

Terms of Reference

Stop TB Partnership New Diagnostics Working Group Secretariat

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 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 Secretariat Functions

The primary function of the Secretariat will be to take the lead responsibility in ensuring that the NDWG functions are fulfilled in an effective and efficient manner. The Secretariat is answerable to the Co-Chairs and to the NDWG. The Secretariat works in close collaboration with and follows guidance from the CG. However, initiative for action can come from either the CG and/or the Secretariat, but should always include the other.

The Secretariat functions are:

- Organizing the meetings of the NDWG and the CG;
- Preparing the agenda and relevant documents for these meetings (in consultation with the Co-Chairs and relevant members of the CG and other subgroups);
- Producing and distributing meeting reports;
- Tracking the implementation of the recommendations of the Core and subgroups;
- Applying for, reporting on and managing resources provided by the Stop TB Partnership for the functioning of the NDWG;
- Provide general support to Subgroup Coordinators, coordinate allocation of funds for technical projects by Subgroups, establish relevant technical service agreements and monitor reporting;
- Proposing new actions to the CG (through the Co-Chairs, copying all CG members);
- Updating membership information (addresses, field of interest, etc);
- Assuring that the NDWG functions in an accountable and transparent manner;

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

- Producing reports and other documents requested by the Partnership;
- Translating input of NDWG members into Partnership and other documents and initiatives;
- Promoting year-round engagement of members by e.g. maintaining an up-to-date website and producing periodic newsletters and reports;
- Facilitating effective communications within the NDWG and between the NDWG and other individuals and bodies;
- Supporting the Co-Chairs by providing presentations, briefings etc.

V. Conditions of Service

The Secretariat of the Working Group on New Diagnostics is housed by FIND and is staffed by one consultant devoting two days per week to this function. The Secretariat may be assisted by short-term consultants for limited periods as required.