

Joint Coordinating Board (JCB)

Guidelines for JCB Representatives selected by the WHO Regional Committees

Background issues

1. This document is intended to provide guidelines for those selected by the Regional Committees for JCB membership.
2. Regional representatives are encouraged to proactively participate in the discussions at the JCB. Disease endemic country and other regional representatives can contribute to TDR, and in order to do this, they should play an active role during JCB sessions.
3. To facilitate participation by the regional representatives at JCB, they need to be briefed about TDR before arriving for their first JCB session. A regional representative should be well versed not only of his/her country's relationship with TDR, but also know about TDR activities in their region. Good briefing should enable the representatives to participate in and contribute to the discussions at the JCB and benefit the cause of TDR.
4. The TDR Secretariat and the regional offices will assist with this briefing.

Guidelines on the role of representatives

- Represent both the country and the region at the JCB, recognizing the importance of voicing the needs of the country, the region and the disease endemic countries in the Board's deliberations
- Familiarization with the work of TDR and the regional issues by:
 - reading background information provided by the Programme and/or the regional office - the TDR website is <https://tdr.who.int/>
 - making contact with (or visiting) current and/or past representatives who have attended JCB sessions
 - making contact with (or visiting) key national or neighbouring country scientists who are familiar with the work of TDR (details to be provided by TDR)
 - making contact with (or visiting) the Regional Office
- Secure national briefing before the JCB session and provide feedback to the Government after the JCB session.
- Secure briefing from the Regional Office before the JCB session and provide feedback to the Regional Office after the JCB session, with possible attendance at the Regional Committee meeting if possible.

- Participate in the following meetings just prior to or during the JCB:
 - the JCB briefing meeting
 - the meeting of regional representatives, aimed primarily at disease endemic countries
- Participate in the virtual network of regional representatives.
- Keep JCB dates free to ensure attendance for the whole term of office if nominated by the Government for the full period – if not nominated for the full period or if changes occur, brief the successor. 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 regional 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 infectious diseases of poverty, 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 the Regional Office and 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 United Nations 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.