

# Innovation to Impact (I2I) Procurement Workstream Terms of Reference

## Purpose

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To enable the procurement of effective, innovative vector control tools and to further the practice of value-based procurement by:

- Providing structured input and feedback from I2I stakeholders as WHO rolls out its new vector control product evaluation process
- identify bottlenecks to vector control product procurement and catalyse solutions to address these, for instance around Insecticide Resistance Management implementation, quality control and post-market surveillance

## Roles and responsibilities for workstreams

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### Set strategy and implement plans

- Lead development and execution of plans, including planning and implementing actions, timelines, and deliverables of a procurement workstream activity plan (once workstream members develop and agree to the plan)
- Solve problems and issues as they arise to fulfill the procurement workstream activity plan, and escalate them to the I2I leadership team when appropriate
- Provide progress updates (e.g. monthly check-ins)

### Promote collaboration

- Align on and implement leadership and collaboration model for group
- Provide abridged meeting minutes for circulation to other I2I workstreams

### Provide execution oversight

- Ensure accountability of all members in procurement workstream for implementing actions, achieving timelines, and contributing deliverables once agreed to by members

## Objectives

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### Overall objectives

- Provide collective input to WHO on data needs to inform the utilization guidance required to support the procurement and roll out of new tools
- Provide collective input to WHO PQ to support their development of a product review process that allows the generation of field data to inform development of normative guidance
- Facilitate solution to resistance testing paper shortage to enable data generation needed for normative guidance

- Incorporate LLIN durability specifications into procurement decisions - pending results of WHO process for product evaluation and normative guidance
- Examine additional product performance/quality traits (AI residuality, resistance management, durability, etc.) for inclusion in procurement criteria - pending results of WHO process for product evaluation and normative guidance. Provide collective input to WHO on desired product evaluation traits.
- Develop a partnership approach to product QA/QC that incorporates manufacturing inspections, pre/post shipment testing and field monitoring. The aim being to harmonize QC activities to produce useful and comparable data that inform on a product's performance against its specifications and claims. Data generated through this approach should be coordinated with WHO's systems for updating product listings with clear pathways for action to be taken based on data received.

## Composition

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### Lead

- Lead: The Procurement Workstream will have one lead, appointed for a two (2) calendar year term. Starting from 2016. The Procurement Workstream members will select successor leads from among the Workstream members, using a simple majority vote with one vote for each member. Individuals may be elected for a second term, but after this will become ineligible for further terms.
- The workstream lead is responsible for overall agenda setting, meeting minutes distribution, and keeping track of membership (e.g. current members and their affiliation, active/inactive status)

### Membership

- Composition: Representatives from each of the following key organizations:
  - U.S. President's Malaria Initiative
  - The Global Fund for AIDs, Tuberculosis, and Malaria
  - Bill & Melinda Gates Foundation
  - UNITAID
  - WHO - Health Systems and Innovation
  - WHO - HIV/AIDS, TB, Malaria, and NTD
  - UNICEF
  - Other buyers of LLINs TBD and as considered by the workstream members
  - Select national program and regulatory heads may also be invited to join
- Appointment process: The initial Procurement Workstream members are as confirmed by the initial Procurement Workstream lead and I2I Leadership Team. Successor members shall be appointed by a decision from the Workstream. In appointing members to occupy the Workstream seats reserved for key stakeholder organizations, the Procurement Workstream shall, as appropriate, consult with and/or seek input from the respective key stakeholder organizations.
- Participation in meetings/calls: If a procurement workstream member is unable to attend a procurement workstream call or meeting, he or she should communicate his/her absence in advance of the meeting/call and may designate an alternate representative (providing the name and contact information of the designated representative to the procurement workstream lead). To ensure timely decision making, this representative should be empowered to act on behalf of the procurement workstream member

## Observers/liaison

- I2I Leadership Team
- Other technical experts as needed for specific topics (e.g., R4D and University of Leeds for durability, national regulatory authorities)

## Mode of Operation

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### Meetings

- **Frequency:** I2I Procurement Plan calls will be held monthly
- **Location:** All meetings will be calls unless it is possible to hold in-person meetings in conjunction with I2I convenings or other opportune meetings convenient for Procurement Workstream members (e.g., specific global meetings or conferences)
- **Minutes:** Meeting minutes will be drafted by a designated appointee of the workstream lead after each monthly call and will be circulated to all participants in a timely manner (ideally within 10 working days). All participants will have a reasonable opportunity to comment on the minutes before they are finalized.
- **Quorum:** No decisions may be taken by the Procurement Workstream in the absence of a quorum. Quorum will be reached when over 50% of the of the members are present. In the event of a vote being planned for a specific meeting or call, members will be notified in advance so as to increase the likelihood of a quorum. If it proves difficult to achieve a quorum the I2I leadership team reserves the right to amend the aforesaid rules on quorum by methods such as introducing electronic voting or distinguishing between active and inactive members.
- **Chairing:** all meetings will be chaired by the workstream lead.

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### Workstream output

- The workstream lead will moderate discussions to ensure that all perspectives are heard and that the workstream strives to reach consensus across all members on vector control issues, wherever possible
- Where a consensus cannot be reached on a particular issue, the workstream lead will coordinate drafting of the alternative perspectives, and ensure that summaries of all perspectives are delivered, but the workstream is not designed to represent individual member views
- Workstream output will vary based on the topics to address at a given time but will include providing feedback to other I2I workstreams through I2I leadership and presentations at I2I convenings as warranted

## Approval

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These Terms of Reference have been approved by the Procurement Workstream by email voting before its meeting call on 9<sup>th</sup> March 2017.

These Terms of Reference have been approved by the I2I Leadership Team in its meeting on 15<sup>th</sup> March 2017.

These Terms of Reference will be reviewed annually or at the discretion of the Procurement Workstream lead.

The I2I Advisory Board or I2I Leadership Team can also propose revisions as needed for approval by the Procurement Workstream.