

Revised February 2017

ISC: International Steering Committee 2017

Terms of Reference

Origin and nature of the ISC and Civil Society Coordinating Office

Since the first [Global Forum on Migration and Development \(GFMD\)](#) in 2007, an **International Steering Committee (ISC)**¹ has advised and guided the organization responsible for coordinating global civil society processes of the GFMD and, in 2013, the UN High-Level Dialogue on International Migration and Development (HLD).

ISC membership. The ISC is a mix of civil society organizations and networks active in migration and development worldwide at global, regional, national and grassroots levels, with broad sectoral, geographic and gender balance. ISC members are principally non-governmental rights, development and faith-based organizations, migrant and diaspora associations, trade unions and worker organizations, with a smaller number of academics and private sector actors.

If agreed upon as *an exception* by the ISC, international organisations can become *associate* members of the ISC if constructive given their work or field of expertise. This means they have a consultative status, and entitles them to participate in all ISC meetings other than those meetings or portions of meetings called in “executive session”.

Reflecting the growth of the GFMD itself and civil society’s determination to effect change together in GFMD action, the ISC expanded from about a dozen civil society organizations in 2007 to 33-35 since 2014.

While a few organizations rotate off the ISC after years of participation, most of the ISC members from 2016 have expressed interest in staying through 2017, and are welcome. In addition, a number of new members have been or will be joining, in particular based in or diaspora from the countries hosting the next two GFMDs, Germany and Morocco.

Service on the ISC is strictly voluntary.

The [list of current ISC members](#) is available separately and posted on the website www.madenetwork.org.

ICMC’s Civil Society Coordinating Office. Since 2011, encouraged by civil society partners and invited by successive GFMD government Chairs², the International Catholic Migration Commission (ICMC) has accepted the responsibility of organizing the global activities of civil society in processes of the GFMD each year, including related fundraising. Civil society partners and the Office of the President of the UN General Assembly asked ICMC to serve in the same role to organize civil society participation in the HLD in 2013.

¹ Between 2007 and 2012, the ISC was referred to as the International Advisory Committee (IAC), the Core group, and the Civil Society Steering Committee (CSSC).

² Switzerland (2011), Mauritius (2012), Sweden (2013-2014), Turkey (2014-2015), Bangladesh (2016), and for 2017-2018, the co-chairs Germany and Morocco.

In 2014, ICMC reorganized the coordination and budget of the GFMD civil society activities within a wide set of civil society partnerships and activities, called the [Migration and Development Civil Society Network \(MADE\)](#)³. MADE joins and adds to civil society work throughout the year in open global thematic Working Groups and network-building and action among regional and national civil society partners.

The Civil Society Coordinating Office serves as global civil society's interlocutor with the GFMD Chair and carries financial and programmatic responsibility for the GFMD Civil Society Programme and MADE activities, in close collaboration with the ISC and of course, with other migrants and civil society actors worldwide.

ISC Structure: three units.

For 2017, the ISC will continue in the three-unit structure established in 2015:

1. the main GFMD Civil Society **Programme subcommittee**
2. the **Core group**
3. the **MADE Themes and Regions subcommittee**

The roles and responsibilities of these three units are described immediately below. ICMC's Civil Society Coordinating Office connects and facilitates the coherence of these three units, which altogether comprise the International Steering Committee.

1. **The main GFMD Civil Society Programme subcommittee**, with a mix of 25-30 civil society organizations. This is the central vehicle for organizing the GFMD Civil Society Days (CSD), Common Space and other interaction among civil society and with governments in GFMD activities. Normally the Programme subcommittee begins its work in earnest about 6 months before the GFMD Civil Society Days, meeting on-line every 3-4 weeks as well as at the CSD.

Specific roles and responsibilities

- a. Collaborate strategically with ICMC's Civil Society Coordinating Office in developing, implementing and monitoring the civil society activities in GFMD processes
- b. Participate in ISC meetings throughout the year [*see next section*] and the GFMD itself
- c. Advise and assist the Coordinating Office in:
 - Framing the agenda for the CSD and Common Space, including themes and format
 - Developing methodologies to prepare and implement the thematic working sessions, including background and reference materials, guiding questions, moderating and reporting guidelines
 - Selecting a CSD Chair and Co-chair, and moderators, speakers, rapporteurs and any others with special roles
 - Identifying and selecting a diversity of civil society delegates and other participants to the CSD, recommending some, as needed for travel and hotel support to the extent funding is available
 - Ensuring a responsible process for the CSD recommendations and statement to be presented to governments during their GFMD meetings and broadly after
 - Defining and securing further interaction with governments, e.g., breakfast-lunch-or tea tables, and with other civil society processes
 - Completing and conveying widely an effective final report and recommendations of the CSD
 - Identifying and where possible pursuing related fundraising

³ MADE is an open networking space that aims to strengthen civil society's role and voice in advocacy with governments in order to improve conditions under which migrants and communities move, live and work. MADE activities include joint campaigns, regional and thematic conferences, newsletters, advocacy reports, and the organizing of the GFMD Civil society days. MADE has supported existing or new civil society networks in Asia, Africa, the Americas and Europe, and global thematic Working Groups on labour migration and recruitment, the global governance of migration and development, and diaspora and migrants for development.

Meetings of the GFMD Civil Society Programme subcommittee

- a. **ALL THREE UNITS OF THE ISC ARE WELCOME to these meetings. However, members of the Core group and the *MADE Themes and Regions subcommittee* are not required to come.**
 - b. ISC members will have equal voice in ISC discussions and recommendations.
 - c. ISC members will convene on-line or by telephone 3-4 weeks and as appropriate by e-mail consultations. Efforts will be made to schedule a face-to-face meeting at the CSD.
 - d. Meeting notices will normally be sent by email no less than 5 business days ahead of each meeting, containing a proposed agenda, a summary of highlights of the prior meeting and relevant documents.
 - e. Exact meeting times and call-in details will be indicated on each meeting notice, but in *general*, ISC meetings are scheduled for 4 PM Geneva time in order to best accommodate ISC members in Asia and in West coast time zones of the Americas. Meetings will normally last 90 minutes.
2. **The Core group** (also referred to as the Evaluation and Planning team), made up of a mix of no more than 10 of the “veteran” civil society members of the ISC. The work of the Core group will be to advise the Coordinating Office on cross-cutting questions of politics, structure and effectiveness, including on fundraising, collaboration with partners, etc. This team will normally convene at least three times a year, at least once in person, and more frequently as needed. *Members of this team are welcome but not required to participate in meetings of the Programme subcommittee* and will receive its principal documents.

Specific roles and responsibilities

- a. Strategic evaluation and advice on the evolution and reform of the ISC
 - b. Advise on advocacy priorities and strategies for civil society to advance the wellbeing and protection of the rights of migrants and communities
3. **The MADE Themes and Regions subcommittee** will include organizations that take leading roles in the various global thematic Working Groups and Regional Networks of MADE⁴, and others that organize broad-based networking of civil society on issues in global civil society’s “5-year 8-point Plan of Action”⁵. *Members of this subcommittee are welcome (but not required) to participate in meetings of the Programme subcommittee*, and will receive its principal documents. The MADE Themes and Regions subcommittee will convene at least twice a year, but more frequently as desired.

Specific roles and responsibilities

- a. Members of the MADE Themes and Regions subcommittee will bring their particular thematic and regional work to the attention of the other units of the ISC
- b. Regional and Working Groups may be tasked with organizing certain sessions, side events or small interactive tables with governments during the CSD

⁴ Op cit.

⁵ Civil society’s “5-year 8-point Plan of Action for Collaboration with Governments” emerged from civil society work at the GFMD in Mauritius and World Social Forum on Migration in the Philippines, both in 2012. See www.gfmdcivilsociety.org.