



Promoting sustainable workforce excellence
in health supply chain management

Nomination Form for the People that Deliver Board

To nominate your organization to be a member of the People that Deliver (PtD) Board, please submit this form to the Secretariat at info@peoplethatdeliver.org

Before deciding to seek Board membership, please review the Terms of Reference (ANNEX 1), with particular attention to the section “Functions of the Board”, to ensure that the organization and its representatives are willing and able to carry out all duties associated with Board membership.

While members of the Board are expected to make decisions based on the best interest of PtD, we recognize that each member organization must act within their legal mandates and capacities. Board members do not owe a fiduciary duty to the Board.

1) Organization (Name):

2) Proposed Representative (Name, Title, email):

3) Proposed Alternate (Name, Title, email) (would represent the organization on the PtD Board when the Representative is not available):

4) Constituency to be Represented (Mark an ‘X’ in **one** box below):

<input type="checkbox"/>	Governments or other representatives of low and middle income countries
<input type="checkbox"/>	Donor governments/agencies and foundations
<input type="checkbox"/>	Multilateral organizations, including regional organizations
<input type="checkbox"/>	Non-governmental and technical organizations
<input type="checkbox"/>	Academic/research/training institutions
<input type="checkbox"/>	Professional associations
<input type="checkbox"/>	Private sector organizations

5) Does the Organization, Representative and Alternate affirm that they support the mission of PtD – “Promote global awareness, generate evidence-based approaches, and catalyze national capacity to plan, finance, develop, support and retain national health supply chain workforce through global partnership”? **YES** **NO**

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6) Do the Representative and Alternate commit to meet the full responsibilities of Board membership, including participation in at least three virtual and one face to face Board meeting annually?

YES NO

7) Will the Representative and Alternate adhere to any and all conflict of interest policies of the PtD? (See ANNEX 2) YES NO

8) Can the Representative and Alternate work adequately in English, which will be the working language of the Board, through both verbal and written communication?

YES NO

9) Please explain why the organization should be represented on the Board.
(1-2 paragraphs)

10) Please describe experiences of the Organization and/or the Representative relevant to PtD and to Board member responsibilities.
(1-2 paragraphs)



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11) Please describe how as a Board member your organization would promote PtD's country-focused strategy during 2017-2018. What resources could your organization put forth to support this strategy?

The nomination form should be submitted to info@peoplethatdeliver.org.

end of application form

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ANNEX 1: Excerpt from Terms of Reference

Board

The People that Deliver (PtD) Board will be the primary governing body that will develop strategies and provide broad guidance and oversight to support PtD's operations and key priorities.

Board Membership

The Board will consist of between 13 and 24 members. Selected Board members represent seven constituencies (see below), ensuring there is a balance of the different types of key stakeholders in PtD. All members of the Board are full voting members. Each Board member organization that is selected from a constituency group will appoint a representative and an alternate representative; these individuals will represent the organization on the Board and act in their official capacity.

- Governments or other organizations representative of low and middle income countries
- Donor governments/agencies and foundations, with priority for the largest contributor to the operational costs of the PtD Secretariat and to the largest contributor to technical work (global and country-level) of PtD
- Multilateral organizations, including regional organizations, with a health mandate
- Non-governmental and technical organizations, including at least one focused on human resources for health and one focused on supply chain management
- Academic/research/training institutions
- Professional associations
- Private sector organizations

The selection should result in a Board which is diverse not only in organizational characteristics, but also in geographical representation, language, and health program focus. Board members should also bring a diversity of skills relevant to the Board including relevant technical, fund raising, management, legal and governance and financial expertise.

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Functions of the Board

The Board is the governing body of PtD; it sets strategic direction, ensures financial and operational viability, and generally oversees implementation of agreed priorities, plans and activities. It also oversees the Secretariat, assesses risks and manages differences. The Board functions on the basis of mutual trust, solidarity, transparency, inclusiveness and understanding that all Board members are jointly responsible for implementing the decisions of the Board, as permitted within their legal mandates and capacities.

The Board will be responsible and accountable for:

- Establishing appropriate structure, rules and procedures. The Board will ensure that all legal and fiduciary requirements of the Secretariat host organization are met.
- Setting guidelines and establishing goals, priorities and strategies. Every two years the Board will review the PtD's goals, priorities and strategies as prepared by the Secretariat and revise them based on the experience of the PtD and changes in the global health context. Significant proposed changes will be vetted by the Board with the general membership to collect additional comments and gain consensus on the future direction of PtD.
- Approving annual work plan and budget. The Board is charged with reviewing and approving the annual work plan and budget, as prepared by the Secretariat. Approval of the budget is confirmed by Board consensus or two-thirds vote after a thorough review, presentation, and discussion of the work plan and budget by the Secretariat.
- Mobilizing adequate funds for effective operations. As deemed appropriate and necessary, the Board will develop strategies to mobilize funds to cover both day-to-day operations of the PtD and limited PtD-funded work plan activities. Board members will strive both collectively and individually to mobilize adequate financial resources. The Board will give direction to the Executive Manager on activities the Secretariat should undertake to mobilize funds for PtD. Financing for the operational costs of PtD will be approved by the Board.
- Governing membership and activities. The Board: (i) approves membership policies and assists in identifying key new PtD members and (ii) provides oversight to help ensure transparency and manage conflicts of interest.
- Providing guidance and overseeing the Secretariat. The Board will assume management responsibility for the Secretariat through the Executive Manager, provide guidance to

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the Executive Manager, charge the Executive Manager with tasks, and monitor his/her performance through regular reports and budget statements.

- Representing PtD to donors, countries, institutions and other appropriate forums. Members of the Board will represent PtD to the global community and communicate the PtD's goals, objectives, and priority interventions in hopes of building a more supportive global community for the meeting the desired outcomes of People that Deliver.
- Preparation, oversight and follow-up for membership meetings. The Board (i) provides guidance to the Chair and the Secretariat on the preparation of full PtD membership meetings and provides approval of the final agenda; (ii) attends and actively participates in full PtD membership meetings, and strives to ensure that meeting objectives are met; and (iii) collaborates with Secretariat and Chair to take required follow-up actions after meetings and, as appropriate, disseminate results of meeting proceedings.
- Review publications. Official PtD publications should be submitted to the Board for review, prior to mass publication and dissemination, to ensure adherence to PtD core approaches, strategies and goals. Authors/managers of publications will make every effort to revise publications to address any concerns raised by the Board. Board members should be given sufficient time for review, and non-response to requests for review will be considered approval.
- Monitor progress. The Board will approve the monitoring and evaluation plan developed by the Secretariat and receive reports from the Secretariat on work plan progress against PtD goals and desired outcomes.

The Board may appoint special advisors from outside the Board to provide expertise or assistance to carry out these functions, if considered necessary by the Board.

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ANNEX 2: Conflict of Interest Policy

I. Background:

People that Deliver (PtD) is a global partnership whose mission is to promote global awareness, generate evidence-based approaches, and catalyze national capacity to plan, finance, develop, support and retain national health supply chain workforce through global partnership. The PtD Board was created as the primary governing body that will develop strategies and provide broad guidance and oversight to support PtD's operations and key priorities.

Selected Board Members represent seven constituencies, ensuring there is a balance of the different types of key stakeholders in PtD and resulting in a Board which is diverse not only in organizational characteristics, but also in geographical representation, language, and health program focus.

This conflict of interest (Col) policy is approved by the Board within its duties to PtD. It is a public policy and will be available to all members, stakeholders and partners. It covers all sections of PtD's formal structure: the Board, TWG, and all arenas where members are gathered in PtD's context.

II. Purpose of Col Policy:

The purpose of the Col policy is to ensure the integrity, legitimacy and transparency of PtD's decision making process and to guarantee partner/stakeholder confidence in PtD.

The policy establishes procedures to mitigate opportunity for actual, perceived or potential conflicts of interest while recognizing that the success of PtD is dependent on the active participation of its membership and that the Col policy should in no way hamper cooperation and interest.

While members of PtD are expected to act and make decisions based on the best interest of PtD and the common objective, PtD recognizes that each member organization and Board members must act within their legal mandates and capacities. Board members do not owe a fiduciary duty to the Board.

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III. Definition

Conflict of Interest: a situation where a PtD member acting within the PtD framework has an actual, perceived or potential organizational or financial/personal interest that may:

- Affect the conduct of his/her duties and responsibilities with respect to PtD;
- Create the perception that the PtD member is using his/her position related to PtD for organizational or personal/financial gain at the expense of PtD;
- Compromise impartiality or integrity or lead to unfair competitive advantage;

Illustrative examples include:

- Being responsible for approving guidance materials while being potentially an implementing organization;
- Taking part in strategic discussion leading to the promotion of specific options (such as private vs. public) while being potentially an implementing organization or taking part in related programs;
- Advocating for funds for PtD activities in specific areas while being potentially an implementing organization (or taking part in related programs) in those areas;
- Advocating for funds allocation within PtD activities while being potentially a recipient;
- Advocating for relative priorities within PtD activities while being potentially an implementing organization (or taking part in related programs) in specific areas;
- Etc.

IV. Procedures for disclosure/transparency

Success of PtD requires the active participation of its Board and members. These members are technical experts in the area of supply chain and human resource development and may have interests related to their expertise.

To ensure the highest integrity and public confidence in its activities, PtD requires any circumstances that could give rise to or be perceived as an actual or potential conflict of interest related to the activity be disclosed. This disclosure should be made to the Chairperson of PtD who will make this information available to the Board.

As part of their nomination process, all potential Board members should clearly state what are their operations and intentions as they relate to PtD common objectives and

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mention how they may impact on their neutrality. This declaration should not be perceived as restricting their freedom of thought and speech, but ensures transparency. This declaration will be made upon joining the PtD Board and, at the member's initiative, upon any significant change in its situation (e.g. new program).

Specifically during Board meetings, it is the responsibility of each member to disclose any actual, perceived or potential conflict of interest related to a specific meeting agenda topic to the Chair prior to the discussion of this topic; after consulting the Co-Chair (or, in its absence, the EM), the Chair will then decide whether the member will abstain from any vote on this topic; Disclosure will be made available to all Board members and in the minutes.

Specifically during Board meetings, any Board member can raise the risk of any actual, perceived or potential conflict of interest related to another member; after consulting the Co-Chair (or, in its absence, the Executive Manager), will then decide whether the member will abstain from any vote on this topic and whether it should be noted in the minutes.

The co-Chair will be responsible for acting on any potential Col involving the Chairperson with the same guidelines.

V. Review and revision

It is the responsibility of Board members to review the Col policy.

The Chairperson will review the policy periodically to determine if it needs updating.