

## **Vector Control Working Group (VCWG) Terms of Reference - Revised April 2018**

### **I. Purpose / Rationale**

#### *Purpose*

The purpose of the RBM Partnership to End Malaria Vector Control Working Group (VCWG) is to promote and share best practices for malaria vector control and elimination. The VCWG provides a forum for the dissemination of the normative and policy-setting guidelines of the World Health Organization (WHO) and best practices for adaptation and implementation by international and country-level partners. The VCWG also supports the generation and interpretation of evidence to inform global policy and guidelines, to protect the efficacy of existing tools and stimulate the development of new tools. Aiming at coordinating the support to malaria-affected countries, the VCWG provides an essential forum where diverse partners of the vector control community of the malaria-affected countries, their bilateral and multilateral development partners, the private sector, non-governmental and community-based organisations, philanthropic foundations and research & academic institutions, can come together, to reach a common understanding of the threats and opportunities, to learn from each other and to develop the necessary networks and activities to overcome these challenges.

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

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

#### *Rationale*

Malaria control efforts over the past decade have shown success with an 18% global incidence rate between 2010 and 2016. The success is, however, fragile: According to the 2017 World Malaria Report, in 2016 there were 216 million malaria cases in 91 countries, an increase of 5 million cases over 2015; malaria deaths reached 445 000, similar (446 000) to 2015.

Vector control has been shown to achieve quick and significant reductions in malaria transmission in many eco-epidemiological settings. An overwhelming proportion of the reduction in global malaria burden attained since 2000, is attributable to vector control. When properly targeted, implemented and monitored, vector control is the foundation of malaria elimination. As coverage levels and protection improve and local transmission decreases, there is a need to ensure that potential loss of immunity among the protected populations, do not lead to flare ups of incidence. The challenge and goal will be to maintain ongoing protection of these populations and will require greater capacity for entomological surveillance and monitoring of the receptivity for potential malaria resurgence; improved targeting for foci elimination and; ongoing utilization of locally effective tools. Rising insecticide resistance, outdoor and residual transmission, and the growing needs for vector control in humanitarian emergencies, demand urgent action for innovative strategies and new tools that expand the paradigms of effective intervention and increase opportunities for more cost-effective vector surveillance and control. The VCWG promotes applied research and development of new surveillance and control tools, facilitates a common understanding of vector control priorities and promotes collaboration for operational research among national programmes and

implementing partners, national and international academia/research and private sector development partners. Through the activities of the individual workstreams, the VCWG promotes coordination and advancement in specific technical areas, including long-lasting insecticidal nets (LLIN) priorities; Indoor Residual Spraying (IRS)/Insecticide Resistance Management (IRM); Larval Source Management (LSM); new tools; housing and the built environment; and entomological monitoring and capacity building under the framework of Integrated Vector Management (IVM) and the Global Vector Control Response. Through increased collaboration with regional networks like Asia Pacific Malaria Elimination Network (APMEN), Pan African Mosquito Control Association (PAMCA), Pakistan–Islamic Republic of Iran–Afghanistan Malaria Network (PIAM-Net), American Mosquito Control Association (AMCA), the Elimination 8 (E8), the VCWG ensures that the specific needs of regional networks are fully considered in its deliberations on global malaria strategies.

The diversity of the VCWG is its strength. Whether it is LLINs distribution or durability monitoring, IRS capacity building, LSM, the global plan for insecticide resistance management (GPIRM) implementation, or addressing evolving challenges and new tools, the diversity of VCWG members allows for a rich dialogue and mutual learning, and for developing more robust and adaptive responses.

## **II. Functions of the Working Group**

There is no single solution to how malaria interventions like LLINs, IRS, LSM, resistance management schemes, etc., should be brought effectively to scale and be sustained, and how these interventions can evolve to meet emerging biological, programmatic and financial threats. The VCWG recognises the diverse ecological, societal and programmatic determinants of malaria transmission, which demand adequate local capacity to analyse and implement effective interventions within national health systems and across sectors. The VCWG therefore provides a global platform for public health entomologists and vector control specialists, industry partners, country malaria programme managers, regulators, academics and the donor community, to examine progress, challenges and areas of contention, and the practice of malaria vector control in all regions. The VCWG consolidates evidence and make recommendations for country programmes, WHO and the private sector to consider.

**Convene:** Organise and convene meetings, workshops and electronic fora to debate and develop consensus among stakeholders through adaptation and implementation of WHO norms and standards on one side, but also to share innovations and experiences on how collectively we can overcome challenges and take advantage of emerging opportunities for public health entomology and vector control.

**Coordinate:** Manage fora for building consensus on how to effectively implement, run and sustain vector control programmes. This includes building the understanding between the needs of the national programmes, the needs of the product manufacturers, academia and implementers to understand each other and to work together to find innovative solutions and stimulate appropriate research and development. Through the individual workstreams, promote development in specific technical areas related to the primary interventions, IRS, LLINs, LSM and cross-cutting elements in the framework of IVM and the Global Vector Control Response.

**Facilitate communication:** Assemble evidence on best practices and ensure flow of information from the field to the Working Group and vice versa including communication between VC related networks. Work through the Country/Regional Support Partner Committee (CRSPC) and in collaboration with other RBM mechanisms to coordinate with partners in mobilising technical and financial resources and providing support to national control efforts.

### **III. Roles and Responsibilities**

#### **a) Members**

Participation in the VCWG is open and non-exclusive. The VCWG encourages broad involvement of individuals, institutions and countries representing the range of experience and disciplines necessary to fulfil its functions and create a forum for rapid exchange of experience and diffusion of innovation. The membership of the VCWG should ideally, meet the following criteria:

- Balanced geographic representation.
- Balanced representation of RBM constituencies.
- Representation of key organisations/institutions relevant for functions of VCWG.
- Promote gender balance.

The VCWG Chairs may actively approach and encourage individuals/organisations to join the VCWG to mirror the ideal composition.

The VCWG consist of three types of members: (1) Institutional, (2) Individual and (3) Observer.

#### **Institutional membership**

The VCWG is a willing assembly of RBM Partners. Membership is therefore open to all interested institutional partners. Every interested institutional partner can become an institutional member of the VCWG and be represented by up to three (3) representatives, provided these representatives meet the following criteria:

- Expertise and experience in a relevant field for VCWG.
- Appropriate level of seniority and credibility.

National Malaria Control Programmes (NMCPs) are automatically considered as institutional members of VCWG.

#### **Individual membership**

Individual members shall be professionals (academic, research practitioner) with credible expertise and experience in a field(s) relevant to VCWG. Application for individual membership shall be made to the VCWG Secretariat, through the contact information available on the RBM Partnership website, which together with the VCWG Co-chairs, shall review and approve such applications.

Institutional and Individual membership will be contingent on an ability to fund participation/attendance (registration fee, travel, accommodation) at VCWG meetings, unless these members qualify for financial support for participation via other RBM partner.

Roles and responsibilities of institutional/individual members include:

- Participation in ordinary/annual VCWG meetings.
- Active participation in the setting up and implementation of the VCWG workplan.
- Active membership in one or more VCWG Workstreams, e.g. participation in the majority of conference calls and active participation in the setting up and implementation of the Workstream`s defined workplan.
- The role is a voluntary role - there is no remuneration for participating.
- Coordinate and host VCWG related events, with the agreement of the VCWG Co-chairs and Secretariat.

An institutional member or individual member will maintain membership status until s/he resigns, or unable to perform the agreed upon responsibilities (defined above) and agreed upon tasks.

### **Observer status**

Interested individuals/organisations that cannot commit to the same degree as an institutional or individual member, are allowed to participate in VCWG meetings at the discretion of the Co-chairs as observers and contribute as possible. Observers have no voting power (see below).

### **b) Chair/Co-chair**

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

Election process:

- Two Co-chairs shall be elected by the VCWG members. Co-chairs are elected for a two year 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 institutional/individual members of the VCWG who participated 3 times over the last 5 annual meetings, with one vote per member.
- 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 (institutional membership) or individual (individual membership) 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.

Roles and responsibilities of Co-chairs:

In addition to roles and responsibilities described elsewhere in this TOR, the Co-chairs shall be responsible for:

- Shepherding the preparation of annual workplans and budget and oversee the implementation of work plans.
- Responsibility for stewardship of the Working Group, including authorising expenditures by the Working Group Secretariat.
- Establishment and guidance of the Workstreams.
- Preparation and chairing of VCWG meetings.
- Review of meeting minutes.
- Representation of VCWG 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 VCWG and RBM Partnership as a whole.

#### **c) Secretariat**

The VCWG shall be supported by its own Working Group Secretariat. The VCWG will report to the RBM Partnership Management Team through its Co-chairs and Working Group Secretariat. The VCWG reports to the RBM Partnership Board through the CEO.

Roles and responsibilities of the Secretariat include:

- Coordination and organisation of VCWG meetings in collaboration with Co-chairs.
  - Support to secure facilities for meetings (rooms, conference call facilities, etc.)
  - Finalise the supporting meeting documentation.
  - Preparation and dissemination of meeting minutes.
- Maintenance of VCWG homepage, uploading meeting minutes, disseminating progress reports and relevant information for the whole VCWG, including quarterly updates for the RBM CEO on the VCWG work.
- Maintenance of the membership list.
- Coordination of the VCWG fund mobilisation efforts in collaboration with the Co-chairs.
- In case of unavailability of the Co-chairs, representation of VCWG in RBM mechanisms.
- Other supporting functions as appropriate.

#### **d) Sub-Working Groups/Taskforces/Workstreams**

Sub-Working Groups/Taskforces/Workstreams may be established to work on specific issues of the VCWG workplan. Responsibilities will be dependent on the Sub-Working Group/Taskforce/Workstream tasks.

## **IV. Working Procedures**

### **Planning:**

Facilitated by the Co-chairs and the VCWG Secretariat, following consultation with the Workstream Co-leaders and membership, the VCWG shall develop two-year workplans and annual implementation plans, including the opportunity for the RBM CEO to provide comments and inputs to ensure harmonisation and consistency with RBM and Partner Committee workplans. The workplans will be informed by needs listed in the Global Technical Strategy (GTS) and the Action and Investment to defeat Malaria 2016–2030 (AIM) – for a malaria-free world and originating from VCWG meetings.

- Annual workplans follow the SMART objectives:
  - S – specific
  - M – measurable
  - A – accountable
  - R – realistic
  - T – time related

### **Preparation:**

- If required action items should be matched with budget line items to clearly link the activities of the workplan with funds.
- Workplans should highlight the necessary interaction with WHO, other RBM Partnership bodies (e.g. other Working Groups, Country/Regional Support Partner Committee (CRSPC), and individual Partners) and relevant constitutional partners like academia, private sector, NMCPs, etc.
- Annual workplans should specify funding raised and clearly assign this funding to specific tasks.
- Dependencies between action items should be recognised and activities prioritised.

### **Resource Mobilisation:**

- Mobilising resources for Working Group activities is the responsibility of the Working Group.
- Institutional and Individual members will pay a participation fee for the annual meeting, which will be exclusively used to cover the costs of that meeting. Partner institutions may offer to directly sponsor the participation of a member who is otherwise unable to cover his/her own participation.
- Where possible, member institutions may voluntarily contribute towards a pooled fund, on a strictly voluntary basis. The pooled resource will be used to sponsor the participation from affected countries. Specific criteria will be determined by the Co-chairs, Secretariat acting in concert with the contributing institution. The Co-chairs and VCWG Secretariat will administer pooled resource and report fully to the contributing institutions and the VCWG.

### **a) Meetings**

#### **Convocation of meetings**

- Ordinary Meetings: The VCWG Co-chair persons will call the VCWG meetings supported by the VCWG Secretariat, in line with the programme of work, and following informal

consultation with the RBM Management Team and other VCWG members, on the suitability of proposed meeting dates.

- *Ad hoc* Meetings: Meetings on issues requiring the urgent review of the VCWG will be organised on an *ad hoc* basis if called for by the Partnership Board or RBM Management Team.
- *Ad hoc* meetings of the VC Workstreams will be called by the Workstream Co-leaders to further the work of individual Workstreams.

### **Types of meetings**

In the interest of efficient use of time and limiting costs associated with meetings, the VCWG will complement face-to-face meetings as held at a host partner's site with virtual meetings (i.e. teleconferences and videoconferences) of the VCWG as a whole, or its Workstream(s) as necessary.

### **Frequency of meetings**

- Ordinary Meetings: The VCWG meets once a year. The work of the VCWG is however an ongoing process and not only centered on annual meetings. To make the work and meetings manageable, a maximum of 3 members of each institution shall participate in person. Where a Chair Person/Workstream Leader is a member of a distinct institution, his/her participation will not count towards the attendance of that institution; that institution can nominate 3 members to attend. The participation of additional participation from a member institution (in excess of afore-mentioned) shall be agreed upon with the VCWG Secretariat and Co-chairs, with due consideration to the overall number of attendance at the meeting.
- *Ad hoc* Meetings: Workstreams can meet on an *ad hoc* basis to address special issues. Such meetings will be organised as stated above (see Convocation of meetings).
- Special, emergency or other important *ad hoc* meetings on VCWG level will be called and organized by the Co-chairs and Secretariat.

### **b) Conduct of Business**

The quorum of the Working Group for adopting recommendations and the workplan will be by simple majority of the institutional and individual members. Observers have no voting rights. Recommendations of the Working Group and the Workstreams will be made on the basis of consensus and communicated to the CEO via the VCWG Co-chairs / Secretariat.

### **c) Minutes of Meetings**

The VCWG Secretariat and appointed rapporteur will draft the minutes on the proceedings of the VCWG meetings, including those of Workstream Groups. The Chairpersons, and other selected members depending on the subject matter, will review these minutes within four weeks of a meeting. The VCWG Co-chairs share the meeting minutes no later than six weeks after the meeting, to the RBM Management Team and onward to the CEO.

## **V. Reporting and Performance Review**

The VCWG is accountable to the RBM Board through the CEO. The VCWG Secretariat shall provide semi-annual reports to the CEO on the progress in achieving work plan objectives, including a financial report.

## **VI. Conflicts of Interest**

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.

## **VII. Dissolution of the Working Group**

The TORs for the VCWG will be reviewed by the Board periodically.

The RBM Management Team will monitor the performance of the VCWG 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.