

W20 Guiding Principles

Note: This document is a living document which can be reviewed and updated by successive Presidencies only with full consensus of W20 delegations.

What does W20 stand for?	2
W20's Values	2
W20 Presidencies and Troika	2
Role of the Presidency	2
Presidency's selection process	3
Vote and Decisions	3
Communiqué	4
Decisions on mission-critical matters, related to letters of support and joint statements	4
Delegates	4
Delegates profile	4
Delegates Selection	5
Delegate Responsibilities	5
Heads of Delegation	5
Working Groups (WG)	6
Communication and social media	6
Glossary	6

What does W20 stand for?¹

- Established in 2015 under the Turkish G20 presidency, the W20 is an independent policy and engagement group whose work mirrors the G20 process.
- The primary objective of the W20 is to ensure that issues to further the interest of girls and women in all their diversity are mainstreamed into G20 discussions and translated into the G20 Declarations and outcome documents in the form of policies and commitments that foster gender equality and women's economic empowerment.
- For that purpose, the W20 develops and addresses to the G20 Leaders a Communiqué including actionable policy recommendations aimed at gender-inclusive economic growth for countries of the G20 and beyond.
- W20's policy priorities include all issues vital for women's empowerment, including Labour Equity, Digital Equity, Financial Equity, and Entrepreneurship as a crosscutting issue. Each Presidency could also evaluate adding further topics (see Annex 1).

W20's Values

Inclusion, respect, learning, acting, listening, global, empathy, transparency, and Chatham House Rule² where needed.

W20 Presidencies and Troika

- The W20 Presidency and the Troika are the backbone of the W20.
- The W20 Presidency includes W20 Chair, and/or Co-chair and/or W20 Sherpa.
- The Troika is composed of: 1) the country currently hosting the W20 meetings, 2) the previous host and 3) the upcoming host. As in the G20, the W20 Presidency works with past and future presidencies to ensure continuity.

Role of the Presidency

The W20 Presidency is responsible for working in close collaboration with the Troika and W20 delegations, in order to ensure continuity of the W20 organisation and its efficient, democratic and transparent functioning.

The Presidency is responsible for:

- Setting the annual agenda and taking a lead role in establishing priorities for the Communiqué for W20, taking into consideration the G20 current year core priorities.
- Organising and overseeing preparation of the W20 Communiqué, with the consensus of W20 Delegations and in consultation with knowledge partners.
- Organising and delivering the annual W20 Summit, including securing funding related to these efforts. Any funding should come from sustainable companies not involved in environmental or human rights abuses or corruption.

¹ All W20's processes and initiatives should be managed with transparency and good faith.

² [Chatham House](#)

- Promoting the participation of all W20 delegations in W20's Communiqué's elaboration.
- Overseeing the infrastructure, logistics, agenda and communications necessary to convene gatherings of delegations and heads of delegations (HOD) to implement the W20 mission.
- Facilitating working groups and ad hoc task-forces, based on policy priorities and expertise, whose composition is determined in consultation with the HOD and which reflect a balanced representation of W20 delegations.
- Developing and executing an advocacy and strategic communications framework (which can include media relations, events, broader public engagement, and public and private stakeholder engagement) related to the Communiqué. The framework should include all W20 countries' in-country advocacy messaging.
- Maintaining close contact with relevant G20 engagement and working groups to promote the W20 priorities within these bodies.
- Promoting the W20 through participation in external events, such as meetings of the governing board of We-Fi, relevant international events such as CSW, and through W20 side-events or meetings it organises.
- Evaluating the impact of the W20 Communiqué on the G20 as per the final Leaders' Declaration, in consultation with knowledge partners as needed, and informing delegates of the outcome.
- W20 Presidencies can invite experts as well as 'friends of the Presidency', with no voting rights in the Communiqué, for the duration of their mandate but cannot appoint additional delegates in other countries' delegations.

Presidency's selection process

- The W20 host organisation should have a mission aligned with social and economic empowerment of women and girls in all their diversity, representing a robust network of experts, and have a strong reputation in the host country.
- The W20 Chair is recognised by the G20 Sherpa as an influential person, with outstanding experience on gender equality, and also could be appointed by the W20 national delegation.
- The W20 Chair's supporting team, the W20 Management Team, preferably including experienced W20 delegates, should be known and in place ideally 12-18 months before the handover from one presidency to the next.
- A Co-Chair/Sherpa could be appointed by the W20 Management Team including the W20 Chair, and must have expertise in gender equality in the host country.
- The W20 Chair and Co-Chair/Sherpa are spokespersons for the W20 and are the key point of contact between the W20 and G20 Presidency (the host Country).

Vote and Decisions

Communiqué

- The W20 Communiqué is adopted with the consensus of all W20 delegations, with each delegation having one vote.
- Delegations are required to be present at the majority of formal Communiqué negotiation meetings called by the Presidency (60%), and to contribute at each drafting stage, in order to have the right of veto during the Communiqué approval stage.

Decisions on mission-critical matters, related to letters of support and joint statements

- Decisions are made on the basis of consensus but where consensus is unable to be reached, then a majority of 75% of all W20 Delegations will be acceptable to support a Statement. One vote per Delegation. If a country's delegation, for reasons of personal security or risk, is unable to vote on a Statement they can abstain from voting. Then W20 would only list Countries on Statements saying "These Countries have agreed to date to support the Statement". This is not applicable to the W20 Communiqué, always approved via full consensus.

Delegates

- Each W20 delegation consists of delegates representing academia, business, civil society, international organisations, labour, and think-tanks from across the G20 members, who are capable of contributing in a constructive way to the work of the W20, in drafting, promoting and implementing the priorities of the Communiqué, and bringing expertise around the W20 Pillars.
- Delegates are permanent representatives of W20 in their country unless they ask to step down or there is a breach of W20 Guiding Principles.

Delegates profile

W20 delegates and Heads of Delegation represent the W20 organisation within their member state/s, and represent their member state/s to the W20/G20. Recommended guidelines for selecting and retaining W20 delegates include that delegates:

- Are not working currently for the government or a public administration.
- Have a proven expertise in gender equality, women's economic issues, and policy development.
- Can commit to playing an active role in preparing and delivering the annual W20 Communiqué and Summit.
- Demonstrate experience in international/multilateral or high level domestic forum/negotiations.
- Have the capacity to liaise with their G20 Sherpa, via their HoD.
- Have experience in networking.

- Should have strong knowledge of English, as it is the working language of the W20.

Delegates Selection

- Selection of W20 delegates is a procedure individual to each G20 member, over which other members and delegations, including the W20 Presidency, have no jurisdiction.
- When appointing delegates, diversity, equity and inclusivity should be considered.

Delegate Responsibilities

W20 delegates and heads of delegation play a key role in ensuring continuity of the W20 organisation and in contributing to its effectiveness, reputation and ability to achieve its mission. To that end, delegates must:

- Take an active role in preparing the annual W20 Communiqué by taking part in Presidency-organised activities and meetings dealing specifically with the Communiqué.
- Endeavour to represent the overall position of women's organisations in their country in all their diversity.
- Actively participate in at least one working group.
- Be sensitive to diverse experiences of women in their country so that no one is left behind.
- Liaise with their G20 Sherpa under the direction of their Head/s of Delegation.
- Ensure broad dissemination of the content of the Communiqué and the W20 process, especially when taking part in local or international networking events (e.g. the Euroasian Women's Forum).
- Delegates, with their HOD, are responsible for bringing in "Knowledge Partners" to give research and best practice support to the delegation, and should attend delegation meetings to assist.
- Represent the highest level of professionalism and ethical conduct in executing the role of delegate.
- Ensure that any information and data related to the W20 are safeguarded.
- Actively contribute and comply with these requirements. Any delegate who does not comply will not be permitted to continue as a delegate. Delegates who do not fulfil these functions over a period of two years should not expect to return as a delegate

Heads of Delegation

- For coordination purposes and to speak with one voice, each delegation appoints Head or Co-Heads of Delegation.
- Heads of Delegation must brief the delegates after W20 events, communications or meetings where only the presence of HoD is requested.
- Current HoD in the new host country must brief the Chair and Management Team for the next year.
- If a HoD steps down, the Delegation must appoint a new one, and the delegation should notify the W20 Presidency or W20 Management Team in the host country.
- The HoDs have the responsibility of appointing delegates, considering diversity, equity and inclusivity.

Working Groups (WG)

- The W20 Management Team proposes the coordinators for each working group.
- Each Delegate chooses at least one working group to participate in.
- Each Delegation should have representation in all working groups.
- Each WG is co-chaired by the host country and another delegation. It's a best practice to alternate WG chair/coordinators periodically to ensure new member delegations and delegate voices are brought to the table, taking into account expertise and experience regarding the issue.

Communication and social media

- Each Presidency should take over the running of the W20 website, social media and chat accounts.
- Chats Administrators can be held by the new Presidency.
- In order to ensure continuity, the current W20 Presidency is encouraged to transfer the domain of the W20 website and social media to the following W20 Presidency as the G20 Presidency is transferred.

Glossary

W20 Chair (and Co-Chair): is the Spokesperson, together with the Sherpa, of the W20. The W20 Chair is responsible for interfacing with the G20 and developing the strategy with the W20 Presidency.

W20 Sherpa: is the Spokesperson of the W20 and the main point of contact with external stakeholders (G20 representatives, international organisations, other G20 engagement groups). The W20 Sherpa is also responsible for ensuring a fluent and effective dialogue among W20 Delegates, mainstreaming relevant areas of work, and developing – along with the W20 Chair- The W20. If the current Presidency doesn't appoint a Sherpa, this role is replaced by a Co-Chair.

W20 Management Team: is composed of the Presidency W20 delegates and it could also include external experts. Its goal is to ensure the development and management of the main W20 Presidency activities.

Hosting organization: should be a civil society organisation or NGO that has a mission dedicated to gender equality and the social and economic rights of women in all their diversity. It should have access to a strong network of support and access to a broad range of other organisations and experts in the host country.

Troika: The troika structure allows for dialogue and coordination between the current, previous and following G20/W20 host countries. It includes W20 Sherpa and Chair of the previous, current and next host country.

W20 Delegates: are permanent representatives of W20 in their country and play a key role in ensuring continuity of the W20 organisation and in contributing to its effectiveness, reputation and ability to achieve its mission.

W20 Head of Delegation: is the spokesperson of her/his Delegation. The HoD must brief the delegates after W20 events, communications or meetings where only the presence of HoD is requested.

Knowledge partners: are subject matter experts who provide technical advice and support to ensure the W20 policy recommendations are data-driven and based on methodical research.

Annex 1- W20's priorities

- 2021, W20 Italy's priorities: Labour, Digital, and Women's Entrepreneurship and Finance, plus Women's Health, Cultural Stereotypes, Women and the Environment, and Ending Violence against Girls and Women.
- 2020, W20 Saudi Arabia's priorities: Labour, Digital, Financial inclusion, Women's Entrepreneurship, Decision Making and Accountability.
- 2019, W20 Japan's priorities: Labour, Digital, Financial, Entrepreneurship, Education and Violence. Finance and Women's Entrepreneurship
- 2018, W20 Argentina's priorities: Labour, Digital and Financial inclusion, and Rural Women.
- 2017, W20 Germany's priorities: Labour, Finance and Digital inclusion.
- 2016, W20 Turkey.
- 2015, W20 China.