



TERMS OF REFERENCE FOR THE CARG,  
A CARG STANDING COMMITTEE,  
AND A TECHNICAL AND RESEARCH ADVISORY SUB-COMMITTEE  
OF THE TUBERCULOSIS CONTROL PROGRAMME

Functions, Composition and Operation of the Coordination, Advisory and Review Group

The Coordination, Advisory, and Review Group (CARG) shall represent the interests and responsibilities of the parties collaborating with WHO in its Tuberculosis Control Programme. It acts as an advisory body to the Director-General of WHO, on matters of policy, strategy, finance, management, monitoring and evaluation of the Programme.

1. FUNCTIONS

The CARG shall have the following functions:

- 1.1 To monitor the planning and execution of the Programme. For this purpose it shall keep itself informed of all aspects of the Programme and review reports submitted to it by the WHO Secretariat (hereinafter referred to as Secretariat), the CARG Standing Committee (referred to in section 5), and any scientific and technical advisory groups as may be established by the Director-General (referred to in section 1.7);
- 1.2 To review a work plan and proposed programme budget prepared by the Secretariat for the coming financial period in light of a report on anticipated income;
- 1.3 To review longer-term plans of action and their financial implications;
- 1.4 To review annual financial statements submitted by the Secretariat;
- 1.5 To evaluate progress in Programme implementation, particularly in the effectiveness of support to national tuberculosis programmes;
- 1.6 To advise on the organization of periodic external evaluations that will assess the achievements and make suggestions for future directions of the Programme;
- 1.7 To advise on the establishment of scientific advisory groups and steering committees through which the Programme will obtain guidance on scientific and technical aspects of the Programme;
- 1.8 To advise on ways to promote the adoption by countries collaborating in global tuberculosis control of appropriate methods for ascertaining progress towards national and global targets with regard to cure rates and case-detection;

This document is not issued to the general public, and all rights are reserved by the World Health Organization (WHO). The document may not be reviewed, abstracted, quoted, reproduced or translated, in part or in whole, without the prior written permission of WHO. No part of this document may be stored in a retrieval system or transmitted in any form or by any means - electronic, mechanical or other - without the prior written permission of WHO.

The views expressed in documents by named authors are solely the responsibility of those authors.

Ce document n'est pas destiné à être distribué au grand public et tous les droits y afférents sont réservés par l'Organisation mondiale de la Santé (OMS). Il ne peut être commenté, résumé, cité, reproduit ou traduit, partiellement ou en totalité, sans une autorisation préalable écrite de l'OMS. Aucune partie ne doit être chargée dans un système de recherche documentaire ou diffusée sous quelque forme ou par quelque moyen que ce soit - électronique, mécanique, ou autre - sans une autorisation préalable écrite de l'OMS.

Les opinions exprimées dans les documents par des auteurs cités nommément n'engagent que lesdits auteurs.

2. MEMBERSHIP

2.1 The CARG shall consist of up to 24 members, drawn from among the collaborating parties as follows:

(a) Government representatives of up to 11 countries in which tuberculosis is a major health problem and whose governments are actively engaged in tuberculosis control. Such representatives shall be chosen in the first instance by the Director-General, and thereafter by the Director-General on the basis of recommendations made by the Standing Committee (which shall take into account suggestions made by the Regional Directors), from among those countries indicating to WHO their commitment to tuberculosis control and interest in membership. Selection of such representatives shall take into account the need for appropriate geographical representation and turn over in membership.

(b) Representatives of financial contributors: Up to nine government representatives from the countries that were the largest financial contributors to the Programme in the previous biennium;

(c) Nongovernmental organizations: Representatives of the International Union Against Tuberculosis and Lung Disease (IUATLD) and one nongovernmental organization to be selected by the Director-General from among those indicating to the Programme Manager their interest in membership;

(d) Permanent Members: UNDP and the World Bank.

2.2 Terms: The terms of office of CARG members selected under paragraphs 2.1 (a) and (c) shall be three years. They shall be eligible for re-appointment, provided that members selected under paragraphs 2.1 (a) and (c) shall not normally serve more than two terms consecutively. The initial terms of office of members selected under paragraph 2.1 (a) shall be chosen so as to provide for a staggering of membership.

2.3 Observers: Upon written application, observer status for CARG meetings may be granted by the Director-General, who may delegate this function. Observers shall make their own arrangements to cover expenses incurred in attending sessions of the CARG.

3. OPERATION

3.1 WHO shall provide reasonable support services and other facilities for the CARG.

3.2 The CARG shall meet at least once a year and, subject to the agreement of the Director-General, in extraordinary sessions, if required.

3.3 The CARG shall elect from among its members a Chairman who shall serve for a term of two years. The Chairman shall be eligible for re-election, but shall not serve more than two consecutive terms.

3.4 The Chairman shall:

- preside over CARG sessions;
- be a member of the CARG Standing Committee; and
- undertake such additional duties as may be necessary in agreement with the Director-General.

3.5 At each meeting the CARG shall elect from among its members a Vice-Chairman and Rapporteur.

3.6 Subject to any special arrangements that may be suggested by the CARG, members of the CARG shall make their own arrangements to cover expenses incurred in attending sessions of the CARG.

4. PROCEDURES

4.1 The CARG should, whenever possible, adopt its conclusions by consensus.

4.2 In consultation with the Standing Committee, the Secretariat shall prepare an annotated agenda for each session.

4.3 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 the members.

5. CARG STANDING COMMITTEE

The purpose of the CARG Standing Committee is to provide to the Director-General such advice on the Programme as may be needed between CARG sessions.

5.1 Composition

The CARG Standing Committee shall be comprised of representatives of UNDP, the World Bank, the Chairman of the CARG and one other member of the CARG to be elected by the CARG. The Standing Committee may suggest to the Director-General other individuals to be invited to attend as advisers.

5.2 Functions

The CARG Standing Committee shall have the following functions:

5.2.1 To review work plans and the proposed programme budget for the coming financial period prepared by the Secretariat and reviewed by such scientific and technical advisory bodies as may be established by the Director-General, in time for presentation to the annual session of the CARG;

5.2.2 To make proposals to the CARG for the financing of the Programme for the coming financial period;

- 5.2.3 To review and make recommendations on the reallocation of resources during a financial period;
- 5.2.4 To review reports submitted by the Secretariat and such scientific and technical advisory bodies as may be established by the Director-General, and to transmit these with comments as appropriate to the CARG;
- 5.2.5 To review particular aspects of the Programme, including those that may be referred to it by the CARG, and present findings and recommendations to the CARG;
- 5.2.6 To prepare an annual report of its activities for the CARG.

### 5.3 Operation

- 5.3.1 The Standing Committee shall normally meet once between sessions of the CARG. If more frequent communication between the Standing Committee members is needed, it shall be done by means of correspondence. The Standing Committee should, whenever possible, adopt its conclusions by consensus.
- 5.3.2 WHO shall provide reasonable support services and facilities for the Standing Committee.
- 5.3.3 Subject to special arrangements that may be suggested by the Standing Committee, members of the Standing Committee shall make their own arrangements to cover the expenses incurred in participating in Standing Committee meetings.

## 6. TECHNICAL AND RESEARCH ADVISORY SUB-COMMITTEE (TRAC)

### 6.1 Functions

As a sub-committee of the CARG, the Technical and Research Advisory Sub-Committee shall have the following functions:

- 6.1.1 To review from a scientific and technical viewpoint the Programme's collaboration with, and support of National Tuberculosis Programmes, including policy, strategy and procedural guidance, and the provision of technical support assistance.
- 6.1.2 To review from a scientific and technical standpoint, the content, scope and dimensions of the operational research and research and development activities of the Programme, their relevance to NTPs, and approaches to be adopted;
- 6.1.3 To review and make recommendations on the establishment of steering committees and other means through which scientific and technical matters are addressed;

- 6.1.4 To recommend priorities between areas of possible Programme activity;
- 6.1.5 To provide to the CARG and the Standing Committee independent evaluation of the scientific and technical aspects of the Programme;
- 6.1.6 To review work plans and the proposed programme budget for the coming financial period prepared by the Programme's Secretariat and make proposals to the Standing Committee for possible reallocation of resources within the scientific and technical components of the Programme during the financial period.

For these purposes the TRAC may propose and present for consideration to the Secretariat, the Standing Committee or the CARG, as appropriate, such technical documents and recommendations as it deems necessary.

#### 6.2. Composition

- 6.2.1 The TRAC shall have up to 10 members, who shall serve in their personal capacities to represent the range of disciplines relevant to tuberculosis control, operational research and research and development necessary to properly advise on areas outlined in 6.1.1 and 6.1.2.
- 6.2.2 Members of the TRAC, including the Chairman, shall be selected by the Director-General on the basis of scientific and technical competence after taking into account the view of the Standing Committee and the CARG.
- 6.2.3 Members of the TRAC shall not be members of other committees of the Programme and the Chairman and members of the TRAC shall not be eligible to receive research funds from the Programme.
- 6.2.4 Members of the TRAC, including the Chairman, shall be appointed to serve for a period of three years and shall be eligible for re-appointment but may not serve more than two consecutive terms. The initial terms of office of members should be chosen so as to provide for a staggering of membership.

#### 6.3. Operation

- 6.3.1 The TRAC shall usually meet at least once each year.
- 6.3.2 The Chairman of the CARG (or their designee) shall attend meetings of the TRAC.
- 6.3.3 WHO shall provide any necessary scientific, technical and other support for the TRAC.
- 6.3.4 The TRAC shall elect for each meeting a Vice-Chairman and Rapporteur from among its members.

- 6.3.5 The TRAC shall prepare an annual report on the basis of a full review of all scientific and technical aspects of the Programme. This report, containing findings and recommendations, shall be submitted to the Secretariat. The Secretariat shall submit its comments (if any) to the Standing Committee, which shall then submit the report, comments of the Secretariat (if any), and its own comments (if any) to the CARG.
- 6.3.6 The Chairman of the TRAC, or a member of the TRAC acting as deputy, shall attend all sessions of the CARG.

- - - - -