



MSI Integrity Advisory Group Terms of Reference

Mandate

The purpose of the advisory group is to review the comments and feedback received during the global comment period running from May 1 – August 31, 2013 and to provide recommendations to the Board of MSI Integrity. The recommendations shall contribute to ensuring that the evaluation methodology and standards to be adopted by MSI Integrity are robust and that MSI Integrity advances its mission.

Membership and Duration

The advisory group will be comprised of six to ten members. The group will reflect a balance of individuals who have prior experience with MSIs and who represent a range of stakeholder views. To avoid conflicts of interest, the number of advisors who are actively engaged in MSI governance will be kept to a minimum.

The advisory group will dissolve after the presentation of its findings to the Board of MSI Integrity. It is anticipated to dissolve no later than October 31, 2013. The Board of MSI Integrity may consider extensions of the time period if need be.

Members of the advisory group will not be paid or compensated except for expenses related to travel to advisory group meetings.

Resources

A coordinator will be made available to provide administrative and coordination assistance to the advisory group. This may include recording minutes and drafting materials for approval by the advisory group. The coordinator will have no decision-making power, and all material produced by the coordinator will require review and approval by the advisory group.

The coordinator will maintain strict confidentiality regarding the deliberations of members of the advisory group. Any communications observed or engaged during confidential sessions or confidential written communications of the advisory group will be treated as private amongst the advisory group. Sessions and communications will be considered confidential when members of the Board of MSI Integrity are not present or included on the recipients list, unless the members of the advisory group indicate otherwise.

Operations and Governance

The advisory group will operate in accordance with the following parameters:

- Members will do their best to assist the advisory group and MSI Integrity. This includes prior reading of all briefing materials, comments and reports and full participation in meetings.
- Members will declare any actual or potential conflicts of interest, and abide at all times to confidentiality requirements, including when no longer on the advisory group.

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- The report produced by the advisory group will form the basis of recommendations to MSI Integrity. The report should identify any relevant supporting references and where the panel is providing only their judgment or perspective. Dissenting or alternative views held by advisory members should also be noted.
 - Feedback received by MSI Integrity will be submitted to the advisory group on a rolling basis. At the conclusion of the consultations on August 31, 2013, the coordinator and/or MSI Integrity will liaise with institutions who hosted consultations to ensure any outstanding comments are promptly provided to the advisory group.
 - The advisory group will convene in September. MSI Integrity will facilitate one meeting by phone conference, with the option of a further meeting in-person to be held in Washington, D.C. during September as needed.
 - MSI Integrity will provide a list of specific questions for the advisory group to resolve and provide recommendations upon.
 - No later than September 30, 2013, the advisory group will provide a written report to MSI Integrity. The report will contain a summary of the comments provided and written recommendations.
 - At least two members of the advisory group should be available to present the report to the Board in-person and to further discuss the findings.
 - A record of comments provided to the advisory group and of all relevant comments and relevant correspondence between the advisory members will be held on file with MSI Integrity for five years.

Code of Conduct

Confidentiality

Members must ensure any information provided in confidence is respected as such and neither copied nor discussed outside panel meetings without the permission of the Board of MSI Integrity. This confidentiality requirement endures even after the member has left the panel.

Conflict of Interest

Panel members are required to declare any actual or potential conflicts of interest prior to appointment and to update such declarations throughout their term of membership.