Framework
for **engagement**

Shaping the way forward in the fight against NTDs

2020

Neglected Tropical Disease NGO Network

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List of acronyms

BEST	Behaviour, Environment, Social Inclusion and equity, and Treatment and care
CoCo	Conference Committee
DMDI	Disease management, disability and inclusion
ExCo	Executive Committee
NGO	Non-Governmental Organisation
NNN	NTD NGO Network
NTD	Neglected tropical disease
PCO	Professional conference organiser
SC	Steering Committee
TOR	Terms of reference
WASH	Water, sanitation & hygiene
WHO	World Health Organization

NNN at a glance

NTDs are a group of treatable and preventable diseases that affect over one billion of the world's most impoverished, marginalised 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 Organization (WHO) NTD road map.[1,2]

This framework for engagement was originally developed through a participatory approach with members and stakeholders to clarify the NNN's vision, purpose, objectives and values and ensure that the NNN had a governance structure to support its aims. The framework was reviewed in 2020 and revisions and adjustments were made to reflect the changing need in a changing world.

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[3] 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, cross-cutting and other groups that will enable the network to successfully meet the objectives of NNN.

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[1] http://www.who.int/neglected_diseases/NTD_RoadMap_2012_Fullversion.pdf
[2] https://www.who.int/neglected_diseases/Ending-the-neglect-to-attain-the-SDGs--NTD-Roadmap.pdf?ua=1
[3] 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.

1. Introduction

NTDs are a group of treatable and preventable diseases that affect over one billion of the world's most impoverished, marginalised people living in remote communities. NTDs are both a consequence and cause of poverty, thriving where access to clean water, sanitation, and healthcare are limited. The impact on individuals and communities can be devastating. Many NTDs cause severe disfigurement, disabilities and mental health problems and affect the life expectancy, education, and socio-economic opportunities of individuals, families and the communities they live in.

The NNN is a global forum for NGOs to contribute to the control, elimination, and management of consequences of NTDs outlined within the internationally agreed WHO NTD road map.[1,2]

The network started in 2009 and since then, it has continued to grow, gaining more NGO members and many other interested stakeholders, who come together with a shared vision, to accelerate progress towards a world free of NTDs.

This framework was developed in 2016 through extensive consultation with members and stakeholders. This framework provides the platform through which the community can work together more effectively to have a greater impact in combatting NTDs. The framework was reviewed in 2020 and revisions and adjustments were made to reflect the changing needs in a changing world.

2. Who we are: Our membership

Our approach to membership is inclusive of all NGOs[3] that wish to make a lasting contribution to the control and elimination of NTDs, and who believe more can be achieved in partnership than can be done in isolation. We are joined by many other interested stakeholders (WHO, health ministries from endemic countries, donors, pharmaceutical companies, etc) who interact as active observers, contributing to activities but without the right to vote on organisational matters.

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[1] http://www.who.int/neglected_diseases/NTD_RoadMap_2012_Fullversion.pdf

[2] https://www.who.int/neglected_diseases/Ending-the-neglect-to-attain-the-SDGs--NTD-Roadmap.pdf?ua=1

[3] Membership is open to any NGO or academic institution that is engaged in the fight against NTDs. 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 process for applying for NNN membership is:

a. Representatives from at least two NNN member organisations provide written letter of support for applicants. The Executive Committee reviews and determines the outcome of such applications.

b. Each member confirms its membership every five years.

3. Why we come together: Our vision, purpose, objectives & values

Our vision is a world free of NTDs

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

Our Objectives are

1. *External facing:* **To be the unified NGO voice on common issues to achieve our NTD goals.**

NNN will agree and prioritise issues of common concern. NNN will ensure relevant structures and skill sets are in place to lead advocacy, influencing and policy development and be able to respond to opportunities as and when they arise. In doing this, NNN will enhance existing contributions by the disease-specific groups and continue to build on the practical successes of the cross-cutting working groups.

For NNN members, this will amplify messaging on issues of shared concern, avoid duplication of efforts, maximise efficiency of resources, and access new audiences for programming and partnership.

This will demonstrate the contribution of the NGO sector to the global effort to combat NTDs.

2. *Internal facing:* **To enhance our community of practice through member engagement, learning and sharing knowledge.**

NNN will further develop existing mechanisms to engage members, including the NNN annual conference, websites, email communications and through the disease-specific, cross-cutting and other groups. NNN will continue to identify innovative opportunities to engage members and strengthen our community of practice, while avoiding duplication and effectively signposting available resources to members. The NNN will take account of the international nature of the community and varying levels

of access to the internet and seek to find the most effective methods of engagement and communication for all.

This increased engagement within NNN will build momentum and a sense of urgency as we move towards the end game. The existing strong technical capacity of our members to support national programmes will be enhanced by effectively networking and collaborating with other stakeholders leading to: increased synergies; shared learning; effective utilisation of existing resources; and greater exploration of innovative opportunities for collaboration and collective problem solving.

Through this engagement NNN members will benefit from further development of technical knowledge and awareness, access to best practice and leadership and the creation of a shared responsibility for outcomes.

Our values

The following values guide NNN. They influence our thinking and are used routinely in policy, priority setting, decision making and implementation of all aspects of our work.

Participation: We believe in creating opportunities for all stakeholders to engage in the fight against NTDs.

- We create a dynamic and welcoming environment which stimulates and appreciates active participation by our members.
- We seek collective and collaborative engagement with other partners, working to combat NTDs.

Legitimacy: We seek to become a legitimate representative body with a clear mandate from our members to act.

- We support an environment which includes two-way communication across the network and allows members to raise their voice and opinion on topics.
- We ensure a representative governance structure of the NNN which reflects the membership.

Creativity: We continuously search for better solutions in the fight against NTDs.

- We provide platforms for promoting creative and innovative efforts, ideas and methods to continuously improve the fight against NTDs.

Independence: We are the independent voice of NGOs.

- We promote the value of NGOs in the fight against NTDs.

- We exchange and collaborate in an atmosphere of respect, dignity, and inclusion.

4. What we come together for: The BEST Framework[1]
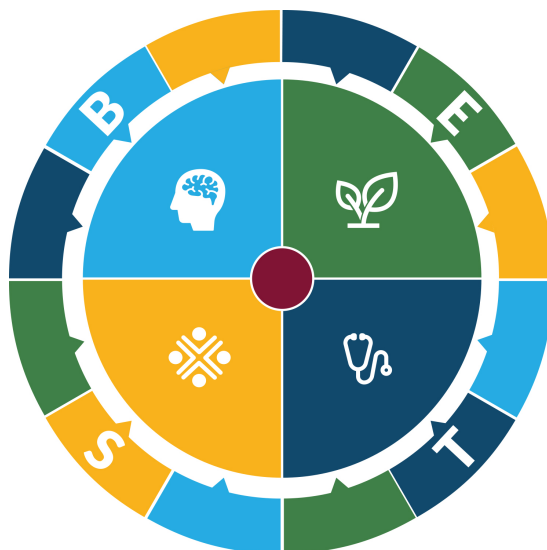
The growing number of organisations involved in the NTD community and increased potential of this network has created an opportunity for the development of a holistic engagement platform for NTDs – focusing stakeholders on areas of common concern, opportunities to integrate programming and the ability to market NTDs under a single brand, generating both momentum and resources for existing efforts.

The BEST Framework promotes a comprehensive approach to NTDs that includes Behaviour, Environment, Social Inclusion and equity, and Treatment and care. It was adopted by the NNN in September 2016 and continues to play a guiding role in the work of the NNN, providing a platform through which the community can work together more effectively, to have a greater impact in combatting NTDs and to reducing the number of people requiring interventions.
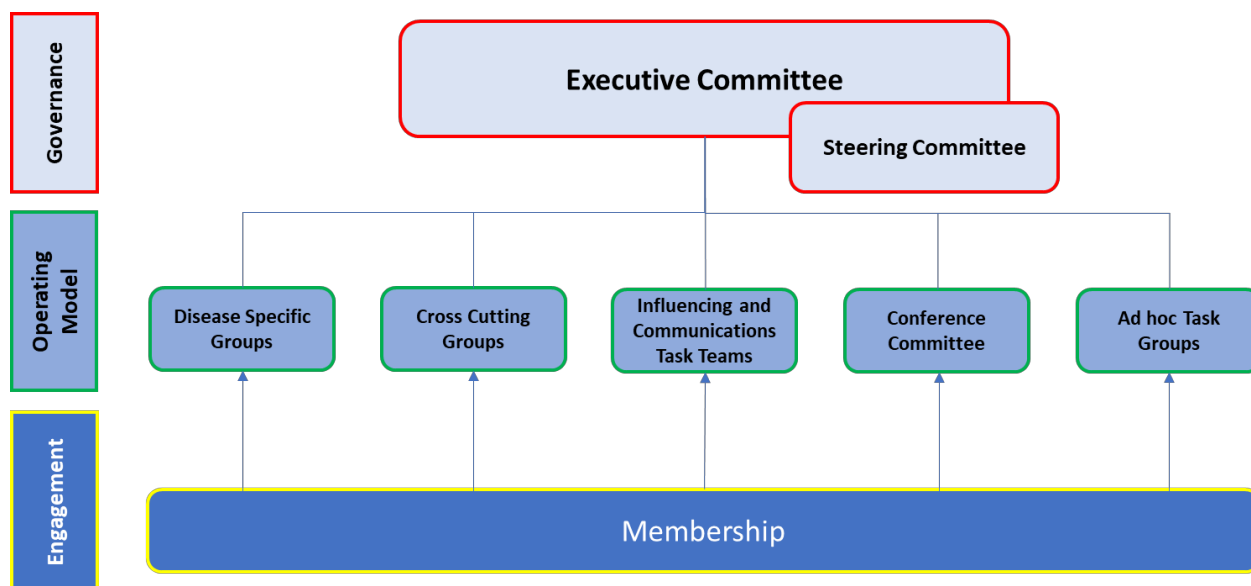
5. How we come together: Governance and structure of the NNN

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[1] https://www.ntd-ngonetwork.org/the-best-framework

5.1   Structure of NNN

The following diagram summarises the structure of NNN:

- *Disease specific groups*

  The disease specific groups are established independently of the NNN. The NNN provides a forum for these groups to come together to identify areas of common concern and opportunities for integration and collaboration. Groups representing the following diseases are already actively participating in the NNN: leprosy, lymphatic filariasis, onchocerciasis, schistosomiasis, soil transmitted helminths, and trachoma. New disease specific groups can join the NNN with the agreement of the Executive Committee. Each disease specific group has representation on the Executive Committee which is decided by the respective group.

- *Cross-cutting groups*

  The cross-cutting groups focus on issues of common concern to the NTD community at large. They have an action orientated approach and work together to identify challenges, develop solutions, and advocate/socialise them widely. Groups representing the following cross-cutting issues are already working towards a world free of NTDs: Conflict and humanitarian emergencies; Disease management, disability and inclusion (DMDI); Ensuring sustainable systems (Sustainability); One health; Skin related NTDs, and Water, sanitation and hygiene

(WASH). New cross-cutting groups can be established if five or more NNN members are willing to collaborate. The membership and operations are guided by a terms of reference agreed by the Executive Committee. Each cross-cutting group has representation on the Executive Committee. See Annex 3.

- *Standing task teams*

    There are two standing task teams – Influencing and Communications. The two task teams work in close collaboration but have different focuses with Influencing Task Team on NNN advocacy and external relations and Communications Task Teams on NNN communication strategies and tools. The membership, operations and representation on the Executive Committee is guided by a terms of reference agreed by the Executive Committee. See Annexes 4 & 5.

- *Conference Committee*

    This group initiates, plans, conducts, and evaluates the annual conference and other opportunities for members and active observers to exchange and engage. The membership, operations and representation on Executive Committee is guided by a terms of reference agreed by the Executive Committee. See Annex 6.

- *Ad hoc task groups*

    Task groups work on specific time limited tasks which are not primarily addressed by any other group. Task groups are identified by the Executive Committee and operate in accordance with a terms of reference agreed by the Executive Committee. See Annex 7.

5.2 Governance of NNN – Executive Committee

NNN is governed by the NNN Executive Committee. The Executive Committee oversees the management of the network and ensures it is meeting its objectives in line with its terms of reference – See Annex 1

The NNN Executive Committee is composed of the NNN Chair, Vice Chair and Immediate Past Chair (collectively known as the Steering Committee) and Chairs, co-Chairs or designated representative from each of the following groups (refer to NNN website for the up-to-date member list):[1]

- Disease specific groups
- Cross-cutting groups

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[1] https://www.ntd-ngonetwork.org/about/nnn-structure/executive-committee

- Standing task teams (e.g. Influencing Task Team and Communications Task Team)
- Ad hoc task groups
- Conference Committee (represented by the NNN Vice Chair)
- External representative(s)

Each year, NNN members elect a Vice Chair to serve the NNN for one year. After serving one year the Vice Chair becomes the Chair for the second year and then Immediate Past Chair for the third year.

Representation from each of the groups will be determined by the respective group as outlined in their terms of reference and approved by the Executive Committee. Representatives from time limited ad hoc task groups will join the Executive Committee meetings.

The Executive Committee is guided by a smaller Steering Committee, comprised of Chair, Vice Chair, and Immediate Past Chair. Chair/co-Chairs of two standing task teams may be invited to attend the Steering Committee meetings on an ad hoc basis as and when needed. The purpose of the Steering Committee is to guide the implementation of the strategy and ensures NNN is serving members needs and interests.

Annex 1: Terms of reference: Executive Committee

1. Background

NTDs are a group of treatable and preventable diseases that continue to affect over one billion of the world's most impoverished, marginalised people living in remote communities. Non-governmental organizations (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 Organization's (WHO) NTD road map. [1,2]

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[3] 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 from various NGO disease-specific, cross-cutting groups and other groups that will enable the network to successfully meet the objectives of NNN.

2. Purpose

The Executive Committee (ExCo) is the executive function of the Network. It meets formally four times per year and is responsible for providing overall leadership to NNN, setting strategic priorities, and being accountable to the membership.

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[1] http://www.who.int/neglected_diseases/NTD_RoadMap_2012_Fullversion.pdf
[2] https://www.who.int/neglected_diseases/Ending-the-neglect-to-attain-the-SDGs--NTD-Roadmap.pdf?ua=1
[3] Membership is open to any NGO or academic institution that is engaged in the fight against NTDs. 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 scope of the ExCo's work is determined by the strategic focus and priorities of the Network. From within the ExCo there is a smaller Steering Committee (See Annex 2) whose purpose is to provide ongoing and time sensitive support and oversight for the Network to achieve its strategy

The key functions of the ExCo are:

- To drive the development and implementation of the Network's strategy.
- To ensure the Network's support to the WHO NTD road map is aligned with NNN objectives.
- To enable inclusive participation and representation of all NNN members within the network, and other fora to achieve the network's objectives
- To ensure that NNN is represented in high levels forums, either by a member of the ExCo or through the appointment of representatives.

3. Membership of the Executive Committee

The ExCo is composed of the following representatives:

- Chair, Vice Chair and Immediate Past Chair of the NNN
- Chairs, co-Chairs or designated representative from each of the following groups:
  - Disease specific groups
  - Cross-cutting groups
  - Standing task teams (e.g. Influencing Task Team and Communications Task Team)
  - Ad hoc task groups
  - Conference Committee (represented by the NNN Vice Chair)
  - External representative(s), such as those to the Uniting To Combat NTDs Consultative Forum and ESPEN Steering Committee

Some of these representatives are appointed, others are elected, as defined by the terms of reference for each of the committees and groups.

The Chair can invite other representatives to join the ExCo meetings in an observer or presenter status where relevant.

4. Elections

- The terms of office for the Vice Chair, Chair and Immediate Past Chair will be for one year each and be undertaken contiguously.
- Annually at the NNN Conference, an election is held by the membership for the position of Vice Chair.

- The new Vice Chair is announced at the end of the conference.
- The previous Vice Chair then moves into the position of Chair and the previous Chair moves into the position of Immediate Past Chair. If for unforeseen circumstances succession is not possible it is at the discretion of the ExCo to determine an appropriate process.

5. Roles and responsibilities

Applicable to all members of the ExCo:

- They should adhere to the values of the NNN in all their efforts and decision making.
- They will be expected to attend at least three quarters of all meetings/year, with at least one of these being a face to face meeting.
- They will be expected to contribute time and effort to initiatives in between meetings.
- All representative positions are voluntary and non-remunerated.

Chair
- Provides overall leadership to the Network.
- Provides overall leadership to the ExCo, working closely with the Vice Chair and Immediate Past Chair collaboratively as a strong team.
- Chairs and facilitates NNN ExCo meetings.
- Chairs the NNN annual conference.
- Chairs the ExCo Steering Committee (SC).
- Reports back to the membership on NNN progress at the annual conference.
- Represents NNN in external meetings or delegate as required.

Vice Chair
- Must be willing to stand for election and explain to the members why they are the ideal candidate. The candidates should have a mix of complementary skills, programmatic expertise and experience, be in a position to dedicate sufficient time to the diverse and dynamic needs of a growing and ambitious network and be from an NNN member organisation.
- Provides support and advice to the Chair in decision making, acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.
- Is a member of the ExCo Steering Committee (SC).
- Chairs the Conference Committee.
- Represents NNN in external meetings as required.

Immediate Past Chair
- Provides an integral link for organisational memory, history of past decision making and knowledge of members.

- Provides support and advice to the Chair in decision making, acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.
- Is a member of the ExCo Steering Committee (SC).
- Represents NNN in external meetings as required.

Representatives of the disease specific groups
- Representation from each of these groups will be determined by the respective group as outlined in their terms of reference.
- The representative will act as a liaison between the ExCo and their group.

Representatives of the Cross-Cutting Groups
- The Chair of each cross-cutting group is represented on the NNN ExCo.
- They act as a liaison between the ExCo and their group.

Representatives of the standing task teams
- The Chairs of the **s**tanding task teams are represented on the NNN ExCo.
- S/he acts as a liaison between the ExCo and their teams.
- S/he attends the Steering Committee (SC) meeting on an ad hoc basis upon invitation by the NNN Chair.

Representative of the Conference Committee
- The Chair of the Conference Committee is the Vice Chair of NNN and is represented on the NNN ExCo.
- S/he acts as a liaison between the ExCo and their committee.

Representatives of the ad hoc Task Groups
- The Chair of each task group attends the ExCo meetings.
- They act as a liaison between the ExCo and their group.

6. Decision Making

High level decision making is undertaken collaboratively between the members of the ExCo, guided by NNN's values of participation, legitimacy, creativity and independence. Advice can be sought from the NNN groups or committees as needed. In the rare case of not being able to reach a consensus amongst the ExCo, the Chair's decision is final.

Annex 2: Terms of reference: Steering Committee

1. Purpose

The ExCo Steering Committee (SC) is a subset of the full ExCo which meets monthly and is responsible for guiding the day to day implementation of the Network's work between quarterly meetings of the full ExCo.

2. Membership of the ExCo Steering Committee

The SC is composed of three ExCo representatives:

- NNN Chair
- NNN Vice Chair
- NNN Immediate Past Chair

The Chair may invite other ExCo members to attend the SC meetings for specific discussions when necessary.

3. Roles and Responsibilities

- The SC is a subset of the ExCo tasked to guide the day to day work of the network, between meetings of the ExCo.
- Based on delegations from the ExCo, the SC will make decisions requiring action between ExCo meetings or will refer matters to the ExCo or other groups/committees as required.
- All members of the SC will be expected to be available to attend up to one meeting /month – virtual or face to face as appropriate.
- They should adhere to the values of the NNN in all their efforts and decision making.
- They will be expected to contribute time and effort to initiatives in between meetings.
- The SC is led by the NNN Chair, delegating to others in the SC as needed.
- All positions are voluntary and non-remunerated.

Annex 3: Terms of reference: Cross-cutting group *template*

1. Background

NTDs are a group of treatable and preventable diseases that continue to affect over one billion of the world's most impoverished, marginalised 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 Organization (WHO) NTD road map.[1,2]

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1. To be the unified NGO voice on common issues to achieve our NTD goals.
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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[3] 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 from various NGO disease-specific, cross-cutting and other groups that will enable the network to successfully meet the objectives of NNN.

Cross-cutting groups 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 and with agreement and periodic review by the Executive Committee. Each cross-cutting group has representation on the Executive Committee.

2. Purpose of the cross-cutting NNN {Name} Group

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[1] http://www.who.int/neglected_diseases/NTD_RoadMap_2012_Fullversion.pdf
[2] https://www.who.int/neglected_diseases/Ending-the-neglect-to-attain-the-SDGs--NTD-Roadmap.pdf?ua=1
[3] 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

This group comprises of NNN members with an interest in learning and advocating on *(subject name)* as a guide to fighting NTDs.

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 road map is aligned with NNN objectives.
- To ensure that NNN is represented in relevant forums related to *(subject name)* and sharing relevant information with NNN membership.
- To identify, and plan for, an annual programme of activities that deliver, or enable the network to deliver on, on the NNN strategy for *(subject name).*
- To report back to the members at the annual nonference on progress.
- Others to be added by the group.

3. **Membership of the Cross-Cutting Group**

- Membership is open to any NNN member who can contribute to the learning and advocacy of *(subject name)* in the fight against NTDs.
- Members need to submit their names to *(Name)* to join the group. The cross-cutting group will maintain an up to date mailing list, which will be reviewed annually.

4. **Elections / Appointments**

- The Chair is elected by the cross-cutting group and will serve a two-year term.
- Election or appointment of other appropriate posts to be determined by the group and reviewed on a regular basis.

5. **Meetings**

Details of meetings to be determined by group.

6. **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
- Sits on the NNN ExCo and will act as the liaison between the wider NNN community and this cross-cutting group.
- Chairs the cross-cutting group meetings and oversees its annual plans.
- Reports back to the ExCo at the ExCo meetings and as necessary.
- Reports back to the membership at the annual conference.

Additional Roles and responsibilities to be added by the group when completing the template for approval by the ExCo.

Annex 4: Terms of reference: Influencing Priorities Task Team

1. **Background**

External representation has been a priority area of work for the NTD NGO Network (NNN). While there was a standing External Representation Committee (ERC) with an established terms of reference (ToR), the network's approach continues to evolve. Established in 2017, the ERC provided strategic guidance to the Executive Committee on policy influencing, advocacy and external relations opportunities for the NNN.

2020 is a critical year for the NNN and the NTD community, with multiple opportunities for strategic influencing. In order to achieve its objectives and make best use of capacity and resources, new ways of working are needed. An agile and task- focused approach to influencing and external engagement will better support effective and strategic engagement by the NNN and its members in key processes.

This ToR sets out the rationale and next steps in reorganizing the standing ERC to a specific Influencing Priorities Task Team (herein referred to as the task team) and refocusing the Year 2020 priorities of the NNN.

This task team will have time-bound work streams and an agile structure. This will ensure that it is meeting the opportunities with the right resources and structure to leverage influencing expertise within the NNN for maximum impact.

The task team ToR and priorities will be reviewed and updated on an annual basis to the priorities of the following year.

2. **Task team modalities**

The task team will come into action from October 2019. The benefits from a task team approach include:

- Greater strategic focus and impact through a reduced number of priorities.
- Time-bound tasks linked to specific external representation opportunities.
- Flexible and active membership - allowing NNN members to actively engage with single work streams relevant to organisational and role priorities. There will be sub-task teams/groups for areas of work that are prioritised. NNN members can join more than one task team and have different representatives on different task teams. Outreach will be made through NNN communications platform to encourage members to join the task team and sub-groups.
- Through flexible membership, increase the pool of policy influencing and advocacy technical experts the NNN has to draw on going forward from 2020.

A task team format will allow for adaptive and targeted engagement by NNN members actively supporting specific work streams that they are engaged in. This approach will seek to ensure that the NNN maintains and builds on the energy, enthusiasm and progress achieved through the NNN ERC.

The task team will meet by teleconference and information will be circulated by email.

In keeping with the streamlined focus and activities of the task team, the group Chair/co-Chairs will sit on the broader NNN Executive Committee.

3. **Task team priorities of year 2020 (to be updated each year)**

The task team will continue to reflect ongoing NNN priorities. Based on a review of key 2020 influencing processes and opportunities, in the next 12 months to October 2020, the Task Team will focus on the following external priorities:

- WHO NTD road map development and launch.
- World Health Assembly resolution on NTDs and accompanying side events and other activities.
- Kigali NTD/Malaria Summit event on 25 June 2020.
- Additional ad-hoc priority opportunities as necessary.

End

Annex 5: Terms of reference: NNN 2020 Communications Task Team

1. Background

The NTD NGDO Network (NNN) was established in October 2009. The NNN comprises a broad range of partners including the NGOs that work with ministries of health of NTD-endemic countries, the pharmaceutical companies donating drugs for NTDs, the donor community, and operational research partners. See http://ntd-ngdonetwork.org/

Each September the NNN hosts an annual meeting of its members, the individual disease specific coordination groups for leprosy, lymphatic filariasis, onchocerciasis, trachoma, schistosomiasis, and soil transmitted helminths.

The NNN is coordinated by an Executive Committee (ExCo), comprising the Chair, Vice-Chair and Immediate Past Chair of the NNN, representatives of the NNN disease-specific, cross-cutting and other groups.

In recognition that the challenges impacting programs are often complex and multi-faceted, the NNN established cross-cutting working groups to address thematic issues, which play a vital role in supporting NNN member collaboration to develop communities of practice: https://www.ntd-ngonetwork.org/cross-cutting-groups

2. Rationale for a communications task team

In recent years NNN communications activities (blogs, press releases and website maintenance) have been conducted on an ad hoc basis by individuals. In support of a range of high-level NTD opportunities in 2020 with the launch of the new WHO NTD road map, WHO WASH/NTD strategy, Kigali Malaria/NTD Summit, a strategic communications task team will be established to support the engagement of NNN members, playing a leading role in amplifying the voice of NGOs working across NTDs. The task team will draw on expertise in NTD communicators to collaborate and strengthen awareness and understanding of the NNN as a platform of NGOs working to develop a community of practice for NTD programming and implementation.

The task team will work to defined communications objectives and a limited timeframe of one year (January – December 2020). The task team will be focused on developing communications assets that support the positioning of the NTD NGO community and of the NNN platform within global discussions and will not be responsible for specific communications activities of the NNN working groups. The task team requires strategic guidance and strong leadership to establish collaborative, active engagement from the broader NNN membership.

The Communications Task Team TOR and its priorities will be reviewed and updated on an annual basis to the priorities of the following year.

3. Purpose of the NNN 2020 Communications Task Team

2020 will be a pivotal year to reorient a path towards the control, elimination and eradication of NTDs, tied to the new WHO NTD road map, a new WHO/WASH and NTD strategy and the WHO World Report on Vision (published Oct 2019). A focus on integration with primary health care, cross sectoral approaches and partnerships will be dominant in both WHO publications. These efforts will guide all NTD stakeholders towards the sustainable delivery of interventions that ultimately strengthen health systems and support the achievement of the 2030 Sustainable Development Goals including universal health coverage. NNN communications should seek to amplify the voice of NGOs, their role and contribution to these processes and ambitions.

I. The NNN 2020 Communications Task Team will seek to identify and promote clear messages for effective NTD NGO collaborations and distil key learnings, experiences from NNN members that promote the contribution of NGOs to global NTD efforts, for both internal and external facing audiences. These will utilise the NNN website, social media channels and collaborations with InfoNTD.org.

II. The communications task team will look to promote resources and tools the NNN working groups are developing that will help partners to deliver on global goals outlined by the new NTD road map and the SDGs, and build a stronger sense of NNN identity with members to facilitate ongoing collaborations through the platform.

III. The NNN 2020 Communications Task Team will liaise closely with the NNN Executive Committee and Influencing Task Team to promote policy advocacy language that supports the work of the NNN with internal and external audiences.

4. Key 'moments' for Year 2020

A series of high-level opportunities to engage on global NTD efforts and the role of NGOs as crucial and effective partners, present themselves in 2020. These will require strategic communications from the NNN, working in alignment with the NNN 2020 Influencing Task Team.

- **Launch of the new WHO NTD road map 2021 – 2030:** anticipated for late 2020.
- **World Health Assembly (May 2020):** two new resolutions (TBC) on NTDs (to support member states in the implementation of the new roadmap), and vision (to support member states in the implementation of the World Report on Vision, with specific relevance to trachoma and onchocerciasis disease groups). Each WHA resolution will be supported and endorsed by a number of member states, before adoption by consensus. WHA resolutions showcase political will of endemic country leadership in prioritizing health, and commitment to working with stakeholders to achieve new ambitious goals set by WHO across NTDs and cross sectoral collaborations. It will also enable NTD stakeholders to hold governments to account for their commitment to implementing the new NTD road map.

- **Launch of the new WHO WASH and NTDs strategy:** the exact date is not currently known, however stakeholders are currently working towards a May 2020 deadline for completion. A launch may coincide with the WHO NTD road map or may follow a similar launch process from 2015, launched by the WASH sector at World Water Week and an NTD sector launch at the NNN 2020.

- **Commonwealth Heads of Government Meeting (CHOGM):** in June 2020, hosted by the Government of Rwanda, this summit will convene 53 member states from across the Caribbean, the Americas, Europe, Africa, Asia and the Pacific. The summit is a political platform that traditionally looks to forge common areas of interest between member states, however the inclusion of vision and trachoma within the agenda and communiqué of the 2018 Commonwealth Heads of Government has led to continued and expanded NTD engagement in 2020. The summit will officially report on 2018 communiqué commitments to vision and the elimination of trachoma. In addition, the Government of Rwanda has approved an official side event on malaria and NTDs, coordinated jointly between the Uniting to Combat NTDs and UK Malaria Advocates Network.

- **NNN 2020 conference:** strategic and impactful communications remain key in promoting increased understanding of the NNN amongst its member organizations, and observer network, towards the development of a robust community of practice. It also serves to promote outputs and discussions raised within the NGO community and the NNN cross-cutting working groups.

5. **Scope of engagement for Year 2020**

This task team will recruit members and a Chair/Co-Chairs in November and look to operate from **January to December**. Key activities and areas of work will include:

Rolling activities:-
- Website maintenance – adding content including blogs, news pieces, updating members section.
- Social media activities – manage the NNN Twitter and Facebook channels.
- Coordinate blogs – work with NNN members to cross-promote existing content that demonstrate NGO collaboration, partnership and contribution to developing a community of practice in line with the BEST Framework; where NNN specific engagement is involved to create novel blog content on behalf of the NNN (i.e. NNN conference).
- Promote resources and tools the NNN cross-cutting working groups develop to support global goals.
- Develop a communications calendar shared with NNN cross-cutting groups and disease specific groups, DSGs. The calendar will include information on communication plans task teams and DSGs have in place, that can be coordinated with broader NNN communications.

November – December 2019:-

- Define a communications strategy for 2020 with agreed outputs.
- Coordinate website copy editing to ensure accuracy and consistency in language and content
- Compile database of NNN images (conferences, side meetings).
- Upload the 2019 conference report.

April – May 2020:-

- NNN blog to raise awareness and significance of key messages on targets, ambitions and cross-sectoral partnerships from the WHO NTD road map.
- To liaise with the NNN Influencing Task Team on messaging to include in an NNN news/press release in response to the launch of a new NTD road map and WHA resolution on NTDs.

March – July 2020:-

- Liaise with Uniting to Combat NTDs to contribute stories/data points/evidence from the NNN membership base to support a social media toolkit for Kigali 2020 Summit.
- Liaise with the NNN Influencing Task Team on messaging to include in an NNN news/press release in response to CHOGM 2020 communiqué.
- Post CHOGM blog to communicate the significance of political discussions and commitments raised during CHOGM and the NTD side event; highlight areas of NNN engagement where relevant.
- Liaise with MYT to load information on 2020 NNN conference including registration, workshop applications and promotion of annual conference.
- NNN blog to promote the new WHO WASH NTD strategy.

July – October 2020:-

- Liaise with the NNN Influencing Task Team to prepare key messages for the NNN Chair for the opening and closing of the NNN conference.
- Prepare a social media plan and toolkit for NNN members and delegates ahead of the NNN conference.
- Draft pre-conference blog to promote the conference and registration.
- NNN news/press release promoting the conference communique with an external audience
- Manage press inquiries where requested.
- Prepare the conference report.

November – December 2020:-

- Draft key NNN communications priorities for the Communications Task Team in 2021.
- Assess key functions of the NNN website and recommendations for improvement (based on usability, content, and collaboration with InfoNTD).

6. **Membership structure of the task team**

Key membership criteria are:

1. The task team has a Chair and Vice-Chair or two co-Chairs, appointed by the task team members by way of nominations. The task team Chair(s) will serve a one-year term.
2. The make-up of the task team will take into account the need for due representation of the key constituencies within the NNN. Each disease specific coordination group is invited to provide a representative to this Task Team.
3. The following attributes and criteria will apply to individual representatives: (i) communications skills and experience to progress the focus areas of the task team, and (ii) willingness and support from individual's employer to enable them to contribute actively and on a voluntary basis without compensation.
4. Members will be asked to sign up to specific task team activities and would ideally volunteer a minimum of 1-2 days per month to support task team activities.

7. Roles and responsibilities of the Chair and Vice-Chair (or co-Chairs)

The key roles and responsibilities of position holders include:

1. The Chair is responsible to lead the development and execution of a work plan reflecting the purpose and scope of the WG.
2. The Chair will review the tasks and progress of the task team on a monthly basis and share a quarterly update to the NNN ExCo.
3. The Chair and Vice Chair will schedule and manage task team meetings including drafting agendas, setting up and facilitating meetings, and preparing and circulating a brief record of discussions.
4. The Chair and Vice Chair will lead relations with the NNN Influencing Task Team.
5. The Chair will participate in NNN ExCo meetings and update task team members on relevant discussions.

8. Task team ways of working

These are the agreed ways of working for the NNN Communications Task Team:
1. The task team is not a decision-making forum. The task team will provide a quarterly update to the NNN Steering Committee and can make recommendations to the NNN Steering Committee for consideration and endorsement.
2. The task team will be a part of the NNN Conference Committee, chaired by the NNN Vice Chair to support preparations (communications) for the annual conference.
3. The task team will have a timetable of regular teleconferences/Skype to achieve identified outputs, face to face meetings may be possible and linked to existing meetings.
4. There is an expectation of open discussion within the task team with collective responsibility for final task team outputs.

5. The NNN doesn't have funded administrative or project coordination support or a budget to support WG meetings. Relevant activities will need to be undertaken on a voluntary basis and within the resources of the WG membership.

END

Annex 6: Terms of reference: Conference Committee

1. **Background**

NTDs are a group of treatable and preventable diseases that continue to affect over one billion of the world's most impoverished, marginalised 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 Organization's (WHO) NTD road map.[1,2]

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[3] 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 from various NGO disease-specific, cross cutting and other groups and the Conference Committee that will enable the network to successfully meet the objectives of NNN.

2. **Purpose of the Conference Committee (CoCo)**

The Conference Committee (CoCo) is responsible for planning and organising a successful flagship annual NNN conference, its evaluation, and preparation of a final report.

The work of the Conference Committee is undertaken through a series of standing and ad hoc task groups and in conjunction with a professional conference organiser (PCO).

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[1] http://www.who.int/neglected_diseases/NTD_RoadMap_2012_Fullversion.pdf
[2] https://www.who.int/neglected_diseases/Ending-the-neglect-to-attain-the-SDGs--NTD-Roadmap.pdf?ua=1
[3] 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 five standing task groups include:

1. A **Conference Logistics Task Group** which will work closely with the PCO to:
   - Review PCO scope of work for the annual conference.
   - Develop a conference planning timeline with key milestones to underpin event coordination and management.
   - Coordinate conference logistics with the host, venue and additional conference partners
   - Identify potential host organisations/countries for the next NNN (ideally for announcement at the annual conference).

2. A **Sponsorship Task Grou**p which will:
   - Review the 'Levels of Sponsorship' table underpinning the basis of the conference sponsorship program and update it based on the range of sponsorable activities, conference theme, venue and host country/organisation.
   - Coordinate approaches to sponsors and negotiate basis of support.
   - Maintain a record of approaches to potential sponsors and their feedback.
   - Prepare the sponsorship table for relevant inclusions in the conference app, communications strategy, key messages, banners and signage, and other promotional materials, in conjunction with the conference communications task group.
   - Work with PCO to complete a reconciliation of conference sponsorship for inclusion in the conference report.

3. A **Workshop Task Group** which will:
   - Review the scope of the workshop criteria in line with the conference theme.
   - Prepare the call to members for workshop submissions, in conjunction with PCO.
   - Review the submissions received and liaise as needed with those proposing workshops.
   - recommend a proposed workshop programme to the CoCo for presentation to the ExCo for endorsement,
   - Coordinate with workshop leaders through PCO to ensure their preparedness for the annual conference.
   - Analyse the approach taken to capture learning for future conferences.

4. A **Travel Awards Task Group** which will:
   - Liaise with travel award sponsor(s) to confirm the annual allocation of travel support for the awards programme.
   - Review the scope of eligibility criteria for the awards in relation to the country location of the conference.
   - Prepare the call for application to members for the travel awards, in conjunction with the PCO.
   - Review the applications received and recommend a proposed group of travel recipients to the CoCo for presentation to the ExCo for endorsement.

- Prepare the final awardee list and liaise with the PCO for communications to successful and unsuccessful applicants, including any strategy of second round offers to those on the waiting list.
- Analyse the approach taken to capture learning for future conferences.

5. A **Conference Communications Task Group** which will:
   - Identify potential conference themes.
   - Prepare key messages and talking points for Chair of plenary and other keynote speakers.
   - Prepare a social media plan and toolkit for sharing with members and delegates.
   - Prepare NNN-branded workshop presentation templates, relevant banners, signage and other promotional materials.
   - Support the PCO as the conference app is populated.
   - Coordinate relevant media release and any press coverage for the conference.
   - Book and liaise with professional photographer when needed.
   - Prepare the conference report which will include an overview of the conference feedback, coverage and the conference communiqué developed by the NNN Influencing and Communications Task Teams.
   - The Task Group Leader will be the NNN 2020 Communications Task Team lead. Materials will be proposed for endorsement of the CoCo and produced in conjunction with the PCO.

Ad hoc task groups may be proposed by the CoCo Chair to the NNN Steering Committee for endorsement.

3. Membership of the CoCo

The committee comprises:
- The Vice Chair of the NNN who acts as the Chair of the CoCo.
- Task group leaders for the five standing CoCo task groups and any leaders of endorsed ad hoc task groups.
- A nominated point of contact from the PCO.

Chairs of each task groups will be appointed by the Steering Committee.

Membership of the task groups will be open to NNN members and there will be no restriction on the number of members of each standing or ad hoc group. Potential task group members are requested to consider the allocation of time needed and communicate openly with their line managers to ensure organisational support for their volunteer contributions to the NNN annual conference.

4. Roles and Responsibilities

Applicable to all
- All members of the CoCo and its task groups should adhere to the values of the NNN in all their efforts and decision making.

- All members should actively contribute to the activities of the CoCo and its task groups and attend the regular meetings.
- All positions are voluntary and non-remunerated.

The Chair

- Sits on the NNN ExCo, as well as its Steering Committee, and will act as the liaison between the wider NNN community and this committee.
- Chairs the CoCo meetings and manages the conference planning timeline and agreed deliverables.
- Acts as the focal contact for the outgoing and incoming NNN Chairs during the annual conference.
- Briefs the incoming NNN Vice Chair, who will take over the responsibility of organising the annual conference.

END

Annex 7. Terms of reference: {Name} Ad hoc task groups *template*

1. Background

NTDs are a group of treatable and preventable diseases that continue to affect over one billion of the world's most impoverished, marginalised people living in remote communities. Non-governmental organisations (NGOs) play a key role in the fight against these diseases.

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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[3] that is engaged in the fight against NTDs. Other organisations are welcome to join our work as active observers.

2. Timeframes

- This timebound ad hoc task group will operate for an initial XXX-month period.
- At the end of the initial period the Chair/Co-Chairs will report to the NNN Executive Committee the outcome of the proposed task. Depending on the need, the Executive Committee will decide to:
    - Disband it as it has completed the identified tasks for which it was formed.
    - Extend its time for an additional period to complete the identified/additional tasks agreed with the Executive Committee, or,
    - Become a cross-cutting group if an ongoing need for the group has been identified.

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[1] http://www.who.int/neglected_diseases/NTD_RoadMap_2012_Fullversion.pdf
[2] https://www.who.int/neglected_diseases/Ending-the-neglect-to-attain-the-SDGs--NTD-Roadmap.pdf?ua=1
[3] 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

3. Purpose

This timebound ad hoc task group comprises NNN members and others with an interest in working more closely together in the fight against NTDs.

The key objectives of the ad hoc task group are:
- XXX
- XXX

4. Membership

- The Chair/Co-Chairs will be appointed by the NNN Steering Committee
- The membership will comprise individuals with an active interest and expertise in {subject name}
- Members will have the support of their organisations to contribute to the work of the ad hoc task group.
- The ad hoc task group will maintain an up to date contact list for members.

5. Meetings

Details of meetings (frequency, medium, notice given, minuting…) to be added

6. Roles and responsibilities

Applicable to all
- All members of the ad hoc task group should adhere to the values of the NNN in all their efforts.
- All members should actively contribute to the ad hoc task group and attend the regular meetings,
- All positions are voluntary and non-remunerated.

The Chair/Co-Chairs
In addition to the above, the Chair/Co-Chairs will have the following additional roles and responsibilities:
- Attends the NNN ExCo meetings once the task group is constituted and functional.
- Acts as the liaison between the wider NNN community and this ad hoc task group.
- Leads the ad hoc task group meetings, circulates meeting notes and oversees its work plan.
- Makes recommendations to the Executive Committee through the Steering Committee.
- Provides progress updates at the quarterly meetings of the NNN ExCo.

Additional roles and responsibilities

- To be added by the group as needed.

7. Proposed Workplan

The proposed workplan for the proposed period of timebound operations includes:
- Outline realistic points and likely resourcing support from within the membership.

END

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