

MANAGEMENT COMMITTEE FOR THE CENTRAL FUND FOR INFLUENZA ACTION (CFIA)

**Note for the Record  
28 February 2007**

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**Attendees:**

<b>Chair</b>	: UNSIC	David Nabarro
<b>Secretariat</b>	: UNSIC	Sandor Beukers
<b>Members</b>	: FAO WHO UNDP WFP OCHA UNICEF UNHCR ILO UNWTO ICAO IOM OIE	Christina Amaral, Dominique Burgeon Alex Ross Claudine Gonsalves Denis Charles, Pierluigi Martinesi David Carden, Rob Smith Gary Stahl, Jessica Winn Nadine Cornier Donato Kiniger-Passigli Geoffrey Lipman Anthony Evans Amy Emel Muedin -
<b>Ex-officio member</b>	: UNDP (AA)	Bisrat Aklilu, David Clapp
<b>Observer</b>	: World Bank	Olga Jonas

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**1. Update on the set up of the CFIA and funding situation**

The **Chair** informed about the background of the CFIA. In October 2006 the Technical Working group agreed upon the Terms of Reference for a Central Fund for Influenza Actions (CFIA). The Steering Committee for AHI in November 2006 decided to proceed with the work on the Fund in order for it to be presented at the international conference in Bamako.

He explained that the Fund was set up *as a complementary mechanism to existing bilateral funding to individual agencies that reflects the coordinated efforts of the UN agencies and partners as set out in the UN Consolidated Action Plan for AHI*. The CFIA is a Fund for unforeseen emergency activities and for priority activities of the UN Consolidated Action Plan which are not or under-funded. Requesting agencies will have to prove that all other existing funding channels have been unsuccessful before accessing the funds of the CFIA. The CFIA is a Fund of last resort.

The **Chair** gave the floor to Bisrat Aklilu from UNDP who is the Administrative Agent for the CFIA. **Bisrat Aklilu** explained that - as agreed in the Terms of Reference for the Fund - UNDP is the Administrative Agent for the Fund. UNDP has - based on best practices - drafted the terms of reference and rules of procedure for the Steering Committee for the CFIA and the submission form for proposals. Also, UNDP as part of its AA responsibilities is signing MOU's with CFIA participating UN agencies and will conclude LOAs with donors. Currently the MOU has been signed by UNHCR, UNDP, ILO, ICAO, FAO, UNWTO and WFP. He expects UNICEF, OCHA and WHO to sign in the very near future.

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On the funding situation **Bisrat Aklilu** reported that today UNDP received a confirmation from Norway that it will support the fund with US\$ 2 million. He also said that UNDP will bring the fund to the attention of different donors to mobilize more resources.

**WHO** reported that because of changes in senior management they had not been able to sign the MOU yet. **OCHA** reported that they hope to sign the MOU this week.

### **2. Membership of the CFIA's Steering Committee**

The **Chair** explained that the Steering Committee will have members and observers. He proposed that - because the CFIA has been set up within the strategic framework of the UN Consolidated Action Plan for AHI – the Steering Committee should be composed of those organizations participating in the UN Action Plan. This implies that when in new agencies join the Action Plan, they would become members of the Steering Committee.

The **Chair** stressed the dual role of UNDP in the Steering Committee. UNDP is the Administrative agent for the Fund and as such has the role of supporting and facilitating the operation of the Fund. Also, UNDP is a contributor to the UN Consolidated Action Plan and therefore eligible to receive funds from the CFIA and as such is a member of the Steering Committee.

The **Chair** proposed to have the World Bank participate in the Steering Committee as a permanent observer as the UN is an observer in the board for the Multi Donor Trust Fund for AHI of the World Bank. It makes sense to have a reciprocal arrangement.

**Bisrat Aklilu** added that other observers, including NGOs and governments, can be allowed to participate on an ad hoc basis depending on the nature of submitted proposals.

The **Steering Committee**:

1. Decided that Members of the Steering Committee are those UN agencies and partners that contribute to the UN Consolidated Action Plan for AHI.
2. Decided that the World Bank is a Permanent Observer in the Steering Committee.
3. Decided that UNDP as Administrative Agent of the Fund is an ex-officio member of the Steering Committee.

### **3. Bodies eligible to receive funds**

The **Chair** gave the floor to **Bisrat Aklilu** who explained that funds can be accessed by members of the CFIA's Steering Committee that have signed the MOU with UNDP as AA. Normally, eligibility to the Fund would be limited to UN agencies. Considering that the UN Consolidated Action Plan for AHI is a cooperation of 10 UN agencies and 2 inter-governmental partners (OIE and IOM), UNDP, after careful review and building on the precedent set by IOM eligibility for CERF funding has decided that OIE and IOM can be eligible to receive funds once the Steering Committee has endorsed this.

The **Chair** added that considering the close collaboration on AHI between the UN and these 2 partner organizations and considering that OIE and IOM are intergovernmental organizations with a similar status to UN organizations, he would like to recommend that OIE and IOM are able to access funds directly. When new partners join the UN Consolidated Action Plan for AHI, a decision on their eligibility will be taken by the Steering Committee on a case by case basis – the acceptance of OIE and IOM does not set an automatic precedent.

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The **Steering Committee**:

4. Endorsed OIE's and IOM's eligibility for accessing funds from the CFIA directly.

### **4. Review of the Terms of Reference and Rules of Procedure for the CFIA Steering Committee and the submission form for proposals**

The **Chair** invited Bisrat Aklilu to introduce the draft Terms of Reference (ToR) and Rules of Procedure (RoP) for the CFIA Steering Committee and a draft submission form for proposals.

**Bisrat Aklilu** explained that the ToR and the RoP are designed to guide and facilitate the work of the Steering Committee. UNDP, in its capacity as AA, has drafted these documents which are based on the Terms of reference for the CFIA which were agreed upon in October 2006. The ToR contains the responsibilities of the Steering Committee which are updating the CFIA's funding policy, prioritization, approval of proposals and allocation of funds and approval of the consolidated progress reports produced by the AA (based on the individual progress reports submitted by participating organizations that have received CFIA funds). An emergency facility is included and a standard submission form for proposals to assure consistency has been drafted.

**OCHA** expressed concern about the short period of 2 weeks between receipt of the proposal and the decision of the Steering Committee. **IOM** pointed out that the documents now mention "participating UN agencies" and that this should be adapted to reflect the participation of other non-UN agencies. **FAO** asked for a clarification of the management support costs in Appendix C and a more detailed description of the role of the lead agency in review of proposals. **UNDP** pointed out that the submission form should reflect that proposals support national strategies. The **World Bank** added that the documents should reflect that the CFIA is a Fund of last resort.

In response to these remarks the **Chair** proposed that:

- The Steering Committee does not stipulate a specific percentage of management support costs as agencies will be guided by directives set by their own governing bodies but does encourage to keep these costs as low as possible; the anticipated average will be 7%.
- The 2 week period between receipt of a vetted proposal and a decision of the Steering Committee will be used as long as the workload is limited.
- Other remarks will be incorporated in the documents.

The **Steering Committee**:

5. Endorsed the *Terms of Reference* and *Rules of Procedure* for the CFIA Steering Committee and the submission form for proposals (including the proposals of the Chair) .

### **Any other business**

The **Chair** suggested that the Steering Committee considers changing its name "CFIA Steering Committee" into "Oversight Committee for the CFIA" as there is already a Steering Committee for AHI under the DSG. **UNICEF** proposed instead to use the term "Management Committee for the CFIA". The Committee agreed to change the name and opted for the term "management" .

The **Steering Committee**:

6. Decided that the name "CFIA Steering Committee" will be changed into "Management Committee for the CFIA" and that all documents will be changed accordingly.