



# Terms of Reference for CEPI Joint Coordination Group

## 1 Aim and role

The Joint Coordination Group (JCG) is a roundtable of global, independent organizations that play critical and diverse roles in the end-to-end vaccine lifecycle.

The purpose of convening these organizations is to enable ongoing, collaborative fulfillment of end-to-end activities of vaccines and adjacent technologies (e.g. monoclonal antibodies), from early research and development, through to manufacturing, procurement, distribution and administration, in order to maximize both fast and equitable access to vaccines against pathogens with epidemic or pandemic potential.

This is achieved through:

- Developing and maintaining a shared understanding of the roles and responsibilities of the key stakeholders in the vaccine development ecosystem.
- Providing regular opportunities to share and review progress of ongoing projects, and identify and resolve bottlenecks in the end-to-end process.

While the focus will be on vaccines that CEPI is currently involved in the development of, the JCG may also consider issues related to other vaccines and pathogens as needed.

The JCG has no executive function in the operations of CEPI, but plays a critical role in enabling global preparedness for vaccine development and deployment by connecting key global organizations and partners.

## 2 Composition

The JCG comprises 15-20 predominantly global organisations representing areas of expertise that span the full length of the vaccine development lifecycle through to vaccine administration, but with particular emphasis on later stages including regulatory, manufacturing, supply chain, financing and procurement, allocation, distribution and administration. The core members are:

- The African Vaccine Regulatory Forum (AVAREF)
- CEPI
- Developing Countries Vaccine Manufacturers Network (DCVMN) member
- European Medicines Agency (EMA)
- FIND, the global alliance for diagnostics
- Gavi, the Vaccines Alliance
- The Global Fund
- International Federation of Pharmaceutical Manufacturers & Associations (IFPMA) member
- International Federation of Red Cross and Red Crescent Societies (IFRC)
- Médecins Sans Frontières (MSF)
- UNICEF
- US Food and Drug Administration (FDA)
- Wellcome Trust
- World Bank
- World Health Organization (WHO)

Each member organisation is asked to appoint an individual to represent them at meetings. This individual is expected to contribute both personal and organizational expertise, and, to ensure continuity, act as the organization's representative on the JCG for a period of no less than two years. After two years, individuals representing their respective organizations may be reappointed for a second term, or asked to nominate a new representative. CEPI may terminate membership in the JCG without notice. Members are asked to give three months' notice.

Membership is intended to ensure that there is a critical mass of expertise in all areas of the end-to-end spectrum from vaccine development to deployment. If the JCG lacks the relevant expertise for a particular project or task, or an item for discussion bears particular relevance to an individual pathogen, country or population, they may call on relevant independent advisors, national regulatory agencies, national institutes of public health, and national research agencies to contribute on an ad hoc, time-limited basis. Any member can recommend ad hoc attendees, who will then be reviewed and approved by the JCG Chair. The Chair of the CEPI Scientific Advisory Committee (SAC) will also be invited to attend all meetings of the JCG.

The JCG Chair will be appointed by the CEPI Board, and serve a three-year term. Ahead of the Chair's term expiry, JCG members will be asked for nominations for a new Chair for the Board to consider.

## 3 Working practice

### Meeting cadence

The JCG will customarily meet three times per year, at least once in person if practicable. Additional ad hoc virtual meetings can also be requested by any JCG member, up to a maximum of three times per year, in order to address any pressing issues that may arise.

A provisional agenda will ideally be shared with the JCG 14 days before each core meeting, and pre-reads 7-10 days before, acknowledging that timelines may be significantly shorter in the case of an outbreak or an ad hoc meeting.

### Agenda development

Ahead of each JCG meeting, the CEPI JCG support team will contact all members to ask for suggestions of priority topics to be discussed. Input will also be sought from the Chair of the CEPI Scientific Advisory Committee (SAC). The CEPI JCG support team will then work with the JCG Chair to prioritise proposed items and finalise the agenda. JCG members may be asked, or can volunteer, to facilitate sessions within the meeting agenda related to issues they have submitted for discussion.

### Member responsibilities

Member organization representatives will be responsible for:

- staying current with developments in their field
- keeping up to date with ongoing JCG discussions, and driving agreed actions through to completion
- acting in accordance with the principles of selflessness, integrity, objectivity, accountability, honesty, openness and leadership.

Member organization representatives 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.

Member organization representatives are also required to comply with all CEPI policies, including the [CEPI Transparency and Confidentiality Policy](#), [Policy for Managing Conflicts of Interest](#), and [Travel Policy](#). CEPI will cover all reasonable travel costs for in-person JCG meetings consistent with its Travel Policy.

The Chair will be responsible for:

- participating in agenda creation and reviewing content in development, with input from JCG members
- facilitating meetings
- reviewing conflicts of interest of all members annually and at each meeting of the JCG
- reviewing and approving minutes and proposed action steps
- attending CEPI board meetings as a non-voting member
- sharing recommendations arising from the JCG with the CEPI Board
- representing discussions of the JCG at meetings of the CEPI Scientific Advisory Committee (SAC)

**Governance**

The JCG is not a governance body of CEPI, but may provide advice to CEPI management. Advice to the board will be conveyed via the JCG chair. The JCG will receive staffing support from the CEPI JCG support team. This will include but is not limited to; scheduling of meetings, liaising with all parties for the development of agendas, managing logistics, collating and editing content, and developing and distributing final reports. The JCG support team will also maintain a live record of agreed actions from meetings, which all members will have ongoing access to and have the opportunity to share progress against during subsequent meetings. Consistent with CEPI's commitment to transparency, minutes of each meeting will be posted on CEPI's website.