**NEGLECTED TROPICAL DISEASE
NGO NETWORK**
A global forum for nongovernmental organizations
working together on NTDs

Annex 1: Terms of Reference: Cross Cutting Group *Ensuring Sustainable Systems*

1. Background

NTDs are a group of treatable and preventable diseases that continue to affect over one billion of the world's most impoverished, marginalized people living in remote communities. Non-governmental organisations (NGOs) play a key role in the fight against these diseases. The NTD NGO Network (NNN) is a global forum for NGOs to contribute to the global control, elimination, and management of consequences of NTDs outlined within the internationally agreed World Health Organisation (WHO) NTD Roadmap.[1]

Our vision is a world free of NTDs.

Our purpose is to enhance the contribution of NGOs towards that vision.

Our objectives to achieve our vision and purpose are:

1. To be the unified NGO voice on common issues to achieve our NTD goals.
2. To enhance our community of practice through membership engagement, learning and sharing knowledge.

Our values of participation, legitimacy, creativity and independence guide our NNN community in achieving these objectives.

Our Membership is open to any NGO or academic institution[2] that is engaged in the fight against NTDs. Other organisations are welcome to join our work as active observers.

NNN is governed by an Executive Committee, comprised of representation of various NGO disease-specific groups and cross cutting groups, the External Representation Committee and the Conference Committee that will enable the network to successfully meet the objectives of NNN.

The Cross Cutting Group focus on issues of common concern across disease groups or for the NTD community at large. A Cross Cutting Group can be established if there are five or more members willing to collaborate. Each Cross Cutting Group has representation on the Executive Committee.

1. Purpose and objectives of the Sustainable Systems Cross Cutting Group

This Cross Cutting Group comprises of NNN members with an interest in learning and advocating on promoting sustainability in our work fighting NTDs.
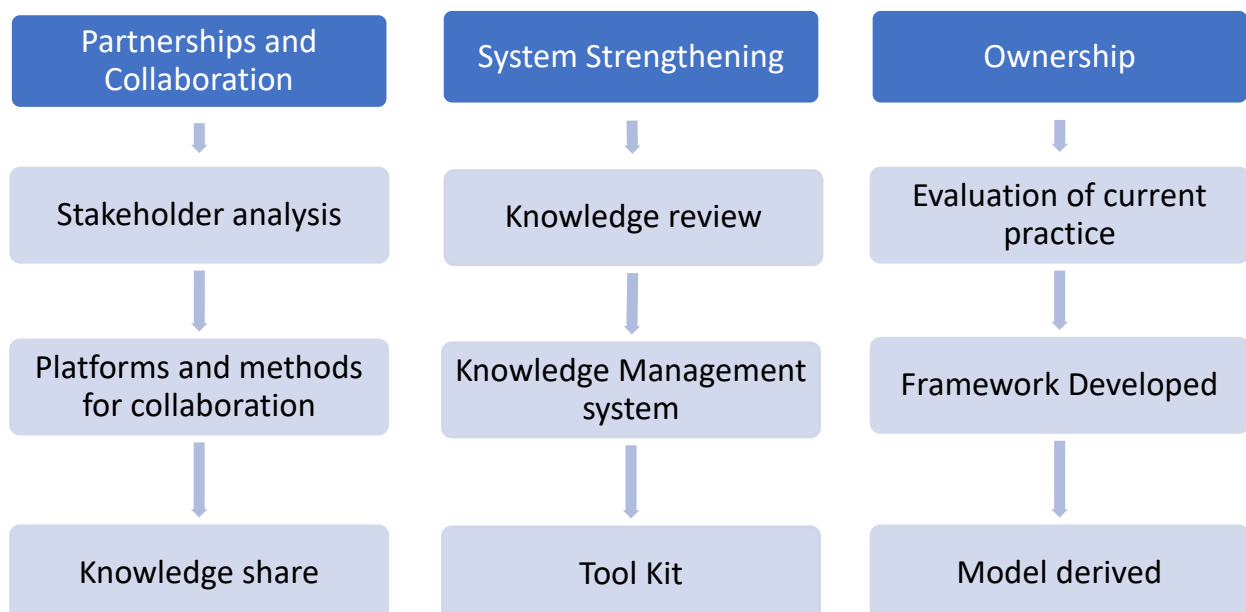
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[1] http://www.who.int/neglected_diseases/NTD_RoadMap_2012_Fullversion.pdf
[2] Based on the principle that most academic and research institutions are registered NGOs – they are welcome to become members based on the understanding of this principle

The key functions are:

- To drive the development and implementation of the Network's strategy on this cross cutting topic.
- To align with and contribute to the NNN Framework for Engagement and its objectives
- To ensure the Network's support to the WHO NTD Roadmap is aligned with NNN objectives.
- To ensure that NNN is represented in relevant forums related to optimising sustainability
- To identify, and plan for, an annual programme of activities that deliver, or enable the Network to deliver on, on the NNN strategy for ensuring sustainable systems.
- To report back to the Members on the Annual Conference on progress
- To ensure that activities and tools for ensuring sustainable systems are available for all members of the NNN.

The Working group was created with an initial focus on three main areas, which were derived from the outputs of the group work at the NNN 2017 Conference workshop on sustainability. The workshop participants were from a wide range of stakeholders in the NTD community, reflecting the scope of work that is required in this field. For each area, the Working Group for Sustainable Systems will have a three-year plan, starting with a gap analysis in year one specific to each area. At the NNN 2018 conference, this gap analysis and proposed action items were discussed to ensure that the Year 2 deliverables of systems, processes, and sharing platforms were valid and context driven. In 2019, deliverables will build upon these foundations and the diverse input from varied stakeholders in the NNN community. The Working Group represent a cross section of the NGOs in NTDs and therefore the central theme of the group is to deliver practical and tangible outputs which will ensure that all our work has a shared vision of sustainability going forward.

Partnerships and Collaboration	System Strengthening	Ownership
Stakeholder analysis	Knowledge review	Evaluation of current practice
Platforms and methods for collaboration	Knowledge Management system	Framework Developed
Knowledge share	Tool Kit	Model derived

Corresponding with the above focus areas are the following three objectives:

1. Develop a collective working definition of sustainability in the NTD field and develop tools for advocacy and utilization.
2. Review the literature and working knowledge of the key areas within sustainability to ensure alignment of the specific NTD sustainability concepts to the global work.
3. Develop tools for key stakeholders to increase accessibility to the concepts of sustainability and the implementation of sustainable practice within NTD programming.

2. Membership of the Cross Cutting Group

- Membership is open to any NNN member who can contribute to the learning and advocacy of ensuring sustainable systems in the fight against NTDs.
- Members need to submit their names to the Chair of the ensuring sustainable systems to join the group. The Cross Cutting Group will maintain an up to date mailing list, which will be reviewed annually.

3. Elections / Appointments

- The Chair is elected by the Cross Cutting Group and will serve a one year term
- The Deputy Chair is elected by the Cross Cutting Group and will serve a one year term then move to the role of chair for a one year position.

4. Meetings

Meetings are held quarterly on Skype. The time and date will be set provisionally at the beginning of the year and then confirmed at the meeting before. Minutes will be sent via the dropbox link and meetings will be recorded where possible to maximise the transparency and inclusion for those members who are unable to attend. Sub-committees are organized around the three objectives (above) and may conduct additional interactions or meetings in between Working Group calls.

5. Roles and Responsibilities

Applicable to all

- All members of the Cross Cutting Group should adhere to the values of the NNN in all their efforts and decision making
- All members should actively contribute to the Cross Cutting Group and attend the regular meetings
- All positions are voluntary and non-remunerated

The Chair

- The Chair sits on the NNN ExCo and will act as the liaison between the wider NNN community and this Cross Cutting Group
- The Chair chairs the Cross cutting group meetings and oversees its annual plans
- The Chair reports back to the members at the Annual Conference

The Deputy Chair

- The Deputy Chair will stand in for the Chair when necessary
- The Deputy Chair supports Chair to run the Cross cutting group meetings and oversees its annual plans to become familiar with the role for the following year and ensure a smooth transition.