

Action Coalition on Meaningful Transparency (ACT) Terms of Reference

23 June 2022

1. Composition

1.1. The Action Coalition (AC) will be composed of three concentric layers of participants:

1.1.1. A **Steering Group** of civil society organizations

1.1.2. An **Advisory Group** of individuals with diverse backgrounds and perspectives.

1.1.3. **AC participants**, which will consist of any individual who signs-up for the AC email list and is approved by the Steering Group.

1.2. The Steering Group

1.2.1. Will be composed of a minimum of 5 and a maximum of 15 civil society organizations

1.2.2. To qualify for participation on the Steering Group, interested organizations must be non-governmental, not-for-profit organizations

1.2.3. An initial Steering Group composed of the following organizations will be responsible for conducting outreach to and deciding by consensus what other organizations will join the Steering Group:

- The Center for Democracy and Technology (CDT)
- The Center for Technology and Society at Fundação Getulio Vargas (FGV)
- The Centre for Communications Governance at the National Law University Delhi (CCG)
- The Centre for International Governance Innovation (CIGI)
- The Digital Forensic Research Lab at the Atlantic Council (DFRLab)
- The Global Network Initiative (GNI)
- The Institute for Strategic Dialogue (ISD)
- Internet Lab
- The Partnership for Countering Influence Operations at the Carnegie Endowment for International Peace (PCIO)
- Research ICT Africa (RIA)

1.2.4. In addition to making decisions about its own composition and other responsibilities set out herein, the Steering Group will be responsible for inviting individuals to participate in the Advisory Group, developing the AC's agenda, coordinating the AC's work,

- providing oversight and support for the Project Lead, and making decisions (i.e., on membership, outputs, etc.)
- 1.2.5. Unless otherwise agreed in advance, Steering Group communications, calls, and events will be held under the Chatham House rule
 - 1.2.6. Each Steering Group member will be responsible for:
 - Identifying a lead point of contact for communication and updating this as necessary
 - Participating in regularly scheduled, monthly calls to coordinate AC work
 - Participating in other AC events, workshops, meetings, as feasible/relevant
 - Working in good faith to facilitate progress on AC outputs
 - 1.2.7. Steering Group members may be removed by motion of any other Steering Group member and by consensus of all other members only for failure to participate (understood as a failure to attend multiple Steering Group meetings without excuse/notice), for repeat violations of the Chatham House rule, and/or failure to engage in good faith
- 1.3. The Advisory Group
- 1.3.1. The Advisory Group will consist a minimum of five experts representing diverse viewpoints
 - 1.3.2. Advisory Group members will participate in an individual capacity but are expected to provide input and feedback consistent with their governmental, company, or institutional affiliations
 - 1.3.3. The Advisory Group will be given opportunities to provide input on draft work plans and outputs, participate in AC events, and otherwise provide guidance to the Steering Group as appropriate. The Steering Group will retain discretion over how, whether, and when advisory group input will be sought and how advisory group input will be reflected in the ACT's work.
 - 1.3.4. The Steering Group may remove any member from the Advisory Group for either failure to participate (understood as consistently failing to respond to Steering Group communications) or for cause (at the Steering Group's discretion) only after being provided notice and an opportunity to respond, and only by consensus
- 1.4. Action Coalition participants
- 1.4.1. Any individual may express interest in receiving updates on and participating in the AC's work, including through an email list or other group communications, AC-organized or co-organized events

- 1.4.2. AC participants will receive monthly email updates and invitations to participate in AC events
 - 1.4.3. AC participants will agree to having their name and contact information recorded, stored, and used by the ACT. Names and institutional affiliations of AC participants may be made shared and/or made public. No contact information will be shared with any other organizations or entities, unless required by an appropriate and applicable legal order.
 - 1.4.4. AC participants will be provided opportunities to contribute to and shape ACT outputs but all outputs will make clear that they do not purport to represent the views of or endorsement by all AC participants.
 - 1.4.5. The Steering Committee will periodically review the list of AC participants and may remove any participant on the following grounds after providing them with notice and an opportunity to respond:
 - Spam
 - Disruptive or disrespectful behavior
 - Dishonesty
 - 1.5. Project Lead
 - 1.5.1. GNI will contract a “Project Lead” who will be responsible for carrying out the work of the AC with supervision and support from the Steering Group
 - 1.5.2. GNI will provide Steering Group members opportunities to provide feedback on the request for proposal and the proposals received for the Project Lead
 - 1.5.3. GNI will be responsible for the decision as to who to contract, the terms of that relationship, and supervision of the Project Lead
2. Decision Making
 - 2.1. Unless otherwise specified herein, all decisions regarding the AC’s composition, work, or organization will be made by the Steering Group by simple majority
 - 2.2. Amending the Terms of Reference (ToR)
 - 2.2.1. Any Steering Group member may propose amendments to these ToR at any time
 - 2.2.2. The Steering Group will decide on any such proposal within five business days
 - 2.2.3. Amendments to the ToR will only be made by consensus
3. Transparency

- 3.1. Consistent with its mission, the AC will model good practices with respect to transparency
- 3.2. To that end, unless the Steering Committee decides otherwise, the following information will be shared consistent with applicable confidentiality rules, in a timely manner with the public and/or all AC participants:
 - Minutes of Steering Group meetings
 - Summaries of AC events, workshops, etc. (respecting whatever ground rules are set - i.e., Chatham House Rule)
 - AC work plans
 - Lists of organizations/individuals participating in the Steering Group, Advisory Group, and AC
 - A list of organizations providing financial support to the work of the AC
 - Any completed outputs (mapping exercise, recommendations, etc.)