

## **OGP Steering Committee**

### **Terms of Reference: Local Task Force**

#### **Background and Objectives**

OGP's subnational work plays a critical role in advancing progress towards the ambitious goals outlined in the [OGP Strategy](#). In line with the OGP Steering Committee's (SC) overarching role of providing strategic direction for the Partnership, the SC identified the need to establish a Local Task Force (LTF) to serve as an advisory body to guide and support OGP's approach to the implementation of subnational initiatives. While most task forces are time-limited by definition, the LTF will be permanent in practice with a standing mandate in addition to time-bound projects assigned by the SC on an ad-hoc basis.

#### **Mandate, roles, and responsibilities**

- Guide the SC's strategic approach to advancing open government reforms at the subnational level and enabling subnational representatives to provide input into OGP's high-level decision-making processes.
- Mobilize and facilitate high-level political engagement to bolster OGP Local priorities.
- Make recommendations on issues pertaining to OGP Local for the consideration and adoption by the SC (note: the LTF does not have decision-making ability of its own).
- Provide support and guidance to SU and relevant stakeholders to deepen the impact and innovation of local programming. This may include but is not limited to:
  - Improving visibility and recognition mechanisms for local reforms and reformers
  - Building partnerships and facilitating participation of OGP Local participants in international fora to scale up local reforms to regional, national, and international levels.
- Support OGP Local fundraising efforts by identifying opportunities for funding initiatives and facilitating connections with donors.

#### **Objectives for 2025:**

- *Mobilize Local Level Political Engagement:*
  - The LTF will provide strategic recommendations to the SU/SC for how OGP can harness greater political engagement from OGP Local members and non-members.
  - On an as-needed basis, LTF members will identify, arrange and/or attend engagements (bilateral or multilateral) to advocate for OGP Local priorities.
  - The LTF will support the identification and recruitment of high-level participants to engage in various OGP initiatives, including but not limited to the Local Forum and OGP Ambassadors.
- Stock-take on the future strategic direction of the OGP Local program in coordination with the SU (as per the SU/RM 2025 work plan)

- *Leverage key events as ‘listening posts’*: LTF members will strategically engage in local fora and events, notably the 2025 OGP Global Summit, to better understand issues impacting OGP Local members and reflect areas of need/opportunity back to the SC.
- *Support fundraising efforts*– As part of its standing mandate, in 2025, the LTF will seek to identify funding opportunities and facilitate connections with donors.

## Proposed Membership and Meeting Structure

In coordination with the Support Unit, PDS will be charged with establishing the LTF and appointing 6 standing SC members to serve for 2-year terms. For members whose SC terms end before the conclusion of this 2-year TF term, they may be invited to continue participating in line with the “external participation” guidelines outlined below. PDS, in consultation with SU, will appoint replacements from the roster of SC members active at the time of appointment.

### SC Representatives:

#### *Governments*

- Government of the Indonesia
- Government of Morocco
- Government of Spain

#### *Civil Society*

- Laura Neuman
- Zuki Kota
- Blair Glencorse

### Support Unit:

- Jose Maria Marin, Lead, OGP Local
- Rowan Sockwell, Program Officer, Global Programs and Partnerships
- Shreya Basu, Chief of Country and Local Programs

### *External participation:*

- Meetings of the LTF are required to have participation from representatives of OGP Local, from government and civil society. The participants will be determined by the LTF based on the agenda. The SU will provide recommendations for local actors to participate in meetings/discussions based on the expertise and relevance to the topics being discussed.
- Standing members may open meeting invitations to wider audiences or appoint temporary members to the task force for time bound projects on as-needed basis.

### Meeting structure:

- Biannual virtual meetings, with ad-hoc meetings convened as needed; LTF standing members may call additional sessions as needed. Where possible the LTF will use OGP Summits and Regional Meetings to convene in-person, along with a broader group of OGP Local representatives.



- The SU will collaborate with LTF standing members to formulate meeting agendas. Meeting agendas will be circulated to all members at least one week ahead of meetings.
- Standing members will work collectively to accomplish the roles and responsibilities of the task force.

## **Expected Outputs**

Periodic engagement with full SC to report on the activities of the LTF, including opportunities and challenges identified, as related to the objectives set out for the year.

## **Accountability & Review**

In accordance with the [2024 Governance Review](#), the LTF will be reviewed by the SC on a regular basis to ensure its purpose and objectives continue to be fit for purpose. The Programmatic Delivery Subcommittee will carry out this review once every two years and will adjust the LTF's activities, roles, and responsibilities as needed in alignment with the OGP Strategy.



## **Annex 1: Guidelines for Establishing Task Forces outlined in the Governance Review (approved by the SC in July 2024)**

The SC defines the scope and objectives of each task force at the time of its formation:

- Task forces are accountable to the rest of the SC and are responsible for delivering specific outcomes within a specified timeframe as defined in their terms of reference.
- In carrying out its responsibilities, task forces make recommendations for the consideration and adoption by the SC, but do not have decision-making ability of their own.
- Task forces do not replace standing subcommittees, nor should their terms of reference overlap with the core mandates of standing subcommittees.
- Task forces should have an equal number of government and civil society representatives from within the SC.
- In addition to SC representation, task forces may be composed of non-SC individuals with specialized knowledge or skills relevant to the particular issue or project at hand.
- Decision to invite external participants to task forces meetings and who those participants should be is determined by the SC, in consultation with the SU, at the time of task force formation.
- Participation in task forces does not translate to membership in the SC. Non-SC participants may not vote in SC decisions.

