

Organizing Partner Governance Reporting Form

United Nations Department of Economic and Social Affairs

Division for Sustainable Development- Major Groups Programme

I. Governance

1. How many OPs facilitate engagement of your Major Groups constituency into the UN Sustainable Development agenda? **Number**

2. Please describe the process within which you were selected or elected as organizing partners for your Major groups

The Ops as of beginning 2014 had different routes to becoming an OP. Women in Europe for a Common Future was elected as OP for CSD11-12 cycle, and, along with other OPs at that point was requested to continue as OP for Rio+20. Global Forest Coalition and Women's Environment and Development Organization formed part of the "Core" Women's Major Group for the Rio+20 process and took on temporary roles as OPs in late 2013 when the co-OP (Development Alternatives with Women for a New Era) stepped down. The proposal was made to the WMG listserv and was accepted by the membership, recognizing that an election process was upcoming for 2014.

- a. Are OPs **selected** or **elected**

- b. Make sure to describe:

- i. how you ensure regional and thematic facilitation within your sector.
- ii. how you ensure global coverage

In past decisions around OPs, the goal was to have at least 2 that each was based in a different region – one with a global perspective. To ensure thematic and regional balance in the Rio+20 process, the WMG instituted the ‘core group’ to complement the OPs. By always including at least 1, and often more than 1 global organization, the WMG was able to ensure global coverage, even where the regional organizations did not have reach.

The WMG has set up a wide and inclusive email list-serve that includes NGOs and other feminist organizations from many countries around the world working around different issues related to gender such as peace building, forests and natural resource management, climate change, trade and finance, sexual health and reproductive rights, to name a few. We have a database with all of our members that include each of their area of expertise so that we can approach them when necessary. In fact, whenever it has been possible, we have tried to translate key messages into other languages such as Spanish and French.

During the post-Rio+20 process, we have been able to engage different women from the different regions (both from the Global South and North) in the different meetings always keeping in mind the themes addressed in each of them. In addition, we have specifically encouraged women from the global South for each of the different events. That is why we have had women attending from the Pacific Islands, Latin America, Central Asia, Eastern Europe, Arab countries, Northern Africa and other frequently under-represented regions.

3. How did you coordinate with other OPs in your Major Group to ensure a fair division of labor?

The current OPs for the WMG have been holding frequent communications, including via email and regular teleconferences including in preparation for UN meetings, decision-making, fundraising, etc.). Most communications are held on a weekly basis and even on a daily basis whenever necessary. In this sense, we have successfully been able to distribute tasks accordingly and reach a good balance in terms of division of labor. For instance, we coordinate and rotate attendance to teleconferences with UNDESA, NGLS or others; the current 3 OPs have tried to attend key meetings together (such as the last OWG on SDGs) but within each meeting, we focus on a specific area/topic or kind of assignment; we have written joint fundraising proposals; and we have decided on who takes the lead on each of the different tasks. etc.

4. Please indicate whether you maintain regular coordination with other Major Groups

sectors OPs Yes No

- a. *If yes, describe how you reach cooperate with other sectors including through the development of a joint work plan, as appropriate.*

Coordination with other MGs is usually done according to the requirements of a certain process/event. We attend the different MGs calls that are scheduled and we also try to prepare in advance for these in case there is something that is of interest for all groups. Likewise, we liaise with other MGs when either technical or political matters inspire or require us to do so. In this context, we take advantage of the different events in order to have face-to-face meetings including informal meetings with different MGs to coordinate support for political positions (statements) and other strategies. We have been successful in working together regularly with the Children & Youth MG, the Indigenous People's MG and Trade Unions, and others occasionally.

II. Outreach

5. Please explain how you identify and reach out to new member organizations and regional networks within your Major Group, to ensure appropriate engagement at the regional and international level and how you brief these new organizations on how to engage with the UN intergovernmental process on sustainable development.

When new groups request to join the WMG, we welcome them and offer support as needed. Often the new member will reach out with specific questions suited to their interest. We ensure that every member is aware of the comprehensive website that shows our work and scope (please see <http://www.womenmajorgroup.org/>), and its many resources and documents. Whenever we have had the funding we have communicated the opportunity for travel funding primarily for WMG members from the Global South, in advance of an event, to our wider WMG list serve; applicants are selected in part by regional criteria exactly to ensure appropriate engagement. To further support substantive engagement of regions and networks (both new and more experienced), we have conducted preparatory meetings linked to specific events, such as sessions of the OWG.

The WMG hosts regular calls with the Membership to update on events and collaborate on strategy and activities. We have also issued calls for participants that will be attending different meetings and we have set up smaller mailing lists for only the people who have expressed interest in a specific session in order to mutually support participation. Based on member suggestions, we add key people from their organizations and allies accordingly.

- a. Do the OPs cover all regions of the world? Yes No
- b. If not, how do you specifically reach out to regional networks?

As mentioned previously, our mailing list comprises over 600 emails of people from organizations all over the world; most calls for participation are open and the keys ones are translated into Spanish and French, whenever possible. We have ensured that key messages pertaining a certain region reach the right organizations. For instance, we do not have many Asian representation but APWLD is a member group who does regional work and can reach out significantly in Asia. When we note a lack of participation or inputs from a region, we often reach out to specific partners to request their support in identifying someone.

6. Please explain how you assess new requests for Major Groups membership and the process for new organizations to join.

We have a very simple, open and transparent process. We invite people to request to join the WMG either via the WMG website or via request to an Organizing Partner. New members are expected to share contact details and indicate why they want to join the WMG before they are officially added to the WMG General Mailing list. For anyone who wants to follow the WMG, they can check our website so that they can get acquainted with the WMG and its work; they can also join our social media like facebook and twitter. The WMG also has a list for the Advocacy Team, or those members who wish to be active on a daily basis, often receiving more than 5 emails in one day. These members are all approved by the OPs before being added.

7. Please describe activities your organizations conducted to maintain an accurate and up-to-date understanding of sustainable development processes and the work of the CSD and HLPF, and other relevant processes since the lead up to Rio +20 (2011).

- Preparatory meetings a day before each of the official sessions started (e.g. OWG, CSW, HLPF, etc);
- Preparation of position papers and other material in order to distribute during the different sessions.
- Teleconference to distribute tasks, check attendees to different sessions, etc.
- Email re-distribution of official documents and other relevant information of the meeting in question.

The OPs participate in all relevant OP calls and meetings to maintain understanding that can be shared with the membership.

OPs also take part in multiple mailing lists and groups that support and complement the work on sustainable development.

8. Please describe the process you use to provide constituents with timely and appropriate background information and understanding about logistics and process to ensure their effective engagements. Please provide links to this information if possible.

Emailing and teleconferences. We set up different sub-lists with participants interested in participating in specific sessions of the OWG, for instance. In that case, we had expertise according to the thematic of each session. Through these advocacy mailing lists, we distributed information and also the different logistics such as airport transfers, hotels, directions, preparatory meetings information including dates, venues, agenda, etc. For the OWG sessions, we created Google documents (see example from OWG12 here --

<https://docs.google.com/spreadsheets/d/1EbnrQWrFZjYkhgxQNWSMgGF7FIFEY8IFEkWKqPxtKk4/edit?usp=sharing>) It has links to relevant information, working documents, etc. **NOT for public sharing – only for reference**)

9. Please describe the frequency of briefings to constituencies on UN process and Major Group involvement. How are these briefings organized, and what is the primary means of engagement (e.g. Conference calls, in person meetings, newsletters etc.)?

Briefings to the constituency are done regularly through both conference calls and in person meetings. Responsibility to lead is distributed among the different Ops. Each of us take on one event or specific task to organize after consulting with the others, and we send out collective messages and points of action. The three Ops try to attend the different conference calls but if this is not possible due to other commitments, at least one of us takes the lead on organizing, facilitating and reporting. This is also true for meetings in person. We do not currently have a newsletter but we keep our members abreast via email, reporting back to the general list about main outcomes of meetings and having the smaller advocacy lists for deliberating content and process at the meetings themselves. The WMG [website](#), [facebook](#), Ning and [Twitter](#) accounts are active and provide instant updates. For the OWGs and other meetings, we have been able to circulate information and other printed materials that we have collectively produced as the WMG (see for example [### III. Reporting](http://www.womenmajorgroup.org//wp-</p></div><div data-bbox=)

10. Please describe, step by step, how you develop your Major Groups position papers. Please include how:
- a. *you consult with regional groups*
 - b. *coordinate among the various OPs*
 - c. *achieve consensus or account for minority reports*

- a. Understand the context for a position paper (OWG, HLPF, PGA, etc
 - b. Share the opportunity and/or discuss on a teleconference
 - c. Invite people to express interest in writing about the issue general
 - d. Consult with thematic expert groups
 - e. Establish a timeline and process, including identification of the Lead (often an OP but can also be another WMG member)
 - f. 2 options –
 - a. Person or persons leading drafts a paper for response by others
 - b. Have a brainstorming/input period, which the leads then use to draft a paper
 - g. Disseminate first draft and open it up for comments setting up a reasonable deadline
 - h. discuss any conflicts
 - i. Revise to reflect inputs
 - d. Consulting for consensus – this is generally via posting a draft final version for final urgent comments/concerns
- If none are expressed, then the document is finalized for distribution/posting/printing, as appropriate
- If reservations are expressed, time may be taken to resolve them; document may change to a “sign-on”; or footnoted reservation may be added
- The drafting of positions is usually an open and transparent process (via a shared Google Doc, or sending versions across the listserv). This keeps members aware of positions being developed, and reservation can be expressed at any time.

11. What is the standard that you apply for any Major group statement presented in intergovernmental processes and submitted to UN-DESA? How do you gauge whether it represents a broad range of views in your constituency?

The different statements are always open for comments during a reasonable timeframe. Sometimes we work via a google doc that can be modified by anyone. The final decisions are made by a lead writer who is often accompanied by a co-lead so as to ensure balance (both of whom are known to be persons aware of existing agreed WMG positions to use as a basis)

12. Please describe the process by which how you ensure fair participation and speaking opportunities of various organizations within your constituency.

We ask for nominations to different events and then choose according to different criteria, they could be: region, thematic expertise, experience in the process (e.g. OWG) depending if the event requests it, etc. We strive to have new and diverse faces representing our group. Where possible we provide funding for travel, which can ensure that everyone has the opportunity.

13. Please describe how you organize your constituency to provide expert advice, presentations, best practices, and position papers to quickly respond to expert-based sustainable development request. Please list any working groups, committees, or list of experts you have set up.

We have already mentioned the sub-lists we have created according to theme, to event, etc. Most people work by volunteering after having read the call for a specific task; usually a second person assists this first person and everyone sends input to the appointed leaders. Sometimes, whenever there are different views, there can be calls to discuss the contentious issues so as to reaching consensus.

Mailing lists: advocacy-group1-2-3-4; owg8-9-10-11-12-13; selection committee for OPs 2014-2016

We will soon launch an "expert group" survey to understand the various sets of expertise (content, etc) as well as mode of sharing (speaking, writing, moderating, etc)

IV. Communication

14. The Secretariat is trying to ensure transparency and inclusivity through the use of the Sustainable Development Knowledge Platform.

How frequently are you posting information on the Sustainable Development Knowledge Platform? **Once per week and more during OWGs, etc.** **Once per month during in-between times** **less than once a month**

15. How could the Sustainable Development Knowledge Platform be made more useful for your constituency?

It has been useful for finding information on the different events, processes, info on registration, technical/background information, etc.

Many visitors will not see our posts, as they will not click all the way to latest news. It would be nice if we could have a teaser, a little box, which gives a more visible entry to our posts. It would be nice to have feedback on the frequency of visits of our pages. (just to know if we do it all for nothing 😊). It would be great if we could show a twitter feed on our page.

16. Please describe if and how you have used social media to support the UN outreach strategy. How frequently do you engage with our social media platforms? Please indicate the name and contact information for your social media contact.

We use frequently facebook and twitter during the different UN events and highlight the main happenings. Outside of UN meetings, we also post at least twice per week relevant information and news that relate to our work.

Andreia da Silva andreia.dasilva@wecf.eu from WECF is in charge of WMG social media, however, the OPs and others members have access to these accounts.

We have retweeted regularly tweets from your account and other related accounts such as IISD.

VI. Coordination with UN-DESA

17. Please describe how you coordinate with the Division for Sustainable Development to facilitate the regular participation of Major Groups throughout the intergovernmental process?

We participate in Organizing Partner conference calls; regularly offer suggestions to improve processes and coordination; pose pro-active questions; participate in the funding program; arrange meetings between DSD staff and WMG to improve understanding of processes. We have regular exchange on nominations for travel funds and finding the right speakers for the right slots, e.g. for the HLPF. We have coordinated many of the thematic joint groups of Major Groups and Stakeholders who prepared the “cluster statements” and have helped to ensure good quality of these cluster statements and a diversity in the speakers presenting them. We have helped in conflict solving with some participants which did not follow the rules for participation.

18. Have you participated in all monthly conference calls to get information on ongoing processes and to update the Secretariat on ongoing activities over the last year?

Yes No If no, please provide an explanation.

We make every effort to participate in monthly conference calls to ensure timely and effective sharing of information, opportunities and challenges. We may have missed one or two calls, but as mentioned before, we try to divide tasks to ensure at least one of us is present during these calls.

19. How have you instilled in your constituencies, policies relating to appropriate behavior and conduct at the United Nations not only between members of other Major Groups, but with UN staff and security?

We regularly include ‘protocol’ in our preparatory meetings. And in discussing strategy, the issue of behaviour/conduct is often a piece that is brought up

20. Do you plan on nominating your organization to continue to serve as OP for the next two year term?

Yes No If no, please provide an explanation.