



**Pan American
Health
Organization**



*Regional Office of the
World Health Organization*

01/2010.03 Terms of Reference

27 – 29 October 2010

Washington – D.C.

**1st STEERING COMMITTEE MEETING OF THE REGIONAL PLATFORM
FOR ACCESS AND INNOVATION FOR HEALTH**

Washington, D.C., 27, 28 and 29 October 2010

TERMS OF REFERENCE

Steering Committee of the Regional Platform for Access and Innovation for Health

Terms of Reference

This advisory group comprises experts and regional stakeholders with the goal of providing strategic orientation and guidance for the successful development of the regional platform for innovation and access for health.

Role

1. Review and make recommendations on the current vision and objectives for the development of the Regional Platform and its articulation with other ongoing activities
2. Discuss and make recommendations that will set the basis for a strategy and an operational plan including priority setting and key activities.
3. Review the Platform's technological aspects and other instruments and make recommendations to ensure that they serve the established goals.
4. Review the need for specialized working groups on selected topics and establish the scope and expected results of such groups.
5. Discuss and make recommendations on funding and logistics schemes that will ensure the sustainability and growth of the Platform and associated projects
6. Review and recommend governance and membership models.
7. Advocate for and promote the platform among peers, institutions and countries of influence in order to broaden participation of regional stakeholders.
8. Recommend links with external organizations within and outside the region

Membership and organization

1. Members are designated as experts by PAHO's Director in a non-transferable basis and for one year.
2. The Director and those designated by her and one WHO/TDR (*Special Programme for Research and Training in Tropical Diseases*) representative.
3. The Medicines and Health Technologies project (PAHO/HSS/MT) will act as the secretariat.
4. The Steering Committee will designate a chair and a deputy chair.
5. The Steering Committee shall consist of no fewer than 8 and no more than 20 individuals.
6. Additional PAHO technical staff and/or other experts or stakeholders can be invited as observers and participate in the discussions but not have decision making attributes.

Rules of Procedure

1. The Steering Committee will elect a chair and a deputy chair for a period of 12 months. The chair is responsible for convening the meetings (both on site and virtual) in coordination with the secretariat. The chair is responsible for moderating the meeting under an agenda that has been previously agreed.
2. Decisions and recommendations are reached by consensus where possible. In the situation where consensus could not be reached, the report will note all options discussed.
3. All committee members shall approve the meeting report elaborated by the secretariat.
4. Meeting shall be conducted in English/Spanish (with simultaneous translation)