

2021 OECD Forum on Due Diligence in the Garment and Footwear Sector

CALL FOR PROPOSALS FOR PARTNER SESSIONS

DEADLINE FOR SUBMISSIONS: 25 SEPTEMBER 2020

The OECD welcomes proposals for hosting a partner session at the 2021 OECD Forum on Due Diligence in the Garment and Footwear Sector to be held on 2–4 February 2021.

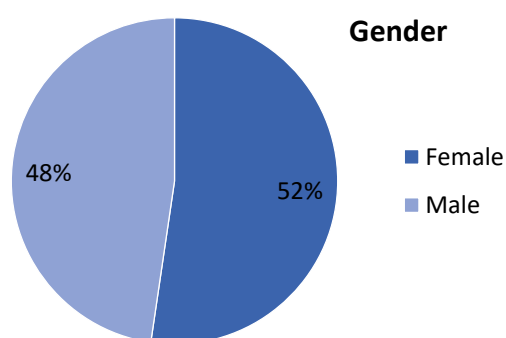
What is the OECD Forum on Due Diligence in the Garment and Footwear Sector?

This forum is the foremost international event in the garment and footwear sector where representatives from government, business, workers and civil society come together to discuss key issues and risks related to due diligence in global garment and footwear supply chains in a neutral environment. A common denominator of the discussions is the [OECD Due Diligence for Responsible Supply Chains in the Garment and Footwear Sector](#), supported by 49 governments, aligned with OECD, UN and ILO instruments, negotiated with business, trade unions and civil society, and accepted as the landmark framework for due diligence in the sector.

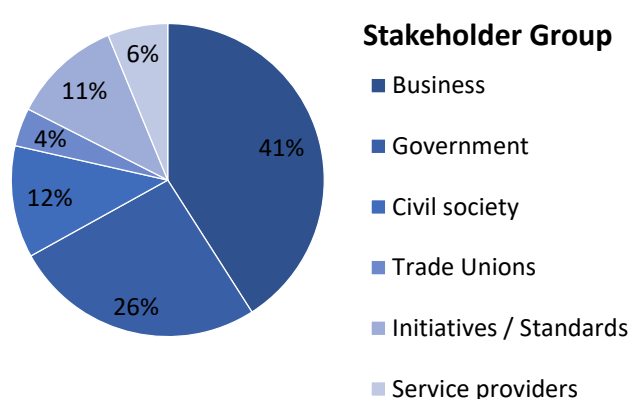
The forum focuses on challenging processes and issues related to due diligence and plays a role in pushing for alignment across governments and industry initiatives on expectations of business in relation to due diligence in the sector.

Figure 1. OECD 2020 Garment Forum in numbers

86 Speakers



Over 550 participants



What is a partner session?

Partner sessions are supplementary to the main OECD sessions, and provide an opportunity for a partner organisation to contribute a topic that will complement the OECD's main sessions and provide an opportunity to Forum attendees to learn something new, or gain a more in-depth understanding of an aspect of due diligence in garment and footwear supply chains.

Partner sessions are between 1 and 1.5 hours long, and, like the OECD main sessions, could take one of the following formats:

- **Exploratory** sessions that give an overview of an issue or aspect of due diligence applied to the garment supply chain which may not have been fully explored before, bringing together experts and practitioners.
- **Deep-dive** sessions that build on previous Forum sessions, providing opportunities to focus on concrete practices that enable effective due diligence.
- **Consultations** that focus on understanding perspectives and meaningfully consulting stakeholders on a central question.
- **Workshops** that are hands-on problem-solving or joint learning sessions focused on practical steps and conclusions. They may involve smaller breakout groups.

Partner sessions are hosted by a partner organisation, which may include governments, businesses, trade unions, civil society, industry or multi-stakeholder initiatives. The 2021 forum will feature a limited number of partner sessions in the official agenda. The [agenda from the 2020 forum](#) shows examples of partner sessions organised in the past.

What is the process for applying for a partner session?

Interested parties are asked to apply to organise a partner session via the [online application by 25 September 2020](#). Only applications submitted through this process will be reviewed (emailed applications will not be accepted).

Main information points required to complete the application form are:

- Name of lead organisation proposing the session
- Name(s) of any additional organisations proposing the session
- Tentative session title
- Duration of the session
- Objective of the session
- Nature of the session
- Key discussion questions that will be addressed during the session
- Why the session is timely or important and its link with due diligence in the garment and footwear sector
- Proposed speakers for the session
- How the session can be adapted to an online format, if necessary.

How and when will partner sessions be selected?

The OECD Secretariat will review, select and notify partner organisations by 30 October 2020. Please note that due to high demand and a limited number of spaces, not all submissions will be selected. Sessions will be selected based on the relevance of the topic to due diligence in the garment and footwear sector, the objectives of the session, stakeholder participation and the completeness of the application.

Once selected, what are the key responsibilities of a partner?

Once the proposal for a session has been selected, the partner organisation is responsible for:

- Drafting a **background note** for the session that provides important contextual information about the topic in focus. The background note should aim to provide enough information to enable someone who is new to the topic to have a baseline understanding of the issue, in order to make the most of their participation in the session itself. The background note should not seek to describe the session nor pre-empt the discussion of the session itself, nor promote one particular solution or initiative. Example content for a good background note may include: a summary of policy developments and key dates relevant to the issue, a mapping of a supply chain under discussion, relevant quantitative or qualitative data, a summary of findings of a report to be discussed, and so on. Previous forum session notes can be found on the [OECD's past forum pages](#).
- Drafting a **session plan** that includes: a list of confirmed speakers and proposed speakers; questions to be addressed by speakers; the organisation of the session including the timing per speaker and question and answer with the floor (if relevant).
- **Selecting and confirming moderator and speakers**, taking into account gender, region and stakeholder balance. For gender balance partners should strive for equal representation of gender in the panel to the extent possible. For region balance, the partner should consider a balance of speakers from across the garment and footwear supply chain, including key garment production countries. In terms of stakeholders, the panel should seek to include representation across the main stakeholder groups: government, business, trade union and civil society.
- Appropriately **briefing the speakers** in the run up to the session, for example, organising a conference call with the speakers before the event and preparing a speakers' brief.
- **Joining 1-2 calls** with the OECD to discuss the session.
- **Securing funding** to support speaker travel to the OECD forum for any of the speakers participating in the session, if needed.

The OECD will only confirm selected sessions that provide the following satisfactorily by 11 December: A finalised session plan, a draft background note and at least 3 confirmed speakers. See below for the timeline of session development.

Due date	Stage of session development
25 September 2020	Apply for a partner session using the online form .
30 October 2020	Notification if session has been selected. Partner to start session preparation. OECD will assign a contact at this stage, and the partner should expect to have 1-2 planning calls with the OECD and to provide at least one draft of the background note and session plan to the contact for review and feedback.
11 December 2020	Completed session plan, including session background note and at least 3 confirmed speakers to be handed into the OECD contact. Final confirmation for session given by the OECD if all requirements are met to satisfaction.
In the run up to the Garment Forum (2-4 February 2021)	Final confirmation of all speakers. Make any final adjustments to the session plan. Speaker briefing (conference call and/or preparing a speakers' brief).

What support and oversight can the OECD offer?

- Provide the room, microphones, screens, computer with internet access etc. for the session. (*Note: translation can be organised but may be at the expense of the organising partner.*)
- In event of an online forum: secure a session on an online meeting tool and provide log in details, as well as provide technical support during the session.
- Provide a point of contact at the OECD for the partner organisation.
- Provide templates for background note, session plan, speakers' brief and logistical information.
- Review the background note, session plan and speaker lists and give feedback (including reviewing the gender, region and stakeholder balance of the session).
- Publish confirmed sessions and background notes on the OECD Forum agenda and app.
- Publicise partner sessions in email outreach to participants

Confirmation and inclusion of partner sessions in the OECD Forum is entirely at the discretion of the OECD.

The OECD reserves the right to change these requirements, should the format of the meeting change.