



# Terms of Reference of the Regional Steering Committee of the GF-TADs for the Middle East

(Draft to be proposed to the 7<sup>th</sup> regional steering committee for validation)

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## Foreword

1. The Global Framework for the progressive control of Transboundary Animal Diseases (GF-TADs) is a facilitating mechanism, based on a joint initiative from the Food and Agriculture Organization of the United Nations (FAO) and the World Organisation for Animal Health (OIE) that aims, in association with other relevant partners to initiate and support regional cooperation for the control of transboundary animal diseases (TADs).
  
2. Specific reference for these terms of reference is the OIE-FAO GF-TADs general agreement signed on May 24 2004.
  
3. As a general principle, the GF-TADs governance bodies at the global level will not interfere in the existing activities of each organization and will not duplicate work already done by each organization in the framework of its mandate. The governance bodies will respect the roles and existing activities and mandates of the OIE and FAO, in particular concerning the management of Animal Health Information.
  
4. As a general modus operandi, any decision must respond to the following principles:
  - The Secretariat of the Regional Steering Committee, elaborate or collect the proposed decision and present it to the regional steering committee for its validation.
  - The Regional Steering Committee, taking into account any necessary interactions to ensure smooth coordination with the global level of GF-TADs mechanism, validates or rejects the proposed decision.
  - The regional steering committee may subject its validation upon compliance with guidance or recommendations
  - The regional steering committee may require the decision to be resubmitted for validation to check compliance with its requirements.

## Acronyms

AAID: Arab Authority for Agricultural Investment Development

AG-FUND: Arab Gulf Program for Development

AOAD: Arabic Organisation for Agriculture Development

BTSF: Better Training for Safer Food

EMC-AH: Emergency Management Centre for Animal Health (FAO)

EU: European Union

EU-FMD: European Commission for the Control of FMD

FAO: Food and Agriculture Organization of the United Nations

GLEWS: Global Early Warning and Response System for Major Animal Diseases  
including Zoonoses

GCC: Gulf Cooperation Council (Animal Health Committee)

KFAED: Kuwait Fund for Arab Economic Development

IsDB: Islamic Development Bank

OIE: World Organisation for Animal Health

RAHCs: Regional Animal Health Centers

RECs: Regional Economic Communities

RSC: Regional Steering Committee

RSOs: Regional Specialized Organizations

USDA: Agriculture Department of the United States

WHO: World Health Organization



## **1. PERMANENT SECRETARIAT OF THE REGIONAL STEERING COMMITTEE**

### **1.1. LOCATION AND MANAGEMENT OF THE SECRETARIAT**

The Regional Secretariat of the GF-TADs Steering Committee for the Middle East (the Regional Secretariat) is hosted and managed by the OIE Regional Representation for the Middle East based in Beirut/Lebanon.

### **1.2. ROLES**

- To set up its Bureau in the OIE Regional Representation for the Middle East based in Beirut/Lebanon;
- Be responsible for preparing agendas, invitations, draft recommendations and reports for meetings;
- To provide policy and strategic advice to the RECs, RSOs and RSUs between meetings of the Regional Steering Committee;
- To undertake and maintain communication with the Global Secretariat and Management Committee of the Global Steering Committee, the RSOs, the RSUs, the RAHCs (when existing), and the FAO and OIE Regional/Sub-regional offices and any relevant stakeholder;
- To support the implementation of the Regional action plan and the recommendations of the Regional Steering Committee.

### **1.3. DUTIES AND RESPONSIBILITIES**

- To organize the Regional Steering Committee meetings: in particular, to draft and circulate notice of the date and venues of the meetings at least 4 months in advance, agendas and invitations, signed according to resolution of the Regional Steering Committee, at least two months before meetings; to organize the logistics; to draft recommendations, action lists and minutes/proceedings of the meetings, minutes of Regional Steering Committee meetings should be circulated within one month after the meeting;
- To organize when necessary electronic consultation of the Regional Steering Committee
- To organize the nomination of the Chairman of the Regional Steering Committee
- To ensure the respect of the composition of the Regional Steering Committee as per point 2.1 of these Terms of References;

- To facilitate and attend meetings of the RSUs and RSOs, contribute to follow-up of sessions as required and when appropriate and to report summarized outcome for the information of the Regional Steering Committee and Global Secretariat;
- In jointly with FAO and OIE, to provide policy and strategic advice to RSOs and RSUs from experts and influential groups between meetings of the Regional Steering Committee;
- To participate in the preparation of regional strategies in the prevention and control of TADs in liaison with the Global Secretariat; to propose and update a corresponding action plan and to assist the RSC in follow up of its implementation, to inform the RSC and the GS informed of difficulties and successes;
- To implement or support activities from the GF-TADs disease Working Groups on FMD, the Global PPR Secretariat and the post eradication Rinderpest secretariat;
- To implement or support the implementation of the activities according to the regional Action Plan and recommendations of the Regional Steering committee (including as relevant GLEWS, EMC-AH, OFFLU, research activities, pilot studies, conferences, trainings, assessments, ) including the activities at the national level for the benefit of countries particularly through the regional structures: the FAO and OIE offices, the RECs, the RSOs the RSUs and the RAHCs as relevant;
- To ensure the regional coordination of the GF-TADs and liaise with all the GF-TADs governance bodies whenever necessary and at least quarterly with the Global Secretariat;
- To cooperate and coordinate with relevant OIE-FAO Reference Laboratories and Collaborating Centers as well as other international research and diagnostic establishments;
- To facilitate the coordination with actors involved in the prevention, detection and control of animal diseases (portfolio and information sharing) after agreement given by the GF-TADs Management Committee on the selected actors and areas of coordination and facilitate public-private partnerships;
- To publish and distribute the full report of meetings to delegates and observers concerned within three months of each meeting.
- To monitor the activities of the regional action plan and to report on key performance indicators to the RSC and to the global secretariat.
- To ensure proper information be available on the GF TADs page on the regional representation for the Middle East website and that GF-TADs partners be informed of the existence of the website and to share information on success stories through the website.

## **2. GF-TADS STEERING COMMITTEE FOR THE MIDDLE EAST**

### **2.1. COMPOSITION AND MANAGEMENT**

**The OIE delegates, representing the members of the OIE regional commission for the Middle East vote on the composition of the GF-TADs regional steering committee bureau members (RSC) and vote on the designation of the chair of the RSC, according to the following principles.**

The GF-TADs Regional Steering Committee for the Middle East is composed by the following members:

- The 4 Members of the Bureau of OIE Regional Commission for the Middle East
- 1 Representative of REC: GCC animal health representing the GCC,
- 1 FAO Regional Representative and subregional representative for the region without vote
- 1 OIE Regional Representative and subregional representative for the region without vote
- 1 Representative of WHO-EMRO without vote
- 1 Representative of AOAD and AU-IBAR without vote,
- 1 Representative of Specific Donors without vote: IsDB, KFAED, AG-Fund, AAAID, USDA-APHIS, EU

The GF-TADs Regional Steering Committee for the Middle East also includes the permanent observers, and additional participants may be invited for specific points:

- 1 Representative of OIE Headquarters (OIE Paris)
- 1 Representative of FAO Headquarters (FAO Rome)
- GF-TADs global secretariat
- 1 Representative of EUFMD

The Regional Steering Committee shall be vigilant not to extend the number of participants over its capacity to maintain dynamic discussion and efficient decision making process.

The Chairperson is proposed from among the members of the Steering Committee (excluding OIE and FAO permanent staff) and appointed with the agreement of the majority of the member countries. The appointment of the Chairperson shall be for a period of 3 years. On the proposal of the Secretariat and with the agreement of the members, the Chairperson may be reappointed for an additional 3-year period. The Secretariat provides support for the nomination process.

In case of incapacity of the chairperson to attend a RSC meeting, the President or the vice-President of the Regional Commission for the Middle East will take place.

In case of changing of some selected representatives of Chief Veterinary Officers, nomination of new members will be done in the next meeting of the Steering Committee.

In case of change in some selected representatives of members of the Steering Committee, nomination of new members will be done at the next meeting of the Steering Committee.

The Chairperson may invite experts on specific items of the agenda, including representatives of the private sector. Invited experts shall not have voting rights and shall not take part in the Committee voting procedure.

## **2.2. ROLES**

- To promote the control and eradication of specific TADs in the region and to provide strategic direction to the activities of the Secretariat, the Regional Specialized Organizations (RSOs) and the Regional Support Units (RSUs);
- To promote synergies between FAO and OIE activities related to transboundary animal diseases and between the GF-TADs Working Groups and secretariats of the GF-TADs priority diseases.
- To foster a spirit of cooperation between member countries, donors and RSOs, to coordinate

activities of the Secretariat and to provide advice whenever possible;

- To provide direction to the Secretariat and to assist it coordinating regularly with the GF-TADs governance at global level and to ensure consistency with recommendations from the GSC;
- To ensure guidance and coherence, to determine, with the Secretariat, performance indicators for effective field, laboratory, epidemiological evaluation of disease events and control efforts and to adopt recommendations and action plans according to progress;
- To establish Standing Groups of Experts (RVF – Brucellosis - Rabies) or Regional Advisory Groups (FMD - PPR) as necessary on priority TADs for the region.
- To support and advise the GF-TADs Global Secretariat on issues related to GF-TADs
- To adopt and when necessary to revise the terms of the reference proposed by the regional secretariat

### **2.3. DUTIES AND RESPONSIBILITIES**

- To develop and validate a regional 5-year Strategy completed by an operational 2-year Action Plan based on the GF-TADs Global Action Plan and to ensure prioritization of TADs according to recommendations adopted by the GSC;
- To validate update of the corresponding action plan and follow up its implementation with the support of the RS, to help the RS solving difficulties and promoting successes;
- To validate the reports of meetings, the operational procedures and the branding of events proposed by the regional secretariat; the chairperson and its vice chair may receive delegation from other RSC for validation intervening between regional steering committee meetings
- To advise on the RSOs and RSUs annual work plans;
- To assist the regional secretariat to collect necessary information to compute key performance indicators at regional level and to report it to the Global secretariat;
- To advise on the coordination and management of the RSUs activities, providing harmonized policies;
- To ensure that the representatives of RSOs provide reports and coordinate the implementation of agreed actions within their member countries;
- To ensure that the Lead Officers of RSUs send reports to the Secretariat;
- For the Chairperson of the Regional Steering Committee, to attend the GF-TADs Global Steering committee meetings;

- To assist, when applicable, the RSOs and major donors in monitoring and evaluating the RSUs activities.
- To identify/engage potential NGOs, farmers' organizations and regional organizations to be invited to technical meetings such as standing group of experts and sub-regional meetings;
- To identify and share information on success stories through relevant channels (GF-TADs website, OIE Newsletter, FAO EMPRES News, etc) and to provide guidance to the regional secretariat on the information to share through the regional GF-TADs website;

#### **2.4. RULES OF MEETINGS**

- The Regional Steering Committee will have a quorum of half of the members + one, where there is at least one representative from the OIE and FAO nominated by their respective headquarters
- Decision making will be carried out by consensus if consensus cannot be reached, decisions will be made by majority vote of the participants;
- The Regional Steering Committee will report to the Global Steering Committee;
- The meetings are conducted in English with interpretation in Arabic.
- The minutes of the meeting proposed by the secretariat within a month after the meeting should be circulated for electronic validation to avoid waiting the following regional steering committee for the validation and publication of the meeting.

#### **2.5. RELATIONS WITHIN THE GLOBAL GOVERNANCE**

The Steering Committee of the GF-TADs for the Middle East reports to the GF TADs Global Steering Committee. It addresses the animal health matters of the region ensuring Good governance of Animal Health Systems (in line with the OIE / FAO Paper: 'Ensuring good governance to address emerging and re-emerging animal disease threats: supporting the veterinary services of developing countries to meet OIE international standards on quality.it defines and implements appropriate policies and strategies regarding prevention and control of animal disease strategies including compliance with OIE standards for Veterinary Services, central command for TADs matters and enforcement of rules and regulations.

#### **2.6. FREQUENCY AND VENUE OF MEETINGS**

The Regional Steering Committee will meet at least every two years; however all reporting activities must be carried on, electronically, even if the RSC does not meet during the year.

All meetings, including extraordinary meetings will be convened by the Chairperson with agreement of the Secretariat;

#### **2.7 Financial arrangements**

The OIE covers the cost for the participation of the members of the bureau of the OIE Regional Commission.

The cost for the organization of meetings will be shared between funding partners, the OIE and the



FAO in the limits of available budgets.

Meeting costs for the representatives of developing member countries of the Regional Steering Committee will be provided from the budget of GF-TADs (if available) covered by the OIE and FAO

### **3. REGIONAL SPECIALISED ORGANISATIONS (RSOS)**

#### **3.1. DESIGNATION**

RSOs are legally established bodies which are key actors in the implementation of GF-TADs and which, in interaction with OIE, FAO, their respective Regional Commissions, national veterinary services and technical specialists, strategize and prioritize activities for disease control, information reporting, surveillance, and risk mitigation.

#### **3.2. EXISTING REGIONAL SPECIALISED ORGANISATIONS (RSOS)**

The RSO of the Region are currently: Arab Organisation for Agricultural Development (AOAD)

### **4. SPECIFIC Funding Partners (DONORS)**

The Donor members may hold Donor Consultative Meetings during meetings of the Regional Steering Committee chaired by FAO and OIE.

For the Donor Consultative Meetings, secretariat services will be provided by the Permanent Secretariat of the Regional Steering Committee.

Donors will designate not more than three representatives to become members of the Steering Committee.

The participation of the private sector will be organized according to guidance provided by the management committee.

### **5. PARTICIPATION OF PRIVATE SECTOR**

Relevant regional bodies will promote the engagement of private industry, livestock producer associations, cooperatives, private veterinarians and civil society at large, and is envisioned at each opportunity and considered as part of the overall GF-TADs strategy, to gain such participation for better understanding of disease dynamics.

The participation of the private sector will be organized according to guidance provided by the management committee.