

PROCEDURES FOR RESETTING THE TECHNICAL ADVISORY PANEL

June 11, 2024

I. Introduction

1. The Technical Advisory Panel (TAP) is an advisory panel to the Governing Board (hereafter 'Board') of the Pandemic Fund. The TAP's roles and responsibilities include providing advice to the Board on funding priorities and critical gaps in pandemic PPR, as well as on Pandemic Funding allocation decisions, by providing analysis and evidence-based recommendations, based on an evaluation of individual Funding Proposals submitted to the Pandemic Fund. These are set out in paragraph 21 of the Pandemic Fund [Governance Framework](#) and described in detail in the [TAP Terms of Reference \(ToR\)](#), both approved by the Board.
2. As per the TAP ToR, the TAP Chair and Vice-Chair are appointed for two-year terms and are eligible for reappointment for a maximum of two consecutive terms. The TAP Chair was initially proposed by WHO and appointed by the Board in November 2022. WHO proposed a new Chair, who was appointed by the Board in April 2024, with the term concluding in April 2026. The Vice-Chair was appointed by the Board in December 2022, with the term concluding in December 2024.
3. The TAP ToR specify the qualifications, functions, term, and selection process for TAP experts. The TAP currently consists of 21 experts who serve in their individual technical capacity, independent of their employers, governments, or any other entities. According to the TAP ToR, TAP experts are appointed for two-year terms and are eligible for reappointment for a maximum of two consecutive terms. The current cohort of experts was appointed in January 2023, with their term concluding in January 2025.
4. Given that the initial tenures of the inaugural TAP Vice-Chair and the first cohort of TAP experts will conclude in December 2024 and January 2025, respectively, this document outlines the process and timeline for the TAP reset. The timeline includes the lead time required for each step to ensure smooth and seamless operations as the TAP approaches the end of its two-year cycle, particularly when TAP members must or choose to demit office.
5. This document takes guidance from the operating procedures set out in the TAP ToR and proposes additional details in certain areas to support smooth implementation of procedures.

II. Applicability

6. This document is applicable to the impending TAP reset as well as future cycles. The document may be reviewed and revised by the Governing Board as necessary. Revisions



can be initiated at the request of the Secretariat, the TAP, or the Governing Board itself, ensuring adherence with the Governance Framework and TAP ToR and avoiding unnecessary disruption of the TAP functions.

III. Operating Procedures

A. TAP leadership

7. As outlined in Section III of the TAP ToR, the Board is responsible for selecting the Chair and Vice-Chair. For the Chair, the WHO proposes nomination(s) to the Secretariat, and all received nomination(s) are then presented to the Board for approval. For the Vice-Chair, the Secretariat invites Voting Members of the Board to nominate candidates, from which the Voting Members select the Vice-Chair. The Board may terminate the appointment of the TAP Chair and Vice-Chair at any time if it is in the interest of the Pandemic Fund or as specified in the ToR or letters of appointment. If an appointment is terminated, the Board will appoint a replacement following the selection process detailed in the TAP ToR.
8. Building on the above, this note proposes that for the appointment (or reappointment) of the TAP Chair, the WHO will confirm its nomination (or re-nomination) to the Secretariat **at least four months** before the end of the incumbent's two-year tenure. This allows the Secretariat to present the nomination(s) for the Board's approval. If a replacement is needed during the two-year term, the WHO will propose nomination(s) to the Secretariat for the Board's approval. The current TAP Chair was appointed in April 2024; if the WHO decides to renominate the TAP Chair, this should be communicated to the Secretariat **by January 2026**.
9. For the Vice-Chair, if the incumbent wishes to be considered for reappointment for an additional two-year term, they must express their interest to the Secretariat **at least four months** before the term expires. The Secretariat will then present this for the Board's approval. If the Vice-Chair does not express interest by the deadline, or if they have completed two consecutive terms, the Secretariat will initiate the selection process as outlined in the TAP ToR. The current TAP Vice-Chair was appointed in December 2022; if the Vice-Chair is interested in reappointment, they must communicate this to the Secretariat **by August 2024**. Upon selection of TAP leadership by the Board, procedures laid down in Section D of the Appendix of the TAP ToR apply.

B. TAP experts

10. The procedures outlined in the TAP ToR, detailed in the following sections, will be followed to incorporate additional steps for the reset process.
11. At least, **four months** before the end of a TAP cohort's two-year term, the Secretariat will contact the TAP experts to seek their interest in renewing their terms. This includes TAP members who joined mid-cycle to replace departing members, aligning their terms with the two-year tenure of the full cohort.

12. Ideally, **at least one-third** of the TAP experts should continue for a second term to facilitate knowledge transfer and ensure continuity. However, no member seeking renewal will be denied unless they have completed two consecutive terms or decided otherwise by the selection panel.
13. Concurrently, the Secretariat will begin the selection process for new TAP experts as specified in the TAP ToR, starting with an open call for applications to complement the new cohort. For the upcoming reset, this process should start **by August 2024**.
14. While the TAP ToR specify the collective expertise and qualifications required of TAP experts, any revisions or additions to these requirements will be clearly stated in the open call, based on the monitoring and evaluation of TAP performance outlined in Section V.3 of the TAP ToR.
15. Candidates who served one term on the TAP but did not express interest in renewing by the deadline will be considered as new members if they express interest later and must follow the selection procedures for new members as set in the TAP ToR. The selection panel will use performance evaluations (*see Section D on evaluation*) to inform its decisions related to these members. Any TAP member whose appointment was terminated by the Board is ineligible to reapply for any subsequent TAP cohort.

C. Roster of Experts

16. The supplementary list of experts, outlined in Section B of the Appendix of the TAP ToR, to serve as a reserve list, is referred to as the "Roster of Experts." The Board, in its 12th meeting, approved the use of the Roster of Experts to expand the capacity of the TAP.
17. When resetting the TAP, current experts on the roster can serve for a maximum duration of four years. This duration aligns with the maximum service for TAP members.
18. The Roster of Experts will be regularly updated to reflect the availability of listed experts and will also be supplemented with additional experts who will be selected during the selection process of new TAP members.
19. Experts on the roster, when utilized, will undergo performance evaluations related to the assigned deliverables. The results of these evaluations will be used to inform decisions regarding further assignments for the experts on the roster for the maximum allowed duration.

D. Evaluation of TAP experts

20. In addition to self- monitoring and independent and external evaluation of the TAP performance detailed in Section V.3 of the TAP ToR, the Secretariat will collect additional information of TAP members who expressed interest to extend their term. This information will consist of the regularity and consistency of attendance in TAP meetings and working

groups, to gauge commitment and participation; and maintenance of multidisciplinary expertise, gender and geographical balance to demonstrate tangible benefits to the overall TAP's work program. This information will be shared with the selection panel to inform their discussion and final recommendations.

E. Timeline for resetting the TAP

21. The following timeline is hereby set for each action to ensure smooth continuity of related tasks.

Action	Timeline
TAP cohort ends tenure	January 31, every two years
Secretariat seeks interest of TAP cohort for renewal	August of second year
Open call published for 2 weeks starting	August of second year
TAP Vice-Chair expresses interest for renewal followed by Board's approval	August of second year, expecting Board's approval by September 2025
Selection of new Vice Chair, in case current Vice Chair is not willing to extend term or completed two consecutive terms.	September of second year followed by Board's approval. New Vice Chair to take office in December of same year, in tandem with the end of the term of the current Vice-Chair.
Screening of potential TAP experts and longlisting of applicants by Secretariat	September of second year
Selection Panel established	October of second year
Selection Panel reviews candidates	November of second year
Recommendation of experts sent to the Board for decision making.	December of second year
Letters of appointment issued to Experts	January, in tandem with end of term of previous cohort