

## **TERMS OF REFERENCE FOR TDR JOINT COORDINATING BOARD (JCB) MEMBERS**

### **Composition and Membership**

The JCB shall consist of 28 members from among the Cooperating Parties<sup>1</sup>, as outlined in paragraph 2.2 of the TDR Memorandum of Understanding (MOU) (TDR/CP/78.5/Rev.2013/rev.1):

- Twelve representatives from the governments contributing to the Special Programme Resources, selected by the contributors to the Special Programme. Each such government representative shall serve as representative of his/her government and may also serve as representative of a constituency established by governments under this membership category. Each constituency will develop its own procedure to designate its representative to the Board. In the event a government intends to serve on the Board also as representative of a constituency, it shall indicate this in its application for membership, it being understood that each government participating in that constituency shall be entitled to rotate as the representative of that constituency at any session of the JCB.
- Six government representatives selected by the WHO Regional Committees from among those countries directly affected by the diseases dealt with by the Special Programme, or from among those providing technical or scientific support to the Special Programme.
- Six members, designated by the JCB itself, from among the remaining Cooperating Parties.
- The four Agencies which comprise the Standing Committee.

Members of the JCB shall serve for a period of four years and may be reappointed.

### **Roles and Responsibilities**

- Members are encouraged to appoint delegates for the entire duration of their term of membership whenever possible (i.e. four years). In case the delegate changes, the new delegate must be adequately briefed so as not to disrupt the proceedings of JCB meetings with questions and opinions which are outdated or out of context.
- Members must fully engage in the taking of decisions by the JCB, by providing input, discussing options and taking responsibility for the decisions and recommendations made by the JCB. All members are accountable to their governments and where applicable, constituencies, or their organizations, as the case may be.
- Members of the JCB should be fully aware of their roles and responsibilities on the Board and should be adequately prepared prior to the commencement of each JCB session.
- Members of the JCB are encouraged to advocate for TDR when they return to their home country.

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<sup>1</sup> As provided in paragraph 1.2 of the MOU, Cooperating Parties are: governments, intergovernmental and other non-profit making organizations contributing to TDR's resources and/or providing technical and/or scientific support to TDR, and governments whose countries are directly affected by the diseases dealt with by TDR.

## **General Functions**

The functions of the JCB, as outlined in paragraph 2.1 of the MOU, are as follows:

- Review and decide upon the planning and execution of the Special Programme. For this purpose it will keep itself informed of all aspects of the development of the Special Programme, and consider reports and recommendations submitted to it by the Standing Committee, the Executing Agency, and the Scientific and Technical Advisory Committee (STAC).
- Approve the proposed plan of action and budget for the coming financial period, prepared by the Executing Agency and reviewed by the Standing Committee.
- Review the proposals of the Standing Committee and approve arrangements for the financing of the Special Programme in that period.
- Review proposed longer-term plans of action and their financial implications.
- Review the annual financial statements submitted by the Executing Agency, as well as the audit report thereon, submitted by the External Auditor of the Executing Agency.
- Review periodic reports which evaluate the progress of the Special Programme towards the achievement of its objectives.
- Endorse the proposals of the Executing Agency and the Standing Committee for STAC membership.
- Consider such other matters relating to the Special Programme as may be referred to it by any Cooperating Party.

## **Operation**

As outlined in the MOU, the operations of the JCB are as follows:

- The JCB meets in annual session, and if required, in extraordinary session provided that the majority of the members agree.
- The JCB elects a Chair and a Vice-Chair from among the representatives of its members:
  - o the Chair is elected every three years;
  - o the Vice-Chair is elected every two years;
  - o both officers serve until their successors are elected.
- If the Cooperating Party which the Chair represents is no longer a member of the JCB, or if the Chair is no longer a representative of that JCB member, this chairpersonship comes to an end before the normal date of expiry. In case such a vacancy arises, the Vice-Chair acts as Chair until the new Chair is elected at the next session of the Board.
- The Chair and, in his/her absence, the Vice-Chair, preside over the sessions of the JCB. Between sessions, they have such additional duties as the JCB may have assigned to them.
- WHO, as the Executing Agency for the Special Programme, provides the Secretariat and supporting services and facilities for the JCB.

Members of the JCB must make their own arrangements to cover the expenses incurred in attending sessions of the JCB. Upon request, special arrangements may be made to cover these expenses for members from non-high-income countries according to the World Bank classification who are not members under paragraph 2.2.1 of the Memorandum of Understanding.

## Information specific to members under each paragraph of the MOU

### **Members under paragraph 2.2.1 (resource contributors)**

*Twelve representatives from the governments contributing to the Special Programme Resources, selected by the contributors to the Special Programme. Each such government representative shall serve as representative of his or her government and may also serve as representative of a constituency established by governments under this membership category. Each constituency will develop its own procedure to designate its representative to the Board. In the event a government intends to serve on the Board also as representative of a constituency, it shall indicate this in its application for membership, it being understood that each government participating in that constituency shall be entitled to rotate as the representative of that constituency at any session of the JCB.*

At its 34<sup>th</sup> session, the JCB decided that it is expected that all members represented on the JCB under paragraph 2.2.1 contribute financial resources to the Special Programme on an annual basis and preferably conclude multi-year agreements for their support of the Special Programme.

The rules of procedure for membership under paragraph 2.2.1 are included in the Note on the Membership of the Joint Coordinating Board provided annually to all JCB members, Resource Contributors and governments eligible for membership under this category. For information on the selection process, please refer to the Revised Procedures for Selection (TDR/JCB/SELECT.PROC./83.1/Rev.2008).

### Constituency principles

- Constituencies are preferably based on like-mindedness and adherence to the constituency principles and values.
- Constituencies should have a balanced size (i.e. one should not be disproportionately large).
- Governments participating in a constituency should establish a consensus position on all issues before attending JCB sessions.
- As indicated in paragraph 2.2.1 of the Memorandum of Understanding, each constituency should develop its own process to designate its representatives to the Board (constituency representative and alternate) and determine the members of its delegation to the JCB. The TDR Secretariat should be informed accordingly at least one month prior to a scheduled JCB session (see below).
- Constituencies under paragraph 2.2.1 should ideally be voluntary long-term arrangements between contributor governments, aimed at increasing the participation of disease endemic country contributors on the Board. Re-application for JCB membership upon expiry of the term of office of a constituency is therefore, in principle, expected to be a re-application as part of the same constituency, and not as individual governments.

### Constituency representative at the JCB

- The constituency representative on the Board will be designated by the constituency through its own process.
- The constituency will serve on the JCB for four years.
- The constituency representative shall be deemed to act as representative of his/her government and as representative of the constituency. Each constituency shall, however, only have one vote.
- Outgoing constituency representatives are responsible for a seamless handover to their successors.

### Alternate member

- Each constituency representative may designate an alternate to serve in his/her stead. The alternate may be selected by the members of the constituency in any manner they choose. However, it is advisable that the alternate comes from another country in the constituency. The alternate shall -when replacing the constituency representative- have the same rights, privileges and responsibilities as the constituency representative.
- Outgoing alternates are responsible for a seamless handover to their successors.

### Additional delegates

- All governments in a constituency are encouraged to send a representative to attend the JCB sessions.
- Constituency members other than the constituency representative and alternate shall only have the right to speak or participate directly in the deliberations of the Board when doing so at the request of and in place of the constituency representative or alternate. Only one individual from a delegation, including the constituency representative and alternate, may speak per agenda item.

### Notification of representation

- The appointment of the constituency representative and alternate must be confirmed in writing to the TDR Secretariat at the time of such appointment, and at least one month prior to a scheduled JCB session. The notification should include the names, titles, business addresses, telephones (including mobile phones), fax numbers, and email addresses of the constituency representative and alternate. Upon the substitution or replacement of a constituency representative and/or alternate, written notification should be provided to the Secretariat as soon as possible.

### Invitations and documentation

- Unless otherwise requested, invitations to JCB sessions and documentation for the sessions will be sent by the Secretariat directly to the designated constituency representative and alternate.
- It will be the responsibility of the constituency representative and/or alternate to make further distribution of the invitation and documentation to the other constituency members. Distribution to all members of the constituency is encouraged.
- The constituency representative and alternate shall keep the Secretariat informed of changes in their business address, telephone and fax numbers, and email address.

### Chair, Vice-Chair and Rapporteur

- If and as long as the JCB Chair, Vice-Chair and/or Rapporteur are a constituency representative, their alternate or any other designated representative will be permitted to participate in the deliberations of the JCB with the same rights, privileges and responsibilities as the constituency representative. The voting rights of the constituency (one vote per constituency) can, in such event, only be exercised by the alternate or other designated representative.

### **Members under paragraph 2.2.2 (Regional representatives)**

*Six government representatives selected by the WHO Regional Committees from among those countries directly affected by the diseases dealt with by the Special Programme, or from among those providing technical or scientific support to the Special Programme.*

- Regional representatives are encouraged to proactively participate in the discussions at the JCB. Representatives from disease endemic countries and other regional representatives can contribute to TDR by playing an active role during JCB sessions.
- To facilitate participation by the regional representatives at JCB, they need to be briefed about TDR before arriving for their first JCB session, either by the Secretariat or by TDR's Regional Office representative. A regional representative should not only be well informed of his/her country's relationship with TDR, but also know about TDR's activities in the region.
- Members under paragraph 2.2.2 of the MOU represent both their country and the region at the JCB, recognizing the importance of voicing the needs of the country, the region and the disease endemic countries in the Board's deliberations. Each member under paragraph 2.2.2 has, however, only one vote. Regional representatives should familiarize themselves with the work of TDR and the regional issues by:
  - reading background information provided by the Special Programme and/or the Regional Office, and by visiting the TDR website at [www.who.int/tdr](http://www.who.int/tdr)
  - making contact with (or visiting) current and/or past regional representatives who have attended JCB sessions

- making contact with (or visiting) key national or neighbouring country scientists who are familiar with the work of TDR (details to be provided by TDR)
  - making contact with (or visiting) the WHO Regional Office
- Regional representatives should secure national briefing before the JCB session and provide feedback to the Government after the JCB session.
- Regional representatives should also secure briefing from the Regional Office before the JCB session and provide feedback to the Regional Office after the JCB session, with possible attendance at the Regional Committee meeting.
- Regional representatives should participate in the following meetings just prior to the JCB:
  - the JCB briefing meeting
  - the meeting of regional representatives, aimed primarily at disease endemic countries
- Regional representatives should keep JCB dates free to ensure attendance for the whole term of office if nominated by the Government for the full period - if not nominated for the full period or if changes occur, they should brief their successor. In addition, regional representatives should ensure availability of suitable alternates in case of absence and brief them thoroughly.
- At the end of their term of office, regional representatives should be prepared to provide briefing to the next regional representative.

### **Members under paragraph 2.2.3 (Other Cooperating Parties)**

*Six members, designated by the JCB itself, from among the remaining Cooperating Parties, i.e. governments, intergovernmental and other non-profit making organizations contributing to TDR's resources and/or providing technical and/or scientific support to TDR, and governments whose countries are directly affected by the diseases dealt with by TDR.*

The rules of procedure for membership under paragraph 2.2.3 are included in the Note on the membership of the Joint Coordinating Board provided annually to all JCB members and to all governments and other non-profit-making organizations eligible for membership under this category.

Whenever possible, the JCB will consider allocating at least three seats under this category to nongovernmental Cooperating Parties, provided that they shall not have a conflict of interest. Nongovernmental and intergovernmental organizations that meet the definition of Cooperating Party as referred to above and the eligibility criteria are encouraged to apply for this membership category (i.e. in addition to governments that meet the above-mentioned definition).

The following eligibility criteria for inviting applications for membership from nongovernmental and intergovernmental organizations are applied:

- The organization should have a constitution or other similar basic document, have an established headquarters, a directing or governing body, an administrative structure, and the authority to speak for its members through authorized representatives.
- The organization should be international or at least regional in character.
- The organization should be non-profit, and also otherwise free from any concerns which are primarily of a commercial or profit making purpose.
- The aims and activities of the organization should be in conformity with the spirit, purposes and principles of TDR and WHO as its Executing Agency.
- The organization should be active or have a charitable purpose in the field of the diseases which are of priority concern to TDR.
- The organization should qualify as a Cooperating Party and have attended at least one JCB session as an observer.
- The organization should not be in receipt of funding from TDR during its term of office on the JCB.

- Applications from nongovernmental and intergovernmental organizations in developing countries which meet the above-mentioned criteria will be particularly encouraged.
- Representatives of Other Cooperating Party members are encouraged to proactively participate in the discussions at the JCB.
- To facilitate participation by representatives of Other Cooperating Party members at the JCB, they need to be briefed by the Secretariat about TDR before arriving for their first JCB session. In addition, the representative should be well informed of his/her country's or organization's relationship with TDR.
- Representatives of Other Cooperating Party members should participate in the JCB briefing meeting and the meeting of representatives of disease endemic countries, if appropriate
- Representatives of Other Cooperating Party members should keep JCB dates free to ensure attendance for the whole term of office for the full period. If not nominated for the full period or if changes occur, they should brief their successor. In addition, representatives should ensure availability of suitable alternates in case of absence and brief them thoroughly.