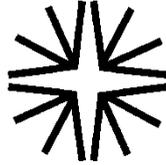


EAPC

Euro-Atlantic Partnership Council



CPEA

Conseil de Partenariat Euro-Atlantique

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5 April 2016

DOCUMENT

EAPC(C)D(2016)0003

Silence Procedure ends:

7 Apr 2016 16:00

To: Ambassadors (EAPC)
Ambassadors of Afghanistan, Australia, Japan, Jordan, New Zealand and the United Arab Emirates

From: Deputy Secretary General

**TERMS OF REFERENCE FOR THE CIVIL SOCIETY ADVISORY PANEL
ON WOMEN, PEACE AND SECURITY**

1. I attach the Terms of Reference for the Civil Society Advisory Panel on Women, Peace and Security, which were approved by the Partnerships and Cooperative Security Committee on 18 March 2016.
2. The development of the Terms of Reference was tasked through the NATO/EAPC Action Plan for the Implementation of United Nations Security Council Resolution (UNSCR) 1325 and Related Resolutions, which was noted by Heads of State and Government in Wales in September 2014.
3. **Unless I hear to the contrary from an Ally by 16:00 hours on Thursday 7 April 2016**, I shall assume that the NATO Ambassadors have endorsed the Terms of Reference as attached.
4. EAPC Partners, as well as Afghanistan, Australia, Japan, Jordan, New Zealand and the United Arab Emirates, are hereby invited to associate themselves with these Terms of Reference. **Unless I hear to the contrary from a partner Ambassador by 16:00 hours on Thursday 7 April 2016**, I shall assume they have each accepted this invitation.

(Signed) Alexander Vershbow

Annex

Original: English

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TERMS OF REFERENCE

CIVIL SOCIETY ADVISORY PANEL ON WOMEN, PEACE AND SECURITY

Background

1. NATO and its partners recognise the important role of civil society in promoting the Women, Peace and Security (WPS) agenda, and in promoting women's and girls' empowerment and the protection of their rights. Human Rights advocates, women's rights activists, civil society organisations (CSOs) and networks working with conflict prevention and resolution, think tanks, academia, female civil community leaders and other civil society actors have over the years developed significant expertise and insights. NATO wishes to draw upon these insights and benefit from civil society contributions more systematically as it moves the agenda on WPS forward. Consequently, NATO seeks to ensure a continued dialogue with civil society actors on matters concerning WPS, including in the planning and execution of NATO-led operations and missions.

2. NATO's dialogue and cooperation with civil society in the area of WPS has already proven useful and provided valuable input to NATO's work. In June 2014, NATO organised a consultative meeting on the Implementation of the 'Euro-Atlantic Partnership Council (EAPC) Policy on Women, Peace and Security'. Among the recommendations of that consultation was the establishment of a civil society advisory panel. Exploring the possibility of establishing such a panel was subsequently included in the Action Plan for the implementation of the NATO/EAPC Policy on WPS. The aim, as contained in the Action Plan, is a strengthened and systematic dialogue with women's rights groups and civil society on topics related to WPS. Other deliverables of the Action Plan with the same aim include consultative meetings between NATO civilian and military structures and relevant NGOs and other members of civil society, as well as local consultative mechanisms with women's rights groups, key leaders and other representatives from civil society, as appropriate, in areas where NATO and its partners are carrying out activities. NATO dialogue with civil society has been ongoing in Kosovo and Afghanistan for a number of years and provided valuable feed-back to the NATO-led operations there.

Objective

3. The establishment of a mechanism – the Civil Society Advisory Panel (CSAP) – that facilitates consultations between NATO, through the Secretary General's Special Representative (SGSR) on WPS and the WPS Task Force of IS/IMS gender advisors and gender focal points, and civil society on a regular and systematic basis. The CSAP should offer a channel for civil society to provide feedback and recommendations to NATO on matters pertaining to the WPS agenda, including on implementation.

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Principles

4. The CSAP will serve as a forum for regular consultation and dialogue between civil society and NATO. It will be convened by the NATO SGSR and will receive financial support from NATO's WPS Financial Mechanism. (The Financial Mechanism to support the NATO/EAPC Action Plan to implement UNCSR 1325 on Women, Peace and Security is based on voluntary contributions¹.) NATO Financial Regulations apply. The CSAP is an entity external to the organisational and governance structures of NATO and will not have any authority regarding NATO decision-making processes. While dialogue with civil society and its recommendations are valued by NATO, the application of such recommendations is entirely at NATO's discretion.

Composition

5. A geographically balanced membership of the CSAP is sought from among CSOs/CSO-networks based in and/or operating in Allied nations and Partner countries that have associated themselves with the 1325 Policy and Action Plan. The membership will represent a mix of civil society experts, acting in their own capacity, and members who represent the viewpoints of distinct CSOs. Thus, the CSAP is comprised of a core group of 10-15 members who participate in their own personal capacity and expertise, and are associated with, or members of, CSOs. In addition, the CSAP is comprised of 20 CSOs who select one individual each to represent them in meetings. Both groups will meet every 12 months in Brussels. The Core Group will, inter-alia, prepare the meetings of the wider group (see below, 'Work modalities and meeting format').

6. All CSOs and the individuals who participate in the work of the CSAP must have demonstrated their interest in and commitment to, the agenda on WPS / UNSCR 1325 and related resolutions. They must be actively engaged in this field and possess relevant knowledge and expertise to make significant contributions to the dialogue. It is of paramount importance that participants in the CSAP, in particular the Core Group membership, between them adequately cover the full spectrum of gender perspectives, i.e. the situation, roles and needs of both men and women, boys and girls, and have in-depth knowledge of the defence and security sector.

7. The NATO SGSR invites NATO's Allied nations and the Partners that have associated themselves with the 1325 Policy and Action Plan, and relevant international organisations, to recommend qualified civil society individuals and organisations to the membership of the CSAP. Based on these recommendations the SGSR will select, in close consultation with allies and partners, the members of the Core Group and the wider group of CSOs. In so doing, the SGSR will seek a balanced composition of the CSAP as specified under paragraphs 5 and 6 above. The list of participants will be circulated to Allied nations and Partners.

8. Membership is fixed for a period of two years and is renewable, bearing in mind the need to maintain continuity. The composition of the CSAP will be reviewed after two years

¹ EAPC(C)D(2013)0020

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and can be revised earlier as needed upon a review of the experience gained with the functioning of the CSAP. Membership may be revoked by the SGSR if a CSO repeatedly fails to send a representative to CSAP meetings or to actively participate in the consultative process.

Mission

9. The CSAP, through the networks and organisations of its members, will function as a channel for dialogue and civil society feedback to NATO on the implementation of the WPS agenda and gender perspective. Civil society input to the dialogue will be based on CSOs' own monitoring and assessment activity on the NATO WPS Policy and Action Plan as well as its collective analyses and expertise. The CSAP will prepare recommendations to NATO with a view to enhance implementation, and contribute to the revision, of the WPS Policy and Action Plan.

10. The information and possible recommendations by CSOs will be provided to the SGSR as NATO's high-level focal point on Women, Peace and Security and, through her/his office, to other relevant NATO stakeholders. Dialogue input from NATO will be provided, in time before the annual CSAP meetings, by relevant NATO stakeholders through the SGSR in accordance with agreed NATO practice and procedures, subject to NATO rules on classification and dissemination of documents and other information.

11. The CSAP may also facilitate the establishment of local consultative mechanisms with women's rights groups, key leaders and other representatives from civil society, as appropriate, in areas where NATO and its partners are carrying out activities.

Work modalities and meeting format

12. As referred to above, the Core Group members of the CSAP and the wider group of CSOs will meet in Brussels every 12 months at a date determined by the SGSR. The Core Group will convene on the day before to prepare the meeting of the entire CSAP. These annual consultative meetings will not be open to the public but by invitation only. The members (and associated CSOs) may wish to continue their dialogue between meetings and communicate to exchange information, develop assessments and draft recommendations.

13. In order to facilitate meetings of the CSAP, NATO will finance travel and accommodation for meeting participants from outside the Brussels area through the above-mentioned WPS Financial Mechanism and pursuant to NATO Financial Regulations. Members of the CSAP will not receive a remuneration. Logistical arrangements regarding travel, accommodation and meeting venue will be made by NATO.

14. An external facilitator will be assigned by the SGSR to help to convene and conduct the annual meetings of the CSAP in a productive way. Her/his fee and travel expenses will be covered by the WPS Financial Mechanism.

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15. The CSAP will determine the ways in which it wishes to conduct its business, including electing its chair, rapporteur(s), moderators / facilitators for specific issues etc. The duration of their terms in office should be determined early and should not exceed the duration of membership of two years. The CSAP may wish to establish thematic working groups and select their facilitators.

16. The SGSR and her/his staff as well as the members of the NATO HQ Task Force on WPS participate in the annual consultative meetings of the CSAP. Separate informal events will be arranged on the margins of the annual meetings of the CSAP to allow for interactions between nations, IMS, IS and the CSAP.

17. After each annual consultative meeting, the CSAP will prepare a report containing meeting conclusions and recommendations, a list of participants and a plan for upcoming activities. This report is submitted by the chair to the SGSR who will present it, along with her/his observations, to the WPS Task Force of IS/IMS gender advisors and gender focal points and to Nations.

18. The CSAP's working methods, meeting formats etc. can be reviewed and adjusted as appropriate in consultation with the SGSR's Office.

19. Within two years of existence, an initial overall review of the CSAP will be conducted and presented to Allied nations and Partner countries with a view to determining the effectiveness and continued pertinence of the Panel, to review its TOR, and to decide on the continuation of its work. Similar reviews will thereafter be conducted every three years.

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