

Terms of Reference for the 2019 GFMD Government-led Teams

The GFMD Chair Ecuador wishes to foster interactive and outcome-oriented debates at the November 2019 Twelfth GFMD Summit in Quito. With these guidelines the GFMD Chair would like to offer Government-led Teams (GT) ideas and suggestions to

- a) prepare lively roundtables
- b) draft short and simple discussion papers that stimulate debate about policy options and provide guiding questions for the roundtables
- c) clarify roles and tasks of GTs and all relevant actors concerned in preparation for, and during the actual Summit roundtables (Co-Chairs, Coordinators, Facilitators, Rapporteurs, Thematic Experts, HLPF and GCM Rapporteurs).

GTs preparing the Roundtable sessions for each GFMD Meeting are key components of the GFMD process. They have two main tasks: 1) to lead the process of conceptualizing, drafting and finalizing the RT background papers; and 2) to organize the actual RT sessions at the Summit Meeting.

The work of GTs relies on strong engagement and ownership by governments throughout the year. The GFMD Chair encourages GFMD observers to join in the GTs by assisting with thematic input and the preparation and review of background papers. Active participation by GTs will promote more fruitful, evidence-based and outcome-oriented discussions.

The GFMD Chair invites governments and observers to form the GTs at an early stage so that constructive working methods and responsibilities can be identified and implemented as efficiently as possible. The preparatory work in each GT can be greatly facilitated if the active roles for the final Roundtable sessions are identified early on. The Co-Chairs of the Roundtables and the other roles of the GT should be identified by the time of the First Preparatory Meeting (21 February 2019).

The following are general guidelines. In line with GFMD's informal nature, a certain degree of flexibility in the formation and working methods of each GT should remain, ensuring effective preparation of the Roundtables and taking into account the principle of voluntary participation and balanced representation.

More specific guidelines for the GFMD 2019 Summit Roundtable sessions will be prepared at a later stage. GT are highly encouraged to use a mix of innovative facilitation and interaction techniques both during the preparatory process and during the RT sessions at GFMD Summit. If interested, GT are welcome to get in touch with the GFMD Support Unit for further advice.

Composition of Government-led Teams

General principles

Participation by GTs is voluntary. GTs should be regionally balanced and include an appropriate mix of countries of origin, transit and destination. Similarly, the Co-Chairs should ideally represent different regions. An appropriate mix of thematic and substantive expertise in the GTs is essential. The core group of each GT (Co-Chairs, Coordinators, Facilitators, Rapporteurs, Thematic Experts, and GCM & HLPF Rapporteurs) should have a sufficient and manageable size. The GFMD Chair encourages all RT members – governments

and observers alike -- to actively take part in the preparatory process and during the actual Summit.

RT Co-Chairs

The GFMD Chair's aim is to have RT Co-Chairs from two different countries in each GT that can guide and lead the discussions and organization of work. They have a key role in focusing the discussion on the overall objective and expected outcomes at all times, both in the preparatory phase and at the November 2019 Quito GFMD Roundtable sessions. Co-Chairs should agree in advance on the division of tasks, and they should be dedicated to taking on their assigned responsibilities throughout the whole period.

If necessary, when deciding upon concurrent offers to serve as Roundtable Co-Chairs, and considering the general principles, the GFMD Chair shall take into account which government first presented its interest to co-chair the session. However, to provide the opportunity to co-chair RT sessions to a diverse number of countries, the co-chairing role should be offered to those Governments that have not played a co-chairing role in the past GFMD, particularly members of the GFMD Steering Group, are likewise encouraged to serve as Co-Chairs.

Coordinators

The GFMD Chair will assign each GT and Roundtable session with a GT Coordinator. The GT Coordinators' role is to ensure consistency and coherence across the GTs and in relation to the overall GFMD Concept Paper and Multiannual Work Plan. The GT Coordinators should also ensure consistency and coherence of the session with other regional and international processes, if applicable.

Facilitators

A good facilitation is key for a successful roundtable discussion. In line with the recommendations of the 10-year review, the GFMD this year seeks to introduce the services of professional facilitators to foster more inclusive, dialogue- and results-oriented RT preparations.

The GTs and facilitators should agree on an agenda design, facilitation tools and set-up enabling interactive engagement and outcome-oriented dialogue, based on the background paper for the roundtable. Facilitators will work closely with the GT Co-Chairs and Coordinator, and take an active part in the substantive discussion and exchange of information and experience throughout the preparatory process.

Rapporteurs

At the November 2019 GFMD Summit in Quito, each of the six Roundtable sessions will have a Session Rapporteur summarizing the main outcomes of the Roundtable debate. During the session, the rapporteurs are expected to extract the key points from each presentation and to keep track of the debate during the open discussions. The Session rapporteur presents a synthesis of the discussions and conclusions at the end of the RT session and in a plenary session of the Government Days. After the session, the rapporteur delivers a short written report on the outcomes of the RT sessions.

GTs are invited to identify Session Rapporteurs, ideally from among the GT members, at an early stage. They could then follow and take an active part, together with Co-Chairs and Coordinators, in the whole preparatory process. Crucially, they would need to start their preparatory work for the November 2019 Roundtables once the RT Background Papers have been finalized.

Members

Governments and observers that voluntarily join GTs are expected to play an active role in the lead up to the

Summit Meeting. They are expected to attend all GT preparatory meetings, give their perspective on the issues and guiding questions covered by the RT session, provide comments and inputs for the RT background paper, help with the overall organization of the RT session, and ensure their government/organization's participation in the actual RT session.

Thematic Experts

While maintaining the state-led nature of the process, the GFMD Chair encourages GTs to invite Thematic Experts from other governments, international organizations, civil society, the private sector and academia, in order to contribute with knowledge-sharing to the content and design of each GT.

HLPF¹ and GCM Rapporteur Team

Following its introduction during the 2017 GFMD Summit in Berlin, a special HLPF/GCM Rapporteur Team will be designated in 2019 in order to follow the debates taking place during the Quito Summit, including the RTs. The key task of the HLPF/GCM Rapporteur Team is to report the main outcomes of the debates with special relevance to the achievement of migration-related SDG targets, as well as GCM objectives. The HLPF/GCM Rapporteur Team follows the discussion at the Quito Summit with the view to synthesizing the most significant conclusions, in direct relation with the HLPF and the GCM, and reports during a plenary session. In addition, after the Summit, the HLPF/GCM Rapporteur Team delivers a short report reflecting the key ideas, significant conclusions or useful information from all presentations and interventions that could feed into the review processes of the 2030 Agenda and the GCM.

Purpose and Format of the RT Background Papers

The RT Background Papers provide the global context for the discussions in each GT and point to possible outcomes of the session. They will also provide an improved evidence-base in the thematic area covered by each Roundtable session. They are meant to serve as a basis for discussion at the Roundtable sessions at the November 2019 GFMD Summit.

In coordination with the GFMD Chair, each RT Background Paper should be prepared with the RT session Co-Chairs in the lead, and with the assistance of and input by the GT members and, as appropriate, Thematic Experts. The respective GT Coordinators will provide support and guidance to the GT.

GFMD 2019 RT Background Papers serve a twofold purpose:

- (1) outlining the development-related relevance of the roundtable topics in order to contribute actionable recommendations to relevant international processes (including the HLPF and the GCM)
- (2) stimulating interactive debate during the roundtables.

Style and content should be geared towards serving these two goals. This requires short, succinct and **highly readable papers with 6 to 8 pages** that adhere to the following structure:

Structure

1. Intro: development-related relevance of the topic (esp. with regard to SDGs and the GCM)
2. Key issues: most important aspects for policy debate
3. Main controversies: conflicting interests and views
4. Ideas for action

¹ The [High Level Political Forum \(HLPF\)](#) is the main United Nations platform on sustainable development and it has a central role in the follow-up and review of the [2030 Agenda for Sustainable Development](#), the [Sustainable Development Goals \(SDGs\)](#) at the global level. The HLPF meets annually under the auspices of the UN [Economic and Social Council](#).

5. Three guiding questions for RT-debate

GTs are encouraged to submit directly to the GFMD Platform for Partnerships Policy and Practice Database online (<http://www.gfmd.org/pfp>) their descriptions and references to examples of relevant frameworks, policies, programmes, projects and other experiences, rather than adding Annexes to the RT Background Papers. This aims to widen the evolving catalogue of policies and practices presented. RT Background Papers ideally refer to these best practices in the “ideas for action” part.

Government-led Teams’ Timeline

21 February 2019:	First Preparatory Meeting, Presentation of the Chair’s proposed RT session themes, initial exchange of ideas and collection of input
April – May	Preparation of GFMD 2019 RT Background Papers
29 May 2019:	Second Preparatory Meeting Discussion of zero Draft RT Background Papers
Week 2 June	Distribution of First Draft RT Background Papers to the GFMD Community
12 September 2019:	Third Preparatory Meetings, Discussion of Latest Draft RT Background Papers Planning the format and structure of the Quito RT Sessions
Week 3 or 4 October	Final version of RT Background Papers and distribution to GFMD Community
Week 2 November	Distribution of Translated RT Background Papers
Week 4 November	Twelfth GFMD Summit RT Discussions in Quito