Information on the role and expectations of the members of the Strategic Advisory Group of Experts on In Vitro Diagnostics (SAGE IVD) and how to apply

The following describes the application process, roles and expectations of the members of SAGE IVD. This is a revised version as of June 2018. This version supersedes all past documents.

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Terms of Reference
for Strategic Advisory Group of Experts on In Vitro Diagnostics
(SAGE IVD)

The Strategic Advisory Group of Experts on In Vitro Diagnostics (SAGE IVD) will act as an advisory body to WHO on matters of global policies and strategies related to IVDs.

Functions

The SAGE IVD shall have the following functions:

1. Serve as a principal advisory group to the WHO Director-General on all aspects of IVDs.

2. For priority, essential and neglected IVDs, where no established advisory mechanisms exist the SAGE IVD will:
   a) provide technical advice on global policies and strategies, ranging from development, assessment, use of IVDs and their linkages with other health interventions;
   b) advise on the adequacy of progress towards the achievement of IVDs-related goals set in the World Health Assembly resolutions;
   c) recommend policies for long-term and integrated diagnostic capabilities as indispensable elements for Universal Health Coverage and Global Public Health Security;
   d) suggest guiding principles for how, when and where to use particular IVDs in national, regional and global settings;
   e) review the pipeline of existing and innovative IVDs for non-communicable diseases, rare diseases and infectious diseases, including for emerging pathogens and existing public health conditions of international concern, and identify major gaps;
   f) provide high level advice on development and maintenance of appropriate standards for IVDs, including methodologies for evidence review;
   g) provide advice to WHO EDL Secretariat for the development of the List of Essential Diagnostics (EDL) and in line with the work of the Expert Committee on Selection and Use of Essential Medicines.
   h) provide advice on WHO activities in the area of IVDs, including engagement of WHO in partnerships in the development, access and use of needed IVDs.

1 Except where policy and technical recommendations on IVD are provided through WHO established advisory mechanisms, such as for HIV, tuberculosis and malaria. For these, SAGE IVD would accept such recommendations without further review and incorporate such advice in its consideration of organization-wide policies.
Composition

1. The SAGE IVD shall have up to 15 members, who shall serve in their personal capacities to represent the broad range of disciplines encompassing the many aspects of in vitro diagnostics and other clinical laboratory and pathology related activities. In the selection of the members, consideration will be given to attaining an adequate technical distribution of expertise, geographical representation and gender balance.

2. Members of the SAGE IVD, including the Chair/Co-chairs, shall be selected and appointed by WHO (By the Director General or by the ADG of the Access to Medicines, Vaccines and Health Products Cluster). The appointed chair/co-chairs’ responsibilities include the following:
   a. to chair the meeting of the SAGE IVD;
   b. to liaise with the WHO EDL Secretariat between meetings

3. Members of the SAGE IVD, including the Chair, shall be appointed to serve for a period of one year, and shall be eligible for reappointment. Their appointment and/or designation as co-Chairperson may be terminated at any time by WHO if WHO’s interest so requires or as otherwise specified in these TORs or letters of appointment.

4. Representatives from inter-governmental organizations, as well as nongovernmental organizations in official relations with WHO, may be invited by WHO to participate in SAGE IVD meetings as observers. Upon invitation of the Chair, they may present the views and policies of their organizations and contribute to the discussions in the SAGE IVD. They will not participate in the process of adopting the final decisions or recommendations of the SAGE IVD.

5. Members must respect the impartiality and independence required of WHO. In performing their work, they may not seek or accept instructions from any Government or from any authority external to the Organization. They must be free of real, potential or apparent conflict of interest. To this end, proposed members/members will be required to complete a declaration of interest form and their appointment, or continuation of their appointment, will be subject to the evaluation of completed forms by the WHO Secretariat, determining that their participation would not give rise to a real, potential or apparent conflict of interest.

Operation

1. The SAGE IVD shall usually meet at least once each year. WHO shall provide any necessary scientific, technical and other support for the SAGE IVD. WHO may convene additional meetings, including through teleconferences and videoconferences, or on an ad hoc basis, as decided by the Assistant Director General of the Access to Medicines, Vaccines and Health Products Cluster.

2. Members are expected to attend meetings. Should a member miss two consecutive meetings, WHO may end his/her appointment as a member of the SAGE IVD. WHO may decide to appoint a member in replacement of that member.

3. Reports of each meeting will be submitted to WHO Assistant Director-General of the responsible Cluster. All recommendations from the SAGE IVD are advisory to WHO, who retains full control over any subsequent decisions or actions regarding any proposals, policy issues or other matters considered by the SAGE IVD. WHO also retains full control over the publication of the reports of the SAGE IVD, including whether or not to publish them.

4. Information and documentation to which members may gain access in performing SAGE IVD related activities will be considered as confidential and proprietary to WHO and/or parties collaborating with WHO. SAGE IVD members shall not purport to speak on behalf of, or represent, the SAGE IVD or WHO to any third party. All proposed members will be required to sign an appropriate confidentiality undertaking and provisions on ownership.
Selection Criteria for members of SAGE IVD

WHO will request members with expertise in in vitro diagnostics (IVD), in one or more of the following settings:

- IVD in the clinical laboratory
- Academia (IVD and public health)
- Ministry of health, (policy making on IVD or medical devices)
- National reference laboratory or laboratories in national teaching public hospitals
- NGOs working on global public health supporting access to IVD
- Product development, Innovation, R&D of IVD
- Assessment, validation, clinical trials, regulatory body
- Selection, procurement and supply of IVDs
- Pricing/reimbursement for IVDs

To be considered, candidates must be able to demonstrate that they have the expertise, skills and experience to meet the criteria described below.

- An understanding of the IVD issues covered by the Strategic Advisory Group (SAGE IVD);
- An outstanding record of achievement and personal credibility within own field, appropriate to the remit of SAGE IVD;
- Experience in:
  - international settings;
  - resource-limited settings;
  - operating at a strategic level in the public or other sectors;
  - working effectively in high level advisory groups or committees;
- Excellent interpersonal and communication skills to support effective discussion with a range of stakeholders;
- Ability to:
  - evaluate complex issues and weigh up conflicting opinions;
  - influence at a senior level;
- Proficient in English.
- Proficient in writing skills (reports, papers)

Please note that candidates with conflicts of interest cannot be considered according to WHO policy. Examples of conflicts of interest would be, amongst others, ownership of stock options in a diagnostic company, being a current employee at a diagnostic company or a recipient of significant funding from a diagnostic company.
Application to become a SAGE IVD member

To apply the candidate must confirm interest, availability and commitment to serve on SAGE IVD by providing a curriculum vitae (CV), a letter of motivation highlighting their specific expertise and contribution to SAGE IVD, and complete and sign the WHO declaration of interests (DOI) form.

The CV should include the career history and list main areas of employment or other relevant activity and other public appointments related to the SAGE IVD work. Including details of any relevant academic, professional or vocational qualifications. The CV will be used in the assessment of the candidate’s expertise. It is important that the CV and/or letter of motivation provide evidence that the candidate meets the selection criteria. The CV should be written in English. If accepted to be a SAGE IVD member, an extract of the member’s CV will be published in the WHO website related to SAGE IVD members.

Candidates must provide all contact details including email and phone number as well as details of two referees, at least one of whom must be related to recent professional and/or voluntary activity. They may or may not be approached prior to or after review of applications.

Applications can be submitted at any time and will be kept by the Secretariat for review at subsequent meetings of the selection panel. Normally during August of every year, a new panel will be selected to start in September, to prepare for SAGE IVD meetings in March. Dates can change and will be announced on the SAGE IVD members website.

SAGE IVD members should review the dates of forthcoming SAGE IVD meetings to ensure their availability to attend the meetings at the scheduled dates.

Completed applications should be sent to edlsecretariat@who.int

Once WHO receives applications:

Applications will be processed once a year, as indicated on the website and candidates will be kept informed at key stages. 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.

Process candidates should expect after receipt of the applications:

- WHO will acknowledge receipt of your application and its completeness (by e-mail) and will check it for eligibility;
- WHO will rely on only the information provided on the application form and CV to assess whether you have the experience required at the appropriate level. Please ensure that written evidence is provided to support how you meet all of the relevant criteria, which are identified in the “Selection Criteria” section;
- telephone interviews may be scheduled between candidates and the Secretariat to clarify areas of uncertainty about your experience and expertise and ask specific questions to explore whether you meet the specified qualities;
- candidates who best fit the criteria and match the needed expertise with due consideration to ensuring a proper balance will be proposed for appointment by the Director-General of WHO who will make the final decision;
- to facilitate a smooth rotation process, candidates may also be preselected for seats expected to become vacant;
- a successful candidate will receive a letter inviting them to serve on SAGE IVD that will specify the beginning and end of the term. Some applications may not be successful but will be kept on an open roster of qualified candidates for later consideration depending on new vacancies and subject to adjustment of balance on the Group. Candidates will be notified accordingly.
- unsuccessful applications will also be notified by the Secretariat.