

# UNESCO Day for Remembering the Transatlantic Slave Trade and its Abolition

Community Advisory Group - Terms of reference

## Key information

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## Community Advisory Group (CAG) Terms of Reference - Overview

Meetings are hosted by the Greater London Authority (GLA) and attended by representatives from the Community Advisory Group (CAG).

Key contractors or other stakeholders or policy teams from the GLA may be invited to meetings from time to time, as required, to update on the event or wider mayoral priorities.

## **1. Roles and Responsibilities**

The UNESCO Day for Remembering the Transatlantic Slave Trade and its Abolition CAG, exists for the purpose of supporting and steering the GLA to deliver the event successfully for London and its communities.

The GLA shall lead on all elements of the organisation of the event including content, production and delivery and shall work in association with the CAG as the stakeholder partner for the event.

## **2. Community Advisory Group (CAG) responsibilities**

- To contribute to forming the overall vision for the programme in alignment with Mayor of London's policies and priorities.
- To advise, and where agreed assist, the GLA with programming the event, through their networks in the community to provide access and content for inclusion in the programme;
- To consult on best practices for engagement and communication with agreed audiences, communities and Londoners;
- To actively engage and advise on the ongoing promotion, marketing, and publicity of the programme, including active promotion through community networks;
- To provide guidance on community sensitivities, where appropriate, that will support the overall delivery of the programme;
- To provide advice gathered from similar events and share experience and feedback;
- To commit to attending six meetings a year (1.5hrs per meeting) on pre-agreed dates either in person or via video call
- To commit to attend the UNESCO Day for Remembering the Transatlantic Slave Trade and its Abolition, and be an advocate and champion of the event;
- To support an evaluation to further reflect on the UNESCO Day for Remembering the Transatlantic Slave Trade and its Abolition event's legacy.

We request that all members of the CAG sign up to [Mail from the Mayor](#) to receive updates on some of the wider Mayoral activities.

## **3. Greater London Authority (GLA) responsibilities**

- To organise and host regular agreed meetings with the CAG, consider its views and recommendations regarding the event, providing access to support as required;
- To set the agendas for meetings, monitoring and tracking progress;
- Procure, appoint, and contract an event production company;
- Lead on planning and co-ordination of the event;
- Provide core GLA budget for the event, manage and approve overall budget to include production costs, marketing and any other GLA costs;

- Manage multi-agency Operational Planning and Safety Group meeting process;
- Design and approve event branding;
- Undertake and lead on all press and marketing activity for the event, including production and approval of publicity materials and event branding;
- Seek and contract media partner(s), where possible, to support and promote the event and act as main point of contact;
- Liaise with the Mayor's Private Office in respect of the event; Arrange post event debrief.

## 4. Membership

Members of the CAG may be considered as individual members or as part of an organisation. If part of an organisation, members are asked to act as one representative for that organisation.

## 5. Selection Process

Applications to sit on the CAG are accepted from anyone, over the age of 18, who feels they have the relevant skills and experience to assist the vision, scope and development of the UNESCO Day for Remembering the Transatlantic Slave Trade and its Abolition. Members should have a passion for the event's mission and possess strong personal and professional integrity and values, and be thought of as experts and leaders with strategic insight in their respective fields.

The CAG should reflect diversity in experience, gender, race, and age.

The recruitment of Members will fall under the responsibilities of the GLA.

The GLA will ensure the CAG's continuing effectiveness by annually reviewing its membership and taking action to address any identified areas for improvement and any areas where additional capacity is needed. Feedback will be sought from the CAG as part of the evaluation of each annual event as part of this process.

To maintain consistency and build on the event year on year, it would be great if recruited members can remain in post for an initial term of 2 years. After 2 years, the group will be reviewed and any potential changes to membership/additional recruitment discussed. CAG members' renewal is important for good governance. While the contribution of experienced members is vital, CAGs also need new members who can provide fresh thinking to long standing practices, bring in new audiences, and ensure that the time given by CAG members to the event remains reasonable.

### **Recruitment of new members to the CAG require the following steps:**

- Identification of potential skills gaps
- Advertising CAG Member vacancies
- Recruitment of potential new members through an Expression of Interest
- Selection and assessment of potential new members by the GLA
- Informal meeting with current group members and discussion within group meeting (if applicable)
- There should be a minimum of (5) and maximum of (7) people on the CAG.

## **6. Recommending or co-opting new members**

The CAG will allow for the recommendation of additional members as the group develops. The aim is to ensure that a wide number of practitioners and organisations will have the opportunity to contribute to the development of the programme over time.

The GLA maintains the ability to recommend potential members to the CAG.

Invitations to specialists or guest speakers outside the CAG can be made on request and in agreement with the CAG by any Member.

## **7. Removal of a member**

A group member may be removed from the CAG at any time, with or without cause, (a) by vote of a majority of the current members or (b) by the GLA at its sole discretion.

## **8. Resignation**

Any Group Member may resign at any time by giving notice, in writing, no later than 1 month before they wish to leave, to the GLA Event Manager.

## **9. Codes of Conduct**

CAG members should act with integrity and independence from improper influence as they exercise their duties on the CAG by:

- Exhibiting trustworthiness
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, polite, consistent manner
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others
- Treating other Members and GLA officers with respect and honouring the opinions of others even when the Group members disagree with those opinions
- Showing respect for their position within the Group and not behaving in ways that reflect badly on the overall CAG
- Recognising that they are part of a larger group and acting accordingly
- Adhering to the GLA's code of conduct and not bringing the GLA into disrepute.

## **10. Conflicts of Interest**

Each member is asked to disclose any Conflicts of Interest that might arise through their role as advisors at all meetings. Where a Conflict of Interest is recognized, the individual Member will abstain from all discussion on any matters where they have or are perceived to have a potential or actual conflict of interest.

Members of the CAG can apply for commissioning opportunities and funding from Greater London Authority, or related to (the relevant event). If they choose to apply for an opportunity, they will be excluded from participating in, or being privy to any confidential information about the selection process, as a CAG member.

## **11. Role of the Chair**

The Chair is responsible for leading the CAG meetings

The Chair agrees the agenda, monitoring and tracking progress of the event. The Chair commits:

- To hold the space for safe and inclusive conversations, which consider everyone's access needs
- To seek group consensus, in the first instance, and then seek compromise, as necessary
- If a compromise is not possible, escalate the decision via the appropriate channels (see Conflict Resolution and Complaints Procedure appendix 2)
- To ensure the work of the Group gets communicated effectively to all parties

## **12. Event content and programme review**

A draft agenda is to be shared for the CAG input in advance of the agreed meeting date by the GLA. Action points of the meeting are to be shared within one week after the meeting by the GLA.

Review of actions from previous meeting;

- GLA update of high-level decisions (including key developments, procurement, project timelines, risk, areas of crossover and forward look)
- CAG update
- Content and Programme review
- Budget review
- Communications, marketing, and press updates
- Forward planning

## **13. Frequency of Meetings**

Meetings will be scheduled to take place at agreed dates following discussion with the CAG. Proposed dates are as follows:

- Wednesday 06 April 2022 - 4pm
- Follow-up meetings will be agreed in the first meeting

The CAG will continue its work until 01 September 2023, when the Terms of Reference will be reviewed.

## 14. Agreement

### Community Advisory Group (CAG) members will:

- Agree or propose alternative dates for the meetings
- Submit a biography (max. 100 words)
- Submit a headshot photograph
- Provide contact details (email, mobile, twitter handle and other social media)
- Provide Access Requirements for meetings online; meetings in-person which require travelling; as well as Access Requirements to best deliver your work as part of the CAG.

Community Advisory Group members agree that the GLA can publish, as required, the following information about you in reference to the event, through its internal and external marketing channels:

1. Name
2. Organisation
3. Your title/role on the CAG
4. Picture
5. Biography

I (insert name) \_\_\_\_\_ hereby consent to be part of the UNESCO Day for Remembering the Transatlantic Slave Trade and its Abolition Community Advisory Group. Any conflicts of interest to declare at this stage:

**Signed:**

**Name & Pronouns:**

**Date:**

## Appendix

### 15. Appendix 1

#### Prohibited Third Party Selling

Stalls, if applicable to the event, will be sold by the GLA but welcome suggestions from the Community Advisory Group. This is to avoid illegal selling, sub-contracting of rights and reputational risk to the Greater London Authority.

## 15.1 Branding and Marketing Sign Off

Any publication, branding for the event or use of the GLA logo or Mayor of London logo or any article relating to the Mayor or the event, should be approved by the GLA.

## 15.2 Event infrastructure and production

The GLA will carry out a procurement process to select a production company to supply the event infrastructure, services, security and event staffing, ensuring that they meet all legislative and health and safety requirements. The event producer may also contract artists and provide creative and programme input.

# 16. Appendix 2

## Conflict Resolution

If Members of the CAG cannot agree on a particular item or situation about the CAG, its members, the meetings, the event itself, the planning process, or anything related to the event at any point this should be raised, in the first instance by email to the GLA Events Manager to seek resolution. If this cannot be obtained, further escalation will be through GLA's formal management structures.

This process allows members to be supported and to resolve difficulties and problems.

## 16.1 Complaints Procedure

Members of the CAG can make a complaint about the Group, its members, the meetings, the event itself, the planning process, or anything related to the event at any point.

Members of the public can also make a complaint about the CAG, its members, the event itself, or anything related to the event at any point.

Complaints will be accepted in both written and spoken form. The complaint process allows members to be supported and to resolve difficulties and difficulties.

The GLA operates a transparent and simple two-stage **complaints policy** and we aim to acknowledge complaints within five days and respond within twenty days.

Complaints should be submitted by email in the first instance to the GLA Events Team Manager. Further escalation will be through the [GLA's formal process complaints process in order to contact the Mayor](#).

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