

SNAB/2025/05/04/Add.3

Task Force on Outreach

Terms of Reference

Final adopted version

I. Mandate

1. The Advisory Board at its fourth meeting¹ agreed to establish a Task Force on Outreach (hereafter 'task force'), pursuant to paragraph 23 of its Rules of Procedure. The Advisory Board invited the task force to develop its terms of reference for consideration by the Advisory Board.

II. Role and functions

2. The task force will provide recommendations to the Advisory Board on outreach-related matters.
3. The work of the task force is guided by and will ensure that outreach-related activities of the Santiago network are aligned with key strategic documents approved by the Advisory Board, including the Santiago network strategy, the Santiago network outreach and engagement strategy and the Santiago network communications strategy, as well as outreach-related elements of the Santiago network's work programme.
4. The task force may provide feedback and views to the Santiago network Secretariat, in line with relevant guidance and strategies approved by the Advisory Board on outreach-related matters.
5. The taskforce will undertake any additional tasks as requested by the Advisory Board.

III. Membership

6. Interested Advisory Board members and representatives may self-nominate, with due consideration to balanced regional representation and gender balance, to become members of the task force, with membership confirmed by the Advisory Board.
7. Members of the task force shall serve for a term of maximum two years concurrent with the term of their Advisory Board membership and duration of the task force term as decided by the Advisory Board. In instances where the Advisory Board membership term is less than two years, the shorter term shall be applicable.

¹ https://assets.santiago-network.org/Common/Documents/SNAB4/SNAB-4-Decision-Points_17-April-2025_AS-ADOPTED.docx.pdf

IV. Mode of work

8. The task force will elect a spokesperson from among its members for a 1-year renewable term.
9. The task force will provide feedback and views in written form (email, shared documents, etc.) and meet virtually as needed. Meetings are expected to remain limited in number and focused on providing timely feedback and views to ongoing outreach activities and needs.
10. At least 4 members and no less than 50% of the members of the task force must be present at a meeting to constitute a quorum. A quorum shall be established prior to the commencement of each meeting.
11. The Secretariat will prepare a summary of task force meetings, and feedback and views shared will be made available to members to enable members not present to provide additional feedback and views. Any proposed recommendation will be agreed by the task force in accordance with the process outlined in section XII of the Rules of Procedure of the Advisory Board.
12. Meetings of the task force will be convened by the spokesperson with support from the Secretariat.
13. The task force will be assisted by the Secretariat. The Director will designate a representative that will participate in the meetings of the task force and support its work.
14. Actual, potential and perceived conflicts of interest of members of the task force will be addressed by the Advisory Board, in accordance with paragraph 11 of the Rules of Procedure.
15. English shall be the working language of the task force.

V. Accountability and reporting

16. The task force operates under the overall authority and direction of the Advisory Board and will report to the Advisory Board on its activities.
17. The spokesperson will provide regular updates to the Advisory Board both at Advisory Board meetings and on an ad-hoc basis as required, and prepare a summary of the work of the task force to inform decisions of the Advisory Board.

VI. Duration, review and amendment

18. The task force may propose modifications to these terms of reference for consideration and approval by the Advisory Board.