

Appendix 1

APPROVED BY:

The order of the Ministry of Health  
of Kyrgyz Republic

Order № \_\_\_\_ dated:  
\_\_\_\_\_20\_\_\_\_.

**Regulation document for the Technical Advisory Group of Immunization Experts  
of the Ministry of Health of Kyrgyz Republic**

Technical Advisory Group of Immunization Experts (TAGIE) of the Ministry of Health of Kyrgyz Republic is established as an independent group of experts that provides advisory support and recommendations to the government health care organs in terms of policy making, introduction of new standards and practical approaches related to immunization.

**I. General Information**

This Regulation document related to functions and activities of the Technical Advisory Group of Immunization Experts is developed based on the existing global experience and WHO recommendations.

TAGIE activities are in compliance with laws and regulations of Kyrgyz Republic, orders and memoranda of the Ministry of Health of Kyrgyz Republic as well as this document.

TAGIE activities are based on cooperation and collaboration with government organs of Kyrgyz Republic, local authorities of Kyrgyz Republic, local social organizations, citizens and legal entities as well as various departments and divisions of the Ministry of Health of Kyrgyz Republic.

TAGIE decisions are made for advisory purposes. They can be used by the Ministry of Health as evidence based recommendations for introduction of new projects into the immunization program.

TAGIE activities are based on a voluntary basis. The work that is carried out by the TAGIE employees is considered the performance of formal duties and responsibilities.

## **II. Objectives and functions of TAGIE**

Main objectives of TAGIE:

- provide independent advisory support to the government health care organs and develop evidence based recommendations related to immunization based on principles of evidence based health care;
- minimize possibility of conflict of interests during the decision making process aimed at changing national immunization policy;
- carry out independent assessments of projects related to changing the national immunization policy.

For implementation of the above mentioned objectives TAGIE will have the following functions:

- provide technical support during development of new directions in immunization policy;
- collect data, conduct analysis and develop recommendations for resolving issues related to introduction of new vaccine into the vaccination schedule;
- conduct literature review related to topical issues of immunization;
- co-operate and collaborate with leading research institutes on issues related to upgrading and improvement of immunization policy;
- cooperation and information sharing with independent expert immunization committees of other countries;
- cooperation with international organizations which provide support to the immunization program of Kyrgyz Republic;
- use principles of evidence based health care for developing recommendations aimed at improvement of the existing immunization policy;
- determine cause-effect relations in case of post vaccination adverse effects.

### **III. Organizing TAGIE work**

List of TAGIE members is approved by the order of the Ministry of Health. If deemed appropriate the list of TAGIE members can be revised in terms of increasing or reduction of number of members.

The following specialists can be members of TAGIE: senior specialists of medical scientific and research organizations who have PhD and/or Doctor of Medicine degrees, representatives of non-governmental organizations, as well as specialists of practical health care (neurologists, allergologists, pulmonologists, epidemiologists, immunologists, family doctors, infectious disease specialists, phthisiologists) and representatives of the ethic committee. In certain cases specialists from such medical spheres as gynecology, carcinology, surgery etc. may be involved in TAGIE activities.

1. Every TAGIE member must be familiar with the regulation document related to TAGIE activities and ensure that their duties and responsibilities listed in this regulation document are performed properly. Personal interests and power abuse are not acceptable. Confidential information from the TAGIE meetings must not be disclosed.

2. Chairman and secretary are elected among the specialists (who are TAGIE members) by voting.

3. TAGIE members perform their duties and responsibilities on a voluntary basis. When the TAGIE members are absent at work due to carrying out TAGIE assignments, they still shall be paid for that time by their employers.

4. TAGIE activities are based on plans and schedules. TAGIE meetings must be held at least once in 6 months or more often if deemed appropriate.

5. TAGIE work plan shall be developed in the beginning of the year and discussed at the general meeting. After approval by all TAGIE members, the plan shall be approved by the TAGIE chairman.

6. Date and venue of the meeting is determined by the Chairman. Secretariat is permanently located at the Republican Immunization Center.

7. Preparation of routine and/or non-scheduled TAGIE meetings are carried out by the TAGIE secretary after clarification with the TAGIE chairman.

8. Main issues and topics for discussions by TAGIE may be initiated by the Ministry of Health, Department of State Epidemiological Control, Republican Center for Immunization and other health care organizations connected with immunization activities, as well as any TAGIE members (in this case the proposal must be made at least two weeks before the meeting).

9. TAGIE meetings are considered valid if 50% of its members are present.

10. TAGIE decisions shall be approved by open voting and considered valid after receiving more than 50% of votes. Each TAGIE member has only one vote. If the number of votes are equal, the chairman's vote shall prevail.

11. Meeting minutes, including recommendations related to discussed issues shall be prepared by the secretary, approved by the NIAC chairman and kept by the secretary.

12. Distribution of NTAGIE recommendations shall be done through sending meeting minutes (decisions) to designated persons via mail and/or e-mail.