

Scientific Advisory Board

Expert Working Group (EWG), Terms of Reference

Version 2.0
13 August 2015

Background

Scientific Advisory Board

The official designation of the advisory committee is the President's Emergency Plan for AIDS Relief (PEPFAR) Scientific Advisory Board, hereinafter referred to as "the Board." The Board was established on December 5, 2010 under the general authority of the secretary of the Department of State. Pursuant to the provisions of the Federal Advisory Committee Act (FACA), the Board's charter is renewed every two years. For further information about the board, please refer to the latest charter.

Expert Working Groups

In order to maximize the productivity of the Board, the charter provides that the Coordinator may establish subcommittees or working groups to carry out assigned responsibilities. The Expert Working Group (EWG) is established under that authority. The EWG reports back to the Board and must not provide any recommendations or advice directly to the Coordinator. The Board considers the outcomes and related recommendations of the Expert Working Groups in its role as an advisory body for the Office of the U.S. Global AIDS Coordinator.

Function of the EWG

The core function of the EWG is to provide support to the Board in response to agenda priorities set forth by the Designated Federal Officer and the Coordinator. Deliverables, timeline and scheduling of meetings will be specific to each EWG.

Role of the EWG

- To reconcile differences in opinion and approaches on key strategies relevant to PEPFAR
- To provide *technical guidance* in report form on scientific innovations and progress that may be adopted and implemented on the PEPFAR platform
- To critique and review key peer review, literature, or policy documents that will influence PEPFAR policy, program implementation or research and evaluation agenda

- To address any issue that has major implications for PEPFAR

Structure & membership of the EWGs

EWGs are envisioned to be small, dynamic groups that are responsive to tasks from the SAB and remain flexible and nimble as changes arise. EWGs will be assembled and dissolved as needed by the Board. Ongoing work will be determined during the annual SAB meeting or on subsequent semi-annual calls.

Chair: The EWG is chaired by a current Board member with expertise in the specific issue that an EWG is addressing and serves as the liaison through which the EWG reports back to the SAB.

The Designated Federal Officer (or Alternate) and the chair are responsible to:

1. Set EWG agenda
2. Track and document deliverables and timeline to ensure that they are in accordance with the needs of the SAB
3. Communicate EWGs progress to the SAB

The Co-Chair: *performs the role of the chair ONLY in their absence for meetings.*

The Co- Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

DFO and Alternate DFO(s): will be present during all convening's of the EWG(s), approve agendas, and assure compliance with FACA rules and regulations under the guidance of the Department of State Committee Management Officer and support staff.

Committee members: The members of the EWG are individuals representing depth of understanding of the HIV/AIDS issue to be addressed and a diversity of opinion.

Membership will include individuals from all or some of the below, depending on the goals of each particular EWG:

- Technical, programmatic and policy experts from key institutions delivering, managing, producing and making decisions on the priority topic
- Representatives of key institutions in HIV research and surveillance
- Representatives from partner governments, multilateral and bilateral agencies, foundation representatives, advocates, and civil society members

General

Convenor/Chair

The DFO or Alternate will schedule EWG meetings. The Chair / Co-chair shall convene the meetings. Meeting logistics will be handled by administrative/logistics support person appointed to support the EWG.

Membership and record of attendance

The following should be used as a roster of individual members for each EWG and for a marker of meeting attendance:

Name*	Position/Title	Organisation	Contact email + phone	Attendance xx/xx/15
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Agenda items

All EWG agenda items must be forwarded to the administrative/logistics support personnel by the close of business on the fifth working day prior to the next scheduled meeting.

The EWG agenda, with attached meeting papers, will be distributed at least two working days prior to the next scheduled meeting.

The Chair, with the concurrence of the DFO or Alternate, has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

Minutes & meeting papers

The minutes of each EWG meeting will be drafted by the meeting logistics lead in collaboration with the Chair. Minutes will be circulated to the committee for concurrence and feedback within two business days. Full copies of the Minutes, including attachments, shall be provided to all EWG members no later than 10 working days following each meeting, and to the public on request.

The Minutes of all EWGs will be maintained by logistics and the DFO.

Frequency of meetings

The inaugural meeting will be used to determine deliverables, timelines and approve a notional timetable or schedule of EWG meetings, subject to the concurrence of the DFO, to reach EWG goals.

The meetings should be scheduled so that progress can be reported against a number of milestones since the last meeting. Ideally, the timing for the meetings should be linked to key milestone dates.

Meeting space and any required equipment (projection, etc.) will be organized by the meeting logistics person.