



UNAIDS/PCB(25)/09.26  
29 July 2009

**25<sup>th</sup> Meeting of the UNAIDS Programme Coordinating Board**  
**Geneva, Switzerland**  
**8-10 December 2009**

**Field Visits**

**Additional documents for this item:** *none*

**Action required at this meeting - The Programme Coordinating Board is invited to:** *none*

**Cost implications for decisions:** *none*

## INTRODUCTION

1. At its 23<sup>rd</sup> meeting in December 2008 the Programme Coordinating Board made the following decision:

*“14.1 - Requests the UNAIDS Secretariat to provide a paper to the 24th Programme Coordinating Board meeting on the organization of field visits that builds upon that submitted to the 21st Board meeting on “Issues related to future PCB meetings;”*

2. The purpose of this document is to provide the information requested in the decision point and, in doing so, to inform the discussions of the Programme Coordinating Board around the chapter of the Second Independent Evaluation on “Governance of UNAIDS”, as this will be the section dealing with issues around the functioning of the Board.

## BACKGROUND

3. At its 21<sup>st</sup> meeting held in December 2007, the Programme Coordinating Board considered proposals related to field visits for delegates presented by the Chair and Vice Chair under “Issues related to future Programme Coordinating Board meetings” (UNAIDS/PCB(21)/07.5). The text from that document relating to the issue of field visits is contained in Annex 1 to this paper. However, the subsequent decisions did not explicitly address the two models for field visits that were proposed in the paper.

Decisions 8.1 and 8.2 of the 21 <sup>st</sup> PCB meeting	
8.1	<i>(the PCB) Takes note</i> of the paper on issues related to future Programme Coordinating Board meetings presented by UNAIDS [UNAIDS/PCB (21) /07.5];
8.2	<i>(the PCB) Reaffirms</i> that future PCB meetings may be held from time to time outside of Geneva drawing on the following criteria: <ul style="list-style-type: none"><li>• Regional rotation</li><li>• Overall cost and cost-sharing</li><li>• Local expertise</li><li>• Local facilities</li><li>• No travel restrictions</li><li>• Relevance to the theme</li><li>• Added value</li></ul>

## ORGANIZATION OF FIELD VISITS

4. Practice to-date has been for field visits to be organized in conjunction with Programme Coordinating Board meetings held outside Geneva. Participation has been open to all registered delegates, but although feedback on the visits has always

been extremely positive, approximately one-third of delegates, who have registered to go on a field visit, has been a no-show on the day leading to wasted resources and embarrassment to the organizers. If the practice of linking to Board meetings continues the Programme Coordinating Board may wish to consider limiting the number of places available to ensure that those who register actually participate.

5. Alternatively the Board may wish to consider an option of a regular (annual) program of field visits organized by the Secretariat. This would need to have an agreed number of participants – for planning and logistical purposes – and could be used to incentivise Board membership/participation by being open only to those Member States who are Programme Coordinating Board members and PCB NGOs. A programme of visits covering 2-3 days could be organized across more than one country in a region and moving to different regions each time. As suggested in paragraph 26 of the Annex:

*“PCB members would travel to relevant destinations between sessions and report back to the full PCB membership during [regular] meetings under dedicated agenda items. UNAIDS could submit proposed destinations and missions’ terms of reference to the PCB for approval. Relevance to the issues on the PCB agenda should be viewed as one the main criteria for the identification of missions’ destinations. However, the possibility of linking these visits to other events such as regional conferences and Global Fund meetings in the field should also be kept in mind.”*

6. Finally, a combination of the two options above may be considered, whereby stand-alone visits are cancelled in any given year if the Board decides to meet outside Geneva. However, limitations on numbers of participants should be considered regardless of whatever option is taken forward.

## ANNEX 1

### Text taken from document UNAIDS/PCB(21)/07.5: “Issues related to future Programme Coordinating Board meetings”

#### E. Organization of field visits

25. The feedback on the value of field visits that have been organized over the last years in connection with PCB meetings has generally been very positive. For many delegates this provided a valuable opportunity to gain first-hand insights on the reality of local AIDS responses and facilitate cross-fertilization among regions.
26. Since field visits have been so far linked to PCB meetings outside Geneva, the way forward will depend on what the PCB decides regarding the location of future sessions. In this context, should the PCB decide to hold all its future meetings in Geneva, field visits could still be organized. PCB members would travel to relevant destinations between sessions and report back to the full PCB membership during regular meetings under dedicated agenda items. UNAIDS could submit proposed destinations and missions’ terms of reference to the PCB for approval. Relevance to the issues on the PCB agenda should be viewed as one the main criteria for the identification of missions’ destinations. However, the possibility of linking these visits to other events such as regional conferences and Global Fund meetings in the field should also be kept in mind. In this instance field visits would be composed of five PCB delegates to be appointed by the PCB. The UNAIDS Cosponsors and Secretariat would be represented by their staff in the country receiving the visit, plus one or two staff members from the UNAIDS Secretariat and Cosponsor Headquarters.
33. The cost of a visit could be estimated at US\$ 30 000–50 000 on the basis of the following assumptions.

Estimated cost of a field visit	
Item	Key assumptions
Number of PCB delegates	5
Number of UNAIDS Secretariat and Cosponsor Headquarter staff	2
Travel days	5
Cost of air ticket (per traveler)	US\$ 1000–4000
Per diem (per day, per traveler)	US\$ 200
In-country expenditures (e.g. local travel, meeting facilities, etc.)	US\$ 15 000

34. Should the PCB decide to continue periodically holding meetings outside Geneva, field visits for PCB delegates could:
- continue to be organized for all interested delegates in connection with field-based meetings as it has been the case until now;
  - be restricted to a maximum number of participants e.g. 100 to enable appropriate logistical and budgetary planning and to optimize participation;
  - be based on the model described above;
  - be based on a combination of the two models.

**Action for the Programme Coordinating Board**

35. The PCB is requested to review the proposals in this paper and take decisions on the following points:
- a. objectives of PCB thematic segments;
  - b. process for the identification of themes for PCB thematic segments;
  - c. participants in PCB thematic segments;
  - d. format of sessions for PCB thematic segments;
  - e. venues (Geneva or outside Geneva) of future PCB meetings;
  - f. criteria for the selection of venues for PCB meetings held outside Geneva; and
  - g. organization of field visits for PCB delegates.

[End of document]