Terms of Reference:
Civil Society Steering Committee
for the
Third International Conference on Small Island Developing States (SIDS 2014)
www.sids2014.org

The UN Department of Social and Economic Affairs – Division for Sustainable Development (DESA-DSD), in cooperation with the UN Non-Governmental Liaison Service (UN-NGLS), is setting up a civil society steering committee to ensure broad and inclusive participation of civil society organizations in the 28 August Major Groups and Other Stakeholders Pre-Conference Forum, and the 1-4 September SIDS 2014 Conference, both taking place in Samoa. The steering committee will have 18 members: one representative from each of the 9 Major Groups, plus 9 representatives from SIDS-based civil society organizations (CSOs) – 3 from each of the SIDS regions (AIMS, Caribbean and Pacific). DESA-DSD, with support from UN-NGLS, will facilitate a three-week process with SIDS-based civil society organizations to determine the SIDS representatives to serve on the steering committee. Each Major Group will conduct its own process to determine its representative. More information and the nomination forms are available at www.sids2014.org/majorgroups.

Steering Committee Mandate

The steering committee will:
- provide guidance in the organization of the Pre-Conference Major Groups Forum to be held on 28 August in Samoa, including nomination of speakers and plan of work;
- facilitate outreach in each of the SIDS regions in addition to all nine major groups constituencies;
- facilitate engagement in the Preparatory meetings and the Conference;
- help facilitate joint advocacy and development of positions.

Programme of Work and Approximate Time Commitment Involved

1) Guidance for the Pre-Conference Major Groups and Other Stakeholders Forum
Work will begin the week of 21 April, as soon as the selection of Steering Committee (SC) members has been completed. SC members will receive a concept note for the Pre-Conference Major Groups Forum to comment on by email. This concept note must be finalized by May, to be subsequently approved by the Government of Samoa. SC members will then identify and agree on a programme of work for the Forum, including selection of speakers. The programme must be complete before 1 August, when Conference registration closes. DESA-DSD will host a 1.5 hour planning call once every two to three weeks through June, and weekly in July, for all SC members.
Estimated time commitment: 1 hour/week

2) Facilitating outreach in each of the SIDS regions
On an ongoing basis, SC members will share information with their email lists and social media networks, adapted to regional contexts.
Estimated time commitment: 1-2 hours/week

3) Facilitating CSO engagement in the Preparatory meetings and the Conference
SC members will help CSOs in the regions to understand how to meaningfully participate in the 23-27 June SIDS preparatory conference taking place at UN Headquarters in New York, and in the 1-4 Conference in Samoa, and its pre-conference.
Estimated time commitment: 1-2 hours/week
4) **Helping to facilitate joint CSO advocacy and development of policy positions**
   Per SIDS region, SC members will work to develop their joint advocacy strategies, then share with the full Steering Committee to identify gaps and common ground. SC members will relay these findings to CSOs in the region and facilitate feedback. Much of this work can be done through google docs and conference calls. DESA-DSD will provide toolkits for CSOs to conduct advocacy training at the national level, including on how to influence government positions for the Conference outcome document, both online and in-person. SC members from each SIDS region are encouraged to organize preparatory meetings in their region, if capacity exists.

   *Estimated time commitment: 1-2 hours/week*

   **TOTAL ESTIMATED TIME COMMITMENT:**
   ½ day to a day per week between the end of April and the end of July (3 months).