

CEPI Joint Coordination Group

Terms of Reference

I. Function

The Joint Coordination Group (JCG) will work with critical external stakeholders to advance CEPI's portfolio of vaccines by enhancing coordination of effort across the community of stakeholders and by addressing challenges related to the research and development, regulation, stockpiling, and delivery of these products.

The JCG will receive staffing support from the Secretariat and will interact with all relevant components of CEPI to achieve the ends stated above. Relevant CEPI components may include the Secretariat, Scientific Advisory Committee (SAC), CEPI-sponsored Task Forces, or external consultants, working in concert or in their individual and institutional capacities. The JCG will in turn monitor the creation and execution of action plans by these components to ensure the work is being done well and swiftly.

The JCG will facilitate coordination between members on identified issues as they relate to ensuring needed progress in development and access to products within CEPI's portfolio. While the JCG will focus on advancing CEPI's actual vaccine portfolio, we anticipate that its work will inform the broader field of vaccine development and preparedness and vice versa. To maximize benefit, synergy and coordination and to minimize unnecessary overlap, the JCG and the CEPI Secretariat will work closely with other normative and implementing organizations to ensure a clear delineation of responsibilities. The CEPI SAC will also play a key role in informing the JCG about emerging systemic challenges that should be addressed.

The areas requiring JCG attention will reflect the maturity of CEPI's portfolio, with both upstream issues related to early vaccine development such as R&D implementation and funding and downstream challenges such as regulatory processes, procurement and stockpiling, manufacturing and distribution potentially falling within the JCG's remit. The issues that will be addressed at any one time will be a function of evolving science and technology, circumstance, need and opportunity as well as the nature and maturity of organizations receiving funds from CEPI. In addition to serving a coordination function, the JCG will serve a joint advisory function to the CEPI Secretariat and the CEPI Board, and facilitate the involvement of CEPI partners for the strategic direction and policy oversight for CEPI's operations.

The JCG is also expected to have a role in planning for rapid response to a priority pathogen or an unknown pathogen. CEPI's response activities and planning will begin from the assumption that advancing and ensuring access to the vaccines in CEPI's portfolio is one of CEPI's highest priorities. In consultation with JCG members and other relevant parties, the CEPI Secretariat will be the executing body of the CEPI response to outbreaks of diseases targeted by vaccines within its portfolio.

The JCG will be established and comprised of partners who will play a critical role in the development, stockpiling, and delivery of the vaccines within CEPI's portfolio. CEPI can invite external partners to serve as members of the JCG on a long-term or limited-term basis, depending on whether the external partner's contributions will impact the entire portfolio or relate exclusively to specific vaccines. To ensure consistency with CEPI's mission and emerging issues in the broader field of vaccine development, the JCG's work will be informed by the CEPI Secretariat, the SAC, but also external entities on a needs-basis.

2. Selection, composition and terms of engagement

The JCG will be represented by partners who have signed and returned a written letter of invitation from CEPI. There will be 10 to 15 long-term members with an additional number of limited-term members as needed. The Long-term members will be comprised of multilateral institutions, regulatory agencies, agencies providing funding for procurement, and responders. Limited-term members may include national regulatory agencies, national institutes of public health, and national research agencies of countries threatened by CEPI's target pathogens.

Each member will be entitled to appoint an executive to represent them in the JCG. It is expected that each member of the JCG will express the views and policies of the institution(s) they represent.

3. Operational procedures

- The JCG serves both as a coordination mechanism for the CEPI coalition partners as it relates to CEPI's portfolio, and as an advisory body to the CEPI Secretariat and the CEPI Board;
- The CEPI Board will appoint the Chair of the JCG, who will report to the CEPI Chief Executive Officer; the chair's term should customarily be 3 years.
- The JCG will initially meet quarterly with two in-person meetings and two teleconferences a year. These meetings will also be attended by representatives from the CEPI Secretariat;
- The CEPI Secretariat will be represented in JCG meetings to provide relevant input on CEPI's operations and ensure that the JCG's priorities align well with CEPI's overall mission;
- The JCG holds no executive or decision making function over CEPI's operations;
- To facilitate collaborative work and decision-making among partners and advance end-to-end vaccine preparedness for priority pathogens, the JCG can recommend that the CEPI Secretariat appoint task forces or committees or commission papers/studies on behalf of all or a selected number of coalition partners;
- These task forces may receive technical and administrative support from the CEPI Secretariat's capacities on clinical & regulatory coordination, or other areas as appropriate;
- As two advisory bodies to CEPI, the JCG and the SAC will act independently of each other. The two bodies are represented in institutional and individual capacity, respectively. Mechanisms will be put in place for the SAC to seek input from the JCG, and vice versa, about the recommendations they are to produce;
- The JCG, when producing recommendations for the CEPI Board, will normally make decisions to recommend by consensus;
- The Chair of the JCG and the Chief Executive Officer of CEPI will be responsible for forwarding recommendations from the JCG to the CEPI Board. The implementation of strategic and policy advice from the JCG by CEPI requires the ultimate approval by the CEPI Board.