



C20 Secretariat Terms of Reference

The main responsibility of the secretariat is to implement the strategy set by the steering committee, and deliver the outputs specified in this strategy (see Steering Committee ToR) and depending on funding. The secretariat is accountable to the steering committee, and works under its direction and auspices. The secretariat will be supervised by the steering committee, which also has the right to assess the work of the secretariat, and take measures in case the secretariat does not respond/meet the needs of the steering committee, in particular with regards to implementing the agreed strategy. The secretariat reports on progress to the steering committee on a monthly basis, and seeks direction as necessary.

Roles and responsibilities

1. Facilitate the implementation of the strategy agreed by the C20 Steering Committee, including delivery of key outputs specified in that strategy and depending on funding.
2. Contribute to the design of the civil society consultation process, both at the outset and throughout the process itself, by ensuring ongoing learning and adjustment.
3. Implement the civil society policy consultation process, as per the 2017 C20 strategy, ensuring that this consultation is as participatory and consultative as possible, involves all relevant civil society stakeholders, and facilitates the production of coherent and focused policy positions (policy papers).
4. Oversee the development of the C20's website and social media channels, in collaboration with the Steering Committee.
5. Manage and update the C20's website on an ongoing basis, in collaboration with relevant stakeholders including Working Group Co-Chairs and Discussion leaders.
6. Hold overall responsibility for managing the C20's online presence, including social media.
7. Organize the logistics for the C20 Summit as meeting of national and international civil society organizations, to further develop and finalize both policy recommendations and advocacy strategies. The C20 Summit is to be organized in such a way as to facilitate the maximum possible participation by civil society.
8. Work with relevant stakeholders including members of the Steering Committee and working group Co-Chairs to facilitate advocacy with the German G20 Presidency, through developing tailor-made advocacy and lobby products.

9. Keep all stakeholders up to date on advocacy and lobby efforts, through regular and open communications.
10. Facilitate the process for joint advocacy and lobby efforts whenever relevant, and help to identify joint advocacy moments.
11. Assist in building key relationships with other G20 engagement groups, including the T20, L20, Y20 and B20.
12. Draft correspondence and briefs to support steering committee engagement with key stakeholders.
13. According to the direction of the Steering Committee, monitor and evaluate the work of the C20, including producing regular progress reports.
14. Provide administrative assistance to the steering committee.
15. Maintain contacts, working group lists and spreadsheets.
16. Provide support to fundraising efforts, including writing proposals, monitoring budgets and reporting.
17. Respond professionally and in a timely manner to all internal and external stakeholders.
18. Refer to the steering committee for all important decisions, and facilitate the decision making processes.