



**GLOBAL JAMAICA DIASPORA COUNCIL**  
*Moving Diaspora Engagement Forward-  
 A Model for Deeper Partnership*

## TERMS OF REFERENCE

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## **PART A - INTRODUCTION**

### **1. Background**

- I. The Global Jamaica Diaspora Council hereinafter referred to as “GJDC” is the successor to the Jamaica Diaspora Advisory Board. Its conception arose out of the recognition that Jamaica needs to strengthen its Diaspora engagement mechanism and align it to the newly crafted goals, pillars and focus areas outlined in the [draft] National Diaspora Policy.
- II. The GJDC will be a major tool of Diaspora engagement and will be guided by the National Diaspora Policy, with its primary responsibility being the realisation of the goals of the policy.
- III. The GJDC will shape a more strategic relationship with the Jamaican Diaspora, which will bring benefits both to Jamaica and its global community. It will significantly contribute to national development through productive, mutual, and sustainable Diaspora engagement.
- IV. The GJDC will lead the repurposing of the Jamaican Diaspora Foundation and the Jamaica Diaspora Institute and other Diaspora engagement mechanisms.
- V. It is important to note that the GJDC is not an arm of the Government of Jamaica. Consequently, the views expressed by Council members do not represent the views of the Government of Jamaica (GOJ).

### **2. Membership of the GJDC**

- I. The GJDC will comprise 28 members. Fourteen (14) will be elected from across the Diaspora communities in the United Kingdom, Canada and the United States of America.

- a. In the United Kingdom, one member from each of the North and South regions and one Youth Council Member between the ages of 18 and 35 years from each of the North and South regions.
  - b. In Canada, two members from any province and territory, in addition to two Youth Council Members between the ages of 18 and 35 years from any province and territory.
  - c. In the United States of America, one member from each of the West/Mid-West, North-East and Southern regions and one Youth Council Member between the ages of 18 and 35 years from each of the West/Mid-West, North-East and Southern region.
- II. The remaining 13 members will be appointed from the Diaspora by the Minister with responsibility for Diaspora Affairs in the Ministry of Foreign Affairs and Foreign Trade.
- III. There will be three categories of appointments: appointments according to regions, appointments according to sectors and a discretionary appointment.
- a. Appointments according to Regions
    - i. 6 Individuals may be selected for appointment as regional representatives from the following regions: Africa, Asia and the Pacific, the Middle East, the Caribbean, Latin America and Europe (excluding the United Kingdom).
    - ii. The Minister may rotate appointments among different countries within each region, in an effort to promote greater inclusiveness globally.
    - iii. The Minister may appoint more than one member from a region, when there is no representative from another region.
  - b. Appointment according to Sector
    - i. 7 individuals may be selected for appointment as sector representatives who have expertise in one or more of the

following categories: Education; Health and Wellness; Arts, Sports and Culture; Citizen Security; Development Issues; Faith-based Community and Commerce.

- ii. Without prejudice to section 2(III) (b) (i), the composition of sector representatives will correspond to the particular strategic focus of the Diaspora at a particular point in time.

c. Discretionary Appointment

The Minister may appoint 1 individual who is not selected on the bases provided in (a) or (b) above. Such individual should however possess experience in an area of critical importance to the work of the Council.

- IV. All members of the GJDC must be persons of good repute and in good standing in their communities and professional life. All members must possess the requisite skills, experience and influence in one or more of the 10 thematic focus areas outlined in the [draft] National Diaspora Policy. These areas include the following:

- a. Socio-economic Engagement and Involvement;
- b. Human Exchanges, Transfers and Philanthropic initiatives;
- c. Integration and Reintegration;
- d. Safety and Security;
- e. Governance;
- f. Engagement of Diaspora Youth and Young Adults;
- g. Diaspora Tourism and Cultural Exchanges and Inclusion;
- h. Legislation and Policy Reform; and
- i. Data and Information

### 3. Governance Structure of the GJDC

- I. The GJDC will be led and supported by 4 individuals. The Chair will be the Minister in the Ministry of Foreign Affairs and Foreign Trade responsible for Diaspora Affairs; a Vice-Chair appointed from among the Diaspora

members of the Council; the Under-Secretary for Diaspora Affairs; and the Director of the Diaspora Affairs Department in the Ministry of Foreign Affairs and Foreign Trade.

- II. The Diaspora Affairs Department in the Ministry of Foreign Affairs and Foreign Trade will be the Secretariat of the GJDC, with the Director, Diaspora Affairs serving as Secretary to the Council.
- III. The 4 individuals will perform the following functions:
  - i. The Chair will:
    - a. Provide leadership to the GJDC by facilitating discussion on the proposals to realise the goals of the [draft] National Diaspora Policy;
    - b. Lead the process of formulating a strategic work plan for the GJDC with targets and deadlines;
    - c. Establish rules of procedure for decision making of the GJDC;
    - d. Convene and manage the quarterly meetings;
    - e. Ensure the work of the GJDC aligns with the goals of the [draft] National Diaspora Policy;
    - f. Encourage high standards of propriety; and
    - g. Promote effective use of the role of a GJDC member.
  - ii. The Vice-Chair will:
    - a. Support the Chair by assisting the facilitation of quarterly meetings;
    - b. Lead the quarterly meetings when the Chair is unavailable; and
    - c. Liaise with GJDC members to retrieve updates on the work being done to realise the goals of the [draft] National Diaspora Policy.

- iii. The Under-Secretary for Diaspora Affairs will:
  - a. Provide support to the Chair, Vice-Chair and GJDC members on the formulation, implementation, monitoring and evaluation of a strategic work plan; and
  - b. Liaise with other Ministries, Departments and Agencies in Jamaica to communicate the work being undertaken by the GJDC.
  
- iv. The Secretary will:
  - a. Support the Chair and Vice-Chair in organizing the meeting;
  - b. Document the discussions and recommendations of all meetings effectively;
  - c. Maintain records of the work of the GJDC; and
  - d. Maintain contact with the Jamaican Overseas Missions; and Diaspora groups in host countries to disseminate or retrieve information on Diaspora affairs.

## **PART B – DUTIES AND RESPONSIBILITIES OF THE GLOBAL JAMAICA DIASPORA COUNCIL**

### **4. Responsibilities of GJDC members**

- I. The main role and function of the GJDC is to create modalities, realize the goals and implement the strategies outlined in the National Diaspora Policy.
  
- II. GJDC members will pursue this role and function by:
  - a. Exploring, relaying and facilitating social and economic opportunities for the improvement of Jamaicans residing in Jamaica and host countries;

- b. Promoting and facilitating the Diaspora to avail their skills, abilities and experiences to various sectors of Jamaica;
- c. Establishing mechanisms to promote and support the assimilation and integration of the Diaspora in the host countries and work with Jamaican organizations to contribute to programmes and initiatives implemented by Ministries, Departments and agencies to ensure the safe, resettlement of the Diaspora in Jamaica;
- d. Promoting collaboration between companies, associations and individuals in Jamaica and the host country to pursue opportunities for trade and investment for Jamaica, in key existing and emerging areas;
- e. Promoting and facilitating the development and strengthening of Diaspora groups such as taskforce, associations, Community-based Organisations in locales where none exist;
- f. Partnering with Jamaican Government Ministries, Departments and Agencies to explore ways of improving service delivery to Diaspora communities;
- g. Developing mechanisms to connect and engage Diaspora youth and young people to develop and maintain their affinity to and interest in Jamaica;
- h. Promoting Diaspora awareness and engagement of the laws and policies on issues in the host country and Jamaica and facilitate mechanism for advocacy; and
- i. Developing mechanisms to encourage research on the Diaspora, its composition, distribution, interests and issues.

- III. With reference to section 4(II), GJDC members are required to:
- a. Interface with the Diaspora community, including but not limited to Community-Based Groups, Alumni Associations and individuals in their respective regions, to obtain a clear understanding of the issues and interests within the Diaspora community;
  - b. Regularly meet with the Jamaican Diplomatic Mission or Consular Post under whose jurisdiction they falls, to collaborate on solution-oriented activities, seek support in executing their roles, providing information on matters of Diaspora affairs and to be briefed on the Government of Jamaica's priority areas;
  - c. Provide updates to the Vice-Chair of the GJDC on the implementation of the work plan in the designated location;
  - d. Support the promotion of events being hosted by the Mission, as may be relevant to the communities within the region in which they are elected; and
  - e. Recognize that in the interests of coordination and effective operations of the GJDC, where sector-based appointed members wish to engage in a Diaspora-related activity in a region supported by an elected Council member (or a location-based appointed member); they are required to consult with the relevant elected or location-based Council members prior to undertaking any such activity.



## **PART C – APPOINTMENT TO THE GLOBAL JAMAICA DIASPORA COUNCIL, TENURE AND VOLUNTARY SERVICE**

### **5. Global Jamaica Diaspora Council Members**

- I. The process for appointment to membership of the GJDC is two-fold:
  - a. Fourteen (14) members are elected by the Diaspora Communities identified in section 2(I), being such regions sufficiently organized to support electoral processes; and
  - b. An additional 14 members are appointed by the Minister with responsibility for Diaspora Affairs in the Ministry of Foreign Affairs and Foreign Trade, in accordance with the provisions herein.
  
- II. Every members must meet the following criteria:
  - a. Be Jamaican or of Jamaican descent;
  - b. Be At least 21 years old;
  - c. Have no criminal convictions imposed on him/her by any court;
  - d. Have never been adjudged or otherwise declared bankrupt by any court or financial institution;
  - e. Have no pending litigation proceedings against him/her; and
  - f. Possessing expertise/experience in a sector identified pursuant to section 2(III) (b).
  - g. Be either properly resident in a Diaspora region identified in section 2(III) (a) (i)
  
- III. Pursuant to section 2(I), the Diaspora will nominate and elect, in each established Diaspora region, such number and category of persons provided therein for confirmation by the Minister as GJDC members.

- IV. Further to the receipt of notification of the final results of elections in each region of a Diaspora location, the Minister will confirm the persons who receive the largest number of votes in such elections as GJDC members.
- V. Elections will take place before confirmation of appointed members to ensure that elected members are in place as the first phase of establishment of the Council.
- VI. A shortlist of the proposed appointees will be sent to the elected Council members for review, prior to the final decision of the Minister. For the avoidance of doubt, the shortlist list and review thereof will be treated as confidential, in the interest of good standards. The review will not be determinative as the final decision regarding confirmation of appointments will be that of the Minister.

## **6. Tenure of Global Jamaica Diaspora Council Members**

- I. Subject to the provisions herein, each member of the GJDC will receive a letter of confirmation from the Office of the Minister of Foreign Affairs and Foreign Trade indicating that he/she will serve for a term of up to 3 years. For the purposes of the GJDC, a term shall mean a period of 3 years from the date of elections or appointment, subject to earlier termination or extension in accordance with the provisions hereof.
- II. A term may be extended where it is deemed necessary due to extenuating circumstances, on a case by case basis.
- III. A member may serve a maximum of 2 consecutive terms on the GJDC, but thereafter shall take a hiatus equivalent to at least one term, before being eligible for re-election or appointment. For the purposes of determining eligibility for election or re-election in this regard, the tenure of members of the DAB immediately prior to the inaugural election of the GJDC, shall be taken into account.

## **7. Voluntary Service**

GJDC members serve on a voluntary basis and are therefore not compensated. Members also acknowledge and agree that due to resource limitations, expenditure related to travel (mileage, accommodations, and other expenses) will be the responsibility of each member.

# **PART D - MEETINGS AND CODE OF CONDUCT OF THE GLOBAL JAMAICA DIASPORA COUNCIL MEMBERS**

## **8. Meetings**

- I. The GJDC should meet no less than once per quarter for each year of the term, but additional meetings may be convened as deemed necessary. The first meeting of the year may be held in Jamaica in the first quarter and the others via teleconference. When possible, meetings may coincide with the convening of the Biennial Jamaica Diaspora Conference.
- II. GJDC members are expected to attend all scheduled meetings. If a member is unable, with good reason, to attend a meeting, the Chair should be notified in advance.
- III. Repeated absences from meetings, without explanation, will be considered a dereliction of duty.
- IV. Pursuant to section 3(III) (ii) (b), in the absence of the Chair, the Vice-Chair will lead the meetings.
- V. Agendas should be circulated at least a day prior to the commencement of a meeting.

- VI. The quorum for a meeting will be 16 members – comprising 7 elected members, 7 appointed members, the Chair or Vice-Chair and the Secretary.
- VII. Meeting reports/minutes should be sent to members via email at least 2 weeks after the meeting.
- VIII. Discussion and documentation produced within or by the Council should be held confidential and not disseminated externally, without the written permission of the Chair.
- IX. Members are expected to listen to and respect the contribution of others.
- X. All interventions are to be made through the Chair.
- XI. A vacancy of any position within the Council, due to resignation, failure to elect or appoint or any reason whatsoever, shall not invalidate any meeting of the Council or any action or decision taken by the Council, provided that the relevant meeting was quorate.

## **9. Code of Conduct**

- I. Every member must at all times display the following personal and professional characteristics throughout their tenure on the GJDC:
  - a. Be honest, have personal integrity and a sense of proper values, demonstrate sensitivity to and tolerance of differing views, maintain a friendly, adopt a responsive and patient approach to dealing with challenges and consistently demonstrate an overall interest in Jamaica's development;

- b. Possess the ability to listen, analyse and work well with people individually and in a group setting;
  - c. Possess the ability to adequately prepare for and participate in meetings and facilitate discussions face-to-face and through electronic means;
  - d. Take responsibility for his/her actions and follow through on agreed assignments or tasks in a timely manner; and
  - e. Demonstrate a willingness to acquire skills that are of special relevance to the duties and responsibilities of GJDC membership, including technological and management skills.
- II. Members of the GJDC must act with integrity, in an ethical and professional manner and promote a positive image of Jamaica and fellow Jamaicans.
  - III. Members of the GJDC shall not disclose privileged or confidential information to unauthorized parties nor engage in activities that conflict with their obligations to the GJDC.

## **PART E – CONFLICT OF INTEREST, TERMINATION AND AMENDMENT**

### **10. Conflict of Interest**

- I. A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear or have the potential to affect the objectivity or fairness of decisions related to the GJDC duties and responsibilities. A conflict of interest may in essence be real, potential or perceived in nature.

- II. GJDC members should avoid conflicts of interest and must disclose any conflicts or potential conflicts of interest that may arise, while serving as members on the GJDC.
- III. Conflicts of interests are to be declared in writing to the Chair:
  - a. at the time of appointment; or
  - b. immediately where a conflict or potential conflict arises.
- IV. Members must either recuse themselves from the discussion or voting or put the decision to the GJDC on whether the member should recuse him/herself from voting.

## **11. Termination of GJDC Membership**

- I. A GJDC member may resign at any time during his/her tenure. Such resignation must be addressed to and submitted in writing to the Chair. The resignation will be effective on the date of receipt by the Chair or such date indicated in the letter, whichever is earlier.
- II. The Chair may terminate the appointment of a GJDC member if he/she:
  - a. Breaches the standard of conduct outlined at 9(I), 9(II) and 10, or in any way brings the GJDC or the Ministry of Foreign Affairs and Foreign Trade into disrepute;
  - b. Acts beyond the scope of or in breach of the duties and responsibilities outlined in section 4; and having been notified in writing by the Chair of any dereliction or breach of duty, fails to regularize or correct such action or inaction within the time stipulated in the notice;
  - c. Is unable to discharge his/her functions for any reason, including but not limited to infirmity of the body or mind; and

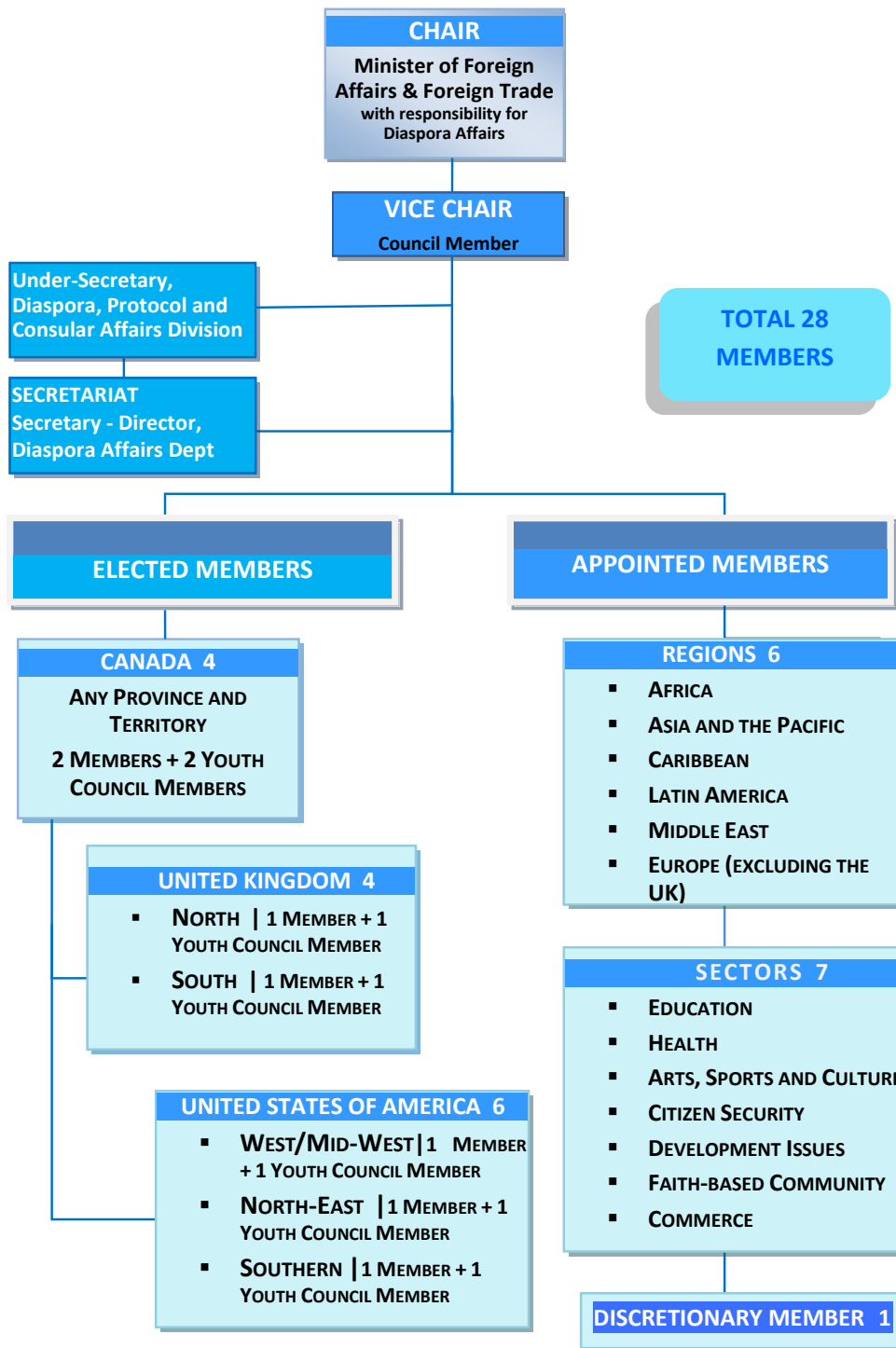
- d. Behaves repeatedly in a way which disrupts the function of the GJDC or its meetings and having been notified of same, fails to correct such behaviour.

## **12. Amendment of the TOR**

This (Terms of Reference) may be amended, varied or modified in writing after consultation and agreement by decision of no less than two-thirds of the members of the GJDC.



## MEMBERSHIP OF THE GLOBAL JAMAICA DIASPORA COUNCIL



\* First Cohort of Youth Leaders will be appointed initially by the Minister of Foreign Affairs and Foreign Trade. Thereafter, on the completion of the first term of office, elections will be used also for selecting Youth Leaders.