

CEPI

CEPI Procurement and Stockpiling Working Group

Terms of Reference

Function

The function of the Working Group is to identify gaps and issues, and offer possible solutions that will support procurement, stockpiling, facilitate phase III clinical trials and emergency use of investigational EID vaccines. The Group will also discuss related questions for licenced vaccines, providing more clarity on possible paths to licensure for CEPI-funded vaccines. The Working Group will be appointed by the CEPI Secretariat from a CEPI Board mandate, in part based on recommendations from the Joint Coordination Group. The work will be led by the CEPI Procurement and Stockpiling working group, and supported by the CEPI Secretariat. The work will focus on specific solutions for three diseases prioritised by CEPI: Lassa, Nipah, MERS as well as Ebola and other filoviruses. The work will also bridge this further to potential solutions for stockpiling of these vaccines when licensed, especially in relation to CEPI's non-funding scope and efforts to align players in the field. The associated concept note for the working group explains in greater detail the expected outcomes.

Selection, composition and terms of engagement

The CEPI Procurement and Stockpiling Working Group will be established during 1Q 2017. The group will consist of members selected and invited by the CEPI secretariat based on feedback from the Joint Coordination Group and the guidance from the appointed Chair of the Working group. Individuals who accept the invitation to join the working group must be committed to dedicating the time and effort that the working group necessitates and contribute actively in the discussions. This includes participation in teleconferences, and providing feedback on circulated documents. Working group members shall express the views of their organisation, and strive to do the same for their broader constituency, if applicable. The duration of the working group will be until November/December 2017, when a final report will be presented to the Board.

Operational procedures

- The Working Group will be time limited to end of 2017
- Ongoing progress of the Working Group will be continuously communicated to the CEPI secretariat through the CEPI representative on the Working Group.
- The CEPI secretariat will take necessary steps to ensure that the work of other CEPI working groups (such as the Regulatory Working Group) informs that of the working group on procurement and stockpiling, and vice versa.
- The Working Group will provide brief written updates and progress reports to the CEPI Board in conjunction with CEPI Board meetings, including a final report to be presented to the Board end of 2017.

- To ensure a close link with the Joint Coordination Group (JCG), the Chair of the working group will present its work at the annual JCG meeting. The working group might also consult the wider JCG network if appropriate.
- The CEPI secretariat will be responsible for drafting minutes, recommendations and any other documents required for fulfilling the working group's mission.
- Membership on the Working Group is not remunerated. If the Working Group chooses to convey in-person meetings, associated costs must be covered by the Working Group members themselves.
- Under the guidance of the Chair of the Working Group, the CEPI secretariat will make practical arrangements for setting dates and organising logistics for regular teleconferences. Teleconferences will be scheduled as necessary, but monthly discussions are expected. In-person meetings might also be considered, if appropriate.