

## Senior Executive Officers (SEO) Network Meeting

### Concept Note

28 – 30 January 2019, Doha, Qatar

**Organised by the Asia Pacific Forum for National Rights Institutions (APF) and the National Human Rights Committee of Qatar**

#### I. Objective

To bring together SEOs across the APF member network to share experiences and good practices and identify areas of support in the context of the promotion and protection of human rights and the administration of national institutions.

#### II. Background

Established in 2001, the SEO Network is as a forum for the most senior administrators and human rights officers in APF member National Human Rights Institutions (NHRIs). The Network provides a peer-supported space for SEOs to meet regularly and exchange expertise, network, and support one another to address challenges faced in administering NHRIs. In addition, the SEO network aims to<sup>1</sup>:

- Assist the APF Governance Committee and Secretariat to respond to the development needs of member institutions through capacity development activities;
- Work together to support the implementation of the APF strategic plan;
- Identify emerging regional and international human rights issues, and provide advice on these matters to APF Governance Committee;
- Advise the APF Governance Committee of the Network's activities and recommendations;

SEOs are the most senior management in NHRIs; they are in a unique position as the bridge between the Commission leadership and NHRI staff, working in increasingly challenging contexts. SEOs are institutional focal points for communication with members, identifying challenges and successes, and are crucial advisors in delivering the APF Strategy. The SEO network therefore is an important platform to support these unique positions, build stronger NHRIs and exchange knowledge within the APF membership.

#### III. Methodology

The next<sup>2</sup> SEO meeting will provide opportunities for discussion, mentoring and professional exchange on topics **chosen by the SEO Network**. Participants are especially encouraged to bring along updates of their work in relation to the topics to contribute to the discussions.

Given that there are many new SEOs that have been appointed since our last meeting, this will also be an opportunity for current SEOs to induct their new colleagues. We also ask that participants contribute ideas for useful initiatives from their colleagues and the APF to support them in their roles.

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<sup>1</sup> As articulated in the SEO vision developed in 2010

<sup>2</sup> The last SEO Meeting was in August 2017, in Malaysia



The meeting will be held from the **28 – 30 January 2019 in Doha, Qatar** and is generously hosted by the National Human Rights Committee of Qatar (NHRC). The APF would like to thank the NHRC for their contribution to make this event a reality.

Participants **will need to register for the meeting and propose their preferred topics (up to three)** through an online registration form (see link below) by no later than **Sunday 7<sup>th</sup> January 2019**. Regrettably, registrations completed after this date may not be considered.

[https://training.asiapacificforum.net/#!/registration/2019\\_seo\\_network\\_meeting](https://training.asiapacificforum.net/#!/registration/2019_seo_network_meeting)

Once your registration is complete, **please send a scanned copy of the photo page of your passport to Kate Turner-Mann (Regional Training Manager) from the APF at [kateturner-mann@asiapacificforum.net](mailto:kateturner-mann@asiapacificforum.net)** so that flights and accommodation can be arranged for you.

#### **IV. Expected outcomes**

In addition to the meeting objective, the meeting aims to:

- Build and support stronger relationships with SEO officers within member institutions and with the APF Secretariat
- Support collaboration between SEOs and promote professional knowledge sharing
- Review the APF Strategic Plan with SEOs and support the collaborating and sharing knowledge function as articulated that Strategic Plan<sup>3</sup>

#### **V. Participants and Selection Criteria**

The SEO Network meeting is best suited for senior executive officers or the most senior administration officer of member NHRIs (Secretary/Executive Director for example). Each member will be invited to nominate one (1) representative from each NHRI. In certain circumstances, such as where interpretation is required, an NHRI should contact the APF to discuss whether an additional officer may attend. Any additional officer attends at the expense of the NHRI.

#### **VI. Meeting team**

APF senior expert Rosslyn Noonan, will be the lead facilitator for the meeting supported by Kieren Fitzpatrick (Director) and Kate Turner-Mann (Regional Training Manager) from the APF.

#### **VII. Timeline**

- Beginning December 2018 – Registration form and concept note circulated
- Beginning January 2019– Registrations due, Draft agenda and invitations circulated
- Beginning January 2019 – Flights and accommodation confirmed
- Mid- January 2019 – Agenda confirmed
- 28 – 30 January 2019 – Meeting held in Doha, Qatar
- End February 2019 – meeting report circulated and next steps confirmed

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<sup>3</sup> See <http://www.asiapacificforum.net/resources/apf-strategic-plan-2015-2020/> for a copy of the Strategic Plan



## **VIII. Funding**

The APF will provide the following funding arrangements for meeting participants:

- Cost of return economy class airfare to attend the meeting from the nearest international airport (please note this excludes internal travel to and from the airport)
- Single room accommodation, depending on available flight options (including breakfast), for the duration of official stay
- Return in-country transfers from the airport to the hotel
- Visa fees (if required)

The NHRC will also be available to provide in-country support for all participants.

Please be advised that unfortunately travel and medical insurance for attendance at the meeting are not included, this will need to be arranged by participants personally.