

Terms of Reference

Stop TB Partnership New Diagnostics Working Group Co-Chairs

I. Background

The Stop TB Partnership's New Diagnostics Working Group (NDWG) was established in 2001 as a platform for focus on promoting development and adoption of new and modified diagnostic tools. Through its participation in the program of the Partnership, the NDWG contributes in a major way to the achievement of the Partnership goals. It has an identity and technical mandate distinct from the Partnership as such. The Coordinating Board of the Stop TB Partnership acknowledges and respects the integrity and autonomy of that identity and mandate. In its role as partner, the NDWG works closely together with the Coordinating Board and other partners in defining and implementing the strategies and actions of the Partnership as a whole.¹

The mission and role of the NDWG are to:

- Foster research, advocacy and/or operational activities in pursuit of the aims of the Partnership in general, and of the development of TB diagnostic tools specifically; and
- Collaborate with other elements of the Partnership so as to create synergy and added value to actions taken in pursuit of the aims of the Partnership.²

The structure of the NDWG involves a Core Group with representation from major stakeholders and six Subgroups in charge of carrying out technical projects. In line with the most recent priorities in diagnostics development, NDWG Subgroups include three technical platforms that are primarily responsible for advancing TB technology and three Subgroups providing necessary information around specific cross-cutting issues to guide tool development and implementation.

II. Working Group Co-Chairs Functions

The NDWG has two Co-Chairs as defined under paragraph IV. below. The primary role of the Co-Chairs is to take the lead responsibility in ensuring that the NDWG functions are fulfilled in an effective and efficient manner.

According to the Basic Framework³ as accepted by the Coordinating Board, Co-Chairs functions are as follows:

- To implement policies and actions agreed by the Stop TB Partnership and approved by the Coordinating Board of the Partnership;
- To steer the work of the CG and help assure the NDWG communication, activities and decisions are carried out efficiently;
- To serve as a consensus building mechanism in support of the development of new technical standards in TB diagnostics where appropriate;
- To serve as a mechanism for developing broad global consensus, unifying strategies, objectives and priorities; and amplify the collective voice and engage the expertise of the entire NDWG;
- To monitor, identify and highlight gaps and areas of overlap within global TB diagnostic research and development and within global tuberculosis control, and to propose solutions;
- To develop a strategic agenda, a work plan and an estimate of resource needs for activities in the area of interest and in the framework of the Partnership;
- To advocate the "package" of activities supported by the Partnership and to help define priorities within the total package;

¹ Taken from the Manual of Procedures of the Stop TB Partnership.

² Stop TB Partnership, Basic Framework, p.9, available at:
http://www.stoptb.org/stop_tb_initiative/assets/documents/STBBasicFramework.pdf

³ Stop TB Partnership, Basic Framework, pp.9-10, available at:
http://www.stoptb.org/stop_tb_initiative/assets/documents/STBBasicFramework.pdf

- To provide a mechanism whereby a group of partners with similar interests can collaborate on agreed specific tasks or areas within tuberculosis control and/or research;
- To participate in developing and implementing approaches to communications, resource mobilization and advocacy for the Partnership as a whole;
- To report to the Coordinating Board at each formal Coordinating Board session on plans and progress towards reaching targets if requested;
- To oversee the NDWG, its associated subgroups and any task forces created; and monitor and ensure implementation of the recommendations of the NDWG;
- To foster coordination, dynamic interaction and exchange among all members of the NDWG and its subgroups, as well as other members of the Stop TB Partnership.

The Co-Chairs are jointly and equally responsible for chairing the NDWG meetings and meetings of the Core Group. One of the NDWG Co-Chairs may represent the New Tools Working Groups on the Stop TB Partnership Coordinating Board. The representation at Coordinating Board meetings, where the three New Tools Working Groups have one seat collectively, is decided in agreement with the other working groups along with voting guidelines in advance of each meeting. As for the Chairs of the other New Tools Working Groups, the second Co-Chair may attend in an observational capacity.

If neither Co-Chair is available to perform their duties, the Core Group will designate a representative of the Core Group or the NDWG Secretariat.

III. Eligibility Criteria

Eligibility criteria to become a NDWG Co-Chair include the following⁴:

- Willingness to fulfill the commitments of the Co-Chair, including its representative role, and to devote time and effort to enhance the Partnership and the Working Group;
- Good oral and written communication skills, including fluency in English;
- A willingness to provide support and access to the Secretariat of the NDWG.

IV. Representation, Election and Term

The NDWG is equally Co-Chaired by (1) an appointed representative of the Foundation for Innovative New Diagnostics (FIND), currently Dr Catharina Boehme, Chief Executive Officer, and (2) an elected NDWG member.

The elected Co-Chair is elected by the body of the NDWG as described in Appendix A and serves a term of three years with the possibility of renewal at the end of each term subject to election outcomes.

V. Conflicts of Interest

The Co-Chairs are expected to declare any conflicts of interest and are required to complete and sign the relevant document in the form of a standing statement. The NDWG Secretariat is responsible for collecting disclosures of conflicts of interest from the Co-Chair.

VI. Conditions of Service

In the spirit of partnership collaboration, direct financial support in the form of a salary for Working Group Co-Chairs to fulfil their responsibilities as Co-Chairs will not be provided by the Partnership Secretariat or by Working Group Secretariats. To the extent possible and dependent upon the availability of resources within the Co-Chair's institution, the Partnership Secretariat or the NDWG Secretariat, financial support for Co-Chair activities and travel support to key international meetings, e.g. Coordinating Board meetings, will be provided.

More broadly and in line with the Partnership's Manual of Procedures, financial support for NDWG coordination and the convening of meetings may be available through the lead hosting agency, the NDWG Secretariat or from the Partnership Secretariat. The first priority will be to provide funding for

⁴ These criteria have been based upon the same criteria used to determine eligibility for the Chair of the Coordinating Board found in the Manual of Procedures.

Group members from developing countries who have no other means of financing their travel and related expenses.

Appendix A - Election of Elected Co-Chair

The elected Co-Chair of the NDWG is elected from within the members of the NDWG according to the following procedure:

- The election process shall be transparent and open to all members of the NDWG on a "one member-one vote" basis.
- The election process shall be administered by the Secretariat through secret ballot using the electronic voting tool of the Stop TB Partnership.
- After discussion with the Core Group, the Secretariat will determine the date of elections.
- Once discussion of dates for Co-Chair elections has begun within the Core Group no new members will be admitted to the NDWG until the election of the Co-Chair has been completed.
- The Secretariat will send out a notification to all NDWG members three weeks prior to the scheduled election date, soliciting nominations for the post of Co-Chair. The elected Co-Chair must be external to FIND. Following instructions on the use of the electronic voting tool, the members of the NDWG will provide nominations within two weeks time.
- Each member of the NDWG will have the right to nominate one person for Co-Chair and may self-nominate.
- Each member of the NDWG will have the right to second one person for Co-Chair but cannot second a self-nomination.
- Two weeks after the call for nominations the Secretariat will obtain confirmation from the nominees that the nomination is accepted and that the nominee is willing to run for election.
- The nominated candidates will submit statements of motivation to the Secretariat within the 3rd week after the call for nominations.
- The Secretariat will post the names of the nominated candidates together with their statements of motivation on the electronic voting system and will send out a notification to all NDWG members announcing the opening of the election process on the agreed upon election date. The members of the NDWG will have 5 working days to cast their votes.
- Following the election, the Secretariat will contact all candidates to announce the results. Should two candidates receive the same number of votes, efforts will be made to solicit further votes and a re-count will be conducted. As a last resort the candidates with equal votes may proceed to a run-off election.
- Should the elected Co-Chair wish to withdraw from their position at any point after having accepted the post, a new election shall be organized.