

# **Independent Oversight and Advisory Committee for the WHO Health Emergencies Programme**

## **Terms of Reference**

### **PURPOSE**

1. The purpose of the Independent Oversight and Advisory Committee (the Committee”), for the WHO Health Emergencies Programme (“the Programme”), established by the Director-General, is to provide oversight and monitoring of the development and performance of the Programme, guide the Programme’s activities, and report its findings through the Executive Board to the Health Assembly. The Committee will advise the Director-General on issues within its mandate. Reports of the Committee will be shared with the Secretary General of the United Nations and with the United Nations’ Inter-Agency Standing Committee.

### **FUNCTIONS**

2. The functions of the Committee shall be:
  - (a) to assess the performance of the Programme’s key functions in all emergencies (including graded emergencies and infectious disease risks). This function will include:
    - (i) monitoring and advising the Organization on the implementation of the Programme;
    - (ii) assessing the Programme’s performance against the metrics articulated in the Emergency Response Framework; and
    - (iii) monitoring the application of lessons learned from past events to the future adaptation of the Programme
  - (b) to determine the appropriateness and adequacy of the Programme’s financing and resourcing;
  - (c) to provide advice to the Director-General on the matters under points (a) and (b) above;
  - (d) to review the Programme’s reports on WHO’s actions in health emergencies, submitted annually to the Health Assembly;
  - (e) to review reports on the state of health security developed by the Director-General for submission to the Health Assembly through the Executive Board and to the United Nations General Assembly; and
  - (f) to prepare an annual report on its activities, conclusions, recommendations and, where necessary, interim reports, for submission by the Chair of the Committee to the World Health Assembly through the Executive Board.

### **COMPOSITION**

3. The Director-General shall appoint the Members of the Committee. The composition of the Committee and the qualifications of its members shall be as follows:

- (a) The Committee shall comprise eight members of integrity and objectivity and who have proven experience in senior positions in the areas covered by the scope of the Committee, including public health, infectious disease, public administration, humanitarian crises, emergency management, community engagement, partnerships and development. Prior to meetings of the Committee, members will be required to sign a declaration of interest and a confidentiality agreement in accordance with WHO practice.
- (b) Committee membership should be multi-sectoral and could be drawn from national governments, donors, NGOs and civil society, private sector, the UN system and other institutional partners.
- (c) In the selection process, due regard shall be given to geographical representation and gender balance.
- (d) Members shall serve in their personal capacity and cannot be represented by an alternate attendee. They shall neither seek nor accept instructions in regard to their performance on the Committee from any government or other authority external to or within WHO, and will exercise their responsibilities with full regard for the paramount importance of independence.
- (e) Members will be required to have or acquire a good understanding of WHO's objectives, governance structure and accountability, the relevant regulations and rules, and its organizational culture and control environment.
- (f) The term of office shall be two years, renewable once. In order to ensure continuity, the term of office of four of the initial members shall be two years, non-renewable.
- (g) The Chair of the Committee shall serve in this capacity for a single term of two years, non-renewable.

#### **ADMINISTRATIVE ARRANGEMENTS**

- 4. The following arrangements shall apply:
  - (a) Members of the Committee shall not be compensated for their work on the Committee.
  - (b) Members of the Committee shall be entitled to the reimbursement of travel expenses in accordance with WHO procedures applying to experts.
  - (c) The Committee shall meet at least twice per year, in person or through video or teleconferencing.
  - (d) Except as provided for in its terms of reference, the Committee shall be guided by the rules of procedure of Expert Committees, as appropriate.
  - (e) The Committee may decide at any time to obtain outside expertise if necessary and subject to available resources, as determined by the Secretariat, and shall have full access to all relevant WHO files, surveillance data and archives pertaining to the work of the Committee, which shall be treated on a confidential basis.
  - (f) The WHO Secretariat will provide secretariat support to the Committee.

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## **ANNEX. Procedure for publishing meeting reports and other relevant documents of the Independent Oversight Advisory Committee on the WHO website**

The work of the Independent Oversight Advisory Committee for the WHO Health Emergencies Programme will be supported by a Secretariat placed in the Office of the Director-General (IOAC Secretariat).

To ensure maximum transparency, all IOAC meetings will be recorded in each meeting report and made public online through a dedicated page on the WHO website.

### **Proposal for a clearance process of IOAC meeting reports**

#### **Step 1. Consultation and internal clearance by WHO**

A first draft meeting report shall be produced by the IOAC Secretariat after each meeting. No names will be attributed to specific comments.

The first draft goes to WHO staff who are present in the meeting so that they can contribute to specific agenda items.

#### **Step 2. Review by the Chair**

Once the first draft is cleared by WHO, it goes to the Chair for review. As per the Chair's guidance, a second draft report shall be developed and circulated upon the Chair's approval.

#### **Step 3. Review by the Members present at the meeting**

The draft report goes to members present for their comments and to other members for their information. The IOAC Secretariat finalizes the draft incorporating comments of members who attended the meeting.

#### **Step 4. Clearance by the Committee**

The IOAC Secretariat circulates the final draft for clearance by the Chair and members.

#### **Step 5. Publication on the website**

WHO posts the final report after editing together with the agenda and list of participants on the IOAC webpage. Supporting documents shall be published online as appropriate.

[http://www.who.int/about/who\\_reform/emergency-capacities/oversight-committee/en/](http://www.who.int/about/who_reform/emergency-capacities/oversight-committee/en/)