Terms of Reference for Internal Review Panel membership:

Background:
Members of the Internal Review Panel (IRP) are standing members of the Strategic Technical Advisory Committee (STAC), one of the core components of the APO. They are responsible for the strategic direction of the APO’s research agenda, the quality of the research and products, and outreach to the research community. The IRP consists of a team of six researchers of whom at least four must be predominantly based in the Asia-Pacific region. The IRP plays the dual function of advising on the process of quality control for the research products and providing input into the strategic direction of the research agenda. IRP membership is for a duration of 3 years.

1. Description of work
   1.1. The role of IRP
       The IRP’s responsibilities are to:
       a. Review the quality of work produced as part of the implementation of the APO’s work plan and recommend for publication according to international standards
       b. Provide regular or ad-hoc feedback to the APO Board and/or the APO Secretariat on the overall quality and policy relevance of the APO’s work, and where appropriate make recommendations on how to improve the quality of APO products
       c. Provide advice to the APO Secretariat and the APO Board on the identification of areas for future work, including topics for policy briefs and policy dialogue events

1.2. Working condition
   a. Status: Part-time, pro bono (voluntary-based)
       IRP members will be invited as observers to a face-to-face APO Board meeting at least once a year. STAC meetings are held in conjunction with Board meetings.
   b. Language: English

2. Opening and selection criteria
   2.1. IRP appointments are staggered to ensure there are sufficient members to support the APO
   2.2. Selection criteria
       IRP members are expected to possess:
       a. Recognized research experience in health systems research, and a strong policy and/or scientific publication records on health policy and systems in the Asia-Pacific region
       b. Being able to serve as an IRP member for at least one full term of 3 years.
       c. To avoid any potential conflict of interest, IRP members will:
           o serve in their individual capacity;
           o not be members of the APO Board; and
           o not work for institutions that serve as Research Hubs for the APO. However, this does not preclude IRP members from cooperating with Research Hubs and their network members in general or on non-APO products specifically. Any potential conflict of interest will be acknowledged by the IRP members in a transparent and timely manner and reported to the APO Board.

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1 The original ToR was approved after the 2014 external review recommendation
2 Numbers were increased from 5 to 6 in June 2018 Board meeting.
3 Originally this was 3/5 but with increase in numbers and trying to keep a focus on Asia Pacific, 4/6 is proposed