

Terms of Reference

Stop TB Partnership New Diagnostics Working Group Co-Chair

I. Background

The Stop TB Partnership's Working Group on New Diagnostics (NDWG) was established in 2001 as a platform for focus on promoting development and adoption of new and modified diagnostic products. Through its participation in the program of the Partnership, the NDWG contributes in a major way to the achievement of the Partnership aims. 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 WGND 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 role and mission of the Working Group on New Diagnostics is to:

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

The structure of the NDWG involves a Core Group (CG) with representation from major interest groups and six Subgroups in charge of carrying out specific projects. In line with the most recent priorities in diagnostics development, the 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 Working Group on New Diagnostics has two Co-Chairs. The Co-Chairs of the NDWG are jointly and equally responsible for chairing the NDWG meetings and meetings of the CG. The NDWG Co-Chairs are *ex officio* members of the Stop TB Partnership Coordinating Board, although it is noted that the NDWG has only one voting seat on the Board. The Co-Chairs may therefore alternate attendance and voting at Board meetings, or attend together and vote after reaching consensus with one Co-Chair casting the vote while the other attends in an observational capacity. As much as it is possible, the Co-chairs will represent the opinion of the NDWG, however they might have to make decisions on topics not discussed previously within the CG. If this should be the case, they will inform the Core Group in this respect. The Co-Chairs act as the chief liaisons between the Partnership and the NDWG. If neither Co-Chair is available to perform their duties, the CG will designate a representative of the CG or the NDWG Secretariat.

The primary function of the Co-Chair will be 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-Chair functions are:

- 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;

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 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;
- 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.

III. Eligibility Criteria

Eligibility criteria to become a Working Group on New Diagnostics Co-Chair include the following⁴:

- Willingness to fulfill the commitments of the 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. Election

The Working Group on New Diagnostics will be equally Co-Chaired by (1) an appointed representative of the Foundation for Innovative New Diagnostics (FIND), currently Mr Philippe Jacon, and (2) an elected NDWG member. The elected Co-Chair will serve a term of **three years with the possibility of renewal at the end of each term subject to election outcomes**, and is elected by the body of the NDWG as described in Appendix A.

V. 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 Hosting Institution providing the Co-Chair, the Partnership Secretariat or within that Working Group's Secretariat, financial support for Working Group Co-Chair activities, Co-Chair travel support to key international meetings, e.g. Coordinating Board meetings, will be provided.

More broadly speaking and in line with the Partnership's Manual of Procedures, financial support for Working Group coordination and the convening of meetings may be available through the lead hosting agency, the Working Group Secretariat or from the Partnership Secretariat. The first priority for funding will be Group members from developing countries who have no other means of financing their travel and related expenses.

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.

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.
- 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.