



UNAIDS/PCB(18)/06.8
12 May 2006

18th Meeting of the UNAIDS Programme Coordinating Board
Geneva, Switzerland
27–28 June 2006

Provisional agenda item 5:

**Governance of UNAIDS: review of the functioning of the
PCB Bureau**

1. Background

The Programme Coordinating Board (PCB) Bureau was established in June 2004, after a decision by the 15th meeting of the PCB. The idea to create a Bureau stemmed from a feeling by many members that the PCB and its Chair needed assistance in carrying out their functions. The new body was requested to perform its role with a view to enhancing transparency and consultative interaction between the various partners with minimal costs.

Bureau members have always had a very clear idea about the Bureau's functions and understand that they do not have the mandate nor the necessary expertise to try to address substantive issues relating to the work of the PCB. On the contrary, the Bureau was established with a view to facilitating the work of the PCB and was given the mandate to make decisions exclusively on administrative and procedural matters.

Bearing in mind, however, the concerns expressed by a few members that questioned the need for a Bureau, the PCB decided to create the Bureau under a provisional basis, according to which its functioning would be reviewed during the 18th meeting of the PCB.

In that context, the 15th meeting of the PCB approved the creation of a PCB Bureau for a trial period of two years. The Bureau would work under the guiding principles of transparency, efficiency of operation and minimum cost.

Its terms of reference were:

- coordinating the Programme Coordinating Board's programme of work for the year;
- facilitating smooth and efficient functioning of the Programme Coordinating Board sessions;
- facilitating transparent decision-making at the Programme Coordinating Board;
- preparing the Programme Coordinating Board agenda, and recommending the allocation of time and the order of discussion items;
- providing guidance on Programme Coordinating Board documentation, as needed; and
- additional functions as directed by the Programme Coordinating Board.

According to the above-mentioned decision, the Bureau includes the Chair, the Vice-Chair and the Rapporteur of the PCB, one Cosponsor representative and one representative of nongovernmental organizations and people living with HIV. During the first full term of the trial period (2004–2005), the Bureau was composed of representatives from Canada, Brazil, Kenya, United Nations Office on Drugs and Crime (UNODC) and AIDS Infoshare. During the second term (2005–2006), it was composed of representatives from Brazil, Sweden, China, the International Labour Organization (ILO) and the Asia Pacific Network of People Living with HIV/AIDS.

2. Modus operandi

During the two-year trial period, the Bureau's *modus operandi* evolved. During the first year, meetings were convened every two months or whenever the Chair or one of

the members requested a meeting to discuss specific issues relating to the work of the PCB. At the beginning of the second year, members considered it useful to have more regular and frequent meetings. Accordingly, the Bureau decided to meet monthly.

3. Activities

As part of the Bureau's core function, facilitating the work of the PCB, it has undertaken several key activities, including the following.

PCB agenda, location and themes:

- provided guidance and active leadership in developing the PCB agendas, with a view to strengthening the PCB as a high level policy forum; and
- facilitated the identification of strategic locations and themes for the thematic meetings of the PCB in December 2004 and December 2006.

Prevention policy position paper:

- led consultations prior to and during the PCB; and
- played a catalytic role in developing a consensus for the prevention policy position paper.

Modus operandi of PCB sessions:

- discussed the *modus operandi* of PCB meetings, particularly drafting group procedures, in order to provide guidance to the incoming Chair for the running of business, based on lessons learned from previous meetings, and with a view to making PCB sessions more efficient.

Communication with members:

- created a Bureau email address: PCB_Bureau@unaids.org, to facilitate interaction with PCB members and observers.

4. Consultation and survey on the functioning of the Bureau

On 26 April 2006, a consultation was organized by the Bureau to provide PCB Member and Observer States with an opportunity to share and discuss views on the functioning of the Bureau over its two-year trial period. A survey was also sent out by the Bureau to elicit additional comments from those who were unable to attend the meeting. The feedback from the survey and consultation has been incorporated into this document and will also be used to help inform the future work of the Bureau.

The consultative process yielded the following comments:

- There was a request for more information on the Bureau's activities.
- There were no proposals for changes in the Bureau's mandate or composition.
- There was a request for information in regards to costs to date for the Bureau's activities.

- A number of Member States supported the continuation of the Bureau; one Member State replied, in their survey response, that they did not support the continuation of the Bureau.

5. Costs

The Bureau has a yearly operating budget allocation of US\$ 5000 for expenses related to its functioning. The running costs for the two-year trial period were minimal. In general, members bore the costs associated with their participation. On occasion, the chair paid for the costs of PCB Bureau activities; as was the case for the Prevention consultations held during the chairmanship by Canada.

The specific costs related to the Bureau were comprised of 1) conference calls to Bureau members who were unable to attend the meetings in person; and 2) the recent consultation on 26 April for Member and Observer States regarding the functioning of the Bureau. The costs associated with this meeting were US\$ 2400 for the room and for translation.

6. Recommendations for PCB consideration

- 1) The PCB endorses the continued functioning of the Programme Coordinating Board Bureau, with no changes to its role, functions or membership.
- 2) The PCB requests the Bureau to further enhance its visibility and transparency by:
 - preparing an annual workplan and making it available to PCB Members and Observer States; and
 - making available the outcomes of its meetings to PCB Members and Observer States.