GAVI Alliance Evaluation Advisory Committee Charter

Approved on 30 July 2009

1. Purpose

The GAVI Evaluation Advisory Committee ("Committee") is established by the Board ("Board") of the GAVI Alliance ("GAVI") to assist the Board in fulfilling its responsibilities in respect to the oversight of GAVI's organisational and programmatic evaluation activities. The Committee serves the Board in an advisory function in all matters covered by this Charter. In so doing, it shall be the responsibility of the Committee to maintain regular and open communication among Committee members and with the Board.

Words and expressions used in this Charter shall, unless the context requires otherwise, have the meaning attributed to them in the GAVI By-laws and the GAVI Alliance Evaluation Policy.

2. Composition

The Committee shall be an Advisory Body of the Board as defined by Article 5 of the GAVI By-laws. The Board shall select the Committee Chair ("Chair") and members who shall serve at the pleasure of the Board. Further, the Committee shall consist of at least three members comprising a majority of independent evaluation experts and a minority of board members. The criteria for Committee membership shall be consistent with the GAVI Alliance Gender Policy, specifically, that gender balance in all areas of GAVI work should be ensured, including throughout the governance structures, to the extent possible.

3. Operations

The Committee will be governed by the following provisions:

Meetings. The Chair, in consultation with the other Committee members, shall determine the schedule and frequency of Committee meetings. A majority of the Committee shall constitute a quorum. Any Board Member / Alternate who is not a member of the Committee may attend Committee meetings as an observer. Other observers may attend meetings under exceptional circumstances and contingent upon Chair approval.

Agenda. The Chair shall develop the Committee's agenda for each Committee meeting in consultation with the Secretariat. The agenda and all pertinent information concerning the business to be conducted at each Committee meeting shall, to the extent practicable, be delivered to all Committee members sufficiently in advance of each meeting to permit meaningful review.

Reporting. The Committee formally reports to the Board. The Committee shall keep minutes of its meetings and regularly report on its meetings and other activities to the Board.

Voting. The Chair should aim for consensus on all decisions. If consensus cannot be reached, majority and minority positions shall be reported to the Board.

Amendment. This Charter may only be amended or varied by resolution of the Board passed in accordance with the provisions of the By-laws.

4. Duties and Responsibilities

In carrying out its responsibilities, the Committee shall:

- Review and approve GAVI's multi-year and annual evaluation work plans.
- Review the quality and usefulness of evaluation reports from the independent consultant.
- For evaluations costing more than $500,000, review and approve Terms of Reference and selection of final contractor.
- Report on the work of the Committee to the Board as requested.
- Review and reassess the adequacy of this Charter from time to time and recommend any proposed changes to the Board or Governance Committee.
- Review and reassess the GAVI Alliance Evaluation Policy from time to time and recommend any proposed changes to the Board.