

Mobilisation Taskforce Terms of Reference April 2008

The International Facilitation Team has tasked the Mobilisation Taskforce to plan for key mobilisation dates for 2008 as indicated in Mobilisation Proposal document (attached).

Taskforce Responsibilities

The Mobilisation Taskforce will undertake the following tasks:

- Plan and communicate global framework for key mobilisation dates, with input from national coalitions
- Lead on carrying out and coordinating key global actions for the 50 Days of Action
- Information sharing on planned national and regional actions through regional representatives
- Preparing mobilisation materials to support regional secretariats and national coalitions

Any decisions which deviate from the mandate given in Montevideo or developments that have significant policy implications will be referred to the IFT.

Composition

The Mobilisation Taskforce should include:

- GCAP IFT support team (to be Global Secretariat) representatives
- Representatives from GCAP regional secretariats (if they nominate)
- Representatives from GCAP constituency groups – FTF, CYTF, e-comms, G8
- People from across GCAP with the expertise and capacity to support the work of the Taskforce, without compromising a strong regional and sectoral diversity. This should include representatives from national coalitions, INGOs and other anti-poverty networks.

It is the role of the Mobilisation Coordinator, regional secretariats and IFT members of each region and constituency to ensure that there is at least one regional representative actively participating in the group. The Mobilisation Coordinator and/or regional secretariats will keep IFT members informed of the participation on these groups.

Decisions will be made by consensus wherever possible. If something does need to be referred to a vote, decisions will be made at 50 percent plus one.

Nomination onto the Taskforce

Members of the taskforce should be nominated by the regional secretariats and/or IFT members, or self-nominated with the agreement of their constituencies.

Responsibility of Members

The Mobilisation Taskforce is an operational group with members undertaking the work of the group.

Members of the Taskforce must be able to commit to regular participation in teleconferences and other forms of communication and it is expected that their

participation will increase in the lead up to the peak mobilisations. This is in addition to any other tasks the person may be undertaking in a GCAP capacity.

Members of the Taskforce should be willing to share responsibility on specific tasks.

Taskforce members will be expected to communicate the work of the Taskforce, its plans and actions back to their constituency, whether regional, national or sectoral. Members must ensure a regular flow of information to and from the Taskforce. One person from the region, the regional secretariat or other, should be nominated as responsible for this task.

Task Teams

Ad-hoc task teams will be set up around key dates or activities, such as but not limited to:

- World Debt Day
- Third High Level Forum on Aid Effectiveness
- UN MDG HL meeting
- October 17

Task teams should nominate one or more people to act as the convener of these groups. Participation to the groups will be open to members of the MTF and to other interested members from across GCAP, including national coalitions, constituency groups, INGOs and networks.

All communication from the task teams should be copied regularly to the MTF and major strategic decisions should be deferred to the MTF.

The task teams will each have their own TORs and ways of working to be developed by members of the team.

Ways of Working

The Mobilisation Taskforce will undertake its work through email, monthly conference calls and face-to-face meetings if deemed necessary.

GCAP global support staff will organise a monthly conference call, (or fortnightly if deemed necessary) which will be chaired by a member of the IFT support team or a member of the MTF as and when requested. Minutes will be taken and distributed by email to the e-list.

Members are expected to attend the conference calls and if unable to attend appoint an alternate person who can undertake the actions and communications on behalf of the official member.

CIVICUS will maintain a Mobilisation Taskforce e-list (mobilizationmonth@whiteband.org) that will include all participants on the Mobilisation Taskforce.

In the case of technical difficulties, a google groups list will be established.

The e-list will be open to other GCAP organisations and coalitions interested in the workings of the Mobilisation Taskforce.

Communications protocols

To facilitate the most effective communications, members will observe the following protocols:

- Members will copy all members of the taskforce via the list serv for important communications. However, when it is not necessary (such as dial out requests) members will not copy all so as not to create unnecessary email traffic
- When on the calls, when not speaking members will mute their phone by pressing *6 to make hearing and communication easier.

Roles and Responsibilities

Coordinator

This will be a permanent position held by the GCAP mobilisation coordinator of the global support staff.

The role of the coordinator will be:

- To draft the agenda with the chair and ensure that it is circulated at least one day prior to the teleconference
- To facilitate the logistics of the teleconferences such as dial outs and other communication
- To take minutes of the call or to allocate minute taking to other team members when necessary
- To chair the call in the absence of a chair
- To ensure that there is always active representation in the group and to follow up when there are issues of lack of participation
- To undertake tasks in relation to production of mobilisation materials and other work to support the team
- To help drive the work of the team and to ensure successful outcomes
- Other duties as required

Chairs

The group will be chaired by members of the group on a weekly rotating basis. National coalitions or constituency groups' members are strongly encouraged to volunteer.

The role of the chair will be:

- To facilitate the teleconferences. This includes ensuring that all participants have the opportunity to express their opinions and that there is a balanced participation in the calls
- To manage timekeeping within the calls
- To work with the coordinator to draft and circulate agendas at least one day prior to the teleconferences
- To help resolve disputes within the team to a satisfactory outcome, taking votes when necessary or escalating to the IFT
- To help drive the work of the team and to ensure successful outcomes

All members of the team will be expected to take the lead on certain projects when and where necessary.

Reporting

The Mobilisation Taskforce will report back to the IFT. This will be done by the coordinator.

The IFT and/or the campaign manager has the final say on top-level mobilisation planning decisions. Should the Mobilisation Taskforce be unable to agree on a plan of action, the IFT and/or campaign manager will make the final decision. The IFT will not be expected to play a role in the day-to-day issues and actions of the Mobilisation Taskforce.

The Mobilisation Taskforce should appoint a representative to attend the IFT face-to-face meetings when they are planned.

Sign off procedure

The MTF will produce a new sign off procedure document that will go to the IFT for discussion and approval.

Analysis and Learnings

The team will undergo an appraisal process at the end of each year to identify successes and key learnings. This should be used as a recommendation for the team the following year and beyond.

At the end of each mobilisation, the team will do a de-briefing to analyse their key learnings for future mobilisations. The de-brief will be run by the co-chairs, coordinator or facilitator of that particular mobilisation, and all team members will be asked for input.