

## **Operating Structure of the PEPFAR Scientific Advisory Board:**

### **Overview**

The PEPFAR Scientific Advisory Board (“the Board”) serves the Global AIDS Coordinator (“the Coordinator”) in a solely advisory capacity concerning scientific, implementation, and policy issues related to the global response to HIV/AIDS. These issues will be of concern as they influence the priorities and direction of PEPFAR evaluation and research, the content of national and international program strategies and implementation, and the role of PEPFAR in the international discourse regarding appropriate and resourced responses to the global HIV epidemic.

Any determination or action to be taken, as a result of recommendations by the Board, will be made by U.S. Government personnel.

The Board will be available to the Coordinator to:

- (A) Advise on priority global evaluation and research issues to guide the PEPFAR agenda
- (B) Review the quality and relevance of the scientific and technical evidence being used or proposed as the basis for PEPFAR policies
- (C) Review research programs and the technical basis of implementation strategies of particular relevance to PEPFAR
- (D) Advise on broad scientific matters
- (E) Advise on emergency and short - notice scientific issues of immediate concern to PEPFAR

Specifically, the Board is tasked with identifying priority research and evaluation questions to guide the PEPFAR agenda. This may involve:

- Identifying evidence gaps, especially those that PEPFAR is uniquely positioned to address
- Informing PEPFAR on technical strategies for programmatic implementation
- Providing counsel on the quality and relevance of the evidence informing PEPFAR policies
- Providing guidance on research goals and milestones
- Participating on subcommittee to develop specific recommendations on issues of particular importance to PEPFAR

### **Organization Structure**

#### **Board Members:**

Appointed by the Coordinator, the Board is composed of scientific and technical leaders working in the HIV field, and represent U.S. Government and non - U.S. Government personnel. These members are representative of the HIV/AIDS community, academia, international experts, partner government representatives, multilateral and bilateral agency representatives, foundations, advocates, and nongovernmental organizations.

Current Board members are invited to participate on the Board for one year, with an option for renewal. Vacancies may be filled as they occur.

**Coordinator:** Ambassador Eric Goosby

The Board reports to the U.S. Global AIDS Coordinator. The Coordinator will have ultimate decision making authority concerning recommendations or advice made by the Advisory Board.

**Designated Federal Officer:** Paul Bouey

Appointed by the Coordinator, the designated federal officer (DFO) calls and approves all advisory committee meetings. The DFO will prepare and approve all meeting agendas, attend all committee meetings, adjourn any meeting, and oversee meetings when directed to do so by the Coordinator.

**Chair/Co-chairs:** Nancy Padian and TBD

Appointed by the Coordinator, the Chair will preside at meetings of the Board and certify the accuracy of the minutes of Board meetings. In addition, a co-chair(s) may be appointed to divide the duties of the Board organization and management. The co-chair(s) may be USG or non-USG personnel, and will be responsible for communicating expectations, processes, and outcomes of the Board and its related activities. Co-chairs may lead Board meetings, and will oversee the activities of the Board and its subcommittees.

**Subcommittees:**

The Coordinator may establish subcommittees to carry out assigned responsibilities and tasks as recommended by the Board. Subcommittees will be charged with researching and providing recommendations for a specific research question or topic. Board members will volunteer to participate in specific subcommittees based on their professional interests and expertise. The subcommittees serve as the operational unit from which the objectives of the Board are accomplished. A subcommittee lead will be identified by the Co-chairs and will be responsible for leading subcommittee meetings, and coordinating the completion of subcommittee activities and deliverables. The subcommittee lead will be responsible for sharing any updates or addressing any questions broached by subcommittee members. Any subcommittees formed will report back to the Board and not provide advice or work products directly to the Coordinator.

### **Estimated Number and Frequency of Meetings**

It is anticipated that the Board will meet at the call of the Coordinator on a semi-annual basis in Washington, D.C. As needed, conference calls may be held between the semi-annual meetings. These calls will provide the opportunity to address any critical issues updates on the ongoing evaluation and research work within PEPFAR. Subcommittees may form in the course of the work which may at times have more frequent calls.