



IAVI Policy Advisory Committee Terms of Reference

Responsibilities

The Policy Advisory Committee (PAC) is charged with providing guidance to IAVI's public policy oriented activities and in helping to ensure their success. The PAC shall:

- Review, guide, and make recommendations regarding the development of a strategic framework for IAVI's public policy work
- Advise IAVI on activities in the AIDS vaccine and related fields that may have an impact on its policy work
- Review and make recommendations on priorities for current and future public policy activities and products
- Provide links to other experts who may be able to assist IAVI in advancing particular areas of policy work
- As requested by the President and Vice President for Public Policy of IAVI, assist or facilitate links to others who can review public policy-related proposals submitted to IAVI
- Help to facilitate the dissemination of the key findings from IAVI's policy program

Membership

- The PAC shall comprise 10 to 15 members appointed by the President of IAVI, with the confirmation of the Board of Directors.
- Members of the PAC shall be appointed for an initial term of three years, and may be re-appointed for no more than two consecutive terms.
- The Chair shall be selected from among the members, by the President of IAVI in consultation with the Vice President for Public Policy. The Chair's term shall be limited to a maximum three year period.
- PAC members shall be selected to represent a range of skills and expertise, including members from the public sector, private sector and academia. An effort

shall be made to ensure that the committee has broad professional and geographic representation.

- Members of the PAC shall serve in their individual capacity and not as a representative of any organization, special interest group or constituency.
- PAC members shall be expected to sign IAVI's Confidential Disclosure Agreement
- PAC members may not serve as paid consultants for IAVI.
- PAC members are not eligible to be the principal investigator or manager on grants and/or contracts from IAVI. The organizations they work for, however, are eligible as long as the relevant PAC member excuses him or herself from any discussions related to the grant or contract to her/his organization.
- PAC members shall serve voluntarily, and shall be reimbursed for travel and other related expenses according to IAVI's standard travel policies.
- The Vice President for Public Policy shall serve as Executive Secretary for the PAC.

Subcommittees

The PAC may establish short-term subcommittees, as needed, to address policy domains of special priority to the HIV vaccine field or IAVI. Subcommittees shall be chaired by a PAC member and may include people who are not members of the PAC. Subcommittee members shall be appointed by the President of IAVI in consultation with the Vice President for Public Policy and the Chair of the PAC.

Meetings

- A quorum of the PAC shall be constituted by half or more of the appointed members.
- The PAC shall meet at least once a year
- As the need for particular advice arises, individual members or an ad-hoc subgroup of the PAC may be consulted between meetings