

International Forum on TOSSD Draft Terms of Reference

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DRAFT

Table of contents

International Forum on TOSSD Draft Terms of Reference	1
1. International Forum on TOSSD: vision and mission statement	3
1.a. Vision	3
1.b. Mission Statement	4
1.c. Main functions of the International Forum on TOSSD	4
2. Participation: Members, Observers, Reporters, and Independent Experts	5
2.a. Members	5
2.b. Observers	5
2.c. Non-Member Reporters	6
2.d. Independent Experts	6
2.e. Application and withdrawal process	6
3. Governance arrangements	7
3.a. Bodies of the International Forum	7
3.b. Chairing arrangements	7
3.c. General Assembly	8
3.c.i. Composition	8
3.c.ii. Role and mandate	8
3.c.iii. Decision-making process	9
3.d. Steering Group	9
3.d.i. Composition	9
3.d.ii. Role and mandate	10
3.d.iii. Decision-making process	11
3.d.iv. Other administrative matters and transparency of the Steering Group	12
3.e. Working Groups	12
3.e.i. Establishment, role and mandate	12
3.e.ii. Composition	13
3.e.iii. Decision making	13
3.e.iv. Statistical Working Group	13
3.f. Secretariat	14
3.g. Other governance arrangements	16
4. Financial provisions	17
4.a. Funding model	17
4.b. Funding and budgetary procedures	18

1. International Forum on TOSSD: vision and mission statement

This Chapter outlines a Vision and Mission Statement for the International Forum on TOSSD (IFT).

1.a. Vision

1. The ambition for TOSSD is that it becomes a global measure to track official and officially-supported resources to promote sustainable development in 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 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** in developing countries, including activities that combine private and public resources. TOSSD facilitates **learning and coordination** 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 Goods¹. 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 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.
 - 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, nNational sStatistical oOffices, leading development think tanks and civil society organisationsCSOs, and in international fora).

2. Participation: Members, Observers, 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, Reporters, 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 Forum and their representatives will not be compensated for their time.

2.a. 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) 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.

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

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

2.b. Observers

9. IFT Observer status is open to countries, territories and organisations for two years, after which the Observer is expected to become a 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. ~~This is without prejudice to the above, to the possibility for other~~ UN funds, programmes ~~or and~~ specialised agencies ~~to may also~~ join as Members or Observers in line with the provisions in section "2.a Members" and in this section 2.b Observers. ~~Civil Society Organisations (CSOs) also have one permanent Observer seat.~~

12. Observers may participate in all bodies, meetings and activities of the IFT and have access to all documents, but shall not take part in decision-making.

2.c. Non-Member Reporters

13. Countries, territories or intergovernmental organisations can ~~also~~ participate in the TOSSD initiative as a TOSSD data "Reporter". Reporters need not participate as Members or Observers. All Reporters should submit their information yearly to the Forum's Secretariat according to the TOSSD methodology and data cycle.

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

15. Non-Member Reporters are invited ~~once a year~~ to participate as observers in the Forum's General Assembly (see Section 3.c below); ~~where they can benefit from a yearly update on the evolution of the TOSSD framework and share their reporting experience.~~

Commented [A1]: Section 3cii says the General Assembly meets at least once a year. The sentence has been edited to enable Non-Member Reporters participation in all meetings.

Commented [A2]: This sentence has been edited to simplify the text. The participation of Non-Member Reporters is not limited to these topics.

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

18. Membership is approved by the General Assembly. 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. 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

20. The structure of the International Forum consists of:

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

Commented [A3]: This term does not appear necessary (See also edits to the Section "3.f Secretariat").

3.b. Chairing arrangements

21. The International Forum shall 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 International Forum Membership. With a view to supporting diversity and rotation, no two serving co-Chairs will represent the same stakeholder group (providers, dual providers/recipients, recipients, and intergovernmental organisations).

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

- Promote the vision of the Forum and engage potential new 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 reporters and users of TOSSD data.

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 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. This is to ensure continuity of work and appropriate institutional memory, while ensuring regular rotation in the co-chairmanship of the Forum.

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

3.c. General Assembly

3.c.i. Composition

28. The General Assembly is comprised of all Members of the International Forum on TOSSD. TOSSD Reporters and Observers can attend all General Assembly meetings but ~~do~~ ~~can~~ ~~shall~~ not participate in decision-making.

Commented [A4]: This is to make the text more consistent with the language used elsewhere.

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 shall also appoint Members of the Steering Group, respecting the composition set out in Table 3.1, and decide on the invitation of Observers in 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, ~~m~~Mission and strategic priorities

- Discuss and approve any modifications to the ~~v~~Vision, ~~m~~Mission and strategic priorities of the International Forum.

Budget and ~~w~~Work plan

- Provide inputs for the triennial budget and annual work plan (hereafter referred to as "budget and work plan").

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 information, in particular recipient countries.

External ~~coordination~~ co-ordination

- Oversee ~~coordination~~ co-ordination between the International Forum and relevant technical bodies [(e.g. the Development Assistance Committee's (DAC) Working Party on Development Finance Statistics, International Aid Transparency Initiative)] and political entities (e.g. UN, G20, G77) of 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.

Membership

- Approve new Members.
- Suspend ~~any~~ Members ~~or and~~ Observers.

Governance

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

3.c.iii. Decision-making process

32. The General Assembly will make every effort to reach decisions by consensus of Members ~~present~~ participating in the meeting, meaning the absence of any objections.

33. ~~In exceptional cases, if, after discussion,~~ the General Assembly fails to reach a consensus ~~on an item for decision,~~ of Members present after discussion, the co-Chairs may put ~~an that~~ an item for decision by to a two-thirds majority vote of Members ~~present~~ participating in the meeting.

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

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

Commented [A5]: The expression "participating in the meeting" makes this sentence clearer than with the term "present" in relation to virtual meetings.

Commented [A6]: The expression "participating in the meeting" makes this sentence clearer than with the term "present" in relation to virtual meetings.

3.d. Steering Group

3.d.i. Composition

36. The Steering Group is comprised of a maximum of ~~30~~ (thirty, (30)) Members ensuring the participation of Members from ~~the various~~ each stakeholder groups (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 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, will 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 3.1.² In Year N for Year N+1, the General Assembly of the Forum will appoint as Steering Group members:

- Members that have contributed financially for year N+1;
- Members that have indicated their intention to contribute for year N+1 (financially, through a secondment or the organisation of an in-person Forum meeting); and
- Other Members of the Steering Group, respecting the balanced composition of the Steering Group as set out in the TORs.

37-38. All efforts will be made to maintain in the Steering Group a balanced membership in the Steering Group across the various stakeholder groups and ensure rotation within each stakeholder group.

38-39. UNCTAD and CSOs have a permanent Observer seat in the Steering Group. Other Observers can also attend meetings of the Steering Group as described in Table 3.1.

39-40. The Chairs of active Working Groups may attend Steering Group meetings as observers.

Commented [A7]: This does not seem necessary.

Table 3.1. Composition of the Steering Group

Composition	Number of Members
Co-Chair	1
Co-Chair	1
Traditional providers	8
Dual providers / recipients	8
Intergovernmental organisations	4
Recipient countries	8
Total	30
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

3.d.ii. Role and mandate

40-41. The role of the Steering Group is to:

Vision, ~~m~~Mission and strategic priorities

- Ensure the implementation of the ~~v~~Vision, ~~m~~Mission and strategic priorities of the International Forum.

² This model ~~would-will~~ be valid for the first three-year period of the Forum. The extension of this model ~~would-will~~ require further discussion. ~~When the transition period ends, the ambition is that all Steering Group members contribute financially. In the event that case,~~ within a given stakeholder group, the number of Members ~~having-with~~ ~~thea~~ right to sit in the Steering Group exceeds the number of Members indicated in Table 3.1, the Steering Group will ~~need to~~ review its composition; ~~giving due consideration to.~~ ~~The specific issues to consider in this review would include the necessary~~ ~~maintaining a~~ balanced representation ~~n~~ of Members and ~~providing~~ incentives to contribute financially to the Forum. Options could ~~be explored~~ ~~include~~: expanding the number of ~~Steering Group~~ Members, organising ~~a~~ rotation within the stakeholder groups, or limiting the number of consecutive terms.

Statistical standard and methodology

- Oversee and approve new versions of the TOSSD methodology (Reporting Instructions).

Budget and work plan

- Discuss and approve the budget and work plan prepared by the Secretariat.
- Oversee the implementation of the work plan and budget.
- Actively support fundraising activities of the International Forum.

External ~~coordination~~co-ordination

- Provide guidance to the Secretariat in relation to ~~the coordination~~co-ordination with relevant technical bodies (e.g. DAC Working Party on Development Finance Statistics, International Aid Transparency Initiative) 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~~uring or possible 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

~~41-42.~~ The Steering Group ~~should~~will make every effort to reach decisions by consensus of those Members participating in the Steering Group ~~present~~meeting, meaning the absence of ~~any~~objections. ~~In exceptional cases, if/ after discussion,~~ the Steering Group fails to reach ~~such a~~ consensus ~~after discussion on an item for decision,~~ the co-Chairs may put ~~an-that item~~ item for decision ~~by to~~ a two-thirds majority vote of ~~Steering Group~~SG Members ~~present-participating~~ at the next meeting.

~~42-43.~~ In setting ~~up~~ priorities for budgets and work plans, the Secretariat will consult ~~with~~all Members that provide ~~a~~ financial contributions to the Forum.

~~43-44.~~ Should the Steering Group need to organise a vote, each ~~Steering Group~~SG Member will have one vote.

Commented [A8]: The expression "participating in the meeting" makes this sentence clearer than with the term "present" in relation to virtual meetings.

Commented [A9]: The term "participating" makes this sentence clearer than with the term "present" in relation to virtual meetings.

~~44-45.~~ ~~B~~ In between meetings, decisions can ~~also~~ be taken by written procedure.

~~45-46.~~ The Steering Group may delegate to the Co-Chairs the power to make a decision on a specific topic.

~~46-47.~~ All 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

~~47-48.~~ 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 ~~per a~~ year, and ideally at least once in-person.

~~48-49.~~ Members of the Steering Group should carry out their work in a consultative manner and the Secretariat will facilitate communication between them.

~~49-50.~~ The co-Chairs of the Steering Group may invite other IFT Members to attend meetings as Observers should their expertise be relevant to a particular topic on the agenda.

~~50-51.~~ 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 ~~for each meeting~~ a list of attendees, decisions taken and ~~any~~ proposals made.

~~51-52.~~ 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 ~~should will~~ be made available by the Secretariat to the participants in the Steering Group no less than 7 days before the meeting date.

~~52-53.~~ ~~The co-Chairs will~~ ~~in~~, in common with ~~representatives of other~~ Members and Observers (see also cf. section 2), ~~the co-Chairs will be expected to self-fund~~ ~~finance~~ their ~~own attendance participation~~ ~~in~~ at the General Assembly and Steering Group meetings and will not be compensated for their time.

~~53-54.~~ The Steering Group will make available to financial contributors that are not members of the Steering Group the approved budget and workplan, annual financial statements and audits, as ~~allowed per by~~ the ~~host entity~~ rules. ~~of the entity hosting the IFT.~~

3.e. Working Groups

3.e.i. Establishment, role and mandate

~~54-55.~~ 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 outputs of their work to facilitate decision making in the Steering Group.

~~55-56.~~ The Secretariat will draft terms of reference for the WGs, under the direction of co-Chairs and for approval by the Steering Group, ~~based on the template included in Annex A.~~

~~56-57.~~ ~~The term of~~ WGs will be ~~set established~~ for a maximum ~~term~~ of ~~3~~ ~~three~~ years. Before completion of this term, the Steering Group will review the WG's performance and decide whether to extend the WG.

~~57-58.~~ Any changes to the scope and duties of ~~the a~~ WG require the approval of the Steering Group.

~~58-59.~~ The WG Chair-/co-Chairs ~~is /~~ are regularly invited by the Forum co-Chairs to share the WG's progress, findings and outcomes at meetings of the Steering Group and/or the General Assembly, as appropriate.

~~59-60.~~ Summaries of WG meetings are made ~~publicly~~ available online.

Commented [A10]: The Secretariat will use this template when a Working Group is created, but we recommend not including it in an Annex to simplify the TORs.

3.e.ii. Composition

~~60-61.~~ A WG can have a maximum of two co-Chairs.

~~64-62.~~ The Chair/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 by the Steering Group~~ for a fixed term to be decided at the time of creation of the ~~Group~~ WG, and subject to renewal can be renewed.

~~62-63.~~ WGs are open to all Forum Members and All Observers, ~~in the Forum may attend WG meetings. Both Members and Observers will bring their technical expertise~~ Representatives are to be drawn from both national statistical offices and the development community, thus ensuring providing a balance of expertise from different stakeholder groups and regions.

~~63-64.~~ 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).

~~64-65.~~ WGs can invite Independent Experts and Reporters to participate in the discussions and provide the technical expertise as to achieve the objectives of the group required.

3.e.iii. Decision making

~~65-66.~~ The WGs adopt ~~any~~ recommendations by on the basis of consensus of the Members present participating in the meeting. ~~or, if~~ consensus cannot be reached, the Chair/co-Chairs will transfer the issue matter to the Steering Group.

Commented [A11]: See comment above on the term "present".

3.e.iv. Statistical Working Group

~~66-67.~~ The International Forum will have a permanent Statistical Working Group.

Role and mandate

~~67-68.~~ 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, interpretability, soundness of methods)³ 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

~~68-69.~~ The membership of the SWG follows reflects that of the Steering Group in terms of countries and organisations. Participants in the SWG are expected to be the statistical correspondents of these SG Members and intergovernmental organisations, i.e. staff of their national statistical offices, or staff from relevant central Ministries in charge of sustainable development planning/ or SDG monitoring, or knowledgeable about sustainable development support. The Chair of the OECD DAC Working Party on Development Finance Statistics (WP-STAT) and UNCTAD will be invited to participate as observers to ensure maximum technical and statistical coherence between TOSSD, OECD and UNCTAD statistical methods, norms and processes. The IATI Chair of the International Aid Transparency Initiative (IATI) will also be invited to attend as an Observer. Up to two non-Member Reporters may be invited to participate as Observers.

³ These are the main dimensions of the UN Statistics Quality Assurance Framework that are expected to be discussed in the SWG.

Working methods and resources

~~69-70.~~ The SWG meets at least once a year to review the results of the data collection ~~for of~~ the previous year and prepare relevant documentation for the ~~upcoming 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 ~~based on the requests by the Steering Group.~~ ~~The SWG may meet virtually or in-person, back-to-back with Steering Group or General Assembly meetings.~~

Commented [A12]: It is proposed that the SWG be free to organise ad-hoc meetings as necessary.

~~70-71.~~ The co-Chairs of the SWG ~~chair the meetings of the SWG and~~ represent it in Steering Group and General Assembly meetings.

Commented [A13]: This sentence does not seem necessary.

~~71-72.~~ ~~SWG p~~Participants ~~in the SWG will bear~~ expected to devote the resources necessary to carrying out the work of the SWG.

~~72-73.~~ The SWG will collaborate with other bodies in charge of collecting development finance data internationally, such as the ~~International Aid Transparency Initiative (IATI)~~ and the OECD Working Party on Development Finance Statistics (WP-STAT), to promote coherent reporting practices.

~~73-74.~~ The Steering Group ~~carries will evaluate out an evaluation of~~ the ~~SWG's~~ performance ~~of the SWG~~ every ~~3~~ ~~three~~ years.

3.f. Secretariat

~~75.~~ ~~The IFT Secretariat will operate under the substantive guidance of the Steering Group. It will reports to the Steering Group on all matters that fall within the Steering Group's purview, including progress against the IFT workplan and budget. The Secretariat will performs its functions in accordance with the rules, procedures and policies of the hosting entity, in particular those with regard to staff and financial administration.~~

~~76.~~ ~~The co-Chairs shall maintain a strong working relationship with the Head of Secretariat. In this role, they provide advice to the Head of Secretariat on issues affecting the implementation of the work plan or which pose political risks for the Forum.~~

Commented [A14]: This is to clarify the accountability line of the Secretariat vis-à-vis the Membership.

~~74-77.~~ The Secretariat will carry out the following functions ~~at the direction of the membership:~~

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

~~75-78.~~ 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 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 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 **Budget** and **Work Plan** approved by the Steering Group.

Maintenance of the TOSSD statistical standard and methodology

- Support and make proposals ~~on 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 reporters on TOSSD.
- 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.
- ~~Coordinate~~**Co-ordinate** with other relevant technical bodies maintaining databases on development finance to optimise work flows (e.g. UNCTAD, IATI and the OECD Working Party on Development Finance Statistics).
- 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 ~~discuss-propose~~ any action ~~to-undertake~~ to improve data coverage and quality.

Financial management and ~~a~~Administration

- Act as the focal point for any individuals or organisations interested in the work of the Forum on all administrative and financial matters.
- Undertake appropriate day-to-day administrative and financial management of the International Forum, in accordance with the approved budget and work plan, ~~and budget and~~ guidance from Members, ~~and relevant hosting entity rules and procedures.~~
- Prepare the budget and work plan for approval by Members.

- Engage in resource mobilisation for the International Forum.
- Provide an annual update on income and expenditure to the Steering Group.
- 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 ~~summaries~~ summary records and action points of the meetings.
- Provide administrative support to International Forum Members, Observers, Reporters and Independent Experts for attending meetings of the International Forum.
- Support the co-Chairs in ~~the preparations of the meetings of the preparing~~ Forum meetings, and provide them with inputs on substance ~~as necessary~~ for other international events, as necessary.
- Engage with co-Chairs and the Steering Group ~~as necessary~~ 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

79. The Secretariat will maintain a publicly accessible, electronic database with data collected by the Secretariat from 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

80. 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 shall be held, subject to and in accordance with all relevant arrangements and agreements regarding the hosting of the IFT Secretariat, by the organisation hosting the IFT Secretariat on behalf of the IFT Members. This will include the maintenance of a publicly accessible database with IFT outputs, or as otherwise instructed by the IFT Steering Group, subject to the policies and procedure of the organisation hosting the IFT Secretariat.

81. 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 IFT Steering Group 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.

76-82. The data included in the IFT database may include data belonging to the organisation hosting the IFT Secretariat, data belonging to IFT Members, as well as data resulting from the combination of both data. The organisation hosting the IFT Secretariat on one side and each IFT Member on the other may combine the data, for the purpose of the IFT database. The combined data will belong to the organisation hosting the IFT Secretariat and to the IFT Members. The organisation hosting the IFT Secretariat and the IFT Members will be each responsible for the data they own. This paragraph should be read subject to and in accordance with all relevant arrangements and agreements regarding the hosting of the IFT Secretariat.

4. Financial provisions

[Placeholder for financial provisions, including the budget of the Forum]

This section may include the following elements:

- The sources of funding of the IFT, the level of financial contributions per stakeholder group and the yearly minimum financial contribution to obtain a seat on the Steering Group.*
- Process and timeline for the preparation, approval and review of the budget and workplan.*
- The role of the Secretariat in supporting Members in the identification of sources of funding within their administration to provide a financial contribution to the Forum.*
- Reporting on the implementation of the work programme to the IFT Members that are not Members of the Steering Group.*

83. As described in Section 2.a, Members are expected to contribute to the Forum – for example, 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.

4.a. Funding model

84. The budget of the Forum is financed in full by voluntary contributions (VCs). The scale of expected yearly contributions from IFT Members is as follows:

- 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.

77-85. 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.

78-86. Voluntary Contributions of an amount different from the ones indicated in the funding model can also be accepted.

Commented [A15]: While this was in the TORs of 12 December, the Secretariat recommends not including a budget in the TORs as it will change regularly in the course of the Forum's life.

87. The following contributions give a right to a seat on the Steering Group for one calendar year (see also section 3.2):

- A financial contribution at the level indicated in the funding model above.
- An in-kind contribution, the value of which is similar to the expected contribution in the funding model.

4.b. Funding and budgetary procedures

88. The organisation hosting the IFT Secretariat will administer the contributions in accordance with its Financial Regulations and other applicable rules, policies and procedures.

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

79-90. Reporting on the work plan and budget will be done through standard progress reports every six months in line with the organisation 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 work plan and budget amendments result in financial obligations in subsequent years, a formal agreement by the Steering Group will be required.

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

80.---

81-94. Financial contributions to the Forum's work plan for Year N+1 are due before the end of year N.

82-95. The Secretariat will notify Members of any financial irregularities as soon as possible.

Annexes

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Annex A. Template Terms of Reference for IFT Working Groups

Note: This template provides a general outline for Terms of Reference (ToRs) of IFT Working Groups. The suggested questions aim to guide the Steering Group and the Secretariat when preparing the ToRs for individual Working Groups.

Name of Working Group:

Background / Context:

Purpose / role of the Working Group:

- What is the specific purpose / role of the group?
- What challenge does this group address?
- What are the deliverables / advisory services expected from the WG?

Composition:

- Are there any specific elements sought for participating in the WG (e.g. expertise, skillset, experience in regional / local sustainable development issues)?
- What is the expected composition of the WG ?

Time frame:

- How long is the WG expected to be active?
- Is there a specific timeframe for the work to be completed or is the work dependent on other processes or WGs?

Working methods and resources:

- How many virtual meetings will be held each month / year?
- Is a face-to-face meeting of the Working Group expected? If so, when and where?
- What are the resources (e.g. financial and in-kind) required for the achievement of the objectives of the WG?