

Ad Hoc Working Group on Communications

TERMS OF REFERENCE

The Ad Hoc Working Group on Communications was established in February 2015 at the request of the Chair and was endorsed by the Steering Group. It was created to assess the GFMD's current communication needs, and to give consideration to a GFMD Communications Plan.

The Group will operate until the 8th meeting of the GFMD, to be held in Istanbul on 14-16 October 2015.

A. Scope of work

The group will consider the GFMD's communications requirements, and how better to share information on the GFMD's processes and outcomes to enhance the impact of the GFMD on the global migration and development agenda. This will be done by:

- assessing the current methods of communicating the processes and outcomes achieved by the GFMD;
- identifying the GFMD's relevant stakeholders, and assessing whether current communication methods are reaching those stakeholders;
- examining whether there are thematic topics that the GFMD may wish to elaborate both in its internal and external communication;
- considering the benefits of the GFMD communicating its work in a broader range of media, with the possible consequence of reaching a wider constituency; and
- identifying and assessing the feasibility of adopting new mechanisms for communicating the processes and work of the GFMD.

The Group will summarise its work and provide recommendations in a report to be provided to the Steering Group members for consideration in advance of the 8th GFMD Summit to be held in Istanbul on 14-16 October 2015. The report will give consideration to a GFMD Communications Plan, its focus and possible ways forward.

B. Responsibilities and expectations of members of the group

Members of the group will:

- participate in meetings of the group, and contribute to its programme of work;
- seek advice, including from external sources or states and international organisations where relevant, on knowledge management practices and potential presentation of GFMD information to the media; and
- communicate internally with their own governments to understand their expectations of the GFMD and the tools used to present information about its activities.

C. Membership of the group

Membership of the group is on a voluntary basis. The current Members include the GFMD 2014-2015 Troika¹ and other governments from various regions, namely:

- Australia;
- Bangladesh;
- Mexico;
- Philippines;
- Sweden;
- Switzerland;
- Tunisia; and
- Turkey.

Upon request by the Turkish GFMD Chair, Australia agreed to lead the Group.

These terms of reference were developed in close consultation with the troika governments, and communication of the group's work will be arranged through those governments.

D. Duration of Work

The group will operate on a voluntary basis and for a limited time, until the GFMD 2015 Summit Meeting in Istanbul.

E. Funding

Costs incidental to the group's meetings are assumed voluntarily by the group leader (Australia) and other members, as may be required. Should there be a need to consult external experts or procure products and/or services necessary to consider the development of a communications plan, the group will first notify the

¹ The GFMD 2014-2015 Troika includes Sweden (2013-2014 Chair), Turkey (2014-2015 Chair) and Bangladesh (2016 Chair).

GFMD Chair and the Steering Group, who will then decide on whether or not to make an appropriation for such non-traditional GFMD expenditure.

F. Work Plan

Below work plan outlines the group's activities from February to October 2015:

4 February	Establishment of ad hoc WG, 3rd Meeting of the GFMD 2014-2015 Steering Group (SG)
2 March	1 st Meeting of the ad hoc WG (Focus: Brainstorming)
25 March	2 nd Meeting of the ad hoc WG (Focus: Terms of Reference [TORs])
13 April	3 rd Meeting of the ad hoc WG (Comparative Review of Related Processes)
28 April	Update and presentation of the TORs, 4 th Meeting of the SG
6 May	Informal Consultation with Messaggio Communications Agency (Focus: Assessment of Communication Requirements and Possibilities)
8 – 26 June	Informal Survey of the Friends of the Forum
29 June	Evaluation of Results of the Informal Survey
August	Drafting of Report of the Working Group, including recommendations; Focused Group Discussion with interested SG Members
Mid-August	Draft Report of the Working Group, including recommendations, distributed to the SG
2 September	Discussion on the Draft Report of the Working Group, including recommendations, 5 th Meeting of the SG; Update to the Friends of the Forum
16 September	Draft Report of the Working Group, including recommendations
16 October	Endorsement of the draft Report of the Working Group, including recommendations, Future of the Forum Session, 8 th GFMD Summit Meeting, Istanbul