



**Terms of Reference**  
**of the Regional Steering Committee of the GF-TADs**  
**for**  
**Asia and the Pacific**

Version dated 24/07/2020

## **Foreword**

1. The Global Framework for the progressive control of Transboundary Animal Diseases (GF-TADs) is a coordinating 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.

## Acronyms

ASEAN: Association of South East Asian Nations

ASWGL: ASEAN Sectoral Working Group on Livestock

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

FAO: Food and Agriculture Organization of the United Nations

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

GS: Global Secretariat of the GF-TADs

GSC: Global Steering Committee of the GF-TADs

MC: Management Committee of the GF-TADs

OFFLU: Joint OIE-FAO network of expertise on influenza

OIE: World Organisation for Animal Health

PHOVAPS: Pacific Heads of Veterinary and Animal Production Services

RECs: Regional Economic Communities

RS: Regional Secretariat of the GF TADs Steering Committee

RSC: Regional Steering Committee

SAARC: South Asian Association for Regional Cooperation

SPC: The Pacific Community

WHO: World Health Organization



## **1. GF-TADS STEERING COMMITTEE FOR ASIA AND THE PACIFIC**

### **1.1. COMPOSITION AND MANAGEMENT**

The GF-TADs RSC for Asia Pacific is composed of the following members:

#### Voting Members<sup>1(5)</sup>

- The President<sup>2</sup> of OIE Regional Commission for the Asia, Far East and Oceania
- 1 representative from each recognized sub-region –
  - East Asia (East Asia CVO Forum)
  - South East Asia (ASEAN Sectoral Working Group on Livestock; ASWGL)
  - South Asia (SAARC CVO Forum)
  - Pacific

#### Non-Voting Members

Representatives of:

- OIE Headquarters (OIE Paris)
- FAO Headquarters (FAO Rome)
- FAO Regional Office for Asia and the Pacific (FAO RAP)
- OIE Regional Representation for Asia and the Pacific (OIE RRAP)
- OIE Sub-regional Representation for South East Asia (OIE SRR)
- WHO (regional &/or HQ)
- Secretariats for ASEAN, SAARC, and SPC
- Animal Production and Health Commission for Asia and the Pacific (APHCA)
- Relevant technical and financial partners contributing to TADs control in the Asia Pacific region.<sup>3</sup>

The Chairperson will be the president of the regional commission.

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

---

<sup>1</sup>To be considered for nomination as a voting member of RSC for GFTADs or representing GFTADs for Asia and the Pacific, candidates must be from a government organisation that is a recognised member of both the OIE and the FAO.

<sup>2</sup> If the president is unavailable or the position is vacant, another member of the bureau of the OIE Regional Commission for Asia, Far East and Oceania can be nominated to represent on RSC.

<sup>3</sup> See annex 1 for the list of technical and financial partners.

The Regional Secretariat of GF-TADs for Asia and the Pacific will be present at all RSC meetings to manage the smooth running of meetings.

New voting members may be added upon endorsement from FAO and OIE and agreement of current voting members.

## **1.2. ROLES AND RESPONSIBILITIES**

- To promote the control and eradication of specific TADs in the region and to provide strategic direction to the activities of the Secretariat.
- To promote synergies between FAO and OIE activities related to transboundary animal diseases and between the GF-TADs global disease specific bodies.
- To foster a spirit of cooperation across the Asia Pacific region among all those concerned with prevention and control of TADs
- To ensure a harmonized and inclusive regional approach to TADs control and contribute to the GF-TADs governance at global level and ensure consistency with recommendations from the GSC and disease specific groups.
- To endorse establishment of Standing Groups of Experts, Regional Advisory Groups or other technical groups as necessary on priority TADs for the region.
- To contribute, review and validate the GFTADs regional strategy and operational Action Plan.
- To adopt and when necessary to revise the terms of the reference proposed by the regional secretariat
- To validate any updates to the operational Action Plan and follow up its implementation with the support of the RS.
- To validate the reports of meetings, the operational procedures and the principles of GF-TADs branding of events
- To encourage regional participation in the collection of necessary information to conduct monitoring and evaluation of GFTADs related activities.
- The Chairperson to attend the GF-TADs Global Steering Committee meetings on behalf of the RSC
- To identify potential NGOs, farmers' organizations and regional organizations to be invited to technical meetings such as disease specific and sub-regional meetings

## **1.3. RULES OF MEETINGS**

- The RSC meeting will be held with at least; all the voting members, the regional secretariat,

one representative from OIE and one representative from FAO.

- > Decision making will be carried out by consensus of the voting members and if consensus cannot be reached, decisions will be made by a majority vote.
- > If a decision cannot be reached by the voting members of the RSC, guidance from the GFTADs management committee may be sought.
- > Additional experts or representatives may be invited to RSC meetings to provide input and advise the RSC on relevant matters. The regional secretariat will manage such invitations on consultation with other RSC members.
- > The RSC shall be vigilant not to extend the number of participants to each meeting over its capacity to maintain dynamic discussion and efficient decision-making processes.
- > The meetings are conducted in English with no interpretation.
- > Meeting reports will be circulated by the secretariat within one month after the meeting for electronic validation.

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

The Steering Committee of the GF-TADs for Asia and the Pacific reports to the GF-TADs GSC. It addresses the animal health matters of the region ensuring good governance of Animal Health Systems (a model has been described in ‘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’ - <https://doi.org/10.20506/rst.25.1.1670> ). It defines and implements appropriate policies and strategies regarding prevention and control of animal diseases, including compliance to OIE standards for Veterinary Services, central command for TADs matters and enforcement of rules and regulations.

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

Technical regional GFTADs meetings may be held on an ad hoc basis depending on need and financial support. The RSC meeting will be held at least every 2 years and may be a stand-alone meeting or held in the margins of technical GFTADs meeting. In the absence of a face to face meeting, The RSC will meet virtually so there is a meeting at least every 2 years. Communication and reporting of activities will be maintained electronically between meetings.

Sub-regional GFTADs meetings will also be held every 2 years between the RSC meetings. All meetings, including extraordinary meetings will be convened by the Chairperson with support from the Secretariat

#### **1.6. Financial arrangements**

The cost for the organization of meetings will be shared between funding partners, the OIE and the FAO within the limits of available budgets. Meeting costs for participation of the voting members will be provided by FAO/OIE if available.

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

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

The Regional Secretariat of the GF-TADs Steering Committee for Asia and the Pacific (RS) is hosted and managed by the OIE Regional Representation for Asia and the Pacific based in Tokyo, Japan.

### **2.2. ROLES AND RESPONSIBILITIES**

- To set up its secretariat in the OIE Regional Representation for Asia and the Pacific based in Tokyo, Japan;
- In close consultation and coordination with the FAO and OIE Regional/Sub-regional offices, be responsible for preparing agendas, invitations, draft recommendations and reports for meetings;
- To undertake and maintain communication with the Global Secretariat (GS) and MC of the GSC, the RECs and their sectoral bodies, other regional technical bodies, the FAO and OIE Regional/Sub-regional offices and any relevant stakeholders;
- To manage the development of the GF-TADs Regional strategy and its operational action plan, including monitoring of progress.
- To organize the RSC meetings
- To organize electronic consultation of the RSC as needed.
- To organize the nomination of the Chair of the RSC
- To ensure the composition of the RSC as per point 1.1 of these Terms of Reference
- To attend relevant meetings of the sub-regions, contribute to follow-up of sessions as required and when appropriate to report information to the RSC and GS;
- In consultation with FAO and OIE, to share policy and strategic advice from experts and relevant groups with RSC members between meetings of the RSC;
- To maintain coordination with all parties contributing to regional GF-TADs and liaise with all GF-TADs governance bodies whenever necessary and communicate regularly with the GS;
- To cooperate and coordinate with relevant OIE Reference Laboratories and Collaborating Centres, FAO Reference Centres and other relevant regional or international groups.
- To publish and distribute the full report of meetings to participants concerned within three months of each meeting.
- To identify regional success stories to be shared through relevant channels (GF-TADs website, OIE Newsletter, FAO EMPRES News, etc)
- To monitor the activities of the regional operational action plan and to report to the RSC and to the GS.

### **3. SPECIFIC Technical & Funding Partners**

Donors and technical partners may be included as non-voting members of the RSC. The list of partners and donors who will be non-voting members of the RSC will be updated and agreed by the voting members every 2 years at the RSC meeting.

Additional donors and technical partners may be invited to RSC or other GFTADs meetings if agreed by the voting members.

The list of partners and donors will be maintained by regional representations of FAO and OIE. Secretariat services will be provided by the RS.

Partners will designate no more than three representatives to attend Regional GFTADs meetings.

### **4. 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 RSC and in consultation with the MC.