

Terms of Reference (ToR)

for Consensus Conference Follow up Task-Force

1. General objective:

The Consensus Conference Follow up Task-Force (CCTF) is an INFORMAL, VOLUNTARY SCIENTIFIC body, aiming to assist and facilitate the country- and international level realization of the Statement of the Consensus Conference.

Specifically:

- Calling the attention at relevant international fora about the need
 - for reliable, migrants and migration related health, public health and occupational health data;
 - for the harmonisation of the migrants and migration related health information systems;
 - for the establishment of international cooperation;
- Design and work out unified definitions and technical guidance on taxonomy and methodologies of data collection;
- Facilitate and assist both individual researchers' and teams' endowers for the international harmonisation of target group categories, variables and indicators in order to ensure comparability of data at least at WHO Member States level;
- Call the attention for and initiate of the establishment of European level migrant health database at all relevant fora, and provide scientific and technical assistance for its realization, especially in data management and data sharing fields.

Members of CCTF will facilitate and support the above listed objectives by voluntary contribution. If necessary, working group(s) will be established for the implementation of a given task or deliverable.

2. Terms of the CCTF

This ToR is effective from ...(day),...(month),...(year) and will be regulate the activity of CCTF for undefined duration.

3. Membership, Representatives and infrastructure¹

The CCTF will comprise the following positions:

- President (name, title, field of expertise, country)
- Secretary (name, title, field of expertise, country)
- Members (name, title, field of expertise, country)

¹ CCTF is an informal, voluntary body, will not be officially registered at authorities, but could be represented at various scientific fora.

President will be elected at a consensus level;

Secretary will be appointed by WHO Collaborating Centre for Migration Health training and research at University of Pécs Medical School

Secretariat will be provided and operated by the WHO Collaborating Centre for Migration Health Training and Research at University of Pécs Medical School

Membership is voluntary. Representatives will keep their position for a three-year period.

4. Action plan

- CCTF's work is regulated by its action plan (AP), that covers a calendar year and worked out by the Representatives, in line with the main objectives of CCTF and it takes into account of the proposals/recommendations given by the members. The AP of the consecutive years will be adopted by the members during the last meeting of the given calendar year.
- AP considers the request for cooperation and/ or assistance of other GO/NGO bodies;
- AP should take into account the possibilities for representing and disseminating our endowers and capacity at different fora, including fundraising possibilities.
- CCTF will be represented by its President, Secretary or any of its member upon in advance authorization.
- Secretariat will prepare the financial plan and provide its management.

5. Level of cooperation

- Representatives will consult at least monthly.
- Web-based meetings ensure the cooperation of the members, and will be organised at least quarterly by the Secretariat.
- Progress report (PR) summarizes the implementation process of the yearly-accepted AP. PR of past period and forthcoming AP need to be finalized and accepted by members until the end of January of the forthcoming calendar year.

6. Deliverables

The below listed deliverables ensure the efficient and transparent work of CCTF:

- Yearly action plan including methodology
- Yearly progress report
- Minutes of meetings
- Financial report
- Cooperation activity reports (if any)

Pécs 01.02.2020