



Terms of Reference Stakeholder Steering Committee

for the First Negotiating Session on the Post-2015 Development Agenda (19-21 January 2015)
and the Stakeholder Preparatory Forum (16 January 2015)

The UN Department of Social and Economic Affairs – Division for Sustainable Development (DESA-DSD) [Major Groups Programme](#) and the [UN Non-Governmental Liaison Service](#) (UN-NGLS) are setting up a Steering Committee to ensure broad and inclusive participation of stakeholders in the first negotiating session on the post-2015 development agenda, to be held from 19-21 January 2015 in New York,¹ as well as a Preparatory Forum for stakeholders taking place on Friday, 16 January 2015, also in New York.

The Steering Committee will have a maximum of 16 members. DESA-DSD and UN-NGLS will facilitate an open application process between **21 and 30 November** to determine the representatives to serve on the Steering Committee. The application is available here: <http://bit.ly/P2015-Steering-Comm-Apply>

Selection Criteria

All candidates must be representatives of organizations participating in the Major Groups or other civil society organizations, and authorized to participate on behalf of their organization.² Nominations will be evaluated by DESA-DSD and UN-NGLS in consultation with interested civil society focal points from the UN system. The final selection of the Steering Committee members will ensure regional, gender and age balance, as well as diversity of expertise.

Steering Committee Mandate

The Steering Committee will:

- Manage the preparation of the agenda for the preparatory forum;
- Facilitate an open and transparent process for identifying key speakers and moderators for the forum;
- Facilitate outreach;
- Organize input by Major Groups and other stakeholders prior to the forum;
- Collaborate on a summary of the event;

¹ While the details of the modalities for the negotiations are still being discussed, including the focus of the first negotiating session to be held from 19-21 January, the Steering Committee will perform coordination functions for civil society engagement in the first negotiating session in accordance with the modalities that are defined.

² You do not need to have participated in a Major Group to apply for this committee.

- Facilitate an open and transparent process to identify speakers for stakeholder interactions with the Co-Chairs of the post-2015 development agenda process, and for the first negotiating session (19-21 January);³
- Commit to working collaboratively and constructively at all times with all other members of the Selection Committee and with DESA-DSD and UN-NGLS, including by setting aside personal and organizational agendas to make objective, fair and balanced evaluations, recommendations and decisions;
- Meet the full time commitment outlined below.

Programme of Work and Approximate Time Commitment Involved

1) Guidance for the preparation of the 16 January 2015 Preparatory Forum

Work will begin as soon as the selection of Steering Committee members is announced on 3 December 2014. Steering Committee members will receive a concept note for the event. The Steering Committee will identify and agree on a programme of work and detailed agenda for the forum, including selection of speakers and panellists, in cooperation with DESA-DSD and UN-NGLS. The agenda and list of speakers to be invited must be completed before 22 December 2014.

Estimated time commitment per person: 8 hours/week for 6 weeks = 48 hours

2) Facilitate outreach

On an ongoing basis, the Steering Committee will share information on the event with their email lists and social media networks.

Estimated time commitment per person: 2 hours/week for 6 weeks = 12 hours

3) Organize input provided by Major Groups and other civil society stakeholders prior to the preparatory forum

The Steering Committee will encourage constituencies to submit analytical papers in preparation of the forum, providing their views on the SG's synthesis report,⁴ as well as other key documents for the post-2015 process, identifying areas where particular constituency needs could be strengthened.

Estimated time commitment per person: 2 hours/week for 6 weeks = 12 hours

3) Summary of the meeting

A comprehensive summary of the forum is to be created by Steering Committee members within 48 hours after its conclusion, so that it is ready by the start of the first negotiating session (on 19 January 2015).

Estimated time commitment per person: 4 hours

³ Pending the outcome of the intergovernmental consultations on the modalities for the negotiations of the post-2015 development agenda.

⁴ The Secretary-General's synthesis report is expected to be issued in early December 2014.

4) Guidance for the preparation of stakeholder engagement in the first negotiating session on the post-2015 development agenda (19-21 January 2015)

The Steering Committee will facilitate an open and transparent process for identifying speakers for stakeholder interactions with the Co-Chairs of the post-2015 negotiations, and for the first negotiating session;⁵

Estimated time commitment per person: 2 hours/week for 6 weeks = 12 hours

Total estimated time commitment to be volunteered to the Steering Committee = 88 hours

⁵ Pending the outcome of the intergovernmental consultations on the modalities for the negotiations of the post-2015 development agenda