

1. Purpose

The Programme and Policy Committee (“**Committee**”) is established by the Board (“**Board**”) of the Gavi Alliance (“**Gavi**”) to assist the Board in fulfilling its responsibilities in respect to the programmatic and policy oversight of the Gavi Alliance. The Committee serves the Board and the Executive Committee in an advisory function in all matters covered by this Charter. In so doing, it shall be the responsibility of the Committee to maintain regular and open communication among Committee members and with the Board and the Executive Committee.

Words and expressions used in this Charter shall, unless the context requires otherwise, have the meaning attributed to them in the Gavi By-laws.

2. Composition

The Committee shall be a Standing Committee of the Board and Article 4 of the Gavi By-laws shall govern Committee member appointment, removal and resignation; all members shall be appointed once every two years, with renewable terms. Further, the Committee shall consist of at least three Board Members / Alternates.

Membership shall be skill-based (please refer to the immediately following paragraph). Board Members / Alternates and Committee Delegates will be eligible for membership on the Committee with a majority of members being Board Members/Alternates. Additional non-voting expert advisers may be appointed to the Committee as needed by the Committee Chair or by the Board. The criteria for Committee membership shall be consistent with the Gavi Alliance gender policy, specifically, that gender balance in all areas of Gavi work should be ensured, including throughout the Governance structures, to the extent possible.

Members of the Committee shall have at least one of the following qualifications:

- **Expertise in epidemiology or vaccinology.**
- **Public health expertise:** all members of the Committee should possess a strong knowledge of global public health, including familiarity with Gavi partner mandates and the strategies and global health initiatives impacting Gavi’s work (such as the MDGs, GIVS, RED, etc).
- **Development financing expert:** at least one member of the Committee should possess expertise in financial issues particular to the international development context, including familiarity with implementing country budgetary processes.

- **Vaccine research & development:** at least one member of the Committee should have a strong knowledge of issues related to vaccine research and development, including the vaccine pipeline, market demand and supply, and procurement.
- **Immunisation services and delivery:** familiarity with systems that impact the delivery of immunisations, including but not limited to: the cold chain, healthcare waste management, logistics systems, and health worker training.
- **Health systems expertise:** Committee members should all possess at least general knowledge of health systems capacities and constraints in implementing countries.
- **Monitoring & evaluation:** at least one member of the Committee must have a strong knowledge of health information management systems and evaluation platforms for global health programmes.
- **Strategic planning:** Committee members should be familiar with Gavi and other global health partnership strategic planning processes, including partner contributions.

3. Operations

Relevant paragraphs of section 2.7.2., and all of sections 2.7.3., 2.7.4. of the Gavi Alliance By-laws shall govern Committee operations. In addition, the Committee will be governed by the following provisions.

- **Meetings:** The Chair, in consultation with the other Committee members, shall determine the schedule and frequency of Committee meetings. A majority of the Committee shall constitute a quorum for the transaction of business. Personal advisers may also attend in accordance with section 2.7.2. of the By-laws.

Any Board Member / Alternate who is not a member of the Committee may attend Committee meetings as an observer. Other observers may attend meetings only under exceptional circumstances and contingent upon Committee Chair approval.

- **Agenda:** The Chair shall develop the Committee's agenda for each Committee meeting in consultation with the Secretariat. The agenda and all pertinent information concerning the business to be conducted at each Committee meeting shall, to the extent practicable, be delivered to all Committee members sufficiently in advance of each meeting to permit meaningful review.

- **Reporting:** The Committee formally reports to the Board. The Committee shall keep minutes of its meetings and regularly report on its meetings and other activities to the Board or the Executive Committee on issues falling under the authority of either.
- **Voting:** The Chair should aim for consensus on all decisions. If consensus cannot be reached, majority and minority positions shall be reported to the Board or the Executive Committee on issues falling under the authority of either.
- **Access to Expertise, including consultants:** The Committee in fulfilling its duties under this Charter will draw on expertise from Alliance partners, the Secretariat, external consultants, individuals and institutions as appropriate.
- **Delegation of Authority:** The Committee shall have the power to delegate on an exceptional basis its authority and duties to the Committee chair or individual Committee members as it deems appropriate. It may also delegate duties to staff of the Secretariat and partner organisations as it deems appropriate.
- **Amendment:** This Charter may only be amended or varied by resolution of the Board passed in accordance with the provisions of the By-laws.

4. Duties and Responsibilities

In carrying out its responsibilities, the Committee shall:

- Advise the Executive Committee and the Board on all Gavi policy and programmatic proposals that require decisions by the governing bodies.
- Review the programmatic aspects of the Partners' Engagement Framework and make suggestions to the Secretariat.
- Review the programmatic aspects of the draft Partners' Engagement Framework and make a recommendation to the Board.
- Serve as the lead committee to respond to IRC policy recommendations and pass them on to the Board/Executive Committee as appropriate.
- Receive regular country support updates from the Secretariat, including progress with country programme funding expenditures, and review performance.
- Provide advice to the Executive Committee on criteria for, and recruitment of, IRC members.

- Review all country support processes, including harmonisation of the Gavi procedures and processes with other support for country led efforts to achieve the MDGs.
- Review its own performance from time to time and report the results of such reviews to the Board or Governance Committee.
- Review and reassess the adequacy of this Charter from time to time and recommend any proposed changes to the Board or Governance Committee.
- Perform such other duties required by law or otherwise as are necessary or appropriate to further the Committee's purposes, or as the Board or Executive Committee may from time to time assign to it.