

**CONSTITUENCY OPERATING PROCEDURES FROM 2009 UNDER PARAGRAPH  
2.2.1 OF THE TDR MEMORANDUM OF UNDERSTANDING**

"Twelve representatives from the governments contributing to the Special Programme Resources, selected by the contributors to the Special Programme. Each such government representative shall serve as representative of his or her government and may also serve as representative of a constituency established by governments under this membership category. Each constituency will develop its own procedure to designate its representative to the Board. In the event a government intends to serve on the Board also as representative of a constituency, it shall indicate this in its application for membership, it being understood that each government participating in that constituency shall be entitled to rotate as the representative of that constituency at any session of the JCB."

"Members of the JCB shall serve for a period of four years and may be reappointed."

**1. Constituency principles**

Constituencies are preferably based on like-mindedness and adherence to the constituency principles and values.

The constituencies should have a balanced size (i.e. one should not be disproportionately large).

The constituency will seek to establish a consensus position on all issues before attending JCB sessions.

As indicated in paragraph 2.2.1 of the Memorandum of Understanding, each constituency will develop its own process to designate its representatives to the Board (member and alternate member) and determine the members of its delegation, and shall provide information on this process to the Board for reference.

Constituencies under paragraph 2.2.1 should ideally be voluntary long-term arrangements between contributor governments, aimed at increasing the participation of disease endemic country contributors on the Board. Re-application for JCB membership upon expiry of the term of office of a constituency member is therefore, in principle, expected to be a re-application as part of the same constituency, and not as an individual government.

**2. Member representing the constituency**

The member will be designated by the constituency through its own process.

The constituency will serve on the JCB for four years.

JCB members who serve as representatives of constituencies shall be deemed to act in their capacity as representatives of their respective governments and constituencies.

Outgoing members take responsibility for a seamless handover to their successors.

### **3. Alternate member**

Each JCB member who represents a constituency may designate an alternate member to serve in his/her stead. The alternate member may be selected by the members of the constituency in any manner they choose. However, it is advisable that the alternate member representative should come from another government in the constituency. The alternate member serving in the stead of such a JCB member shall have the same rights, privileges and responsibilities as such JCB member.

Outgoing alternate members take responsibility for a seamless handover to their successors.

### **4. Additional delegates**

All governments in a constituency are encouraged to send a representative to attend the JCB sessions.

Delegation representatives other than the member and alternate member representatives shall only have the right to speak or participate directly in the deliberations of the Board when doing so at the request of and in place of the JCB member or alternate member of their constituency delegation. Only one individual from a delegation, including the JCB member or alternate member, may speak per agenda item.

### **5. Notification of representation**

Appointments of JCB member and alternate member representatives of constituencies will be confirmed in writing and delivered to the TDR Secretariat at the time of such appointment, at least one month prior to a scheduled JCB session. Notification should include name, title, business address, telephone (including mobile phone) and fax numbers, and email address. Upon the substitution or replacement of a JCB member or alternate member, written notification should be provided to the Secretariat as soon as possible.

### **6. Invitations and documentation**

Unless otherwise requested, invitations to JCB sessions and documentation for the sessions will be sent by the Secretariat directly to the designated JCB member and alternate member of a constituency.

It will be the responsibility of the JCB member and/or alternate member to make further distribution of the invitation and documentation to constituency members. Such distribution to all members of the constituency is encouraged.

The JCB member and alternate member shall keep the Secretariat informed of changes in their business address, telephone and fax numbers, and email address.

### **7. Chair and Vice-Chair, and Rapporteur**

If the JCB Chair and Vice-Chair are the JCB member representative of a constituency, their alternate member representative (or any designated representative of their delegations) will be permitted to participate in the discussion in accordance with section 4 above. The single vote of their respective constituency will remain in effect and can, in such event, only be exercised by the alternate member representative. The same principles will apply to the Rapporteur.