

Terms of Reference for the NgenIRS Expert Advisory Committee (EAC)

1. Mandate and Tasks of EAC

The NgenIRS Expert Advisory Committee, EAC, shall provide the NgenIRS management team and steering committee with independent advice on the plans and progress of the project. The advice will include review and feedback as part of semi-annual reviews and annual planning. The EAC will have a maximum of 8 members and will meet twice a year, once face to face and once virtually. In addition they will receive quarterly reports and may be consulted on a more frequent basis by the team as specifically relevant issues arise.

The role of the EAC is advisory and the NgenIRS team is not formally bound by their advice. Consequently the EAC is not accountable for any decision or action of the NgenIRS team and will not be liable for NgenIRS team actions whether or not they comply with the EAC advice.

1.2 Tasks of the EAC

The EAC will provide advice related the management and implementation of NgenIRS within the context of semi-annual reviews and annual planning of program activities including but not limited to:

- Adoption of new products and partners;
- Measuring resistance, and resistance management, including IRM in conjunction with LLINs;
- Procurement forecasting and advance purchase commitments;
- Measuring impact/cost-effectiveness;
- Coordination and interface with multiple donors, national malaria programmes, commercial partners, implementers and international organizations.

2. Membership

1. The NgenIRS Management Team is responsible for determining the scope of expertise required in the EAC.
2. Members are appointed by the NgenIRS Management Team on the basis of their suitability to perform the tasks of the EAC and determined by their fulfilment of pre-determined criteria.
4. Members are appointed for their qualifications/expertise. They shall not have alternates.

3. Term of Office

1. EAC members are appointed for their expertise and providing their performance is satisfactory can remain in the EAC while that expertise is required.

2. The NgenIRS Management Team is responsible for deciding on the expertise that is required for the EAC and whether a particular expertise is still required within the EAC members.

3. The term of office for the ESAC will be two years starting on the date of their appointment. The appointment shall be renewable providing the EAC member's expertise remains relevant.

4. An EAC member's term of office shall end before the expiry of the two year period with his or her resignation, submitted in writing to the NgenIRS Director. Following a justified proposal from the Chair or NgenIRS Director, 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 EAC meetings shall be open to other participants at the discretion of the Chair : a) UNITAID staff; *IVCC/NgenIRS Staff and partners*; b) *Observers*; c) *Invited Experts*; d) *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.

a) *NgenIRS Staff Members* and partners will attend EAC meetings and can bring points of information to the attention of the Chair and can answer questions from the EAC 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 the NgenIRS Director in agreement with the EAC Chair to provide necessary specialist input to the ESAC Meeting.

d) *UNITAID representatives* can attend EAC meetings on invitation of the EAC Chair with observer status.

e) *Other donor representatives* can attend EAC meeting on invitation of the EAC 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 EAC Chair.

2. Individual project team members will also attend the meeting to present relevant information and updates and to answer questions from the EAC members.

5. Adoption of Recommendations

The committee will endeavour to adopt their official recommendations by consensus. When this cannot be achieved, minority opinions will be annexed to the minutes of the meeting. The

formal opinions of the EAC will be agreed and read out during the meeting. The minutes will reflect the majority position as the EAC position.

6. Election of the Chair

The NgenIRS Management Team will elect the Chair from among the regular members. The term of office of the Chair will be 2 years, renewable.

7. Responsibilities of the Chair

The Chair is responsible for the efficient conduct of business of EAC. The Chair shall in particular:

1. Organise the work of the EAC in co-operation with the members and the NgenIRS Director 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 the NgenIRS management team, the consistency of the EAC's opinions.
6. Ensure that EAC opinions are based on a thorough evaluation of all available information, clearly justifying the opinion.

8. Rapporteur

A rapporteur will be appointed by the NgenIRS Director for each EAC meeting. The rapporteur will be responsible for producing the minutes and recording the opinions from the EAC meeting. The rapporteur will work in close co-operation with the NgenIRS management team and the Chair.

9. Independence, Confidentiality and Transparency

1. Members of the EAC and all participants in the EAC meeting must act independently of any external influence and solely on the basis of professional considerations.
2. All EAC participants must make at their first participation in an EAC 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. EAC 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 EAC 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 EAC shall report this to the chair and the NgenIRS Director and share any information received with the committee.

10. Confidentiality

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

11. EAC Meeting procedures

11.1 Meetings

(a) Regular EAC meetings are held semi-annually, once face-to-face and once virtually. They may be complemented by additional ad hoc meetings or teleconferences called for by the chair upon suggestion from the NgenIRS Director.

(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 NgenIRS 2 months prior to the meetings.

(d) NgenIRS will make all travel arrangements for members to attend face-to-face meeting and will cover all pre-approved costs for travel, meals, lodging and miscellaneous expenses according to the policies of IVCC and the NgenIRS project.

11.2 Documentation

Documentation to the meeting shall be made as early as possible to enable preparation for the meeting but normally not later than two weeks before a meeting. Documents will be made available for download from the IVCC's SharePoint platform.

11.3 Agenda

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

11.4 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 EAC recommendations, (e) a formal record of any minority opinion, (f) action points.

11.5 Distribution and approval of the minutes

The minutes will be distributed within one week of the meeting by the NgenIRS Director Communications and Knowledge Management Coordinator. All written comments will be provided to NgenIRS within one week of receipt of the minutes. The minutes will be formally approved by the Chair no later than three weeks after the meeting and will be published on the IVCC's SharePoint platform.