



## UNAIDS PCB BUREAU MEETING

DATE: 3 February 2023

TIME: 13:30-15:30 CET

VENUE: Teams meeting (in-person at UNAIDS Global Centre and virtual)

### PARTICIPANTS

#### PCB Bureau:

**Germany: Representing the PCB Chair:** Mr Binod Mahanty, Referent Infectious Diseases, Global Health Policy, German Ministry of Health; Dr Claudia Böhm, Counsellor Global Health, Permanent Mission of Germany in Geneva; Ms Verena Kohlbrenner, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Germany; Ms Karin Goebel, Permanent Mission of Germany in Geneva.

**Kenya: Representing the PCB Vice-Chair:** Dr Ruth Laibon Masha, Chief Executive Officer, National Syndemic Diseases Control Council, Nairobi, Kenya; Dr Peace Mutuma, Health Attaché, Permanent Mission of Kenya in Geneva; Ms Catherine Njeri Maina, National Syndemic Diseases Control Council, Nairobi, Kenya.

**Brazil: Representing the PCB Rapporteur:** Ms Débora Antônia Lobato Cândido, Second Secretary, Permanent Mission of Brazil in Geneva; Ms Juliana Machado Givisiez and Ms Fernanda Manara Whately Paiva, Department of HIV/AIDS, Tuberculosis, Viral Hepatitis and STIs, Ministry of Health.

**Representing the PCB NGO Delegation:** Gaston Devisich, Community Engagement representative, Fundación Huésped, Buenos Aires, Argentina; Cecilia Chung, Senior Director of Strategic Initiatives and Evaluation, Transgender Law Center, USA.

**UNODC: Representing the Committee of Cosponsoring Organizations:** Ms Fariba Soltani Chief, HIV/AIDS Section & Global Coordinator for HIV/AIDS, UNODC Vienna, Austria; Mr Ehab Salah, UNAIDS Focal Point, Adviser Prisons and HIV, UNODC Vienna, Austria.

**UNAIDS Secretariat:** Mr Efraim Gomez, Chief of Staff, Executive Office; Mr Morten Ussing, Director Governance, Ms Samia Lounnas, Senior Governance Advisor, Governance, and Ms Saliha Ozdemir, Governance Assistant

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### MEETING AGENDA

- 1. Introduction to the PCB Bureau:** *The 2023 PCB Bureau will briefly introduce themselves and the Chair will kick off the workplan for 2023.*
- 2. Preparation for the upcoming 52<sup>nd</sup> PCB meeting (27-29 June 2023):** *The Bureau will receive an update and provide guidance on the preparations for the upcoming PCB meeting, including reviewing proposed agenda items and discussing the modalities for the 2023 PCB meetings.*
- 3. Update and Timeline for the 2023 ECOSOC process:** *The PCB Bureau will receive an update on the 2023 ECOSOC process including the 2023 ECOSOC resolution on the Joint Programme*

**4. IEOAC rules of procedures and terms of reference:** *The 2023 Chair and Vice-Chair of the IEOAC will present to the PCB Bureau the rules of procedures of the IEAOC and discuss the required amendments to their Terms of Reference (TOR). The meeting will also be the opportunity for the Chair of the IEOAC to provide the Bureau members with an overview of the draft 2023 IEOAC workplan.*

**5. Any other business**

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## SUMMARY

### 1. Introduction to the 2023 PCB Bureau

Germany, as Chair of the PCB Bureau, welcomed the members to their first meeting. The Chair recalled the significant accomplishments of 2022. The Chair reminded the PCB Bureau members of the challenges for UNAIDS in 2023 including the dire financial situation of UNAIDS, the implementation of the realignment process and the continuous strengthening of efficiencies, transparency and accountability mechanisms. The Chair and the Bureau stressed that collectively these challenges need to be addressed effectively in 2023.

The Chair welcomed the appointment of the two new UNAIDS Deputy Executive Directors, Angeli Achrekar, Deputy Executive Director for Programme, and Christine Stegling, Deputy Executive Director for Policy, Advocacy and Knowledge. They have now started their work and are looking with the Executive Director and the Cabinet to the priorities in the Global AIDS response for 2023 on which the PCB Bureau will be having more information at its next meeting. He indicated that the Secretariat and the Joint Programme are in the process of setting priorities which would include the following issues: Advancing the HIV prevention agenda; human rights and gender equality to support access to HIV-related services and overcome barriers and ensuring sufficient investment to reach 2025 targets and sustain the gains towards ending the epidemic by 2030. The Chair confirmed that the PCB Bureau will support UNAIDS' push towards these objectives.

The Chair confirmed that the PCB Bureau will continue to monitor the timely implementation by the UNAIDS leadership of the Bureau recommendations based on the work of the Informal Multistakeholder Task Team on UNAIDS funding situation and the other important decisions under agenda item 6 of the 51st PCB in December 2022. He said that the Bureau should advocate with all PCB stakeholders to fulfill their commitments to UNAIDS to support the implementation of the Global AIDS Strategy 2021-2026 and the 2021 Political Declaration.

The Chair informed the Bureau members that Germany, in its capacity as Chair in 2023, had received a communication from the United Nations Deputy Secretary-General, in her capacity as Chair of the UN Sustainable Development Group (UNSDG), on the checklist on the implementation of the reform of the UN Development System, to be used in support of UNAIDS Programme Coordinating Board's oversight of the implementation of the reform starting in 2023. This checklist constitutes an accountability tool which will be key in ensuring that the UN system fully delivers on its development promise to countries. The Chair suggested trying to include this discussion as part of the PCB agenda at the 52nd PCB meeting. He also indicated that he had discussed this with the Secretariat ahead of the Bureau meeting and is pleased that the secretariat confirmed that this would be reported on as part of the UBRAF agenda items and a conference room paper will be available on the overall QCPR and the Funding compact in which the checklist is added. He asked the Secretariat to share with the Bureau members the communication from United Nations Deputy Secretary-General together with the background documents. The communication from the United Nations Deputy Secretary-General, and the relevant background document can be found in annex 1 of this summary.

The Chair said that building on the momentum from the 51<sup>st</sup> PCB meeting in Thailand and in view of the upcoming 2023 ECOSOC resolution on the Joint Programme, this year also provides an opportunity to capitalize on momentum and push towards the 2025 and 2030 targets to ending AIDS. The Bureau will continue to work with the IEOAC to strengthen accountability and transparency, including the implementation of the relevant pending recommendations. The Chair noted that Germany looks forward to the work and recommendations of the UNAIDS Independent Evaluation Office and key external evaluations including the MOPAN.

Finally, the Chair welcomed the Members of the Bureau for 2023.

The PCB Bureau discussed the 2023 workplan which they noted is a living document that would be updated if required. The workplan is in annex 2 of this summary.

## 2. Preparation for the upcoming 52nd PCB meeting (27-29 June 2023)

In the context of the Modus Operandi, the Bureau discussed the need **to change the date of the 52<sup>nd</sup> PCB meeting from 27-29 June to 26-28 June** and the modalities and procedures for online participation at the 2023 PCB meetings including taking in consideration the lessons learned for organizing PCB meetings during the COVID-19 pandemic, which would be submitted to the wider PCB for intersessional decision making. The Chair urged the Bureau members to keep in mind the unique nature of the PCB and the importance of ensuring equal participation of the three PCB constituencies: Member States, NGO Delegation and Cosponsors.

The Secretariat explained the need to change the dates of the PCB meeting in June from 27-29 June as approved by the PCB in decision point 10.3 from the 47<sup>th</sup> PCB meeting to 26-28 June 2023 due to the unavailability of rooms in Geneva with a 300+ capacity for the approved dates. The Secretariat laid out the modalities and consequences and legal dimensions for going back to holding fully in-person PCB meetings following the rules in the UNAIDS Modus Operandi with the possibility for PCB members, participants, and observers to connect online. The Secretariat confirmed that the modality considerations were discussed and approved by the PCB legal counsel.

The Chair noted that:

- The new modalities and procedures for PCB meetings in 2023 for online participation will supplement the modus operandi which rules in-person PCB meetings. The online option will be offered through the zoom platform. The good practices of holding pre-meetings in advance of the PCB meetings in the past will be maintained in 2023 to support engagement, and pre-submitted statements. The PCB Bureau would set the schedule of pre-meetings and consultations as necessary and communicate these well in advance to the PCB.
- The Chair announced that, in order to minimize the number of intersessional decisions required, the draft intersessional modalities and procedures paper for PCB meetings in 2023 will include the change of date of the 52<sup>nd</sup> PCB meeting, as well as the specific modalities for online participation to supplement the modus operandi for the regular in-person PCB meetings.

Keeping in mind the consideration of going back in 2023 to fully in-person PCB meetings following the modus operandi, the Bureau members supported the change of dates of the June PCB meeting to 26-28 June 2023. Having noted requests from Board members in other UN bodies, the Bureau agreed that online participation should be added to the modalities and procedures to supplement the modus operandi.

The PCB Bureau then discussed the proposed agenda items for the 52nd meeting of the PCB.

The Chair noted that setting the agenda for the 52nd meeting well in advance provided the Secretariat with support to begin their work early and ensure timely provision of papers. The Chair gave the floor to the Secretariat to provide an overview of possible agenda items for the 52nd PCB meeting.

As background to this agenda item, PCB Bureau members received the table of follow-up agenda items for the 52<sup>nd</sup> PCB meeting see annex 3. These follow-up items capture all decision points and specific requests made by the PCB at previous meetings.

The PCB NGO delegation indicated that they would submit to the Secretariat additional pending decision points for reporting from the 47<sup>th</sup> and 48<sup>th</sup> PCB meetings. Further to the Bureau meeting, the NGO submitted the above-mentioned decisions. The Secretariat clarified that those decisions are reported on as part of UNAIDS regular reporting through the UBRAF.

**Standing Items:** The following standing items are common practice for the June meeting of the PCB. The Secretariat provided the following information and the PCB Bureau commented in blue on the agenda items to be included in the draft agenda of the 52<sup>nd</sup> PCB meeting.

- **Report of the 51st PCB meeting: (confirmed for the 52nd PCB meeting):** The draft report of the previous meeting is currently being finalized and would be circulated to the 2022 PCB Chair and subsequently to the 2023 PCB Bureau, for clearance before posting. The modus operandi of the PCB requires that the report is posted shortly after the agenda is posted: “A report of the PCB meeting shall incorporate the recommendations, decisions and conclusions referred to in paragraph 30 above and be distributed to members and other participants within sixty days of the close of the meeting.”
- **Report of the Executive Director: (confirmed for the 52nd PCB meeting)** The report of the Executive Director is a standing item at all PCBs. The Executive Director traditionally releases an outline of the report in advance of the meeting. The full report is published following her delivery of the speech at the PCB. The report includes the most important achievements in the global AIDS response since the PCB last met, as well as emphasis on remaining challenges.
- **Report of the Committee of Cosponsoring Organizations (CCO): (confirmed for the 52nd PCB meeting)** This report will be presented by the Executive Director of UNODC, the Chair of the Committee of Cosponsoring Organizations this year. The Bureau noted the importance of the Board’s engagement with the Executive Director of UNODC and that this would be taken into account in the final sequencing of agenda items in light of the observation of World Drug Day on Monday 26 June.
- **Report by the NGO Representative: (postponed to the 53rd PCB meeting)** The NGO report is written by the NGO delegation, typically following extensive consultations with civil society globally, on a topic of their choice. Given the timing of their most recent report in December 2022, the NGO Delegation proposed to postpone this report to the 53<sup>rd</sup> PCB meeting in December 2023 to which the Bureau members agreed.
- **Leadership in the AIDS Response: (confirmed for the 52<sup>nd</sup> PCB meeting)** The Executive Director occasionally invites a high-level speaker to present a specific topic.

- **Follow-up to the thematic segment on HIV and men, in all their diversity, how can we get our responses back on track? (confirmed for the 52<sup>nd</sup> PCB meeting):** Every PCB has a thematic segment on a timely topic selected by the PCB. This thematic segment takes place on the last day of the PCB, following the decision-making segment, and involves panels of speakers. There is no decision-making on the thematic segment at that meeting to give representatives the time and space to really engage with the discussions. At the subsequent PCB, a summary report of the thematic segment's presentations and discussions is provided for potential decision making. The summary report on the follow-up to the 52<sup>nd</sup> PCB thematic segment was being finalized and would be sent to the Bureau for discussion and clearance.
  
- **Update on strategic human resources management issues: (confirmed for the 52<sup>nd</sup> PCB meeting)** In response to the request of the PCB at its 30<sup>th</sup> meeting in June 2012, this update provides information on human resources management activities undertaken by the Secretariat of the Joint Programme for a reporting period from April 2022-March 2023. This update also encompasses continued reporting on the UNAIDS Management Action Plan.
  
- **Statement by the representative of the UNAIDS Staff Association: (confirmed for the 52<sup>nd</sup> PCB meeting)** The Statement by the UNAIDS Secretariat Staff Association provides a short overview of priority issues affected staff in UNAIDS. The Chair of the Staff Association delivers the statement.
  
- **Unified Budget Results and Accountability Framework (UBRAF) 2022-2026 Reporting: (confirmed for the 52<sup>nd</sup> PCB meeting)** The UBRAF includes the following two sub-items:
  - Performance reporting: typically, this involves a package of four papers with an executive summary, organizational reporting, country and regional reporting, and strategic results area reporting
  - Financial reporting: audited financial statements and a financial update
  - Workplan 2024-2025

In response to decision 8.4 b.i from the 51st PCB meeting, the Secretariat explained that the reporting on core and non-core UBRAF funding will be included in these reports.

- **Organizational Oversight Reports: (confirmed for the 52<sup>nd</sup> PCB meeting)**
  - This agenda item was a recommendation from the 2019 JIU report to the Executive Director who implemented it moving forward from the 45<sup>th</sup> PCB meeting.
  - The PCB concurred with this intention in decision point 9.4 from the 45<sup>th</sup> meeting, "Welcomes and affirms the commitment of the Executive Director to establish a regular stand-alone agenda item, in consultation with the Bureau of the Programme Coordinating Board, to cover internal and external audits, ethics, and other topics on accountability presented by the appropriate independent functions in their respective reports to the Board starting at the 46<sup>th</sup> Programme Coordinating Board meeting.
  - This agenda item comprises the report of external auditor, report of the internal auditor, annual ethics office report, annual report of the IEOAC, and management response to the Organizational Oversight Reports.
  
- **Thematic Segment: *Priority and key populations, especially transgender people, and the path to 2025 targets: Reducing health inequities through tailored and systemic responses:* (confirmed for the 52<sup>nd</sup> PCB meeting)** The topic of the

thematic segments for 2023 was decided by the PCB at its 51<sup>st</sup> session in December 2022. As is practice, the Secretariat is currently preparing the process and timeline for the establishment of a PCB working group to prepare the thematic segment. A call for expression of interest to be part of the working group will be sent by end of February.

The PCB Bureau confirmed that all standing agenda items should be included at the 52<sup>nd</sup> PCB meeting. The Bureau noted that the presentation of the PCB NGO report is postponed to the 53<sup>rd</sup> PCB meeting in December 2023 and that the Leadership in the AIDS response agenda item is at the discretion of the Executive Director who will inform the PCB Bureau on this agenda item at the next meeting of the PCB Bureau.

### **Possible issues to be considered at the 52<sup>nd</sup> PCB meeting**

#### **- HIV in prisons and other closed settings:**

- Recalling decision point 5.3d from the 49<sup>th</sup> meeting, “report to the PCB on progress towards reaching the 2025 targets related to people in prisons and other closed settings.

Further to the clarification provided by UNODC, the PCB Bureau confirmed that this agenda item would be postponed to a later session of the PCB.

#### **- Indicator matrix for the 2022-2026 UBRAF and indicators, milestones, targets and data sources for the 2022-2023 Workplan and Budget:**

- On decision 7.5 from the 50<sup>th</sup> PCB meeting: *Requests the Executive Director to establish a working group, for the development of the next UBRAF, to be operational by January 2025.*

The PCB Bureau agreed that this request will be considered at a later PCB session closer to the timeline defined in the decision.

#### **- Report of the PCB Bureau on UNAIDS Funding situation based on the recommendation of the informal multistakeholder task team**

- On decision 8.b.i from the 51<sup>st</sup> PCB meeting on the report of the PCB Bureau on UNAIDS’ funding situation based on the recommendations of the Informal Multistakeholder Task Team: *Using existing reporting mechanisms to update the PCB on actual core and non-core spending contributing to UBRAF implementation for each calendar year in the first PCB of the following year, commencing with reporting on 2022 expenditure at the 52<sup>nd</sup> PCB, and noting the impact of financial constraints on the Joint Programme’s operational activities, including the impact on country and regional activity and presence.*

The PCB Bureau agreed that this request should be covered under the UBRAF reporting and therefore it is suggested that there not be an additional agenda item.

#### **- Global Partnership to eliminate all forms of HIV-related stigma and discrimination:**

- On decision 7.3d from the 51<sup>st</sup> PCB Update on the Global Partnership to eliminate all forms of HIV-related stigma and discrimination: Report to the Programme Coordinating Board on further progress at a future meeting of the Programme Coordinating Board.

In view of the most recent report delivered at the 51<sup>st</sup> PCB meeting, the Bureau recommended that this report be considered in 2024.

### **Conclusion**

Based on these confirmations, the Chair requested the Secretariat to draft an agenda and timewise agenda to submit to the PCB Bureau for final approval by email. Once approved, the agenda would be posted online. Further to the meeting, the PCB Bureau approved the draft agenda of the 52<sup>nd</sup> PCB meeting which was posted online as requested by the PCB Chair.

### 3. Update and Timeline for the 2023 ECOSOC process

The Secretariat provided the following updates:

- The most recent ECOSOC resolution on the Joint Programme was adopted in 2021. That resolution previews two reports to be presented in 2023 to inform the ECOSOC agenda item on the Joint United Nations Programme on HIV/AIDS: the biennial report of the UNAIDS Executive Director (which is standard practice) and an exceptional report from the Secretary-General on the “establishment of term limits and performance expectations for the position of the UNAIDS Executive Director”.
- Based on these reports, ECOSOC is expected to adopt a resolution on the Joint Programme at its segment on 25-26 July 2023 in New York. As is the practice since 2015, that resolution will be negotiated by the subject matter experts in Geneva, Switzerland – co-facilitated by the PCB Chair and Vice-Chair, Germany, and Kenya. The PCB Chair then provides the consensus text to the President of ECOSOC, who presents it to the Council as a President’s text.
- The Secretariat explained that for ease of understanding and reference, the process and timeline is split into the following 2 charts.

#### First step: UNAIDS Executive Director report to ECOSOC

- This report updates the Council on the progress in the epidemic since the previous report in 2021. It focuses on the work and impact of the Joint Programme, drawing on the epi data from the United Nations Secretary-General report to the United Nations General Assembly and the UBRAF reporting for the contribution on the UNAIDS Joint Programme. It will have a significant focus on the funding situation of the Joint Programme and its impact.

#### Timeline UNAIDS Executive Director (EXD) report to ECOSOC through the United Nations Secretary- General:

Jan-Feb	1 March	24 March	3 April	2 May	16 May
<ul style="list-style-type: none"> <li>•Consultant hired.</li> <li>•Annotated outline of the EXD report to ECOSOC developed.</li> </ul>	<ul style="list-style-type: none"> <li>•Annotated outline of the EXD report circulated to relevant Secretariat staff and Cosponsors for comments.</li> </ul>	<ul style="list-style-type: none"> <li>•First draft of the ECOSOC report shared with Cosponsors and relevant Secretariat colleagues for comment.</li> </ul>	<ul style="list-style-type: none"> <li>•Final draft shared with DXDs, relevant UNAIDS Secretariat colleagues and Cosponsors for comments.</li> </ul>	<ul style="list-style-type: none"> <li>•Final report submitted for clearance by the Cabinet.</li> </ul>	<ul style="list-style-type: none"> <li>•Final EXD report submitted to the ECOSOC Secretariat.</li> </ul>

#### Second Step: 2023 ECOSOC draft resolution on the UNAIDS Joint Programme

- As set out above, in accordance with ECOSOC’s 2014 reforms, the Resolution is drafted and negotiated by subject matter experts in Geneva before it is presented as a President’s Text for adoption in ECOSOC, New York. The resolution aims to stress the unique multisectoral model of the UNAIDS Joint Programme within the system and its value as a model for United Nations reform, as well as the inclusive governance model, including the explicit recognition of the important role of the PCB NGO Delegation. It also follows up on the report of the PCB to the Council in 2021 on the recommendations of the Joint Inspection Unit.

- The ECOSOC resolution is a unique and important opportunity to reiterate and reinvigorate the support for the UNAIDS Joint Programme, its model, and its inclusive governance structure.
- The Chair expects that the financial situation and its impact on the capacity of the Joint Programme as well as progress towards the 2025 targets will likely be part of the 2023 resolution. Calls to member states may also reference the recommendations of the Informal Multistakeholder Task Team on UNAIDS funding situation.  
[https://www.unaids.org/sites/default/files/media\\_asset/TOR Informal Multistakeholder Task Team on UNAIDS funding situation\\_2022.pdf](https://www.unaids.org/sites/default/files/media_asset/TOR%20Informal%20Multistakeholder%20Task%20Team%20on%20UNAIDS%20funding%20situation_2022.pdf)

**Timeline ECOSOC resolution:**

May-June	27-29 June	First week of July	Second week of July	25-26 July
<ul style="list-style-type: none"> <li>•Development of zero draft of the ECOSOC resolution with PCB Chair and Vice-Chair</li> </ul>	<ul style="list-style-type: none"> <li>•PCB meeting</li> </ul>	<ul style="list-style-type: none"> <li>•Negotiations for the ECOSOC resolution in Geneva</li> </ul>	<ul style="list-style-type: none"> <li>•Draft resolution sent by the PCB Chair to the President of ECOSOC to be introduced to ECOSOC as President's text</li> </ul>	<ul style="list-style-type: none"> <li>•Meeting of the ECOSOC Management Segment.</li> <li>•Resolution to be adopted.</li> </ul>

**Follow-up to 2021 ECOSOC resolution on the JP:**

- Based on a report by the Joint Inspection Unit (JIU) in 2019, the PCB discussed recommendations to the PCB in 2020 based on the work of a PCB Working Group on the JIU recommendations. This included specific recommendations on bringing some management aspects of UNAIDS in line with the best practices of the United Nations System as per the recommendations of the JIU. The PCB decided to relay these recommendations to ECOSOC and in its 2021 resolution, the Council requested that the UN Secretary-General accordingly establish two 4-year term limits for the function of Executive Director as well as establish performance expectations. This would happen following outreach to the PCB. The Secretariat confirmed that UNAIDS leadership communicated with the Office of the Secretary-General on follow-up. As regards the two four-year term limits, and as discussed by the PCB at its 46th meeting on the JIU recommendations, the JIU in a 2009 report already mapped the practices of term limits, particularly within the Specialized Agencies as good practices in the UN system based on decisions or resolutions made by their respective Governing Bodies. At its 46th meeting, the PCB decided that this was a recommended practice to abide by also for UNAIDS which was later confirmed by the request of ECOSOC in the 2021 Resolution on the Joint Programme. As regards the funds and programmes, there is currently less alignment with this JIU recommendation. The Secretariat noted that the expectation is that the Secretary-General would come back to the PCB Chair – possibly through the Secretariat – to inform the PCB about any advance on the matter ahead of the next ECOSOC Resolution to be negotiated in July 2023. The performance expectations are also strictly the remit of the Secretary-General. While the JIU consider this best practice, they also recognize that this has so far only been put in motion for Under Secretaries General within the UN Secretariat.

The PCB Bureau thanked the Secretariat for the updates and looks forward to reading the report of the Executive Director to ECOSOC and its recommendations to start the process of drafting the 2023 ECOSOC resolution on the Joint Programme. The PCB Bureau highlighted the importance of timely follow-up with the Office of the Secretary-General on the term-limits and performance expectations of the function of UNAIDS Executive Director.



#### **4. Independent External Oversight Advisory Committee (IEOAC) rules of procedures and terms of reference and overview of its 2023 workplan**

Mr David Kanja, Chair of the IEOAC and Ms H  l  ne Rossert, Vice- Chair of the IEOAC were invited to the Bureau meeting to present the IEOAC rules of procedures, the proposed revisions to the IEOAC terms of reference and provide an overview of the IEOAC 2023 workplan.

Mr David Kanja, Chair of the IEOAC for 2023 presented the final rules of procedures approved for the IEOAC. They would supplement and be aligned to the terms of reference as approved by the PCB. The Chair presented the proposed revisions to the approved terms of reference to ensure alignment with the final rules of procedures. Finally, the IEOAC Chair presented the 2023 workplan of the IEOAC.

The Chair of the IEOAC recalled briefly that the Committee's creation traces back to the 2019 report from the UN Joint Inspections Unit on the UNAIDS Secretariat, which called for steps to strengthen oversight and accountability within the Joint Programme. The following year, a PCB Working Group on the JIU Review recommended establishment of an independent oversight body to advise the PCB and the Executive Director. In 2021, the PCB agreed to establish the IEOAC, and the Committee became operational in 2022. The Chair of the IEAOC added that the IEOAC fits into UNAIDS governance. Unlike other bodies with a direct role in governance of the Joint Programme, the IEOAC is independent and external and exists to advise the PCB and the Executive Director to enable it to play its optimal oversight role.

The Chair of the IEOAC explained to the PCB Bureau that after several months of meeting, the IEOAC in late 2022 reviewed its Terms of Reference. The Committee agreed that having a vice chair, in addition to the chair, would help in implementing the IEOAC's annual workplan. The vice chair can replace the Chair in the case of absence and can help with continuity and succession planning for the Committee. The IEOAC has proposed that paragraph 22 of the Terms of Reference be amended to create the position of vice chair. Other details of the Committee leadership, such as the means of election and the rotational nature of these positions, would remain the same.

As part of its work in 2022 and to become fully operational, the IEOAC developed and adopted Rules of Procedure in November 2022 (see annex 4). These Rules of Procedure have been cleared by the PCB legal counsel and forwarded to the members of the Bureau before this meeting. These Rules supplement the Terms of Reference and are intended to be interpreted in a manner consistent with the Terms of Reference. Hence the need to revise the terms of reference of the PCB to ensure full alignment between the two documents. The Rules of Procedure include 9 sections. These address the Committee's independence, appointment and terms of its members, duties of the Chair and Vice-Chair, Committee meetings, the process for reporting on the Committee's work, an annual work plan, performance, logistical and administrative issues, and review.

Finally, the Chair of the IEOAC presented the 2023 IEOAC draft workplan. The Chair indicated that the Committee plans to meet three times this year. The first meeting, in March, will be virtual and will focus on a review of the workplans for the external audit function, an update on ERP implementation, and discussion of the results of the Global Staff Survey. In May, the Committee will meet face to face. This face-to-face meeting will focus on organizational reports and on the IEOAC annual report that will be provided to the PCB. During the May face-to-face meeting, the Committee will meet with auditors, the director of finance, the ethics officer, and senior management. The Chair of the IEOAC will present the Committee's report to the PCB at its June 2023 meeting. The third meeting, in October, will address outstanding oversight recommendations, ERP implementation, risk management, review of auditors' workplans, and a review of the findings of the independent

evaluation of the IEOAC's work. The Committee will also use its final meeting in 2023 to develop a workplan for 2024-2025. The IEOAC proposes to meet with the Executive Director twice in 2023 – in June and October. During the June meeting with the Executive Director, the Committee will discuss the findings that will be included in the IEOAC's annual report to the PCB.

The full presentation of the Chair of the IEOAC can be found in annex 5.

The PCB Bureau thanked the Chair and Vice-Chair of the IEOAC as well as all its members for the excellent work during their inaugural year in 2022 and looks forward to outcomes of the work of the IEOAC and its annual report in 2023. The PCB Bureau took good note of the rules of procedures of the IEOAC and asked the Secretariat to circulate these. The PCB Bureau supported the change in the terms of reference of the IEOAC and noted that these changes will be introduced at the 52<sup>nd</sup> PCB meeting under the agenda item on the annual report of the IEOAC with a decision point requesting the PCB to approve the revised terms of reference.

## **5. Any other business**

The Chair thanked the Bureau members for their time and closed the meeting.

[Annexes follow]

**Annex 1: Communication from the United Nations Deputy Secretary-General to the Chair of the PCB and background document**

**Annex 2: 2023 Annual workplan of the PCB Bureau**

**Annex 3: Table of follow-up items from PCB meetings**

**Annex 4: Rules of procedures of the IEOAC**

**Annex 5: Presentation of the IEOAC**

## Annexes:

### Annex 1: UNDS communication to the Chair of the PCB and background document



THE DEPUTY SECRETARY-GENERAL

17 January 2023

Excellency,

I am pleased to share with you the final version of the checklist on the implementation of the repositioning of the United Nations development system, for utilization by the Joint United Nations Programme on HIV/AIDS (UNAIDS) Programme Coordinating Board that you preside. The document has benefited from extensive feedback from entities of the United Nations Sustainable Development Group (UNSDG).

As you know, the checklist responds to the request by the United Nations General Assembly in resolution 76/4, for the Chair of the UNSDG “to provide adequate information and tools to the governing bodies of the United Nations development system entities to facilitate their oversight role, including monitoring alignment and entity adherence to the dual reporting model.”

Specifically, the checklist aims to fill a gap in the oversight of the implementation of the United Nations development system reform, ensuring the governing bodies can refer to a single tool to assess the implementation of the reform by their respective entities. This focus complements the oversight of the Resident Coordinator System performed by the Economic and Social Council (ECOSOC) Operational Activities Segment, which is informed – *inter alia* – by complementary annual reports by the Secretary-General and myself as Chair of the UNSDG. This oversight is being furthered strengthened with the imminent adoption of a first-ever Results Framework for the Resident Coordinator System (requested in resolution 76/4), expected at the 2023 Operational Activities Segment of the ECOSOC.

The checklist also aligns with publicly available guidance endorsed by the UNSDG, including the Management and Accountability Framework and the United Nations Sustainable Development Cooperation Framework Guidance.

Her Excellency  
Ms. Katharina Stasch  
Permanent Representative of Germany  
to United Nations Office at Geneva and Chair of the UNAIDS Programme  
Coordinating Board  
Geneva

The checklist is to be filled in by the entities themselves, for the consideration of the UNAIDS Programme Coordinating Board. I am encouraged by feedback that this would provide a useful addition to the oversight role in your governing body, including about how entities have adapted their planning, programming, and business models to align with the reform efforts.

In our meetings, several Presidents have asked for specific advice on how to utilize the checklist. I suggest that governing bodies include reporting against the checklist as part of their annual programme of work, either as an additional agenda item on the implementation of the reform of the United Nations development system, or to complement or replace reporting on an existing agenda item on the topic. Governing bodies may choose to complement this tool with additional questions related to their entities' specific mandates.

I have also asked the Development Coordination Office to engage bilaterally with you and the Secretariat of your Governing Body to offer methodological support and advice on how best the checklist can be implemented, in view of the specific characteristics and working methods of each governing body.

The checklist we are introducing today is an innovative tool that will, we trust, simultaneously simplify reporting across the system and enhance oversight of entity-specific implementation of the reforms of the United Nations development system. After several rounds of consultations within the United Nations system and discussions with Member States, we believe we have a strong tool to move forward. As implementation unfolds, we will remain attentive to any adjustments that may be required in the future. In this regard, it is our plan to review the checklist implementation in one year, to assess its usefulness and ensure it accomplishes its intended objective.

I remain at your disposal to further support your efforts in advancing our collective objective to ensure the United Nations development system is best equipped to support countries in achieving the Sustainable Development Goals.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A J M', with a stylized flourish at the end.

Amina J. Mohammed



## UN DEVELOPMENT SYSTEM REFORM – CHECKLIST FOR UNSDG ENTITIES’ GOVERNING BODIES

In response to Member States request in General Assembly resolution 76/4 on the review of the functioning of the reinvigorated resident coordinator system, including its funding arrangement, the Chair of the UN Sustainable Development Group has developed a checklist for the consideration of the governing bodies of the United Nations development system entities, to “facilitate their oversight role, including monitoring alignment and entity adherence to the dual reporting model.” The proposed checklist aims to inform the oversight of the Resident Coordinator system performed by Member States in the General Assembly and the Operational Activities Segment of the Economic and Social Council, including through the Resident Coordinator system results framework currently being finalized, as also requested by Member States in General Assembly resolution 76/4.

The checklist covers the elements of the repositioning of the UN development system, as set out in General Assembly resolution 72/279, and as such, applies to all entities of the UN development system<sup>1</sup>. **For each question, entities are requested to briefly explain how the entity is implementing the requirement, or, if it is not implemented, briefly set out the plans and timeline to do so. If a question does not apply to an entity, the last column offers the space for the entity to elaborate why, and provide any other relevant information relating to the implementation of the specific aspect of the reform.**

A NEW GENERATION OF UN COUNTRY TEAMS	Yes/No/Not Applicable	Please elaborate (Explain how the entity is implementing the requirement, or, if not implemented, plans and timelines to do so; or, provide rationale if deemed non applicable)
<i>Programmes at the country level/Strategies and UN Sustainable Development Cooperation Frameworks<sup>2</sup></i>		
<ul style="list-style-type: none"> <li>Does your entity have <b>guidance or process in place</b> to ensure implementation of the Management and Accountability Framework (MAF) requirement to “<b>consult with the Resident Coordinator at key stages of entity-specific strategic planning</b>”?</li> <li>If yes, please briefly describe how your entity <b>monitors adherence</b> to this requirement?</li> </ul>		

<sup>1</sup> The present document focuses on the implementation of UN development system reform mandates. It is complementary to other oversight tools at the disposal of governing bodies to assess entities’ implementation of their mandates and legal obligations.

<sup>2</sup> Source: Management and Accountability Framework and UN Sustainable Development Cooperation Framework guidance

<ul style="list-style-type: none"> <li>Does your entity's guidance or processes require that your country-level development activities/engagement derives from the Cooperation Framework, and, as a result, that it is developed after, or in parallel with Cooperation Framework priorities and outcomes that have been agreed with Government?</li> </ul>		
<ul style="list-style-type: none"> <li>Does your entity provide the governing body with the opportunity to review the derivation of country programmes from the Cooperation Frameworks?</li> </ul>		
<ul style="list-style-type: none"> <li>Are all the development activities of your entity at the country level captured in the Joint Workplan of the Cooperation Framework?</li> </ul>		
<b>UN Country Team Configuration<sup>34</sup></b>		
<ul style="list-style-type: none"> <li>What proportion of your entities' country offices have engaged in a country configuration exercise in line with the agreed Cooperation Framework, in accordance with national development policies, plans, priorities and needs and in consultation with the host government?</li> <li>In how many countries did this exercise lead to a change in your business models, country-level footprint and/or programming?</li> <li>In how many countries did this exercise lead to an increase in the relative share of policy advice vis-à-vis project implementation, including large-scale procurement support?</li> </ul>		
<b>Multi-Country Office Review<sup>5</sup></b>		
<ul style="list-style-type: none"> <li>Has your entity reviewed and adjusted its <b>programme responses and resource allocations</b> in support of the priorities of <b>Small Island Developing States</b>?</li> </ul>		
<ul style="list-style-type: none"> <li>In response to the Multi-Country Office review, has your entity taken concrete steps to <b>review the appropriateness of expertise and organizational arrangements in MCO settings</b>, where required?</li> </ul>		
<b>Efficiencies<sup>6</sup></b>		
<ul style="list-style-type: none"> <li>What % of your entity's country offices participate in the country's Business Operations Strategy (BOS)?</li> </ul>		

<sup>3</sup> Source: UN Sustainable Development Cooperation Framework Guidance

<sup>4</sup> UNHCR's contribution is without prejudice to the responsibilities conferred on it by the General Assembly, including those outlined in the Statute of the Office and relevant legal instruments such as the international refugee and statelessness conventions

<sup>5</sup> Source: UN General Assembly resolution 74/297

<sup>6</sup> Source: UN General Assembly Resolution 72/279 and UN General Assembly Resolution 76/4

<ul style="list-style-type: none"> <li>Has your entity put in place a <b>process to track efficiency gains</b>, achieved individually, as well as jointly with other UN entities?</li> <li>If yes, does the process use the agreed UNSDG common methodology for measuring the impact of efficiency initiatives?</li> </ul>		
<ul style="list-style-type: none"> <li>Does your entity <b>report annually to its governing body on (a) entity-specific efficiency gains and (b) contributions to system-wide efficiency gains?</b></li> </ul>		
<ul style="list-style-type: none"> <li>What % of your entity's premises are <b>common premises</b>?</li> </ul>		
<ul style="list-style-type: none"> <li>What % of your entity's country offices participate in a <b>Common Back Office</b>?</li> </ul>		
<ul style="list-style-type: none"> <li>Does your organization provide services to other entities through <b>Global Shared Services</b>?</li> <li>Does your organization obtain services through another entity's Global Shared Service Centers or through other global shared means?</li> <li>To what extent have you had to front load investment in order to support joint efficiency gains?</li> </ul>		
<b>REINVIGORATING THE ROLE OF THE RC SYSTEM<sup>7</sup></b>	Yes/No	Please elaborate
<ul style="list-style-type: none"> <li>Has the <b>job description</b> of your entity country representatives been revised as appropriate, following the reform, to: <ul style="list-style-type: none"> <li>(a) Recognize the role and responsibility of the Resident Coordinator?</li> <li>(b) Reflect their accountability to the Resident Coordinator for their contribution to agreed results as defined in the Cooperation Framework and other inter-agency development agreements?</li> <li>(c) Reflect the responsibility for active engagement in UNCT?</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Does your entity ensure that RCs have an opportunity to provide specific input to your entity's regional directors <b>on the skillsets and leadership profile that would be relevant in a given country context ahead of the selection and deployment of new country representatives?</b></li> <li>If yes, please briefly describe how your entity <b>monitors adherence</b> to this requirement?</li> </ul>		
<ul style="list-style-type: none"> <li>Does the <b>performance assessment system</b> of your entity's country representatives: (a) Embed characteristics of the UN leadership framework?</li> <li>(b) Have at least one key result area linked to contribution to collective UNCT results?</li> <li>(c)</li> </ul>		
<ul style="list-style-type: none"> <li>In what % of countries has the RC provided input into the <b>performance review</b> of your entity representative?</li> </ul>		

<sup>7</sup> Source: Management and Accountability Framework

<ul style="list-style-type: none"> <li>In what % of countries do your country representatives inform the performance assessment of Resident Coordinators by providing feedback on RC behaviours against the RC leadership profile?</li> </ul>		
<b>REVAMPING THE REGIONAL APPROACH<sup>8</sup></b>	<b>Yes/No</b>	<b>Please elaborate</b>
<ul style="list-style-type: none"> <li>Does your entity have guidance or a process in place to ensure your participation in RCP initiatives to allow countries and UNCTs to easily identify and access the expertise, experts, available assets, policy and strategy work, seated in a region in a unified system?</li> <li>Does your entity have guidance or a process in place to encourage the entity's active engagement in regional rosters of experts?</li> </ul>		
<ul style="list-style-type: none"> <li>Do your entity Regional Directors / Executive Secretaries of the Regional Commissions, as members of the Regional Collaborative Platforms (RCPs), include in their individual <b>performance compacts</b>: <ul style="list-style-type: none"> <li>(a) their role in ensuring implementation of the Management and Accountability Framework at the regional and country level</li> <li>(b) their responsibility in supporting UNCT members to drive joint results at the country level in line with the Cooperation Framework and other inter-agency agreements</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Do your Regional Directors or equivalent representatives of entities that comprise the UNCT contribute to the performance appraisal of the RCs?</li> </ul>		
<b>STRATEGIC DIRECTION, OVERSIGHT AND ACCOUNTABILITY FOR SYSTEM WIDE RESULTS<sup>8</sup></b>	<b>Yes/No</b>	<b>Please elaborate</b>
<i>Strategic Plans</i>		
<ul style="list-style-type: none"> <li>Do your <b>entity's strategic planning documents</b> set out how the entity is working as part of the repositioned UN development system at the global, regional and country level?</li> </ul>		
<ul style="list-style-type: none"> <li>Does your entity systematically communicate to all staff and representatives the new working methods needed in line with <b>the reform of the UN development system</b>? If yes, please provide details in the comments section.</li> </ul>		
<i>Results Reporting</i>		

<sup>8</sup> Source: Management and Accountability Framework <sup>8</sup> Source: Management and Accountability Framework



<ul style="list-style-type: none"> <li>Does your entity systematically contribute to the <b>annual UN Country Results Report</b> on the implementation of the Cooperation Framework?</li> </ul>		
<ul style="list-style-type: none"> <li>Does your entity ensure the systematic reporting of its results at the country level on <b>the system-wide UN INFO platform</b>?</li> </ul>		
<b>FUNDING THE RC SYSTEM AND DELIVERING ON FUNDING COMPACT COMMITMENTS<sup>9</sup></b>	<b>Yes/No</b>	<b>Please elaborate</b>
<i>Special Purpose Trust Fund for the RC System</i>		
<ul style="list-style-type: none"> <li>Does your entity adhere to the UNSDG guidance on the 1% levy?</li> <li>Do the amounts contributed by your entity as part of the <b>1% levy</b> tally with the last available CEB estimates (also published as a funding annex at the ECOSOC OAS annually) of overall tightly earmarked contributions?</li> <li>If no, how do you explain the difference and what steps within the entity's remit have been taken to reduce the gap?</li> </ul>		
<i>Funding Compact</i>		
<ul style="list-style-type: none"> <li>Does your entity hold a <b>structured dialogue with its governing body</b> on how to finance the development results in the current strategic planning cycle?</li> </ul>		
<ul style="list-style-type: none"> <li>Does your entity report on its implementation of relevant entity and Member States Funding Compact commitments to its governing body?</li> </ul>		
<ul style="list-style-type: none"> <li>Recognizing the respective responsibilities of RCs and UNCTs in that regard<sup>10</sup> do your entity's have guidance or a process in place for your country representatives to work with the RC to promote a coherent approach to funding as per the principles, objectives and commitments of the Funding Compact (in particular, flexible and strategic-level funding and funding that supports and facilitates common results and joint activities?</li> <li>What % of your entity's programming expenditures consists of <b>Joint Programmes</b><sup>11</sup>?</li> </ul>		

<sup>9</sup> Source: General Assembly resolution 72/279, 76/4 and Funding Compact

<sup>10</sup> Source: Management and Accountability Framework

<sup>11</sup> As set out in the Joint Programme Guidance, "joint activities" referred to in the Funding Compact should be understood as Joint Programmes

<ul style="list-style-type: none"><li>Does your entity have guidance or processes and instruments in place to facilitate use of relevant global pooled funding mechanisms (e.g., Joint SDG Fund, Spotlight Initiative, Peacebuilding Fund) by country representatives?</li></ul>		
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## Annex 2: 2023 Annual workplan of the PCB Bureau

Table 1: Inter-sessional periods for the preparation of the 52nd (26-28 June 2023, change of date pending approval of the PCB) and 53rd (12-14 December 2023) Programme Coordinating Board meetings.

Governance Key Event (52nd PCB meeting)	Timeframe 2023												Main expected outcomes	Priority	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
First meeting of the PCB Bureau		3rd February												<ul style="list-style-type: none"> <li>Bureau approves its 2023 annual workplan</li> <li>Bureau agrees on agenda items for the 52nd PCB meeting with further approval of the draft annotated agenda of the 52nd PCB meeting</li> <li>Bureau receives an update on the timeline for the 2023 ECOSOC process including ECOSOC resolution on the Joint Programme.</li> <li>The 2023 Chair and Vice-Chair of the IEOAC present the rules of procedures of the IEOAC as well as the possible changes to the terms of reference to ensure alignment of both documents.</li> </ul>	High
Second meeting of the PCB Bureau			Third week of March											<ul style="list-style-type: none"> <li>Bureau members discuss and agree on the final modalities for the PCB meetings in 2023</li> <li>Bureau receives updates on the preparation of the 52nd PCB meeting</li> <li>Bureau receives updates on the 2023 ECOSOC process</li> </ul>	High
Intersessional approval of the modalities and procedures for the 2023 PCB meetings			Last week of March											Bureau requests the intersessional approval of modalities and procedures for the 2023 PCB meetings	High
Induction session on UNAIDS Governance related issues for new Board members and other Missions focal persons														Geneva based Missions focal persons informed by the Secretariat on key UNAIDS Governance issues including PCB meetings in 2023	High
Three meetings of the PCB working group to prepare the thematic segment of the 52nd PCB meeting on: <i>Priority and key populations especially transgender people, and the path to 2025 targets: Reducing health inequities through tailored and systemic responses</i>														<ul style="list-style-type: none"> <li>The PCB working group agrees on its terms of reference and timeline</li> <li>The PCB working group discusses and provides inputs to the draft annotated outline of the background note for the thematic segment</li> <li>The PCB working group agrees on the launch of the call for case studies on the theme</li> <li>The PCB working group discusses and provides inputs to draft background note</li> <li>The PCB working group discusses and provides inputs to the draft agenda of the day.</li> </ul>	
Meeting of the Committee of the Cosponsoring Organisations (CCO)														Discuss key agenda items at the 52nd PCB meeting	
Third meeting of the PCB Bureau				Last week of April										<ul style="list-style-type: none"> <li>Bureau to receive brief updates on key agenda items at the 52nd PCB meeting</li> <li>Chair and Vice-Chair of the IEOAC present to the Bureau an overview of the key recommendations from their first virtual meeting.</li> </ul>	High

PCB52 pre-meetings and consultations														Preparatory meetings for the 52nd PCB meetings	High	
52nd Programme Coordinating Board meeting							27-29 June							The Board to approve Decisions on key agenda items	High	
Informal consultations on the 2023 ECOSOC resolution on the Joint Programme							First week of July							PCB Chair and Vice-Chair to present and negotiate the draft 2023 resolution on the Joint Programme.	High	
<b>Governance Key Event (53rd PCB meeting)</b>	<b>Timeframe 2023</b>												<b>Main expected outcomes</b>	<b>Priority</b>		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Call for proposal of themes 54th and 55th PCB meetings														Call for proposals of themes for the 54th and 55th PCB meetings sent to PCB constituencies	High	
Fourth meeting of the PCB Bureau							Second week of July							Bureau agrees on agenda items for the 53rd PCB meeting with further approval of the draft annotated agenda of the 53rd PCB meeting	High	
Three meetings of the PCB working group to prepare the thematic segment of the 53rd PCB meeting: <i>Testing and HIV</i>														<ul style="list-style-type: none"> <li>The PCB working group agrees on its terms of reference and timeline</li> <li>The PCB working group discusses and provides inputs to the draft annotated outline of the background note for the thematic segment</li> <li>The PCB working group agrees on the launch of the case studies on the theme</li> <li>The PCB working group discusses and provides inputs to draft background note</li> <li>The PCB working group discusses and provides inputs to the draft agenda of the day.</li> </ul>		
Fifth meeting of the PCB Bureau										First week of October				Bureau to receive brief updates on key agenda items at the 53rd PCB meeting	High	
Meeting of the Committee of the Cosponsoring Organisations (CCO)														Discuss key agenda items at the 53rd PCB meeting		
PCB53 pre-meetings and consultations														Missions focal persons briefed on key agenda items at the 53rd PCB meeting	High	
53rd Programme Coordinating Board meeting													12-14 Dec.	The Board to approve Decisions on key agenda items	High	
Required attendance of the Bureau																
Recommended attendance of the Bureau																
Optional attendance of the Bureau																
Not applicable																

### Annex 3: Table of follow-up items from PCB meetings



**Table of follow-up items from PCB meetings - for possible inclusion in the agenda of the 52nd PCB Meeting (26-28 June 2023, change of date pending approval by the PCB)**

AGENDA ITEMS FOR THE 52nd PCB MEETING		
Standing items	Agenda items	
	Report of the 51st PCB meeting	
	Executive Director (EXD) report	
	Report by the Chair of the Committee of Cosponsoring Organizations	
	UBRAF 2022-2026 (Performance and Financial reports)	
	Update on strategic human resources management issues	
	Statement by the USSA	
	<b>Organizational oversight reports:</b> Report of the Internal Auditor; Report of external Auditor; Report of the Ethic office; Report of the IEOAC. Management Response	
	<b>Thematic Segment:</b> <i>Priority and key populations<sup>3</sup> especially transgender people, and the path to 2025 targets: Reducing health inequities through tailored and systemic responses</i>	
	Leadership in in the AIDS response	
Agenda items with concrete timeline	Decision Number	Agenda items
50th	7.5	<b>[Indicator matrix for the 2022-2026 UBRAF and Indicators, milestones, targets and data sources for the 2022-2023 Workplan and Budget]</b> Requests the Executive Director to establish a working group, for the development of the next UBRAF, to be operational by January 2025.

51st	8.4 b. i.	<p><b>[Report of the PCB Bureau on UNAIDS' funding situation based on the recommendations of the Informal Multistakeholder Task Team]</b></p> <p>Recalling decision 6.2 of the 49th PCB meeting that approved an annual budget up to USD 210 million, considering the projected budgetary gap in the 2022-23 biennium and ongoing resource mobilization efforts, requests the Joint Programme to :</p> <p>b. Promote budget transparency and an effective investment case to support resource mobilization by:</p> <p>i. Using existing reporting mechanisms to update the PCB on actual core and non-core spending contributing to UBRAF implementation for each calendar year in the first PCB of the following year, commencing with reporting on 2022 expenditure at the 52nd PCB, and noting the impact of financial constraints on the Joint Programme's operational activities, including the impact on country and regional activity and presence;</p> <p><b>Comment : This request will be covered under the UBRAF agenda items</b></p>
50th	8	<p><b>[Update on strategic human resources management issues]</b></p> <p>Takes note of the Update on strategic human resources management issues and requests the Secretariat to include human resources statistics in future annual updates.</p> <p><b>Comment : This request will be covered under the update on strategic human resources management issues agenda item</b></p>
<b>Agenda items with no defined timeline</b>	<b>Decision Number</b>	<b>Agenda items</b>
49th	5.3d	<p><b>[HIV in prisons and other closed settings]</b></p> <p>Report to the Programme Coordinating Board on progress towards 2025 targets as related to people in prisons and other closed settings;</p>
51st	7.3d	<p><b>[Update on the Global Partnership to eliminate all forms of HIV-related stigma and discrimination]</b></p> <p>Report to the Programme Coordinating Board on further progress at a future meeting of the Programme Coordinating Board;</p>

### *Rules of Procedure*

#### **Independent External Oversight Advisory Committee of the United Nations Joint Programme on HIV/AIDS**

##### **Background**

1. The Independent External Oversight Advisory Committee (IEOAC) of the United Nations Joint Programme on HIV/AIDS (UNAIDS) adopted these Rules of Procedure at their sixth meeting on 9 November 2022 to assist its members in executing their responsibilities. The Rules supplement the Committee's Terms of Reference and shall always be read together with and construed in a manner that is consistent with the Terms of Reference.

##### **Independence**

2. All IEOAC members shall adhere to the independence and conflict of interest requirements that are in paragraphs 14 to 17 of the Committee's Terms of Reference, and shall annually submit a signed copy of the required declarations to the UNAIDS Secretariat. These declarations shall be updated by IEOAC members when required.
3. At each meeting and at any other time in the course of the conduct of the business of the IEOAC, members shall inform the PCB Chair of any conflict of interest that they may have in relation to any matters that are the subject of consideration by the IEOAC.
4. In the event of a conflict of interest, the concerned member of the IEOAC shall recuse himself/herself from participation in the consideration of the concerned matter and in decision-making relevant to that matter.

##### **Appointment and term**

5. In accordance with paragraph 21 of the Terms of Reference of the Committee:
  - a. Half the members of the inaugural IEOAC will be appointed to serve a single three year term so as to allow for a staggered replacement of members at the time of renewal, thereby ensuring that all members do not complete their terms at the same time.<sup>12</sup>
  - b. All other members of the Committee shall be appointed to serve a maximum of two terms of two years each.
6. The Committee shall annually elect a Chair and a Vice-Chair to serve for a one-year term.  
The positions of Chair and Vice-Chair shall be selected by the IEOAC members from among their number. The Chair and Vice-Chair shall serve in this capacity for a maximum of one term of their membership of the IEOAC.
7. If the Chair no longer holds membership in the Committee or is revoked by the PCB because he/she is disabled or otherwise unable to discharge his/her responsibilities for the balance of his/her term, IEOAC members shall select a new Chair from among their number for the remainder of the outgoing Chair's term.

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<sup>12</sup> The Committee interprets that half of the five (5) members is three (3) members for the purpose of the term of the inaugural committee.

8. In case the Vice-Chair ceases to hold membership of the Committee or is revoked by the PCB or is selected as the Chair, members of the Committee shall appoint a Vice-Chair from among their number for the remainder of previous Vice-chair's term.

### **Duties of the Chair and Vice-Chair**

9. The Chair of the IEOAC shall:
  - a. convene and preside over all IEOAC meetings;
  - b. present the provisional agenda for each meeting to members of the IEOAC;
  - c. issue such correspondence on behalf of the Committee as may be required;
  - d. represent the Committee and attend hearings to respond to questions on the activities and findings of the Committee;
  - e. submit and present the Committee's annual reports in writing for consideration by the UNAIDS Programme Coordinating Board (PCB) or in-person if requested by the PCB;
  - f. submit and present interim reports to the PCB Bureau ;
  - g. oversee the preparation of the annual work plan, meeting notes, annual reports and interim reports of the IEOAC as well as the management of the Committee's records; and
  - h. serve as the Chief spokesperson of the Committee before key stakeholders based on input received from the Committee.
10. The Vice-Chair of the IEOAC shall:
  - a. Act on behalf of the Chair during the Chair's absence;
  - b. Represent the Committee and attend hearings when requested to do so by the Chair; and
  - c. Assume the functions of the Chair in the event the Chair ceases to be a member of the Committee until a new Chair is selected.

### **Meetings**

11. The Chair of the IEOAC shall prepare a provisional agenda for each meeting after consulting with the other members of the Committee.
12. The members of the IEOAC shall normally receive the provisional agenda and accompanying background documents for the meeting in question at least 10 calendar days before the meeting is held.
13. Two-thirds of the members of the IEOAC shall constitute a quorum. The existence of a quorum shall be confirmed by the Chair at the beginning of each meeting.
14. The IEOAC shall meet, in principle at least two times per year. Additional regular meetings may also be scheduled if deemed necessary. The Chair of the IEOAC shall establish the dates for the regular meetings in consultation with the other members of the Committee.
15. The IEOAC may also hold extraordinary meetings in response to a request from the Chair or on requests from two or more members for the Chair to organize such meetings.
16. The Committee may meet either in-person or virtually at such times and in such locations as may be necessary for the performance of its duties. In-person meetings shall be held at UNAIDS headquarters in Geneva, or at such other location as may be expedient or agreed with the Secretariat or the PCB.



17. The Committee shall normally hold closed sessions during its meetings. The Committee may invite to its closed sessions individuals or parties as it deems appropriate including officials of the UNAIDS Secretariat as well as representatives of the Board of Auditors, the Office of Internal Oversight Services of the World Health Organization and the Joint Inspection Unit.
18. Decisions of the IEOAC shall be taken at meetings preferably by consensus, or by two thirds of the members whenever a consensus cannot be reached.
19. The IEOAC shall provide an update to UNAIDS Senior Management on the key issues that shall arise at each regular Committee meeting. The update will be provided as soon as possible after the end of each meeting to either the UNAIDS Executive Director or his/her designate. The Committee meet with the Executive Director at least once during the year, and preferably at each meeting.
20. All IEOAC members shall be expected to attend all of the Committee's meetings and details on attendance shall be included in the Committee's meeting notes and annual report to the PCB.

### **Reporting**

21. The Chair shall ensure that appropriate notes of all IEOAC meetings are prepared, and that such notes are circulated to all members of the IEOAC for review and clearance as soon as possible after each meeting.
22. The Chair shall also arrange for the final version of the notes for each IEOAC meeting to be posted publicly on the UNAIDS website. These notes may be redacted to remove any private and confidential information.
23. All members of the IEOAC shall be requested to review and clear the draft versions of the Committee's annual reports and interim reports that will be prepared in accordance with paragraphs 30 and 31 of the Committee's terms of reference.

### **Annual Work Plan**

24. The IEOAC shall establish an annual work plan for guiding its activities. This work plan shall be established at the beginning of each calendar year and shall cover the responsibilities that are described in the Committee's Terms of Reference.

### **Performance**

25. The performance of the IEOAC shall be reviewed through an annual self-assessment and an independent evaluation conducted every two years. The results of the self-assessments and independent evaluations shall be reported to the PCB as part of the annual report.

### **Logistical and administrative support**

26. The UNAIDS Secretariat, in consultation with the IEOAC, shall designate an independent report writer to the IEOAC who shall provide assistance in the preparation of IEOAC meeting summaries and reports.
27. The performance appraisal of the IEOAC independent report writer shall be done with input from and in consultation with the Chair of the IEOAC.
28. All records of the meetings of the IEOAC shall be kept in an appropriate online repository within the UNAIDS secure platform that is accessible to members of the IEOAC.
29. The UNAIDS Secretariat shall provide all other required logistical and administrative support to the IEOAC.

**Review**

30. The IEOAC shall review these Rules of Procedure whenever deemed necessary. Any amendments to the Rules shall be communicated to the PCB for its information.

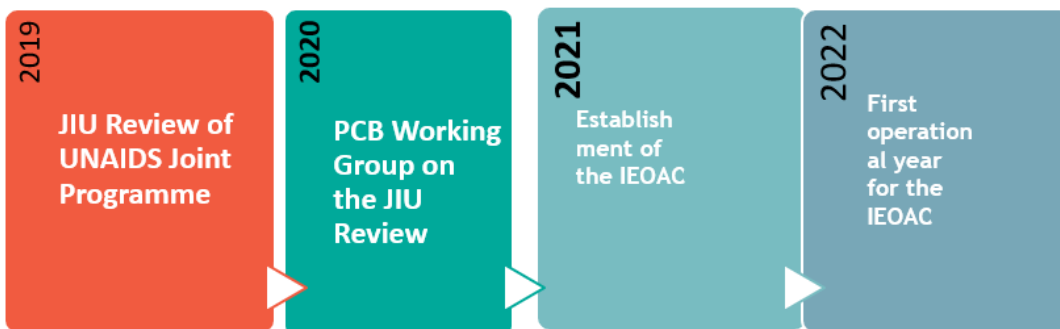
## Annex 5: Presentation of the IEOAC



### Overview of the presentation

- Background for the establishment, achievements in 2022 and functions, of the Independent External Oversight Advisory Committee (IEOAC).
- Rules of Procedures of the Independent External Oversight Advisory Committee (IEOAC).
- Proposed amendment of the approved Independent External Oversight Advisory Committee (IEOAC) Terms of Reference (TOR).
- Overview of the Independent External Oversight Advisory Committee (IEOAC) 2023 workplan.

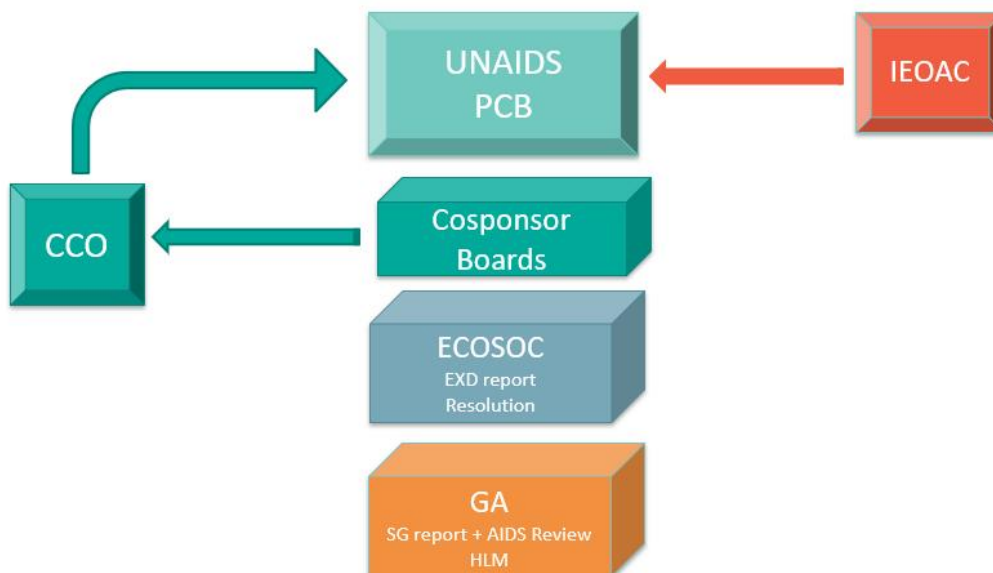
# BACKGROUND



2030 | Ending the AIDS epidemic



## Oversight of UNAIDS



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## Achievements in 2022 and responsibilities of the IEOAC

The IEOAC had seven (7) meetings in 2022 and presented its first annual report to the PCB at the 50<sup>th</sup> meeting in June 2022. The annual 2022 report can be found at the following link:

[Agenda item 8: Report of the Independent External Oversight Advisory Committee \(IEOAC\) | UNAIDS](#) and the summaries of all the meetings in 2022 at the [PCB standing committees | UNAIDS](#).

The responsibilities of the IEOAC in the terms of reference are as follows:

- a) **Financial and performance reporting:** consider issues arising from the audited financial statements and financial and performance reports produced for the PCB.
- b) **Accounting:** consider the appropriateness of accounting policies, standards and disclosure practices and any changes and risks thereto.
- c) **External audit:** review the scope, plan and approach of the External Auditor's work, and follow-up on external audit recommendations.
- d) **Internal audit:** review the scope, plan, resources, performance of the internal audit function and the Internal Auditor, and the appropriateness of the independence of this function, and follow-up on internal audit recommendations.
- e) **Risk management and internal controls:** review the effectiveness of UNAIDS Secretariat internal control systems, including management and internal governance practices.
- f) **Financial regulations and rules:** consider the operation and effectiveness of the financial regulations.
- g) **Compliance:** review the systems established by the UNAIDS Secretariat to maintain and promote compliance with laws, regulations, policies and high standards of integrity and ethical conduct to prevent conflicts of interest.
- h) **Monitor issues and trends** arising from UNAIDS Secretariat financial and performance reporting, including audit reports, and advise the PCB on implications to UNAIDS;

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## Terms of References – Amended

- During its sixth meeting on 9<sup>th</sup> November 2022, the IEOAC discussed the draft Rules of Procedure and recommended that the PCB amend the its Terms of Reference to authorize appointment of a Vice Chair of the committee.
- The IEOAC members agreed to a position of Vice-Chair to support the Chair in implementing the annual workplan. The Vice-Chair will also replace the Chair in case of absence and finally it will help continuity with the new IEAOC in the future.
- **See proposed amendments in paragraph 22 of the terms of reference :**
- 22. The positions of Chair **and Vice-Chair** will be rotational and shall be selected by the IEOAC members from among their number; the Chair **and the Vice-Chair** shall serve in this capacity for a maximum of one term of their membership of the IEOAC.

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## Rules of Procedures

### Background

- The Independent External Oversight Advisory Committee (IEOAC) of UNAIDS adopted these Rules of Procedure on **9<sup>th</sup> November 2022** to assist its members in executing their responsibilities.
- The final version of the rules of procedures was cleared by the PCB legal counsel as sent to you by the Secretariat ahead of this meeting.
- The Rules supplement the Committee's Terms of Reference and shall always be read together with and construed in a manner that is consistent with the Terms of Reference.

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## Rules of Procedures

The rules of procedures have 9 sections in addition to the first on that sets the background as follows and will be aligned fully to the revised terms of reference when approved by the PCB. The Secretariat had shared these with the PCB Bureau members ahead of the meeting.

1. Independence
2. Appointment and term
3. Duties of the Chair and Vice-Chair
4. Meetings
5. Reporting
6. Annual Work Plan
7. Performance
8. Logistical and administrative support
9. Review

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## IEOAC 2023 workplan

- The IEOAC plans to meet three times in 2023.
- The first meeting (**March 2023 - Virtual**) will focus on the external audit function (workplan review), update on ERP implementation, and discussion of results of the Global Staff Survey.
- The second meeting (**May 2023 – face-to-face**) will focus on the organizational reports and on the IEOAC annual report. The IEOAC will meet with auditors, director of finance, the ethics officer and senior management.
- The Chair will present the IEOAC report to the PCB at its 52<sup>nd</sup> meeting (June 2023).
- The third meeting (October 2023) will address outstanding oversight recommendations, ERP implementation, risk management, review of auditors' workplans, and review of findings of independent evaluation of IEOAC's work and development of 2024-2025 workplan.
- The IEOAC proposes to meet with the Executive Director at the end of their meetings in June and October 2023.

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DATE	EVENT	COMMITTEE ACTION
<b>MARCH 2023</b>	First meeting of the IEOAC	Review of workplans for the External Auditor; update on ERP implementation; and discussion on the results of the Global Staff Survey.
<b>MAY 2023</b>	Second meeting of the IEOAC	Discussion on the organizational reports and the IEOAC's annual report. Meetings with Auditors, Director of Finance, Head of UBRAF performance Team Ethics Officer, and Senior Management, including on the results of the UNAIDS Global Staff Survey.
<b>JUNE 2023</b>	Meeting of the IEOAC with UNAIDS Executive Director	Discussion on the IEOAC's findings for the upcoming report to the PCB
<b>27-29 JUNE 2023</b>	52 <sup>nd</sup> meeting of the PCB	Presentation by the Chair regarding the annual IEOAC report and response to questions raised by PCB participants
<b>OCTOBER 2023</b>	Third meeting of the IEOAC	Discussion on outstanding oversight recommendations, implementation of the ERP system, risk management, and review of auditors' workplans for the upcoming cycle. Meetings with risk management team, Director of Finance, external and internal auditors, and senior management as relevant. Review of the findings of the independent evaluation of the IEOAC's work and development the 2024-2025 IEOAC Workplan.
<b>OCTOBER 2023</b>	Meeting of the IEOAC with UNAIDS Executive Director	Discussion on the findings from the IEOAC's meeting and discussion on priorities for the upcoming year
<b>12-14 DECEMBER 2023</b>	53 <sup>rd</sup> meeting of the PCB	Optional attendance on agenda items relevant to IEOAC mandate

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Thank you and Q&A