UNSDI DELIVERABLES WORKSHOP
5 & 6 Feb. 2008

Terms of Reference

Draft v0.7
11 January 2008

Background
At the 8th annual meeting of UNGIWG in Bangkok, Thailand (UNGIWG-8), UNGIWG members agreed to advance the UNSDI initiative by focusing on a set of time-bound deliverables that will guide the mandate of the UNSDI Project to be executed either by a willing UN agency or by UNOPS who signs an MoU with one or more UN agencies sponsoring the UNSDI Project. It was also agreed at this meeting that each UNSDI Deliverable would be the responsibility of a particular UN agency. Deliverables that fail to fall under the specific responsibility of a UN agency might be still implemented albeit under the agency chosen to administer the UNSDI Project.

WFP offered to host a workshop in early 2008 in Rome to revise the UNSDI Deliverables List. The offer was welcomed and accepted by the Co-chairs and UNGIWG-8 participants.

In reference to the decisions taken and the dates established at UNGIWG-8, the UNGIWG Secretariat is tasked to prepare for the UNSDI Deliverables Workshop (the Workshop) to be scheduled for 5 & 6 February 2008.

Expected Outcomes
It is expected that the UNSDI Deliverables Workshop will result in the following outcomes:
A. On the basis of the preliminary list of ten deliverables introduced at UNGIWG-8 detailed narratives are developed, deliverable by deliverable, that include: purpose, planned outputs and activities/work plan, and costing.
B. All deliverables with this documentation will constitute an *Interim UNSDI Deliverables List;* the workshop will prioritize this list for further action according to the UNSDI institutional governance framework adopted in Bangkok, in particular fundraising and implementation.
C. UN organizations interested in taking responsibility for specific UNSDI Deliverables are identified.
D. Taking into consideration the general framework for *Technical Governance presented at UNGIWG-8,* the workshop will revisit each deliverable with reference to the specific governance issue relevant to that deliverable, note them, and if appropriate, make specific recommendations
E. The UNSDI Project Sponsorship MoU with UNOPS is revisited and revised as necessary for further consideration and subsequent execution by interested UNGIWG Member organizations by a due date agreed to at the Workshop.

Major Milestones and Responsibilities
1. 4 Jan. 2008 - The Co-chairs agree on a proposed Workshop date, draft ToR, agenda and work plan. The Secretariat is tasked to follow up.
2. 11 Jan. 2008 - The Secretariat sends a note to UNGIWG Members announcing the plans for the Workshop.
3. 18 Jan. 2008 – The Workshop Work Plan and the UNSDI Deliverables Template is finalized by the Secretariat in consultation with the group of interested parties including UNGIWG Task Group Managers.
4. 25 Jan, 2008 – A revised Provisional UNSDI Deliverables List is released by the Secretariat based on UNGIWG-8 deliberations and in consultation with the group of interested parties including UNGIWG Task Group Managers.
5. 1 Feb, 2008 – The draft ToRs for the proposed Technical Governance roles are revised if necessary by the Secretariat and adopted by the group of interested parties including UNGIWG Task Group Managers to guide the UNSDI Deliverables discussion at the Workshop.
6. 4 & 5 Feb. 2008 – The Workshop is convened.
7. 29 Feb. 2008 – The Workshop Report is finalized.