

**Working Group Standard Operating Procedures (SOPs)**  
*Approved by the RBM Partnership Board on 16 November 2017*

## 1. Introduction and Context

- 1.1 The RBM Partnership Bye-Laws provide for the establishment of Partnership Working Groups (WG), which provide venues for Partners to share information and collaborate on specialised topics, and generate evidence as needed to provide technical expertise and guidance to malaria-affected countries. Working Groups are to be managed and led by Partners in response to demand. As underlying principles and prerequisites of using the RBM Partnership brand, the WGs are self-financing and self-convening to ensure they continue to meet the needs of their member Partners, and must ensure participation of malaria-affected countries.
- 1.2 The WGs will adhere to these four operating principles:
- **Transparency** – Governance arrangements should be transparent to all members of the Working Group, the RBM Chief Executive Officer (CEO), the RBM Board and the wider Partnership, including the process and rationale for selecting Co-chairs.
  - **Diversity** – Working Group governance structures are expected to reflect and respect the diversity of the Partnership in their composition whilst being designed to ensure the right balance of capability and capacity to take work priorities forward.
  - **Flexibility** – Detailed internal arrangements allow for flexibility and variation between Working Groups as needed, whilst ensuring adherence to these SOPs and the RBM Bye-Laws.
  - **Accountability** – As per the RBM Bye-Laws, the accreditation of WGs is determined by the Partnership Board in accordance with approved criteria. The Working Groups' performance will be monitored and may impact continued accreditation.

## 2. Working Group Role & Criteria for Accreditation

- 2.1 The role and accreditation of the WGs is specified in the RBM Partnership Bye-Laws:

### 9.1. Role

Managed and led by Partners, these provide venues for Partners to share information and collaborate on specialised topics. Working Groups will be self-financing and self-convening to ensure they continue to meet the needs of their target group of Partners. The Working Groups will at all times ensure that their work is aligned with, and complements, that of WHO.

### 9.2. Criteria for Accreditation

Working Groups must ensure the adequate participation of malaria-affected country representatives to fulfil their purpose and as a prerequisite of using the Partnership brand. The Management Team will develop detailed criteria to permit Working Groups to be accredited as RBM Working Groups and these will be approved by the Partnership Board. The Partnership Board

will also approve all applications for accreditation by Working Groups. The Management Team will monitor the performance of the Working Groups and may request the Partnership Board to remove accreditation if a Working Group is either inactive or does not fulfil the requirement to ensure adequate participation of malaria-affected countries in its activities.

2.2 As noted above, these SOPs propose the following accreditation criteria for RBM Working Groups:

- The WG is established to convene and coordinate RBM Partnership members around a defined technical intervention area to facilitate learning and share best practices from the field;
- The WG TORs are submitted for RBM Board review and subsequently approved by the Board;
- The governance of the WG ensures adequate participation of malaria-affected countries;
- The WG demonstrates a self-financing and self-convening capacity; and
- The WG initial/current Co-chairs and Secretariat are selected and are willing to assume the WG responsibilities.

2.3 As of the date of these SOPs, there are five (5) accredited RBM Working Groups:

1. Case Management Working Group (CMWG)
2. Monitoring and Evaluation Reference Group (MERG)
3. Malaria in Pregnancy Working Group (MiP)
4. Social and Behavior Change Communication Working Group (GBCCWG)
5. Vector Control Working Group (VCWG)

2.4 The TORs of the currently accredited RBM WG are being updated for the new RBM Partnership and will be circulated separately for RBM Board approval.

### **3. Working Group Annual Workplans**

3.1 As the WGs are self-financing, this is a guiding principle in the elaboration of the WG annual workplans.

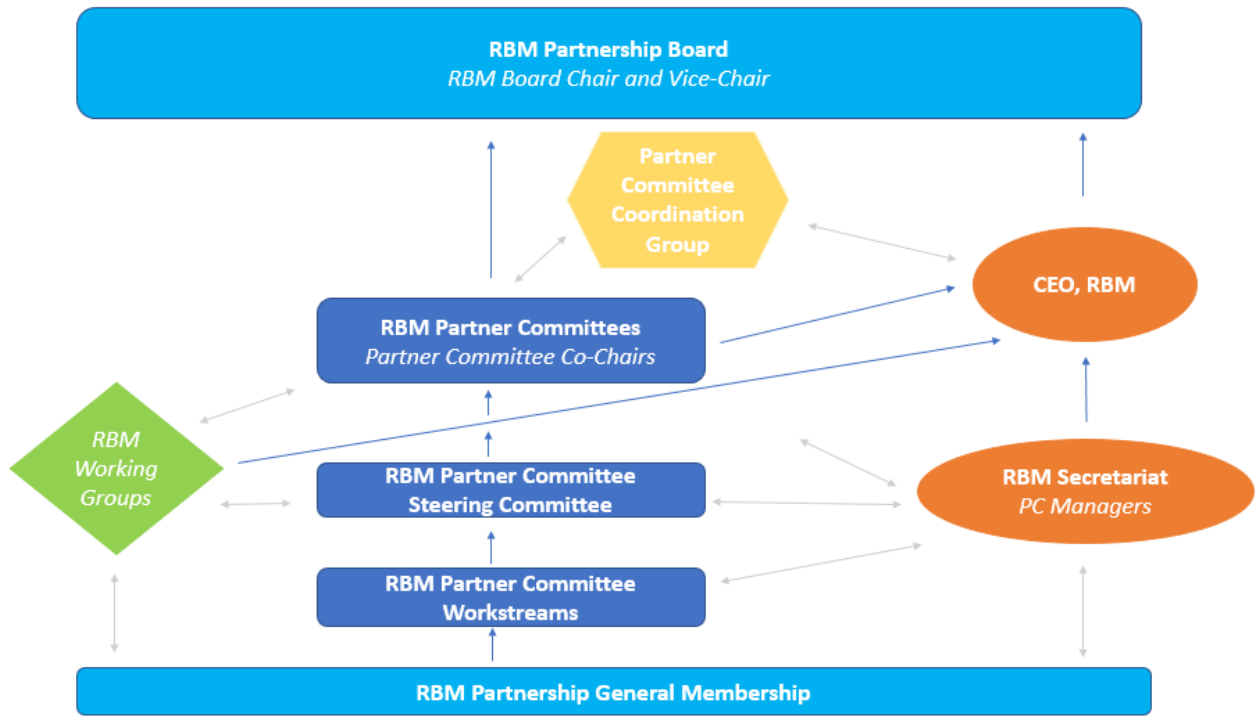
3.2 Facilitated by the WG Co-chairs, the WGs must develop an annual workplan and accompanying budget. This workplan will be the result of a defined consultative process, defined in the governance of the WG, including the opportunity for the RBM CEO to provide comments and inputs to ensure harmonisation and consistency with RBM and Partner Committee workplans.

### **4. Working Group Reporting and Coordination**

4.1 The RBM WGs are accountable to the RBM Board through the CEO.

4.2 The RBM WGs must be self-convening and ensure coordination with the RBM Board, Secretariat, relevant Partner Committees and WHO. This will be done by inviting the relevant participants to their annual meeting, as well as to quarterly conference calls.

- 4.3 In addition, the relevant Partner Committees will invite the WG Co-chairs to take part in their Steering Committee structure to further assist with coordination and collaboration.
- 4.4 The WGs will submit quarterly update on their work to the CEO, and annual reports (including financials) to the Partnership Board on the activities they have engaged in during the previous calendar year. There will also be a quarterly coordination meeting between the Co-chairs of the Working Groups and the PC Co-chairs, to be chaired by the CEO. The annual report of the WGs will serve as the opportunity for the RBM Board to monitor the WG’s performance, and, if necessary, reassess its accreditation.
- 4.5 The diagram below provides an overview of the reporting and coordination mechanisms.



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