



GLOBAL TASK FORCE ON CHOLERA CONTROL

Steering Committee - Terms of Reference

Background

The Global Task Force on Cholera Control (GTFCC) is a network of governmental and non-governmental organizations, UN agencies, and scientific partner institutions that helps coordinate activities for cholera control. The GTFCC was created by the Director General of WHO in April 1991¹ and its establishment acknowledged by the WHA in May 1991². The GTFCC secretariat is based at the WHO. In 2011, the WHA resolution 64.15 recommended to the WHO to revitalize the GTFCC to strengthen WHO's work in this area, including improved collaboration and coordination among relevant stakeholders. The revitalized GTFCC became functional in 2014. In 2017 an independent review of the GTFCC³ recommended that a steering committee be set up to guide and monitor activities, and to raise the profile and advocate for the GTFCC.

In October 2017, cholera-affected countries, global donors, and partners of the GTFCC came together to launch a renewed global cholera control strategy. The *Ending Cholera Roadmap* targets a 90% reduction in cholera deaths by 2030, with 20 countries eliminating cholera

In 2018, during WHA71, member states endorsed a resolution⁴ urging cholera-affected countries to implement the *Ending Cholera roadmap*. The resolution also urges WHO to increase its capacity to support countries fighting the disease; strengthen surveillance and reporting of cholera; and reinforce its leadership and coordination of global prevention and control efforts.

Following the launch of the *Ending Cholera – A Global Roadmap to 2030*⁵ and in line with the WHA 71.4 resolution, the GTFCC Secretariat has established the recommended steering committee, comprising of key GTFCC partners and endemic country representatives, to provide leadership oversight and to monitor and track progress in the implementation of the *Roadmap*.

Mandate and objectives

The Steering Committee is responsible for oversight, strategic direction and accountability for the GTFCC as a whole. The Steering Committee advocates for *Ending Cholera – A Global Roadmap to 2030* at the global level. The Steering Committee meets on a regular basis to review the activities of the GTFCC and ensure that commitments to the *Roadmap* remain on track.

The GTFCC Steering Committee responsibilities are to:

- **Set the strategic direction for the GTFCC:** including review of activities and preparation of the work plan to be approved by the General Assembly

¹ CDR C6/445/20

² WHA resolution 44.6

³ Available upon request

⁴ http://apps.who.int/gb/ebwha/pdf_files/WHA71/A71_R4-en.pdf

⁵ <http://www.who.int/entity/cholera/publications/global-roadmap/en/index.html>

- **Provide oversight and ensure accountability for the GTFCC activities:** including monitoring of key performance indicators, review of the GTFCC Secretariat progress reports, review of budgets, resource allocation and expenditures, and recommendations to inform the implementation of future activities in line with the *Ending Cholera Roadmap*
- **Conduct high level advocacy at the global level** to increase awareness and raise the profile of cholera as a public health problem
- **Appoint the members of the Independent Review Panel** which will be identified and proposed by the GTFCC Secretariat

Composition

Chair

The Chair of the GTFCC serves as chair of the Steering Committee, providing strong leadership to the GTFCC as a whole, coordinating the meetings of the Steering Committee and the Annual meeting of the GTFCC, acting as an advocate for the *Ending Cholera Roadmap* and engaging governments, partner organisations and high-level decision makers on behalf of the GTFCC.

The first chair is appointed by the GTFCC Secretariat for 3 years and subsequent chairs and incumbents are appointed by the Steering Committee among their members for 3 years.

The Chair will dedicate between 40 and 50 days annually to the work of the GTFCC and will be compensated for her / his time.

Secretariat

The GTFCC Secretariat organizes the meetings of the Steering Committee. It also prepares and proposes the strategic priorities, potential risks, the annual workplan and budgets for review during the Steering Committee meetings.

Membership

Members of the Steering Committee are a representative sub-group of the GTFCC partners and constituencies. The Steering Committee includes donors, implementing partners and leaders in epidemiology, medicine, and international development.

The GTFCC Steering Committee is composed of 11 members, including 6 core members and 3 country representatives. Each organization and country will designate a principal and an alternate representative for the Steering Committee.

Eight (8) high level representatives from GTFCC members

The Steering Committee is composed of 8 **GTFCC members**, including 6 that are core members⁶. Individuals representing GTFCC members in the Steering Committee will be appointed for a term of 3 years renewable once. After a maximum of 6 years, individuals should rotate off the Steering Committee. Core members organizations can designate other candidates and therefore continue to be represented in the Steering Committee.

⁶ US CDC, UNICEF, WHO, IFRC, MSF, iccdr,b

- Three (3) high level representatives from cholera affected countries

Members of the Steering Committee that represent **cholera affected countries**, one each from the WHO African, South-East Asia and Eastern Mediterranean regions, are elected by the General Assembly of the GTFCC. Country representatives will be appointed for a term of 3 years, renewable once. Initial members will rotate by tier so 1/3 will change each year.

Steering Committee members are expected to commit to 1-2 days per month. Representation is on an organisational basis; if a committee member is no longer able to sit on the steering committee their organization should find a replacement to represent on the committee.

Conflict of interest

Members of the Steering Committee will sign a Declaration of Interest (DOI). They must indicate to the GTFCC Secretariat if they have an interest, affiliation, or other factor that may create actual or perceived conflict of interest. Member(s) with a direct interest or relationship (whether financial, scientific, personal, or otherwise) with a subject, organization, institution, or individual discussed during a meeting of the Steering Committee should recuse themselves. The Chair will review and verify the DOI of the Steering Committee members.

Operating processes

Decision making

- Fifty percent plus one will form a quorum for all meetings.
- All decisions will be taken by consensus. In cases where consensus cannot be reached, only the core members of the Steering Committee will be asked to make the final decision. If they decide to vote, decisions will be taken at a simple majority
- The recommendations of the Steering Committee inform the overall GTFCC work plan, which is coordinated by the GTFCC secretariat.

Meetings

- The GTFCC Steering Committee will meet on a quarterly basis – with at least two face to face meeting annually during the first two years. One of the face to face meeting will take place at the same time as the GTFCC annual meeting.
- Ad-hoc teleconferences may be scheduled by the Chair or GTFCC Secretariat if strategic decisions are required from the Steering Committee.
- Some documents and agenda items discussed during meetings and teleconferences of the Steering Committee are confidential and should not be circulated. This will be specified by the Secretariat and/or members of the Steering Committee as needed.
- The minutes of the meetings and the activities of the GTFCC Steering Committee in general will be publicly available.
- The coordination of the meetings will be done by the Chair supported by the secretariat
- Meeting materials will be distributed by the Secretariat 7 working days in advance of the meeting to all Steering Committee members.