

**Teleconference Executive committee (39 Ex Comm. – 17 December 2012)**

**(Draft) Minutes**

<b>Attended:</b>	<b>Apologies:</b>	<b>Secretariat</b>
<p>Amy Bloom (Interim Chair) Blessi Kumar (Vice-Chair of Board) Nathalie Garon Michael Kimerling Carol Nyrienda Mario Raviglione Cheri Vincent Nevin Wilson</p>		<p>Lucica Ditiu Shirley Bennett</p>
<b>Minutes of Discussion</b>	<b>Decision</b>	<b>Action</b>
<p><b>1. Update from Executive Secretary</b></p>		
<p>The Executive Secretary provided an update on the restructuring of the Stop TB Partnership Secretariat as approved at the 22<sup>nd</sup> Stop TB Partnership Coordinating Board meeting (Decision Point 22-4).</p>		
<p>Three meetings have been held with Secretariat staff for briefings on the restructuring. Following advice from WHO/HR the Board approved organigram has not been shared with staff.</p> <p>Next steps include finalizing the memo and annexes for submission to WHO Roadmap Committee. The memo details justification for each position, including any positions abolished. It is expected the memo be ready for submission in mid-January 2013. Job descriptions for every position in the Secretariat will have to be carefully written and the Executive Secretary will seek expert assistance with this.</p> <p>Discussions with WHO HR and legal indicate that it would be more effective to conduct the reprofiling of the Secretariat and GDF as one exercise rather than separately as requested by the Board. Additionally it may be unlikely that WHO will grant the flexibility that “positions, which are not changing and are already filled by staff, are not opened for competition” (Decision Point 22-4), however the balance of short-term and fixed term positions is more likely to be granted.</p>	<p>The Executive Committee welcomed progress on the restructuring and expressed a willingness to support the process as much as possible.</p> <p>The Executive Committee asked if it would be possible for representatives of the committee to be involved in the shortlisting of candidates and on selection panels. The Committee stressed the importance of filling each position with the best possible candidate.</p>	<p>Secretariat to explore with WHO whether members of the Executive Committee can be involved in the shortlisting of candidates and on the selection panels.</p> <p>Secretariat to share memo and annexes with the Executive Committee in advance of sending to WHO Roadmap Committee.</p>

<b>2. Working Groups</b>		
As requested by the Board at its 22nd meeting, the Secretariat developed a draft template (Decision Point 22-9). The template is to capture information requested by the Board from Working Groups.		
<p>The Executive Committee welcomed the draft template.</p> <p>The Executive Committee discussed whether there was enough time for Working Group chairs to complete the questionnaire and allow for the information to be compiled and shared in advance of their next call, scheduled for 16 January 2013.</p>	<p>The Executive Committee agreed that the deadline for submission of completed questionnaires to the Secretariat should be 17 January 2013 to allow sufficient time for completion.</p> <p>A separate call for the Executive Committee to discuss the information submitted by Working Groups will be arranged for the end of January.</p>	<p>Secretariat to circulate template to Working Group chairs and request completed forms are returned by 17 January 2013.</p> <p>Executive Committee to hold a separate call to discuss Working Groups at end of January 2013.</p>
<b>3. Governance Reform support</b>		
The Secretariat sought feedback from the Executive Committee about the support McKinsey & Co has provided for the governance reform so far.		
<p>The Executive Committee voiced deep appreciation for the work done by McKinsey &amp; Co and felt it important that support for the governance transition continue in 2013.</p> <p>The Secretariat highlighted that following WHO rules and regulations conducting a <i>Request for Proposals</i> process would be expected to take approximately 3.5 months, meaning any support for the governance transition would only be in place as of April 2013. The Executive Committee agreed this timeline was not appropriate given the support needed in early 2013.</p>	<p>The Executive Committee recognizes the importance of continuity is important to expedite the governance transition and ensure consistency. The Executive Committee will explore mechanisms to provide optimal support for the governance transition for discussion at their next call (16 January 2013).</p> <p>The Executive Committee agreed that a clear articulation of support for the governance transition is needed.</p>	<p>Secretariat to draft terms of reference clearly articulating the support for the governance transition, and circulate to Executive Committee for comment by 14 January 2013.</p>

<b>4. Finance Committee</b>		
The Board delegated authority, at its 22 <sup>nd</sup> meeting, to the Executive Committee to “decide on changes to the Board’s By-Laws and Operating Procedures to include: Terms of Reference for Executive Committee and Finance committee and guidelines on other board structures (e.g. task-forces)”		
The Secretariat asked whether it would be useful to the Executive Committee if the terms of reference for the Finance Committee of other WHO hosted partnerships, namely Roll Back Malaria and UNITAID.	The Executive Committee agreed it would be useful to see the terms of reference for the Finance Committee of Roll Back Malaria and UNITAID.	Secretariat to circulate the terms of reference for the Finance Committee of Roll Back Malaria and UNITAID.
<b>5. Stop TB Partnership 23<sup>rd</sup> Coordinating Board meeting</b>		
Two offers for hosting 23 <sup>rd</sup> Stop TB Partnership Coordinating Board meeting have been received by the Secretariat; one from The Bill and Melinda Gates Foundation, Seattle, USA and one from the Canadian International Development Agency (CIDA), Ottawa, Canada		
The Secretariat presented the estimated cost of holding the Board meeting in Seattle (USD 113,600) compared to Ottawa (USD 112,760). Given the little difference in cost, the Executive Committee discussed the advocacy opportunities which accompanied holding the Board meeting in these cities.  There was a discussion about the process by which the agenda for the 23 <sup>rd</sup> Stop TB Partnership Coordinating Board meeting should be developed. The Secretariat was requested to draft the agenda to include all items the Board has stated should be discussed at its 23 <sup>rd</sup> meeting.	The Executive Committee thanked both The Bill and Melinda Gates Foundation and the Canadian International Development Agency for their offers to host the 23 <sup>rd</sup> Stop TB Partnership Coordinating Board meeting.  The Executive Committee agreed that Ottawa, Canada presented more advantageous advocacy opportunities in 2013.  Board to meet in Ottawa, Canada, 11-12 July 2013. The Executive Committee will hold a face-to-face meeting in Ottawa, Canada on 10 July 2013.	Secretariat to commence planning for the 23 <sup>rd</sup> Stop TB Partnership Coordinating Board meeting.  Secretariat to inform all board members about board meeting and location.  Secretariat to compile first draft of agenda for 23 <sup>rd</sup> Stop TB Partnership Coordinating Board meeting for discussion at next Executive Committee call (16 January 2013).
<b>6. Any other business</b>		
No other business was discussed.		