



UNAIDS/PCB(22)/08.6  
27 February 2008

**22<sup>nd</sup> Meeting of the UNAIDS Programme Coordinating Board**  
**Chiang Mai, Thailand**  
**23-25 April 2008**

*Provisional agenda item 6:*

**Proposal for a Standing Subcommittee of the  
Programme Coordinating Board**

**Document prepared by the Programme Coordinating Board Bureau**

**Additional documents for this item:** *none*

**Action required at this meeting - the Programme Coordinating Board is invited to:**

See decision paragraphs as follows:

8. approve the establishment of a standing subcommittee of the PCB on planning and performance monitoring;
9. approve the proposed terms of reference of the standing subcommittee;
12. decide on the proposed membership of the standing subcommittee; and
13. approve the budget for the proposed subcommittee.

**Cost implications for decisions:** US\$104,000-188,000 for the biennium 2008-2009 depending on the size of the proposed standing subcommittee. The cost is proposed to be included with other/previous Programme Coordinating Board decisions which have cost implications, with a proposal that they be funded from funds raised last biennium over and above the 2006-2007 UBW. This proposal is contained in a separate recommendation under agenda item 7.3 Financial Reports (UNAIDS/PCB(22)/08.10).

## I INTRODUCTION

1. Under agenda item 3 of its 21<sup>st</sup> meeting in December 2007, the Programme Coordinating Board reviewed and endorsed the UNAIDS Performance Monitoring and Evaluation Framework. As part of its decisions, recommendations and conclusions (5.2), the Programme Coordinating Board requested:  
*“the PCB Bureau to work with the Secretariat in considering the possible establishment, terms of reference and membership of standing subcommittees of the PCB, including one on monitoring and evaluation, and make proposals to the 22<sup>nd</sup> PCB meeting.”*
2. This paper responds to the request of the Programme Coordinating Board, discusses the issues identified by the Board and concludes with a recommendation to establish a standing subcommittee on planning and performance monitoring. The terms of reference, membership and budget of the proposed subcommittee are included for Board approval.

## II EXISTING GOVERNANCE MECHANISMS

3. The decision of the Programme Coordinating Board above makes specific reference to consideration of a subcommittee for monitoring and evaluation. Currently there is no formal mechanism that is representative of the Board in its entirety to review and consider the detailed financial planning and performance monitoring work that is undertaken in advance of Board meetings. Neither is there an inter-sessional mechanism to follow-up the implementation of previous Programme Coordinating Board decisions related to the development, implementation and monitoring of the Unified Budget and Workplan. Although proposals for the establishment of subcommittees on other issues were also considered, it was felt that this would be premature given the untried use of subcommittees by the Board, and the fact that the Second Independent Evaluation will consider the governance structure of UNAIDS.
4. The possible establishment of standing subcommittees has been considered against existing processes and systems that are part of oversight, accountability and coordination mechanisms of UNAIDS. These include:
  - i. Regular pre-Programme Coordinating Board consultations and briefings organized for permanent missions and NGOs: *ad hoc* briefings for member states and NGOs during the development of the Unified Budget and Workplan (UBW), the Performance Monitoring Framework, the Second Independent Evaluation, etc;
  - ii. Meetings of the Committee of Cosponsors (CCO) and Global Coordinators, consultations of UNAIDS Cosponsor Focal Points on the UBW and performance monitoring, etc; and
  - iii. The work of the UNAIDS Monitoring and Evaluation Reference Group (MERG), the Cosponsor Evaluation Working Group (CEWG) and the Oversight Committee for the Second Independent Evaluation of UNAIDS presented below:
    - the main function of the MERG is to develop and promulgate M&E policies, standards, indicators and tools that facilitate harmonization of M&E efforts in the global response to AIDS, including those of UNAIDS, the Global Fund and PEPFAR and other bilateral programmes. The group includes representatives of member states and independent experts and provides

overall advice and guidance on M&E, but does not specifically monitor UNAIDS performance.

- the main function of the CEWG is to monitor the implementation of the UBW. The Group is composed of 22 representatives from ten Cosponsors and the Secretariat, two members from each agency who represent programmatic as well as monitoring and evaluation expertise. The group does not include member states or NGOs.
- the main function of the Oversight Committee for the Second Independent Evaluation of UNAIDS is to manage the consortium that will conduct the evaluation. The Committee includes 10 members who represent a range of UNAIDS stakeholders.

### III PROPOSAL FOR THE ESTABLISHMENT OF A STANDING SUBCOMMITTEE

5. The purpose of a standing subcommittee of the Programme Coordinating Board on planning and performance monitoring would be to enable structured engagement by Board members on all aspects related to the UNAIDS Unified Budget and Workplan, i.e., defining objectives and results, resource allocation, monitoring progress and financial implementation, and reporting on achievements. Established processes and mechanisms described above – such as the MERG and CEWG as well as technical consultations among UNAIDS Cosponsor Focal Points and Global Coordinators – are proposed to continue and be adapted, as necessary.
6. The establishment of a proposed standing subcommittee is aimed at making the Programme Coordinating Board meeting more effective and the work of UNAIDS more efficient. A proposed standing subcommittee could be assigned to follow-up the implementation of previous Board decisions related to the development, implementation and monitoring of the Unified Budget and Workplan in advance of Programme Coordinating Board meetings.
7. Due to time constraints the Programme Coordinating Board Bureau did not consider the overall structure of the standing subcommittees of the Board. The Bureau decided to consider the proposal to establish a subcommittee on planning and performance monitoring first. The establishment of one subcommittee – on planning and performance monitoring – would enable the testing of a refinement of the current governance structure of UNAIDS. The proposal is made without prejudice to the outcome of the Second Independent Evaluation of UNAIDS. Given that the Evaluation will be considering the governance and accountability structures of UNAIDS (the Programme Coordinating Board, CCO and the Unified Budget and Workplan), other models or standing subcommittees are not proposed at this point in time. Nevertheless the proposal to establish this subcommittee does not preclude the possibility of establishing any other standing subcommittees in the future. After the 22<sup>nd</sup> Programme Coordinating Board meeting in April 2008, the Bureau expects to have more time to consider the overall structure of the standing subcommittee of the Programme Coordinating Board and present it to the 23<sup>rd</sup> meeting of the Board in December 2008.
8. Taking into account existing oversight accountability and coordination mechanisms, their composition, scope and limitations, **the Programme Coordinating Board is invited to agree the establishment of a standing subcommittee of the Programme Coordinating Board on planning and performance monitoring.**

**9. The PCB is further invited to agree the proposed terms of reference for the subcommittee as follows:**

To review and make recommendations, as appropriate, to the Programme Coordinating Board on:

- a. the priorities, scope and structure of the UNAIDS budget and workplan;
- b. the logical framework to achieve expected results;
- c. indicative resource allocation;
- d. performance monitoring system, indicators and targets;
- e. the process and methodology for annual and mid-term reviews;
- f. the performance monitoring and financial implementation reports; and
- g. other matters related to planning and monitoring referred by the Programme Coordinating Board.

#### **IV COMPOSITION AND MEMBERSHIP**

10. It is proposed that the membership of the subcommittee be drawn from the 5 geographical regions as defined in ECOSOC decision 1995/223. Additionally seats are proposed to be allocated to Cosponsors and NGOs. Each regional group as well as the NGOs and Cosponsors are expected to select their representatives from within their group and inform the Programme Coordinating Board Bureau accordingly. Representatives should be nominated based on expertise in planning, results-based management and performance monitoring, and are expected to serve a two-year period with a possible extension for another two years. To ensure the efficiency of the subcommittee, it should be kept reasonably small. The working language of the subcommittee will be English.
11. The Programme Coordinating Board Bureau will call the first meeting of the subcommittee at which a chair and vice-chair will be elected for a one-year period (renewable) and by-laws or meeting procedures adopted. Two meetings of the subcommittee are proposed to be held each year.
12. **Given the above, the PCB is invited to decide between the following two options:**
  - either a) a larger subcommittee with a maximum of ten member states (two per geographical region), two NGOs and two Cosponsors with the UNAIDS Secretariat providing logistical support.
  - or b) a smaller subcommittee, including five member states (one per geographical region), one NGO and one Cosponsor with the UNAIDS Secretariat providing logistical support.

## V ESTIMATED COSTS AND BUDGET

13. The total cost will depend on the size of the subcommittee and the number of meetings. The estimated budget assumes that a 7- or 14-person subcommittee will meet four times in 2008-2009. **The Programme Coordinating Board is invited to approve the budget for the subcommittee based on the calculations below:**

<b>Subcommittee:</b>	<b>Estimated cost (US\$)</b>
Meeting costs ( for a total of 4 meetings)	10,000
Travel (5-10* people for 4 meetings– flights @ \$3,000 per person)	60,000-120,000
Per diem (5-10* people for 4 meetings– 4 days @ \$300 per day)	24,000-48,000
Contingencies	10,000
<b>TOTAL:</b>	<b>104,000-188,000</b>

\*Based on established practice, representatives of Western European and Other States as well as Cosponsors and the Secretariat cover their own travel costs and per diem.

## VI REVIEW MECHANISMS

14. A review of the work of the subcommittee should be carried out after two years and recommendations regarding the continuation of the subcommittee submitted to the Programme Coordinating Board.