GFLJD TWG Co-leaders

Terms of Reference (March 31st 2015)

Thematic Working Groups

Definition: Thematic Working Groups (TWGs) are the core of the GFLJD since they provide the platform for co-generation of legal knowledge/products.

Composition: TWGs will be co-led by two or more Intellectual Partners that will be accountable for the management and outputs of the overall working group. Partners of each TWG will also identify additional Partners that may be invited to join the GFLJD to include valuable intellectual contributions. Special attention will be paid to ensure gender balance and regional diversity in the selection of TWG members. The inclusion of specialists in other areas that can bring a multidisciplinary perspective is strongly encouraged.

Selection of co-leaders: The co-leaders will be selected by the members of the TWG based on expressed interest and commitment to the tasks, as well as the administrative capacity to manage the work process and reporting requirements.

Role and responsibilities of co-leaders: The main role of Thematic Working Group Leaders is to provide overall leadership in the implementation of agreed activities and serve as a coordinator among members. They plan and manage the working sessions of the Thematic Working Group with technical support from the GFLJD Secretariat.

Leaders have the following roles and responsibilities:

- Guide the group to plan and implement activities relevant to the work program on an annual basis;
- Lead in the development of expected outputs and outcomes from the activities with members agreement;
- Communicate with members of the TWG to maintain dynamism and follow up on activities and commitments;
- Help identifying resources, opportunities and potential collaborations that would benefit the TWG and allow it to carry out its activities;
- Review, approve and endorse work plans and individual project proposals which they consider relevant.

Expected deliverables: Each TWG Leader with participation of all members and support of TWG coordinators will be responsible for providing the Steering Committee with the following deliverables:
A Proposal of their annual work program with expected outputs and outcomes (based on draft Template developed by the Secretariat)

A brief annual report on progress of the activities and outputs of the TWG.

**Tasks:** The TWG will perform the following duties:

- Establish a name for the TWG;
- Share current knowledge programs of each participant in selected topics;
- Identify 3 to 5 top issues, deliverables, timelines, costs and develop a detailed work program, including results framework (with performance indicators), budget (including Partners contributions and request for financing from the MDTF), and human resources needs;
- Agree on the working language and procedures for collaboration (frequency and forms of meetings);
- Identify on-going and/or upcoming related activities at the country and regional levels for potential collaboration;
- Work as a team to deliver the products/activities that have been agreed in the work program.

**Meetings:** Meetings may be held either in-person or virtually, via audio and/or video teleconferencing. They shall be convened by electronic notification to all TWG members from the GFLJD Secretariat including an indicative agenda at least one week before the meeting.

A rotating chairmanship of meetings will be set to promote ownership. Each meeting will be chaired by one of the co-leaders and another partner. The chair/co-chairs will have the following roles and responsibilities:

- Share supporting documents and information in advance of the meeting to allow participants to prepare themselves accordingly;
- Participate to the meeting as a team member;
- Facilitate deep and inclusive discussion during the meeting, ensuring that every participant is, and feels, included and able to contribute;
- Follow the agenda and keep the meeting focused on agenda items;
- Clarify roles and allocating responsibilities to TWG members for specific tasks;
- Set a date for the next meeting, once meeting adjourned, in accordance with all members;
- Clear meeting minutes, and prepare the next agenda in coordination with the GFLJD Secretariat at least four business days after the meeting;
- Follow up on agreed commitments; and send reminders with the assistance of the GFLJD Secretariat to members who have agreed to take on a task.

In case of impossibility or absence of the chair, TWG members are entitled to appoint a new chair.

**Responsibility:** Each member of the TWG will commit and be responsible and accountable for the delivery of the respective products/activities committed in the work program. Partners’ responsibilities are functional to the overall results of the TWG. However, the commitment is not legally binding.

---

1 Responsibility means the duty to perform activities and make decisions in functional areas.
**Funding and Accountability**: Each member of the TWGs will cover its own staff costs. Funding from the MDTF may complement but not substitute the in-kind contributions of each Partner.

The co-leaders will be, in most cases, the recipients of funds allocated for the work program and will be accountable to the Bank and/or to the Partnership for the quality of outputs, the use of funds, and for compliance with applicable rules and procedures. The reporting requirements will be specified at the time of funds allocation. (See Annex I. Reporting for Financial Allocations)

**Quality Assurance**: At the time of design, and before finalization of knowledge products, each TWG is required to get quality peer review. Intellectual Partners are encouraged to provide quality peer reviewing as in-kind contribution. Members that are intellectual contributors may not at the same time serve as peer reviewers of their own products.

An evaluation of each deliverable will be provided using a combination of self-evaluation, users’ evaluation, online users’ feedback and, for major deliverables, quality evaluation provided by a panel of independent peer reviewers.

**Support**: The GFLJD Interim Secretariat will support the TWGs in the activities specified under Section V. (Governance of the GFLJD) subsection C. (The GFLJD Interim Secretariat) of this Charter.

**Thematic sub-groups**: Considering the high number of active partners and the high range of topics covered by a thematic, a TWG can decide to set up thematic sub-groups with the aim of:
- Allowing the whole TWG to address more specific issues defined as priorities by the partners in their inventories,
- Facilitating the achievement of concrete deliverables in a one-year or two-years agenda by a limited number of partners,
- Maximizing the coordination of work within the TWG,
- Promoting ownership by offering co-leaders positions to a larger number of partners.

Each sub-group will be co-led by two or more partners which role and responsibilities are identical to the ones agreed for the co-leaders of the whole TWG but limited to a specific area. Sub-groups co-leaders work in coordination with the TWG co-leaders and report to the entire TWG. They do not receive support from the Secretariat to plan and manage their working sessions, except when they report to the whole TWG.

**Communities of Practice**: Are informal workings groups that are not subject to any kind of endorsement from TWGs and do not report to the TWGs co-leaders. CoP can include in their working groups also NON GFLJD partners.

---

2 Accountability means being answerable for managing quality, risk and results with regard to assigned responsibilities.