



## UNAIDS PCB BUREAU MEETING

**DATE:** Wednesday, 31 January 2024

**TIME:** 15:00-16:30 (CET)

**VENUE:** Hybrid (in-person at the UNAIDS building and virtually on Teams)

### PARTICIPANTS

**Kenya: Representing the PCB Chair:** H.E. Dr Cleopa Mailu, Ambassador, Permanent Representative, Permanent Mission of Kenya in Geneva; Dr Ruth Laibon Masha, Chief Executive Officer, NSDCC, Ministry of Health; Dr Peace Mutuma, Health Attaché, Permanent Mission of Kenya in Geneva; Dr Douglas Bosire, Country support, NSDCC, Ministry of Health; Ms Catherine Njeri Maina, Legal Services, NSDCC.

**Brazil: Representing the PCB Vice-Chair:** Ms Larissa Guerra de Figueiredo Karydakís, First Secretary, Permanent Mission of Brazil in Geneva; Ms Débora Antônia Lobato Cândido, Second Secretary, Permanent Mission of Brazil in Geneva; Ms Tatiana Estrela, Department of HIV/AIDS, Tuberculosis, Viral Hepatitis and STIs, Ministry of Health.

**Netherlands: Representing the PCB Rapporteur:** Ms Zina Olshanka, First Secretary, Permanent Mission of the Kingdom of the Netherlands in Geneva; Ms Gerda Vrieling, First Secretary, Permanent Mission of the Netherlands in Geneva.

**Representing the PCB NGO Delegation:** Mr Gastón Devisich, Community Engagement Representative, Fundación Huésped, Buenos Aires, Argentina; Mr Shamin Mohamed Jr, Founder & President, LetsStopAIDS, Toronto, Canada.

**UNESCO: Representing the Committee of Cosponsoring Organizations:** Ms Joanna Herat, Global Coordinator for HIV and AIDS, Chief Section for Health and Education, UNESCO; Mr David Sutherland, Senior Project Officer, Health and Education, UNESCO; Ms Fátima Barbero, Programme Specialist, UNESCO.

**UNAIDS Secretariat:** Mr Efraim Gomez, Director External Relations; Mr Morten Ussing, Director Governance; Ms Samia Lounnas, Senior Governance Advisor; Ms Adriana Hewson, Governance Officer; Ms Maya Salama, Governance Officer.

### MEETING AGENDA

- 1. Introduction to the 2024 PCB Bureau:** *The 2024 PCB Bureau will briefly introduce themselves and the Chair will kick off the workplan for 2024.*

2. **Modalities and procedures for 2024 PCB meetings:** *The Bureau will discuss the modalities for the 2024 PCB meetings.*
  3. **Preparation for the upcoming PCB meeting (25-27 June 2024, Geneva, Switzerland):** *The Bureau will receive an update and provide guidance on the preparations for the upcoming PCB meeting, including reviewing proposed agenda items.*
  4. **Timeline for the selection process of new members of the UNAIDS Independent External Oversight Advisory Committee (IEOAC):** *The Bureau will receive an update and provide guidance on the selection process of new members of the IEOAC for 2025-2026 and 2026-2027.*
  5. **Any other business**
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## Summary of the Meeting

### 1. Introduction to the 2024 PCB Bureau

H.E. Dr Cleopa Mailu, Ambassador, Permanent Representative, Permanent Mission of Kenya in Geneva, representing Kenya as Chair of the 2024 PCB Bureau, welcomed the Bureau members to their first meeting and thanked them for their participation. The Chair stressed that 2024 is a critical year as it is the mid-point of the 2022-2026 Global AIDS Strategy, with a mid-term review whose findings will support the development of the next Global AIDS Strategy. The Chair emphasized the importance of an engaged Bureau to ensure that it can deliver on its mandate. The Chair noted that Kenya, in its capacity as 2024 Chair, would ensure there are adequate discussions and that PCB decisions are consensual and add value to the programme.

Finally, the Chair welcomed the Members of the Bureau for 2024: Kenya as Chair, Brazil as Vice-Chair, Netherlands as Rapporteur, UNESCO as the Chair of the Committee of Cosponsoring Organizations and the representatives of the NGO Delegation and congratulated the incoming members on their election to the Bureau (see list of the 2024 Bureau members on the UNAIDS website: [PCB Bureau | UNAIDS](#)).

The Chair recalled that the Bureau members received the agenda and the draft workplan of the Bureau as part of the background documents of the meeting.

The PCB Bureau discussed the 2024 workplan (Annex 2), which they noted is a living document that would continue to be updated. Bureau members expressed their appreciation for the flexibility in the workplan. The Chair emphasized that scheduling is important and that there will be adequate consultation to ensure that all Bureau members participate in meetings.

### 2. Modalities and procedures for 2024 PCB Bureau meetings

The Chair recalled that the 2024 PCB Bureau would be responsible for agreeing on the format for the PCB meetings in 2024, noting that the proposed modalities and procedures would remain the same as in 2023. The Chair recalled that Bureau members received the draft modalities and procedures paper for 2024 as part of the background documents for this meeting.

The Secretariat recalled that the UNAIDS PCB Modus Operandi sets out how meetings are to be conducted and prepared, explaining that since the start of the COVID-19 pandemic, the Board has moved swiftly to introduce specific modalities for each year. The Secretariat recalled that the 2023 PCB meetings were held fully in-person in accordance with the Modus Operandi, with the possibility for PCB members, participants, and observers to connect online. The Secretariat confirmed that the modalities presented in the paper for 2024 are based on those used for 2023, which were discussed and approved by the PCB legal counsel. Following the agreement of the Bureau, the draft modalities and procedures for 2024 PCB meetings would be put forward to the PCB members for intersessional decision making.

A member of the Bureau informed that following consultation with its constituency, they agreed to request the Chair and the Bureau to consider discontinuing the PCB pre-meetings (included in the modalities) as these are time-consuming and their constituency was overloaded. To the constituency, these pre-meetings constituted an additional burden. After discussion, all other members of the Bureau agreed that the pre-meetings have substantial benefits in helping constituencies prepare for the PCB meetings and facilitating consensus decision-making. The majority of members stressed that for their constituencies, the pre-meetings were an essential part of preparations and helped keep to time during the actual PCB meeting, particularly during PCB drafting sessions. The Secretariat explained that in 2023, the pre-meetings were well-attended by PCB members, participants, and observers, and had significant participation from capitals. Taking this into consideration, Bureau members agreed to review at the next meeting, if the schedule allows, condensing the pre-meetings.

The Chair requested the Secretariat to send the draft modalities and procedures paper for 2024 for PCB members to send any comments by a defined deadline.

### 3. Preparations for the upcoming PCB meeting (25-27 June 2024)

**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 54th PCB meeting.

- **Report of the 53rd PCB meeting: (confirmed for the 54<sup>th</sup> PCB meeting):** The draft report of the previous meeting is currently being finalized. It will be circulated to the 2023 PCB Chair and subsequently to the 2024 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 54<sup>th</sup> PCB meeting):** The report of the Executive Director is a standing item at all PCB meetings. 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 an emphasis on remaining challenges.

- **Report of the Committee of Cosponsoring Organizations (CCO): (confirmed for the 54th PCB meeting):** This report will be presented by UNESCO, the Chair of the Committee of Cosponsoring Organizations this year.
- **Report by the NGO Representative: (postponed to the 55th 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 2023, the NGO Delegation proposed to postpone this report to the 55th PCB meeting in December 2024 to which the Bureau members agreed.
- **Leadership in the AIDS Response: (confirmed for the 54th PCB meeting)** The Executive Director occasionally invites a high-level speaker to present a specific topic. The Secretariat will provide additional information to the Bureau on the high-level speaker closer to the PCB meeting.
- **Follow-up to the thematic segment on *Testing and HIV* (confirmed for the 54th PCB meeting):** Every PCB has a thematic segment on a timely topic selected by the PCB. The thematic segment takes place on the last day of the PCB, following the decision-making segment, and its format can vary, but usually involves keynote interventions and panels of speakers. There is no decision-making on the thematic segment to give representatives the time and space to really engage in the discussions. At the subsequent PCB meeting, a summary report of the thematic segment's presentations and discussions is provided for decision making. This report, the Follow-up to the thematic segment, will be on the topic of the 53rd PCB meeting: Testing and HIV. The summary report is being finalized and will be sent shortly to the Bureau for discussion and clearance.
- **Update on strategic human resources management issues (confirmed for the 54th PCB meeting):** In response to the request of the PCB at its 30th 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 2023-March 2024.
- **Statement by the representative of the UNAIDS Secretariat Staff Association (USSA) (confirmed for the 54th PCB meeting):** The Statement by the UNAIDS Secretariat Staff Association provides a short overview of priority issues affecting staff in UNAIDS. The Chair of the Staff Association delivers the statement.
- **UBRAF 2022-2026 Reporting (confirmed for the 54th 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
- **Organizational Oversight Reports (confirmed for the 54<sup>th</sup> PCB meeting)**
  - This standing agenda item was implemented by the Executive Director further to a recommendation from the Joint Inspection Unit in 2019.
  - The PCB concurred with this approach in decision point 9.4 from the 45th meeting,
    - **(9.4)** *“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 46th Programme Coordinating Board meeting.”*
  - This agenda item comprises the report of the external auditor, the report of the internal auditor, the annual ethics office report, the annual report of the IEOAC, and the management response to the Organizational Oversight Reports.
- **Thematic Segment: Sustaining the gains of the global HIV response to 2030 and beyond (confirmed for the 54<sup>th</sup> PCB meeting):** 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 an expression of interest to be part of the working group was sent out to PCB members on 2 February 2024.

### **Possible issues to be considered at the 54th PCB meeting**

- **HIV in prisons and other closed settings:**
  - This agenda item is the follow-up to the decision from the 49<sup>th</sup> PCB meeting (December 2021), where the latest report on HIV in prisons and other closed settings was presented to the Board. The decision point 5.3d on reporting to the next PCB meeting is targeted at the JP as follows:
    - **(5.3d)** *Requests the Joint Programme to report to the Programme Coordinating Board on progress towards 2025 targets as related to people in prisons and other closed settings;*
  - In October 2023, while setting the agenda of the 53rd PCB meeting, the Bureau agreed that this item would be presented at a later PCB meeting.
  - The Secretariat informed that, following consultation with UNODC, the December timing of the session would be preferable.

Further to the clarification provided by the Secretariat, the PCB Bureau agreed to postpone this agenda item to a later meeting of the PCB, possibly to the 55<sup>th</sup> PCB meeting in December 2024.

- **Update on the Global Partnership to eliminate all forms of HIV-related stigma and discrimination:**
  - o This agenda item is a follow-up to the following decision point from the 51<sup>st</sup> PCB:
    - **(7.4d)** *Report to the Programme Coordinating Board on further progress at a future meeting of the Programme Coordinating Board;*
  - o At its first meeting in February 2023, the Bureau recommended that, in view of the most recent report delivered at the 51<sup>st</sup> PCB meeting, this report be considered in 2024.

The PCB Bureau agreed that this agenda item would be considered at a later PCB meeting and preferably at the 55<sup>th</sup> PCB meeting in December 2024.

- **2024-2025 Workplan prioritization and resourcing**
  - o This agenda item is a follow-up from decision point 6.6 from the 53<sup>rd</sup> PCB:
    - **(6.6)** *Requests the Joint Programme to continue to incorporate prioritization in its planning as part of its management function, and report back to the PCB at the June 2024 PCB meeting, and future years as necessary when projected revenue falls below the budget threshold of the UBRAF, contributing to organizational resilience, boosting donor confidence, identifying areas for resource mobilization, and identifying needs and opportunities for streamlined, innovative programme delivery;*

The PCB Bureau agreed that, if the projected revenue falls below the budget threshold of the UBRAF (US\$ 160 million), this request can be covered as part of the UBRAF 2022-2026 agenda item at the 54<sup>th</sup> PCB meeting.

### **Additional decision points**

The Secretariat explained that there were also several decision points that did not require a direct report back in 2024, but which may be relevant in considering the agenda of the 54<sup>th</sup> PCB meeting:

- **Indicator matrix for the 2022-2026 UBRAF and Indicators, milestones, targets and data sources for the 2022-2023 Workplan and Budget**
  - o This is a follow-up to the following decision point from the 50<sup>th</sup> PCB:
    - **(7.5)** *Requests the Executive Director to establish a working group, for the development of the next UBRAF, to be operational by January 2025;*
  - o The development of the next UBRAF is very closely linked to the development of the next Global AIDS Strategy.
- **Follow-up actions to the 2024-2025 Workplan and Budget (UBRAF)**
  - o This is a follow-up for **June 2025** on decision point 6.5 from the 53<sup>rd</sup> PCB meeting.

- **(6.5)** *Requests the Executive Director and the Committee of the Cosponsoring Organizations to continue to ensure that the Joint Programme remains sustainable, resilient and fit-for-purpose, by revisiting the operating model, supported by external expert facilitation and through appropriate consultations, including with the PCB members and participants, reporting back at the June 2025 PCB meeting with recommendations which take into account the context of financial realities and risks to the Joint Programme and relevant recommendations of the Joint Inspection Unit, recognizing the importance of the findings of the mid-term review of the Global AIDS Strategy and development of a long-term strategy to 2030 and beyond, in aligning the Joint Programme;*
  - This decision point speaks to the development process of the new operating model, as well as the strategic process which needs close consultation with the Board. The legal counsel has advised that this decision point would supersede decision point 7.5 from the 50<sup>th</sup> PCB on the establishment of the working group, which was just focused on the UBRAF.
  - This decision point would best be considered as part of December discussions, as the findings of the mid-term review of the current strategy will be presented to the Board at the 55<sup>th</sup> PCB in December.

The Bureau agreed that this decision would be discussed at its next meeting and as part of the overall process for the development of the new Global AIDS Strategy and UBRAF, taking into consideration the ongoing mid-term review.

- **Consultation on the follow-up to the 2023 ECOSOC Resolution**

- This is a decision point from the 53rd PCB meeting requesting action from the PCB Bureau before the June 2024 PCB meeting:
  - **(8.4)** *Decides that the PCB Bureau transmits, no later than March 2024, following circulation to PCB members and participants for comments, the summary of the consultation at the 53rd meeting of the PCB on the follow-up to the 2023 ECOSOC resolution E/RES/2023/85 to the Executive Office of the United Nations Secretary-General*
- The summary of the consultation at the 53rd PCB meeting is currently being prepared and, following circulation to PCB members and participants by the Bureau, is planned to be transmitted to the EOSG on 1 March 2024. The window to comment on the summary is planned to be between 5-15 February. This will allow the SG to transmit his report to ECOSOC before the Council's 2025 session (starting in July 2024), as requested by ECOSOC resolution E/RES/2023/85 of July 2023.

**4. Timeline for the selection process of new members of the IEOAC**

At the 53rd PCB meeting in December, the PCB approved the renewal of terms of the four IEOAC members with two-year terms. The Board also requested the Executive Director, in consultation with the PCB Bureau, to initiate the process of selecting the new members of the Independent External Oversight Advisory Committee for 2025–2026 and 2026–2027.

The Secretariat provided an overview of the process going forward:

- In the inaugural IEOAC, it was agreed that three members would serve non-renewable, three-year terms ending on 31 December 2024. The other four members had two-year renewable terms, which were renewed at the 53<sup>rd</sup> PCB meeting in December. Their terms will expire on 31 December 2025. Therefore, it is necessary to select three new members for the IEOAC to start on 1 January 2025, and four new members to start on 1 January 2026.
- The terms of reference of the IEOAC outline the steps for selecting new members (Annex 3). In 2021, a professional search firm, Oxford HR, was recruited to conduct interviews for a long list of candidates and then provide a short list to the Selection Panel. The search firm interviewed 23 candidates and recommended 15 'YES' candidates for consideration by the Selection Panel, of which 7 were selected. One candidate had a potentially disqualifying conflict of interest, so the Selection Panel agreed to substitute them with another equally qualified candidate. This left 8 recommended candidates and 6 'MAYBE' candidates. Given the volume of qualified candidates, it was agreed that those highly qualified candidates who were not selected in this round would be included on a roster for future consideration, subject to their agreement.
- Ways forward:
  - **Option 1:** Identical process to 2021: The selection panel would launch a new call for a search firm to select candidates for 2025-2026 and 2026-2027 in accordance with the terms of reference of the IEAOC;
    - Timeline: the selection process would run from March-December 2024
    - Cost implications based on 2021 budget breakdown:
      - +/- USD 100,000 (search firm)
      - +/- USD 20,000 (advertisements)
  - **Option 2:** The selection panel starts from the existing roster of qualified candidates that the search firm had identified (8 'YES' and 6 'MAYBE'); it proposes the 3 candidates for 2025-2026 from this list of 14 experts. For the 4 candidates for 2026-2027, the selection panel would launch a new process in accordance with the terms of reference of the IEOAC.
  - **Option 3:** The selection panel would propose candidates from the existing roster for 2025-2026 and for 2026-2027.
    - Full ECOSOC regional diversity could not be reflected in the 2026-2027 Committee membership.



Bureau members reaffirmed that regional representation is a priority in accordance with the TOR of the IEOAC, and that, therefore, the third option would be excluded. Among the two remaining options, Bureau members expressed a strong preference for the second option. The Chair asked Bureau members to provide their feedback on whether they wish to move forward with the first or second option. Further to the meeting, Bureau members reached consensus on the second option.

#### **5. Any other business (AOB)**

The Secretariat noted that the UNAIDS Structured Funding Dialogue, a QCPR-compliant yearly dialogue, would be held on 29 February 2024. There was no other business discussed.

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

*[Annexes follow]*

# PCB BUREAU MEETING

31 January 2024



## AGENDA

- 1. Introduction to the 2024 PCB Bureau:** *The 2024 PCB Bureau will briefly introduce themselves and the Chair will kick off the workplan for 2024.*
- 2. Modalities and procedures for 2024 PCB meetings:** *The Bureau will discuss the modalities for the 2024 PCB meetings.*
- 3. Preparation for the 54th PCB meeting (25-27 June 2024, Geneva, Switzerland):** *The Bureau will receive an update and provide guidance on the preparations for the upcoming PCB meeting, including reviewing proposed agenda items.*
- 4. Timeline for the selection process of new members of the UNAIDS Independent External Oversight Advisory Committee (IEOAC):** *The Bureau will receive an update and provide guidance on the selection process of new members of the IEOAC for 2025-2026 and 2026-2027.*
- 5. AOB**



## 2024 PCB Bureau

OFFICE	REPRESENTATIVE
Chair	Kenya
Vice-Chair	Brazil
Rapporteur	Netherlands
CCO Chair	UNESCO
NGO Delegation	<ul style="list-style-type: none"><li>• Fundación Huésped, Argentina</li><li>• LetsStopAIDS, Canada</li></ul>



## Agenda item 2: Modalities and procedures for 2024 PCB Meetings

54th PCB Meeting: **25-27 June 2024**

**Fully-in person meetings, with some online participation,**  
in accordance with the PCB Modus Operandi, building on the 2023 modalities

Following the review and agreement of the Bureau, the draft modalities and procedures for 2024 PCB meetings will be put forward to the PCB via **intersessional decision making**



# Agenda item 3: Preparation for the 54th PCB meeting

Agenda setting is based on decisions from **previous PCB meetings**

These are shown in the **table of follow-up items**



Annex 1. Table of follow-up items from PCB meetings – for possible inclusion in the agenda of the 54th PCB Meeting

Standing items	Agenda items		Comments
	<b>Report of the 53rd PCB meeting</b> Executive Director 2025 report Report by the Chair of the Committee of Cosponsoring Organizations (CCO) Report by the NGO Representative Address to the thematic segment from the 53rd Programme Coordinating Board meeting: <i>Testing and HIV</i> Update on strategic human resources management issues Statement by the representative of the UNAIDS Secretariat Staff Association (USSA) UBRAF 2022-2026: Performance and financial reporting Organizational Oversight Reports Thematic Segment: <i>Sustaining the gains of the global HIV response to 2030 and beyond</i>		
Agenda items with concrete timeline	Decision Number	Agenda items	Comments
53b	7.5	Indicator matrix for the 2022-2026 UBRAF and Indicators, indicators, targets and data sources for the 2022-2026 Workplan and Budget) Requests the Executive Director to establish a working group, for the development of the next UBRAF, to be operational by January 2025. [Follow-up actions to the 2024-2025 Workplan and Budget (UBRAF)] Requests the Executive Director and the Committee of the Cosponsoring Organizations to continue to ensure that the Joint Programme remains sustainable, resilient and fit-for-purpose, by involving the steering model, supported by external expert facilitator and through appropriate consultations, including with the PCB members and participants, reporting back at the June 2025 PCB meeting with recommendations which take into account the spirit of the 2024-2025 Workplan and Budget and the recommendations of the Joint Inspection Unit, recognizing the importance of the findings of the recent review of the Global AIDS Strategy and development of a long-term strategy to 2030 and beyond, in shaping the Joint Programme.	
53d	6.5	[Follow-up actions to the 2024-2025 Workplan and Budget (UBRAF)] Requests the Joint Programme to continue to incorporate prioritization in its planning as part of its management function, and report back to the PCB at the June 2025 PCB meeting, and have more an overview of projected revenue (in line with the budget) of the Global Fund, contributing to organizational resilience, ensuring donor confidence, identifying risks for future mobilization, and identifying needs and opportunities for grantmaking, (including programme delivery)	This request can be covered under the UBRAF 2022-2026 agenda item
53e	6.6	[Follow-up actions to the 2024-2025 Workplan and Budget (UBRAF)] As per the terms of reference, requests the Executive Director, in consultation with the PCB Bureau, to initiate the process for selecting the new membership of the Independent External Oversight Advisory Committee for 2022-2026 and 2026-2027	



## 54th PCB meeting: standing agenda items

- Report of the 53rd PCB meeting
- Report of the Executive Director
- Report of the Committee of Cosponsoring Organizations
- Report by the NGO Representative
- Leadership in the AIDS Response
- Follow-up to the Thematic Segment from the 53rd PCB meeting: *Testing and HIV*
- Update on strategic human resources management issues
- Statement by the representative of the UNAIDS Secretariat Staff Association (USSA)
- UBRAF 2022-2026: Performance and financial reporting
- Organizational Oversight Reports
- Thematic Segment: *Sustaining the gains of the global HIV response to 2030 and beyond*

## 54th PCB meeting: possible agenda items

### HIV in prisons and other closed settings

- **49th PCB (5.3d)** Requests the Joint Programme to report to the Programme Coordinating Board on progress towards 2025 targets as related to people in prisons and other closed settings;

### Update on the Global Partnership to eliminate all forms of HIV-related stigma and discrimination

- **51st PCB (7.4d)** Report to the Programme Coordinating Board on further progress at a future meeting of the Programme Coordinating Board;



## 54th PCB meeting: possible agenda items

### 2024-2025 Workplan prioritization and resourcing

- **53rd PCB (6.6)** Requests the Joint Programme to continue to incorporate prioritization in its planning as part of its management function, and report back to the PCB at the June 2024 PCB meeting, and future years as necessary when projected revenue falls below the budget threshold of the UBRAF, contributing to organizational resilience, boosting donor confidence, identifying areas for resource mobilization, and identifying needs and opportunities for streamlined, innovative programme delivery;

### Report on the selection process for the new membership of the UNAIDS IEOAC

- **53rd PCB (11.3)** As per the terms of reference, requests the Executive Director, in consultation with the PCB Bureau, to initiate the process for selecting the new membership of the Independent External Oversight Advisory Committee for 2025–2026 and 2026–2027;



## Additional decision points

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

- **50th PCB (7.5)** Requests the Executive Director to establish a working group, for the development of the next UBRAF, to be operational by January 2025;

### Follow-up actions to the 2024-2025 Workplan and Budget (UBRAF)

- **53rd PCB (6.5)** Requests the Executive Director and the Committee of the Cosponsoring Organizations to continue to ensure that the Joint Programme remains sustainable, resilient and fit-for-purpose, by revisiting the operating model, supported by external expert facilitation and through appropriate consultations, including with the PCB members and participants, reporting back at the June 2025 PCB meeting with recommendations which take into account the context of financial realities and risks to the Joint Programme and relevant recommendations of the Joint Inspection Unit, recognizing the importance of the findings of the mid-term review of the Global AIDS Strategy and development of a long-term strategy to 2030 and beyond, in aligning the Joint Programme;

### Consultation on the follow-up to the 2023 ECOSOC Resolution

- **53rd PCB (8.4)** Decides that the PCB Bureau transmits, no later than March 2024, following circulation to PCB members and participants for comments, the summary of the consultation at the 53rd meeting of the PCB on the follow-up to the 2023 ECOSOC resolution E/RES/2023/85 to the Executive Office of the United Nations Secretary-General;



## Agenda item 4: Timeline for the selection process of new members of the UNAIDS IEOAC

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**Decision from the 53rd PCB meeting:** *As per the terms of reference, requests the Executive Director, in consultation with the PCB Bureau, to initiate the process for selecting the new membership of the Independent External Oversight Advisory Committee for 2025–2026 and 2026–2027;*



# Current IEOAC members

## Seven selected members of the IEOAC



Saad Bounja



David Kanja



Bushra Malik



Ibrahim James Pam



H el ene Rossert



Benoit de Schoutheete



Agnieszka Slomka Golebiowska

- Three members finishing their term on **31 December 2024**
- Four members finishing their term on **31 December 2025**



## IEOAC Terms of Reference



### Selection, Appointment and Term

18. Members of the IEOAC shall be appointed by the PCB following a selection process as set out in the following paragraphs.
19. The UNAIDS Executive Director shall in consultation with the PCB Bureau:
  - a) place a call for expressions of interest from suitably qualified and experienced individuals through advertisements in reputable international magazines and/or newspapers with wide geographical circulation, and on the Internet;
  - b) inform the PCB members and observers of the search process.
  - c) engage an external consultant or a professional search firm specialized in the recruitment for senior positions, to screen all applications, interview candidates deemed suitable, and prepare a shortlist of the most suitable candidate based on the criteria for recruitment. In finalizing the shortlist due regard will be given to the diversity referred to in Paragraph 10. The consultant shall provide a report containing a brief assessment of the unsuccessful candidates; and
  - d) constitute a selection panel; decisions of the selection panel will be made by consensus; if consensus cannot be reached, the issue will be referred to the PCB Bureau.
20. The PCB Bureau shall review the final selection of candidates and, if in full agreement, refer it to the PCB for final consideration and approval. If full agreement cannot be reached by the Bureau, the issue will be referred to the PCB.



**The final Committee will be comprised of five to seven people:**

Who are geographically distributed in line with the ECOSOC geographic regions;

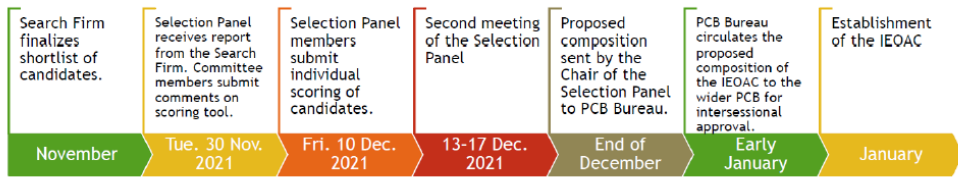
Representing countries at different stages of economic development;

Bringing a balance of gender; *and*

Private, public, and not for profit experience.



## Timeline of 2021 process





## Roster of qualified candidates

- The search firm (Oxford HR) was tasked with composing a longlist of 28 candidates
- Interviewed 23 candidates (YES=15; MAYBE=6; NO=2)
- Recommended **15 'YES' candidates** for consideration by the Selection Panel:
  - 7 candidates selected by the Selection Panel
  - 1 candidate had a potentially disqualifying conflict of interest. Selection Panel agreed to substitute the candidate in question with another equally qualified candidate
  - 7 recommended candidates remained
- Listed **6 candidates as 'MAYBE'**: *"Please note that Maybe candidates all bring the skills to join the IEOAC, they feature here as they demonstrated either slightly less direct expertise or experience in these types of committees or slightly less direct engagement on issues of oversight compared to the other candidates."*
- Given the volume of qualified candidates, it was agreed that those highly qualified candidates who were not selected in this round would be included on a **roster for future consideration** subject to their agreement



## Ways forward

- **Option 1:** Follow identical process to 2021 to select candidates for 2025–2026 and 2026–2027
  - Timeline: selection process would run from March – December 2024 (+/- 10 months) – new members approved at the 55th PCB meeting
  - Cost implications based on 2021 budget breakdown:
    - +/- USD 100,000 (search firm)
    - +/- USD 20,000 (advertisements)
- **Option 2:** The selection panel would propose candidates from the existing roster for 2025–2026, then launch a new search for candidates for 2026–2027
  - Timeline: new members approved at the 54th PCB meeting in June
- **Option 3:** The selection panel would propose candidates from the existing roster for 2025–2026 and for 2026–2027



## Annex 2: 2024 PCB Bureau workplan

Table 1: Inter-sessional periods for the preparation of the 54th (25-27 June 2024) and 55th (10-12 December 2024) Programme Coordinating Board meetings

Governance Key Event (54th PCB meeting)	Timeframe 2024												Main expected outcomes	Priority	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
First meeting of the PCB Bureau	31st January													<ul style="list-style-type: none"> <li>Bureau approves its 2024 annual workplan</li> <li>Bureau agrees on agenda items for the 54th PCB meeting with further approval of the draft annotated agenda of the 54th PCB meeting</li> <li>Bureau discusses intersessional approval of the modalities and procedures for 2024</li> <li>Bureau discusses the timeline for the selection process for new members of the IEOAC</li> </ul>	High
Intersessional approval of the modalities and procedures for the 2024 PCB meetings		Mid-February												Bureau requests the intersessional approval of modalities and procedures for the 2024 PCB meetings	High
Second meeting of the PCB Bureau			Mid-March											Bureau receives updates on the preparation of the 54th PCB meeting	High
Induction session on UNAIDS Governance related issues for new Board members and other Missions focal persons			Mar											Geneva-based Missions focal persons informed by the Secretariat on key UNAIDS Governance issues including PCB meetings in 2024	High
Three meetings of the PCB working group to prepare the thematic segment of the 54th PCB meeting on: <i>Sustaining the gains of the global HIV response to 2030 and beyond</i>		Feb	Mar	Apr										<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>	High
Meeting of the Committee of the Cosponsoring Organisations (CCO)					May									Discuss key agenda items at the 54th PCB meeting	
Third meeting of the PCB Bureau				Last week of April										Bureau to receive brief updates on key agenda items at the 54th PCB meeting	High
PCB54 pre-meetings and consultations						25-27 June								Preparatory meetings for the 54th PCB meetings	High
54th Programme Coordinating Board meeting														The Board to approve Decisions on key agenda items	High

Governance Key Event (55th PCB meeting)	Timeframe 2024												Main expected outcomes	Priority	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Call for proposal of themes 56th and 57th PCB meetings							Jun							Call for proposals of themes for the 56th and 57th PCB meetings sent to PCB constituencies	High
Fourth meeting of the PCB Bureau							Third week of July							Bureau agrees on agenda items for the 55th PCB meeting with further approval of the draft annotated agenda of the 55th PCB meeting	High
Three meetings of the PCB working group to prepare the thematic segment of the 55th PCB meeting: <i>Addressing inequalities in children and adolescents to End AIDS by 2030</i>									Sep	Oct				<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 55th PCB meeting	High
Meeting of the Committee of the Cosponsoring Organisations (CCO)											Nov			Discuss key agenda items at the 55th PCB meeting	
PCB55 pre-meetings and consultations												Dec		Missions focal persons briefed on key agenda items at the 55th PCB meeting	High
55th Programme Coordinating Board meeting												10-12 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: Terms of reference of the IEOAC

### *Terms of Reference rev1*

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

##### **Background**

In 2019, the United National Joint Inspection Unit completed a review of the United Nations Joint Programme on HIV/AIDS (UNAIDS) and produced a report entitled "Review of the Management and Administration of UNAIDS" with a series of recommendations. The JIU Formal Recommendation 5 reads: "The Programme Coordinating Board should consider creating an independent and external oversight committee to provide independent expert advice to the Programme Coordinating Board and to the Executive Director in fulfilling their governance and oversight responsibilities."

In December 2020 at the 47<sup>th</sup> meeting of the UNAIDS PCB, the PCB approved the creation of an independent oversight committee.

##### **Purpose**

1. The Independent External Oversight Advisory Committee (IEOAC) is a subsidiary body of the UNAIDS Programme Coordinating Board (PCB) created under the authority of the PCB as set out by ECOSOC and outlined in the UNAIDS Modus Operandi (MO). The IEOAC is an advisory body mandated to provide independent, external, expert advice to the PCB and to the UNAIDS Executive Director in fulfilling their governance and oversight responsibilities, including assessing the effectiveness of the internal control systems, risk management and governance processes of UNAIDS. The IEOAC role is to strengthen accountability and oversight within UNAIDS.
2. The IEOAC provides advice to the PCB and the Executive Director on:
  - a) the quality and the level of financial reporting, governance, risk management, and internal controls within the UNAIDS Secretariat;
  - b) the responses and actions taken by the UNAIDS Secretariat management on internal and external audit recommendations;
  - c) the independence, effectiveness and objectivity of the internal and external audit functions; and
  - d) the interaction and communication between the PCB, the External Auditor, the Internal Auditor, the Ethics Officer, and UNAIDS Secretariat management.

##### **Responsibilities**

3. The specific responsibilities of the IEOAC include advising the PCB and the Executive Director on the following:
  - 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;
- i) Review and advise on the ethics function, investigation function, and measures taken to prevent fraud;
- j) Track all JIU reports issued, and recommendations relevant to UNAIDS;
- k) Review the reports of the internal auditor and monitor the number of open investigations and progress on completion of investigations on allegations of misconduct against UNAIDS Secretariat staff;
- l) Establish an annual work plan including the follow-up and monitoring of any internal and external oversight recommendations;
- m) Provide annual update to the PCB; and
- n) Perform any other duties consistent with the mandate as requested by the PCB.

#### Authority

4. Through the PCB Bureau, the IEOAC shall have the necessary authority, including, full access to information and records within the UNAIDS Secretariat in order to fulfil its responsibilities, subject to issues of privacy and confidentiality. Access to information and records will be requested through the PCB Bureau.
5. The IEOAC will have unrestricted and confidential access to the Internal Auditor, the External Auditor and the Ethics Officer.
6. The IEOAC Terms of Reference may be reviewed and revised as necessary in order to best respond to emerging priorities and new challenges. Any proposed amendment to the Terms of Reference shall be submitted to the PCB through its Bureau for approval.
7. The IEOAC, as an advisory body, has neither executive authority nor other operational responsibilities.

## Composition

8. The IEOAC shall be comprised of not fewer than five and up to seven independent expert members serving in their personal capacity in an ethical manner.
9. To undertake their role effectively, members of the IEOAC must possess knowledge, skills and senior-level experience in at least one of the following areas:
  - (a) finance and audit;
  - (b) organization governance and accountability structure;
  - (c) risk management and internal control;
  - (d) investigations; and
  - (e) senior-level management.Collectively, the committee shall possess knowledge, skills and senior-level experience in all of the above areas.
10. Membership should reflect the composition elements of the PCB with due regard to:
  - (a) geographic distribution according to ECOSOC;
  - (b) gender balance;
  - (c) public, private and not-for-profit sector experience; and
  - (d) levels of country economic development.
11. All IEOAC members must possess a strong understanding of UN and/or intergovernmental organizations.
12. All IEOAC members shall be proficient in at least one of the two working languages of UNAIDS.
13. Members should have an understanding of the mandate, values and objectives of the UNAIDS Joint Programme, the accountability structure, the relevant rules governing it, and its organizational culture and control environment.

## Independence

14. Since the role of the IEOAC is to provide objective advice, members shall remain independent and free of any real or perceived conflict of interest.
15. Members of the IEOAC shall:
  - a) not engage in activity that could pose a conflict of interest that could impair their independence with UNAIDS;
  - b) not currently be, or have been within the three years prior to appointment to the IEOAC, employed or engaged in any capacity by the UNAIDS Secretariat or have an immediate family member working for, or having a contractual relationship with, the UNAIDS Secretariat; nor shall the member have been an applicant for employment at the UNAIDS Secretariat within the same time period;

- c) not currently be, or have been within the three years prior to appointment to the IEOAC, member of a delegation to the UNAIDS PCB nor have an immediate family member serving as a member of a delegation to the PCB;
  - d) not currently be, or have been within the three years prior to appointment to the IEOAC, an employee of a member of the United Nations Panel of External Auditors or a member of the Joint Inspection Unit; and
  - e) not be eligible for any senior employment with the UNAIDS Secretariat for three years immediately following the last day of their tenure on the IEOAC.
16. IEOAC members shall serve in their personal capacity and shall not seek or accept instructions concerning their work on the IEOAC from any government, constituent or other authority internal or external to UNAIDS.
17. Prior to the first scheduled meeting of the IEOAC in each calendar year, members of the IEOAC shall sign an annual declaration of independence and statement of financial interests. Members shall also inform the Chair of the PCB of any change in their professional situation, or any other matter that could be perceived to influence their independence or capacity to act. In addition, members shall sign a declaration of confidentiality regarding their work as a member of the IEOAC.

#### **Selection, Appointment and Term**

18. Members of the IEOAC shall be appointed by the PCB following a selection process as set out in the following paragraphs.
19. The UNAIDS Executive Director shall in consultation with the PCB Bureau:
- a) place a call for expressions of interest from suitably qualified and experienced individuals through advertisements in reputable international magazines and/or newspapers with wide geographical circulation, and on the Internet;
  - b) inform the PCB members and observers of the search process.
  - c) engage an external consultant or a professional search firm specialized in the recruitment for senior positions, to screen all applications, interview candidates deemed suitable, and prepare a shortlist of the most suitable candidate based on the criteria for recruitment. In finalizing the shortlist due regard will be given to the diversity referred to in Paragraph 10. The consultant shall provide a report containing a brief assessment of the unsuccessful candidates; and
  - d) constitute a selection panel; decisions of the selection panel will be made by consensus; if consensus cannot be reached, the issue will be referred to the PCB Bureau.
20. The PCB Bureau shall review the final selection of candidates and, if in full agreement, refer it to the PCB for final consideration and approval. If full agreement cannot be reached by the Bureau, the issue will be referred to the PCB.

21. Members of the IEOAC are appointed to serve a term of two years. Terms are renewable for a second and final term of two years, which need not be consecutive. However, in the inaugural IEOAC, half of the Committee members will be asked 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. Thereafter, all renewable terms will be for two years only.
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 Vice-Chair shall serve in this capacity for a maximum of one term of their membership of the IEOAC.
23. A member of the IEOAC may resign his/her membership by giving notice in writing to the Chair of the PCB. A special temporary appointment for the remainder of the outgoing member's term shall be made in accordance with the provisions set out in paragraph 19 to cater for such a vacancy.
24. A member appointed by the PCB as laid down in paragraph 23 shall be eligible for reappointment to the IEOAC for a second and final term.
25. An appointment to the IEOAC may only be revoked by the PCB.

### **Meetings**

26. The IEOAC shall meet, in principle two times per year, normally in March and September. A third meeting may be called in the intervening months if deemed necessary. The exact number of meetings per year will depend on the agreed workload for the IEOAC and the most appropriate timing for consideration of specific matters. Interpretation shall be provided during the meetings, as necessary, in the two working languages of UNAIDS.
27. Subject to these terms of reference, the IEOAC may establish its own rules of procedure to assist its members in executing their responsibilities. The IEOAC rules of procedure shall be communicated to the PCB for its information.
28. The IEOAC deliberations shall be through group discussion. As such members are expected to attend all scheduled sessions of the Committee. As members serve in a personal capacity, alternates are not permitted.
29. UNAIDS officials with functions relevant to the items on the agenda of the IEOAC may be invited to join a meeting by the IEOAC.

### **Reporting**

30. The Chairperson of the IEOAC will present an annual report containing advice, observations and recommendations as appropriate, in writing for consideration by the

PCB; an in-person report by the Chairperson of the IEOAC may be requested by the PCB.

31. Interim reports addressing key findings and matters of importance may be submitted to the PCB Bureau at the discretion of the IEOAC or request of the PCB Bureau at any time. The Chairperson of the IEOAC may inform the Bureau at any time of any serious governance issue.
32. To promote transparency, IEOAC meeting notes will be posted publically on the UNAIDS website. If agreed by the PCB Bureau, meeting notes may be redacted to remove private and confidential information.

### **Administrative Arrangements**

33. Members of the IEOAC will provide their services pro bono.
34. Members of the IEOAC shall, in accordance with the travel procedures applying to members of the PCB:
  - a) receive a daily subsistence allowance for periods of attendance at IEOAC meetings or when on other official IEOAC business; and
  - b) for those not residing in Geneva or the Geneva/France border communities, be entitled to reimbursement of travel expenses to attend the IEOAC sessions.
35. The UNAIDS Secretariat shall provide logistical and administrative support to the IEOAC.
36. Periodic external review of the IEOAC performance should be conducted self-assessment every year and independent evaluation 2 years with a report to the PCB.

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