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ADVISORY GROUP ON FUNDING PRIORITIES (AGFP)

TERMS OF REFERENCE

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11 November 2010

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### 1. Terms of reference

The Advisory Group on Funding Priorities ("AGFP") is an independent expert panel that assists in identifying, consistent with the UNITAID Strategy endorsed by the Board, potential priority niches of high-market and public health impact to be funded by UNITAID.

1.1. The AGFP advises and reports to the Policy and Strategy Committee (PSC). The AGFP is an advisory body that does not have decision-making authority. The AGFP works in close collaboration with the Secretariat, particularly in regard to market dynamics and operations.

#### 1.2. Specifically, the AGFP:

1.2.1. advises on priorities to be funded by UNITAID, accounting for:

##### 1.2.1.1 State of the art:

- provides an analysis of the health context regarding the 3 pandemics and identifies the existing obstacles regarding innovation, treatment, market and other relevant issues in order to reach UNITAID objectives.
- identifies a list of priority issues relevant to health products for prevention, diagnosis, treatment and monitoring, on which UNITAID requests for proposals might focus.

The AGFP circulates this list to the PSC, specifying for each priority specific objectives to reach.

##### 1.2.1.2 Medical and economic context:

For each proposed priority, the AGFP provides information on:

- likely market impact (including description of the niche, market impact and estimated budget required to obtain particular results.
- likely public health impact (including description of the public health impact, target population and estimated budget required to obtain particular results.

##### 1.2.1.3 International health environment:

For each proposed priority, the AGFP will identify:

- how a priority is complementary to other international health initiatives (bilateral and multilateral), noting specifically any duplication or redundancy with other health initiatives.
- whether and how national health systems of the proposed beneficiary countries could integrate the proposed measures (with support if required).

1.2.1.4 application and weight of eligibility criteria for proposals, in line with those specified in the UNITAID strategy, to be integrated in requests for proposals (e.g. Impact on health, market dynamics, use of innovation, geographical area, target population, budget estimate, time needed to reach expected impacts on health and market, transition feasibility, complementarity with other international health initiatives and other relevant criteria). The PRC shall consider such criteria when proceeding to the selection of proposals.

## **2. Structure and size**

2.1. The AGFP is a component of the UNITAID advisory structure which comprises two expert groups , namely the PRC and the AGFP, that are independent and complementary. The AGFP focuses on identification of potential funding priorities for consideration by the PSC and adoption by the Board while the PRC, having its own mandate, focuses on assessing proposals within the funding priorities adopted by the Board. To avoid conflicts of interest issues, members are not interchangeable between the AGFP and PRC.

2.2. Taking into account the UNITAID Strategy, the AGFP would review unsolicited concept notes with a view to determining whether the area/subject covered by the unsolicited concept note should or should not be a UNITAID niche, and why.

2.3. The terms of reference, per the mandate of the Executive Board, are proposed by the Governance Working Group and approved by the Board.

## **3. Membership**

The AGFP is broadly constituted, comprising of Members with expertise in the public health aspects of UNITAID's areas of work, health economics, market dynamics, programme management, health research and new product development.

### 3.1. Types of Members

Members of the AGFP are experts in UNITAID focus areas as noted in paragraph 3.6 below.

AGFP members are selected from a pool of potential experts to advise on specific topics and areas related to the AGFP mandate. They are appointed as individuals on the basis of their individual expertise, and serve on the AGFP as knowledgeable individuals in their personal capacities only. They do not represent their governments, organizations or affiliations.

### 3.2. Size of the AGFP

The number of Core Members will initially be six and could be extended, if necessary, to nine, if requested by the AGFP Chair through the PSC and approved by the Board. After the AGFP's first year, and regularly thereafter, a review should take place to assess whether the membership size is appropriate. The AGFP may contract experts on an ad-hoc basis to address areas of work requiring additional expertise.

### 3.3. PRC/AGFP Nominations Sub-Committee

The PRC Nominations Sub-Committee is a Sub-Committee of the Policy and Strategy Committee (PSC) of the Board and shall henceforth be named the PRC/AGFP Nominations Sub-Committee (PRC/AGFP NSC) and is comprised of:

- between two (2) and four (4) Board Members;
- between one (1) and two (2) representatives of the Secretariat; and
- the AGFP Chair (for recommendations on the selection of AGFP members) and the PRC Chair (for recommendations on the selection of PRC members).

### 3.4. AGFP Chair

The PRC/AGFP Nominations Sub-Committee, selects and appoints an AGFP Chair from among the existing Core Members. The AGFP Chair (once appointed) will also sit on the PRC/AGFP Nominations Sub-Committee in respect to selection of AGFP members.

### 3.5. Selection of Members

- 3.5.1. Potential AGFP Members are identified through an open call for expressions of interest and/or reference to an existing pool of candidates.
- 3.5.2. AGFP members shall be selected based upon:
- motivation of the experts to work in furtherance of the mission of the AGFP;
  - skills regarding the profiles described in paragraph 3.6 "Expertise of AGFP members";
  - willingness to comply with the requirement of strict independence from the work of the PRC.
- 3.5.3. The Board shall confirm the selection of AGFP Members recommended by the PRC/AGFP Nominations Sub-Committee.
- 3.5.4. The membership of the AGFP should reflect, where practical, an appropriate balance of regional, ethnic, gender and language representation, with consideration given to people living with any of the three diseases, assuring representation from most affected countries in particular.
- 3.5.5. The Board reserves the right to re-select existing members and or change the numbers of people on the AGFP to ensure all required expertise is represented. The Board will give due consideration to succession balanced with the need for continuity and effectiveness of the AGFP.

### 3.6. Expertise of AGFP Members

Members of the AGFP are experts with academic or major organizational experience in their field of work. Members have significant expertise, demonstrated leadership, and appropriate experience in the areas of UNITAID's focus.

In order to provide the best possible depth and breadth of knowledge and experience related to UNITAID's field of work, the AGFP should include:

- At least one Member with expertise in public health (with a focus in HIV, TB, Malaria);
- At least one Member with experience in health economics and market dynamics;
- Members with expertise in clinical issues, biology and pharmacy;

- Members with extensive experience in programme management in developing countries;
- Members with expertise in health research and new product development;

As noted in paragraph 3.2 above, the number of core AGFP Members will initially be six and could be extended, if necessary, to nine, if requested by the AGFP Chair through the PSC and approved by the Board.

### 3.7. Term of Office

AGFP Members will normally be appointed for an initial term of office of two years that is renewable. However, a number of appointments may be made for a lesser term by the PRC/AGFP Nominations Sub-Committee in order to ensure that an appropriate number of member seats are renewed each year.

### 3.8. Ad hoc experts

Additional experts may be appointed for specific meetings or for specific subjects in which they have specialized expertise, as required by the needs of the AGFP in relation to the identification of potential funding priorities. Invitations to such experts shall be issued in writing by the AGFP Chair.

### 3.9. Remuneration and Reimbursement of Expenses

AGFP Members shall be reimbursed for travel expenses and provided per diems, as approved by the UNITAID Secretariat and in accordance with WHO established rules and procedures.

### 3.10. Resignation or Termination from the AGFP

An AGFP Member may resign from the AGFP at any time upon written notification to the UNITAID Executive Secretary. Membership may be terminated at any time upon written notification by the UNITAID Executive Secretary, on instruction from the Board and after consultation with the PRC/AGFP Nominations Sub-committee.

## **4. Working process and procedures**

- 4.1. The work of the AGFP shall be undertaken within the framework of UNITAID's policy and strategy proposed by the PSC and validated by the Executive Board.

4.2. AGFP Members review studies, publications and other relevant information, including from the Secretariat, consult with other experts as appropriate, explore ideas and provide advice on specific issues raised by the UNITAID Board through the Secretariat, in line with the mandate of the AGFP.

#### 4.3. AGFP Meetings

The full AGFP shall meet in-person at least once a year, and as often as needed by conference call to discuss and reach consensus on a list of potential UNITAID funding priority areas. Where meetings are held by conference call, AGFP members should make every effort to ensure that a secure line is used and that persons not approved by the AGFP Chair do not listen to the proceedings.

The specific proposals, questions and issues for AGFP discussion are framed by the UNITAID Secretariat in conjunction with the AGFP Chair and may be based on requests from the Board. The agenda for AGFP meetings is developed by the Secretariat in collaboration with the AGFP Chair.

#### 4.4. Minutes

Minutes of the AGFP meetings will be compiled and maintained by the UNITAID Secretariat and submitted as part of the AGFP agenda papers.

#### 4.5. UNITAID funding priorities paper and recommendations

4.5.1. The AGFP will work to draft recommendations and an annual "UNITAID funding priorities paper", which identify appropriate niches and their eligibility criteria, in line with those specified in the UNITAID strategy. The paper should include information such as identification of products, and short and long-term impact of proposed action. The AGFP will present the principal rationale for its recommendations to the PSC.

4.5.2. The AGFP Chair will attend PSC meetings at least once a year and could be invited to Board meetings if required. She or he would represent the AGFP as an observer with privilege of the floor. If

unable to attend the PSC or board meetings, the AGFP Chair may appoint a representative to attend with the same privilege.

## **5. Transparency, Confidentiality and Conflict of Interest**

- 5.1. The membership, terms of reference and operating procedures of AGFP are published on the UNITAID website.
- 5.2. AGFP members shall sign a confidentiality statement prepared by the UNITAID Secretariat upon their appointment.
- 5.3. AGFP meetings are not open to the public. Members of the Secretariat attend the meetings as observers in an appropriate number, and provide support as required.
- 5.4. The AGFP will follow the conflict of interest and declaration of interest policies and guidelines of WHO.

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