

|

**GUIDING PRINCIPLES
AND
OPERATIONAL GUIDELINES FOR**

Ten Against Tuberculosis Binational Working Group

CHAPTER I: GUIDING PRINCIPLES

ARTICLE 1: THE WORKING GROUP

Ten Against Tuberculosis (TATB) is a binational Working Group comprised of the ten U.S.-Mexico Border States, the United States (U.S.) and Mexican federal governments, non-governmental organizations and the Pan American Health Organization (PAHO). The group acts in partnership as a catalyst for actions against Tuberculosis (TB).

ARTICLE 2: VISION

“We, the ten states along the US-Mexico border, pledge ourselves to fight for a TB-free region.”

ARTICLE 3: MISSION AND ACTIONS

The mission of TATB is to reduce TB-related morbidity and mortality in the U.S.-Mexico border populations, and to reduce the transmission of TB by strengthening prevention and control programs.

To fulfill its mission, the group will perform the following actions:

- Raise the awareness of the general public by advocating the importance of TB issues, and sharing and disseminating information about border activities.
- Stimulate new ideas for the prevention, treatment and tracking of TB
- Guide project implementation by identifying creative partnerships
- Offer feedback to health care providers on practical implementation of TB-related projects
- Mediate when appropriate
- Remove impediments to the implementation of needed activities

ARTICLE 4: MEMBERSHIP

TATB Membership is drawn from the public, private, and nonprofit health sectors of each country. The membership resides with the post within an organization, agency, or private concern and not with the individual holding that post. Members commit to attend all meetings in person, by phone, or by other means. Membership consists of both Permanent and Non-Governmental members.

A. Permanent Members:

1. Mexico. The Secretary of Health of México (SSA) and the six border state health departments that form part of its federal system are accorded automatic and permanent membership. The border states include: Baja California, Sonora, Chihuahua, Coahuila, Nuevo León and, Tamaulipas.
2. U.S. The U.S. Department of Health and Human Services (DHHS) and the state health departments of Arizona, California, New Mexico, and Texas, are automatically entitled to permanent membership.
3. Pan American Health Organization (PAHO)
4. U.S.-Mexico Border Health Commission (USMBHA)

B. Non-Governmental Members:

May be members in TATB upon approval by the Steering Council.

CHAPTER II: OPERATIONAL GUIDELINES

ARTICLE 5: GOVERNING BODIES

TATB Governing Bodies shall be comprised of the Steering Council and Executive Committee.

A. The Steering Council

1. Composition:

(a) Permanent Membership

- (i) The Steering Council shall be composed of permanent members from the state and federal public health sectors of both countries and PAHO.
- (ii) State Representatives (10). The ten border state health officers, or their authorized representatives, are permanent members.
- (iii) Federal Representatives (5). The permanent members within the SSA include the General Directorate for International Affairs (DGAI) and the Coordination of Epidemiological Surveillance (CVE). The permanent members within the DHHS are the Office of International and Refugee Health (OIRH); the Centers for Disease Control and Prevention (CDC); and Health Resources and Services Administration (HRSA).
- (iv) PAHO Representatives (1). PAHO serves in an advisory capacity without voting privileges.

(b) Elected Membership

- (i) Representatives from the for-profit, nonprofit, academic sectors and the international health community may serve a two-year, renewable membership, with the approval by the permanent members of the Steering Council.
- (ii) Membership may be obtained by invitation of the Steering Council, or direct solicitation by the organization to the Steering Council, through the TATB Secretariat.

2. Functions:

- (a) The Steering Council shall serve as the governing authority for the exchange of information and ideas with respect to TB prevention and control, program activities, the budget, and any other related matters so as to elicit input from as large a number of members as possible.

The TATB Steering Council shall:

- Set priorities and goals consistent with TATB's vision and mission.
- Amend the operational guidelines of the Working Group, basing them upon actual needs.
- Subject to availability of funds, review/approve the annual budgets of the Working Group.
- Seek opportunities to build partnerships that will further the TATB goals and activities.
- Create permanent or *ad hoc* committees, as needed.
- Disseminate in a timely manner all information regarding the TATB scope of work within their respective agencies or organizations.
- Assume responsibility for conferring with the appropriate individual, office, or jurisdiction within his/her state, agency, or other organization on matters having to do with TATB's scope of work and for involving same in any *ad hoc* or standing committee or activity.
- Ratify all recommendations, proposals, or decisions submitted by the Executive and any working committee associated with TATB.
- Elect the U.S. and Mexican Co-Chair, the Co-Chairs Elect and Treasurer from among the 10 state health officers.
- Approve all new members to the Working Group.
- Select the Secretariat and fiduciary agent for the Working Group and develop the scope-of-work for each.
- Determine if and when the TATB Working Group might change its focus, dissolve, or become subsumed into another organization.
- Determine meeting frequency, places and dates.
- Commit to attend each scheduled meeting or to send an authorized decision-making representative in the event the member cannot attend.

3. Voting

- (a) With the exception of PAHO, which has requested to be an *ex-officio* member, each Steering Council member shall have the right to one vote.
- (b) A quorum is required to carry out the business of the Steering Council.
- (c) Decisions by the Steering Council are approved by simple majority.
- (d) The Secretariat shall not engage in any voting. It serves as a resource for proposals and recommendations only, when decisions are made by the Steering Council, the Executive Committee, or any other *ad hoc* or standing TATB committees.

4. Meetings

- (a) All Steering Council meetings are open to the public unless otherwise voted upon by a majority of the Steering Council.
- (b) The Steering Council shall meet at least once, but no more than twice in a calendar year, unless otherwise voted upon. The meeting place shall rotate between countries, unless otherwise agreed upon by the Steering Council.
- (c) Each Steering Council member, or authorized representative, shall assume all travel-related costs to attend TATB meetings. In the event that a voting member shall be unable to pay for travel, and his/her participation is deemed essential by the Co-Chairs, all or part of, travel, lodging and per-diem may be reimbursed by the Secretariat as long as there is the budget to support it.
- (d) Interpretation and record-keeping services shall be available at all Steering Council meetings.

B. The Executive Committee of the Steering Council

1. Composition

- (a) The Co-Chairs of the Steering Council are also the Co-Chairs of the Executive Committee.
- (b) Other members shall include the Steering Council Co-Chairs Elect, the Treasurer, and the Councilor.
- (c) DGAI and OIRH representatives are the Federal representatives.

2. Functions

- (a) The Executive Committee shall advise and make recommendations to the Steering Council on matters relating to policy, programs, priorities, operations, and financing of TATB
- (b) The Executive Committee shall:
 - Subject to availability of funds, prepare an annual (calendar year) budget and submit it for approval to the Steering Council.
 - Be responsible for approving expenditure requests submitted by the secretariat or the fiduciary agent when these requests conform to budgets approved by the steering council.
 - Provide oversight to the Secretariat.
 - Monitor the performance of the fiduciary agent as well as the implementation of TATB's technical work plans.
 - Handle all matters brought to its attention by either the Secretariat, the fiduciary agent, or the Co-Chairs when decisions must be rendered between Steering Council meetings, unless these involve a major shift in TATB's general or financial policies requiring the review and approval of the Steering Council.
 - Form standing and *ad hoc* committees or working groups as needed.
 - Define the accountability and responsibilities of existing and future TATB organs, subject to the approval of the Steering Council.
 - Approve meeting agendas developed by the Secretariat and Co-Chairs.

3. Voting

- (a) Each member of the Executive Committee shall have one vote.
- (b) A quorum is required to carry out the business of the Executive Committee
- (c) Executive Committee members shall commit to attend each scheduled meeting, participate by phone or other means, or to send an authorized decision-making representative.
- (d) Approval by simple majority. A minority opinion may be included at the request of a member.
- (e) The Secretariat shall not engage in any voting. It serves as a resource for proposals and recommendations only, when decisions are made by the

Steering Council, the Executive Committee, or any other *ad hoc* or standing TATB committees.

4. Meetings

- (a) All meetings of the Executive Committee shall be open to all TATB members, unless otherwise voted upon by a majority of the committee.
- (b) Interpretation and record-keeping services shall be available at all Steering Council meetings.
- (c) The shall arrange for an record-reporter to take and report the minutes.

ARTICLE 6: THE SECRETARIAT

A. Composition

1. The Steering Council shall identify the Secretariat.
2. The border state as Secretariat shall identify a point of contact for the Secretariat.

B. Functions

The Secretariat Shall:

- Make operational all Working Group policy
- Administer the program on a day-to-day basis and manage/monitor the use of its financial resources
- Coordinate all TATB activities
- Serve as the communications hub for the Working Group, ensuring that all Steering Council members are apprized of developments with respect to TATB's scope of work
- Maintain the Working Group's historical documentation
- Work with the US and Mexican Co-Chairs and seek their guidance on matters concerning the use of funds, meeting planning, and promotion of the program
- Consult with the Co-Chairs as to the need to refer matters to either the Executive Committee or the Steering Council
- Plan, organize, and coordinate all meetings related to the Working Group

ARTICLE 7: OFFICES

The offices that exist within the TATB Working Group include the Co-Chairs, Fiduciary Agent, Treasurer, and Councilor

A. The Co-Chairs

1. Composition

- (a) The TATB Co-Chairs shall be held by one U.S. and one Mexican border-state health officer, elected by the Steering Council for a period of two-years.
- (b) The term of office begins September 1.
- (c) To ensure continuity, no more than one term shall expire in any calendar year.
- (d) At the beginning of the second year of a co-chair's term, a co-chair elect, from the same country shall be selected by the Steering Council. At the expiration of the co-chair's term, the co-chair elect shall assume co-chair for that country.

2. Functions

The Co-Chairs shall:

- Chair both the Steering Council and the Executive Committee and their meetings.
- In collaboration with the TATB Secretariat, develop the agendas for all Steering Council and Executive Committee meetings.
- Oversee the Secretariat in its administration of the Working Group and the operation of its program.
- Promote the mission of TATB to prospective partners in their respective country.
- Be responsible for ensuring a smooth transfer of leadership to the Co-Chair Elect from his/her own country by educating the successor in the history of the TATB Working Group and the status of program activities, finances, and any other matter related to its scope of work.
- Work with each other on matters pertaining to the Work Group.
- Exercise a leadership role with other border states from the same country as well as with their respective federal representatives.

3. Meetings

The Co-Chairs shall meet at their own discretion, or when asked to convene by the Steering Council.

A. The Fiduciary Agent

1. Composition

The Fiduciary Agent is chosen by the Steering Council.

2. Functions

- (a) The Fiduciary Agent shall submit updated information on the finances on TATB finances at each of the Steering Council and Executive Committee meetings, and upon request of the co-chairs.
- (b) The Steering Council shall define additional responsibilities of the fiduciary agent.

3. Voting

- (a) The Fiduciary Agent shall not engage in any voting. It serves as a resource when decisions are made by the Steering Council, the Executive Committee, or any other *ad hoc* or standing TATB committees. It may only propose or recommend.

A. Treasurer

1. Composition

The Treasurer is elected by the Steering Council

2. Functions

- (a) The Treasurer works with Secretariat and the Fiduciary Agent on finance issues related to the Working Group.
- (b) Reports to the Executive Committee and Steering Council on the financial status of TATB.

A. Councilor

1. Composition

The Councilor is elected by the Non-Governmental members of the Working Group

2. Function

The Councilor shall:

- Represent the Non-Governmental members at Executive Committee meetings
- Keep the Non-Governmental members abreast of issues and discussions at Executive Committee meetings

ARTICLE 8: COMMITTEES

A. The Technical Committee

1. Composition

- (a) The Technical Committee membership shall be determined by the Executive Committee.
- (b) The Technical Committee shall be composed of TB experts and frontline providers (State agencies and NGOs) as well as representatives of the two federal governments and technical advisers from PAHO.

2. Functions

- (a) The Technical Committee monitors, evaluates, and informs the Steering Council and Executive Committee on technical progress of TATB activities.
- (b) The Technical Committee establishes baselines, measures, and reports outcomes.

1. Meetings

- (a) The Technical Committee should meet regularly and with greater frequency than the Steering Council in order to monitor progress and report to the Steering Council and Executive Committee.