



**МОНГОЛ УЛСЫН
ЭРҮҮЛ МЭНДИЙН САЙДЫН ТУШААЛ**

Ministerial Decree # 55

February 23, 2011
Ulaanbaatar
Mongolia

Ministerial decree regarding the establishment of the National Immunization Technical Advisory Group (NITAG) in Mongolia

In order to establish NITAG, the Ministry of Health is issuing following orders:

1. The new revised guideline/framework for NITAG (Attachment #1) and membership list of NITAG (Attachment #2)
2. Include all expenses related to NITAG functioning will be included in the annual budget of NCCD and the focal point will be Mr. Tumendemberel (Department of Finance, MOH) and Dr. Nyamkhuu (Director, NCCD)
3. The first Ministerial Decree issued on Sep 2010 (Decree #201) is no longer valid
4. Overall supervision of NITAG activities will be done by Dr. Tugsdelger (Director, Department of Health Policy and Coordination, MOH)

S. Lambaa
Minister of Health



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**Guideline/framework for Mongolian NITAG
(Attachment #1)**

1. Background

Recently, the scope of immunization is expanding and many new and combination vaccines are available. Therefore, countries are increasingly facing with the difficulty to introduce a new vaccine and lack credible decision-making processes that can facilitate the review and assessment of immunization interventions and strategies.

The Ministry of Health decided to establish a National Immunization Technical Advisory Group (NITAG) which will help to make an evidence-based decision and recommendation regarding new vaccine introduction and assessment of immunization interventions.

The membership will be approved by the Minister of Health and it was described in Section 3 of this document.

2. The terms of references of NITAG will be following:

- 2.1. Conduct policy analysis and determine the optimal national immunization policies
- 2.2. Guide the national government and the national immunization programme (NIP) on the formulation of short and long-term strategies for the control of vaccine preventable diseases through immunization
- 2.3. Advise the government in the monitoring of the NIP so that impact can be measured and quantified
- 2.4. Advise the government in the collection of important data and information
- 2.5. Guide, where appropriate, organizations, institutions or government agencies in the formulation of policies, plans and strategies for research and development in new vaccines and vaccine delivery technologies of the future
- 2.6. Promote partnership between international organizations, government, civil society, industry and donors to promote immunization in a sustainable, scientifically and credible manner.

3. Composition of the Mongolian NITAG

- 3.1. NITAG of Mongolia will consist of 11 core members and 9 ex-officio members. The Secretariat office will be located at the Immunization Department of the National Center for Communicable Diseases (NCCD)
- 3.2. The chair of the NITAG will be Dr. Tsolmon (Vice-Minister of Health)
- 3.3. The secretary of the NITAG will be the Head of Immunization Department of NCCD



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- 3.4. Eleven core members will be representatives from the Mongolian Academy of Sciences and other professional institutions and these members will be represented by following specialties: epidemiology, pediatrics, infectious diseases, public health, health economy, immunology, microbiology and vaccinology
- 3.5. Mongolian Academy of Sciences and other professional institutions should propose and send resumes of at least two candidates who have or had experience in immunization field and research activities
- 3.6. Ex-officio members will be representatives from MOH, Department of Health, NCCD and other organizations involved in immunization activities and these members will not have a chance for voting during NITAG meetings
- 3.7. Core members of NITAG will be responsible for selection and appointment of ex-officio members during their routine NITAG meeting
- 3.8. Core members will be designated up to 3 years of period
- 3.9. Membership of core members can be extended only one more time.
- 3.10. Ex-officio members will designated up to 3 years and if they move to other organization, their membership will be terminated
- 3.11. During the NITAG routine meeting, up to 5 additional experts can be invited for their scientific input, advice and comments
- 3.12. Up to 5 additional experts from other international organizations can be invited for the routine NITAG meeting
- 3.13. Membership will be terminated for following conditions:
 - not attended in 2 consequent meeting without preliminary notification or
 - have a conflict of interest or
 - not meet a professional requirement or
 - have an ethical conflict

4. Procedure and rules of the Mongolian NITAG

- 4.1. Regular NITAG meeting will be held at least four times a year. Special meeting can be convened by a NITAG chairman if necessary.
- 4.2. Meeting agenda and related reference materials should be sent by NITAG secretary to NITAG members at least one week before
- 4.3. The NITAG members can also decide to put their own items on the agenda for discussion
- 4.4. Open meeting can be held if the current topic not restricted by law (e.g., personal or organizational secret law).
- 4.5. Specialists from a relevant sector/institution can be attended depending on meeting agenda
- 4.6. Brief report and recommendation of each NITAG meeting should be prepared by the secretary. If it is necessary, a small working group can be set up from NITAG members in order to complete a small research study or investigation
- 4.7. The Conflict of Interest will be declared annually for members who have authority to vote on a special form. Before each meeting, a chair person will update orally result for conflict of interest and report in the meeting minutes



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- 4.8. Decision made by NITAG with at least 70% of attendance will be considered as a valid
- 4.9. Meeting decision or recommendation will be made by voting of core members
- 4.10. Decision or recommendations should be signed by the Chair of NITAG at the end of the meeting
- 4.11. Decision made by NITAG should be submitted to Minister of Health within 3 working days after the meeting with signature of the chairperson
- 4.12. The secretary of NITAG will be responsible for preparation of meeting reports and recommendations and these will be posted on MOH and NCCD websites



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**Membership for Mongolian NITAG
(Attachment #2)**

1. Core members:

- J. Tsolmon (Chair, Vice-Minister of Health)
- P. Nymadawaa (Expert on Vaccinology and Virologist)
- B. Bayart (Immunologist)
- N. Jargalsaikhan (Pediatrician)
- D. Narangerel (EPI Manager)
- N. Tsend (Epidemiologist)
- Munkhbayarlah (Allergologist and pathophysiologist)
- L. Undram (Health Economist)
- D. Regzedmaa (Microbiologist)
- M. Altankhuyag (General practitioner)
- B. Munkhtuul (Financial officer, Ministry of Finance)

2. Non-core members (Ex-officio):

- S. Tugsdelger (Director, Department of Public Health Policy Implementation & Coordination, MOH)
- Sh. Enkhtur (Head, Department of Internal Medicine, MCHRC)
- G. Surenkhand (Deputy Director, NCCD)
- J. Oyunbileg (Director, Institute of Public Health)
- T. Ariuntuya (Health Economist, Department of Health)
- G. Tsendeekhoo (Director, NPHL)
- Z. Adyasuren (Consultant, National Center for Infectious Disease and Natural Focci)
- O. Damba (Director, Association of Drug Producers)
- B. Munkhbat (Health Research Institute)