



Food and Agriculture
Organization of the
United Nations



Terms of Reference of the Regional Steering Committee of the GF-TADs for Africa



Version dated 16 October 2020

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* (RSC), elaborate or collect the proposed decision and present it to the RSC for its validation.
- The RSC, 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 RSC may subject its validation upon compliance with guidance or recommendations
- The RSC may require the decision to be resubmitted for validation to check compliance with its requirements.

Acronyms

CENSAD: Community of Sahel-Saharan States
COMESA: Common Market for Eastern and Southern Africa
EAC: East African Community
ECCAS: Economic Community of Central African States
ECOWAS: Economic Community of West African States
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
IGAD: Inter-Governmental Authority for Development
MC: Management Committee of the GF-TADs
OFFLU: Joint OIE-FAO network of expertise on influenza
OIE: World Organisation for Animal Health
PAFO : Pan-African Farmers' Organisation
RAHCs: Regional Animal Health Centers
RECs: Regional Economic Communities
RS: Permanent Secretariat of the GF TADs Regional Steering Committee
RSC: Regional Steering Committee
RSOs: Regional Specialized Organizations
RSUs: Regional Support Units
SADC: Southern African Development Community
UMA: *Union du Maghreb Arab*

1. PERMANENT SECRETARIAT OF THE REGIONAL STEERING COMMITTEE

1.1. LOCATION AND MANAGEMENT OF THE SECRETARIAT

The Permanent Secretariat of the GF-TADs Regional Steering Committee for Africa is managed by the OIE Regional Representation for Africa, based in Bamako, Mali.¹

1.2. ROLES

- To set up its Bureau in the OIE Regional Representation for Africa, based in Bamako, Mali.¹
- Be responsible for preparing agendas, invitations, draft recommendations and reports for meetings;
- To provide policy and strategic advice to the RECs, their regional technical agencies (*Regional Specialized Organizations, RSO*) and, where relevant, other platforms (*Regional Support Units, RSU*) between meetings of the RSC;
- To undertake and maintain communication with the *Global Secretariat (GS)* and MC of the GSC, the RSOs, the RSUs and the FAO and OIE Regional/Sub-regional offices and any relevant stakeholder;
- To support the development and implementation of the Regional strategy and its operational action plan and the recommendations of the RSC.

1.3. DUTIES AND RESPONSIBILITIES

- To organize the RSC 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 RSC, at least two months before meetings; to organize the logistics; to draft recommendations, action lists and reports of the meetings, reports of RSC meetings should be circulated within one month after the meeting;
- To organize when necessary electronic consultation of the RSC
- To organize the nomination of the Chairman of the RSC
- To ensure the respect of the composition of the RSC as per point 2.1 of these Terms of References;
- To facilitate and attend relevant meetings of the RSUs and RSOs, contribute to

¹ The day-to-day management of the Secretariat can be in part entrusted to OIE Sub-Regional Representations, depending on the geographical proximity of the Chairmanship of the GF-TADs for Africa.

follow-up of sessions as required and when appropriate to report summarized outcome for the information of the RSC and GS;

- In consultation with FAO and OIE, to share policy and strategic advice from experts and influential groups with RSOs and RSUs between meetings of the RSC;
- To participate in the preparation of the regional strategy and its operational action plan in the prevention and control of TADs in liaison with the RECs, RSUs, RSOs and the GS; to propose and update the operational action plan and to assist the RSC in follow up of its implementation, to inform the RSC and the GS of difficulties and successes;
- To provide support to or to organize activities for the implementation of the regional strategy and its operational action plan and, for global priorities diseases, in close coordination with the global disease specific bodies, as from the time of adoption of these ToRs: Working Groups on FMD and ASF, the Global PPR Secretariat and the post eradication Rinderpest secretariat;
- To provide support or to organize the implementation of the activities according to the regional strategy and recommendations of the RSC (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 GS;
- To cooperate and coordinate with relevant OIE - FAO Reference Laboratories and Collaborating Centres 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 MC on the selected actors and areas of coordination and facilitate public-private partnerships;
- To publish and distribute the full report of meetings to participants 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 GS.
- To ensure proper information be available on the GF-TADs regional website and that GF-TADs partners be informed of the existence and update of the website and to share information on success stories through the website.

2. GF-TADS REGIONAL STEERING COMMITTEE FOR AFRICA

2.1. COMPOSITION AND MANAGEMENT

The GF-TADs RSC for Africa is composed by the following members:

Voting members (18)

- The Director of the African Union *Interafrican Bureau for Animal Resources* (AU-IBAR);
- The Director of the African Union *Pan-African Veterinary Vaccine Centre* (AU-PANVAC);
- The President of OIE Regional Commission for Africa;
- Three (3) Members of the Bureau of OIE Regional Commission for Africa;
- One representative of each of the eight (8) Secretariats of Regional Economic Communities, recognized by the African Union Commission: CENSAD, COMESA, EAC, ECCAS, ECOWAS, IGAD, SADC and UMA;
- One representative of one of the sub-regional epidemiology networks;
- One representative of one of the sub-regional laboratory networks;
- One representative of the *Africa Association of Veterinary Education Establishments* (2A2E-V);
- One representative of the *Pan African Farmers Organization* (PAFO).

Non-Voting members (9)

- One representative of OIE Headquarters (OIE Paris);
- One representative of FAO Headquarters (FAO Rome);
- The OIE Regional Representation for Africa (RR/AF Bamako);
- The FAO Regional Representation for Africa (RAF Accra);
- One representative of the Regional Specialized Organization : *Commission Economique du Bétail, de la Viande et des Ressources Halieutiques* (CEBEVIRHA, CEMAC) ;
- One representative of the Regional Specialized Organization : International Livestock Research Institute (ILRI);
- One representative of the Regional Specialized Organization : West African Economic and Monetary Union (WAEMU, *Union Economique et Monétaire Ouest-Africaine*, UEMOA);
- One representative of the Regional Specialized Organization : ECOWAS Regional Animal Health Centre (RAHC)
- One representative of the Regional Support Unit : *Réseau Méditerranéen de Santé Animale* (REMESA).

The Chairperson is proposed from among the voting members of the Steering Committee (excluding OIE and FAO permanent staff) and appointed with the agreement of the majority of the Members. 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 Chair can be reappointed once for a 3-year period. The Secretariat provides support for the nomination process.

The Chairperson appoints two Vice-Chairpersons from among the (voting) members of the Steering Committee in agreement with the Steering Committee. Members who miss three consecutive RSC meetings will be delisted from membership of the Steering Committee and

may only be re-considered after formal application to the Chairperson. 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 and Vice-Chairpersons reserve the right to co-opt other observers to a specific meeting. Such observers should have relevance to the particular meeting and they do not have voting rights.

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

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 global disease specific bodies;
- To foster a spirit of transparency and cooperation between Member Countries, donors and RSOs, to supervise activities of the Regional Secretariat and to provide advice whenever possible;
- To provide direction to the Regional 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 Regional 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 or Regional Advisory Groups as necessary on priority TADs for the region .
- To support and advise the GF-TADs GS on issues related to GF-TADs

2.3. DUTIES AND RESPONSIBILITIES

- To develop and validate the mid term regional strategy and its short term operational 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 any updates to the operational action plan and follow up its implementation with the support of the RS, to assist the RS in solving difficulties and promoting successes;

- To validate the reports of meetings, the operational procedures and the GF-TADs branding of events proposed by the regional secretariat;; the chairperson and its vice chairs may receive delegation from other RSC for validation intervening between RSC 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 GS;
- 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 RSC 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 RSC 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
- Normally decisions will be reached by consensus. However, if this is not possible, then voting is called for and a simple majority will take decisions. Only issues regarding the modification in the composition or functioning of the Steering Committee itself and other major issues as indicated by the Chairperson will be voted by a qualified majority (two thirds of the total members number);

- In the case of a deadlock in voting (e.g.: 5 vs. 5), the chairperson shall have the casting vote to unlock the decision-making process;
- In the event of tasks assigned to the Steering Committee (such as drafting documents, commenting on reports and documents), the deadline for the validity of the Steering Committee deliberation/contribution will normally be of 1 month, unless otherwise agreed by majority. If the deadline expires without the Steering Committee members' reaction, the chair of the steering committee will take a decision on the tasks and inform the members accordingly;
- The RSC will report to the GSC;
- The meetings are conducted in English with simultaneous translations in French.

2.5. PROCEDURES FOR AGENDA AND REPORTING

- The Secretary in consultation with the Chairperson shall prepare the agenda for each meeting; it will be proposed to the other members in advance before the date of the meeting for their comments and approval in order to modify or add items as needed.
- The Secretary to the Steering Committee shall draft the minutes of each meeting and circulate to members of the RSC within one month after the meeting. Members of the Steering Committee shall comment on/adopt the minutes within ten working days from the date of circulation. The Chairperson has the final right to accept an item on the agenda, but members may wish to raise an item under 'other business' if necessary and time permitting.
- In the event of an extraordinary meeting, the format shall be the discussion of only the issue that necessitated convening of the meeting and no other item shall be introduced.
- The secretary shall prepare an annual synopsis of activities carried out within the framework of GF-TADs Africa and submit it to the Chairperson for endorsement and onward dissemination. The approved reports shall be appended to the yearly GF-TADs Africa synopsis. If the normal cycle of Steering Committee meetings is interrupted, the Secretary shall include this information in the yearly synopsis, together with an explanation of why meetings were not held.
- Archiving of the meeting reports will be done by the Secretariat and kept as a complete record. This can be accessed by GF-TADs Africa Regional SC members on request to the Secretariat.

2.6. RELATIONS WITHIN THE GLOBAL GOVERNANCE

The Steering Committee of the GF-TADs for Africa reports to the GF-TADs GSC. 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 to OIE standards for Veterinary Services, central command for TADs matters and enforcement of rules and regulations.

2.7. FREQUENCY AND VENUE OF MEETINGS

The RSC will meet at least every two years; however all above-mentioned 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.

2.8. FINANCIAL ARRANGEMENTS

Meeting costs of representatives from AU Member States and costs for the logistical organization of meetings will be covered by the three organizations (FAO, OIE, and AU-IBAR) depending on the availability of resources. Non-voting members are expected to cover their own expenses or seek funding from partner organizations. The cost of operation of the Secretariat will be covered by the OIE.

3. REGIONAL SPECIALISED ORGANISATIONS (RSO)

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 (RSO)

The RSO of the Region are currently:

- *Commission Economique du Bétail, de la Viande et des Ressources Halieutiques (CEBEVIRHA, CEMAC) ;*
- *International Livestock Research Institute (ILRI);*
- *West African Economic and Monetary Union (WAEMU, Union Economique et Monétaire Ouest-Africaine, UEMOA);*
- *ECOWAS Regional Animal Health Centre (RAHC).*

4. REGIONAL SUPPORT UNITS (RSUS)

The RSU are defined in the GF-TADs Cooperation Agreement. The RSUs of the region are currently:

- *Réseau Méditerranéen de Santé Animale (REMESA) or Mediterranean Animal Health Network*

5. SPECIFIC TECHNICAL & FUNDING PARTNERS

Donors and technical partners may be invited to hold a Consultative Partner Meeting during meetings of the RSC chaired by FAO and OIE. The list of partners will be updated periodically by regional representations of FAO and OIE. The donors and technical partners for the Africa region are currently:

- *World Bank (WB)*
- *European Commission (EC)*
- *African Development Bank (AfDB)*
- *Arab Organization for Agriculture Development (AOAD)*

For the Consultative Partner Meetings, secretariat services will be provided by the RS. Partners will designate not more than three representatives to attend meetings of the RSC if invited.

6. 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 MC.

7. BRANDING

GF-TADs Africa will be branded and recognized as a partnership between FAO, OIE and the African Union Commission Institutions). Therefore, all documents related to this partnership will have the logos of the 3 institutions.