



IMPACT, MONITORING AND EVALUATION ADVISORY COMMITTEE TERMS OF REFERENCE

(March 2019, revised September 2024)

RESPONSIBILITIES:

The Impact, Monitoring and Evaluation advisory Committee (IMEC) advises the GALVmed Board of Trustees (the Board) on the approach to the measurement of the direct and indirect impacts of GALVmed interventions and the usefulness of those measurements to both funders and other GALVmed departments. These responsibilities include:

1. Methodology: ensuring awareness of the M&E team around the latest thinking on evaluation methods and the collection of data aligned to different uses.
2. Advising the M&E team on relevant evaluation initiatives by other organisations in similar geographic regions.
3. As delegated by the Board, and with the agreement of the CEO, overseeing specific impact, monitoring and evaluation activities commissioned by GALVmed.
4. Commenting on the direct and indirect impacts of GALVmed interventions as measured by the GALVmed evaluation team.
5. Advising on communication strategies for outputs e.g., publications in journals or on the GALVmed website.
6. Liaising with the CDC, FRC and TSC on impact namely:
 - a. Advising on the expected impact of GALVmed products (existing and in development).
 - b. Advising on strategies to achieve the expected impact.
 - c. Advising on measurement of the expected impact.
 - d. Advising on the communication of achieved impact.
7. Ensuring that communication with the wider Board is efficient and effective.

REPORTING

The minutes shall be circulated within 2 weeks after the meeting to all committee members.

The committee will report to the Board within 2 weeks after each meeting a summary of key-discussions and advice and proposals.

MEMBERSHIP

1. The committee will have a maximum of 8 permanent members, which include at least 2 Trustees. An additional 2 Trustee observers may also be appointed. Members are proposed by the Chair of the Committee, considered by the Nominations Committee and appointed by the Board of Trustees.
2. The Chair of the Committee can be any one of the permanent members, proposed by the Committee and appointed by the Board.
3. Members will be appointed for a 3-year term of office, which may be extended for a further 3 year period.
4. IMEC may invite participants to meetings on a temporary basis in case of a need for specific additional expertise.
5. Material supplied to members and discussed in meetings must be treated as confidential unless otherwise indicated.
6. Non-attendance by a member for 3 consecutive meetings will automatically terminate the membership unless otherwise agreed by the Chair.

SECRETARY

The secretary of the Committee will be Executive Director, Commercial Development and Impact

NATURE AND FREQUENCY OF MEETINGS

Meetings will be held a minimum of 2 times per year and where possible should coincide with key dates in GALVmed' s Board Meeting cycle.

NOTICE OF MEETINGS

A schedule for the meetings stating the date (and venue if face to face) will be issued on an annual basis at least 6 months in advance of the meetings. A notice of each meeting stating the time and an agenda, will be issued to each committee member, temporary members (and GALVmed staff if invited) at least 5 working days before the date of the meeting. Supporting papers shall be sent to committee members and other attendees at the same time.

ATTENDANCE OF MEETINGS

The Chief Executive Officer should be invited to attend all meetings. Other members of the GALVmed Leadership Team (GLT) may be invited to attend from time to time, when issues relevant to their roles are discussed.

The Chair, Deputy Chair and trustees have the right to attend meetings and observe proceedings.

CONFLICT OF INTEREST

Members must declare all conflicts of interests at the beginning of the meeting. Conflict of interest shall be recorded in the minutes.

EVALUATION

The committee is responsible for evaluation of its activities and will report the results to the Board.

REMUNERATION / EXPENSES

There will be no remuneration for preparation, attendance and travel time. Expenses for travel and accommodation will be paid by GALVmed in accordance with the Travel Policy.

AUTHORITY

The Committee is an advisory Committee to the Board of Trustees and does not have authority to take decisions on GALVmed matters.