International Forum on TOSSD
Draft Terms of Reference

This document is a discussion paper to facilitate deliberations within the Task Force on possible TORs for a more formalised governance arrangement for TOSSD and on specific standard operating procedures for this new arrangement.

December 2022

Table of contents

Introduction to the document

- **Following the 18th meeting, the term "Plenary" was replaced by "General Assembly" throughout the document. However this change was not kept in track changes to avoid crowding the document.**
- **A first editing exercise of the document was done to remove words that were perceived as unnecessary and support readability, making sure that their removal does not affect the meaning of the sentences in question.**
- **Additional considerations may need to be incorporated depending on the evolution of TOSSD and its administrative and governance arrangements.**

1. Context and purpose of the document

Issues for discussion

- **Task Force members are invited to agree on this introductory section, noting that it is not part of the TORs as such, but will be needed to explain the creation of the Forum. If the Task Force agrees, in the next version, this section will be presented as an introduction or preamble, with the TORs starting from Section 2.**

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[1].

2.   In 2017, an International TOSSD Task Force[2] 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.~~4.   In March 2022, the United Nations Statistical Commission endorsed Sustainable Development Goal (SDG) indicator 17.3.1 ~~included TOSSD as a data source in the SDG global indicator framework, with the Organisation for Economic Co-operation and Development (OECD) and the United Nations Conference on Trade and Development (UNCTAD) as co-custodians of this indicator. With this, TOSSD became an official data source for the SDG global indicator framework.~~

~~4.~~5.   Over time, it became clear that TOSSD required a much broader and stronger institutional framework providing efficiency and continuity to the work already carried out. The ambition of TOSSD is to become a global measure of support for sustainable development in developing countries. Therefore,

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[1] See paragraph 55 of the Addis Ababa Action Agenda (AAAA).

[2] All information about TOSSD and the work of the Task Force is available at: www.tossd.org

Commented [A1]: During the 18th meeting of the Task force, one member asked that i) the second sentence of paragraph 7 be moved to a new paragraph 4, to present the background of TOSSD in a chronological order and ii) in the same paragraph 7, the text "agreed to a gradual transition" be changed to "agreed to start discussing a gradual transition".

Commented [A2R1]: The Secretariat included the first part of the comment but could not include the second one as it did not reflect the discussions and action points of the 2022 February meeting.

Commented [A3]: One observer suggested the following text below: *"In March 2022, the United Nations ~~included TOSSD as a data source in the SDG global indicator framework~~ Statistical Commission endorsed SDG indicator 17.3.1 with OECD and United Nations Conference on Trade and Development (UNCTAD) as co-custodians. With this TOSSD became a data source for the SDG global indicator framework. ~~of indicator 17.3.1"~~ .*

Commented [A4R3]: The Secretariat suggests a slightly modified version.

the governance also needs to evolve to accommodate the reality of an increasingly diverse, international and multistakeholder initiative.

5.6.   Another 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. In order to bolster this legitimacy moving forward, the Task Force, with the relatively informal nature of its governance and participation (with some individuals participating in their capacity as experts rather than on behalf of their country/organisation), needed to evolve towards a more formalised governance arrangement. This was deemed necessary to be able to formally engage more official actors, collect more data, strengthen the nature of TOSSD as an international statistical standard and promote the use of the standard in official arenas.

6.7.   Finally, 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. The governance of TOSSD required new structures to ensure continued efficiency of its deliberations, while ensuring balanced representation of all stakeholder groups (providers, dual providers/recipients, recipients and intergovernmental organisations).

7.8.   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[3]. In March 2022, the United Nations included TOSSD as a data source in the SDG global indicator framework, with OECD and United Nations Conference on Trade and Development (UNCTAD) as co-custodians of indicator 17.3.1. This further strengthened the rationale and the necessity for a rapid implementation of a more formalised governance arrangement for TOSSD.

Commented [A5]: Since the previous sentence was moved as a new paragraph 4, this sentence no longer fits here.

8.9.   The sections below This document sets out draft Terms of Reference for an International Forum on TOSSD, hereafter referred to as the "International Forum", "the Forum" or using its abbreviation "IFT".

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[3] See all background documents at: 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 final comments.**

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

2.a. Vision

9.10. The ambition for TOSSD is that it becomes a global measure to track official and officially-supported resources to promote sustainable development in 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 a governance structure where all stakeholders are represented in an inclusive manner, can engage, and can exchange experience. As such, the International Forum aims to foster technical and political **partnerships** to improve the measurement and monitoring of the financing for sustainable development of recipient countries through TOSSD.

10.11. TOSSD represents an opportunity for all countries/territories, including recipient countries/territories, **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, including complex financing packagesactivities that combine private and public resources. 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 measures flows **from a recipient perspective** and 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[4]. With all these benefits, TOSSD supports the United

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[4] Not all countries have adopted the concept of International Public Goods.

Commented [A6]: One member thought the ToRs should mention that TOSSD does not measure donor effort, but encourages transparency on financing for development, and that the future governance arrangement is an independent body from the DAC that aims to support the UN and other stakeholders to track SDG financing.

Commented [A7R6]: This section aims to reflect the Vision for all stakeholders. The points mentioned by the member reflect the value added of TOSSD from an OECD DAC perspective and will be included in OECD documents related to TOSSD (DAC, Council, etc) to explain the rationale for creating the Forum and its relation to the OECD generally and the DAC in particular.

Commented [A8]: A member suggested that supporting the implementation of TOSSD should be included in the mission/vision."

Commented [A9R8]: The first sentence of this paragraph already reflects the spirit of the comment.

Commented [A10]: At the 18th meeting, two members suggested replacing 'complex packages' by 'activities' since the reporting unit in TOSSD is an activity. The Secretariat clarified that the reference to 'complex packages' had been inserted at another member's request to refer to instruments combining private and public resources.

Nations in the implementation of the Sustainable Development Goals (SDGs) and the 2030 Agenda for sustainable development. 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.

2.b. Mission Statement

11.12. **The International Forum on TOSSD, working in an open, inclusive, and transparent manner, promotes and supports the rapid effective global implementation of "Total Official Support for Sustainable Development", an international statistical standard on financing for sustainable development in support of developing countries.**

12.   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:, working in an open, inclusive, and transparent manner.

promotes the rapid global implementation of "Total Official Support for Sustainable Development", an international statistical standard on financing for sustainable development in support of developing countries.

- promotes and increases transparency on support for sustainable development.

ensures the integrity and consistency of the TOSSD framework.

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

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

- **Maintain and improve the TOSSD statistical standard by**
  o Updating the TOSSD Reporting Instructions and related methodologies
  o Ensuring the integrity and consistency of the framework, 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 continuously improve their quality, by:**
  o Undertaking yearly rounds of TOSSD data collection.
  o Expanding the coverage of data by inviting more providers to report on TOSSD and join the International Forum.
  o Reviewing the quality of TOSSD data and any external studies to improve data coverage and quality.
  o Analysing TOSSD data and supporting their external analysis.
- **Actively promote TOSSD and the use of TOSSD data** within government agencies and internationally (e.g. recipient countries, National Statistical Offices, leading development think tanks and CSOs, and in international fora).

Commented [A11]: One member proposed enhancing the ambition of the Mission by stating that the Forum will work in an open, inclusive, and transparent manner "in line with the Addis Ababa Action Agenda".

Commented [A12R11]: Including a reference to the Addis Ababa Action Agenda may become outdated if a follow-up Conference is organised.
In any case, TOSSD would continue working in an "open, inclusive and transparent manner".

Commented [A13]: One member requested to keep the reference to a Forum that "promotes and increases transparency on support for sustainable development"

Commented [A14R13]: The "promotion and increase of transparency" had already been mentioned in the Vision as this is definitely an aspiration for the future Forum (see the new paragraph 11 above: *"TOSSD is bringing greater* **transparency** *to the full array of officially supported resources provided in support of* **sustainable development** *in developing countries"*).

Commented [A15]: One member suggested adding this text.

Commented [A16]: One member suggested replacing "rapid" by "effective".

Commented [A17]: As announced in the previous version of the TORs, the box was removed and the text on the mission statement was included here without track changes in order for Members to see the new suggested changes.

3. Participation: Members, Observers, Reporters, and Independent Experts

Issues for discussion

- **Task Force members are invited to review the suggested modifications to the text below on the definition of Members, Observers, Reporters, and Independent Experts and related processes, and provide any additional comments.**
- **One member requested to remove text in the following sentence in section 3.b:** *"~~Unless otherwise decided~~, Observers may participate in all bodies, meetings and activities of the IFT and have access to all documents, but shall not take part in decision-making."* **Removing this text would prevent Members from having closed sessions if needed. The Secretariat proposes that this caveat be retained, even if it would not be used as a general rule, in order to allow closed discussions for Members only in case necessary. Otherwise, such discussion would not be formally possible. Alternatively, a sentence could be added such as:** *"In exceptional cases, the Co-chairs may call meetings in closed sessions to Members only. The permanent Observers would be allowed to attend these closed sessions".*

14.   Participation in the International Forum on TOSSD is open to ~~all~~ countries, territories and 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 as Members, Observers, Reporters, or Independent Experts. All countries/territories (with the exception of recipients) and organisations are expected to self-fund their attendance to in-person meetings of the Forum and their representatives will not be compensated for their time.

> **Commented [A18]:** This aims to better match the framing below.

3.a. Members

15.   Membership of the International Forum is open to countries, territories and intergovernmental organisations (e.g. multilateral development banks; UN agencies, funds and programmes; regional organisations) that:

- Endorse the vision and the mission of the IFT.
- Commit to using TOSSD data to the greatest extent possible.

- Promote the International Forum and the TOSSD standard.
- Commit to actively participating in the International Forum, including in its governance, decision-making processes and activities; by sharing expertise in relevant working groups; and promoting constructive dialogue in the Forum.

16.   Members are expected to contribute to the Forum, for example, through:

- Ffinancial contributions. Members can provide direct voluntary contributions and can also sponsor the financial contribution of another Member (e.g. a traditional provider or an international organisation can sponsor the contribution of a dual provider/ recipient or a developing country); or.
- In-kind contributions. These can take the form of , staff secondments, or the organisation of in-person General Assembly or Steering Group meetings of the Forum.

17.   Members take decisions by consensus, except in exceptional circumstances where votes can be organised as described in subsequent sections below.

3.b. Observers

18.   IFT Observer status is open to all countries, territories and organisations for two years, after which the Observer is expected to become a Member, or give up its Observer status in the Forum for three years (after which it can apply for Observer status again).

19.   During their tenure, Observers are expected to actively participate in the International Forum's activities, share their expertise, and promote constructive dialogue on TOSSD in the International Forum and beyond.

20.   The United Nations Conference on Trade and Development (UNCTAD) has a permanent Observer seat in all International Forum bodies given its role as a co-custodian of SDG indicator 17.3.1. This is without prejudice to the possibility for UN funds, programmes or specialised agencies to join as Members or Observers in line with the provisions in section "3.a Members" and in this section 3b. Civil Society Organisations (CSOs) also have one permanent Observer seat.

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

3.c. Reporters

22.21.   Any cCountryies, territoriesy or intergovernmental organisations can also participate in the TOSSD initiative as a TOSSD data "Reporter". Reporters need not participate as Members or Observers. All Reporters should submit their information yearly to the Forum's Secretariat according to the TOSSD methodology and data cycle.

23.22.   In Year Y, those countries, territories, and intergovernmental organisations that reported TOSSD data in Year Y-1 will be considered TOSSD Reporters.

24.23.   Reporters are invited once a year to participate as observers in the Forum's General Assembly (see Section 4.c below), where they can benefit from a yearly update on the evolution of the TOSSD framework and share their reporting experience.

Commented [A19]: The Co-chair from the EU suggested further defining the types of contributions and the various ways in which members can contribute (e.g., sponsorship, contributions through international organisations).

Commented [A20]: Two members proposed broadening the notion of contributions to include in-kind contributions, which would encourage recipient countries' participation.

Commented [A21R20]: The Secretariat has listed here the contributions that could be considered as equivalent to a financial contribution.

Commented [A22]: Edited as in the introduction of Chapter 3.

Commented [A23]: One member requested to remove this text.

Commented [A24]: This was recommended so that all provisions are aligned. This way is simplest, keeps it open, but would avoid the vague and unclear implications of "all" or "any".

Commented [A25]: This is to clarify that Reporters attend as Observers, i.e. with no decision-making power.

3.d. Independent Experts

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

3.e. Application and withdrawal process

25.   Application for Membership / Observership is formalised through a letter of request sent to the co-Chairs and the Head of the Secretariat.

26.   Membership is approved by the General Assembly. Membership in the Forum is formalised by and becomes effective on the date of the a response letter by from the Secretariat communicating the General Assembly's decision. Members may withdraw from the IFT at any time by notifying the IFT co-Chairs or the Secretariat (which will inform the co-Chairs) through a formal letter. Tthe withdrawal will be effective twelve (12) months after reception of the letter by the co-Chairs. The co-Chairs will inform all IFT Members of the receipt of the withdrawal letter in a timely manner.

26.27.   Observership is approved by the Steering Group. Observers may withdraw from the IFT at any time by notifying the ITF co-Chairs or the Secretariat (which will inform the co-Chairs). For Observers, Tthe withdrawal will be effective from one month after the notification. The co-Chairs will inform all IFT Members of the receipt of the withdrawal letter in a timely manner. 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.

Commented [A26]: It was recommended to keep this in the hands of the Co-Chairs or Members.

Commented [A27]: It was considered as odd to put a deadline on the Co-Chairs acknowledgement, as well as to leave the specific date of withdrawal up to the co-chairs, rather than the withdrawing entity (as is the case for member withdrawals).

4. Governance arrangements

4.a. Bodies of the International Forum

27.28.   The structure of the International Forum consists of:

- A **General Assembly;**
- A **Steering Group;**
- **Working Groups;**
- A self-standing **Secretariat**.

4.b. Chairing arrangements

> **Issues for discussion**
>
> - **Task Force members are invited to review the final edits below regarding the chairing arrangements of the IFT.**

28.29.   The International Forum shall have two co-Chairs, who will be co-Chairs of both the General Assembly and the Steering Group.

29.30.   The two co-Chairs will be ~~appointed~~ by the General Assembly from the International Forum Membership. With a view to supporting diversity and rotation, no two serving co-Chairs will represent the same stakeholder group (providers, dual providers/recipients, recipients, and intergovernmental organisations).

30.31.   The co-Chairs' main functions are to:

- Promote the vision of the Forum, and engage potential new Members.
- Provide leadership to the Forum in ~~ensuring~~ the implementation of its mission.
- ~~Provide~~ Contribute to defining strategic ~~guidance~~ priorities ~~to the work of~~ for the Forum.
- Build consensus within the Forum and be ready to step in to help resolve ~~particular~~ issues that arise.
- ~~Support~~ Work with the Secretariat ~~in the preparation of~~ to prepare the meetings of the Forum, including their timing and agendas and modalities of attendance (virtual or in-person).
- Chair the meetings of the General Assembly 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 [A28]: One member indicated that the use of the terms "election", "selection" and "appointments" should probably be reviewed to ensure the correct term is used each time based on how the given process is likely to operate (e.g. there will not necessarily be an election for the co-Chairs since there may not be many candidates for the co-Chairs' positions).

Commented [A29R28]: The Secretariat recommends using the term "appointed" throughout as it is broader and can include "elected" or otherwise, while "elected" rules out, for example, a simple consensus appointment without voting.

Commented [A30]: This is to avoid the word "ensuring" that implies control over results, which is not feasible.

Commented [A31]: One member mentioned that this bullet point was not totally clear; either the Steering Group or the General Assembly would do this.

Commented [A32]: At the 18th meeting, one member requested that this bullet point be removed as it described a function of the Secretariat. The Secretariat clarified that this formulation had been used to ensure timely inputs from the co-Chairs to the preparation of the meetings. A new formulation is proposed.

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

~~31.~~32.   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.

~~32.~~33.   Co-Chairs will serve for two years and may be re-appointed by the General Assembly for one additional two-year term.

~~33.~~34.   For the initial period of two years, one of the co-Chairs will be appointed for one year and the other for two years. Subsequently, elections 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 Forum.

~~34.~~35.   Where necessary, ~~The co-Chairs'~~ election~~s~~ will be organised on the basis of expressions of interest sought ahead of the last General Assembly meeting of the year by the Head of the Secretariat.

4.c. General Assembly

Issues for discussion

- **Task Force members are invited to review the suggested modifications to the composition, role and decision-making processes of the General Assembly.**
- **At the 18th meeting of the Task Force, there was a proposal that the Observers are also appointed by the General Assembly. A selection of Observers would only be necessary if the number of Observers exceeds 8 (as per Annex A). What are Task Force Members' views on this issue?**

4.c.i. Composition

~~35.~~36.   The General Assembly is comprised of all Members of the International Forum on TOSSD. ~~Unless otherwise decided,~~ TOSSD Reporters and Observers ~~may participate~~ can attend ~~in~~ all General Assembly meetings but do not participate in decision-making.

4.c.ii. Role and mandate

~~36.~~37.   The General Assembly shall appoint the co-Chairs of the International Forum, who ~~are also~~will co-Chair both the General Assembly and~~s of~~ the Steering Group. The General Assembly shall also appoint Members of the Steering Group, respecting the composition ~~and criteria defined~~ set out in Annex A.

~~37.~~38.   The General Assembly meets at least once a year. Meetings can take place virtually or in-person.

~~38.~~39.   The role of the General Assembly is to:

Vision, Mission and strategic priorities

- Discuss and approve any modifications to the Vision, Mission and strategic priorities of the International Forum.

Commented [A33]: On this paragraph, one member asked to clarify who "appoints" the co-Chairs, noting an inconsistency with now paragraph 36, which refers to the "election" of the co-Chairs.

Commented [A34R33]: The term "appointment" was used throughout the document since this is a broader term and could cover elections, or simply appointments when there are only 2 candidates, or a situation where a solution is reached without a vote through discussions.

Commented [A35]: One member requested to remove this text.

Commented [A36]: This is to align wording with the table discussed at the 18th meeting of the Task Force.

Commented [A37]: This is to align wording with the table discussed at the 18th meeting of the Task Force.

Budget and Work plan

- Provide inputs for the triennial budget and annual work plan (hereafter referred to as "budget and work plan").

Statistical standard and methodology

- 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 stakeholder groups.
- 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) on support for sustainable development.

Communication and outreach

- Make recommendations on the communications and outreach strategy for TOSSD and the IFT.

Evaluation and performance

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

Membership

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

Governance

- Appoints the Forum Co-Chairs.
- Appoints Members to the Steering Group.
- Adopts supplementary governance procedures where necessary for the functioning of the Forum.

4.c.iii. Decision-making process

~~39.~~40.   The General Assembly ~~should~~ will 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.~~

~~40.~~41.   In exceptional cases, if the General Assembly fails to reach a consensus of Members present after ~~extensive~~ discussion, the co-Chairs may put an item for decision by a two-thirds majority vote of Members present.

~~41.~~42.   Should the General Assembly need to organise a vote, each Member will have one vote.

~~42.~~43.   ~~In b~~Between meetings, decisions can also be taken by written procedure.

Commented [A38]: Since we mention "exceptional cases" in the next line, this was perceived as repetitive and superfluous.

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, discuss the pending questions and express their views on the proposal below.**

- **The Secretariat recommends that the Annexes A, B and D be integrated in the body of the document now that they are more stable. This would make them clearly part of the TORs. Annex C could be maintained as an annex given its indicative nature. Task Force members are invited to provide their views about integrating Annexes A, B and D directly in the body of the document.**

- **Pending issues:**

  1/ What would count as a contribution that would give a right to a seat on the Steering Group? In particular:
  - **Should any level of financial contribution (i.e. excluding in-kind contributions) give a right to a seat on the Steering Group?**
  - **Should a minimum level of financial contribution that would give a right to a seat on the Steering Group be determined?**
  - **Can in-kind contributions give a right to a seat on the Steering Group?**

  2/ Some members may provide contributions during the year, so in practice they will only be able to have a seat on the Steering Group the following year.

- **Proposal:**

- **A financial contribution gives a right to a seat on the Steering Group for the calendar year following the year in which the contribution was received. For the first year of existence of the Forum, Members that have pledged financial contributions for the creation of the Forum will have a seat on the Steering Group.**
- **For staff secondment, a seat on the Steering Group is granted for the year following the year in which the seconded staff is deployed to the Secretariat.**
- **For the organisation of in-person General Assembly or Steering Group meetings, a seat is granted on the Steering Group for the year following the year in which the meeting was organised.**

4.d.i. Composition

43.44.   The Steering Group is comprised of a maximum of [20/30] (thirty) Members countries, territories and organisations ensuring representation the participation of Members from the various stakeholder groups (providers, dual providers/recipients, recipients, intergovernmental organisations) and including the

two co-Chairs (See Annexe A). Individual members of the Steering Group are not considered as representatives of their stakeholder groups.

44.45. The composition of the Steering Group is as follows:

- All Members countries, territories and international organisations providing financial or in-kind contributions as indicated in section 3.a to support the Forum will sit on the Steering Group with the rest of Steering Group members being appointed by the General Assembly.[5]

- Members Countries, territories and international organisations of the Steering Group appointed by the General Assembly will serve for a two-year terms.

45.46. All efforts will be made to maintain a balanced membership across the various stakeholder groups and ensure rotation within each stakeholder group.

46.47. UNCTAD and CSOs have a permanent Observer seat in the Steering Group. Other Observers can also attend meetings of the Steering Group as described in Annex A.

47.48. The Chairs of active Working Groups may attend Steering Group meetings.

48.49. Unless otherwise decided, Aall Steering Group meetings will be open to Observers and Working Group Chairs.

4.d.ii. Role and mandate

49.50. The role of the Steering Group is to:

Vision, Mission and strategic priorities

- Ensure the implementation of the Vision, Mission and strategic priorities of the International Forum.

Statistical standard and methodology

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

Budget and work plan

- Discuss and approve the budget and work plan prepared by the Secretariat.
- Actively support fundraising activities of the International Forum.

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) on support for sustainable development.

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[5] This model would be valid for the first three-year period of the Forum. The extension of this model would require further discussion. When the transition period ends, the ambition is that all Steering Group members contribute financially. In case, within a given stakeholder group, the number of Members having a right to sit in the Steering Group exceeds the number of Members indicated in the table in Annex A, the Steering Group will need to review its composition. The specific issues to consider in this review would include the necessary balanced representation and incentives to contribute financially to the Forum. Two options could be explored: expanding the number of SG Members or organising a rotation within the stakeholder group.

Commented [A41]: One member indicated that individual members of the Steering Group cannot be considered as representatives of their stakeholder groups.

Commented [A42]: The Task Force agreed to establish a model for the Steering Group whereby members that contribute financially are de facto members of the Steering Group, with the rest of Steering Group members being elected by the General Assembly.

Commented [A43]: The Secretariat suggests integrating the table in Annex A directly in the body of the document.

Commented [A44]: One member requested to remove this text.

Communication and outreach

- Advocate for and disseminate International Forum activities.
- Support outreach and engagement around the International Forum.
- Promote TOSSD data as evidence for policy dialogue on support for sustainable development.

Working Groups

- Establish Working Groups (WGs), and approve their terms of reference and appoint their Chairs/co-Chairs. Regularly review their progress and carry out an evaluation of performance before and decidinge on their closing or possible extension. Decide on any changes to the scope and duties of the WGs.

Evaluation and performance

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

Governance

- Develop any supplementary governance procedures necessary for the functioning of the Forum, for approval by the General Assembly.
- Appoint WG Chairs / co-Chairs.

4.d.iii. Decision-making process

50.   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.

51.   In exceptional cases, if the Steering Group fails to reach such consensus after extensive discussion, the co-Chairs may put an item for decision by a two-thirds majority vote of Steering Group Members present.

51.52.   In setting up priorities for budgets and work plans, the Secretariat will consult with Decisions on budgetary matters must be supported by all all Members that provideing financial contributions to the Forum.

52.53.   Should the Steering Group need to organise a vote, each Member will have one vote.

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

54.55.   The Steering Group may delegate to the Co-Chairs the power to make a decision on a specific topic.

55.56.   All decisions taken by the Steering Group will be transmitted to all Forum IFT Members for information.

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

56.57.   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.

57.58.   Members of the Steering Group should carry out their work in a consultative manner and the Secretariat will facilitate communication between them.

Commented [A45]: This is to reflect the table discussed at the 18th meeting.

Commented [A46]: One member suggested that the decision on possible extension of the Statistical Working Group should be based on an evaluation, rather than a self-assessment.

Commented [A47]: The appointment is already mentioned in the "Working Groups" paragraph above.

Commented [A48]: As this is mentioned in the following sentence, it may not be necessary here.

58.59.   The co-Chairs of the Steering Group may invite other IFT Members to attend meetings as Observers should their expertise be relevant to a particular topic on the agenda.

59.60.   A summary of each Steering Group meeting will be drafted by the Secretariat and approved by the Steering Group and made publicly available online. It will include for each meeting a list of attendees, decisions taken and any proposals made.

60.61.   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 no less than 7 days before the meeting date.

61.62.   The co-Chairs will, in common with other Members and Observers (see also section 3), be expected to self-fund their attendance at the General Assembly and Steering Group meetings and will not be compensated for their time.

4.e. Working Groups

> **Issues for discussion**
>
> - **Task Force members are invited to agree on the final text of this section.**

4.e.i. Establishment, role and mandate

62.63.   Working Groups (WGs) are established by the Steering Group to support its work in certain thematic areas. WGs will provide expert advice, analyse key issues, and prepare documents to facilitate decision making in the Steering Group.

63.64.   The Secretariat will draft if necessary terms of reference for the WGs, under the direction of co-Chairs and for approval by the Steering Group, based on the template included in Annex.

64.65.   The term duration of WGs will be set for not exceed a maximum of 3 years. Upon Before completion of this term, the WG should make an assessment Steering Group will prepare a review the WG's performance report. The report will be submitted to the Steering Group to and decide for a decision on an whether to extend sion or termination of the WG.

65.66.   Any changes to the scope and duties of the WG require the approval of the Steering Group.

66.1.   The International Forum will have a permanent Statistical Working Group (see terms of reference in Annex).

67.   The WG Chair / co-Chairs is / are regularly invited by the Forum co-Chairs to share the WG's progress, findings and outcomes at meetings of the Steering Group and/or the General Assembly, as appropriate.

68.   Summaries of WG meetings are made available online.

4.e.ii. Composition

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

70.   The Chair/co-Chairs of a WG is/are elected appointed 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.

Commented [A49]: One member mentioned that it was not clear whether the Statistical Working Group would have a balanced membership.

Commented [A50R49]: The Statistical Working Group has the same composition as the Steering Group, so it will also benefit from a balanced membership (See Annex D).

Commented [A51]: The TORs should include specific text on the governance of the Statistical Working Group (e.g. operating on a consensus basis, co-Chairs chosen by consensus). The text could be inspired from the mandate of the WP-STAT and include the maintenance of TOSSD taxonomies as one of its specific tasks.

Commented [A52R51]: The Secretariat suggests further formalising the TORs of the SWG once the Forum is actually established.

Commented [A53]: One member suggested that the timeframe established in Annex D should be mentioned in this section.

Commented [A54R53]: We have added text on the timeframe in a new section 4.e.iv below.

Commented [A55]: One member suggested that the decision on possible extension of the Statistical Working Group should be based on an evaluation, rather than a self-assessment.

Commented [A56]: This sentence was moved to the separate section 4.e.iv below.

71.   ~~Regarding the Statistical Working Group, one of the two (?) co-Chairs is UNCTAD.~~

~~72.~~71.   WGs are open to all Members. ~~Unless otherwise decided, a~~All Observers in the Forum may attend WG meetings. Both Members and Observers 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.

~~73.~~72.   The number of participants in a WG should generally not exceed ~~20~~ 30 to maintain effective working conditions. The composition of WGs should ensure balanced participation (e.g. stakeholder groups, gender and regions).

~~74.~~73.   WGs can invite Independent Experts and Reporters to participate in the discussions and provide technical expertise to achieve the objectives of the group.

4.e.iii. Decision making

74.   The WGs take any decisions by consensus of Members present or, if consensus cannot be reached, the matter will be transferred to the Steering Group.

4.e.iv. Statistical Working Group

75.   The International Forum will have a permanent Statistical Working Group (see terms of reference in Annex). The Steering Group carries out an evaluation of its performance every 3 years.

4.f. Secretariat

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

76.   The Secretariat will carry out the following functions:

- Strategic development and communications
- Maintenance of the TOSSD statistical standard and methodology
- Data collection and publication
- Finance and administration

77.   Key elements of these functions are further described in Annexe B to this document.

Commented [A57]: The Secretariat conveyed a message from UNCTAD that, according to UN instructions, UNCTAD can be an observer to the Forum but cannot co-chair the Statistical Working Group.

Commented [A58]: One member requested to remove this text.

Commented [A59]: A member suggested including 'permanent' before 'Statistical Working Group' in paragraph 65.

Commented [A60]: One member suggested that the Secretariat should be guided by and be accountable to the General Assembly.

Commented [A61R60]: The Member is invited to elaborate further on the rationale behind this comment as the term "accountable" would need to be defined (e.g. regular reporting - yearly, twice-yearly, etc.)?

Commented [A62]: One member asked for further clarification as to what 'strategic development' meant in this paragraph.

Commented [A63R62]: This is described further in Annex B.

5. Financial provisions

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

*This section may include the following elements:*

- *The sources of funding of the IFT.*
- *Process and timeline for the preparation, approval and review of the budget and workplan.*
- *The role of the Secretariat in supporting Members in the identification of sources of funding within their administration to provide a financial contribution to the Forum.*

Content of this chapter

- **This section will be developed once the funding arrangements for the International Forum are clearer.**

Annexes

DRAFT
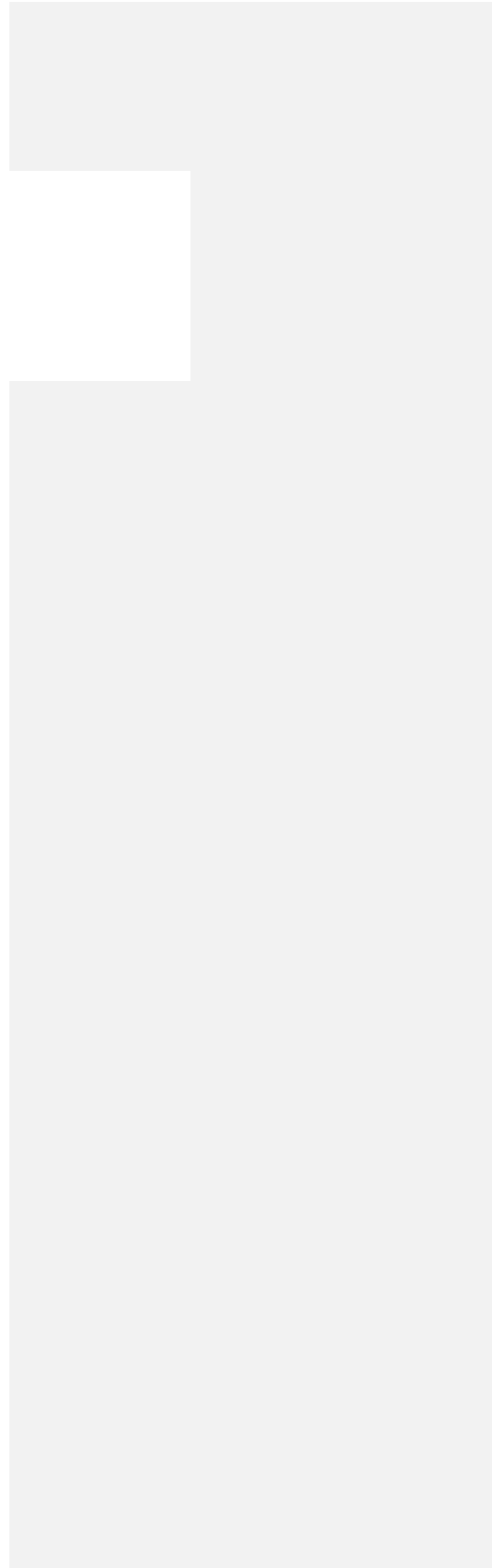
Annexe A. Composition of the Steering Group

Composition of the Steering Group	Option 1: 20 Members	Option 2: 30 Members
Co-Chair	1	1
Co-Chair	1	1
Traditional providers	5	8
Dual providers / recipients	5	8
Intergovernmental organisations	3	4
Recipient countries	5	8
Total	20	30
Chairs of the active working groups	Based on the number of working groups	Based on the number of working groups
Permanent Observer – United NationsUNCTAD	1	1
Permanent Observer – CSOs	1	1
Other Observers	Maximum 3	Maximum 8

Note: All Members providing financial contributions to support the Forum will sit on the Steering Group with the rest of Steering Group members being appointed by the General Assembly. This model would be valid for the first three-year period of the Forum. The extension of this model would require further discussion. When the transition period ends, the ambition is that all Steering Group Members contribute financially. In case, As and when, within a given stakeholder group, the number of Members having a right to sit in the Steering Group contributing exceeds the number of Members indicated in the table above, the Steering Group will need to review its composition.

Annexe B. Functions of the Secretariat

Issues for discussion
• **Task Force members are invited to agree on this Annex on the functions of the Secretariat.**

The Secretariat will carry out the following functions:

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

Such functions may include 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).
- Promote 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 any individuals or organisations interested in the work of the Forum 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 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 Budget and Work Plan approved by the Steering Group.

2. **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.
- Ensure alignment of methodologies with good statistical practice.
- 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.

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 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.

4. **Finance and Administration**

- Act as the focal point for any individuals or organisations interested in the work of the Forum on all administrative and financial matters.
- Undertake appropriate day-to-day administrative and financial management of the International Forum, in accordance with the agreed budget and work plan and budget and guidance from Members.
- Prepare the budget and work plan for approval by Members.
- Engage in resource mobilisation for the International Forum.
- Provide an annual update on income and expenditure to the Steering Group.
- Organise meetings of the bodies of the International Forum, including the General Assembly, the Steering Group and the Working Groups, ensuring that the agenda, 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 Members, Observers, Reporters and Independent Experts Participants for attending meetings of the International Forum.
- Support the co-Chairs in the preparations of the meetings of the Forum and provide them with inputs on substance as necessary for other international events.
- Maintain a document management system for communication purposes and proper safeguarding of corporate memory.

Annexe C. Template Terms of Reference for IFT Working Groups

Issues for discussion

- **Task Force members are invited to agree on the template ToRs for IFT Working Groups.**

Note: This template provides a general outline for Terms of Reference (ToRs) of IFT Working Groups. The suggested questions aim to guide Steering Group 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:

- Are there any specific ~~criteria~~ elements sought for participating in the WG (e.g. expertise, skillset, experience in regional / local sustainable development issues)?
- What is the expected composition of the WG ?

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 Statistical Working Group

Issues for discussion

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

Name of the working group: Statistical 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 Statistical Working Group (hereafter the SWG) is to advise the Steering Group in the maintenance and improvement of the quality (i.e. timeliness, accessibility, punctuality, interpretability, sound methods)[6] and user friendliness of TOSSD data.

Composition

The SWG follows the composition of the Steering Group. Participants in the SWG are expected to be the statistical correspondents of these Members and ~~international~~ intergovernmental organisations, 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. The Chair of the OECD DAC Working Party on Development Finance Statistics (WP-STAT) and UNCTAD will be invited to participate to ensure maximum technical and statistical coherence between TOSSD, OECD and UNCTAD statistical methods, norms and processes.

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[6] These are the main dimensions of the UN Statistics Quality Assurance Framework that are expected to be discussed in the SWG.

Timeframe

The SWG is a permanent Working Group of the IFT. The Steering Group reviews its progress and carries out an evaluation of its performance It will carry out a self-review of its functioning and present it to the Steering Group every 3 years.

Working mMethods and resources:

The SWG 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. The SWG may meet virtually or in-person, back-to-back with Steering Group or General Assembly meetings.

The co-Chairs of the SWG chair the meetings of the SWG and represent it in Steering Group and General Assembly meetings.

Participants in the SWG should have the willingness and ensure their abilitywill be expected to devote the resources necessary to carry out the work of the SWG.

The SWG 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.