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| Terms of Reference of the Global Secretariat of the Global Framework for the Progressive Control of the Transboundary Animal Diseases |
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1. ROLES

1. GENERAL

1. The Global Secretariat is the **facilitating** (for the global level) and **liaison** (between the global and regional levels) **body**.

2. SPECIFIC

2. The Global Secretariat, under the supervision of the GF-TADs Management Committee, has **technical, communication and information, collaboration and coordination, financial, monitoring and evaluation, logistical and administrative** roles:

- Institutional role

None

- Strategical role

3. To propose the overarching multi-annual strategy of the GF-TADs, broken down into annual program of activities;

4. To facilitate the preparation of global strategies in the prevention and control of TADs;

- Technical role

5. To propose on intervention and disease control strategies, and identify areas for research investment for that purpose;

6. To facilitate the implementation of the activities of global scope as per the 3-5-year Action Plan (GLEWS, CMC-AH, OFFLU, research activities, pilot studies, conferences, etc...) and particularly the activities at the national level for the benefit of countries through the RSUs/RAHCs and Regional Secretariats;

- Lobbying role

None

- Communication and information role

7. To draft, collect, record, organize and disseminate after validation by the Management Committee all information relating to GF-TADs to the members and public at large, respecting the roles and existing activities already done by the FAO and OIE (cf. Chart of complementarities and synergies);

¹ Technical activities are not implemented by the Secretariats but by the RSUs, respectively at the global and regional levels; therefore, there is not 'core-budget' allocated for the implementation of the technical activities

8. To disseminate information on the GF-TADs activities, progress and results via the website or any other communication tools, after validation by the GF-TADs Management Committee.

▪ Collaboration / coordination role

9. To ensure the global coordination of the GF-TADs and liaise with all the governance bodies whenever necessary;

10. In particular, to ensure close collaboration between the global and regional levels, with direct communication with the Regional Steering Committees and Regional Secretariats, and RSUs/RAHCs;

11. To cooperate and coordinate with relevant OIE-FAO Reference Centres as well as other international research establishments;

12. To participate in the Regional Steering Committees as an observer.

13. 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;

▪ Financing and fiduciary role

14. To prepare a prospective financial plan to execute the multi-annual Action Plan;

15. To prepare the budget associated with the annual programs of activities (breaking down of the multi-annual budget);

16. To assist with formulation and fund mobilisation of the GF-TADs Action Plans;

17. To verify proper commitment and disbursement of funds, following the GSC co-presidents' decisions.

▪ Monitoring and evaluation role

18. To verify that all activities undertaken within the framework of GF-TADs are in compliance with the priorities proposed by the Global Steering Committee;

19. To follow up the overall progress of the GF-TADs initiative, overseeing the implementation of the overall Action Plan ;

20. To follow up more specifically the implementation of the global, regional and national activities;

21. To produce 6-month monitoring reports on the progress of the initiative to the Management Committee. After validation by the Management Committee, the monitoring reports will be given to the Global Steering Committee.

▪ Logistical and administrative role

22. To organize GF-TADs conferences, seminars, workshops worldwide;

23. To organize the Global Steering Committee meetings: in particular, to draft and circulate agendas and invitations (invitations to be signed by FAO and OIE); to organize the logistics; to draft recommendations and minutes/proceedings of the meetings;

24. To organize the Management Committee meetings: in particular, to draft and circulate agendas; to organize the logistics; to draft recommendations and minutes/proceedings of the meetings;

25. To prepare ToRs, contracts and process to recruitment of consultants when needed.

2. SUMMARY - COMPLEMENTARITY OF ROLES OF THE GSEC WITH THE MC AND GSC AT THE GLOBAL LEVEL

See Annex 1

¹ Technical activities are not implemented by the Secretariats but by the RSUs, respectively at the global and regional levels; therefore, there is not 'core-budget' allocated for the implementation of the technical activities

3. RELATIONS WITHIN THE WHOLE GOVERNANCE

See the governance Chart in *Annex 2*

4. COMPOSITION

26. The GF-TADs Global Secretariat is composed of:

- 1 Secretary (possibly Head of Empres, upon endorsement by the 2 GSC co-presidents), who leads the Secretariat appointed by FAO;
- 1 clerk / secretary (for logistics and administrative work);
- Dedicated staff as needs arise and depending of the multi-annual Action Plan¹;

27. Some staff from FAO Headquarters (= staff of the Animal Production and Health Division already engaged in transboundary animal disease control and contingency planning, epidemiological analysis, economic and policy legislative matters, and capacity building) will be also partial time on the GF-TADs activities.

28. The cost of the core-Secretariat will be covered by the FAO (if necessary through the GF-TADs budget). Additional staffs will be financed by their institution of provenance.

29. The OIE could involve staff in this Secretariat if necessary.

5. LOCATION

30. The Global Secretariat is hosted by FAO, at FAO HQ, Rome.

31. Some staff of the Secretariat can however, when needs arrive, be based at OIE HQ to manage the agreed activities.

6. BUDGET

32. A specific line of the GF-TADs multi-annual budget is allocated for the functioning of the Global Secretariat.

33. [However, FAO will provide free of charge office facilities and for the routine headquarters administrative and incidental expenses of the GF-TADs Secretariat].

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