



“MEMORANDUM OF UNDERSTANDING”

FOR

ACTMalaria

Produced by:

ACTMalaria Secretariat

July 1999

MEMORANDUM OF UNDERSTANDING

For

ACTMalaria:

THE ASIAN COLLABORTIVE TRAINING NETWORK FOR MALARIA

PREAMBLE

WE, the Representatives of the National Malaria Control Programmes of: Bangladesh, Cambodia, Yunnan province of China, Indonesia, Lao PDR, Malaysia, Myanmar, Thailand and Vietnam

DESIROUS of attaining the benefits of a healthy society,

RECOGNIZING the constant ever- changing forces of our contemporary world,

ANXIOUS to provide a position path for these forces,

AND DETERMINED upon a collaborative inter-country effort for regional capacity development with regard to controlling malaria,

HAVE hereby adopted this Memorandum of understanding for ACT Malaria: The Asian Collaborative Training Network for Malaria.

PURPOSE AND FUNCTIONS

1. The purpose of the Network is to facilitate capacity development within the National malaria control programmes of the region such that the burden of malaria disease is sustainably reduced across the region through contributory action.
2. To achieve its purpose the network will:
 - a) Collaborate to identify areas, related to malaria control, in need of capacity development within each member country;
 - b) Collaborate to advance the knowledge, in the identified areas in need of capacity development, of all those directly involved in malaria control within the ACTMalaria region;
 - c) Ensure that the knowledge is diffused nationally to reach the provincial and district levels in the appropriate member countries;
 - d) Promote the exchange of information at all levels of government for each member country as well as globally through the ACTMalaria Network.

STRUCTURE

The structure of ACTMalaria shall be shown in Annex 1 (Annex 1 includes the Organization Structure approved in today 's meeting).

MEMBERSHIP

1. The original country membership of this Network is: Bangladesh, Cambodia, Yunnan province of China, Indonesia, Lao PDR, Malaysia, Myanmar, Thailand and Vietnam
2. The criteria for being an ACTMalaria member country is having the problem of cross-border malaria and be located within the Asia region;
3. For countries meeting the above criteria, membership is granted by a majority vote of the Executive Board;
4. Any country may withdraw from the Network by officially notifying the Secretariat. The notice shall take effect upon commencement of the following ACT Malaria fiscal year;

ADVISORY COMMITTEE

1. Thee Advisory Committee shall meet once a year during the Directors meeting;
2. The Advisory Committee shall be limited to 12 to15 representative from country Director:
 - a) WHO
 - b) EC Regional Malaria Control Programme
 - c) Malaria Consortium

As well as:

- d) an educational expert
 - e) a financial expert and
 - f) co- opted member
3. The Advisory Committee will meet once every three years in a meeting in which all the Director- General of the ACT Malaria member countries is invited to attend.
 4. The main roles of the Advisory Committee are:
 - a) advise on financial matters;
 - b) confirm relevance of programme to regional needs and RBN initiative;
 - c) confirm validity of technical direction and track educational, scientific, and institution development;
 - d) advise on fundraising strategies.
 5. The activities of the committee are as following:
 - a) annual meeting,
 - b) review of financial operations,
 - c) review Report of Coordinating Country Director,
 - d) recommend programme reviews,
 - e) recommend establishment of a sub-committee or task force.

EXECUTIVE BOARD

1. The Executive Board is comprised of one representative of the respective National Malaria Programme from each of the ACT Malaria member countries. The activities of the board are to:
 - a) review and approve the details of the following year's budget;
 - b) validate financial operations in the previous year;
 - c) review ongoing needs and approve activity plans for the following 3 years;
 - d) monitor activities of the secretariat;
 - e) monitor the progress of ACT Malaria activities and programmes;
 - f) review and approve institutional structural (including composition) and collaborative development;
 - g) communicate with the Advisory Committee and consider its recommendations (see2); develop an agenda for Advisory Committee;
 - h) review and revise composition of Advisory Committee;
 - i) nominate and vote on next coordinating Country;
 - j) appoint or reappoint Secretariat Manager.
2. meet at least once a year.
3. The Coordinating Country Director will be responsible for implement the decision of the Executive Board.

COORDINATING COUNTRY DIRECTOR

1. The Coordinating Country Director is the Director, or Programme Manager, of the National Malaria Programme of the elected Coordinating Country;
2. The Coordinating Country will be elected at least one year before the start of the term by an Executive Board majority vote;
3. The Coordinating Country will serve for a period of two calendar years and is eligible for a one-time reappointment of another two year term (i.e. maximum four years)
4. The Terms of Reference for the Coordinating Country Director are:
 - a) host Executive Board meetings;
 - b) host Advisory committee meetings;
 - c) serves as Executive Secretary to the Advisory Board;
 - d) oversee the planning of training activities including curriculum development;
 - e) oversee and direct the work of the Secretariat with the assistance and support of the Institutional Development Advisors;
 - f) implement the decisions of the Executive Board;
 - g) elicit involvement and commitment of the staff of the National Malaria Control Programme of the Coordinating Country;
 - h) elicit involvement and commitment of Country Partners,
 - i) prepare Annual Report with the assistance of the Secretariat.

SENIOR INSTITUTIONAL DEVELOPMENT ADVISOR

The responsibilities of this position are as follows:

- a) advise Coordinating country Director and executive Board regarding institutional development;
- b) assist the Coordinating Country to liaison with the Advisory Committee;
- c) assist the Coordinating Country Director and Secretariat in relationships with international and donor agencies;
- d) assist the Secretariat with resource development strategies;
- e) provide technical assistance to the technical group when requested;
- f) assist the Coordinating Country Director in overseeing the work of the Secretariat.

SECRETARIAT

1. The Secretariat shall consist of a Secretariat Manager and such staff as required;
2. The Terms of reference of the Secretariat are as follows:
 - a) assists in institutional strengthening related activities;
 - b) maintains a sound financial system and all financial transactions;
 - c) responsible for administrative affairs;

- d) maintains the communications network both inside and outside the ACTMalaria region via posted letters, telephone, fax, email Monthly Newsletter and website;
- e) assists in organizing the Executive Board, Advisory Board, and Contact Persons meetings;
- f) produces Report on all non-technical ACTMalaria meetings;
- g) assists in developing collaborations and financial partnerships;
- h) writes proposals for funding;
- i) provides administrative assistance to the Technical Group;
- j) assists the Coordinating Country Director in implementing the Administrative actions as decided by the Executive Board;
- k) prepares the draft of the Annual Report under the guidance of the Coordinating Country Director
- l) prepares monthly and annual financial reports
- m) maintains ACTMalaria fund account.

TECHNICAL GROUP

1. The Technical Group shall consist of a Technical Core Group, Curriculum Development Committee and Technical Coordinator plus support staff;
2. The Technical Group will work to:
 - a) maintain the technical quality of ACTMalaria training courses;
 - b) provide expert technical support to countries developing curricula and implementing training;
 - c) assist in evaluation of ACTMalaria activities;
 - d) maintain ACTMalaria links to global, regional and local experts.
3. The Terms of Reference for the Technical Core Group are to:
 - a) provide technical input for all ACTMalaria activities;
 - b) assist in the development of an electronic database;
 - c) participate in meetings related to the activities of the Technical Core Group.
 - 3.1. The Technical Core Group consists of members from each ACTMalaria member country and is not ad hoc.
4. -
 - 4.1. The Curriculum Development Committee is ad hoc in which the composition depends on the country developing the course as the course topic;
 - 4.2. The Terms of Reference for the Curriculum Development Committee are as follows:
 - a) meet to develop curriculum.
5. The Technical Coordinator terms of reference are as follows:
 - a) ensure the quality of educational aspects of ACTMalaria training courses;
 - b) coordinate training related activities between ACTMalaria and international and regional experts;
 - c) assist and support curriculum development committees;
 - d) coordinate technical aspects of ACTMalaria activities;

- e) assist the Executive Board as required;
- f) establish and update the ACTMalaria training resource data bank;
- g) oversee the evaluation and production of evaluation reports and promotional material for all ACTMalaria courses.

MEETING PROCEDURES

1. All Advisory Committee and Executive Board meetings will be held in the Coordinating Country or another ACTMalaria country in accordance with negotiation between the Coordinating Country Director and the Executive Board;
2. The Director, or Programme Manager, of the National Malaria Control Programme within the country hosting the meeting will always maintain the Chair;
3. Decisions will be made by simple majority (note: this implies a deviation from the 1977 Directors "full consensus" for decision making)

INTERNATIONAL RELATIONS AND PARTNERSHIPS

1. This Network may collaborate with other international organizations and agencies whose interests and activities are related to ACTMalaria's
2. The Coordinating Country Director may establish effective working relations with such organizations and agencies (when no financial commitment of ACTMalaria is required) and make arrangements for establishing joint committees as required for ensuring effective cooperation.
3. When the collaborative partnership involves a change in the interests and activities of ACTMalaria or involves a financial commitment, the partnership must be pre-approved by a majority vote of the Executive Board.

BUDGET AND FISCAL YEAR

1. The Fiscal Year is July to June;
2. The budget shall be proposed by the Coordinating Country Director;
3. The Executive Board will approve the budget in the annual Directors Meeting;
4. The approved budget will come into effect in the next fiscal year;
5. The Coordinating Country Director is responsible for maintaining the budget account;

6. Expenditures exceeding the pre-approved budget require Coordinating Country Director or Executive Board majority pre-approval (depending upon the amount);
7. Any changes to the budget during the year of its execution must be reported in the monthly and annual financial reports as well as in the Annual Report.

COURSE FEE SHARING

\$US 100/week/person – up to a maximum of 1000 \$US and a minimum 100 US\$ shall be deducted from the course fees from each course and credited to the ACTMalaria Fund.

FINANCIAL MANAGEMENT

All financial operations will be carried out in accordance with the CPA certified Financial Operations Manual (FOM).

INTERPRETATION

Interpretation of this Memorandum shall be decided by the Country Coordinating Director.

ENTRY INTO EFFECT

This Memorandum will come into effect when it has been signed by all country members. Subsequent acceptance shall take effect immediately.

Done in the city of Denpasar in the country of Indonesia on the 10th day of May 1999, in a single copy, in the English language, of which copies will be communicated by the ACTMalaria Secretariat to the ACTMalaria Country Directors.

BANGLADESH _____ *Original Signed*

CAMBODIA _____ *Original Signed*

YUNNAN, CHINA _____ *Original Signed*

INDONESIA _____ *Original Signed*

LAO PDR _____ *Original Signed*

MALAYSIA _____ *Original Signed*

MYANMAR _____ *Original Signed*

THAILAND _____ *Original Signed*

VIETNAM _____ *Original Signed*