

## **STANDING COMMITTEE OPERATING PROCEDURES**

### **Terms of Reference**

#### **1.1 Functions**

The functions of the Standing Committee are outlined in the TDR Memorandum of Understanding [TDR/CP/78.5/Rev.2013], paragraph 3.1.1 - 3.1.6, as follows:

- Review the plan of action and budget for the coming financial period, as prepared by the Executing Agency, in time for presentation to the Joint Coordinating Board (JCB) not less than forty-five days before the JCB's annual session.
- Make proposals to the JCB for the financing of the Special Programme for the coming financial period.
- Approve re-allocation of resources between Programme areas and Scientific Working Groups of the Special Programme during a financial period, upon the recommendation of the TDR Scientific and Technical Advisory Committee (STAC) and the Executing Agency, and report such re-allocations to the JCB.
- Examine the reports submitted to the Executing Agency by the STAC and the Executing Agency's comments; make the necessary observations thereon, and transmit these, with comments as appropriate, to the JCB.
- Review particular aspects of the Special Programme, including those which may be referred to it by the JCB, and present findings and recommendations in the form of reports to the JCB.
- Inform the JCB, as required, regarding Special Programme matters of interest to the JCB.

### **Composition and Membership**

Members of the Standing Committee are the representatives of the TDR co-sponsors, the Chair and the Vice-Chair of the JCB, the Chair of STAC, one representative from the JCB resource contributors group (a member under paragraph 2.2.1 of the TDR MOU) and one JCB representative from a disease endemic country (a member under paragraph 2.2.2 or 2.2.3 of the TDR MOU). The latter two are selected by the JCB and will serve as members of the Standing Committee for a period of two years, provided that the country which they represent remains a member of the JCB.

## **Conduct of Meetings**

### **3.1 Frequency**

The Standing Committee shall normally meet twice a year, once in March or April, and once in October or November. If necessary, additional meetings of the Standing Committee may be held via video or teleconference.

### **3.2 Organization and hosting of meetings and meeting expenses**

The meetings of the Standing Committee shall be hosted by one of the TDR co-sponsors on a rotating basis. The TDR secretariat shall provide support services for each of these meetings. Members of the Standing Committee are responsible for making their own arrangements for, and covering any expenses related to, their attendance of the meetings of the Standing Committee (see paragraph 3.2.3 of the TDR MOU), however, upon request, the Special Programme may cover the expenses (in accordance with applicable WHO rules and policies) related to the attendance of members from disease endemic countries.

### **3.3 Chair**

The Standing Committee shall be chaired on a rotating basis by a TDR co-sponsor, each time for a period of one year.

### **3.4 Documentation**

All necessary documentation for the meetings of the Standing Committee will be prepared and circulated by the TDR secretariat to the members, through the Standing Committee SharePoint site as early as possible, but at least one week in advance of the meetings.

#### **3.4.1 Agenda**

The draft agenda for the meetings shall be developed by the TDR secretariat in consultation with the Chair of the Standing Committee.

#### **3.4.2 Minutes**

The minutes of each Standing Committee meeting shall be finalized within one week after the meeting in question, and circulated for adoption by the members within two weeks of the meeting.

### **3.5 Decision-making**

Whenever possible, the Standing Committee shall aim to reach decisions and formulate recommendations on the basis of a consensus of the members. In the event that such a consensus cannot be reached, decisions shall be taken and recommendations shall be formulated by a majority of votes. Any dissenting opinions shall be noted in the report of the meeting.

### **3.6 Communication with the Joint Coordinating Board (JCB)**

The Standing Committee shall aim to communicate with and update the JCB on its activities in-between sessions of the JCB. The Standing Committee shall share the minutes of its meetings with the JCB normally within two weeks after their final approval. The Standing Committee shall engage in consultation with the JCB on pressing issues requiring urgent decisions by the JCB in-between sessions. The Standing Committee shall present issues requiring such decisions electronically by providing sufficient time for the JCB to review and take the decision in question. Any such decision shall require the agreement of the majority of the members of the JCB, excluding the co-sponsors, i.e. the agreement of at least thirteen JCB members.