



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE**

**COLLEGE OF MEDICINE**

Address: 290 Phan Bá Vành Street, Quang Trung Ward, Thai Binh City Tel:  
0227.3844966 Email: caodangytb@caodangytb.edu.vn

Fax: 0227.3844966 Web: www.caodangytb.edu.vn

## ORGANIZATIONAL PROCESS SCHOOL YOUTH UNION CONGRESS

Encryption : BM/QT.z./yTN-01/01

Issued for the first time : 01

Effective from date November 30, 2023

	Author	Inspector	Approver
Signature			 HIỆU TRƯỞNG TRƯỜNG CAO ĐẲNG Y TẾ Nguyễn Thị Thu Dung
Full names:	<b>TONG XUAN QUANG, NGUYEN THANH SON, NGUYEN THI THU DUNG</b>		
Titles:	<b>Deputy Secretary of the Youth Union, Deputy Principal</b>		<b>PRINCIPAL</b>

*Thai Binh, 2023*

**PROCEDURES FOR ORGANIZING THE SCHOOL'S YOUTH UNION CONGRESS**

**I. PURPOSE AND SCOPE OF APPLICATION**

- Organize a congress to elect a new Executive Committee of the School Youth Union according to the Executive Committee's plan.

Central Committee

**II. DEFINITIONS AND ABBREVIATIONS**

**1. Definition:**

**2. Abbreviations:**

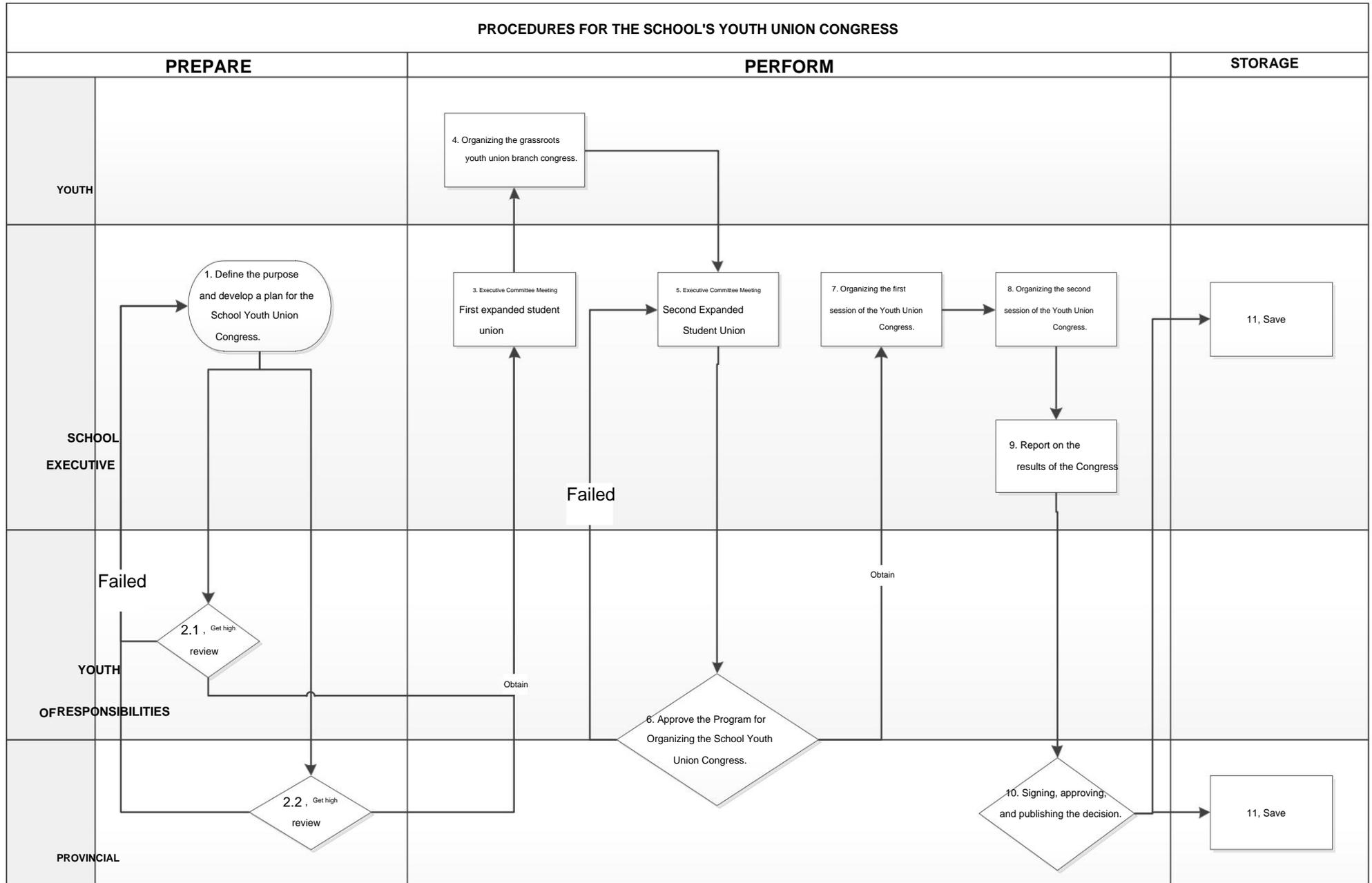
Youth Union	<b>Youth Union</b>
<b>BCH</b>	Executive Committee
<b>DU-BGH</b>	Party Committee - Board of Directors
Youth Union Editorial Board	Standing Committee of the Youth Union
<b>Student Affairs Office</b>	

**III. FLOWCHART** (See page 4)

**IV. SPECIFICATION** (See pages 5-8)

**V. ACCOMPANYING FORMS/INSTRUCTIONS**

No.	Form/Guideline Name : Plan	Encryption
1	for Organizing the Youth Union Congress Year 2 Minutes	BM/QT.z./yTN/01/01
	of the Expanded School Youth Union Executive Committee Meeting	BM/QT.z./yTN/01/02
3	Guidelines for Organizing Branch Youth Union Congresses	BM/QT.z./yTN/01/03
4	Guidelines for Organizing Youth Union Congresses School 5:	BM/QT.z./yTN/01/04
	List of nominees for the new Executive Committee of the Youth Union	BM/QT.z./yTN/01/05
6.	Work Assignment Sheets	BM/QT.z./yTN/01/06
7	Congress Resolutions	BM/QT.z./yTN/01/07
8.	Report on the results of the Congress	BM/QT.z./yTN/01/08



**SPECIFICATION OF THE PROCESS FOR ORGANIZING THE SCHOOL YOUTH UNION CONGRESS**

No.	Job step name	Specification	Department/Unit performer	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Define the purpose, Developing a plan for the Youth Union Congress. school	- Determine the purpose of organizing the youth union congress. - The school's Youth Union Executive Committee plans, prepares, and conducts the school's Youth Union congress.	School Youth Union Executive Committee		- Draft plan for organizing the Youth Union Congress of the school	August	BM/QT.z./yTN/01/01
2.1	Approve	- Party Committee member in charge The Youth Union's work team approves the plan for organizing the Youth Union Congress. - Not achieved: The Party Committee member in charge of Youth Union work provided feedback and revised the content of the plan. plan to transfer to the Youth Union's Standing Committee	Party Committee member in charge of the Youth Union		- Plan for organizing the Youth Union Congress of the school	After 2 days of browsing	BM/QT.z./yTN/01/01
2.2 Approval		- The Provincial Youth Union Standing Committee approves the plan for organizing the Congress. Youth Union - Not satisfactory: provide feedback and forward to the Standing Committee. Youth Union	Provincial Youth Union			After 2 days of browsing	BM/QT.z./yTN/01/01
3	School Youth Union Executive Committee Meeting extend	- Implement guidelines for organizing branch youth union congresses. - Assigning members of the Youth Union Executive Committee to attend the branch union congress.	School Youth Union Executive Committee	Executive Committee of the Youth Union Branch	- Minutes of the expanded Student Union meeting	According to the plan	BM/QT.z./yTN/01/02

	implement plan plan						
4	Organizing the grassroots youth union congress	- Hold the branch union congress according to instructions	Youth Union	Commissioner School Youth Union Executive Committee	- Minutes of the General Meeting - Guidelines for organizing the Youth Union branch congress	According to the plan	BM/QT.z./yTN/01/03 BM/QT.z./yTN/01/07
5	Expanded meeting of the School Youth Union Executive Committee 2	- Assign tasks to the subcommittee responsible for preparing and organizing the congress, following the guidelines for organizing the Youth Union congress. - The proposed list of candidates for the Executive Committee of the Youth Union is expected to be compiled. - Verify the eligibility of delegates attending the school's student union congress.	School Youth Union Executive Committee	Executive Committee of the Youth Union Branch	- Minutes of the expanded Student Union meeting - Plan for organizing the School Youth Union Congress - Personnel list New School Youth Union Executive Committee	According to the plan	BM/QT.z./yTN/01/01 BM/QT.z./yTN/01/05 BM/QT.z./yTN/01/06
6	Approve Organizational program School Youth Union Congress	- Party Committee member in charge The Youth Union and the Provincial Youth Union approved the program for organizing the School Youth Union Congress; and proceeded with the first session of the Youth Union Congress. - Not approved: The Party Committee member in charge of Youth Union and Provincial Youth Union affairs will provide feedback and revise the program for organizing the School Youth Union Congress; then send it back. Back to the School Youth Union Executive Committee.	- Party Committee member in charge of the Youth Union - Provincial Youth Union		- Organizational plan School Youth Union Congress Program	After 2 days of browsing	BM/QT.z./yTN/01/01
7	Organizing the first session of the Youth Union Congress	- Conduct the first session of the school's Youth Union congress according to the guidelines.	School Youth Union Executive Committee	Departments and divisions of the school	- Resolution of the Youth Union Congress, Session 1	According to the plan	BM/QT.z./yTN/01/04 BM/QT.z./yTN/01/07

8	Organizing the second session of the Youth Union Congress.	- Conduct the second session of the school's Youth Union congress according to the guidelines.	School Youth Union Executive Committee	DU – BGH Provincial Youth Union Youth Union Executive Committee <b>Departments</b>	- Resolution of the 2nd session of the congress.	According to the plan	BM/QT.z./yTN/01/04 BM/QT.z./yTN/01/07
9	Prepare a report on the results of the Congress.	- Submit the election results report and the list of the new Executive Committee of the School Youth Union to the Party Committee and the School Board. and the Provincial Youth Union.  - Draft the Congress resolution and send it to the Party Committee, the School Board, and the Provincial Youth Union.	School Youth Union Executive Committee		- Resolution of the congress.  - Report on the results of the congress	Five days after the congress concluded. <b>Group</b>	BM/QT.z./yTN/01/07 BM/QT.z./yTN/01/08
10	Approved Signatures	- The Provincial Youth Union issues, signs, approves, and announces the decision.  <small>predetermined</small>	Provincial Youth Union	School Youth Union Executive Committee	Decision on recognition	After 7 days of browsing	
11	Save	- Stored at the Provincial Youth Union, at  <small>Youth Union Executive Committee</small>	Provincial Youth Union	School Youth Union Executive Committee		After receive decision  <small>predetermined</small>	