

Polio Legacy Management Group Term of Reference

Purpose

The Polio Legacy Management Group (LMG) of the Global Polio Eradication Initiative (GPEI) is a group set up by the Polio Oversight Board (POB) for managing activities under Objective 4 'Legacy Planning' of the Polio Eradication Endgame Strategic Plan 2013-2018.

Duties

The LMG is responsible for the following:

- Development of a Global Framework to guide transition planning.
- Coordination and provision of transition process support.
- Development and implementation of a documentation process on the lessons of the GPEI and polio legacy transition plans-- global, regional, and in countries with substantial polio-funded resources and infrastructure.
- Development of mechanisms for disseminating lessons learned.
- Representation and coordination of legacy-related work across GPEI.
- Development of messaging on legacy in conjunction with the Polio Advocacy and Communication Team (PACT).
- Support countries and regional offices with transition planning
- Engage donors and stakeholders to become partners and advocates for the global transition planning as well as country specific transitions
- Raising awareness among partners and countries of the requirements for mainstreaming essential polio functions.

Outputs

- 2015 Programme of Work.
- Global Framework for Transition Planning.
- Transition guidelines.
- Analysis report of transition support costs.
- Global and country-based lessons learned papers.
- Regular updates to SC, POB and PPG on progress.
- Biweekly to Monthly meeting minutes, decisions, updates to the SC (to be archived).
- Decision papers, as required, for discussion and approval at SC.
- Communications materials, in conjunction with PACT.
- Listing and number of countries with completed polio legacy transition plans.
- Listing and number of countries with reports documenting lessons learned from GPEI.

Composition

Structure

The LMG will include the following:

- **Leadership** - The LMG will have one Chair (the 'Chair'), appointed for a two year term (currently Senior Advisor, CDC). The chair will nominate two Vice-Chairs from amongst the members (currently Advisor, WHO, and Program Officer, BMGF).
- **Core GPEI Membership** - Up to two representatives of Polio or other health teams in the core partner agencies. These members will participate in bi-weekly calls/meetings.

- **Extended Key Stakeholder Membership** – The membership of the LMG will be expanded during 2015 to include a representative from each of the WHO and UNICEF regional offices (nominated by their respective agencies), GAVI Secretariat and key stakeholders. This expanded membership will participate in quarterly conference calls/meetings and on an as needed basis as the work transitions to the dissemination/implementation phase at the regional and country level. This cadence of extended member engagement aims to ensure broad input into LMG decision-making and stakeholders' alignment while maintaining a reasonable time commitment for these critical representatives.

Secretariat and Support

The LMG will have a full-time/part-time staff member to provide secretariat support (the 'secretariat'). The secretariat (currently hosted by the CDC) will, under the guidance of the Chair:

- Compile agendas for meetings in consultation with LMG Chair/Vice-Chairs and members.
- Collect and disseminate documents for meetings, as required by the agenda.
- Organize logistics for conference calls, or in-person meetings.
- Take minutes and circulate for comments, schedule follow up meetings and discussions as required by the LMG.
- Document agreed actions and undertake follow-up.
- Establish and maintain a knowledge management system for the LMG.
- Prepare documents for the SC as required, including updates on activities.
- In addition to the aforementioned secretariat duties, LMG members should have access to sufficient staff support to fulfill their responsibilities on the committee.

Operating mode, Rhythm of Business

Meetings

- The LMG leadership and core membership will organize biweekly meetings, via teleconference or video conference. The meetings will be attended by decision making members of the committee.
- The core and extended representation of the LMG will convene on a monthly to quarterly basis via teleconference.
- The LMG will organize twice yearly in-person meetings, at a location of their choosing.
- A quorum will be reached when 6/10 of the LMG members are present.
- The number of observers and additional agency representatives at core group meetings will be kept at a minimum; request for extra attendees to be cleared by Chair.

Decision making

- Decisions will be made by consensus. Extended Key Stakeholders will not have decision making rights.
- When consensus cannot be reached, decisions will be escalated to the SC for resolution.

Accountability

- The LMG will report to, and be ultimately accountable towards, the SC.
- The Chair will report to the SC, at each regular meeting, highlighting strategic issues that the SC needs to decide on, and provide a written update on major actions the LMG has taken since the last such meeting.
- All proposals made by the LMG that are beyond its mandate and scope of delegated decision authorities will be submitted to the SC for consideration and decision.

Limits of authority

By delegation from the SC, the LMG is authorized to:

- Undertake all relevant activities that are delegated by the SC

Approval

These Terms of Reference have been approved by the Strategy Committee in its meeting on 18 June 2015
These ToRs will be reviewed annually or at discretion of the SC or the LMG Chair.

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