

APMEN

Vector Working Group (VcWG)

Terms of Reference



Governing Body

Asia Pacific Malaria Elimination Network

Purpose

The APMEN Vector Working Group (VcWG) has been established to:

- advocate for the level of vector capacity at regional and country level required to attain and maintain malaria elimination
- stimulate and where possible coordinate operational research on questions directly related to intensified malaria and elimination

Functions

The functions of the APMEN Vector Working Group in accordance with AusAID APMEN Contract Schedule and the APMEN agreed annual work plan, include:

- **Maintain** an up to date list via the APMEN Secretariat of entomologists and organisations for use by the APMEN
- **Report on progress from the APMEN Vector Working Group** with any recommendations to the APMEN Advisory Board and APMEN network
- **Develop, contribute to and maintain** database of existing research and information on Vector methods in the region

Membership

All members of APMEN are invited to join the working group. Members will be appointed through an annual call to membership at the annual APMEN network Meeting. The chair will be elected from the group members.

Chair

Secretariat member

Quorum

A quorum comprises 75% of members.

Frequency

The APMEN Vector Working Group will meet in person prior to the annual APMEN meeting. In 2010 the APMEN Vector Working Group will meet face to face, or at an opportunistic meeting to confer regarding the planning for 2011 research priorities. Other meetings will be virtual and on a quarterly basis unless more frequent meetings are required.

Reporting Structure and Process

The APMEN Vector Working Group will provide an annual report to the Advisory Board regarding activities or at such earlier time as so directed by the Advisory Board.

The APMEN Vector Working Group will make available a report to the APMEN network at the annual meeting or at least once in each period of 12 months.

Recording of Proceedings

Where practical, the agenda together with reports and documents that relate to the APMEN Vector Working Group will be forwarded to members in sufficient time to enable consideration prior to meetings.

Accurate minutes will be kept of each meeting of the APMEN Vector Working Group by the APMEN Secretariat representative. The Minutes of the meeting shall be submitted to APMEN Vector Working Group members for ratification at the next subsequent meeting of the VCWG. When confirmed, the Minutes shall be signed by the Chairperson and forwarded to the APMEN Secretariat who will then forward to the APMEN Advisory Board.

Obligations of Committee Members and Persons Assisting the Committee

All members of the APMEN Vector Working Group will:

- comply with the Committee's terms of reference
- declare conflicts of interest at the commencement of each meeting abide by the *equity and diversity policy* ratified at APMEN II
- comply with *the privacy and confidentiality policy* attached to the terms of reference

Dispute Resolution

Refer to Dispute Resolution document.