Civil Society Steering Committee Mandate and Selection

This note describes the mandate of OGP civil society Steering Committee (SC) members, captures their key roles and responsibilities, and outlines how they are selected. The selection process set out here aims to be fully transparent, one that seeks to attract capable candidates from a diversity of regions and backgrounds, with the goal of establishing a balanced and inclusive team of civil society Steering Committee members who provide strategic and effective leadership to OGP.

The guidelines set out below will govern the selection process.

1. Introduction

OGP's civil society SC creates a space for renowned civil society leaders to steer the global open government agenda, in partnership with their government counterparts. Serving on OGP's SC as a civil society representative places you at the heart of the global open government agenda and puts you in a powerful position to advance causes you care about. Since the launch of OGP in 2011, civil society SC leaders have successfully elevated national issues through global conversations, playing an important role in the landmark reforms OGP has delivered to date.

As a civil society SC member, you will be able to help shape OGP as a mechanism for the global civil society community. You will also be called on to attend and speak at high-level events, and will have the opportunity to open new doors for your organisation, your country and your region.

2. Mandate of the OGP Steering Committee

The Steering Committee is the executive, decision-making body of the Open Government Partnership (OGP). The main role of the SC - as outlined in its Articles of Governance - is to develop, promote and safeguard the values, principles and interests of OGP. It also establishes the core ideas, policies, and rules of the Partnership, and oversees its functioning. It manages, in an open and transparent manner, the entry, rotation, and exit of OGP stakeholders. Under the leadership of its co-chairs, the SC plans and manages its major meetings and actions between meetings.

As an executive body and through its subcommittees, the SC - as outlined in its Articles of Governance - does the following:

- Provides leadership by example for OGP through its Participating Country government members in terms of their domestic commitments, Action Plan progress, and financial support of OGP, and their participation in OGP Global Summits, OGP regional and thematic events, and other opportunities to promote open government;
- Sets OGP's agenda and direction with principled commitment to the founding nature and goals of the initiative;
- Manages membership, including eligibility and participation;
- Conducts ongoing outreach with both governments and civil society;
- Appoints advocates for OGP to serve as OGP Ambassadors and Envoys;
- Provides support, including its Participating Country government and Civil Society members' intellectual and in-kind and human resource support to OGP;
- Appoints individuals to the International Experts Panel of the Independent Reporting Mechanism (IRM);
- Appoints individuals to the OGP Board of Directors; and
- Reviews and provides input to the OGP budget.

Specific mandate of the civil society Steering Committee members

The eleven civil society members of the OGP SC have further specified their two key responsibilities as follows:

- To perform the international governance role for OGP in the SC;
- To represent the concerns and interests of the global OGP civil society community in the SC

Additional responsibilities include:

- Champion and articulate core OGP ideas and values on the global stage, particularly protecting and promoting the engagement of civil society;
- Leverage OGP to deliver on advocacy asks of key open government movements and issues;
- Advance the open government agenda and the OGP process in country/region(s) they work in;
- Participate in and add demonstrable value to in-person and virtual meetings of the Steering Committee and the subcommittees of which they are a member, including meetings of the civil society members;
- Represent the Steering Committee and OGP at national, regional and international meetings;
- Provide political and technical support to advance the OGP process at the national level, conducting outreach to new countries and supporting existing processes;
- Effectively promote open government to the broader civil society community and bring more civil society actors into the global and national OGP process.

Balance and diversity of the civil society Steering Committee

As we strive for a balanced and inclusive team of civil society representatives on the OGP SC, diversity will be taken into account across a range of factors (including gender, geographical location, type of experience/organisation, expertise on open government issues, and skills).

Since regional diversity is particularly valued, OGP aims to have at least one and no more than three civil society members from each region: the Americas, Africa, Europe, and Asia and the Pacific. OGP will further aim for a balance between representatives with global or national profiles to ensure that civil society organisations of diverse mandates and scope are represented.

Given this express aim to maintain a balanced representation, OGP may opt to state a preference for nominations based on the above factors in any given selection round.

3. Required skills and experience of individual civil society Steering Committee members

Each civil society member of the SC needs to fulfill the two key responsibilities listed in the mandate above:
- to perform the international governance role for OGP in the Steering Committee;
- and to represent the concerns and interests of the global OGP civil society community in the Steering Committee.

Civil society members are selected and serve in their individual capacity. To ensure the highest standards of work, we are looking for candidates that model OGP principles by practicing high levels of openness, integrity and accountability.

The working language of the SC is English and all members must be proficient. We expect members to dedicate up to ½ day a week to OGP – with intensity increasing around SC and OGP meetings. Members should be available to travel internationally to represent OGP at high-level meetings, including up to two mandatory in-person SC meeting(s) per year.

The skills outlined below serve as the selection criteria and will be scored as per the scoring criteria table in the Annex.

Required Skills and Experience:
1. **Advocacy**: Strong track record in powerfully and clearly articulating core open government issues, including at global and regional (political) fora;
2. **Representation**: Proven ability to canvas and represent the interests of the civil society community with government or at multistakeholder fora;
3. **Political Acumen**: Demonstrable experience in strategically engaging with senior government and civil society members and exercising sound political judgment;
4. **Leadership**: Noteworthy leadership experience in civil society and recognition as a respected and legitimate actor in national, regional, and/or global civil society networks;

Desired:
5. Sound technical expertise and strong track record in influencing policy processes and partnering with government - and proven ability to draw on that experience to support national (OGP) processes beyond their own country;
6. Provide an informed international perspective on core open government issues to leverage global standards and/or partners;
7. Track record as an effective board member, preferably with demonstrable experience chairing (sub)board meetings;
8. Strong interpersonal skills (e.g. excellent communication skills, ability to exercise good judgment, thoughtful interactions with others)

With the above in mind, please note that:
● Candidates may be nominated by an organization or network, or may nominate themselves. The organizations/networks that the nominated candidates are affiliated with could be national, regional or global. However this does not mean that the candidates represent the affiliate in particular.
● Since SC members serve in their individual rather than organizational capacity, should a member leave the SC before their term ends, no presumption would be made that their replacement will come from the same entity.
● CS SC members will declare their financial and non-financial interests, apart from those which could not potentially lead to or be perceived as a conflict of interest. These declarations of interest will be made publicly available. Where there are

personal safety or similar serious concerns about full publicity, parts or even the whole of the declaration should be submitted to the CEO, who will hold it and act upon it as appropriate, in confidence.
- Civil society comes in many definitions and flavors across the world, which is why OGP never adopted a formal definition of our own. However, for selecting suitable representatives of the community, the Selection Committee is provided with some guidance on who in principle would not be eligible to join to avoid potential conflicts of interest. Namely candidates working for:
  - Donors/Funders
  - Government/ Parliament/ Judiciary/ Semi-autonomous bodies (e.g. state auditor, ombudsman, etc.)
  - Multilateral organization or OGP-like platforms
  - OGP (employees or consultants)
  - Private sector

4. Seconds

All civil society members of the SC may appoint a "second" who may be able to serve in a supportive function and cover or deputise for them when they are unable to participate directly. Seconds are welcomed as observers, and as active participants when the primary member is unable to attend virtual or in-person meetings. Civil society members are under no obligation to appoint seconds.

According to the rules developed and agreed to by the civil society members of the Steering Committee:
- The second can come from the member's own organization (staff or board) or from within the community the civil society SC member is a part of.
- The appointment of the second shall be communicated in writing to the civil society co-chairs of the SC and the OGP Chief of Country Support.
- Seconds shall serve for the same period as the SC members. Any intermediate changes shall be communicated to the civil society SC co-chairs and the Support Unit.
- Members are responsible for keeping their seconds up to date and for their perspectives on key decisions.

5. Additional members

The civil society SC members recognize that additional bandwidth and perspectives from civil society is valuable to support the myriad responsibilities of the SC. We also recognize that transitions occur within the committee and additional support would help to manage these periods in a seamless manner. Lastly, we recognize the wealth of expertise and experience within the civil society community and seek to meaningfully leverage different perspectives.

Mindful of this context, the civil society SC members piloted the selection of 'additional members', in the 2018 and 2019 cycles. **Up to two 'additional members'** can be selected each year and invited to participate in meetings (with associated costs covered by the OGP Support Unit), but would not have voting rights.

As the same criteria for selection apply to the additional members, we seek to recruit world-class candidates. Additional members are appointed for a limited term of 1 year and may run for a full position at the end of their term.

While the transition to Steering Committee member is not guaranteed, having gained experience will help the strength of their candidacy.

6. Selection of civil society Steering Committee members

Every year, OGP launches a rotation process to replace its outgoing civil society SC members. The selection of the new members takes place through a transparent and participatory process that invites inputs from OGP's civil society community and creates opportunities for input and engagement at each step. The specific steps of that process, and the ways in which the civil society community can participate, are outlined in the Annex.

Annex

1. Steps and Timeline

The steps of the rotation process are described in detail below. Calls for nomination typically go out in Q1, with new members expected to take up their position in Q3. The process in its totality looks as follows:

> **WEEK 1-3**: Call for nominations & SC volunteers
> **WEEK 4-5**: Public comments
> **WEEK 6-7**: Shortlisting process
> **WEEK 8-10**: Interviews & webinars with shortlisted candidates
> **WEEK 11-12**: Final selection
> **WEEK 13-14**: Endorsement of selected candidates by the OGP Steering Committee
> **WEEK 15**: Accountability & Communication

1. **Call for Nominations**
   OGP issues a call for nominations on its website and through its other communication channels. This call specifies how many seats are available and outlines the details of the selection process.

   Nominations are submitted by filling out a nomination form. For any questions on the form or process, please message rotation@opengovpartnership.org

   The form will require you to answer specific questions with regards to:
   - your motivation for joining (or that of the candidate you are nominating) ,
   - open government experience/skills,
   - track record in global or regional level leadership, articulation and strategy

   In addition, you will be asked to submit:
   - A CV (max 4 pages)
   - One strong example of a video, blog, article or piece of writing by the candidate, that reflects the candidate's thinking and articulation on open government and civil society issues.

2. **Public Comments**
   Once the call for nominations has been closed, **all complete nominations will be made publicly available, in full, on the OGP website.** OGP will then make available a form for public comments for a period of 10 days. Only comments received through this form will be taken into account.

Please note that while relevant and detailed comments will be taken into account by the Selection Committee, the number of endorsements or objections a candidate receives will not factor into the committee's decision. The final selection is based on set and transparent criteria, as outlined in this note.

3. **Shortlisting**
   The initial selection will be undertaken by the Selection Committee (see 'Selection Committee'). The lead civil society co-chair of the OGP Steering Committee will be kept informed of key developments but will not serve as a member of the Selection Committee.

   The Selection Committee will assess completed nominations based on meeting a set of (minimum) eligibility criteria in key dimensions. A shortlist of candidates will be shared with the community (including scores) through the OGP website, as well as the range of scores of non-shortlisted candidates.

4. **Interviews & Community Webinars**
   Shortlisted candidates will be invited for up to two virtual interview(s) with the Selection Committee.

   Shortlisted candidates will also be asked to participate in a public webinar with the OGP civil society community. Details of this webinar will be made available on the OGP website and via the OGP civil society mailing list.

   Please note that **shortlisted candidates may be asked to provide at least two references** that may be contacted by the Selection Committee**.**

   The Selection Committee will individually rank shortlisted candidates across the qualifications and key attributes described in the annex and draw on the summed result to decide on finalists, which will be shared with the community (including scores). The range of scores of non-finalists will also be shared.

5. **Final Selection**
   Following the interviews, the public webinar and final deliberations, the Selection Committee will carefully document the reasons for their choice and communicate a list of preferred candidates - as well as a potential runner-up - to the civil society members of the SC. The civil society SC members will ultimately endorse the decision in writing, as per the OGP's Articles of Governance.

6. **Accountability and Communication**
   Once the selected candidates have been endorsed in writing by the civil society SC members, the civil society lead chair will inform the full SC of its choice. At the same time, the Selection Committee will publish an account of their process,

deliberation and choice to share with the broader OGP community. Lastly, the civil society co-chair will introduce the new members to the civil society community.

2. Selection Committee

The Selection Committee consists of:

- Two members from the current civil society SC members (excluding the lead co-chair);
- Two volunteers from the broader OGP civil society community;
- OGP Chief of Country Support

Candidates for the volunteer position on the Selection Committee are invited to send a short letter explaining their motivations and qualifications to serve to the OGP Chief of Country Support by the date specified in the call for volunteers.

The civil society co-chairs of the OGP Steering Committee and the OGP Chief of Country Support will assess the candidates for the external members of the selection committee along the following criteria: active members of CS, good understanding of OGP and what its leadership requires, experience with recruitment and selection processes, experience with SC type of governance mechanisms, and time commitment. The need to have a diverse and representative selection committee will also be taken into account.

The lead civil society co-chair of the OGP Steering Committee will be kept informed of key developments but will not serve as a member of the Selection Committee.

3. Eligibility Criteria

In order to be eligible for shortlisting, candidates must pass the core eligibility criteria by scoring at least 5 out 7 (the total possible points available to them).

Eligibility Criteria	Scoring
Shows a strong understanding of OGP and the SC mandate	Yes = 1 No = 0
Has experience with the OGP process on a national level	
Illustrates ideas for championing and articulating core OGP ideas and values on a national and global stage	
Has open government experience/skills	
Has represented the interests of the civil society community with government or at multistakeholder fora	

Has experience in strategically engaging with senior government and civil society members and exercising sound political judgment.	
Is an experienced and respected civil society actor, with recognition as a legitimate actor in national, regional and/or global civil society networks	

4. Scoring Criteria

The scoring criteria listed here will be applied in the final selection of candidates. Each candidate will be scored against all six criteria, on a scale from 1 to 5, following the point system outlined below. Each Selection Committee member also has 1 additional point they can award to exceptional candidates outside of the listed criteria that align with strategic needs of the SC.

Criteria	1 point	5 points
1. Strong track record in powerfully and clearly articulating core open government issues, including at global and regional (political) fora;	The candidate is mostly active at national level and has little experience speaking on core open government issues at global events.	The candidate has a strong track record in powerfully and clearly articulating core open government issues, including at global and regional (political) fora.
2. Proven ability to canvas and represent the interests of the civil society community with government or at multistakeholder fora;	The candidate is hardly rooted in and connected with civil society in their own country, and/or has experience in only one sector, and/or is not involved in the OGP process nationally.	The candidate is very well connected across civil society and issues, also beyond their country, is able to look beyond their own issue, country or region, has extensive experience representing their community with government or at multistakeholder fora; can serve as a listening post and/or has been a leader in the OGP community.
3. Demonstrable experience in strategically engaging with senior government and civil society members and	The candidate has some experience engaging with senior government and civil society members but mostly works at national level, with	The candidate has a strong track record in engaging strategically at the global level and has demonstrated sound political judgement in

exercising sound political judgment;	little to no experience at global level.	dealing with senior government and civil society members.
4.Demonstrable leadership experience in civil society and recognition as a respected and legitimate actor in national, regional and/or global civil society networks;	The candidate has little leadership experience in civil society and lacks recognition as a national, regional and/or global civil society actor.	The candidate has extensive leadership experience in civil society and is widely recognised and respected as a national, regional and/or global civil society actor.
5. Sound technical expertise and track record in influencing national policy processes and partnering with government - and proven ability to draw on that experience to support national (OGP) processes beyond their own country.	The candidate has limited technical expertise and limited experience in policy processes, with a weak track record partnering with governments on specific policy issues.	The candidate has substantial technical expertise and experience influencing policy processes and partnering with government, including a strong track record in supporting national processes outside of their country.
6. Provide an informed international perspective on core open government issues to leverage global standards and/or partners.	The candidate is mostly locally anchored and largely lacks an international perspective on core open government issues, with few connections beyond their country/region.	The candidate has an informed international perspective on core open government issues and is well positioned to help OGP move on issues and/or partners.
7. Track record as an effective board member, preferably with demonstrable experience chairing (sub)board meetings;	The candidate has some experience as a board member but has not served as chair and has limited experience facilitating board meetings	The candidate has extensive experience as board chair and has a strong track record leading effective board meetings.

5. Communication & Community Engagement

OGP wants to offer the global civil society community every opportunity to inform the selection of civil society members. With that in mind, OGP will communicate on each step of the selection process and will offer the following participation opportunities:

WEEK 1-3: Call for nominations & Call for Selection Committee volunteers

- OGP will communicate both calls on its website and through the civil society mailing list
- The civil society community is invited to nominate candidates
- The civil society community is invited to fill two seats on the formal Selection Community

WEEK 4-5: Public comments
- Once nominations close, the candidates will be listed on the OGP website. Public comments - including endorsements and objections - from the community will inform the shortlisting process. This public comment period will run for a minimum of ten days.

WEEK 6-7: Shortlisting process
- OGP will communicate the list of shortlisted candidates

WEEK 8-10: Interviews & webinars with shortlisted candidates
- The shortlisted candidates will be invited to present their ideas to the OGP community and answer questions.

WEEK 11-12: Final Selection by the Selection Committee

WEEK 13-14: Endorsement of selected candidates by OGP's Steering Committee
- The OGP Steering Committee will publicly endorse the selected candidates

WEEK 15: Accountability & Communication
- The selected candidates are shared with the Steering Committee and then announced on the OGP website, along with their scores.

Please check the OGP website for regular updates and more details on how to participate in this selection process.

6. Accountability
To ensure the highest transparency and accountability standards are met, members will be asked to reflect and report on the work and activities they undertake throughout their term on OGP's Steering Committee. Concretely, the following accountability checks are in place:

As a civil society caucus:
- Steering Committee meeting minutes, as well as a covering blog by the Chair, will be shared with the civil society community;
- The selection of new civil society SC members will take place in full transparency and with substantial opportunities for community engagement, as outlined in this paper;

- At the beginning of their term the lead Civil Society Chair will share their priorities and work plan with the community with the intention of seeking input on those priorities or action plan;
- The cohort shares an annual self-assessment of its work, based on the mandate and roles specified above.

As individual members:
- An attendance overview for each member, listing participation in CS SC monthly calls, SC meetings and key events, will be shared with the civil society community;
- Each member will share a self-assessment with the cohort every six months, based on the mandate and roles specified above. These self-assessments will be made publicly available as well;
- Members will also complete 360 reviews on each other on an annual basis. The results of these 360s will not be made public (per standard norms for such assessments) but should be used by the respective member to continually strengthen their contributions to the cohort.