

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.

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1. Context and purpose of the document

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) measure¹.
2. In 2017, an International TOSSD Task Force² was created to develop a single international statistical standard encapsulating all official (and officially supported) resources of financing for 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. In March 2022, the United Nations Statistical Commission endorsed Sustainable Development Goal (SDG) indicator 17.3.1 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.
5. It was gradually recognised that TOSSD would require 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.
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), would need 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.

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

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 would require 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).

8. At their meeting in February 2022, TOSSD Task Force members agreed to work on a proposal for a gradual transition towards a clarified and more formalised governance structure with a permanent secretariat as soon as possible³.

9. The sections below set 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”.

³ See all background documents at: www.tossd.org

2. International Forum on TOSSD: vision and mission statement

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

2.a. Vision

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 improve the measurement and monitoring of the financing for sustainable development of recipient countries through TOSSD, including by fostering technical and political **partnerships**.

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 activities 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 Goods⁴. As such, it complements existing statistical frameworks and databases on development finance. With all these benefits, TOSSD supports the United 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.

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

2.b. Mission Statement

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

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:**
 - Updating the TOSSD Reporting Instructions and 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).

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

14. Participation in the International Forum on TOSSD is open to 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.

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 reporting TOSSD data to the greatest extent possible.
- Commit to using TOSSD data to the greatest extent possible in official work and public communications.
- 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 attending the General Assembly meeting; 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:

- Financial contributions or
- In-kind contributions. These can take the form of staff secondments, or the organisation of in-person General Assembly or Steering Group meetings.

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 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. 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. Non-Member Reporters

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

24. Non-Member 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.

3.d. Independent Experts

25. 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

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

27. Membership is approved by the General Assembly. Membership in the Forum is formalised by and becomes effective on the date of a response letter 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. The 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.

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

4. Governance arrangements

4.a. Bodies of the International Forum

29. The structure of the International Forum consists of:

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

4.b. Chairing arrangements

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

31. 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).

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

- Promote the vision of the Forum and engage potential new Members.
- Provide leadership to the Forum in the implementation of its mission.
- Contribute to defining strategic priorities for the Forum.
- Build consensus within the Forum and be ready to step in to help resolve issues that arise.
- Work with the Secretariat 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.
- Encourage attendance, as well as the full and equal participation, of all participants in the meetings of the Forum's bodies, ensuring 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.
- 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.

33. 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.

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

35. 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, an appointment process 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.

36. Where necessary, an appointment process 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

4.c.i. Composition

37. The General Assembly is comprised of all Members of the International Forum on TOSSD. TOSSD Reporters and Observers can attend all General Assembly meetings but do not participate in decision-making.

4.c.ii. Role and mandate

38. The General Assembly shall appoint the co-Chairs of the International Forum, who will co-Chair both the General Assembly and the Steering Group. The General Assembly shall also appoint Members of the Steering Group, respecting the composition set out in Table 4.1 and decide on the invitation of Observers in the Steering Group.

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

40. 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.

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 coordination 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 and support the implementation of 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

- Adopts supplementary governance procedures where necessary for the functioning of the Forum.

4.c.iii. Decision-making process

41. The General Assembly will make every effort to reach decisions by consensus of Members present, meaning the absence of objection.

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

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

44. Between meetings, decisions can also be taken by written procedure.

4.d. Steering Group**4.d.i. Composition**

45. The Steering Group is comprised of a maximum of 30 (thirty) Members ensuring the participation of Members from the various stakeholder groups (providers, dual providers/recipients, recipients, intergovernmental organisations) and including the two co-Chairs (See Table 4.1 below). Steering Group members are not appointed to represent the position of the stakeholder group to which they belong.

46. All Members providing the minimum financial yearly contribution as indicated in the financial provisions agreed when the Forum was established, or in-kind contributions as indicated in section 3.a, will sit on the Steering Group. Other members of the Steering Group will be appointed annually by the General Assembly, with a view to ensuring the balanced composition set out in Table 4.1.⁵

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

47. All efforts will be made to maintain a balanced membership across the various stakeholder groups and ensure rotation within each stakeholder group.
48. 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 Table 4.1.
49. The Chairs of active Working Groups may attend Steering Group meetings as observers.

Table 4.1. Composition of the Steering Group

Composition	Number of Members
Co-Chair	1
Co-Chair	1
Traditional providers	8
Dual providers / recipients	8
Intergovernmental organisations	4
Recipient countries	8
Total	30
Chairs of the active working groups	Based on the number of working groups
Permanent Observer – UNCTAD	1
Permanent Observer – CSOs	1
Other Observers	Maximum 8

4.d.ii. Role and mandate

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.
- Oversee the implementation of the work plan and budget.
- 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.

exceeds the number of Members indicated in Table 4.1, 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. Options could be explored: expanding the number of SG Members, organising a rotation within the stakeholder groups or limiting the number of consecutive terms.

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), approve their terms of reference and appoint their Chairs/co-Chairs. Regularly review their progress and carry out an evaluation of performance before deciding 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.

4.d.iii. Decision-making process

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

52. In setting up priorities for budgets and work plans, the Secretariat will consult with all Members that provide financial contributions to the Forum.

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

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

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

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

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

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.

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

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.

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.

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.

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.

63. The Steering Group will make available to financial contributors that are not members of the Steering Group the approved budget and workplan, annual financial statements and audits, as allowed by the host entity rules.

4.e. Working Groups

4.e.i. Establishment, role and mandate

64. 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 as outputs of their work to facilitate decision making in the Steering Group.

65. The Secretariat will draft 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.

66. The term of WGs will be set for a maximum of 3 years. Before completion of this term, the Steering Group will review the WG's performance and decide whether to extend the WG.

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

68. 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.

69. Summaries of WG meetings are made available online.

4.e.ii. Composition

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

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

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

74. 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

75. The WGs adopt any recommendation by consensus of Members present or, if consensus cannot be reached, the Chair/co-Chairs will transfer the issue to the Steering Group.

4.e.iv. Statistical Working Group

76. The International Forum will have a permanent Statistical Working Group.

Role and mandate

77. 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. This includes regular updating of the reporting rules and taxonomies, and regular review of the TOSSD online tools.

Composition

78. The membership of the SWG follows that of the Steering Group. Participants in the SWG are expected to be the statistical correspondents of these Members and 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 as observers to ensure maximum technical and statistical coherence between TOSSD, OECD and UNCTAD statistical methods, norms and processes. The IATI Chair will also be invited to attend as Observer. Up to two non-member reporters may be invited to participate as Observers.

Working methods and resources

79. 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. The meeting of the SWG should be scheduled to enable the Steering Group to make timely decisions on changes for the next 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.

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

81. Participants in the SWG will be expected to devote the resources necessary to carry out the work of the SWG.

82. 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.

83. The Steering Group carries out an evaluation of the performance of the SWG every 3 years.

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

4.f. Secretariat

84. The Secretariat will carry out the following functions at the direction of the membership:

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

85. Such functions may include the following tasks:

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.

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.

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.

Financial management 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 approved 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 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.
- Engage with co-Chairs and Steering Group as necessary throughout the year to ensure the smooth functioning of the Forum.
- Maintain a document management system for communication purposes and proper safeguarding of corporate memory.

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, the level of financial contributions per stakeholder group and the yearly minimum financial contribution to obtain a seat on the Steering Group.*
- *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.*
- *Reporting on the implementation of the work programme to the IFT Members that are not Members of the Steering Group.*

Annexes

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Annex A. Template Terms of Reference 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 the 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 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?