

# 57TH MEETING OF THE PCB

## REPORT PREPARED BY THE PCB BUREAU

**Additional documents for this item:** N/A

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

- *Recall* the intersessional decisions on modalities and procedures for the 56th and 57th PCB meetings;
- *Agree* that the 57th PCB meeting (16–18 December 2025) shall be held in Brasilia, Brazil.

**Cost implications for the implementation of the decisions:** The average cost of a face-to-face PCB meeting in Geneva amounted to an estimated US\$ 295 000, which is accounted for in the core UBRAF. The additional cost implication is an estimated US\$ 300 000. As outlined in Annex 2, Brazil has agreed, as host country, to cover this additional cost implication.

## Introduction

1. At the meeting of the Bureau on [27 February 2025](#), Brazil, the 2025 PCB Chair, informed the Bureau of its proposal to host the 57th PCB meeting scheduled for 16–18 December 2025 in Brasilia, Brazil. Further to this announcement, the Chair confirmed the following approach with the Secretariat and the PCB's independent legal counsel:
  - In view of the upcoming 56th meeting of the PCB, the Bureau could revise the agenda for that meeting to include an agenda item to discuss this proposal. This would permit the PCB to have an open dialogue on the proposal as opposed to submitting the proposal for intersessional decision making.
  - The PCB Bureau would submit a paper regarding this proposal for consideration and decision making by the PCB at the 56th PCB meeting (24-26 June 2025).
  - As part of the modalities and procedures for the 56th and 57th PCB meetings put forward for intersessional approval, there would be a decision on changing the date of the 57th meeting to 16-18 December 2025, superseding decision point 10.3 of the 51st PCB meeting;
2. At its meeting on 23 May 2025, the PCB Bureau met to discuss this process and agreed to put forward the following paper for the PCB's agreement at the 56th PCB meeting.
3. In accordance with [decision point 8.2 from its 21st meeting](#), the PCB agreed that "future PCB meetings may be held from time to time outside of Geneva drawing on the following criteria:
  - Regional rotation,
  - Overall cost and cost-sharing,
  - Local expertise,
  - Local facilities,
  - No travel restrictions,
  - Relevance to the theme,
  - Added value."
4. The PCB has recognized a number of benefits of [holding PCB meetings outside of Geneva](#), including:
  - "Sensitization of local political leadership in the country hosting the meeting and exposure to the AIDS epidemic in the host country for PCB delegates coming from other regions and also through the organization of field visits;
  - Encouragement of country and regional level mobilization around key AIDS-related issues as well as increased understanding of governance processes through enhanced participation of local civil society;
  - Field visits by PCB members to better understand the reality of the epidemic and the work of UNAIDS;
  - With respect to themes holding particular relevance for the selected country and region, the possibility to tap into local expertise and know-how."

5. The PCB has taken place in a variety of locations.<sup>1</sup> The fifth PCB meeting, held 16-18 November 1997, was the first to be held outside of Geneva in Nairobi, Kenya. Since then, PCB meetings have been held outside of Geneva in the following locations: Brazil, India, Jamaica, Kenya, Portugal, Thailand, and Zambia. Additionally, PCB field visits have been held prior to the COVID-19 pandemic to provide Board members with the experience of AIDS responses in countries and the unique role of the Joint Programme, ensuring cost-savings (as opposed to holding a full PCB meeting externally) while providing the benefit of showcasing the best practices of the AIDS response at country-level and to link Board discussions with programme implementation. Field visits for PCB stakeholders have taken place in the following locations: China, El Salvador, Eswatini, Indonesia, Kenya, South Africa, Thailand, Ukraine, Zambia and Zimbabwe.
6. The proposal to hold the 57th PCB meeting in Brazil fulfills the criteria as set out by the PCB for holding meetings outside of Geneva:
  - A PCB meeting/field visit to the Latin American region is in line with the historical regional balance of meetings;
  - Brazil, in its role as PCB Chair, plans to support the cost effectiveness of the meeting. Additional information on costing is provided below;
  - Brazil has local facilities available and no travel restrictions for people living with HIV. In particular, Brasília has high-quality infrastructure, international connectivity, and security, as well as hosting key governmental and institutional bodies involved in the HIV response;
  - There is thematic relevance given that the topic of the thematic segment at the December 2025 PCB is “Beyond 2025: Long acting antiretrovirals: potential to close HIV prevention and treatment gaps”; and
  - Brazil has been a leader in the AIDS response with its particular emphasis on eliminating mother-to-child HIV transmission, advancing the 95-95-95 targets, and expanding access to HIV prevention, including injectable PrEP. A PCB meeting in Brazil will benefit from the expertise and local leadership on these areas, providing significant added value to the discussions at the PCB meeting.
7. Furthermore, an in-person, external PCB meeting will help refocus and reinvigorate the HIV agenda during the adoption of the next Global AIDS Strategy 2026-2031 and in the context of considering the sustainability of the AIDS response to 2030 and beyond.

### Meeting modalities:

8. The PCB agreed intersessionally on [the modalities and procedures for the 56th and 57th PCB meetings](#). A PCB meeting in Brazil would adhere to these agreed upon modalities as well as the rules of procedure laid out in the [PCB modus operandi](#).
9. As agreed in the modalities paper, the format of the PCB meeting will be fully in-person for PCB members, participants and observers, with some provisions for online participation. Drafting sessions will not be streamed online and PCB members, participants and observers therefore must be present in-person to participate.

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<sup>1</sup> Nairobi, Kenya (1997); New Delhi, India (1998); Rio de Janeiro, Brazil (2000); Lisbon, Portugal (2002); Chiang Mai, Montego Bay, Jamaica (2004); Lusaka, Zambia (2006); Chiang Mai, Thailand (2008); Chiang Mai, Thailand (2022); Nairobi, Kenya (2024).

## Estimated Budget

10. As outlined in the table below, the average cost of a face-to-face PCB meeting in Geneva amounts to an estimated US\$ 295 000. Costing includes travel for members in accordance with the *modus operandi*, venue and catering at the World Health Organization (WHO) premises, translation of documents and interpretation. These funds are accounted for in the core Unified Budget, Results and Accountability (UBRAF).
11. Based on initial budget estimates, the additional cost implication is an estimated US\$ 300,064.00. The differential includes venue, equipment and travel-related expenses. A detailed budget is included below in Annex 1.
12. To support the cost-effectiveness of this proposal, Brazil has agreed to share the costs for an external PCB meeting with the Secretariat by covering additional costs outside of the typical budget for a PCB meeting held in Geneva (Annex 2).
13. As requested by the PCB Bureau, the Secretariat provided the following cost scenarios for the 57th PCB meeting in the event it is held as an in-person meeting in Brasilia, Brazil and an in-person meeting in Geneva, Switzerland.

Estimation of costs related to the 57th PCB meeting per scenario (USD\$)		
Paid by	Scenario 1 Brasilia in person	Scenario 2 Geneva in person
UNAIDS	\$131,700.00	\$295,000.00
Chair	\$300,064.00	\$12,500.00
<b>Total</b>	<b>\$431,764.00</b>	<b>\$307,500.00</b>

## Proposed decision points

### The Programme Coordinating Board is invited to:

- *Recall* the intersessional decisions on modalities and procedures for the 56th and 57th PCB meetings; and
- *Agree* that the 57th PCB meeting (16–18 December 2025) shall be held in Brasilia, Brazil.

[Annexes follow]

## Annex 1. Estimated budget for the 57th PCB meeting in Brasilia, Brazil

BUDGET CATEGORY / DESCRIPTION	DETAILS	TOTAL
<b>PRE-PCB RELATED EXPENSES</b>		
Reconnaissance Mission in September	Eco round trip ticket GVA-BRA-GVA	\$ 3'000.00
	Per Diem* for 3 days for 2 staff	\$ 1'002.00
Early arrival of logistics team in December	December Eco round trip ticket GVA-BRA-GVA	\$ 13'500.00
	December Per Diem for 2 days for 9 staff	\$ 3'006.00
<b>PCB IN PERSON PARTICIPATION RELATED EXPENSES</b>		
Travel cost of participants to Brasilia in December	Members States round trip ticket (Economy or Business)	\$ 10'500.00
	NGOs round trip ticket (Economy)	\$ 7'500.00
	Thematic and other speakers round trip ticket (Economy or Business)	\$ 12'000.00
	UNAIDS Executives +1 round trip ticket (Business)	\$ 20'000.00
	UNAIDS senior staff round trip ticket (Eco)	\$ 13'500.00
	Legal Counsel round trip ticket (Eco)	\$ 1'500.00
Per Diem cost for participants in Brasilia (4-6 nights)	Members States Per Diem	\$ 5'845.00
	NGOs Per Diem	\$ 4'175.00
	Thematic and other speakers Per Diem	\$ 6'680.00
	UNAIDS Executives +1 Per Diem	\$ 4'008.00
	UNAIDS senior staff Per Diem	\$ 9'018.00
	Support team Per Diem (GOV+IT)	\$ 9'018.00
Administrative and Secretariat costs	Translation of PCB Documents (package of 16 documents)	\$ 30'000.00
	Legal Counsel contract	\$ 15'000.00
	Report Writer contract	\$ 10'000.00
	Photographer (3 days)	\$ 1'500.00
Interpretation	Remote interpretation from Geneva (package of 40 interpreters)	\$ 30'000.00
Venue and equipment	Venue conference package for 3 days for approx. 200 participants (meeting rooms and catering)	\$ 60'000.00
	Security (UNDSS)	\$ 20'000.00
	IT package (Sound, microphones, video, lights, internet, Wifi, video, broadcasting)	\$ 110'000.00
<b>FIELD VISIT EXPENSES</b>		
Field Visit (1-day)	Package for 1 day bus transportation to different sites (average of 150 participants)	\$ 2'500.00
	Per Diem for 1 extra day	\$ 6'012.00
	Photographers	\$ 2'500.00
<b>PROJECT SUPPORT</b>		
Project Officer	Consultant salary and travel costs	\$ 20'000.00
<b>TOTAL*</b>		<b>\$ 431'764.00</b>

\* Total estimation to be paid by UNAIDS Secretariat from core UBRAF is \$131,700.00

\* Total estimation to be paid by PCB Chair up to \$300,064.00

**Annex 2. PCB Chair communication to the Executive Director regarding the 57th PCB meeting**

*Permanent Mission of Brazil to the United Nations Office and other International Organizations in Geneva  
15, Chemin Camille-Vidart  
1202 Geneva – Switzerland*

Nº 50/2025

The Permanent Mission of Brazil to the United Nations Office and other International Organizations in Geneva presents its compliments to the Joint United Nations Programme on HIV/AIDS and has the honor to inform it of the Brazilian government's intention to host the 57th session of the Programme Coordinating Board, scheduled to take place in December 2025, in Brazil.

In accordance with the requirements for hosting meetings outside Geneva, the Government of Brazil is prepared to cover the remaining costs associated with holding the meeting in Brazil.

The Permanent Mission of Brazil avails itself of this opportunity to renew to the Joint United Nations Programme on HIV/AIDS the assurances of its highest consideration.



Geneva, 03 February 2025

To the Joint United Nations Programme on HIV/AIDS  
Geneva

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