

Terms of Reference: 2020 GFMD Regional Consultations through Video Conferencing

OVERVIEW

1. Given the ongoing global health crisis, the Chair of the GFMD is proposing that GFMD 2020 Regional Consultations, as described in the Vision 2020 document, be convened through video conferencing solutions¹.
2. Should it become evident that the risks presented by COVID-19 have been successfully mitigated, regional consultations may, if time allows, revert to in-person meetings. A deadline for decision-making on whether to revert to in-person meetings will be set in due course.
3. The switch to the use of video conferencing technology necessitates a redesign of the process by which regional inputs to the next GFMD Summit will be organised.
4. Engaging the Regional Consultative Processes in this new format is of utmost importance to the Chair. Accordingly, the preparation for and organisation of those online meetings will be done in close cooperation with the Regional Consultative Processes. The role of RCPs will include: Co-Chairing Plenary Sessions, providing a list to the GFMD Chair of who from each constituent Member State will participate in the Breakout Sessions, and coordinating their participation and engagement.
5. For each of the six themes, the relevant Thematic Lead will be asked to prepare a document (Thematic Papers) outlining the key issues for consideration, guided by the content of the 2020 Vision. Thematic Papers will be drafted as primers, framing the key questions, and providing greater depth of insight to those without deep expertise in the key subject matter. Thematic Leads will coordinate among themselves to ensure coherence across the Thematic Papers.
6. Thematic Papers will be kept to fewer than 10 pages in length and English-language papers will be ready for circulation by May 04, and will be circulated to all participants in Regional Consultations ahead of the first Plenary Call. Papers will be drafted in English and translated into French and Spanish. Translations will be available by May 11.

¹ The Chair has selected to use [KUDO](#) as the preferred video conferencing technology.

7. The Thematic Papers will be posted online in advance of the first Plenary Calls; Co-Chairs and Mechanisms will also be invited to submit supporting statements and documents, to be clustered by region and theme, in advance of the Opening Plenaries.
8. For each region, a two-hour Opening Plenary Call will be scheduled by video conference, during which the co-Chairs will provide introductory remarks (15 minutes total), the Thematic Leads will present the three selected themes (15 mins each), and the three Mechanisms will be invited to comment (20 minutes each).
9. Thematic Leads may, if necessary, pre-record their contributions to the Opening Plenaries.
10. Subsequent to the Opening Plenary Sessions, participants registered to participate in the a Thematic Breakout Call will be invited to submit comments on the Thematic Papers, submit questions, and provide any relevant case studies or experiences that they may wish to highlight, to be addressed in the Thematic Breakout Calls. Edits to the text will not be possible. A content manager will be tasked with collating comments and providing them to the Thematic Leads.
11. The three Mechanisms will be invited to assist the Co-Chairs by inviting and coordinating with individuals and organisations who can be relied on to kick-start participation in the Thematic Breakout Calls.
12. Two-hour Thematic Breakout Calls for each theme will be scheduled for each region where that theme has been selected.
13. Thematic Breakout Calls will be facilitated, and a number of contributors identified in advance to come forward to share insights. Participants in Thematic Breakout Calls will be asked to comment on the Thematic Papers and identify and share possible partnership ideas.
14. Summaries of each Thematic Breakout Call will be drafted by the Thematic Leads to be presented in Closing Plenary Calls.
15. Building on the outcomes of the Thematic Breakout Calls, a final two-hour Closing Plenary Call will be scheduled in each region, during which the Thematic Leads will present their summaries of the Thematic Breakout Calls, with inputs

from the Mechanisms, and a 'partnership matching' session will be facilitated, with input from Labor Mobility Partnerships (LaMP).

16. The opening Plenary Calls will be scheduled through May, with Thematic Breakout Calls scheduled from mid-May through the end of June, and Closing Plenary Calls scheduled within a two-week period in early to mid-July.
17. Opening Plenary Calls will be accessible to all Friends of the Forum, and there will be no limit on the number of participants on the call. Comments and questions from participants can be submitted through the KUDO comment platform, to be addressed in subsequent Thematic Breakout Calls.
18. In Thematic Breakout Calls, Member States can have two participants on each call. The three Mechanisms can have up to five participants on each call. GFMD Observers can have up to two participant in each call.
19. In Closing Plenary Calls, Member States can have up to six participants on each call. The three Mechanisms can have up to fifteen participants on each call. GFMD Observers can have up to six participants on each call. However, to optimise participation, the Chair will encourage each participating entity (Member State, Mechanism, International Organisation) to coordinate in advance and appoint a spokesperson to lead on the call.
20. Access to Thematic Breakout Calls and Closing Plenary Calls will require prior registration.
21. Opening Plenaries will be recorded and made publicly available. Thematic Breakout Calls and Closing Plenaries will be recorded, but will be accessible only to registered users and Thematic Leads.
22. A guide to using the KUDO technology will be circulated ahead of the video conferences, to ensure that participants are aware of how to access the calls and make best use of the platform (e.g. submitting comments through the sidebar). Test calls will be made available in advance, should participants to test their connections, and participants will be advised to be online 15 minutes in advance of the start of the call to check call quality. A technician will be on hand for each call to help resolve any technical issues.
23. Where necessary, simultaneous interpretation of up to two languages can be accommodated per call.

24. Where stakeholders have issues connecting or there are restrictions in place on the use of KUDO technology, International Organisations may be invited to enable participation.
25. The above will be refined as lessons from each region are incorporated into the design.
26. The Chair will circulate a note to Friends of the Forum and reach out to Regional Consultative Processes to determine the dates of Regional Consultations and ask the Chairs of the Regional Processes to designate who from Member States will be participating.