

Information Systems and Tools External Scientific Advisory Committee

Terms of reference

1. Mandate and Tasks of ESAC

1.1 Mandate

The IVCC Information Systems and Tools External Scientific Advisory Committee, ESAC, shall provide IVCC with independent scientific advice on all projects within the Intervention Systems and Tools Portfolio. The projects within the Interventions Systems and Tools Portfolio include:

The Malaria Decision Support System

The Dengue Decision Support System

The Dengue Model

The Insecticide Quantification Kit

The Vector Population Monitoring Tool

Upon request by the IVCC Executive, the ESAC may also provide scientific advice on other issues related to the responsibility of the IVCC.

1.2 Tasks

The ESAC will undertake the following tasks:

1. Provide independent scientific reviews of all projects on the basis of reports submitted by the project PIs through IVCC and provide advice to IVCC and the project PIs to resolve specific issues.
2. Review all IVCC approved projects to ensure that the projects remain in line with agreed time lines and milestones.
3. Provide advice to IVCC on the project design, project direction and continuation plans.
4. Support the projects by helping with key stakeholder interfaces.
5. Provide scientific advice on non-project issues as and when requested by IVCC.

2. Membership

1. IVCC is responsible for determining the scope of expertise required in the ESAC.
2. Members are appointed by IVCC on the basis of their suitability to perform the tasks of the ESAC and determined by their fulfilment of pre-determined criteria.
3. The criteria for selection will be drawn up whenever it is decided by IVCC that a new member is required. These criteria will be drawn up before a shortlist is considered.
4. Members are appointed for their qualifications/expertise. They shall not have alternates.

3. Term of Office

1. ESAC members are appointed for their expertise and providing their performance is satisfactory can remain in the ESAC while that expertise is required.
2. IVCC is responsible for deciding on the expertise required for each ESAC and whether a particular expertise is still required within the ESAC members.
3. The term of office for the ESAC will be three years starting on the date of their appointment. The appointment shall be renewable providing the ESAC member's expertise remains relevant.
4. An ESAC member's term of office shall end before the expiry of the three year period with his or her resignation, submitted in writing to IVCC. Following a justified proposal from the Chair or IVCC Executive the IVCC may request a member to resign if he/she is not able to fulfil his/her duties.

4. Other Participants to the meetings

1. The ESAC meetings shall be open to other participants: a) *IVCC Staff Members*, b) *Observers*, c) *Invited Experts*, d) *Bill and Melinda Gates Foundation representatives*, e) *Other funders' representatives*, f) *The meeting Rapporteur* who shall have identical access to meeting documentation as members, except in relation to issues that the chair identifies as confidential or where their participation is excluded. None of the other participants are entitled to have their opinions reflected by the ESAC in their final report

a) *IVCC Staff Members* can attend ESAC meetings. The IVCC members can bring points of information to the attention of the Chair and can answer questions from the ESAC when invited to by the Chair.

b) *Observers* should have the required expertise to follow the meetings and to explain, if requested, the position of the organisation he/she represents. They participate in meetings of the ESAC upon invitation of the Chair.

c) *Invited Experts* are external experts invited by IVCC in agreement with the ESAC Chair to provide necessary specialist input to the ESAC Meeting.

d) *Bill and Melinda Gates representatives* can attend ESAC meetings with observer status.

e) *Other funders' representatives* can attend ESAC meeting on invitation of the ESAC Chair and have observer status at the meeting.

f) *The meeting Rapporteur* attends the meeting and reports on the proceedings of the meeting. The rapporteur can ask for clarification of items under discussion through the ESAC Chair.

2. Individual project team members will also attend the meeting to present their proposals and updates and to answer questions from the ESAC members on their project.

5. Adoption of Recommendations

The committee will endeavour to adopt their official recommendations by consensus. When this can not be achieved minority opinions will be annexed to the minutes of the meeting. The formal opinions of the ESAC will be agreed and read out during the meeting. The minutes will reflect the majority position as the ESAC position. The minutes will be regarded as the official record of the meeting and will be adopted after final review by the ESAC Chairman no later than 6 weeks after the meeting.

6. Election of the Chair

IVCC will select the Chair from among the regular members. The term of office of the Chair will be 3 years, renewable.

7. Responsibilities of the Chair

The Chair, supported by IVCC is responsible for the efficient conduct of business of ESAC. The Chair shall in particular:

1. Organise the work of the ESAC in co-operation with the members and IVCC staff in order to secure the timely completion of tasks, in particular in agreeing the agenda of meetings.

2. Ensure that these terms of reference are respected and propose measures in case of breach.

3. Ensure that at the beginning of each meeting potential conflict of interests are declared

4. Facilitate the adoption of opinions by consensus, if feasible.

5. Ensure together with the members and IVCC staff, the scientific consistency of the ESAC's opinions.

6. Ensure that ESAC opinions are based on a thorough evaluation of all available information, clearly justifying the opinion.

7. Execute any powers entrusted to the Chair by the ESAC, such as representing the ESAC to other parties.

8. Rapporteur

A rapporteur will be appointed by IVCC for each ESAC meeting. The rapporteur will be responsible for producing the minutes and opinions from the ESAC meeting. The rapporteur will work in close co-operation with IVCC and the Chair.

9. Independence, Confidentiality and Transparency

1. Members of the ESAC and all participants in the ESAC meeting must act independently of any external influence and solely on the basis of scientific considerations.

2. All ESAC participants must make at their first participation in an ESAC meeting a formal declaration of interests in which all interests that might be considered prejudicial to their independence must be stated. This declaration shall be renewed every 12 months.

3. ESAC participants shall declare at each meeting any interests which could be considered prejudicial to their independence with respect to any point on the agenda. Any ESAC participant declaring such interests shall not participate at any part of the meeting relevant to their declared interests.

4. ESAC members who are approached by third parties in the context of their work in the ESAC shall report this to the chair and IVCC and share any information received with the committee.

10. Confidentiality

All ESAC participants shall not divulge information acquired in the course of their participation in the ESAC or any of its sub committees. To that end all ESAC participants must sign a written confidentiality agreement prior to their first participation in an ESAC meeting.

11. Meeting procedures

11.1 Meetings

(a) Regular ESAC meetings are held annually or more regularly if deemed necessary. They may be complemented by additional ad hoc meetings called for by the chair upon suggestion from a member of the IVCC.

(b) Meeting dates for the following 12 months will be confirmed at each meeting.

(c) The invitations to the meetings shall be circulated by the IVCC 3 months prior to the meetings.

12.2 Documentation

Documentation to the meeting shall be made as early as possible to enable preparation for the meeting but normally not later than one month before a meeting. Documents will be made available for download from the IVCC's Livelink system.

12.3 Agenda

A provisional agenda will be drawn up by the Chair and the IVCC staff and circulated with the meeting documentation. The final agenda will be established by the Chair at the beginning of each meeting.

12.4 Format of the Minutes

The minutes shall include: (a) the list of attendees, (b) the final agenda, (c) a summary record of the proceedings, (d) a formal record of the ESAC recommendations, (e) a formal record of any minority opinion, (f) action points

12.5 Distribution and approval of the minutes

The minutes will be distributed within one month of the meeting by the IVCC IS&T Programme Manager. All written comments will be provided to IVCC within 10 days of receipt of the minutes. The minutes will be formally approved by the Chair no later than 6 weeks after the meeting and will be published on the IVCC Liveink site.