

Terms of Reference for the GFMD Government Teams and the Expert Network

Government Teams (GTs) preparing the Roundtable sessions for each GFMD Meeting are key components of the GFMD process. This work relies on strong engagement and ownership by governments throughout the year. GFMD observers are encouraged to join in the GTs to assist with thematic input and the preparation and review of background papers. Active participation in GTs will bring more fruitful, evidence-based and outcome-oriented discussions.

Governments and observers are encouraged 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 (Co-chairs, Coordinators, Moderators, Rapporteurs, Experts) are identified early on. It is being hoped that Co-chairs of the Roundtables will have been identified by the time of the first preparatory meetings (23 May 2013).

The following are general guidelines and it is up to each GT to use and modify them as deemed necessary. 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.

More specific guidelines for the May 2014 Stockholm GFMD Meeting Roundtable sessions will be prepared at a later stage.

Guidelines for Government Teams

General principles

Participation in GTs is voluntary. GTs should be regionally balanced and include an appropriate mix of developing and developed countries. Similarly, the Co-chairs should ideally represent different regions. An appropriate mix of thematic and substantive expertise in the GTs is essential. Each GT should have a sufficient and manageable size.

Co-chairs

Ideally, each GT should have Co-chairs that can guide and lead 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 May 2014 Stockholm GFMD Roundtable sessions. Co-chairs should agree in advance on the division of tasks, and they should be dedicated to take on their assigned responsibilities throughout the whole period.

If necessary, when deciding upon concurrent offers to serve as 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.

To provide opportunities for more countries to co-chair RT sessions, offers to co-chair a second or third RT session(s) will be acted upon only after no other government has indicated interest to co-chair the subject session(s). Governments that have not played a co-chairing role in the past GFMD are likewise encouraged to serve as co-chairs.

Government Team Coordinators

Each GT and Roundtable session will have a GT Coordinator supplied by the GFMD Chair's Task Force. This will ensure consistency and coherence across the GTs and in relation to the GFMD Concept Paper and Multiannual Work Plan. The GT Coordinators should also ensure relevance and coherence of the session with other regional and international processes, if applicable.

Moderators

Each GT could, if relevant, identify and assign Moderators among participant governments that can assist the Co-chairs in each Roundtable at the May 2014 Stockholm GFMD Meeting. They would briefly present and moderate discussions of thematic sub-sessions of the Roundtables.

Moderators could benefit from taking an active part in the substantive discussion and exchange of information and experience throughout the preparatory process.

Rapporteurs

The task of Rapporteurs at the May 2014 GFMD Meeting in Stockholm would be facilitated if they were identified among participant governments at an early stage. They could then follow and take active part, together with Co-chairs and Coordinators, in the whole preparatory process. Crucially, they would need to start their preparatory work for the May 2014 Roundtables once the background papers have been finalized.

At the May 2014 Roundtables, each Roundtable session (six in total) will have a Session Rapporteur summarizing the session. The General Roundtable Rapporteurs (one per Roundtable, i.e. three in all) will receive from each Government Team Coordinator the key outcomes and recommendations of the respective sessions and synthesize these for presentation in the closing plenary session.

The session rapporteurs under each Roundtable should also meet in advance, to prepare for their consolidated inputs to the General Rapporteur during the summit meeting.

GFMD Experts

GFMD Experts will be invited to contribute with knowledge-sharing in each GT and will be asked to assist with drafting the Annex of the Background papers (see below).

Team members

All team members should be active throughout and bring relevant policy expertise, government practice and useful examples or models to the discussions in the preparatory phase and at the May 2014 GFMD Meeting Roundtable sessions.

Terms of Reference for the GFMD Expert Network

The objective of the GFMD Expert Network is to facilitate the work of the governments so more governments can engage actively in the GTs throughout the year. GFMD Focal points from mainly Geneva usually take part in the preparatory phase in each GT. Some governments have smaller Permanent Representations and fewer resources in Geneva and are therefore prevented from taking part in GTs. Others are already to a large extent dependent on input from their capital-based experts from various ministries and authorities. Several GFMD Focal Points are not directly linked up with their development experts and practitioners.

In order to allow more governments to take active part in the work of the GTs, it is necessary to link the preparatory work in Geneva more directly with thematic experts in capitals, international organisations and academia. The expected outcome would be a more globally balanced representation in the Teams; more development experts and practitioners; more in-depth discussions; and more evidence-based contributions thanks to the input and support from specialized experts.

The GFMD Expert Network is not intended to be an expansion of the GFMD Focal Points network or a parallel network that might create overlaps, costs, or heavier burdens on governments. To the contrary, it is intended to assist the GFMD Focal Points in the work of GTs in the preparatory phase by sharing in the burden of providing substantive input.

Once each GT has been formed and the first working meetings have been held (23 May 2013), the GT Coordinators in conjunction with the Co-chairs will invite GFMD Focal Points in the respective GTs to identify capital-based government experts and practitioners from the field. Selected experts need to bring complementary knowledge and experience about the identified Roundtable themes. In addition, selected, voluntary experts from GFMD observers (GMG members and other international and regional organisations) and academia, including from existing regional and global networks, could be mobilized depending on the needs in each GT.

Experts are not requested to travel to Geneva to take part in preparatory GT meetings. They can take part in the work of the GTs mainly through *virtual* interaction (emails, telephone calls, video-conferences). GT Co-chairs and Coordinators will be in charge of inviting input from experts on the basis of discussions with Team members. Team members represented by their (usually) Geneva-based GFMD Focal Points will be responsible for coordinating with their capital-based experts to ensure a coherent input.

Format of the Background papers

The Background papers provide the global context for the discussions in each GT and propose some outcomes for the session. They will also provide the basis of an improved evidence-base in the thematic area covered by each Roundtable session. However, they are not meant to be extensively discussed during the Roundtable sessions at the May 2014 GFMD Meeting.

The Background paper should be prepared under the supervision of the Co-chairs, with the assistance of and input by the team members and, as appropriate, GFMD Experts, and with support and guidance of the respective GT Coordinators.

The Background papers should ideally consist of two distinct parts. The first part should be a short, 4-5 pages policy-oriented section authored by the Team's governments with the aim of

supporting and guiding the discussions at the Roundtable session. This part should succinctly outline the overall issues, the objective of the discussions, a limited number of specific questions to discuss, and the expected or suggested, concrete outcome for the Roundtable sessions.

A more substantial Annex part should contain descriptions and references to examples of relevant frameworks, policies, programmes, projects and other experiences. The Annex can also draw on relevant information that governments and observers supplied in the GFMD Survey, the Thematic meetings and the GFMD Online Discussion. This part of the Background paper aims to form the basis of an evolving catalogue of policies and practices with a view to be stored and displayed on the GFMD PpP website in a Policy and Practice Database.

GFMD Experts will be asked to assist Team members in drafting the Annex part of the Background papers. Each GT should assign one expert that can prepare a list of examples of policies and practices. This should be done together with the GT Coordinators in order to ensure overall coordination of the session, and across all Roundtables.

GFMD Online Discussions

Under the responsibility of the Co-chairs, GFMD Experts will also be in charge of organizing a GFMD Online Discussion for each Roundtable theme. On the basis of the description of each Roundtable theme in the Concept Paper and following the first GT preparatory meetings (23 May 2013), the thematic Online Discussion could be launched and go on for a period of 4-6 weeks. An aim would be to bring the preparatory processes within the government Forum and the Civil Society Days closer by offering a virtual room for exchange and interaction in advance of the May 2014 GFMD Meeting in Stockholm. The Online Discussions could be coordinated and summarized by a member of the GFMD Expert Network on behalf of the Roundtable Co-chairs. Such exchange would also aim to further enhance evidence-based outcomes and recommendations.

Planned Government Team preparatory meetings

<i>23 May</i>	<i>2013</i>	<i>1st Government Team preparatory meetings</i>
<i>12 September</i>	<i>2013</i>	<i>2nd Government Team preparatory meetings</i>
<i>21 November</i>	<i>2013</i>	<i>3rd Government Team preparatory meetings</i>
<i>13 March</i>	<i>2014</i>	<i>Final Government Team preparatory meetings (tbc)</i>

Stockholm, 13 May 2013