Announcement sharing SoPs

YTF group – Zaatari Nov,2018

Objective:

This document aims at regulating the announcements shared to the YTF members and other on the mailing list. In order to ensure proper messaging and also to give some time in advance for targeted audience to benefit for the information disseminated by organisations through the group.

It was agreed that all announcement that will be shared by the group should include information listed below, and share with YTF chairs at ideally 2 weeks before or at least 5 working days prior to the event/deadline.

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| --- | --- | --- | --- |
| Subject | Should be clear and representative | | |
| Target group | National staff | Syrian Youth | Jordanian youth |
| Age |  |  |  |
| Language | English or Arabic | Arabic | English or Arabic |
| Gender |  |  |  |
| Objective  benefits of participation or concept note (i.e certification, accreditation etc ) |  |  |  |
| Prerequisite | Any pre-requisite needed for participation |  |  |
| Expectations, commitments (number of days for attendance) |  |  |  |
| Provide information on accessibility for PWD if appropriate |  |  |  |
| Location | Inside Zaatari – clear location | Outside Zaatari – please include logistical support provided (yes/no) i.e permits/transportation |  |
| Date and time |  |  |  |
|  |  |  |  |