



# Terms of Reference for CEPI Scientific Advisory Committee

## 1 Aim and role

The Scientific Advisory Committee (SAC) is an independent body within the CEPI governing structure that provides scientific support, advice, and challenge to the CEPI Leadership and Board on a diversity of issues related to vaccine research and development and manufacturing, in order to support the effective implementation of CEPI's strategic objectives.

The SAC has no executive function in the operations of CEPI, but plays a critical advisory role.

## 2 Function and composition

### Function

Requests for guidance from the SAC may include but are not limited to:

- Recommending pathogens against which CEPI will focus vaccine development efforts.
- Advising on change of priorities in the event of public health emergencies or significant events caused by emerging pathogens with epidemic potential.
- Updating the CEPI Leadership on important developments in science and technology relevant to CEPI's mission.
- Advising on the scope, objectives, and approach of Calls for Proposals (CFPs) and the process for selection of fundable proposals.
- Contribute to reviewing proposals submitted in response to CEPI CFPs.
- Monitoring scientific and development progress of CEPI's vaccine portfolio and reviewing the overall quality of CEPI's scientific operations.
- Participating in external communications activities designed to raise awareness of, and explain the science behind, CEPI's work. Such activities are optional.

### Composition

The SAC comprises 30-40 external experts representing core areas of scientific expertise including but not limited to; public health, product and preclinical, clinical and late stage development, regulatory, CMC and manufacturing.

SAC members serve in a personal capacity and should not promote the views and policies of their institutions or others with vested interests. They are required to comply with all CEPI policies, including the [CEPI Transparency and Confidentiality Policy](#), [Policy for Managing Conflicts of Interest](#), and [Travel Policy](#).

Membership should ensure that:

- All core areas of scientific expertise are represented.
- There is a critical mass of expertise should some members need to be excluded from particular activities.
- There is adequate representation from LMIC countries where epidemics may occur, and gender diversity aiming towards equal male and female representation.

Where the SAC lacks the relevant expertise for a particular project or task, the SAC can call on appropriate experts or establish sub-groups that include additional experts on an ad hoc, time-limited basis.

### 3 Selection process

No more than once per year, the SAC support team will prepare a list of recommended candidates for SAC membership or renewal. This will customarily follow a call for applications in response to any gaps in the skills and competency represented on the SAC that may have arisen due to expiry of members' terms. Recommended individuals will be approved by the CEPI Board.

Initial membership is for three years, and can be renewed for a further two years.

Individuals taking up the roles of Chair or Vice Chair will be recommended by the Board Nominations, Compensation, Diversity and Inclusion Committee, and approved by the Board. If an existing SAC member is appointed to the role of Chair or Vice Chair part way through their term, they will hold the role only until the expiry of their current term, unless otherwise agreed.

CEPI may terminate membership of the SAC without notice. Members must give three months' notice.

### 4 Working practice

The SAC will customarily meet four times per year; twice in person and twice virtually. Additional ad hoc meetings may be called as required.

A provisional agenda will customarily be shared with the SAC 14 days before each meeting, and pre-reads 7-10 days before.

Members must complete a DOI form and declare any new conflicts before each meeting. Any member with a conflict of interest related to a specific issue shall be excluded from the discussion or decision on the issue and shall not receive any documents relating to the issue giving rise to the conflict.

The Chair and the CEO may agree to invite additional attendees to any SAC meeting, or item of discussion at the SAC.

#### **Roles**

The Chair and Vice Chair(s) will be responsible for:

- participating in agenda creation and reviewing content in development
- facilitating meetings
- reviewing conflicts of interest of all members annually and at each meeting of the SAC sharing recommendations arising from the advisory committee with the CEPI Board

Members will be responsible for:

- Staying current with developments in their field which are of relevance to CEPI, including through contact with their professional bodies, academic institutions and research communities.
- Acting in accordance with the principles of selflessness, integrity, objectivity, accountability, honesty, openness and leadership.