

55TH MEETING OF THE PCB

REPORT PREPARED BY THE PCB BUREAU

Additional documents for this item: N/A

Action required at this meeting—the Programme Coordinating Board is invited to:

- *Recall* the intersessional decisions on modalities and procedures of the 2024 PCB meetings; and
- *Agree* that the 55th PCB meeting (10–12 December 2024) shall be held in Nairobi, Kenya.

Cost implications for the implementation of the decisions: The average cost of a face-to-face PCB meeting (prior to COVID-19) amounted to an estimated US\$ \$250 000, which is accounted for in the core UBRAF. The additional cost implication is an estimated US\$ \$350 000. As outlined in Annex 2, Kenya has agreed, as host country, to cover this additional cost implication.

Introduction

1. At the meeting of the Bureau on 16 April 2024, Kenya, the 2024 PCB Chair, informed the Bureau that it is exploring the possibility of hosting the 55th PCB meeting scheduled for 10–12 December 2024 in Kenya. Further to this announcement, the Chair confirmed the following approach with the Secretariat and the PCB's independent legal counsel:
 - In view of the upcoming 54th meeting of the PCB, the Bureau could revise the agenda for that meeting to include an agenda item to discuss this proposal. This would permit the PCB to have an open dialogue on the proposal as opposed to submitting the proposal for intersessional decision making.
 - The PCB Bureau would submit a paper regarding this proposal for consideration and decision making by the PCB at the 54th PCB meeting.
2. At its meeting on 14 May 2024, the PCB Bureau met to discuss this process and agreed to put forward the following paper for the PCB's agreement at the 54th PCB meeting.
3. In accordance with [decision point 8.2 from its 21st meeting](#), the PCB agreed that "future PCB meetings may be held from time to time outside of Geneva drawing on the following criteria:
 - Regional rotation,
 - overall cost and cost-sharing,
 - local expertise,
 - local facilities,
 - no travel restrictions,
 - relevance to the theme,
 - added value."
4. The PCB has recognized a number of benefits of [holding PCB meetings outside of Geneva](#), including:
 - "Sensitization of local political leadership in the country hosting the meeting and exposure to the AIDS epidemic in the host country for PCB delegates coming from other regions and also through the organization of field visits;
 - Encouragement of country and regional level mobilization around key AIDS-related issues as well as increased understanding of governance processes through enhanced participation of local civil society;
 - Field visits by PCB members to better understand the reality of the epidemic and the work of UNAIDS;
 - With respect to themes holding particular relevance for the selected country and region, the possibility to tap into local expertise and know-how."
5. The PCB has taken place in a variety of locations.¹ The fifth PCB meeting, held 16-18 November 1997, was the first to be held outside of Geneva in Nairobi, Kenya. Since then, PCB meetings have been held outside of Geneva in the following locations: Brazil,

¹ Nairobi, Kenya (1997); New Delhi, India (1998); Rio de Janeiro, Brazil (2000); Lisbon, Portugal (2002); Chiang Mai, Montego Bay, Jamaica (2004); Lusaka, Zambia (2006); Chiang Mai, Thailand (2008); Chiang Mai, Thailand (2022).

India, Jamaica, Kenya, Portugal, Thailand, and Zambia. Additionally, PCB field visits have been held prior to the COVID-19 pandemic to provide Board members with the experience of AIDS responses in countries and the unique role of the Joint Programme, ensuring cost-savings (as opposed to holding a full PCB meeting externally) while providing the benefit of showcasing the best practices of the AIDS response at country-level and to link board discussions with programme implementation. Field visits for PCB stakeholders have taken place in the following locations: China, El Salvador, Eswatini, Indonesia, Kenya, South Africa, Thailand, Ukraine, Zambia and Zimbabwe.

6. The proposal to hold the 55th PCB meeting in Kenya fulfills the criteria as set out by the PCB for holding meetings outside of Geneva:
 - A PCB meeting/field visit to the African region is in line with the historical regional balance of meetings;
 - Kenya, in its role as PCB Chair, plans to support the cost effectiveness of the meeting. Additional information on costing is provided below;
 - Kenya has local facilities available and no travel restrictions for people living with HIV;
 - There is thematic relevance given that the topic of the thematic segment at the December 2024 PCB is “Addressing inequalities in children and adolescents to end AIDS by 2030”; and
 - Kenya has been a leader in the AIDS response with its particular emphasis on combination prevention, prevention of mother to child transmission of HIV, and protecting women and girls. A PCB meeting in Kenya will benefit from the expertise and local leadership on these areas, providing significant added value to the discussions at the PCB meeting.
7. Furthermore, an in-person, external PCB meeting will help refocus and rejuvenate the HIV agenda at the mid-term point of developing the next Global AIDS Strategy and in the context of considering the sustainability of the AIDS response to 2030 and beyond.

Meeting modalities:

8. The PCB agreed intersessionally on the [modalities and procedures for 2024 PCB meetings](#). A PCB meeting in Kenya would adhere to these agreed upon modalities as well as the rules of procedure laid out in the [PCB modus operandi](#).
9. As agreed in the modalities paper, the format of the PCB meeting will be fully in-person for PCB members, participants and observers, with some provisions for online participation. Drafting sessions will not be streamed online and PCB members, participants and observers therefore must be present in-person to participate.

Estimated Budget

10. As outlined in the table below, the average cost of a face-to-face PCB meeting in Geneva amounts to an estimated US\$ \$250 000. Costing includes travel for members in accordance with the modus operandi, venue and catering at the World Health Organization (WHO) premises, translation of documents and interpretation. These funds are accounted for in the core Unified Budget, Results and Accountability (UBRAF).

11. Based on initial budget estimates, the additional cost implication is an estimated US\$350 000. The differential includes venue, equipment and travel-related expenses. A detailed budget is included below in Annex 1.
12. To support the cost-effectiveness of this proposal, Kenya has agreed to share the costs for an external PCB meeting with the Secretariat by covering additional costs outside of the typical budget for a PCB meeting held in Geneva (Annex 2).
13. As requested by the PCB Bureau, the Secretariat provided the following cost scenarios for the 55th PCB meeting in the event it is held as an in-person meeting in Nairobi, Kenya and an in-person meeting in Geneva, Switzerland.

Estimation of costs related to the 55th PCB meeting per scenario (USD\$)		
Paid by	Scenario 1 Nairobi in person	Scenario 2 Geneva in person
UNAIDS	\$258,220.00	\$246,350.00
Chair	\$339,416.00	\$12,500.00
Total	\$597,636.00	\$258,850.00

Proposed decision points

The Programme Coordinating Board is invited to:

- *Recall* the intersessional decisions on modalities and procedures of the 2024 PCB meetings; and
- *Agree* that the 55th PCB meeting (10–12 December 2024) shall be held in Nairobi, Kenya.

[Annexes follow]

Annex 1. Estimated budget for the 55th PCB meeting in Nairobi, Kenya

ESTIMATED BUDGET FOR 55th PCB MEETING IN NAIROBI, KENYA DEC 10-12 2024			
	Paid by UNAIDS	Paid by Chair	Extra Cost
BUDGET CATEGORY / DESCRIPTION		DETAILS	TOTAL
PRE-PCB RELATED EXPENSES			
Reconnaissance mission in September	CHAIR	September Economy round trip ticket GVA-NBO-GVA	\$ 6'000.00
		September Per Diem* for 3 days for 4 staff	\$ 4'344.00
Early arrival of logistics team in December	CHAIR	December Economy round trip ticket GVA-NBO-GVA	\$ 19'500.00
		December Per Diem for 2 days for 13 staff	\$ 9'412.00
PCB IN PERSON PARTICIPATION RELATED EXPENSES			
Travel cost of participants to Nairobi in December	UNAIDS	Members States round trip ticket (Economy or Business)	\$ 15'000.00
		NGOs round trip ticket (Economy)	\$ 15'000.00
		Thematic and other speakers round trip ticket (Economy)	\$ 22'500.00
	CHAIR	UNAIDS Executives +1 round trip ticket (Business)	\$ 6'000.00
		UNAIDS senior staff round trip ticket (Economy)	\$ 15'000.00
		Legal Counsel round trip ticket (Economy)	\$ 1'500.00
Per Diem cost for participants in Nairobi (4 nights, 10 to 12 December)	UNAIDS	Members States Per Diem	\$ 14'480.00
		NGOs Per Diem	\$ 14'480.00
	UNAIDS	Thematic and other speakers Per Diem	\$ 21'720.00
	CHAIR	UNAIDS Executives +1 Per Diem	\$ 5'792.00
	CHAIR	UNAIDS senior staff Per Diem	\$ 14'480.00
	CHAIR	Support team Per Diem (GOV+IT)	\$ 18'824.00
Administrative and Secretariat costs	UNAIDS	Translation of PCB Documents (package of 16 documents)	\$ 35'000.00
		Legal Counsel contract	\$ 12'000.00
		Report Writer contract	\$ 10'000.00
		CHAIR	Photographer (3 days)
Interpretation	UNAIDS	Remote interpretation from Geneva (package of 40 interpreters)	\$ 98'040.00
Venue and equipment*	CHAIR	Venue conference package for 3 days for approx. 200 participants (meeting rooms and catering)	\$ 60'000.00
		Security (UNDSS)	\$ 20'000.00
		IT package (Sound, microphones, video, lights, internet, Wifi, video, broadcasting)	\$ 100'000.00
FIELD VISIT EXPENSES			
2 days Field Visit (Dec 8,9)	CHAIR	Package for 2 days bus transportation to different sites (average of 150 participants)	\$ 5'000.00
		Per Diem for 2 extra days	\$ 26'064.00
		Photographers	\$ 1'000.00
OTHER COSTS			
CONTINGENCY BUDGET	CHAIR	For additional costs	\$ 25'000.00
			\$ 597'636.00

Annex 2. PCB Chair communication to the Executive Director regarding the 54th PCB meeting

**PERMANENT MISSION OF
THE REPUBLIC OF KENYA**
TO THE UNITED NATIONS
AND OTHER INTERNATIONAL ORGANISATIONS
GENEVA – SWITZERLAND

KMG/PROT/11/VOL.XVII (113)

REF. N° _____

The Permanent Mission of the Republic of Kenya to the United Nations Office in Geneva and other International Organizations in Switzerland presents its compliments to the Joint United Nations Programme on HIV/AIDS (UNAIDS) and has the honour to convey the attached correspondence from Mr. Harry Kimtai, Principal Secretary, State Department for Medical Services of the Republic of Kenya expressing Kenya's intention to host the 55th session of the UNAIDS Programme Coordinating Committee (PCB) scheduled for December 10-12, 2024. The Government of Kenya therefore looks forward to working with the UNAIDS Secretariat in preparation for hosting of this meeting.

The Permanent Mission of the Republic of Kenya to the United Nations Office in Geneva and other International Organizations in Switzerland avails itself of this opportunity to renew to the Joint United Nations Programme on HIV/AIDS the assurances of its highest consideration.



Geneva, 30th April 2024

The Joint United Nations
Programme on HIV/AIDS (UNAIDS)
20 Avenue Appia
CH-1211 GENEVA



REPUBLIC OF KENYA
MINISTRY OF HEALTH
STATE DEPARTMENT FOR MEDICAL SERVICES
OFFICE OF THE PRINCIPAL SECRETARY



Telephone: Nairobi 254-020-2717077
Fax: 254-2719008
Email: ps.medical@health.go.ke
When replying please quote:

AFYA HOUSE
CATHEDRAL ROAD
P. O Box 30016-00100
NAIROBI

Ref. No: MOH/ADM/1/1/82/ Vol II (390)

23rd April, 2024

Dr. Winnie Byanyima
Executive Director
Joint United Nations Programme on HIV/AIDS
10 Avenue Appia
1211 Geneva 27
SWITZERLAND

Dear

Dr Winnie,

RE: HOSTING OF THE 55TH PROGRAMME COORDINATING BOARD

I have the honour to express Kenya's appreciation for the support of the Secretariat in Kenya's role as the Chair of the Programme Coordinating Board for the year 2024.

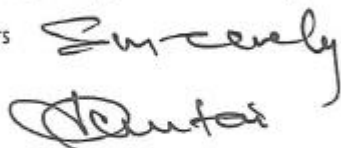
I have further the honour to inform you that Kenya intends to host the 55th PCB Meeting from 10th to 12th December, 2024. Kenya will provide in-kind and financial support for the meeting in line with the PCB Modus Operandi and as part of the Country's contribution and commitment to the critical role of the Joint Programme.

We believe hosting this meeting in Kenya provides a unique opportunity to reinvigorate the Country's HIV response and exposure for PCB members to the Kenyan HIV epidemic experience through field experiential engagements.

We look forward to the PCB's positive consideration of this request and working closely with you and your team in preparation for hosting the meeting.

Thank you for your continued support in the HIV response in Kenya.

Yours



HARRY KIMTAI, CBS
PRINCIPAL SECRETARY

Copy to: **Dr. A. Korir SingO'ei**
Principal Secretary
Ministry of Foreign and Diaspora Affairs
NAIROBI

The Chief Executive Officer
National Syndemic Diseases Control Council
NAIROBI

[End of document]