

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

### **A. Mission of the NGO PCB Delegates**

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

### **B. Strategy of the NGO PCB 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 desks (Country Programme Advisers, Theme Groups and/or Inter-country Teams/Technical Advisers).
- Advocate with member states and co-sponsor 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 the inclusion in the agenda of PCB meetings of the 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 the 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 NGO PCB delegation and their representatives.

Find ways to ensure that the representatives of the entire NGO PCB Delegation are fully involved in the work of the PCB.

Ensure full attendance and participation of all its NGO delegates' representatives at each PCB meeting.

Ensure the realization, during each PCB meeting, of regular meetings with the UNAIDS focal points of Cosponsoring Organizations with the full attendance and participation of all its representatives.

Guarantee that its representatives study all relevant PCB documents.

Guarantee the active participation of its representatives in the process of reviewing and deciding the plans and the execution of the UN Joint Programme on HIV/AIDS (UNAIDS).

Ensure and support their representatives' participation in all ad hoc committees, working groups and briefings of the PCB.

Ensure that issues relevant to PLHIV and to the AIDS NGO community are considered when the PCB agenda is prepared and agreed.

### **C. The task of the NGO PCB Delegates and Alternates (organizations)**

- Consult the 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% 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 desks at country or regional level.

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

Participate in all meetings of the PCB.

Participate in meetings with the UNAIDS focal points of Cosponsoring Organizations, during the PCB meetings.

Participate in any ad hoc committees or working groups set up by the PCB.

Participate in all other meetings and information briefs, either with governments or major donors.

To bring, advocate and lobby for the 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 NGO PCB 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/AIDS (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 the 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 to the current NGO PCB Delegation by any group or NGO that has significant activities in AIDS. This includes people living with HIV, AIDS services organizations (ASOs), and other community based organizations (CBOs) and development NGOs.

The NGO delegates and alternates will be selected by the current NGO PCB Delegation on the basis of the support shown to their applications by global, regional or country networks of NGOs, CBOs and organizations of people with AIDS and the following attributes:

- Geographical representation;
- Affiliation in NGOs, CBOs and organizations of people with AIDS regional networks;
- Involvement in the AIDS response in their country or region.

Nominated candidate organizations should possess the following qualifications:

- 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 other political consequences of the pandemic
- Experience and understanding of the 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 its representative.

### **NGO PCB Delegate's representatives**

Candidate organizations must, when submitting their applications, appoint their permanent representative at the NGO PCB delegation. When choosing their representatives the candidate organizations must take in consideration:

- His or her ability to work as part of a team with other NGO PCB delegate's representatives' and with the broader community of NGOs, CBOs and groups of people living with HIV.
- His or her actual involvement in the AIDS response in their country or region of residence.
- His or her availability to fulfill the mandate, namely the time that must be allocated to NGO PCB Delegation's functions and responsibilities.
- He or she must be a resident in a country of the region.

The representative of nominated candidate organizations should possess the following qualifications:

- Ability to operate in written and spoken English.
- Ability to think and work strategically.

Candidate organizations must take in consideration, when choosing their representatives that a gender and HIV status balance must be reached in the NGO PCB Delegation.

### **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 NGO PCB Delegation.

The period of service of NGO PCB 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 NGO PCB 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 NGO PCB 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 NGO PCB 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.
- If 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 NGO PCB delegation, as a result of resignation or termination from the NGO PCB delegation appointment before their term is completed, the NGO PCB 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 NGO PCB 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 NGO PCB delegation, as a result of either leaving their organization, termination, or resigning from the NGO PCB delegation appointment before their 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 NGO PCB 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 NGO PCB delegation, as a result of either leaving their organization, termination, or resigning from the NGO PCB delegation appointment before their 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.