Terms of reference: Focal Point and Task Teams

Last updated: 4 November 2015

Background

Through a review of the ICTC working group platform at the end of its first year of implementation, a more flexible, responsive and time bound Task Team approach was proposed. These groups will be formed as needed when specific projects arise, and disbanded after the task is complete. The decision to transition to Task Teams came into effect with the adoption of the ICTC strategic plan in September 2015.

Focal Points

Some Focal Points act as points of contact for queries relating to thematic areas and others represent ICTC in external groups which have been identified as being of strategic importance to the coalition. Annex 1 lists the current focal points.

Focal Points play an important advisory support role to the Executive Group on technical, strategic and organisational issues as well as creating and strengthening cross sector linkages and building collaboration that supports progress towards the elimination of trachoma. The co-chairs from the previous working groups will transition into the role of focal points and will be re-examined after the first year. Focal Points are appointed by the EG.

It is expected that Focal Points will:

- Provide guidance on issues relating to their area of expertise.
- Provide advice to the Executive Group on proposals for new Task Teams relating to their subject area – including the scope of work and participation.
- Monitor the international landscape around their subject area to identify opportunities for collaboration and in order to avoid duplication of activities.
- Act as a catalyst in their focal area to strengthen collaboration with ICTC.
- Represent ICTC views in relevant discussions.
- Brief/debrief the ICTC membership about external meetings where they represent the coalition.

Task Teams

Purpose and aims

- ICTC Task Teams support the delivery of ICTC’s strategic plan, including the development of key messages, influencing materials and evidence-based technical resources.
- Task Team participants work according to terms of reference and contribute their time and expertise voluntarily.
- ICTC will review the Task Team approach on a yearly basis.
(a) Formation

- Suggestions for ‘tasks’ can be sent to the Project Coordinator (Membership) for consideration by the Executive Group (EG).
- The Project Coordinator will discuss proposed tasks with the EG, which will decide whether a Task Team is the appropriate approach to take.
- If necessary, tasks will be prioritized by importance, relevance, resources and urgency.
- Prior to formally creating a Task Team, the Project Coordinator will convene a meeting of the Focal Point and EG to discuss the broad scope of engagement and recruitment of participants.
- Following this discussion, the Project Coordinator will draft the team’s scope of work and outline a work plan with roles and responsibilities. They will also progress the recruitment of participants as discussed and set up a mailing list.
- The scope of work will clearly outline the task to be delivered and will be time-bound with specific deliverables.
- The formation of a new Task Team will be communicated to ICTC members. Members can express interest in participating in a Task Team by contacting the Project Coordinator and sharing their relevant interest, skills and experience.
- Upon formation, the team should agree roles and responsibilities; and discuss their scope of work, project plan, budget and timetable. This will be documented by the Project Coordinator and shared with the EG.

(b) Ways of working

- Task Teams are supported by a Project Coordinator, led by a Focal Points (as defined and identified by the roles and responsibilities when the Task Team is formed) and responsible to the EG.
- Primary mode communication is likely to take place over email, skype and phone but where possible, teams will meet face to face.
- Members will proactively identify potential vested interests or perceived conflicts of interest by completing the ICTC confidentiality and declaration of interest form when joining the Task Team and declaring it verbally where relevant to specific discussions.

(c) Membership

- Ideally, a Task Team should not have more than 6-10 members to enable effective engagement.
- Task Team membership can be drawn from a range of different stakeholders including ICTC members, implementing partners, and grant managers.
- It will be up to the EG and the Focal Point to decide on the member composition of the Task Team including expressions of interest to join made by members.
- Members can express interest in joining the group by contacting the Project Coordinator who will ask them about their relevant skills and experience and time commitment before proposing to the EG and Focal Point collectively for consideration.
- To join a Task Team, interested participants will submit a statement affirming that they have the time to commit to the project, that their employer is willing for the person to commit time to the Task Team and with a description of their technical capacity.
- If approved, the Project Coordinator will ask applicants to complete a declaration of interest form and add them to the relevant mailing list.
A ‘Ready Response’ Task Team will focus on short lead external information requests and operate similarly to other Task Teams, with the exception that a core membership will be ongoing rather than temporary. By virtue of their membership of ICTC, all members commit to supporting this ready response group when needed.

**Role of the Project Coordinator**

The Project Coordinator will:

- Provide administrative and project support including setting up conference calls, enabling the logistics and ensuring a brief record of group discussions and action items.
- Promote accountability and transparency by providing regular (periodic) updates to the broader ICTC membership.
- Foster engagement of Focal Points and Task Team members.
- Maintain Task Team e-mailing lists.
- Undertake induction calls with newly approved participants to give them an overview of the team, its members and its work plan.
Annex 1

1. Current list of Focal points (at October 2015)

<table>
<thead>
<tr>
<th>Thematic Areas</th>
<th>Focal Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications and Advocacy</td>
<td>Jen Leopold (RTI International) Isabella Montgomery (ICTC)</td>
</tr>
<tr>
<td>eHealth</td>
<td>Alex Pavluck (RTI International) Aisha Stewart (The Carter Center)</td>
</tr>
<tr>
<td>MDA</td>
<td>Katie Crowley (RTI International) Teshome Gebre (International Trachoma Initiative)</td>
</tr>
<tr>
<td>Monitoring, Impact and Evaluation</td>
<td>To Be Determined</td>
</tr>
<tr>
<td>Strategy</td>
<td>ICTC Vice Chair (Serge Resnikoff (OPC)) ICTC Chair (Virginia Sarah (The Fred Hollows Foundation))</td>
</tr>
<tr>
<td>Trichiasis</td>
<td>Amir Bedri Kello (Light for the World) Emily Gower (Wake Forest School of Medicine)</td>
</tr>
<tr>
<td>WASH</td>
<td>Yael Velleman (WaterAid) Geordie Woods (Sightsavers)</td>
</tr>
<tr>
<td><strong>External groups/meetings</strong></td>
<td></td>
</tr>
<tr>
<td>ITI Technical Experts Committee (TEC)</td>
<td>ICTC Chair (Virginia Sarah)</td>
</tr>
<tr>
<td>EMR Alliance for Trachoma Control</td>
<td>EG appointed focal person (Virginia Sarah)</td>
</tr>
<tr>
<td>ESPEN</td>
<td>ICTC Chair (Virginia Sarah)</td>
</tr>
<tr>
<td>GTMP Steering Committee</td>
<td>ICTC Chair (Virginia Sarah)</td>
</tr>
<tr>
<td>NNN Executive Committee</td>
<td>ICTC Chair and Vice Chair (Virginia Sarah; Serge Resnikoff)</td>
</tr>
<tr>
<td>NNN Disease Management and Disability Inclusion (DMDI) Working Group</td>
<td>EG appointed Focal Person (Martin Kollmann)</td>
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<tr>
<td>NNN WASH Working Group</td>
<td>ICTC WASH practices Focal Points (Yael Velleman; Geordie Woods)</td>
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<tr>
<td>United to Combat NTDs Disease Specific Working Group</td>
<td>ICTC Chair and Vice Chair (Virginia Sarah; Serge Resnikoff)</td>
</tr>
<tr>
<td>WHO capacity strengthening group</td>
<td>EG appointed focal people (Simon Bush; Amy Doherty)</td>
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END