



## Expression of Interest

### **Australian Delegation to the 63<sup>rd</sup> Session of the United Nations Commission on the Status of Women (CSW63)**

**The National Rural Women's Coalition (NRWC) in conjunction with the Department of Prime Minister and Cabinet (PM&C) invites nominations from women with experience and knowledge of living, working and/or representing rural , regional and remote women's issues for the non-government official Australian Government delegation to the 63<sup>rd</sup> session of the United Nations (UN) Commission on the Status of Women (CSW63) to be held in New York from 11-22 March 2019.**

#### ROLE DESCRIPTION

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The successful delegates will provide advice to the Australian Government, act as liaison points between both domestic and international civil society organisations and the Australian Government delegation and attend meetings and events as official members of the delegation.

At a minimum, delegates must have expertise or experience working on matters relating to gender equality, women's leadership and empowerment, human rights or other relevant fields.

Delegates would preferably have a strong understanding of the issues relating to either the priority and/or review theme; familiarity with UN architecture and CSW processes, and an understanding of the 2030 Agenda for Sustainable Development and the supporting Sustainable Development Goals (SDGs) and their relevance to the Australian Government's current policies and priorities in relation to promoting gender equality as well as their broader international context.

Participation on the delegation will provide individuals with a unique and valuable opportunity to represent Australia at high-level meetings and events, and work with a range of stakeholders.



The successful delegates are always expected to act in a professional and collaborative manner whilst representing the Australian delegation including at any pre and post-CSW63 events.

Selected delegates will be required to agree in writing to a set of specified Terms and Conditions before their position on the delegation is confirmed.

Applicants should be aware that being included on the delegation may be a stressful experience for some people as delegates are expected to work long hours, take in complex, detailed information in a short space of time, work in an unfamiliar environment away from their normal support networks and participate in potentially emotive discussions.

### **Pre-CSW63**

Prior to attending CSW63 in New York the selected delegates will:

- Participate in discussions to assist Australia's preparation for CSW63, which may include attending at least one in-person briefing with Office for Women.
- Provide advice to the Australian Government delegation on issues relating to the priority and review themes, including civil society suggestions on language for any Agreed Conclusions or other outcomes documents.
- Utilise their networks to consult with Australian women on the issues that are of concern to them; and encourage and facilitate early engagement with CSW processes by other individuals, non-government representatives and civil society organisations.
- Provide requested information relating to their attendance at CSW63 including personal details, photographs and biographical information to the Office for Women within specified timeframes.
- Take any and all reasonable actions to assist the Office for Women in arranging any travel or logistical matters relating to their attendance at CSW63 within specified timeframes.
- Clear through Office for Women all requests to speak at CSW63 events or engage in media activities, including the use of social media, in relation to their role as an Australian non-government delegate.

### **During CSW63**

During CSW the selected delegates will:

- Provide advice to the Australian Government delegation on issues relating to the priority and review themes, including proposed language from the non-government sector to be included in any Agreed Conclusions or other outcomes documents and other relevant issues.
- Liaise with other non-government participants, including through relevant caucuses, and provide feedback to the Australian delegation on their priority issues.
- Participate in a range of meetings and events including formal CSW63 sessions, side events and official functions as directed by the Office for Women.
- Host daily briefing sessions for Australian non-government participants who are attending CSW63 independent of the Australian Government delegation.
- Utilise social media and other forms of communication, where appropriate and as cleared by Office for Women, to provide information to non-government representatives and civil society organisations back in Australia on CSW63 processes and activities including any Agreed Conclusions or other outcomes documents.



- Perform various administrative and other reasonable tasks as requested by the Office for Women in order to support and facilitate the Australian Government delegation's involvement at CSW63.
- Dependent on their relevant skills and areas of expertise, be given the opportunity to present or speak at Australian sponsored CSW63 side events as determined by the Office for Women. Speaking opportunities are limited and it is anticipated that not all selected delegates will be provided such opportunities.

### **Post-CSW63**

Upon their return to Australia following CSW63, the selected delegates will:

- (TBA) Attend at least one post-CSW event as requested by the Office for Women in order to share their experiences as a member of the Australian Government delegation and their views on the outcomes of CSW63.
- Provide a written report to the Office for Women, no later than 12 April 2019, on their involvement in the Australian Government delegation to CSW63. The report will focus on their participation in events associated with CSW63, their views on the outcomes of the session and the Australian Government's priorities for women in relation to the priority and review themes. Excerpts from non-government delegate's reports and photographs taken during CSW63 may be used in a range of publicly available post-CSW materials.
- Share knowledge about their experiences at CSW with other individuals and non-government representatives as appropriate, including on the Agreed Conclusions or other outcomes documents and Australia's progress in promoting gender equality within Australia and Internationally.
- Mentor the selected non-government delegates for CSW64 (2020).

### **TIMEFRAME OF CSW63 COMMITMENT**

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Applicants should be aware that preparations for Australia's involvement in CSW63 are both in-depth and lengthy, with the participation of non-government delegates being just one element of the overall engagement strategy. Therefore, timeframes for selecting delegates, booking travel and arranging any other logistical matters are expected to be tight and are often non-negotiable. Failure to comply within specified timeframes may result in successful delegates missing out on opportunities to participate effectively or being replaced on the delegation.

Those delegates who are chosen must be available to:

- attend a pre-CSW in-person briefing with Office for Women – early-mid Feb 2019;
- travel to/from New York between 8 – 25 March 2019 (inclusive);
- provide a written report (max three pages) on their experience as a CSW63 delegate by 12 April 2019; and
- (TBA) attend at least one post-CSW63 event – prior to 30 June 2019.



The timing and mechanism for announcement of the selected delegates is a matter for the Minister for Women.

#### TRAVEL AND FUNDING SUPPORT FOR DELEGATES

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The Australian Government funds the participation of the successful non-government delegates to attend CSW63. The Office for Women will finance, prior to the successful delegates' official departure for New York, the following:

- Return flights from Australia to New York;
- Accommodation in New York; and
- Meal allowance.

The Office for Women will reimburse successful delegates the reasonable cost of taxi fares, upon completion of their official engagement, and acquittal of their receipts.

The Office for Women will not provide financial assistance for:

- Replacement salary/income;
- Other stipends (beyond the meal allowance);
- Passports and visas;
- Travel insurance;
- Personal expenses, including device/call costs and roaming fees.

Further details regarding the specific nature of this financial assistance will be provided to the successful applicants at the time they are invited to be part of the Australian Government delegation.

Applicants should note that any financial assistance provided by the Office for Women is subject to the full participation of the selected delegates in the CSW63 process.

Please note that any funding support provided will only cover periods of official travel.

No personal travel associated with any aspect of CSW63 related domestic or international travel will be approved.

Should a delegate require an official carer, escort or support person to accompany them on any aspect of the CSW63 programme (domestic or international), this should be outlined in the nomination from the coordinating organisation and must be agreed in writing by the Office for Women at the time the selected candidates are invited to be part of the Australian Government delegation.

Apart from a pre-agreed (in writing) official carer, escort or support person, no other person is permitted to travel with a delegate nor benefit in any way from the funding and support provided to the delegate.



Unless otherwise agreed in writing, all delegates must enter and exit New York and return to Australia via the most direct/ economical route and airline, as determined by the Office for Women.

#### ADMINISTRATIVE SUPPORT FOR DELEGATES

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The Office for Women will provide non-government delegates on the official delegation to CSW63 with reasonable administrative and logistical support to facilitate their attendance. No support will be provided for personal arrangements or activities that fall outside the scope of the delegates' official duties whilst in New York.

Selected delegates are expected to read and understand all information provided to them by the Office for Women and respond to all requests or instructions within a reasonable timeframe

CSW is the highest-level international forum on gender equality and women's empowerment which meets annually in New York.

**The priority theme for CSW63 is: *Social protection systems, access to public services and sustainable infrastructure for gender equality and the empowerment of women and girls.***

**The review theme for CSW63 is: *Women's empowerment and the link to sustainable development (CSW60 Agreed Conclusions).***

Up to two non-government delegates will be selected by the Minister for Women from a short list of women that coordinating organisations will supply. The NRWC is one of the coordinating organisations and will provide 1-2 nominations to the Office of Women's Short List.

In making their recommendations, the NRWC is requested to assess candidates based on their individual merits, and with due consideration to fostering diversity within the delegation. In order to ensure a broad range of views are represented on the delegation, the Australian Government strongly encourages all genders from diverse backgrounds to be nominated, including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with disabilities and people from regional, rural and remote areas.

#### FUNDING SUPPORT

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Should a delegate require an official carer, escort or support person to accompany them on any aspect of the CSW63 programme (domestic or international), this should be outlined in the



nomination from the coordinating organisation and must be agreed in writing by the Office for Women at the time the selected candidates are invited to be part of the Australian Government delegation.

Apart from a pre-agreed (in writing) official carer, escort or support person, no other person is permitted to travel with a delegate nor benefit in any way from the funding and support provided to the delegate.

Unless otherwise agreed in writing, all delegates must enter and exit New York and return to Australia via the most direct/ economical route and airline, as determined by the Office for Women.

Further details regarding the specific nature of this financial assistance will be provided to the successful applicants at the time they are invited to be part of the Australian Government delegation.

Applicants should note that any financial assistance provided by the Office for Women is subject to the full participation of the selected delegates in the CSW63 process.

NRWC will not be providing any financial support.

## LODGING NOMINATIONS

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### **Nominations timeline (Stage 1)**

NRWC Nominations open 10 December 2018

NRWC Nominations Close 21 December 2018

NRWC Nominations must be received by [ceo@nrwc.com.au](mailto:ceo@nrwc.com.au) by 6pm ADST, 21 December 2018

NRWC Nominations Assessment by 3 Independent Assessors from 22 December 2018 – 10 January 2019

NRWC Nominations Reference checks by 3 President & CEO 7 – 10 January 2019

NRWC Notification of shortlist – 13 January 2019

NRWC Nomination lodged with Office for Women 13 January 2019

### **Stage 2 (January 2019) – Office for Women process**

Office for Women will undertake further shortlisting against the selection criteria to identify a smaller pool of candidates in which to submit to the Minister for consideration. Applicants may be required to participate in a short phone interview.

### **Stage 3 (January-February 2019) – Consideration and decision by the Minister for Women.**

The National Rural Women's Coalition with other coordinating organisations will be advised of the outcome of the Australian Government's consideration of their nominated candidates.

The Minister's decision on the CSW63 delegation composition is final.



## To Nominate through the National Rural Women's Coalition:

### All nominations must include the following

- telephone, email and postal contact details;
- candidate CV;
- claims against the selection criteria (below) – maximum of 2 pages (total);
- one-page candidate biography (for use in any media); and
- summary of referee reports.<sup>1</sup>

### SELECTION CRITERIA

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Applicants must provide a maximum 1-page response for the NRWC Essential Criteria and an additional maximum 2-page response addressing the selection criteria as set out below, noting that each criterion carries the same weighting. Please include specific examples. Either paragraph or bullet point format is acceptable.

Claims against the criteria which exceed 2 pages for the Essential Criteria will not be considered beyond the end of the second page.

#### NRWC Essential Criteria

- A. Please provide details of your demonstrated understanding of social protection systems, access to public services and sustainable infrastructure requirements for gender equality and the empowerment of women and girls specifically related to the needs of rural, regional and remote cohorts.
- B. (2) Please confirm that you have experience and knowledge of living, working and/or representing rural, regional and remote women's issues.

#### Essential Criteria

1. Demonstrated understanding of, and ability to provide advice to government on, issues affecting women in Australia and internationally, including issues relating to:
  - a. The priority theme for CSW63: Social protection systems, access to public services and sustainable infrastructure for gender equality and the empowerment of women and girls.
  - b. The review theme for CSW63: Women's empowerment and the link to sustainable development (CSW60 Agreed Conclusions).
2. Well-established networks with academics, the private and business sectors and/or civil society organisations, those working in the areas of gender equality and women's empowerment, human

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<sup>1</sup> It is expected that the coordinating organisation will undertake referee checks as part of their nomination coordination and shortlisting process. Office for Women may make additional checks with the nominated referees or coordinating organisation.

- rights or international aid and development, and the willingness and ability to engage with these individuals and organisations to understand their concerns and share experiences relating to CSW63.
3. Well-developed negotiation and communication skills including:
    - a. The ability to effectively negotiate and communicate verbally and in writing with diverse audiences including government officials, the media, young people, and individuals with disabilities or from Indigenous or culturally and linguistically diverse backgrounds.
    - b. The ability to work well within a small team and in high-pressure situations, including where the Australian Government's position on the issues differs from your individual views.
    - c. An understanding of effective communication strategies including the appropriate use of social media; as well as the ability and willingness to assist with the implementation of such a strategy.
  4. Demonstrated interest in achieving gender equality including the protection and promotion of the human rights of women and girls.

#### Highly Desirable Criteria

5. Demonstrated understanding of/ experience with UN architecture and CSW processes including the negotiation of UN language, CSW outcomes documents.
6. Demonstrated understanding of the 2030 Agenda for Sustainable Development and supporting Goals and their impact on/ implications for the Australian Government's policies in relation to promoting gender equality.

**Nominations must be received by [ceo@nrwc.com.au](mailto:ceo@nrwc.com.au) by 6pm ADST, 21 December 2018**

