

## ICTC Program Advisory Committee

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### **Purpose of the ICTC Program Advisory Committee (PAC)**

The PAC is an advisory group for programs awarded under the auspices of the ICTC and managed by an appointed ICTC member (the Grant Manager [GM]). It constitutes a strategic meeting point of the representatives of the ICTC and the GM for matters relating to the technical and programmatic aspects of the funded programs. It will also provide a forum to work through / resolve potentially challenging issues. It is not an executive decision making body of the ICTC.

The key functions are:

- 1. Advisory function to the GM:** provision of technical and programmatic quality assurance guidance to the GM for the contracted management of funded programs.
- 2. Advisory function to the Funder:** provision of advice and support to the Funder upon request.
- 3. Communication** about the program to the wider ICTC group.

### **Scope of work**

The scope of the PAC's work will vary in different phases of the program funding, development and implementation cycle and will include (but will not be limited to) the following:

- Provide advice on country prioritization and preparation of new grant submissions.
- Input on determining program resource requirements (HR, drugs, finance); consistency and feasibility of new programs; etc.
- Review and advise the GM on the country and thematic program plans included in the agreed contracts with funders. Recommend them to the Executive Group (EG) for approval.
- Provide advice on course of action in instances of political instability or proposed force majeure programming decisions.
- Provide guidance to the GM during the life cycle of the grant, including a focus on appropriate and effective scale up of the SAFE strategy to achieve GET2020 and the funded deliverables of the agreed grant program.
- The PAC will work with the GM and the working groups to identify priority research questions to be supported by the grant and in the selection of the partner(s) to implement the research.
- The PAC will review and alert the EG to perceived or real conflicts of interests, eg between any other stakeholders involved in the funded programs.

As the ICTC technical working groups are strategic planning resources of the ICTC, and actively support and inform the work of the PAC, the PAC may recommend new working groups or focus of work to EG.

### **Program plan and progress reviews:**

The PAC will conduct a minimum of one annual program review, and *ad hoc* meetings as required, to ensure the funded program activity is on track to meet programmatic and contractual deliverables for the funded program. The PAC will maintain a high level view of the plans and progress but are able to request the full details of the plans if necessary. The review will involve the following aspects:

- A high level review of the summarized country and global plans and associated budgets proposed by the GM and the country-specific plans followed by budgets when finalised, prior to EG sign-off.
- High level progress reports in relation to:
  - the overall goals and objectives of the funded program, and
  - the planned country-specific program objectives.
- Exception or variation (10%) based review of budget activity to date.
- An operational forecast of financial management issues for the 3/6/9 months ahead.
- Strategic risk monitoring and mitigation report.
- Trouble shooting of issues arising.

### **Matters outside the remit of the PAC:**

- The PAC scope of work **does not** include formal oversight or management of the grants. These are the contracted responsibilities of the GM.
- Where a contractual relationship exists between the Funder and the GM the PAC does not replace the grant management function of the GM.
- Where a contractual relationship exists between the GM and the coordinating / implementing ICTC member organizations, any issues arising in that relationship are handled through the conflict resolution mechanisms specified in the contract.
- The PAC scope of work does not include detailed analysis of country specific needs. This is the function of the ICTC Strategy Working Group (SWG) or the technical working groups.
- The PAC does not analyze country needs or gaps as that is the role of the SWG. If questions arise, they can be channeled to the SWG.
- Performance management of the GM is the role of the ICTC EG and subject to a separate MoU/LoA governing that relationship.

### **Membership:**

Attendance at PAC meetings is undertaken in one of two ways:

#### **1. Regular membership:**

<i>Constituency</i>	<i>Represented by</i>	<i>#</i>	<i>Voting Member</i>	<i>Notes</i>
Non aligned Chair		1	Yes, casting vote	Appointed by the Executive Group to run PAC meetings
ICTC	Executive Group	1-3	Yes	Any of the three members available
ICTC Working Groups	ICTC WG Technical Adviser	1	Yes	
Grant Manager	NTD Director*	1	Yes	
ITI	Director or nominee	1	Yes	To ensure scale up capacity for antibiotic supply

### **Others in attendance when relevant**

**\* If other Grant Managers come on line the position titles might vary.**

## **2. By invitation:**

In response to agenda items additional individuals or organizations can be invited. This could include for example the funder, WHO representatives, other technical experts, national program representatives, other ICTC members etc. The invitation to participate would be extended by the Chair.

## **PAC Meetings:**

### **Frequency**

- The Chair shall convene a meeting of the PAC twice per year with additional *ad hoc* meetings as needed.
- Dates of meetings will be selected with as much forward planning as possible.
- A minimum of 30 working days notice will be provided if there is a change of date required.
- Members of the PAC may participate by video or teleconferencing as appropriate.

### **Quorum**

- A quorum is a simple majority of the voting members of the PAC.

### **Agenda**

- The agenda will be prepared by the Chair, in consultation with the ICTC EG and the GM Project Directors.
- Through the PAC Chair, each PAC Member can propose items for the agenda.
- ICTC members (who are not members of the PAC) can propose agenda items through the EG.
- The agenda and all committee documents will be distributed among all members at least five working days before the meeting by the administration team.

### **Decisions and recommendations**

- Decisions of the PAC will be communicated in the form of recommendations to the GM, EG or Funder.
- Recommendations should be taken by consensus; consensus is defined as a situation in which no member of the PAC desires to prevent an action from going forward.
- In case of failure to reach consensus, any voting member may call upon the Chair for a vote to be taken, and the decision will be included in the minutes.
- All voting members attending the meeting (including by conference / video call) are entitled to one vote; there is no right of a proxy vote for absentee members.
- All decisions / recommendations put to vote require a simple majority of votes; in the event of a tie the Chair has the casting vote.

### **Minutes**

- The minutes shall be taken by the ICTC coordinator.
- The minutes shall include date, participants, agenda and a record of recommendations / decisions made;
- The minutes will include a section called points for communication which will either be communicated by the PAC Chair or the EG.
- The Chair and the ICTC EG will review and approve the draft minutes prior to circulation by the ICTC coordinator.
- The minutes shall be circulated to each Member within 10 working days after the meeting.
- Minutes will be formally reviewed and approved at the next meeting by the PAC.
- The minutes of the group will remain confidential to the PAC.

## **Confidentiality**

Members are obliged to treat information from the PAC and the GM responsibly and to maintain discretion about confidential matters.

## **Assumptions**

- The PAC is an ICTC tool specifically constituted to review and advise funded programs.
- The PAC is anticipated to be used for all funded activities, but the implications of this would need to be considered on a grant by grant basis.
- In relation to Trust funded trachoma activities this PAC will operate for activities in Africa, Australia (where relevant) and the Pacific.
- The PAC operates under the auspices of and is responsible to the ICTC EG.
- The GM has/will also have its own structures to provide technical advice/support (Technical Lead)
- The GM has / will have and a conflict resolution process (outlined in contracts) to deal with issues arising with coordinating/implementing agencies and contract deliverables.
- The membership will include no formal representation by the funder, national programs or WHO. Any of these can be invited to attend PAC meetings, as determined by the agenda. It is assumed these groups will be engaged through other mechanisms, including:
  - Funder: pre and post meeting briefings (via the EG and ICTC coordinator) and informally through other mechanisms
  - National programs: engagement at the country level inception phase, through identified annual program review mechanisms, and ongoing liaison with the identified coordinating agency in country
  - WHO: upfront program briefing (see communications plan) and engagement at the country level inception phase
- The workload requirements of the PAC and working group members are largely unknown, but anticipated to be significant.
- The travel and associated costs to support two physical meetings a year and in between conference calls will be included in grant submissions. Funding will be provided for access to additional technical guidance as needed and agreed with the GM.
- The PAC will have a Chair appointed by the EG to run PAC meetings, communicate the outcomes of meetings, and to delegate actions to either the ICTC WG Technical Adviser or the Grant Management to address between meetings.
- In practice the membership of the individual representatives will rotate according to the governance of the EG and working groups. The organizational representation won't rotate.
- In addition to the agreed common ways of working for ICTC working groups, the PAC will work to an identified delegation/escalation threshold for discussions about funded programs and written advice/recommendations will be communicated through the Chair of the PAC and EG.

## **The PAC and Working Groups:**

- The scope of work of the ICTC working groups will be led by the ICTC WG Technical Adviser.
- This contracted position (agreed number of days per annum) will be funded through the program grants to identify and deliver the global outputs of the funded programs, in conjunction with the ICTC technical working groups.
- The communication between the PAC and the various WG will be primarily through the technical advisor.
- The PAC and the GM can recommend the creation of new WGs and request a WG to take up specific activities or provide advice on specific issues.