

## **Memorandum on the Administrative Structure of the Special Programme of Research, Development and Research Training in Human Reproduction (HRP)<sup>1</sup>**

The Special Programme of Research, Development and Research Training in Human Reproduction (hereinafter called the Special Programme, or HRP) is structured on the basis of cosponsorship by the United Nations Development Programme (hereinafter called UNDP), the United Nations Population Fund (hereinafter called UNFPA), the United Nations Children's Fund (hereinafter called UNICEF), the World Health Organization (hereinafter called WHO), the International Bank for Reconstruction and Development (hereinafter called The Bank), and operates within a broad framework of intergovernmental and interagency cooperation and participation.

### **1. Basic structure**

- 1.1 The Special Programme** is a global programme of international technical cooperation initiated by WHO to promote, coordinate, support, conduct and evaluate research in human reproduction, with particular reference to the needs of developing countries, by:
- (i) promoting and supporting research aimed at finding and developing safe and effective methods of fertility regulation, and identifying and eliminating obstacles to such research and development;
  - (ii) identifying and evaluating health and safety problems associated with fertility regulation technology, analysing the behavioural and social determinants of fertility regulation, and testing cost-effective interventions to develop improved approaches to fertility regulation within the context of reproductive health services;
  - (iii) strengthening the training and research capability of developing countries in the field of human reproduction;
  - (iv) establishing a basis for collaboration with other programmes engaged in research and development in human reproduction, which will include the identification of priorities across the field and the coordination of activities in the light of such priorities.

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<sup>1</sup> Amended by the Co-sponsoring Agencies in agreement with the Twenty-fifth Session of Policy and Coordination Committee in 2012, with effect from 1 December 2012.

**1.2 The Cooperating Parties are:**

- 1.2.1 Governments contributing to Special Programme resources; governments providing technical and/or scientific support to the Special Programme; and governments with policies designed to address the needs for fertility regulation and family planning for their populations in the context of their overall plans for health care and social and economic development.
- 1.2.2 Intergovernmental organizations, United Nations Funds and Programmes, and other non-profit-making organizations contributing to Special Programme Resources or providing technical and scientific support to the Special Programme.

**1.3 The Cosponsors** are UNDP, UNFPA, UNICEF, WHO and The Bank.

**1.4 The Executing Agency** is WHO.

**1.5 Special Programme Resources** are the financial resources made available to the Special Programme by governments and organizations through the WHO Voluntary Fund for Health Promotion.

**2. Policy and Coordination Committee**

The Policy and Coordination Committee (PCC) is the governing body of the Special Programme.

**2.1 Functions**

PCC shall, for the purpose of coordinating the interests and responsibilities of the parties cooperating in the Special Programme, have the following functions:

- 2.1.1 To review and decide upon the planning and execution of the Special Programme. For this purpose it will keep itself informed of all aspects of the development of the Special Programme and consider reports and recommendations submitted to it by the Standing Committee referred to in Section 3 of this Memorandum (hereinafter called the Standing Committee), the Executing Agency and the Scientific and Technical Advisory Group referred to in Section 4 of this Memorandum (hereinafter called STAG).
- 2.1.2 To review and approve the plan of action and budget for the coming financial period prepared by the Executing Agency and reviewed by STAG and the Standing Committee.
- 2.1.3 To review the proposals of the Standing Committee and approve arrangements for the financing of the Special Programme.
- 2.1.4 To review proposed longer term plans of action and their financial implications.
- 2.1.5 To review the annual financial statements submitted by the Executing Agency, and the audit report thereon submitted by the External Auditor of the Executing Agency.
- 2.1.6 To review periodic reports that will evaluate the progress of the Special Programme towards the achievement of its objectives.

- 2.1.7 To review and endorse the selection of members of STAG by the Executing Agency in consultation with the Standing Committee.
- 2.1.8 To consider such other matters relating to the Special Programme as may be referred to it by any Cooperating Party.

## 2.2 Membership

PCC shall consist of 34 members from among the Cooperating Parties as follows:

- 2.2.1 **Largest financial contributors:** 11 government representatives from the countries that were the largest financial contributors to the Special Programme in the previous biennium.
- 2.2.2 **Countries elected by the WHO regional committees:** 14 government representatives from Member States elected by the WHO regional committees for three-year terms according to population distribution and regional needs, distributed as follows:

Africa	4
Americas	2
South-east Asia	3
Europe	1
Eastern Mediterranean	1
Western Pacific	3

In these elections due account should be taken of a country's financial and/or technical support to the Special Programme and its interest in the fields of family planning, research and development and in human reproduction and fertility regulation, as demonstrated by national policies and programmes.

- 2.2.3 Other interested Cooperating Parties: two members elected by PCC for three-year terms from the remaining Cooperating Parties.
- 2.2.4 Permanent members: the Cosponsors of the Special Programme, the International Planned Parenthood Federation and the Joint United Nations Programme on HIV/AIDS.

Members of PCC in categories 2.2.2 and 2.2.3 may be re-elected.

## 2.3 Observers

Other Cooperating Parties may be represented as observers with the approval of the Executing Agency after consultation with the Standing Committee. Observers attend sessions of PCC at their own expense.

## 2.4 Operation

- 2.4.1 PCC shall meet at least once a year, and in extraordinary sessions, if required, subject to the agreement of the majority of its members. The Executing Agency shall provide the secretariat.
- 2.4.2 PCC shall elect each year from among its members, a chairman, a vice-chairman and a rapporteur.

2.4.3 The Chairman shall:

- convene and preside over sessions of PCC;
- undertake such additional duties as may be assigned by PCC.

2.4.4 Subject to any special arrangements that may be decided upon by PCC, members of PCC shall make their own arrangements to cover the expenses incurred in attending sessions of PCC.

**2.5 Procedures**

2.5.1 In its proceedings PCC shall be guided *mutatis mutandis* by the Rules of Procedure of the World Health Assembly.

2.5.2 In consultation with the Chairman, the secretariat shall prepare an annotated provisional agenda for each session.

2.5.3 A report, prepared by the Rapporteur with the assistance of the secretariat, shall be circulated as soon as possible after the conclusion of the session for the approval of participants.

**3. The Standing Committee**

**3.1 Composition**

The Standing Committee shall be comprised of representatives of the Cosponsors.

**3.2 Functions**

The Standing Committee shall have the following functions:

- 3.2.1 To review plans of action and a budget for the coming financial period, prepared by the Executing Agency and reviewed by STAG, in time for presentation to the annual session of PCC.
- 3.2.2 To make proposals to PCC for the financing of the Special Programme for the coming financial period.
- 3.2.3 To review the reallocation of resources during a financial period, as recommended by STAG and the Executing Agency, and to report to PCC.
- 3.2.4 To examine the reports submitted to the Executing Agency by STAG and the Executing Agency's comments; make the necessary observations thereon; and transmit these, with comments as appropriate, to PCC.
- 3.2.5 To review particular aspects of the Special Programme, including those that may be referred to it by PCC, and present findings and recommendations to PCC.
- 3.2.6 To inform PCC, as required, regarding Special Programme matters of interest to PCC.
- 3.2.7 To prepare an annual report of its activities for PCC.

### **3.3 Operation**

- 3.3.1 The Standing Committee shall usually meet twice a year; once at the time of the PCC session, and additionally between sessions of PCC.
- 3.3.2 The Executing Agency shall arrange for support services and facilities as may be required by the Standing Committee.
- 3.3.3 Members of the Standing Committee shall make their own arrangements to cover the expenses incurred in attending meetings of the Standing Committee.

## **4. Scientific and Technical Advisory Group (STAG)**

### **4.1 Functions**

STAG shall have the following functions:

- 4.1.1 To review, from a scientific and technical standpoint, the content, scope and dimensions of the Special Programme, including the research areas covered and approaches to be adopted.
- 4.1.2 To recommend priorities within the Special Programme, including the establishment and disestablishment of task forces, and all scientific and technical activities related to the Special Programme.
- 4.1.3 To provide PCC and the Standing Committee with a continuous and independent evaluation of the scientific and technical aspects of all activities of the Special Programme.
- 4.1.4 To review the plans of action and the budget for financial periods prepared by the Executing Agency and make proposals to the Standing Committee for possible reallocation of resources within the scientific and technical component of the Special Programme during each financial period.

For these purposes, STAG may propose and present for consideration to the Executing Agency, the Standing Committee or PCC, as appropriate, such technical documents and recommendations as it deems necessary.

### **4.2 Composition**

- 4.2.1 STAG shall have 15-18 members, who shall serve in their personal capacities to represent the broad range of biomedical and other disciplines required for Special Programme activities.
- 4.2.2 Members of STAG, including the Chairman, shall be selected, on the basis of scientific and technical competence, by the Executing Agency, in consultation with the Standing Committee and with the endorsement of PCC.
- 4.2.3 Members of STAG shall not be members of other committees of the Special Programme, principal investigators in studies undertaken by the Special Programme, or Special Programme grantees.

- 4.2.4 Members of STAG, including the Chairman, shall be appointed to serve for a period of three years, and shall be eligible for immediate reappointment only once.

### **4.3 Operation**

- 4.3.1 STAG shall meet at least once each year.
- 4.3.2 The Executing Agency shall provide the secretariat of STAG, including sustained scientific, technical and administrative support.
- 4.3.3 STAG shall elect a vice-chairman and a rapporteur for each meeting from among its members.
- 4.3.4 STAG shall prepare an annual report on the basis of a full review of all technical and scientific aspects of the Special Programme. This report, containing its findings and recommendations, shall be submitted to the Executing Agency and to the Standing Committee. The Executing Agency shall submit its comments on the report (if any) to the Standing Committee. The Standing Committee shall then transmit the report, including any comments of the Executing Agency, together with its own observations and recommendations, to PCC. The Chairman of STAG, or in the absence of the Chairman a member of STAG acting as deputy, shall attend all sessions of PCC.

## **5. The Executing Agency**

The Executing Agency, after consultation with the Standing Committee and other consultations as appropriate, shall appoint the Director, Special Programme, and appoint or assign all other personnel to the Special Programme, as specified in the plans of work. Drawing, as required, on the administrative resources of the Executing Agency, and in cooperation with the Cosponsors, the Assistant Director-General supervising the Director, Special Programme will be responsible for the overall management of the Special Programme. Drawing to the full on the scientific and technical resources of the Executing Agency, the Director, Special Programme shall be responsible for the overall scientific and technical development and operation of the Special Programme, including the plans of action and the budget.

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