

Officers of the Executive Board

Consultation on Terms of Reference

25 November 2024

Mandate and Next Steps

- **EB decision 154(3) (2024)** asked the Director-General, in consultation with Member States, to prepare draft terms of reference to “strengthen the effectiveness of the functioning of the Officers of the Executive Board, for consideration by the Board at its 156th session in 2025.”
- **Today’s consultation**
 - Present the draft Terms of Reference
 - Receive initial feedback
- **Next Steps**
 - Written feedback until 6 December to governanceunit@who.int
 - Revised draft ToRs submitted to the Board for consideration in February 2025

Outline

- The draft Terms of Reference for the Officers of the Executive Board set out:
 - The responsibilities of the Officers
 - The individual functions of the Chair, Vice-Chairs and Rapporteur
 - The collective functions of the Officers
 - Mode of operation
- No changes to the Rules of Procedure are proposed

Responsibilities of the Officers

- To support the efficient conduct of the Board:
 - Plan, in principle, to serve their **full elective term**
 - Commit **sufficient time** to prepare substantively for all meetings in order to provide leadership on discussions
 - Draw on their experience to **chair meetings effectively** and facilitate Member State cooperation
 - **Communicate effectively** in one or more of the WHO official languages
 - Draw on their **technical expertise** to support Board consideration of matters
 - **Collaborate** with others to help craft solutions to issues presented
 - Maintain high ethical standards, including **avoiding any conflicts of interest**

Chair's functions

- Chairing Board meetings
 - The Chair, or a Vice-Chair acting as Chair, declares the opening/closing of meetings, directs discussions, accords the right to speak, puts questions, announces decisions and overall, ensures the application of all rules of procedure
- The Chair also:
 - Proposes speaking times and working hours at Board sessions
 - Represents the Board at the Health Assembly
 - Is an ex officio member of the PBAC and SCHEPPR
 - Presides over the Selection Panels of Public Health Prizes and Awards

Additional functions of the Vice-Chairs

- The Vice-Chairs also
 - May be requested to represent the Board at the Health Assembly
 - One Vice-Chair is an ex officio member of the PBAC and the SCHEPPR
 - The first Vice-Chair is a member of the annual Award Selection Panel for the Nelson Mandela Award for Health Promotion
- The Chair (or the Vice-Chair acting as the Chair) does not vote in Board meetings but may appoint an alternate to do so

Functions of the Rapporteur

- On request of the Chair and with support of the Secretariat as required, the Rapporteur reports on or formulates any aspect of the deliberations of the Board

Shared functions

Preparation of the Provisional Agenda

- Considerations when reviewing proposed additional agenda items
 - Whether the proposal addresses a global public-health issue, a new subject within WHO's remit or an issue that is a significant public-health burden
 - Whether the Board is the appropriate venue to address the issue
 - When the proposed issue was last considered by governing bodies, current work and any reporting requirements
- Option to invite Regional Coordinators (and as useful the PBAC and SCHEPPR Chairs) to observe

Shared functions

Agenda Management

- To support the Officers in addressing the heavy Board agendas, the Officers may consider:
 - **Managing the number of agenda items and sub-items:** Possibility to propose a limit on the number of items and sub-items to be included in a Board session
 - **Consequences for late documentation:** Possibility to postpone agenda items with late documentation

Shared functions

Fostering Regional Coordination

- Officers are encouraged to develop and maintain close contact with the Regional Coordinators for their respective regions

Mode of Operation

- **Meetings**

- Two meetings per year, in virtual, hybrid or in-person format
- Additional virtual, hybrid or in-person meetings, as needed

- **Quorum**

- Majority of the Officers of the Board
- In the absence of a quorum, the Chair may decide to proceed with the meeting on a provisional basis, in which case the outcome of the meeting is considered as final only when subsequently approved in writing by majority of the Officers

Possible Additional Functions (Not included in the draft TORs)

- For consideration
 - Resolution and decision management
 - Preparation of individual agenda items
 - Bureau-like role: Officers of the Board could convene more regularly, e.g., during governing bodies meetings to coordinate and divide work
 - Consultative Body for the Director-General
 - Regional representation role
 - Technology: encourage the use of technology to increase the efficiency of governing bodies meetings