



4th Meeting of the Gender Plan of Action Monitoring Group

Millennium UN Plaza Hotel, One United Nations Plaza, 44th Street,
between 1st & 2nd Avenue, New York, NY 10017
Saturday 28 February 2009

ROLE AND RESPONSIBILITIES OF THE CGPMG

1. BACKGROUND

This note seeks to provide initial thoughts on the roles and responsibilities of the current Commonwealth Gender Plan of Action Monitoring Group (CGPMG), and is based on discussions between the past and present Chair of the CGPMG (Ambassador Rosalyn Hazelle and Mrs. Segakweng M. Tsiane) and the Secretariat.

Its purpose is to initiate discussion at the fourth meeting of the CGPMG on 28 February 2009, which will take place on the eve of the meeting of Commonwealth National Women's Machineries on 1 March 2009.

2. CHAIR

- Communicates with the Group
 - On all matters
 - Signatory
 - Can designate the Secretariat to sign on their behalf
 - Can initiate via the Secretariat
 - Follow up with members to ensure regional activities are being carried out
- Communicates with the Secretariat
 - Input from member countries
 - Shares initial analysis/issues
- Role in New York
 - Chairing NY meeting
 - Reporting to Senior officials on activities and decisions taken
- Informing on constitution of CGPMG Re: rotation
 - Letter to NWM prior to NY
- Convening meeting in consultation with the Secretariat (virtual or face to face)
- Develop a work plan

3. COMMONWEALTH SECRETARIAT

- Provides administrative secretariat support
 - i. Facilitation of communication e.g. e-group
 - ii. Circulation of papers
- Provide technical and professional advice
 - i. Prepare draft discussion papers
- Explore additional funding possibilities for meetings beyond NY
- Ensure all communication/input from member countries are sent to Chair and share reflections
- Communication and coordination with UN and others to ensure harmonisation
- Explore and coordinate with regional bodies/fora on partnerships, advocacy and influencing with Ministers
- Discuss with CGPMG members modalities for interfacing with Ministers in between WAMMs
- Support development of work plan

4. MEMBERS

- (As per adopted TORs)
 - i. To be elaborated and processes determined
- Determine role of member with region
- Develop work plan and monitor its implementation
- Determine role at WAMM
- Provide guidance to the Secretariat

5. MID TERM REVIEW

- Secretariat to send out M&E Framework and indicators and identified regional priorities
- Draw on regional processes

6. NEW YORK MEETING

- Secretariat to seek clarity on Working Group on Gender, Peace and Security
- Inform members of outcome of meeting
- Role of CGPMG with regard to the Working Group
- ComSec to input on regional process and findings
- Update on Working Group on Gender, Peace and Security

7. OPERATIONALISATION

- E-group (Secretariat to set up)
- Bi- monthly conference call
- E-updates by chair
- Meeting prior to New York
- Regional sub group
- Interact with NWMs

- Secretariat to prepare something to enable the group to prepare work plan during NY
- Concept paper for mid term review
- Looking at Beijing +15
- Provide template
- Use discussion paper for MTR for basis of session within CGPMG
- Consider MTR in the context of ongoing M&E