



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

**TERMS OF REFERENCE  
AND OPERATIONAL MODALITIES**

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**PART A - INTRODUCTION**

**1. Background and Scope**

- 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 Diaspora can and does play a fundamental role in shaping relevant government policies and programmes and in achieving specific national development goals and targets. This flows from both the engagement of the Diaspora in defining and articulating specific policies and strategies, as well as in fostering, facilitating and contributing to actions that aid the execution of national plans and programmes.
  
- III. The GJDC will be a major tool of Diaspora engagement and will be guided by the National Diaspora Policy, with its primary responsibility being to support the realisation of the goals of the policy.
  
- IV. The GJDC will help to 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 the fostering of productive, mutual, and sustainable Diaspora engagement.
  
- V. In executing its mandate, the GJDC will work closely with the Ministry of Foreign Affairs and Foreign Trade and its High Commissions, Embassies and Consulates overseas, as well as Ministries, Departments and Agencies of the Government of Jamaica. It will provide policy advice and recommendations on strategic issues identified by the Government and support the Government in engaging with the Diaspora and targeted

stakeholders to enhance the well-being of Jamaicans at home and abroad

- VI. 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). The work of the GJDC is also advisory in nature, and the Council makes recommendations for consideration by the Government and its policy-making bodies.

## 2. Membership of the GJDC

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.

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. 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. 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.

- VII. The remaining 14 members should be appointed from the Diaspora and Jamaica by the Minister with responsibility for Diaspora Affairs in the Ministry of Foreign Affairs and Foreign Trade.
- VIII. 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 Government in relation to 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.

IX. 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;
- h) Legislation and Policy Reform; and
- i) Data and Information

## **Governance Structure of the GJDC**

- X. 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, Protocol and Consular Affairs; and the Director of the Diaspora Affairs Department in the Ministry of Foreign Affairs and Foreign Trade.
- XI. 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.
- XII. 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, Protocol and Consular Affairs will:
  - a. Provide support to the Chair, Vice-Chair and GJDC members on the formulation, implementation, monitoring and evaluation of a strategic work plans;
  - b. Provide guidance with respect to the implementation of the strategies and actions emanating from the National Diaspora Policy; and
  - c. Liaise with other Ministries, Departments and Agencies in Jamaica to facilitate and communicate the work being undertaken by the GJDC.
  
- iv. The Secretary will:
  - a. Support the Chair and Vice-Chair in organizing the meetings;
  - b. Document the discussions and recommendations of all meetings effectively;
  - c. Initiate follow –up on Council initiatives and decisions, as necessary
  - d. Maintain records of the work of the GJDC; and
  - e. 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**

The work of the GJDC presents an exceptional opportunity for the Government and the Ministry to engage with a wide range of stakeholders whose views, perspectives, networks and resources are essential to attaining the national development priorities of the Government. Proactive, explicit and far-reaching efforts will therefore be made to utilize the GJDC as a source of advice, ideas and inputs—with respect to the Government's priorities at home and abroad.



## **DUTIES, RESPONSIBILITIES AND OPERATING MODALITIES**

Given the broad mandate of the GJDC it is imperative for the Council to be guided not only by a generic set of duties and responsibilities, but also by operating modalities which enable coherence and close collaboration with various bodies and institutions in the Diaspora and in Jamaica. The overall objectives of the GJDC are distilled into 4 categories of responsibilities and indicative work processes which will be further elaborated in the annual Work Plans of the Council. The indicative work processes are intended to guide the Council to concretely operationalize its mandate and to ensure meaningful, practical, focused and substantive engagements that deliver results.

### **1. SUPPORTING POLICY AND STRATEGY DEVELOPMENT AND EXECUTION**

The Government of Jamaica is committed to the principle of inclusivity in all aspects of governance, and particularly with respect to the development and execution of national policies, strategies and programmes for the development of the country. The Diaspora can play a critical role in informing the development and implementation of such policies as are relevant to the Diaspora, with the GJDC both providing substantive inputs, as well as serving as a conduit for the views and perspectives of members of Diaspora community.

#### **Responsibilities and Operational Modalities:**

- In order to ensure meaningful and effective exchange and interaction between the Diaspora and the Government of Jamaica, the Ministry of Foreign Affairs will identify a number of key policy, strategy and programmatic issues that will be brought to the GJDC for comprehensive debate and discussion. These will be discussed at the quarterly meetings. It is generally expected that these discussions will focus on either new policies and strategies under development by the Government, emerging and complex issues, or areas of high policy priority to the Government;
- Notwithstanding this general operational modality, which is intended to ensure that the work of the GJDC is connected organically to the Policy and strategy agenda of the Government, the GJDC may also introduce topics and issues for discussion. In addition, the GJDC can support the Government in identifying emerging, forward-looking issues, as well as to apply innovative approaches to address new and existing challenges. In essence, the GJDC has a role to bring fresh perspectives and

to serve as a sounding board that can support the government in being agile, innovative, and anticipative of emerging trends and issues;

- Finally, the GJDC has an important role in promoting Diaspora awareness and engagement of the laws, regulations and policies on issues in the respective host countries and Jamaica and in facilitating communication and advocacy on these laws and policies.

**Work Process:**

Prior to and during Quarterly Meetings:

- Ministry of Foreign Affairs identifies priority policy, strategy and programmatic issues which will be submitted for discussion in advance of the quarterly meetings;
- GJDC identifies and submits key issues for consideration by the Government;
- GJDC in collaboration with (as relevant) Jamaican Overseas Missions, Honorary Consuls, Diaspora associations among other stakeholders convene fora for discussion of agreed policy and strategy issues in order to inform, obtain and channel the views and perspectives of members of the Diaspora.

## **2. PROMOTING TRADE, INVESTMENTS, ECONOMIC DEVELOPMENT AND BRAND JAMAICA-**

The Government of Jamaica recognizes the strategic importance of foreign direct investments, trade and economic remittances to Jamaica's development, and has outlined a range of strategies to promote trade and investment and ensure an enabling environment for Diaspora and other investments in Jamaica. The (draft) National Diaspora Policy also recognizes that Jamaicans abroad represent a wealth of human capital (skills, knowledge and expertise), social capital (relationships and networks) and financial capital that can be leveraged to support national development.

### **Responsibilities and Operational Modalities:**

The work of the GJDC will be guided by the (draft) National Diaspora Policy together with Vision 2030 which identify several priorities in this area, including:

- a.) Creation of an enabling environment to attract Diaspora investments to foster entrepreneurship, business development, innovation, and direct investment (including Diaspora bonds, financial and money market instruments) for priority sectors of the economy.
  - b.) Development of a formalized approach for Diasporic trade with focus on fresh and processed foods.
  - c.) Development of an educational campaign to apprise the Diaspora of trade issues of concern to Jamaica arising from their markets to secure their support and involvement in advancing Jamaica's interests.
- The Ministry of Foreign Affairs and Foreign Trade will identify the annual priority areas for engagement with the Diaspora and the GJDC. The GJDC may also identify key issues for consideration by the Government;
  - GJDC members in collaboration with (as relevant) Jamaican Overseas Missions, Trade Advisors and Diaspora Associations among other stakeholders, will seek to organize opportunities for business-business networking with Jamaican companies, share information on Jamaican trade and investment policies and products, promote Jamaican products and companies and 'Brand Jamaica' among other things;
  - At the request of the Ministry of Foreign Affairs and Foreign Trade, GJDC members will consult with their networks and communities and provide feedback and guidance on strategic trade and investment initiatives of the Government.

### **3. PROMOTING THE WELL-BEING OF JAMAICANS IN THE DIASPORA**

The (draft) National Diaspora Policy articulates the Government's firm commitment to address issues that affect the well-being of the Diaspora while assisting them to prosper in the countries where they and their descendants reside.

**Responsibilities and Operational Modalities:**

The realization of this objective will rely on having data on the Diaspora, their composition, location, and issues of concern, as well as having strong Government and Diaspora institutions and associations that can lobby effectively on behalf of the Diaspora and promote their integration in the countries where they reside.

Key responsibilities of the GJDC therefore include:

- Supporting, and encouraging research on the Diaspora, its composition, distribution, interests and concerns;
- Exploring, relaying and facilitating social and economic opportunities for the improvement of Jamaicans residing in Jamaica and host countries;
- Establishing or supporting the establishment and operation of mechanisms that promote and support the assimilation and integration of the Diaspora in the host countries;
- Promoting and facilitating the development and strengthening of Diaspora groups such as Associations and Community-based Organisations in locales where none exist;
- Partnering with Jamaican Government Ministries, Departments, Agencies and Jamaican Overseas Missions to explore ways of improving service delivery to Diaspora communities.

**Work Process:**

Prior to and during Quarterly Meetings:

- Each year, the Ministry with responsibility for Diaspora Affairs along with the GJDC will identify the annual priority activities for the GJDC work plan. GJDC members will canvass the views of fellow Jamaicans in the Diaspora on the key issues and concerns within their respective locales, and opportunities for enhancing the well-being of the Diaspora;
- Based on the priorities identified, GJDC members will collaborate with the relevant Jamaican Overseas Missions, Honorary Consuls, Diaspora associations and Community Based Organisations to implement the agreed actions (research, organizational development and strengthening, advocacy, information sharing ).

## **FOSTERING SOCIO-ECONOMIC ENGAGEMENT, PHILANTHROPY, AND AFFINITY**

The Government of Jamaica seeks to optimize the contribution of the Diaspora to the development of our country. Beyond the considerable contributions made in terms of remittances, the Diaspora has been instrumental in making and facilitating philanthropic contributions to Jamaica and the communities from which many emanated, and many continue to contribute their skills and resources to the building of their country and communities.

### **Responsibilities and Operational Modalities:**

The GJDC will play an important role in harnessing the considerable potential of both members of the Diaspora and philanthropic organisations and individuals to contribute to national and community development. In this regard, responsibilities of the GJDC include:

- Encouraging and facilitating the Diaspora to avail their skills, abilities and experiences to various sectors of Jamaica;
- Promoting and facilitating philanthropic contributions by companies, associations and individuals in the host country to Jamaica and facilitating human exchanges and knowledge sharing;
- Establishing and/or supporting mechanisms that connect and engage Diaspora youth and young people to develop and maintain their affinity to and interest in Jamaica;
- Working with Jamaican organizations to contribute to programmes and initiatives implemented by Ministries, Departments and Agencies to ensure the smooth resettlement of the Diaspora in Jamaica.

### **Work Process:**

Prior to and during Quarterly Meetings:

- The Ministry of Foreign Affairs and Foreign Trade in collaboration with the GJDC will jointly identify the annual priority activities for the work plan. GJDC members will, in advance of the first quarterly meeting for the year, canvass the views of fellow Jamaicans in the Diaspora on the key issues and opportunities for

members of the Diaspora and other companies and individuals to contribute to national development;

Based on the priorities identified, GJDC members will collaborate with the Diaspora community, Jamaican Overseas Missions and Honorary Consuls, as appropriate, to implement the agreed actions.

**With reference to Part B, 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 fall, to collaborate on solution-oriented activities, seek support in executing their roles, provide information on matters of Diaspora affairs and to be briefed on the Government of Jamaica's priority areas;
- c. Provide updates to the Chair and 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 Overseas 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 Regional appointed member); they are required to consult with the relevant elected or Regional Council members prior to undertaking any such activity.

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

### **Global Jamaica Diaspora Council Members**

XIII. 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.

XIV. Every member 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) Possess 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) or in Jamaica

XV. 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.

- XVI. 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.
- XVII. 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.
- XVIII. 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 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.

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

- XIX. 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.
- XX. The tenure of each member is contingent on members' adherence to the criteria set out in this said document.
- XXI. A term may be extended where it is deemed necessary due to extenuating circumstances, on a case by case basis.
- XXII. 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.



## **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**

### **Meetings**

XXIII. 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.

XXIV. 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.

XXV. Repeated absences from meetings, without explanation, will be considered a dereliction of duty.

XXVI. Pursuant to section 3(III) (ii) (b), in the absence of the Chair, the Vice-Chair will lead the meetings.

XXVII. Agendas should be circulated at least a day prior to the commencement of a meeting.

- XXVIII. The quorum for a meeting will be 16 members – comprising 7 elected members, 7 appointed members, the Chair or Vice-Chair and the Secretary.
- XXIX. Meeting reports/minutes should be sent to members via email at least 2 weeks after the meeting.
- XXX. Discussion and documentation produced within or by the Council should be held confidential and not disseminated externally, without the written permission of the Chair.
- XXXI. Members are expected to listen to and respect the contribution of others.
- XXXII. All interventions are to be made through the Chair.
- XXXIII. 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.

## **Code of Conduct**

- XXXIV. 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 disposition, adopt a responsive and patient approach to dealing with challenges and consistently demonstrate an overall interest in Jamaica's development;

- b) Demonstrate preparedness 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.

XXXV. Members of the GJDC must act with integrity, in an ethical and professional manner and promote a positive image of Jamaica and fellow Jamaicans.

XXXVI. 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 – POWERS**

XXXVII. Members of the Council shall not establish any structure, association or entity in the name of the Global Jamaica Diaspora Council or which is established specifically in their capacity as members of the Council.

XXXVIII. Members may however, as necessary, co-ordinate and utilise the skills and services of others in the execution of projects, programmes and events but shall not make mandatory membership in any body which excludes any Jamaican from participating in such projects, programmes or events.

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

### **Conflict of Interest**

XXXIX. 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.

XL. 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.

XLI. 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.

XLII. 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.

### **Termination of GJDC Membership**

XLIII. 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.

XLIV. The Chair may terminate the appointment of a GJDC member if he/she:

- c) 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; and 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;

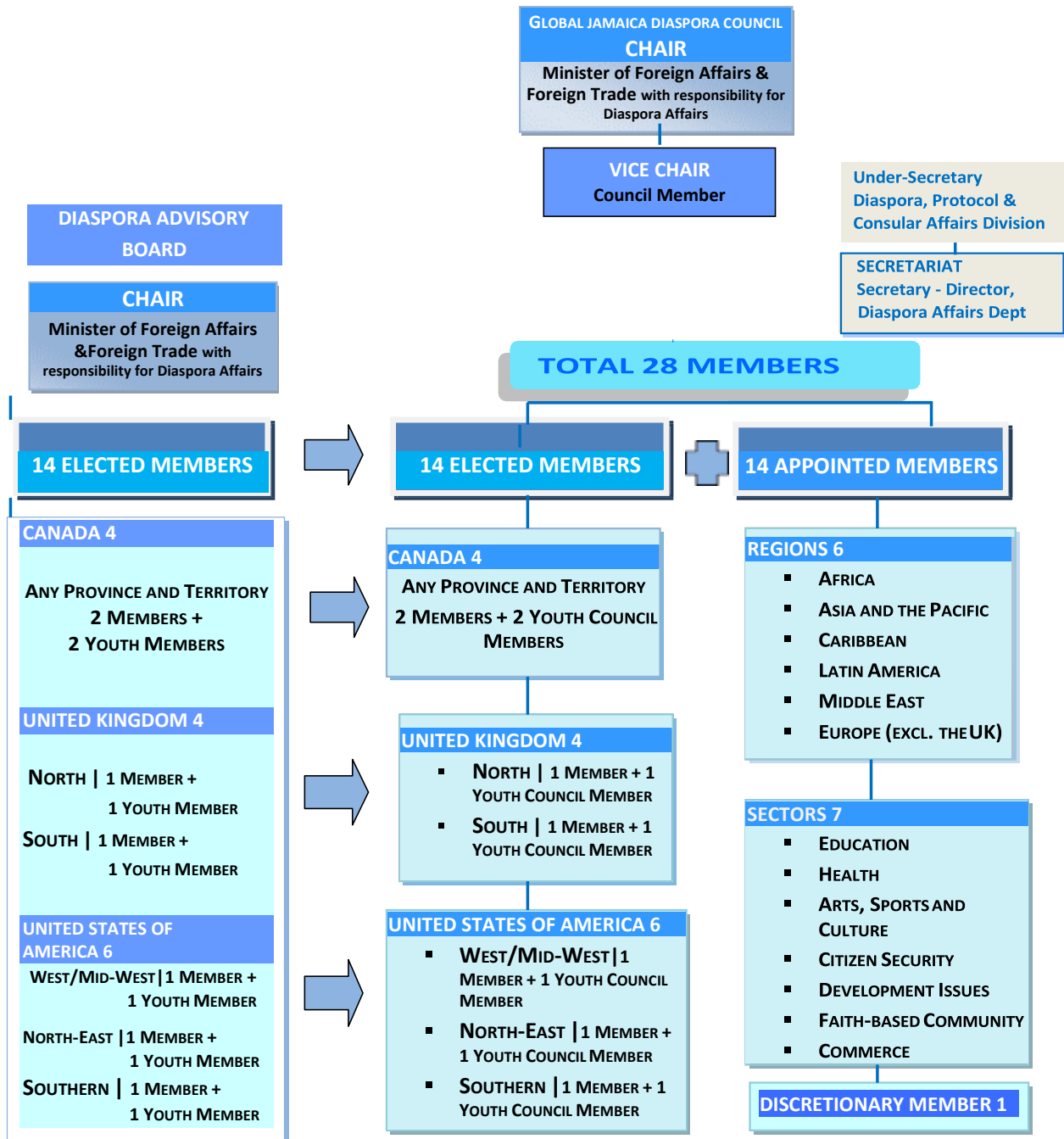
- d) Acts beyond the scope of or in breach of the duties and responsibilities outlined in section; and having been notified in writing by the Chair of any dereliction or breach of duty fails to regularise or correct such action or in action within the time stipulated in the notice;
- e) Is unable to discharge his/her functions for any reason, including but not limited to infirmity of the body or mind; and
- f) 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.

### **Amendment of the TOR**

These Terms of Reference may be amended, varied or modified in writing, following consultation and agreement by decision of no less than two-thirds of the full membership of the GJDC. The final agreement should be communicated in writing to the Secretariat.



## MEMBERSHIP OF THE GLOBAL JAMAICA DIASPORA COUNCIL VIS-À-VIS DIASPORA ADVISORY BOARD



\* The founding leadership of the GJDC will be appointed as the Youth Members of the GJDC. After this first term, elections will also be used for selection to the GJDC