLD Programme aims to:

- Be a **voice for young people** affected by diabetes worldwide;
- Identify and support the **development of Young Leaders** within the international diabetes community;
- **Empower and educate YLD Trainees** to better support IDF and the IDF Members they collaborate with.

The strategic objectives of the Programme are to:

- Become a key driver in **enhancing the lives of young people living with diabetes**;
- **Raise awareness of diabetes** by being a powerful voice to improve education, access to quality care, quality of life, prevention of complications and type 2 diabetes, and to help end discrimination and stigma related to diabetes;
- Support and strengthen IDF’s Regions and Members, by building a global people’s movement for diabetes and **developing a project to address the needs of the people with diabetes in the country/region**.

### Scope of the YLD Programme

YLD is not limited to the two-yearly face-to-face Training Summit – the Training Summit is an important part of it, but YLD aims to provide **education** (primarily online) throughout the whole duration of the YLD term.

This allows for IDF Members that cannot afford to bring a YLD Trainee to the Training Summit to have a representative in the Programme who can benefit from the education provided.

### 3. THE YLD TIMELINE

As of January 2019, the YLD terms will cease to cover two years - the last two-year term will be the 2018-2019 YLD one. From this moment, the YLD terms will cover three years – the first three-year term being the 2019-2021 one.

This change has been implemented to provide IDF with additional time to assess the engagement of the new members of the YLD Programme. Until this moment, YLD Trainees would join the Programme during the Summer, just a few months before the YLD Training Summit. This resulted in many people being invited to attend the Training Summit who, afterwards, would not remain involved with IDF or the YLD Programme.

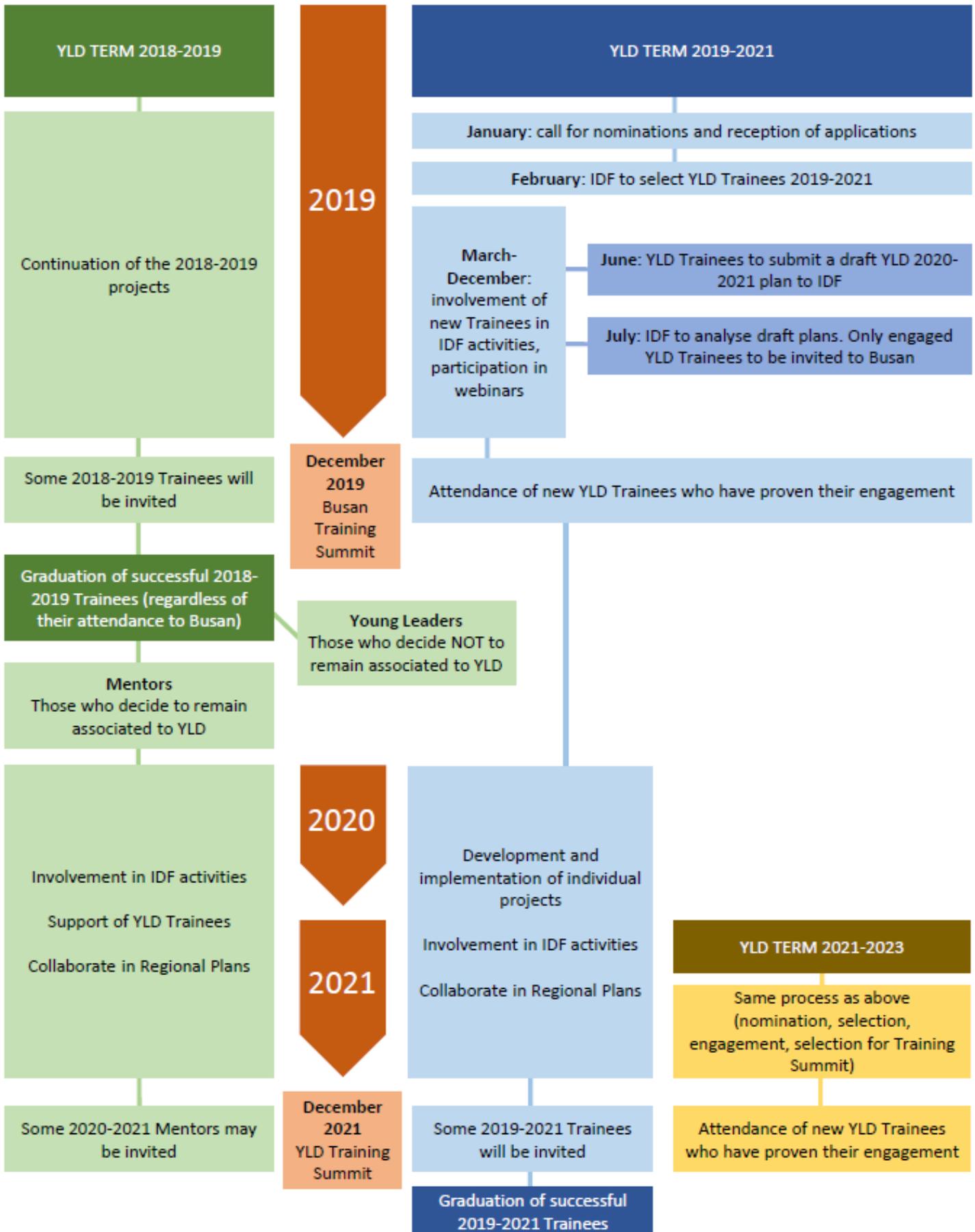
With the new three-year terms system, IDF will launch the calls for new YLD members' nominations in January – 11 months before the YLD Training Summit. New YLD Trainees will join the Programme at the beginning of the year, and will be requested to get involved in several activities to prove their engagement to diabetes advocacy, the YLD Programme and IDF. This way, IDF can make sure that only compliant YLD members are invited to the Training Summit, and will avoid using resources in forming unengaged people.

This additional time before the YLD Training Summit will also allow for IDF to provide online education on basic diabetes topics to potential attendees. Thanks to this, all attendees will master key diabetes issues by the time of the Summit, which will allow to focus on more complicated topics during the face-to-face training.

The last two years of each term will follow the same structure as previously. The figure on next page provides the timeline for the YLD term starting in 2019 – which will apply to any other period in the future.



**International  
Diabetes  
Federation**



**Trainees and Mentors not complying with their obligations may see their participation terminated at any moment**

## 4. THE SELECTION OF YLD TRAINEES

Every two years, IDF launches a call for YLD Trainees' nominations to all its Members. **IDF only accepts YLD Trainees' nominations from its Members**, as all YLD Trainees must complete a project in their country that can only be successfully developed with the support of the IDF Members.

### Nomination criteria

In order to be eligible to become part of the network, the IDF Members' nominees need to **fulfil the following criteria**:

- Live with any type of diabetes;
- Are between 18 and 25 years of age at the time of nomination;
- Communicate effectively in English. The YLD Trainees are expected to understand, read, write and speak sufficient English to be able to communicate with other YLD Trainees, Mentors and the IDF EO;
- Have an active relationship with an IDF Member and maintain that relationship for the whole period as a Young Leader;
- Exhibit passion for making a difference in the diabetes community, locally, nationally and/or globally;
- Are able to immediately develop, lead and execute a diabetes project with the support of the nominating IDF Member;
- Have regular access to internet for communication and reporting purposes;
- Are committed to allocating the time and maintaining the skills required to be involved in the Programme. This will include participating in various activities directed by the IDF EO.

### Application process

Nominees must fill in an **application form** provided by IDF, where they must provide information on themselves including some medical details, and submit a copy of their passport. IDF Members need to fill a **reference form**, also provided by IDF. If there is a family relation between the nominee and an officer of the IDF Member, this needs to be specified in the form. Both documents are compulsory.



Applications by Trainees who do not fulfil the requested criteria will not be accepted. Skype interviews may be scheduled with some Trainees in order to confirm eligibility (e.g. command of English, motivation).

### **Selection of new YLD Trainees**

All nominees fulfilling the selection criteria will be accepted in the YLD Programme – with the exception of those nominated by IDF Members who submit more than once nomination.

Should an IDF Member nominate more than one YLD Trainee, IDF will proceed as follows:

- In case of countries where IDF has more than one national Member, IDF will only select one of the nominees to become part of the network;
- In case of countries with just one Member, IDF may select two Trainees to become part of the network – only if there are not enough applications received from the other countries in the region.

In these cases, the **IDF President, YLD Chair and IDF Regional Chairs** will select the accepted Trainees.

Once the selection made, the IDF EO will communicate the results to all IDF Members and the YLD Trainees. The confirmation will mark the start of their enrolment in the **YLD Programme**.

### **The YLD Trainees responsibilities**

By joining the YLD Programme, the YLD Trainees commit, for the duration of their YLD Trainees term, to:

- Develop a diabetes-focused project that responds to the needs of the people in their community, with the guidance and support of the nominating IDF Member, and report on progress to the YLD Regional Representatives and the IDF EO every three months;
- Get involved in the development and implementation of a Regional Action Plan, to be led by the YLD Regional Representatives;
- Complete at least one YLD Training Summit during their term as YLD Trainees, either online or face-to-face;
- Maintain regular communication with the nominating IDF Member, the YLD Regional Representatives and the IDF EO;

- Support the IDF global campaigns and activities, as requested by the IDF EO;
- Complete the educational activities developed by the IDF EO (webinars, modules, etc.). Completion of these activities will be a pre-requisite to be eligible to attend the face-to-face YLD Training Summit;
- Behave in a respectful manner towards the IDF EO, the YLD Chair and the rest of the YLD Trainees.

Should a YLD Trainee not comply with all the above, his/her **membership of the YLD Programme may be reviewed** at any time. This will be done by the IDF EO, the YLD Chair and Committee and the nominating IDF Member, who may decide to expel non-compliant people from the YLD Programme.

## 5. THE YLD PROGRAMME ONLINE EDUCATION

The YLD Programme is an opportunity for YLD Trainees to **become the future leaders of the diabetes community**, by being provided with tools to build/reinforce their position as advocates for the diabetes cause at the local, national, regional and global levels.

All the YLD Trainees have access to the following:

- IDF educational materials: IDF will provide free access to selected materials, such as some of the IDF online modules and some courses of the IDF School of Diabetes. It is compulsory for new YLD Trainees to take the modules and courses offered, to acquire a basic knowledge of diabetes.
- IDF webinars: IDF will develop several webinars every year, focused on key topics of interest for the YLD Trainees. All YLD members are encouraged to attend live or watch the recordings of these webinars. For the new YLD Trainees, it is compulsory to either attend live/watch the recordings, to further develop their knowledge about diabetes key topics.
- Information about IDF global campaigns: IDF engages in a series of activities at the regional and global level to advocate for the inclusion of diabetes in the global political agenda, with the objective of improving the lives of everyone living with diabetes and those at risk. Information about IDF activities and campaigns is provided to the YLD members, who will be requested to support some of these initiatives.

## **6. THE YLD PROGRAMME FACE-TO-FACE EDUCATION: THE TRAINING SUMMIT**

A face-to-face training takes place every two years, on the occasion of the IDF Congress and in the same location.

Not all YLD members are invited to attend, as places are limited. Priority is given to the YLD Trainees who have recently joined the network and have not completed a YLD Training Summit before. IDF will only consider inviting to the Training Summit those YLD Trainees that have proven their engagement to the YLD Programme by:

- Participating in the compulsory webinars;
- Completing the compulsory modules and courses;
- Engaging in IDF campaigns as requested by the IDF EO;
- Submitting a draft project plan, to be implemented over the two years after the YLD Training Summit, in collaboration with the IDF nominating Member. The IDF EO will provide the YLD Trainees with information on how to develop this.

A limited number of places will be reserved for YLD members that have previously attended a Training Summit. The selection will be conducted by the IDF EO, based on their project development and implementation, and their engagement levels with the IDF EO and the national Members.

### **Funding of the travel to the YLD Training Summit**

IDF only covers the Training attendees' accommodation and meals during the Training Summit period. Their travel needs to be financed by the attendees themselves or the nominating IDF Member. IDF Members that do not have the funds to cover the travel of a YLD member to the Training Summit are still encouraged to submit YLD nominations – their YLD Trainees may not be able to attend the Training Summit, but can benefit from the rest of the online training.

There are two exceptions to this:

- The YLD Committee members: given their high level of involvement in the YLD Programme, IDF covers their travel;
- Trainees from Low Income Countries, and Lower Middle Income Countries (per the World Bank definition): IDF provides a travel grant for up to 10 YLD Trainees from these countries

## 7. THE YLD PROGRAMME ON THE IDF WEBSITE

The YLD Programme has a **dedicated section on the IDF website** where the achievements and activities of the members of the Programme are showcased.

One of the sections, “**Meet the YLD Trainees**”, features the public profiles of those YLD Trainees and Mentors that have sent their details to the IDF EO. The YLD webpage is revised periodically to reflect all changes within the YLD Programme (e.g. remove those YLD Trainees who do not comply with their obligations, move a YLD Trainee to the Mentors section when he/she completes his/her Trainee term).

## 8. THE YLD TRAINEES GRADUATION

At the end of the YLD Trainees term, those Trainees who have fulfilled their responsibilities as members of the YLD Programme will graduate from the YLD Programme and receive an IDF certificate accrediting the fulfilment of the Programme. For that, they need to have:

- Successfully completed their projects with their national Member;
- Submitted all their project quarterly reports to the IDF EO by the due dates;
- Submitted their final project outcome report to the IDF EO;
- Received a recommendation letter from their national Member (template to be provided by the IDF EO);
- Completed at least one YLD Training Summit (either online or face-to-face)

After graduation, and until they turn 30 years old, they will be referred to as **Young Leaders**.

### Terminating a YLD Trainee participation in the Programme

YLD Trainees who do not fulfil their responsibilities as members of the YLD Programme may see their participation in the programme terminated at any time. The IDF EO, together with the YLD Regional Representatives, will undertake regular reviews throughout the term, in order to identify the YLD Trainees that are failing to fulfil their responsibilities:

- YLD Trainees that fail to start or satisfactorily progress on the implementation of their diabetes project: the IDF EO will consult the nominating IDF Members to discuss the reasons behind the delay, and, as appropriate, will discuss possible solutions with the nominating IDF Members and YLD Trainees to solve the situation. Should the delay in starting/implementing be due to lack of



engagement/activity on the part of the YLD Trainees, their participation in the project will be reviewed. All decisions will be communicated by the YLD Chair through an email.

- YLD Trainees that do not provide progress reports on their projects or do not respond to the IDF EO or YLD Regional Representatives communications: the IDF EO will contact the nominating IDF Members to review the situation. After notification and discussion of the reasons behind the lack of engagement, the YLD Trainees will then be given a month to reactivate their participation. If they do not resume communication and submit the required documentation/feedback after a month, except unless otherwise agreed or under exceptional circumstances, their participation in the Programme will be terminated. All decisions will be communicated by the YLD Chair through an email;
- YLD Trainees who do not behave in a respectful manner towards the IDF EO, YLD Chair, YLD Regional Representatives and/or other YLD Trainees/Mentors: the IDF EO will discuss the situation with the YLD Chair and the nominating IDF Member. Depending on the gravity of the situation, YLD Trainees' participation in the programme may be terminated immediately. This will be communicated by the YLD Chair through an email.

### **YLD Trainees nominated by an IDF Member that ceases its membership**

**YLD Trainees collaborating with an IDF Member that ceases its relation with IDF during the YLD Trainee Term can still graduate from the YLD Programme.** For that, they will need a recommendation letter from their Association. However, after graduation, they can only continue working within the YLD Programme if they receive the support of another IDF Member from their respective countries.

## **9. YLD MENTORSHIP PROGRAMME**

After YLD Trainees have graduated, IDF will offer them the opportunity to continue supporting IDF and YLD activities by becoming **YLD Mentors**. To apply for the YLD Mentorship Programme, they will need to:

- Be under 30 years of age at the time of application;
- Fill and submit an application form that the IDF EO will share;
- Submit a recommendation letter from their Association, using a template provided by the IDF EO.

The responsibilities of the YLD Mentors are as follows:

- Continue supporting the IDF global advocacy activities and campaigns, when requested;

- Remain in relations with the nominating IDF Member and support their activities as requested;
- Support the new YLD Trainees from their countries/region in the development of their projects, by providing their expertise and insight as former Trainees of the Programme;
- Support the Regional Representatives tasks (e.g., providing feedback on the needs of the region, support in communication with other Mentors);
- Support the development and implementation of the YLD Regional Action Plans.

### **Graduation from the YLD Mentorship Programme**

If they fulfil their obligations, they will receive an **IDF certificate** at the end of their second year as YLD Mentors. Mentors can decide to withdraw from the YLD Mentors Programme at any time.

The IDF EO will undertake regular reviews throughout the two-year period; those Mentors not fulfilling their responsibilities will be granted one month to re-engage with the Programme. Failure to do so may lead to the IDF EO terminating their participation in the Mentors Programme. Notification will be through an email from the YLD Chair.

The Young Leaders and YLD Mentors will be encouraged to **join the other IDF network for people with diabetes, the Blue Circle Voices**. This network includes people living with all types of diabetes, as well as relatives/carers of people with diabetes, from all ages and regions.

## **10. GOVERNANCE**

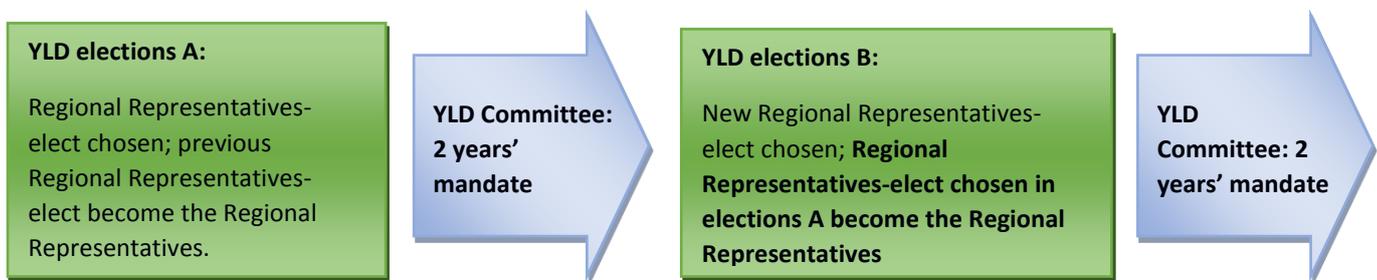
Since January 2019, the governance of the YLD Programme consists of a YLD Committee formed by:

- YLD Chair: to be appointed by the IDF President;
- YLD Deputy Chair: to be appointed by the IDF President;
- YLD Regional Representatives: Young Leaders that acted as Representatives-elect during the period 2015-2017. Their responsibilities are to:
  - ✓ Maintain fluent communication with the YLD Trainees and Mentors in their region and be the liaison between them and the IDF EO;
  - ✓ Coordinate the work of the Region and the implementation of the YLD Regional Action Plans;

- ✓ Provide Regional reports to the IDF EO;
- ✓ Support IDF advocacy activities as requested.
- YLD Regional Representatives-elect: YLD Trainees that were elected for these positions by their fellow YLD members. Their responsibilities will be to support the YLD Regional Representatives on all the points above, and to take over the Representative responsibilities whenever the Representatives are unable to fulfil their duties (due to sickness, periods of holidays, etc.).

The YLD Committee will be renewed every two years after the election of new Regional Representatives-elect.

### Governance timeline



### YLD elections

Every two years, on the **occasion of the YLD face-to-face Training Summit**, an election takes place to choose the Regional Representatives-elect to support the existing Regional Representatives in coordinating the regional work and activities.

**YLD Trainees can only run for the position of Regional Representative elect of the Region where their IDF nominating Members sit**, even if the project they are developing takes place in a different region.

The criteria to become a Regional Representative-elect are as follows:

- Be YLD Trainees accepted in the YLD Programme on the year of the elections. If no expressions of interest are sent to the IDF EO, the YLD Chair, IDF President and the Regional Chairs will nominate a person from the rest of the active Programme members (either YLD Trainees or Mentors);
- Have fulfilled all of their obligations to the moment (participation in activities, reporting to the IDF EO, etc.);

- Express their interest in running for the Regional Representative-elect position at least one month before the YLD Training Summit and the elections. The IDF EO will send a call for interest to all new YLD Trainees at least one month before the elections;
- Participate in the YLD Facebook group discussion that the IDF EO will open on the occasion of the elections. Trainees will need to explain why s/he is the right person for the position, and respond to the questions that the rest of the YLD Trainees/Mentors may have;
- Commit to dedicate enough time to support and coordinate the regional activities/initiatives during the four years following the election.

Elections will take place during the face-to-face YLD Training Summit. The voting modalities will be as follows:

- The Regional Representatives-elect will be chosen by the people of their region;
- The YLD Trainees and Mentors attending the face-to-face YLD Training Summit will vote on site during the election session;
- The active YLD Trainees and Mentors that do not attend the face-to-face YLD Training Summit will be allowed to vote via email one week before the elections take place.;
- The vote will be secret. The IDF EO guarantees that the votes sent by email will also remain secret;
- The Regional Representatives-elect will be announced at the end of the elections session, once the on-site and email votes have been counted.

### **Resignation of YLD Regional Representatives and Representatives-elect**

Should there be any resignations during the YLD term:

- If a Regional Representative decides to resign of his/her position during the Term, the Regional Representative-elect will be invited to take over the Representative position. In case of refusal, the IDF EO will launch a call for expressions of interest in the position to all the YLD members of the region, and organise elections again. If no one expresses an interest in the position the IDF EO will request a nominee from the IDF Chair of the region;
- If a Regional Representative-elect decides to resign of his/her position during the Term, the IDF EO will launch a call for expressions of interest in the position to all the YLD members of the region, and organise elections again. Alternatively, the existing Regional Representative may be requested to remain in the position for an additional Term.