

# 51<sup>ST</sup> MEETING OF THE PCB

## REPORT PREPARED BY THE PCB BUREAU

**Additional documents for this item:**

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

See draft decision points in paragraph 16 below:

The PCB is invited to:

- Recall the intersessional decisions on modalities and procedures of the 2022 PCB meetings and decision point 12.3 from the 45<sup>th</sup> PCB meeting, and
- Agree that, if the 51<sup>st</sup> PCB meeting is held in a hybrid (13-16 December 2022) or fully in-person (13-15 December 2022) format, it shall be held in Bangkok, Thailand.

**Cost implications for the implementation of the decisions:** The average cost of a face-to-face PCB meeting (prior to COVID-19) amounted to an estimated USD \$250,000, which are accounted for in the core UBRAF. Based on prior experience of PCB meetings out of Geneva, the costs were roughly \$500,000. The additional cost implication is an estimated \$250,000. As outlined in annex 2, Thailand has agreed, as host country, to cover this additional cost implication.

## Introduction

1. At its 45<sup>th</sup> meeting, the UNAIDS Programme Coordinating Board (PCB) agreed that the 51<sup>st</sup> meeting would be held 13-15 December 2022 ([decision point 12.3](#)). In view of the COVID-19 pandemic and the evolving global health situation, the PCB [further decided](#) intersessionally:
  - “The PCB Bureau will determine no later than 60 days ahead of the meeting if the 51<sup>st</sup> meeting of the Programme Coordinating Board will be virtual, hybrid or in-person; and that if the meeting will be held virtually or as a hybrid meeting, it will exceptionally include an additional day and be held on 13 – 16 December 2022;
  - Exceptionally, the thematic segment topic for the June meeting as approved in decision point 10.1 of the 49<sup>th</sup> PCB meeting will be shifted to the December meeting and the thematic segment topic previewed for the December meeting will be shifted to the June meeting. Accordingly, the topics will be:
    - i. Positive Learning: harnessing the power of education to end HIV-related stigma and discrimination and empower young people living with HIV (June 2022);
    - ii. HIV and men, in all their diversity, how can we get our responses back on track? (December 2022); and
  - The PCB has agreed on the modalities and rules of procedure set out in the paper, Modalities and procedures for the 2022 UNAIDS PCB meetings, for the virtual and hybrid 2022 PCB meetings and their preparations”
2. At the 49<sup>th</sup> PCB meeting, while thanking PCB members for their election to Chair of the PCB for 2022, Thailand proposed to hold the 51<sup>st</sup> PCB meeting (13-15 December 2022) in Thailand if the health situation would permit. At [its meeting on 20 April 2022](#), the Bureau requested the Secretariat to discuss the options for putting this forward to the PCB with the PCB’s independent legal counsel:
  - In view of the upcoming 50<sup>th</sup> meeting of the PCB, the Bureau could revise the agenda for that meeting to include an agenda item to discuss this proposal. This would permit the PCB to have an open dialogue on the proposal as opposed to submitting the proposal for intersessional decision making.
  - The PCB Bureau would submit a paper regarding this proposal for consideration and decision making by the PCB at the 50<sup>th</sup> PCB meeting.
3. At its [meeting on 19 May 2022](#), the PCB Bureau met to discuss this request and agreed to put forward the following paper for the PCB’s agreement at the 50<sup>th</sup> PCB meeting.
4. In accordance with [decision point 8.2 from its 21<sup>st</sup> meeting](#), the PCB agreed that “future PCB meetings may be held from time to time outside of Geneva drawing on the following criteria:
  - Regional rotation
  - Overall cost and cost-sharing
  - Local expertise
  - Local facilities
  - No travel restrictions
  - Relevance to the theme
  - Added value”
5. The PCB has recognized a number of benefits of [holding PCB meetings outside of Geneva](#), including:
  - “Sensitization of local political leadership in the country hosting the meeting and exposure to the AIDS epidemic in the host country for PCB delegates coming from other regions and also through the organization of field visits;

- Encouragement of country and regional level mobilization around key AIDS-related issues as well as increased understanding of governance processes through enhanced participation of local civil society;
  - Field visits by PCB members to better understand the reality of the epidemic and the work of UNAIDS;
  - With respect to themes holding particular relevance for the selected country and region, the possibility to tap into local expertise and know-how.”
6. While the practice of holding PCB meetings outside of Geneva has not been commonplace recently, the PCB has taken place in a variety of locations. The fifth PCB meeting, held 16-18 November 1997, was the first to be held outside of Geneva in Nairobi, Kenya. Since then, PCB meetings have been held outside of Geneva in the following locations: Zambia, Jamaica, Portugal, Brazil, Thailand, India, Kenya. Additionally, PCB Field Visits have been held prior to the COVID-19 pandemic to provide Board members with the experience of AIDS responses in countries and the unique role of the Joint Programme, ensuring cost-savings (as opposed to holding a full PCB meeting externally) while providing the benefit of showcasing the best practices of the AIDS response at country-level and to link board discussions with programme implementation. Field visits for PCB stakeholders have taken place in the following locations: South Africa, Eswatini, China, Zimbabwe, Indonesia, Zambia, Ukraine, Kenya, and El Salvador.
7. The proposal to hold the 51<sup>st</sup> PCB meeting in Thailand fulfills the criteria as set out by the PCB for holding meetings outside of Geneva:
- A PCB meeting/field visit to the Asian region is in line with the historical regional balance of meetings.
  - Thailand, in its role as PCB Chair, plans to support the cost effectiveness of the meeting itself. Additional information on costing is provided below.
  - Thailand has local facilities available and no travel restrictions for people living with HIV.
  - Thailand has been a leader in the AIDS response with its particular emphasis on community-led responses, protecting key populations and people living with HIV, and tackling stigma and discrimination. A PCB meeting in Thailand will benefit from the expertise and local leadership on these areas, providing significant added value to the discussions at the PCB meeting.
8. Furthermore, holding the PCB meeting in Thailand provides an opportunity for reinvigorating the PCB following two years of virtual engagement, including with no field visits since 2019. An in-person, external PCB meeting will build on the momentum from the Global Fund replenishment to refocus and rejuvenate the HIV agenda.

#### Meeting modalities:

9. The PCB agreed intersessionally on the [modalities and procedures for 2022 PCB meetings](#) in view of the evolving global health situation as a result of the COVID-19 pandemic. A PCB meeting in Thailand would adhere to these agreed upon modalities as well as the rules of procedure laid out in the [PCB Modus Operandi](#).

10. As agreed in the modalities paper, the PCB Bureau shall determine the format of the 51<sup>st</sup> PCB meeting (hybrid, in-person, or virtual) no later than 60 days ahead of the meeting. In the event of a hybrid PCB meeting, two participants for each PCB member would be invited to participate in-person in Thailand. Additional PCB member delegates and all observer delegations would participate virtually.
11. In the event of an in-person meeting, all delegations would be invited to participate in the meeting in Thailand with no virtual component.

### Estimated Budget

12. As outlined in the table below, the average cost of a face-to-face PCB meeting prior to the COVID-19 pandemic amounted to an estimated USD \$250,000. Costing includes travel for members in accordance with the Modus Operandi, venue and catering at the WHO premises, translation of documents and interpretation. These funds are accounted for in the core Unified Budget, Results and Accountability (UBRAF).
13. Based on prior experience of PCB meetings out of Geneva, costs were roughly \$500,000. The additional cost implication is therefore an estimated \$250,000. The differential includes venue, equipment, and travel-related expenses. A detailed budget is included below in annex 1.
14. To support the cost-effectiveness of this proposal, Thailand has agreed to share the costs for an external PCB meeting with the Secretariat by covering additional costs outside of the typical budget for a PCB meeting held in Geneva (annex 2).
15. As requested by the PCB Bureau, the Secretariat provided the following cost scenarios for the 51<sup>st</sup> PCB meeting in the event it is held as an in-person meeting in Thailand, a hybrid meeting in Thailand, an in-person meeting in Geneva, a hybrid meeting in Geneva, and a fully virtual meeting.

ESTIMATION OF COSTS RELATED TO 51 <sup>st</sup> PCB MEETINGS PER SCENARIO (USD \$)					
PAID BY	SCENARIO 1: Bangkok In person	SCENARIO 2: Bangkok Hybrid	SCENARIO 3: Geneva In person	SCENARIO 4: Geneva Hybrid	SCENARIO 5: Geneva Virtual
<b>UNAIDS</b>	\$244,824.00	\$238,824.00	\$232,090.00	\$216,496.00	\$149,000.00
<b>Chair</b>	\$251,286.00	\$214,536.00	\$5,000.00	N/A	N/A
<b>Total</b>	<b>\$496,110.00</b>	<b>\$453,360.00</b>	<b>\$237,090.00</b>	<b>\$216,496.00</b>	<b>\$149,000.00</b>

### Proposed Decision Points

16. The PCB is invited to:
  - Recall the intersessional decisions on modalities and procedures of the 2022 PCB meetings and decision point 12.3 from the 45<sup>th</sup> PCB meeting

- Agree that, if the 51<sup>st</sup> PCB meeting is held in a hybrid (13-16 December 2022) or fully in-person (13-15 December 2022) format, it shall be held in Bangkok, Thailand.

*[Annexes follow]*


Annex 1: Estimated budget for the 51<sup>st</sup> PCB meeting in Thailand

ESTIMATED BUDGET			
COST COVERED BY	BUDGET CATEGORY / DESCRIPTION	DETAILS	TOTAL
<b>PRE-PCB RELATED EXPENSES</b>			
CHAIR	<b><u>Prior Prep Mission by Small Support Team (4) to BKK in November</u></b>	November Economy Round trip ticket Geneva-Bangkok	\$ 6,000.00
		November Per Diem* for 4 staff for 3 days	\$ 2,652.00
	<b><u>Early arrival of Full Support Team (14) 5 days prior to Field Visit date scheduled*</u></b>	December Economy Round trip ticket Geneva-Bangkok	\$ 21,000.00
		December Per Diem for 5 days	\$ 15,470.00
<b>51st PCB IN PERSON PARTICIPATION RELATED EXPENSES</b>			
UNAIDS	<b><u>Travel Cost of Participants to Bangkok</u></b>	Members State Round trip Ticket	\$ 15,000.00
		NGOs Round trip Ticket	\$ 15,000.00
CHAIR		UNAIDS Secretariat Round Trip Tickets	\$ 35,000.00
UNAIDS		Thematic and other Speakers Round trip Ticket	\$ 24,000.00
UNAIDS	<b><u>Per Diem Cost for Participants (52) from Dec 13-16 (4 days)</u></b>	Members States Per Diem	\$ 8,840.00
		NGO Per Diem	\$ 8,840.00
CHAIR		UNAIDS Per Diem	\$ 12,376.00
UNAIDS		Thematic and Other Speakers Per Diem	\$ 14,144.00
CHAIR		Support Staff Per Diem	\$ 12,376.00

UNAIDS	<b><u>Administrative and Secretariat Costs</u></b>	Translation of PCB Documents (package of 16 documents)	\$ 35,000.00
		Remote Interpretation (package of 40 interpreters)	\$ 90,000.00
		Legal Counsel contract	\$ 12,000.00
		Report Writer contract	\$ 10,000.00
CHAIR	<b><u>Photographer</u></b>	Photographer (4 days)	\$ 2,000.00
CHAIR	<b><u>Venue and Equipment*</u></b>	Venue conference package for 4 days (Plenary and 6 Rooms)	\$ 20,000.00
		IT package (Sound, microphones, video, lights, internet, Wifi, Video, Broadcasting)	\$ 70,000.00
UNAIDS	<b><u>Catering</u></b>	Coffee Break for 350 persons (for 4 days)	\$ 12,000.00
CHAIR		Cocktail Reception by Chair (Date TBC)	\$ 7,500.00
<b><u>FIELD VISIT EXPENSES</u></b>			
CHAIR	<b><u>2 Days Field Visit (Dec 11, 12)</u></b>	Package for 2 days Bus Transportation to different sites (average of 150 persons)	\$ 5,000.00
		Per Diem for 2 extra days	\$ 15,912.00
		Photographers	\$ 1,000.00
	-		
<b><u>OTHER COSTS</u></b>			
CHAIR	<b><u>CONTINGENCY BUDGET</u></b>	For additional costs	\$ 25,000.00
			<b>\$ 496,110.00</b>



**Annex 2: PCB Chair communication to the Executive Director regarding the 51<sup>st</sup> PCB meeting**



No. 0203.02/1974

**Ministry of Public Health  
Tivanond Road,  
Nonthaburi 11000, Thailand  
Tel. : (66 2) 590 1368  
Fax : (66 2) 591 8562, (66 2) 590 1374**

6 June B.E. 2565 (2022)

Dear Dr. Byanyima, **MOST URGENT**


First and foremost, I have the honour to express my appreciation for your recent visit to Thailand and for the support of the Secretariat in Thailand's role as Chair of the Programme Coordinating Board (PCB) for 2022.


I have further the honour to inform you that Thailand intends to host the 51<sup>st</sup> PCB meeting between 13-15 December 2022 in Thailand if the COVID-19 situation permits. Thailand will provide in-kind support and financial support for the meeting based on the real costs incurred up to 250,000 USD.

We believe that a meeting in Thailand provides a number of opportunities for the PCB, including reinvigorating the Board after two years of virtual engagement and bringing the added value of local expertise into the Board room. A meeting in Thailand would also allow for Board members to attend a field visit back-to-back with the PCB meeting to highlight best-practice programmes from Thailand's HIV response.

We look forward to the discussion on this topic at the 50<sup>th</sup> PCB meeting and, with the PCB's agreement, look forward to working closely with you and the rest of the Secretariat in preparation for hosting the PCB meeting in Thailand.

Yours Sincerely,



 Dr. Kiattibhoom Vongrachit  
Permanent Secretary

Ms. Winnie Byanyima  
Executive Director  
Joint United Nations Programme on HIV/AIDS  
20 Avenue Appia  
1211 Geneva 27  
Switzerland

cc. : - Department of Disease Control  
- UNAIDS Country Office in Thailand  
- Ministry of Foreign Affairs

[End of document]