The Technical Advisory Board
Charge and Terms of Reference

Charge: The Technical Advisory Board (TAB) will advise the Director and Chief Technical Officer on the priority setting and development of the Coalition for Global Hepatitis Elimination (GHC) community of practice, scientific evidence base, technical assistance and operational research.

• For the community of practice, the TAB will advise development of communication services, training materials and other web-based resources by providing perspectives of partner information needs, typical information sources, and channels for receiving information and distance-based learning including IT capabilities;

• For the evidence base, the TAB will advise development of the framework for the evidence base to capture salient information from published and unpublished sources including from implementing programs, participate in assessments of the quality of evidence as appropriate, and guide the dissemination of the evidence and related information packages and implementation tools.

• For technical assistance, the TAB will advise on priorities for technical assistance, modalities of delivering technical assistance, the appropriate human and financial resources to meet priorities, and periodically assess training plans, implementation tools and recommended actions following consultations.

• For operational research, the TAB will guide development of an operational research agenda, solicitation and review of operational research proposed by partners, recommend priorities for funding and guide development of a clearinghouse of operational research related to hepatitis elimination.

For all of these activities, the TAB will:

- Assure activities are consistent with GHC’s mission, and plan
- Review evaluation reports to ensure that strategic actions are taken as appropriate
- Advise changes in activities that would help the GHC be more effective in delivering its intended services and achieve expected outcomes.

• The TAB will be chaired by the Chief Technical Officer with expertise in activities outlined in the TAB charge and free conflicts of interest.
• The CGHE Director and TAB Chair will select the technical experts to serve on the TAB.
• TAB members will have expertise in the implementation of key interventions to prevent, care and treat HBV and HCV for priority target populations and in diverse geographic areas as outlined in the WHO global strategy and related documents.
• Members of the TAB will serve a two-year term. Based on level of engagement and changing needs for technical expertise, members can be asked to serve an additional one-year or two-year term. The CGHE Director will participate as a non-voting member.
• Others can be invited to participate as observers, presenters or discussants.
• The quorum for the TAB is 50% of members.
• The TAB will seek to achieve consensus on directives and recommendations for action. In the event consensus cannot be achieved, decisions will be made by simple majority vote among TAB members. In the event of a tie, the CGHE Director will cast a vote.
• The TAB will meet twice per year with at least one in person meeting each year; ad hoc meetings will be called by the chair as needed.
• TAB members will devote additional time reviewing CGHE plans, reports, and evaluations.
• TAB members can participate in CGHE technical assistance and operational research activities.
• The TAB will be supported in its role and functions by Task Force staff who will serve as the Secretariat of the TAB. Secretariat services will include:
  o Circulation of relevant material to members in good time for preparation for each meeting
  o Drafting of agendas in consultation with the Chairperson
  o Keeping of minutes and recording of decisions made
  o Periodic updates of CGHE activities.