

## **Multi-Sectoral Working Group (MSWG) Terms of Reference – revised April 2018**

### **1. Rationale**

The Sustainable Development Goals (SDGs) calling for action to transform societies give the momentum to initiate a Multi-Sectoral Working Group (MSWG). To end malaria for good, it needs the concerted action of different stakeholders across different sectors beyond the health sector only.

The structure of the RBM Partnership to End Malaria at global, regional, national and sub-national levels reflects the multi-sectoral nature of the fight against malaria. The RBM Partnership Strategic Plan 2018-2020 identifies key sectors such as education, extractive industries, housing, agriculture, environment, tourism and transport sectors as the trailblazers for robust engagement at all levels.

### **2. Purpose**

The RBM Multi-Sectoral Working Group (MSWG) is a mechanism at global level aiming to minimise wasteful duplication, maximise synergies, and encourage harmonisation and pooling of efforts for faster uptake and scale up of multi-sectoral collaboration and strategies.

The Working Group aims to achieve consensus on complex strategic issues concerning multi-sectoral action, and on synthesising and disseminating evidence-based best practice. This will be done without duplicating the essential responsibility of UN expert committees and consultations.

The MSWG will bring together different stakeholders across different sectors including health, science and technology, international cooperation, infrastructure, water and sanitation, environment, food and agriculture, education, security, finance, trade, social protection and justice. The aim is to align partners in their actions for new interventions as well as putting new life into those that already exist, and coordinate and manage these in new and innovative ways.

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

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

#### **2.1. Convene**

The MSWG convenes members with a shared interest in the multi-sectoral action.

#### **2.2. Coordinate**

The MSWG 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.

### 2.3. Mobilise resources

The MSWG will:

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

### 2.4. Facilitate communication

By bringing together members, the MSWG 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 MSWG Leadership to work with them constructively to find ways to overcome the challenges that are preventing them from meeting their commitments.

The MSWG will emphasise the delivery of the following results.

- Develop systems and tools to conduct national appraisal of malaria determinants and inequalities.
- Promote the development of national multi-sectoral malaria action plans
- Promote 'malaria-smart' innovative approaches to apply multi-sectoral interventions at large scale for sustainable impact on malaria.
- Develop the framework for monitoring the implementation of multi-sectoral malaria action plans at different levels.

## **3. Governance**

### 3.1. Membership

Membership of the Working Group is open to organisations and institutions committed to multi-sectoral action in the fight against malaria. 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 multi-sectoral action in the fight against malaria.
- 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 Secretariat 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 Secretariat. 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 Secretariat will also maintain the database of Partners.

### *3.1.1. 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”.

### *3.1.2. Observers*

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

Additionally, organisations that cannot commit to the work of the MSWG 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.

### *3.1.3. Roles & Responsibilities*

Members of the MSWG 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.

## 3.2. Leadership

The MSWG 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.

### *3.2.1. Appointment*

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

Election process:

- Two Co-chairs shall be elected by the MSWG Core members. Co-chairs are elected for a two years term. Co-Chairs may potentially be re-elected up to a maximum of two consecutive terms. 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. 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 MSWG.

- The Secretariat 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 Secretariat shall obtain a confirmation from the nominees that they are interested and willing to run for election.
- The Secretariat 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.

### *3.2.2. Roles & Responsibilities*

The Co-chairs will be responsible for:

- Preparation and chairing of MSWG 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 workplan, appointing Workstream leaders, and regularly monitoring the progress of the Workstreams against the targets set in the workplan.
- Representation of MSWG to 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 MSWG and RBM partnership as a whole.

### 3.3. Working Group Secretariat

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

#### *3.3.1. Roles & Responsibilities*

The Secretariat 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 MSWG work.

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

- 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 MSWG section of the RBM Partnership website.
- Distributing information and publications of interest to the Working Group members through the Working Group distribution mailing list.
- Coordinate MSWG fund mobilisation efforts in collaboration with the Co-chairs.
- In case of unavailability of the Co-chairs, representation of MSWG to RBM mechanisms.
- Other supporting functions as appropriate.

#### **4. Meetings**

The MSWG 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 multi-sectoral issues, 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 by 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.

#### **5. Dissolution**

The membership of the MSWG 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 Secretariat 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 MSWG 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.