Call for NGO Delegate Applications

Applications close 5.00pm AEDST Wednesday 18 November 2015

The Department of the Prime Minister and Cabinet (PM&C) is seeking applications from interested individuals and representatives of non-government organisations to be included on the official Australian Government delegation to the 60th session of the United Nations (UN) Commission on the Status of Women (CSW60) to be held from 14-24 March 2016.

All applicants will be assessed 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 encourages both men and women from diverse backgrounds to apply including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, and people with disabilities.

CSW is the highest level international forum on gender equality and women’s empowerment. The Commission meets annually in New York.

The priority theme for CSW60 is:

*Women’s empowerment and the link to sustainable development*

In addition, the review theme for CSW60 will evaluate progress in the implementation of the agreed conclusions from its 57th session on:

*The elimination and prevention of all forms of violence against women and girls*

**Role Description**

The successful delegates will provide expert advice to the Australian Government, act as liaison points between both domestic and international civil society organisations and the Australian 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 should also have a strong understanding of UN architecture and CSW processes, an understanding of any issues relating to the priority and review themes; and an understanding of the newly announced 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 expected to act in a professional and collaborative manner at all times whilst representing the Australian delegation including at any pre or post-CSW60 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 cope with working 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 CSW60 will be conditional on them meeting the following minimum standards of engagement.

**Pre-CSW**

Prior to attending CSW60 in New York the selected delegates will:

1. Participate in discussions to assist Australia’s preparation for CSW60, including attending at least one in-person briefing in Canberra.
2. Provide expert advice to the Australian delegation on issues relating to the priority and review themes, including suggestions on language for any Agreed Conclusions or other outcomes documents.
3. Utilise their networks to consult with other 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.
4. Provide requested information relating to their attendance at CSW60 including personal details, photographs and biographical information to the Office for Women within specified timeframes.
5. Take any and all reasonable actions to assist the Office for Women in arranging any travel or logistical matters relating to their attendance at CSW60 within specified timeframes.
6. Clear any requests to speak at CSW60 events or engage in media activities, including the use of social media, in relation to their role as an Australian NGO delegate through the Office for Women.

**During CSW**

During CSW the selected delegates will:

1. Provide expert advice to the delegation on issues relating to the priority and review themes including proposed language to be included in any Agreed Conclusions or other outcomes documents and other relevant issues.
2. Liaise with other non-government participants, including through relevant caucuses, and provide feedback to the Australian delegation on their priority issues.
3. Participate in a range of meetings and events including formal Commission sessions, side events, parallel events and official functions as directed by the Office for Women.
4. Host daily briefing sessions for Australian non-government participants who are attending CSW60 independent of the Australian Government delegation.
5. 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 CSW60 processes and actives including any Agreed Conclusions or other outcomes documents.
6. Perform various administrative and other reasonable tasks as requested in order to support and facilitate the delegation’s involvement at CSW60.
Dependent on their relevant skills and areas of expertise selected delegates may also be given the opportunity to present or speak at Australian sponsored CSW60 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.

**Post-CSW**

Upon their return to Australia following CSW60 the selected delegates will:

1. Attend at least one post-CSW event in order to share their experiences as a member of the delegation and their views on the outcomes of CSW60.

2. Provide a written report to the Office for Women, no later than 30 April 2016, on their involvement in the Australian delegation to CSW60. The report will focus on 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 delegate’s reports may be used in a range of post-CSW materials.

3. Share any 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 the governments progress in promoting gender equality within Australia and Internationally.

**Timeframes**

Applicants should be aware that preparations for Australia’s involvement in CSW60 are both complex 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.

Those delegates who are chosen must be available to:

- attend a pre-CSW briefing in Canberra – early Feb 2016;
- travel to New York between 14 – 24 March 2016 (tbc);
- provide a written report (max three pages) on their experience as a CSW60 NGO delegate by 30 April 2016; and
- attend at least one post-CSW event – prior to 30 June 2016.

The successful applicants are expected to be announced by the end of 2015.

**Funding**

The successful delegates will be provided with financial assistance to attend CSW60. 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 the any financial assistance provided by the Office for Women is subject to the selected delegates’ full participation in the CSW60 process.

Please note that any financial assistance provided will only cover periods of official travel. Any personal travel taken in conjunction with periods of official travel will be at the delegates’ own expense. Selected delegates must notify and obtain approval for any personal travel from the Office for Women prior to bookings being made.
Unless otherwise agreed in writing, all delegates must enter and exit New York and return to Australia via the most direct/economical route, as determined by the Office for Women.

All applicants must have or be willing to obtain a valid passport and visa (if required) at their own expense.

**Support for Delegates**

The Office for Women will provide non-government delegates on the official delegation to CSW60 with reasonable administrative and logistical support to facilitate their attendance. No support will be provided in relation to personal travel 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.

**Lodging an application**

To lodge an application to participate on the official Australian Government delegation to CSW60, please provide:

- telephone, email and postal contact details;
- your resume or CV;
- claims against the selection criteria below;
- a photograph and one page biography (for use in any media); and
- details of two referees who may be contacted as part of the selection process.  

In addition to the above mandatory requirements applicants may also choose to provide a proposal of no more than two pages on a possible side event to be co-hosted by the Australian Government.  

**Applications close 5:00pm AEDST Wednesday 18 November 2015.** Late or incomplete submissions will not be accepted.

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1 Information provided to the Office for Women, including personal details, will be stored securely and used for official purposes only.

2 Proposals must relate to either the priority or review theme or the Australian Government’s priorities for women more broadly and include a speaking role for an Australian Government official.
Applications may be submitted by email or post to the addresses below.

**Email address:**
WomensBranchInternational@pmc.gov.au

**Postal address:**
Office for Women  
Department of the Prime Minister and Cabinet  
PO Box 6500  
CANBERRA ACT 2600

The Office for Women will provide confirmation of receipt of your application via email.

Queries regarding the application process should be directed to Jane Quick at WomensBranchInternational@pmc.gov.au or on (02) 6271 5140.

Please note that the Office for Women can only provide general advice on the application process. In the interest of running a fair and open selection process, questions relating to Australia’s position on the priority or review themes, how to answer the selection criteria etc. will not be answered.

For additional information on CSW processes, including what to expect as an NGO delegate please see the [Australian NGO Guide to the Commission on the Status of Women](#) or the [Report of the Australian Government Delegation to the 59th Session of the United Nations Commission on the Status of Women](#).

**Assessment of Applications**

Eligible applications will be assessed through an open process by an inter-departmental panel. When making its final recommendation, the panel will take into consideration the complementary skills and experience of the successful delegates. Consideration will also be given to the development opportunity that being on the Australian delegation to CSW60 will provide to individual delegates. The panel’s decision regarding an applicant’s eligibility for further consideration is final.

Applicants who are shortlisted will be required to participate in a short phone interview. It is expected that interviews will be conducted in late November 2015.

All applicants will be advised of the outcome of the selection process in writing.

Feedback on individual applications will be provided, upon request, once the process has been finalised.
Selection Criteria

Applicants must provide a maximum one 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.

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 - Women’s empowerment and the link to sustainable development;
   b. the review theme - The elimination and prevention of all forms of violence against women and girls; and
   c. the Australian Government’s priorities for promoting gender equality more broadly.

2. Demonstrated understanding of/ experience with UN architecture and CSW processes including the negotiation of UN language, in particular CSW outcomes documents.


4. Well-developed networks with academics, non-government representatives and civil society organisations, in particular those working in the areas of gender equality and women’s empowerment, human 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 CSW60 processes.

5. Well-developed communication skills including:
   a. The ability to effectively communicate with diverse audiences including Ministers, government officials, the media, young women 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.

6. Demonstrated interest in achieving gender equality including the protection and promotion of the human rights of women and girls.