

## Eurasian Harm Reduction Network

### Regional Technical Advisory Group for the EHRN Regional Initiative on HIV and Harm Reduction

#### Term of References

According to the requirements of the Global Fund to Fight AIDS, Tuberculosis and Malaria (GF) to proposals from regional organisations, the Steering Committee of the Eurasian Harm Reduction Network (EHRN) will be responsible for the overall governance of the GF grant development and implementation.

As of June 2013, EHRN Steering Committee (SC) consists of 13 persons representing eight constituencies of the EHRN membership and elected by these constituencies: Baltic States, Belarus-Ukraine-Moldova, Caucasus, Central Asia, Central Europe, Russia, South-Eastern Europe, and Drug User Community.

EHRN Steering Committee establishes a Regional Technical Advisory Group (RTAG) as a mechanism to enhance the development and implementation of the grant proposal and to ensure a wider perspective and input from various partners is taken into account to reflect international and national interests and trends.

#### 1. Roles

The RTAG will provide the SC with strategic technical guidance in the development and implementation of the GF grant. RTAG will act as a consultative body and will have no decision-making authority.

#### 2. Responsibilities

- 1) To contribute strategic technical advice to the development of the EHRN grant proposal to the Global Fund. Specifically, the RTAG will:
  - Offer technical advice on priorities, strategies, practices, activities and standards that should be incorporated into the grant proposal;
  - Suggest additional issues and approaches that could enhance the objectives of the grant and its potential effect;
  - Provide input on alignment and coordination with other related regional and international programmes;
  - Assist in establishing links with regional and international stakeholders.
  
- 2) To review applications from potential sub-recipients (SRs):
  - Take into consideration soundness of approach, feasibility, potential for sustainability, impact, and other criteria to be developed additionally by SC if needed;
  - Provide recommendations for changes and additions to SR applications;
  - Provide input on alignment and coordination with other related national programmes;

- Recommend a list of prioritized SRs for consideration and approval by the SC.

RTAG members will receive proposals submitted by prospective SRs for review at least two weeks in advance to the RTAG meeting (either face-to-face or via conference call depending on resource availability). RTAG members will be expected to evaluate, prioritize and recommend SRs from the pool of candidates received. Detailed instructions for RTAG members on the process for review and evaluation of proposals as well as procedures for SR prioritization will be drafted by the EHRN Secretariat, approved by the SC and provided to RTAG members before they receive proposals for the review.

- 3) To provide technical advice during grant implementation:
  - Suggest strategies of technical assistance and capacity building especially in response to challenges to implementation identified by Principal Recipient and Oversight Committee, including identifying and mobilizing appropriate sources of quality technical support;
  - Give strategic advice related to grant implementation as solicited by the SC and the EHRN Secretariat.
- 4) To carry out other functions related to grant implementation that would benefit from the specific technical expertise of RTAG members individually or collectively, as requested by the SC when needed.

### **3. Meetings**

3.1. RTAG meetings will be held on a regular basis (the first one to take place in July 2013) either in person or via teleconferences (depending on the need and availability of resources).

3.2. The EHRN Secretariat will keep minutes of all RTAG meetings in English and Russian.

3.3. RTAG recommendations to the SC for organizations to be supported as SRs and their prioritization should be developed unanimously by all RTAG members in attendance. Any disagreements between RTAG members on final recommendations will be noted formally as part of the record of the meeting and forwarded to the SC for consideration in decision making.

3.4. The LFA will potentially be invited to RTAG meetings as an observer.

### **4. Composition**

4.1. RTAG membership will:

- represent a broad range of technical expertise (policy-making, scientific and programmatic) with a preference for strong and diverse experiences in HIV and harm reduction programs design, implementation and evaluation (including in EECA);
- include experts with geographically diverse experience and experience collaborating with a broad range of organisations (including in EECA);
- include a balance of expertise in harm reduction, HIV/AIDS, TB and hepatitis C prevention, care and treatment, drug policy, human rights, development of community of people who use drugs (PWUDs), community and health systems strengthening, financial management and related issues;
- be geographically diverse and with balanced male and female representation.

4.2. The RTAG will consist of maximum 15 members:

- Not more than 40% (6) representing technical partners (UN agencies, donors etc.);
- Not more than 20% (3) representing other international and regional organisations;

- Not less than 20% (3) representing national harm reduction and other civil society or governmental organisations;
- Not less than 20% (3) representing organisations and/or groups of people who use drugs/clients of opioid substitution therapy (OST).

4.3. The RTAG will nominate a chair, to be elected by simple majority.

4.4. Members of the EHRN Secretariat and the SC cannot serve on the RTAG.

## **5. Conflict of interest**

5.1. A conflict of interest is a situation whereby a RTAG member is able to use his/her position to advance personal ambitions or interests, the interests of a family member, the interests of his/her organization and/or potential project beneficiaries.

5.2. Types of conflict of interest:

1. *Financial interests* – Monetary benefits that representatives of organizations or communities acting as RTAG members can gain directly or indirectly as a result of a RTAG decision.
2. *Program interests* – Direct non-monetary benefits for a program or department of the healthcare sector, civil society or private sector and obtained by lobbying for certain activities, levels of funding, or funding distribution.
3. *Administrative interests* – Gaining benefits by being an RTAG member through advocating for a certain RTAG decision or putting pressure on the RTAG by using decisions, orders or other policies that regulate activities of organizations or communities represented in a RTAG but which are not by-laws regulating RTAG activities.
4. *Benefits gained with support of family or colleagues* – Gaining benefits (career advancement and/or financial benefit) from a relative or colleague of RTAG member as a result of a certain RTAG decision.

5.3. During the development of EHRN's proposal to the Global Fund, RTAG members will be expected not to make suggestions or recommendations that would benefit their own organisations.

5.4. During the process of review and evaluation of SR applications, RTAG members will not be permitted to discuss and vote on SR applications from their own organisations.

5.5. All RTAG members will be required to declare all conflicts of interest arising from one or more of the afore-mentioned situations (or if any other situation occurs that may be considered a conflict of interest). As such, any decisions should be deferred until the matter of the conflict of interest is resolved. Failure to do so will result in exclusion from the RTAG in accordance with the RTAG majority vote.

## **6. Selection process and membership term**

6.1. RTAG members representing UN agencies, bilateral/multilateral development agencies, private foundations and international organisations will be delegated to RTAG by their respective organizations upon EHRN's invitation. RTAG membership of regional and national non-governmental and governmental organisations as well as organisations of people who use drugs will be sought for with an open call for expression of interest to serve on the RTAG.

6.2. In order to apply to become an RTAG member, representatives from regional and national non-governmental and governmental organisations as well as organisations of people who use drugs should express their desire to participate in the RTAG by submitting a standard application form (see Attachment 1 to this ToR).

6.3. Requirements for all individuals representing any Sub-Sector on the RTAG:

- Working in a field of harm reduction and HIV prevention (preferably in EECA) not less than 5 years;
- Advanced knowledge of HIV, HCV, TB, harm reduction and related advocacy;
- Good understanding of HIV epidemic trends in EECA;
- Good understanding of drug policy trends in EECA;
- Good understanding of the civil society in EECA, especially the community based organizations;
- Previous participation in grant applications review panels is highly appreciated;
- Good knowledge of either Russian or English (understanding of both languages is **highly desirable** as it will simplify communication processes between group members and the grant applications review process, since applications could be submitted by organizations both in English and in Russian);
- Availability to participate in RTAG conference calls and meetings (or to delegate a qualified representative in case of UN agencies, bi-and multilateral agencies, private foundations and international organizations).
- Excellent interpersonal and communication skills;
- Ability to use the Internet, along with computer skills (in Word, Excel and PowerPoint), and experience in producing documents.

6.4. The EHRN Secretariat will collect applications to the RTAG and provide the SC with the list of applicants for consideration and approval.

6.5. RTAG membership will be approved by the SC.

6.6. The minimum term for RTAG membership is two years.

## **7. Compensation**

1. RTAG members representing UN agencies, bi-and multilateral agencies and private foundations will not be compensated for travel, accommodation and work.

2. RTAG members representing regional and national non-governmental and governmental organisations and organisations of people who use drugs will be compensated for travel, accommodation and work related to SRs' application review and selection according to EHRN's policies. Representatives of the international organizations could receive compensation of their expenditures, depending on their individual circumstances.