

# APMEN

## Vivax Working Group

### Terms of Reference



#### Governing Body

Asia Pacific Malaria Elimination Network

#### Purpose

The APMEN Vivax Working Group (VxWG) has been established to develop and coordinate operational research that will provide the evidence base for the successful control and ultimate elimination of *P. vivax* in APMEN countries and the greater Asia-Pacific.

#### Functions

The functions of the APMEN Vivax Working Group in accordance with AusAID APMEN Contract Schedule and the APMEN agreed annual work plan, include:

- **Assist in pre proposal advise and feedback to Research Grant applicants**
- **Maintain** an ongoing list via the APMEN Secretariat of Research Grant topics for applicants to consider in their proposals
- **Evaluate the research grants applications** and assess the quality of research grants applications and provide feedback to unsuccessful applicants
- **Make recommendations** to the APMEN Advisory Board of the nominated research grant awardees
- **Receive and accept** the Research Grant final reports
- **Assess the Vivax Research Grant processes and report** with any recommendations to the APMEN Advisory Board and APMEN network

#### Membership

VxWG will be coordinated through the Menzies School of Health Research (MSHR) in Darwin .The working group consist of representatives from each of the 10 founding APMEN country partners national malaria control programmes, research institutions, WHO and the APMEN secretariat. Members participate as volunteers. The following positions form the APMEN Vivax Working Group:

Country Program members x 10  
Coordinating team members X3 (one of whom is the Chair)  
Secretariat X1 (UQ representative)  
Partner Institutions x7

The APMEN Vivax Working Group will call upon external reviewers for grants over 50,000 with expertise in a given field of an applicant's proposed study. These experts will be identified by the APMEN Vivax Working Group and will ideally be located in an APMEN Partner Institution. These experts will be made aware of their responsibilities and obligations in respect to APMEN's *Privacy and Confidentiality policy*.

All members of APMEN are invited to join the working group. Members will be appointed through an annual call to membership at the annual APMEN meeting.

### Quorum

A quorum comprises 75% of appointed members.

### Frequency

The APMEN Vivax Working Group will meet in person prior to the annual APMEN meeting. In 2010 the inaugural Fellowship year the APMEN Vivax Working Group will meet virtually, or at an opportunistic meeting.

### Reporting Structure and Process

The APMEN Vivax Working Group will provide an annual report to the Advisory Board regarding activities or at such earlier time as so directed by the Advisory Board.

The APMEN Vivax Working Group will make available a report to the APMEN network at the annual meeting or at least once in each period of 12 months.

The APMEN Vivax Working Group will via the UQ Secretariat personally inform all successful and unsuccessful applicants of APMEN Research Grants. Notification will also occur to the network via email, web postings and to the APMEN network members at the annual APMEN meeting.

### Recording of Proceedings

Where practical, the agenda together with reports and documents that relate to the Vivax Working Group will be forwarded to members in sufficient time to enable consideration prior to meetings.

Accurate Minutes will be kept of each meeting of the APMEN Vivax Working Group by the coordinating team member (Menzies Project Officer) representative. The Minutes of a meeting shall be submitted to committee members for ratification at the next subsequent meeting of the Committee. When confirmed, the Minutes shall be signed by the Chairperson and forwarded to the UQ secretariat who will then forward to the APMEN Advisory Board.

### Obligations of Committee Members and Persons Assisting the Committee

All members of the APMEN Vivax Working Group will:

- comply with the Committee's terms of reference
- declare conflicts of interest at the commencement of each meeting and abstain from decision making on candidates where conflict exists
- abide by the equity and diversity Policy ratified at APMEN II
- comply with the *privacy and confidentiality policy* attached to the terms of reference
- Identify successful applications by majority vote
- Ensure appropriate and balanced regional representation of Fellows within APMEN network