



UNAIDS PCB Bureau introductory meeting

MEETING SUMMARY

DATE: Tuesday 8 January 2019

PARTICIPANTS

PCB Bureau: Mr Yang Xiaochen (China: representing the Chair); MS Julia Martin and Tracy Carson and (United States of America: representing the Vice-Chair); Mr Dmitry Nikalayenia (Belarus: representing the Rapporteur); Ms Alessandra Nilo and Mr Jonathan Gunthorp (representing the PCB NGO Delegation); and Ms Elisabeth Benomar and Ms Anneka Ternald Knutsson (UNFPA: representing UNAIDS Cosponsors).

UNAIDS Secretariat: Ms Gunilla Carlsson, Deputy Executive Director of Management and Governance, Mr Morten Ussing, Director Governance and Multilateral Affairs and Ms Samia Lounnas, Senior Governance Advisor, Governance and Multilateral Affairs.

WHO (attended the first part of the meeting for an announcement with regard to the 2019 Cosponsor Bureau representation): Mr. Gottfried Hirnschall, Director, Department of HIV and Global Hepatitis Programme

MEETING AGENDA

1. Introduction of 2019 PCB Bureau members
2. Discussion of the 2019 PCB Bureau workplan
3. Any other business

SUMMARY

Opening remarks from the PCB Bureau Chair

Mr Yang Xiaochen, representing the PCB Chair, welcomed participants to the introductory meeting of the 2019 PCB Bureau. He informed the PCB Bureau that the first regular meeting of the 2019 PCB Bureau for decision making is confirmed to take place on 30th January with the participation of the delegation from Beijing.

The Chair recalled that the UNAIDS Programme Coordinating Board (PCB) is a relatively small but effective Board. He emphasized that the PCB is unique in the UN system with its representation of the UN cosponsoring organizations and very importantly civil society on it.

He noted that 2018 became a complex and busy year for the PCB with strong engagement of the PCB Bureau to facilitate the work of the Board. 2019 would also be a complex year with a number of very important processes to manage. Some of the experience from 2018 might be helpful in this regard.

He added that the 2019 PCB Bureau also assumes its work at a time where the response needs political solutions more than ever to be able to scale up what we know works in the AIDS response and make sure that evidence-based HIV services can reach all populations. UNAIDS is key to political solutions as many Board members also stressed when the PCB met in December 2018.

The members of the PCB Bureau agreed that UNAIDS needs to continue to be strong and the Bureau would facilitate governance processes for the PCB to exercise its functions in an effective manner, including the Board's role in ensuring a smooth and transparent leadership transition through the selection of the next UNAIDS Executive Director, recalling that the PCB had asked for the immediate initiation of that process.

The Bureau members adopted the agenda and agreed to discuss and get a common understanding of the priorities of the 2019 workplan of the PCB Bureau, as well as the processes and timelines of the PCB working group on the implementation of the UNAIDS management response to the Independent Expert Panel (IEP) report and the selection process of the next UNAIDS Executive Director.

1. Introduction of the 2019 PCB Bureau members

The Chair introduced the members of the PCB Bureau 2019 noting the diversity and the representativity of the Bureau of 5 regions including Member States: Asia, Eastern Europe, WEOG), and Africa and Latin America with the NGOs as well as 4 UN languages.

The Chair congratulated the United States, as the incoming Vice-Chair and welcomed Ms. Julia Martin and Ms. Tracy Carson representing the United States.

He further congratulated Belarus, as the incoming Rapporteur and welcomed Mr. Dmitry Nikalayenia representing Belarus.

The Chair also welcomed Ms. Alessandra Nilo, General Coordinator, GESTOS-HIV, Communication and Gender and Mr. Jonathan Gunthorp, Executive Director, SAT Regional Office representing the PCB NGO delegation.

The Chair then gave the floor to Mr. Gottfried Hirsenschall, Director, Department of HIV and Global Hepatitis Programme, WHO. Mr. Hirsenschall informed that the Director General of WHO had decided for WHO not to take on the Chairmanship of the Committee of Cosponsoring Organizations (CCO) this year in light of WHO's role as provider of a number of administrative services to UNAIDS Secretariat, of which some will be under discussion on the 2019 PCB agenda. Mr Hirsenschall stressed that WHO remains fully committed to the UN Joint Programme and the Global AIDS response.

With the 2018 Chairmanship of UNHCR, the latest full round of the 11 Cosponsors chairing the CCO had come to an end. Having started as Chair in the last round in 2008, it was anticipated that WHO would chair the CCO in 2019. However, building on the practice where a cosponsor had previously asked to defer its CCO Chairmanship (in 2010 and 2017), the Executive Director of UNFPA, Ms Natalia Kanem, has agreed to take this role forward in 2019.

Further to this announcement, the Chair welcomed Ms Elisabeth Benomar, Global Coordinator HIV/AIDS, Sexual and Reproductive Health Branch and Ms Anneka Ternald Knutsson, Chief, Sexual and Reproductive Health Branch, UNFPA representing the Chair of the CCO. Both reaffirmed the full commitment of UNFPA to the AIDS response, the Joint Programme and the work of the PCB Bureau.

Finally, the Chair thanked Ms Gunilla Carlsson, UNAIDS Deputy Executive Director, and her team for the preparation of the Bureau meetings and for the briefings and material. Ms Carlsson thanked and welcomed the members of the PCB Bureau and reiterated the full commitment of her office and her team to support the Chair and the PCB Bureau in their work and very important deliverables in 2019.

The Chair then moved to the discussion of the proposed workplan of the PCB Bureau for 2019 which had been shared with the Bureau members. The Chair asked the Secretariat to introduce the different work streams of the 2019 PCB Bureau workplan.

2. Discussion of the 2019 PCB Bureau workplan

Mr Ussing started by welcoming the new Bureau members for 2019. He confirmed that 2019 is an extremely important and complex year for the governance of the Joint Programme with many priorities and deliverables as outlined in the 2019 workplan of the PCB Bureau.

The Secretariat noted that this introductory meeting of the Bureau was scheduled very early in the year to allow due process in initiating complex processes that would require consultations with all PCB members in line with the rules and procedures in the UNAIDS modus operandi. He indicated that the diversity and representativity of the PCB Bureau this year would help in the outreach and regular information sharing with Member States regional groups, as well as the NGO constituency and the UNAIDS Cosponsors through the Chair of the CCO.

The Secretariat explained that the 2019 workplan (Annex1) that was shared with the PCB Bureau contains three tables for today's discussion.

Table1 (annex 1): Draft workplan of the PCB Bureau for 2019

Table2 (annex 2): Draft timeline for the PCB working group on the implementation of the UNAIDS management response to the IEP report (as a basis for the Bureau's discussion)

Table3 (annex 3): Draft timeline for the selection process of the next UNAIDS Executive Director based on example of the process followed in 2008 (as a basis for the Bureau's discussion)

Draft workplan of the PCB Bureau for 2019

The Bureau discussed the priority actions and expected outcomes in the draft 2019 PCB Bureau workplan and requested the Secretariat to provide support and preparatory background documents on the following key events. It was agreed by the PCB Bureau that the implementation of the 2019 workplan requires consideration of the sense of urgency on many of the important expected deliverables and therefore several options on the way forward were considered during the meeting. Final decisions will be made at the 30th January meeting with the participation of the representative of the PCB Chair from Beijing.

➤ **Establishment of a working group on the implementation of the UNAIDS management response to the IEP report**

The Secretariat recalled that this action in the 2019 draft workplan of the PCB Bureau responds to decision point 5.14 of the 43rd PCB meeting “*Decides* to establish a working group of the PCB to oversee the immediate implementation of the management response and to further review the conclusions and recommendations contained in the IEP report, and the management response, proposing options to the next PCB meeting, for strengthening the PCB’s monitoring and evaluation role on the UNAIDS Secretariat with the view of ensuring zero tolerance against harassment, including sexual harassment, bullying and abuse of power at the UNAIDS Secretariat.”

The PCB Bureau requested the Secretariat to prepare draft terms of reference, including composition modalities and process for the working group based on previous experiences (example: PCB working group on UBRAF, PCB working group on AIDS post 2015) and share these with the PCB Bureau for review and inputs ahead of the meeting on 30th January for consideration and approval by the Bureau. The terms of reference would subsequently be shared with all PCB members electronically for comments and approval.

Further to the approval of the terms of reference on 30th January, the PCB Bureau noted the urgency to issue a call to PCB members to express interest to be part of the working group and to have meetings of the working group as indicated in table 2 (annex 2). The Secretariat informed that one PCB member has already expressed interest in being part of the working group. The minimum expected objective of the working group is to deliver a report in response to the decision point to the 44th PCB meeting in June 2019. It is expected that the report of the working group would provide recommendations and a proposed way forward on the long-term mechanism to be established and institutionalized at UNAIDS Secretariat for oversight and reporting on human resources management. Additionally, it is anticipated that working group will be able to contribute to the discussion of the report at the Special Session of the PCB (March 2019) and will develop a process for oversight of the implementation of the UNAIDS Secretariat management response to the report.

➤ **Special Session of the PCB (March 2019)**

The Secretariat recalled that this meeting responds to decision 5.13 of the 43rd PCB meeting: “*Decides* that, at a special session of the PCB no later than March 2019, the PCB after complete consideration of the IEP report may elect or choose to bring specific recommendations to the attention of the UN Secretary-General.”

The Secretariat indicated that in accordance with the rules of procedures in the UNAIDS modus operandi, the agenda of the Special session of the PCB meeting should be posted 60 days before the date of the meeting and invitations to PCB members issued immediately thereafter.

The Secretariat also informed of the availability of the Executive Board (EB) room of WHO, which remains the most cost-effective venue for PCB meetings. The EB Room is not available in the last part of March but on 1 and 2 April only.

The PCB Bureau agreed that it would decide at its meeting on 30th January on the agenda and final date and venue of the Special Session of the PCB. The Bureau requested the Secretariat to provide a costed overview over other possible venues for the special session for the last week of March while retaining the April option of the EB Room.

The PCB Bureau further discussed options for the content of the meeting noting that the expected outcome is to have decisions on the way forward on management of harassment, bullying and abuse of authority at UNAIDS Secretariat based on the recommendations in the IEP report, the UNAIDS management response and the Staff Association report. It was discussed whether the UNAIDS Management Action Plan could inform the debate of the meeting. As noted in the above section, it is anticipated that the efforts of the working group established to review the IEP report in detail and oversee the implementation of the management response will inform the content of the Special Session.

➤ **Selection Process of the next UNAIDS Executive Director**

The Secretariat recalled that this key action in the draft workplan of the PCB Bureau for 2019 responds to decision 3.2 of the 43rd PCB meeting: “Calls for the immediate initiation of the selection process for the next UNAIDS Executive Director.”

In view of the very tight timeline, the PCB Bureau agreed that it is critical to initiate discussions on the process and therefore discussed options for the establishment of the Search Committee. The PCB Bureau also agreed that while the selection process followed in 2008 (table 3 in annex 3) remains a solid reference and basis for drafting the current process, it is essential to update it taking in consideration the lessons learned and the current context of the epidemic.

The PCB Bureau recalled that the next UNAIDS Executive Director would be appointed by the UN Secretary-General upon recommendation of the CCO following consultation with member states and other interested parties.

The PCB Bureau discussed the following options for the establishment of the Search Committee for which the final decision will be made at the meeting of the PCB Bureau on 30th January. During that meeting, the PCB Bureau would also discuss and agree the terms of reference and timeline for the selection process of the next UNAIDS Executive Director.

- **Option 1:** A fast track approach with the constituencies in the Bureau as de facto members of the Search Committee representing their regional group and their constituency and a call to be sent by the Chair of the PCB to the remaining two regions (Latin America and Africa) to designate a representative for each.
- **Option 2:** a call to be sent to PCB members to designate a member for each of the 5 regions for Member States and 2 for the PCB NGOs, as well as the Cosponsors.
- The Bureau asked UNFPA representing the Chair of the CCO to check with the Cosponsors whether a more limited number of Cosponsors on the Search Committee would be agreeable than the 4 that were on the 2008 Search Committee, considering that the Chair of the Search Committee would be providing the report to the Chair of the CCO, and that the Secretary-General would make the appointment upon the recommendation of the CCO.

In view of the very tight timeframe, the members of the PCB Bureau proposed to informally consult next week with Board constituencies to seek guidance on the composition of the Search Committee and the above-mentioned options.

The PCB Bureau requested the support of the Secretariat to draft the process and terms of reference of the Search Committee in view of sending to all Board members for approval with a call for members immediately after the Bureau meeting of the 30th January.

The Secretariat also presented the actions in the draft 2019 workplan of the PCB Bureau related to the preparation of the 44th and 45th PCB meetings. The review of the follow-up to the decision points of the 43rd PCB meeting and previous PCB meetings in preparation of

the 44th PCB meeting in June 2019 will be discussed during the first regular meeting of the PCB Bureau on 30th January.

Finally, the Secretariat informed the Bureau that the draft 2019 workplan of the PCB Bureau will be amended later in the year to include two important events involving the PCB Bureau which are the 2019 ECOSOC Resolution on the Joint Programme, as well as the 2019 PCB Field visit. Timing of these are not determined at this point in time.

[Annexes follow]

ANNEX 1

Table 1: Inter-sessional periods for the preparation of the Special session of the PCB; the 44th (25-27 June 2019) and 45th (10-12 December 2019) Programme Coordinating Board meetings

Governance Key Event (44th PCB meeting, special session of the PCB and selection process of ED)	Timeframe 2019												Main expected outcomes			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Introductory meeting of the 2019 PCB Bureau	2nd week Jan.															• Bureau discusses and agrees its 2019 annual workplan
Regular meeting of the PCB Bureau	January 30th															<ul style="list-style-type: none"> • Bureau agrees date, venue and agenda of the special session of the PCB; • Bureau agrees agenda items for the 44th PCB meeting with further approval of the draft annotated agenda of the 44th PCB meeting ; • Bureau reviews and approves the terms of reference of working group and timeline on the implementation of the management response to the IEP report •Bureau reviews and approves the process and timeline for the selection of the next UNAIDS EXECED and the terms of reference of the search committee
Four meetings of the PCB Working Group on the implementation of the management response to the IEP report		1st week Feb.	1st week March													See separate sheet for proposed timeline and process
Induction session on UNAIDS Governance related issues for new Board members and other Missions focal persons		1st week Feb.														Geneva based Missions focal persons informed by the Secretariat on key UNAIDS Governance issues including PCB meetings in 2019
Third meeting of the PCB Bureau			March 22nd													Finalisation of preparations for the Special session of the PCB
Pre-Special session of the PCB briefing for un Missions			4th week of March													Missions focal persons briefed on the special session of the PCB
Two meetings of the search committee for the selection process of the UNAIDS Executive Director			2nd week of March	2nd week of April												See separate sheet for proposed timeline and process
Special session of the PCB (26 March proposed date - EB Room not available that week but 1 or 2 April)			26-Mar	1st or 2nd April												Decisions on way forward on management of harassment, bullying and abuse of authority at UNAIDS Secretariat
Three meetings of the PCB working group to prepare the thematic segment of the 44th PCB meeting on <i>Delivering on SDG3: Strengthening and integrating comprehensive HIV responses into sustainable health systems for Universal Health Coverage</i>			Mar.	Apr.	May											<ul style="list-style-type: none"> • The PCB working group agrees on its terms of reference and timeline • The PCB working group discusses and provides inputs to the draft annotated outline of the background note for the thematic segment • The PCB working group agrees on the launch of the call for case studies on the theme The PCB working group discusses and provides inputs to draft background note • The PCB working group discusses and provides inputs to the draft agenda of the day.
Meeting of the Committee of the Cosponsoring Organisations (CCO)																• Discuss key agenda items at the 44th PCB meeting
Fourth meeting of the PCB Bureau					3rd week May											• Bureau to receive brief updates on key agenda items at the 44th PCB meeting
Pre-44th Programme Coordinating Board briefing for Missions						Mid-June										• Missions focal persons briefed on key agenda items at the 44th PCB meeting
44th Programme Coordinating Board meeting						25-27 June										• The Board to approve Decisions on key agenda items
Governance Key Event (45th PCB meeting)	Timeframe 2019												Main expected outcomes			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Call for proposal of themes 46th and 47th PCB meetings																Call for proposals of themes for the 46th and 47th PCB meetings sent to PCB constituencies
Fifth meeting of the PCB Bureau (first to prepare the 45th PCB meeting - if possible back to back with 43rd PCB)							1st week of July	or 4th week Aug.								Bureau agrees on agenda items for the 45th PCB meeting with further approval of the draft annotated agenda of the 45th PCB meeting
Three meetings of the PCB working group to prepare the thematic segment of the 45th PCB meeting Reducing the impact of AIDS on children and youth								Aug.	Sep.	Oct.						<ul style="list-style-type: none"> • The PCB working group agrees on its terms of reference and timeline • The PCB working group discusses and provides inputs to the draft annotated outline of the background note for the thematic segment • The PCB working group agrees on the launch of the case studies on the theme The PCB working group discusses and provides inputs to draft background note • The PCB working group discusses and provides inputs to the draft agenda of the day.
Sixth meeting of the PCB Bureau										2nd week of Oct.						Bureau to receive brief updates on key agenda items at the 45th PCB meeting
Meeting of the Committee of the Cosponsoring Organisations (CCO)																Discuss key agenda items at the 45th PCB meeting
Pre-45th Programme Coordinating Board briefing for Missions											mid Nov.					Missions focal persons briefed on key agenda items at the 45th PCB meeting
45th Programme Coordinating Board meeting												10-12 Dec.				The Board to approve Decisions on key agenda items

Required attendance of the Chair
Recommended attendance of the Chair
Optional attendance of the Chair
Not applicable



ANNEX 2

Table 2: Timeline Working Group on Implementation Management Response to IEP report

Key Action	Timeframe 2019												Main expected outcomes	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Call to be part of the WG with draft terms of reference prepared by the PCB Bureau														<ul style="list-style-type: none"> Establish a multistakeholder Working Group
First meeting of the WG														<ul style="list-style-type: none"> Discuss and agree priorities and the proposed timeline of the WG Discuss and agree on approach, methodology and modalities of the review as well as the division of labour among members of the WG
Second meeting of the WG														<ul style="list-style-type: none"> Review the first draft of the report and agreement of way forward
Third meeting of the WG														<ul style="list-style-type: none"> Review of the second draft report
Fourth meeting of the WG														<ul style="list-style-type: none"> Review of the final report
44th PCB meeting (25-27 June)														<ul style="list-style-type: none"> Presentation of the report and recommendations to the PCB

ANNEX 3

Table 3: Draft timeline selection process of ED based on example of the process followed in 2008

Key actions	Timeframe 2019											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Chair of PCB invites proposals for membership of the Search Committee.												
Deadline for submission of names for Search Committee												
Conclusion of consultations as necessary with constituency groups. Composition of Search Committee is announced and transmitted by electronic means to PCB constituencies												
First meeting of Search Committee												
Call for nominations and applications; to include advertisements in international media												
Deadline for submission of nominations and applications												
Second meeting of Search Committee to review and establish a short list												
Short list of candidates sent to the PCB for consideration. The Search Committee will then send the list to the CCO Chair together with any comments and recommendations of the PCB												
CCO to consider the list of nominations and to interview short-listed candidates, as desired												
CCO to send formal nomination to UN Secretary General												