

Terms of Reference for United Kingdom Academics and Professionals Against TB (UKAPTB)

1. Background

- a. UKAPTB is a not-for-profit network of UK academics and professionals with a shared goal of ending TB.
- b. UKAPTB was formed in December 2017 in preparation for the UN High Level Meeting on TB that took place in September 2018.
- c. These terms of reference were agreed to at an official AGM of UKAPTB on 24th of January 2020. These terms of reference shall be regularly reviewed, and necessary amendments may be proposed and accepted during subsequent AGMs.

2. Purposes

- a. UKAPTB aims to contribute to the global aim of ending TB through coordinating the academic and professional constituency to advocate for accountability, action, and progress towards the TB-related goals agreed in the Political Declaration agreed at the UN High Level Meeting on TB in 2018, UHC in 2019, and subsequent relevant declarations and strategies.
- b. UKAPTB provides a central point of contact for UK parliamentarians, government departments, civil society, affected community organisations and other bodies that wish to seek expert advice concerning the delivery of programmatic, implementation, and broader TB research and care activities, where this is not already met by existing expert advisory groups.
- c. Through its regular meetings and listserv, UKAPTB aims to provide a venue for academics and professionals working on TB and associated conditions in the UK to connect and exchange ideas to strengthen and facilitate further collaboration.
- d. UKAPTB engages in education, public promotion, and advocacy of issues related to tuberculosis control and elimination in the UK and beyond.

3. Objectives and outcomes

- a. In line with the outlined purposes, UKAPTB's primary objectives are to ensure that:
 - i. The UK government increases its investment in TB research that is needs-driven, evidence-based, accessible and affordable,

- and ensures this research is effectively coordinated at the national, regional and global level;
 - ii. The UK government's investments and policies to strengthen global health systems are evidence-based and make a tangible contribution to the control and elimination of TB;
 - iii. There is increased political commitment to ending TB within the UK Parliament and government; and
 - iv. The UK government is effectively held to account for delivering commitments made at the UN High Level Meeting in 2018.
- b. The members of UKAPT_B shall determine what activities are most suited to delivering on the above objectives. Activities may include but are not limited to:
- i. Engagement with parliamentarians;
 - ii. Engagement with UK government bodies and UK funding agencies;
 - iii. Collaboration with other academic and professional societies;
 - iv. Engagement with civil society organisations and TB-affected communities;
 - v. Advocacy events; and
 - vi. Public statements or media engagement.

4. UKAPT_B will be governed by an elected Executive Committee

- a. Members of the Executive Committee may include:
 - i. Chair/s
 - ii. Treasurer and Secretary
 - iii. Communications, engagement, and fundraising lead
 - iv. Research and UKAPT_B activities lead
 - v. Clinical lead
 - vi. Civil society representative
- b. The Executive Committee will act as UKAPT_B's primary creative forum to determine, shape and deliver activities. The Executive Committee shall regularly consult with and clearly communicate decisions with the broader membership.
- c. The Executive Committee will govern decisions about yearly activities and expected outputs of UKAPT_B informed by the opinions of UKAPT_B members.
- d. UKAPT_B will not make public statements without consultation of the membership. In the absence of majority consent from the membership,

individual or institutional sign-on will be sought for public statements, letters, etc.

- e. Executive Committee members will be elected for a period of 2 years and ideally represent diverse regions of the UK. Following the AGM, the committee may co-opt a further 2 members to join if considered helpful for the functioning of the committee or UKAPT_B in general until the next AGM.
- f. The Executive Committee will allocate responsibilities within UKAPT_B as needed, including appointing an editor of the newsletter and other roles as deemed appropriate.

5. Membership

- a. Membership will be on an individual basis and not on an institutional basis.
- b. Any academic or professional - based in the UK or affiliated with a UK higher education institution, healthcare institution, or other organisation with a TB focus - who supports the purposes of UKAPT_B is eligible for membership. Individuals working outside of the UK are encouraged to establish national networks with whom UKAPT_B could partner.
- c. Institutions working on TB will be encouraged to ensure at least one member of staff is an active member of UKAPT_B to facilitate effective coordination. Where institutional support is required for specific activities, individual members will facilitate links with their respective institutional leadership.
- d. Where multiple individual members affiliated with one institution are UKAPT_B members, a primary point of contact should be identified to facilitate further communication with the network and act as a conduit through which institutional-level decisions and contributions to UKAPT_B are made.
- e. To apply to become an individual member of UKAPT_B, an individual must submit a membership form (either paper or electronically) to a committee member stating that she or he wishes to become a member of UKAPT_B and supports the purposes of UKAPT_B. Members shall be admitted on the assumption of eligibility, with the Executive Committee reaching decisions about any refusal or removal.
- f. The Secretary will enter the name and address of the new member, their institutional affiliation, date of membership and UKAPT_B role in an online, public register.

6. Ordinary Meetings and Annual General Meetings (AGM)

- a. Ordinary Meetings of the UKAPT_B committee will be held approximately quarterly and will consist of a virtual meeting. Draft agendas will be circulated in advance and meetings will be open to all UKAPT_B members to attend.
- b. Each Ordinary Meeting of UKAPT_B will be hosted by a member of the UKAPT_B executive committee. Meetings will be minuted and minutes circulated prior to each subsequent meeting.
- c. In addition to Ordinary Meetings, Special Meetings may occur when necessary as decided by UKAPT_B members (e.g. related to scientific conferences or advocacy events such as World TB Day).
- d. The Committee must convene a face-to-face AGM of UKAPT_B each year.
- e. The Committee may determine the date, time and place of the AGM.
- f. Committee members will be expected to participate in Ordinary Meetings and attend at least one face-to-face meeting coinciding with the AGM.
- g. The ordinary business of the AGM is as follows:
 - i. to confirm the minutes of the previous AGM and of any special general meetings held since then;
 - ii. to receive and consider the annual report of the Committee on the activities of UKAPT_B during the preceding year;
 - iii. To define a preliminary work plan on the basis of a collective discussion of UKAPT_B priorities; and
 - iv. to elect the members of the Committee.
- h. The AGM may also conduct any other business of which notice has been given in accordance with these Rules.

7. Annual subscription and joining fee

- a. There is currently no subscription or joining fee to become a member of UKAPT_B
- b. Need for or cost of an annual subscription and/or joining fee will be reviewed annually by the Executive Committee at the AGM

8. UKAPT_B members have the right

- a. to receive notice of AGM and of proposed special resolutions;

- b. to submit items of business for consideration at Ordinary Meetings, Special Meetings, and AGMs;
- c. to attend and be heard at Ordinary and Special Meetings;
- d. to vote at Ordinary and Special Meetings; and
- e. to have access to the minutes of general meetings and other documents of UKAPTB; and
- f. to inspect the register of members.

9. The Secretary must keep and maintain a register of members that includes, for each member:

- a. the member's name;
- b. the address for notice last given by the member;
- c. the date of becoming a member;
- d. any roles occupied by the member within UKAPTB; and
- e. any other information determined by the Committee.

10. Elections

- a. Voting will be conducted at the AGM for all vacant positions. All voting will be conducted by secret ballot, with scrutineers appointed from members not standing for elected positions.
- b. Any member of UKAPTB is eligible to stand for open positions. A call for nominations will be issued a minimum of four (4) weeks prior to the AGM, with a closing date for applications not less than one (1) week prior. Applications must be received in writing.
- c. Positions which fall vacant mid-term may be filled by the UKAPTB committee from among the membership until the time of the subsequent AGM.

11. Not for profit

- a. At the time for formation, UKAPTB has no assets or income and no plans to actively fundraise. In the event that the Executive Committee agrees to mobilise resources for UKAPTB's continued functioning and activities, any funds raised shall be applied solely to further its objects and no portion shall be distributed directly or indirectly to the members or their host organisations except as genuine compensation for services rendered or expenses incurred on behalf of the organisation.

12. Dissolution

- a. In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and

liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.