

Civil Society Policy Forum Working Group

Terms of Reference

PURPOSE AND FUNCTION

The Civil Society Policy Forum (CSPF) Working Group serves as an interlocutor with the World Bank Group (WBG) 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 dialogue between CSOs and the WBG and IMF on how to improve the CSPF.

ROLES AND RESPONSIBILITIES

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

Pre-CSPF functions:

- Review and update (as necessary) the guidelines and processes for CSPF session proposal submissions
- Advise the WBG and IMF teams on the CSPF schedule/program
- Review CSPF session proposals and provide feedback to ensure regional representation of topics/issues in the CSPF agenda, as well as gender balance, and participation of vulnerable groups
- Advise the WBG and IMF teams on the CSPF schedule/program
- Promote the CSPF and encourage participation
- Recommend (including by seeking inputs from non-CSPF Working Group 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
- Propose new ideas to the WBG and the IMF CSO teams to improve the forum or give opinions on new ideas presented by the WBG and IMF CSO team

During the CSPF:

- Participate in panels and events of the CSPF
- Participate in occasional engagements, such as CSO Orientation and feedback sessions.¹

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

Post-CSPF:

- Review and analyze responses gathered from an online post-CSPF survey
- Revise and improve the post-CSPF survey as needed
- Establish and manage a system for tracking and reporting on progress regarding recommendations and suggestions emanating from the post-CSPF surveys

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

- Establish and oversee a transparent and accountable nominations and elections process to replace members of the Working Group
- Suggest, as necessary, adjunct CSO members from countries hosting the Biennial Annual meetings to support CSPF preparation and implementation
- Ensure frequent and regular communication and engagement with the wider Civil Society community around pertinent issues and priorities in relation to the overall objective of the CSPF
- In consultation with the WBG/IMF Civil Society teams, revise and update the Terms of Reference for the Working Group as needed

Members of the Working Group will serve on a volunteer basis and are expected to dedicate approximately 10 hours a month to the business of the Working Group, especially in the lead up to the Spring and Annual Meetings. They will meet regularly, approximately six times per year, or more frequently as needed.

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 must 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.

WORKING GROUP COMPOSITION AND MEMBERSHIP

The Working Group will be composed of 7-9 members who are nominated/elected from among CSPF attendees. Representation of the members is based on several factors, including gender and geographic representation by continent. Regional divisions are as follows:

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| 1. Eastern and Southern Africa | 5. Latin America and Caribbean |
| 2. Western and Central Africa | 6. Middle East and North Africa |
| 3. East Asia/Pacific | 7. South Asia |
| 4. Europe and Central Asia | 8. North America |

Working Group members are elected for a fixed rotating term of two years. New incoming Working Group members will serve alongside older members to establish trust, deepen an understanding of the CSPF, and ensure a smooth transition.

CSOs will be invited to nominate themselves for consideration. These nominations will then be screened against the criteria to produce a list of qualified candidates. 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 due to resignation or other reason for early termination.

WORKING GROUP SELECTION CRITERIA

- **Familiarity with WBG, IMF, and CSPF:** Candidates must have attended the CSPF at least twice in the last 5 years.
- **Commitment:** For a two-year term, candidates must be eager to actively engage with civil society in their region and volunteer a few hours a month for calls, emails, meetings, and other work, and more intensively prior to and during the CSPF at the Spring and Annual Meetings.
- **Regional representation:** Ideally, candidates will be based in the region they represent. However, in situations where a candidate has ties with the region through their work but is based elsewhere, they should provide an explanation for why they are applying under that region.
- **Re-election of current WG members:** Only one immediate re-election is possible.