APMEN
Surveillance and Response Working Group
Terms of Reference

Date created: May 2014

Governing Body
Asia Pacific Malaria Elimination Network

Purpose
The APMEN Surveillance and Response Working Group (SRWG) has been established to strengthen and further develop and coordinate surveillance and response activities that will provide support to the successful control and ultimate elimination of malaria in APMEN countries and the greater Asia Pacific.

Background
Since the inception of APMEN in 2009, surveillance and response in elimination settings have been a key discussion area during the annual technical meeting. The importance of strong, evidence-based surveillance strategies in an elimination program was agreed upon. At the APMEN V meeting in Bali, Indonesia in March 2013, a consultation was held for interested Country Partners, Partner Institutions and observers. The objective of the meeting was to gauge interest by APMEN in forming an APMEN thematic group on surveillance and response. There was support for a surveillance-themed APMEN group from both Country Partners and Partner Institutions, and the role of such a group was explored. The first Surveillance and Response Thematic Group meeting was held in September 2013 in Wuxi, China, hosted by the Jiangsu Institute of Parasitic Diseases. At this meeting, participants included surveillance program personnel from the (then) 14 APMEN country partners, along with partner institutions and observers. This meeting identified and prioritized gaps in surveillance and response in APMEN countries and discussed barriers to overcoming these challenges and identified potential action items. During the APMEN VII business meeting in Manila the network agreed to formalize the thematic group into a working group (the Surveillance and Response Working Group, or SRWG) and allocate funds to the group’s activities. The UCSF Global Health Group, in its role as Joint Secretariat of APMEN, has secured funding from the Bill & Melinda Gates Foundation to support the SRWG annual meetings and start up activities.

Functions
The functions of the APMEN Surveillance and Response in accordance with DFAT APMEN Contract/UCSF Global Health Group funding from the Bill & Melinda Gates Foundation, and the APMEN agreed annual work plan, include:

- **Convene** an annual meeting of Surveillance and Response Working Group, bringing together representatives from APMEN Country Partners and Partner Institutions and other regional and global malaria actors who are developing the
scientific and programmatic understanding of surveillance and response in malaria elimination settings;

- **Facilitate** sharing of information and experiences between APMEN countries, whether in the form of data, tools, guidance, standard operating procedures or strategies;
- **Support** program decision-making regarding surveillance as an intervention for elimination;
- **Support** programs in the monitoring and evaluation of surveillance;
- **Identify** strategies and best practices for developing effective surveillance and response in malaria elimination contexts;
- **Undertake** catalytic research for addressing gaps in evidence, with a regional lens, for surveillance and response;
- **Identify** and develop surveillance and response capacity building needs of the network;
- **Develop and disseminate** information, useful resources and, if applicable, policy recommendations for the network and other regional or global actors;
- **Communicate** findings and approaches found to be best practice;
- **Advocate** for funding and resources for surveillance and response; and
- **Report** to the APMEN Advisory Board and APMEN Network on an annual basis, with recommendations for further activities.

**Membership**

The Surveillance and Response Working Group is coordinated by the Surveillance and Response Coordinating Team which is based at the University of California, San Francisco (UCSF) Global Health Group, United States of America. Jiangsu Institute of Parasitic Diseases (JIPD) is subcontracted by the UCSF Global Health Group to assist in the administration and technical support of the Working Group.

During the first year the network agreed (during APMEN VII) that the Co-chairs of the Working Group will be Professor Roly Gosling (UCSF Global Health Group) and Professor Gao Qi (JIPD).

The Surveillance and Response Working Group will consist of representatives from APMEN Country Partners, Partner Institutions, WHO and the APMEN Secretariat. Members participate as volunteers. Members will be appointed through an annual email call to membership and a yearly review of the official representative’s status will be undertaken by the APMEN Joint Secretariat.

The Surveillance and Response Working Group consist of two types of members: (1) Official representatives and (2) Observers.

**Official Representatives**

Official representatives represent their APMEN Country Partner or Partner Institution and meet the following criteria:

- Expertise and experience in field of surveillance and response
- Appropriate level of seniority and credibility
The roles and responsibilities of Official representatives include:

- Participation in each annual Surveillance and Response Working Group meeting.
- Active participation in requests for information and work plan activities.

An official representative will maintain their status until:

- They move from their current position within their APMEN Country Partner or Partner Institution;
- Resign; or
- Are unable to perform the agreed upon responsibilities as defined above and agreed upon tasks.

Observers

Other experts and interested individuals/organizations that are not from APMEN Country Partners or Partner Institutions and who cannot commit to the same degree as Official representatives are invited to participate in Surveillance and Response Working Group meetings and sub committees at the discretion of the co-chairs as observers and contribute as possible. Observers have no voting power.

Quorum

A quorum comprises 75% of Country Partners that are considered members of the SRWG.

Frequency

The APMEN Surveillance and Response Working group will meet in person at least once a year.

Reporting Structure and Process

The APMEN Surveillance and Response Working Group will provide an annual report detailing activities of the group to the APMEN Secretariat who then forwards the report to the APMEN Advisory Board or at such earlier time as so directed by the Advisory Board.

The APMEN Surveillance and Response Working group will make available a detailed report to the APMEN Network during the annual meeting or at least once in each period of 12 months.

The SRWG will use APMEN branding in all its communications as per the APMEN style guide.

Recording of Proceedings

Where practical, the agenda together with reports and documents that relate to the Surveillance and Response Working Group activities 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 Surveillance and Response Working Group by the coordinating team member (UCSF Global Health Group in collaboration with Jiangsu). The minutes of a meeting shall be submitted to working
group members for agreement. These minutes will be forwarded to the APMEN Advisory Board and then made available via the UQ Joint Secretariat to the broader network.

**Obligations of Committee Members and Persons Assisting the Committee**

All members of the APMEN Surveillance and Response Working Group will:
- Comply with the Working Groups terms of reference
- Declare conflicts of interest at the commencement of each meeting and abstain from decision making on candidates where conflict exists
- Abide by APMEN policy and procedures as per the 2014 APMEN Governance document