



SCIENTIFIC COMMITTEE TERMS OF REFERENCE

PURPOSE

The Scientific Committee (SC) shall be a standing committee of the Board.

The Committee will advise and assist the Board in the oversight of the research and development strategies and programs of the Institute. The role of the Committee is not to transcend the authority of the Board, but to help ensure that the Institute's programs are as effective as possible.

MEMBERSHIP

Members of the Scientific Committee (SC) shall comprise the following:

- Up to seven Board members appointed by the Board
- Board Chairperson as a non-voting ex-officio member
- SAG Chair as a non-voting ex-officio member

The members of the Committee shall be nominated by the GNC and appointed by the Board. One of the Committee members will be appointed as Chair of the Committee by the Board nominated by GNC. The members shall be appointed for a term of three years and renewed for once, provided that the duration of the Board membership has not completed.

ROLE OF THE DIRECTOR GENERAL

The DG has an important role in supporting the Committee's activities without unduly influencing the Committee's recommendations. The DG will assist the Committee by helping to:

- Provide training, information, and other assistance to support and encourage the success of the Committee and its members
- Keep the Committee updated on key scientific programs
- Assign appropriate staff and resources to effectively support the work of the Committee.

RESPONSIBILITIES

The Committee, as a subcommittee of the Board, is entrusted with the following responsibilities:

- Review and advise the Board on the overall strategy, direction and effectiveness of the current and planned research and development programs.
- Review, evaluate and advise the Board regarding the progress in achieving its long-term strategic research and development goals and objectives.
- Identify and advise the Board and management on significant emerging trends and issues in the field of vaccine, science, and public health which are relevant to the Institute and in alignment with its strategy.
- Regularly review and make recommendations to the Board with respect to the pipeline and portfolio.

- Assist the Board in its oversight of the risk management relating to the research and development.
- Review and make recommendations on such other topics as determined by the Board.
- Make recommendation of SAG (Scientific Advisory Group) members to BOT for approval.

PROCEDURES

- The Committee shall meet as necessary to fulfill its responsibilities, but at least once each year. The location of the meetings shall be decided by the Committee Chair in consultation with the Director General, taking into account the financial and environmental (reducing unnecessary travel/ green initiative) implications.
- The Committee may request that any Trustees, officers or employees of the Institute, or other persons whose advice and counsel are sought by the Committee, attend any of its meeting to provide such pertinent information as the Committee requests.
- The Committee shall regularly report to the Board on the Committee's actions and make recommendations to the Board and management as appropriate.
- The Chair of the Committee shall be responsible for leadership of the Committee, including preparing the agenda, presiding over Committee meetings, making Committee assignments and reporting on the Committee's activities to the Board.
- The presence of a majority of the members of the Committee shall constitute a quorum. Decisions shall be taken by a majority of Committee members present and voting. Actions may also be taken by mail, email, teleconference or videoconference consultation at the discretion of the Chair.
- A Board member representing a government or an organization other than the Director General may delegate his or her authority as a Board member to a single subordinate, who shall be permitted to vote in any matter before Committee on behalf of the delegating member; provided that the delegating member shall inform the Committee Chair and Secretary of the delegation in writing prior to the meeting and that the Chair approves the delegation of authority. Such notice shall clearly state the duration of the delegation of authority.
- At the discretion of the Committee Chair, observers may be invited to participate in discussions in all open sessions or part of the meeting.
- The agenda of each meeting may include an executive session attended only by Board members.