

Terms of Reference Stakeholder Steering Committee

for the Second Negotiating Session on the Post-2015 Development Agenda
17-20 February 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 second negotiating session on the post-2015 development agenda, to be held from 17-20 February 2015 in New York.¹ The Steering Committee already established for the first negotiating session, to be held from 19-21 January 2015, will serve as an advisory / consultative body for the Steering Committee for the 17-20 February session.

As with the January post-2015 Steering Committee, the February post-2015 Steering Committee will have a maximum of 16 members. DESA-DSD and UN-NGLS will open an application process between **29 December and 8 January** for representatives to serve on the Steering Committee. The application is available here: <http://bit.ly/Feb-p2015-SC-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 the January Steering Committee. 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:

- Identify key speakers and moderators for any stakeholder engagement opportunities during the 17-20 February negotiating session, or meetings with the Co-Facilitators of the post-2015 negotiations, through an open and transparent process facilitated by UN-NGLS and DESA-DSD;
- Conduct outreach;

¹ In accordance with the modalities that are defined for the process. The draft decision on these modalities is available [here](#).

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

- As needed: seek, organize, compile and summarize input by Major Groups and other civil society stakeholders prior to the 17-20 February negotiating session, in cooperation with the January Steering Committee;
- Collaborate with UN-NGLS and DESA-DSD on the selection of the stakeholder Steering Committee for the 23-27 March negotiating session for the post-2015 development agenda;
- 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) Conference calls for planning collaboration

A one-hour conference call will be conducted at least once per week for 4 weeks prior to the 17-20 February negotiating session. Additional calls will be added as related to the work outlined in #2-4 below.

Estimated time commitment per person: 1 hours/week for 4 weeks = 4 hours

2) Identifying key speakers and moderators for any stakeholder engagement opportunities during the 17-21 February negotiating session, or meetings with the Co-Facilitators of the post-2015 negotiations, through an open and transparent process facilitated by UN-NGLS and DESA-DSD.

The Steering Committee will review all nominations received and participate in voting and selection committee calls. The January Steering Committee will also be offered the opportunity to review and vote on the nominees. The February Steering Committee will make the final selection of speakers.

Estimated time commitment per person: 2-3 days

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 4 weeks = 8 hours

3) Seek, organize, compile, and summarize input provided by Major Groups and other civil society stakeholders prior to the 17-21 negotiating session

The Steering Committee will encourage constituencies to submit analytical papers and other substantive inputs prior to the 17-21 February negotiating session, providing their views on the [Secretary-General's synthesis report](#), as well as other key documents for the post-2015 process, identifying areas where particular constituency needs could be strengthened. These inputs will be posted in an open and transparent online space.

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

4) Collaborate with UN-NGLS and DESA-DSD on the selection of the stakeholder Steering Committee for the 23-27 March negotiating session for the post-2015 development agenda

UN-NGLS and DESA-DSD will launch an open and transparent process in late January to identify the members of the stakeholder Steering Committee for the March negotiating session. The committee for the February session will collaborate with UN-NGLS and DESA-DSD on the selection of the members for the March committee.

Estimated time commitment per person = 10-12 hours

TOTAL ESTIMATED TIME COMMITMENT PER PERSON: 7-8 working days