



Zoonotic Disease Action Package

Terms of Reference

Version control: 2.0

Date: February 2023

Owner: Current ZDAP Chair(s)

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Background and Mandate

Zoonotic diseases or zoonoses are infectious diseases transmissible from animals to humans through direct contact or through food, water, and the environment. Approximately 60% of pathogens that cause human diseases originate from animals, and include examples such as rabies, zoonotic influenzas, salmonella, Zika virus, SARS-CoV-2 and anthrax.

Interactions at the interface between humans, animals, and our shared environments can be a source of zoonoses, as well as drive the emergence or spillover of new zoonoses. These infections can directly and indirectly impact the health of the at-risk human and animal populations, as well as causing wider ramifications to the social and economic well-being of humans, and significantly adversely affecting our environment. The One Health approach supports increased collaboration, communication, coordination and capacity building at the human-animal-plant-environment interface to address shared health threats.

The Global Health Security Agenda (GHSA) Zoonotic Disease Action Package (ZDAP) seeks to implement guidance and models on behaviours, policies, and practices to minimize the spill over, spread, and full emergence of zoonotic disease into or out of human populations proper to the development of efficient human-to-human transmission.

ZDAP aims to support its members to develop and strengthen their capacity and capability to prepare for, prevent, detect, and respond to zoonotic disease threats, using a One Health¹ approach.

¹ [One Health High Level Expert Panel definition](#) - One Health is an integrated, unifying approach that aims to sustainably balance and optimize the health of people, animals and ecosystems. It recognizes the health of humans, domestic and wild animals, plants, and the wider environment (including ecosystems) are closely linked and inter-dependent. The approach mobilizes multiple sectors, disciplines and communities at varying levels of society to work together to foster well-being and tackle threats to health and ecosystems, while addressing the collective need for clean water, energy and air, safe and nutritious food, taking action on climate change, and contributing to sustainable development.

Priorities

ZDAP aims to support its members to develop and strengthen their capacity and capability to prepare for, prevent, detect, and respond to zoonotic disease threats, using a One Health approach. The strategic objectives of ZDAP should be reviewed by members on an annual basis to appropriately inform ZDAP activities and actions.

In 2023, the strategic objectives of ZDAP were prioritised as follows:

1. Develop and strengthen coordination, communication, multi-sectoral engagement, and information sharing among member countries involved in the ZDAP.
2. Strengthen the technical capacities of animal, human, wildlife and environmental health services to support zoonotic diseases prevention, detection, and response activities, using a One Health approach.
3. Improve national, regional, community and global cooperation and collaboration in prevention, detection, and control of zoonotic diseases.

Governance

ZDAP is led by a Chair or Chairs who are rotated on an annual basis. The Chair(s) are to be supported in their activities by prior ZDAP Chairs, the ZDAP Leadership Support Group (previously referred to as the Co-Leads) and all ZDAP members. Further details on degree of support are outlined below.

To drive the inclusive and collaborative nature of the ZDAP community and provide insight and value to a wide range of different political and ecological contexts, the preferred leadership structure for ZDAP is a two Chair system, with at least one Chair representing a lower- or middle-income country.

The current Chair timeline starts January 1 and ends December 31. This period may be revised in line with wider GHSA objectives and timelines. The process to appoint a new Chair should begin at the start of the third quarter of the current Chair period and a new Chair should be appointed at least one month ahead of the expiration of a tenure, however this can be amended as needed.

The leadership support group acts as a wider system of governance for ZDAP. As of present, the leadership support group is a voluntary entity comprised of former or potential future ZDAP Chairs, however entry can be requested via an expression of interest from member(s) to the current Chair(s).

Roles and Responsibilities

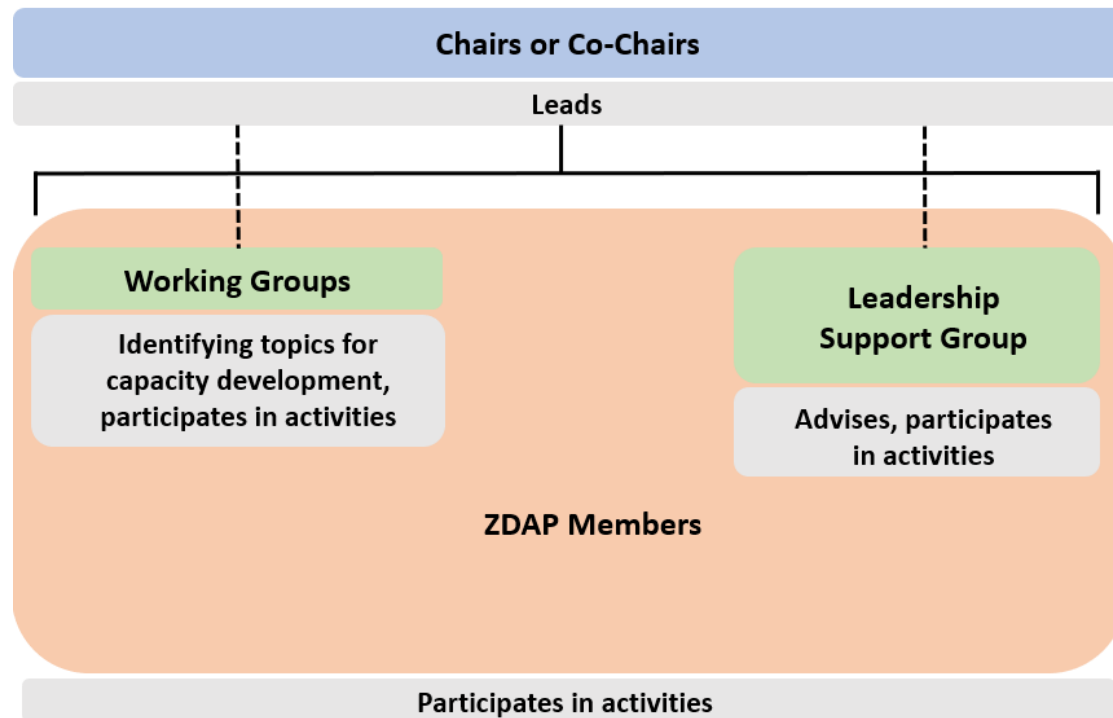


Figure 1. ZDAP preferred leadership structure for 2023 schematic.

Role	Responsibilities
ZDAP Chair(s)	<ul style="list-style-type: none"> • Define workplan and activities for year in consultation with members • Provide overall direction to members in the implementation of the agreed workplan • Delivering specific workplan activities as appropriate • Implement monitoring and evaluation strategy for year • Secretariat function <ul style="list-style-type: none"> ○ Organising and planning regular meetings, including organising speakers ○ Planning, with members, activities in line with workplan ○ Record and share information from activities/meetings with members • Advocate for ZDAPs ways of working (Inclusive, Collaborative and Effective) • Contribute to wider GHSA activities as required • Sharing events and training opportunities with members, and across action packages as appropriate • Encouraging engagement from members as needed • Maintain and manage ZDAP membership <ul style="list-style-type: none"> ○ Review expressions of interest from proposed members ○ Onboard new members • Manage, in collaboration with the Leadership Support Group, succession planning for incoming Chair(s) • Maintain a record of all meetings and activities (minutes or recordings) • Responsible for delivering annual report and other such reporting mechanisms to the GHSA Steering Group
ZDAP Leadership Support Group	<ul style="list-style-type: none"> • Commit to quarterly meetings of ZDAP Leadership Group • Support ZDAP level decision making and GHSA engagement • Active engagement and contributions to the action package • Support current Chair(s) with delivery of activities to workplan <ul style="list-style-type: none"> ○ Volunteer to lead or support on workplan activities as appropriate • Review with Chair(s) proposed new members of ZDAP • Support Chair(s) with succession planning for incoming Chair(s)

ZDAP Members (including Chair(s), Leadership Support Group and Working Group(s))	<ul style="list-style-type: none"> • Commit to attend and participate in regular ZDAP meetings and communications • Contribute to workplan and monitoring and evaluation activities • Delivering specific workplan activities as appropriate • Sharing training opportunities, events, and situation awareness reports with members
ZDAP Working Groups	<ul style="list-style-type: none"> • ZDAP Working Groups may be established to support specific ZDAP activities in the workplan with the following requirements: <ul style="list-style-type: none"> ○ Led by department or equivalent level, under the general direction of the relevant government institutions. ○ The members should consider including officials from human health, animal health, environment and wildlife, and other relevant sectors, and related development partners. ○ Each country will identify its own mechanism or supporting body to help facilitate the activities of the Working Group. • Working Groups activities will be reportable to all ZDAP members with progress updates at agreed upon frequencies

Membership

Countries or organisations can join the ZDAP by expressing interest on the GHSA website or via email to the GHSA secretariat. ZDAP membership is restricted to GHSA members and other related organisations such as technical and development partners on a voluntary basis only. All expressions of interests should be aimed to be responded to within 1 month of submission.

On successful ZDAP membership application, the Chair(s) should formally welcome new members to ZDAP and share all relevant information with the new members including the ZDAP terms of reference, the current workplan and information on all upcoming meetings.

It is the Chair(s) responsibility to maintain an accurate and up to date log of all active ZDAP members and their contact details.

Succession Planning and Appointment of ZDAP Chair(s)

Consultation Process

ZDAP members are invited to express their interest in becoming a Chair or Co-Chair via an expression of interest form (see annex A for copy of Expression of Interest form). Preparations of the next Chair succession should start at the third quarter of the year. This process should be a joint venture between the outgoing Chair and the ZDAP Leadership Group.

In the case that multiple expressions of interest are received, the leadership support group in collaboration with the outgoing Chair will collectively decide how to proceed in a way that keeps in mind the previous Chairs and the inclusive ambitions of the group.

Transition Arrangements

A handover period (1-2 months) between the current and incoming Chair(s) is recommended to take place to ensure the incoming Chair is well versed in leading ZDAP.

Relevant documents will be shared with the incoming Chair(s), including but not limited to:

- ZDAP Terms of Reference (this document)
- ZDAP management documents
- ZDAP members contact list

Prior ZDAP Chair(s) should expect to retain an active role in ZDAP in the Leadership Support Group.

Meetings

ZDAP meetings are held monthly, though the Chair has the flexibility to alter the frequency or rota when and where beneficial. The Chairs recognise that the meeting times are not always held at a convenient time and aim to vary the times of meetings so that members across the time zones can be included in turn. ZDAP wide meetings should typically be held virtually through Zoom, as agreed to be the most accessible platform. Presentations and recordings of meetings are saved and uploaded onto the [shared Google Drive](#). Meeting attendance is also recorded and logged to gauge engagement from members, which should be periodically reviewed.

ZDAP wide meetings should be planned in advance with themes/topics and any guest presenters contacted with sufficient time for preparation. The Chair should engage with the GHSA Secretariat or Task Force on Advocacy and Communications (TFAC) to provide assistance in planning GHSA-wide meetings hosted by ZDAP. Members are welcome to request an agenda item to be added including to provide zoonotic infection situation awareness, which may also come under the meeting's any other business (AOB) standing agenda item.

Workplan

To develop a member informed workplan, it is recommended that an annual survey be conducted to understand the needs and expectations of members, and prioritise ZDAP's strategic objectives and key activities at the start of a Chair period. Once a finalized draft of the workplan is developed, it should be shared with all members for review and sign-off.

The workplan can be reviewed and revised during any stage of the Chair period accordingly.

GHSA Website: ZDAP Webpage

ZDAP members can propose through the ZDAP Chairs updates for the ZDAP webpage, including but not limited to, best practices, reports or events that may benefit from being advertised on the website. The Chair should ensure that the website's membership information and news section are kept up to date throughout their tenure.

The contents of the ZDAP webpage are maintained by the website country lead. Any ZDAP webpage updates should be prepared in a digital format to share with the website leads, who should confirm the webpage updates once online.

Monitoring and Evaluation

Monitoring and evaluation is a focus for the GHSA and has helped quantify the progress of ZDAP and the activities undertaken. Recording progress provides an added value to ZDAP, where members can have open discussions about improving and providing what is useful for all its members and to achieve the GHSA's objectives.

Documentation that may help with good monitoring and evaluation practice include:

- Theory of Change
 - Developed to model how proposed ZDAP activities support the wider GHSA goals. Helps inform the workplan.
- A member informed workplan
 - Developed with member input, progress is monitored through agreed indicators. The final workplan must be agreed by all members.
- Log of meeting attendance
 - Engagement from members is recorded.
- Log of ZDAP members
 - Any changes in membership are logged, this includes number of members and any categorisation e.g., LMIC/HIC.

ZDAP progress can also be measured through surveys. Recommended surveys to conduct include:

- Initial survey conducted at the start of Chair period
 - To gauge member's thoughts on ZDAP activities and priorities
 - Findings can help inform workplan for the year
- Mid-year assessment survey
 - To gauge member's thoughts on ZDAP activities, priorities, successes, impact, value so far and any other items of relevance
 - Findings can help amend workplan for the remainder of the year if needed
- End of year survey
 - Assess and evaluate progress made through agreed workplan activities
 - Help assess potential activities and priorities for the next year

Resources

All ZDAP resources should be made available to members. In 2022/23 a ZDAP specific Google Drive managed by the Chair has been used to allow access to the following resources: the current workplan, presentations, recordings of meetings, and ZDAP members contact list.

Annex

ZDAP Expression of Interest form used for the 2023 Chair (hosted on MS Forms). This can be amended as appropriate for future use.



Expression of Interest application to become the next Zoonotic Disease Action Package (ZDAP) Chair(s) is now open.

Closing date for this Expression of Interest is 31st October 2022. The new Chair will be announced in early November 2022. The handover period will be November/ December 2022 and increased participation from the new Chair(s) is anticipated during this period. The new Chair(s) will then formally take over leadership of ZDAP in January 2023.

The leadership structure of ZDAP is as follows:

- Chair(s) - can be held by a single country or organisation, or be shared by two ZDAP member organisations*
- Leadership Support Group - made up of previous ZDAP Chairs who support the Current Chair

To formally indicate your interest in leadership/co-leadership roles of the Zoonotic Disease Action Package (ZDAP), please complete the following form.

If you have any queries, please contact the current ZDAP Chair via UKZDAP@defra.gov.uk

**The preferred leadership structure for ZDAP 2023 is a two Chair system, with at least one Chair representing a lower or middle income country. This structure should facilitate an appropriate steer of ZDAP activities and priorities in line with the objectives of GHSA and will continue to support the inclusive nature of our community.*

Privacy and Information Management

This survey is published and managed by The Global Health Security (GHS) team at the United Kingdom Health Security Agency (UKHSA). Please be aware that we take your concerns about privacy seriously and we make every reasonable effort to respect it. We are committed to protecting your personal information and respecting your privacy. Personal information is defined as any details that will enable you to be identified, such as ID numbers, telephone numbers, address, email address etc. Only authorised staff will have access to personal information, and they are obliged to respect its confidentiality. We do not sell, rent or exchange any personal information supplied by you to any third party. Nor do we use any of the information you provide for direct marketing or other non-research/project activities. It is our policy to monitor our internal procedures regularly to ensure compliance with the relevant statutory requirements in all that we do, including the General Data Protection Regulations, and UKHSA Personal Information Charter.

1. Please provide your name*
2. Please provide the name of the member country or organisation you represent*
3. Ministries, sectors, organisations, or other related entities that would like to participate from your country or organisation*
e.g. Ministry of Agriculture, Ministry of Defence, animal health division

4. Senior points of contact for ZDAP [likely Chair(s) or Deputy Chair(s)]*

5. Is your preference to be a sole chair, or be part of a co-Chair?*

 - a. Sole Chair
 - b. Part of co-Chairs

[if select 'sole chair' then skip to question 9 and 10]

[if select 'part of co-chair' move to question 6]

6. If co-Chair, please identify your preferred partner country or organisation*

If you have no preferred country or organisation, please input 'no preference'

7. Has this co-Chair approach been discussed and agreed with the proposed partner?*
 - a. Yes
 - b. No
 - c. Not applicable

[if select 'yes', move to question 8, 9 and 10]

[if select 'no' or 'not applicable', skip to question 9 and 10]

8. Please provide focal point name and email address for the proposed partner?*
9. Please explain your interest to lead/co-lead ZDAP and any proposed contributions you may have (optional).
10. Any other comments or questions