

Terms of Reference - 30 September and 25 November 2022

Caucus for Europe and North America

Purpose

The purpose of the Caucus for Europe and North America is to:

- ✓ Be a space for sharing information and intelligence on the processes and challenges around the CSW and its official negotiations, with physical meetings during CSW (March, New York).
- ✓ Help to strengthen the women's movement from Europe and North America, through different activities (such as training sessions, sharing mobilisation strategies, good practices or organisational experience...).
- ✓ Offer a space for collaboration between participants to the Caucus (such as proposing to other organisations/groups to co-sign statements initiated by a/some organisations/groups within the Caucus).

The Caucus is not meant to be an entity as such and to have an independent voice as Caucus.

This is due to many different reasons: the reality of women's organisations resources (human and financial) and their ability (or not) to come to CSW, the capacity of participants to attend all Caucus meetings (due to other commitments during CSW) and therefore the lack of Caucus consistency/follow-up between meetings, the need for many participants to go back to their constituency before adopting any statement in a context of short notice due to CSW processes, the lack of comprehensive representativity that the Caucus can pretend to as many organisations/groups from the region are not part of the Caucus, the absence of democratic processes within the Caucus to activate democracy and legitimate a united voice (not a membership structure). In this context, the Caucus is not mandated to speak as Caucus or to represent the organisations/groups from the European and North America regions. The Caucus can therefore be a space for organisations/groups to find allies and develop joint statements, but the Caucus itself will not develop such statements.

In order to be a positive space for sharing and networking, the Caucus participants will aim at including the majority of organisations/groups willing to be part of it; in this purpose, the Caucus participants will develop a **strategy to reach out to new organisations/groups**, in particular women's organisations and groups from less represented regions and which participate to CSW. Moreover, in order to gather the most strategic intelligence on the CSW discussions, the Caucus participants will aim at **attracting** organisations/groups **delegates** to attend it.

Participation

Requirements as members of the Europe & North America Caucus group:

- ✓ As a women's group, we must continue the tradition of supporting one another.
- ✓ The caucus shall remain in a virtual format, to ensure absolute equality and fairness for all. Particularly, for those individuals/NGOs not able to travel due to financial constraints, health issues, etc.
- ✓ NGOs without ECOSOC status and individuals shall be able to attend the caucus.
- ✓ Our views and positions must always be strictly neutral upon matters of political controversy between nations, party politics, and matters of religion. Propaganda shall not be applied or influence the decision of the working groups or the overall caucus or resenting anyone's state interests.

Participation

- ✓ Any member state invited to caucus, regardless of their political preference, race, religion, or political system shall be treated with respect and shall not be publicly shamed. In all interactions, either virtually or physically members of the caucus shall remain diplomatic, courteous, and respectful.
- ✓ The communication language in writing, verbal and body language must remain peaceful, conciliatory, and respectful at all times, as we must strive for excellence and act as equals.

Balanced accountability for Core group members and Voting members of the caucus.

Requirements for evaluation of how active a member of the caucus shall be

- ✓ Active Participation in caucus meetings 75%
- ✓ Participation in working groups
- ✓ Prepare brief reports/notes as needed
- ✓ Attending meetings focused on CSW

Established Working Groups and Working Language- Criteria:

- ✓ The working groups must be integrated as well into the structure, the above recommendations should be equally applied.
- ✓ The Chair of a working group shall be appointed by the Core group. The Chair can select members of the working group herself.
 - ✓ In both instances, our views and positions must remain strictly neutral upon matters of political controversy between nations, party politics, and matters of religion. Propaganda shall not influence the decision of the working groups or the overall caucus or resenting anyone's state interests.
- ✓ Based on the requirements mentioned above, the Chair of any of the established working groups must have proven knowledge, expertise, and experience, in the area of concern for at least 5 years. Members of the working group must meet the same conditions as mentioned above apart from the time frame of 5 years.

Functioning

- ✓ A **core group** is set up to help organise the Caucus meetings.
- ✓ **Physical meetings** of the Caucus are held during CSW, in New York in March.
- ✓ Communication between participants to the Caucus is supported by a **listserv** and by a **special webpage** where participants can share documents.
- ✓ For each physical meeting, an **agenda** will be sent (by listserv) by the core group at least two days in advance, detailing the items to be discussed.
- ✓ The **working language** of the Caucus meetings and listserv is English, but participants can communicate in their own language.
- ✓ The Caucus members/participants will develop a **culture of inclusion** to make sure that all participants feel included in its activities, including by developing strategies to include persons with a hearing or eye impairment.
- ✓ Culture of inclusion also means that communication through the mailing list should take into account the **time difference** between the different regions.

Core group

- ✓ The core group is composed of **7 volunteer participants**, who are willing to actively help with the organisation of the Caucus meetings and the communication between participants, **on the basis of the demands and needs of the Caucus participants.**
- ✓ Composition of the core group reflects the diversity of regions: 2 from the US, 2 from Canada, 3 from Europe.
- ✓ Composition of the core group should also reflect diversity of women (young women, migrant women, etc.) and of organisations/groups.
- ✓ The members of the core groups are nominated by the Caucus participants every second year.
- ✓ Members of the core group are in charge for 2 years, and can renew this 'mandate' twice.
Core group members organise between themselves to co-facilitate the caucus physical meetings, to prepare and share the agendas for the meetings, and to manage the listserv.
- ✓ Organisations with ECOSOC status can nominate a candidate for the Core Group.
- ✓ An exception is possible for those organizations with a strong history of affiliation with CSW and the various UN agencies and who have an established record of local, regional, and global advocacy for the advancement of Women.
- ✓ The Core group member is elected for their individual experience and expertise and not as a representative of the nominating organisation.
- ✓ The nominating ECOSOC organization undertakes to provide their nominee with accreditation to CSW and other UN processes as applicable.

Requirements for Core group members:

Personal Qualities

- ✓ Experience as an active feminist including in grassroots activism.
- ✓ Experience in working actively with their ECOSOC organisation over a number of at least 5 (five) years
- ✓ Especially important is experience working with diverse groups of women and girls to ensure the voice of the least heard is at the table.
- ✓ Enthusiasm and a desire to be active in all aspects of the Core Group work
- ✓ Willingness to consult with others, be inclusive, and aspire to the unity of vision
- ✓ Desire to bring passion and enthusiasm to the work of the Core group
- ✓ Willingness to share information with wide networks, be inclusive and aspire to unity

Tenure

- ✓ The candidates should be from different organisations unless they come from either Europe or North America.
- ✓ All NGOs must be enabled to participate regardless of the location
- ✓ The Core group members shall serve for 2 Years. This can be renewed up to 2 times. If additional renewals are required, the caucus would need to vote on this.
- ✓ The members of the Core group will be voted by the Caucus participants at the election meeting
- ✓ Nominated members need to fill out the application and submit their biodata.

Core group

Criteria Eligible/Qualified Candidates:

- ✓ Our mission is to strengthen the advancement of women in all spheres of economic security, political, high decision making, and academic and social protection of the rights of women at all levels.
- ✓ For this purpose, the following background is required for submitting candidates:

Experience:

- ✓ Experience in attending in person, at least 5 UN Commission on Status of Women and good understanding of the importance of the applicability of the Commission's Methods of Work and its impact on Civil Society.
- ✓ Good understanding of the Beijing Declaration/Beijing Platform for Action, 2030 Agenda, CEDAW, Women Peace and Security, and related UN resolutions.
- ✓ Knowledge of Agreements, Treaties, and Conventions relating to women and girls would be helpful
- ✓ Solid knowledge of the workings of the UN system and its agencies and/or equivalent experience/negotiations at the national or international level
- ✓ Active experience in the diversity of CSW experiences
- ✓ Experience with government agencies and/or delegations.
- ✓ Experience in leading/managing a team of activists at UN events is essential. Organizing and presenting side events, participating in chairing fora and meetings.

Duties & Responsibilities

- ✓ Candidates must participate in at least 75% of meetings
- ✓ Core group meetings take place about once a week
- ✓ Caucus meetings take place once a month
- ✓ Candidates should have the bandwidth to attend as many meetings as possible and perform the behind-the-scenes committee and collaborative work required in the Core group

Education and skills:

- ✓ 10 years of professional experience in any sector, or UN experience
- ✓ A well-trained mind with an ability to grasp complex issues important
- ✓ Fluency in English (written and spoken skills).
- ✓ Knowledge of another UN official working language is an asset.
- ✓ Must be internet savvy and be able to work with ease on digital platforms
- ✓ Experience in report writing would be helpful
- ✓ Experience in organizing events would be helpful

When applying please provide

- ✓ Name of Nominating organisation
- ✓ Name of Country where you reside
- ✓ Please write to share why you want to serve on the Core group and give a brief overview of the qualities, skills, and expertise that you bring including UN and professional experience
- ✓ Participation at CSW, including leadership roles and presentations at events, etc.
- ✓ Brief testimonial from nominating organization

Listserv
csw---
caucus@googleg
roups.com

- ✓ The Caucus participants can register to the Caucus listserv, which aims at being a space for sharing information about the UN processes on women's rights and CSW.
- ✓ The listserv needs to be managed by one person (in particular registering new persons) from the core group.
- ✓ Any new participant to the listserv must understand the rules of a mailing list for an efficient and respectful functioning of the listserv.

**Contacts with
other caucuses**

- ✓ Members of the core groups will inform participants to the Caucus of the existence of other regional caucuses around CSW, and of their chair contacts.

The 2nd version of The Terms of Reference of the Caucus of Europe and North America was decided by the Caucus on 30 September and 25 November 2022.

The 1st version of the Terms of Reference of the Caucus of Europe and North America was decided by the Caucus on 16 March 2015.