

**2013 SELECTION PROCESS FOR THE NGO POSITION
REPRESENTING THE DEVELOPED COUNTRY NGO DELEGATION
ON THE BOARD OF THE
GLOBAL FUND TO FIGHT AIDS, TB AND MALARIA**

1.0 BACKGROUND

This document outlines the process to select new NGO representatives on the Board of the Global Fund to Fight AIDS, Tuberculosis and Malaria.

These representatives will be selected to serve up to 2 years, subject to a yearly conducted performance review. The Board Member and Alternate Board member will serve for a term of 2 years. The Communications Focal Point is allowed to renew their term once, based on an assessment process convened by the Board member and Alternate.

When the Board member position becomes vacant, an open and competitive selection process will be organized, and the Alternate is allowed to apply for the Board member position in open competition.

The delegation will seek regional and gender balance among its three official representatives wherever possible.

In special circumstances the delegation, in consultation with the constituency and in a transparent manner, may decide to depart from the above guidelines.

WE ARE NOW SOLICITING NOMINATIONS FOR A POSITION:

Developed Country NGO, Board Member
Term of Service: July 2013-2015

Positions currently occupied:

Board member

Alvaro Bermejo, International HIV/AIDS Alliance (UK)
(Term of Service July 2011-2013)

Alternate Board member

Don Baxter, Australian Federation of AIDS Service Organisations (Australia)
(Term of service Nov 2011-2013)

Communications Focal Point

Beate Ramme-Fülle, Action against AIDS (Germany)
(Term of Service November 2012-2015)

Nominated individuals need to prepare and submit a four page application and attach letters of reference. The selection criteria and application process are explained in detail in the Terms of Reference, Section (F) Application Process.

2.0 SPECIFIC TASK OF THE SELECTION COMMITTEE

Selection Committee members will review the application submitted by the candidates, participate in one or more teleconferences, interview and select a candidate. The names of those serving on the Selection Committee will be made public.

3.0 PROPOSED SELECTION PROCESS

The NGO delegation agreed on a number of stages to be followed in a selection process. They include:

- Establishing a Selection Committee of 3-5 members;
- Communicating the process and issuing a "Call for Nomination";
- Reviewing the nominations and having a decision by the Selection Committee regarding the representatives;
- Broadly communicating the information;

Beate Ramme-Fülle is requested to convene the Selection Process as one of her responsibilities as CFP of the Delegation.

4.0 APPLICATION PROCESS:

Terms of reference including qualifications and criteria for selection can be found in the Call for Nominations 2013.

Nominated individuals to the Global Fund Board need to prepare and submit a 4-page application (only the first 4 pages in the application will be considered) that covers the following:

- Name, contact information, age, organizational affiliation, communities served, position applied for;
- Short Curriculum Vitae (CV) outlining experience (maximum 2 pages);
- Short Narrative outlining understanding of the Fund and vision for its future, NGO and community linkages in terms of relevant experience (particularly in southern and developing countries), and the most significant capabilities one would bring to the Board that address the specified criteria (maximum 2 pages).

Attached to the 4-page application will be:

- 2 letters of reference from relevant organizations other than your own (1 page per reference only);
- 1 letter of reference from the applicant's own organization, or closest affiliated organization, agreeing to support the additional workload and travel (1 page only).
- The reference letters must be signed and on letterhead. Note that only the 3 references requested will be utilized, additional letters will not be considered.

Applicants may be requested to participate in a telephone interview conducted by the selection committee.

The **CLOSING DATE** for nominations is **Monday, 8 April**. The candidates should send applications with all required documents to:

Beate Ramme-Fülle, Action against AIDS, Germany
E-mail: rammefuelle@aids-kampagne.de
tel: +49.7071.206 503

5.0 COMMUNICATING THE PROCESS AND THE "CALL FOR NOMINATION"

The convenors have agreed that the following forums will be used to outline the selection process as well as the "Call for Nomination":

- the delegation's Contact Group;
- GFAN list serve
- ITPC listserve
- IHP CSO Forum
- Health GAP listserve
- AIDS, TB and Malaria Roundtables
- Other electronic forums (as determined by individuals for broader posting); and

- Other lists used by various NGOs and networks (including the Communities and Developing Country NGO delegations). Networks and organizations are also requested to send the information out broadly within their own electronic lists if possible.

6.0 PROPOSED TIMELINES FOR SELECTION PROCESS

TASK	DEADLINE
Issue "Call for Nomination"	25 February
Contact nominated individuals to the selection committee	First week of March 2013
Confirm all individuals to the selection committee	First week of March 2013
Deadline for nominations	Monday 8 April
Compile and send out nominations to the selection committee	15 week of April
Teleconference to review nominations	15 week of April
Telephone interviews with the candidates	16 week of April
Contact selected individual for confirmation	17/18 week of April
Communicate the results of selection to the GF Secretariat	May 2013 at the latest
Communicate information broadly	mid May

* Dates are tentative, they will be confirmed when the Selection Committee is established.