

25 April 2008



**22nd Meeting of the UNAIDS Programme Coordinating Board
Chiang Mai, Thailand
23-25 April 2008**

Decisions, Recommendations and Conclusions

The UNAIDS Programme Coordinating Board,

Recalling that all aspects of UNAIDS work are directed by the following guiding principles:

- Aligned to national stakeholders' priorities;
- Based on the meaningful and measurable involvement of civil society especially people living with HIV and populations most at risk of HIV infection;
- Based on human rights and gender equality;
- Based on the best available scientific evidence and technical knowledge; and
- Promoting comprehensive responses to AIDS that integrate prevention, treatment, care and support;

Agenda item 1.1: Opening of the meeting and adoption of the agenda

1. *Adopts* the agenda;

Agenda item 1.2: Election of Officers

2. *Elects* the United States of America as Chair, Ethiopia as Vice-Chair, and Guatemala as Rapporteur;

Agenda item 1.3: Outcome of the Thematic Segment

- 3.1 *Recognizes* the commitment to the goal of scale-up to Universal Access at the 2006 High Level Meeting on AIDS as a determination to address the urgent threat that Tuberculosis (TB), particularly drug-resistant TB, poses to people living with HIV;
- 3.2 *Calls* upon member states to mobilize community involvement, including faith based organizations and affected communities, in addressing the prevention and

treatment of TB in people living with HIV, including issues of stigma, human rights, migrants and other marginalized populations and adherence support;

- 3.3 *Requests* the UNAIDS Secretariat and WHO to establish mechanisms for accountability of HIV programmes to prevent, diagnose and treat TB in people living with HIV, through the incorporation of relevant indicators in national AIDS action frameworks, which include the goal of reducing TB mortality in people living with HIV;
- 3.4 *Requests* the UNAIDS Secretariat to work with WHO and other cosponsoring organizations, as well as governments, to extensively expand the coverage of voluntary counseling and testing to achieve the early diagnosis and treatment of HIV so that opportunistic infection, including TB, can be prevented;
- 3.5 *Recognizes* the need for a person-centered approach, that is “one life - two diseases” and *calls* on member states to deliver integrated TB and HIV services that provide adequate TB infection control in HIV care settings;
- 3.6 *Requests* UNAIDS and WHO to advocate for the inclusion of TB prevention and treatment for people living with HIV in national AIDS action frameworks, as part of the multi-sectoral approach to HIV, and in building the capacity of affected communities to respond to the dual epidemics of TB and HIV;
- 3.7 *Calls* upon the international community, including governments, to address the resource gap for the prevention and treatment of TB in people living with HIV through its inclusion in the broader development agenda;
- 3.8 *Requests* UNAIDS and WHO to work with relevant partners to accelerate research and development of better tools for the prevention, diagnosis and treatment of TB in people living with HIV;
- 3.9 *Calls* on UNAIDS to use the decisions of the 22nd Programme Coordinating Board in its work at the global level on TB and HIV through high-level events such as the HIV-TB Global Leaders Forum to be held in New York on 9 June 2008;

Agenda item 1.4: Consideration of the report of the twenty-first meeting

4. *Adopts* the report of the 21st meeting of the UNAIDS Programme Coordinating Board;

Agenda items 1.5 and 1.6: Report of the Executive Director and the Report of the Chairperson of the Committee of Cosponsoring Organizations

- 5.1 *Takes note with appreciation* of the Reports of the Executive Director and the Chairperson of the Committee of Cosponsoring Organizations;
- 5.2 *Requests* the UNAIDS Secretariat to report on progress on implementation of human rights-related Programme Coordinating Board decisions at a future Programme Coordinating Board meeting;

- 5.3 *Takes note* of the Report of the Independent Commission on AIDS in Asia;
- 5.4 *Further takes note* of the diversity of views, both support and concerns, on the Report expressed in the meeting, which are elaborated in the Programme Coordinating Board meeting report;
- 5.5 *Requests* the UNAIDS Secretariat to support similar commissions in other regions, on a priority basis beginning with the Caribbean region, with the meaningful involvement of all concerned parties;

Agenda item 1.7: Report by the NGO representative

- 6.1 *Takes note* of the Report by the NGO representatives;
- 6.2 *Requests* WHO and the UNAIDS Secretariat to look at ways in which they can initiate work among the Cosponsors on HIV & Hepatitis C Virus co-infection and report back at a future Programme Coordinating Board meeting;
- 6.3 *Requests* the UNAIDS Secretariat and Cosponsors to report back at the 23rd PCB meeting on decision 11.9 of the 20th PCB meeting: “*further requests UNAIDS Secretariat and Cosponsors, as a matter of priority, to work at the national level to assist governments to scale up HIV prevention among injecting drug users, in line with the decisions of the PCB on the UNAIDS Policy Position Paper on Intensifying HIV Prevention*”

Agenda item 2: Gender-sensitivity of AIDS responses

- 7.1 *Takes note* of the draft gender guidance for national AIDS responses and *acknowledges* the urgency of addressing gender inequalities and the feminization of the epidemic, and the need to focus on scaling up work at country level;
- 7.2 *Requests* UNAIDS to take immediate action to develop specific tools to assist countries in planning, programming and implementing interventions in the context of HIV that address (1) women, girls and gender inequality, and (2) men who have sex with men, transgender, bisexual and lesbian populations;
- 7.3 Drawing on existing mandates and guidance, *requests* UNAIDS to intensify action to address gender inequalities and harmful gender-based practices in the context of interventions to address HIV and AIDS by, inter alia, initiating and evaluating country pilots; these pilots may also inform the development of the above-mentioned tools. In selecting the country pilots, UNAIDS should consider the findings of, and lessons learned, from previous gender assessments and take into account regional, epidemiological, cultural and religious diversity;
- 7.4 *Requests* UNAIDS to use expert group(s) that have relevant expertise in addressing issues related to (1) women, girls and gender inequality, and (2) men who have sex with men, transgender, bisexual and lesbian populations to provide advice on the development of the tools and the selection, implementation and evaluation of the pilots;

7.5 *Requests* UNAIDS to report back on progress on these actions at the 23rd meeting of the Programme Coordinating Board;

Agenda item 3: Second Independent Evaluation of UNAIDS

- 8.1 *Agrees* that the Cosponsors should have a Liaison official who would work with, but not be a member of, the Oversight Committee;
- 8.2 *Agrees* to invite new nominations for membership of the Oversight Committee from persons who are openly living with HIV;
- 8.3 *Decides* that the Oversight Committee should have not more than 11 members;
- 8.4 *Agrees* to the following list of Oversight Committee members as proposed by the Programme Coordinating Board Bureau: Morris Llewelyn Edwards, Johan Giesecke, Catherine Hodgkin (Chair), Patricia Ngozi Iwere, Adeeba Kamarulzaman, Henri-Nicolas Nson, Pradnya Paithankar, Wiput Phoolcharoen, Gracia Violeta Ross Quiroga, and Hristo Taskov;
- 8.5 *Agrees* to the following revised timeline for the Evaluation:

DATE	MILESTONE/DELIVERABLE	RESPONSIBLE PARTY
PCB 22 nd meeting: 23-25 April 2008	PCB meeting to agree on the criteria for membership of Oversight Committee and Oversight Committee established	PCB
26 May 2008	Oversight Committee Chair to arrive for initial briefing	Oversight Committee Chair
27–28 May 2008	Oversight Committee meets; tender for Evaluation Team is finalized, including criteria and methods for evaluating the bids	Oversight Committee
2 June 2008	Tender disseminated: deadline for receipt of bids on 30 June 2008	UNOPS
30 June 2008	Deadline to receive bids	UNOPS/Oversight Committee
30 June – 14 July 2008	UNOPS reviews bids, summarizes and ranks them	UNOPS
14 July 2008	Briefing for Oversight Committee Chair	Oversight Committee Chair
15–16 July 2008	Oversight Committee meets, reviews bids and makes summary and recommendations for PCB	Oversight Committee

17 July 2008	Recommendation for the successful tender for the Evaluation Team presented to the PCB by the Oversight Committee through the PCB Chair for approval, through electronic means, by the PCB.	PCB Chair
25 July 2008	Deadline for responses on recommendation for selection of the Evaluation Team	PCB members
28 July 2008	Notification of winning bid provided to PCB	UNOPS and PCB
18 August 2008	Inception Report with detailed plan of work for the Evaluation Team delivered to the Oversight Committee	Evaluation Team
26 – 27 August 2008	Meeting Oversight Committee and Evaluation Team to review and approve Inception Report	Oversight Committee & Evaluation Team
1 September 2008	Regular bi-weekly reporting to the Oversight Committee on progress, delays and any problems encountered	Oversight Committee & Evaluation Team
PCB 23 rd meeting: 15-17 December 2008	Progress report on the Evaluation presented to PCB	PCB and Oversight Committee Chair
1 May 2009	Draft Progress Report on the Evaluation to the Oversight Committee	Evaluation Team
15 May 2009	Feedback on Progress Report from Oversight Committee to Evaluation Team	Oversight Committee
PCB 24 th meeting: June 2009	Draft Report of the Second Independent Evaluation presented to the PCB	PCB, Oversight Committee & Evaluation Team
3 August 2009	Draft Final Report presented to Oversight Committee	Evaluation Team
10 August 2009	Feedback from Oversight Committee to Evaluation Team	Oversight Committee
4 September 2009	Final Report presented to Oversight Committee and PCB	Oversight Committee & Evaluation Team
7 September 2009	Final Report forwarded to UNAIDS Secretariat/ Executive Director	PCB
2 October 2009	UNAIDS response to the Evaluation to the PCB with recommendations for decision by the Board	UNAIDS Secretariat/ Executive Director
PCB 25 th meeting: December 2009	Report of the Second Independent Evaluation presented and UNAIDS response to the Evaluation discussed at PCB with recommendations for decision by the Board	PCB

8.6 *Agrees*, without prejudice to any future decision-making process that the Board may decide to adopt, the following process in between meetings of the Programme Coordinating Board with respect to certain decisions related to the Evaluation and shown below:

- Immediately after the 22nd Programme Coordinating Board meeting the Executive Director will send a letter to the Heads of the member delegations of the Board asking them to nominate a named individual plus an alternate who will both receive all communications related to the below decisions. Full contact details including email address and telephone numbers will be required for both named individuals.
- On receipt of all names the Secretariat will send a test email to all 44 individuals (two per member country).
- When a decision point is required, the Chair of the Programme Coordinating Board will send an email communication using the list established by the Secretariat. A notice of receipt of the email will be required and a deadline set for the receipt by the Chair of the replies to the Chair's proposed decision point.
- If a quorum (15) is reached, in terms of the answers received to the decision point by the established deadline, the responsible body (see table below) will act in accordance with the majority view.
- If a quorum is not reached, then the responsible body has no basis on which to move forward and will revert to the Programme Coordinating Board Chair for decision on further action, if any.
- This process will be reviewed at the 23rd Programme Coordinating Board meeting in December 2008 with respect to its effectiveness and its application to further decision points not listed below.

8.7 *Agrees* that communications related to the above process will be sent for information to Cosponsors and the PCB NGO delegation;

8.8 *Agrees* that the following two decision points should be subject to the inter-sessional decision process:

Agreement of the Evaluation Team:

DATE	MILESTONE/DELIVERABLE	RESPONSIBLE PARTY
17 July 2008	Recommendation for the successful tender for the Evaluation Team presented to the PCB by the Oversight Committee through the PCB Chair for approval, through electronic means, by the PCB.	PCB Chair

Nomination of additional person openly living with HIV to the Oversight Committee:

DATE	MILESTONE/DELIVERABLE	RESPONSIBLE PARTY
28 April 2008	Email sent from PCB Chair to all PCB members, observers, five NGO representatives and ten cosponsoring agencies in the 21 st PCB meeting inviting nominations to the Oversight Committee. Nominations must include full CV and names of two referees demonstrating eligibility against the criteria established in the TOR	PCB Chair
12 May 2008	Deadline for submission of nominations	PCB participants
14 May 2008	Secretariat to collate and verify nominations and establish consolidated matrix of nominations, against criteria, for consideration by PCB Bureau. This will be a purely logistical exercise and will not rank nominations in any way.	Secretariat
16 May 2008	PCB Bureau meeting to agree Chair and composition of the Oversight Committee	PCB Bureau
16 May 2008	PCB Chair to inform PCB by electronic means of composition of Committee and to invite responses, if any, by 23 May 2008.	PCB Chair
23 May 2008	Deadline for comments and silent approval of composition of Oversight Committee	PCB members
24 May 2008	Oversight Committee is established	PCB Chair

Agenda item 4: Process for nomination of the Executive Director

- 9.1 *Agrees* the creation of a Search Committee to oversee the process of nomination of the new Executive Director for UNAIDS;
- 9.2 *Agrees* the following elements for inclusion in the Terms of Reference for the Search Committee, namely that the Committee:
- will ensure that the process for submitting nominations and individual applications is duly adhered to;
 - will encourage and welcome candidates from regions from which an Executive Director of UNAIDS has not yet been appointed;
 - will be responsible for submitting to the Chair of the CCO the outcomes of the nomination process in its entirety, including the short list of candidates, a detailed report of the process that had been undertaken, and a full list of all candidates that had been considered;
 - the Chair of the Search Committee will participate as an observer in the CCO interviews and nomination process and report back to the 23rd Programme Coordinating Board meeting. The CCO may also meet in closed session;
 - will develop a scoring tool to evaluate candidates;
 - will conduct initial interviews to screen candidates and evaluate them against the core competencies and submit qualified candidates in order of preference to the CCO;
- 9.3 *Agrees* the following desired competencies and experience for the position of Executive Director;

Leadership and Strategic Management:

- Extensive experience – ideally more than ten years – of successful management and leadership in complex public, private or international organization(s);
- Proven leadership, vision and strategic thinking, with clear results in development at international or national level;
- Clear vision on the current and future response to AIDS;
- Political and cultural sensitivity, communication and external representation skills, with the proven ability to relate and work effectively and strategically with partners at all levels;
- Strategic thinking on ownership and engagement of partners and stakeholders on development issues;
- Understanding of governance processes at the international or national level;
- Competence in the management of staff, teams, finances and processes within international organizations, public or private sectors, NGOs or private foundations;
- Commitment to implementing the core principles of the Joint Programme as articulated most recently through the 2006 UN General Assembly Political Declaration on HIV/AIDS, the 2007-2010 Strategic Framework for UNAIDS Support to countries' efforts to move towards universal access, and the 2008-2009 Unified Budget and Workplan;

- Vision, understanding and strategic thinking on the challenges and opportunities that face UNAIDS;
- Commitment to promote involvement of people living with, or affected by, HIV;
- Proven ability to identify and nurture talent, to encourage diversity and foster team building;
- Excellent inter-personal skills, cultural and gender sensitivity and respect; and
- Ability to manage change and innovation;

International Experience with Health and Development:

- Experience in working on global issues;
- Excellent understanding of working in developing countries, including implementation challenges;
- Experience and knowledge related to public health and HIV/AIDS at the international and national level;
- Experience and knowledge of international development and public policy processes;
- Experience working with a multisectoral response, such as international organizations, governments, NGOs, civil society and the private sector;
- Knowledge and appreciation of vulnerable groups and those affected by the epidemic;
- Proven experience of embracing a multisectoral response to AIDS;
- Proven track record and commitment to the core values of UNAIDS including promoting human rights, gender equality and GIPA principles;

Preference for fluency in one working language and another working or official language of the United Nations, and, ideally, knowledge of at least one other official United Nations language;

9.4 *Agrees* the composition of the Search Committee as being 6 member states (2 WEOG states and 1 from each of the other four geographical regions as defined by ECOSOC), 2 NGOs and 4 Cosponsors;

9.5 *Agrees* the process for establishment of the Search Committee as follows;

- Within 2 weeks of the closing of the 22nd Board meeting the Chair of the Programme Coordinating Board to invite proposals for membership from each (member state) region and constituency (NGOs and CCO); each group should present a consensus nominee if possible;
- Each constituency will be requested to submit the exact number of nominations to fill the number of places on the Committee for that particular constituency;
- If the number of nominations exceeds or is less than the number of places on the Committee for a particular constituency, the Chair of the Programme Coordinating Board will contact all members of that constituency represented on the Board for further discussion and agreement;
- Once the Committee is established the Chair of the Programme Coordinating Board will communicate the names of the members to all member states, PCB NGOs and Cosponsors; and
- The Search Committee shall elect a Chair from within its membership.

9.6 *Requests* the Chair of the Programme Coordinating Board to prepare a code of conduct for the members of the Search Committee which should include the following elements and *requires* all members of the Search Committee to sign the code;

- No Committee member shall advocate for, or manipulate the nomination process, in favour of a particular candidate;
- No member can be substituted;
- All aspects of the Committee’s work will be transparent and communicated to Board members and participants as shown in the timeline below as well using other communication channels, such as, publishing the minutes of Committee meetings on the UNAIDS website; and
- That any issue affecting the work of the Committee that cannot be resolved by it is referred to the Programme Coordinating Board Chair who will, in consultation with the Programme Coordinating Board Bureau, facilitate a resolution and inform the Board accordingly.

9.7 *Agrees* the following steps for the nomination process;

Week 1	Chair of PCB invites proposals for membership of the Search Committee.	PCB Chair
Week 7	Deadline for submission of names for Search Committee	PCB Chair
Week 10	Conclusion of consultations as necessary with constituency groups. Composition of Search Committee is announced and transmitted by electronic means to PCB constituencies	PCB Chair
Week 12	First meeting of Search Committee	PCB Chair
Week 13	Call for nominations and applications; to include advertisements in international media	Search Committee Chair
Week 17	Deadline for submission of nominations and applications	All constituency groups
Week 21	Second meeting of Search Committee to review and establish a short list	Search Committee Chair
Week 22	Short list of candidates sent to the PCB for consideration at an extraordinary meeting (one day) of the Board. The Search Committee will then send the list to the CCO Chair together with any comments and recommendations of the PCB	Search Committee Chair
	CCO to consider the list of nominations and to interview short-listed candidates. The Chair of the Search Committee to participate as an observer in the CCO interview and formal	CCO Chair

	nomination process and to report back to the 23 rd Programme Coordinating Board meeting on the process followed. The CCO may also meet in closed session.	
Week 24	CCO to send formal nomination to UN Secretary General	CCO Chair

- 9.8 *Agrees* a budget for the nomination process of USD 359,800, including the holding of the extraordinary meeting of the Programme Coordinating Board;

Agenda item 5: Memorandum of Understanding with the Global Fund to Fight AIDS, Tuberculosis and Malaria

- 10 *Approves* the new Memorandum of Understanding between UNAIDS and The Global Fund to Fight AIDS, Tuberculosis and Malaria, taking into account the comments from the floor;

Agenda item 6: Proposal for a Standing Subcommittee of the Programme Coordinating Board

- 11.1 *Agrees to defer* a decision on the establishment of a standing subcommittee of the Programme Coordinating Board on planning and performance monitoring and requests the UNAIDS Secretariat to prepare a more detailed proposal for consideration at the 23rd meeting of the Programme Coordinating Board, that takes into account comments from the floor;
- 11.2 *Further agrees* that the Second Independent Evaluation should include consideration of this issue;

Agenda item 7: Cycle of the UNAIDS Unified Budget and Workplan

- 12 *Endorses* the development of the next Unified Budget and Workplan based on a review and extension of the UNAIDS 2007–2010 Strategic Framework to 2011, and *confirms* a 4-year planning framework and a 2-year budget cycle and for the Unified Budget and Workplan;

Agenda item 8.1: Follow-up to the Global Task Team Independent Assessment

- 13 *Takes note* of the establishment and progress of the UNAIDS Programme Coordinating Board Reference group on oversight of the implementation of the recommendations of the Global Task Team Independent Assessment in support of national AIDS Responses (“GTT Oversight Reference Group”), as presented by its chair and *requests* that the Group report back on progress to the 23rd Programme Coordinating Board meeting;

Agenda item 8.2: Financial Reports

- 14.1 *Takes note* of the financial report and audited financial statements for the financial period 1 January 2006 to 31 December 2007, the report of the external auditor and the interim financial management update;

- 14.2 *Further notes* the opinion of the external auditor that the financial statements included in the financial report for the 2006-2007 biennium accurately reflect UNAIDS accounts and the results of its operations and are consistent with Financial Regulations and Legislative Authority;
- 14.3 *Endorses* the Executive Director's proposal for the utilization of 16 million USD of the available fund balance to cover priorities and investments that are not included in the 2008-2009 Unified Budget and Workplan, and requests that these expenditures be included in the Unified Budget and Workplan;
- 14.4 *Encourages* donor governments and others to release their contributions to the 2008-2009 Unified Budget and Workplan as soon as possible;
- 14.5 *Recommends* that future UNAIDS financial reports include an extract of WHO's balance sheet relevant to the expenditures, assets and liabilities of UNAIDS;
- 14.6 *Recommends* that future financial statements indicate the breakdown of expenditure by country and region;

Agenda item 8.3: Statement by the representative of the UNAIDS Staff Association

15. *Takes note* of the statement by the UNAIDS Secretariat Staff Association;

Agenda item 9. Next Programme Coordinating Board meetings

- 16.1 *Approves* the proposed themes for the 23rd and 24th meetings of the Programme Coordinating Board as; "The Relationship between UNAIDS and the Global Fund to fight AIDS, Tuberculosis and Malaria: issues of relationships with the international technical support architecture and public private partnerships" (23rd meeting); and "People on the move – forced displacement and migrant populations" (24th meeting);
- 16.2 *Requests* the Programme Coordinating Board Bureau to initiate a process for the identification of theme for the 26th Programme Coordinating Board meetings;
- 16.3 *Requests* the Programme Coordinating Board Bureau to initiate a process that seeks wider contributions to the development of the agenda and participation in the thematic segments of Programme Coordinating Board meetings;
- 16.4 *Agrees* the dates for the next Programme Coordinating Board meetings as follows:
24th meeting – 22-24 June 2009;
25th meeting – 8-10 December 2009;
26th meeting – 7-9 June 2010;
27th meeting – 6-8 December 2010.