

ELECTION OF OFFICERS

Additional documents for this item:

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

See draft decision points in the paragraphs below:

8. *Elects* Namibia as the Chair, Thailand as the Vice-Chair and the United States of America as the Rapporteur for the period 1 January to 31 December 2021 and *approves* the composition of the PCB NGO Delegation.

Cost implications for the implementation of the decisions: none

1. In accordance with the Modus Operandi of the Programme Coordinating Board (paragraph 22), the Board is expected to elect from among its members, and States elected as members as of 1 January 2021, a Chair, a Vice-Chair and a Rapporteur.
2. The Modus Operandi foresees the Programme Coordinating Board to elect the current Vice-Chair, Namibia, to the position of Chair for a term starting on 1 January 2021. This meeting of the Programme Coordinating Board must also elect a Vice-Chair and a Rapporteur for a term of one year starting on 1 January 2021.
3. In doing so, the attention of the Programme Coordinating Board is drawn to paragraph 22 of the Modus Operandi which states that: *“Officers will be elected taking into account a fair geographical distribution.”*
4. Under the provisions of the Modus Operandi, the following Member States will be eligible for election as an officer of the Board on the basis that they will be members starting 1 January 2021:

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|-----------------------------|------------------------------|
| 1. Belarus | 12. Japan |
| 2. Brazil | 13. Kenya |
| 3. Cameroon | 14. Liberia |
| 4. Canada | 15. Luxembourg |
| 5. China | 16. Namibia |
| 6. Denmark | 17. Russian Federation |
| 7. El Salvador | 18. Switzerland |
| 8. France | 19. Thailand |
| 9. Guyana | 20. Tunisia |
| 10. India | 21. United Kingdom |
| 11. Iran (Islamic Republic) | 22. United States of America |

5. In accordance with the Modus Operandi (paragraph 22), a written statement of interest is required to be elected as an officer. The Secretariat has received a statement of interest from Thailand for the office of Vice-Chair on 17 December 2020. The Secretariat has also received such a statement of interest from the United States of America on 20 November 2020 for the office of Rapporteur.
6. In accordance with paragraph 2b of the Annex of ECOSOC Resolution 1995/2:

“(b) The process of identification of the non-governmental organizations that sought to participate in the work of the Board would be determined by the non-governmental organizations themselves. The Board would formally approve the nomination of those organizations;”

7. Summary of NGO election process

The Communication and Consultation Facility (CCF), together with the Orientation, Accountability and Recruitment (OAR) Working Group of the NGO Delegation, manages the annual process of recruiting incoming Delegates to fill in the slots vacated by outgoing Delegates. The process of the selection is as follows:

1. Determination of Vacancies

For 2020, there was one outgoing NGO Delegate (Asia-Pacific) finishing his third year, while two Delegates volunteered to conclude their two-year term and not apply for a third year extension (North America and Africa). Following this process, the Delegation confirmed a total of three vacancies to serve the term from 2021-2022.

2. Call for Applications

A call for applications was broadly circulated from August 25 to September 25. The CCF opened an online submission form and provided access to NGO Delegation documents such as the *PCB NGO Delegation Terms of Reference* and the *PCB NGO Delegation Vision, Mission, Principles and Code of Conduct*.

The call for Africa concluded on the deadline, while the call for Asia-Pacific and North America was extended until October 16.

CCF disseminated the recruitment information through the NGO Delegation's global civil society email list-serve, website, regional civil society platforms and its social media pages such as Facebook and Twitter. The call was reposted in various CS electronic list-serves and social media pages of international and regional organizations, including those affiliated with the NGO Delegates. A total of 21 applications were received from the three regions (15 from Africa; 3 from North America and 3 from Asia-Pacific).

3. Assessment for Eligibility

Applications were received for all three regions and assessed for eligibility by the CCF. This entailed checking the application form and ensuring that all required documents such as support letters, organizational statement and personal statement were submitted along with the application form. The assessment also entailed verifying information on the profile of the applicants including their residence and place of work, in order for them to qualify in the region they were applying from.

4. Rating and shortlisting the applicants

The NGO Delegates undertook a shortlisting process from October 17-23 via a survey monkey to enable Delegates to rate each applicant against the questions on the survey. This survey instrument was reviewed by the OARWG prior to being administered. The CCF then collated all the scores and submitted the results to the OARWG, who then came up with the shortlisted Delegates, four from Africa, three from North America and two from Asia-Pacific, to be interviewed. The full Delegation then met to confirm the shortlist and approve the conduct of the interviews.

5. Telephone interviews

While the shortlisting process was underway, OAR and CCF constituted the interview panels. An Interview panel is composed of a Delegate from the region being recruited for, a Delegate from another region and an external CS representative from the region, who will participate in all of the telephone interviews with the short-listed applicants in the respective region.

CCF, along with OARWG, reviewed the questions to streamline it to fit into a one-hour interview. The interviews were scheduled from November 11-13. The panels deliberated

immediately after the interviews and agreed on their recommended applicant. The external CS panelists were also requested to submit their recommendations in writing to CCF as part of documentation. On November 16, the full Delegation convened to undertake the selection of the incoming delegate based on the panel recommendations and further deliberation. A consensus was reached on the selection of the incoming delegates taking into consideration the overall balance and parity in the Delegation in terms of sub-regional, gender, age, and key population representation, as well as the skills, competencies and expertise they will bring into the Delegation.

Accordingly, the Programme Coordinating Board is requested to approve the new members of the Programme Coordinating Board NGO delegation for 2021 as follows:

Asia Pacific

Indian Drug Users Forum represented by Charanjit Sharma

North America

Committee for Accessible AIDS Treatment represented by Maureen Owino

Africa

African Girl Child Development and Support Initiative represented by Iwatutu Joyce Adewole

The following criteria was used for the selection:

1. The applicant has solid work experience in the area of HIV/AIDS and can demonstrate understanding of key issues. Key issues can include human rights, policy and legal environments, sustainable financing, stigma and discrimination, universal access to HIV prevention, treatment, care and support, gender and sexuality, civil society spaces and engagement, SDGs, etc.
2. The applicant shows understanding of, sensitivity towards, and experience working with or representing key populations and other vulnerable groups in their region.
3. The applicant demonstrates clear communication skills and advocacy experience in English, and the ability to work at regional and international levels, including global boards, civil society delegations etc. This includes writing skills, presentations, speaking roles, and past experience in diplomacy and negotiations, including work in culturally diverse teams.
4. The applicant demonstrates clear ability to analyze policy and provide substantial input on documents that the NGO Delegation may be required to review.
5. The applicant demonstrates understanding of the context of, connections to, and the ability to represent their region. This includes experience working in the region, ties to local and regional NGOs, role of his/her own organization in the region, language skills in the local context, and technological resources to adequately reach out and consult with regional constituencies.

6. The applicant has the skills, tools and organizational capacity to devote enough time to perform the work of the NGO Delegation. This includes having a strong organizational back-up and support, including access to communication facilities, especially a stable internet connection.
7. The applying organization demonstrates credible HIV programme and advocacy work, outreach and connections with key populations in the region and capacity to provide support to their nominated applicant. This includes track record in engagement in regional and/or global advocacy with Member States and UN agencies; active outreach and partnerships with or representation of regional and/or global key population networks; facility to enable constituency engagement; and, capacity to provide administrative, programmatic and logistical support to their applicant.
8. The Programme Coordinating Board is invited to elect officers for the period 1 January to 31 December 2021 and approve the composition of the PCB NGO delegation.

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