

Democratic Governance Working Group of the Interagency Council for Sustainable Development Goals

Terms of Reference

Article 1. General Provisions

1. The Democratic Governance Working Group (hereinafter referred to as the Working Group) is established within the Interagency Council for Sustainable Development Goals (the Council) as a permanent working group of the Council.
2. The Terms of Reference define the objectives, mandate and activities of the Working Group.

Article 2. Goal and mandate of the Working Group

1. The Goal of the Working Group is to promote and monitor the effective implementation of the Sustainable Development Goals.
2. The activities of the working group include the following 3 goals:
 - a) Sustainable Development Goal 5 - To achieve gender equality and improve the empowerment of all women and girls;
 - b) Sustainable Development Goal 10 – To reduce inequality within and among countries;
 - c) Sustainable Development Goal 16 – To promote a peaceful and inclusive society for sustainable development, access to justice for all, building up of effective, accountable and inclusive institutions at all levels.

Article 3. Objectives of the Working Group

1. Objectives of the Working Group are:
 - a) Support integration of the Sustainable Development Goals into the national and local self-government policies;
 - b) Identify gaps in data collection and develop initiatives to this end to improve the process;
 - c) Initiate projects related to the sustainable development goals;
 - d) Identify the existing and potential challenges in process of implementation of the Sustainable Development Goals;
 - e) Support coordination of the process of preparation of the annual monitoring report on the implementation of the Sustainable Development Goals;
 - f) Support the coordination of the process of preparation of the Voluntary National Review (VNR) report on Sustainable Development Goals;

- g) Review the sustainable development objectives/ indicators and discuss the issue of nationalization of new objectives;
- h) Facilitate planning and organization of the awareness raising campaigns on the Sustainable Development Goals;
- i) If necessary, convene additional thematic meetings;
- j) Submit proposals, recommendations and reports to the Council;
- k) Coordinate development of the Action Plan of the Working Group;
- l) Review the annual monitoring reports on implementation of the Sustainable Development Goals and develop comments/opinions/recommendations.

Article 4. Organization of the activities of the Working Group

- 1. The work of the working group is managed by the chairperson of the Working Group (hereinafter - the Chairperson), in coordination with the co-chairs of the Working Group (hereinafter - the Co-chair) and the Secretariat of the Council (hereinafter - the Secretariat), who perform their assigned functions by mutual agreement.
- 2. The Chairperson/Co-chairs of the Working Group shall be elected for a term of two years.
- 3. The Chairperson of the Working Group shall be selected by the member institutions of the Working Group;
- 4. A Co-Chair from non-governmental organizations shall be selected by local member NGOs of the Working Group;
- 5. A Co-chair from the international organizations shall be selected by the Office of the United Nations Permanent Representative to Georgia and by the United Nations (UN) Agencies represented in Georgia.

Article 5. Working Group Meeting

- 1. The Working Group meeting is held at least once a year.
- 2. Meetings of the Working Group are conducted by the Chairperson, and in his/her absence - by the Co-Chair(s).
- 3. An extraordinary meeting of the Working Group may be convened upon a written request of at least 5 members of the Working Group.
- 4. The agenda of the Working Group meeting shall be presented by the Chairperson taking account of the issues under discussion initiated by the Co-chairs of the Working Group and/or the Secretariat.
- 5. The Working Group meeting is recorded in the official minutes, signed by the Chairperson and Co-chairs.

Article 6. Functions of the Chairperson

1. Functions of the Chairperson are:

- a) Conducting the Working Group meetings;
- b) Determining the agenda of the Working Group meeting, reviewing and approving the minutes of the meeting by agreement with the Co-chairs;
- c) Coordination of the activities of the Group member public institutions within the scope of authority of the Working Group;
- d) Cooperation with other working groups of the Council;
- e) Submission of the new initiatives to the Working Group within the scope of its authority;
- f) Identification of the existing and potential challenges in process of implementing the Sustainable Development Goals and their submission to the Working Group;
- g) Participation in the work of the Council;
- h) Initiation and organization of additional meetings, if necessary;
- i) Creating an environment conducive to equal participation of all members of the Working Group;
- j) Informing the Working Group members of the novelties related to the Sustainable Development Goals;
- k) If necessary, replacement of the Working Group composition;
- l) Ensuring dissemination of information on the outcomes of the Voluntary National Review (VNR);
- m) Preparation and submission of draft resolutions to the Council for approval.

Article 7. Functions of the Co-Chairs

1. Functions of the Co-chairs are:

- a) Conducting meetings of the working group in absence of the Chairperson;
- b) Close cooperation with the Chairperson in process of preparing issues for the meeting;
- c) Coordination of the activities of the relevant Working Group members within the scope of their authority;
- d) Within the scope of their authority, identification of the existing and potential challenges in process of implementing the Sustainable Development Goals and presenting them at the working meeting;
- e) In agreement with the Chairperson and within the scope of their authority, presenting new initiatives to the Working Group;
- f) Close cooperation with the Co-chairs of other Working Groups of the Council;
- g) Participation in the work of the Council;
- h) If necessary, initiation and organization of additional meetings in agreement with the Chairperson;
- i) If necessary, replacement of the Working Group composition;
- j) Ensuring dissemination of information on the outcomes of the Voluntary National Review (VNR);
- k) Preparation and submission of draft resolutions to the Council for approval.

Article 8. Functions of the Council

1. Functions of the Council are:
 - a) Ensuring effective coordination among the Chairperson, Co-chairs and members of the Working Group;
 - b) Providing the chairpersons and co-chairs with the content and technical support for the Working Groups meetings;
 - c) Ensuring active communication with the Working Group members;
 - d) Proposing issues and initiatives to be discussed at the Working Group meetings to the Chairperson/Co-chairs;
 - e) Coordinating development of the Sustainable Development Goals Monitoring Report and the Voluntary National Review (VNR) within the scope of its authority, presenting and reviewing of the results;
 - f) Together with the Chairperson and Co-chairs of the Working Group, planning and organization of the campaigns on raising awareness of the Sustainable Development Goals.

Article 9. Composition of the Working Group

1. The Working Group consists of:

1.1 Public institutions

- a) Representative of the Ministry of Internal Affairs of Georgia - Member of the Working Group;
- b) Representative of the Ministry of Justice of Georgia (Direction of Combating Human Trafficking) - Member of the Working Group;
- c) Representative of the Ministry of Justice of Georgia (Direction of Combating Corruption) - Member of the Working Group;
- d) Representative of the Ministry of Internally Displaced Persons from the Occupied Territories, Labor, Health and Social Affairs of Georgia - Member of the Working Group;
- e) Representative of the Ministry of Education and Science of Georgia Member of the Working Group;
- f) Representative of the Ministry of Culture, Sport and Youth of Georgia - Member of the Working Group;
- g) Representative of the Ministry of Environmental Protection and Agriculture of Georgia - Member of the Working Group;
- h) Representative of the General Prosecutor's Office of Georgia - Member of the Working Group;
- i) Representative of the Administration of the Government of Georgia (Direction of Human Rights Secretariat) - Member of the Working Group;
- j) Representative of the State Services Development Agency - LEPL of the Ministry of Justice of Georgia - Member of the Working Group;

- k) Representative of the National Statistics Office of Georgia (Geostat) - Member of the Working Group;
- l) Representative of the Ministry of Finance of Georgia - Member of the Working Group;
- m) Representative of the Ministry of Foreign Affairs of Georgia - Member of the Working Group;
- n) Representative of the LEPL Civil Service Bureau - Member of the Working Group

1.2 Representatives of the relevant committees of the Parliament of Georgia;

1.3 Representatives of local self-government;

1.4 International organizations registered in Georgia;

1.5 Local non-governmental organizations, representatives of the private sector and the academia affiliated in accordance with Article 10 of these Guidelines, who are responsible for or thematically working on implementation and reporting of the goals and objectives set out in paragraph 2 of Article 2.

- 2. A full list of the Working Group is available on the official website of the Sustainable Development Goals (sdg.gov.ge).

Article 10. Procedure for registration in the Working Group

- 1. An organization/person wishing to become a member of the Working Group shall apply in writing to the Secretariat (sdgcouncil@gov.ge), which shall review the application and formally notify the applicant of the decision no later than 15 calendar days after submission of the application;
- 2. A candidate for the Working Group membership should meet the following criteria:
 - a) At least 5 years of experience in at least one area of work of the Working Group;
 - b) Adequate resources for stable participation in the work of the Working Group.