

Joint Coordinating Board

Guidelines for the appointed representative of the disease endemic countries group

Background

This document is intended to provide guidelines for the delegate appointed by the group of Joint Coordinating Board (JCB) disease endemic countries (DECs) to represent them at sessions of the Standing Committee, as outlined in the TDR Memorandum of Understanding. To facilitate participation, they need to be well versed not only in his/her country's relationship with TDR but also know about TDR activities in other regions. Good briefing should enable the representative to participate in and contribute to the discussions at the Standing Committee and benefit the cause of TDR. The TDR Secretariat will assist with this briefing.

Guidelines on the role of representatives

- Represent the group of disease endemic countries at the Standing Committee, recognizing the importance of voicing the needs of the DECs in the Standing Committee's deliberations.
- Familiarization with the work of TDR and regional issues by:
 - reading background information provided by the Programme - the TDR website is www.who.int/tdr;
 - making contact with current and/or past representatives who have attended JCB sessions; and
- Participate in the following meetings:
 - annual JCB sessions;
 - the pre-JCB briefing;
 - sessions of the Standing Committee¹; and
 - chair the meeting of JCB DEC representatives.

¹ If required, TDR will cover the costs of JCB members attending sessions of the Standing Committee, including those under paragraph 2.2.1.

- Maintain contact with DEC representatives through regular communications.
- Keep JCB and Standing Committee dates free to ensure attendance for the term as DEC representative. Ensure availability of suitable alternates in case of absence and brief them thoroughly.
- At the end of the term of office, be prepared to provide briefing to the next DEC representative.
- Assist, as required, in raising resources for research for health, especially for the neglected diseases, at the national, regional and global level.

It is recommended that all JCB representatives have the following qualifications:

- Expertise in the field of one or more of the communicable diseases dealt with by TDR, preferably from the research side or with good knowledge of the research issues. Disease programme officers with research knowledge, as well as those with experience in resource mobilization, within government or other relevant sources if the representative is from a nongovernmental organization, would be a distinct advantage.
- Experience preferably as a research coordinator in or linked to the Ministry of Health or the Ministry of Science and Technology, with experience in the overall coordination of national health research activities and collaboration with TDR.
- Fluency in English or French, the working languages of WHO as the Executing Agency for TDR.
- Familiarity with the workings of WHO or other UN specialized agencies and past experience in their governing body and/or international scientific meetings.
- Knowledge of the work of TDR or willingness to rapidly acquire such knowledge.
- Cooperating Parties participating as observers should preferably also meet these qualifications.