

PROGRAMME COORDINATING BOARD

Fifteenth meeting

Geneva, 23–24 June 2004

Provisional agenda item 5:

Possible establishment of a PCB Bureau

Executive summary

The 14th PCB meeting, held in Geneva in June 2003, through Recommendation 34, requested that: *“The Secretariat, in consultation with the Chair and Vice-Chair of the PCB, to propose for decision the mandate, roles, functions and membership of a bureau, if it is desirable to establish [one], at the next PCB meeting.”* The intent of establishing a Bureau is to maximize the effectiveness and efficiency of the PCB.

Since the last PCB, a series of consultations have taken place on the above issues with all PCB constituencies (Member States, Cosponsors and NGOs). As a result of these consultations consensus has been achieved on the principles, mandate, roles and functions of a possible Bureau. As regards membership, five options were considered and most views converged around two options.

Action required at the meeting

The PCB is requested to endorse/approve the following::

1. **Guiding Principles**
Flexibility, transparency, open communication, efficiency of operation and to be established at a minimum cost.
2. **Mandate, Roles and Functions**
 - coordinating the PCB’s programme of work for the year;
 - ensuring smooth and efficient functioning of the PCB sessions;
 - facilitating transparent decision-making;
 - preparing the PCB agenda, and recommending the allocation of time and the order of discussion items;
 - providing guidance on PCB documentation, as needed;
 - facilitating communications and coordinating consultations within and between its members, and working with the UNAIDS Secretariat on on-going issues of concern; and
 - additional functions as directed by the PCB.
3. **Membership**
A choice between the following two options:
 - (i) the PCB Chair, the PCB Vice-Chair, Rapporteur, one Cosponsor representative and one NGO/PLWHA representative;
 - (ii) the PCB Chair, PCB Vice-Chair, representation from each of the remaining regional groups, one Cosponsor representative and one NGO/PLWHA representative.
4. **Time -frame**
A two-year trial period and review.

I. Background

The 14th PCB meeting, held in Geneva in June 2003, considered the establishment of a PCB Bureau. Some members supported the idea of creating a bureau to assist the PCB and its Chair in carrying out its functions, noting that it should have minimal operational costs and be used to enhance transparent, consultative interaction between the various partners. Other members, however, questioned the creation of such a bureau until its membership, responsibilities, decision-making procedures and relationship with the PCB were clarified. As the result, the following recommendation (no. 34) was approved: *“The PCB requests the Secretariat, in consultation with the Chair and Vice-Chair of the PCB, to propose for decision the mandate, roles, functions and membership of a bureau, if it is desirable to establish [one], at the next PCB meeting.”*

In follow-up to above recommendation, the PCB Chair, Vice-Chair and the UNAIDS Secretariat undertook consultations with PCB Member and Observers States, Cosponsors and NGOs on the possible establishment of a PCB Bureau. In the autumn of 2003, information was compiled on membership, responsibilities and decision-making procedures of the bureaux of Cosponsors and consultations were conducted with former PCB Chairs on issues that required inter-sessional decision-making. A first proposal was drafted by the PCB Chair and Vice-Chair and circulated in February 2004 to all PCB constituencies (Member States, Cosponsors and NGOs), to ascertain their views on the issue. On 5 March 2004, at a meeting in Zambia, the PCB Chair, Vice-Chair and Secretariat reviewed and summarized the outcomes of all consultations, which were presented to all Missions at a briefing on 25 March 2004. As a result of the discussion at the briefing and subsequent comments, this note was prepared for submission to the PCB.

II. Results of consultations

Member States

Consultations with Member States (PCB members and observers) have been held over the past few months. Initial feedback indicated that a bureau could add to the political visibility of UNAIDS and would provide a good mechanism of consultation before and after the PCB meetings. The need to take into account UNAIDS’ overall strategy, especially as regards its relationship with the Global Fund and WHO, was noted. A few States, however, felt that it was important to have a bureau only if it met a clear operational need and would be as efficient and low-cost as possible, for the purposes of assisting the PCB Chair and the Secretariat. One State felt that the establishment of a PCB Bureau was unnecessary but that, if it were to be established, there should be a Chair, Vice-Chair and representation from two other regions. Another State considered that a bureau might add an additional layer of consultations which the benefit was not entirely clear, and perhaps a simpler mechanism needed to be considered.

Further feedback from Member States was received at the UNAIDS briefing for Missions in Geneva, held on 25 March 2004, at which the issue of possibly establishing a PCB Bureau was introduced by the PCB Chair and Vice-Chair. At this meeting, some Member States expressed the view that there was a need to ensure regional representation. Others considered that such representation (similar to that of WHO) could imply having a ‘mini-PCB’, which would entail high costs. One State stressed that, since the objective of establishing a PCB Bureau was not political but rather to increase the efficiency of the PCB, there was no need for regional

representation, as such. There was general agreement that the PCB Bureau would need to undergo a trial period to determine whether or not it was a viable or useful mechanism.

Cosponsors

The first draft proposal of 8 February 2004 was presented by the PCB Chair and Vice-Chair later that month to the Cosponsors. The Cosponsors generally considered it desirable to have a bureau, but preferred to keep it small, with the authority to advise, guide, provide directions to PCB preparation, facilitate communication with PCB members, including inter-sessionally, and facilitate information-gathering. It was suggested that the Chair of the Committee of Cosponsors represent Cosponsors in the bureau. It was also advised that a PCB NGO member be included in the bureau. The Cosponsors considered that regional representation needed to be reflected in the bureau—for example, through the PCB Chair, Vice-Chair and NGO representative from different regions. It was also proposed that the UNAIDS Secretariat serve as Secretariat to the bureau.

NGOs

Consultations with NGO members of the PCB were held in mid-March 2004. Following a detailed discussion, the NGOs unanimously supported the idea of the establishment of a bureau, noting that it would add to better communications between the concerned parties. The NGOs supported the option of a bureau comprising the PCB Chair, Vice-Chair, a Cosponsor representative and an NGO representative. The NGOs emphasized that costs should be kept to minimum, with no separate office or additional infrastructure to host the bureau, and that meetings/communications should take place through electronic means (e-mail, conference calls) as much as possible. Since most Member States and Cosponsors have representation in Geneva, the NGOs expressed their readiness to participate in meetings through conference calls.

III. Review of Cosponsor Governing Board Bureaux¹

The PCB Chair and Vice-Chair requested that an analysis of the Bureaux of the Governing Boards of the Cosponsors be undertaken to inform the discussion. This analysis shows the following summary results:

1. Cosponsor with no bureau

The only Cosponsor without a bureau is the World Bank. The full Bank Board includes 24 members representing 184 Member States. It meets twice a week, all year round. Although no formal bureau exists, the Dean and Co-Dean of the Board may take some actions, such as setting up a working group and proposing choices of working groups. The Dean also chairs the monthly Steering Committee that reviews and decides the Board's work programme. The Board works closely with the President and with senior managers of the Bank. Board Committees and other groups, such as ad hoc committees and working groups, make recommendations but do not take decisions. The World Bank Board is on the Bank premises and full costs, staffing, offices and travel are funded by the Bank's budget.

2. Cosponsors with a bureau at no cost

The UN Funds and Programmes (UNDP, UNFPA, and UNICEF) all have bureaux for their respective governing boards. The bureau is generally composed of a President/Chair (ambassador level), four or five regional Vice-Presidents/Vice-Chairs (ambassador/alternate

¹ For further details, see the attached matrix on Cosponsors Governing Boards Bureaux.

level) and a senior representative from the Secretariat. Members of the bureau play a vital role in facilitating the work of the Executive Board, coordinating consultations within and among their respective regional groups, and working with the Secretariat between sessions on on-going issues of concern. The bureaux meet on a monthly basis (more frequently, if necessary), but have no decision-making authority. There are no ongoing costs of these bureaux, except for hospitality, as and when needed. Similar solutions are applied by the UNODC and UNESCO bureaux. When needed, they assemble a larger representation. In the case of UNODC, an extended bureau represented by the Chair, Vice-Chairs and Rapporteur, is composed of five chairpersons of regional groups, the G-77 Chair and the EU President. The UNESCO Bureau is composed of a Chair, six Vice-Chairs representing regional groups, Chairs of Board's commissions and committees, and the UNESCO Director-General.

3. Cosponsors with a bureau with administrative support and cost

Cosponsors with such bureaux are WHO, WFP and ILO. The WHO Bureau, for example, consists of a Group of 'Office Bearers', which includes the Chair of the Executive Board and Vice-Chairs (selected by regional members), and a rapporteur. The group meets twice a year and has only one task: to discuss the agenda for the next Executive Board (EB) session. The bureau has no authority to take decisions. In terms of cost, the WHO EB Chair has an office in the WHO building and secretariat support is provided, as and when required. The WFP Bureau is composed of a President, a Vice-President and three other members representing all regions. The presidency rotates annually between two major partnerships—Africa, Asia and Latin America and the Caribbean (LAC) in one group, and the Organization for Economic Cooperation and Development (OECD) and Eastern Europe in the other. Both WHO and WFP provide office space and facilities for the respective bureaux. The bureau holds regular monthly meetings plus ad hoc meetings, when necessary, with full secretariat support. ILO has two bureaux: a Formal Bureau, composed of Officers of the Governing Body (GB); and an Informal Bureau, composed of its Formal Bureau members plus six regional coordinators. The ILO bureaux provide secretarial support for the GB Chair as well as an office. The GB Chair receives an honorarium and joins the Director-General on major political events, including country visits, if requested. In addition, bureau members' travelling and subsistence expenses are covered by ILO.

IV. Options for a PCB Bureau

Based on the foregoing consultations with Member States, Cosponsors and NGOs and the analysis of Cosponsors' Bureaux, the following guiding principles, mandate, functions and options for the composition of a bureau are proposed.

Guiding Principles

In considering the possible establishment of a PCB Bureau, certain principles are noted: efficiency of operation, flexibility, transparency and low costs. All partners generally endorsed these principles, especially flexibility, transparency, the increased opportunity for dialogue and open communication.

Proposed mandate, roles and functions

Based on the review of the Cosponsor Board Bureaux, and unless authorized explicitly by the PCB, it was advised that a PCB Bureau have no authority to take decisions regarding substantive matters but that it play primarily an advisory role. A bureau would take only those decisions that

would facilitate the work of the PCB, and promote dialogue and communication. The bureau would make decisions only on procedural matters. This proposed mandate of the bureau was endorsed by all parties.

On issues of substance, the bureau could make only recommendations to the PCB. The bureau must serve as a consultative and facilitative body. Furthermore, while encouraging communications between PCB Members, the bureau should consult with Observers as well, especially when making recommendations to the PCB.

In light of the above, the proposed terms of reference for a possible PCB Bureau could include:

- coordinating the PCB's programme of work for the year;
- ensuring smooth and efficient functioning of the session;
- facilitating transparent decision-making;
- preparing the PCB agenda, and recommending the allocation of time and the order of discussion items;
- providing guidance on documentation, as needed;
- facilitating communications and coordinating consultations within and between its members, and working with the UNAIDS Secretariat on on-going issues of concern; and
- other functions as required/directed by the PCB.

Proposed membership

Past membership in Cosponsor Board Bureaux has had, for instance, rotating Presidents, one or more Vice-Presidents, government representatives, and/or regional representatives. The PCB Chair and Vice-Chair proposed the following options of the composition of a bureau, for consideration:

- maintaining the status quo;
- the PCB Chair and Vice-Chair;
- the PCB Chair, PCB Vice-Chair, a Cosponsor representative, and an NGO representative;
- the PCB Chair, PCB Vice-Chair plus two other government representatives one of whom would act as rapporteur; and
- the PCB Chair, PCB Vice-Chair, representative from each of the remaining regional groups, a Cosponsor representative, and an NGO representative.

The views of most partners converged upon two options for membership. One option was to have a bureau consisting of the PCB Chair, PCB Vice-Chair, representation from each of the remaining regional groups, one Cosponsor representative and one NGO/PLWHA representative. One of the state members could be the PCB Rapporteur. The other option was to have the PCB Chair, the PCB Vice-Chair, one Cosponsor representative and one NGO/PLWHA representative. Several states also suggested that the PCB Rapporteur should be added to the latter option. It was furthermore proposed that the selected option be subject to a trial period.

Costs

It was proposed that there be no regular running costs for the bureau. However, due to an increased workload for its members as well as for the Secretariat, there could be some other implications. There are also likely to be some hospitality costs.

As a result of consultations with Member States, Cosponsors and NGOs represented on the PCB, consensus was reached on most of the above issues. On the issues of proposed membership,

views converged around two options. In addition, it was considered useful to establish a Bureau for a trial period of one to two years. It was generally felt that the costs of a bureau should be kept to a minimum and within the regular funding of the UNAIDS Secretariat. Initially, no permanent office should be established, and such an office should only be considered if this proves necessary in order to sustain its operations. It was also noted that NGO participation in the bureau would likely incur costs, and the ways and means of covering these costs needed to be explored.

V. The PCB is requested to:

The PCB is requested to endorse/approve the following::

1. Guiding Principles

Flexibility, transparency, open communication, efficiency of operation and to be established at a minimum cost.

2. Mandate, Roles and Functions

- coordinating the PCB's programme of work for the year;
- ensuring smooth and efficient functioning of the PCB sessions;
- facilitating transparent decision-making;
- preparing the PCB agenda, and recommending the allocation of time and the order of discussion items;
- providing guidance on PCB documentation, as needed;
- facilitating communications and coordinating consultations within and between its members, and working with the UNAIDS Secretariat on on-going issues of concern; and
- additional functions as directed by the PCB.

3. Membership

A choice between the following two options:

(iii) the PCB Chair, the PCB Vice-Chair, Rapporteur, one Cosponsor representative and one NGO/PLWHA representative;

(iv) the PCB Chair, PCB Vice-Chair, representation from each of the remaining regional groups, one Cosponsor representative and one NGO/PLWHA representative.

4. Time-frame

A two-year trial period and review.

COSPONSOR EXECUTIVE BOARD BUREAUX

Cosponsor	Composition of bureau	Main functions TOR	System of consultation (frequency & form)	Decisions taken	Costs
UNICEF	<ul style="list-style-type: none"> - President (ambassadorial level) - 4 Vice-Presidents (ambassadorial level) - Senior representative from UNICEF (EXD or their representative) - Representative from the Secretary of the Executive Board <p>The President and the Vice-Presidents are elected for one year from the 5 ECOSOC Regional Groups².</p>	<ul style="list-style-type: none"> - Members of the bureau play a vital role in facilitating the work of the EXB by coordinating consultations within and between their respective Regional Groups, and by working with the Secretariat between sessions on on-going issues of concern. - The President also maintains contact with the President of the Executive Board or the other funds and programmes with regard to joint messages and related issues. 	Monthly (more frequent, if necessary).	No decision-making power but facilitates decision-making process.	No costs.

² Africa, Asia, Eastern Europe, Latin America & Caribbean, Western Europe & others.

COSPONSORS EXECUTIVE BOARD BUREAU

Cosponsor	Composition of bureau	Main functions TOR	System of consultation (frequency & form)	Decisions taken	Costs
WFP	<ul style="list-style-type: none"> - President - Vice-President - 3 other members (all regions represented) <p>Presidency rotates annually between two major partnerships (Africa, Asia, LAC; and OECD, Eastern Europe)</p> <p>No re-election of the President (unless special circumstances dictate).</p> <p>Vice-President becomes President during the following term.</p>	<p>Facilitate effective and efficient functioning of the board:</p> <ul style="list-style-type: none"> - strategic planning of the work of the board; - preparation and organization of board meetings; - promotion of the dialogue - facilitation of communications during inter-sessional periods; - guidance to the Secretariat; - maintenance of the information flow to and from members of each electoral lists; - ex-post review of each board meeting, with the Board Secretariat, to ensure that all issues for follow-up (but especially those relating to the concerns of individual delegations) have been correctly identified; - succession planning for the posts of President and Vice-President so as to ensure a smooth selection process and adequate learning time for the incoming President; - other functions as directed/ required by the board. 	<ul style="list-style-type: none"> - regular monthly meetings plus ad hoc meetings, when necessary, with full Secretariat support (venue, documents, interpretation, report); - regular consultations on topics (at the above meetings, but also through e-mails, telephone calls). 	<p>The bureau has no authority to take decisions regarding substantive matters, but will make decisions to facilitate the work of the Board.</p>	<p>There is a line in the WFP budget to cover the costs of the bureau:</p> <ul style="list-style-type: none"> - interpretation at meetings; - translation of documents (four languages); - full secretariat support (incl. staff); - travel to joint board sessions; - field visits.

COSPONSORS EXECUTIVE BOARD BUREAU

Cosponsor	Composition of bureau	Main functions TOR	System of consultation (frequency & form)	Decisions taken	Costs
UNDP	<ul style="list-style-type: none"> - President (ambassadorial level, rotating among 5 regional groups; term: 1 year); - 4 Vice-Presidents (counsellor level or First Secretary; rotating among 5 regional groups; term: can be re-elected for the second year). <p>(Each member is selected by board members within each regional group through ECOSOC; WEOG has its own internrotating arrangement).</p>	<ul style="list-style-type: none"> - Preparation and organization of board meetings (may, inter alia, consider issues related to the agenda of the meetings, documentation, the structure of the meetings); (help highlight the issues and recommendations that require consideration and action by the board). - Facilitation of transparent decision-making. - Promotion of dialogue. - Briefing to the board on its deliberations. 	<ul style="list-style-type: none"> - Briefings once a month or less at ambassadorial level. - Meetings generally held on premises of President's office. Head of Bureau for Resources and Strategic Partnerships, UNDP attends bureau meetings; more senior-level or technical-level participation, as needed. - During board session daily morning meeting of bureau to review/revise daily briefs, make adjustments to agenda, etc. - E-mail and other communications, including among bureau members. 	<p>No substantive decisions taken. The bureau facilitates decision-making, however, since consultations follow in regional groups.</p> <p><u>Drafting Group</u></p> <ul style="list-style-type: none"> - No substantive decisions taken. - Decisions revised/finalized through informal consultations and regional groups. - Elements of draft decisions included in background papers for the board. 	<ul style="list-style-type: none"> - No monetary cost to UNDP. Costs to President's office (e.g. coffee, lunch, etc.). - If President from a developing country attends, UNDP would offer to cover hospitality costs.

COSPONSORS EXECUTIVE BOARD BUREAU

(NB: UNFPA and UNDP have a common Executive Board and Bureau)

Cosponsor	Composition of bureau	Main functions TOR	System of consultation (frequency & form)	Decisions taken	Costs
<p>UNFPA</p>	<ul style="list-style-type: none"> - President (rotates each year to a different regional group. Each regional group will hold the presidency once during a five-year period) - 4 Vice-Presidents <p>Each of the five regional groups selects its representative to the bureau; the groups' decision is automatically approved by consensus on the first day of the Executive Board's first regular session.</p> <p>The bureau of UNDP/UNFPA serves for the calendar year.</p>	<ul style="list-style-type: none"> - Prepare and organize the meetings, i.e.: <ul style="list-style-type: none"> o consider issues related to the agenda, documentation and structure of the meeting o highlight issues/items that require action by the board - facilitate transparent decision-making; - promote dialogue during meetings; - liaise with Presidents of the UNICEF and WFP Boards in organizing the Joint Meeting of the Executive Boards of UNDP/UNFPA, UNICEF and WFP, including with regard to the selection of topics. The Joint Meeting takes place once a year. 	<p>In between sessions, the bureau meets regularly at the Mission of the President of the Board (practice of the past two Presidents) or at UNDP (standard practice before then).</p> <p>During the session, the bureau meets daily to review and clear the daily brief, adjust the agenda, if needed, get briefed by the Vice-President/representative of each regional group, and consult on matters requiring the attention of the bureau.</p>	<p>The bureau has no authority to take decisions regarding substantive matters, but may make decisions to facilitate the work of the board, both during and in between sessions related to the agenda, documentation and the structure of the meeting.</p>	<p>No costs in terms of money (except for the occasional meeting during lunch time), although there would be costs in terms of the time of the Secretariat in preparing the bureau's meetings.</p>

COSPONSORS EXECUTIVE BOARD BUREAU

Cosponsor	Composition of bureau	Main functions TOR	System of consultation (frequency & form)	Decisions taken	Costs
UNODC	<p>The bureau comprises:</p> <ul style="list-style-type: none"> - Chair (rotates each year to a different regional group) - 3 Vice-Chairs - rapporteur <p>All regional groups are represented. An extended bureau comprises of the all above, plus:</p> <ul style="list-style-type: none"> - chairpersons of all regional groups - G77 Chair - EU Presidency <p>Bureau members are usually the Permanent Representatives to the UN in Vienna and are elected in their individual capacity.</p> <p>The Commission elects its bureau at the end of its session to provide leadership in the preparation of the next session and policy guidance to UNDCP (E 1999/30).</p>	<ul style="list-style-type: none"> - Leadership during sessions of the Commission (UNODC board); - governing body of the Fund of UNDCP; - policy guidance - Interface with the ExD, as needed; - mobilizing support for issues, resolutions, follow-up; - through inter-sessional meetings and ad hoc intergovernmental working groups, address specific issues, e.g. on budget review, preparations for ministerial meetings, draft resolutions, etc. 	Once a month and more frequently as session approaches review all substantive and organizational issues through inter-sessional meetings and ad hoc intergovernmental working groups.	Bureau and extended bureau prepare the grounds for decisions. Resolutions are negotiated in the Committee of the Whole and adopted by the plenary of the Commission.	No costs since there is no specific office space allocated for it. Hospitality costs, e.g. if meeting is held over lunch or at the residence of an ambassador. Support cost of the Secretariat, which the SG has a treaty obligation to provide.

COSPONSORS EXECUTIVE BOARD BUREAU

Cosponsor	Composition of bureau	Main functions TOR	System of consultation (frequency & form)	Decisions taken	Costs
ILO	<p>Formal bureau (Officers of the Governing Body): GB Chair (1 year term; rotates among 4 regional groups) plus two vice-chairs (workers' and employers'). Only regular members of the Governing Body may be elected officers.</p> <p>Informal bureau: formal bureau plus 6 regional coordinators, including Industrialized Market-Economy Countries (IMEC) and additional representatives (depending on the issue discussed) from workers' and employers' groups.</p>	<ul style="list-style-type: none"> - review of certain major policy documents; - nomination of official representatives of the Office to meetings; - approve the official programme of meetings, symposia, seminars and similar meetings; - extend invitations to international NGOs and certain intergovernmental organizations to be represented at ILO meetings; - smooth functioning of ILO in emergency situations (unavailability of the DG or political issues). 	<p>Regular (at each session of the GB - 3 per year) and ad hoc consultations with the DG (conference calls, video conferences, e-mails).</p>	<ul style="list-style-type: none"> - decide receivability of complaints; - approval of inter-sessional meetings; - approval of GB agendas. 	<ul style="list-style-type: none"> - ILO provides a secretarial support for GB Chair as well as an office. - GB Chair receives an honorarium expected to cover the cost of a reception during a GB session. - GB Chair joins DG on major political events, including country visits, if requested. - The bureau members travelling and subsistence expenses are covered by ILO. - ILO provides <i>laissez-passer</i> and business cards.

COSPONSORS EXECUTIVE BOARD BUREAU

Cosponsor	Composition of bureau	Main functions TOR	System of consultation (frequency & form)	Decisions taken	Costs
UNESCO	<ul style="list-style-type: none"> - Executive Board Chair - 6 Executive Board Vice-Chairs - Chair of the Programme and External Relations Commission - Chair of the Finance and Admin Commission - Chair of the Special Committee - Chair of the Committee of International NGOs - Chair of the Committee on Conventions and Recommendations - UNESCO Director-General <p>Executive Board Chair, Vice-Chairs and Chairs of different commissions/committees are elected by the board from among the representatives of the Member States of the board for a two-year period.</p>	<ul style="list-style-type: none"> - To assist the Chairperson in the exercise of her/his functions; - questions relating to invitations to conferences and the conclusion of agreements with international organizations or other matters on which it appears unnecessary to open a discussion, shall be studied by the bureau, which shall transmit to the board suggestions as to the required decision. Any member may, at the time of transmission of those suggestions, request a discussion of any item for which the bureau has recommended adoption of the decisions without discussions ; - in that case, the item mentioned shall be discussed by the board; - the bureau will act as an agenda committee to recommend the allocation of time and the order of business for the sessions. 	Consultations are normally undertaken during the Governing Board sessions	Only advisory role; decisions are taken in plenary during the Governing Board sessions	

COSPONSORS EXECUTIVE BOARD BUREAU

Cosponsor	Composition of board	Main functions TOR	System of consultation (frequency & form)	Decisions taken	Costs
WHO	No bureau, but a Group of 'Office Bearers', i.e. the Chair of the Executive Board (EB) and 4 Vice-Chairs (selected by regional members, not the regional groups in Geneva), and the rapporteur meet twice a year.	<p>The Group of 'Office Bearers' has only one task: to discuss the agenda for the next Executive Board session.</p> <p>The EB Chair has a role of its own in between the sessions (e.g. participating in conferences etc.), but he does not speak for the EB during such occasions.</p>	The Group of 'Office Bearers' meets twice a year by teleconference.	<p>The Group of 'Office Bearers' has no authority to take decisions.</p> <p>The question regarding who will set/approve the final agenda remains unresolved.</p> <p><u>Drafting Group</u></p> <ul style="list-style-type: none"> - Draft recommendations/resolutions are presented by the Secretariat and included in the background documents. - Drafts can also be presented by the Member States. - If controversial issues/draft recommendations are presented, the EB Chair calls for an open-ended drafting group to be established, the group can only meet 48 hours after the draft has been presented. 	The PCB Chair has an office in the WHO building and secretarial support is provided, as and when needed.

COSPONSORS EXECUTIVE BOARD BUREAU

Cosponsor	Composition of board	Main functions TOR	System of consultation (frequency & form)	Decisions taken	Costs
The World Bank	No bureau. However, in 2000, an ad hoc committee reviewing board policies and procedures considered a proposal by an Executive Director to establish a bureau-like structure to help facilitate consultation with management and improve efficiency in board decision-making. This was rejected by the board. The full Bank Board (24 members representing 184 member states) meets twice a week, year round (except during a two- week recess in August, and holiday periods).	<p>Although there is no bureau, the Dean and Co-Dean (developed and developing country reps) of the board may take some actions, e.g. setting up a working group; proposing choices of working groups. The Dean chairs the monthly Steering Committee that reviews and decides the board's work programme. The Dean also chairs certain executive sessions concerning the appointment and compensation of the President.</p> <p>No rapporteur function (note-takers and transcript services provided by the secretariat).</p>		<p><u>Drafting Group</u></p> <ul style="list-style-type: none"> - The board approves loans, policy papers and oversight budget; - decisions in plenary, no drafting group; - no regular discussions in regional groups, although certain groups may meet to discuss certain matters (e.g. G-7, on budget, net income, certain lending issues, etc.; recipient countries, to discuss cost of lending, IDA facility, net income, etc.); - Board works closely with senior managers; - Board Committees and working groups make recommendations, not decisions. 	The World Bank Board is on the Bank's premises, and all costs, staffing, offices, and travel are funded by the Bank's budget.