



## **Roll Back Malaria Partnership**

### **Vector Control Working Group (VCWG) 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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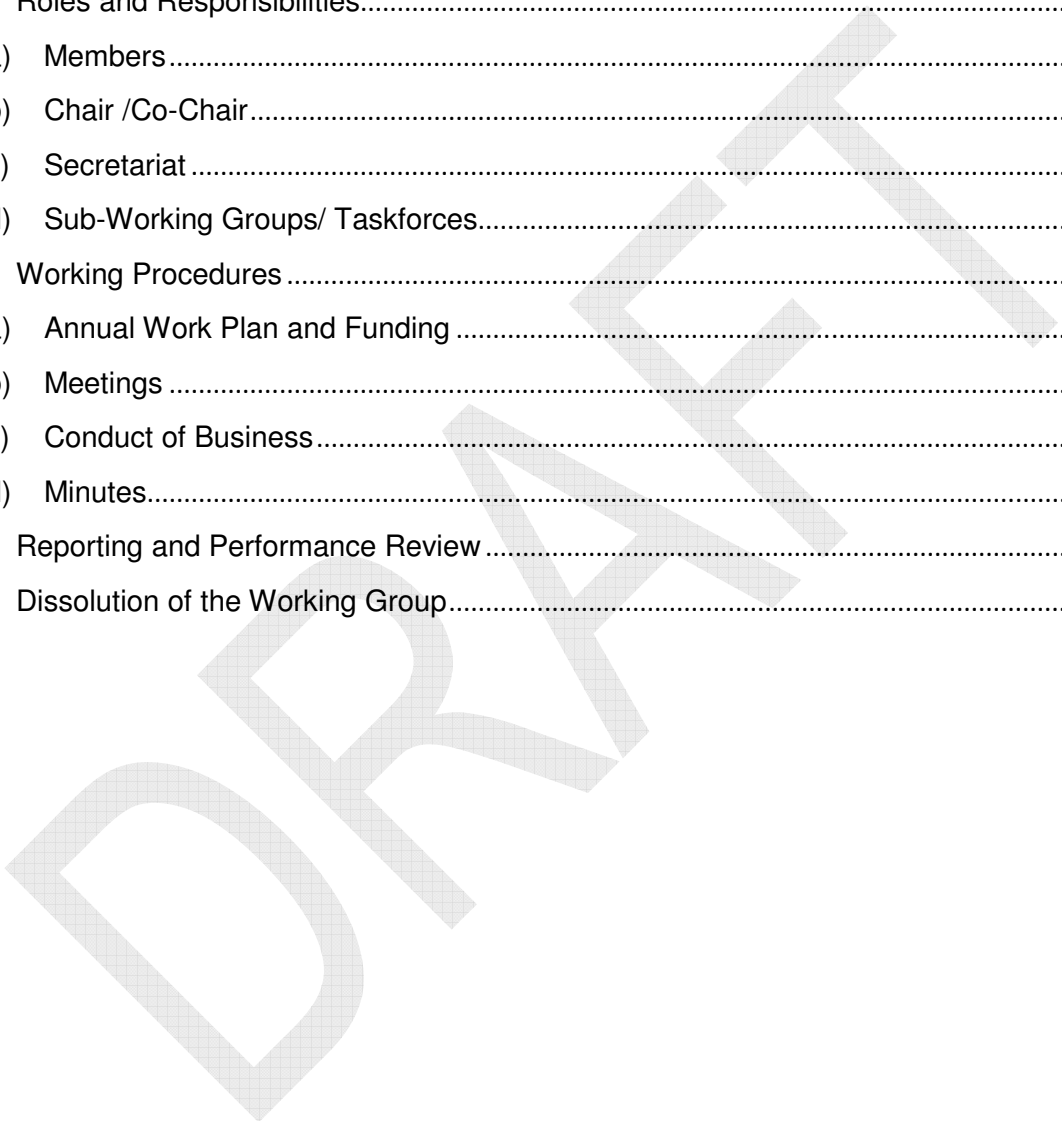
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## **I. Purpose/ Rationale**

### **Purpose:**

The purpose of the RBM Vector Control Working Group (VCWG) is to align RBM partners on best practices to reach and maintain universal coverage with effective vector control interventions in order to meet and sustain RBM targets and Millennium Development Goals.

### **Rationale:**

There has been an extraordinary increase in resources for malaria prevention and treatment over the past several years. Most of these resources have been initially dedicated to commodity supply for antimalarial technologies for endemic countries. However the pace at which people in need have gained timely access to such interventions has been slow. It is not so much a question of “what” to do, as it is a question of “how” to do it at appropriate scale. We are not lacking in cost-effective interventions for malaria but we are lacking in sufficiently equitable, effective and sustainable systems to deliver these interventions. The Global Malaria Action Plan (GMAP) has provided a broad strategy for malaria prevention and treatment efforts leading up to eventual elimination. However, more detailed work remains to fill in the gaps between broad global strategy and effective, coordinated partner implementation efforts at the country level, as well as to ensure rapid strategic adjustment to new conditions and opportunities.

The RBM VCWG is concerned with the primary preventive approaches to malaria, that of vector control and personal protection. The VCWG therefore provides the Partnership with strategic advice for choices and approaches for scaling-up ITNs and IRS. Other vector control interventions may be addressed as they emerge, however those intended for more local application, including larval control and environmental management, are usually not considered for national-scale strategies and are not currently addressed by this RBM Working Group.

There is a wealth of valuable technical expertise and programme experience for deploying interventions across the individuals, institutions and countries in the RBM Partnership. Countries are moving forward into the next generation of strategic three to five year operational and business plans. The RBM VCWG analyzes and harvests best practices across the Partners and feeds into the country process strategic advice on these best practices adapted to specific country settings. It does not deal directly with countries but provides intervention-specific advice to the RBM Harmonization Working Group, the RBM Malaria Advocacy Working Group, and the RBM Sub-Regional Networks, which are seeking to align all partners in support of unified malaria action plans, programme financing and performance reporting at country level. A key Partner in the VCWG is WHO and the Global Malaria Programme’s Technical Expert Group (TEG) on Malaria Vector Control (MVC). The WHO GMP TEG has the mandate to set the normative technical standards, specifications and global policies for MVC in general and ITNs and IRS in particular, in this context. The VCWG helps promote these standards across the Partnership along with strategic advice on how such policies can be implemented at scale.

## **II. Functions of the Working Group**

The VCWG recognizes the huge diversity in malaria transmission and endemicity as well as diversity in national health system capacities. There is no single formula for how malaria interventions such as ITNs and IRS should be brought to scale and sustained over time. The VCWG’s scope of work concentrates on the following types of actions:

- **Convene:** Convene stakeholders (usually in electronic fora) to debate and develop consensus on the meaning of new strategies, developments and experiences pertinent to scaling-up ITNs and IRS.
- **Co-ordinate:** Manage fora for building consensus on vector control implementation. Key functions:
  - Encourage VCWG partners to identify bottlenecks to implementation and communicate these issues via these fora to the global level for action.
  - Build consensus during for a between public and private sector. The private commercial sector is an active participant in VCWG deliberations. This forum is mutually useful to both the public and private sectors to understand each other's needs and constraints, and to work together to find innovative solutions and stimulate appropriate R&D.
  - Identify operational constraints and develop operation guidance frameworks for Partners
    - Develop and regularly update a Strategic Framework for Scaling up ITNs.
    - Work with the GMP TEG for MVC to contribute to a similar Framework for IRS.
    - Assist partners such as the Alliance for Malaria Prevention in orchestrating their support for countries, and linking campaign distribution to long-term continuing distribution systems.
- **Facilitate Communication:** Assemble evidence on best practices and ensure flow of information from the field to the working group and vice versa. Key functions:
  - Provide input to RBM toolkits for technical planning of vector control programmes.
  - Determine best practices that are relevant to a range of country circumstances. (What works and is appropriate in one country may not be the optimal approach in another. New programmatic experiences are becoming available for both ITNs and IRS at scale.)

### **III. Roles and Responsibilities**

#### **a) Members**

Participation in the VCWG is open and non-exclusive. The VCWG encourages broad involvement of individuals, institutions and countries representing the range of experience and disciplines necessary to fulfill its functions and create a forum for rapid exchange of experience and diffusion of innovation.

The VCWG can consist of two types of members: (1) Core Member and (2) Observer. The VCWG 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 MERG if s/he meets the following criteria:

- Expertise and experience in relevant field for VCWG
- Appropriate level of seniority and credibility
- Ability to fund their own participation/ attendance at VCWG 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 VCWG

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

Roles and responsibilities of core members include:

- Participation in each ordinary VCWG meeting (or determine alternate if participation not possible)
- Participation in at least 80% of conference calls
- Active participation in the implementation of the VCWG 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 VCWG meetings at the discretion of the (co-) chairs as observers and contribute as possible. Observers have no voting power (see below).

### **b) Chair /Co-Chair**

Election process:

- Two co-chairs or one chair and one co-chair are elected by the VCWG members prior to the mid-year meeting of the RBM Board from different constituencies. (Co-) chairs are elected for a two year term with potential renewal.
- The election procedure shall be transparent and secret and open to all core members of the VCWG with one vote per core member.
- 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 VCWG 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 VCWG 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)
- Responsibility for stewardship of the working group, including authorizing expenditures by the working group secretariat
- Review of meeting minutes
- Representation of VCWG to all RBM mechanisms

**c) Secretariat**

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

Roles and responsibilities of the Secretariat include:

- Coordination and organization of VCWG meetings in collaboration with (co-) Chair
- Provision of facilities for meetings (rooms, conference call facilities etc.)
- Preparation and dissemination of meeting minutes
- Preparation of monthly progress reports to RBM Secretariat and Executive Committee (see below)
- Maintenance of VCWG homepage, at a minimum updating membership list and uploading meeting minutes and progress reports
- Other supporting functions as appropriate

**d) Sub-Working Groups/ Taskforces**

Sub-Working Groups/ Taskforces may be established to work on specific issues of the VCWG 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 and the VCWG Secretariat following consultation with the Core members, the VCWG must develop a biennium work plan and budget, 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 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 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 VCWG.

Preparation:

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

- The work plan and 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**

#### **Convocation of meetings**

- Ordinary Meetings: The VCWG Chairperson will call the VCWG meetings supported by the VCWG Secretariat in line with the programme of work, and following informal consultation with the RBM Secretariat and other VCWG members on the suitability of proposed meeting dates.
- Ad Hoc Meetings: Meetings on issues requiring the urgent review of the VCWG 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 VCWG will complement face-to-face meetings as held at a host partner's site with virtual meetings (i.e. teleconferences and videoconferences) of the VCWG as a whole or its Sub-Working Group(s) as necessary.

#### **Frequency of Meetings**

- Ordinary Meetings: The VCWG meets once a year. Meetings can be held at a host partner's site. The work of the VCWG is however an ongoing process and not only centered on annual meetings.
- Ad Hoc Meetings: Satellite groups can meet on an *ad hoc* basis to address special issues. Such meetings will be organized as stated above (see Convocation of Meetings)
- Any member of the VCWG Core Group or other partners can call special/emergency meetings on the basis of clearly identified needs. Such requests, however, will need to be endorsed by the RBM Partnership Secretariat.

### **c) Conduct of Business**

A quorum is determined by two thirds (25) of the Core Group of 38 members with representation from at least one of each constituency listed below, including the Chairperson for decisions to be endorsed. Observers have no voting power. The constituencies of this "Core Group" are:

- Endemic Countries
- Academics
- Multilaterals
- Bilaterals
- NGOs
- Private sector
- Foundations
- Sub regional Networks

**d) Minutes**

The VCWG Secretariat will draft the minutes on the proceedings of the VCWG 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 VCWG 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 VCWG 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 VCWG Secretariat prepares a monthly report for the Executive Director on progress in achieving the work plan objectives, including a financial report. The VCWG 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 VCWG will be reviewed by the Board on a biannual basis. The review process will be based on specific performance criteria the VCWG. In other words, the VCWG will be measured on how well the VCWG 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 VCWG has been completed, or if the Board no longer feels the mandate of the VCWG is relevant to the new Partnership Work Plan, the Board can decide to dissolve the VCWG.