

# Board Meeting Summary

**Date and time:** Tuesday 18<sup>th</sup> February. 10 am – 6 pm.

**Location:** The Cavendish Hotel, 81 Jermyn St, St. James's, London SW1Y 6JF

**Board member attendees:** Ellen Agler  
 Kieran Daly (for Katey Owen)  
 Maimouna Diop Ly (by phone)  
 Silvia Gold  
 Mona Hammami  
 Carl Manlan (by phone)  
 Francisca Mutapi  
 Peter Stevenson (Vice-Chair and Chair for the meeting)  
 Rieko Suzuki Kitaoka

**Observers:** Caroline Harper (Sightsavers), Pamela Mbabazi (WHO)

**Secretariat:** Thoko Elphick-Pooley, Andy Wright, Hugh Mehta, Pinky Patel (by telephone, item 5)

**Guests** Laura Westcott (DFID)

**Apologies:** Katey Owen, Ilona Kickbusch, Wang Yu

For further information contact [info@unitingtocombatntds.org](mailto:info@unitingtocombatntds.org)

## 1. Welcome and introductions

- As the newly appointed Vice-Chair for the partnership, and Chair for the meeting, Pete Stevenson welcomed everyone. All attendees briefly introduced themselves.
- Apologies were received from Ilona Kickbusch and Wang Yu
- No other business was identified or declared at the start of the meeting.

## 2. Partnership Terms of Reference approval

- The Board was asked to review and formally adopt the draft Terms of Reference.
- It was agreed that the proposed Finance Committee should be established, in order to support the strategy, operational plan and budget development. The Board requested a first draft of a budget for the Secretariat at the meeting on 14<sup>th</sup> May.
- The Board did not propose setting up any additional committees at this time.
- It was proposed and agreed that WHO would have one seat on the Consultative Forum.
- The Secretariat was mandated by the Board to establish a process to fill the vacant seats on the Consultative Forum – including the proposed additional endemic seats, the donor seats, the WASH seat and the youth seat. The Secretariat was requested to bring a recommendation on these seats to the board for approval at the Board meeting on 14<sup>th</sup> May.
- Under the draft Terms of Reference, the Board is expected to achieve gender balance. It

was agreed that this text should be extended to other groups, including the Consultative Forum.

#### **Terms of Reference approval:**

- The Terms of Reference were approved with the following amendments:
  - Removal of the stipulation that fixed donor seat Board members should sit on the Board Finance Committee. It should be included that external parties can join the committee.
  - Inclusion of gender balance and leaving no one behind, as a general principle
  - Edit the five WHO regional seats on the Consultative Forum, to one WHO seat. The remaining four seats should be added to the endemic country open seats.

#### **Actions:**

- The Secretariat to update and finalise the Terms of Reference
- The Secretariat to prepare a budget for the meeting on 14<sup>th</sup> May
- The Secretariat to establish a process to populate the remaining vacant seats on the Consultative Forum and bring recommendations to the Board meeting on 14<sup>th</sup> May.

### **3. Uniting Strategy: present and future**

#### **London Declaration presentation**

- The group received a presentation on the London Declaration on NTDs, which established the partnership and the results that have been achieved since it was signed in 2012. The declaration was designed to support the WHO NTD roadmap that runs to 2020.

#### **NTD roadmap presentation**

- Pamela Mbabazi presented on the new roadmap for NTDs to 2030, which is being developed by WHO to align with the sustainable development goals. The Board was able to ask questions for clarification and discuss the importance of the new roadmap, to which the newly agreed partnership vision and mission is clearly linked.
- Following agreement at the recent WHO Executive Board meeting, the roadmap is due to be considered at the 73<sup>rd</sup> WHO World Health Assembly in May, for endorsement by member states.

#### **Uniting strategy development and operational plan**

- Andy Wright presented the work that has been completed on Uniting's new strategy, which will respond to and support the new roadmap. This included a summary of responses that have been received from the various consultations to date.
- It was observed that Board should be collectively involved in determining the key parameters of the strategy. The Secretariat was requested to convene another Board meeting in March to enable this dialogue on critical issues.

#### **Actions:**

- The Secretariat (Andy Wright) to share part of the draft strategy that outlines what might be in scope and out of scope connected to disease focus, awareness raising, resource mobilization and collective action.
- The Secretariat to convene another meeting of the Board in March to discuss the strategy development, operational plan and what is in and out of scope
- WHO to consider appointing someone to review the strategy

#### 4. Global Summit on Malaria & NTDs

- The Board received a presentation on the objectives, progress and governance structure for the summit, alongside an overview of potential Board participation.
- The NTD Kigali Declaration has not yet been drafted and input from relevant people across the partnership will be required to ensure that it is ready for Head of State level support. There was discussion around the potential to have a high level declaration, and a separate document that lists commitments in more detail (as with the London Declaration).
- The Board was asked to volunteer for a task team that will be set up in due course to review the declaration. Carl Manlan and Caroline Harper volunteered. This group will require a first draft to work from. The Secretariat was tasked with producing the first draft of the Kigali Declaration.
- The Secretariat was praised by the Board for a successful launch and announcement of the summit in January.

##### **Actions**

- The Secretariat to co-ordinate a first draft of the Kigali Declaration (by April), for the soon to be convened declaration task team (which includes Board members) to work from.

#### 5. Uniting Communications

- The Board received a presentation on the Secretariat's communications strategy, a new campaign that is due to be launched in the last week of February and communications activities that are designed to raise the profile of NTDs significantly in the run up to the summit.
- There was positive feedback on World NTD Day, which had been generously supported by the Crown Prince Court of Abu Dhabi. This activity successfully engaged people in NTDs outside of global health audiences. Working with other partners, corporates and the private sector helped with this. There are bigger and exciting ambitions for next year.

#### 6. Board Business

- Laura Westcott and Pamela Mbabazi left the meeting ahead of this agenda item.

##### **Election of the Chair**

- Following the last Board meeting, one nomination for the Chair position was received for Mona Hammami. Mona expressed her thanks for the nomination and passion for the position. Following due process, Mona left the room for the other Board members to discuss her nomination.
- There was unanimous support from the Board members for Mona Hammami to be appointed as the Board Chair. Mona was therefore elected for a one year transitional term.
- Mona re-joined the meeting and was congratulated on her appointment by the group. With Mona's agreement, Pete Stevenson continued to chair the meeting.

##### **Finance Committee**

- Pete Stevenson and Carl Manlan both volunteered to join the Finance Committee
- It was recommended and approved that an external person could be asked to join the committee. It would be valuable to secure gender balance on the committee and someone

with a finance background. The Secretariat was tasked with recruiting for a third external committee member.

**Actions**

- The Secretariat to explore options and make a recommendation for an external member of the Finance Committee

**7. Any other business**

- No other business was recorded

**8. Future Board meetings**

- Two hour Board calls are currently scheduled for 14<sup>th</sup> May, 10<sup>th</sup> September and 5<sup>th</sup> November. As noted above, the Secretariat was asked to schedule another call in March.
- The Chair offered to host a Board meeting in Dubai at the time of the Dubai Expo. This might feasibly replace the meeting at the end of the year and will be discussed in due course.

**Actions:**

- The Chair to consider dates / feasibility of hosting a Board meeting at the time of the Dubai Expo