

**E-DECISIONS:**

**RBM/2018/EDP7 / RBM/2018/EDP8 / RBM/2018/EDP9 / RBM/2018/EDP10**

**21 December 2018**

**RBM/2018/EDP7 – Appointment of the Board Chair Elect as Executive Chair Elect effective 1 January 2019**

To provide additional executive authority and strengthen capacity until the appointment of the new Chief Executive Officer, the Board of the RBM Partnership to End Malaria appointed Professor Maha Taysir Barakat as Executive Chair Elect effective 1 January 2019.

**RBM/2018/EDP8 – CPO Terms of Reference**

The RBM Partnership to End Malaria Board approved the Interim CPO Terms of Reference as circulated. *See Annex I*

**RBM/2018/EDP9 – Secondment of the Interim CPO**

The RBM Partnership to End Malaria Board requested UNOPS to process the appointment of Dr Melanie Renshaw as Interim Chief Programme Officer as of 1 January 2019 on a secondment basis from the African Leaders Malaria Alliance (ALMA).

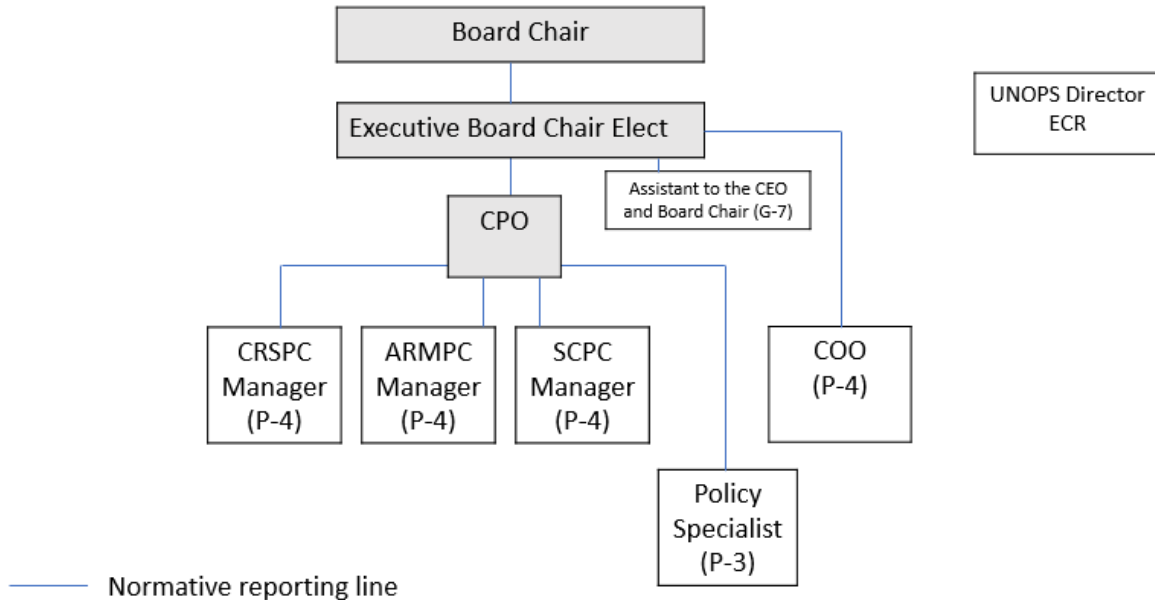
**RBM/2018/EDP10 – Vote of thanks to the African Leaders Malaria Alliance (ALMA)**

The RBM Partnership to End Malaria Board expressed its sincere thanks to ALMA for seconding Dr Melanie Renshaw as Interim CPO to strengthen the RBM Partnership Secretariat resources until the appointment of the new RBM Partnership CEO.

## RBM/2018/EDP11 – Secretariat Team Structure

The RBM Partnership to End Malaria Board endorsed the proposed reporting lines in the interim period until the recruitment of the new CEO as follows:

Interim RBM Management Team Organisational Chart



N.B. PC Managers, COO, Policy Specialist and Assistant to the CEO and Board Chair will administratively report to the UNOPS Director ECR

**The RBM Partnership to End Malaria Board decided to review the long-term staffing of the Secretariat Team in 2019 and, notably, take into consideration the current CEO's recommendation to have the following two top leadership positions in the Secretariat Team:**

- (1) CEO, D-2**
- (2) CPO, D-1 acting as CEO's deputy.**

Signed:

**Dr Winnie Mpanju-Shumbusho**  
RBM Partnership Board Chair

**Mr Simon Bland**  
RBM Partnership Board Vice Chair

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**INTERIM CHIEF PROGRAMME OFFICER (CPO) – TERMS OF REFERENCE**

**Cognizant** of the very lean structure of the Secretariat, the heavy workloads, and the gap that would be created upon the departure of the CEO, the RBM Board agreed that the Secretariat needs some capacity strengthening. While a review of the structure and function of the Secretariat will be carried out when the new CEO comes onboard, the Board decided to introduce a Chief Programme Officer, a temporary role, to work in close coordination with the Executive Board Chair Elect as an interim arrangement to bring the much-needed capacity to the Secretariat. It is understood that the need for this position beyond the interim arrangement period will need to be discussed and agreed by the Board. Should the need for a longer-term position be confirmed by the Board, then these Terms of Reference would need to be discussed and appropriately amended and the post be subject to a normal competitive selection process.

**Background Information - Job-specific**

The CPO will bring additional capacity to the RBM Secretariat following the departure of the CEO. The CPO will support the incoming Board Chair Elect who will act as an Executive Chair Elect pending recruitment of a new CEO. The CPO will lead the Partnership Management Team in implementing the strategy and operating plans approved by the Board. He or she will represent the Partnership and its mechanisms on a day-to-day basis.

**Core Responsibilities**

Reporting to the Executive Chair Elect, the CPO:

- Represents the Partnership at the partners' constituency of the GFATM Board.
- Provides programmatic support to the Executive Board Chair Elect in the translation of programmatic goals to management, staff and partners.
- Brings additional capacity to the Management Team and facilitates smooth operation of the Secretariat programmatic activities.
- Chairs the monthly Partner Committees' Coordination Group (PCCG) Meetings to ensure effective coordination of the PCs and the Management Team.
- Liaises regularly with the partner organisations, including key donors and affected countries, provides updates on progress against the Partnership Strategy and deliverables.
- Facilitates and promotes communication between the Board and Partners on policy and programme issues.
- Monitors the Partnership's progress toward key targets and regularly reports to the Board, escalating to the Board at an early stage any operational challenges that need Board attention and support, including any resource deficiencies.
- Assists the Executive Board Chair in responding to enquiries from the media to the Partnership and ensure that appropriate responses are made in a timely manner.
- Coordinates implementation of programmatic activities in close coordination with the Executive Chair Elect.
- Enhances the programmatic implementation capacity of the Secretariat and the Partnership mechanisms.

- Leads the rollout of key Partnership priorities and strategies in close collaboration with the Board, the PCCG, and relevant Partnership mechanisms.

**Accountability**

- The CPO is an interim role that reports to the Executive Chair Elect.

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