

## **Case Management Working Group Terms of Reference - revised April 2018**

### **1. Purpose**

The RBM Case Management Working Group (CMWG) is a mechanism at global level that aims to minimise wasteful duplication, maximise synergies, and encourage harmonisation and pooling of efforts for faster uptake and scale up of malaria case management strategies.

The Working Group aims to achieve consensus on complex strategic issues concerning scaling up implementation of policies for malaria case management, and on synthesising and disseminating evidence-based best practice. This will be done without duplicating the essential responsibility of WHO expert committees and consultations, which is to advise on norms and standards for products and services and their appropriate use.

The CMWG will at all times ensure that its work is aligned with, and complements, that of WHO.

The CMWG is accountable to the RBM Partnership Board through the RBM CEO.

### **2. Rationale**

One of the essential elements of the WHO Global Technical Strategy (GTS) and the RBM Action & Investment to defeat Malaria (AIM) is prompt access to effective case management for malarial disease. Case management encompasses the three pillars of diagnosis, treatment, and monitoring (Test: Treat: Track). Increasing drug resistance (warranting the use of new treatments) combined with weak health systems has made it difficult to ensure that prompt, effective treatment is available and affordable to all those who need it. Scaling up access to effective case management of malaria is contingent on well-coordinated, multi-disciplinary action towards defined objectives, systems, services and products.

### **3. Functions**

The core functions of the Working Group mirror those of the RBM Partnership.

#### **3.1. Convene**

The CMWG convenes members with a shared interest in the delivery of quality case management for malaria.

#### **3.2. Coordinate**

The CMWG coordinates the work of the individual members to ensure that each member's efforts are aligned with those of the others, duplication and inefficiencies are avoided, collaboration between members is facilitated, and common challenges are addressed co-operatively.

### **3.3. Mobilise resources**

The CMWG will:

- i. Identify resources needed to achieve its objectives.
- ii. Create a compelling humanitarian and business case to support the mobilisation of these resources.
- iii. Support members in the mobilisation process to be able to deliver the CMWG workplan.

### **3.4. Facilitate communication**

By bringing together members, the CMWG can ensure that members are communicating with one another, sharing experience and best practice, and ensuring that challenges or bottlenecks identified are brought to the attention of other members or the entire Working Group as appropriate. Where members are failing to meet their commitments to the Working Group, this facilitation role will allow the other members to hold them to account. It will allow the CMWG Leadership to work with them constructively to find ways to overcome the challenges that are preventing them from meeting their commitments.

## **4. Governance**

### **4.1. Membership**

Membership of the Working Group is open to organisations and institutions committed to collective action in the fight against malaria and who have a particular interest in the delivery of quality care management. Eligible organisations are ones that:

- Endorse the values and the principles of the RBM Partnership.
- Support the Vision of the Partnership and its associated strategies and plans.
- Are active in the area of malaria, sustainable development and related fields, and committed to collective action in the fight against malaria, with special emphasis on the delivery of quality case management.
- Advocate for a malaria free world as a public health threat at all levels.

Any organisation that meets these criteria can apply to join the Working Group, through the contact information available on the RBM Partnership website. The Working Group Coordinator will administer the process for reviewing applications and informing applicants whether they have been accepted or not. The decision to admit partners shall be made by the Co-chairs based on the outcome of the review process undertaken by the Coordinator. This review should take into account the results of any review that has been undertaken by the RBM Partnership Management Team into the eligibility of an organisation to be a Partner of RBM. The Coordinator will also maintain the database of Partners.

#### **4.1.1. Core membership**

Each organisation joining the Working Group will nominate up to three (3) persons who will represent the organisation and be the point-of-contact between the Working Group and the organisation. This person will be the "Core Member".

#### **4.1.2. Observers**

Organisations can also appoint other people from within the organisation to take part in the meetings and Work Streams of the Working Group as Observers.

Additionally, organisations that cannot commit to the work of the CMWG to the same degree as Core Members may be allowed to participate as Observers at the discretion of the Co-chairs.

Observers cannot participate in the formal governance of the Working Group.

#### **4.1.3. Roles & responsibilities**

Members of the CMWG will:

- Collaborate with one another and commit themselves to achieve the vision of “a world free of malaria”.
- Actively participate in the work of the Working Group and the delivery of the workplan, ensuring that core members and observers are of appropriate seniority and have the necessary expertise and can talk authoritatively to the issue under discussion.
- Promote cohesion amongst members and the fight against malaria within their organisations and compatibility between their organisational objectives and the RBM Partnership objectives.
- Share information and expertise for development and the scaling up of best practice in delivering quality case management.
- Be flexible – be ready to change in the light of changing needs and monitoring of the performance of the Working Group and the individual members.

### **4.2. Leadership**

The CMWG will be led by two Co-chairs, appointed by the membership of the Working Group. The Co-chairs serve in a personal capacity, not as representatives of their employing organisation.

#### **4.2.1. Appointment**

Any Core Member in good standing is eligible for election to serve as either an elected or an appointed officer of CMWG. There will be no remuneration for any elected or appointed position of the CMWG.

Election process:

- Two Co-chairs shall be elected by the CMWG Core Members. Co-chairs are elected for a three years term. Co-chairs may potentially be re-elected up to a maximum of two consecutive terms. There is no limit on the number of non-consecutive terms a Co-chair may serve.
- The election procedure shall be transparent and open to the core membership of the CMWG.
- The Coordinator shall send out notifications one month prior to the election, soliciting nominations. Each member has the right to nominate one person or to self-nominate.
- Two weeks prior to the election the Coordinator shall obtain a confirmation from the nominees that they are interested and willing to run for election.
- The Coordinator shall obtain an explicit assurance from their employer or individual agreeing to the additional travel and workload related to assuming the role as Co-chair of a RBM Working Group.

The election should be carried out through a secret ballot through the use of electronic vote. A simple majority decides.

A Co-chair will maintain its status until s/he resigns, or unable to perform the agreed upon responsibilities as described in this TOR.

#### **4.2.2. Term of office**

Each Co-chair will serve for a term of three years, renewable by election once. Afterwards there must be a gap of at least two years before a person is eligible to stand again for election. It is preferable for the terms of Co-chairs to be staggered so that one Co-chair is elected each year. This allows for continuity of leadership.

#### **4.2.3. Roles & responsibilities**

The Co-chairs will be responsible for:-

- Preparation and chairing of CMWG meetings, review of meeting minutes, including setting the attendance fees to ensure that there will be a proper representation of members from malaria-affected countries at the meetings.
- Preparation of the Bi-annual workplan and Budget, including setting SMART<sup>1</sup> objectives by which progress can be objectively monitored.
- Mobilising the resources necessary for the delivery of the workplan.
- Organising the Workstreams that will deliver on different aspects of the work plan, appointing Work Stream leaders, and regularly monitoring the progress of the Work Streams against the targets set in the workplan.
- Representation of CMWG in all RBM mechanisms.
- Take part in quarterly coordination meetings between the Working Groups and the Partner Committee Co-chairs, chaired by the RBM CEO.
- Promote strategic linkages and collaboration with other regional networks to advance the objectives and CMWG and RBM Partnership as a whole.

### **4.3. Working Group Coordinator**

The day-to-day administration of the CMWG will be carried out by the Workstream Coordinator, who will be appointed by the Co-chairs from candidates proposed by members of the Working Group.

#### **4.3.1. Roles & responsibilities**

The Coordinator will be responsible for:-

- Coordination and organisation of the Working Group meetings in collaboration with the Co-chairs.
- Preparation and dissemination of meeting notes and/or minutes to attendees and the wider membership as appropriate, including quarterly updates for the RBM CEO on the CMWG work.
- The administration of the process for reviewing applications for Working Group membership and informing applicants whether they have been accepted or not.
- Maintenance of the database of members of the Working Group and the associated distribution mailing lists.
- Maintenance of the CMWG section of the RBM Partnership website.
- Distributing information and publications of interest to the Working Group members through the Working Group distribution mailing list.

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<sup>1</sup> SMART: Specific, Measurable, Accountable, Realistic, Time-bound.

- Coordinate CMWG fund mobilisation efforts in collaboration with the Co-chairs.
- In case of unavailability of the Co-chairs, representation of CMWG in RBM mechanisms.
- Other supporting functions as appropriate.

## **5. Meetings**

The CMWG will meet once a year in person to review the work of the Working Group (and the various Workstreams identified in the workplan), review the status of malaria case management, identify new challenges, review the priorities that should be addressed by the Working Group with the resources available to it, agree to continue or to wind up the work of each Workstream, and develop a revised workplan.

Meetings of Workstreams will be organised by the Workstream leaders in a way that allows for maximum effective participation of all participants in the Workstream. This can be virtual, face-to-face, or a practical combination of both.

Participants at the Annual Meeting will be charged a meeting fee. This will be established by the Co-chairs at a level to cover the costs of the meeting. The meeting costs can also be covered by sponsorship of interested organisations whose objectives are aligned with those of the Working Group.

The identification and management of conflicts of interest should be undertaken in accordance with the RBM declaration of interest process, as overseen and directed by the RBM Secretariat.

## **6. Dissolution**

The membership of the CMWG will review the work of the Working Group at the annual meeting. If the membership feels that the Working Group has outlived its usefulness and cannot add value to the Malaria Community, a Core Member can introduce a motion to dissolve the Working Group. If two-thirds plus one of the Core Members vote for dissolution, the Co-chairs and the Coordinator will arrange to wind up the activities of the Working Group in a timely and orderly fashion. The motion to dissolve must include details of how any remaining assets of the Working Group are to be handled after dissolution. The conduct of the debate, introduction of amendments to the motion, and related procedural matters will be handled by *Robert's Rules of Order*.

The RBM Management Team will monitor the performance of the CMWG and may request the Partnership Board to remove accreditation if it is either inactive, is not performing, or does not fulfil the requirement to ensure adequate participation of malaria-affected countries in its activities.

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