

Operational modalities of the Independent Panel on Evidence for Action against Antimicrobial Resistance
Independent Panel on Evidence for Action against Antimicrobial Resistance

I. Scope

1. These Operational Modalities apply to the functioning and operations of the Independent Panel on Evidence for Action against Antimicrobial Resistance (the Panel), and give effect to the Panel's Terms of Reference.

II. Expert Committee

Selection of members

2. In line with an open, transparent, merit-based, and competitive process, the Quadripartite Organizations shall undertake the following steps in the selection and appointment of the thirty (30) independent experts, who shall serve as Expert Committee members; ensuring geographical, sectoral, and gender balance:
 - a) Issue a public call for expressions of interest through the Panel's official website and other relevant channels specifying the eligibility criteria, required expertise, selection principles, supporting documentation including a curriculum vitae and a duly completed Conflict-of-Interest Disclosure Form, in accordance with the Conflict-of-Interest Policy as well as timelines, and procedures for submission.
 - b) Conduct an administrative review of expressions of interest received within the specified deadline to determine the completeness; compliance to the eligibility criteria and conflict-of-interest provisions;
 - c) Assess eligibility of candidates against the predefined criteria set out in the call for expression of interest, including the relevance and depth of their scientific and policy expertise, and practical experience related to AMR. In determining the overall composition of the Expert Committee, consideration shall also be given to achieving appropriate representation of expertise across the human, animal, plant, agrifood, environmental, and socio-economic sectors, as well as geographical, and gender balance;
 - d) Select and appoint the members of the Expert Committee and publicly announce the appointments through the Panel's official website and relevant communication channels of the Quadripartite Organizations.

Leadership and terms of the members

3. To ensure continuity of the Panel's work and retention of institutional memory, the terms of office of members of the Expert Committee shall be staggered, as described in the Terms of Reference of the Panel.
4. For the initial composition of the Panel, half of the members shall be appointed for an initial term of two (2) years, and the remaining half for an initial term of three (3) years in accordance with the procedures established by the Quadripartite Organizations. The allocation of the initial terms shall be determined by the Quadripartite Organizations through a random selection process conducted by drawing lots.
5. If a member of the Expert Committee resigns or is unable to perform their functions, the Quadripartite Organizations may appoint a replacement for the remainder of the term.
6. The members of the Expert Committee shall elect two Co-Chairs and two Vice-Chairs from among its members. The election shall be conducted by a majority vote of the members present and voting. Candidates obtaining a majority of the votes cast shall be elected. Where no candidate obtains the required majority in the first round of voting, additional rounds of voting shall be conducted in accordance with procedures established by the group until the positions are filled.

7. Except as otherwise provided in the Terms of Reference or the Operational Modalities, the Co-Chairs shall:
 - a) Represent the Panel, as appropriate;
 - b) Jointly preside over meetings of the Expert Committee;
 - c) Provide strategic leadership to the Expert Committee and guide its work in accordance with these Operational Modalities and the Terms of Reference;
 - d) Oversee the preparation and endorsement of meeting outcomes, in collaboration with the Secretariat;
 - e) Invite individuals, either in their personal capacity, or as representatives from a governmental institution, intergovernmental organization, or non-state actor, to attend the meetings of the Panel, or parts thereof, as “Observers” in accordance with the Terms of Reference;
 - f) Liaise with other relevant AMR governance structures, instruments and bodies, such as the Global Leaders Group on AMR (GLG) and the AMR Multistakeholder Partnership Platform (MSPP), on behalf of the Panel;
 - g) Perform any other function related to the conduct of Expert Committee meetings.
8. A Co-Chair, if absent from a meeting of the Expert Committee, or any part thereof, should designate a Vice-Chair to act as Co-Chair. A Vice-Chair acting as a Co-Chair has the same powers and duties as the Co-Chair.
9. The Vice-Chairs shall, on a continuing basis, assist the Co-Chairs in the discharge of their functions as may be delegated by the Co-Chairs or assigned by the Expert Committee.
10. If a Co-Chair resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, a new Co-Chair shall be elected at the next meeting of the Expert Committee to serve the remainder of the term of office of the departing Co-Chair. For each meeting, the Expert Committee shall select a rapporteur from among its members to take the minutes.

III. Preparation of meetings of the Expert Committee

11. The Expert Committee shall meet at least twice every year. At least one meeting shall be in person, subject to the availability of resources, with the venue and dates to be proposed by the Expert Committee at the preceding meeting.
12. Extraordinary meetings may be convened upon the request of the members of the Expert Committee and with the agreement of the Co-Chairs, Vice-Chairs, and Secretariat.
13. The Secretariat shall provide any necessary technical and administrative support related to the organisation of relevant Panel meetings.
14. Any member of the Expert Committee may request to include specific items in the provisional agenda. The Co-Chairs and Vice-Chairs shall review such requests and prepare a provisional agenda, with the support of the Secretariat, no later than four (4) weeks before the planned meeting date.
15. Between the date of distribution of the provisional agenda and the adoption of the agenda by the Expert Committee, members of the Expert Committee may propose supplementary items for inclusion on the agenda, provided the Co-Chairs and Vice-Chairs consider them as of an important and urgent nature.

IV. Conduct of business at meetings of the Expert Committee

16. The Co-Chairs shall declare a meeting of the Expert Committee open or permit discussion to proceed once a simple majority of the members of the Expert Committee participating in the meeting are present. A simple majority shall constitute a quorum for the adoption of decisions.
17. At the beginning of each meeting, Expert Committee members that are present shall adopt the agenda for the meeting proposed in accordance with paragraphs 14 and 15.
18. The Expert Committee may add, delete, defer, or amend items when adopting the agenda, as agreed by a simple majority of the members participating in the meeting of the Expert Committee. Any agenda

item of an ordinary meeting, consideration of which has not been completed at the meeting, shall be included automatically in the provisional agenda of the next meeting unless otherwise decided by the Expert Committee.

19. The members of the Expert Committee shall make every effort to reach decisions by consensus. Where all efforts to achieve consensus have been exhausted and no consensus has been reached, the decision shall, as a last resort, be taken by a simple majority vote of the members of the Expert Committee participating at the meeting.
20. Diverging views on matters of a scientific, technical or socioeconomic nature are to be recorded in the document or report concerned, as appropriate in any given context.
21. Diverging views on matters of policy or procedure are to be recorded in the report of the meeting of the Expert Committee, as appropriate in any given context.

V. Admission of observers

22. The Expert Committee, through its Co-Chairs and Vice-Chairs, may invite and admit “Observers” in line with the Terms of Reference.
23. Observers shall not participate in decision-making, voting, consensus-building, or the formal adoption of recommendations of the Expert Committee.
24. Organizations or bodies with relevant expertise or functions (including government and non-government stakeholders) within the scope of the Panel may express their interest in being admitted as observers and may submit an application to the Secretariat. Submission of an application shall not confer observer status or create an entitlement to admission.
25. Where specific or unique technical or other expertise is required, the Co-Chairs may invite individual experts, in their personal capacity, to attend and contribute to a meeting, or relevant parts thereof. Such participation shall be limited to the purpose for which the individual has been invited and shall not confer standing observer status or membership of the Expert Committee.
26. The Secretariat shall review applications for completeness and against the applicable criteria and submit them, together with its assessment, to the Co-Chairs and Vice-Chairs for consideration.
27. Admitted observer organizations may designate representatives to attend meetings of the Expert Committee subject to advance notice/registration and other applicable requirements. Observer organizations must register their representatives in advance for each meeting.
28. Observers may, at the invitation of the Co-Chairs, participate in discussions during meetings of the Expert Committee. The Co-Chairs may restrict or close all or part of a meeting to observers, where necessary particularly where confidential, sensitive or conflict-of-interest matters are under consideration.

VI. *Ad hoc* expert thematic working groups

29. The Expert Committee may establish, oversee, and terminate, *ad hoc* expert thematic working groups, as appropriate, to prepare specific deliverables within the Panel’s work programme.
30. At the time of establishing an *ad hoc* expert thematic group, the Expert Committee shall adopt its terms of reference, including its scope, duration, composition, reporting arrangements and working modalities.
31. The Expert Committee shall determine the expertise, skills, experience and qualifications required for membership of each *ad hoc* expert thematic working group.
32. The Secretariat shall issue an open call for expressions of interest and screen applications against predefined criteria, from which the Expert Committee shall select the members of each *ad hoc* expert thematic working group, taking into account geographical, sectoral and gender balance.
33. Each *ad hoc* expert thematic working group shall elect two (2) co-leads from among its members.

34. The co-leads of each *ad hoc* expert thematic working groups shall report to the Expert Committee on the group's progress and deliverables and may be invited to participate in meetings of the Expert Committee, as appropriate.
35. The Expert Committee shall establish the procedures for the preparation, review, revision, and clearance of deliverables, produced by *ad hoc* expert thematic working groups.

VII. Amendments to the Operational Modalities

36. Any amendments to the Operational Modalities shall be discussed and approved by the consensus of the Quadripartite Organizations.