



Women 20 Engagement Group United Kingdom Delegation Terms of Reference for Participation

1. PURPOSE OF THIS DOCUMENT

This Terms of Reference outlines the role, responsibilities, and expectations for individuals participating in the **United Kingdom Delegation to the Women 20 (W20)** for the 2027 G20 cycle.

As the United Kingdom is hosting the G20 in 2027, there will be increased visibility, responsibility, and opportunities for engagement. This document ensures clarity of expectations so all delegates can contribute effectively to the UK role in advancing global women's economic empowerment.

2. OUTLINE OF W20

The W20 is an official engagement group of the G20, the consortium of world leaders who discuss and coordinate approaches to the most significant global challenges. The work of the W20 follows the annual cycle of the G20 and involves delegates from across the G20 countries coming together virtually and in person to develop recommendations on advancing gender equality for global leaders at the G20 summit. These recommendations are usually submitted in the form of a Communique. Delegates not only have the potential to inform high level policy decisions but also the opportunity to share and learn from best practice internationally and to advocate both across countries and in their own country.

Delegate roles are not financially compensated and do not carry allowances for expenses. For this reason, a majority of the work is carried out online or hybrid. Delegates are allowed to openly communicate their position as a Delegate.

2. GUIDING PRINCIPLES FOR PARTICIPATION

All participants agree to uphold:

- **Collaborative Engagement:** Respectful, inclusive teamwork aligned with W20 values.
- **Thought Leadership:** Bringing expertise, evidence, and innovative thinking.
- **Reliability & Accountability:** Meeting commitments, deadlines, and participation expectations.
- **Representation:** Contributing in a way that reflects well on the UK Delegation and supports global equity.

- **Non-Partisanship:** Ensuring contributions remain policy-focused, not politically motivated.

3. THE DELEGATES ROLE AND RESPONSIBILITIES

Delegates formally represent the United Kingdom civil society in W20 working groups, drafting processes, and engagement events. W20 delegates 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 should:

- Endeavor to represent the position of women in society in the UK in all their diversity.
- Actively participate in or lead at least one W20 working group alongside delegates from other nations.
- Actively participate on the iSAW platform which is used for communication across the community of international delegates.
- Be both committed and sensitive to diverse experiences of women in their country so that no one is left behind.
- Ensure broad dissemination of the W20's publications and recommendations and the W20 process, especially when taking part in local or international networking events.
- Be able to bring in "Knowledge Partners¹" for research and best practice support as needed.
- Attend and participate in UK Delegation meetings (online) and events online, hybrid and in person).
- Represent the United Kingdom Delegation professionally in all W20 engagements according to the General Expectations outlined below.

GENERAL EXPECTATIONS FOR ALL PARTICIPANTS

- **Professional Conduct:** Represent the W20 and the UK Delegation with integrity, inclusivity, and diplomacy. Remain a citizen in good standing and always represent the highest level of professionalism and ethical conduct in executing the role of delegate.
- **Communication:** Respond to delegation communications within 48 hours when possible.
- **Confidentiality:** Protect sensitive materials and drafts until publicly released.
- **Availability:** Communicate promptly if workload or circumstances affect participation.
- **Alignment with UK Strategy:** Support established delegation priorities and messaging. Act through their delegation and Head of Delegation to ensure efficiency and consistency.
- **Comply** with the W20 governance, Code of Conduct, policies, and procedures.
- **Act** in the interest of the W20 and not use the W20 name for their own interest.

¹ Knowledge partners are organizations, businesses, agencies, consultancies, public sector bodies of civil society groups who provide pro bono expertise, advice, data and resources to support and advance the work of the W20.

DELEGATES SPECIFIC DUTIES AND RESPONSIBILITIES

Time Commitment: 2–3 hours/week

Responsibilities:

- Attend regular working group meetings (varying from weekly to monthly across the year with most regular meetings usually between March and September).
- Contribute to the development of policy briefs, recommendations, and communiqués.
- Participate in research, consultations, and thematic discussions.
- Provide timely written feedback and meet assigned deadlines.

Deliverables:

- Written contributions to working group outputs.
- Participation in at least 70% of scheduled working group and delegation meetings.
- Consistent, timely completion of assigned tasks.

Ideal Candidates:

Ideal candidates for Delegates and Working Group Member roles will have understanding and experience in gender equality in one or more of the following areas: women's economic policy, care economy, climate, entrepreneurship, financial inclusion and procurement, labour and decent work, health, education, digital inclusion and AI, safety and security or related fields;

and be:

- Solutions-focused with strong interpersonal skills who are comfortable working in teams, listening to diverse perspectives, and building consensus.
- Clear and confident communicators who can express ideas in writing and in meetings, represent the organisation externally with confidence and professionalism and who are willing to review and comment on draft documents.
- Reliable and organised individuals who can, manage multiple tasks and projects, prioritise effectively and consistently meet deadlines.
- Confident with marketing, branding and social media tools (Instagram, X/Twitter, LinkedIn, Facebook, TikTok). Basic design or multimedia skills (e.g., Canva, Adobe Creative Suite, video editing) are also valuable.
- Able to analyse and present data.
- Curious, globally minded, and comfortable in a cross-cultural environment, even if they have not previously participated in a G20 or W20 process.
- Have the flexibility to attend occasional evening/weekend meetings and events.

Experience in fundraising, marketing or social media would be particularly welcome.

We look forward to receiving your application.