

Possible components of a partnering agreement

The partnering agreement (terms of reference) should include:

1. Name of the national stop TB partnership
2. Preamble
 - Motivation for establishing a national stop TB partnership
 - Prerequisites
3. A common vision statement, a goal and objectives
4. Representatives of each partner and their respective role
5. Membership criteria
 - Benefits of each partner
 - Roles and responsibility of each partner
 - Application and termination procedure
6. Governance structure
 - Governing bodies: composition and frequency
 - Establishment of a secretariat
7. Decision-making principles
 - Consensus
 - If consensus cannot be achieved, majority and allocation of veto if applicable.
8. Joint operational plan (annex)
9. Funding arrangements

In addition, the partnering agreement could also include:

1. Rules for branding and other rules for the public profile of the national stop TB partnership
 - Use of logo and website
 - Publications
 - Copyright
 - Authorised spokespersons
 - Clearance procedure for public messages
2. Procedures for accountability, transparency and on-going communications between: a) the partners; b) the partners and their constituencies; c) the partners and beneficiaries of the partnership activities; and d) the partnership and external audiences.
 - Creation of a distribution list
 - Partners' directory
 - Six-month progress report (to be circulated by email)
 - Yearly report
3. Procedures for monitoring and measuring the performance of the national stop TB partnership
4. A sustainability strategy for the national stop TB partnership over the long-term
5. Grievance mechanism to resolve differences
6. Exit strategy