

Terms of Reference for the GFMD 2014-2015 Government Teams¹

Government Teams (GTs) preparing the Roundtable sessions for each GFMD Meeting are key components of the GFMD process. This work relies on strong engagement and ownership by governments throughout the year. GFMD observers are encouraged to join in the GTs to assist with thematic input and the preparation and review of background papers. Active participation in GTs will bring more fruitful, evidence-based and outcome-oriented discussions.

Governments and observers are encouraged to form the GTs at an early stage so that constructive working methods and responsibilities can be identified and implemented as efficiently as possible. The preparatory work in each GT can be greatly facilitated if the active roles for the final Roundtable sessions (Co-chairs, Coordinators, Rapporteurs, Experts) are identified early on. It is being hoped that Co-chairs of the Roundtables will have been identified by the time of the first preparatory meetings (6 February 2015).

The following are general guidelines and it is up to each GT to use and modify them as deemed necessary. In line with GFMD's informal nature, a certain degree of flexibility in the formation and working methods of each GT should remain, ensuring effective preparation of the Roundtables and taking into account the principle of voluntary participation.

More specific guidelines for the October 2015 Istanbul GFMD Summit Meeting Roundtable sessions will be prepared at a later stage.

Guidelines for Government Teams

General principles

Participation in GTs is voluntary. GTs should be regionally balanced and include an appropriate mix of developing and developed countries. Similarly, the Co-chairs should ideally represent different regions. An appropriate mix of thematic and substantive expertise in the GTs is essential. Each GT should have a sufficient and manageable size.

Co-chairs

Ideally, each GT should have Co-chairs that can guide and lead discussions and organization of work. They have a key role in focusing the discussion on the overall objective and expected outcomes at all times, both in the preparatory phase and at the GFMD Summit Meeting Roundtable sessions. Co-chairs should agree in advance on the division of tasks, and they should be dedicated to take on their assigned responsibilities throughout the whole period.

¹ This document is a simplified adaptation of the TORs for Government Teams and Experts Network developed under the Swedish Chairmanship. In light of lessons learned from GFMD 2013-2014, the reference to the establishment of a separate GFMD network and GFMD Online Discussions has been deleted.

If necessary, when deciding upon concurrent offers to serve as Co-chairs, and considering the general principles, the GFMD Chair shall take into account which government first presented its interest to Co-chair the session.

To provide opportunities for more countries to co-chair RT sessions, offers to co-chair a second or third RT session(s) will be acted upon only after no other government has indicated interest to co-chair the subject session(s). Governments that have not played a co-chairing role in the past GFMD are likewise encouraged to serve as co-chairs.

Government Team Coordinators

Each GT and Roundtable session will have a GT Coordinator supplied by the GFMD Chair's Task Force. This will ensure consistency and coherence across the GTs and in relation to the GFMD Concept Paper and Multiannual Work Plan. The GT Coordinators should also ensure relevance and coherence of the session with other regional and international processes, if applicable.

Rapporteurs

The task of Rapporteurs at the GFMD Summit Meeting Roundtable sessions would be facilitated if they were identified among participant governments at an early stage. They could then follow and take active part, together with Co-chairs and Coordinators, in the whole preparatory process. Crucially, they would need to start their preparatory work for the GFMD Summit Meeting Roundtables once the background papers have been finalized.

At the GFMD Summit Meeting Roundtables, each Roundtable session (six in total) will have a Session Rapporteur summarizing the session. The General Roundtable Rapporteurs (one per Roundtable, i.e. three in all) will receive from each Government Team Coordinator the key outcomes and recommendations of the respective sessions and synthesize these for presentation in the closing plenary session.

The session rapporteurs under each Roundtable should also meet in advance, to prepare for their consolidated inputs to the General Rapporteur during the summit meeting.

Thematic Experts

Each GT may invite thematic experts to contribute with knowledge-sharing in each GT and to assist with drafting the Annex of the Background papers (see below). Thematic experts may include government practitioners, as well as experts from existing migration and development networks, such as the Global Migration Group, the Knowledge Partnership on Migration and Development (KNOMAD), research think-tanks and the academia.

Team members

All team members should be active and bring relevant policy expertise, government practice and useful examples or models to the discussions throughout the preparatory phase and at the GFMD Summit Meeting Roundtable sessions.

Format of the Background papers

The Background papers provide the global context for the discussions in each GT and propose some outcomes for the session. They will also provide the basis of an improved evidence-base in the thematic area covered by each Roundtable session. However, they are not meant to be extensively discussed during the GFMD Summit Meeting Roundtable sessions.

The Background paper should be prepared under the supervision of the Co-chairs, with the assistance of and input by the team members and, as appropriate, thematic experts, and with support and guidance of the respective GT Coordinators.

The Background papers should ideally consist of two distinct parts. The first part should be a short, 4-5 pages policy-oriented section authored by the Team's governments with the aim of supporting and guiding the discussions at the Roundtable session. This part should succinctly outline the overall issues, the objective of the discussions, a limited number of specific questions to discuss, and the expected or suggested, concrete outcome for the Roundtable sessions.

A more substantial Annex part should contain descriptions and references to examples of relevant frameworks, policies, programmes, projects and other experiences. The Annex can also draw on relevant information that governments and observers supplied during GFMD Thematic meetings. This part of the Background paper aims to form the basis of an evolving catalogue of policies and practices with a view to be stored and displayed on the GFMD PfP website in a Policy and Practice Database.

Planned GFMD 2014-2015 Government Roundtable Team preparatory meetings

<i>06 February 2015</i>	<i>1st Government Team preparatory meetings</i>
<i>30 April 2015</i>	<i>2nd Government Team preparatory meetings</i>
<i>04 September 2015</i>	<i>Final Government Team preparatory meetings</i>