The World Health Organization is soliciting calls for nominations to its Immunization Practices Advisory Committee (IPAC). IPAC is looking for two types of new member:

- Experts in target areas such as **new technologies for vaccine delivery** (injection devices or others), **regulatory pathways** for new vaccine technologies, **immunization program management reform** or **immunization policy**;
  
  AND / OR

- Experts with deep engagement with **national or regional immunization programs**, and the **field realities of providing immunization services**.

Nominations from any location are welcomed, but there is a special need for nominees with expertise in the South Asian and Eastern Mediterranean regions, and for female experts. IPAC is also particularly interested in nominees with experience in applying implementation science or health systems research tools to immunization program issues.

Nominations should be received at the above e-mail address by 21 September 2018.
• An understanding of the vaccination and immunization issues covered by the Advisory Committee;
• An understanding of global immunization issues;
• An outstanding record of achievement and personal credibility within own field, appropriate to the remit of the Committee;
• Experience of work and issues in a range of countries and settings;
• Experience of operating at a strategic level in the public or other sectors;
• Experience of working effectively in high level advisory committees;
• Ability to assess implementation and operational research, and other health systems evidence as it relates to immunization programmes
• Excellent interpersonal and communication skills to support effective discussion with a range of stakeholders;
• Ability to evaluate complex issues and weigh up conflicting opinions;
• Good command of English;
• A willingness to participate in at least one working group relevant to the mandate of the IPAC;
• A willingness to travel to attend IPAC and working group meetings.

In addition, the membership of IPAC seeks to reflect a representation of skill sets as described below. For this present call for nominations, WHO is seeking in particular those with demonstrated expertise in development and/or introduction of novel immunization improvement or delivery technologies for low resource settings.

1) **Areas of expertise**: vaccine delivery device product development and/or introduction; vaccine delivery technologies; vaccine labelling; regulatory pathways for novel vaccine delivery products; logistics and vaccine management; health systems strengthening and/or integration; immunization policies, implementation research.

2) **Professional affiliation**: academics, medical professionals, civil society, governmental or non-governmental organizations, public health specialists, clinical practitioners.

3) **Geographic representation and gender balance**: all efforts will be made to ensure equitable geographic and gender balance.

Due to their status as permanent observers, official staff members working in the United States’ Centers for Disease Control and Prevention (CDC), the International Federation of Pharmaceutical Manufacturers & Associations (IFPMA), the Developing Countries Vaccine Manufacturers Network (DCVMN), GAVI, the Vaccine Alliance, PATH, and the United Nations Children's Fund (UNICEF) are not eligible for membership.

**Duties and role of IPAC members**

The Chair and members of the Committee play a critical role in ensuring IPAC continues to observe the highest standards of impartiality, integrity and objectivity in its deliberations and that its recommendations are driven by available scientific evidence. All members of IPAC will:

- Be committed to the continued development and improvement of this important area of public health;
- Bring relevant experience to the Committee;
- Contribute to the provision of high quality and considered advice to WHO;
- Be expected to make a full and considered contribution to the work of the Committee and to contribute fully to the debate and to the decision-making processes;
- Provide expert guidance when an issue which falls within your particular area of expertise is under discussion;
- Contribute to the debate in the capacity of a well-informed health professional where the issue does not fall within your expertise;
- Take into account the need for and impact of vaccines and novel vaccine delivery technologies, the quality of vaccines and vaccine delivery technologies and their safety, and the strategies to ensure that the greatest benefit can be obtained from the most appropriate use of vaccines and vaccine delivery technologies;
- Recommend the best public health advice to WHO;
- Be prepared, as requested by the Secretariat or Chair, to occasionally provide expert advice on relevant issues outside of committee meetings through submissions, comments, and dialogue on the IPAC online discussion forum (hosted by TechNet);
- Be prepared to respond quickly to interaction by e-mail or other online forums;
- Be prepared, as requested by the Secretariat, to occasionally attend and contribute to the work of one or more of the IPAC working groups which report to the main Committee and to attend meeting of regional technical advisory groups and or immunization managers and other meetings for which representation of IPAC would be needed.
All members serve in their personal capacity and should refrain from promoting the policies and views and products of the organization/institution for which they work. Likewise, it should be clear that IPAC recommendations do not commit the organization/institution with which members may be affiliated.

Location of meetings and time commitment
IPAC meets annually for a meeting of approximately three days duration in Geneva, Switzerland. The last IPAC meeting took place in July 2018.

In between meetings, the Committee mainly interacts through regular dialogue within an online closed forum group hosted by the TechNet website and teleconferences coordinated by the IPAC Secretariat, based at WHO-Headquarters in Geneva, Switzerland.

Some preparation time for such meetings and teleconferences will be required, which may involve meetings in the evening or work over weekends. In addition, members may be asked to participate in SAGE working groups, as well as IPAC sub-groups. Overall, including regular online/e-mail interaction, meeting and travel time, participation in teleconferences, and participation in working groups, IPAC members should be prepared to devote, at minimum, a full 120 hours of commitment spread over the year. Members are expected to participate in online discussion and all meetings, and the absence of such may result in the review of membership.

Appointments and tenure
Members will be appointed for a minimum period of three years, with possibility for renewal for an additional two or three year term.

Conflict of Interests
Prior to being appointed to the IPAC, nominees and members will be required to complete a WHO declaration of interest form and a confidentiality agreement. Nominees will be asked to declare any potential conflict of interests on joining the Committee and report regularly on any potential conflicts of interests that arise in the course of IPAC tenure. In addition, any relevant business interests, positions of authority or other connections with organisations relevant to the work of IPAC must be disclosed. Any actual or perceived conflict of interests will be fully explored by the Secretariat. Members with declared interests will be asked to excuse themselves from participating in the discussion and decision-making of the issues relating to that interest. A candidate or member who is in any doubt as to whether they have an interest which should be declared, or whether they should take part in the proceedings, should ask the Secretariat for guidance.

How to apply
The following documents must be submitted in order to be considered for membership on IPAC. For nominations submitted by a third party, the nominees will be contacted by the Secretariat and expected to confirm their interest through submission of a complete application package.

1. **Curriculum vitae (CV)** should include the career history of the nominee, and list the main areas of employment or other relevant activity and other public appointments. Details of any relevant academic, professional or vocational qualifications should also be included. The CV will be used in the assessment of the nominee’s expertise. It is important that the CV and/or letter of motivation provide evidence that the nominee has the “Criteria required for membership”. The CV should be written in English. Please ensure all contact details including, if available, a cell phone number, are included.

2. **A letter of motivation** highlighting what the nominee’s contribution to IPAC would be.

3. Complete contact information for **two referees**, at least one of whom must be related to recent professional and/or voluntary activity of the nominee. Referees may or may not be approached prior to or after review of nominations by the selection panel.

    **Former applicants will be taken into consideration and need not resubmit an application.**

Applications must be received by **21 September 2018**. Please send completed applications to the IPAC Executive Secretariat, e-mail: tambourlasc@who.int.

Successful nominees will be contacted within two weeks of this deadline and requested to complete a form confirming no conflict of interest.
Once the application is received

- The IPAC Secretariat will acknowledge receipt of each application and its completeness (by e-mail) and will check it for eligibility. Nominations will be processed as quickly as possible and nominees will be kept informed at key stages of the process.
- Self-applications are expected to be submitted with all necessary information. For nominations submitted by a third party, the nominees will be contacted by the Secretariat and expected to confirm their interest through submission of a complete application package.
- Telephone interviews may be scheduled between nominees and the Secretariat or members of the selection panel to clarify areas of uncertainties about nominees’ experience and expertise.
- Candidates who best fit the criteria and match the needed expertise with due consideration to ensuring a proper balance will be proposed for appointment to the Director IVB who will make the final decision.
- Successful candidates will receive a letter inviting them to serve on IPAC which will specify the beginning and duration of term; some nominations may not be successful but will be kept on an open roster of qualified nominees for later consideration depending on new vacancies and subject to adjustment of balance on the Committee. Nominees will be notified accordingly.
- Unsuccessful nominations will also be notified by the Secretariat.