

Terms of Reference

Programme Committee for the United Nations World Data Forum 2020

**18 – 21 October 2020
Hosted by Switzerland in Bern**

(updated 3 April 2019)

The United Nations convenes the World Data Forum (UN WDF) on a biennial basis. The High-level Group for Partnership, Coordination, and Capacity-Building (HLG-PCCB) holds responsibility as mandated by the Statistical Commission for the organization of the event and the development of its content. Ensuring the continuous oversight by HLG-PCCB of the organization of the forum is essential to ensure that the event fulfils its purpose, including providing the space to review the implementation of the Cape Town Global Action Plan. Thus, the HLG-PCCB oversees the substantive direction and content of the Forum's programme.

The first UN WDF was hosted by Statistics South Africa in Cape Town in January 2017. The event started with an Opening Ceremony on 15 January and consisted of over 80 substantive sessions that took place between 16 and 18 January 2017.

The second UN WDF was hosted by the Federal Competitiveness and Statistics Authority in Dubai in October 2018. The second UN WDF was a three-day event with 85 substantive sessions.

The third UNWDF will take place in Bern, Switzerland from 18 to 21 October 2020 hosted by the Swiss Federal Statistical Office. The opening ceremony will be held on 18 October 2020 in Bern.

Responsibilities

The Programme Committee for the UN WDF 2020 will provide substantive advice on the programme of the Forum, including inputs on the topics to be covered under each thematic area, comments on the composition, content and format of the panels, and recommendations on key speakers. Members of the PC will also advise the United Nations Department of Public Information and other partners on how to communicate the content of the UN WDF, and will utilize their networks to speak about the Forum and promote participation by relevant stakeholders, both virtually and in person.

UNSD will serve as the Secretariat of the committee. A representative from the host country will also participate in the committee meetings to provide necessary links between the tasks of the PC and those of the host country and between the work of the PC and that of the local committee. Communication specialists will also participate in the meetings.

The Secretariat will report progress on the development of the substantive programme on a regular basis to the HLG-PCCB, including on inputs and reviews by the programme committee.

Specific tasks

The programme committee develops the substantive programme for the UN World Data Forum. The committee will regularly review proposals for the sessions to ensure adequate coverage of topics and a balanced combination of speakers from all relevant groups of stakeholders (both for key note and session speakers).

Overall, the content and delivery of the programme should ensure a robust representation of key stakeholders from all data communities, and from users, including policymakers.

Committee members are asked to liaise with other stakeholders active in the programme areas on up and coming issues and topics, and to utilize their network to engage with others.

Members are selected on a personal basis and not as an “entity/agency”; thus, members should engage on a personal level in the work of the PC and not rely on representatives from their respective offices.

Mode of communication

The Programme committee will work via email exchange and webex meetings. It is expected that there will be periods of intensive exchanges when the programme is being developed. During the period from late Fall of 2019 to Spring of 2020, there will be monthly webex calls. The final programme will have to be determined by end of May 2020. A face-to-face meeting of the Programme Committee is anticipated to take place in January/February 2020, depending on availability of funding.

Timeline

- 1) Review of the thematic areas, 3rd quarter 2019
- 2) Open call for session proposals, 1 December 2019 to 31 January 2020
- 3) Review of the session proposals through multiple rounds by the Secretariat and Programme Committee members, concluded by mid-March 2020
- 4) Development of programme proposal to be submitted to the HLG-PCCB, by end of April 2020
- 5) Review of the preliminary programme by the HLG-PCCB, at their second quarter meeting (May 2020)
- 6) Follow up and review on final programme, mid-May 2020
- 7) Final programme launched on website, end of May 2020

Composition

The Programme Committee is composed of one or more invited colleagues from the following categories:

1. Chief Statisticians/National Statistical Offices/HLG-PCCB members
2. Academia and professional organizations
3. International and regional entities
4. Private sector
5. Donor community
6. Geospatial information community
7. Media
8. Other partners and users
9. Secretariat/UNSD
10. Ex-officio: Host country

UNSD will ensure coordination with the implementing partners, adherence with the guidelines of the HLG-PCCB and the implementation of the programme. The representatives from the HLG-PCCB in the committee also will serve as a link between the programme committee and the HLG-PCCB.

A representative from the host country will serve as an ex-officio member of the programme committee to ensure the link between the programme and the local committees.