

Results PaRD 5+5+1 Task Group Meeting 2018

Content:

Report PaRD 5+5+1 Task Group Meeting	2
Vision, Governance and Modalities of Work	5
ToR: PaRD Secretariat	8
ToR: PaRD Steering Group	10
ToR: Work-streams	12
Annex 1: Template Work-streams	14

PaRD 5+5+1 Task Group Meeting

31st January – 02nd February 2018, Schloss Reinhartshausen/Eltville

Brief Report: Outcome, Decisions and Recommendations

1. From 31st January – 2nd February, the PaRD 5+5+1 Task Group Meeting was held at Schloss Reinhartshausen in Erbach/ Eltville, Germany. The Task Group was formed and mandated at the 2nd Annual Meeting in Wilton Park. The members commissioned this Task Group as an interim Steering Group to develop a suitable governance structure for PaRD and to decide on further pressing issues regarding the way forward for the multi-stakeholder partnership. All decisions made in the meeting will have to be finally adopted at the next PaRD general meeting of members and partners by the whole of PaRD.
2. The 5+5+1 Task Group consists of 5 representatives from PaRD members: Mohammed Abu-Nimer (KAICIID), Brendan Byers (USAID), Azza Karam (UNFPA/ UNIATF), Franz-Michael Mellbin (MoFA Denmark) and Hanno Spitzer (BMZ); 5 representatives from PaRD partners: Nick Clarke (ACT Alliance), Atallah Fitzgibbon (IRW), Peter Prove (WCC), Stefan Sengstmann (WVI), Maria Lucia Uribe Torres (Arigatou International); as well as the Head of the PaRD secretariat, Ulrich Nitschke. The meeting was facilitated by Jørn Lemvik and supported by staff from the PaRD secretariat (Thomas Lawo, Jonas Lucas, Paulina Wurm). Due to prior engagements, Nick Clarke (ACT Alliance) and Franz-Michael Mellbin (MoFA Denmark) were unable to attend but had communicated their input in advance.
3. The meeting kicked-off with a welcome from Ulrich Nitschke (PaRD secretariat) and the facilitator Jørn Lemvik, underlining that the different groups within PaRD should be seen as the unique value of PaRD as such. All participants were invited to express their expectations for the meeting. Subsequently, working sessions of the meeting focused on (1) the vision and governance structure for PaRD; (2) ToRs for the Steering Group, the work-streams and the PaRD secretariat; (3) budget and finances; (4) the work programme 2018/19 and (5) next steps.
4. To inform the discussions, Atallah Fitzgibbon (IRW) presented the outcomes of a survey conducted by PaRD partners, designed and developed by Emma Bridger (USPG) and Atallah Fitzgibbon (IRW). The survey was conducted to aid understanding expectations of both members and partners from PaRD, how PaRD can increase effectiveness to meet these expectations, which sectors/SDGs should be prioritised, what resources partners are willing to contribute and aid understanding in general what faith communities need to help them engage with the SDGs. A detailed analysis of the outcomes of the survey will be shared with all members and partners. As 43% of partners and 30% of members participated in the survey, participants agreed to resend the survey to those that have not participated yet to allow for a broader base for responses.
5. Participants unanimously agreed to base their deliberations on the governance structure following governance option 3, which had been developed by PaRD partners. After discussions in smaller sub-groups, the Task Group formulated and endorsed a new vision statement as well as a governance structure for PaRD (page 5), which shall be presented at the PaRD General Assembly of Members, scheduled

for 24-27 June 2018 in Bossey/ Geneva for approval by all members (including today's partners).

Main Outcomes Governance Discussion

- a. PaRD membership categories should no longer distinguish between PaRD members and PaRD partners. Instead, PaRD members are governmental and intergovernmental entities and Civil Society Organisations (CSOs)/ Faith-based Organisations (FBOs).
 - b. PaRD is governed by a Steering Group that is formed by 10-12 members, including a minimum of representatives from 3 governmental entities, 3 multilateral entities and 3 CSOs, as well as the Head of the PaRD secretariat ex officio. Its main purpose is to provide guidance and oversight for PaRD membership and its secretariat.
 - c. The Steering Group elects 3 co-chairs for a period of 2 years to handle its day to day business. Participants of the meeting nominated ACT Alliance / Nick Clarke, UNFPA / Azza Karam and USAID / Timothy Lavelle, Brendan Byers as co-chairs for the Steering Group, that are to be confirmed at the next PaRD General Assembly of Members by the entire PaRD membership.
 - d. PaRD aims at greater and institutionalised communication and coordination between secular and non-secular actors, while fostering new synergies through cooperation and collaboration of its members. Areas of joint engagement are knowledge exchange, capacity building and joint advocacy.
 - e. Work-streams are chaired at least by two members (co-chairs) of at least two different membership groups and develop their own annual work programmes based on the main strategic plan of PaRD. Members may decide which work-stream to join and the membership of each work-stream should have representation of the three different membership groups.
6. The subsequent working session focused on developing Terms of References (ToRs) for the PaRD secretariat (page 8), the Steering Group (page 10) and the work-streams (page 12). The final versions of the respective ToRs will be presented at the next PaRD General Assembly of Members (and today's partners).
7. The Work-streams are seen as the spaces for joint collaboration between members of PaRD and are open to any member of PaRD. Participants of the meeting decided to send out invitations to the entire PaRD membership with a call to join the respective work-streams. In case new members join a work-stream, the work-stream questionnaire should be resend to them to ensure that additional areas of interest may be incorporated. By 1st May 2018, the work-streams are to develop a specific work programme for 2018/19. All work-streams are encouraged to include existing knowledge hubs in their work. The PaRD secretariat was commissioned to adjust the template of the work-streams according to the new governance structure as well as the newToRs and to circulate it together with the report of this meeting.

8. The consolidated PaRD work plan for 2018/19 shall identify 2-3 joint activities in the form of events or policy papers. Participants are asked to provide feedback and suggestions by June 2018 on concrete opportunities. One suggestion is to organise a joint advocacy event around the Human Rights Day (10th December 2018). Besides organising a joint advocacy event, the next PaRD general meeting of members (see below) and the Strategic Learning Exchange in Amman (March 2018) were identified as designated PaRD activities. In addition, all participants agreed that it is crucial for all members to inform each other about ongoing activities. Thus, all members are encouraged to make use of the secretariat's communication tools. The secretariat was tasked to compile a calendar with relevant events for each work-stream and PaRD in general.
9. Ulrich Nitschke (PaRD secretariat) provided an overview of PaRD finances and the annual costs in 2017. As the current funding of PaRD by BMZ and USAID is expiring, members are encouraged to support the secretariat with broadening the donor base and securing additional funding, including funding for specific initiatives. In addition, participants propose to look into adopting a Multi-Partner Financing Facility (MPFF) for PaRD. Furthermore, participants decided to quantify the in-kind contributions of members and partners, as the funding of PaRD should not be reduced to financial contributions only. The Steering Group decided to form a sub-group that will focus on budget and finances of PaRD. The sub-group consists of KAICIID/ Muhammed Abu-Nimer, Atallah Fitzgibbon/ IRW, BMZ/ Hanno Spitzer and Ulrich Nitschke from the secretariat.
10. The Task Group decided to further discuss opportunities of staff secondments. Possibilities include seconding a representative from a member or CSO/ FBO to the PaRD secretariat offices at GIZ in Bonn and/ or someone from the PaRD secretariat to an UN entity or other member/partner organizations in New York or elsewhere.
11. The PaRD website and communication strategy is to be reviewed by the PaRD team and will be discussed during one of the next conference calls or a meeting of the Steering Group.
12. The PaRD Task Group agreed that the representation of the Global South needs to be increased. Thus, all members are encouraged to support the secretariat in this task; a respective Membership Growth Strategy is available. Second, cooperation with multi-FBO-networks need to be discussed in more detail.
13. The next PaRD General Assembly of Members (both former partners and members) is to be held around June 24 - 28, 2018 at Château de Bossey, Geneva. A Save-the-Date will be sent out in due time. The Steering Group shall meet back to back to that meeting.

International Partnership on Religion and Sustainable Development (PaRD)

VISION, GOVERNANCE AND MODALITIES OF WORK

1. Vision

The International Partnership on Religion and Sustainable Development (PaRD) brings together governmental and intergovernmental entities with diverse Civil Society Organisations (CSOs)/ Faith-based Organisations (FBOs), to engage the social capital and capacities vested in diverse faith communities for sustainable development and humanitarian assistance in the spirit of the 2030 Agenda for Sustainable Development.

- We aim for PaRD to be a truly international network with a diverse membership from the Global North and Global South.
- We provide space and opportunities to discuss challenges and address sensitive issues.
- We aim to provide policy advice and organise joint advocacy events that are focussed on specific topics and attract high-level participation.
- PaRD builds on existing work and initiatives by using data and evidence that has already been produced and aim to create added value and measurable impact through our work.
- PaRD shares best practices to support its members to highlight the added value of religious leaders, faith communities and CSOs/ FBOs contributing to achieve the SDGs.
- We aim to encourage the active involvement of religious leaders, faith communities and CSOs/ FBOs in working for the implementation of the 2030 Agenda on all levels.
- We are committed to transparent and accountable procedures.

2. Objectives

PaRD aims at greater and institutionalised communication and coordination between secular and non-secular actors, while fostering new synergies through cooperation and collaboration of its members. In addition, PaRD uses synergies with existing networks and initiatives to contribute towards a more coherent, inclusive and effective international agenda on religion and development.

Areas of Engagement:

- Knowledge Exchange
- Capacity Building
- Joint Advocacy

3. Modalities of Work

PaRD focuses on joint work to promote knowledge exchange, build capacity on religious and institutional literacy and develop joint advocacy.

- Working groups or work-streams can be set up to respond to prioritised areas of work.
- **Work-streams** are chaired by at least by two members (co-chairs) and develop their own annual work programmes based on the main strategic plan of PaRD. The co-chairs shall preferably represent the different membership groups. A member of the secretariat is tasked to support each work-stream to ensure proper communication and help/ ease the coordination. Members can decide which work-stream to join depending on their interest and areas of focus. The membership of each work-stream should have representation of the three different membership groups.

4. Membership

Members of PaRD are (a) governmental entities, (b) intergovernmental entities and (c) religious and value-driven CSOs that work together towards prioritised areas of work to engage the social capital vested in faith communities for sustainable development and humanitarian assistance.

- Membership is based on a formal request and an approval by PaRD.
- While PaRD provides a platform for all members, members of the different membership groups may convene separately on request.

5. Governance

PaRD is governed by a Steering Group (SG) that provides leadership and guidance to the secretariat. The SG is formed by 10-12 members, including a minimum of 3 government entities, 3 multilateral entities and 3 CSOs, as well as the Head of the PaRD secretariat ex officio. PaRD will work to ensure that there is a relatively fair distribution related to geography, faith, and gender.

- The SG elects **3 co-chairs** for a period of two years. The co-chairs represent governmental entities, intergovernmental entities and FBOs/ CSOs to handle the day-to-day business of the SG. Other subgroups with a special mandate may be established by the SG. Each of these smaller subgroups of the SG shall comprise of a representative of all three membership groups.
- The SG consults with the members through effective consultative processes on strategic planning and annual priorities, including joint advocacy activities and requests from the membership.
- The SG duly sets goals and plans for the network, approves new working groups or work-streams and the annual budget. The SG provides guidance to the secretariat regarding concerns and new requests from the membership.

The SG also decides on how and when the PaRD logo should be used with these groups.

- Consultations between the SG and PaRD members may take place in the different membership groups.
- The SG members are elected by their respective membership groups for a period of two years and may be reelected.
- The SG approves applications of new PaRD members and recommends the admission to the PaRD General Assembly of Members.
- PaRD members meet at least once a year (PaRD General Assembly of Members) followed by work-stream meetings. The SG meets twice a year, one of the meetings shall be back to back to the **PaRD General Assembly of Members**.

6. **Secretariat**

PaRD has a **secretariat** that provides coordination of the work and communication systems as well as logistical support to PaRD activities. The secretariat becomes active on the basis of (a) the agreed annual work plan, (b) other decisions of the PaRD General Assembly of Members, (c) decision of the SG, as far as funding is available. In cases of conflict of interest, the co-chairs of the SG shall intervene.

7. **Funding**

PaRD is funded voluntarily by its members. No membership fee is required of members. However, members are working together to ensure a sustainable financial basis of PaRD.

- The PaRD secretariat is funded voluntarily by its members. Secretariat staff can be hosted by members to ease costs. Members can also second staff to the secretariat and vice versa.
- Work-streams and other working modalities are funded through joint resource mobilisation.

PaRD Secretariat

TERMS OF REFERENCE

PaRD has a **secretariat** that provides coordination of the work and communication systems, as well as logistical support and facilitation of PaRD activities. The secretariat becomes active on the basis of (a) the agreed annual plan, (b) other decisions by the PaRD General Assembly of Members, and (c) decisions of the Steering Group (SG), depending on the funds available.

It is the responsibility of the Head of the secretariat to ensure a clear distinction between the programming and priorities of the host institution(s) and the work of PaRD.

1. Reporting:

- The secretariat reports financial information and work-stream/working group developments and progress reports twice a year to the SG.
- The performance of the Head of the secretariat is assessed annually by the SG.
- The Head of the secretariat will annually assess the performance of all PaRD staff, seconded staff included.

2. Communication:

- The SG communicates directly to the Head of the secretariat.
- The secretariat is responsible for collecting work-stream/working group reports from the associated co-leads.
 - The secretariat ensures proper and transparent communication and information flow across all structures of PaRD, including through a dashboard for work-streams and working groups on the PaRD website.
- The secretariat is responsible for managing public information, in consultation with PaRD members, including through the:
 - PaRD website
 - PaRD newsletter
- The secretariat will maintain an up to date calendar of relevant international events and gatherings focused on religion and development.

3. Facilitation of Working Modalities:

- The secretariat consults with the PaRD membership in creating annual meeting and SG agendas.
- Each work-stream shall have a designated contact point among the secretariat staff to provide logistical support.

4. Membership:

On direction by the SG, the secretariat collects, examines and verifies information by new member applications, to be formally processed and voted on by the SG. The secretariat engages in active outreach for potential new members.

5. Representation:

The secretariat is responsible for receiving and responding to requests for formal PaRD representation, in consultation with the SG.

6. Funding:

- The secretariat will identify potential funding sources and mobilise resources for the core work of the secretariat in consultation with the SG.
- Secondments need to be agreed upon individually and require a written contract approved by the SG.

PaRD Steering Group

TERMS OF REFERENCE

1. Overall purpose:

The overall purpose of the **Steering Group (SG)** is to provide guidance and oversight for the secretariat as well as to represent and voice the interests of PaRD members.

2. Functions:

The SG consults with PaRD members in order to:

- develop strategic planning and priorities for PaRD;
- approve working modalities, including work-streams;
- approve annual budget;
- provide guidance and oversight to the secretariat, including responding to requests from the broader membership;
- decide on and ensure consistency in public messaging and branding for PaRD,
- advise on and support outreach for new membership;
- decide on new members, based upon the recommendations from the secretariat and taking into account objections from the membership following a one week notice period.

3. Membership:

- The SG is formed by 10 to 12 members, including representatives of a minimum of 3 governmental entities, 3 intergovernmental entities and 3 CSOs/ FBOs, as well as the Head of the PaRD secretariat ex officio. The members will be nominated by their respective membership groups according to their own criteria and confirmed by election at the General Assembly of Members. Ideally, representation of CSOs/ FBOs in the SG reflect the different entities within this membership group.
- Every effort should be made to ensure that the membership of the SG reflects the diversity of the membership of PaRD as a whole, in particular regarding gender balance, regional balance and religious diversity.
- The SG members are elected for a period of two years and may be reelected for a further term. Efforts should be made to ensure minimum continuity in each election and/ or an adequate handover by the co-chairs.

4. Leadership:

The SG elects three co-chairs, which represent governmental entities, intergovernmental entities and CSOs/ FBOs, to handle the day to day business of the SG. Other subgroups with a special mandate may be established by the SG. Each of these smaller subgroups of the SG shall include a representative of all three membership groups.

5. Working Methods:

- The SG meets twice a year; one of the meetings shall be back to back to the PaRD General Assembly of Members. In addition, it will convene bi-monthly via conference calls.
- The SG should, as much as possible, work by consensus and in consultation with the different membership groups. In the event that a vote is required, the Head of secretariat will have voice in the discussion but will not exercise a vote.
- Each SG member shall ensure due consultation within their respective membership group. If there is an unresolved issue within the SG, it will be brought back to the whole membership for decision-making.

PaRD Work-streams

TERMS OF REFERENCE

1. Overall purpose:

The **work-streams** are spaces for joint collaboration between members of PaRD.

2. Functions:

- Work-streams should contribute to at least one of the areas of work proposed by PaRD:
 - Knowledge Exchange
 - Capacity Building
 - Joint Advocacy
- The work-streams develop annual work programmes, together with clear budgets, that respond to the PaRD strategic plan (see template Annex 1). Such annual work programmes and budgets shall be submitted to the Steering Group (SG).
- The work-streams' work is based on at least two, maximum three, SDG indicators selected through a consultative process by the membership of the group.
- All work-streams relate to SDG 17, which is the core of PaRD's work.
- Work-streams work towards delivering concrete outputs to be showcased during PaRD joint advocacy events. Work-streams decide which other high-level events are strategic for PaRD participation in order to showcase their work.
- The work of the work-streams is based on evidence and scoping studies, including gap analyses, some of which may already be developed by the Joint Learning Initiative or other members.
- Possible further outputs of the work could be:
 - Draft policy guidelines;
 - Consultations;
 - Sharing/dissemination of policy briefs from the different entities in PaRD membership: governmental entities, intergovernmental entities and CSOs/FBOs;
 - Joint publications;
 - Piloting guidelines to verify and validate ways of working; and
 - Partnerships between membership groups.
- Work-streams strive to create synergies with other work-streams.
- Work-streams work is reviewed during the PaRD General Assembly of Members.

3. Participation:

- Participation in the work-streams is open to any member of PaRD. Invitations to new members to participate in the work-streams should be sent on periodic basis.
- Participants in the work-streams should include representation of the three different PaRD membership groups: governmental entities, intergovernmental entities and CSOs/ FBOs.
- Participation in the work-streams entails formal commitment to designating a focal point and committing time for the development of the work.

4. Leadership:

- Work-streams are co-led by at least two representatives, coming from different membership groups. The co-leads should be elected by the participants in the work-stream.
- The co-leads have the responsibility to develop an annual work programme and proposals for funding activities of the work-stream, in consultation with and with the support of all participating members and the secretariat.

5. Working Methods:

- PaRD members meet annually in their work-streams during the PaRD General Assembly of Members. Virtual meetings are organised on a periodic basis.
- The work-streams report to the SG biannually.
- A member of the secretariat will provide support to each work-stream to ensure proper communication and to assist with coordination.
- Participants in the work-streams can express concerns to the SG on issues that cannot be resolved within the work-stream or on issues that affect the inclusivity of the work and decisions.
- Based on the priority areas defined collectively by PaRD members, groups can be formed on issues of interest. These interest groups can commence operating virtually/electronically to exchange ideas. They can eventually become work-streams if there is sufficient energy and interest, if they otherwise fulfil the criteria of work-streams, and the SG so decides.

Annex 1: Template Work-streams

Work-stream Title			
Challenges, Questions and Needs (<i>bullet points</i>)			
Activity	Area of Cooperation	Output/ Description	Timeline
Co-leads (governmental entities, intergovernmental entities, CSOs/ FBOs)			
Participants of work-stream			
Focal Point PaRD secretariat			