

General Terms of Reference for Working Groups

JULY 2021

Foundation & General Principles:

Setting up a Working Group (WG):

1. Commissioners wishing to Chair a Working Group can propose, *with approval of Broadband Commission members*, and establish a Working Group. Chairpersonship can be performed alone or by co-chairing with another Commissioner (maximum of 2 Chairpersons being good practice)
2. Working Groups can only be proposed during the two annual Broadband Commission meetings, in Spring and Fall.
3. **4 Working Groups** should be considered best practice
4. The Secretariat shall be consulted on the timeline of the WG activities and possible slots to launch new group.

Focus areas and the mandate:

1. Working Groups must be related to one of the core focus areas of the Commission:
 - a. **Connecting the unconnected**, relating to the Global Connectivity Goal and Manifesto, especially in remote and rural areas;
 - b. **Driving and promoting ICTs for sustainable development**, with special emphasis on innovative uses/service delivery
 - c. **Social and economic aspects of broadband and ICTs** (including health, safety, education, etc.)
 - d. **Exploring how ICTs can best empower users equally across geographic location, socio-economic status, gender & race**, through skills, multilingualism etc., to bridge divides beyond access
2. The focus and outcomes of a Working Group should be clearly defined. The objectives and outcomes of the WG should add value in addressing selected themes. They should not duplicate the activities of other entities or previous Working Groups.
3. The Working Groups should seek to build on past work of the Commission, and liaise amongst each other, to ensure unity of messaging and priorities.

Operations of the group:

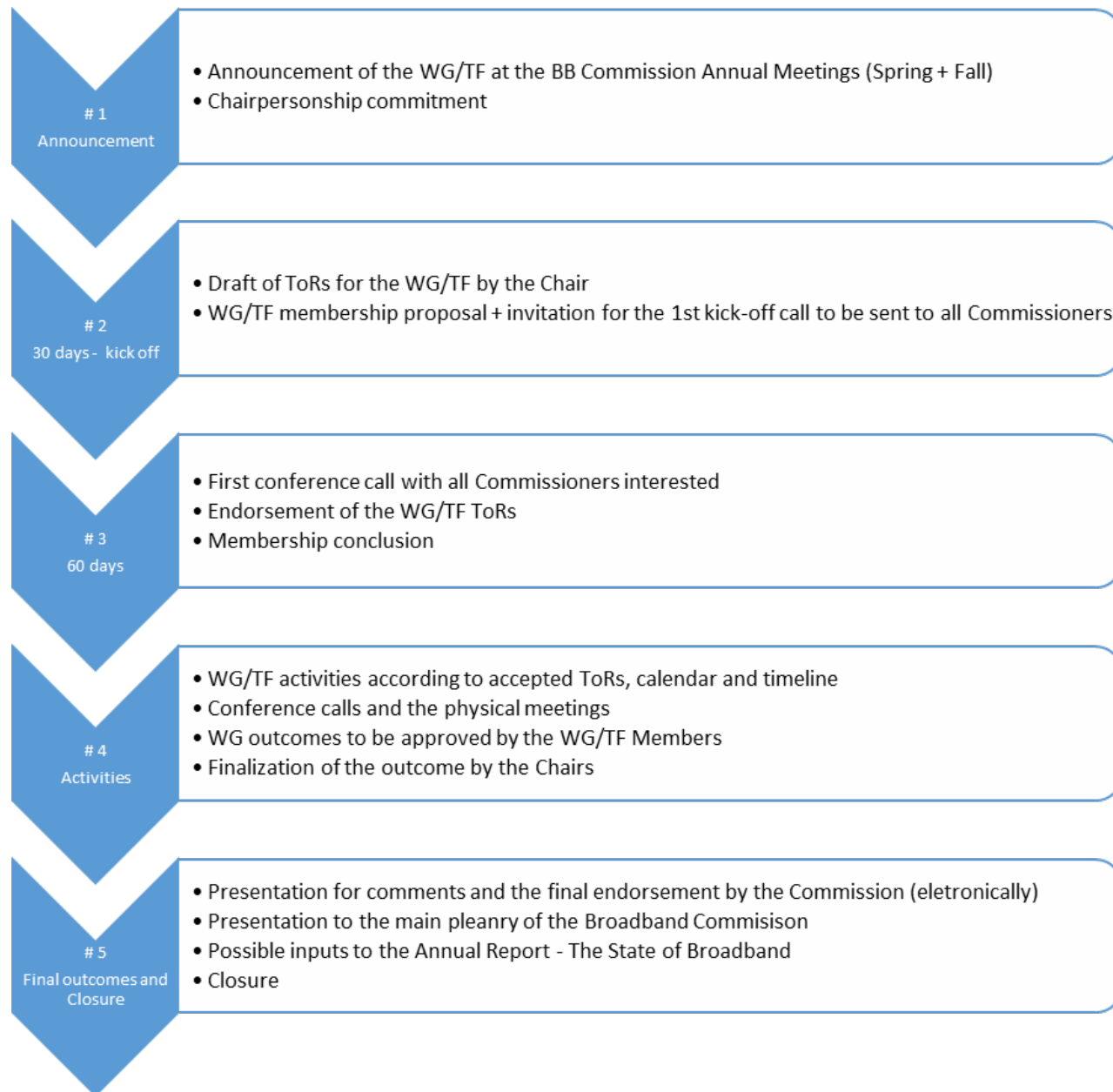
1. Within 30 days of proposing a WG, Chair/Co-Chairs must provide a formal concept document and a Draft Terms of Reference (ToRs) which should include:
 - a. Clear objective(s) on the deliverables, expected results and impact;
 - b. A timeline (agreed upon by the Broadband Commission Secretariat), including a calendar of the meetings and means for achieving the desired deliverables;
 - c. Information regarding how the work of the group will be resourced;
 - d. A communication strategy, using the best practices provided by the Secretariat as a framework
 - e. Proposed list of Members;
 - f. Start and closure dates.

This ToR draft document is to be circulated to all Commissioners and focal points, together with a date of the first/kick-off conference call and invitation to become Member.

Moreover, the draft ToRs should be discussed and confirmed with all members of the Commission participating in the first conference call (see steps below). All major decisions on focus, outcomes, impact and timeline should be made in consultation with members of the WG.

2. Proposed Working Groups should convene for a first conference call within 60 days of being announced.
3. At the time of the first conference call, a minimum of **5 participating Commissioners** (or representatives of their respective organizations) are required to confirm participation before the group may be formalized.
4. Working Groups should have a limited duration of 6 -12 months from the date of the first conference call. WGs should close once the Commission has endorsed their final outcomes. In some cases, the Broadband Commission may decide to extend a WG mandate, or to create a new group to follow-up on the outcomes produced by the original group.

Summary - milestones & timeline:



Working Group Outcomes and Publications:

1. **Working Group's outcomes** (reports, recommendations, case studies, online tools etc.) should be presented to the Broadband Commissioners prior to being publicly released. This process of approval is to be conducted virtually (via emails), or during a physical meeting. **All comments received from Commissioners should be taken into account.** If one or more Commissioners finds that the outcome of a WG is not aligned with the objectives and scope of the Commission, the group may be requested to reconvene to review its work and adapt its outcome based on the comments received.
2. Working Groups will be encouraged to obtain regular feedback from Commissioners to avoid such a scenario. Once the outcome of the WG is endorsed by the Broadband Commission (electronically or during the onsite meeting), it may be released as an official outcome.
3. Working Group findings, when approved by the Commission, should apply the Broadband Commission branding guidelines, to ensure a coherent look and feel to outcomes of the different Working Groups. The Secretariat will provide the necessary layout and branding materials. (See Annex 1)

Roles and Functions:

The Role of the Chair/co-Chairs:

1. The Chair/co-Chairs should have advanced expertise in the selected focus area of the WG.
2. The Chair/co-Chairs will be responsible for convening members of the WG, both Commissioners and external experts.
3. The WG should ensure a multistakeholder approach. Governments, private sector, Intergovernmental Organizations, civil society/academia should be part of the group.
4. The WG should aim for the group's membership to be balanced by sector, gender and geography.
5. The Chair/co-Chairs will be responsible to provide the remote participation platform to host virtual meetings, and act as Moderator.

6. The Chair/Co-Chairs will coordinate and secure the resources for the work-plan and deliverables of the group, including the development, production (graphic and layout etc.) of its outcomes as well as the materials for the meetings of the group.
7. Final responsibility for the research, findings, recommendations and outcomes of a group lies with the Chair/co-Chairs, and the group's members.
8. The Chair/Co-Chairs should act as the advocates for the WG by organizing, participating in workshops/meetings (online and onsite) and promoting the released outcomes of the WG externally. This should be part of the communications plan submitted.
9. The Chair/co-Chair should liaise regularly with the Commission Secretariat.

The Role of the Individual Commissioner as a WG Member:

1. Participation in the Working Groups is voluntary for Commissioners. Commissioners (or their respective organizations) may at any time choose to join based on their experience, personal or professional interest, or exit a Working Group, upon written notification to the Broadband Commission Secretariat and the Chair/co-Chairs of the group.
2. The role of the Working Group members includes an active participation to the onsite meetings and conference calls of the group, as well as a contribution of relevant inputs including content, comments/remarks and outreach/communications support to the outcomes of the working groups. There are no financial commitments foreseen for the members of the WG unless expressed on a voluntary basis.
3. The Broadband Commissioners may nominate a Focal Point/Proxy with expertise in the field of the Working Group focus area to represent them at conference calls and for the operational exchange. However, the Commissioners who are the Working Group members are expected to participate in the onsite meetings and to author and sign off on the outcomes.

The Role and Profile of External Experts:

1. Working Group members may propose, and with agreement of the Chair/co-Chairs and the group, invite external (non-Broadband Commission) stakeholders to join the Working Group.
2. External members should have appropriate experience and knowledge in a specialized area.
3. The external experts cannot outnumber the Commissioners participating in the group.
4. External stakeholders may participate in physical or virtual meetings of the Working Group but will not be invited to join the Broadband Commission meetings.

General Working Methods:

Support from the Broadband Commission Secretariat:

1. The Broadband Commission Secretariat will follow the activities of each Working Group, and report back on relevant updates to the Chairs/Co-Chairs. The Broadband Commission Secretariat will support the Working Groups through:
 - a. Facilitating liaison and distribution of correspondence and materials to members of the WG, and the wider community of Broadband Commissioners.
 - b. Attending and following the conference calls for members of the WG.
 - c. Supporting the facilitation of the onsite meetings and other side events.
 - d. Promoting the work of the group on the Broadband Commission website and social media channels.
 - e. Providing templates for reports and other documents to unify presentation of the outcomes.
 - f. Advising on the communications strategy for the launch and promotion of the WG outcomes.
2. The Broadband Commission Secretariat does not provide financial assistance to the Working Groups

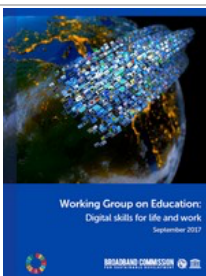
Meetings and Conference Calls:

1. Meetings and conference calls are convened and chaired by the Chair/Co-Chairs.

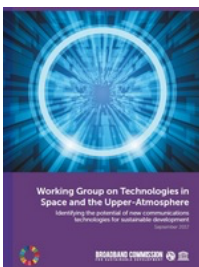
2. Chair/Co-Chairs are responsible to develop the agenda items for WG meetings and conf-calls. All agenda items with additional materials will be forwarded by the Secretariat prior to the scheduled meeting.
3. Chair/co-Chairs are responsible for facilitating the conference calls of the WG and providing the online/remote platforms.
4. Minutes and meeting papers - the summary report of each meeting will be prepared by Chair/Co-Chairs. Full copies of the minutes, including attachments, will be provided to all WG members following each meeting.
5. Quorum requirements - a quorum will be half the regular membership plus one for meetings and outcomes development. This is not applicable for the conference calls.

ANNEX 1: Layout and branding standard

The Broadband Commission Secretariat will provide the LAYOUT PACK including standard branding for each of the WG published outcomes. These are the examples (2016 – 2020):



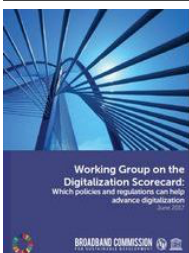
Report: Working Group on Education, 2017



Report: Working Group on Technologies in Space and the Upper-Atmosphere, 2017



Progress Report: Working Group on the Digital Gender Divide. 2017



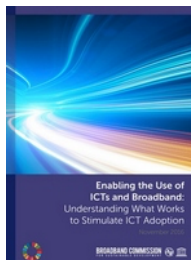
Report: Working Group on the Digitalization Scorecard. 2017



Report: Working Group on Digital Gender Divide, 2017



Report: Digital Health: A Call for Government Leadership and Cooperation between ICT and Health, 2017



The Working Group on Demand report - Enabling the use of ICTs and Broadband: Understanding what works to stimulate ICT adoption, 2016



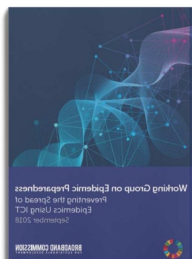
Digital Entrepreneurship Report, 2018



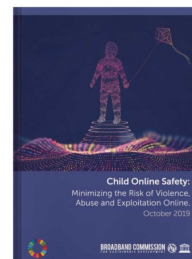
Report: Working Group on Digital Health, 2018



Connecting Africa Through Broadband
A strategy for doubling connectivity by 2021 and
reaching universal access by 2030, 2019



Epidemic Preparedness: Preventing the Spread
of Epidemics Using ICT, 2018



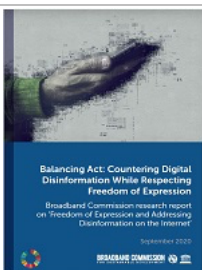
Child Online Safety: Minimizing the Risk of
Violence, Abuse and Exploitation Online, 2019



The Digital Transformation of Education:
Connecting Schools, Empowering Learners.
2020



Reimagining Global Health through Artificial
Intelligence: The Roadmap to AI Maturity. 2020



Balancing Act: Countering Digital Disinformation
While Respecting Freedom of Expression, 2020

ANNEX 2: Background

In September 2015, the *Broadband Commission for Digital Development* was re-launched as the *Broadband Commission for Sustainable Development*, as members reaffirmed their commitment to leveraging broadband and ICT networks, services and applications to support delivery of the UN 2030 Agenda for Sustainable Development.

The reformed Commission continues the work of, and builds upon the legacy of its predecessor, whose aim was to boost the importance of broadband on the international policy agenda by advocating the expansion of broadband access in every country, as key to accelerating progress towards the Millennium Development Goals (MDGs) by the target date of 2015. As the international development community stands poised to begin implementation of a new set of universal goals and targets, the Broadband Commission is uniquely placed as a vehicle to showcase and document ICT and broadband based technologies for sustainable development.

Since its inception, the Broadband Commission has employed the concept of working groups to drive progress in different thematic areas. The working groups allow Commissioners to convene around topics of shared interest, and to contribute a specific deliverable related to the area or topic in question.

This document outlines the guiding terms of reference and requirements for Commissioners wishing to propose creation of, and Chair a Working Group.

Overview of Working Groups 2011 - 2020:

#	Working Group	Chair/Co-Chair	Years active (from/to)	Start year	Year Of Completion	Outcomes
1	e-Government and PPPs (WG-EGov)	Ministry of Transport and Communications of Finland	2011/12	2011	2012	Report
2	Health 1 (WG-H)	Earth Institute at Columbia University	2011/13	2011	2013	MVP proposal
3	Broadband and Science (WG-Sci)	European Commission	2011	2011	2011	Report
4	Climate Change (WG-CC)	Ericsson	2011/12	2011	2012	Report

5	Youth (WG-Y)	ITU	2011/15	2011	2015	BYND 2015 Global Youth Summit Youth Declaration tabled to UN General Assembly
6	Education 2 (WG-EDU)	UNESCO and Intel	2016/17	2016	2017	Report
7	Task Force Post 2015 (WG-TF)	Ericsson	2013/14	2013	2014	Report 1 Manifesto Report 2
8	Financing & Investment (WG-FI)	IADB	2013/14	2013	2014	Report
9	Broadband and Gender (WG-BG)	UNDP & UN Women	2012/15	2012	2015	Report 1 Executive Summary on Cyber Violence against Women and Girls: A world-wide wake-up call
10	Digital Health 2 (WG-DH)	Novartis Foundation & Nokia	2015-17	2015	2017	Report
11	Digital Gender Divide (WG-DGD)	GSMA & UNESCO	2016-17	2016	2017	Report
12	Demand (WG-D)	Intel	2015/16	2015	2016	Report
13	Platforms and Content in Support of the SDGs (PC-SDGs)	Prof. Sachs	2015	2015	/	Website

14	Technologies in Space and the Upper Atmosphere (WG-Space)	Inmarsat Plc	2016/17	2016	2017	Report
15	Digitalization Scorecard (WG-DS)	Nokia	2016/17	2016	2017	Report
16	Multilingualism (WG-M)	President of the International Council of Philosophy & Human Science	2011	2011	/	Website
17	LDCs (WG-LDCs)	UNOHRLLS	2011	2011	/	Website
18	Education 1 (WG-E)	UNESCO	2011-2013	2011	2013	Report
19	Vulnerable Countries (WG-VC)	UNOHRLLS	2017	2017	2018	Website
20	Digital Health 3 (WG DG3)	Novartis Foundation, Intel	2017	2017	2018	Website
21	Epidemics Preparedness (WG EP)	KT Corporation	2017	2017	2018	Website
22	Digital Entrepreneurship (WG DE)	EC	2017	2017	2018	Website
23	Digital Health	Intel & Novartis	2017	2017	2018	Report
24	Child Online Safety	World Childhood Foundation &	2018	2018	2019	Website
25	Digital Infrastructure Moonshot for Africa	Ms Kristalina Georgieva	2018	2018	2019	Website
26	Data Digital AI & Health	Novartis & Microsoft	2019	2019	2020	Website

27	Freedom of Expression and Addressing Disinformation	UNESCO & Dr. Hessa Al Jaber	2019	2019	2020	Website
28	School Connectivity	UNICEF, UNESCO, ITU	2019	2019	2020	Website
29	21 Century Finance Models for Sustainable Broadband Development	Scott Gegenheimer, Zain and Bocar Ba, SAMENA Council	2019	2019	TBD	Website
30	Digital Learning	UNESCO, ITU, UNICEF	2020-	2021	TBD	Website
31	Epidemic Management: "Management of Epidemics Using ICTS"	KT, Dr. Hyeonmo Ku	2020	2021	TBD	Website
32	Virtual and AI Driven Health and Care	WHO, Novartis, Microsoft	2021		TBD	Website