

# International Forum on TOSSD Draft Terms of Reference

**Commented [A1]:** We have put capital letters to the words “Members” and “Observers” throughout the document without showing these in track changes to facilitate the readability of the document.

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*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.*

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**Commented [A2]:** One member raised questions about the nature of the paper (is it a discussion paper or a draft of a future deliverable?) and the nature of the work of the Task Force on the TORs (drafting the rules or exploring a possible future entity?).

**Commented [A3R2]:** Secretariat’s response: This introduction aims to clarify the nature of the paper and of the work. The traditional way to support Members’ discussions is to present options with concrete text.

The document may be separated in two at a later stage, but it is easier to have everything in one document for ease of discussion in the Task Force.

October 2022

DRAFT

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#### Introduction to the document

- The sections below take into account comments received during and after the 16<sup>th</sup> and 17<sup>th</sup> meeting of the TOSSD Task Force as well as previous Task Force documents (e.g. issues papers and the strategy paper by the co-Chairs). Simple expressions of support to specific sentences or approaches are not shown in the comments.
- 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 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.

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

5. 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, while 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) hosted both official representatives and individual experts with no official mandates, and official representatives, needed to evolve towards a more formalised governance

<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)

**Commented [A4]:** One member suggested that the Task Force could put some of the text in a separate “standard operating procedures” document. Such a document is also needed to prove to the OECD Council that Members can operate as a Forum.

**Commented [A5R4]:** The document may indeed be split in two in the future but at this point in time it is easier for us to have everything in one document.

**Commented [A6]:** An Observer (CSO) suggested including the TOSSD definition in the Forum’s terms of reference to make them a “one-stop document” for everyone to understand the whole picture of TOSSD.

**Commented [A7R6]:** Response by the Secretariat: the Terms of reference do not aim to present the whole picture of TOSSD. It is the Reporting Instructions that define TOSSD while this document is about the governance of TOSSD and procedures for the Forum.

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.

4.6. In addition, 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).

5.7. 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, 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.

6.8. This document sets out a draft mandate Terms of Reference 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.

**Commented [A8]:** The Co-Chair from South Africa suggested that we could add indications of products and services early on in the document so as to clarify what the Forum will deliver.

**Commented [A9]:** One member indicated that paragraph 4 in Section 1 should be strengthened on the reasons why the Forum was being set up.

**Commented [A10]:** One member indicated that the various stakeholder groups should be clearly identified early in the document (they are mentioned at the level of the Steering Group composition at the moment).

**Commented [A11]:** This is to use consistent terminology throughout the document.

**Commented [A12]:** We suggest removing this sentence that seemed unnecessary and describes what all TORs contain.

<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 the~~ International Forum on TOSSD (IFT).

### 2.a. Vision

7-9. 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~~ **International Forum** where all stakeholders are represented in an inclusive manner, can engage ~~and can~~ exchange experience ~~and find solutions for sustainable development~~. As such, the International Forum ~~on TOSSD~~ aims to foster **technical and political partnerships** ~~where all countries gather to support to improve the measurement and monitoring of the financing for~~ sustainable development of recipient countries ~~through TOSSD~~.

8-10. 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, ~~including complex financing packages 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<sup>4</sup>. With all these benefits,

**Commented [A13]:** One member saw the vision, mission statement and functions as overlapping, suggested a merge between them and that the UN indicator be presented as the starting point. The member also indicated that the UN indicator should be the starting point of the whole discussion.

**Commented [A14R13]:** Secretariat's response: Most documents reviewed by the Secretariat of similar initiatives specifically spell out a Vision and a Mission Statement. Therefore, the Secretariat recommends keeping these two sections separate. Text was also included on the SDG indicator.

**Commented [A15]:** On para 7, one Observer found the language too broad (e.g. the sentence on partnerships, "and find solutions for sustainable development").

**Commented [A16]:** One member suggested adding language in the first part of the vision to highlight that TOSSD provides a complete picture of support to developing countries, including complex financing packages that combine private and public resources, critical to the implementation of the 2030 Agenda.

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

TOSSD supports the United Nations in the implementation of the Sustainable Development Goals (SDGs) and the 2030 Agenda for sustainable development<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 [A17]:** One member suggested to reintegrate the footnote on the continuation of the work beyond 2030 in the body of the text.

## 2.b. Mission Statement

9-11. The International Forum on TOSSD will carry out the following mission (Box 2.1):

**Commented [A18]:** In the next version of the document, we will remove the box and present the mission statement in the text.

### 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.

**Commented [A19]:** In reference to Box 2.1, one member felt that a “global implementation of TOSSD” should be the ultimate objective.

**Commented [A20]:** One member suggested adding in the mission statement language that refers to the genuine value of TOSSD (additionality to official development assistance, recognition of the importance of all official flows and those to address global challenges, recipient-focused nature of the metric).

**Commented [A21R20]:** Secretariat’s response: The mission statement aims to describe how the Forum will implement TOSSD. The elements above describe the reasoning for TOSSD as a measurement framework and are mentioned in the paragraphs on the Vision (a direct mention of the recipient perspective was added to the Vision).

**Commented [A22]:** One member suggested adding here the updating of methodologies (e.g. mobilisation).

**Commented [A23R22]:** The Secretariat added the “updating of the methodologies” in the main functions which focuses on how the mission will be implemented.

**Commented [A24]:** One Observer clarified that its comment on “transparency” at the last meeting had been to emphasise the need to maintain high standards of transparency in the proceedings of the Task Force (rather than transparency that TOSSD brings on additional flows, as highlighted in the mission statement).

**Commented [A25]:** On section 2.c, one member asked to add the “global implementation” to the functions.

**Commented [A26R25]:** The Mission Statement is now focused on the global implementation. Adding it in the main functions would create an overlap.

**Formatted:** Font: English (United Kingdom)

**Commented [A27]:** One member recommended to add a sentence to disseminate TOSSD data in the yearly Voluntary National Reviews and other SDG reports. This will help integrate TOSSD into the work of NSOs.

**Commented [A28R27]:** The Secretariat included here the NSOs but VNRs appeared a little too specific in this context. However, the VNRs are mentioned in the TOSSD outreach and communication strategy agreed in July 2022 by the Task Force as a key channel for promoting TOSSD.

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

10-12. To achieve its mission, the International Forum will:

- **Maintain and improve the TOSSD statistical standard by**
  - Updating the TOSSD Reporting Instructions and its-related methodologies
  - 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:**
  - Undertaking yearly rounds of TOSSD data collection.
  - Expanding the coverage of data by inviting more providers to report on TOSSD and join the International Forum.
  - Reviewing the quality of TOSSD data and any external studies to improve data coverage and quality.
  - 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).

<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.

# 3. Participation: Membership, Observers, Reporters and Independent Expertsother participants

## 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.

14-13. Participation in the International Forum on TOSSD is open to all countries, territories and 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, or Observers, or Reporters or Independent Experts.

### 3.a. Members

12-14. 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.
- Provide the annual membership contribution to the IFT.
- Report TOSSD data within two years from the date they become 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 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.

15. Members are expected to provide an annual membership contribution to the Forum, for example, through financial contributions, staff secondments, or organisation of meetings of the Forum.

13. Waivers can be granted in the following cases:

**Commented [A29]:** The co-Chair from the EU clarified that any country or organisation can report to TOSSD; a member and an Observer supported the idea of indicating this early in the paper. The co-Chair further noted that there is no connection between Membership and reporting.

**Commented [A30R29]:** The Secretariat created a separate section on reporters (see 3c. below).

**Commented [A31]:** This was removed because not all organisations are intergovernmental in the Forum (e.g. CSOs). However, it is detailed in each section below what is the composition for each type of Participant.

**Commented [A32]:** One member considered that the text on Membership should not indicate any “commitments” (e.g. “commitment to actively participate in the International Forum”) as this generates an obligation. The same member expressed the view that there should be no obligation to pay a Membership fee and that the waiver system was misleading. (If the Forum is funded through voluntary contributions, there is no obligation and therefore no waivers are necessary.) The member felt that paragraph 15 on the downgrading to Observer status and paragraph 16 on the suspension of

**Commented [A33R32]:** This section has been edited to take into account the above comments in line with the conclusion of the co-Chair from the EU. In practice, the payment of an annual Membership contribution is presented

**Commented [A34]:** The co-Chair from the EU indicated that the question to clarify in the next version of the document is whether the right to participate in the Forum as a member or to vote should be linked to a contribution or not

**Commented [A35]:** One member considered that there are rights and obligations to Membership. All contributions will probably be voluntary. The question is whether the privilege of Membership is linked to the payment of operations of th

**Commented [A36]:** One member suggested that would-be Members should first report before they can be Members, since having the right to decide should also be based on the knowledge of what it entails to report to TOSSD.

**Commented [A37R36]:** At the initial stage, it is important to facilitate participation of new Members and the reporting may constitute a barrier to entry.

**Commented [A38]:** The co-Chair from South Africa indicated that the Task Force needs to ensure that it doesn't let anyone out and that the governance should not only be managed by those who can pay.

**Commented [A39]:** Secretariat note: While it is possible to remove this from the TORs, it is important to remember that for the OECD to host the Secretariat of the Forum, the OECD must have solid commitments on funding from Forum

**Commented [A40]:** The Secretariat suggests removing this criterion as it may be considered as a barrier to entry. Also, experience from the Secretariat shows that peer exchanges are more effective than obligatory measures such as this one.

**Commented [A41]:** The Secretariat suggests removing the waiver system from the document since there is no longer an obligation to pay to become a member. However, the comments made by members in this section have been kept



- ~~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 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 Member for a maximum of three years. After this period, the Member is expected to provide its annual contribution. In this situation, it can: search for its contribution to be funded by another Member; participate as an Observer; participate as a reporter only; or decide to no longer participate in the International Forum.
- ~~Exceptional waiver of a Member's contribution:~~ In situations where a country, territory or intergovernmental organisation is experiencing political, social, economic or other challenges that impact upon its ability to provide its annual membership contribution, the country, territory or organisation may request an exceptional waiver of its contribution.
- ~~Compensation for the contribution of another Member:~~ A 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 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. The Plenary may suspend any Member or Observer pursuant to the decision-making procedure set out below.~~

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

### 3.b. Observers

~~17.16.~~ IFT Observer status is open to all countries, territories and intergovernmental 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).

~~18.17.~~ 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.

**Commented [A42]:** One member favoured a permanent waiver for LDCs rather than a complicated system of waivers. Another member indicated that it would not support a blanket waiver because some LDCs are relatively wealthy and could contribute.

**Commented [A43]:** One member suggested removing the date in paragraph 15 (cut-off in July).

**Commented [A44]:** One member indicated that it should be for the Steering Committee to decide on the suspension of Members following a proposal by co-Chairs.

**Commented [A45]:** CSOs are not intergovernmental.

**Commented [A46]:** The co-Chair from the EU indicated that the question of how long a country or organisation can be an Observer should be reviewed once the Task Force has decided on the rights attached to a payment and the implications of non-payment.

19-18. 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.<sup>6</sup> [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.

20-19. [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.

21. [Countries, territories, or intergovernmental organisations that become Observers due to unpaid contributions are expected to make their best efforts to provide the annual membership contribution for the year for which they failed to do so.](#)

### 3.c. Reporters

20. [Any country, territory or intergovernmental organisation 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.](#)

21. [In Year Y, those countries, territories and intergovernmental organisations that reported TOSSD data in Year Y-1 will be considered TOSSD Reporters.](#)

22. [Reporters are invited once a year to participate in the Forum’s Plenary \(see Section 4.c below\), where they can benefit from a yearly update on the evolution of the TOSSD framework and share their reporting experience.](#)

### 3.e.3.d. Other participants Independent Experts

22-23. The International Forum may invite independent experts to support the work of its bodies on an ad hoc basis.

### 3.d.3.e. Application and withdrawal process

24. 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 – the 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, 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.

<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.

**Commented [A47]:** One member asked that the wording around the UN should be reconsidered to cover the case where a UN office/agency wants to be a member.

**Commented [A48]:** Would Members wish to have closed sessions without Observers and Reporters? If so, this would allow for it.

**Commented [A49]:** One Observer indicated that it would be good to mention that countries and organisations can have representatives and alternates.

**Commented [A50R49]:** The OECD legal department has clarified that Members are countries and organisations and can therefore be represented by any appointed person from this country/organisation.

**Commented [A51]:** Since there would be no annual membership fee, this paragraph is no longer necessary.

**Commented [A52]:** This text was already in the section on the Plenary but was moved here as it provides a definition of what a Reporter is.

# 4. Governance arrangements

## 4.a. Bodies of the International Forum

23-25. The structure of the International Forum consists of:

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

### Issues for discussion

- Do Task Force members agree to change the term “Plenary” into “General Assembly”?

## 4.b. Chairing arrangements

### Issues for discussion

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

24-26. The International Forum shall have two co-Chairs, who will be co-Chairs of both the Plenary and the Steering Group.

25-27. The two co-Chairs will be appointed by the Plenary from the International Forum Membership among providers, dual providers/recipients, recipients and intergovernmental organisations. With a view to supporting diversity and rotation, no The two serving co-Chairs will represent different the same stakeholder groups (providers, dual providers/recipients, recipients and intergovernmental organisations).

26-28. 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.

**Commented [A53]:** In this version, the Secretariat is suggesting to simplify the role of the Plenary and adjust the respective roles and responsibilities of the Plenary and the Steering Group to ensure efficiency of the decision-making processes.

**Commented [A54]:** One member had reservations about the number of bodies. According to the member, perhaps the plenary is unnecessary. The member advocated for a simple and sustainable governance arrangement to avoid multiple meetings and keep the quality of the discussion high.

**Commented [A55R54]:** Secretariat's response: This structure takes into account the expansion of Reporters and potential Members of the Forum. To simplify and streamline processes, greater responsibility was given to the Steering Group.

**Commented [A56]:** 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.

**Commented [A57]:** On 4.b, a member deemed that chairing arrangements should be determined once the body is set up. Another member commented that the document provides a basis for a start-up but once the Forum is set up, a process is needed to approve possible changes to it.

- 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.
- Encourage attendance, as well as the full and equal participation, of all [participants stakeholders](#) 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 [International Forum's](#) Working Groups.
- Ensure a smooth transition for new co-Chairs.

[27-29.](#) 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.

[28-30.](#) Co-Chairs will serve for two years and may be re-appointed by the Plenary for one additional two-year term.

[29-31.](#) For the initial period of two years, one of the co-Chairs will be [appointed](#) ~~elected~~ for one year and the other for two years. Subsequently, ~~an~~ 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 [HFForum](#).

[30-32.](#) The co-Chairs' election will be organised on the basis of expressions of interest ~~that are~~ sought ahead of the [last](#) Plenary meeting [of the year](#) by the Head of the Secretariat.

#### 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.

#### 4.c.i. Composition

[31-33.](#) The Plenary is comprised of all Members [and Observers](#) of the International Forum on TOSSD, ~~as well as~~ ~~Unless otherwise decided, TOSSD Reporters and Observers may participate in Plenary meetings and Observers may participate in its meetings.~~

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

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

[33-34.](#) 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 Members of the Steering Group, [respecting the composition and criteria defined in Annex A.](#)

**Commented [A58]:** One member suggested that for the first co-Chairs, the chairmanship could be respectively for "two and three years" rather than for "one and two years".

**Commented [A59]:** 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 [A60]:** The Secretariat suggests deleting this text to simplify attendance to Plenary meetings.

**Commented [A61]:** This sentence was moved to 3.b

34-35. The Plenary meets at least once a year. Meetings can take place virtually or in-person.

35. ~~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 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 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.]~~

36. The role of the Plenary is also to:

*Vision, Mission and strategic priorities*

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

*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, ~~OECD-DAC~~) on support for sustainable development.

*Communication and outreach*

- ~~Discuss~~ Make recommendations on 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.

**Commented [A62]:** The Secretariat flagged during the 17<sup>th</sup> meeting of the Task Force that the term "biennial budget" should be changed to "triennial budget" or "three-year budget", given the latest information received from the OECD. While the OECD will require a three-year budget, it appears challenging though to programme activities on a three-year basis. The Secretariat therefore suggests a three-year budget and annual workplan.

**Commented [A63]:** The elements in this paragraph were moved to the next one. In addition, it is proposed that the Steering Group rather holds the role of main body taking operational decisions.

**Commented [A64]:** Members discussed the term "methodology" (perceived as too narrow) vs "statistical standard" (elevates the framework and reflects the high quality of TOSSD data).

**Commented [A65]:** One member suggested that the Plenary should approve new Members while the Steering Group should be in charge of suspensions.

**Commented [A66R65]:** The member is invited to further elaborate on this issue.

- 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**

37. 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.

38. In exceptional cases, if the Plenary 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.

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

40-39. Should the Plenary need to organise a vote, each Member will have one vote.

41-40. In between meetings, decisions can also be taken by written procedure.

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

**Commented [A67]:** One member favoured a consensus-based approach. Another member indicated that the vote should be by majority.

**Commented [A68]:** With no annual membership contribution, this sentence is no longer needed.

**Commented [A69]:** One member suggested clarifying which types of decisions could be made by written procedure in-between meetings.

**Commented [A70R69]:** It is clearly understood that some decisions need a discussion and others don't, based on their importance. However, trying to put into words for TORs where this line should be drawn would be extremely difficult. The Task Force may consider in the future providing text for a few limited cases that would be significant enough to require a discussion (e.g. new Members, etc).

**Commented [A71]:** Since the only decision by the Plenary is the approval and suspension of members, this text seems unnecessary.

**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.**
- **Would the Task Force favour a Steering Group of 20 or 30 members (See also Annex A)?**

**4.d.i. Composition**

41. The Steering Group is comprised of a maximum of [20/30] Member countries, territories and intergovernmental organisations ensuring representation of the various stakeholder groups (providers, dual providers/recipients, recipients, intergovernmental organisations) and including the two co-Chairs (See Annexe A).

42. The composition of the Steering group is as follows:

- All Member countries, territories and international organisations providing financial contributions to support the Forum will sit on the Steering Group.
- Countries, territories and international organisations of the Steering Group appointed by the Plenary for a two-year term.

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

**Commented [A72]:** One Observer asked if all current Members of the Task Force would be transitioned to the Forum.

**Commented [A73R72]:** In order to transition all Members, the Steering Group would need to be comprised of 30 Members.

**Commented [A74]:** This section was redrafted to clarify the composition.

**Commented [A75]:** One key outstanding issue is whether there should be a minimum amount and what this amount could be. One option would be to use the funding model discussed within the Task Force.

44. As and when the number of Member countries or organisations contributing financially exceeds the number of Members foreseen within a given stakeholder group, the Steering Group will need to review its composition.<sup>7</sup>

~~It also includes the Chairs of the active Working Groups.~~

Commented [A76]: This was moved below.

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

45. The United Nations Conference on Trade and Development (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.

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

45-47. Unless otherwise decided, all Steering Group meetings will be open to Observers and Working Group Chairs.

**4.d.ii. Role and mandate**

46. [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.
- Provide substantive inputs, discuss and approve the biennial work plan and budget prepared by the Secretariat for final endorsement by the Plenary.

Commented [A77]: This section was integrated into the next paragraph on the role of the Steering Group and slightly edited to reflect the adjusted role of the Steering Group.

47-48. The role of the Steering Group is also 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*

- ~~[Placeholder to be adjusted based on the future governance arrangement].~~
- Discuss and approve the budget and work plan prepared by the Secretariat.
- Actively support fundraising activities of the International Forum.
- Consider and approve waivers on membership contributions.

Commented [A78]: This placeholder is no longer needed.

<sup>7</sup> 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.

*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-DAG~~) on support for sustainable development.

*Communication and outreach*

- ~~Participants in the Steering Group shall be “champions” of the International Forum, by advocating for and publicising-disseminate 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.~~

**Commented [A79]:** These changes aim to keep the same structure of bullet points than other paragraphs.

*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.

*Evaluation and performance*

- Prepares 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 Plenary.
- Appoint WG Chairs / co-Chairs.

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

~~48.~~—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.

~~49.~~—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.

~~49-50. Decisions on budgetary matters must be supported by all Members providing financial contributions to the Forum.~~

~~50.~~—Members cannot participate in the vote if their contributions remain unpaid at the date of the vote.

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

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

~~53.~~—The Steering Group may delegate to the Co-Chairs the power to make a decision on a specific topic.

~~53-54. All decisions taken by the Steering Group will be transmitted to all Forum Members for information.~~



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

54-55. 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.

55-56. ~~Participants in~~Members of the Steering Group should carry out their work in a consultative manner and the Secretariat will facilitate communication between ~~Members them~~.

56-57. 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. ~~In all other cases, meetings will be limited to participants in the Steering Group as described in Annex A.~~

57-58. A summary ~~record~~ of ~~each~~ Steering Group meetings will be drafted by the Secretariat ~~and it will be validated by participants in the~~ 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.

58-59. 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 no less than 7 days before the meeting date.

59-60. The co-Chairs will, in common with other Members and Observers, be expected to self-fund their attendance at the Plenary 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 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

60-61. Working Groups (WGs) are ~~mandated~~ established by the Steering Group to ~~facilitate~~ support its work in certain thematic areas. ~~The WGs shall seek~~ will provide expert advice, analyse key issues, and prepare documents to facilitate decision making in the Steering Group and the Plenary.

61-62. ~~In the majority of cases, once a WG has been mandated~~ established, ~~the Secretariat will draft~~ 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.

62-63. The duration of WGs ~~shall~~ will not exceed 3 years. ~~Upon completion of the WG's term~~ this 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.~~

63-64. Any changes to the scope and duties of the WG will require the approval of the Steering Group.

64-65. The International Forum will have a ~~Technical~~ Statistical Working Group (see terms of reference in Annex).

65-66. 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.

66-67. Summaries of WG meetings are made available online.

**Commented [A80]:** 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.

**Commented [A81R80]:** The linkages are indeed created at the level of the Plenary.

**Commented [A82]:** 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 [A83]:** 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.

**Commented [A84]:** This text has been edited based on comments by the OECD legal department.

**Commented [A85]:** From this point on, the Secretariat suggested further edits to those in the TORs submitted at the 17<sup>th</sup> meeting. Track changes from the previous document have been kept for transparency purposes.

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

67-68. 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/Statistical Working Group, one of the two (?) co-Chairs is UNCTAD.

71. WGs are open to all Members and Observers of the Forum. Unless otherwise decided, all Observers in the Forum may attend WG meetings. The participants Both Members and Observers 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.

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.

68-73. Working Groups WGs can invite Independent Experts and Reporters to participate in the discussions and provide technical expertise to achieve the objectives of the group stated in the TORs of the WG.

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

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

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.

69. 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."]

70-75. The Secretariat will carry out the following functions can be broken down into four broad areas:

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

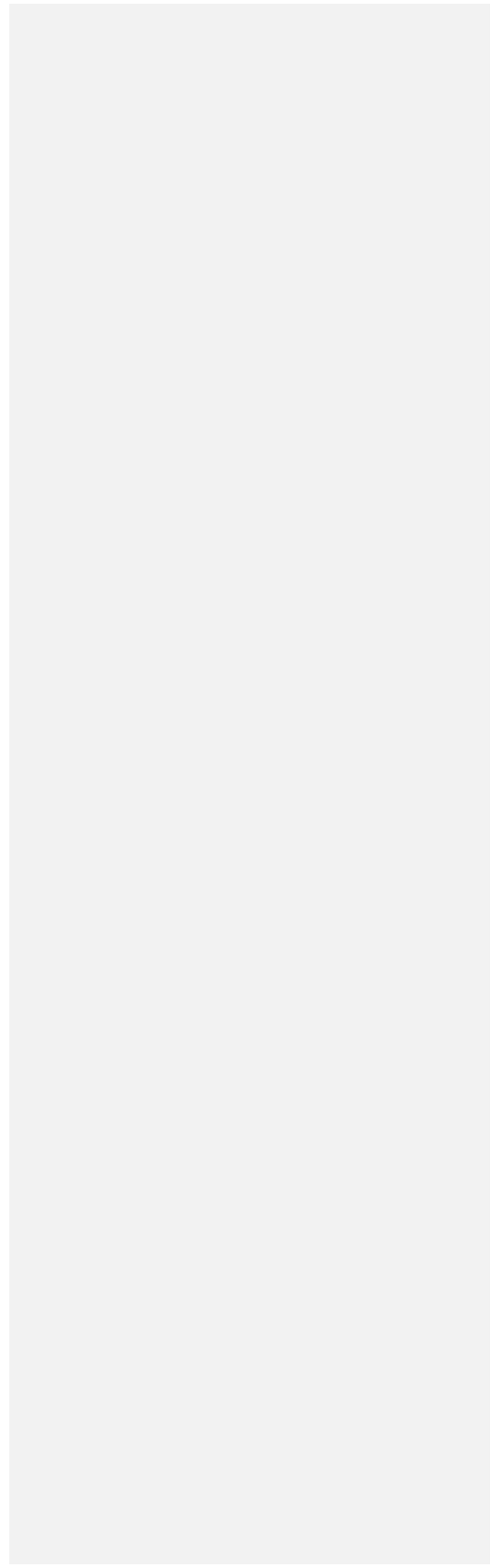
Communications

**Commented [A86]:** This is to simplify the overall text.

**Commented [A87]:** This section has been simplified not to pre-empt discussions on the administrative arrangement related to the Secretariat. The timing also depends on the arrangement that will be decided upon.

74-76. Key elements of ~~these functions of the Secretariat~~ are further described in detail in Annexe B to this document.

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## 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 model for the International Forum is clear.

#### **Commented [A88]:** -

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 [A89]:** One member expressed that following the agreement on the DAC PWB, the budget should be shared at a minimum by function of the Secretariat.

**Commented [A90R89]:** This was done at the 17<sup>th</sup> meeting of the TOSSD Task Force.

## Annexes

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## 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
<b>Total</b>	<b>20</b>	<b>30</b>
<b>Chairs of the active working groups</b>	<a href="#">Based on the number of working groups</a>	<a href="#">Based on the number of working groups</a>
Permanent Observer – <a href="#">United Nations UNCTAD</a>	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. As and when, within a given stakeholder group, the number of Members 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

**Commented [A91]:** 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 expandPromote 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 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 Budget and Work Plan biennial work plan and budget approved by the Steering Group.

#### ~~4.2.~~ 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.

### 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 any individuals or organisations interested in the work of the Forum for Members 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 [budget and work plan programme of biennial work plan](#) and budget and guidance from Members.
- Prepare the [budget and work plan annual biennial budget and work plan](#) for approval by Members.
- 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 [Participants Members for their participation attending in](#) 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.

**Commented [A92]:** One member requested that the role of the Secretariat in organising the plenary meetings should be explicit.

**Commented [A93]:** 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 [A94]:** This was merged with other categories above.

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## 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 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:

- 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 composition of the WG 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 Statistical Working Group

**Commented [A95]:** Given that this SWG would be permanent, a provision covering its core features should be included in the main TORs.

### 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: Technical 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 Technical Statistical Working Group (hereafter the TSWG) is to advise the Steering Group in the maintenance and improvement of the quality (i.e. timeliness, accessibility, punctuality, interpretability, sound methods)<sup>8</sup> and user friendliness of TOSSD data.

### Composition

The SWG is comprised of the same Members and Observers as follows the composition of the Steering Group. Participants in the SWG are expected to be the statistical correspondents of these IFT-Members countries and international 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. IFT-Observers also participate in the TWG. 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.

### Timeframe

<sup>8</sup> These are the main dimensions of the UN Statistics Quality Assurance Framework that are expected to be discussed in the TSWG.

The TSWG 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.

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

The TSWG 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 TSWG will meet virtually or possibly in-person, back-to-back with Steering Group or Plenary meetings.

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

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

The TSWG 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.

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