Terms of Reference for the
WHO Civil Society Working Group on the
third High-level Meeting of the UN General Assembly on NCDs

1. The Civil Society Working Group will be convened by the WHO Director-General from October 2017 to October 2018 to advise him on bold and at the same time practical recommendations on how to mobilize civil society in a meaningful manner to advocate for a highly successful high-level meeting on NCDs in 2018 that proves to be a tipping point for the NCD and mental health response.

2. The Working Group will consist of 10 eminent civil society representatives, including representatives of NGOs and their coalitions, with the appropriate geographical and gender balance. The members will represent their civil society organizations.

3. The Working Group will take into account previous and existing initiatives, notably developed under the auspices of the WHO Governing Bodies, ECOSOC and the UN General Assembly. The Working Group will engage and consult widely with relevant constituencies at national, regional and global levels.

4. The Co-Chairs of the Working Group, Svetlana Axelrod, Assistant Director-General for NCDs and Mental Health, WHO, and Katie Dain, CEO, NCD Alliance, will be members of the Working Group and will serve as the link to the WHO Director-General.

5. The outputs of the Working Group will include:

- More civil society organizations (and from a broader range of sectors) mobilized in 2018 than in 2011 and 2014 to engage in a meaningful way in the preparatory process leading to the High-level Meeting, as well as the High-level Meeting itself.

- Strategic communications plan developed to raise the awareness among policy makers and non-State actors about the relevance of the third High-level Meeting for attaining SDG target 3.4 on NCDs and mental health, and other health-related targets in the 2030 Agenda for Sustainable Development.

- Recommendations provided to WHO on how to ensure that the High-level Meeting in 2018 is more successful meeting than in 2011 and 2014 and proves to be a tipping point for the NCD response.

- Business case developed for the establishment of a UN Civil Society Task Force on NCDs (under the auspices of the President of the UN General Assembly).

- Proposal developed for the establishment of a network of political champions for NCDs that could drive the participation of Heads of State and Government attending the third High-level Meeting.

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1 In accordance with the definition of NGOs provided in paragraph 9 of the WHO Framework of engagement with non-State actors (see http://apps.who.int/gb/ebwha/pdf_files/WHA69/A69_R10-en.pdf)
6. The Working Group will convene every two weeks by teleconference call. Face-to-face meetings will take place in January, May and June 2018 in Geneva or New York.

7. The Working Group will be supported by a dedicated secretariat at WHO, which will be responsible for the day-to-day work, including the preparation of background materials, website, email list serve, organization of the teleconference calls, meetings, other organizational arrangements, logistics, and communications associated with the work of the Working Group. The secretariat will draw on WHO staff from the three levels of the Organization.

8. The terms of reference, rules of procedure and members of the Working Group will be published on WHO’s website².

² http://www.who.int/ncds/governance/en/
RULES OF PROCEDURE

1. WHO will request the CEO of the NCD Alliance, in her capacity as Co-Chair, to propose the composition of the Working Group. The final decision of the composition of the Working Group rests with WHO.

2. The following criteria will be used to guide the composition of the Working Group:

   – The civil society organization is are nongovernmental organizations, philanthropic foundations or academic institutions in accordance with paragraph 9, 11 and 12 of the WHO Framework for Engagement with non-State actors⁴;

   – The civil society organization is a respected player in the NCD civil society community⁴;

   – The civil society organization is active in advocacy on NCDs, has the capacity to support global and national advocacy, and has prioritized the third High-level Meeting in their organizational plans;

   – The civil society organization demonstrates a clear added value for the cause of NCDs in terms of mobilizing civil society, knowledge and resources, and creating synergy, in order to support a successful third High-level Meeting;

   – The civil society organization has a unique field of influence and network of civil society organizations (including beyond the “traditional” NCD community) that will contribute significantly to the third High-level Meeting;

   – The civil society organization has a track record in working with WHO and the United Nations on NCDs, preferably with status as an NGO in official relations with WHO and ECOSOC consultative status;

   – The representative of the civil society organization can commit to volunteer the appropriate time and effort for the timeframe of the Working Group, including joining regular conference calls;

   – The civil society organization does not engage with the tobacco industry or non-State actors that work to further the interests of the tobacco industry. The civil society organization does not engage with the arms industry.

3. The membership of the Working Group is non-transferable. In the case that a member cannot attend a meeting, they can be deputized by a relevant staff member in their civil society organization, with the explicit authorization from the Co-Chairs. Acceptance of membership implies organizational commitment for communicating to organizations and networks within their constituency as widely as possible, and their country and region wherever possible.

4. WHO’s name and emblem are recognized by the public as symbols of integrity and quality assurance. WHO’s name, acronym and emblem shall not, therefore, be used for, or in conjunction with, commercial, promotional marketing and advertisement purposes. Any use of the name or emblem of WHO needs an explicit written authorization by WHO.

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4 Civil society is defined as wide array of non-governmental and not for profit organizations that have a presence in public life, including NGOs, professional societies, community and faith-based organisations, patient groups, and academia.