

HLPF Working Group

Terms of Reference

Recalling the UN General Assembly Resolution, UNGA 67/290 which has established the High Level Political Forum on Sustainable Development (HLPF);

And particularly referencing paragraphs 8c, 13, 14, 15, 16, 22 and 24 of 67/290 which all mandate the major groups and other stakeholders to be actively involved in all activities pertaining to HLPF at all levels;

And further recalling paragraph 84 of the Rio Outcome Document, which incorporates all practices from the Commission on Sustainable Development, CSD, into HLPF;

And finally recalling Section C, paragraphs 42 to 55, of the Rio Outcome Document, explicitly involving major groups and other stakeholders in all matters relating to the UN and Sustainable Development;

We members of major groups and other stakeholders, have therefore decided to convene a working group on the HLPF.

1. Title of the Working Group

The group shall be called the “HLPF Working Group”.

2. Terms of Reference and Mandate

Role of the Working Group

The primary objectives of the Working Group are to:

Ensure broad and inclusive participation in the High Level Political Forum (HLPF)

- Promote multi-stakeholder registration and participation in the 3rd HLPF Meeting, HLPF regional capacity building workshops, and relevant Expert Group Meetings (EGM) and side events.
- Provide and facilitate multi-stakeholder inputs into the HLPF Programme through DESA-DSD and at meetings with the President of ECOSOC. Develop programmes for EGM and other related events.
- Identify key funded and non-funded speakers, panelists and moderators for all stakeholder engagement opportunities at the 3rd Meeting of the HLPF, 26 June - 8 July 2015, and the ECOSOC Annual Ministerial Review (AMR), 9-10 July 2015, for final approval by the President of ECOSOC.

- Identify key funded and non-funded speakers and participants at proposed EGM on major groups and other stakeholders. Identify key funded and non-funded participants at EGM on national sustainable development strategies.
- For the HLPF, an open and transparent call for speaker nominations will be facilitated by DESA/DSD. Members of the HLPF Working Group shall review nominations and vote to decide upon funded and non-funded stakeholder speakers and participants at designated events. Members shall be expected to participate in the review of all nominations received and participate in voting calls.
- The final selection of speakers and participants will shall be based upon a balanced approach towards constituency, regional, gender and age, as well as expertise.

Position Papers

- Facilitate the production of position papers on the theme of the HLPF Meeting “HLPF "Strengthening integration, implementation and review - the HLPF after 2015" by the nine major groups¹ and the other stakeholders named in resolution 67/290² due by 1 May 2015.
- Promote the production of position papers by relevant constituencies, networks and NGOs related to the HLPF theme and programme to be circulated at the HLPF Meeting and uploaded on the UN DESA Sustainable Development Knowledge Platform.

Agenda Setting

- Ensure that the rights of access and inclusive participation of major groups and relevant stakeholders in the HLPF are protected and upheld as mandated by 67/290.³
- Ensure that stakeholders active in sustainable development “may autonomously establish and maintain effective coordination mechanisms for participation in the high-level political forum and for actions derived from that participation at the global, regional and national levels, in a way that ensures effective, broad and balanced participation by region” as mandated by 67/290.⁴
- Facilitate dialogue and, whenever possible, identify consensus on core issues regarding the participation of major groups and other stakeholders in the HLPF that includes governance, enhanced modalities, review & monitoring, partnerships and means of implementation, as well as other issues deemed important by the Working Group.
- Mobilize actions and concrete outputs that will strengthen the overall credibility, visibility and influence of major groups, other stakeholders and constituencies in the HLPF.

Communications & Outreach

¹ Major groups identified in Agenda 21 (women, children & youth, indigenous peoples, NGOs, local authorities, workers & trade unions, business & industry, the scientific & technological community, farmers)

² 67/290, paragraph 16: Encourages the major groups identified in Agenda 21 and other stakeholders, such as **private philanthropic organizations, educational and academic entities, persons with disabilities, volunteer groups and other stakeholders active in areas related to sustainable development**, to autonomously establish and maintain effective coordination mechanisms for participation in the high-level political forum and for actions derived from that participation at the global, regional and national levels, in a way that ensures effective, broad and balanced participation by region and by type of organization.

³ 67/290, op. cit., paragraph 8c, 13, 14, 15, 16, 22, 24

⁴ 67/290, op. cit., paragraph 16

- Support and promote consultations on the HLPF, including the HLPF survey “Stakeholder Consultation on the High-Level Political Forum and post-2015 Sustainable Development Governance.”
- Develop and promote communication and outreach strategies that supports public awareness and increased understanding of the HLPF.
- On an ongoing basis, Working Group Members are expected to share information on HLPF related events and initiatives through their email lists and social media networks.

3. Working Group Membership

- Membership of the Working Group is open to organizing partners of the nine major groups⁵ or their designated representatives, and to representatives of broad-based constituencies with clear thematic and/or regional identities.⁶
- The selection, size and composition of the Working Group shall be decided by its members based upon the criteria set above.
- Stakeholder observers can participate in meetings as non-voting members of the Working Group.
- The members and alternates of the Working Group shall be made publicly available.
- The Working Group shall be coordinated by one or more volunteers agreed upon by consensus.

4. Term of Service

- The Working Group shall decide whether or not to disband following the conclusion of the 3rd HLPF Meeting.

5. Review of Terms of Reference and Mandate

- Should the Working Group decide to continue its work after the 3rd HLPF Meeting, it shall review its terms of reference and mandate and make modifications as recommended by its members.

6. Rules and Procedures

Methods of Work

- The Working Group Coordinator(s) shall issue timely reminders about conference calls, recommend agenda items in consultation with the DESA DSD Stakeholder Engagement Programme Coordinator, and provide minutes for prompt review and approval by the Working Group.

⁵ Major groups identified in Agenda 21, op. cit.

⁶ 67/290, op. cit., paragraph 16

- The Working Group shall assign its members either individually or in subgroups to complete designated tasks as necessary.
- Minutes of all meetings in the name of the Working Group shall be made publicly available.

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