



**Roll Back Malaria Partnership**

**Case Management Working Group (CMWG) TOR**

**Revised Terms of Reference based on review of Accountability Framework and cross-comparison of TORs and best practices of other organizations**

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**Adopted in January 2014 following the 25<sup>th</sup> RBM Partnership Board meeting**

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## **I. Purpose/ Rationale**

### **Purpose**

The RBM CMWG is a dynamic and systematic coordination, convening and facilitating mechanism at global level that aims to: minimize wasteful duplication and maximize synergies, encourage harmonization and pooling of efforts for faster uptake and scale up of malaria case management strategies.

The CMWG is the mechanism through which RBM fulfills its coordination task for aspects related to malaria case management. It assists the RBM Board and Executive Director to provide leadership in malaria case management resource mobilization, planning, advocacy, and faster policy uptake to all partners working on malaria case management. It is the principle of the CMWG to promote inclusiveness and equitable involvement of the private sector, community and civil society based organizations.

The Working Group aims to achieve consensus on complex strategic issues concerning scaling up implementation of policies for malaria case management, and on synthesizing 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.

Recommendations to the Board from the Working Group should be useful and adaptable to local situations (bearing in mind inter-country and within country differences in needs and context, and existing local mechanisms for securing such advice). The Working Group is guided by the overall commitment of the RBM partners to:

- (i) partnership and capacity building,
- (ii) harmonization, accountability and transparency in scaling-up actions and
- (iii) bridging the gaps between technical and programmatic support needs at country level.

### **Rationale**

One of the four essential elements of the RBM strategy is access to prompt and effective treatment for malarial disease. 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 those who need it. Scaling up access to effective treatment of malaria cases will be contingent on well coordinated, multi-disciplinary action towards defined objectives, systems, services and products.

In September and October 2002, RBM partners met in Geneva to discuss access to malaria treatment issues. This meeting endorsed the formation of the Case Management Working Group (CMWG). In accordance with the Operating Framework of the Roll Back Malaria (RBM) Partnership, the malaria Case Management Working Group (CMWG) has been re-established by the Board in July 2009, following a period of relative inactivity. The Working Group will be supported by the Secretariat to fulfill its terms of reference as noted below.

## II. Functions of the Working Group

The Malaria Case Management Working Group is mandated by the RBM Partnership Board to make recommendations on steps needed for scaling up implementation of national and international policies and recommendations in the field of malaria case management.

The CMWG will act as an advisory body for the RBM Partnership on case management. For the purposes of the Working Group, case management is defined broadly to allow consideration of all issues critical to prompt and effective malaria treatment. Such issues include use of diagnostic methods, improving drug provision, ensuring access to affordable quality drugs and quality treatment advice in both the public and private sectors, improving provider and patient use of malaria drugs, mitigating the risks of antimalarial drug resistance, and measuring the impact of implementation scale up on morbidity.

Although the CMWG will assist the secretariat and partnership in ensuring partner support to countries, country-specific issues are not its primary mandate.

The activities of the CMWG will include, but not be limited to, the following:

- **Convene:** the CMWG brings together a group of partners who work on use of diagnostic methods, improving drug provision, ensuring access to affordable quality drugs and quality treatment advice in both the public and private sectors, improving provider and patient use of malaria drugs, mitigating the risks of antimalarial drug resistance, and measuring the impact of implementation scale up on morbidity. The CMWG can also help identify necessary expertise and experts to bring in on a temporary, ad hoc basis to assist with addressing issues outside of the expertise of the CMWG itself.
- **Co-ordinate:** by bringing the Partners together, gives a forum for the Partners to co-ordinate their:
  - Developing and maintaining consensus across partners and institutions around strategies for improved effectiveness of key components of case management.
  - Identifying critical strategic questions related to malaria case management. Organizing task forces with the partnership secretariat to address these, drawing on a wider range of expertise than is directly represented in the CMWG.
  - Examining how effective case management, in accordance with country policies and WHO recommendations, can be taken to scale, sustained and adapted for elimination in endemic countries most efficiently.
  - Liaising and coordinating with other relevant Working Groups, institutions, programmes, initiatives, networks and activities, towards RBM objectives to ensure that work reflects changing needs.
  - Collaborating with other RBM Working Groups whose work is relevant to, or overlaps with case management to deal effectively with cross cutting issues pertinent to case management.
  - Assisting the RBM partnership to develop an appropriate research agenda and promote research.

- **Facilitate Communication:** by bringing Partners together, the CMWG is a forum for communication and mutual learning. Key functions:
  - Accelerating flow of information to countries and others in the RBM partnership on developments within other programmes, institutions and initiatives that may have relevance for RBM and case management, including progress in drug development.
  - Advising the Board on allocation of resources and capacity building needs for achieving the objective of scaling up effective case management.
  - Advocating for increased attention to and resources for effective malaria case management.
  - Other activities as requested by the RBM Secretariat or Board within the scope of its expertise and functions.

### III. Roles and Responsibilities

#### a) Members

The CMWG can have two types of members: (1) Core Member and (2) Observer. The CMWG is a willing assembly of RBM Partners; as such, membership is open to all interested institutional partners, provided that they meet the criteria for one of the membership types.

##### **Core member status**

Core members represent their institutions. Every interested institutional partner can become a core member of the CMWG if s/he meets the following criteria:

- Expertise and experience in the area of malaria case management;
- Balance of scientific and practical public health experience;
- Appropriate level of seniority and credibility;
- Ability to fund their own participation/ attendance at CMWG meetings, unless they qualify for financial support for participation via the RBM partnership Secretariat or other RBM partners.

The group of core members should ideally meet the following criteria:

- Balanced geographic representation;
- Balanced representation of constituencies (especially public, private, academic, and nongovernmental agencies);
- Balance of relevant disciplines (e.g. medicine, pharmacy, pharmacology, evaluation, health systems, pediatrics, clinical epidemiology, social sciences, economics, public health, programme management, training, communication etc.);
- Representation of key organizations/institutions relevant for functions of CMWG.

Institutional partners who wish to become core members and who meet the criteria are approved for membership by the chair / co-chair. The CMWG chairs may actively approach and encourage individuals/organizations to join the CMWG to mirror the ideal composition.

Roles and responsibilities of core members include:

- Participation in each ordinary CMWG meeting (or determine alternate if participation not possible)
- Participation in at least 70% of conference calls
- Active participation in the implementation of the CMWG work plan
- The role is a voluntary role - there is no remuneration for participating

A core member will maintain its status until

- S/he resigns
- S/he is unable to perform the agreed upon responsibilities as defined above and agreed upon tasks

### **Observer status**

Interested individuals/ organizations that cannot commit to the same degree as core members are allowed to participate in CMWG 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**

### **Election process**

- A chair and a co-chair or alternatively two co-chairs are elected by the CMWG members prior to the mid-year meeting of the RBM Board. (Co-) chairs are elected for a two year term with potential renewal.
- The election procedure shall be transparent and open to all core members of the CMWG with one vote per core member.
- The Secretariat shall send out notifications one month prior to the election, soliciting nominations. Each core member has the right to nominate one person or 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.
- Prior to the (co-) chair's endorsement by the Board, the Secretariat shall obtain an explicit assurance from their employer agreeing to the additional travel and workload related to assuming the role as chair of a RBM Working Group.
- The election should be carried out through a secret ballot and can either take place during one of the CMWG meetings or through the use of electronic vote. A simple majority decides.
- The (co-) chairs are endorsed by the RBM Board at the mid-year Board meeting.

### **Roles and responsibilities include:**

- Preparation and chairing of CMWG meetings
- Preparation of annual work plan and budget in collaboration with the RBM Secretariat (see below)

- Coordination and review of monthly progress reports to RBM Secretariat and Executive Committee (see below)
- Review of meeting minutes

### **c) Secretariat**

The CMWG is supported by staff of the RBM Secretariat to act as Secretariat for CMWG.

Roles and responsibilities of the Secretariat include:

- Coordination and organization of CMWG meetings in collaboration with (co-) chair,
- Provision of facilities for meetings (rooms, conference call facilities etc.),
- Preparation and dissemination of meeting minutes,
- Preparation of monthly progress reports to RBM Secretariat and Executive Committee (see below),
- Maintenance of CMWG homepage, at a minimum updating membership list and uploading meeting minutes and progress reports,
- Other supporting functions as appropriate.

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

Sub-Working Groups/ Taskforces may be established to work on specific issues of CMWG work plan. Responsibilities are dependent on Sub-Working Group/ taskforce tasks. (Co-) chairs propose the creation of Sub-Working Groups /Taskforces and the Executive Committee endorses the Sub-Working Group /Taskforce at its monthly meeting.

## **IV. Working Procedures**

### **a) Annual Work Plan and Funding**

#### **Planning**

- The RBM Secretariat supports the development of the annual work plan and budget to ensure consistency across Working Groups.
- Annual work plans must be follow the SMART objectives:
  - S – specific
  - M – measurable
  - A – accountable
  - R – realistic
  - T – time related
- Facilitated by the (co-) chairs, the CMWG must develop a biennium work plan and budget, guided by the GMAP strategic implementation plan commissioned by the RBM Board.
- A distinction is made between the first and second year work plan and budget. The first year work plan and budget must match the funds identified at the mid-year Board meeting and are

fixed for the following 12 month after the Board's approval. The second year work plan and budget are indicative, based on funding projections and revised after the first year.

- The biennial work plans and budgets are approved in November by the Board and are subsequently implemented by the CMWG.

### **Preparation**

- Action items should be matched with budget line items to clearly link the activities of the work plan with funds.
- Annual work plans should also specify any additional funding raised aside of the Secretariat funding and clearly assign this funding to specific tasks.
- Dependencies between action items should be recognized and activities prioritized.
- Work plans highlight the necessary interaction with other RBM Partnership bodies (e.g. other Working Groups, Sub-Regional Networks, and individual Partners).
- The work plan and budget should be ready 40 days prior to the end year Board meeting for the RBM Secretariat to compile a Partnership Work Plan that will be reviewed by the Executive Committee.
- The Executive Committee can suggest changes in the work plan if required by the financial situation or to better reflect RBM priorities.

### **Resource Mobilization**

- Mobilizing resources for Working Group activities is the responsibility of the Working Group.

## **b) Meetings**

### **Convocation of meetings**

- Ordinary Meetings: The CMWG Chairperson will call the CMWG meetings supported by the CMWG Secretariat in line with the programme of work, and following informal consultation with the RBM Secretariat and other CMWG members on the suitability of proposed meeting dates.
- Ad Hoc Meetings: Meetings on issues requiring the urgent review of the CMWG will be organized on an ad hoc basis if called for by the Partnership Board or Secretariat.

### **Types of Meetings**

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

### **Frequency of Meetings**

- Ordinary Meetings: A number of ordinary meetings would be organized and held at a host partner's site per annum. The CMWG will meet twice a year initially, later less frequently with quarterly teleconferences for taskforces.
- Ad Hoc Meetings: Such meetings will be organized as stated above (see Convocation of Meetings). Sub-Working Groups may meet on an ad-hoc basis.



### **c) Conduct of Business**

The quorum of the CMWG for adopting recommendations will be 80% of the core members.

Observers have no voting power. If a consensus cannot be established on an important issue, that must be reflected in the report.

### **d) Minutes**

The CMWG Secretariat will draft the minutes on the proceedings of the CMWG meetings, including those of Sub-Working Groups. The Chairperson, and other selected members depending on the subject matter, will review these minutes within two weeks of a meeting. The CMWG (co-) chairs circulate the meeting minutes no later than two weeks after the meeting to the RBM Secretariat and the Executive Committee.

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

The CMWG prepares two types of reports for the Executive Director (or appointed Performance Committee): a monthly progress report that is circulated to the Executive Committee for its monthly meetings and a semi-annual report that is prepared for the semi-annual Board meeting.

**Monthly reporting:** The CMWG Secretariat prepares a monthly report for the Executive Director on progress in achieving the work plan objectives, including a financial report. The CMWG chair reviews this report.

**Semi-annual reporting:** Reports immediately preceding the Board meetings should summarize progress of the previous six months.

At each Board meeting the Executive Committee should select two Working Groups to report to the Board and to allow an interactive discussion with Board members on issues, challenges, progress to-date and future objectives and work plans.

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

The TORs for the CMWG will be reviewed by the Board on a biannual basis. The review process will be based on specific performance criteria. In other words, the CMWG will be measured on how well the CMWG accomplishes the activities and meets the goals and targets defined in annual work plans. If a majority of targets cannot be met in the two year time period of the work plan and there is a low rate of participation among members, or if the mandate of the CMWG has been completed or the Board no longer feels the mandate of the CMWG is relevant to the new Partnership Work Plan, the Board can decide to dissolve the CMWG.