



## ***Proposal to develop a basic manual of procedures for the International TOSSD Task Force***

*TOSSD Task Force Issues Paper<sup>1</sup> - Agenda item 3  
9 and 11 March 2021*

1. At its last meeting<sup>2</sup>, the Task Force decided that it should remain with an informal set-up and a hybrid representation of experts and country representatives. After almost four years of operations, the Task Force has indeed come a long way in developing the TOSSD framework in an agile and effective way without the need for undue formalism in its modes of working.

2. **However, in recent months, the Secretariat has observed that the Task Force would benefit from clarification of a few basic rules and procedures** to complement the existing terms of reference, for example in relation to the acceptance of new members and observers, the respective roles of members vs observers, etc. Other areas (that emerged already before the pandemic) include for example questions around the expectation of financing of TF members' own participation. A certain level of formalisation would allow the Secretariat to answer questions asked by potential new members of (or observers to) the Task Force, based on elements already agreed by the Task Force.

3. **Therefore, the Secretariat would like to suggest the creation of a basic Manual of Procedures (MoP) for the Task Force.**

4. **Annex I proposes a series of topics that the first version of the MoP could contain.** In addition to the areas mentioned above, the Secretariat also looked at initiatives with a membership similar to that of the TOSSD Task Force or those in line with the ambition expressed in the Task Force TORs agreed in October 2020 to further expand its membership in the coming months. This research helped to identify a few additional areas that could be of interest to clarify at this stage in order to anticipate the potential growth of the Task Force expressed in the TORs. The Secretariat specifically looked at the Global Forum on Tax and Exchange of Information for Tax purposes<sup>3</sup>, the Global Partnership on Effective Development Co-operation<sup>4</sup>, the IATI<sup>5</sup> and MOPAN<sup>6</sup>. While the Secretariat learnt a lot from this exercise, it remained mindful of keeping the list of areas to cover in the MoP to a strict minimum given the size of the Task Force.

### **Issues for discussion**

- **Members of the Task Force are invited to express their views on the establishment of a basic Manual of procedures for the Task Force.**
- **The Task Force is also invited to discuss the proposed topics in Annex I, possibly agree on a first list of topics and suggest other topics to be covered in the first version of this MoP.**

<sup>1</sup> Jointly drafted by Guillaume Delalande ([Guillaume.Delalande@oecd.org](mailto:Guillaume.Delalande@oecd.org)) and Julia Benn ([Julia.Benn@oecd.org](mailto:Julia.Benn@oecd.org)).

<sup>2</sup> See the Action points of the 11 Task Force meeting on the TOSSD Task Force web page.

<sup>3</sup> [Global Forum on Transparency and Exchange of Information for Tax Purposes \(oecd.org\)](https://www.oecd.org/g20/topics/global-forum-on-transparency-and-exchange-of-information-for-tax-purposes/),

<sup>4</sup> [Global Partnership for Effective Development Co-operation \(effectivecooperation.org\)](https://www.effectivecooperation.org/)

<sup>5</sup> [International Aid Transparency Initiative - iatistandard.org](https://iatistandard.org/)

<sup>6</sup> [MOPAN | Multilateral Organization Performance Assessment Network \(mopanonline.org\)](https://mopanonline.org/)



## *Annex I – Potential elements of a basic Manual of Procedures for the TOSSD Task Force*

- **Purpose of the Document**
- **Mandate and objectives of the Task Force:** This section would refer to or include the existing terms of reference.
- **Membership:** This section would aim to describe for example:
  - The scope of the membership (providers, recipients, dual countries) and the different roles and responsibilities in the Task Force (co-Chairs, members, observers, Secretariat)
  - The process for joining as a member or an observer
  - Appointment and rotation of co-Chairs
  - Decision making
  - Expectations in terms of financing of the co-Chairs, members and observers' own participation in TF meetings.
- **Secretariat:** This section would describe the basic roles and functions of the Secretariat as well as the available IT tools (website; tossd.online).
- **Change record:** This section would aim at keeping track of any major changes to the manual of procedures.