



## PARTNERSHIP FORUM

**Outline:** This paper is Annex 6 of the Report of the Governance and Partnership Committee (GPC) and contains proposals on an approach to the Partnership Forum process and event as well as some specific recommendations.

### Decision Points:

The Board should:

1. Adopt the approach to the Partnership Forum process and event proposed in the attached paper;
2. Agree specifically to hold the Global Partnership Forum event contiguous with the IAC AIDS2004 Conference in Bangkok;
3. Hold the second Board meeting of 2004 in Geneva and not in connection with the Partnership Forum event;
4. Mandate the Board Chair to convene the Steering Committee immediately to begin planning the Partnership Forum process and event; and
5. Approve the Steering Committee and its Terms of Reference as proposed.

## **Part 1: Background**

At the June 2003 Board meeting of the Global Fund it was decided to create a Steering Committee for the Partnership Forum which must take place during the course of 2004 to conform with Global Fund governing principles (Bylaws Article 9)<sup>1</sup>. Subsequently, the Governance and Partnership Committee was asked by the Board Chair and Vice Chair to revisit the subject of the Partnership Forum and to offer concrete and financially prudent options to the Board for decision in October after which the Board Chair and Vice chair will convene the Steering Committee to oversee the planning and logistics of the 2004 process and event.

This paper sets out a set of recommendations regarding the first Partnership Forum and the Partnership Forum Steering Committee. The first Forum in 2004 should be seen as a test case for this approach.

## **Part 2: Recommendations for 2004**

### **1. AIMS AND OBJECTIVES**

1. Based on Articles 7 and 8 of the Bylaws, the aims of the Partnership Forum should be the following:

1. **A broad-based consultative process** rooted in the countries and regions. This process should itself be a deliverable of the Partnership Forum and be inclusive, ensuring that feedback and input about the Fund is captured and fed into the biennial Forum event itself. The consultations should be based on selected critical areas of discussion as defined in advance of the Forum event (see below). The consultative process could take many forms: build on existing meetings, email discussion, conference calls and video links.
2. **A public forum of accountability** for the Fund and an opportunity for the Fund to listen to feedback from stakeholders at country level; this stocktaking should be based on both progress reports from the Fund at and feedback from the countries. While the Partnership Forum is not a decision-making body, it nevertheless should be used to guide the work of the Fund.
3. **An opportunity for high level re-commitment** to the goals of the Fund. It should not be a pledging exercise but could be an opportunity for resource mobilization activities.
4. **An opportunity for open debate on policy issues** with a view to capturing advice and input from a broader group of people concerned with the prevention, care, treatment and eradication of the diseases. However, these sessions should seek to avoid policy debates on all aspects of the Fund's activities but rather focus on a few of the most critical areas for discussion within the existing framework. It is strongly recommended that these critical areas are identified by the Steering Committee in advance and form the basis for themed discussions during the consultative process.

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<sup>1</sup> Note: this reference is now to Article 6 in the draft Revised Bylaws in Annex 3 of the GPC Report

5. **Closely linked to capacity building and training** which should be an integral element to the approach. The Forum, and especially the regional process that precedes the event, should reflect the desire to develop and improve the functioning of CCMs and implement programmes effectively at country level.
2. The Partnership Forum should not move outside the parameters for the Fund defined by the Bylaws.

## 2. FORMAT

### Duration and Structure:

1. The Committee recommends that the Partnership Forum event should be held in the week preceding the AIDS 2004 International AIDS Conference (IAC) to be held in Bangkok next year from 11-16 July 2004, to benefit from any efficiencies that may be gained in terms of cost, time commitments and broader opportunity for communications and inclusion. Close liaison with the IAC organizers will be necessary and is urgent. It is important that in doing this, efforts are made to ensure all three diseases are given adequate attention and focus.

2. The event should be the culmination of an ongoing in-country and regional consultative process in each of the seven regions. The Fund should capitalize on existing regional, country-level or partner meetings to encourage a process of discussion and feedback. Once themes have been identified by the Steering Committee for an upcoming Forum, the process in country and regionally could focus more closely on these themes. The process should capture input from the consultations for presentation at the Forum event.

In order to be successful and to ensure that the Forum discussions are well-prepared and meaningful, the ongoing in-country and regional consultations should intensify as the Forum event approaches using whatever means available including technology to ensure broad outreach: online discussions, regional video and teleconferences, email debates and so on as well as regional meetings as appropriate.

3. To ensure adequate attention is given to the three diseases an energetic and focused *communication strategy* needs to be executed well in advance of the meeting. This strategy should include an active component at the regional meetings and should be focused on ensuring adequate coverage of malaria and TB, since AIDS, and to some extent TB, will already be on the agenda of people attending the International AIDS Conference. Coordination with the International AIDS Society will be necessary.

4. For the event itself a one and a half day meeting is proposed. This will allow enough time for feedback and discussion.

5. Due to time constraints, and the fact that the 6<sup>th</sup> Board Meeting was held in Thailand, the Board Meeting currently scheduled for 1 – 2 July 2004 should not be held consecutively with the Forum and the IAC Conference, and should proceed as planned in Geneva, Switzerland.

### 3. ATTENDANCE

1. The attendance of the Partnership Forum event needs to be controlled for it to be manageable and effective. This is a challenge in that the Forum is intended to allow for very broad representation that goes beyond the representation structure of the Board (it should be a communication channel for those stakeholders who are not represented elsewhere in the governance structure).
2. Given the extensive regional consultations that will precede the Forum event, actual attendance of the final event should be kept to below 600.
3. Since the aim of the Forum is to encourage attendance of those stakeholders not normally heard, the regional consultation processes should identify spokespeople for their countries and regions who can convey their concerns to the global event. Attendance numbers could be allocated per region linked proportionally to a combination of dollar investment and disease burden in each of those regions. The Steering Committee will develop specific parameters for the 2004 meeting.
4. Participation should be ensured from the following sectors: Governments, civil society, Foundations, Private Sector, Researchers and the Press. The advantage of linking it to an international conference is that many of these stakeholders will already be present for other purposes. Majority should be civil society and country representatives.
5. The work of the Forum should be broadcast over the internet and through other mechanisms that make it available to those who cannot be at the Partnership Forum event in person.

### 4. ORGANISATION

#### 1. Steering Committee

**Recommended Composition** (drawn from nominations by identified constituencies):

<u>Member</u>	<u>Number</u>
1. USA	1
2. South East Asia	1
3. NGO North	1
4. NGO South	1
5. Communities	1
6. Private Foundations	1
7. Private Sector	1
8. WHO	1
9. UNAIDS	1
10. China	1
11. France	1
Proposed additions:	
12. LAC	1

13.	Africa (one constituency)	1
14.	Eastern Europe	1
Total:		14

### **Recommended Terms of Reference:**

1. The rules and procedures that apply to other committees of the Fund (except for the Ethics Committee) also apply to the Steering Committee.
2. The committee should develop the Partnership Forum to include an ongoing, broad-based consultative process and a biennial event to serve as a public forum for feedback from key stakeholders and open debate on policy issues
3. For both the ongoing process and the 2004 event
  - a. Develop a strategy to insure equal balance between the three diseases, particularly as the 2004 Partnership Forum Event is tied to an international AIDS conference
  - b. Develop a system to insure that recommendations summary from the Forum are synthesized and reported back to the Board
  - c. Identify regular opportunities for consultation with utilizing, to the maximum extent possible, existing fora and communication mechanisms
  - d. establish linkages between the reporting mechanisms from these consultations and the biennial events
  - e. Ensure coordination as appropriate with other committees (e.g., MEFA to assess fundraising needs for the Forum)
  - f. Establish criteria for participation and rules of procedure for Partnership Forum event
  - g. Determine the scope, objectives, measurable deliverables, date, venue, cost, structure, participation and management of the 2004 Partnership Forum event
  - h. Establish a specific programme for the Forum event, including themes and format and the role and nature of the country-level and regional consultation
  - i. Insure communication and coordination with a wide range of partners.
4. The Steering Committee should be active until after the first Partnership Forum at which time a full review of its tasks and responsibilities should be undertaken and the Committee should propose a way forward for the mandate it had been assigned. Particular attention should be given to tasks which can be assumed by other committees.

**Relevant extracts from the By-Laws:**

**“Article 7**

**Composition of the Partnership Forum**

The Partnership Forum is an informal grouping of persons and entities concerned in the prevention, care, treatment and eventual eradication of HIV/AIDS, Tuberculosis and Malaria, meeting periodically to express their views on the Foundation's policies and strategies.

Participation in the Forum will be open to a wide range of stakeholders that actively support the Foundation's objectives. Members of the Partnership Forum will include representatives of donors, multilateral development cooperation agencies, developed and developing countries, civil society, NGO and community based organizations, technical and research agencies, and the private sector. The Foundation Board will establish criteria for participation and rules of procedure.

**Article 8**

**Functions of the Partnership Forum**

The Partnership Forum will:

- Review progress based on reports from the Foundation Board and provide advice to the Foundation on general policies;
- Provide an important and visible platform for debate, advocacy, continued fund raising, and inclusion of new partners;
- Mobilize and sustain high level coordination, political commitment and momentum to achieve the Fund's objectives; and
- Provide a communication channel for those stakeholders who are not formally represented elsewhere in the governance structure.

**Article 9**

**Operations of the Partnership Forum**

The Forum will meet at least once every two years.

A meeting of the Partnership Forum shall be convened by written notification from or on behalf of the Foundation Board.

The Foundation Board shall establish the rules of procedure governing the meetings of the Partnership Forum”.