

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:

29. The Programme Coordinating Board is invited to *elect* Germany as the Chair, Kenya as the Vice-Chair and Brazil as the Rapporteur for the period 1 January to 31 December 2023 and *approves* the composition of the PCB NGO Delegation.

Cost implications for the implementation of the decisions: none

Introduction

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 2023, a Chair, a Vice-Chair and a Rapporteur.
2. The Modus Operandi foresees the Programme Coordinating Board to elect the current Vice-Chair, Germany, to the position of Chair for a term of one year starting on 1 January 2023. 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 2023.
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 2023:

- | | |
|------------------------|------------------------------|
| 1. Australia | 12. Iran (Islamic Republic) |
| 2. Belarus | 13. Japan |
| 3. Botswana | 14. Kenya |
| 4. Brazil | 15. Libya |
| 5. Cameroon | 16. Netherlands |
| 6. China | 17. Norway |
| 7. Côte d’Ivoire | 18. Russian Federation |
| 8. Dominican Republic | 19. Switzerland |
| 9. Germany | 20. Thailand ² |
| 10. Guyana | 21. United Kingdom |
| 11. India ¹ | 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. On Wednesday 30th November 2022, the Secretariat received an expression of interest from Kenya for the position of Vice Chair. On Monday 12th December 2022, The Secretariat received an expression of interest from Brazil for the position 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;”

¹ Outgoing PCB Member State as of 31 December 2022. List of the final 2023 PCB composition will be updated following elections by the ECOSOC in early 2023.

² *ibid*

Summary of the PCB NGO election process

7. 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. OAR also manages the accountability processes within the Delegation when Delegates are unable to perform their duties and need to be replaced. Both processes of selection and replacement are as follows:

A. Determination of Vacancies

8. In 2022, there was one outgoing NGO Delegate (Latin America & Caribbean) finishing his third year. One other Delegate was also exiting: she finished a two-year term (Africa). Following this process, the Delegation confirmed a total of two vacancies to serve the term from 2023-2024.

B. Call for Applications

9. The CCF reviewed and further improved the online forms and requirements for applying Delegates. A call for applications was broadly circulated from August 17 - September 16, 2022. 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*.
10. Due to limited applications received in the initial application period, the call for applications was extended in all regions until September 30.
11. 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. Delegates were also asked to recruit among their networks in their respective regions. The call was reposted in various civil society electronic list-serves and social media pages of international and regional organizations, including those affiliated with the NGO Delegates. A total of eleven applications were received from the two regions.

C. Assessment for Eligibility

12. All applications received were 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. CCF also reviewed the supporting documents to check whether the information contained met the requirements, especially if the statements came from appropriate entities, e.g. national networks or regional networks. One application from Africa was not eligible and therefore excluded from the next step in the selection process.

D. Rating and shortlisting the applicants

13. The Delegation undertook shortlisting for both regions. The top three shortlisted candidates for both regions were selected to be interviewed by the respective interview panels for Africa and Latin America & Caribbean.

E. Composition of interview panels

14. During the application period, 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. In case a Delegate knew one of the candidates being interviewed, the interview panel composition was altered in order to not have a conflict of interest.

F. Interviews shortlisted applicants

15. The interviews were scheduled from October 17 - 25. The panels deliberated immediately after the interviews and agreed on their recommended applicant. The external CS panelists were required to submit their recommendations in writing to the CCF as part of documentation. The chair of each panel wrote a short summary of the deliberation of the interview panel to be shared with the full Delegation. On October 28, the full Delegation convened to undertake the selection of the incoming delegates based on the interview panel's recommendations and further deliberation.

G. Final consideration by the NGO Delegation

16. Because both regions had several good candidates, the Delegation took careful consideration of the situation and needed competencies of the Delegation for 2023. Thus, the Delegation paid special attention to candidates who had more technical expertise, experience, and track record, especially in policy analysis and advocacy in regional and global platforms. After thorough deliberation, consensus was reached on the selection of the incoming delegates. The overall balance and parity in representation in terms of sub-regional, HIV status, gender, age, and key population representation, as well as the skills, competencies, and expertise they will bring into the Delegation, were taken into consideration.

H. Standard term for serving as an PCB NGO Delegate

17. Delegates can serve up to three years as representative of an NGO in in the PCB NGO Delegation. The official appointment of an NGO as a member of the PCB NGO Delegation is for a term of two years.
18. An extension of this two-year term with a third year to serve as delegate is granted by the full Delegation in case the Delegation thinks the delegate representing the NGO is a very valuable part of the PCB NGO Delegation. This extension is solely based on personal merit and accomplishments by the delegate. The decision to grant a third extension is a taken each year in August in order to determine how many recruitment processes need to be initiated.

I. Replacement processes for delegates that are unable to perform their duties

19. Should delegates experience (temporary) challenges with performing their duties as members of the PCB NGO Delegation, OAR intervenes. OAR will get in touch with this delegate to determine if this is a temporary matter or if it's structural.

20. In case the delegate and OAR foresee that the incapacitation lasts for several months to possibly the rest of the term of the appointment, OAR firstly asks the NGO represented by the delegate, to put forward an alternate delegate. This alternate delegate will formally be approved by the full Delegation. Should the NGO not be able to put forward an alternate delegate, the seat in the PCB becomes vacant and CCF will initiate a new recruitment process.
21. Replacing a delegate from an NGO is only possible within the first two years of the term of that NGO. Should a delegate that has been granted an extension to serve as member of the PCB NGO Delegation for a third year become unfit for duty, the seat of that organisation in the PCB becomes vacant because this third-year extension was granted solely based on the personal qualifications of that delegate.

J. PCB NGO Delegation's replacements of delegates

22. The past few years, due to COVID, have been very challenging and stressful for PCB NGO Delegates. This led to several premature terminations of membership of delegates of PCB NGO Delegation in the years 2020 and 2021. In 2022, there were two NGO delegates (Europe and Asia Pacific) that experienced several challenges in their personal lives in combination with the workload that comes with the duties of being an PCB NGO delegate.
23. The Europe delegate, Ms. Dinah Bons, representing Trans United Europe, was serving in her first year as member of the PCB NGO Delegation. The Asia Pacific delegate, Mr. Charan Sharma, representing the Indian Drug Users Forum, was serving in his second year and was granted a third-year extension on 16 August 2022. OAR has been in touch with both Delegates and consulted the NGO's represented by the delegates.
24. The Europe delegate became unfit for duty in the summer of 2022. Trans United Europe was able to put forward an alternate delegate in the person of Ms. Erika Castellanos.
25. The Asia Pacific delegate, Mr. Charan Sharma, became unfit for duty over the last few weeks of October. Due to time constraints a recruitment process to find a new Asia Pacific Delegate could not be initiated and finished before the start of the 51st PCB meeting. This means that this seat is now vacant and that the alternate Asia Pacific Delegate Mr. Midnight Poonkasetwattana is now the only Asia Pacific Delegate.

K. New composition of the PCB NGO Delegation (2022 / 2023)

26. The full PCB NGO Delegation decided on 8 November to terminate the membership of the Indian Drug Users Forum, represented by Mr. Charan Sharma, as member of the PCB NGO Delegation. The PCB NGO Delegation also decided to replace Ms. Dinah Bons with Ms. Erika Castellanos, as proposed by her organisation, with immediate effect.
27. Accordingly, the Programme Coordinating Board is requested to approve the new members of the NGO delegation for 2023 as follows:

Latin America & Caribbean

Jamaica AIDS Support for Life, represented by Xavier Hernandez Biggs

Africa

SRHR Alliance Uganda, represented by Martha Clara Nakato

Europe

Trans United Europe, represented by Erika Castellanos

28. The following criteria was used for the selection:

- a. 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, gender and sexuality (including a non-binary approach), COVID-19 and other global health issues, civil society spaces and community-led engagement, and SDGs, among others.
- b. The applicant shows understanding of, sensitivity towards, and experience working with or representing key populations and other vulnerable groups in their region.
- c. The applicant demonstrates clear communication skills and advocacy experience in English, and the ability to work at regional and international levels, including global boards and civil society delegations. This includes writing skills, presentations, speaking roles, and past experience in diplomacy and negotiations, including work in culturally diverse teams.
- d. The applicant demonstrates a clear ability to analyze policy and provide substantial input on documents that the NGO Delegation may be required to review.
- e. 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.
- f. 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.
- g. 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.

Draft decision points:

29. The Programme Coordinating Board is invited to *elect* Germany as the Chair, Kenya as the Vice-Chair and Brazil as the Rapporteur for the period 1 January to 31 December 2023 and *approves* the composition of the PCB NGO Delegation.

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