

**THE TERMS OF REFERENCE FOR THE STEERING COMMITTEE OF
THE VACCINES FOR THE CONTROL OF NEGLECTED ANIMAL
DISEASES IN AFRICA (VACNADA) PROJECT**

I. Background

A Financing Agreement for contribution by the European Union (EU) for a sum of 20 million Euro was signed on the 26th of December, 2009 by the African Union Interafrican Bureau for Animal Resources (AU-IBAR), on behalf of the African Union Commission (AUC), with the EC under the Action entitled: “Food Facility, EU-AU/ IBAR VACNADA” for the implementation of “Vaccines for the Control of Neglected Animal Diseases in Africa” (VACNADA) project.

The implementation of the Project will be coordinated by AU-IBAR in close partnership with the Global Alliance for Livestock Veterinary Medicines (GALVmed), the African Union Pan African Veterinary Vaccine Centre (AU-PANVAC) and the Centre for the International Cooperation in Agronomic Research for Development (CIRAD). The project proposes to work with National Veterinary Authorities of 16 African Union (AU) Member States (Benin, Burkina Faso, Congo Democratic Republic, Eritrea, Ethiopia, Gambia, Ghana, Kenya, Mali, Mauritania, Namibia, Senegal, Tanzania, Togo, Uganda, Zambia) for implementation at the national level.

The overall project objective of VACNADA is to contribute to poverty alleviation and reduce the impact of food crisis amongst vulnerable rural African Communities by improving livestock health. The specific objective is to reduce the impact of neglected animal diseases namely: *Peste des Petits Ruminants* (PPR), Contagious Caprine Pleuropneumonia (CCPP) Contagious Bovine Pleuropneumonia (CBPP) and Newcastle Disease (ND) through increased access and use of quality vaccines. This will be achieved by procuring vaccines from African laboratories; supplying them to the selected countries in the project; vaccinating targeted animal populations against the neglected diseases with complimentary activities focused on developing and/or strengthening the vaccine distribution systems through training in business plan development and access to credit; enhancement of infrastructure especially the cold chain; market surveys on vaccination needs and awareness creation to support vaccination campaigns. The production capacity of vaccines against the neglected diseases in identified laboratories will be improved through technical assistance in vaccine operation management training and essential upgrading of laboratory facilities and equipment (including maintenance and calibration) while their quality will be assured through provision of support mechanisms for the implementation of quality assurance and standardization of the production processes.

The primary stakeholder beneficiaries of this project are the livestock keepers¹ amongst the rural communities in the vulnerable household category that survive with few assets on the peripheries of the wider production system. The secondary beneficiary stakeholder will be

¹ About 1 million households

national veterinary services² and at least 6 public vaccine producing laboratories. Other stakeholders will include those involved in vaccine delivery systems.

To enable VACNADA deliver on its objectives and purpose within the short project implementation period of 20 months will require the support of a Steering Committee (SC) that will be composed of high-level stakeholders responsible for providing guidance on overall strategic direction.

II. Mandate and Functions

The Steering Committee (SC) shall provide the overall guidance on policy and strategy for the effective coordination, implementation, monitoring and evaluation of the VACNADA Project.

Specifically, the Steering Committee shall:

- a) Facilitate the overall programme implementation including monitoring and evaluation and provide advice on strategic approaches to enhance implementation
- b) Endorse funding allocation criteria to beneficiary countries
- c) Review technical and financial progress reports
- d) Assure the dissemination of information on VACNADA project implementation to the, beneficiaries, RECs, other relevant stakeholders and among the implementing partners
- e) Provide recommendations on major project initiatives, results and documents;
- f) Provide a forum for discussion, consensus building and clarification of roles and responsibilities of project beneficiaries, partners and stakeholders as planned in the project strategy and allocate additional tasks, as need arises during project implementation;
- g) Facilitate institutional liaison with non-member organizations and bodies to improve planning and co-ordination of related interventions to ensure synergies while avoiding duplication of efforts
- h) Oversee implementation of visibility and awareness plan
- i) Receive reports from the Project Implementing Partners

² 27,000 veterinarians of whom 2,800 will be those engaged in public veterinary services. Data extrapolated from <http://www.oie.int/wahis/public.php>

III. Composition and Membership of the Steering Committee (SC)

The SC shall comprise the following representation whose total number shall not exceed 12: Representative of the Rural Economy and Agriculture at the AUC, EU representative AU-IBAR, GALVmed, AU-PANVAC, CIRAD, three REC representatives and three livestock ministry representatives from the beneficiary countries. Those will be the voting members. Non-voting members will be Food and Agriculture Organization (FAO) of the United Nations and the World Organization for Animal Health (OIE) shall operate as observers in the Committee. One Civil Organization representative and one private sector representative will be invited to participate on a rotating basis. The Chair of the SC will be the Commissioner for Rural Economy and Agriculture of the African Union Commission (AUC).

The SC reserves the right to co-opt invitees to the meeting. In such cases the invitees must have relevance to the meeting. Invitees and observers do not have voting privileges.

IV. Functioning Modalities

1. Membership Criteria

- a) The SC Members have the relevant technical, professional and strategic planning capacities to exercise their role on the committee.
- b) The individuals appointed to serve on the SC by their respective institutions have the actual power of representation of such organisations

2. Meeting Frequency, Convening and Chairing

- a) The SC shall meet twice a year, or more frequently depending on project needs. The committee will however hold its first meeting before the beginning of the project in order to provide guidance and approval of the funding decisions per country and to deliberate on requirements for validity of deliberations: quorum, voting mechanism and timing
- b) The Commissioner for Rural Economy and Agriculture of the AUC or her/his designated representative shall chair the SC meetings; while the first SC meeting shall elect the First and Second Vice Chair
- c) IBAR will ~~host~~ ^{be the} Secretariat of the SC.
- d) The date, time and venue for each SC meeting shall be determined during the previous meeting and included in the minutes of that meeting, apart from the first meeting for which these details will be communicated in a written invitation by AU-IBAR.

V. Procedures for Agenda and Minutes

- a) The Secretariat in consultation with the Chairman and members shall prepare the agenda for each meeting; it will be circulated to Partners for agreement or amendment prior to distribution and proposed to the other members at the beginning of the meeting for their comment and approval, so that items can be modified or added as needed
- b) The secretary to the Steering Committee shall draft the minutes of each meeting and circulate to members (full members and observers) of the SC within one month after the meeting. Members of the Steering Committee shall comment on/approve the minutes within five working days from the date of circulation. Failure to respond within the stipulated period shall be deemed to constitute approval of the minutes → *by email*
- ~~fx~~ c) The Chair has the right to refuse/or accept an item on the agenda, but members may raise the item under 'any other business' if necessary and time permitting
- d) The SC meeting format (except for first SC) shall be such that item one of the agenda shall be approval of the agenda. Item two shall deal with matters arising from minutes, including reports on the follow-up to agreements of previous meeting. Item three shall deal with the proposed agenda points. The final item(s) shall be any other business raised by any member of the committee
- e) The minutes shall record only deliberations reached against each agenda item, not the detailed discussion, unless so determined by the members during the meeting for specific issues. The minutes should also identify the persons or organizations responsible for following up or implementing an agreement reached.
- f) The approved minutes shall be appended to the half yearly project reports.
- g) If the normal cycle of SC meetings is interrupted, the VACNADA Project Team Leader shall include this information in the half yearly reports, together with an explanation of why meetings were not held.
- h) Archiving of the minutes of meetings will be done by the office of the Secretariat and kept as a complete record. This can be accessed by SC members.

VI. Requirements for validity of deliberations: quorum, voting mechanism and timing

The requirements for validity of deliberations will be approved in the first SC meeting. Nonetheless as a guide, the following are proposed:

- a) The minimum *quorum* to hold a valid SC meeting will be 6 members. *voting*
- b) Deliberations will be reached by consensus. Where voting is called for, a simple majority will take the deliberations. Only issues regarding the modification in the composition or functioning of the SC itself and other major issues as indicated by

the Chairperson will be voted by a qualified majority (e.g.: two thirds of the total number of members).

- c) In the case of a deadlock ^{voting process} in voting, the chairperson may utilise his/her ^{casting} ~~second~~ vote to unlock the decision-making process.
- d) A member who cannot attend will be able to delegate another member of the same organization to represent him/her with prior notification being given to the Secretariat and distributed to members in advance of the meeting.
- e) In the event of tasks assigned to the SC or selected members (such as drafting documents, commenting on reports and documents or endorsing project outcomes), the deadline for the validity of the SC deliberation/contribution will normally be of 1 month, unless otherwise agreed by majority. If the deadline expires without the SC's reaction, the proposal will be considered approved or the implementing team will take up the task.

VII. Handling of reports, reviews and presentations

Reports, reviews and other forms of information deriving from the VACNADA project activities can be shared and discussed by the SC with prior approval of AU-IBAR and the concerned implementing partners. The SC members will observe 'confidentiality' in all cases where information is considered confidential by the Committee.

VIII. Procedures for ad hoc co-optation of experts

It may be decided (by consensus or by majority vote) that there should be specialist representation aimed at contributing expertise that is not available among the SC members. In such instances, ad hoc experts and task forces can be proposed and recommended by the SC. However, due to the financial implications of outsourcing technical advice, the appointment of experts should be approved by AU-IBAR and the concerned implementing partners.

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Terms of Reference for VACNADA Project

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