



Digital & Technology Network (DTN)

Terms of Reference

1. Background 2

2. Mission 2

3. Objectives..... 2

4. Structure 3

5. Member Participation 3

6. Observer Status..... 4

7. Working Methods 4

8. Meeting Frequency 5

9. Reporting and Accountability 5

10. Sub-Groups 5

Annex 1 – DTN Advisory Group (DAG) 7

 Mission 7

 Size and Composition..... 7

 Non-binding Nature 7

 Value Offerings 7

 Meeting Frequency & Format..... 7

Annex 2 –Terms of Reference Template for DTN Subgroups 8

 General..... 8

 Mission..... 8

 Membership..... 8

 Chairmanship 8

 Scope..... 8

 Resources 8

 Outcomes 8

1. Background

The origins of the CEB date back to 1946 when the Administrative Committee on Coordination (ACC) was established. In 1994, recognizing the increasing importance of information and communication technology to achieving the mandates of their organizations, the ACC established the Information Systems Coordination Committee (ISCC), the precursor to the ICT Network (ICTN). Reporting to the High-level Committee on Management (HLCM), the ICTN held its first session in April 2002 and has since conducted biannual meetings.

Recognizing the need to extend the focus towards a more strategic and digital transformation of the UN system as a whole, the ICTN changed its name to the Digital & Technology Network (DTN) in its autumn session of 2018. This document defines the priorities of the DTN, its working methods and its intended role as an agent of digital transformation for the UN system.

2. Mission

The DTN is the principal inter-agency mechanism within the UN system for the promotion of cooperation and collaboration on digital and technology related matters. Its mission is to advance the digitalization of UN system organizations and to align the ICT related priorities and undertakings of its membership in a manner commensurate with this collective aim.

The nature of ICT, for the most part, is that its outputs are and should be integrated into business processes and support programme delivery. As a result, little in ICT should be executed without business sponsorship. The DTN, therefore, will seek to partner with the other HLCM networks in the pursuit of their business priorities.

The DTN fulfils its function through collaboration with business, challenging thinking and modes of operating, and turning innovative ideas into usable solutions.

Priorities furthered by the DTN are summarized below:

- Mainstreaming innovation in the UN system;
- Driving the discussion on digital and technology related issues in the CEB and its mechanisms;
- Defining ICT strategy (sub-strategies) for the UN system and align our organizations to it;
- Collaborating on evaluation of new and proposed technologies and approaches;
- Identifying and collaborating on joint projects;
- Creation of sub-groups on specific topics and technologies;
- Sharing of past successes / lessons learnt and exchanges on current priorities;
- Engaging leading vendors of common interest to share their vision, direction and product roadmaps.

3. Objectives

The interests of the DTN include, but are not restricted to advancing progress in the following areas:

- Innovation & Frontier Technologies;
- Digitization, digital engagement and digital transformation;
- Collaboration and content sharing through federated services;
- ICT strategy, policy and compliance;
- Shared projects and operations;
- Information security and cyber-security;
- Peer Networking and support;
- Partnerships with industry & academia;
- Knowledge sharing, solution sharing & staff development;
- Joint procurement of ICT products & services.

4. Structure

The DTN is led by two Co-Chairs and supports the CIO function of member organizations:

- Chairmanship: comprises two Co-Chairs:
 - UN Secretariat CITO: permanent position of Co-Chair. The permanency of this assignment reflects the network's need for strategic guidance, visibility and continuity;
 - One DTN member organization: Rotational position of Co-Chair, chosen by the members at the end of each two-year term;
- Membership: The highest-level ICT leader, generally the Chief Information Officer (CIO) or equivalent, from CEB member organizations¹.
- Sub-Groups: each with one or more delegated Chairs/Co-Chairs from DTN member organizations and Terms of Reference approved by the Network. All sub-groups are to be established based on a generic Terms of Reference (see Annex 2) outlining their leadership, mission and intended outcomes. Sub-groups may be time-bound and established for a designated task or activity, or for knowledge sharing. The definition of a sub-group includes expected deliverables (if appropriate) and commits the lead agency to regularly report its findings and conclusions to the Network;
- Activities: One or more DTN members may serve as the lead for activities required by the CEB, HLCM or HLCP;
- Secretary: responsibilities including the provision of regular reports; escalation of issues; follow-up for actions assigned to sub-groups; and facilitation of correspondence to and from CEB bodies, including the HLCM and HLCP.

5. Member Participation

Organizations appoint representatives to the DTN based on their position and responsibilities. The highest-level ICT leader/CIO function is thus defined here as one embodying the following responsibilities:

- ICT governance;
- ICT strategy & policy formulation;
- Information security & risk management;
- Information architecture development;
- ICT operations; and
- Technology assessments, testing and compliance.

Membership is defined by organization – as opposed to individuals; Members act as representatives of their organization. In addition:

- It is strongly encouraged that the Members personally attend DTN sessions, however, one delegate may attend instead if the Member cannot;
- Extending the participation to include representatives from related or affiliate organisations (as Observers) may be proposed by the Co-Chairs;
- Speakers and/or observers may be invited to attend by the Co-Chairs on behalf of the membership.

¹CEB membership includes: UN, ILO, FAO, UNESCO, ICAO, WHO, WB, IMF, UPU, ITU, WMO, IMO, WIPO, IFAD, UNIDO, UNWTO, IAEA, WTO, IOM, UNCTAD, UNDP, UNEP, UNHCR, UNRWA, UNICEF, UNFPA, WFP, UNODC, UN-HABITAT, UNWOMEN & UNOPS.

6. Observer Status

DTN Member status remains restricted to CEB Member Organizations, and to organizations that already contribute towards the cost-shared budget of the CEB Secretariat. Attendance at regular sessions may extend beyond core CEB membership to include representatives from related or affiliate organisations.

The invitation of non-CEB member organizations is performed at the discretion of the Co-Chairs. Non-CEB member participants from the wider UN system may submit a request to become an Observer. Once accepted, the organization will be requested to pay an annual contribution (initially set at USD 5,000), in order to support ad-hoc activities of the DTN.

In addition to CEB member organizations, therefore, the DTN includes other (paying) organizations from the UN family, referred to as Non-CEB Participants. An additional category, Invitees, is reserved for non-UN system organizations that 1) are international organizations governed by Member States with non-exclusive entry criteria for Member States (i.e., in principle, any country can join) and demonstrate clear potential to engage, partner or otherwise add value to the activities and interests of the DTN membership as determined by the DTN Co-Chairs. Once accepted, an organization will be requested to pay an annual contribution, in order to support ad-hoc activities of the DTN. The DTN comprises organizations, therefore, that may be categorized as being one of the following three types:

- Members;
- Non-CEB Participants;
- Invitees.

All three categories receive regular correspondence, meeting documentation, session invitations, meeting reports and related documentation. Access to online DTN resources, including Teams, will also be granted by default. However, Non-CEB Participants and Invitees have neither voting nor representation rights. In addition, attendance of Non-CEB Participants and Invitees at DTN sessions is restricted to one representative per organization. Invitees and Non-CEB Participants are not included in DTN executive sessions.

Any decision on the spending of funds (received through membership fees) requires the approval of both DTN Co-Chairs. On an annual basis, DTN Secretary prepares a cost-plan, to be endorsed by the DTN Co-Chairs, for the utilization of extra-resources. Similarly, the list of all non-Member organizations is to be reviewed by the DTN Co-Chairs on an annual basis to determine if changes are necessary.

7. Working Methods

Regular meetings provide the Network the opportunity to share knowledge, establish special interest groups and develop proposals that otherwise advance the efficient and effective pursuit of UN system mandates.

The DTN Co-Chairs are responsible for the overall effectiveness of DTN meetings. This responsibility includes the selection of a host and location in coordination with the UNICC Management Committee, the approval of the agenda, and invitation of speakers, on the basis of a proposal prepared by the DTN Secretary and input received from the DTN membership.

Ongoing Sub-Group chairs, Working Group leads, and Activity leads are responsible for managing their respective groups/activities and membership; reporting to the DTN Secretary on progress; and delivering outputs as required.

The DTN seeks to facilitate meaningful engagement with other HLCM Networks. Chairs or representatives of other networks will be invited to engage and coordinate on initiatives applying frontier technology; identify common priorities and opportunities for joint collaboration; and help direct discussions that address core business needs and that infer a role for the DTN and its sub-groups.

The DTN is supported by an informal group of experts and thought leaders from outside the UN system, including the private sector and academia. The aim of this group is to provide outside expertise and perspectives during the planning and execution of its various DTN initiatives and meetings. Members are selected by the DTN Co-Chairs on the basis of their thought leadership and standing within technology and related sectors.

As an internal coordination mechanism of the CEB, the DTN is under no obligation to implement suggestions or recommendations arising from any external body but may invite input from individuals considered to be authoritative sources on matters of strategic importance. In this way, the network may invite thought leaders to present on specific topics at regular sessions. The same applies to DTN Advisory Group members, who are invited to share their expertise without the expectation of consideration or follow-up by CEB member organizations. Details of the group's aim, objectives, selection criteria and working methods are detailed within a separate Terms of Reference².

Since participation at meetings may include external invitees, Executive Sessions provide the formal platform for CIO decision-making. Attendance at Executive Sessions excludes representatives from non-CEB member organizations. It is the responsibility of each organization's representative to ensure that their organization's representation and contact details are up-to-date.

8. Meeting Frequency

DTN sessions are conducted every 6 months. Sessions are to be scheduled in consultation with the secretaries of HLCM and HLCP and should, when possible, be planned in conjunction with UNICC Management Committee meetings. On-going dialogue between formal sessions is supported on the Network's chosen collaboration platform and with audio or video teleconferences, as needed. All members are encouraged to participate in the process of drafting DTN meeting agendas.

9. Reporting and Accountability

Priorities expressed and commitments made by the DTN are to be reflected in session reports, which serve as the principle instrument of internal coordination and reporting to the HLCM. Decisions made on priorities (and the establishment of on-going Sub-groups and Working Groups required to pursue them) are founded on the principle of opt-in, opt-out.

10. Sub-Groups

The DTN establishes sub-groups to further advance collective action on specific business areas or technologies.

10.1 Creation & Dissolution

- The request to create a DTN sub-group requires the Terms of Reference (form) in the Annex to be completed and submitted to the DTN Co-Chairs via CEB Secretariat.
- The creation and dissolution of sub-groups is undertaken by the DTN, during regular sessions;
- Any changes to a sub-group's Terms of Reference must be approved by the DTN.

10.2 Governance

- The Steering Group is the sub-Group's decision-making body. It comprises the Chair, the Co-Chair and representatives from participating organizations.

² CEB/2019/HLCM/DTN/04

- The sub-group's Chair will provide the DTN with updates at regular sessions, when requested. The DTN will determine any alternative (or additional) reporting arrangements for each sub-group;

Annex 1 – DTN Advisory Group (DAG)

At its 32nd session, the DTN decided to establish an informal group of experts and thought leaders from outside the UN system, including the private sector, academia and civil society, to provide the DTN with outside expertise and perspectives, to maximise the network's collective impact for the UN System.

This initiative recognizes that bringing experts together under the objective of identifying precedents, sharing good practices, and strengthening the overall understanding of this subject area can contribute to sustainable development and humanitarian action. The working title of this group of experts and thought leaders is called the DTN Advisory Group (DAG). The DTN recognises the value in inviting expert views to address common challenges. The DAG is advisory in nature.

Mission

The DAG functions as a think-tank for the DTN, partaking advice and recommendations for maximising the combined impact of CEB member organizations in the ICT domain, the adoption of new technologies and their contribution towards the digital transformation and combined impact of the UN system.

Size and Composition

The DAG consists of between five and ten members on an ongoing basis to ensure continuous interest, engagement and diverse and innovative ideas, while maintaining a productive group dynamic. The DAG is composed of industry recognised thought leaders and experts in their respective field, acting in their personal capacity, as nominated by DTN Members and approved by the DTN's Co-Chairs. The DAG will not include vendors. It is ultimately the responsibility of the Co-Chairs to apply due diligence to the nomination and approval of a DAG member, in order to ensure there is no conflicting interest. The DTN will endeavour to ensure that the composition of the DAG is diverse.

Non-binding Nature

- The DAG is advisor in nature; the DTN is not obligated to implement suggestions or recommendations arising from the DAG.
- DAG members are invited to share their expertise without the expectation of consideration or follow-up by DTN Members or their organizations.

Value Offerings

- For the DTN, the value offering can be summarized as strategic advice, which may be applied to the prioritization and planning of DTN initiatives.
- For DAG, it is an opportunity to support the activities of the UN system in the pursuit of the Post-2015 Development Agenda.

Meeting Frequency & Format

Recognizing that the DTN cannot fund travel for DAG members and does not want to place an undue burden or barrier on group membership in terms of time and/or travel cost, meetings are expected to occur one to two times per year via videoconference.

Annex 2 –Terms of Reference Template for DTN Subgroups

The following form is to be used for the creation of a DTN sub-group. All fields should be completed and submitted to CEB Secretariat. Decisions on sub-groups are made during formal sessions.

<u>General</u>	
Group name	
Creation date / DTN Session	
Dissolution (conditions or date)	

<u>Mission</u>

<u>Membership</u>	Agency
Lead Agency	
Participating Agency	
Participating Agency	
Participating Agency	

<u>Chairmanship</u>	Chair	Co-Chair
Full name		
Job title		
Agency		
Chairmanship duration		

<u>Scope</u>	Detail
Relevant SDG goals/targets/indicators	
Key technologies under review	
Key stakeholder(s)	
Partnership(s) established/leveraged	
Geographic scope	
Functional scope	
Other(s) – please specify	

<u>Resources</u>	Requirement
Personnel/expertise/time	
Funding	
Other(s) - (Please specify)	

<u>Outcomes</u>	Detail
Knowledge sharing	
Deliverables	
Other (Please specify)	