

Terms of Reference of the NGO Liaison Committee of the UNAIDS Programme Coordinating Board

A. Mission of the PCB NGO delegates

To bring to the PCB policy and strategy decisions a perspective and focus on all people living with HIV (PLHIV) and their rights, particularly access to prevention/harm reduction, treatment, care, and support, as universal goods.

B. Strategy of the PCB NGO delegates

- Actively seek input from the community on key issues related to relevant PCB documents.
- Actively seek input from the community on key issues related to Cosponsors and UNAIDS country or regional representatives (UNAIDS Country Coordinators, Theme Groups and/or Inter-country Teams/Technical Advisers).
- Advocate with member states and Cosponsoring Organizations, for the greater participation and meaningful involvement of PLHIV and the NGO community in the development, implementation and evaluation of AIDS policies and programmes.
- Bring forward, advocate and lobby for inclusion in the agenda of PCB meetings of community problems, perspectives and needs.
- Advocate and lobby, at PCB level, to overcome national and regional limitations and inefficiencies in AIDS education, prevention and access to care and treatment.
- Interact with NGOs, CBOs and groups of PLHIV.
- Consult with and report to communities of NGOs, CBOs and groups of PLHIV, before and after PCB meetings, in a timely manner.
- Assist to develop and agree on a working mechanism among members of the PCB NGO delegation and their representatives.
- Find ways to ensure that the representatives of the entire PCB NGO delegation are fully involved in the work of the PCB.
- Ensure full attendance and participation of all PCB NGO delegation representatives at each PCB meeting.
- Ensure the occurrence, during each PCB meeting, of regular side-meetings with the UNAIDS focal points of Cosponsoring Organizations, with full attendance and participation of all PCB NGO representatives.
- Guarantee that PCB NGO representatives study all relevant PCB documents.

- Guarantee the active participation of PCB NGO representatives in the process of reviewing and deciding the plans and the execution of the Joint United Nations Programme on HIV/AIDS (UNAIDS).
- Ensure and support PCB NGO representative participation in all ad hoc committees, working groups and briefings of the PCB.
- Ensure that issues relevant to PLHIV and to the non-governmental AIDS community are considered when the PCB agenda is prepared and agreed.

C. The task of the PCB NGO delegates and alternates (organizations)

- Consult with local, national and regional communities, organizations and networks of NGOs, CBOs and groups of PLHIV in order to:
 - identify regional and target group-specific emerging issues;
 - guarantee regional access to all UNAIDS relevant information and documents;
 - collect regional input on UNAIDS plans and programme execution;
 - guarantee the quality and comprehensiveness of their representative's contributions to the PCB work.
- Designate and support competent and effective representatives.
- Allocate 10-20% of their representative's time to PCB duties and tasks.
- Facilitate and guarantee the use of office space and communications systems and facilities to their representatives when engaged in PCB duties and tasks.
- Maintain communication with the UNAIDS focal points of Cosponsoring Organizations.
- Maintain communication with UNAIDS and Cosponsoring Organizations representatives at country or regional level.

D. The task of the representatives of the PCB NGO delegates

- Participate fully in all meetings of the PCB Board (study all relevant documents and provide input in the decision-making process).
- Consult with and report to a broader community of NGOs and CBOs and communities living with or affected by HIV, before and after PCB meetings.
- Participate in teleconferences and other virtual means of communication among the delegation, the NGO community and networks.
- Seek input from the community on key issues of the PCB agenda.
- Participate in meetings with the UNAIDS focal points of Cosponsoring Organizations.
- Participate as required in ad hoc committees or working groups set up by the PCB.

- Participate in other meetings and information briefs including preparatory meetings, orientation sessions, and meetings with governments or major donors.
- Bring, advocate and lobby for inclusion in the agenda and conclusions of PCB meetings of the community perspective (and needs) to overcome national and regional limitations and inefficiencies in AIDS education, prevention and access to care and treatment.
- Maintain a specific focus on groups of HIV-positive people, NGOs, CBOs, and individually affected and infected people, especially concerning their human rights, access to drugs, treatment and care, and harm reduction, as well as other emerging critical issues.
- Bring regional, emerging and target-group specific critical issues to the PCB.
- Advocate with the Cosponsors and governments to respond to emerging critical issues.
- Provide input into the equitable and appropriate allocation of available resources.
- Advocate for a realistic evaluation of UNAIDS at all levels.

All PCB NGO delegates should participate in the PCB meetings.

To this end, the Modus operandi of the Programme Coordinating Board of the Joint United Nations Programme on HIV (UNAIDS) (Revised June 1999, Paragraph 20 states that "funds will be made available to cover the costs for per diem and travel incurred in connection with the attendance at PCB meetings for one representative from each of the five nongovernmental organizations.")

Attendance and participation in meetings (other than the PCB meetings), ad hoc committees, working groups and information briefings may be assured by means other than actual presence. Information on those meetings should be distributed to all delegates, discussed by them and a common position paper feedback to Secretariat.

E. Qualifications

NGO delegates (organizations)

Nominations to serve on the PCB can be forwarded submitted by any group or NGO that has significant activities in AIDS. This includes organizations of people living with HIV, AIDS Service Organizations (ASOs), Community Based Organizations (CBOs) and development NGOs. Candidate organizations must take in consideration when nominating their representatives that a gender, HIV status and geographical balance must be reached in the PCB NGO delegation. Preference will be given to those who have been participated as observers to the PCB or who have been involved in other UNAIDS processes at the country, regional or international level, but all interested individuals are encouraged to apply.

The NGO delegates and alternates will be selected by the current PCB NGO delegation with input from impartial representatives from regional and international networks of people living with HIV, ASOs and NGOs on the basis the qualifications and attributes outlined in this document.

Nominated candidate organizations should meet the following criteria qualification:

- The ability to communicate and liaise effectively with networks of NGOs, CBOs and groups of people living with HIV in their regions and with key contacts (including facilities and capability to communicate by telephone, fax and e-mail).
- A comprehensive knowledge and understanding of AIDS and the political consequences of the pandemic.
- Experience and understanding of international policy-making and advocacy.
- Knowledge of AIDS issues that transcend the country level.
- The ability to effectively facilitate and provide ongoing advice, consultation and support to their representative.
- Affiliation with regional networks of NGOs, CBOs and organizations of people with AIDS
- Involvement in the AIDS response in their country or region.

PCB NGO delegate's representatives

Candidate organizations must, when submitting their applications, appoint their permanent representative at the PCB NGO delegation. The representative should have following qualifications and skills:

- Residency in a country in the region for which they are being nominated.
- Ability to work as part of a team with other PCB NGO delegate's representatives and with the broader community of NGOs, CBOs and groups of people living with HIV.
- Minimum 3 years experience in an NGO working on HIV in their country or region of residence.
- Availability to fulfill the mandate, including confirmation from nominating organization that they will be supported in their role and that they will be freed up from other duties to meet their responsibilities as an PCB NGO delegate.
- Ability and capacity to communicate and network effectively and broadly by telephone, fax and email.
- Ability to work in written and spoken English (A large volume of documentation is provided in English and group discussions and correspondence will be in English.
- Ability to think and work strategically.

- Gender sensitivity.
- Possess diplomatic and strategic political skills.
- Linkage to other organizations that can facilitate communication and provide consultation and support.

F. Terms of the appointment

Terms that delegates serve have been staggered and will continue to be so to ensure the development and maintenance of "institutional memory" among the PCB NGO delegation.

The period of service of PCB NGO delegates will be for two years, following approval by the full PCB. A one-year extension is possible. Therefore, a member's maximum period of service is for a possible three years.

When a delegate's term comes to its end the PCB NGO delegation may recommend a one year extension, for sake of development and maintenance of institutional memory. The communities of NGOs, CBOs and groups of people living with HIV will be informed by the PCB NGO delegation, through global communications networks, that they intend to extend the period of service of that delegate, unless objections are raised. Once endorsed by the community, this name will be put forward for approval of the extension by the next full PCB.

G. Alternates

There will be an alternate delegate for each region selected under the same rules and procedures as the delegate. The same terms of appointment apply as those for a delegate – that is, two years with a possible extension of one year. Conditions, reasons and procedures to extend the period of service are the same as for the delegates.

H. Cessation of Appointment

Any appointment will be annulled if the attributes, qualifications and considerations upon which either the organization or its representative have been selected proved to be invalid. A member of the PCB NGO delegation will cease to be a member if:

- the organization resigns;
- the organization ceases the principal AIDS involvement and work that secured its nomination or selection to the PCB;
- a conflict of interest is declared, either with the organization or its representative;
- its representative leaves the organization, resigns or by any reason internal to the delegate organization, ceases to represent it, should two thirds of the term of the appointment have already elapsed.

In the event that a *delegate organization* ceases to be a member of the PCB NGO delegation, as a result of resignation or termination from the PCB NGO delegation appointment before their term is completed, the PCB NGO delegation may recommend that region's alternate to serve for the remainder of the period of service. The communities of NGOs, CBOs and groups of people living with HIV will be informed by the PCB NGO delegation that they intend to nominate the alternate unless objections are raised. Once endorsed by the community, this name will be put forward as main regional delegate for approval by the next full PCB.

This information will be circulated through global communications networks, although it will be made clear that the position in question is a regional one, so that any appointment must be appropriate to the region.

In the event that a *delegate organization's main representative* ceases to be a member of the PCB NGO delegation, as a result of either leaving his/her organization, termination, or resigning from the PCB NGO delegation appointment before his/her term is completed, the delegate organization will have the opportunity to appoint a replacement representative who meets the qualifications required of a delegate representative.

If the delegate organization is unable to identify a replacement who meets appropriate representative qualifications, then the PCB NGO delegation may recommend the regional alternate to fill the main representative position for the remainder of the main delegate's term.

In the event that a *delegate organization's alternate* ceases to be a member of the PCB NGO delegation, as a result of either leaving his/her organization, termination, or resigning from the PCB NGO delegation appointment before his/her term is completed, the delegate organization of the alternate will have the opportunity to nominate a replacement representative who meets the qualifications required of a delegate representative to fill the alternate representative position for the remainder of the alternate's term.