

## **Global Partnership for Universal Social Protection to Achieve the Sustainable Development Goals (USP2030)**

### **Guidelines for working groups**

January 2021

#### **1. Background**

The mission of USP2030 is a world in which anyone who needs social protection can access it at any time, as set out in the [Call to Action](#) that highlights the core principles of universal social protection. To achieve its mission, USP2030 aims, among other things, to promote knowledge development and sharing. To this end, the partnership's [governance structure](#) allows for the establishment of working or technical groups to carry out specific activities.

Following the formation of the first working groups in 2021 and upon request of the Steering Committee, this document provides guidelines for the proposal, approval and functioning of USP2030 working groups. This helps to ensure that their activities contribute to the mission of USP2030 and are aligned with the [Call to Action](#), the partnership's strategy and other on-going activities as agreed in the workplan.

#### **2. Establishing a working group**

##### **2.1. Criteria**

Criteria for establishing working groups are the following:

- The working group's primary focus of work is on universal social protection, in line with the core principles outlined in the [Call to Action](#); or the working group addresses important potential complementarities between universal social protection and other sectors.
- The topic is of interest to many USP2030 members and relevant to shape national and international social protection agendas.

##### **2.2. Expression of interest**

USP2030 members that would like to create a new working group, or would like to move a currently existing working group under the auspices of USP2030, should submit an expression of interest and a concept note for the consideration of the Steering Committee (PDF to [secretariat@usp2030.org](mailto:secretariat@usp2030.org)). The concept note should include the following information:

- rationale for the establishment of a working group under USP2030 and its contribution to realizing universal social protection;
- objectives;
- planned outputs;
- timeline of activities for next 1-2 years.

### **2.3. Approval procedure**

The USP2030 secretariat will forward expressions of interest to all members of the Steering Committee. If the secretariat receives no comments on the expression of interest by members of the Steering Committee within ten working days, it will automatically send a letter of confirmation of membership to the government/organization by email, with a copy to all members of the Steering Committee. If at least one partner of the Steering Committee expresses concerns regarding the establishment of a new working group under USP2030, based on the criteria detailed above, the establishment will be delayed until the Steering Committee has discussed the case and taken a decision.

### **3. Functioning**

- The proponents of the working group are responsible for the organization of the launch of the working group, related meetings and for the identification of working group leads/chairs. Working groups are encouraged to seek a co-chair from a government.
- The working group is responsible for its overall organisation of activities and for managing the membership of the working group. It can invite individuals and representatives of governments and organizations who are not USP2030 members to participate in the working group.
- It is the working group's responsibility to raise the necessary resources to finance its activities.
- The working group should seek support from the USP2030 secretariat to facilitate exchanges with other working groups and for any other matter related to the coordination of activities within the partnership.
- The working group may also request support from the USP2030 secretariat to announce events, present outputs, or other activities to the USP2030 partnership through its communication channels, including through the USP2030 website.
- Working groups will be asked to provide regular updates to the Steering Committee regarding their work and report on it during the annual Membership Assembly.

### **4. Use of USP2030 logo**

USP2030 working groups can use the USP2030 logo to promote and advance their objectives in adherence to the Call to Action. USP2030 working groups should inform the USP2030 secretariat and share the materials where the logo is used.

The logo of USP2030 may not be used for commercial or promotional purposes and may not be changed or adapted. The use of the USP2030 logo does not represent endorsement of non-USP2030 content by the Steering Committee or other USP2030 partners, and the logo may not be used in a way that could suggest that USP2030 is the author or owner of such content.