

Regional One Health Coordination Mechanism Terms of Reference and Operational Guideline

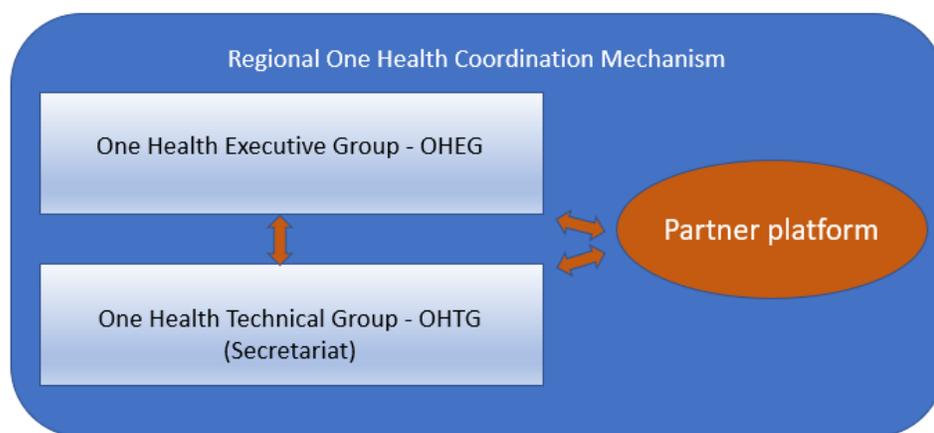
Terms of Reference

Role and Purpose

The Tripartite Organizations FAO, OIE and WHO in the European and Central Asian region are joining forces to strengthen optimal use of available resources, foster synergies and avoid duplication of efforts in the fight against health risks in the animal, human and environment interface in the support of Member States. The regional tripartite will work in the One Health approach which is an approach to designing and implementing programmes, policies, legislation and research in which multiple sectors communicate and work together to effectively prepare for, detect, assess, and respond to shared health threats and achieve better public health outcomes.

The regional Tripartite will provide leadership by defining the strategic direction, convening stakeholders and partners and coordinating action and support across the Region. Simultaneously it will aim to align its efforts with actions and interventions undertaken by the global Tripartite and its collaborators.

To achieve the overall goal, a Regional One Health Coordination Mechanism will be established. This will be done in a two-tiered approach: 1) A One Health Executive Group (OHEG) defining the strategic direction and anchoring and aligning the regional work in the global work on One Health 2) a One Health Technical group (Secretariat) (OHTG) delivering organization, facilitation and coordination at the technical and operational level. The OHEG and OHTG will establish a partner platform to convene multiple partners and stakeholders from various sectors and backgrounds, for mutual exchange of information of work in the area and for the advise and input into the work of the tripartite to maximize country impact, foster synergy and avoid duplication.



The Regional One Health Coordination Mechanism consolidates cooperation between the Regional Offices of WHO, FAO and OIE for the European and Central Asian region, drawing on their core mandate and individual strengths and competitive advantages to address the wide range of needs for support within the human-animal-environment interface. The One Health Executive Group will provide leadership, governance and define the strategic direction and priorities for One Health in the region. This will be done in close communication and collaboration with the partner platform comprised by other UN and international organizations, Member States representatives, civil society, academia and the private sector.

The One Health Technical Group (Secretariat) will keep oversight and coordinate technical support to Member States to support and strengthen One Health efforts and maximize country impact in the region. This will be done by making better use of available resources, fostering synergies between stakeholders and avoiding duplication of efforts by the tripartite and partners.

The defined area of operation of the Regional One Health Coordination Mechanism includes problems arising from antimicrobial resistance (AMR), zoonotic diseases (e.g. food-borne diseases, Rabies and influenza) and other One Health issues that exist or emerge within the interface of animal health, food, agriculture and human health posing a possible or probable threat on humans within the region.

Term

This Terms of Reference is effective from April 2021 and will be ongoing until terminated by agreement between the parties.

Membership

Regional One Health Coordination Mechanism will have the following governance arrangements:

- **The One Health Executive Group** comprises the Respective Regional Heads of the Tripartite or their designated Directors or Assistant Directors
- **The One Health Technical Group** comprises liaison officers from each tripartite organisation and relevant technical staff.
- **The partner platform** comprises representatives from other UN agencies, international organization, Member States, civil society, academia and private sector.

Roles and Responsibilities

The OHEG is accountable for:

1. Supporting regional promotion, advocacy and political engagement by high-level communication
 - Identifying opportunities and priorities to progress the One Health agenda within relevant high-level global and regional meetings
 - Facilitating the work of the regional Tripartite to the respective governing bodies and stakeholders of their respective organization
 - Acting as ambassadors, hereby removing obstacles to the successful delivery, adoption and use of the defined actions

- Promoting and advocating for strengthening One Health governance structures and political commitment at the political level in Member States
 - Facilitating resource mobilization for strengthening One Health in the region
2. Providing strategic direction and support global and regional governance structures by
 - Liaising with the Global Tripartite Joint Secretariat and other Regional Secretariats at the strategic level
 - Liaising with other UN and international organizations, Member States, civil society and the private sector through the partner platform, as appropriate
 - monitoring and if possible managing the factors outside the regional Tripartite's control that are critical to its success.
 - Supporting and maintaining at all times the focus on the agreed scope, outcomes and benefits
 - Acting as link by contributing to the functioning of the Regional platforms, committees or initiatives (e.g. Monti Commission, South East European Health Network) on One Health challenges by channeling insights and information from the Regional Tripartite Joint Secretariats and stakeholders to facilitate the work of the structures
 3. Decision-making
 - Overarching decisions regarding agreed areas of interest and action are made by the OHEG.
 - Decision-making is based on consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the organization being most responsible for the addressed area and action will make the final decision.
 - The OHEG can draw upon advisory help from the OHTG regarding defining and delimiting the areas. The OHEG can also appoint responsibility for decision-making to the OHTG

The One Health Technical Group (Secretariat) commits to:

Show leadership of implementation by assisting the execution of the core mandate and advancing the joint response of the Regional Tripartite organizations within the decided topics of One Health. Wholeheartedly championing the regional One Health Coordination mechanism within and outside of work areas:

1. Coordination of interagency engagement and partnership:

The OHTG, through the partner platform, facilitates the engagement of the other UN and international organizations, of technical partners, Non-Governmental Organizations, Societies, Foundations, and others working in the area, hereby providing a common framework for collaboration with all major international stakeholders and facilitating political, technical and financial support of Member States.
2. Coordination and implementation of joint regional actions by the Tripartite: The OHTG provides coordination, facilitation and other support to Member States implementing or integrating One Health actions. This also includes supporting the implementation of One Health national action plans.

3. Setting the agenda: Through its role in coordinating, facilitating and communicating the OHTG gains intrinsic knowledge of planned and undertaken work in Member States and at the regional level. This enables the OHTG to bring strategic gaps and opportunities to the attention of the OHEG for their decision and action.
4. Joint resource mobilization: The OHTG is responsible for the coordination of the Multi-Partner Trust Fund and other funded joint projects in the region as well as managing the administration, financial reporting and consolidation. The OHTG will also contribute to concrete actions and tasks by joint resource mobilization in partnership with the partner platform.
5. Administrative and secretariat work: Each tripartite organization nominates one liaison officer (and one alternate) to represent their organization at the OHTG. These liaison officers and their alternates are responsible for
 - Chairing the OHTG on a rotating basis
 - attending all OHTG and other meetings of relevance for the defined actions and if necessary, nominate a proxy
 - sharing all communications and information internally in a complete, accurate and timely manner
 - making timely decisions and taking action in consultation with relevant staff in their respective organizations
 - Bring in relevant technical staff from their respective organization to discuss and coordinate specific technical issues or activities
 - notifying members of the OHEG as soon as practical, if any matter arises which may be deemed to affect the development of the Network

Partner platform

The objective of the partner platform is to support and provide input to the work of the OHEG and OHTG to maximize country impact. The platform will take stock of emerging and re-emerging health threats in the human-human interface in the region and provide evidence, share lessons learned and identify priorities for potential joint action by the tripartite and its partners. The platform will convene multiple partners from various sectors including other UN agencies, international organizations, Member State representatives, academia, private sector representatives and civil society.

Organization and reporting

The OHTG will be a virtual Secretariat comprising members of all three Tripartite organizations and being chaired in a rolling order by one of the organizations.

The size and the operating model of the OHTG will ensure the effective function and equitable representation of each Regional Tripartite organization and will at any given time reflect representation of the decided areas of action.

Each organization will manage its respective internal procedures as well as human resources (recruitment, appointment and performance management).

The OHTG reports to the OHEG by annual progress report. Other reporting can be agreed upon ad hoc. Meetings and collaboration of the OHTG is described in the practical and operational guideline.

The OHEG meets annually or ad hoc if needed. Meetings will be coordinated with other high-level meetings and activities (regional or global level).

The OHTG will meet every two months or when/as needed

The partner platform will convene every two years either virtually or face-to-face, as appropriate.

Codes of conduct

The members of the OHEG and OHTG agree:

- to aim for reasonable time and room to make impactful decisions
- to alert each other to potential risks and issues that could impact health risks in the human-animal-environment interface, as they arise
- to open and honest discussions, without resort to any misleading assertions

Amendment, Modification or Variation

This Terms of Reference will be reviewed and if needed, amended by the OHTG once a year, in connection with the annual face-to-face meeting. Changes that affect the core tasks and definitions may be amended, varied or modified in writing after consultation and agreement by both OHEG and OHTG members.

Practical and Operational Guideline of the One Health Technical Group (Secretariat) (OHTG)

This practical and operational guidance recognizes the inherent diversity of operations among the three organizations and the potential future need to develop advanced standard operating procedures depending on the expansion of activities and resources of the OHTG.

A. Action plan and progress report

1. The work of the OHTG will be guided with a six-monthly rolling schedule of joint activities developed based on existing workplans, upcoming opportunities, priorities, needs and commitments of the Regional Tripartite organizations with clear responsibilities, deliverables and timelines. Progress will be recorded in a template.
2. Annual progress report on the activities of the OHTG and the implementation of the action plan will be provided to the OHEG .

B. Meetings and Communication

3. The primary way of working will be through regular online communication between the concerned technical staff based in FAO, OIE and WHO Regional Offices.
4. An online platform to share documents among the technical staff to facilitate effective and collaborative working procedures will be established. Responsibility for hosting the platform lies with WHO EURO
5. Regular online meetings involving the concerned technical staff based in FAO, OIE and WHO regional offices will be held every two months or more frequent when needed. The meeting minutes will be available to relevant management and technical staff of the Regional Tripartite organizations as deemed necessary. Minutes from the meetings are prepared by the chairing organization.
6. The OHTG will have a face-to-face meeting at least once per year as deemed necessary and possible. These meetings can be conducted in conjunction with other meetings where possible to minimize travel costs and will have clear objectives and deliverables.
7. Meetings are chaired by the organizations on a rolling schedule. Hand-over of chairing will happen once yearly at the annual meeting in the first quarter of the year.

C. Decision-making process and coordination

8. The One Health Executive Group can delegate the decision-making to the OHTG.
9. The OHTG will document all joint activities and other deliverables within the defined agreed topics and ensure that they are developed with sufficient guidance and input from all the Tripartite Organizations.
10. Resulting technical products will be agreed by all members of the OHTG and then go through appropriate clearance channels of the respective organizations.
11. In the unlikely event that there is conflict and issues cannot be resolved at the operational level of the OHTG, issues will be brought to the OHEG.

D. Staffing and resources

12. The OHTG will consist of the following representatives:

- Tripartite Liaison Officer based at FAO, Regional Office for Europe and Central Asia
- Tripartite Liaison Officer based at OIE, Sub Regional Office for Central Asia
- Tripartite Liaison Officer based at WHO, Regional Office for Europe
- Depending on the area covered and the agreed topics, additional support or dedicated staff will be brought in as and when needed

13. The Liaison Officers at FAO, OIE and WHO will administratively and managerially report to the appropriate level of hierarchy in their respective organization, that will provide them empowerment to carry out their duties in the OHTG on behalf of their organization. The rotating chair of the OHTG will coordinate efforts and administrative duties of the joint work.

14. The needs and capacity for the TJS will be assessed once per year by the One Health Coordination Group to avail the required resources with contribution from all three organizations.

E. Tasks and responsibility of Regional Tripartite Joint Secretariat Liaison Officers

The Regional Tripartite Liaison Officers will be physically located in their respective organizations.

They serve as key focal points for the OHTG within their organizations, coordinating joint actions and the delivery of a rolling joint schedule and progress report on the agreed topics of action in accordance with each organizations' internal rules.