

## Terms of Reference DCVMN COVID-19 Committee

### Background:

One of the primary goals of the DCVMN, is to provide consistent and sustainable supply of quality vaccines at an affordable price to developing countries. With this in mind, under circumstances such as the pandemic this objective should not be limited to just developing countries, but could be expanded to support the world, if needed. (AMC Gavi documents cf.

<https://www.gavi.org/sites/default/files/2020-06/Gavi-COVAX-AMC-IO.pdf> )

It has been acknowledged that no one organization can manufacture the total quantities required of the world and that a collective effort needs to be put forth to accomplish the final goal of protecting 8 billion people.

Members of the network actively provide about 3.5 billion vaccines doses/year, for primary immunization to UNICEF, Gavi, PAHO and other markets. With experience in supplying high volumes of essential vaccines to the world, it's these manufacturers are in a prime position to help develop, manufacture and supply vaccines in across developing countries.

### Objective:

The objective of the COVID-19 committee is to assess the evolving situation of the pandemic; to evaluate:

1. Prime COVID-19 vaccine candidates,
2. Technical information (research roadmaps, animal models, clinical trial protocols, formulation (e.g. adjuvant effects) etc.) and,
3. Solutions (COVID-19 AMC, ACT-accelerator, COVAX Facility etc.) provided by organizations such as, but not limited to, WHO, CEPI, Gavi, PAHO, UNICEF, etc.
4. Develop and support solid bases for statements to support DCVMN dialogue with global stakeholders and in public meetings.
5. Assess and share technologies important for COVID vaccine development, through surveys and reports.

This, in order to provide DCVMN members and the Executive Committee/Board with all the information required to make high-level policy decisions.

### Authority:

Committee participants from DCVMN members act on a voluntary non-remunerated basis and need to declare any conflicts of interest they may have regarding any work undertaken. The DCVMN Executive Board will have the authority of determining the usefulness/suitability of any work undertaken and approving its dissemination.

### Composition:

A committee with participants from member companies is considered including to the extent possible, participants from all the main regions (Africa-Middle-East, Europe, Asia, Latin America) and from both state-owned and private companies, to ensure a wide as possible representation and input of views and experience. Committee structure will be informal with a Chair and Co-Chair nominated by the designated committee members. DCVMN may opt to arrange for a facilitator to help run the committee meetings, if needed.

**Criteria for participation in the expert committee:**

Participants should be formal employees of a DCVMN member company; they should either have proven extensive experience in vaccine development and manufacturing or are actively part of COVID- 19 vaccine development projects in their respective organization. Each participant would need to dedicate a small percentage of his/her time to work in the committee.

**Duties and responsibilities:**

Each participant will act in representing the corporate member and best contribute to the specific agenda. This will include reviewing specific technical information being addressed and, if relevant, adding specific analysis of the country situation in which the manufacturer is located. Participants will be expected to discuss information with colleagues to enhance the breadth of analyses undertaken.

Participants whose employment situation changes and can no longer serve on the committee will inform DCVMN to allow another participant to be identified.

The nominated Chair and Co-Chair will be responsible, in collaboration with the facilitator, for preparing the agenda, chairing meetings or teleconferences and providing guidance and continuity to the discussions, ensuring decisions are taken in a collegial manner.

**Operations:**

Committee meetings to share knowledge and information will largely take place through remote communication (telephone calls, WebEx, and email). Any committee meeting (telephone, email or face-to-face) will have a specific set of topics for discussion and a required minimum quorum (>50% of the participants) ensuring a collaborative and balanced approach. Discussions will aim for consensus but also note any specific regional or manufacturer set-up differences may exist and be respected. Minutes of the committee meetings (i.e. telephone calls, Webex, etc.) will be taken for records and sent to all committee members within 24-48 hours for feedback/approval within one week following the meeting.

**Adriansjah Azhari**  
Chair of DCVMN COVID-19 Committee



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