Draft Terms of Reference

Interagency Pharmaceutical Coordination Group Sub-committee on Local Production

1. **Introduction**

Local production was discussed at the meeting of the Interagency Pharmaceutical Coordination (IPC) Group in December 2017 in Copenhagen, with a call from the participants for continued discussion in promoting local production to improve access. Areas of action for local production were identified, including a recommendation for a standing IPC subcommittee on local production as a platform for regular information sharing and further collaboration.The establishment of an IPC sub-committee on local production follows on this recommendation.

1. **Vision**

To achieve Universal Health Coverage and SDG targets through strengthening local production of quality-assured, efficacious, safe and affordable medical products

1. **Objective**

* To share information regularly on current and future activities and issues related to promoting local production
* To seek solutions to current and future challenges in promoting local production
* To improve coordination amongst UN agencies and other international institutions in supporting local production in countries and regions
* To deliver consistent technical advice
* To improve the use of resources

1. **Role and responsibilities**

The sub-committee serves as a platform for regular information sharing amongst UN agencies and other international institutions in supporting local production in countries and regions to improve access. Agencies and institutions participating in the sub-committee shall:

* Share information in good faith
* Work cooperatively towards achieving the objectives and vision outlined within the terms of reference

1. **Operating Arrangement**
   1. **Membership**

UN agencies and other international institutions supporting countries in promoting local production to improve access may participate in the sub-committee. Participation is voluntary and membership will be reviewed every two years.

* 1. **Sub-committee meeting**

The sub-committee shall convene semi-annual meetings in advance of the Interagency Pharmaceutical Coordination Group meetings. When there is a need, an ad hoc meeting could be convened by consensus.

The Chair of the meeting will be rotated from each agency/ institution for each meeting.

Participation of the sub-committee meeting from non-state actors, e.g. academia, private sector associations, civil society groups, may be invited to share knowledge and/or expertise as needed and upon consensus by the sub-committee. The extent of their participation, either remotely or in-person, is solely to share knowledge and/or expertise, after which they shall be requested to remove themselves from sub-committee discussions. Their participation beyond this scope shall be reached by consensus by the sub-committee.

Agencies and institutions shall self-fund their participation at the sub-committee meetings.

* 1. **Decision making**

The sub-committee shall reach decisions by consensus from participants present at sub-committee meetings.

* 1. **Secretariat (question: WHO will serve the secretariat???)**

The secretariat is responsible to support the sub-committee in its operation with such tasks as coordinating sub-committee meetings, maintaining the contact list and disseminating information as needed.

1. **Communication**

Outcomes of the sub-committee meetings shall be reported to the IPC Meeting.

Communication outside of the sub-committee meetings shall be done primarily through email and teleconferences.

Regular exchanges of information within the sub-committee are encouraged.

**Annex.** IPC sub-committee contact list.

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| **Agency/Organization** | **Name and Position**  Team/Unit (where applicable) | **Email** |
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