

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* Kenya as the Chair, Brazil as the Vice-Chair and Netherlands as the Rapporteur for the period 1 January to 31 December 2024 and *approve* 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 2024, a Chair, a Vice-Chair and a Rapporteur.
2. The Modus Operandi foresees the Programme Coordinating Board to elect the current Vice-Chair, Kenya, to the position of Chair for a term of one year starting on 1 January 2024. 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 2024.
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 2024:
 1. Australia
 2. Belarus
 3. Botswana
 4. Brazil
 5. Burundi
 6. Cambodia
 7. China
 8. Côte d’Ivoire
 9. Dominican Republic
 10. Finland
 11. France
 12. India
 13. Iran (Islamic Republic)
 14. Japan
 15. Kenya
 16. Libya
 17. Mexico
 18. Netherlands
 19. Russian Federation
 20. Sweden
 21. United Kingdom
 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 7 November 2023, the Secretariat received an expression of interest from Brazil for the position of Vice Chair. On 14 November 2023, the Secretariat received an expression of interest from Netherlands 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;”

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:

Determination of Vacancies

8. In 2023, seven delegates were eligible to continue for a third year in the NGO Delegation. One delegate chose not to continue for a third year. The delegation members assessed the remaining eligible delegates for an extension of the term of service. Five of these delegates were granted a third-year extension in line with the maximum term of service conforming to ECOSOC resolution 1995/2. Following this process, the NGO Delegation confirmed a total of two vacancies to serve the term from 2024 to 2025.

Call for Applications

9. The CCF and the OAR working group reviewed and improved the online forms and requirements for applying for delegates. A call for applications was broadly circulated from 16 August 2023 to 20 September 2023. 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 9 October.
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 X. 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 14 applications were received.

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.

Rating and shortlisting the applicants

13. The Delegation undertook shortlisting for both regions. The top three shortlisted candidates were selected to be interviewed by the respective interview panels for European and North American regions.

Composition of interview panels

14. During the application period, OAR and CCF constituted the interview panels. An Interview panel comprises a delegate from the region being recruited, a delegate from another region, and an external civil society representative from the region, who will participate in all online interviews with the short-listed applicants in the respective region.

Interviews shortlisted applicants

15. The interviews were scheduled from 2 November to 7 November 2023. The panels deliberated immediately after the last 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 the 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 8 November, the full delegation convened to select the incoming delegates based on the interview panel's recommendations and further deliberation.

Final consideration by the NGO Delegation

16. The Delegation took careful consideration of the situation and needed competencies of the Delegation for 2023. Thus, the Delegation paid special attention to candidates with more technical expertise, experience, and track record, especially in policy analysis and advocacy on 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 considered.

Standard term for serving as an PCB NGO Delegate

17. Delegates can serve up to three years as a representative of an NGO 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 taken each year in August after a comprehensive assessment to determine how many recruitment processes need to be initiated.

New composition of the PCB NGO Delegation (2024 / 2025)

19. The PCB NGO Delegation met to make the final selection of candidates on 8 November 2023. Accordingly, the Programme Coordinating Board is requested to approve the new members of the NGO Delegation for 2024 as follows:

Europe

Frontline AIDS, represented by Ms. Fionnuala Murphy

North America

LetsStopAIDS, represented by Mr. Shamin Mohamed Jr.

20. 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

21. The Programme Coordinating Board is invited to *elect* Kenya as the Chair, Brazil as the Vice-Chair and Netherlands as the Rapporteur for the period 1 January to 31 December 2024 and *approve* the composition of the PCB NGO Delegation.

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