



Operational Rules for the Antimicrobial Resistance (AMR) Multi-Stakeholder Partnership Platform

*These Operational Rules for the **Antimicrobial Resistance (AMR) Multi-Stakeholder Partnership Platform** (hereinafter referred to as the “**Platform**”) are agreed to by the Food and Agriculture Organization of the United Nations (FAO), the United Nations Environment Programme (UNEP), the World Health Organization (WHO) and the World Organisation for Animal Health (WOAH) – collectively referred to as the “**Quadripartite**”. Capitalized terms used herein and not otherwise defined shall have the meanings ascribed to them in the **Terms of Reference for the Platform** (the “**TORs**”).*

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I. RELATIONSHIP BETWEEN TERMS OF REFERENCE AND OPERATIONAL RULES

- (i) These Operational Rules provide further detail and guidance regarding how the Platform operates, to facilitate the transparent and efficient participation of all Members of the Platform. They must be read in conjunction with the TORs for the Platform. In the event of any ambiguity or inconsistency between these Operational Rules and the TORs, the TORs will prevail.

II. FURTHER GUIDANCE ON MEMBERSHIP

- (i) Applicants to the Platform shall have demonstrated interest and/or expertise in AMR.
- (ii) Applicants will submit a membership application and will nominate one official representative and may also identify alternates specialized in human, animal, plant and environment health, if so desired.
- (iii) Networks seeking membership of the Platform may have mixed membership across multiple sectors detailed in Section VI, paragraph 7 of the TORs. In this case, the application can indicate a rationale for membership to a particular Cluster. The final decision on the applicant's Cluster membership will be made by the Coordinating Team. Members may only belong to one Cluster.
- (iv) A Member who has not participated for two (2) years or more, either by attending the Platform meetings or by providing written contributions, is deemed not to have sufficient interest to warrant continued membership.

III. OPERATING MECHANISMS

1. THE PLENARY

Functions

- (i) The Plenary will:
 - a) discuss and agree on the Platform's priorities, plans and proposals;
 - b) serve as the Platform's central forum for discussions and the exchange of knowledge and experiences for AMR-related issues;
 - c) consider progress made by the Clusters and Action Groups towards the achievement of the Platform's objectives; and
 - d) make recommendations for review, amendment, or additions to the Operating Mechanisms to achieve the effective implementation of the Platform's objectives.

Attendance

- (i) The Coordinating Team reserves the right to cancel and/or reschedule sessions of the Plenary when the attendance confirmed is below ten percent (10 %) of the total Members of the Platform.

Operational Outcomes

The Plenary will take all reasonable efforts to agree on the priorities, plans and proposals of the Platform by consensus. Where this is not possible, the Steering Committee will ensure that the views of the Members of the Platform are reflected when formulating the outcomes of the sessions.

Observers

- (i) The Coordinating Team may, from time to time, invite external individuals to attend sessions of the Plenary, or parts thereof, as "Observers". Observers may be invited either in their personal capacity, or as representatives from governmental institutions/intergovernmental organizations or non-state actors, on such conditions that the Coordinating Team may agree.
- (ii) Observers may not participate in the formulation of the Operational Outcomes of the Plenary but may otherwise take part in sessions of the Plenary.

- (iii) The Coordinating Team, in close coordination with the Steering Committee, may at short notice call virtual Plenary sessions with one (1) week-notice to provide an important update or seek support for an urgent recommendation.

2. CLUSTERS

Functions

- (i) Clusters provide a mechanism for coordinating views, experiences, best practices and contributions within the sectors they represent.
- (ii) Clusters' functions will include to:
 - a. represent the interests of the Cluster in the Platform.
 - b. prepare and deliver Clusters' positions during Plenary sessions and Action Groups meetings.
 - c. nominate, through the Coordinating Team, representatives of the Clusters in each of the proposed Action Groups.
 - d. ensure appropriate representation in the Steering Committee.

Lead

- (i) Once established, Clusters will appoint a lead to facilitate coordination internally.
- (ii) When organizing internal coordination meetings, the Cluster lead shall ensure that all the members of the Cluster and the Coordinating Team are aware of the meeting and the agenda at least one week in advance.

Representatives to the Steering Committee

- (i) Each Cluster will nominate two (2) representatives to the Coordinating Team for potential appointment as Steering Committee members, providing a short summary of why the nominees are deemed to be good potential representatives.
- (ii) The Coordinating Team will nominate one (1) member of each Cluster to be a member of the Steering Committee from among the candidate representatives nominated by the Clusters. When selecting the representatives of the Clusters, the Coordinating Team will have due regard to achieving a geographical, sectoral and gender balance.
- (iii) Each Clusters' representative in the Steering Committee will be responsible for:
 - a) providing the Steering Committee with inputs and information on important developments on AMR within its Cluster;
 - b) reporting to the Steering Committee, Coordinating Team and Plenary on the Cluster's initiatives and progress;
 - c) encouraging Cluster members to participate in the work of Action Groups; and
 - d) appointing an alternate to undertake these responsibilities in the event the Cluster representative is unavailable.

3. ACTION GROUPS

Establishment

- (i) In the first year of the Platform's operation, up to five (5) Action Groups may be set up. This number may increase, if capacities of the Platform allow.
- (ii) Applications for the establishment of an Action Group must be presented by a group of at least three (3) Members of the Platform, ideally representing two (2) or more Clusters.
- (iii) Applications will be presented in the form approved by the Coordinating Team, and must include, at least, the proposed name, purpose, intended activities, timeframe, expected results and deliverables, work plan, Members of the Platform and proposed lead.
- (iv) The Coordinating Team may propose amendments to the application and/or propose new Members of the Platform to secure wider representation, as appropriate.
- (v) In accordance with paragraph 22. d) of the TORs, the Coordinating Team will develop, for the Steering Committee's endorsement, a proposal for the approval of new Action Groups.

- (vi) Upon its positive review, the Steering Committee will inform the applicant and the Plenary of the new Action Group established. Action Groups will not commence any activities prior to the Steering Committee's endorsement of its proposal.
- (vii) Action Groups may not represent themselves as acting on behalf of the Quadripartite or a Quadripartite organization.
- (viii) Action Groups may incorporate interested members at any time. Members must disclose any potential conflict of interest they may have in relation to the work of the Action Group when joining and any time if their situation changes
- (ix) Members will designate a representative and one or more alternates to participate in the Action Groups meetings and activities.
- (x) Action groups will cease its functions upon completion of their objectives in accordance with their work plan.

Functions

- (i) In addition to the functions set out in Section VII.III. of the TORs, the Action Groups are expected to, within their intended scope:
 - a. propose activities, priorities and target areas;
 - b. identify, implement, and monitor roadmaps for action using evidence and scientific knowledge produced by the Quadripartite and relevant global mechanisms (e.g., the GLG on AMR, the IPEA etc.) and academic and scientific institutions;
 - c. take lessons learnt and agreements reached back to their Clusters to ensure wider buy-in of agreed positions across the Platform;
 - d. support implementation, disseminate and share good practices and lessons learned on various aspects of AMR and ensure their promotion across the One Health spectrum, thus facilitating peer-to-peer learning;
 - e. share knowledge and data from their specific area of expertise;
 - f. propose other actions that would contribute to GAP implementation report on their activities to the Steering Committee, the Coordinating Team and/or the Plenary; and
 - g. develop and provide documentation, data, and other evidence requested by the Steering Committee, the Coordinating Team and/or the Plenary.

Representatives to the Steering Committee

- (i) Each Action Group will nominate two (2) representatives to the Coordinating Team for appointment as Steering Committee members, providing a short summary of why the nominees are deemed to be good potential representatives.
- (ii) The Coordinating Team will nominate one (1) representative of each Action Group to be Member of the Steering Committee from among the candidate representatives appointed by the Action Groups. When selecting the representatives of the Action Groups, the Coordinating Team will have due regard to achieving a geographical, sectoral and gender balance.
- (iii) Steering committee members from an Action Group will cease its functions once the Action Group will terminate its functions.
- (iv) Each Action Group's representative to the Steering Committee will be responsible for:
 - a. providing the Steering Committee with information regarding the Action Groups' activities;
 - b. raising awareness on the ongoing activities carried out by the Action Groups within the Platform, in accordance with, and subject to, the framework of the internal and the external communication strategies approved under Section VIII of the TORs;
 - c. reporting to the Steering Committee, Coordinating Team, Clusters and Plenary on the Action Group's initiatives and progress, including, where applicable, accounting for any funds or other resources made available by the Quadripartite through the Coordinating Team; and
 - d. Appointing an alternate to undertake these responsibilities in the event the Action Group representative is unavailable.

Observers

- (i) Action Groups may propose observers to participate in meetings or to contribute to the work of the Action Group. Observers will be approved by the consensus of the Coordinating Team, in accordance with the

respective rules, regulations, policies and guidelines of each of the Quadripartite organizations, as may be amended or updated from time to time.

- (ii) Observers may be invited either in their personal capacity, or as representatives from governmental institutions/intergovernmental organizations or non-state actors, on such conditions that the Coordinating Team may agree.
- (iii) Observers may not participate in decisions of the Action Groups but may otherwise take part in their activities.

4. THE STEERING COMMITTEE

Composition

- (i) The Steering Committee will be composed of:
 - a. one (1) representative from each Quadripartite organization;
 - b. one (1) member from each of the five (5) Clusters;
 - c. one (1) member from each of the Action Groups;and
 - d. a chairperson, appointed by the Steering Committee
- (ii) The Steering Committee members representing the Clusters and the Action Groups will be selected by the Coordinating Team from among the members nominated by the Clusters and the Action Groups respectively, as established in Section 2 (i) and 3 (i) of these Operational Rules.
- (iii) The Steering Committee members representing the Clusters will be appointed for a four (4) year term.
- (iv) The Steering Committee members representing the Action groups will be appointed for a four (4) year term. If the Action Group terminates its function before the end of the four years period, the representative will cease its functions as per section 3.3. iii) above.
- (v) To ensure rotation in the Steering Committee's membership and continuity in its work, on the first re-election of the Steering Committee, and at the proposal of the Coordinating Team, half of the members from the Clusters and Actions Groups will be renewed for a further two (2) year period. The remaining members will either not be renewed or renewed for a further four (4) year period.
- (vi) Gender balance criteria should guide the nomination process.

Functions

- (i) The Steering Committee will coordinate the activities of the Platform and facilitate the implementation of the priorities, plans and proposals agreed by the Plenary by:
 - a. promoting the Platform and contributing to the continuous development of the vision and strategy of the Platform;
 - b. providing overall direction and guidance to the Platform;
 - c. facilitating resource mobilization;
 - d. endorsing proposals for the establishment of new Action Groups;
 - e. supporting the functioning of the Clusters and Action Groups;
 - f. monitoring the progress of the Action Groups' activities and reporting to the Plenary thereon; and
 - g. endorsing the Platform's internal and the external communication strategies.

Decisions

The Steering Committee will take all reasonable efforts to reach decisions by consensus. In case consensus is not possible, decisions will be made by a simple majority.

Meetings

- (i) The Steering Committee will hold at least two (2) meetings a year, which may be in person, hybrid or virtual, as appropriate.

Chairperson

Appointment

- (i) The Steering Committee members, and adequately high-level representatives nominated by members of the Platform, are entitled to present their candidacy for appointment as Chairperson of the Steering Committee.
- (ii) The Coordinating Team will develop a short list of candidates for appointment by the Steering Committee.
- (iii) The Chairperson will be appointed by the Steering Committee - for a four (4) year term, renewable for one successive four (4) year term.

Functions

- (i) The Chairperson of the Steering Committee chairs the meetings of the Steering Committee and sessions of the Plenary. The Chairperson will also:
 - a. Convene ordinary and extraordinary meetings of the Steering Committee, at the Chairpersons' own initiative or having accepted a request from members of the Steering Committee.
 - b. Represent the Platform in international fora, processes and meetings relevant to AMR.
 - c. Support resource mobilization efforts, where appropriate.
 - d. Facilitate the implementation of the Platform's work.
 - e. Should a Vice-Chairperson not have been appointed in accordance with paragraph 20 of the TORs, designate an alternate from among the members of the Steering Committee, to act as Chairperson whenever the Chairperson is unavailable.

5. THE COORDINATING TEAM

In accordance with Section VII.V, paragraph 21 of the TORs, the Coordinating team will form part of, and report to, the Quadripartite Joint Secretariat (QJS) on AMR.

Functions

- (i) In addition to the functions set out in Section VIII.V. of the TORs, the Coordinating Team will:
 - a. develop applications forms for membership of the Platform;
 - b. develop a template for the proposal of Action Groups;
 - c. maintain a register of members, Clusters and Action Groups, with a standardized set of information and keep in regular contact with them;
 - d. discontinue Members of the Platform who have not been active for a period of two (two) or more years;
 - e. make decisions by consensus on the participation of Observers to the Plenary and to the Action Groups;
 - f. maintain a website that will further describe the purpose, objectives, internal procedures and required forms of the Platform;
 - g. maintain an updated version of these Operational Rules at any time, and make it them available to Members; and
 - h. undertake other functions included in these Operational Rules.

Transitional arrangements

- (i) Prior to the composition of the Steering Committee, the Coordinating Team will undertake the following functions of the Steering Committee:
 - a. chairing Plenary sessions, as required;
 - b. endorsing proposals for the establishment of Action Groups; and
 - c. coordinating the Platform's launch and initial activities.

IV. MONITORING AND EVALUATION

- (i) The performance of the Platform against its intended objectives will be continually monitored by the Quadripartite through the Coordinating Team and in strong alignment with the existing Quadripartite monitoring and evaluation systems and frameworks (i.e., Global Database for the Tripartite Antimicrobial Resistance (AMR) Country Self-assessment Survey (TrACCS), AMR Multi-Partner Trust Fund (AMR MPTF), Monitoring and Evaluation (M&E) to ensure coherence of actions.
- (ii) An annual report of the Platform's performance against objectives in general or specifically agreed strategy and work plans will be prepared by the Coordinating Team and submitted to the Steering Committee and Plenary.

AMENDMENTS

- (i) Any matters relating to the functioning of the Platform that are not covered by the TORs or these Operational Rules, shall be subject to the discussion and agreement, by consensus, of the Quadripartite.

The Quadripartite may amend these Operational Rules by consensus either acting on its own behalf or on the recommendation of the Plenary.