

# Terms of Reference

## GOVERNANCE DOCUMENT

DRAFTED BY THE PACIFIC VECTOR NETWORK SECRETARIAT

### 1. GENERAL ORGANIZATION

The **Pacific Vector Network** is a voluntary network of countries and organizations dedicated to reducing the burden and threat of vector-borne diseases that affect human populations in Pacific Island Countries and Territories (PICTs), through effective locally adapted sustainable vector management. The Network supports the implementation of the *Global Vector Control Response 2017-2030*<sup>1</sup> and associated World Health Assembly Resolution 70.16<sup>2</sup>.

The **core members** of the Network are nominated representatives of Departments and Ministries of Health (MoH) of PICTs. The **allied members** of the Network comprise national and regional research or training institutions, agencies, laboratories, and other organizations or networks with an interest in supporting vector surveillance and control in PICTs and who are approved as a Network member.

Representatives from PICTs form the decision-making body of the network, and collectively deliberate and decide on network activities. Between in-person meetings, the **Pacific Vector Network Technical Working Body (TWB)** serves as the governing body and Secretariat of the Network. The TWB is established under the framework of the Pacific Public Health Surveillance Network (PPHSN) to provide advice and support on the development and strengthening of vector surveillance and control in PICTs.

The TWB functions with the support of the World Health Organization (WHO), The Pacific Island Health Officers' Association (PIHOA) and the Pacific Community (SPC) as the **Pacific Vector Network Secretariat**. The membership and roles and responsibilities for each are outlined below.

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<sup>1</sup> WHO. 2017. <https://www.who.int/vector-control/publications/global-control-response/>

<sup>2</sup> WHA. 2017. [http://apps.who.int/gb/ebwha/pdf\\_files/WHA70/A70\\_R16-en.pdf](http://apps.who.int/gb/ebwha/pdf_files/WHA70/A70_R16-en.pdf)

## 2. OBJECTIVES

The main objectives of the Pacific Vector Network are:

1. To maintain a network of and for PICTs that addresses regional priorities to strengthen vector surveillance and control;
2. To support PICTs in planning and implementing effective vector management, including preparedness, prevention and response to outbreaks of vector-borne diseases;
3. To strengthen advocacy and communication for evidence-based vector surveillance and control in PICTs;
4. To coordinate and formalize knowledge and experience sharing on vector management between PICTs, and key partners in the Pacific region;
5. To coordinate or deliver capacity building initiatives including partnering, mentoring, and training to develop vector management expertise;
6. To coordinate technical assistance to and between PICTs, including through academic and research institutes, NGOs and private sector.

## 3. MAJOR ROLES AND FUNCTIONS

The Pacific Vector Network and its TWB are intended to function in perpetuity to promote vector surveillance and control throughout the Pacific region.

The major role of the TWB is to support the activities and functioning of the Network, which includes to:

- contribute to the development of the Pacific Vector Network strategic plan and annual action plans and their monitoring and evaluation;
- facilitate execution of Network activities in approved annual action plans;
- assist with cross-sectoral engagement as needed to support preparedness and response for vector-borne diseases through a One-Health approach, including the Departments of Defense, Environment and Public Works to name a few;
- advocate for the generation and use of evidence for best practices on vector control tools, technologies and approaches;
- coordinate and document the sharing and efficient use of entomological and vector surveillance and control information, experiences, and outcomes; and,
- facilitate technical assistance between core and allied members and other partners for priority activities.

Through coordination from the Network TWB, core and allied members may undertake the roles and functions of the TWB either individually or collectively, with Secretariat support

provided by WHO, PIHOA and SPC. Other TWB or Allied members might also undertake Secretariat roles from time to time, at the discretion of the TWB.

The major roles and responsibilities of the Pacific Vector Network Secretariat are to support the functions of the TWB by:

1. Developing and facilitating the implementation of a dynamic action plan for the Network;
2. Monitoring and evaluating Network activities, including implementation of the Pacific Vector Network action plan;
3. Coordinating and communicating on Network actions, including communicating the status and outcomes of Pacific Vector Network activities to its membership and relevant outside entities;
4. Organizing Network-related meetings and initiatives, including trainings and technical assistance between members or other entities;
5. Representing the Network at trainings, workshops, conferences and meetings; and
6. Ensuring minimum resources are available to at least to support Secretariat functions and information dissemination.

WHO will serve as the **Pacific Vector Network Secretariat Focal Point** for communication and activity coordination until otherwise decided by the core members.

#### 4. STRUCTURE AND MEMBERSHIP

The core members are the decision-makers of the Network and are nominated MoH representatives of PICTs. Core members are nominated to participate by Directors or Secretaries of Health from each PICT.

Allied members may be national and regional research or training institutions, agencies, laboratories, and other organizations or networks with an interest in supporting vector surveillance and control in PICTs. Representatives of these organizations may express interest in allied membership by completing and submitting the membership application form to the Pacific Vector Network Secretariat. Core members may also propose allied members, who will then be contacted by the Secretariat and invited to complete the membership application form.

The Pacific Vector Network TWB will deliberate on applications for allied membership, either electronically or at TWB meetings, and the Secretariat will communicate on the recommendation and justification to all members. If no objections are expressed by core members, the allied member will be accepted. The TWB may elect to limit the number of allied members to ensure optimal functioning of the network.

### General Composition of the TWB

The Network TWB has thirteen (13) members, comprising seven (7) core members from the PICTs and six (6) allied members, three (3) of which comprise the Secretariat. The membership of the TWB is detailed in Annex 1.

### Core Membership of the TWB

Two factors are currently considered for PICT representation in the TWB:

1. geographical and linguistic representation, and
2. continuity within the TWB (not all of the members should be renewed at once).

The seven (7) core members are selected to ensure representation across each of the three (3) geographic subregions: Micronesia, Melanesia and Polynesia. Annex 2 shows core membership for each year based on periodic rotations of countries every three (3) years.

### Allied Membership of the TWB

Of the six (6) allied members of the TWB, three (3) are the Secretariat members: WHO, PIHOA and SPC. The remaining three (3) positions for the TWB will be selected from among the Network allied members. These will be selected by core members of the TWB based on perceived involvement in and contribution to the activities of the Network.

### Selection and Renewal of TWB Membership

Details regarding the selection and renewal of core and allied members of the TWB are outlined in Annex 2.

### Frequency of Meetings

One face-to-face meeting of all 21 PICTs will be held each year, funding permitting. The meeting location should rotate by subregion, where feasible. The TWB will hold at least one meeting each year, usually in conjunction with the annual Pacific Vector Network meeting. At least one TWB meeting per year will be face-to-face, with virtual meetings to be held quarterly.

### Attendance and Participation at TWB Meetings

To the extent possible, funding will be provided for attendance and participation at one in-person TWB annual meeting for the seven (7) core members only. For the six (6) allied members on the TWB, the respective institutions will in most cases be required to bear the costs of their representative's attendance at all TWB meetings.

To the extent possible, for the sake of continuity, TWB members should elect a consistent individual representative to serve as leader for the TWB. Elected individuals should have experience and professional responsibilities related to the planning and implementing vector surveillance and control, or expertise in related environmental or health activities.

If the elected representative from an individual TWB member (either core or allied) is unable to attend a given meeting of the TWB, a letter should be provided from their Director or Secretary of the Ministry of Health to the Secretariat notifying of a replacement member. The TWB member may send a replacement representative for that meeting only. Only one (1) representative from each TWB member is permitted to attend each TWB meeting. However, in exceptional circumstances, a TWB member may request approval in writing to the Network Secretariat for the attendance of two (2) members at a specific TWB meeting, including a justification to support the request. Approval of such requests will be at the discretion of the TWB Secretariat.

If a core or allied TWB member fails to send a representative to two (2) consecutive meetings of the TWB, that member may be subject to replacement upon the consensus of the TWB membership. Attendance at TWB meetings could be either expanded or restricted upon agreement from the TWB Membership. Observers may be permitted to attend meetings at the discretion of the TWB.

#### Voting

If the TWB requires voting for a decision, only one (1) representative from each core member will be permitted to vote. Each core member of the TWB will have one equal vote. A quorum of five (5) TWB core members are required to submit votes for a decision to be ratified based on a simple majority. The Secretariat and other allied members are not permitted to vote.

## ANNEX 1

### MEMBERSHIP: PACIFIC VECTOR NETWORK TECHNICAL WORKING BODY

June 2023

#### CORE TWB MEMBERS

For the inaugural year of 2023, the core TWB members are:

- 1) Wallis and Futuna (2023-2025)
- 2) Guam (2023-2025)
- 3) Samoa (2023-2025)
- 4) Fiji (2023-2025)
- 5) Solomon Islands (2023-2025)
- 6) American Samoa (2023-2025)
- 7) Tokelau (2023-2025)

For the period 2023-2025, Guam will act as the Chair and Samoa as Co-chair of the TWB meetings.

#### ALLIED TWB MEMBERS

- 1) World Health Organization (Secretariat)
- 2) the Pacific Community (Secretariat)
- 3) Pacific Islands Health Officers Association (Secretariat)
- 4) Temporary allied member – TBD (2023-2025)
- 5) Temporary allied member – TBD (2023-2025)
- 6) Temporary allied member – TBD (2023-2025)

## ANNEX 2

### SELECTION AND RENEWAL OF CORE AND ALLIED MEMBERS: PACIFIC VECTOR NETWORK TECHNICAL WORKING BODY

#### CORE TWB MEMBERS

The process as adopted by the Pacific Public Health Surveillance Network (PPHSN) from 2007 onwards will be followed. This was formulated to emphasize simplicity, equity and ownership by PICTs. Under this arrangement, there are seven (7) core member seats that are assigned to PICTs in a rotating manner, for 3-year periods. The 21 core PICT members are divided into seven groups of three, called 'triads'. Each seat is shared between the three PICTs that comprise a triad. The three countries take turns to occupy a seat for a 3-year period.

To ensure continuity and transition, country membership in the TWB will be staggered with a one-year overlap of selected TWB members, so that all members do not change at the same time. Country rotations will follow the schedule outlined in Figure 1a below, unless the TWB agree otherwise. Figure 1b lists the PICTs by geographic subregion.

**Figure 1a: Pacific Vector Network TWB core member seat allocation based on rotation within triads**

Years	PICT seat in the Pacific Vector Network TWB						
	1	2	3	4	5	6	7
2023	WF	GU	WS	SB	FJ	AS	TK
2024	WF	GU	WS	SB	FJ	AS	TK
2025	WF	GU	WS	SB	TO	PW	CK
2026	NC	MP	NR	PG	TO	PW	CK
2027	NC	MP	NR	PG	TO	PW	CK
2028	NC	MP	NR	PG	TU	MH	NU
2029	PF	FM	KI	VU	TU	MH	NU
2030	PF	FM	KI	VU	TU	MH	NU
2031	PF	FM	KI	VU	FJ	AS	TK

Key: AS=American Samoa; CK=Cook Islands; FM=Federated States of Micronesia; FJ=Fiji; PF=French Polynesia; GU=Guam; KI=Kiribati; MH=Republic of Marshall Islands; NR=Nauru; NC=New Caledonia; NU=Niue; MP= Commonwealth of the Northern Mariana Islands; PG=Papua New Guinea; PW=Republic of Palau; WS=Samoa; SB=Solomon Islands; TK=Tokelau; TO=Tonga; TU=Tuvalu; VU=Vanuatu; WF=Wallis and Futuna.

**Figure 1b: Geographic representation of the 21 PICTs by subregion**

<b><u>Micronesia</u></b>	<b><u>Polynesia</u></b>	<b><u>Melanesia</u></b>
Commonwealth of the Northern Mariana Islands (MP)	American Samoa (AS)	Fiji (FJ)
Federated States of Micronesia (FM)	Cook Islands (CK)	New Caledonia (NC)
Guam	French Polynesia (PF)	Papua New Guinea (PG)
Kiribati* (KI)	Kiribati* (KI)	Solomon Islands (SB)
Nauru (NR)	Niue (NU)	Vanuatu (VU)
Palau (PW)	Samoa (WS)	
Republic of Marshall Islands (MH)	Tokelau (TK)	
	Tonga (TO)	
	Tuvalu (TU)	
	Wallis and Futuna (WF)	

\*Kiribati encompasses both Micronesia and Polynesia

#### ALLIED TWB MEMBERS

Selection of the three (3) temporary allied member institutions of the TWB will be through election and voting by core TWB members. This will occur at the inaugural or annual meeting, or through remote voting if needed. Temporary allied members will be selected for a period of three (3) years. Upon election, the institution will advise in writing to the Secretariat who the individual representative of that institute will be. Only one person can be elected per institution.

There will be no automatic renewal for the temporary allied members. Renewal will be through re-selection for a three (3) year period as outlined above.



### ANNEX 3: OVERVIEW OF PACIFIC VECTOR NETWORK GOVERNANCE

<b>Core Members:</b> nominated representatives of Departments and Ministries of Health (MoH) of PICTs								<b>Allied Members:</b> regional research or training institutions, agencies, laboratories, and other organizations or networks			
		Chair	Co-Chair					Permanent TWB (Secretariat)	Temporary TWB		
Technical Working Body (TWB)	WF	GU	WS	SB	FJ	AS	TK	WHO, PIHOA, and SPC	TBD1, TBD2, TBD3		
	NC	MP	NR	PG	TO	PW	CK				Focal Point
	PF	FM	KI	VU	TU	MH	NU				