



Roll Back Malaria Partnership

Malaria Advocacy Working Group (MAWG) TOR

Revised Terms of Reference based on review of Accountability Framework and cross-comparison of TORs and best practices of other organizations

Revised April 2010

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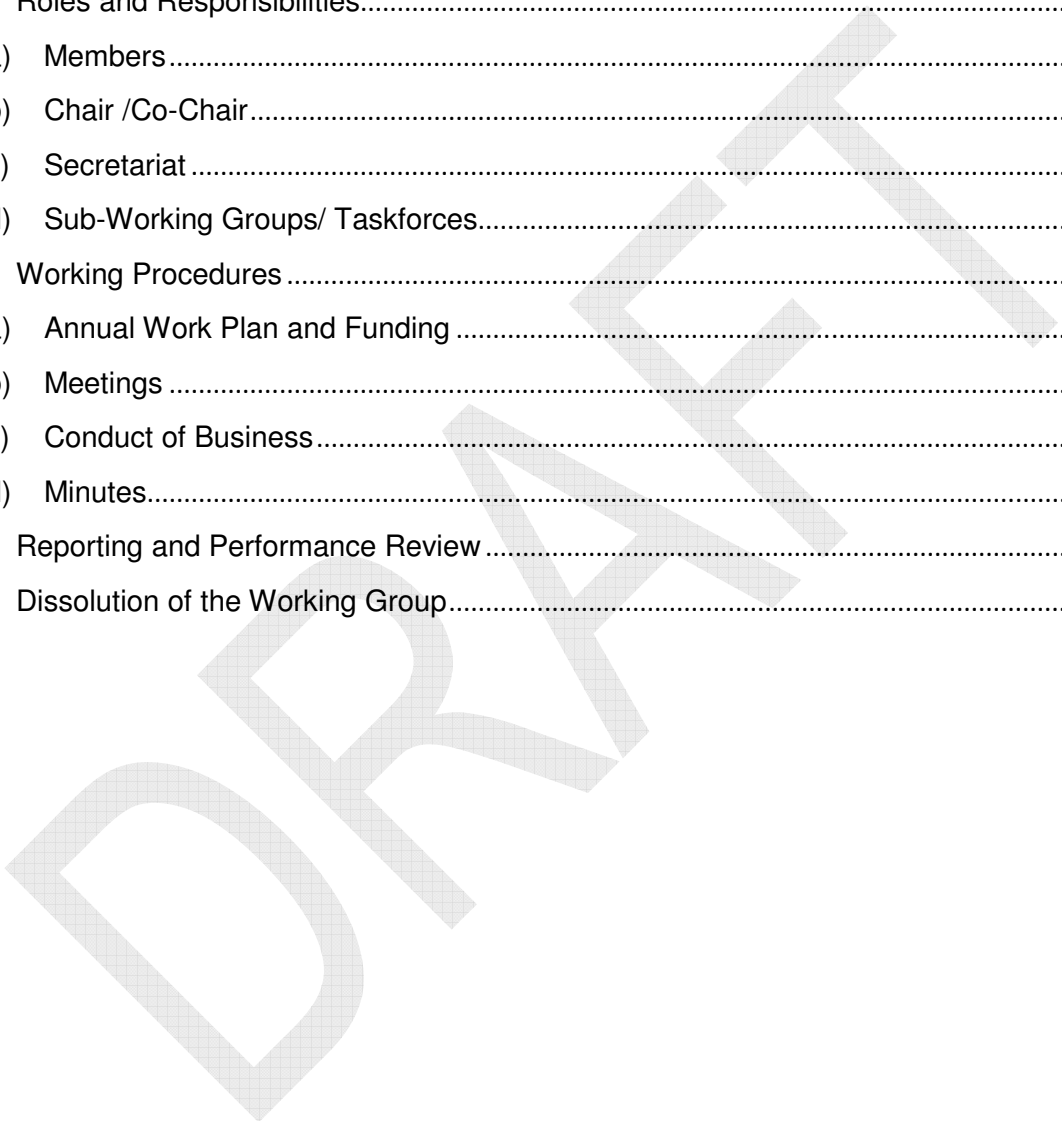
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I. Purpose/ Rationale

In January 2005, the RBM Partnership Board identified Advocacy as one of the core functions and responsibilities of the Partnership. The RBM Board mandated that an Advocacy Task Force be established to develop an Advocacy Framework to guide efforts of the global malaria community. The ultimate result was the formation of the Malaria Advocacy Working Group (MAWG) in 2007. The MAWG and its members provide strategic advice on advocacy to the RBM Board, the Partnership and the Partnership Secretariat, facilitate the production and dissemination of advocacy tools and accurate information and advocate for increased resources against malaria.

Since 2007, the malaria landscape has changed dramatically, with an influx of new partner organizations, an increase in resources, and the launch of the Global Malaria Action Plan. The MAWG has also evolved significantly – what was once a small group of partners with overlapping advocacy targets, competing priorities and which was pooling resources for single activities grew into a working group with a sprawling membership.

In order to address these former challenges and establish a more relevant role for the working group, MAWG co-chairs in 2009 spearheaded a transition of the group into a coordination body, rather than an implementing arm of the partnership. With RBM Partners worldwide individually leading advocacy activities, the MAWG determined that the working group could best serve the Partnership by ensuring alignment of malaria advocacy messaging and transparently sharing information among all partners to ensure coordination.

II. Functions of the Working Group

- **Convene:** the MAWG brings together a group of partners with overlapping advocacy targets and complementary priorities. As needed, the MAWG also establishes Taskforces to ensure maximum participation and coordination for advocacy activities.
- **Co-ordinate:** by bringing the Partners together, gives a forum for the Partners to co-ordinate their efforts and messages around selected global malaria advocacy opportunities, which are identified as “key priorities” by the working group on an annual basis, to allow for flexibility, and ensure relevance in an ever-changing malaria landscape.
- **Facilitate Communication:** by bringing Partners together, the MAWG is a forum for communication and mutual learning. Key functions:
 - Transparent information-sharing through the MAWG listserv, regular conference calls, and other mechanisms.
 - Serving as an advocacy resource/counsel to address emerging needs and specific requests (i.e. connecting relevant partners, providing feedback on strategies and materials that relate to advocacy, serving on relevant committees or task teams within the Partnership).
 - Maintaining communication with other RBM Working Groups to ensure new information from these groups is included in advocacy messaging, as well as engaging other working groups or mechanisms in appropriate advocacy activities as opportunities arise.
 - Facilitating capacity-building at country level for improved advocacy, for example via the sub-regional networks and taskforces.
 - Assisting RBM Partnership Secretariat in prioritizing identified advocacy opportunities.

III. Roles and Responsibilities

a) Members

Membership in the MAWG is drawn from a variety of institutions with interest and activity in malaria control policy and implementation, with representation from the primary RBM partner institutions and advocacy groups with demonstrated interest and experience in malaria advocacy.

The MAWG can consist of two types of members: (1) Core Member and (2) Observer. The MAWG is a willing assembly of RBM Partners; as such, membership is open to all interested institutional partners, provided that they meet the criteria for one of the membership types.

Core member status

Core members represent their institutions. Every interested institutional partner can become a core member of the MAWG if s/he meets the following criteria:

- Affiliation with an organization active in either advocacy for malaria control or international maternal/child health, or implementation of malaria control policy and/or activities in an endemic nation
- Appropriate level of seniority and credibility
- Demonstrated familiarity with advocacy activities, and interest in participating in the Working Group.
- Ability to fund their own participation/ attendance at MAWG meetings, unless they qualify for financial support for participation via the RBM partnership Secretariat or other RBM partners

The group of core members should ideally meet the following criteria:

- Balanced geographic representation
- Balanced representation of constituencies
- Representation of key organizations/institutions relevant for functions of MAWG

Institutional partners who wish to become core members and who meet the criteria are approved for membership by the co-chairs. The MAWG chairs may actively approach and encourage individuals/organizations to join the MAWG to mirror the ideal composition.

Roles and responsibilities of core members include:

- Attending at least one in-person MAWG meeting per year
- Participating in at least eight MAWG or task team conference calls per year.
- Active participation in the implementation of the MAWG work plan
- The role is a voluntary role - there is no remuneration for participating

A core member will maintain its status until

- S/he resigns
- S/he is unable to perform the agreed upon responsibilities as defined above and agreed upon tasks

Observer status

Interested individuals/ organizations that cannot commit to the same degree as core members are allowed to participate in MAWG meetings at the discretion of the (co-) chairs as observers and contribute as possible. Observers have no voting power (see below).

MAWG uses listserv, a tool that manages mailing lists. Within this tool it distinguishes the MAWG listserv members, who are not actively participating from the actual participating partner organizations. This distinction allows for the more than 200 recipients of the MAWG listserv to receive only the most pertinent information, while the core members carry out the day to day coordination work of the MAWG.

b) Chair /Co-Chair

Election process:

- Three co-chairs or one chair and two co-chairs are elected by the MAWG members prior to the mid-year meeting of the RBM Board. (Co-) chairs are elected for a two year term with potential renewal.
- The election procedure shall be transparent and open to all core members of the MAWG with one vote per core member.
- Only members attending in-person may cast a vote.
- The Secretariat shall send out notifications one month prior to the election, soliciting nominations. Each core member has the right to nominate one person or self-nominate.
- Two weeks prior to the election the Secretariat shall obtain a confirmation from the nominees that they are interested and willing to run for election.
- Prior to the (co-) chair's endorsement by the Board, the Secretariat shall obtain an explicit assurance from their employer agreeing to the additional travel and workload related to assuming the role as chair of a RBM Working Group.
- The election should be carried out through a secret ballot and can either take place during one of the MAWG meetings or through the use of electronic vote. A simple majority decides.
- The (co-) chairs are endorsed by the RBM Board at the mid-year Board meeting.

Roles and responsibilities include:

- Preparation and chairing of MAWG meetings
- Preparation of annual work plan and budget in collaboration with the RBM Secretariat (see below)
- Coordination and review of monthly progress reports to RBM Secretariat and Executive Committee (see below)
- Review of meeting minutes
- Approving meeting agendas, including sites for meetings
- Approving requests for membership
- Making TOR modification if needed
- Communicating with the RBM Partnership Board, other RBM mechanisms and the Secretariat on behalf of the MAWG

c) Secretariat

The MAWG is supported by staff of the RBM Secretariat to act as Secretariat for MAWG.

Roles and responsibilities of the Secretariat include:

- Coordination and organization of MAWG meetings in collaboration with (co-) Chair
- Provision of facilities for meetings (rooms, conference call facilities etc.) for both the MAWG and its Task Teams, available for Northern and Southern partners
- Preparation and distribution of agendas and background documents as directed by the chairs
- Preparation and dissemination of meeting minutes

- Preparation of monthly progress reports to RBM Secretariat and Executive Committee (see below)
- Maintenance of the RBM Malaria Advocacy website, the Global Malaria Advocacy Calendar, the MAWG listserv and upload meetings minutes and progress reports.
- Support travel for Southern advocates to attend MAWG meetings, in accordance with their annual approved budget for this expenditure.
- Other supporting functions as appropriate

d) Sub-Working Groups/ Taskforces

Sub-Working Groups/ Taskforces may be established to work on specific issues of MAWG work plan. Responsibilities are dependent on Sub-Working Group/ taskforce tasks. Co-chairs propose the creation of Sub-Working Groups /Taskforces and the Executive Committee endorses the Sub-Working Group /Taskforce at its monthly meeting.

IV. Working Procedures

a) Annual Work Plan and Funding

Planning:

- The RBM Secretariat supports the development of the annual work plan and budget to ensure consistency across Working Groups.
- Annual work plans must be follow the SMART objectives:
 - S – specific
 - M – measurable
 - A – accountable
 - R – realistic
 - T – time related
- Facilitated by the (co-) chairs, the MAWG must develop a biennium work plan with a budget if appropriate, guided by the GMAP strategic implementation plan commissioned by the RBM Board.
- A distinction is made between the first and second year work plan and potential budget. The first year work plan and budget must match the funds identified at the mid-year Board meeting and are fixed for the following 12 months after the Board's approval. The second year work plan and potential budget are indicative, based on funding projections and revised after the first year.
- The biennial work plans and budgets are approved in November by the Board and are subsequently implemented by the MAWG.

Preparation:

- If a budget is requested, action items should be matched with budget line items to clearly link the activities of the work plan with funds.
- If a budget is requested, annual work plans should specify funding raised and clearly assign this funding to specific tasks.
- Dependencies between action items should be recognized and activities need to be prioritized.
- Work plans highlight the necessary interaction with other RBM Partnership bodies (e.g. other Working Groups, Sub-Regional Networks, and individual Partners).

- The work plan and if appropriate the budget should be ready 40 days prior to the end year Board meeting for the RBM Secretariat to compile a partnership work plan that will be reviewed by the Executive Committee.
- The Executive Committee can suggest changes in the work plan if required by the financial situation or to better reflect RBM priorities.

Resource Mobilization:

- Mobilizing resources for Working Group activities is the responsibility of the Working Group.

b) Meetings

Working Group meetings are open, with observers welcomed from all interested groups. The MAWG endeavours to include members from each of the RBM Partnership constituencies. Depending on the objectives of a particular meeting or subject matter to be discussed, an outside consultant or expert may be invited on a temporary basis.

Convocation of meetings

- Ordinary Meetings: The MAWG Chairperson will call the MAWG meetings supported by the MAWG Secretariat in line with the programme of work, and following informal consultation with the RBM Secretariat and other MAWG members on the suitability of proposed meeting dates.
- Ad Hoc Meetings: Meetings on issues requiring the urgent review of the MAWG will be organized on an ad hoc basis if called for by the Partnership Board or Secretariat.

Types of Meetings

In the interest of efficient use of time and limiting costs associated with meetings, the MAWG will complement face-to-face meetings as held at a host partner's site with virtual meetings (i.e. teleconferences and videoconferences) of the MAWG as a whole or its Sub-Working Group(s) as necessary.

Frequency of Meetings

- Ordinary Meetings: The MAWG will meet bi-annually and hold bi-monthly conference calls. A number of ordinary meetings will be organized and held at a host partner's site.
- Ad Hoc Meetings: Such meetings will be organized as stated above (see Convocation of Meetings).

c) Conduct of Business

The quorum of the MAWG for adopting recommendations will be 80% of the core members. Observers have no voting power.

d) Minutes

The MAWG Secretariat will draft the minutes on the proceedings of the MAWG meetings, including those of Sub-Working Groups. The Chairperson, and other selected members depending on the subject matter, will review these minutes within two weeks of a meeting. The MAWG (co-) chairs circulate the meeting minutes no later than two weeks after the meeting to the RBM Secretariat and the Executive Committee.

V. Reporting and Performance Review

The MAWG prepares two types of reports for the Executive Director (or appointed Performance Committee): a monthly progress report that is circulated to the Executive Committee for its monthly meetings and a semi-annual report that is prepared for the semi-annual Board meeting.

Monthly reporting: The MAWG Secretariat prepares a monthly report for the Executive Director on progress in achieving the work plan objectives, including a financial report. The MAWG chair reviews this report.

Semi-annual reporting: Reports immediately preceding the Board meetings should summarize progress of the previous six months.

At each Board meeting the Executive Committee should select two Working Groups to report to the Board and to allow an interactive discussion with Board members on issues, challenges, progress to-date and future objectives and work plans.

VI. Dissolution of the Working Group

The TORs for the MAWG will be reviewed by the Board on a biannual basis. The review process will be based on specific performance criteria. In other words, the MAWG will be measured on how well the MAWG accomplishes the activities and meets the goals and targets defined in annual work plans. If a majority of targets cannot be met in the two year time period of the work plan and there is a low rate of participation among members, if the mandate of the MAWG has been completed, or if the Board no longer feels the mandate of the MAWG is relevant to the new Partnership Work Plan, the Board can decide to dissolve the MAWG.