

Substantive Preparations for the Mexico City High-Level Meeting

Roles and expectations

October 2013



The fourth Steering Committee meeting of the Global Partnership for Effective Development Co-operation (Washington, DC, 10-11 October) agreed on the overall scope and structure of the agenda for the Mexico City High-Level Meeting (15-16 April 2014). For each session of the agenda, the Committee agreed a core team would take forward substantive preparations and stakeholder outreach. In most cases, a ministerial champion (in brackets) will oversee preparations.

1. Progress on Busan implementation and impact on inclusive development
2. Domestic resource mobilization (**Nigeria**)
3. Middle-income countries (**Mexico**)
4. South-South cooperation, triangular cooperation and knowledge-sharing (**Mexico and Indonesia**)
5. Private sector – business as a partner in development: (**UK**)

The core team will involve members of the broader Partnership, including those governments and organizations that were identified at the Addis Ababa SC meeting as champions for the various substantive areas, as well as others (see table below for initial list of volunteers).

1. Next steps for core teams

By **3 December 2013**, each planning lead should submit a “run-through” note for their session to the OECD-UNDP Support Team. The note should be 3-5 pages and should include:

1. A limited number of concrete deliverables to be discussed and/or agreed at the session, including:
 - a. Up to five ambitious statements/agreements that could be covered in a communique on the topic, building on what is already included in the Busan Partnership document; and
 - b. Up to four new initiatives that should be highlighted and receive support at the HLM – these can be drawn from, but need not be limited to, the revised list of potential deliverables discussed at the Washington DC SC meeting (see annex);
2. A list of analytical work available to date that can serve as an input for the session;
3. A summary of key findings from multi-stakeholder consultations and analytical work on the session topic and implications for the communique and proposed initiatives;
4. A plan for producing additional analytical work to fill evidence gaps;
5. A proposed format for the session, including:
 - a. A list of high-profile speakers, including one for each proposed initiative;
 - b. Up to 10 ministers or leaders of organisations who could offer strong, and diverse views on the topic.
6. A list of organisations / countries consulted so far and a plan for future stakeholder outreach and consultation in the lead-up to the HLM.

In preparing the concept note, each planning lead will be expected to:

1. Form a core team involving individuals from members of the Steering Committee and the broader Partnership (see below).

2. Consult with the broad membership of the Global Partnership on the specific deliverables to be debated and/or agreed within the session, including drawing on work from voluntary initiatives such as the Busan “building blocks” where relevant. The revised list of possible session deliverables/outcomes (see attached) should be the basis for further consultation.
3. Report back to Mexico, the Co-Chairs and the OECD-UNDP support team at regular intervals (e.g. every two weeks). See the table below for session focal points.

2. Guidance for establishing the core team

- For each session, the planning lead is expected to lead the process of setting up a core team which will take forward substantive and logistical preparations for the session, including outreach and consultation.
- Members of the core team should be drawn from the broad membership of the Partnership and should reflect the Partnership’s multi-stakeholder nature by involving non-governmental and non-executive stakeholders in addition to governments.
- Members of the core team may include those governments and organizations that were identified at the Addis Ababa SC meeting as champions for the various substantive areas, as well as others.
- Champions should ensure that the core team includes individuals that can dedicate a significant amount of time to the preparation of the session, as well as members that can provide adequate financial and/or in-kind resources for the preparation of the session and its inputs.
- The specific structure of each core team can vary depending on the needs identified by the champion and other members.
- Core teams are not meant to become permanent structures of the Global Partnership but only to ensure the successful preparations of the Mexico City HLM.
- Governments and organizations interested in contributing to the core team for a session, or in contributing specific analytic work, should contact the relevant focal points listed in the table below.

3. Ensuring broad stakeholder consultation and engagement

- Preparations for each session should involve consultation and engagement with the broad membership of the Global Partnership, and particularly those members and constituencies not directly represented on the Steering Committee.
- For each session, the champion and core team should agree a plan to implement activities to engage the broad membership of the Global Partnership

4. Role of the OECD-UNDP Support Team

- A member of the support team will follow the work of each session. The role of the support team, in close consultation with Mexico and the Co-Chairs, is: to follow the overall progress of substantive preparations and consultations; ensure coordination with overall preparation of the High-Level Meeting and side events; coordinate and ensure cross-linkages between the different sessions; liaise with Mexico on the invitation of high-level participants; and ensure a co-ordinated and balanced approach to participation.
- There is an expectation that the members of the core teams lead the work, with the support team providing light advice and support.

5. Contact Information for Core Team and Joint Support Team focal points

Session	Focal points ¹	Joint Support Team Focal Point
Progress on Busan implementation and its impact on inclusive development	<p>European Union Ellen Kelly +322 290 0760 ellen.kelly@ec.europa.eu</p> <p>United States, Korea, CPDE Others tbd</p>	<p>Yuko Suzuki Naab +1-212-906-6509 yuko.suzuki@undp.org Marjolaine Nicod +33 1 45 24 87 67 marjolaine.nicod@oecd.org Hanna-Mari Kilpelainen +33 1 45 24 98 32 hanna-mari.kilpelainen@oecd.org</p>
Domestic Resource Mobilization	<p>Nigeria Chii Akporji +234 706 428 8021 cakporji@gmail.com</p> <p>AU/NEPAD, EU, others tbd</p>	<p>Robin Ogilvy +33 1 45 24 94 48 robin.ogilvy@oecd.org</p>
Middle-income countries	<p>Mexico Noel Gonzalez +52 55 36865100 x5358 ngonzalez@sre.gob.mx</p> <p>Others tbd</p>	<p>Derek Kilner +1-212-906-5742 derek.kilner@undp.org</p>
South-South Co-operation, Triangular Co-operation and Knowledge Sharing	<p>Indonesia (KS) Tubagus Choesni +62 21 7991025 x213 choesni@bappenas.go.id</p> <p>World Bank, Korea, others tbd</p> <p>Mexico (SSC, TrC) Noel Gonzalez +52 55 36865100 x5358 ngonzalez@sre.gob.mx</p> <p>Bangladesh, others tbd</p>	<p>Gerardo Bracho +33 45 24 93 37 gerardo.bracho@oecd.org Carola Kenngott +1-212-906-5581 carola.kenngott@undp.org</p>
Private Sector	<p>United Kingdom Tim Stern +44 7760 301280 t-stern@dfid.gov.uk</p> <p>Private sector, World Bank, others tbd</p>	<p>Farida Bena +33 1 45 24 90 16 farida.tchaitchianbena@oecd.org</p>

¹ A specific Lead focal point has been designated for purposes of communication with the support team and Co-Chairs.