10/29/12 - UNITAID Invites Applications from Civil Society to Attend Next Board Meeting

TOGETHER TO HEAL

This is a request for expressions of interest from stakeholder groups to attend the forthcoming meetings in **Geneva, Switzerland**:

- Civil Society delegations pre=Board meeting, 30 Nov ? 2 Dec
- 17th meeting of the Executive Board of UNITAID, 3-5 Dec.

In order to be considered for attendance at both of these meetings, please email a short expression of interest, no more than 4 paragraphs, not exceeding 1 A4 page, to LZadeh@oxfam.org.uk COB Monday 5 November. The expression should detail if you are an NGOs or Communities representative, your country of residence, what your specific areas of interest/expertise are and whether you would require funding to attend the meeting or would be self-funded. Expressions of interest received AFTER 5 November or EXCEEDING 1 A4 PAGE (including CVs etc) will NOT be considered.

Applications received will be short-listed against the following five criteria, for selections to be made by the NGOs and Communities Board Members and Alternate Board Members by Thursday 8 November:

1. Specific issue knowledge related to the Board agenda
2. Significant input in the preparation of past Board/committee meetings via reading and commenting on the meeting documents and using the "issue template" for at least 2 documents.
3. Balanced geographic coverage (Northern vs. Southern experts)
4. Balance between NGO and Communities representatives
5. Balance between ensuring building and retaining knowledge and expertise of the delegations (by selecting some people who have been for board meetings before) and opening the door for including new

people in order to build and expand new circle of experts.

The relevant extract from the CS delegations' groups Terms of Reference, detailing all steps of the selection process, is included below for your information.

Selection process for attendance at pre-Board and Board meetings: CG and CST members

A number of CG and CST members are selected before each UNITAID Board meeting, to receive funding and logistical support to attend UNITAID CS delegations' pre-Board meetings, and where possible, observe at the Board meetings themselves. The number of members invited is dependent on funding (though some attendees/those who are based in the meeting location will be self-funded).

The selection process for pre-Board and other CS delegations' meetings is as follows:

1. A call for expressions of interest to attend the meeting will be circulated to all CG members. This will outline the number of funded and self-funded places available (NB. 7 funded places are available for the two 2012 Board meetings)
2. All interested members of the CG will be asked to submit a short expression of interest to the Liaison Officer (no more than 4 paragraphs, not exceeding 1 A4 page), by a specified deadline. The expression of interest should detail if the applicant is NGOs or Communities, their country of residence, what their specific areas of interest/expertise are, and whether they require funding to attend the meeting, or would be self-funded. Applications received after the deadline, or exceeding 4 paragraphs/1 A4 page, will not be considered.
3. All expressions of interest will then be assessed by the Liaison Officer for how they match the 5 selection criteria.

The 5 selection criteria for attendance at pre-meetings are:

1. Specific issue knowledge related to the Board agenda

2. Significant input in the preparation of the Board/committee meetings via reading and commenting on the meeting documents and using the "issue template" for at least 2 documents.
3. Balanced geographic coverage (Northern vs. Southern experts)
4. Balance between NGO and Communities representatives
5. Balance between ensuring building and retaining knowledge and expertise of the delegations (by selecting some people who have been for board meetings before) and opening the door for including new people in order to build and expand new circle of experts. It is expected approx. 60% of meeting attendees will have attended a previous CS delegations' meeting to maintain this balance.

The results of this assessment will then be put into a summary spreadsheet. The Liaison Officer will draft 3 suggested shortlists, ranking:

1. Previous attendees applying
2. Applicants who have not previously attended a meeting
3. Self-funded applicants

The shortlists will be based on which candidates most closely match the 5 selection criteria, and will then be shared (along with the summary spreadsheet and other application details) with the 4 Board members. The 4 Board members will then discuss and agree on their final selection of participants, from the 3 suggested shortlists.