

TERMS OF REFERENCE

Sierra Leone Open Government Partnership Steering Committee

Background

The Government of Sierra Leone rebooted the OGP process following the transition to the new administration. As a Government that has assiduously worked towards improving transparency and accountability in the delivery of services to its citizens, the Government wanted to further concretize its actions and use them as leverage points to develop a more ambitious agenda to improve good governance.

The Ministerial Lead of the OGP is Minister of Information and Civic Education. The Chairman of the National Council for Civic Education and Development is the Country Point of Contact. The OGP Coordinator will oversee and coordinate the OGP country process. There will be a selection of equal representatives from ministries department and agencies, civil society organizations, development partners, private sector and the media to form a steering committee which will support the OGP Unit in Action Plan development and implementation. The Action Plan will seek to address three or all of the five grand challenges as chosen by the steering committee:

- 1) Improving public services;
- 2) Increasing public integrity;
- 3) More effective management of public resources;
- 4) Creating safer communities; and
- 5) Improving corporate accountability.

The Institutional Framework and Timeframe

Time Frame of National Action Plan Development and Implementation

Year 5: January 2024 – June 2028

Life Span of Steering Committee Membership

- Every steering committee should serve for four years fixed term.
- Steering Committee members terms can be Renewed (if the institutional expertise is still needed)

Non Participation in OGP Meetings/Activities

- Steering Committee meetings are mandatory by all SC members
- It is also mandatory to participate in all OGP related activities
- Non-attendance or representation of any institution for three consecutive meeting will result to a letter being sent to the head of institution

- Non- attendance/ representation of any institution for six consecutive meeting will lead to the suspension of that institution from the Steering committee and subsequent removal if they fail to attend or participate in OGP activities

Objectives

- i) Participatory consultation process between Government, civil society, private sector and other partners on the Open Government Partnership Action Plan and implementation framework.

Key Deliverables

- i) National Steering committee to guide the formulation of the OGP National Action Plan (NAP), and subsequent implementation and monitoring.
- ii) OGP National Action Plan prepared for submission to the Open Government Partnership Secretariat.
- iii) Cabinet assent of the OGP National Action Plan.
- iv) Develop a monitoring and implementation framework to follow up on the implementation of commitments made in the OGP action plan.
- v) Elect CSO Chairperson for the Steering Committee

Timetable of Activities¹

| Actions | Due Date | Status Update |
|---|----------------------|----------------------|
| 1. Develop NAP V Action Plan in close collaboration with civil society and submit action plan | By December 31, 2023 | Not Started |
| 2. Monitor the implementation process of the NAP V <ul style="list-style-type: none"> • Cluster Group meetings • Steering Committee Meetings | Every Six weeks | |

¹ Note that this timetable was taken from the OGP calendar package

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| 3. Accountability and Transparency Sessions through Citizens Engagement (Town Hall meetings, University engagements) | April August | |
| 3. Sensitizations and Consultations | Half Yearly (exact date TBD) | |
| 5. Publish 1st mid - self-assessment, including intent to remain active in OGP | By July 31, 2026 | |
| End of Term Self Assessment | June 30 2028 | |

Roles of Steering Committee Members

The overarching function of the OGP steering committee is to undertake an inclusive and participatory national consultation process that will inform the development and implementation of the action plan. The specific functions include:

- Twice every quarter (1hr 30 mins) to discuss the updates from monitoring the implementation of NAP commitments and other open governance activities
- If assigned to a cluster committee, the committee member is required to meet with the sub-committee or participate in an online forum where necessary
- To participate in national consultations across the country
- To ensure timely and requisite disclosure of relevant information pertaining to the OGP process, in line with the minimum disclosure requirements of the OGP
- To participate in media outtakes to support the OGP sensitization process.
- Deliberate how to improve Action Plan implementation
- Assess fulfillment of NAP milestones

- Receive input on NAP implementation requirement
- Involve other actors in OGP activities and comply with the articles of governance
- Inform participants about Government implementation of action plan
- Incorporate new open government strategies into the existing Action Plan
- Better coordinate cross sector efforts towards openness, beyond the action plan
- Participate in OGP Global foras, Regional meetings, Global Summits, Commitment related global meetings
- Comply with OGP articles of governance
- Pilot test open government products or actionsⁱ

Compensation

It was agreed that participation in the Steering Committee meetings and other sub committees will be done at no cost to the OGP Secretariat and will be considered service to the Country. Lunch and Transport refunds will be provided during OGP Meetings. Note that per diem and other costs during the national consultations will be provided for committee members based on Government of Sierra Leone rates.

Membership

The National Steering Committee comprises of Government, private sector and civil society representatives. The Sierra Leone OGP Process hereby proposes to include the following organizations that will be represented by two senior staff that can alternatively attend and participate in OGP activities:

National Steering Committee -- The committee is divided equally among government and civil society as follows:

MINISTERIES, DEPARTMENTS AND AGENCIES

- 1) Ministry of Information and Communication- Emmanuel A B Turay
- 2) Anti-Corruption Commission- Wilfred Bangura
- 3) Sierra Leone Extractives Industries Transparency Initiatives – Baimba Koroma

- 4) Ministry of Finance – Ilara Mahdi
- 5) Cabinet Secretariat – John Aloma Konuwa
- 6) Justice Sector Coordinating Office – Shahid Korjie
- 7) Clerk of Parliament/OGP Working Group in Parliament – Hon Paran Tarawally
- 8) National Youth Coalition – Emerson Kamara
- 9) Head of DepRep – Parliament – Memunatu Seiwoh
- 10) Right to Access Information Commission – Alhassan Sesay
- 11) Office of the Ombudsman – Tejan Jah

CIVIL SOCIETY AND PRIVATE SECTOR MEMBERS

- 12) Centre for Accountability and the Rule of Law – Jeremy Simbo
- 13) Campaign for Good Governance (CGG) – Marcella Macauley
- 14) Transparency International Sierra Leone- Edward Koroma
- 15) Budget Advocacy Network: Abu Bakar Kamara
- 16) Education for All Coalition – Charles Kamara
- 17) Campaign for Human Rights and Development International
- 18) Initiatives for Media Development – Yeama Thompson
- 19) Westminster Foundation for Democracy – Rev Alusine Diamond Suma
- 20) Institute for Governance Reforms – Ismail Kanu
- 21) Centre for the Coordination of Youth Affairs
- 22) National Advocacy Coalition on Extractives

The Cluster Groups

Grand Challenge Lead

- Work with the cluster group leads to form a cluster of relevant civil society and ministries departments and agencies working around the cluster/commitment
- If assigned to a cluster committee, the committee member is required to meet with the sub- committee or participate in an online forum where necessary
- Attend cluster group meetings

ⁱ Terms of reference from the OGP multi stakeholder handbook