

# **OGP Steering Committee**

## **Terms of Reference: Action Framework Task Force**

### **Background and objectives**

In 2025, the OGP Steering Committee (SC) established a Task Force to review and update OGP's rules, guidance, and communications regarding National Action Plans (NAPs). This effort was part of the broader effort to realise the OGP Strategy 2023-2028. The goal was to make OGP's processes more user-friendly, adaptable to diverse national contexts, and aligned with current and future political realities. The Task Force steered the process to update OGP's Action Framework, in consultation with OGP members and the wider OGP community. The updated Action Framework was approved by the OGP Steering Committee on February 4, 2026. The Steering Committee also agreed to extend the mandate of the Task Force for a 12 month period to oversee the rollout and initial implementation of the new framework and to serve as the first point of consultation and deliberation for the Steering Committee on the proposals to update the IRM's scope, approach and products in 2026.

### **Scope, roles, and responsibilities**

#### *Scope*

The Task Force (TF) and the SU will work together to provide input on the initial year of implementation of the updated Action Framework including by:

- Providing guidance on how the long-term results of the updates made to the Action Framework should be assessed as part of OGP's results framework.
- Providing guidance on any unanticipated questions and challenges in the operationalization and implementation of the new Framework.
- Providing feedback on or participating in rollout and communication activities.
- Having regular check-ins with the SU on implementation progress, addressing challenges encountered, and feedback on preparing input to other relevant subcommittees of the SC to carry out their mandates vis-a-vis the Action Framework implementation.

The Task Force, the IRM and the IEP will work together to:

- Provide input on the review of the IRM scope, approach and products in 2026.
- Provide feedback and strategic direction on options presented for consideration.
- Prepare for Criteria and Standards and full Steering Committee decision-making and approval on proposed changes at the end of the review process.

#### *Roles and responsibilities*

- The **Support Unit (SU)** will keep the Task Force updated on the rollout and implementation of the Action Framework and share any items that require Task Force input or guidance.
- In conjunction with Criteria and Standards, the **Task Force (TF)**:
  - Will oversee agreed-upon activities, provide feedback and ensure review processes outlined in the approved proposal are implemented in line with the Policy, and provide guidance on any course correction needed during implementation.
  - Provide input to the IRM and IEP on the IRM review, and work with them to prepare for C&S and full SC approval of changes.
- The **Steering Committee (SC)** will review and approve proposed changes to the IRM
- The SU and IRM will develop necessary procedures and guidance to ensure accurate implementation of SC-approved policies and SC and IEP input.

## Expected timelines

### Phase 1: Action Framework Rollout (Feb–May 2026)

- Providing input on rollout communications, materials and guidance to be developed.

### Phase 2: Input to the IRM (Feb–May 2026)

- Providing input to the IRM review process.
- Ongoing guidance on implementation of the Action Framework, as needed.

### Phase 3: Review and approval of changes to the IRM (June - December 2026)

- June-August: Fine tuning of changes to the IRM.
- Post August: Preparing for approval and rollout of change to the IRM.
- Ongoing guidance on implementation of the Action Framework.

## Proposed Membership & Meeting Structure

*Existing TF members will be asked if they would like to continue and others will be invited to join if interested.*

*Steering Committee representatives:*

*Government*

- UK, Matt Donnelly
- Estonia, Marten Lauri
- Spain, Lázaro Tuñon
- Brazil, Taís Sandrim Julião

### *Civil Society*

- Zukiswa Kota
- Natalia Carfi
- Anabel Cruz
- Barbara Schreiner

### *Support Unit and IRM:*

- Jose Maria Marin (Director Country Support - effective 1 March 2026)
- Gustavo Perez Ara (Lead, Member Services - until 31 March 2026)
- Tinatin Ninua (Director, Accountability and Learning)
- Andreas Pavlou (Lead, IRM. for matters related to the IRM)
- Jaime Mercado (Lead Governance and Global Programs)

### *External participation:*

- Non-SC individuals that contributed significantly to the Action Framework review process may be invited to specific meetings or working sessions by the Task Force.

### *Meetings*

- Quarterly, primarily virtually, with additional ad hoc meetings as needed.

### **Accountability & Review:**

- In line with the [2024 governance review](#), the SC will regularly assess the Task Force's purpose and objectives to ensure they remain fit for purpose. The Task Force will be reviewed at the end of 2026 to assess if it still needs to continue or if its work can be integrated fully into an existing sub-committee of the Steering Committee.

## **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.
- The 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.