

Oversight Group on Ireland's third National Action Plan on

Women, Peace and Security (WPS) 2019 – 2024

Terms of Reference

Background

The purpose of this document is to set out the Terms of Reference of the Oversight Group on Ireland's third National Action Plan (NAP) on Women, Peace and Security 2019 - 2024 (NAP 3).

NAP 3 will build on lessons learned from NAP 1 and NAP 2, which were developed to guide Ireland's implementation of UN Security Council Resolution (UNSCR) 1325 and subsequent UN Security Council Resolutions on the Women, Peace and Security Agenda domestically, regionally and internationally.

These Terms of Reference were approved by the Oversight Group on [day month 2019] and are effective from [day month 2019].

Role of the Oversight Group

The role of the Oversight Group is to monitor and assess the implementation of the third National Action Plan on Women, Peace and Security. The Oversight Group will oversee the regular and systematic review of progress on achieving stated outcomes, actions, targets, and impact across all pillars as set out in NAP 3.

Terms of Reference of the Oversight Group

The Terms of Reference of the Oversight Group are to:

- monitor and assess the regular and systematic reporting and review of progress on achieving stated objectives, actions and targets across all pillars as set out in Ireland's third National Action Plan on Women, Peace and Security. In particular, to keep under review how this NAP delivers on the WPS Agenda in Ireland and internationally;
- undertake and publish online an independent review of progress in year three following the adoption of the NAP. A full evaluation is to be undertaken following the end of the period of implementation of the NAP¹;
- revise existing actions and targets as required in light of emerging issues and policy agendas in Women, Peace and Security, and in response to lessons learned and challenges identified in the monitoring process;
- Government representatives will regularly report to the Oversight Group on their progress on achieving the outcomes in Annex I of the Plan. Civil society members will update the Committee of their relevant work. An annual report outlining progress will be presented to the appropriate Oireachtas Committee;

¹ Under NAP 3, a commitment to having an evaluation of NAPs 1, 2, and 3 is to be undertaken.

- work with the appropriate Oireachtas committees to ensure involvement by parliamentarians in the monitoring of implementation the National Action Plan;
- work to deliver on the coordination with various government policies including the National Strategy for Women and Girls, the Migrant Integration Strategy, the Intercultural Health Strategy and other relevant strategies that emerge;
- develop and agree with the Secretariat by Quarter 3, 2019, a multi-annual plan setting out the thematic areas to be examined in each of the subsequent Oversight Group meetings;
- develop and use outreach and communications mechanisms to ensure regular dissemination of updates to wider communities of stakeholders with all Oversight Group members utilising their positions and organisations in this regard;
- oversee the planning and development of Ireland’s fourth National Action Plan; and,
- review annually its own performance to ensure it is operating at maximum effectiveness and implement any changes it considers necessary.

Guiding Principles

- Effectiveness and efficiency
- Mutual respect and co-operation across sectors and organisations
- Partnership and collective responsibility
- Incorporation of gender perspectives
- Realising and promoting the ambition of the Women, Peace and Security Agenda

Membership of the Oversight Group

The Oversight Group will consist of representatives from the relevant statutory bodies with at least 50% representation emanating from civil society and academia. Members will demonstrable relevant experience and expertise with an emphasis on diversity and inclusion across a range of criterion.

The Oversight Group will comprise:

- Experts from civil society organisations with experience relevant to the following areas: achieving the objectives of UN Security Council Resolution 1325 and related resolutions; working with or representing women and men affected by conflict in Ireland and internationally; migrant women affected by conflict; and women who have experienced conflict-related gender-based violence;
- Academics and other independent experts based in Ireland with demonstrable relevant experience of Women, Peace and Security issues, policy and UN obligations;
- Representatives of Government Departments, Units and Agencies responsible for implementation of the Plan.

Process for Nomination of the Oversight Group

Membership of the Oversight Group is, for civil society and academic representatives, on invitation of the Minister for Foreign Affairs and Trade following an open call for expressions of interest with due regard for representativeness and balance in the Group's composition.

For statutory representatives, membership is on nomination of the Secretary General or equivalent of their organisation.

Non-departmental members may, however, reapply to be considered for the relevant Oversight Group for the next NAP subject to not having served for more than six years in total on previous Groups.

Membership of the Oversight Group is for the duration of National Action Plan on Women, Peace and Security 2019 – 2024.

Membership of the Oversight Group will be deemed to have ceased following the completion of NAP 3 and the publication of NAP 4.

Members of the Oversight Group may, during the period of the NAP, submit resignations to the Secretariat. In the event of this, a replacement will be nominated by the Tánaiste and Minister for Foreign Affairs and Trade following consultation with the Independent Chair and, where relevant, Secretary General or equivalent.

Independent Chair of the Oversight Group

The Chair of the Oversight Group will be a person appropriately qualified, independent, and will be appointed by the Tánaiste and Minister for Foreign Affairs and Trade.

The role of the Independent Chair is to lead, direct, and facilitate the work of the Oversight Group.

The Independent Chair may be compensated for expenses incurred in the execution of their duties in line with Department of Public Expenditure and Reform guidelines.

The Independent Chair may communicate directly with the Tánaiste and Minister for Foreign Affairs and Trade.

If, and for so long as the Chairperson is not present for any reason, or if the office of the Chairperson is vacant, the Members present may choose one of their number to act in a temporary capacity to Chair the meeting.

Secretariat of the Oversight Group

The Conflict Resolution Unit of the Department of Foreign Affairs and Trade acts as Secretariat to the Oversight Group. This role includes:

- The administration of funding for monitoring and co-ordination of delivery of commitments in the National Action Plan;

- The provision of human and financial resources, supplemented by external expertise if necessary, to assist the Oversight Group in the review and revision of the National Action Plan including the publication of mid-term and final evaluation report;
- Convening of meetings of the Oversight Group, including the arrangement of logistics such as the provision of meeting space and the circulation of documents or correspondence on behalf of the Chair;
- Covering reasonable travel expenses for Oversight Group members travelling from outside Dublin subject to Department of Public Expenditure and Reform guidelines.

Working Methods

- The Oversight Group is an active, task-oriented group and meets formally four times annually. Non-governmental members may be expected to volunteer 5-10 days per year of their time;
- For members involved in the development of NAP 4, additional time commitment may be required;
- An agenda for each meeting and the date of the next meeting is agreed at the previous meeting and any additional agenda items are forwarded for consideration by the Independent Chair. The final agenda and any relevant accompanying materials are circulated not less than 5 working days before the meeting;
- Given the action orientated nature of the Oversight Group, each meeting will include a section dedicated to members reporting on their activities in advancing the WPS Agenda;
- Minutes are circulated not more than 10 working days after each meeting, at which point members have 5 working days to submit amendments, before final approval by the Independent Chair. Once approved, minutes are considered a public document;
- The Group may invite external experts or speakers to attend Oversight Group meetings, once agreed by the Oversight Group in advance;
- Decision making at the Oversight Group will strive first for consensus among Members but then rely on simple majority votes;
- If consensus cannot be reached by all Members on a particular issue, then the Chairperson or another Member may ask for a vote to be taken. At a meeting of the Oversight Group, a question on which a vote is required shall be determined by a majority of the votes of the Members present. In the case of an equal division of votes, the Chairperson of the meeting shall have a second or casting vote, which shall be recorded in the minutes. Voting shall be by a show of hands and the vote of each Member (who voted for the proposal, voted against the proposal or abstained on the proposal) shall be recorded in the minutes; and,
- Documents or proposals circulated for approval of the Oversight Group by the Secretariat on behalf of the Chair will be taken as approved unless written objections are received within a specified time limit.

The order of business shall generally be:

1. Chairperson's opening remarks

2. Apologies for absence
3. Approval of the draft agenda
4. Approval of the minutes of the last meeting as a correct record and signature by the Chair
5. Consideration of any matters remaining from the last meeting or any matters arising from the minutes of the last meeting;
6. Update by the Secretariat on developments since the last meeting in advance of the WPS Agenda.

It is intended that, in addition to the order of business outlined above, there will be at least one session dedicated to reporting on the domestic actions of the NAP, and at least two sessions dedicated to reporting on the international actions of the NAP.

Consideration will also be given to undertaking an annual, one-day thematic event for the Oversight Group.

Quorum

A duly convened meeting of the Oversight Group at which an agreed quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Oversight Group.

Sub-Groups of the Oversight Group

Sub-Groups may be formed by the Oversight Group, tasked with the co-ordination of reporting on implementation of the National Action Plan, with monitoring progress in the National Action Plan's four different pillars, the development of NAP 4, or with advancing particular activities or pieces of research as deemed necessary by the Independent Chair and the Oversight Group.

Annex: Suggested Membership

Civil Society representatives:

- Independent (1)
- Migrant or human rights defender (1)
- Humanitarian NGO (1)
- Northern Ireland (1)
- Academia (1)
- National Women's Council or other women's group (1)
- Irish Consortium on Gender Based Violence (1)

Governmental representatives with responsibilities within the NAP:

- Department of Justice and Equality (1)
- An Garda Síochána (1)
- Department of Defence (1)
- Defence Forces (1)
- Political Division, Department of Foreign Affairs and Trade (1)
- Ireland, United Kingdom, and Americas Division, Department of Foreign Affairs and Trade (1)
- Development Co-Operation and Africa Division, Department of Foreign Affairs and Trade (1)
- Health Service Executive (1)

Independent Chairperson (1)