

**Oversight Group on Ireland's second National Action Plan on
Women, Peace and Security 2015 - 2018**

Terms of Reference

Role of the Oversight Group

The role of the Oversight Group (OG) is to

- oversee 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 second National Action Plan (NAP) on Women, Peace and Security 2015 - 2018, including the publication of evaluation of progress two years after the adoption of the NAP and again at the end of the period of implementation of the NAP.
- revise existing actions and targets 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.
- work with the appropriate Oireachtas committees to ensure involvement by parliamentarians in the monitoring of implementation the National Action Plan.
- develop and use outreach and communications mechanisms to ensure regular dissemination of updates to wider communities of stakeholders and make sure, in particular, that the perspectives of women affected by conflict are incorporated into the ongoing work of the OG

Guiding Principles

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

Membership of the Oversight Group

The Oversight Group comprises:

- Experts from relevant civil society organisations with experience relevant to achieving the objectives of UN Security Council Resolution 1325 and related resolutions, including 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 all relevant Government Departments, units and agencies responsible for implementation of the NAP: the Department of Defence, the Defence Forces, the

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Department of Justice and Equality, An Garda Síochana, the Department of Foreign Affairs and Trade, including Conflict Resolution Unit, Anglo-Irish Division and Development Co-operation Division, and the Health Service Executive.

Independent Chair of the Oversight Group

- The Chair of the Oversight Group is appropriately qualified, independent, and is appointed by the Minister for Foreign Affairs and Trade.
- The role of the Independent Chair is to oversee and facilitate the work of the Oversight Group.
- The Independent Chair may be compensated for his/her time commitment and expenses incurred in the execution of their duties (e.g. 20 days per annum or equivalent).
- The Independent Chair may communicate directly with the Minister for Foreign Affairs and Trade.

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 second 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 Progress Reports
- 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 travel expenses for Oversight Group members travelling from outside Dublin.

Process for Nomination of the Oversight Group

Membership of the 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. Membership of the Oversight Group is for the duration of National Action Plan on Women, Peace and Security 2015 – 2018. Members of the Oversight Group may submit resignations to the Secretariat. A replacement will be nominated by the Minister, following consultation with the Independent Chair and, where relevant, Secretary General or equivalent. Academic and civil society members of the Group will serve in their professional capacity as policy experts, rather than as formal representatives of their current employers.

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Working Methods

- The Oversight Group is an active, task-oriented group. Non-governmental members volunteer 5-10 days per year of their time. The Oversight Group meets formally four times yearly.
- 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.
- 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.
- Non-members of the Oversight Group may be invited 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. Documents or proposals circulated for approval of the Oversight Group by the Secretariat on behalf of the Chair will be circulated under silence procedure.

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; or with advancing particular activities or pieces of research as deemed necessary by the Independent Chair and the Oversight Group. For capacity reasons, the Secretariat is not in a position to service sub-groups beyond any dealing with reporting on implementation to the Oversight Group.