

Containment Management Group

Ratified Terms of Reference [Approved: September 3, 2021]

Purpose

The Containment Management Group (CMG) exists to:

1. Manage and coordinate poliovirus containment activities of GPEI partner agencies and stakeholders, as aligned with the global polio eradication strategy.

Responsibilities

By virtue of these Terms of Reference, the CMG is empowered and expected to do the following:

- 1. Coordination – oversight to assure alignment of containment activities, policy and guidance**
 - Identify and facilitate work areas and/or activities in which partner agencies or other stakeholders, including WHO advisory groups such as the Containment Advisory Group (CAG) and Global Certification Commission (GCC), can directly support poliovirus containment.
 - Discuss and review all workplans and associated budgets for all GPEI partners implementing CNT activities.
 - Coordinate GPEI partners and relevant stakeholders in the development of a Strategic Action Plan for Containment (2022-2026).
- 2. Facilitation – assure progress to resolve key issues affecting progress of Containment, either policy or technical**
 - Consult with stakeholders, including regional focal points, regarding containment issues.
 - Develop and recommend mitigation measures for identified poliovirus containment risks with relevant stakeholders.
- 3. Advocacy – Resources and political**
 - Support or directly engage in high-level stakeholder advocacy related to containment implementation, as necessary.
 - Propose to the SC through the EMU activities and resources on at least an annual basis to sustain containment progress, and when specific requirements are identified present the case on an ad hoc basis.
 - Advise/coordinate relevant GPEI groups (VSG, nOPV2, outbreaks) on containment issues and requirements related to vaccine supply or use during outbreak response.
 - Ensure integration and promotion of GPEI Gender strategy within the upcoming Containment strategic action plan 2022-2026 and oversight of its implementation across containment stakeholders.
- 4. Evaluation and Accountability**
 - Assist with establishment and updating as necessary of the Management and Evaluation framework for Containment including KPIs.
 - Assess, monitor, and analyze risks to achieving poliovirus containment per established GPEI and/or GAPIII timelines.
 - Monitor global containment implementation efforts.
- 5. GPEI interface**

- Routinely report to the EMU on progress in Containment and any impending risks to achieving milestones.

Gender Perspective

Gender mainstreaming (the process of assessing implications for women and men of any planned action, in all areas and at all levels) is an integral dimension to the achievement of gender equality, which is considered a powerful determinant of health outcomes and a major factor in the movement towards polio eradication.

The CMG is responsible for supporting gender mainstreaming and the GPEI gender strategy within the group by:

- Dedicating time to develop and undertake activities to mainstream gender in their respective group, in conjunction with the Gender Mainstreaming Group (GMG), on an annual basis, and ensuring completion of activities (e.g., training via webinars, coaching, and/or mentoring).
- Leveraging technical support from the GMG, where feasible and applicable, throughout the course of activities (i.e., across program planning, design, implementation, monitoring, evaluation) to ensure that a gender equality lens is being applied.
- Being aware of GPEI's Gender Equality Strategy KPIs and implementing actions to help meet the expected results, leveraging support from the GMG, where needed.

Composition & Secretariat

The CMG shall be led by a Chair and Vice-Chair and shall consist of as many other Members as needed to fulfill the group's responsibilities.

Leadership

- The CMG shall be led by a Chair and Vice-Chair.
- The SC will appoint the named parties for the roles of Chair and Vice-Chair after soliciting feedback from the CMG members, using coordination support from the SC Secretariat. It is recommended that the individuals nominated to these two roles do not come from the same organization.
- The term for each role is 12 months, with the option for rotation (preferred) or renewal at the discretion of the SC.

Additional Containment Management Group Member Selection & Roles

- Additional membership of the CMG shall consist of as many individuals as the Chair and Vice-Chair deem necessary to efficiently and effectively fulfill the group's responsibilities.
- While the CMG may include broad representation of GPEI partner agencies, the division of responsibilities across individuals and agencies shall be based on capabilities and capacities rather than a principle of institutional parity.
- The SC shall assign individuals from partner agencies to the CMG in accordance with the needs communicated by the Chair and Vice-Chair and in alignment with these Terms of Reference.

Membership Expectations

In general, individual members of the CMG have the following responsibilities:

- Be familiar with the charge and work of the CMG.
- Have pertinent expertise (e.g., epidemiology, business) and/or represent the perspective of an agency or stakeholder group.
- Attend 70% of all meetings (and for the entire duration of the meetings).
 - A committee member who misses two consecutive meetings, when the member has not made a case for exception to the Chair, may be replaced.
 - If replacement of a member is required, the Chair will flag the issue with the pertinent agency and make the request.
- Be actively engaged at all meetings and provide relevant and focused comments (e.g., ensure that you have read circulated pre-read materials and have developed perspective on the topic area prior to attending the meeting).
- Dedicate time to participating in and/or leading work/activities, outside of planned meeting times.
 - The specific amount of time is to be estimated by the Chair and Vice-Chair and discussed with individual members at the start of the year but is generally expected to range from 10 to 20 hours/month.
- Demonstrate flexibility in unanimity building discussions and take different perspectives into account.
- Relay discussions and updates on work undertaken, back to the member's respective agency, to ensure coordinated efforts across GPEI and the agency (e.g., to minimize duplicative activities).
- Efforts will be made to guarantee gender balanced representation of members (ideally 50% women and 50% men) and to alternate among different level positions (to avoid appointing only junior positions).
- All core members will be offered additional gender training opportunities according to their needs/competencies.

For groups that have distinguished Core Members vs. Non-Core Members in their respective TOR:

- For Core Members, the above applies.
- For Non-Core Members (i.e., Supplementary or Liaison Roles), the Chair determines the responsibilities.

For partner agencies that propose individual member names to serve on the CMG, the above must be taken into consideration. The recommendation is to discuss capacity with the potential candidate, prior to a proposal to serve on the CMG.

Secretariat

- The Secretariat role shall be determined by the Chair.
- There shall be one individual designated as the primary contact for the Secretariat, regardless of how many individuals actively work to support the CMG in its activities.
- The Secretariat supports the CMG with the following, as needed:

- Facilitating work in collaboration with the Chair and Vice-Chair;
- Scheduling meetings;
- Planning logistics;
- Compiling agendas;
- Distributing meeting materials (pre-reads and post-discussion), including meeting minutes;
- Tracking action items and coordinating on progress to closure of action items;
- Scheduling and preparing progress reports, in conjunction with the Chair and Vice-Chair;
- Coordinating with other groups; and
- Maintaining responsibility for relevant documents (e.g., knowledge management / information management/online portal for sharing materials).

Accountability

Accountability

- The CMG is accountable to the SC via the EMU.
- Individual CMG Members serve in their roles at the nomination of the SC and the CMG Chair and Vice-Chair.

Reporting

- The CMG, led by the Chair and Vice-Chair, shall periodically report progress to the SC as requested by the EMU.
- In coordination with the EMU, the CMG shall also contribute to status reports for the POB as requested.

Decision Making

- Unanimity is the ideal for all decisions made by the CMG and should be pursued wherever possible.
- If unanimity cannot be reached, a majority vote will be the deciding factor. Each agency stipulated in the TOR with voting rights (e.g., core member) gets one vote.
- If a majority vote cannot be reached, the Chair of CMG will escalate to the EMU. The EMU will determine the appropriate next step on the escalation path (e.g., mediation attempt, escalation to SC).
- For decisions with significant strategic impact, if a member dissents with a particular decision, escalation may be made to the EMU. The EMU decides whether a further review is required by the SC, on a case-by-case basis; if escalated to SC, their decision will be final.

Rhythm of Business

Meeting Scheduling & Participation

- The CMG will meet monthly by teleconference. Ad hoc teleconferences will be arranged by the Secretariat as required. Quorum will be 50% of standing members.
- In-person meetings will be arranged by the Secretariat as required, ideally around events at which a large number of the participants will be in attendance.

TOR Ratification

- By February 28, 2022, this TOR is to be reviewed by the Chair and Vice-Chair; this timing equates to ~6 months after initial ratification by the SC.

- Post-February 28, 2022, this TOR is to be reviewed by the Chair and Vice-Chair, on an annual basis, at minimum.
- After reviews by the Chair and Vice-Chair, any proposed amendments to the TOR must be submitted to the EMU, for approval by the SC. Amendments can be submitted on an as needed basis.