

NGO DELEGATION TO THE UNAIDS PROGRAMME COORDINATING BOARD

CALL FOR NOMINATIONS OF NGO DELEGATES 2013-2014 EUROPE & NORTH AMERICA

DEADLINE: Monday, 13 August 2012

BACKGROUND

UNAIDS was the first United Nations programme to have formal civil society representation on its governing body. It is guided by the Programme Coordinating Board (PCB) with representatives from 22 governments, the UNAIDS Cosponsors and an NGO Delegation of 5 delegates and 5 alternate delegates.

The NGO Delegation to the UNAIDS PCB has vacancies for two-year terms beginning 1 January 2013 and ending 31 December 2014, for the positions mentioned below.

The UNAIDS PCB is the key global forum for HIV and AIDS policy. The Delegation is important to the effective inclusion of community voices; Delegates represent the perspectives of civil society, including people living with HIV, within UNAIDS policies and programming.

This represents a unique opportunity for committed activists and advocates to make a difference to HIV and AIDS policy implementation in their regions.

The UNAIDS PCB NGO Delegation is now recruiting for:

- 2 Europe Delegates
- 1 North America Delegate

Applications from people living with HIV are particularly encouraged.

WHAT IS EXPECTED FROM THE APPLYING NGO?

Qualifications of the applying NGO:

Though applications to serve on the Delegation are submitted by individuals representing NGOs, it is the NGO itself that holds the seat on the PCB. In order to qualify to hold the seat on the PCB, the applying NGO must:

- Be actively and principally involved with HIV work in the country and/or region for which the applicant is applying;
- Maintain a comprehensive understanding of the health, political, and social consequences and needs of the AIDS pandemic, particularly as it relates to the region;
- Be strongly connected to and actively liaise with national and regional CS networks; and
- Have extensive experience in national, regional, and/or international policy-making and advocacy.

Commitments of the applying NGO:

It is required that the NGO must state in its letter of recommendation for the applying Delegate that the NGO:

- Authorises the applying Delegate to represent the NGO as its Delegate on the PCB;
- Commits to the UNAIDS PCB NGO Delegation Mission, Principles and Code of Conduct;
- Will support their Delegate for the term of his/her office so that he/she will be able to fulfil the commitments of the applying Delegate (below) by confirming that the applicant:

- Will have adequate office space;
- Will be freed up from his/her regular duties to be able to dedicate a minimum of 10 hours per work week;
- Will be additionally freed up from his/her regular duties in order to travel to attend the formal PCB meetings (including pre-meetings and debriefing meetings) and the NGO orientation meetings (about two weeks per year total);
- Will have adequate access to office equipment and supplies; and
- Will have organizational and administrative support.
- Can provide additional support, technical or otherwise, and note what are the concrete elements of support that it will provide so the delegate can carry out his/her work within the time that is required;
- Will ensure the quality and comprehensiveness of the applying Delegate's participation on the PCB; and
- Will ensure that, if the Delegate is unable to complete his/her term of office, an equally qualified replacement, if available, will be offered by the NGO to finish the term of office.

WHAT IS EXPECTED FROM THE APPLYING DELEGATE?

NGO Delegates to the UNAIDS PCB are expected to:

- Actively seek input from their respective community on key issues related to UNAIDS policies and programs.
- Advocate with members states (governments) and cosponsoring organizations (the United Nations organizations that make up the UNAIDS 'family') for meaningful improvements in the implementation and evaluation of AIDS policies and programmes.

Qualifications of the applying Delegate:

In order to qualify to represent its NGO on the PCB, an applicant for the position of Delegate must:

- Be living and working in a country within the region for which they are applying to represent;
- Have the ability to communicate effectively in written and spoken English;
- Have a minimum three years experience in HIV in their region;
- Have experience in national, regional, and/or international fora.
- Have an ability to collaborate well with and have sensitivity for a culturally diverse group of people with varying language skills;
- Have effective skills for writing reports and presentations, as well as for public speaking; and
- Be computer-literate, have easy and regular access to the Internet and email.

Commitments of the applying Delegate:

In order to participate as an NGO Delegate to the PCB, it is required that the applying Delegate must commit to:

- The UNAIDS PCB NGO Delegation Mission, Principles and Code of Conduct;
- Spending a minimum of 10 hours per week performing the duties of a Delegate;
- Broadly and in collaboration with the Communication Facility (CF) of the NGO Delegation to the UNAIDS PCB, consulting with, seeking input from, learning about the relevant issues of, and reporting to their national and regional CS;
- Attending and actively participating in key meetings including but not limited to:
 - Semi-annual (two per year) meetings (5 to 6 days each) in either Geneva, Switzerland or a heavily-impacted country in mid to late June and early to mid December. These meetings include NGO Delegation pre-meetings (2 days), PCB meeting (2 to 3 days), and NGO Delegation debriefing meeting (1 day);
 - Delegation Orientation (1 day) usually connected to the December meeting the month before the beginning of term of office or at the beginning of term of office;
- Attending, actively participating in, and either participating with or representing (and reporting back to) the Delegation at other meetings and consultations (usually 1 to 3 per year) as necessary and when possible. Some examples are: high-level meetings of the UN General Assembly Special Session (UNGASS) in New York, USA; PCB consultations on developing policies, and others;

- Actively participating in Delegation conference calls (every two weeks), usually held at 14:00 Geneva time and lasting for 1 hour;
- Maintaining timely communications with the Delegation and other PCB bodies via email;
- Reading, absorbing and being prepared to engage in the issues of all relevant PCB documents in a timely manner;
- Actively participating and strategising with the Delegation in the reviewing and planning processes of the PCB and UNAIDS;
- Actively participating in and chairing a fair share of ad hoc Working Groups (WG) or Steering Committees (SC) as needed. Some examples are: NGO Report WG; Nominations WG; project consultancy hiring SC; etc.;
- Working in collaboration with the Secretariat; and
- Participating in the work of the Communication Facility of the NGO Delegation to the UNAIDS PCB:

Communications Facility (CF) is a mechanism of the NGO Delegation to the UNAIDS PCB created to strengthen the capacity of the NGO delegation to bring forward a unified and consolidated message from their constituencies to the UNAIDS PCB.

In 2010-2012 the CF of the UNAIDS PCB NGO Delegation is hosted by the International Council of AIDS Service Organizations (ICASO) based in Toronto, Canada.

HOW TO SUBMIT NOMINATIONS:

Closing Date: **Monday, 13 August 2012, 18:00 Geneva time**

Fill in the online application form at http://unaidspcbngo.org/?page_id=7427 and attach the following documents to your application (details below):

- 1-page statement of the nominating organization
- 1-page statement of the nominated candidate
- 1-page letter of reference from a relevant organization other than your own
- 1-page letter of reference from a regional network/NGO outside country of residence

You are highly encouraged to fill in the online application form. If you are unable to fill in the online application form, please contact Amy Coulterman at pcb.ngo@gmail.com to request the application in Word format.

If you have questions, please write to pcb.ngo@gmail.com.

Incomplete applications or those submitted after the deadline will not be considered. The application and all supporting documents must be submitted in English.

The selection of applicants will be made by the current UNAIDS PCB NGO Delegates and representatives of broader civil society. Short-listed applicants will be invited to telephone interviews between 3-17 September, and final candidates will be formally approved at the PCB meeting in December 2012.

We look forward to receiving your thoughtfully considered nominations!

Please feel free to disseminate this Call for Nominations widely, to various networks in your regions and countries. Thank you for your interest and help.

ATTACHMENTS TO THE APPLICATION FORM

Please submit the following separate attachments

A. A statement of the nominating organization

- i. Not more than 500 words; on the organization's letterhead.
- ii. The statement of the nominating organization should summarise how it meets the qualifications spelled out in the Call for Nominations and Terms of Reference.
- iii. The NGO must state in statement that the NGO:
 - Commits to the UNAIDS PCB NGO Delegation Mission, Principles and Code of Conduct;
 - Authorises the Candidate to represent the applying NGO in the NGO Delegation to the PCB;
 - Will ensure the quality and comprehensiveness of the Candidate's participation in the PCB;
 - Will support the Candidate for the term of his/her office so that he/she will be able to fulfil the commitments by confirming that the Candidate:
 - Will have organizational and administrative support, including an adequate work place and access to office equipment and supplies;
 - Will be freed up from his/her regular duties to be able to dedicate a minimum of 10 hours per week, including travelling to the formal PCB meetings and other meetings as needed.
 - Will receive other kind of additional support, technical or otherwise, including concrete elements of support so the delegate can carry out this work with the time dedication that is required.

B. A personal statement of the nominated candidate

Not more than 500 words. The personal statement of the nominated candidate should summarise the motivation of the candidate to serve on the NGO Delegation, how the candidate meets the qualifications spelled out in the Call for Nominations and Terms of Reference, knowledge of UNAIDS governance and how the candidate's past experience makes her/him suitable to be an NGO Delegate to the UNAIDS PCB.

C. 1-page letter of reference from a relevant organization other than your own in your region

A 1-page letter of reference, signed by a senior staff or board member, from a relevant organization other than your own in your region, supporting your application.

D. 1-page letter of reference from a regional network/NGO outside country of residence

A 1-page letter of reference from a regional network/NGO in your region outside your country of residence, supporting your application.