

The Civil Society Participation Mechanism in the Sustainable Development Agenda and the Forum of the Countries of Latin America and the Caribbean on Sustainable Development

Terms of reference of Liaison Committee¹

Objectives of the Liaison Committee

- Facilitate the participation of civil society in the Forum of the Countries of Latin America and the Caribbean, as well as in other processes and agendas related to sustainable development and the 2030 Agenda
- Coordinate the delivery of civil society inputs for political processes related to the sustainable development agenda in the region
- Seek and disseminate accurate and updated information about the development agenda to the population groups that make up the participation mechanism
- Promote the acknowledgment of the mechanism and the Liaison Committee as a fundamental political entity and integral part of the processes related to Sustainable Development Agenda in the region
- Ensure that civil society from the region is present in all the relevant regional spaces related to the follow-up of the 2030 Agenda, through communication with ECLAC, Member States and the Forum's Chair;
- Contribute and support the participation of civil society in the accountability processes for countries of the region in the implementation of the 2030 Agenda
- Maintain a permanent and constant information channel for decision-making and information sharing about the agreements made towards the regional, interest and thematic groups.

Ethical principles

Ethical principles are key to the work that will be developed by the members of the Liaison Committee, therefore, the organizations that support them must comply with the transversal principles specified below:

- The Human Rights Framework and its progressive realization
- Gender equality, non-discrimination and parity, “leave no one behind”
- Socio-environmental sustainability criteria
- Interdependence of the three dimensions of development (Social, Economic and Environmental)
- Transparency and Accountability
- Intergenerational and Intercultural Focus
- Regional Human Rights and Development Agendas and the UN agreements: CEDAW, Addis Ababa Declaration

Configuration of the Liaison Committee

¹ The Civil Society Participation Mechanism in the Sustainable Development Agenda and the Forum of the Countries of Latin America and the Caribbean on Sustainable Development was adopted during the second meeting of the Forum of LAC Countries in Santiago, Chile on April 22, 2018.

The Liaison Committee will be made up of one representative of each of the groups (of interest, sub-regional and thematic), ensuring gender parity. Each group will identify and elect its own representative to the Liaison Committee, in a democratic and transparent manner for a period of two years, without the possibility of immediate re-election. It is also advisable that each group selects a main representative and an alternative for the given period.

Suggested profiles for representatives

- Representative is linked to organizations that make up the groups/collective/network
- Have advocacy skills and expertise at the local, national and regional levels
- Ability to participate, coordinate and develop political documents with other organizations/networks
- The representatives of each of the groups (of interest, sub-regional and thematic) should represent the groups and take into account the Ethical Principles identified in this document
- Availability of time to dedicate to this coordination and liaising work
- Experience in building alliances at various levels and with different groups involved in the themes of each interest groups

Groups for the Participation Mechanism

Sub-regions:

- Central America, Spanish-speaking Caribbean and Mexico
- English and French Speaking Caribbean
- Southern Cone
- Andean

Interest groups

- Children, adolescents and young people
- Women
- Older adults
- Afro-descendants
- Persons in small scale agricultural and living in rural and coastal areas
- Persons with disabilities
- People with HIV and people affected by HIV
- Human Rights and Territories Defenders
- LGBTI people
- Migrants and displaced persons due to disasters or conflicts
- Indigenous peoples
- Networks, collectives, organizations and NGO platforms
- Trade unions and workers, including domestic workers and sex workers

Thematic Groups

- Social and solidarity economies
- Education, academia, science and technology
- Ecological and environmental justice

Activities

The Liaison Committee will be responsible for carrying out and facilitating some permanent activities for the proper functioning of civil society work with other actors. Therefore, those who integrate the said Liaison Committee will carry out:

- Elaborate a biannual work plan developed and agreed by all the groups that integrate the mechanism, subject to annual evaluations;
- Follow-up of the agreements that arise from meetings;
- Establish and facilitate communication between the groups that make up the mechanism and other actors;
- Convene and coordinate actions for the Regional Forums with support from ECLAC:
 - Convene and coordinate the Civil Society Forums within the framework of the Regional Forums;
 - Definition and elaboration of the Regional Forum agenda (participation in panels and side events);
- Systematize and share the reports generated by the working groups that make up the Committee;
- Promote contributions from civil society into research and studies made by ECLAC and the United Nations system on the impact of the implementation of the 2030 Agenda and good practices in countries of the region;
- Encourage groups to strengthen the link and work with social movements, organizations and local groups and the participation mechanism;
- Share the outcomes of the evaluation of the annual work of the Liaison Committee after each Regional Forums;
- Hold periodic meetings (virtual or in person) at least every two months;
- Prepare minutes of the meetings and send them to the members of the Liaison Committee to be shared timely to all members of each Group of the Mechanism.

Transition

With the intention of phasing in the incorporation of members of the Liaison Committee and to be able to have a continuous workflow, there will be a randomized selection during the first meeting so that half of the Liaison Committee has, for this time only, a term of one year.

The representatives that will exit the Liaison Committee is asked to develop a report of activities to the group they represented in the Committee, including commitments and pending work for the future.

Communication and Connecting

The communication must be constant, open and timely with the organizations, groups and networks that make up the participation mechanism, and include the information received from external contacts.

Internally the communications should include:

- Mailing list
- Coordination calls at least bi-monthly
- Dissemination of key documents

- Dissemination of final report
- Dissemination of the methodology and outcomes of annual evaluations
- Dissemination of calls for opportunities
- Call and mobilization for urgent actions
- Virtual meetings

Externally

- Communication and linkage with ECLAC
- Communication with Member States
- Communication with international and regional agencies and institutions
- External communication with social organizations in Latin America
- This communication is suggested that it be through the mail that has been opened since the beginning of the process. sociedadcivil.fpalcds@gmail.com

Space for Political Representation

- The Liaison Committee will communicate when there are opportunities to occupy spaces of representation on behalf of the participation mechanism. The interest, thematic and sub-regional groups will select and propose people and the Liaison Committee will decide who will be the representative person, by voting.

Financing

- CSOs require financial support to attend meetings, as a minimum, for mobility
- Improve the situation in order to help CSOs to implement the activities on the ground, which requires space/sites, materials and others
- Recognizing the need for financing of the mechanism, it is suggested to discuss this point and the ability of the coordination around it, in the first meeting of the Liaison Committee during the 3rd meeting of the Forum.