

# International Forum on TOSSD Draft Terms of Reference

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DRAFT

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### Introduction to the document

- This document presents the first elements of the terms of reference of the future governance entity of TOSSD.
- It takes into account comments received during and after the 16<sup>th</sup> meeting of the TOSSD Task Force (5-7 April 2022). Simple expressions of support to specific sentences or approaches are not shown in the comments.
- The text builds to the maximum extent possible on previous Task Force documents (e.g. issues papers and the strategy paper by the co-Chairs).
- Additional considerations may need to be incorporated in the terms of reference depending on the evolution of TOSSD and its administrative and governance arrangements.
- The name of the future governance entity for TOSSD remains to be discussed by the Task Force. As in the first version of the draft TORs, the new governance structure is referred to as the “International Forum on TOSSD”. **So far there has only been one comment on the proposed name. Are there any additional comments on the name of the future governance entity?**

**Commented [A1]:** One member indicated that it looked forward to the appropriate moment for discussing the title of the entity. Suggested titles could be “TOSSD Advisory Board” or “TOSSD Advisory Committee”.

# 1. Context and purpose of the document

## Issues for discussion

- Task Force members are invited to review the suggested modifications to this introductory section and provide any additional comments.

1. In the last two decades, the development finance landscape has seen major changes with the emergence of new actors (e.g. emerging providers, the private sector), the use of new financial instruments (e.g. guarantees) and, first and foremost, a greater focus on sustainable development. In July 2015, the Addis Ababa Action Agenda (AAAA) acknowledged this broad landscape and called for “open, inclusive and transparent discussions” on the new Total Official Support for Sustainable Development (TOSSD) measure<sup>1</sup>.

2. In 2017, an International TOSSD Task Force<sup>2</sup> was created to develop a single international statistical standard encapsulating all official (and officially supported) resources of financing for the sustainable development in developing countries, much beyond traditional development finance.

3. From July 2017 to June 2019, the International TOSSD Task Force focused on developing the general statistical concepts, standards and methodologies of the TOSSD framework, which led to the release of a first set of complete Reporting Instructions in June 2019. The first release of TOSSD data took place in 2020 on 2019 activities. Since then, the methodology and data are updated every year and published online.

3. Over time, the membership of the International TOSSD Task Force has substantially increased.

4. In March 2022, the United Nations have included TOSSD as a data source in the SDG global indicator framework. As a result, it became clear that TOSSD required a much broader and stronger institutional framework providing efficiency and continuity to the work already carried out. A key element in the legitimacy of TOSSD is the official nature of the statistics collected, i.e. that TOSSD data are reported by governments and multilateral institutions, while the Task Force hosted both experts and official representatives. In addition, the TOSSD Task Force had a high level of interaction and a strong involvement by members in the discussions. However, with a growing membership, there was a risk that this way of working would become increasingly challenging.

**Commented [A2]:** One member indicated that this is not the only rationale. The solidification of TOSSD through the second reporting round is equally important, and the dependence on UN recognition as the only rationale has some risks associated with it.

<sup>1</sup> See paragraph 55 of the [Addis Ababa Action Agenda \(AAAA\)](#).

<sup>2</sup> All information about TOSSD and the work of the Task Force is available at: [www.tossd.org](http://www.tossd.org)

4.5. At their meeting in February 2022, TOSSD Task Force members agreed to a gradual transition towards a clarified and more formalised governance structure with a permanent secretariat as soon as possible<sup>3</sup>. In March 2022, the United Nations included TOSSD as a data source in the SDG global indicator framework, which provides another justification for formalising the governance arrangements of TOSSD.

5.6. This document sets out a draft mandate for an International Forum on TOSSD, hereafter referred to as the “International Forum”, “the Forum” or using its abbreviation “IFT”. It also includes the main draft rules and procedures that could govern the Forum.

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<sup>3</sup> See all background documents at: [www.tossd.org](http://www.tossd.org)

## 2. International Forum on TOSSD: vision and mission statement

### Issues for discussion

- Task Force members are invited to review the suggested modifications to the vision and mission statement and provide any additional comments.

This Chapter outlines a Vision and Mission Statement for an International Forum on TOSSD (IFT).

### 2.a. Vision

6-7. The ambition for TOSSD is that it becomes a global measure to track official and officially-supported resources to promote for sustainable development in support of developing countries. This measure aims to promote greater transparency and accountability about the full array of officially-supported development finance provided in support of the 2030 Agenda for Sustainable Development. Such a measure needs an International Forum where all stakeholders are represented in an inclusive manner, can engage, exchange experience and find solutions for sustainable development. As such, the International Forum on TOSSD aims to foster **partnerships** where all countries gather to support the sustainable development of recipient countries.

7-8. TOSSD represents an opportunity for all countries, including recipient countries, to design an international development finance measurement standard and statistical tool that suits their needs. In a financing landscape that is growing in volume and complexity, TOSSD is bringing greater **transparency** to the full array of officially supported resources provided in support of **sustainable development** in developing countries. TOSSD facilitates **learning and coordination** between all countries about how to access and combine resources most effectively, builds trust and helps mobilise **more private finance** through a better understanding of investment opportunities in developing countries. Importantly, TOSSD supports **more informed policy discussions** on how to align financing with sustainable development, on the **monitoring of the SDGs**, and ultimately on the **effectiveness and impact of development activities.** TOSSD includes i) cross-border flows to developing countries and ii) resources to support development enablers and/or address global challenges at regional or global levels. The measure notably provides insights about how the international community is financing what has been referred to in the context of TOSSD as International Public Goods<sup>4</sup>. With all these benefits, TOSSD

**Commented [A3]:** One member indicated that the vision should clarify that the framework is measuring official support and mobilised private finance. In subsequent comments, the member suggested “official and catalyzed”.

**Commented [A4]:** One member asked: “What does this do for IPGs?” and suggested “in support of sustainable development”.

**Commented [A5]:** One member asked to include the “transparency” dimension in the Vision.

**Commented [A6]:** One member indicated that the Vision should make reference to TOSSD as a statistical tool.

**Commented [A7]:** One member indicated that, taking into account the very nature of TOSSD as a statistical tool, it recommends adjustment in the formulation of the first sentence of this paragraph. According to the member, the statement that TOSSD represents “an opportunity to design an international development finance standard” does not match the purpose of TOSSD, nor the mandate of the Task Force. Development finance has multiple dimensions and specific spaces where it is discussed. An alternative language could be the following: “TOSSD represents an opportunity (...) to design an international development finance measurement standard”.

**Commented [A8]:** One member requested that a footnote be inserted here to highlight that the concept of “IPGs” is not universally adopted (or otherwise this reference should be removed from the text, an option that the member would prefer). It further indicated that it would be challenging for them to “endorse” the document on TOSSD as such, as it includes IPGs.

<sup>4</sup> Not all countries have adopted the concept of International Public Goods.

supports the United Nations in the implementation of the Sustainable Development Goals and the 2030 Agenda for sustainable development<sup>5</sup>.

## 2.b. Mission Statement

8.9. The International Forum on TOSSD will carry out the following mission (Box 2.1):

### Box 2.1. Mission Statement of the International Forum on TOSSD

The International Forum on TOSSD: will ensure the

- promotes and the rapid global implementation of "Total Official Support for Sustainable Development", the an international statistical standard on financing for sustainable development in support of developing countries.
- 
- The Forum promotes and will further increases transparency on support for sustainable development.
- It ensures the integrity and consistency of the TOSSD framework.

## 2.c. Main functions of the International Forum on TOSSD

9.10. To achieve its mission, the International Forum will:

- Maintain and improveupdate the TOSSD statistical standard by updating the TOSSD Reporting Instructions, taking into account, as appropriate, the results of TOSSD data collection rounds and other work in the field of sustainable finance measurement.  
TOSSD relies on a statistical methodology called "TOSSD Reporting Instructions" designed to assist countries and institutions to record and report data regarding the resources they are providing to developing countries in support of sustainable development and the 2030 Agenda. The International Forum will maintaining the integrity and consistency of the TOSSD Standard. The International Forum will and
  - further update the Reporting Instructions taking into account, as appropriate, the results of TOSSD data collection rounds and other work in the field of sustainable finance measurement.
- Collect and analyse TOSSD data, and constantlycontinuously improve their quality, by:
  - The International Forum will undertaking yearly rounds of TOSSD data collection.
  - and seek toE expanding the coverage of these data, by inviting more providers, especially South-South providers and multilateral institutions to report on TOSSD and join the International Forum.
  - It will also review the quality of TOSSD data and any external analyses studies of TOSSD data and discuss any action to undertake to improve data coverage and quality.

<sup>5</sup> It is expected that the TOSSD framework and the International Forum will continue to exist beyond 2030, to continue promoting greater transparency on flows in support of sustainable development.

**Commented [A9]:** Following the request by a member, the Secretariat included a reference to the continuity of the TOSSD work after 2030.

**Commented [A10]:** One member recommended further elaborating the mission statement including by expanding the mandate of the Forum to the promotion of transparency and the financing of Sustainable Development.

**Commented [A11]:** One member suggested: "The International Forum will ensure the promotion and rapid global implementation and consistency of TOSSD, (...)". Given other requests, the Secretariat suggests adding another sentence with the "consistency" dimension.

**Commented [A12]:** One member suggested including "the integrity, promotion and..."

**Commented [A13]:** One member and one observer cautioned about the use of the term "standard" as only the UN should be able to declare a specific measure or framework a "statistical standard". The Secretariat added "a" before the term "international statistical standard".

**Commented [A14]:** One member questioned the expression "in support of developing countries" as IPGs may not all support developing countries.

**Commented [A15]:** - Three members suggested a reference to the values underpinning the framework (e.g. "transparency"; "inclusiveness"). Two emphasised that the forum should ensure the "consistency" and "integrity" of the TOSSD standard. One observer wishes to include the term "consistency" in the mission statement as follows: "rapid global implementation and consistency of TOSSD".

**Commented [A16]:** -On this item, one member suggests that the proposed "main functions" be presented in a direct formulation, with no accessory comments. One observer suggested an itemised list.

**Commented [A17]:** One member suggested "the TOSSD standard as reflected in the Reporting Instructions"

**Commented [A18]:** One member indicated that "the classification of "SSC providers" and "recipients" should be clearly stated (e.g. developing countries which reports TOSSD data are SSC providers)".

- Analysing TOSSD data and supporting their external analysis.
- Actively promote TOSSD and the use of TOSSD data:- The International Forum shall actively promote TOSSD and the use of TOSSD data within government agencies and internationally (e.g. recipient countries, leading development think tanks and CSOs, and in international fora).

Commented [A19]: Edit suggested by one member.

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## 3. Membership and participation

### Issues for discussion

- Task Force members are invited to review the suggested modifications to the text below on the definition of members and observers, the related application process and the system for waiving annual membership contributions, and provide any additional comments.

10-11. Participation in the International Forum on TOSSD is open to all countries, territories and ~~multilateral~~ intergovernmental organisations, as indicated in the sections below. Participants can be providers, recipients, or dual providers/recipients of ~~official~~ development co-operation and can participate in the IFT either as ~~members~~ Members or ~~Q~~ observers.

### 3.a. Members

14-12. Membership of the International Forum is open to countries, territories and ~~multilateral~~ intergovernmental organisations that:

- Endorse the vision and the mission of the IFT.
- ~~Provide~~ the annual membership contribution to the IFT.
- Report TOSSD data within two years from the date they become ~~members~~ Members. Recipient countries are not required to commit to a specific timeline.
- Commit to using TOSSD data to the greatest extent possible.
- Promote the International Forum and the TOSSD standard.
- Commit to actively ~~contribute to participating in~~ the International Forum, including ~~by: participating~~ in its governance, decision-making processes and activities; ~~contributing by sharing their expertise to in~~ relevant working groups; and promoting constructive dialogue in the Forum.

12-13. Members are expected to ~~provide~~ pay an annual membership contribution. Waivers can be granted in the following cases:

- Waiver for annual membership contribution, pending the identification of the appropriate funding source, for one, two or a maximum of three years.** Recognising that the identification of an appropriate funding source within the ~~M~~member's budget and the inclusion of a budget line to cover for the IFT annual membership contribution can take time, the Steering Group of the Forum (see section 4.d below) can consider waiving the annual contribution of a given ~~M~~member for a maximum of three years. After this period, the ~~M~~member is expected to ~~provide~~ pay its annual contribution or ~~will no longer be considered as a member of the Forum~~. In this situation, it can:

**Commented [A20]:** One member suggested that current TF members should be grandfathered in.

**Commented [A21]:** One member asked to refer to "international organisations" instead of "multilateral organisation". However, this would broaden the scope of membership too much as this formulation would include international NGOS, international initiatives, Public-Private Partnerships, etc. However, a solution should be found to accommodate the recognition of the European Union.

**Commented [A22]:** Suggested edit by a member.

**Commented [A23]:** A question by one member: Don't they have to be "official" or report "official" support?

**Commented [A24]:** One member may face difficulties in endorsing the vision and the mission of the IFT, due to reservations on the IPGs concept mentioned in the section "Vision". The member will further define its position based on this new version of the TORs.

**Commented [A25]:** This edit was suggested by a member.

**Commented [A26]:** One member indicated that the word contribution should be clarified throughout the document: does "contribution" mean "participation" or rather "financial contribution"?

**Commented [A27R26]:** This clarification was taken into account throughout the document.

**Commented [A28]:** One member requested to clarify if a retroactive payment was allowed.

**Commented [A29R28]:** This possibility will depend on the type of governance arrangement.

**Commented [A30]:** One member cautioned against the provisions for exclusion present in the TORs, highlighting that these could be badly perceived in the context of Africa.

search for its contribution to be funded by another ~~member~~Member; participate as an Observer; participate as a reporter only; or decide to no longer participate in the International Forum.

- **Exceptional waiver of a ~~M~~member's contribution:** In situations where a country, territory or ~~multilateral-intergovernmental~~ organisation is experiencing political, social, economic or other challenges that impact upon its ability to ~~provide~~pay its annual membership contribution, the country, ~~or~~ territory ~~or~~ organisation may request an exceptional waiver of its contribution.
- **Compensation for the contribution of another ~~M~~member:** A ~~M~~member can cover the annual membership of another country, territory or organisation.
- **For recipient countries only (not for dual providers/recipients), payment of the participation/travel cost ~~may be accepted~~ in lieu of annual membership contribution:** On receipt of the annual membership contribution request, the recipient country may respond formally seeking approval to fully finance its own participation at the Plenary of the IFT in that year ~~as an in-kind alternative for its~~ annual membership contribution.
- **For dual providers/recipients, staff secondment ~~may be accepted~~ in lieu of annual membership contributions:** On receipt of the annual membership contribution request, the dual provider/recipient country may respond by offering a staff secondment for a period of no less than two years in lieu of ~~its annual~~ membership contributions. This staff secondment would cover the contribution for the year of the staff arrival, as well as the following one.

14. The Steering Group will consider each request received in accordance with the above provisions and inform the country, territory or organisation of its decision as early as possible.

15. ~~If a Member has not provided its annual membership contribution on 1 July of a given year, it can continue to participate in the Forum, but with observer status in line with the provisions on Observers.~~

13-16. ~~The Plenary may suspend any Member or Observer pursuant to the decision-making procedure set out below.~~

### 3.b. Observers

14-17. IFT observer status is open to all countries, territories and ~~multilateral-intergovernmental~~ organisations for two years, after which the ~~observer~~Observer is expected to become a ~~M~~member, or give up its observer status in the Forum for three years (after which it can apply for observer status again).

15-18. During their tenure, ~~observers~~Observers are expected to actively ~~contribute to~~participate in the International Forum's activities, share their expertise and promote constructive dialogue on TOSSD in the International Forum and beyond.

16-19. ~~The United Nations~~ has a permanent observer seat ~~at the in all~~ International Forum ~~bodies~~Plenary and Steering Group.<sup>6</sup> Civil Society Organisations also have one permanent observer seat.

20. Observers may participate in all meetings and activities of the IFT and have access to all documents, but shall not take part in decision-making.

17-21. ~~Countries, territories, or and organisations that become Observers due to unpaid contributions are expected to make their best efforts to provide~~pay the annual membership contribution for the year for which they failed to do so.

**Commented [A31]:** Reformulated following a comment by one member.

**Commented [A32]:** The Co-chair indicated that the document should clearly address the consequences of non-payment. One member indicated that the suspension of membership due to non-payment should be more complete. For example, non-payment could lead to a country/organisation revert back to the observer status.

**Commented [A33]:** One member indicated that it is not clear in the draft ToR that changing the status from a member to an observer is possible.

**Commented [A34]:** One member recommended to have a formal process to address situations like that encountered at the April 2022 TF meeting.

**Commented [A35]:** One member indicated that with the future co-custodianship of the UN in mind and in order to promote the UN to take some initiative in TOSSD framework, it is necessary to take measures such as having more authority than observers in the related discussions or creating discussion opportunities for further cooperation. Although UNCTAD is co-custodian of the SDG indicator 17.3.1, the member prefers for the UN Headquarters Secretariat, such as the UN Statistical Commission, to be involved.

<sup>6</sup> Given work already carried out in the context of the TOSSD Task Force and the co-custodianship for the UN indicator on the measure of development support, UNCTAD will be invited to take on this role for the United Nations.

### 3.c. Other participants

~~48-22.~~ The International Forum may invite independent experts to support the work of its bodies on an ad hoc basis.

### 3.d. Application process

~~23.~~ Application for membership / observership is formalised through a letter of request sent to the co-Chairs and the Head of the Secretariat. Membership is approved by the Forum Plenary. Membership in the Forum becomes effective on the date of the response letter by the Secretariat communicating the Plenary's decision. Members may withdraw from the IFT at any time by notifying the co-Chairs or the Secretariat through a formal letter – their withdrawal will be effective twelve (12) months after reception of the letter by the co-Chairs. Observership is approved by the Steering Group. For ~~observers~~ Observers, the withdrawal will be effective from the date of the acknowledgement by the co-Chairs (or the Head of the Secretariat) of the Observer's decision, within a maximum of one month.

~~49.~~

**Commented [A36]:** One member indicated that the document should clarify who ultimately approves a member to be part of the Forum.

## 4. Governance arrangements

### 4.a. Bodies of the International Forum ~~bodies~~

~~20-24.~~ The ~~governance~~ structure of the International Forum consists of:

- A **Plenary**
- A **Steering Group**
- **Working Groups**
- A self-standing **Secretariat**.

**Commented [A37]:** Note that the term “Plenary” is an adjective. At the same time, it is commonly used to refer to Assemblies. Members will be invited to confirm that this term is appropriate in the context of this document.

### 4.b. Chairing arrangements

#### Issues for discussion

- Task Force members are invited to comment on this new text regarding the chairing arrangements of the IFT.

~~24-25.~~ The International Forum shall have two co-Chairs, who will be co-Chairs of both the Plenary and the Steering Group.

~~26.~~ The two co-Chairs will be ~~selected~~ appointed by the Plenary from the International Forum membership among providers, dual providers/recipients, recipients and ~~international~~ intergovernmental organisations. The two co-Chairs will represent different stakeholder groups.

~~27.~~ The co-Chairs' main functions are to:

- Promote the vision of the International Forum, and engage potential new Members.
- Provide leadership to the Forum in ensuring the implementation of its mission.
- Provide strategic guidance to the work of the Forum.
- Build consensus within the Forum and be ready to step in to help resolve particular issues that arise.
- Support the Secretariat in the preparation of the meetings of the Forum, including their timing and agendas.
- Chair the meetings of the Plenary and Steering Group, and any other meetings as appropriate. In this regard, it is the responsibility of the co-Chairs to ensure clarity of decisions and action points of the meetings.

**Commented [A38]:** A member suggested that this paragraph addresses the eligibility criteria for members to serve as co-Chairs and that the selection be elaborated in a future paragraph.

- Encourage attendance, as well as the full and equal participation, of all stakeholders in the meetings of the Forum, ensuring in particular that the views of all stakeholder groups are fully represented in all discussions.
- Ensure appropriate liaison with the International Forum Working Groups.
- Ensure a smooth transition for new co-Chairs.

28. The co-Chairs may delegate their functions to a colleague from their administration, but should be ready to be involved in-person whenever high-level matters need to be resolved.

29. Co-Chairs will serve for two years and may be re-appointed by the Plenary for one additional two-year term.

30. For the initial period of two years, one of the co-Chairs will be elected for one year and the other for two years. Subsequently, an election will be organised every year but will concern only one of the co-Chair's positions. This is to ensure continuity of work and appropriate institutional memory, while ensuring regular rotation in the co-chairmanship of the IFT.

31. The co-Chairs' election will be organised on the basis of expressions of interest that are sought ahead of the Plenary meeting by the Head of the Secretariat.

**Commented [A39]:** One member proposed that the co-Chairs' election should be staggered, at least at the beginning, to ensure stability, adequate institutional memory and continuation of previous work. For example, a co-Chair's mandate could be for two-years and co-Chairs could be elected on at different times.

#### 4.c. Plenary

##### Issues for discussion

- Task Force members are invited to review the suggested modifications to the composition, role and decision-making processes of the Plenary.
- The International Task Force agreed that participation at the Plenary should aim to be at senior technical level. In this case, how could the Task Force ensure that the TOSSD governance is sufficiently supported at the political level? Should the TORs include provisions for the organisation of a political event when appropriate?

##### 4.c.i. Composition

22-32. The Plenary is comprised of all Mmembers ~~and observers~~ of the International Forum on TOSSD ~~and Observers may participate in its meetings.~~

23-33. All countries, territories and organisations that report to the TOSSD framework ("~~TOSSD Reporters~~") can also attend the Pplenary as observers upon a written ~~request-notification~~ to the co-Chairs or the Head of the Secretariat. In Year Y, those countries, territories and organisations that reported TOSSD data in Year Y-1 will be considered TOSSD Reporters.

24. ~~The Plenary shall be chaired by the two co-Chairs.~~

##### 4.c.ii. Role and mandate

25-34. The Plenary shall appoint the co-Chairs of the International Forum, who are also co-Chairs of the Steering Group. The Plenary shall also appoint ~~the other M~~members of the Steering Group.

26-35. The Plenary meets at least once ~~every two a~~ years. Meetings can take place virtually or in-person.

**Commented [A40]:** Three members suggested that the plenary should meet more frequently than once every two years. The Secretariat clarified that the frequency of these meetings is related to the question of financing.

~~27-36.~~ The Plenary will be the main decision-making body on the vision, mission and strategic priorities of the International Forum, as well as for its ~~programme of biennial~~ work plan and budget. In particular, it will:

- Discuss and approve any modification to the vision, mission and strategic priorities of the International Forum.
- Discuss and approve recommendations by the Steering Group on the strategic priorities of the International Forum.
- Discuss and endorse the ~~programme of biennial~~ work plan and budget prepared by the Steering Group.
- ~~[Placeholder: "Sign-off on the International Forum Annual Report". Note: the exact text will depend on the final governance arrangement of TOSSD.]~~

~~28-37.~~ The role of the Plenary is also to:

#### ~~Methodology~~ Statistical standard

- Identify specific areas or topics for further development of the TOSSD statistical standard and methodology to ensure that TOSSD continues to evolve and meet the requirements of all stakeholders.
- Make suggestions on how to ensure that TOSSD meets the needs of key users of information, in particular recipient countries.

#### *External coordination*

- Oversee that appropriate coordination takes place between the International Forum and relevant technical bodies (e.g. DAC Working Party on Development Finance Statistics, International Aid Transparency Initiative) and political entities (e.g. UN, G20, G77, OECD DAC) on support for sustainable development.

#### *Communication and outreach*

- Discuss the communications and outreach strategy for TOSSD and the IFT.

#### *Evaluation and performance*

- Periodically ~~ensure the~~ review of the International Forum's performance, relevance, structure and governance.

#### Membership

- Approve new Members.
- Suspend any Member or Observer.

### 4.c.iii. Decision-making process

~~29-38.~~ ~~Members-~~ The Plenary should make every effort to reach decisions by consensus of Members present, meaning the absence of objection. Decisions by voting should only occur in exceptional cases.

~~30. — [In cases where consensus cannot be reached despite the co-Chairs' best endeavours, the co-Chairs may organise a consultative straw poll with a view to identifying where a majority might lie. This could then open the discussion to more informed consensus-building.]~~

**Commented [A41]:** One member indicated that the term PWB should be modified as this is a term that is used in the context of the OECD DAC.

**Commented [A42]:** One member indicated that a paragraph on financial statements should be included indicating that it will be provided every year.

**Commented [A43R42]:** Response by the Secretariat: Yes. However, this will depend on the final administrative set-up of the Forum.

**Commented [A44]:** One member suggested titling this section "Statistical Standard". The TF has created and the UN has recognized a statistical standard. The term "Methodology" doesn't give the full credit to what TOSSD now is, but the methodology clearly spells out how the standard is to be met.

**Commented [A45]:** This edit was suggested by a member.

**Commented [A46]:** One member favoured a consensus based approach. Another member indicated that the vote should be by majority.

**Commented [A47]:** Several members indicated that the voting procedure should be simplified.

~~34.39.~~ In exceptional cases, if ~~the Plenary members~~ fail to reach a consensus ~~of Members present~~ after extensive discussion ~~and following a consultative straw poll~~, the co-Chairs may put an item for decision by a ~~qualified two-thirds~~ majority vote ~~of two-thirds of the Plenary M~~members present.

~~32.40.~~ Members cannot participate in the vote if their contributions remain unpaid at the date of the vote.

~~33.41.~~ Should the Plenary need to organise a vote, each ~~member~~Member will have one vote.

~~34.42.~~ In between meetings, decisions can also be taken by written procedure.

~~35.43.~~ The Plenary may delegate to the Steering Group the power to make a decision on a specific topic.

#### 4.d. Steering Group

##### Issues for discussion

- Task Force members are invited to review the suggested modifications to the composition, role and decision-making process in the Steering Group.
- Based on the comments received, it looks like the Task Force rather favours a Steering Group of 20 members (See Annex A). Are there any further comments on this aspect?
- Task Force members are also invited to discuss the role the UN/UNCTAD should play in the Steering Group.

##### 4.d.i. Composition

~~36.44.~~ The Steering Group is comprised of a maximum of ~~[20/30]~~ ~~member~~Member countries, ~~territories~~ and organisations ~~ensuring representation of ing~~ the various stakeholder groups (providers, dual providers/recipients, recipients, ~~multilateral intergovernmental~~ organisations) and including the two co-Chairs (See ~~Annexe A~~Annex A). ~~It also includes the Chairs of the active Working Groups.~~

~~37.45.~~ ~~Participants in the~~ Steering Group ~~members~~ are appointed by the Plenary for a two-year term based on expressions of interests by ~~members~~Members. All efforts will be made to maintain a balanced membership across the various stakeholder groups and ensure rotation within each stakeholder group.

~~38.46.~~ ~~The Steering Group may hold meetings in open or closed session. Observers may attend Steering Group meetings in open session, but not meetings or parts of meetings held in closed session.~~ The United Nations and CSOs have a permanent observer seat in the Steering Group.

##### 4.d.ii. Role and mandate

~~39.47.~~ The Steering Group assists the International Forum Plenary by preparing and guiding its work. In particular it will:

- Make recommendations on strategic priorities for the International Forum to the Plenary.
- Oversee the implementation of the vision and mission, as well as strategic direction of the International Forum and their periodic review ~~thereafter~~.
- Provide substantive inputs, discuss and approve the ~~Programme of biennial~~ work ~~plan~~ and budget prepared by the Secretariat for final endorsement by the Plenary.

~~40.48.~~ The role of the Steering Group is also to:

**Commented [A48]:** One member indicated: "The draft ToR limits the number of steering committee members to 20 or 30, but if we think of the number of current task force members (24), current ToR plan is relatively small. It is desirable for more countries to be involved in the meeting. Additionally, while limiting the number of countries participating in the Steering Committee, the ToR defines the open sessions where observers can attend. Members who do not participate in the Steering Committee should take the same measures."

**Commented [A49]:** Three members supported a Steering Group of 20 members but further discussion is required on this specific point and one favoured a group of less than 20 members but further discussion is required on this specific point.

**Commented [A50]:** This edit was suggested by a member.

**Commented [A51]:** One member indicated that the way members will be chosen would need to be clarified and the process should be simple.

**Commented [A52R51]:** At this stage, the Secretariat believes that members will be able to find a solution if too many countries / organisations from the same stakeholder group wish to become members of the Steering Group. Detailed rules can be developed in due course if there is a really a need for such rules.

**Commented [A53]:** One observer recommended that discussions on the reporting instructions should always be done in open sessions.  
- The next version should provide further justification on the rationale for closed meetings and the eligibility criteria to determine the participants in such meetings.  
- One member raised that excluding observers from some meetings would exclude CSOs and the UN from an effective and meaningful participation.

**Commented [A54R53]:** After consideration of these comments, the Secretariat believes that there is no need for closed sessions.



### Methodology Statistical standard

- Oversee and approve new versions of the TOSSD methodology (Reporting Instructions).

### Programme of Biennial work plan and budget

- [Placeholder to be adjusted based on the future governance arrangement. PWB discussions at the OECD DAC: “Exercise oversight of the Secretariat’s operations, including financial oversight. The Steering Group is responsible and accountable for oversight and approval of the biennial work plans and budget and has no operational role in the day-to-day management of the Secretariat”.]
- Actively support fundraising activities of the International Forum.
- Consider and approve waivers on membership contributions.

### External coordination

- Provide guidance to the Secretariat in relation to the coordination with relevant technical bodies (e.g. DAC Working Party on Development Finance Statistics, International Aid Transparency Initiative) and political entities (e.g. UN, G20, G77, OECD DAC) on support for sustainable development.

### Communication and outreach

- Participants in the Steering Group members shall be expected to be “champions” of the International Forum, by advocating for and publicising International Forum activities within their constituencies, and by supporting outreach and engagement around the International Forum. This also entails promoting TOSSD data as evidence for policy dialogue on support for sustainable development, both domestically and internationally.

### Working Groups

- The Steering Group establishes Working Groups (WGs) and approves their terms of reference. It regularly reviews their progress and decides on their closing or possible extension. It decides on any changes to the scope and duties of the WGs.
- [Placeholder for the role of the Steering Group in establishing and managing Working Groups – e.g. appointment of Chair/co-Chairs; evaluation and performance of Working Groups].

### Evaluation and performance

- Prepares the periodic review of the performance of the Forum.

## 4.d.iii. Decision-making process

41-49. Members-The Steering Group should make every effort to reach decisions by consensus of those Members participating in the Steering Group present, meaning the absence of objection. Decisions by voting should only occur in exceptional cases.

42-50. In cases where consensus cannot be reached despite the co-Chairs’ best endeavours, the co-Chairs may organise a consultative straw poll with a view to identifying where a majority might lie. This could then open the discussion to more informed consensus-building. In exceptional cases, if the Steering Group members fails to reach such a consensus after extensive discussion and following a consultative straw poll, the co-Chairs may put an item for decision by a qualified majority vote of two-thirds majority vote of the Steering Group members present.

**Commented [A55]:** One member indicated that it was not sure that the Steering Group will have the necessary technical capacities. The member suggested that this might be done via a separate, standing sub-group that is overseen by the Steering Group.

**Commented [A56]:** One member indicated that the plenary needs to have a voice in PWB approval, based on the experience of previous similar initiatives.

**Commented [A57]:** One member highlighted the need for a technical WG on the methodology.



- ~~43.51.~~ Members cannot participate in the vote if their contributions remain unpaid at the date of the vote.
- ~~44.52.~~ Should the Steering Group need to organise a vote, each ~~member~~ Member will have one vote.
- ~~45.53.~~ In between meetings, decisions can also be taken by written procedure.
- ~~46.54.~~ The Steering Group may delegate to the Co-Chairs the power to make a decision on a specific topic.

#### 4.d.iv. Other administrative matters and transparency of the Steering Group

- ~~47.55.~~ The co-Chairs decide when and where to hold Steering Group meetings. These can take place virtually or in-person. The Steering Group will meet at least twice per year, and ideally at least once in-person.
- ~~48.56.~~ Participants in the Steering Group ~~members~~ should carry out their work in a consultative manner and the Secretariat will facilitate communication between participants in the Steering Group ~~members~~.
- ~~49.57.~~ The co-Chairs of the Steering Group may invite other IFT ~~M~~members to attend meetings should their expertise be relevant to a particular topic on the agenda. In all other cases, meetings will be limited to participants in the Steering Group ~~as described in Annexe A~~ Annex A Members.
- ~~50.58.~~ A summary record of Steering Group meetings will be drafted by the Secretariat. It will be validated by participants in the Steering Group with the co-Chairs and made publicly available online. It will include for each meeting a list of attendees, decisions taken and any proposals made.
- ~~51.59.~~ The co-Chairs will be responsible for setting the agenda, the dates and location of the Steering Group meetings together with the Secretariat. Working documents should be made available by the Secretariat to the participants in the Steering Group ~~members participants~~ no less than 7 days before the meeting date.
- ~~52.60.~~ The co-Chairs will, in common with other ~~M~~members and Observers, be expected to self-fund their attendance at the Plenary and Steering Group meetings and will not be ~~compensated~~ reimbursed for their time.

#### 4.e. Working Groups

##### Issues for discussion

- Task Force members are invited to review this section on the establishment, role and mandate, composition and decision-making process within the Working Groups.

#### 4.e.i. Establishment, role and mandate

- ~~53.61.~~ Working Groups (WGs) are mandated by the Steering Group to facilitate its work in certain thematic areas. The WGs shall seek expert advice, analyse key issues, and prepare documents to facilitate decision making in the Steering Group and the Plenary.
- ~~54.62.~~ In the majority of cases, once a WG has been mandated, the Secretariat will draft terms of reference, under the direction of co-Chairs and for approval by the Steering Group, based on the template included in Annex.

**Commented [A58]:** One member asked how to include IATI or the WP-STAT in the governance or if there was a specific role envisaged for the IAEG-SDGs. The linkages are indeed created at the level of the Plenary.

**Commented [A59]:** One member expressed concerns that there may be too many layers with a Plenary and a Steering Group and Working Groups, so this would require more discussion.

**Commented [A60]:** One member advocated for two working groups: one on reporting issues, and one sustainability and pillar II discussions. One member supported the idea as long as there is not a multiplication of parallel working groups.

55-63. The duration of WGs shall not exceed 3 years. Upon completion of the WG's term, the WG should make an assessment report. The report will be submitted to the Steering Group for a decision on a closing or a possible extension of the WG.

56-64. Any changes to the scope and duties of the WG will require the approval of the Steering Group.

57-65. The International Forum will have a Technical Working Group (see terms of reference in Annex).

58-66. The WG Chair / co-Chairs is / are regularly invited to share the WG's progress, findings and outcomes at meetings of the Steering Group and/or Plenary, as appropriate.

59-67. Summaries of WG meetings are made available online.

#### **4.e.i.4.e.ii. Composition**

60-68. A WG can have a maximum of two co-Chairs.

69. The Chair/co-Chairs of a WG is/are elected based on expressions of interest among the Members of the Forum and appointed by the Steering Group for a fixed term to be decided at the time of creation of the Group and subject to renewal.

70. Regarding the Technical Working Group, one of the co-Chairs is UNCTAD.

71. WGs are open to all Members and Observers of the Forum. The participants in the WG will bring their technical expertise drawn from both national statistical offices and the development community, ensuring a balance of expertise from different stakeholder groups and regions.

61-72. The number of participants in a WG should generally not exceed 20 to maintain effective working conditions. The composition of WGs should ensure balanced participation (e.g. stakeholder groups, gender and regions) depending on the topic.

#### **4.e.iii. Decision making**

73. The WGs take decisions within their mandate by consensus of Members present or, if consensus cannot be reached, defer the matter to the Steering Group.

74. The WGs cannot take decisions which have a resource implication unless mandated specifically by the Steering Group.

#### **4.f. Secretariat**

##### **Issues for discussion**

- **Task Force members are invited to review this section and Annex B on the functions of the Secretariat.**

62. The International Forum will be served by a secretariat integrated with the OECD's Development Co-operation Directorate, so as to benefit from the Organisation's experience in statistics on financing for sustainable development.

[Placeholder: "The initial duration of the hosting proposal will be for a period terminating on 31 December 2025."]

63-75. The Secretariat will carry out the following functions can be broken down into four broad areas:

**Commented [A61]:** This section has been simplified not to pre-empt discussions on the administrative arrangement related to the Secretariat.

The Secretariat will present additional text to the Task Force during the 17<sup>th</sup> meeting, only for information at this stage.

**Commented [A62]:** At this stage of discussions of the governance arrangement, it is not yet possible to refer to a dedicated timing.

- Strategic development and Communications
- Maintenance of the TOSSD statistical standard and methodology
- Data collection and publication
- Finance and aAdministration

Communications

76. Key elements of these functions of the Secretariat are further described in detail in Annex B to this document.

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## 5. Financial provisions

*[Placeholder for financial provisions, including the budget of the Forum]*

### Content of this chapter

- This section will be developed once the financial provisions for the International Forum are clear.

#### **Commented [A63]:** -

One member believed that the configuration of the functions, activities and types of costs related to the TF should be considered provisional, taking into account (i) modifications that the package presented by the TF secretariat may undergo depending on the OECD's position regarding the extent of its support to TOSSD; (ii) the post-2030 scenario may also demand adjustments to the IFT.

**Commented [A64]:** One member expressed that following the agreement on the DAC PWB, the budget should be shared at a minimum by function of the Secretariat.

## Annexes

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## Annexe A. Composition of the Steering Group

Composition of the Steering Group	Option 1: 20 <del>M</del> members	Option 2: 30 <del>M</del> members
Co-Chair	1	1
Co-Chair	1	1
Traditional providers	5	8
Dual providers / recipients	5	8
<del>Multilateral</del> <u>Intergovernmental</u> organisations	3	4
Recipient countries	5	8
<b>Total</b>	<b>20</b>	<b>30</b>
<u>Chairs of the active working groups</u>	<u>Based on the number of working groups</u>	<u>Based on the number of working groups</u>
Permanent Observer – United Nations	1	1
Permanent Observer – CSOs	1	1
Other Observers	Maximum 3	Maximum 8

## Annexe B. Functions of the Secretariat

**Commented [A65]:** See comment in Section 4f. Secretariat. This Annex has been streamlined to reflect the latest information available.

### Issues for discussion

- Task Force members are invited to review the suggested modifications to this Annex on the functions of the Secretariat, and provide any additional comments.

The functions of the Secretariat will carry out the following functions are divided into four broad areas:

- Strategic development and Communications
- ~~and Maintenance of the TOSSD statistical standard and~~ methodology
- Data collection and publication
- Finance and Administration
- Communications

Job descriptions for staff shall draw on a combination of the responsibilities described in these areas.

Such functions will may include ~~in particular~~ the following tasks:

#### 1. Strategic development and communications

- Strategically position and promote TOSSD in political and technical arenas (e.g. UN, African Union and G20).
- Work to expand the use of the TOSSD standard as a tool for policy formulation on the financing of sustainable development.
- Work to expand the number of reporters and users of TOSSD data.
- Act as the focal point for Members and external partners in close liaison with the co-Chairs.
- Actively disseminate TOSSD data; promote their use within government agencies and internationally; and use TOSSD data in policy and communication materials.
- Maintain and further develop a dedicated external website and other possible communication tools (e.g. intranet, community space).
- Produce an annual report covering the International Forum's main activities and achievements throughout the year.
- Implement and report on progress on the biennial work plan and budget approved by the Steering Group.

#### ~~4.2.~~ and Maintenance of the TOSSD statistical standard and methodology

- Support and make proposals on the further development and improvement of the TOSSD statistical standard and Reporting Instructions.

- Carry out relevant research and develop proposals to continue enhancing the relevance of the TOSSD framework in tracking support for sustainable development.
- Analyse the past TOSSD data collection rounds and work carried out outside the International Forum on the measurement of sustainable development support, country and thematic pilots, as well as stakeholder feedback, to support the further improvement of the TOSSD Reporting Instructions.

### **2.3. Data collection and publication**

- Undertake yearly data collection and seek to expand the coverage of TOSSD data, engaging with current and potential new reporters on TOSSD.
- Manage the data collection process and ensure the necessary quality assurance to verify that TOSSD data received from reporters are in line with the TOSSD Reporting Instructions.
- Provide advisory services to recipients and providers for collecting, reporting and analysing TOSSD data in order to support capacity-building. These advisory services are demand-driven and subject to specific funding.
- Coordinate with other relevant technical bodies maintaining databases on development finance to optimise work flows (e.g. UNCTAD, IATI and the OECD Working Party on Development Finance Statistics).
- Store TOSSD data in a centralised database.
- Publish TOSSD data on an online TOSSD public portal where data will be released on a regular basis and accessible free of charge.
- Carry out all appropriate maintenance related to this portal.
- Review analyses of TOSSD data and discuss any action to undertake to improve data coverage and quality.

### **3.4. Finance and Administration**

- Act as the focal point for Mmembers and external partners on all administrative and financial matters.
- Undertake appropriate day-to-day administrative and financial management of the International Forum, in accordance with the agreed programme of biennial work plan and budget and guidance from Mmembers.
- Prepare the annual-biennial budget and work plan for approval by Mmembers.
- Engage in resource mobilisation for the International Forum.
- [Placeholder: "Provide an annual update on income and expenditure to the Steering Group"].
- Organise meetings of the bodies of the International Forum, including the Plenary, the Steering Group and the Working Groups, ensuring that the agenda, minutes and other relevant documentation are circulated at least one week in advance. Draft summaries and action points of the meetings.
- Provide administrative support to International Forum Mmembers for their participation in meetings of the International Forum.
- Support the co-Chairs in the preparations of the meetings of the Forum and other international events.
- Maintain a document management system for communication purposes and proper safeguarding of corporate memory.

**Commented [A66]:** One member requested that the role of the Secretariat in organising the plenary meetings should be explicit.

**Commented [A67]:** One member requested that the role of the Secretariat as support to the co-Chairs should be mentioned.



#### 4. **Communications**

- ~~Act as the focal point for members and external partners in close liaison with the co-Chairs.~~
- ~~Actively disseminate TOSSD data; promote their use within government agencies and internationally; and use TOSSD data in policy and communication materials.~~
- ~~Provide advisory services to recipients and providers for collecting, reporting and analysing TOSSD data in order to support capacity building. These advisory services are demand-driven and subject to specific funding.~~
- ~~Organise communications and outreach activities, including to engage with the United Nations (e.g. UN-StatCom and UN-ECOSOC) and to promote TOSSD in other relevant fora (e.g. African Union, G7 and G20), as appropriate.~~
- ~~Maintain and further develop a dedicated external website and other possible communication tools (e.g. intranet, community space).~~
- ~~Produce an annual report covering the International Forum's main activities and achievements throughout the year.~~

**Commented [A68]:** This was merged with other categories above.

## Annexe C. Template Terms of Reference for IFT Working Groups

### Issues for discussion

- Task Force members are invited to review this Annex on the template ToRs for IFT Working Groups and provide any suggestion of modifications.

*Note: This template provides a general outline for Terms of Reference (ToRs) of IFT Working Groups. The suggested questions aim to guide Members and the Secretariat when preparing the ToRs for individual Working Groups.*

#### **Name of Working Group:**

#### **Background / Context:**

#### **Purpose / role of the Working Group:**

- What is the specific purpose / role of the group?
- What challenge does this group address?
- What are the deliverables / advisory services expected from the WG?

#### **Composition:**

- Is this group a technical or non-technical WG?
- Are there any specific criteria for participating in the WG (e.g. expertise, skillset, experience in regional / local sustainable development issues)?
- What is the expected number of participants?

#### **Time frame:**

- How long is the WG expected to be active?
- Is there a specific timeframe for the work to be completed or is the work dependent on other processes or WGs?

#### **Working methods and resources:**

- How many virtual meetings will be held each month / year?
- Is a face-to-face meeting of the Working Group expected? If so, when and where?
- What are the resources (e.g. financial and in-kind) required for the achievement of the objectives of the WG?

## Annexe D. Terms of reference of the Technical Working Group

### Issues for discussion

- Task Force members are invited to review this Annex on the ToRs of the Technical Working Group and provide any suggestion of modifications.

### Name of the working group: Technical Working Group

### Background / Context

The operation of the TOSSD statistical framework requires regular updating of the reporting rules and taxonomies to take into account the evolving nature of financing for sustainable development and experience emerging from the TOSSD data collection. It also requires regular review of the TOSSD online tools to ensure they effectively respond to developing countries' information needs.

### Purpose / Role

The purpose of the Technical Working Group (hereafter the TWG) is to advise the Steering Group in the maintenance and improvement of the quality (i.e. timeliness, accessibility, punctuality, ~~accessibility~~, interpretability, sound methods)<sup>7</sup> and user friendliness of TOSSD data.

### Composition

Participants in the TWG are expected to be the statistical correspondents of IFT members, staff of their national statistical offices or staff from relevant central Ministries in charge of sustainable development planning or SDG monitoring, or knowledgeable about sustainable development support. IFT Observers also participate in the TWG.

### Timeframe

The TWG is a permanent Working Group of the IFT. It will carry out a self-review of its functioning and present it to the Steering Group every 3 years.

<sup>7</sup> These are the main dimensions of the UN Statistics Quality Assurance Framework that are expected to be discussed in the TWG.

### **Working Methods and resources:**

The TWG meets at least once a year to review the results of the data collection for the previous year and prepare relevant documentation for the upcoming data collection round. Other meetings can be organised on an ad-hoc basis based on the requests by the Steering Group. In principle, the TWG will meet virtually or possibly in-person, back-to-back with Steering Group or Plenary meetings.

The co-Chairs of the TWG lead the meetings of the TWG and represent it in Steering Group meetings, as well as other relevant meetings.

Participants in the TWG should have the willingness and ensure their ability to devote the resources necessary to carry out the work of the TWG.

The TWG will collaborate with other bodies in charge of collecting development finance data internationally, such as the International Aid Transparency Initiative (IATI) and the OECD Working Party on Development Finance Statistics (WP-STAT), to promote coherent reporting practices.