

**Terms of Reference for the
UN Interagency Task Team on Science, Technology and Innovation for the Sustainable Development Goals**

Adopted on 22 October 2015

Introduction

At the United Nations Sustainable Development Summit 2015, held from 25 to 27 September 2015 in New York, Member States adopted the 2030 Agenda for Sustainable Development. Paragraph 70 of the agenda launches a *“Technology Facilitation Mechanism which was established by the Addis Ababa Action Agenda in order to support the Sustainable Development Goals”*.

It should be noted that the text of this paragraph was already contained in the Addis Ababa Action Agenda which was agreed at the Third International Conference on Financing for Development held in Addis Ababa from 13 to 16 July 2015.

Member States agreed that the *“The mechanism will be launched at the United Nations summit for the adoption of the post-2015 development agenda in order to support the sustainable development goals. We decide that the technology facilitation mechanism will be based on a multi-stakeholder collaboration between Member States, civil society, the private sector, the scientific community, United Nations entities and other stakeholders and will be composed of a United Nations inter-agency task team on science, technology and innovation for the sustainable development goals, a collaborative multi-stakeholder forum on science, technology and innovation for the sustainable development goals and an online platform.”*

The present document lays out terms of reference for the UN Inter-Agency Task Team (IATT). Where appropriate, verbatim quotes of the above mentioned paragraphs are indicated in cursive font.

Purpose and tasks

As per paragraph 70 of the 2030 Agenda, the UN IATT on science, technology and innovation for the sustainable development goals will:

- a) *“...promote coordination, coherence and cooperation within the United Nations system on science, technology and innovation related matters, enhancing synergy and efficiency, in particular to enhance capacity-building initiatives.”*
- b) *“...prepar[e]...proposals for the modalities for the forum and the online platform.”*
- c) *“...prepare the meetings of the multi-stakeholder forum on science, technology and innovation for the sustainable development goals...”*
- d) work together *“...in the development and operationalization of the online platform”*

The work of the team will be organized in the form of coordinated work streams. It will initially build on the existing work streams of the informal working group on technology facilitation (IAWG).

Composition

The team shall be composed of a group of expert staff, designated by and drawn from the staff of participating UN entities (“UN Task Team”). The team shall work closely with a group of ten eminent representatives from civil society, the private sector and the scientific community to be appointed by the UN Secretary General.

The UN team shall provide secretariat functions for the meetings of the group of 10 representatives from civil society, the private sector and the scientific community.

The UN Task Team “...will initially be composed of the entities that currently integrate the informal working group on technology facilitation, namely, the Department of Economic and Social Affairs, the United Nations Environment Programme, UNIDO, the United Nations Educational, Scientific and Cultural Organization, UNCTAD, the International Telecommunication Union, WIPO and the World Bank.” It “...will be open to the participation of all United Nations agencies, funds and programmes and the functional commissions of the Economic and Social Council...”. UN entities interested in joining the UN team shall make a written application addressed to the Secretariat which shall include an indication of the resources they intend to commit to the team. In particular, they are encouraged to designate one staff to join the task team, in order to effectively participate in the New York-based work and meetings of the team. UN task team members shall be experts in their respective fields, and shall be regular staff members.

Appointments

The UN Task Team shall initially comprise those UN staff members of the eight participating UN entities who were listed as active contributors of the Informal Inter-agency Working Group on Technology Facilitation (IAWG), and new members of UN Inter-agency task team on science, technology and innovation for the sustainable development goals, as of 12 October 2015 (see Annex B). Additional new members of the UN Task Team shall be nominated and appointed by their respective heads of agencies, preferably one by each participating entity (with the exception of the prior active IAWG members). Respective heads of agencies can change their designations at any time. Appointments shall take into account the criteria for the appointment of experts and shall be communicated in written form to the two coordinators of the Team (please see below under “Secretariat”). The two coordinators providing Secretariat functions to the Team shall be *ex officio* members of the Team.

Compensation

Members of the UN Task Team continue serving in their UN positions, as per UN staff rules and procedures.

Secretariat

A Secretariat supports the work of the UN Task Team and its work streams. It consists of a team of staff of participating UN system entities. It comprises of several staff (on the order of 4-7 staff) who are dedicated to this work (more than 50 per cent of their staff time). The Secretariat will be initially based in New York.

The Secretariat shall be managed by two Coordinators. The Coordinators convene meetings of the UN Task Team and ensure effective communication with relevant partners.

The Coordinators are appointed by the UN Task Team for a period of two years. Their terms begin on the last day of the meetings of the High-level Political Forum on Sustainable Development. However, the first term started on 25 September 2015 with the launch of the technology facilitation mechanism.

The two Coordinators shall initially be appointed by the initiators of the group: the Division for Sustainable Development of the Department for Economic and Social Affairs and UNEP’s New York Office.

The UN Task Team may agree – by consensus – on a formula for rotating or sharing more widely the Secretariat functions among participating UN entities, as well as on hosting of the Secretariat in other locations.

Work Plan and Resources

The work of the UN Task Team shall be organised along a number of work streams. The Secretariat maintains a written record of work stream activities and associated resource commitments of participating entities. This record shall constitute the work plan of the UN Task Team, to be reviewed as needed but at least once a year.

Working Methods

The working methods shall be as follows:

- a) The Task Team and the group of 10 representatives may operate, even if there are vacancies in its composition.
- b) Secretariat coordinators convene regular meetings at UN headquarters premises or at the premises of UN member organizations (or other locations as appropriate). Task Team meetings will be convened once every month. The group of 10 representatives will be invited to these meetings once every six months or as the need may arise.
- c) During an appropriate period immediately preceding the convening of the annual *Multi-stakeholder Forum on STI for the SDGs*, the respective co-chairs will guide the Task Team Meetings.
- d) Communications shall be made through a secure website, as appropriate. The Task Team and the group of 10 representatives shall communicate with the High-level Political Forum through the Secretariat of the IATT and through meetings convened.
- e) The Task Team and the group 10 representatives shall aim to work by consensus. Where consensus cannot be achieved, all divergent opinions shall be appropriately reported in any report, proposal or text.
- f) In cases the Task Team discusses confidential and/or internal draft UN documents, it is expected of the members of the Team to treat the respective documents as such and to not share them their wider constituency.

Annex A: Linkage with related institutions, meetings and initiatives

Relationship to the Multi-stakeholder forum on STI for the SDGs: *“The multi-stakeholder forum on science, technology and innovation for the sustainable development goals will be convened once a year, for a period of two days, to discuss science, technology and innovation cooperation around thematic areas for the implementation of the sustainable development goals, congregating all relevant stakeholders to actively contribute in their area of expertise. The forum will provide a venue for facilitating interaction, matchmaking and the establishment of networks between relevant stakeholders and multi-stakeholder partnerships in order to identify and examine technology needs and gaps, including on scientific cooperation, innovation and capacity-building, and also in order to help facilitate development, transfer and dissemination of relevant technologies for the sustainable development goals. The meetings of the forum will be convened by the President of the Economic and Social Council before the meetings of the high-level political forum on sustainable development, under the auspices of the Economic and Social Council or, alternatively, in conjunction with other forums or conferences, as appropriate, taking into account the theme to be considered and on the basis of a collaboration with the organizers of the other forums or conferences. The meetings of the forum will be co-chaired by two Member States and will result in a summary of discussions elaborated by the two co-Chairs, as an input to the meetings of the high-level political forum, in the context of the follow-up and review of the implementation of the post-2015 development agenda.”*

Relationship to the high-level political forum on sustainable development: *“The meetings of the high-level political forum will be informed by the summary of the multi-stakeholder forum. The themes for the subsequent multi-stakeholder forum on science, technology and innovation for the sustainable development goals will be considered by the high-level political forum on sustainable development, taking into account expert inputs from the task team.”*

Relationship to the online platform: *“The online platform will be used to establish a comprehensive mapping of, and serve as a gateway for, information on existing science, technology and innovation initiatives, mechanisms and programmes, within and beyond the United Nations. The online platform will facilitate access to information, knowledge and experience, as well as best practices and lessons learned, on science, technology and innovation facilitation initiatives and policies. The online platform will also facilitate the dissemination of relevant open access scientific publications generated worldwide. The online platform will be developed on the basis of an independent technical assessment which will take into account best practices and lessons learned from other initiatives, within and beyond the United Nations, in order to ensure that it will complement, facilitate access to and provide adequate information on existing science, technology and innovation platforms, avoiding duplications and enhancing synergies.”*

Relationship to the Commission on Science and Technology for Development: The Multi-stakeholder forum shall also provide inputs for consideration by the Commission on Science and Technology for Development, especially pertaining to a need for Government action and policy, in particular with regard to the annual STI discussion theme. The Commission’s expertise on STI policy for development could also inform the forum's discussions including through regular presentations by the Commission’s chair persons on the outcome of its STI deliberations. As indicated in the terms of reference, the Advisory Team is expected to reflect participation from the United Nations Commission on Science and Technology for Development.

Relationship to Technology Bank for Least Developed Countries: *“We look forward to the recommendations of the Secretary-General’s High-level Panel on the Technology Bank for Least Developed Countries on the feasibility and organizational and operational functions of a proposed technology bank and science, technology and innovation capacity-building mechanism for least developed countries. We will take into account the High-level Panel’s recommendations on the scope, functions, institutional linkages and organizational aspects of the proposed bank, with a view to operationalizing it by 2017, and will seek to promote synergies with the technology facilitation mechanism.”*

Annex B: Members of the Inter-agency Task Team on Science, Technology and Innovation for the SDGs as of 23 December 2015 (currently 26 UN entities)

| Organisation | Surname | First Name | Duty Station |
|--------------|---------------|-------------------|--------------|
| DESA | O'Connor | David | New York |
| DESA | Roehrl | Richard Alexander | New York |
| DESA | Liu | Wei* | New York |
| DESA | Montes-De-Oca | Gabriela | New York |
| DESA | Welkema | Kebebus | New York |
| DESA | Freire | Clovis | New York |
| FAO | Nichterlein | Karin | Rome |
| FAO | Tavares | Lucas | New York |
| IAEA | Brown | Tracy | New York |
| IAEA | Lontok | Francine | New York |

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|------------|--------------------|-----------------|-------------|
| IAEA | Cayol | Jean-Pierre | Vienna |
| IAEA | Feruta | Cornel | Vienna |
| IMO | Micallef | Stefan | London |
| IMO | Haag | Frederick | London |
| ITC | Selvanathan | Puvan | New York |
| ITC | Wilson | Matthew Anthony | Geneva |
| ITC | Renault-Horvat | Marie-Thérèse | Geneva |
| ITC | Xiao | Huan | New York |
| ITU | Fowlie | Gary | New York |
| UNCDF | Santoro | Simona | New York |
| UNCTAD | Miroux | Anne | Geneva |
| UNCTAD | Calovski | Dimo | Geneva |
| UNCTAD | Wu | Dong | Geneva |
| UNCTAD | Gonzalez-Sanz | Angel | Geneva |
| UNCTAD | Line Carpentier | Chantal | New York |
| UNECA | Nwuke | Kasirim | Addis Ababa |
| UNECE | Heinrich | Ralph Peter | Geneva |
| UNECE | Palacin | Jose | Geneva |
| UNEP | Harris | Elliott | New York |
| UNEP | Ahmad | Jamil | New York |
| UNEP | Cabani | Tobias* | New York |
| UNEP | Ould-Dada | Zitouni | Paris |
| UNEP | Low | Victor | Paris |
| UNESCAP | Stone | Susan Frances | Bangkok |
| UNESCAP | Wong | Jonathan | Bangkok |
| UNESCO | Persic | Ana | New York |
| UNESCO | Arico | Salvatore | Paris |
| UNESCO | Barbiere | Julian | Paris |
| UNESCWA | Fraihat | Haidar | Beirut |
| UNFCCC | Tanunчайwatana | Wanna | Bonn |
| UNIDO | Maseli | Paul | New York |
| UNIDO | Bredel | Ralf | New York |
| UNIDO | Lee | Miya | New York |
| UNIDO | Alcorta | Ludovico | Vienna |
| UNIDO | Isaksson | Anders | Vienna |
| UNITAR | Pisano | Francesco | Geneva |
| UNOCHA | Billo | Andrew | New York |
| UNOHRLLS | Oumar | Diallo | New York |
| UNOHRLLS | Alim | Abdul | New York |
| UNOSSC | Liu | Teresa | New York |
| UNOSSC | Moss | Sara | New York |
| UNRISD | Krause | Dunja | Geneva |
| WFP | Bogart | Brian | Rome |
| WIPO | Longcroft | Lucinda | New York |
| WMO | Egerton | Paul | New York |
| World Bank | Kanehira | Naoto | Washington |
| World Bank | Piers William Hill | Justin | Washington |

| | | | |
|------------|------------|----------|------------|
| World Bank | Antic | Adela | Washington |
| OICT | Banh | Dinh-Huy | Bangkok |
| OICT | Oberwetter | Robert | New York |

Note: * represent two secretariat coordinators of the IAWG / IATT.

Annex C: Initial Work Streams for IATT (Status: As of 22 October 2015)

| # | Task / Activity | Status | Due/completion date | Resource commitments by IATT members (Please add your pledges!) | Comment |
|---|--|-------------|---------------------------------------|---|---|
| Work Stream 1: Establishment and management of the Interagency Task Team | | | | | |
| Co-leads: DESA/DSD, UNEP; | | | | | |
| | Revision of work streams | completed | 30 July 2015 | | |
| | Draft Terms of reference for IATT | completed | 21 August 2015 | | |
| | Invitations to ECESA Plus members to join IATT | completed | 21 August 2015 | | |
| | Fourth in-person technical meeting of IAWG to review IATT ToR and review progress on work streams | completed | 12 September 2015 | | |
| | IAWG briefing to and consultation with Member States on work | completed | 12 September 2015 | | |
| | Official transformation IAWG to IATT | completed | 26 September | | |
| | First meeting of IATT | In progress | 22 October 2015 | | |
| | IATT briefing to MS on status of work | tbc | Tbd (late November) | | |
| | Continuous support to all other work streams | In progress | continuous | | |
| | Convening of regular team meetings | In progress | continuous | | |
| Work Stream 2: Group of 10 representatives of civil society, private sector and science ("Advisory Group") | | | | | |
| Co-leads: DESA/DSD, UNEP; | | | | | |
| | Proposals of candidates collected from IATT members and key MS | completed | 31 August 2015 | | |
| | Open call to civil society, private sector and science constituencies to submit applications by October 25 th | In progress | Ongoing with deadline 25 October 2015 | | |
| | Shortlist for Secretary General | In progress | 6 November 2015 (tbc) | | |
| | Appointment of group members by the Secretary General | In progress | 30 November 2015 (tbc) | | |
| | First meeting of the group of 10 representatives and convening of periodic meetings thereafter | In progress | Before the end of 2015 | | |
| | Support to the group of representatives for input to deliberations on STI forum, online platform and its assessment, and other issues as appropriate | In progress | continuous | | |
| Work Stream 3: "Collaborative, multi-stakeholder forum on STI for the SDGs" | | | | | |
| Co-leads: WIPO, ITU, DESA/DSD; With inputs from UNEP, UNESCO, UNCTAD, UNIDO, UNOSSC | | | | | |
| | Draft first tentative concept note with inputs from key MS | completed | 31 August 2015 | | Need to wait with further refinement on input from Advisory Group; Need to liaise with ECOSOC Presidency, appointed Co-Chairs |
| | Selection of the two Co-chairs for the STI Forum | In progress | tbd | | ECOSOC-Presidency in lead on selection; France and Brazil strong candidates |

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| | Refine and specify concept note for STI Forum with ECOSOC-P, Co-Chairs, and Advisory Group | Not started | tbd | | |
| | Potential organisation of a STI segment at PGA High-level Event on SDG Implementation on 11/12 April 2016 | In progress | tbd | | OPGA indicated tentative interest, but possibility has to be explored further |
| | Preparation of the First STI Forum | Not started | tbd | | |
| | First Multi-stakeholder Forum on STI | Not started | tbd | | Dates of related NYC/UN events are being collected – e.g., International Science Week in May |
| | Support Co-Chairs of STI Forum in preparation of Summary to be submitted to HLPF 2016 | Not started | tbd | | |
| Work Stream 4: Online Platform | | | | | |
| Co-leads: World Bank, DESA, WIPO; with inputs from UNOSSC, UNESCO | | | | | |
| | Compilation of information package on previous consultations (e.g. GA dialogues, events and SG reports) as well as technical findings of IAWG | completed | 31 August 2015 | | |
| | Draft first terms of reference for an independent assessment for an online platform | completed | 18 September 2015 | | |
| | Identify and approach potential assessors | In progress | tbd | | |
| | Refine ToR for independent assessment with Advisory Group | Not started | tbd | | |
| | Carry out independent assessment | Not started | tbd | | |
| | Briefing to / consult with MS on choice of option for online platform based on independent assessment | Not started | tbd | | |
| | Prepare set-up of online platform according to choice of option by MS | Not started | tbd | | |
| | Support for platform operation | Not started | Upon launch of platform | | |
| Work Stream 5: Mapping of STI initiatives, background research and reports in support of the TFM activities | | | | | |
| Co-leads: DESA, World Bank, UNIDO, UNESCO with inputs from UNEP | | | | | |
| | Finalisation and dissemination of first mapping of UN STI initiatives | completed | 15 July 2015 | | |
| | Update first mapping to a comprehensive mapping of information on existing science, technology and innovation initiatives, networks, processes, mechanisms and programmes, within and beyond the United Nations | In progress | tbd | | |
| | Systematic assessment of technology needs (based on existing studies) | Not started | | | |
| | Background analysis and report on STI needs for the SDGs in support the Forum | Not started | continuous | | |
| Work Stream 6: UN capacity building programme on technology facilitation for SDGs | | | | | |
| Co-leads: UNIDO, ITU, WIPO, UNEP, UNESCO; with inputs from UNCTAD, World Bank, UNITAR | | | | | |
| | Prepare a first draft concept for a coordinated capacity building programme to cooperate with all relevant stakeholders on | In progress | tbd | | |

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| | building and strengthening technology-facilitation partnerships and collaboration in support of the SDGs | | | | |
| | Collaborative capacity building activities | Not started | continuous | | |
| Work Stream 7: Partnerships and fund raising | | | | | |
| Co-leads: ITC, UNOSSC, with inputs from UNESCO, DESA/DSD, UNEP | | | | | |
| | Collaborative activities to build partnerships and raise the necessary resources for operation of and effective TFM, especially for the Forum and the Online Platform | Not started | continuous | | |