



TOSSD

Total Official Support for
Sustainable Development

International Forum on TOSSD

Meeting of the Steering Group of the International Forum on TOSSD (IFT)

10-12 March 2025, Paris, France

Agenda Item 13. Review of the Terms of Reference (ToR) of the International Forum on TOSSD

For discussion

The Steering Group is invited to comment on the proposed updates to the ToRs, which will then be presented to the General Assembly for approval.

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International Forum on TOSSD Terms of Reference

~~October–March 2025~~
Draft changes for discussion

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1. International Forum on TOSSD: vision and mission statement

1.a. Vision

1. The ambition for TOSSD¹ is that it becomes a global measure to track official and officially supported resources to promote sustainable development ~~of~~ 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 on TOSSD (hereinafter 'the 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**.

2. 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** ~~of~~ developing countries, including activities that combine private and public resources. TOSSD facilitates **learning and co-ordination** 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 Goods². 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.

¹ Total Official Support for Sustainable Development

² Not all countries have adopted the concept of International Public Goods.

1.b. Mission Statement

3. 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.

1.c. Main functions of the International Forum on TOSSD

4. To achieve its mission, the International Forum will:
- **Maintain and improve the TOSSD statistical standard by:**
 - Updating the TOSSD Reporting Instructions and related methodologies on a continuous basis.
 - 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 civil society organisations, and in international fora). Promote the use of TOSSD data to analyse development impact and enhance development effectiveness.

Commented [ED1]: Secretariat proposal: the aim is to better describe the function and indicate that the updating is not a one-off action.

Commented [ED2]: Bangladesh suggests adding: **"Promoting development effectiveness with the help of TOSSD data** thus improving the impacts of development activities. The Secretariat proposes to reformulate this sentence to fit it under the function of promoting the use of TOSSD data.

2. Participation: Members, Observers, TOSSD ~~D~~ata Reporters, and Independent Experts

5. 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, TOSSD ~~D~~ata Reporters without being Members or Observers, 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 Forum³ ~~and their representatives~~ Meeting participants will not be compensated for their time. Neither membership nor participation in the ~~International Forum~~ entails any legally binding rights or obligations under domestic or international law.

Commented [ED3]: Suggestion from Bangladesh to add 'and countries with LDC status'. The Secretariat clarifies that all countries and territories with LDC status are recipients.

Commented [ED4]: Secretariat proposal to: a) add a footnote to clarify that recipients will not necessarily be funded; and b) to split the sentence to improve legibility.

2.a. IFT Members

6. 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) ~~and other entities~~ that:

- Endorse the vision and the mission statement 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 meetings, by sharing expertise in relevant working groups, and promoting constructive dialogue in the Forum.
- Commit to

Commented [ED5]: Secretariat proposal: by adding 'other entities' we facilitate the processing of membership requests in countries and organisations.

Commented [ED6]: Proposal by Bangladesh to add: 'Commit to implement the internationally agreed development effectiveness principles at the country level.' Secretariat response: IFT members may not be able to make such commitments on behalf of who they represent.

Commented [ED7]: Bangladesh proposal to add either: "Failure to make in-cash or in-kind contributions will not result in the termination of an IFT membership for developing countries." or "The LDCs Members' financial or in-kind contributions to IFT shall be voluntary".

Secretariat response: the ToRs do not state that contributions are mandatory so neither suggestion is necessary. However, the Steering Group may wish to discuss whether the idea expressed in the first suggestion would encourage recipients to join the IFT.

Commented [ED8]: Secretariat proposal to clarify the footnote.

7. IFT Members ~~are expected to contribute to the Forum~~⁴ 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, for example.

³ Funding of attendees classified as 'recipients' will be subject to available funding and will be at the discretion of the Forum Secretariat, taking into consideration Forum requirements and ensuring fairness of treatment of all requestors.

⁴ Contributions from recipient countries are waived for the first three years, from when they join, in order to facilitate their participation as full IFT Members in the Forum.

8. IFT Members take decisions by consensus, except in exceptional circumstances where votes can be organised as described in subsequent sections.

2.b. Observers

9. Observer status is open to countries, territories, ~~and~~ organisations and entities for two years, after which the Observer is expected to become an IFT Member or give up its Observer status in the Forum for ~~three~~ years (after which it can apply for Observer status again).

10. 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.

11. 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. Without prejudice to the above, other UN funds, programmes and specialised agencies may also join as IFT Members or Observers in line with the provisions in section "2.a IFT Members" and in this section, 2.b Observers. Civil Society Organisations (CSOs) also have one permanent Observer seat in all Forum bodies.

12. Observers may participate in all bodies, meetings and activities of the IFT and have access to all documents, but will not take part in decision-making. (Participation in Steering Group meetings is by invitation of the General Assembly.)

Commented [ED9]: Secretariat proposal: would the Steering Group like to review the length - 3 years seems rather long.

Commented [ED10]: Secretariat added this for clarification.

Commented [ED11]: Secretariat proposal: this sentence implies that Observers can attend all meetings whereas attendance at Steering Group meetings is by invitation of the General Assembly, only - see para. 40 - and limited to 8 Observers. Language to clarify this is proposed. See also the proposal in para. 40 re who invites Observers to SG meetings.

2.c. TOSSD ~~D~~ata Reporters

13. Countries, territories, ~~or~~ intergovernmental organisations and entities can participate in the TOSSD initiative as ~~a~~ TOSSD ~~D~~ata Reporters without participating as IFT Members or Observers. ~~All~~ TOSSD ~~D~~ata Reporters should submit their information, yearly, to the Forum's Secretariat according in line with the TOSSD methodology and data cycle.

14. In Year Y, the countries, territories, ~~and~~ intergovernmental organisations and entities that reported TOSSD data in Year Y-1 will be considered TOSSD ~~D~~ata Reporters.

15. TOSSD ~~D~~ata Reporters that are not IFT Members or Observers can may attend the Forum's General Assembly but will may not participate in decision-making (see Section 3.c below).

2.d. Independent Experts

16. The ~~International~~ Forum may invite Independent Experts to support the work of its bodies on an ad hoc basis.

2.e. Application and withdrawal process

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

18. IFT Membership is approved by the General Assembly. IFT 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. IFT 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.

19. 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.

3. Governance arrangements

3.a. Bodies of the International Forum on TOSSD

20. The structure of the ~~International~~ Forum consists of:

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

3.b. Chairing arrangements

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

22. The two co-Chairs will be appointed by the General Assembly from the IFT Membership. ~~With a view~~In order to supporting diversity and rotation, no two serving co-Chairs will represent the same stakeholder group (providers, dual providers/recipients, recipients, ~~and~~ intergovernmental organisations and other entities).

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

- Promote the vision of the Forum and engage potential new IFT 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 TOSSD ~~D~~ata Reporters and users of TOSSD data.

Commented [ED12]: Bangladesh proposal to add: "One Co-Chair may be designated for the recipient countries and the other may be rotated within the remaining stakeholders."

Secretariat response: The proposal would likely have financial implications for the Forum. Would the Steering Group wish to consider this at a later stage?

24. 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.

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

26. ~~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. In order This is~~ to ensure continuity of work and appropriate institutional memory, while ensuring regular rotation ~~in the co-chairmanship of the Forum~~ co-Chairs, only one co-Chair will be appointed each year.

27. ~~Where necessary, an~~ The appointment process will be organised on the basis of expressions of interest sought ~~by the Head of Secretariat~~ before the last General Assembly meeting of ~~the~~ year N, for appointment in year N+1 by the Head of the Secretariat.

Commented [ED13]: Question from the Secretariat: Should we specify that after the 2nd 2-year term, the Co-Chair would be required to stand down e.g. for a minimum of 2 years?

Commented [ED14]: Secretariat comment: should co-Chairs be appointed for calendar years, in line with the Budget and Work Plan?

3.c. General Assembly

3.c.i. Composition

28. The General Assembly is comprised of all Members of the ~~International~~ Forum ~~on TOSSD~~. Observers, as well as TOSSD ~~De~~ data Reporters that are not IFT Members or Observers, can attend all General Assembly meetings but will not participate in decision-making.

3.c.ii. Role and mandate

29. 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 will also appoint members of the Steering Group, respecting the composition set out in Table 3.1, and ~~decide on the invitation of~~ Observers to attend meetings of the Steering Group.

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

31. 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, including these Terms of Reference.

Budget and ~~W~~work ~~P~~plan

- Provide inputs for the triennial budget and annual work plan (hereafter referred to as "~~B~~udget and Wwork Pplan").

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 data on sustainable development support information, in particular recipient countries.

Commented [ED15]: Secretariat proposal: Should the Steering Group or SG co-Chairs decide which Observers are invited?

Commented [ED16]: Secretariat proposal: for clarification.

External co-ordination

- Oversee co-ordination between the ~~International~~ Forum and relevant technical bodies (e.g. the OECD Development Assistance Committee's (DAC) Working Party on Development Finance Statistics (WP-STAT), the Global Partnership for Effective Development Co-operation (GPEDC), the International Aid Transparency Initiative (IATI)) 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.

IFT Membership

- Approve new IFT Members.
- Suspend IFT Members and Observers.

Governance

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

Commented [ED17]: Suggested addition by Bangladesh.

3.c.iii. Decision-making process

32. The General Assembly will make every effort to reach decisions by consensus of IFT Members participating in the meeting, meaning the absence of any objections. ~~In case~~ if the co-Chairs consider that there is insufficient representation among IFT Members at the time an item is put ~~for to a~~ decision, they may postpone the decision ~~for to~~ a subsequent meeting or ~~seek a decision by~~ written procedure.

33. If, after discussion, the General Assembly fails to reach a consensus on an item for decision, the co-Chairs may put that item to a two-thirds majority vote of IFT Members participating in the meeting, provided that there is a quorum of at least three-quarters of IFT Members present. If there is no quorum, the vote will take place through written procedure.

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

35. Between meetings, decisions can be taken by written procedure.

3.d. Steering Group

3.d.i. Composition

36. The Steering Group is comprised of a maximum of thirty (30) members ensuring the participation of members from each stakeholder group (providers, dual providers/recipients, recipients and intergovernmental organisations) and including the two co-Chairs (See Table 3.1 below). Steering Group members are not appointed to represent the position of the stakeholder group to which they belong.

37. All IFT 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 2.a,

are ~~entitled-eligible~~ to 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 3.1.⁵ In this context, the General Assembly will take into account in-kind contributions including but not limited to those mentioned in Section 2.a.

38. In Year N for Year N+1, the General Assembly of the Forum will appoint as Steering Group members:

- IFT Members that have contributed financially for year N+1;
- IFT Members that have indicated⁶ their intention to contribute for year N+1 (financially or in-kind as defined in section 2.a); and
- Other IFT Members to respect the balanced composition of the Steering Group as set out in the ~~TORs~~Terms of Reference.

39. All efforts will be made to maintain a balanced membership in the Steering Group across the various stakeholder groups and ensure rotation within each stakeholder group.

40. UNCTAD and CSOs have a permanent Observer seat in the Steering Group. Other Observers can also be invited by the General Assembly to attend meetings of the Steering Group but will not participate in decision-making.

41. The Chairs of active Working Groups may attend Steering Group meetings but will not participate in decision-making, ~~unless they are also Steering Group members~~.

Commented [ED18]: Secretariat comment: Should it be the SG that decides which Observers to invite? (See also para.12)

Table 3.1. Composition of the Steering Group

Composition	Number of members
Co-Chairs	42
Co-Chair	4
Traditional providers	8
Dual providers / recipients	8
Intergovernmental organisations	4
Recipient countries	8
Total	30
Other attendees	
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

⁵ This model will be valid for the first three-year period of the Forum. The extension of this model will require further discussion. In the event that, within a given stakeholder group, the number of members ~~with the right~~who are eligible to ~~sit in~~be members of the Steering Group exceeds the number ~~of members~~ indicated in Table 3.1, the Steering Group will review its composition giving due consideration to maintaining a balanced representation of stakeholder groups and providing incentives to contribute financially to the Forum. Options could include: expanding the number of Steering Group members, organising rotation within the stakeholder groups, or limiting the number of consecutive terms.

⁶ The General Assembly will assess each ~~intention~~case individually.

3.d.ii. Role and mandate

42. 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 ~~W~~ork ~~P~~lan

- Discuss and approve the ~~B~~udget and ~~W~~ork ~~P~~lan prepared by the Secretariat.
- Oversee the implementation of the work plan, review and approve/reject budget changes proposed by the Secretariat and budget.
- Actively support fundraising activities of the ~~International~~ Forum.

External co-ordination

- Provide guidance to the Secretariat in relation to co-ordination with relevant technical bodies (e.g. ~~DAC Working Party on Development Finance Statistics~~ WP-STAT, ~~GPEDC~~, ~~International Aid Transparency Initiative~~ (IATI)) and political entities (e.g. UN, G20, G77) on support for sustainable development.

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 closure or 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.

3.d.iii. Decision-making process

43. The Steering Group will make every effort to reach decisions by consensus of those members participating in the Steering Group meeting, meaning the absence of any objections. ~~In case~~ the

Commented [ED19]: Secretariat proposal: wording to clarify the Steering Group's role. The Secretariat is responsible for the budget implementation in line with the approved budget. Any changes require the prior approval of the Steering Group.

Commented [ED20]: Suggested addition by Bangladesh.

co-Chairs consider that there is insufficient representation among Steering Group members at the time an item is put ~~for to a~~ decision, they may postpone the decision ~~for to~~ a subsequent meeting or ~~request approval through~~ written procedure.

44. If, after discussion, the Steering Group fails to reach a consensus on an item for decision, the co-Chairs may put that item to a two-thirds majority vote of Steering Group members participating at the next meeting, provided that there is a quorum of at least three-quarters of Steering Group members ~~presentparticipating~~. If there is no quorum, the ~~vote will take place through~~ decision will be taken by written procedure.

45. Should the Steering Group need to organise a vote, each Steering Group member will have one vote.

46. In setting priorities for budgets and work plans, the Secretariat will consult all IFT Members that provide a financial contribution to the Forum.

47. Between meetings, decisions can be taken by written procedure.

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

49. All IFT Members will be notified of decisions taken by the Steering Group ~~will be transmitted to all IFT Members~~, for information.

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

50. 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 a year, and ideally at least once in person.

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

52. The co-Chairs of the Steering Group may invite other IFT Members to attend meetings should their expertise be relevant to a particular topic on the agenda. These IFT Members will not participate in decision-making.

53. 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 a list of attendees, decisions taken and proposals made.

54. 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 will be made available by the Secretariat to the participants in the Steering Group no less than 7 days before the meeting date.

55. In common with representatives of IFT Members and Observers (cf. section 2), the co-Chairs will finance their own participation in the General Assembly and Steering Group meetings and will not be compensated for their time.

56. The Steering Group will make available to financial contributors that are not members of the Steering Group the approved ~~B~~udget and ~~W~~ork ~~P~~lan, annual financial statements and audits, as per the rules of the entity hosting the IFT.

3.e. Working Groups

3.e.i. Establishment, role and mandate

57. 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-on~~ outputs of their work to facilitate decision making ~~in-by~~ the Steering Group.
58. The Secretariat will draft terms of reference for the WGs, under the direction of co-Chairs, and for approval by the Steering Group.
59. WGs will be established for a maximum term of three years. Before completion of ~~this-a WG's~~ term, the Steering Group will review ~~the-WG's its~~ performance and decide whether ~~to-extend the-Wg it~~ should be extended.
60. Any changes to the scope and duties of a WG require the approval of the Steering Group.
61. ~~The-WG Chair/co-Chairs~~ are regularly invited by the Forum co-Chairs to share their ~~ir~~ WG's progress, findings and outcomes at meetings of the Steering Group and/or the General Assembly, as appropriate.
62. Summaries of WG meetings are made publicly available online.

3.e.ii. Composition

63. A WG can have a maximum of two co-Chairs.
64. The Chairs/~~co-Chairs~~ of a-WG ~~is/are~~ appointed by the Steering Group based on expressions of interest among the Members of the Forum. The appointments are for a fixed term to be decided at the time of creation of the WG, and can be renewed.
65. WGs are open to all IFT Members and Observers. Representatives are to be drawn from national statistical offices and the development community, ~~thus-providingand should provide~~ a balance of expertise from different stakeholder groups and regions.
66. 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).
67. WGs can invite Independent Experts and TOSSD ~~D~~data Reporters to participate in the discussions and provide technical expertise as required.

3.e.iii. Decision making

68. The WGs adopt recommendations on the basis of consensus of the ~~ir~~ IFT Members participating in the meeting. If consensus cannot be reached, the Chair(~~s~~)/~~co-Chairs~~ will transfer the matter to the Steering Group.

3.e.iv. Statistical Working Group

69. The ~~International~~-Forum will have a ~~permanent~~ Statistical Working Group.

Role and mandate

70. The purpose of the Statistical Working Group (hereafter the SWG) is to advise the Steering Group on the maintenance and improvement of the quality (i.e. timeliness, accessibility, punctuality,

Commented [ED21]: Bangladesh proposal: establish a permanent WG on Development Effectiveness to support the Steering Group on these matters.
Secretariat comment: Does the SG wish to discuss this?

interpretability, soundness of methods)⁷ 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

71. The membership of the SWG reflects that of the Steering Group in terms of countries and organisations. Participants in the SWG are expected to be the statistical correspondents of members of the Steering Group i.e. staff of their national statistical offices, central Ministries in charge of sustainable development planning/SDG monitoring, or knowledgeable about sustainable development support. The Chair of ~~the OECD DAC Working Party on Development Finance Statistics (WP-STAT)~~ will be invited to participate as an Observer to ensure maximum technical and statistical coherence between TOSSD and OECD statistical methods, norms and processes. UNCTAD is invited to attend as an Observer in matters related to the joint custodianship of SDG indicator 17.3.1. The Chair of ~~the International Aid Transparency Initiative (IATI)~~ will also be invited to attend as an Observer. ~~Up to two~~ TOSSD ~~D~~ata Reporters that are not IFT Members or Observers may be invited to participate as Observers.

Commented [ED22]: Secretariat proposal: Should the SWG decide how many Reporters can be invited to its meetings?

Working methods and resources

72. The SWG meets at least once a year to review the results of the data collection of the previous year and prepare relevant documentation for the next 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.

73. ~~The co-Chairs of the SWG~~ will be represented ~~it~~ in Steering Group and General Assembly meetings by its co-Chairs.

74. SWG participants are expected to devote/provide the resources necessary ~~to for~~ carrying out the work of the SWG.

75. The SWG will collaborate with other bodies in charge of collecting development finance data internationally, such as ~~the IATI and the OECD Working Party on Development Finance Statistics (WP-STAT)~~, to promote coherent reporting practices.

76. The Steering Group will evaluate the SWG's performance at least once every three years.

3.f. Secretariat

77. The IFT Secretariat will operate under the substantive guidance of the Steering Group. It will report to the Steering Group on all matters that fall within the Steering Group's purview, including progress against the IFT ~~Budget and Work Plan and budget~~. The Secretariat will perform its functions in accordance with the rules, procedures and policies of the hosting entity, in particular those with regard to staff and financial administration.

78. The co-Chairs and the Head of Secretariat will maintain a strong working relationship. The co-Chairs provide advice to the Head of Secretariat on issues affecting the implementation of the work plan or which pose political risks for the Forum.

79. The Secretariat will carry out the following functions:

- Strategic development and communications

⁷ These are the main dimensions of the UN Statistics Quality Assurance Framework that are expected to be discussed in the SWG.

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

80. 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 TOSSD ~~D~~ata 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 ~~IFT~~ 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~~ ~~B~~udget and ~~W~~ork ~~P~~lan approved by the Steering Group ~~and report on progress~~.

Maintenance of the TOSSD statistical standard and methodology

- Support and make proposals for 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 TOSSD ~~D~~ata Reporters.
- 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.
- Co-ordinate with other relevant technical bodies ~~which maintaining~~ databases on development finance to optimise work flows (e.g. UNCTAD, IATI and ~~the OECD Working Party on Development Finance Statistics~~ ~~WP-STAT~~).

Commented [ED23]: Bangladesh proposal to: add a 'special provision' to 'provide capacity development support to developing countries, LLDCs, SIDS and LDCs to collect data, store, analyze, publish, and other related activities.'
Secretariat comment: instead of adding a new function, would the SG wish to strengthen the wording on the advisory services.

- 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 propose any action 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 and how it is administered and financed.~~
- Undertake ~~appropriate the~~ day-to-day administrative and financial management of the ~~International~~ Forum, in accordance with the approved ~~B~~udget and ~~W~~ork ~~P~~lan, guidance from IFT Members, and relevant ~~hosting entity~~-rules and procedures ~~of the hosting entity~~.
- Prepare the ~~B~~udget and ~~W~~ork ~~P~~lan for approval by IFT Members.
- Engage in resource mobilisation for the ~~International~~ Forum.
- Provide an annual update on income and expenditure to the Steering Group ~~and the relevant body of the hosting entity~~.
- Organise meetings of the bodies of the ~~International~~ Forum, including the General Assembly, the Steering Group and the Working Groups, ensuring that the agendas, and other relevant documentation are circulated at least one week in advance. Draft summary records and action points of the meetings.
- Provide administrative support to IFT Members, Observers, TOSSD ~~D~~ata Reporters ~~that are not IFT Members or Observers,~~ and Independent Experts ~~for~~ attending meetings of the ~~International~~ Forum.
- Support the co-Chairs in preparing Forum meetings, and provide them with inputs on substance for other international events, as necessary.
- Engage with co-Chairs and the Steering Group 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.

3.g. Other governance arrangements

Data management

81. The Secretariat will maintain a publicly accessible, electronic database with data collected by the Secretariat from TOSSD ~~D~~ata Reporters. These data will have passed the quality checks carried out by the Secretariat and will have been cleared for publication by the respective governments. This database will be publicly accessible as part of a TOSSD website, featuring information about the TOSSD initiative as a whole.

Intellectual property

82. IFT outputs including the methodology, research papers, and communication materials will be the property of the IFT Members and will be published under their responsibility. Intellectual property will be held, ~~subject to and in accordance with all relevant arrangements and agreements regarding the hosting of the IFT Secretariat,~~ by the ~~organisation entity~~ hosting the IFT Secretariat, on behalf of ~~the~~ IFT Members, ~~subject to and in accordance with all relevant arrangements and agreements regarding the hosting of the IFT Secretariat.~~ This will include the maintenance of a publicly accessible database with

Commented [ED24]: Secretariat proposal to improve legibility.

IFT outputs, or as otherwise instructed by the IFT Steering Group, subject to the policies and procedures of the ~~organisation-entity~~ hosting the IFT Secretariat.

83. Intellectual property rights related to other work carried out jointly by the IFT Members and other organisations, subject to and in accordance with all relevant arrangements and agreements with such organisations, will be the joint property of the IFT Members and such other organisations. IFT Members and such organisations may use and reproduce this work separately, subject to an appropriate acknowledgement of the IFT Members' or the other organisations' contribution to the work and provided that IFT Members or such other organisations, as the case may be, obtain ~~respectively~~ the written consent of the ~~the organisation or the~~ IFT Steering Group, ~~respectively, or the organisation~~ before granting any license to a third party. Without prejudice to the above, any translation or joint publication will be subject to a separate written agreement.

84. The data included in the IFT database may include data belonging to the ~~organisation-entity~~ hosting the IFT Secretariat, data belonging to IFT Members and data belonging to TOSSD ~~D~~data Reporters. The ~~organisation-entity~~ hosting the IFT Secretariat, the IFT Members and the TOSSD ~~D~~data Reporters will ~~be~~ each ~~be~~ responsible for the data they own.

4. Financial provisions

4.a. Funding model

85. The budget of the Forum is financed in full by ~~voluntary~~ contributions (~~VCs~~) as indicated in Section 2.a. The scale of expected yearly contributions from IFT Members is as follows⁸:

- For traditional providers (Level 1): EUR 200 000
- For traditional providers (Level 2): EUR 100 000
- For traditional providers (Level 3): EUR 25 000
- For dual providers/recipients (Level 1): EUR 75 000
- For dual providers/recipients (Level 2): EUR 25 000
- For dual providers/recipients and recipients (Level 3): EUR 2 000
- For international organisations: EUR 50 000.

86. The scale of expected yearly contributions will be reviewed by the Steering Group in the first half of every year for application in Year N+1.

87. ~~Voluntary~~ Contributions of an amount different from the ones indicated in the funding model can also be accepted.

Commented [ED25]: Secretariat proposal: The term 'voluntary contribution' is an OECD term to distinguish voluntary contributions from assessed contributions, the latter being mandatory. We propose using the single word 'contribution', as used in IFT contribution offer letters and agreements.

4.b. Funding and budgetary procedures

88. The ~~organisation-entity~~ hosting the IFT Secretariat will administer the contributions in accordance with its ~~f~~inancial ~~r~~egulations and other applicable rules, policies and procedures.

89. The ~~organisation-entity~~ hosting the IFT Secretariat will be the holder of all the Forum Secretariat's staff and intellectual service contracts.

90. Reporting on the ~~Budget and Work Plan and budget~~ will be done through standard progress reports every six months in line with the ~~financial regulations of the organisation-entity~~ hosting the IFT Secretariat's ~~Financial Regulations~~.

91. Contributors will refrain from requesting information above and beyond that provided in the agreed standard substantive and financial reports prepared by the Secretariat.

92. The Secretariat is authorised to undertake amendments to the budget where the financial impact is limited to a transfer between budget headings and where these amendments do not carry additional financial obligations for the Forum in subsequent years. If ~~Budget and Work Plan and budget~~

⁸ As discussed in the 20th TOSSD Task Force meeting in March 2023, major economies among the OECD DAC membership, Arab donors and major SSC providers ~~would be~~ expected to be Level 1 contributors.

amendments result in higher financial obligations in subsequent years, a formal agreement by the Steering Group will be required.

93. The Secretariat, in collaboration with the organisation-entity hosting the IFT Secretariat, establishes the bilateral financing arrangements with each IFT Member. The arrangement will be based on a contribution agreement or offer letter substantially in line with the one suggested by the hosting institutionentity.

94. Financial contributions to the Forum's Work Plan for Year N+1 are due before the end of year N.

95. The Secretariat will notify IFT Members of any financial irregularities as soon as possible.

5. Supplementary information

5.a. Hosting entity

96. The hosting entity for 2024 and 2025 is the Organisation for Economic Co-operation and Development (OECD), whose headquarters are in Paris, France. The hosting arrangement is automatically extended to 2026 providing there are enough financial contributions to cover the approved Budget.

97. The hosting arrangement is governed by a Memorandum of Understanding which was signed by the OECD, Canada, France, Spain and the United States on 19 December 2023.

Commented [ED26]: Secretariat comment: we feel it would be useful to provide the information on the hosting entity.