



Legal Seat – Helsinki, Finland

WORLD FEDERATION OF THE DEAF

An International Non-Governmental Organisation in official liaison with ECOSOC, UNESCO, ILO, WHO and the Council of Europe. WFD was established in Rome in 1951.

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TERMS OF REFERENCE FOR WFD EXPERT GROUPS

Approved by the WFD Board via email on 23 February 2020

Purpose:

The role of the WFD Expert Groups is to serve as an expert advisory body for the WFD Board and its Working Committees, the WFDYS and the WFD Secretariat, and to contribute to the fulfilment of the WFD Strategy 2020-2030, and the WFD Action Plan 2020-2023.

The purpose of the WFD Expert Groups is to provide advice and guidance about their area of expertise, in line with the WFD Vision and Mission, WFD Action Plan, the United Nations Convention on the Rights of Persons with Disabilities (UN CRPD), other UN Treaties and the 2030 Agenda for Sustainable Development.

The advice and guidance provided by the WFD Expert Groups may take the form of:

- Revision and updating of existing WFD guidelines, statements, position papers and policies.
- Involvement in a process resulting in a WFD Statement, submission, comment or policy papers.
- Assisting WFD staff in writing letters of support.
- Contributing to WFD owned media platforms.
- Or any other task, as requested.

Term:

This Terms of Reference is effective from 17 February 2020 23 February (due to the effective date should be after board's review/change/vote to 31 December 2023). This document may be revised after consultation and agreement by both the WFD Board and the Expert Groups.

Composition:

Each WFD Expert Group is composed of individuals selected through an application process managed by the WFD Human Rights Support Group and approved by the WFD Board.

Roles and Responsibilities:

Expert Group Coordinator:

- Is in charge, together with the other Expert group members, of reviewing the WFD Action Plan 2020-2023 and identifying areas for Expert Group Input.
- Developing a Four Year Work Plan based on the same template used for the WFD Action Plan. This consists of '*Goal, Action, Time Line, Responsibility, Results, Impact*', for the WFD Board discussion and approval.
- Monitors the implementation of the Work Plan and reports to the WFD Board twice a year prior to each WFD Board meeting at least in written English but preferably also in International Sign.
- Respects reporting deadlines informed by the WFD Secretariat.
- Serves as the main contact person between the Expert Group and the WFD Secretariat/Board/external stakeholders.
- Upon request and/or approval from the WFD, participates in events as participant or presenter, and submits presentations or papers where prior approval from the WFD Board has been received.
- Commits in active leadership by performing all duties required and set forth in the Expert Group Work Plan.

Expert Group Member:

- Takes part in all the Expert group work, as requested and coordinated by the Coordinator, according to the Expert Group annual Work Plan.
- Commits to active participation via email in written English and/or via video in International Sign.
- Is involved in planning, implementation and monitoring of the work of the group, in co-operation with other members and as requested and directed by the Coordinator.
- Upon request and/or approval from the WFD, participates in events as participant or presenter, and submits presentations or papers where prior approval from the WFD Board has been received.
- Commits in active participation by performing all duties required and set forth in the Expert Group Work Plan.

General principles:

The members of the WFD Expert Group are individuals with evidence of substantial and in-depth knowledge about the topic/s of their group, such as academic publications, leadership expertise in campaigns or lobbying, previous/current employment history within a deaf organisation, or possess legal background. Hence, the members of the Expert Groups

are expected to bring forward their knowledge to the best they can, and actively contribute to the WFD work.

The Expert Group members are expected to include intersectionality as a principle in their work that addresses intersectional approach to human rights. This means, among others, ensuring the viewpoints of deaf youth, seniors, deaf with disabilities, women, sexual minorities, persons of colour, refugees, and deaf living in developing countries are considered in all their work.

The Expert Group members shall familiarise themselves with the WFD Statutes and Internal Rules as well WFD Action Plan 2020-2023, WFD Statements, WFD submissions and guidelines relevant to their area of expertise, to guarantee the message the organisation transmits to its members and partners follows the law and the ethos of the WFD.

Decision making procedure:

Any internal decision of the Expert Group will be made via consensus, the Coordinator possessing the decisive vote in a situation where no consensus can be reached. All these decisions and/or recommendations will always be referred to the WFD Board for their final approval.

Convening of meetings:

The Expert groups are expected to hold regular meetings (at least twice a year), via videoconference or in person.

Key contact:

The Expert Groups shall work in close cooperation with the WFD Human Rights Officer(s) in matters related to tasks issued by the UN, IDA, Ordinary Members and other stakeholders, and with the WFD's Board's Human Rights Support Group Chair and the WFD President in matters concerning planning and monitoring of their work.