

# Civil Society Policy Forum Working Group

## Terms of Reference

(December 2017)

### **PURPOSE AND FUNCTION**

The Civil Society Policy Forum (CSPF) Working Group serves as an interlocutor with the World Bank (WB) and International Monetary Fund (IMF) civil society teams *to effectively achieve the objectives of the forum as a means for engagement and a platform for a globally and thematically diverse group of civil society to voice their concerns, share ideas and experiences, and dialogue with staff on a wide range of issues and development topics.*

Towards this end, the Working Group will actively contribute to the planning and organization of the CSPF, which is held twice a year at the Spring and Annual Meetings of the two institutions. The Working Group is also tasked with fostering closer CSO/WB and IMF dialogue on how to improve the CSPF.

### **SPECIFIC ROLE**

Working closely with the IMF and WB civil society teams, the Working Group will have the following role relevant to the CSPF.

#### Pre-CSPF functions:

- Reviewing and updating (as might be necessary) the guidelines and processes to the CSPF session proposal submissions
- Reviewing CSPF session proposals and providing feedback to ensure regional representation of topics/issues in the CSPF agenda, as well as gender balance, and participation of vulnerable groups
- Advise the Bank and IMF teams on the CSPF schedule/program
- Promoting the CSPF forum and encouraging participation
- Recommending, including by seeking inputs from non CSPFWG members, suitable CSO candidates to moderate the flagship events of the CSPF, the Civil Society Townhall meetings with the President of the World Bank and the Managing Director of the IMF and/or the WBG ED RoundTable with CSOs
- Soliciting topics of interest and questions from the CS community for the CSO Townhall event
- Reviewing questions submitted by email for consideration at the CSO townhall event with the heads of the two institutions
- Propose new ideas to the WB and the IMF CSO teams to improve the forum or give opinions on new ideas presented by the WB and IMF CSO team

#### During the CSPF:

- Participating in panels and events of the CSPF
- Chairing the 'Future of the CSPF' feedback session held on the last day of the CSPF meetings. This will include the preparation of minutes from these meetings to be delivered no later than 1 week after the session<sup>1</sup>

#### Post-CSPF:

- Reviewing and analyzing responses gathered from an online post-CSPF survey;

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<sup>1</sup> Working Group members to nominate one person to chair and prepare the notes from the meeting.

- Revising and improving the post forum survey as may be called for from time to time;
- Establishing and managing a system for tracking and reporting on progress regarding recommendations and suggestions emanating from the post forum surveys and the *'Future of the CSPF session*;

Other responsibilities not directly related to the implementation of the CSPF include -

- Establishing and overseeing a transparent and accountable nominations and elections process to replace members of the working group
- Suggesting as may be necessary adjunct CS members from countries that host the Biennial Annual meetings to support with the preparation and implementation of the CSPF meeting
- Ensuring frequent and regular communication and engagement with the wider CS community around pertinent issues and priorities in relation to the overall objective of the CSPF.
- In consultation with the WB/IMF Civil Society teams, revising and updating this Terms of Reference for the Working Group as the need may arise.

## **COMPOSITION AND MEMBERSHIP**

The Working Group will be comprised of 9 – 11 members who are nominated/elected from among attendees of the CS Policy Forum. Representation of the members is based on a number of factors including gender and geographic representation by continent, according to the following -

- Africa
- East Asia/Pacific
- Europe and Central Asia
- Latin America and Caribbean
- Middle East and North Africa
- South Asia

Working Group members are elected for a fixed rotating term of two-years. Elected members will adhere to a principle of periodicity and rotation ensuring that sitting members are not all replaced at the same time. New incoming WG members will serve alongside older members to establish necessary trust, deepen an understanding of CS Policy Forum and ensure a smooth transition.

During the selection process of new members to the WG, a short list ordered by priority is drawn up. Short-listed persons not selected to join the working group are assigned to a waiting list where they may be called upon in the event of vacancies arising out of resignation or other reason for early termination.

## **WORKING GROUP PROCESS/MODALITIES**

Members of the Working Group will serve on a volunteer basis, and are expected to dedicate 10-12 hours a week to the business of the Working Group, especially in the lead up to the spring and annual meeting. They will meet regularly and/or at the discretion of the Chair, and will meet no fewer than 6 times per year. Members who miss three consecutive meetings of the Working Group will be replaced by others on the short-list.

Neither the World Bank, the IMF or the agencies that comprise them, are obliged to provide financial remuneration for the services and time of the Working Group members.

Working group members will have good connectivity and communication tools such as Internet and phone access, as well as a working e-mail account. All communications will be conducted in English.