

## **Governance Arrangements and Terms of Reference for the PARIS21 Steering Committee**

**revised April 2004**

### **General Terms of Reference**

The Steering Committee will be responsible for the oversight of the PARIS21 Secretariat work programme and for ensuring that the aims and strategy of the wider PARIS21 Consortium are effectively articulated and disseminated.

The Steering Committee's primary functions are to:

- (a) approve the Secretariat work programme and oversee the Secretariat budget
- (b) generate ideas and review proposals for the content and format of the periodic full Consortium meetings, occasionally reviewing the Consortium's progress (including against the Outcomes in the Logical Framework) and providing advice on any changes to the way the Consortium is organised or co-ordinated.
- (c) review the progress reports of the Secretariat and comment as appropriate, and agree on the Secretariat reports to the UN Statistical Commission and to the OECD/DAC
- (d) consider and decide on proposals for the establishment of new task teams
- (e) review the outputs of task teams and comment as appropriate
- (f) review and comment the terms of reference of the PARIS21 evaluation as well as the draft and final evaluation reports
- (g) give overall guidance to the Secretariat when appropriate

### ***Conduct of the Committee's Work***

The Committee will normally meet in full session twice per year (usually in June/July and October/November). The Secretariat will draw up the agenda for meetings and indicate the decisions that the Committee is asked to take. In the absence of consensus, decisions will be made by simple majority voting.

In between meetings, business will be conducted by email where possible and appropriate.

Committee members should be prepared to provide comments on draft papers/reports, to offer to participate in subgroups on particular issues when appropriate, and to act as advocates for the PARIS21 Consortium. In particular, they should use their influence wherever possible to advocate the allocation of adequate resources both for statistics and their dissemination in general and for donors to contribute to PARIS21 in particular.

### **Composition of the Committee**

The Committee is composed of *members* and their *alternates*.

The chairs will on occasion request that *special invitees* attend PARIS21 Steering Committee meetings. These individuals will be high-profile guests, asked to speak on a specific topic or to provide their insight on a question of great importance.

The special invitees are encouraged to provide input on the topics at hand; however, their participation in no way implies a formal, lasting relationship with the Committee. The modalities for funding the participation of invitees are outlined below in the section "Participation in the Steering Committee." Bilateral and multilateral development



agencies not represented on the Committee could also be invited to attend PARIS21 Steering Committee meetings, as appropriate.

In addition to the two chairs, the Committee will have 24 members, comprising 12 from donor countries and agencies (6 multilateral, 6 bilateral), 9 from partner countries, and 3 from regional development banks. The intention is to have equal representation from the North (bilateral and multilateral institutions) and the South (developing countries and regional development banks), with both statisticians and policymakers represented on the Committee. Partner country representatives will be selected by subregion, with the same objective of having equal numbers of statisticians and policymakers serving.

Individuals with a potential conflict of interest will not be allowed to be Steering Committee members (e.g., if they stand to be eligible for consultancy contracts for PARIS21 work).

The composition of the Committee under PARIS21 – Phase I (1999 to 2003) is outlined in Annex I below. Almost all members were statisticians, which inspired the change to a new composition comprising policymakers and statisticians.

### ***Chairmanship***

The Steering Committee will have two chairs: the chair of the OECD’s Development Assistance Committee (DAC) and the partner representative a developing country member of the Bureau of the United Nations Statistical Commission (either the chair where applicable or his/her nominee from within the Bureau). As the UNSC annual meetings are held in March and PARIS21 holds one of its Steering Committee meetings in June/July, if there is a change in representation on the UNSC Bureau, the outgoing PARIS21 partner country chair will preside at the June/July meeting to assist the new chair in transitioning into the next phase of PARIS21 chairmanship. The new chair would then take office in the October/November PARIS21 Steering Committee meeting.

If the DAC chair or UNSC representative cannot attend a PARIS21 Steering Committee in person, they should nominate alternates. At Steering Committee and Consortium meetings, the co-chairs will alternate the chairing of morning and afternoon sessions. Donors meetings will be chaired by the DAC chairman but will also be attended by the partner country representative.

### ***Selection process***

The Steering Committee should comprise both data users and data producers. If the Committee member is a statistician, then his/her alternate should be a user of statistics such as a policymaker, and vice versa. Whenever possible, a gender balance should be also sought.

#### ***1. Multilateral Representation***

The European Commission, IMF, OECD, United Nations Development Programme, United Nations Statistics Division, and World Bank hold permanent seats on the Steering Committee as founding institutions. These institutions will communicate to the Secretariat the names of their representatives and alternates and inform the Secretariat whenever a change in their representation occurs.

#### ***2. Bilateral Representation***

The list of bilateral representatives to the Committee from PARIS21’s 1999–2003 period was France, Germany, Japan, Switzerland, the United Kingdom, and the United States. As the United States have yet to participate in a PARIS21 Steering Committee meeting, they will be replaced with the Netherlands—the bilateral donor not represented on the Committee who has contributed the largest amount of funding as of March 2004.

The ministries responsible for development assistance in these six countries will communicate to the Secretariat the names of their representatives and alternates and inform the Secretariat whenever a change in their representation occurs. The intention is that these bilateral representatives should be development policymakers, rather than statisticians from the country’s statistical office, accepting that development ministries may choose to delegate this responsibility.

3. *Regional Development Bank Representation*

The chief economists (or their representatives) from the three regional development banks that cover developing countries (i.e., African Development Bank, Asian Development Bank, and Inter-American Development Bank) will hold seats on the Steering Committee as full members, representing both the multilateral and developing country perspectives.

4. *Developing Country Partner Representation*

As mentioned above, the Steering Committee will include nine developing country members, who will be selected from the pool of both statisticians and policymakers. As PARIS21 works most closely with subregional institutions in the implementation of its work programme, the seats for developing country members—to be composed of one representative from each relevant subregion—will be selected in consultation with the competent regional and subregional institutions. These subregions and their corresponding institutions are outlined in the following table:

Region	PARIS21 Subregional Programme	Competent Regional & Subregional Institution	# of Countries <sup>1</sup>
AFRICA	<i>West/Central Africa</i>	Afristat / UN Economic Commission for Africa (UNECA)	22
	<i>East Africa and the Horn</i>	UN Economic Commission for Africa (UNECA)	6
	<i>Southern Africa</i>	Southern African Development Community (SADC)	15
ARAB STATES	<i>Northern Africa</i>	League of Arab States	10
	<i>The Middle East</i>	League of Arab States / UN Economic Commission for Western Asia (UNESWCA)	12
ASIA	<i>South Asia / East Asia</i>	UN Economic Commission for Asia & the Pacific (UNESCAP)	15
	<i>Central Asia</i>	Interstate Statistical Committee of the CIS (CISSTAT)	12
	<i>Southeast Asia</i>	ASEAN Heads of Statistics Offices (AHSO)	10
LATIN AMERICA	<i>Andean Community / Central America</i>	Andean Community General Secretariat / Central American Statistical Commission of SICA	12
	<b>Total:</b>	<b>9 Steering Committee seats</b>	<b>114</b>

In order to avoid the problems posed by the overlapping of country representation on these institutions, the PARIS21 Secretariat will prepare a list of the countries from which these institutions will be requested to help identify their representatives. For example, since Mauritania is a member of both Afristat and the League of Arab States, it will be included on only one of those subregional lists.

<sup>1</sup> This number does not necessarily reflect the number of country members of the corresponding institutions, but rather the number of countries in the subregion for the purposes of this exercise.



## **Term of Membership**

Steering Committee members and alternates serve for a term of three years, renewable if so decided. The upcoming term of membership will therefore last from June 2004 until June 2007.

## **Participation in the Steering Committee**

The costs of the participation (travel and per diems) of partner country *members* and *special invitees* in Steering Committee meetings will be borne by the Secretariat budget subject to OECD regular conditions. The cost of participation (travel and per diems) of Steering Committee partner country members in specific activities such as representing PARIS21 at international events could be borne by the Secretariat budget when appropriate. It is expected that the cost of the participation of bilateral, multilateral, and regional development bank representatives in all PARIS21-related meetings will be borne by their respective institutions.

### Annex I: Composition of the Steering Committee, Period 1999 – 2003

	<b>Donor Countries or Agencies</b>		<b>Member</b>	<b>Alternate</b>	<b>Comments</b>
	<i>Chair</i>		Richard Manning		
	<i>Multilateral</i>				
1		European Commission	Daniel Byk	Gilles Rambaud-Chanoz	
2		IMF	Lucie Laliberté	Jan Bové	
3		OECD	Brian Hammond	Enrico Giovannini	
4		UN Statistics Division	Willem De Vries	Stefan Schweinfest	
5		UN System	Diana Alarcon	Richard Leete	
6		World Bank	Shadia Badiee	Misha Belkindas	
	<i>Bilateral</i>				
7		France	Philippe Pommier		
8		Japan	Koichi Tagomori	Hiroyuki Kitada Masahiko Kiya	
9		Switzerland	Raul Suarez de Miguel	Carol Mottet	
10		United Kingdom	Richard Martini	Sarah Hennell	
11		Germany	Gabriele Zeller		
12		USA	Gerry Britan	Muneera Salem-Murdock	
	<b>Partner countries</b>				
	<i>Chair</i>		Pali Lehohla		
1		Africa Francophone	Lamine Diop		
2		Africa Anglophone	Oladejo O. Ajayi	Cletus P.B. Mkai	
3		Arab States	Hasan Abu-Libdeh		Resigned
4		Asia	Paul Cheung		Resigned
5		CIS	Zarylbek Kudabaev		
6		Latin America	Jose Carvajal		
	<i>ex officio</i>		Guest Charumbira		