## PCB Bureau Workplan
### January - December 2012

<table>
<thead>
<tr>
<th>Output</th>
<th>Key activity</th>
<th>Time frame</th>
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| 1. Increased transparency and improved information flows to PCB members on the follow up of PCB recommendations and decisions | Systematic follow-up of key PCB decisions, ensuring continuous information to PCB members on progress of work:  
1. Commission and consider regular reports from the Secretariat on the implementation of PCB decisions, attach such reports to the minutes of its meetings (through the UNAIDS website), and to propose action as appropriate (ref. PCB 27/rec.6.3);  
2. Develop and propose to the Board a process for the periodic evaluation of programmatic and thematic areas (ref. PCB 27/rec.6.4);  
3. Information on website; either as explicit information on state of progress, or by way of minutes from the bureau meetings. | Ongoing     |
| 2. Increased involvement of Member States in the work of the PCB       | - Further constituency building to improve the quality and representation of Member States at Board meetings;  
- Further development of informal networks will be explored to facilitate a better interaction between PCB meetings;  
- Secretariat to support regional consultations on key strategic issues. | Ongoing     |
| 3. Increased involvement of Civil Society in the work of the PCB       | - Explore ways of cooperation with the PCB NGOs (e.g. regular meetings before each PCB meeting);  
- Further constituency building to improve the quality of civil society representation at Board meetings;  
- Explore ways of cooperation with the Communication and Consultation Facility of the PCB NGOs in order to facilitate better interaction in between PCB meetings;  
- The participation of civil society in regional consultations with Member States will be encouraged wherever possible. | Ongoing     |
| 4. Increased involvement of Cosponsors in the work of the PCB          | - Explore ways of cooperation with Cosponsors on specific issues in order to facilitate better interaction in between and during PCB meetings. | When necessary |
### 5. Improved PCB meetings

- Prepare for the 30th and 31st PCB meetings ensuring implementation of recommendations by the PCB Task Force on SIE follow-up related to all aspects of governance as agreed by the Board:
  - Consider the number and length of presentations for each PCB meeting in order to facilitate the smooth running and timing of the meeting (ref. PCB27/rec. 6.6);
  - Ensure implementation of revised PCB drafting group process (ref. PCB 27/rec. 6.7);
  - Explore additional ways to improve the effectiveness of PCB meetings including logistical arrangements;
  - Receive regular updates on preparations for PCB thematic segments and provide guidance accordingly;
- Manage the process for identifying topics to be considered at thematic segment of the 33rd PCB meeting (December 2013);
- Ensure smooth transfer of responsibilities to the next Bureau members (e.g. brief on main activities, review and evaluate implementation of workplan).

### 6. Implementation of decisions delegated by the Board

- Implement the inter-sessional decision making process when mandated by the PCB;
- Establish working groups and the like when mandated by the PCB.

*The PCB Bureau was reviewed at 18th PCB meeting in June 2006:
“10.2. Requests the Bureau to further enhance its visibility and transparency by preparing an annual workplan and making it available to PCB Members and Observer States; and making available to PCB Members and Observer States the outcomes of its meetings.\(^\star\)*