



C20 Steering Committee Terms of Reference

The primary role of the steering committee will be to provide strategic direction to the 2015 C20 process, in line with the roles, responsibilities and ways of working set out in this document. The day-to-day implementation of the C20 project and Summit 2017 will be carried out by the secretariat (see Secretariat ToR). The steering committee will be ultimately responsible for the process of national and international civil society engagement with the G20. It will be responsible for outreach to civil society both in Germany and around the world; formulation of focused, coherent and relevant policy recommendations; and presentation of these recommendations to the G20 at relevant moments. However, it will refrain from becoming a platform for the promotion of members' views only: instead, it will be a vehicle for the facilitation of the articulation of the collective perspectives and policy positions of wider civil society within the C20 engagement group.

Roles and responsibilities

1. Provide process direction to the 2017 C20 process, setting overall goals and regularly reviewing progress to ensure that the process is on track to achieve these goals.
2. Oversee the civil society policy consultation process, working with national and international civil society organizations to identify relevant policy themes for the 2017 C20 in the most participatory and consultative manner possible, and to develop coherent and focused policy positions and recommendations on this basis.
3. Oversee the organization of the C20 Summit as meeting of national and international civil society organizations to further develop and finalize both policy recommendations and advocacy strategies. This meeting is to be organized in such a way as to facilitate the maximum possible participation by civil society.
4. Oversee the development of inclusive, accessible and participatory mechanisms to facilitate the broadest possible engagement of national and international civil society in the C20. To facilitate the working process, the steering committee will organize a set of working groups that will meet regularly, both through virtual telephone conferences as well as through at least one face-to-face meeting.
5. Develop and implement, in collaboration with the Secretariat, Steering Committee member organizations and civil society organizations from around the world, a common advocacy strategy for influencing the G20 both at leader's level as well as in the G20 workstreams, based on the policy positions and recommendations mentioned above.
6. Identify and secure sources of sustainable funding to support the work of the C20, both in 2017 and, if possible, in the future in order to continue and deepen civil society engagement with the G20.

7. Work with fellow Troika members to ensure continuity and consistency between C20s, and to further institutionalize this engagement group within the G20 process.
8. Build key relationships with other G20 engagement groups, including the T20, L20, Y20 and B20.
9. Work with the secretariat to ensure regular and public reporting on activities to supporters, members and other key stakeholders.
10. Ensure periodic reviews and a final evaluation of the 2017 C20 are conducted, in order to inform and improve the C20 process, and for sharing with Troika members, supporters and other interested parties.

Operating principles

1. Each steering committee seat is taken by a main representative and a deputy. Representatives and deputies will ensure that at least one of them is present in meetings at all times. Each organization will decide whether the representative or the deputy will attend meetings. Both may attend, but there will only be one vote per steering committee seat.
2. The steering committee will be governed through co-chairmanship of two.
3. The steering committee will meet once a month (teleconference) for the first 3-4 months, until all structures are finalized and working smoothly. The steering committee will review the frequency of meetings once these structures are finalized. At least one face-to-face meeting is foreseen.
4. The quorum for a meeting of the steering committee will be half of the members plus one. Steering committee meetings will be chaired by either of the co-chairs of the steering committee.
6. Members of the secretariat can be called upon to participate in steering committee meetings.
7. Decisions of the steering committee will be made through voting, based on a simple majority voting system.
8. All meetings and decisions will be minuted and shared with all steering committee members.
9. All documentation produced by the steering committee and secretariat will be stored, and will constitute part of the collateral to be handed over to the 2018 C20 steering committee.
10. Steering committee members can delegate other members to represent them in steering committee meetings. Delegated members will also hold voting rights for the member they are representing.