

Teleconference Executive committee (51 Ex Comm. – 1 February 2014)
(Draft) Minutes

Attended:	Apologies:	Secretariat
<p>Amy Bloom Joanne Carter Ken Castro Nathalie Garon Michael Kimerling Austin Obiefuna Aaron Oxley Thokozile Phiri Victor Ramathesele Mario Raviglione Cheri Vincent</p>		<p>Lucica Ditiu Young-Ae Chu</p>
Minutes of Discussion		Outcome
1. General Feedback from Coordinating Board		
<p>The Executive Committee agreed the format of having an interactive pre-Board retreat followed by a day-long Coordinating Board meeting was effective and suggested to keep this format for future Board meetings.</p> <p>The Executive Committee asked (in line with previous Board discussions) that Board documents be shared much sooner in advance of Board meetings in order to give time for consultations with constituencies.</p> <p>It was suggested that a call of the Executive Committee be held 4 weeks before a Board meeting focusing on Board documents and devoting time to finalizing them. It was also suggested to look into utilizing tools such as Share Point to work on documents and also to look into the possibility of hiring someone to assist during peak pre-Board periods.</p> <p>The Executive Committee agreed it was good to communicate the outcomes of the Board meeting to partners and constituencies, including constituency-relevant analysis of the decision points.</p> <p>In regards to the Report of the Executive Secretary presented to the Coordinating Board, the Executive Committee suggested all sections should be similar in length and level of detail, and that where substantially more detailed updates are needed, they should be added as “background briefs” at the end of the report.</p>		<ul style="list-style-type: none"> • Secretariat to schedule EC call 4 weeks in advance of next Coordinating Board meeting to discuss Board documents and ensure timely delivery of papers. • Secretariat to send out news alert to partners on decision points of the Coordinating Board meeting.

2. Working Groups

The Executive Committee agreed the current effort to develop SOPs for Working Groups was timely and needed. Members noted the need to go back to the principles of the purpose and aims of Working Groups and then have discussion on Working Groups – purpose, duration and area of focus.

Members also agreed any reformation of Working Groups should be based on emerging themes and should reflect the changing TB landscape.

3. Finance Committee

The Executive Committee discussed follow up to the Board discussion related to: needing more information in a few key areas of the Stop TB Partnership’s financial status (donors and earmarked activities); as well as on the need to set future agenda for EC discussion on fundraising and prioritization of activities based on the additional financial information.

It was agreed that the Executive Committee, through the Finance Committee, will receive the following additional financial information:

- Sources of funds – donor mapping
- % of funds that are earmarked and for what activities
- How much of the gap in the work plan is a “real” gap and how much of the gap is currently in discussion with potential donors.

The Executive Committee agreed that this information would be provided to the EC for discussion but that for the Board level, the information provided should be kept at top level, with the possibility of using a Board pre-briefing for those on the Board who want more detail.

- The Secretariat to provide to the Finance Committee the additional financial information for its review and discussion with the Executive Committee.

4. Development of the Global Plan 2016-2020

The Executive Committee deliberated on potential structure of a decision-making body to help guide the Global Plan, and what processes and task forces will be needed, with what representation, to ensure the Global Plan is the work of all partners and constituencies.

The Executive Committee agreed that what is needed is a **conceptual framework** which outlines all the aspects needed to begin development of the Global Plan:

- Decision-making body, who provides technical input and how representation will be ensured.
- TOR and selection procedure of the Task Force and profile/skillset of members.
- Profile of strategic project manager.
- Other HR needs besides project manager and writer.

The Executive Committee agreed to set up a “start-up team” to help with the development of the above-mentioned conceptual framework. EC members who volunteered to be part of this team, which will hold once a week meetings and

- The Secretariat to begin work on the Conceptual Framework with input from the “start-up team” composed of the following EC members: **Austin Obiefuna, Cheri Vincent, Aaron Oxley and Mario Raviglione.**

<p>review documents between 1 Feb and 1 May are: Austin Obiefuna, Cheri Vincent, Aaron Oxley and Mario Raviglione.</p>	
<p>The Executive Committee agreed on the need to develop a two-page “pitching document” that pitches the huge potential of the Global Plan and could be used for resource mobilization.</p>	<ul style="list-style-type: none"> • Secretariat to work on the basic content of the “Global Plan pitching document” and EC members to help add the advocacy language.
<p>5. Planning EC discussion on hosting and next Coordinating Board meeting</p>	
<p>The next full-day EC discussion on hosting will be between 10-14 March. Some members noted difficulties in accessing videoconference facilities while others suggested a series of shorter teleconferences, rather than a full day one.</p>	<ul style="list-style-type: none"> • EC members to note their availability for the next EC call on Doodle poll sent out by Shirley.
<p>The Executive Committee suggested that the Chair and Vice Chair send a brief to the WHO Director General on the Board hosting discussions, as a courtesy follow up to their personal meeting.</p>	
<p><u>Next Coordinating Board Meeting:</u> The Executive Committee narrowed down possible venues for the next Coordinating Board meeting to Cape Town, South Africa and Seattle, USA. The decision was based on criteria such as convenience and price of venue, relevance to work and advocacy. Proposed dates was the week of 14 July 2014.</p>	
<p>5. Any other business</p>	
<ul style="list-style-type: none"> • The Executive Committee asked the Secretariat to keep the EC informed and ask EC support on any delays on hiring staff or other HR issues so that the EC can take action and ensure things move forward. 	