



EDCTP

European & Developing Countries
Clinical Trials Partnership

Work plan 2018 for the EDCTP Scientific Advisory Committee (SAC)



1 Introduction

The Scientific Advisory Committee (SAC) is the principal advisory group to the EDCTP Association, providing scientific and strategic advice to the General Assembly (GA) and the Secretariat (SEC). The SAC provides oversight of the scientific integrity of the EDCTP programme.

The 2018 work plan was drafted ahead of the SAC meeting held on 14–15 September 2017 and finalised post-meeting.

2 Work plan

The following outlines the proposed primary activities of the SAC for 2018, with the understanding that the SAC shall also carry out any other ad hoc responsibilities and duties delegated by the GA and SEC.

2.1 SAC Meetings

The SAC agreed to hold at least two face-to-face meetings in 2018:

- 7 May 2018
- 14 September 2018

Participation in additional meetings or teleconferences, called by mutual consent of the Executive Director (ED), the SAC Chairperson, and the GA Chairperson, may be required.

The SAC Chair will attend the GA meetings held in 2018.

Deliverables:

- SAC to meet in two face-to-face meetings in 2018 that will be minuted with clear scientific and strategic recommendations
- The SAC Chair to report the outcomes of the SAC meetings to the GA
- The SAC Chair to report the outcomes of the GA meeting to the subsequent SAC meeting

2.2 Strategic planning

Specific responsibilities of the SAC shall include:

- Assist in the designing of the scientific and strategic framework of the EDCTP programme
- Advise on the development of the EDCTP operational plan and annual workplans for approval by the GA
- Advise on strategies to foster synergies and partnerships with stakeholders in the North and South
- Contribute to the preparation of scientific and strategic documents relevant to EDCTP, as required
- Provide scientific and strategic advice to the GA and the SEC to ensure the successful completion of on-going projects
- Identify strategic research needs and priorities for accelerating the development of new or improved clinical interventions, including the required training, networking, and capacity building to be undertaken to achieve these objectives
- Review the landscape of Poverty-Related and Neglected Diseases (PRNDs) to identify the role that EDCTP should play in partnership with other stakeholders to accelerate the development or improvement of interventions against these diseases
- Assess the state of global product development pathways and the critical path opportunities for future product development
- Provide advice on the launch and review of any calls for proposals and other programmes.

Deliverables:

- Advise on implementation of the 2018 EDCTP work plan
- Input into the 2019 work plan, including suggestions for calls for proposals and other programs
- Update the Strategic Research Agenda
- Recommendations on strategic activities that will require involvement of the EDCTP High-Representatives.

2.3 Monitoring & Evaluation

As part of monitoring and evaluation, SAC members without conflict of interest may be called upon to advise EDCTP in the scientific outcome and strategic impact of EDCTP-funded grants. Advice on grant progress may be specifically sought on an ad hoc basis to ensure that grant outputs and outcomes are fulfilled. SAC members may also be called upon to participate in committees, which oversee specific grants, in particular high-risk grants with substantial EDCTP investments and/or high levels of complexity. EDCTP reserves the right to accept or reject any SAC advice relating to the monitoring and evaluation of its grants.

SAC members are also expected to provide any input requested by the Panel Experts appointed by the European Commission that are conducting the independent evaluation of the EDCTP2 Programme.

Deliverables:

- Submission of advice and recommendations to the EDCTP Secretariat on an ad hoc basis
- Contribute to the Monitoring and Evaluation of key EDCTP projects involving large consortia with significant investments
- Input on EDCTP programme indicators
- Reports from site visits to major EDCTP trial sites (if applicable).

2.4 Advocacy and representation at meetings and events

The SAC will participate in EDCTP working groups, stakeholder meetings and other events as required. In addition, the SAC may be called upon to assist the SEC in the planning any high-level advocacy meetings to increase awareness of and commitment to the EDCTP2 programme. Overall, the SAC will promote and increase awareness of EDCTP activities and Calls for Proposals, as appropriate.

Deliverables:

- Attendance at the Ninth EDCTP Forum
- Assist in planning any high-level EDCTP events such as the Ninth EDCTP Forum scheduled to take place in Q3/Q4 of 2018
- Actively advocate on behalf of EDCTP
- Attend meetings as required

2.5 SAC Annual Report and Workplan

The SAC prepares an annual report on the previous year's SAC activities for submission to the GA by 31 January. The report, which is compiled by the SAC Chairperson, shall include a summary detailing the scientific and strategic advice provided to the GA and SEC throughout the year. The SAC shall draft a proposed annual workplan with key activities and deliverables for approval by the GA at their final meeting of 2017 or via written procedure.

Deliverable:

- Annual report 2017 and annual work plan 2018 to be approved by the GA.