

ANNEX B: SAMPLE CS-RG Workplan

[Please modify/add any elements as per the group's needs and align workplan with the CS-RG's Terms of Reference]

Spotlight Initiative Civil Society [Global/Regional/National] Reference Group WORKPLAN 2020–2021

Reference Group mission and objectives

The Spotlight Civil Society Reference Group (CS-RG) is an institutional mechanism to harness civil society expertise to strengthen the Initiative's effectiveness and accountability to the women's movement. The CS-RG's mission is to advocate for and advise the Spotlight Initiative, informed by the women's movement, as partners for the realization of Spotlight's objectives.

Our core objectives for the period 2020-2021 are:

- 1) The CS-RG operates with a clear and shared understanding of its role, is adequately supported to undertake its work, and has a full mandate to both advise and participate in decision-making on Spotlight implementation at the global/regional/national level;
- 2) Women's rights defenders and organisations (WRD/Os) at all levels – especially those representing structurally-excluded women and girls – are fully informed about, and can meaningfully participate in decision-making on, Spotlight's implementation in their countries/regions;
- 3) WRD/Os at all levels have access to a mechanism for coordinated and solidarity advocacy with others (including, but not limited to, the CS-RG) regionally and globally; and
- 4) Implementation of the Spotlight Initiative is effectively monitored by WRD/Os at all levels (against shared indicators and criteria that they co-create), and resulting reports influence future implementation.

Assumptions underlying this Workplan

Achievement of the objectives laid out in this Workplan assumes that:

- 1) Reference groups at all levels are supported – in terms of respect for their mandate and in operational resourcing (including budget) – by relevant Spotlight structures;
- 2) Budget is provided to the CS-RG's workplan; and
- 3) Those CS-RG members leading/supporting work areas dedicate the time needed to progress the work, and other CS-RG members to provide input as needed.

ANNEX B: SAMPLE CS-RG Workplan

Summary of work areas 2020-2021

The four main work areas below respond to the objectives outlined above.

1. [Assure Reference Group mandate and function]
[include summary]
2. [Establish coordination mechanism with regional and national reference groups]
[include summary]
3. [Undertake collective and solidarity advocacy to key decision makers]
[include summary]
4. [Coordinate civil society monitoring of Spotlight implementation]
[include summary]

SUMMARY BY UNDG BUDGET CATEGORIES	2020 (USD)	2021 (USD)
1. Staff and other personnel	N/A	N/A
2. Supplies, Commodities, Materials		
3. Equipment, Vehicles, and Furniture (including Depreciation)		
4. Contractual services		
5. Travel		
6. Transfers and Grants to Counterparts		
7. General Operating and other Direct Costs		
Total Direct Costs		

ANNEX B: SAMPLE CS-RG Workplan

Work areas and Budget for 2020-2021 in detail

[EXAMPLE, please change as applicable]

Task	Deliverable/ milestone	Working Group (L=Lead)	Deadline (or ongoing)	2020				2021		
				Q1	Q2	Q3	Q4	Q1	Q2	Q3
Work Area #1: [Assure Reference Group mandate and function]										
	Terms of Reference finalized									
	Workplan and budget approved									
	CSRG representatives nominated to Steering Committee									
	Comments on documents shared by the Secretariat/Prog Team, Steering Committees, etc.									
	Work coordinated between CSRG and other partners for joint monitoring									

ANNEX B: SAMPLE CS-RG Workplan

	and advocacy activity										
	Regular meetings held with CSRG participation										
Work Area #2: [Establish coordination mechanism with regional and national reference											
	Proposal developed for (a) platform(s) and guidelines for collaboration between reference groups at all levels (on advocacy and monitoring)										
	Platform(s) established and operationalized										
Work Area #3: [Undertake collective and solidarity advocacy to key decision-make											
	Develop proactive collective advocacy plan										
	Establish a responsive advocacy mechanism										
	Engage non-UN/EU donors										
Work Area #4: [Coordinate civil society monitoring of Spotlight implementation]											
	Refine indicators developed by										

ANNEX B: SAMPLE CS-RG Workplan

	CMI and draft monitoring plan									
	Implement monitoring plan									
	Develop and release annual report cards									
										TOTAL Dire