



Terms of Reference Industry Workstream

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Context

Innovation to Impact (I2I) works to transform the value chain for developing and delivering quality, effective tools to combat vector borne disease. I2I was launched in 2013 in response to a need for deployment of entirely new kinds of vector control interventions, motivated both by increasing evidence of the reduced effectiveness of current methods and a desire to address residual transmission with new tools.

During Phase 1 I2I successfully supported WHO in the establishment of the Prequalification (PQ) Vector Control group with significant input from industry partners, implementers, and others. With the award of a new grant, I2I is shifting focus to build on the foundations now in place, and maximise the opportunities presented by the new PQ process. I2I Phase 2 will focus on assisting WHO PQ to further streamline listing decisions, providing greater clarity around data requirements and the evaluation process, both pre and post listing. I2I will also work with product developers and their research partners to streamline scientific outputs presented to WHO PQ and country regulators, by working to update and validate testing methodologies for new tools. Lastly, I2I will work directly with country regulators and decision makers to foster better understanding of the PQ process and improve dissemination pathways to engender greater reliance on the PQ dossier for country decision making.

Purpose

The purpose of the Industry Workstream is to consolidate industry input on key topics across scientific methods validation, Good Laboratory Practice (GLP), procurement, and country registration in order to increase industry partnership, prioritization, and investment in support of improved vector control.

Roles and responsibilities for workstream members

- Workstream to agree priority areas of discussion and work together to solve problems and provide consolidated feedback on these issues;
- Workstream will respect differences in opinion and attempt to reach consensus where possible;
- Workstream Chair is responsible for moderating discussion and driving towards a consensus where there is an opportunity to find one;
- I2I is responsible for communicating relevant information and updates to and from other I2I workstreams;
- I2I to ensure accountability of Industry Workstream for implementing agreed actions, achieving timelines, and contributing deliverables agreed upon by members of the workstream;
- The workstream observes applicable antitrust/competition laws, including UK/EU/US laws as well as underlying principles of national laws in any other relevant jurisdiction. Please see attached documents Annex 1 and 2 for more details, entitled “Innovation to Impact Competition Law Compliance Guidance” and “Innovation to Impact Antitrust/Competition Law Reminder”. These documents are also available on the [I2I website](#);
- I2I exists to objectively promote the purpose outlined above; it does not promote or defend the interests of any one company (I2I member or otherwise).

Objectives

Overall Objectives

- Develop list of priority areas in need of focus and industry involvement. To be developed with input from workstream members, WHO and other relevant partners and stakeholders;
- Provide consensus industry input to other I2I workstreams on key topics across methods valuation, GLP, procurement, and country registration through I2I leadership;
- Where possible, participate in key workstream initiatives;
- Identify industry-wide challenges and ways that I2I could address them;
- Complete additional commitments proposed and agreed upon by the workstream.

Composition

Lead

- Lead: The workstream will nominate and elect a Chair from within its membership to lead meetings and provide structure to discussions;
- The I2I Leadership Team will provide a Secretariat function for the workstream, to be carried out by an independent party, contracted by I2I for this purpose. This individual will work with the chair to consolidate feedback and interface with I2I and WHO PQ on behalf of the workstream;
- The Chair, with the Secretariat, is responsible for overall agenda setting (in collaboration with workstream; members), preparation and distribution of meeting minutes, and keeping track of membership (e.g. current members and their affiliation, active/inactive status).

Membership and Structure

- Composition: Representatives from each of the following key organisations:
 - Stakeholders representing entire vector control industry (e.g., innovator, generic, agrochemical, and specialized vector control firms);
 - Innovative Vector Control Consortium (IVCC);
 - The Bill and Melinda Gates Foundation (BMGF);
- Membership Process: The Industry Workstream members will be confirmed by the I2I Leadership Team. The I2I Leadership Team will reach out to all previous members to solicit their interest in rejoining/joining the Industry Workstream. Any subsequent industry vector control partners interested in becoming a workstream member should contact I2I Leadership or the workstream leads. New members can join the workstream at any time during the year. The assessment of all prospective members must be conducted in a fair and objective manner. No prospective member will be denied membership for any reason which may constitute a breach of anti-trust/competition law. All reasons for rejecting prospective members must be documented in the official meeting minutes;
- Membership Criteria: Membership of the workstream is open to any company who is developing a vector control product or is interested in doing so in the future. All members must agree to and sign the I2I's Antitrust/Competition Law Declaration on an annual basis;
- Participation in meetings: If an Industry Workstream member is unable to attend an Industry Workstream meeting, they should communicate their absence in advance of the meeting and may designate an alternate representative. (Providing the name and contact information of the

designated representative to I2I). To ensure timely decision making, this representative should be empowered to act on behalf of the Industry Workstream member;

- Attendance and participation are voluntary. All members are free to join other initiatives at any time;

Observers/liaison

- I2I Leadership Team (Secretariat);
- Other technical experts as needed for specific topics on an *ad hoc* basis.

Sub-committees

- Due to the diverse nature of the vector control arena, and the specific issues that apply to certain tools, I2I may need to form sub-committees to address certain topics. For example, there are many issues that pertain specifically to ITNs which are not relevant to the entire workstream.
- *Ad hoc* sub-committees can be formed at the discretion of the I2I leadership team to address a specific topic. The need for a new sub-committee should be raised as an agenda item with the workstream;
- Sub-committees should be time, or subject-bound and should have clearly identified scope, objectives and deliverables;
- Any workstream members relevant to a particular sub-committee can volunteer to serve on the sub-committees as members or as the sub-committee chair;
- Non-members of the Industry Workstream can serve on Industry Workstream sub-committees at the discretion of the sub-committee chair;
- Sub-committee outputs will be shared with the broader workstream through the minutes of each meeting.

Mode of Operation

Meetings

- Frequency: I2I Industry Workstream meetings will be held at least every quarter, with additional meetings organised as needed around convenings or to resolve complex, multi-stakeholder issues;
- Location: All meetings will be virtual, facilitated either by phone or online platforms e.g. MS Teams/Zoom unless it is possible to hold face to face meetings in conjunction with I2I convenings or other opportune meetings convenient for Industry Workstream members;
- Agenda: An agenda will be provided before every meeting;
- Minutes: Meeting minutes will be drafted by the I2I Leadership Team 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 Industry Workstream in the absence of a quorum. quorum will be reached when over 50% of the of the Industry Workstream 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;
- Voting: When is it necessary for the workstream to vote on an issue, this will be done by a simple majority vote with one vote per member organisation;

- Chairing: Meetings will be chaired by the Industry Workstream Lead;
- Anti-trust guidelines: Will be adopted by the Workstream and followed for each meeting. Legal advisors will also be consulted as necessary to ensure anti-trust compliance. As noted above please see the documents in Annex 1 and 2 entitled: “Innovation to Impact Competition Law Compliance Guidance” and “Innovation to Impact Antitrust/Competition Law Reminder” for more details;
- Any I2I Workstream member(s) that intends to attend a third party meeting(s) on behalf of or to represent the I2I Workstream as a whole or one of the I2I Industry Workstream sub-groups must receive elected approval by a simple majority vote by the I2I Industry Workstream members prior to attending such a meeting.

Workstream output

- The Workstream Lead will moderate discussions to ensure that all perspectives are heard and that the workstream strives to reach consensus across industry 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 the I2I Leadership Team and presentations at I2I convenings as warranted.
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