



Global Fund Advocates Network (GFAN) Steering Committee Terms of Reference

1.0 Purpose

The Global Fund Advocates Network (GFAN) Steering Committee (hereby referred to as Committee) will work towards building a global social movement to demand health for all by recruiting, connecting and mobilizing advocates to communicate the urgent need and to demand full funding for the Global Fund to Fight AIDS, Tuberculosis and Malaria to maximize its impact.

2.0 Objectives

The Committee provides to GFAN:

- Agreement on final strategy and a review of progress every 3 months;
- Actions in support of the mission, goals, objectives, activities and deliverables of GFAN;
- Support in the creation of advocacy and campaign plans;
- Guidance on working processes;
- Clarity on GFAN outreach and infrastructure;
- Proposals and supervision of consultations processes;
- Advice on and management support of the implementation of resource mobilization advocacy plans to carry out the network's activities; and
- Guidance to the GFAN Secretariat.

Members will commit themselves to functioning in a way that creates and extends opportunities to:

1. Support Advocacy and Resource Mobilization:
 - To empower and support GFAN members in developing and implementing advocacy strategies, including media work, on global health and resource mobilization for the Global Fund.

2. Support Action:

- To initiate and support powerful action of GFAN members at global, regional and national level.

3. Build the movement:

- To facilitate and expand the membership network that constitutes the global social movement in support of the Global Fund, including participation from implementing countries and current and potential new donor countries.

3.0 Membership

Composition

The Committee comprises of 6 members.

Membership must include:

- 1 liaison from each of 6 regions (Africa, Asia, Europe, Latin America and the Caribbean, North America, the Pacific); and
- 1 current member of the Global Fund Communities Delegation as liaison of people who live or have been affected by the 3 diseases.

Membership should also take into consideration the following:

- Gender, key populations, affected communities; and
- Tuberculosis, malaria and HIV advocates.

Nomination

Committee members can only be nominated by organizations who have attended at least one GFAN meeting.

Nominated Committee members must have attended at least one GFAN meeting personally, but not necessarily on behalf of the nominating organization.

Nominated Committee members must be employed by their nominating organization.

Selection

Non-continuing Steering Committee members and GFAN partners invited by the continuing Steering Committee members will come together to create a 3-person selection committee. Final members will select one person to be the chair of the committee.

A call out will be created and posted to the GFAN mailing list requesting nominations from GFAN member organizations for SC candidates.

Requirements:

1. letter from nominating organization;
2. letter from another organization within the nominated person's region; and
3. letter & CV of nominated individual.

These letters must include:

1. why the nominating organization and individual want to be part of the GFAN SC (motivation, contribution);
2. details on GF involvement (skills, understanding); and
3. description of the organization's work and leadership (proof of regional leadership & work).

Selection Committee members will individually rank the candidates for each region using two criteria based on the nomination letters and CV (interviews may be set up with candidates for further questions):

1. demonstrate strong linkages and relationships with regional civil society interests; and
2. demonstrate engagement in mechanisms of the Global Fund - either at the country, regional or global level.

The selection committee will provide rankings to the committee chair who will review the rankings and present findings to the committee.

The committee will then discuss and create consensus on new Steering Committee members.

Final decisions must take into account required membership composition as set out by the ToR.

Committee Chair

The Committee Chair is nominated and decided on by the chosen Committee members within the first month of the Committee's formation.

Term of Membership

Committee members will serve for 3 years.

Membership of a Committee member may be extended for 1 additional year if the member requests and is approved by the current Committee.

Absences/Reprimands

If a member is absent for three consecutive meetings without notice or justifiable reason, the Committee will review their membership and make a recommendation of action to International Civil Society Support (ICSS).

ICSS will implement the recommendation in consultation with the Committee Chair and terminate the member's term if required.

Termination

Committee members may terminate their own membership at any time.

4.0 GFAN Steering Committee Procedures

Frequency & Timing

The Committee will meet at least quarterly for one or more hours at a regular time, with more frequent calls as needed around key events and campaigns. Subgroup meetings will occur outside of these times.

Committee calls will take place via Skype or teleconference when needed.

Decision Making

Decisions will be made by consensus.

Minutes and Agendas

Minutes will be taken and distributed by GFAN staff. Agendas will be compiled in consultation with the GFAN staff in consultation with the Chair.

Agendas and documents will be distributed to Committee members within one week prior to the meeting. Minutes will be distributed to Committee members within one week after the meeting; all non-confidential meeting minutes will also be distributed to the GFAN mailing list and accessible to anyone upon request.

Sub committees

The Committee may establish ad hoc sub committees as required.

The Committee when establishing sub committees will:

- determine membership
- establish aims
- clearly define a process for decision making

5.0 Management

International Civil Society Support (hereby referred to as ICSS) acts as the Secretariat to GFAN and its Committee and as an ex officio member of the Committee.

Discussions with financial implications must include a representative of ICSS. All final decisions with financial implications must be supported by ICSS.