

Terms of Reference for the GFMD Government Teams

The GFMD Co-Chairs wish to foster interactive and outcome-oriented debates at the June 2017 GFMD Summit in Berlin. With this guideline the GFMD Co-Chairs would like to offer Government Teams (GT) ideas and suggestions to

- a) prepare lively roundtables
- b) draft short and simple discussion papers that stimulate debate about policy options and provide guiding questions for the roundtables
- c) clarify roles and tasks of GTs and all relevant actors concerned in preparation for, and during the actual Summit roundtables (Co-Chairs, Coordinators, Moderators, Rapporteurs, Thematic Experts).

GTs preparing the Roundtable sessions for each GFMD Meeting are key components of the GFMD process. They have two main tasks: 1) to lead the process of conceptualizing, drafting and finalizing the RT background papers; and 2) to organize the actual RT sessions at the Summit Meeting.

The work of GTs relies on strong engagement and ownership by governments throughout the year. The GFMD Co-Chairs encourage GFMD observers to join in the GTs by assisting with thematic input and the preparation and review of background papers. Active participation in GTs will promote more fruitful, evidence-based and outcome-oriented discussions.

The GFMD Co-Chairs invite governments and observers 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, Moderators, Rapporteurs, Thematic Experts) are identified early on. The Co-Chairs of the Roundtables should be identified by the time of the First Preparatory Meetings (1-2 February 2017).

The following are general guidelines. 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 June 2017 Berlin GFMD Meeting Roundtable sessions will be prepared at a later stage.

Composition of Government Teams

General principles

Participation in GTs is voluntary. GTs should be regionally balanced and include an appropriate mix of countries of origin, transit and destination. Similarly, the Co-Chairs should ideally represent different regions. An appropriate mix of thematic and substantive expertise in the GTs is essential. The core group of each GT (Co-Chairs, Coordinators, Moderators, Rapporteurs, Thematic Experts) should have a sufficient and manageable size, with up to 8 people. The GFMD Co-Chairs encourage all additional members to actively take part in the preparatory process and during the actual Summit.

Co-Chairs

The GFMD Co-Chairs' aim is to have Co-Chairs in each GT 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 June 2017 Berlin GFMD Roundtable sessions. Co-Chairs should agree in advance on the division of tasks, and they should be dedicated to taking on their assigned responsibilities throughout the whole period.

If necessary, when deciding upon concurrent offers to serve as Roundtable Co-Chairs, and considering the general principles, the GFMD Co-Chairs 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 will be acted upon only after no other government has indicated interest to co-chair the subject session. Governments that have not played a co-chairing role in the past GFMD are likewise encouraged to serve as Co-Chairs.

Coordinators

The GFMD Co-Chairs will provide each GT and Roundtable session with a GT Coordinator. The GT Coordinators' role is to 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.

Moderators

A good moderation is key for a successful roundtable discussion.

Each GT is invited to collaborate closely with the GFMD Co-Chairs in order to identify and assign a Moderator who will assist the Co-Chairs in preparing each Roundtable session. The GFMD Co-Chairs can be helpful in identifying suitable moderators and providing suggestions for interactive roundtable methods if desired.

Moderators support GTs by providing facilitation tools for interactive and output-oriented dialogue at the June 2017 Berlin GFMD Meeting. They should be fluent in English, outgoing, engaging and get the discussions going among the participants attending the roundtable session. GTs and moderators should agree on an agenda design, facilitation tools and set-up enabling interactive engagement and outcome oriented dialogue, based on the background paper for the roundtable.

Moderators could benefit from taking an active part in the substantive discussion and exchange of information and experience throughout the preparatory process.

Rapporteurs

At the June 2017 GFMD Meeting in Berlin, each of the six Roundtable sessions will have a Session Rapporteur summarizing the highlights and synthesizing the key outcomes and recommendations in a plenary session.

GTs are invited to identify Session Rapporteurs, ideally from among the GT members, at an early stage. They could then follow and take an active part, together with Co-Chairs and Coordinators, in the whole preparatory process. Crucially, they would need to start their preparatory work for the June 2017 Roundtables once the RT Background Papers have been finalized.

Members

Governments and observers that voluntarily join GTs are expected to play an active role in the lead up to the Summit Meeting. They are expected to attend all GT preparatory meetings, provide comments and inputs for the RT background paper, help with the overall organization of the RT session, and participate in the actual RT session.

Thematic Experts

While maintaining the state-led nature of the process, the GFMD Co-Chairs encourage GTs to invite Thematic Experts from governments, international organizations, civil society or the private sector, in order to contribute with knowledge-sharing to the content and design of each GT.

Purpose and Format of the RT Background Papers

The RT Background Papers provide the global context for the discussions in each GT and point to possible outcomes of the session. They will also provide an improved evidence-base in the thematic area covered by each Roundtable session. They are meant to serve as a basis for discussion at the Roundtable sessions at the June 2017 GFMD Meeting.

In coordination with the GFMD Co-Chairs, each RT Background Paper should be prepared with the RT session Co-Chairs in the lead, and with the assistance of and input by the GT members and, as appropriate, Thematic Experts. The respective GT Coordinators will provide support and guidance to the GT.

GFMD 2017 RT Background Papers serve a twofold purpose:

- (1) outlining the development-related relevance of the roundtable topics in order to contribute actionable recommendations to the respective cluster themes of the Global Compact on Migration, and
- (2) stimulating debate during the roundtables.

Style and content should be geared towards serving these two goals. This requires short, succinct and **highly readable papers with 6 to 8 pages** that adhere to the following structure:

Structure

1. Intro: development-related relevance of the topic (esp. with regard to SDGs and the Global Compact on Migration)
2. Key issues: most important aspects for policy debate
3. Main controversies: conflicting interests and views
4. Ideas for action
5. Three guiding questions for RT-debate

Rather than adding Annexes to the RT Background Papers, GTs are encouraged to submit directly to the GFMD Platform for Partnerships Policy and Practice Database online their descriptions and references to examples of relevant frameworks, policies, programmes, projects and other experiences. This aims to widen the evolving catalogue of policies and practices presented there. RT Background Papers ideally refer to these best practices in the “ideas for action” part.

Government Teams' Timeline

- 2 February 2017: First Preparatory Meeting,
Presentation of first ideas and collection of input
- 20 March 2017: First draft of RT Background Papers
- 24 March 2017: Distribution to GFMD community
- 7 April 2017: Second Preparatory Meeting,
Discussion of RT Background Papers
- 28 April 2017: Final version of RT Background Papers and distribution to GFMD community
- 15 May 2017: Translation of RT Background Papers
- 14 June 2017: Written statements of GFMD community on RT Background Papers