

Terms of Reference for the WHO/UNICEF Technical Advisory Group on Nutrition Monitoring

The Technical Expert Advisory group on nutrition Monitoring (TEAM) was set up to act as an advisory body to the World Health Organization (WHO) and the United Nations Children's Fund (UNICEF) on how to improve the quality of nutrition monitoring efforts at all levels, in accordance with the following terms of reference. The group aims to achieve this through the facilitation of shared learning and the development of harmonized standards, tools and approaches in several relevant sectors. The TEAM is also expected to identify emerging research questions and needs related to the implementation of monitoring initiatives and to communicate these to appropriate partners.

I. Functions

In its capacity as an advisory body to WHO and UNICEF, the TEAM shall perform the following functions:

- assess existing indicators to monitor nutritional status, the implementation of nutrition programmes and policies, the description of policy environment in countries.
- develop frameworks to describe inputs, outputs, and outcomes linking underlying risk factors, policy and programme responses to nutrition outcomes.
- analyse constraints in the collection of data for different types of indicators.
- assess methods for data quality control.
- assess new technological approaches for data collection, processing and analysis.
- assess methods used to produce national, regional and global estimates using data from routine and survey sources.
- recommend priority indicators for monitoring global nutrition challenges and policy frameworks aimed at addressing them.
- recommend methodologies for data collection, analysis and presentation.
- recommend methodologies about integration of data collection by various sources.
- recommend methodologies for estimating progress at national, regional and global levels.
- recommend procedures for the interpretation of the indicators to trigger actions.
- recommend research priorities for existing and new indicators.

A workplan will be developed by the TEAM with the assistance of the Secretariat.

II. Composition

1. The TEAM shall have up to 15 members, who shall serve in their personal capacities to represent the broad range of disciplines relevant to Nutrition Monitoring, including nutrition epidemiology; nutrition surveillance in the field; statistics; system science; medicine and biology; public health; food security; implementation science; economics; and nutrition biomarker specialists. In the selection of the TEAM members, consideration shall be given to attaining an adequate distribution of technical expertise, geographical representation and gender balance.

2. TEAM members shall be selected jointly by WHO and UNICEF, and appointed by WHO under the WHO Regulations for Study and Scientific Groups, Collaborating Institutions and Other Mechanisms of Collaboration following an open call for experts.
3. The Chair or Co-chairs shall be appointed by WHO and UNICEF from among the TEAM members, taking into account gender and geographical representation, and technical expertise. The Chair's or Co-chairs' functions include the following:
 - to chair meetings of the TEAM;
 - to liaise with the Secretariat between meetings.
4. TEAM members shall be appointed to serve for two years and shall be eligible for reappointment. The Chair or Co-chairs shall be appointed for two years. They should ideally serve as Chair or Co-chairs for only one term but shall be eligible for reappointment as Chair or Co-chairs. Their appointment, including as Chair or Co-chairs, may be terminated at any time by WHO if WHO's interests so require and/or, in consultation with UNICEF, if UNICEF's interests so require, or as otherwise specified in these terms of reference or letters of appointment. Where a member's appointment is terminated, WHO and UNICEF may decide to select a replacement member for appointment in accordance with paragraph II.2 above.
5. TEAM members must respect the impartiality and independence required of WHO and UNICEF. In performing their work, members may not seek or accept instructions from any Government or from any authority external to WHO or UNICEF. They must be free of any real, potential or apparent conflicts of interest. To this end, proposed or existing members shall be required to complete a WHO declaration of interests form and their appointment, or continuation of their appointment, shall be subject to the evaluation of completed forms by WHO, determining that their participation would not give rise to a perceived or actual conflict of interest, or that any such conflict can be appropriately managed. In addition, and in accordance with WHO's conflict of interest assessment process, the names and brief biographies of individuals being considered to become TEAM members will be made available on the WHO web site for public notice and comment prior to their appointment.
6. Following a determination by WHO that a proposed member's participation in the TEAM would not give rise to a real, potential or apparent conflict of interest, the proposed member will be sent a letter by WHO inviting them to be a member of the TEAM. Their appointment to the TEAM is subject to WHO receiving the countersigned invitation letter and letter of agreement (together "Letter of Appointment"). Notwithstanding the requirement to complete the WHO declaration of interest form, TEAM members have an ongoing obligation to inform the WHO of any interests, real or perceived, that may give rise to a real, potential or apparent conflict of interest.
7. As contemplated in paragraph II.5 above, WHO may, from time to time, request TEAM members to complete a new WHO declaration of interest form. This may be before a TEAM meeting or any other TEAM-related activity or engagement, as decided by WHO. Where WHO has made such a request, the TEAM member's participation in the TEAM activity or

engagement is subject to a determination that their participation would not give rise to a real, potential or apparent conflict of interest.

8. Where a TEAM member is invited to travel to an in-person TEAM meeting, WHO, in consultation with UNICEF, shall, subject to any conflict of interest determination as set out in paragraph II.5 above, issue a WHO letter of appointment as a temporary adviser and accompanying memorandum of agreement (together “Temporary Adviser Letter”). WHO shall not authorize travel by a TEAM member, until it receives a countersigned Temporary Adviser Letter.
9. TEAM members do not receive any remuneration from WHO and/or UNICEF for any work related to the TEAM. However, when attending in-person meetings at the invitation of WHO and UNICEF, their travel cost and per diem shall be covered by WHO in accordance with the applicable WHO rules and policies.
10. Membership in TEAM may be terminated by WHO, in consultation with UNICEF as appropriate, including, for any of the following reasons:
 - (i) failure to attend two consecutive TEAM meetings;
 - (ii) change in affiliation resulting in a conflict of interest;
 - (iii) a lack of professionalism involving, for example, a breach of confidentiality.

III. Operation

1. The TEAM shall normally meet once each year. However, WHO may convene additional meetings. TEAM meetings may be held in person (at WHO headquarters in Geneva or another location, as determined by its Secretariat) or virtually, via video or teleconference.
2. TEAM meetings may be held in open and/or closed session, as decided by the Chair or Co-chairs in consultation with WHO and UNICEF.
 - (a) Open sessions: Open sessions shall be convened for the sole purpose of the exchange of non-confidential information and views and may be attended by Observers (as defined in paragraph III.3 below).
 - (b) Closed sessions: The sessions dealing with the formulation of recommendations and/or advice shall be restricted to the members of the TEAM, and essential WHO and UNICEF Secretariat staff.
3. The quorum for TEAM meetings shall be two thirds of the members.
4. WHO and UNICEF may, at their sole discretion, invite external individuals from time to time to attend open sessions of the TEAM, or parts thereof, as “observers”. Observers may be invited either in their personal capacity, or as representatives from a governmental institution / intergovernmental organization, or from a non-state actor. Observers invited in their personal capacity will be required to complete a WHO confidentiality undertaking and

a WHO declaration-of-interests form prior to attending a session of the TEAM. Invitations to Observers attending as representatives from non-state actors will be subject to internal due diligence and conflict-of-interest considerations in accordance with the WHO Framework of Engagement with Non-State Actors (“FENSA”). Observers invited as representatives may also be requested to complete a WHO confidentiality undertaking. Observers shall normally attend meetings of the TEAM at their own expense and be responsible for making all arrangements in that regard.

5. At the invitation of the Chair or Co-chairs, observers may be asked to present their personal views and/or the policies of their organization. Observers will not participate in the process of adopting decisions and recommendations of the TEAM.
6. The TEAM may decide to establish smaller working groups (sub-groups of the TEAM) to work on specific issues. Their deliberations shall take place via teleconference or videoconference. For these sub-groups, no quorum requirement will apply; the outcome of their deliberations will be submitted to the TEAM for review at one of its meetings.
7. TEAM members are expected to attend TEAM meetings. If a member misses two consecutive meetings, WHO, in consultation with UNICEF, may terminate her or his appointment as a member of the TEAM.
8. Reports of each meeting shall be submitted by the TEAM to WHO and UNICEF. All recommendations from the TEAM are advisory to WHO and UNICEF, which jointly retain full control over any subsequent decisions or actions regarding any proposals, policy issues or other matters considered by the TEAM.
9. The TEAM shall normally make recommendations by consensus. If, in exceptional circumstances, a consensus on a particular issue cannot be reached, minority opinions will be reflected in the meeting report.
10. Active participation is expected from all TEAM members, including in working groups (if any), teleconferences, and interaction over email. TEAM members may, in advance of TEAM meetings, be requested to review meeting documentation and to provide their views for consideration by the TEAM.
11. WHO and UNICEF shall determine the modes of communication by the TEAM, including between WHO and UNICEF, and the TEAM members as well as the TEAM members among themselves.
12. TEAM members shall not speak on behalf of, or represent, the TEAM and/or WHO and /or UNICEF to any third party.

IV. Secretariat

WHO and UNICEF shall provide the necessary scientific, technical, administrative and other support. For administrative purposes, the rules, policies and procedures of WHO will apply to any administrative matter pertaining to the operation of the TEAM.

V. Information and documentation

1. Information and documentation to which members may gain access in performing TEAM-related activities shall be considered as confidential and proprietary to WHO and UNICEF and/or parties collaborating with WHO and UNICEF. In addition, by counter signing the letter of appointment and the accompanying terms and conditions referred to in section II.5 above, TEAM members undertake to abide by the confidentiality obligations contained therein and also confirm that any and all rights in the work performed by them in connection with, or as a result of their TEAM -related activities shall be exclusively vested in WHO and UNICEF.
2. TEAM members and Observers shall not quote from, circulate or use TEAM documents for any purpose other than in a manner consistent with their responsibilities under these Terms of Reference.
3. WHO and UNICEF jointly retain full control over the publication of TEAM reports, including deciding whether or not to publish them.