

TERMS OF REFERENCE

South East Asia Constituency of The Global Fund

2010 (last updated 31/03/2015)

Introduction and purposes of this document:

The Global Fund is a unique global public/private partnership dedicated to attracting and disbursing additional resources to prevent and treat HIV/AIDS, tuberculosis and malaria. The Global Fund has a Board as a supreme governing body composed of 28 members representing 10 donors, 10 implementers, 4 development partners and 4 non-voting members. The member from the South East Asia (SEA) region is responsible to represent the position of the region to the global fund meetings and to cast vote on all necessary board decision. The vote is accounted as the position of the SEA constituency.

The purpose of this document is to develop an operational and communication guideline that facilitates the Board Member (BM), Alternate Board Member (ABM), Communication Focal Point (CFP) and SEA constituency members. This Terms of Reference (TOR) document specifies the memberships' term of office, communication, constituency operation, board related decision-making procedure and commitments required to serve to the SEA Delegation.

B. Mission and Background

The mission of the South East Asia constituency is to convey and bring forward the voices and concerns of government, civil societies, private sectors and people infected and affected by HIV/AIDS, tuberculosis and malaria from the 11 member

countries, to the deliberations of the South East Asia Constituency of the Global Fund Board and its committees.

The SEA constituency consists following countries:

1. Bangladesh
2. Bhutan
3. DPR Korea
4. India
5. Indonesia
6. Maldives
7. Myanmar
8. Nepal
9. Sri Lanka
10. Thailand
11. Timor Leste

The work of the SEA constituency is coordinated by the Board Member (BM), Alternate Board Member (ABM) and communicated by the Communication Focal Point (CFP) to all relevant members and is further carried out through the work of the constituency members at each countries, and is supported by the Advisors.

Board Composition

The Board Member (BM) and Alternative Board Member (ABM) positions are nominated from the SEA Delegation in alphabetical

order. The Communication Focal Point (CFP) will be nominated by the Board Member and can be nominated from any member country of the SEA constituency in agreement with Board Member.

C. Role and responsibilities of BM, ABM and CFP

Board member (BM)

- i. Participate fully in all meetings of the Global Fund Board, including Board Member Retreats. There are generally two board meetings a year, lasting two to three days plus travel time. Board Retreat is generally for one day and takes place annually.
- ii. Nominate CFP for the SEA constituency.
- iii. Read all relevant documents prior to a Board Meeting to ensure effective input into the decision – making process.
- iv. Participate in teleconferences and other virtual means of communication among Board members.
- v. Vote on all necessary electronic Board decision.
- vi. BM will organize teleconference with constituency members periodically to discuss matters of importance to the constituency as well as share update on TGF matters.
- vii. Facilitate coordination and consultation with the members of the SEA constituency on issues of interest and importance with the constituency.

- viii. Seek input from the constituency on issues being considered by the Board prior to its meeting.
- ix. Assist with ensuring effective communication and information flows between Board Member, Alternate Board Member and Communication Focal Point and the wide constituency particularly prior to and post Board Meetings.
- x. Diplomatic and strategic political and negotiating skills to work with donor, government, non-governmental organizations, private sector, development partners and foundation delegations;
- xi. Should demonstrate openness, willingness and ability to learn, and to take on issues across constituency groups.
- xii. Represent the interest of the Global Fund as necessary, both with in the constituency and to external stakeholders.

The Alternative Board Member(ABM)

- i. ABM is supposed to support BM and CFP
- ii. In Absence of BM, act as a substitute for the Board member in all Global Fund business and hence should have similar key competencies to those outlines for the Board Member.

The Communication Focal Point (CFP)

The Communication Focal Point is key to ensuring effective information flows back and forth between the Board Member, and Alternate Board Member, the constituency they represent

and the Global Fund secretariat. S/he is key in ensuring the broader dispersion of information within their constituency:

- i. Develop an extensive network of contacts and main distribution lists for these contacts including designated (sub) focal points within the constituency to ensure that information related to the Global Fund is widely distributed.
- ii. Ensure that all communication from the Global Fund Board and secretariat are distributed to all contacts within the constituency.
- iii. Be the catalyst for and the repository of constituency opinion and position on Global Fund matters. These positions should be developed in a broadly consultative manner.
- iv. Develop a network of expertise and knowledge within the constituency to ensure that all available resources are drawn on it in the development of constituency positions related to the Global Fund and in supporting development of Global Fund Policy.
- v. Provide support to Board Member and Alternative Board Member.
- vi. Responsible to communicate and coordinate with TGF, BM, ABM, and SEA member constituencies.
- vii. Communicate with Global Fund.

D. Working Language

The operating language of the South East Asia (SEA) constituency

is English. It is therefore a key requirement that Delegates are fully able to communicate clearly in both written and spoken English.

E. Communication Process

General communication process

- i. CFP will officially communicate with the Global Fund (TGF), BM, ABM & SEA constituency members
- ii. CFP will circulate information, collect feedbacks and report to TGF on behalf of BM/ABM
- iii. Constituency members are responsible to respond to request sent by CFP within the requested deadline and /or within seven days (whatever is earlier). In the case of decision making, if no response received within seven days this will be taken as positive agreement on the decision.

Communication for Board meeting

- iv. CFP will circulate information on Board meeting to National Communication Focal Points (NCFP) of SEA countries. NCFP of same country will be responsible for further follow up and response to CFP
- v. CFP will assemble the collective agenda and documents to present to board and forward to SEA constituency
- vi. CFP will communicate with TGF regarding SEA delegates who will attend the Board meeting and make necessary logistical arrangements

Electronic Board Decision/Comments on issues proposed by TGF

- vii. CFP will communicate with BM, ABM and SEA constituency members on important issues for positions/comments on the Board decisions.
- viii. CFP will collect feedbacks and report to BM/ABM for decision and send to TGF on behalf of BM/ABM

Board Committee

- ix. CFP will request all delegate countries (CCM Chair) for expression their interest.
- x. Member from SEA representatives at TGF Board committees is responsible to communicate to CFP on important issues/agenda and CFP will disseminate information to SEA constituency members and collect feedback.
- xi. CFP report feedback to SEA representative at Board committee to present at the committee meeting

F. Selection of SEA members in Global Fund Standing Committees

- I. As, and when GF asks for nominations, Board Member sends the TORs and qualifications to the CCM Chair in each country and request for nominations taking into account the qualifications required, dedication and time to participate, ability to make decisions, and to consider gender equity
- II. Each CCM Chair may send nominations to the Board Member within the prescribed timeframe
- III. CCM may proactively search for potential candidates for

membership of committees to match with qualifications and expertise required

- IV. Board Member, Alternate Board Member and Communication Focal Point screen the nominations and shortlist the nominees
- V. If there is only one qualified nominee, the Board Member, Alternate Board Member and Communication Focal Point shall decide and send the nomination as the representative of SEA Constituency to TGF and also inform the Constituency.
- VI. If more than one qualified nominees, the Board Member sends the list, including CVs, to CCM Chair in each country for electronic voting. The Board Member, Alternate Board Member and Communication Focal Point shall decide based on the votes, and send to the nomination to GF and inform the Constituency of the Decision.
- VII. In case schedule for submission of nominations to GF is tight, the Board Member shall inform GF that SEA GF Constituency has to go through the agreed process of nominations and may not be able to meet the deadline and request for extension of deadline as necessary.
- VIII. The nominated person(s) representing SEA Constituency to the Committee's member is based on personal qualification and capacity basis. If the committee member is no longer to serve in the committee, the process of nomination will start over again.

G. Responsibility and Commitments of members of SEA Constituency

The members of the South East Asia (SEA) constituency are expected to work closely with the Board Member, Alternate Board Member and Communication Focal Point, and will work primarily through e-mail and conference calls. The primary role of all delegation members is to provide advisory recommendation and support the BM and ABM of the SEA Delegation

Member countries of the SEA Constituency have the following responsibilities:

- i. Nominate a national communication focal point at country level
- ii. Uphold the values and mission of the SEA constituency
- iii. Promote and protect the interest of the SEA Constituency in line with member countries' interests and TGF policies, rules and regulations;
- iv. Actively participate in discussions on the agenda, especially SEA constituency related issues.
- v. Reply to all communications addressed to the SEA Delegation in a timely manner within the time frame requested;
- vi. Inform if there is a conflict of interest regarding decision-making processes, and excuse him/herself from the process; and
- vii. Keep pre-board documents confidential.

viii. Inform if there is any change in responsible person and provide new contact information for seamless communication

H. Performance assessment of the SEA constituency

Performance assessment of the constituency will be made in the constituency meetings to facilitate the smooth functioning of the constituency.

I. Meeting Procedures

Pre-Board meeting

There are normally two pre - board meetings annually; the meeting procedure will be as following:

- i. Communication Focal Point will send invitation to National Communication Focal Point. Two people will be nominated by respective country will attend the pre- board meeting
- ii. Communication Focal Point will send agenda and related documents to the constituency members as in when finalized.
- iii. The SEA constituency members are required to review agenda and send their comments on the agenda at least 7 days before the meeting.
- iv. On request of BM, delegates will be required to present paper and conduct session as required.

CFP will prepare travel and other logistic arrangements including sending invitation letter, support documents for visa application, arrange for funding support according to the Global Fund regulations.

Board Meeting

Only members of the South East Asia (SEA) Constituency are eligible to attend each TGF Board Meeting as part of the South East Asia (SEA) Delegation. Two Board Meetings of the TGF are held per year, and up to 10 representatives of the South East Asia (SEA) Delegation will attend each of the TGF Board Meeting. SEA Delegation will be based on the understanding the issues and the work of the Global Fund and have the ability to participate actively in deliberation of the Board meeting.

Criteria and guidance of selection of delegates to attend the Board Meeting

- I. BM, ABM, CFP will be 3 standing delegates from SEA Constituency
- II. The other 7 seats will be distributed to the members of the constituency
- III. Member States nominate the potential candidates not more than 2 in priority order.
- IV. CFP will call for nomination providing at least 4 weeks deadline of nomination by each constituency countries. The nomination response should be made within the deadline. Those that respond beyond the deadline will be considered at lower priority.
- V. Those that are proposed by the Member States will be selected on the basis of only one from each Member State, based on the consultation among BM/ABM/CFP, adhering to the following criteria:

- a. The upcoming ABM in the agreed list will be offered higher priority.
 - b. The frequency of participation in the official constituency meetings, where all Member States are given equal opportunity of participation, in the last 2 years
 - c. The frequency of response, within deadline, to the requests of view or questions from the focal points, in the last 12 months
 - d. The significance of the nominated candidates, for example chair of CCM, members of GF committees from SEAR, will have higher priority.
 - e. SEAR representative on any GF committees that have their specific subject on the agenda on the GF Board meetings should be given priority
 - f. DPRK would be offered special consideration
- VI. If there are slots available due to less than 7 nominations selected as above, then BM/ABM can nominate the delegates.

J. Financial Management

Membership of the SEA Delegation is voluntary, for which no remuneration is received. Although no resources are allocated to performing the tasks and functions, it is strongly encouraged that the delegation member has adequate financial and human resources to carry out emailing, internet access, occasional phone calls and printing some documents to review.

K. Travel Policy

When required to attend meetings for or on behalf of the SEA Delegation, associated costs will normally be covered by TGF. However, wherever it is possible for members to find alternative funding to attend meetings that will be preferred. Travel policy of GF will be adopted.

L. Commitment of leadership

In case of the following

- i. The delegation leadership has sound reasons of misconduct, inappropriate behaviour, mental illness, arrest for criminal activities or imprisonment, and/or conflict of interest;
- ii. There is a vote of no confidence by two-thirds majority of the SEA Delegation Members;
- iii. The qualifications and commitments of the individual(s) as outlined are not true, and are not being carried out;
- iv. The member ceases their principal involvement in HIV, TB or malaria work; and/or
- v. The member becomes employed as a staff of the secretariat of the TGF.

The member would be immediately informed of this decision in writing and given the right of response within two weeks. If the delegation leadership continues to support removal of the delegate, then there will be an electronic vote by the SEA

Delegation within two weeks of the decision made by the delegation leadership. A two-thirds majority of votes is required for the removal of a delegation member. Any member or the Communication Focal Point (CFP) may bring any issues regarding the possible removal of a delegate to the attention of the delegation leadership for their consideration.

M. Revision of TOR

The TOR of Members of the SEA Delegation should be updated from time to time to reflect the changes and development that occur. Members should review the TOR on a bi-annual basis and make recommendation for changes to be endorsed by the SEA Delegation.

Adopted by the SEA Delegation