

**Terms of Reference**  
**United Nations World Data Forum 2024: Programme Committee**  
**November 2024 in Medellín, Colombia**

*(updated 13 September 2023)*

**Background**

The purpose of the [UN World Data Forum](#) is to spur data innovation, nurture partnerships, mobilize high-level political and financial support for data, and build a pathway to better data for sustainable development. Since January 2017, our audience has grown from 2,000 people who attended the first Forum in Cape Town, South Africa to an active community of over 20,000 representing governments, civil society, the private sector, donor and philanthropic bodies, international and regional agencies, the geospatial community, the media, academia, and professional bodies; and has become one of largest global events dedicated to data and statistics in the calendar. The next Forum is planned in Medellín, Colombia *provisionally* set between 18 and 21 November 2024.

**Objectives and tasks**

The pose of the Programme Committee's is to provide substantive advice to the [High-level Group for Partnership, Coordination, and Capacity-Building \(HLG-PCCB\)](#) on the programme of the Forum. The Committee's role is to develop the programme of the next Forum as follows:

1. Set the [Thematic Areas](#) for the call for (session) proposals;
2. Review and shortlist the proposals received, once the call is launched;
3. Develop the concepts for the plenary sessions, including identification and outreach to high-level speakers;
4. Promote and communicate of the UNWDF among your networks and with relevant stakeholders

**Membership composition**

The Programme Committee currently consists of 26 members reflecting the key stakeholders of the Forum, in harmony with regional and gender balance. The current nomination composition is:

<b>Affiliation</b>	<b>Members</b>	<b>Affiliation</b>	<b>Members</b>
Official statistics <sup>1</sup>	3	Donor and philanthropic body	2
Other Government: users and other producers	1	International and regional agencies	5
Geospatial information community	1	Users and other partners	6
Academia and professional organizations	5	Media	-
Private sector	3	<b>Total</b>	<b>26</b>

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<sup>1</sup> The two co-chairs of the HLG-PCCB represent the official statistics community and serve as a link between the Programme Committee, the HLG-PCCB and UN Statistical Commission.

Members serve in their personal capacity and not on behalf of their organisation or other entity. Thus, members should engage in Committee work personally and not rely on alternate representation. Members should also actively liaise within their networks and with relevant stakeholders on current areas of the programme and bring to the Committee’s attention up and coming issues and topics.

The host country, represented by the staff of the National Statistical Office, serve as *an observer member* to ensure the link between the Committee and any local or national organising committee(s). Communication and other specialists from Committee member organisations can attend committee meetings as observers. A communication subgroup will provide additional space to discuss this important topic as it pertains to the Forum. It reports back to the Committee.

The Statistics Division of the UN Department of Economic and Social Affairs is the Secretariat of the committee as it is to the HLG-PCCB and UN Statistical Commission. The Secretariat will report regularly to the HLG-PCCB on the work of the Committee, in particular the status of the programme.

**Organisation of work**

The Committee will work through virtual meetings and email exchange. Meetings are held for one hour per month and the review of documents/ response for inputs is anticipated to require an additional ½ hour, but this will vary depending on the point reached in the event planning cycle. A member’s wiki will be established to maintain Committee records.

**Expected duration**

The Committee is expected to remain active until the end of 2024 to cover all preparations pre- and post-Forum. The following table provides key milestones for the first year of the Committee:

<b>Time period</b>	<b>Task</b>
September - October 2023	Review of the thematic areas
November - December 2023	Call for session proposals
January - May 2024	Review of the session proposals through multiple rounds by the Committee
May 2024	Development of programme proposal to be submitted to the HLG-PCCB
March - April 2024	High-level plenary session concepts, including identifying and securing participation of high-level speakers
July 2024	Final programme launched on website and registration opens