



POLICIES AND PROCEDURES

- A. Background**
- B. Objectives**
- C. Membership**
- D. Governance Structure of the SGA**
 - (a) Steering Committee**
 - (b) Sub-committees**
- E. Amendment of policies and procedures**

Addendum: Functions and responsibilities

5 June 2016

A. BACKGROUND

1. The Stakeholder Group on Ageing (SGA) brings together global and national networks of organizations concerned with issues of ageing.
2. It was formed in 2013 to advance the interests of older persons in the post-2015 sustainable development agenda, taking into account the first Vienna Assembly on Ageing (1982), the United Nations Principles for Older Persons (1991), the World Summit for Social Development (1995), the Madrid International Plan of Action on Ageing (2002) and the Rio +20 outcome document “The Future We Want” (General Assembly resolution 66/288, para. 43). The Stakeholder Group on Ageing has been actively engaged in areas related to sustainable development, as contemplated in paragraph 16 of General Assembly resolution 67/290 (A/RES/67/290).
3. The purpose of the SGA has been to ensure and facilitate effective participation of organizations involved in ageing issues in the negotiations for sustainable development processes leading up to the adoption of the 2030 Agenda for Sustainable Development in September 2015 (A/RES/70/1).

B. OBJECTIVES

4. The SGA’s objectives are to:
 - a. make issues of ageing visible and embed concerns of older persons within the 2030 Agenda for Sustainable Development, including the implementation, follow-up and review process at national, regional and global levels;
 - b. provide input to and monitor actions related to the 2030 Agenda, including the High Level Political Forum processes and accountability mechanisms;
 - c. provide a platform for engagement to organizations of, and organizations working with, older persons on ageing issues, in intergovernmental negotiations, including providing guidance and support on actions that need to be taken at global, regional and national levels;
 - d. foster collaborative working relationships with Member States and relevant organizations of the United Nations system;
 - e. co-ordinate and communicate with Major Groups and Other Stakeholders concerned with United Nations intergovernmental sustainable development processes.

C. MEMBERSHIP

5. The Stakeholder Group on Ageing (SGA) comprises members that are non-governmental organizations working in the field of ageing, at the global, regional and national levels. Registration requires completion of an online registration form. There is no registration fee but voluntary financial contributions may be sought from members when necessary.
6. Membership of the SGA is by organization. Members at the national level are expected to participate in the implementation of the 2030 Agenda for Sustainable Development, as part of their activities. Members will be expected to provide support to the Regional Focal Points for action to be taken at the regional level.
7. Members are expected to contribute to the work of the SGA by active participation in the various committees/task forces, providing expertise where appropriate. Individual representatives to the SGA will be chosen by their respective organizations and are expected to have the support of their organizations in participating in the work of the SGA. Members will also be expected to promote the work of the SGA to their own members and act as a conduit for giving and receiving information.
8. The Steering Committee reserves the right to withdraw membership of any organization that is not acting in accordance with the principles and rules of the SGA as set out in this document.

D. GOVERNANCE STRUCTURE OF THE SGA

(i) Steering Committee

9. **The work of the SGA shall be led by a Steering Committee**, which shall be comprised of the following:

- a. two co-chairs, who take responsibility for leading the Steering Committee and ensuring the SGA is fulfilling its mandate to its members. The Co-Chairs take on the role of **Global Focal Points** when representing the SGA at United Nations intergovernmental meetings and when collaborating and coordinating with organizations of the United Nations system. They may delegate this responsibility.
- b. up to 5 **Regional Focal Points** to facilitate information sharing and collective action across all geographic areas. The regions are: Africa, Asia, Europe, Latin America and the Caribbean, Middle East (Western Asia). The Regional Focal Points shall facilitate national NGO participation in the United Nations Regional Commissions and other regional entities.
- c. **Three United Nations Focal Points**, one in each of the UN headquarters locations in New York, Geneva and Vienna – to help build relationships and ensure that the SGA is aware of and linked into relevant UN intergovernmental processes, including participation therein.
- d. **All Focal Points** shall submit annual reports on their activities.

10. Decisions taken within the Steering Committee will be by consensus. If consensus is not possible, then a vote shall be taken. Reservations may be expressed and recorded, but once a decision has been reached, this becomes the position of the SGA.

11. Organizations sitting on the Steering Committee will be elected by SGA members and will serve for a three-year term. They can be re-elected for an additional term of three years, after which they will be required to stand down for a term before seeking re-election. Terms of Steering Committee members will be staggered.

12. All members of the SGA are eligible to be nominated by their organizations for membership of the Steering Committee. The Chairs of the Steering Committee will be selected by the Focal Points.

(ii) Sub-committees

13. The Steering Committee will establish **sub-committees** to support the work of the SGA. The sub-committees will include, but not be limited to:

- Nominations and elections
- Membership
- Research and analysis
- Advocacy, communications and outreach
- Resource mobilization and management

14. Each sub-committee will prepare its own terms of reference, to be agreed by the Co-Chairs, and will be led by a sub-committee chair, to be selected by members of the sub-committee.

15. Each sub-committee must include the participation of at least one Steering Committee member to ensure effective coordination and communication across the work of the SGA and with the Steering Committee.

16. Regional Focal Points can establish sub-Committees in coordination with the Co-Chairs to facilitate their work at the regional level.

E. AMENDMENT OF POLICIES AND PROCEDURES

17. Any SGA member may submit proposals for amendments in writing to the Co-Chairs who shall, with the Steering Committee, make recommendations for approval by the SGA membership.

* * * * *

STAKEHOLDER GROUP ON AGEING (SGA)

POLICIES AND PROCEDURES

Addendum: Functions and Responsibilities

- A. Co-Chairs**
- B. Regional and UN Focal Points**
- C. Steering Committee**
- D. Sub-Committees**
 - a. Nominations**
 - b. Membership**
 - c. Research and Analysis**
 - d. Advocacy**
 - e. Resource mobilization and management**
- E. General working methods**
- F. LIAISON WITH UN DESA/DSD and the MGOS High Level Political Forum Coordination Mechanism (MGOS/HLPF/CM)**

5 June 2016

Addendum: Functions and responsibilities

A. CO-CHAIRS

1. The SGA has a minimum of two co-chairs who take on the role (as per United Nations procedures) of Global Focal Points. The Co-Chairs should have proper and valued knowledge of the United Nations in general and the sustainable development processes in particular.
2. The primary role of the Co-Chairs is to encourage and enable the participation of all SGA members in the 2030 Agenda intergovernmental processes. They provide leadership and support, ensuring inclusion of diverse voices with regard to region, gender and age. Integral to this the co-chairs ensure information is unconditionally shared, seek expertise to develop policy positions, finalize statements and agree on representation through SGA dialogues.
3. The Co-Chairs, together with committees established to support the SGA, will identify opportunities and needs for upcoming events related to Agenda 2030 and consider members' views on a range of policy issues.
4. The Co-Chairs also have the responsibility for:
 - a. convening regular and ad hoc meetings of members and prompt reporting through the most appropriate lines of communication
 - b. encouraging participation on broad geographical basis in regular intergovernmental meetings and those made possible by the Agenda 2030 process;
 - c. establishing internal mechanisms (subcommittees/working groups/task forces etc.) to manage and provide input to substantive issues related to Agenda 2030;
 - d. establishing internal mechanisms (subcommittees/working groups/task forces etc.) for the efficient and effective functioning of the SGA (e.g. procedures for nominations and elections, membership issues, outreach and communications strategies, etc.);
 - e. assigning functions and responsibilities of members;
 - f. oversight and ensuring the preparation of required reports and strategy review;
 - g. regular SGA liaison and coordination with the United Nations Department of Economic and Social Affairs, Division for Sustainable Development;
 - h. regular liaison and coordination with the MGOS HLPF/Coordination Mechanism; and
 - i. oversight of SGA regular liaison with Member States, including Group of Friends of Older Persons.

B. REGIONAL AND UN FOCAL POINTS

5. The Regional Focal Points shall facilitate national NGO participation in the United Nations Regional Commissions (Economic Commission for Africa, Addis Ababa; Economic Commission for Europe, Geneva; Economic and Social Commission for Asia and the Pacific, Bangkok; Economic Commission for Latin America and the Caribbean, Santiago; Economic Commission for Western Asia, Beirut) and in other regional entities involved in implementation of the 2030 Agenda.
6. The UN Focal Points will ensure adequate participation in UN processes, including at intergovernmental meetings, organized in New York, Geneva and Vienna.
7. The Regional and UN Focal Points shall be in close contact with the Global Focal Points to relay information on emerging issues and events where the SGA may wish to play a role.
8. All Regional and UN Focal Points shall submit annual reports on their activities.

C. STEERING COMMITTEE

9. The work of the SGA shall be led by a Steering Committee, which shall be comprised of two co-chairs, who take on the role of Global Focal Points, up to five Regional Focal Points and three United Nations Focal Points.

10. The Steering Committee shall meet regularly and review the reports of its members. The Steering Committee shall also review the work of the Sub-Committees and provide overall direction and guidance.

D. SUB-COMMITTEES

11. In addition to the list of Committees hereunder, the Global and Regional Focal Points may also establish ad hoc committees or task forces as and when the occasion requires it. Members of SGA shall designate representatives to participate in the Committees or task forces.

(a) Nominations Sub-Committee

12. The Nominations Committee shall comprise at least two Focal Points and three other members of the SGA, to solicit nominations for the positions of Global, Regional and UN Focal Points and to conduct elections.

13. All members of the SGA are eligible to nominate their representatives for the position of Global, Regional and UN Focal Points.

14. Global, Regional and UN Focal Points shall be elected for a period of three years and can be re-elected for an additional term of three years. Their term of office would be staggered.

(b) Membership Sub-Committee

15. The Membership Sub-Committee shall be responsible for:

- a. outreach for new members;
- b. issuing application form and maintaining membership database;
- c. establishing mailing lists;
- d. general listserv for sharing information
 - Advocacy listserv for more in-depth conversations on negotiation processes requiring SGA input (on basis of survey indicating areas of interest and expertise)
 - Event-focused listserv for short-term to support communication during a specific meeting
 - Regional listservs – facilitated by Regional Focal Points.

(c) Research and Analysis Sub-Committee

16. The Research and Analysis Committee shall be responsible for:

- a. keeping abreast of issues and events, particularly those related to the United Nations sustainable development processes and recommending areas for possible action and involvement by SGA, taking due account of available expertise;
- b. gathering data, undertaking research and analysis on issues where the SGA is already playing, or may wish to play, a role, with input from SGA members who have the necessary expertise;
- c. establishing, as decided by the Steering Group, thematic groups or task forces comprising SGA members with the relevant expertise, with chair or co-chairs, to focus on specific issues such as urbanization, health, NCDs, migration, social protection, food security, humanitarian crises, disaster reduction, climate change, etc, making recommendations to the Global Focal Points for decision-making.

(d) Advocacy Sub-Committee

17. The Advocacy Committee shall be responsible for:

- a. establishing and maintaining SGA website, Facebook, Twitter and other relevant social media platforms;
- b. convening meetings, conference calls, Webex, Skype etc. for discussions and decision-making purposes;
- c. providing regular updates of UN related issues and events for dissemination to SGA members;
- d. disseminating information on the work of the SGA;
- e. soliciting information/reports on work of SGA members for sharing on website.

- f. preparing handouts, information materials for distribution as well as for placement on the website;
- g. preparing training materials to maximize SGA members' understanding of and presence at the HLPF and other intergovernmental processes established to implement, monitor and follow-up of the 2030 Agenda; and to maximize their role in implementing the 2030 Agenda;
- h. assisting the Global Focal Points in finalization of oral statements and position papers;
- i. organizing advocacy meetings with Permanent Missions to the United Nations;
- j. liaising with Major Groups and Other Stakeholders on possible collaboration and coordination, including submission of joint position papers;
- k. collaborating with the Research and Analysis Sub-Committee;
- l. preparing annual report on SGA work and accomplishments for approval by the Global and Regional Focal Points.
- m. making recommendations to the Global Focal Points for decision-making;

(e) Resource Mobilization and Management Committee

18. The Resource Mobilization and Management Committee shall be responsible for fundraising and managing the funds received. Such funds may be used for travel of representatives to intergovernmental and other meetings of relevance to the work of the SGA, and for administrative costs related to the functioning of the SGA. The Committee will also make recommendations to the Global Focal Points for decision-making.

E. GENERAL WORKING METHODS

19. The Global, Regional and UN Focal Points will report regularly on their work.

20. Member organizations of the SGA are expected to keep abreast of actions taken at the national, regional and global levels with respect to their specific areas of work, in the context of the 2030 Agenda. Regular sharing of information and lessons learned and drawing attention to challenges and difficulties encountered will help all members become better informed and better equipped to implement the 2030 Agenda.

21. The sharing of information on a routine basis will also facilitate decision-making by those who prepare position papers or oral statements and are working within severe time constraints and there is no time to obtain input or clearances. In this connection, every effort will be made by Global, Regional and UN Focal Points to solicit information ahead of time on data, analyses, results achieved, challenges, proposals for action, etc. for possible input into position papers or oral statements. The Research and Analysis Committee will play a key role in ensuring that relevant information is available for effective participation and involvement in the sustainable development processes.

F. LIAISON WITH UN DESA/DSD and the MGOS High Level Political Forum Coordination Mechanism (MGOS/HLPF/CM)

22. The Global and UN Focal Points are responsible for:
- a. liaising with DESA/DSD, in particular with the Stakeholder Engagement Programme;
 - b. responding to requests from DESA/DSD for information, reports and other types of participation in meetings it organizes and in UN intergovernmental and other processes;
 - c. participating in the work of the MGOS/HLPF/CM related to sustainable development issues.

* * * * *