

Working Group on Intersectionality

Terms of Reference

5 August 2020

1. Introduction:

In April 2020, the Working Group on Intersectionality (WGI), was established by the Steering Committee of the Campaign to Stop Killer Robots in recognition of the consequences and challenges posed by systemic and structural inequality within civil society.

The aim of the WGI is to help improve diversity and inclusivity within the Campaign, it will do so by making recommendations to the Campaign's Steering Committee on issues pertaining to systemic and structural inequality.

Due to their work and experience on these issues, the Steering Committee invited Campaign members Hayley Ramsay-Jones of the Soka Gakkai International Office for UN Affairs, Thompson Chengeta of the International Committee for Robot Arms Control and Wanda Muñoz of SEHLAC to convene and become the founding members of the WGI.

2. The mandate of the WGI:

The primary objective of the group is to improve the diversity and inclusivity of the Campaign itself and to help the Campaign adopt an intersectional approach to its work. Due to the current make-up of the WGI, the WGI will initially focus on the areas of race, gender and disability. Their work will include:

- Observing the Campaign's current policies, culture, and practices pertaining to the WGI mandate.
- Making recommendations to the Steering Committee on issues pertaining to the WGI mandate.
- Monitoring progress.
- Evaluating outcomes.
- Providing feedback on outcomes, and where necessary providing support and, or additional recommendations.

As the WGI develops its capacity additional objectives should be incorporated, such as:

- Expanding to include observing, providing recommendations, monitoring, evaluating, and providing feedback on the areas of ageism, classism, islamophobia, and other religious-based discriminations, LGBTQIA+ and other marginalized groups.
- Setting up a complaint procedure for the Campaign's campaigners, staff and Steering Committee members to report incidents pertaining to the WGI mandate, and to have these complaints reviewed and addressed.

Upon adoption of the WGI terms of reference, a WGI action plan with activities, dates, and responsibilities will be prepared.

3. Membership:

At present, there are three members of the group, selected by the Steering Committee. The current members have acknowledged the following:

- There is a need to recruit new members of the WGI, especially in areas where the current members lack expertise. Recruitment of new members will, therefore, be a priority area for the WGI.
- Members should be recruited based on their expertise in the area of intersectionality, diversity, and inclusion; this includes lived-experience and a record of work in this field.
- Members sit on the WGI in their individual capacity and are not permitted to substitute their positions with others, including colleagues from their organisations.
- Members should come from different geographical regions.
- Members will commit to achieving the objectives of the WGI.
- Members of the WGI should be members of the Campaign.
- Sitting members of the Steering Committee (as of July 2020) are not permitted to become members of the WGI.
- Should members of the WGI be invited to become sitting members of the Steering Committee, where situations of possible conflict of interests arise (such as decision-making and voting on issues pertaining to the WGI) such members should abstain from the decision-making process, or all WGI members should be invited to take part in said discussions and decision-making.
- Membership should not exceed six persons.

Terms, roles, and responsibility of members

- Membership terms should be reviewed every 2 years and can be renewed up to a total period of 6 years.
- A procedure for renewal of membership: TBD and confirmed.
- At this time as the membership is small, the current members do not feel it necessary to appoint officers and will work in a horizontal fashion with each member taking responsibility for the group's work (exp, rotating chair). This may be revised as the group evolves.
- Membership can be terminated if members breach the WGI code of conduct (to be formulated on the establishment of the WGI) and, or if members are inactive, or miss 3 or more consecutive WGI meetings and do not inform the group prior to the meetings.

4. Accountability:

- The WGI is responsible to report back to the Steering Committee.
- The WGI will report its findings in writing to the Steering Committee.
- For the purposes of transparency and to encourage awareness-raising of the important issues pertaining to the WGI mandate, the WGI will communicate its work to campaigners of the Campaign to Stop Killer Robots. The date, frequency, format and content of these communications are TBD.

5. Working methods:

- The WGI will meet on a monthly basis: 3rd Friday of the month at 14:00 GMT. Adjustments will be made as and when its members deem necessary.
- The WGI will communicate and undergo work in between official meetings via email and messaging.
- The WGI will conduct its meetings in the language spoken by all (or the majority) of its members. At present, that language is English (subject to change).
- The WGI will hold additional meetings as and when its members deem necessary.
- Where possible the WGI will make decisions by consensus, however where that cannot be achieved decisions will be made by majority vote. Voting will be postponed until at least 67% of the membership is present.

- The WGI will liaise with the Steering Committee's appointed personnel.
- In order to aid its work, the WGI will at times request meetings with individual persons and or in small groups from the Steering Committee, staff, and the Campaign's members.
- In order to aid its work, the WGI may request external advice from experts in the field.
- In order to aid its work, the WGI may request funds from the Steering Committee.