



## CALL FOR NOMINATIONS

### Australian Delegation to the 68th Session of the United Nations Commission on the Status of Women

11 – 22 March 2024  
New York

Nominations due 21 December 2023

The Office for Women invites the National Women's Alliances to nominate two candidates each from their respective memberships to be considered for up to three civil society delegate positions on the official Australian Government delegation to the 68th session of the United Nations (UN) Commission on the Status of Women (CSW68) to be held in New York City from 11-22 March 2024.

**The priority theme for CSW68 is:** Accelerating the achievement of gender equality and the empowerment of all women and girls by addressing poverty and strengthening institutions and financing with a gender perspective

**The review theme for CSW68 is:** Social protection systems, access to public services and sustainable infrastructure for gender equality and the empowerment of women and girls ([agreed conclusions](#) of the sixty-third session)

Applicants will be assessed based on their individual merits. Due consideration will be given to fostering diversity within the delegation. Accordingly the Office for Women encourages nominations from all genders and diverse backgrounds including Aboriginal and Torres Strait Islander people, young people, people from culturally and linguistically diverse backgrounds, and people with disabilities.

#### ROLE DESCRIPTION

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The successful delegates will be members of the Australian official delegation. 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.

In this capacity the Delegates will be expected to provide advice to the Australian Government, including in relation to priority issues and themes and emerging issues and concerns in the NGO/CSO community; to act as liaison points between both domestic and international civil society organisations and the Australian Government delegation, text negotiation, and attend meetings and events in a representative capacity as official members of the Australian delegation.

Delegates must have expertise or experience working on matters relating to gender equality, women's leadership and empowerment, human rights or other relevant fields, with expertise in the priority theme or the review theme. In addition strong existing relevant networks and the ability to work collaboratively across these and develop new collaborative networks is essential. Whilst familiarity with the UN architecture and CSW processes is preferred, this is not essential.

The successful delegates are expected to act in a professional and collaborative manner at all times whilst representing the Australian delegation including at pre and post-CSW68 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.

Delegates 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.

The selected delegate's participation in CSW68 will be conditional on them meeting the following minimum standards of engagement.

### **Pre-CSW68**

Prior to attending CSW68 in New York the selected delegates will:

- Participate in discussions to assist Australia's preparation for CSW68, including attending at least one briefing (virtual/Canberra).
- Provide advice to the Australian 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 Alliance networks and broader civil society 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 CSW68 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 CSW68 within specified timeframes, particularly in January 2024.
- Clear any requests to speak at CSW68 events or engage in media activities, including the use of social media, in relation to their role as an Australian NGO/CSO delegate through the Office for Women.

### **During CSW68**

During CSW68 the selected delegates will:

- Provide expert advice to the delegation on issues relating to the priority and review themes, including proposed civil society language 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 CSW68 sessions, side events, parallel events and official functions as directed by the Office for Women.
- Host daily briefing sessions for Australian non-government participants who are attending CSW68 independent of the Australian Government delegation.
- Utilise social media and other forms of communication, where appropriate, to provide information to non-government representatives and civil society organisations back in Australia on CSW68 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 delegation's involvement at CSW68.



- Dependent on their relevant skills and areas of expertise, be given the opportunity to present or speak at Australian sponsored CSW68 side events as determined by the Office for Women. Consideration of an applicant's potential and experience as a possible speaker will be given when shortlisting candidates. Not all selected delegates will be provided speaking opportunities.

### Post-CSW68

Upon their return to Australia following CSW68, the selected delegates will:

- 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 delegation and their views on the outcomes of CSW68.
- Provide a written report to the Office for Women, no later than 3 May 2024, on their involvement in the Australian delegation to CSW68. The report will focus on their participation in events associated with CSW68, 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 NGO/CSO delegate's reports may be used in a range of publically available post-CSW materials.
- Share knowledge about their experiences at CSW with other individuals, non-government representatives and civil society organisations 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 CSW69.

### Candidate Eligibility

In addition, selected candidates must be:

- an Australian citizen or Permanent Resident;
- residing in Australia, and able to travel to and from New York City from Australia;
- available to attend the two weeks of CSW68 in March 2024;
- part of an alliance network or affiliated with an alliance;
- minimum 18 years of age.

### TIMEFRAME OF CSW68 COMMITMENT

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Delegates should be aware that preparations for Australia's involvement in CSW68 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 including visas 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 briefing (virtual or Canberra) – mid-late Feb 2024;
- travel to New York between 11-22 March 2024 (likely departure from Australia on 9 March);
- provide a written report (max three pages) on their experience as a CSW68 delegate by 3 May 2024; and
- attend a post-CSW68 debrief event (virtual or Canberra).



The selected delegates are expected to be publicly announced by the end of January 2024.

#### TRAVEL AND FUNDING SUPPORT FOR DELEGATES

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The Australian Government funds the participation of successful delegates to attend CSW68. 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 City;
- Airport transfers;
- Visa costs;
- Travel insurance;
- Accommodation in New York City;
- Meal allowance;
- Daily incidentals allowance;
- Any required accessibility support.

The Office for Women will not provide financial assistance for:

- Replacement salary/income;
- Salary or stipends;
- Passports;
- Additional 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 delegate at the time they are invited to be part of the Australian Government delegation.

Delegates should note that any financial assistance provided by the Office for Women is subject to the full participation of the selected delegates in the CSW68 process. Relevant acquittal of funding will be required.

Please note that any funding support provided will only cover periods of official travel. No personal travel associated with any aspect of CSW68 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 CSW68 programme (domestic or international), this should be outlined in the application and must be agreed in writing by the Office for Women at the time they 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 City 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 CSW68 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 City.

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.

## LODGING NOMINATIONS

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Nominations are to be submitted by the relevant Alliance – individual nominations will not be accepted.

Please provide, for each nominated applicant:

- contact details and any social media accounts;
- resume or CV (maximum 3 pages) and
- one page supporting statement from the relevant Alliance telling us how the nominee's skills, knowledge, experience and qualifications make them suited to be a civil society delegate.

**Applications close 21 December 2023.**

Applications may be submitted by email to [WomensBranchInternational@pmc.gov.au](mailto:WomensBranchInternational@pmc.gov.au)