

**Advisory Committee on Immunization Practices,  
Centers for Disease Control and Prevention (ACIP, CDC)  
Meeting Administration and Planning Workgroup  
Terms of Reference  
UPDATED: January 21, 2026**

## **PURPOSE**

This document defines the activities, membership, and administrative requirements associated with the establishment of a **Meeting Administration and Planning Workgroup (WG)** under the Advisory Committee on Immunization Practices, Centers for Disease Control and Prevention (ACIP, CDC). ACIP utilizes subgroups of the Committee, known as WGs, to develop options for presentation to the full ACIP parent committee during its public meetings to facilitate discussion, deliberation, and development of recommendations. ACIP WGs are intended to augment the effectiveness of ACIP. The direction, focus, and pace of both ACIP and the individual WGs are guided by CDC and HHS policies and priorities, as well as the need for expert input to inform development of CDC immunization policy.

## **DESCRIPTION of WG ACTIVITIES**

The Meeting Administration and Planning WG will support the Designated Federal Officer (DFO) with ACIP meeting preparation and planning. The WG's activities may involve input from other Federal and private partners:

- Provide input to the DFO regarding the development and coordination of ACIP meeting agendas, schedules, and critical materials to prepare members for the meetings.
- Provide suggestions to the DFO on needed support for orderly discussions and time management for ACIP meetings.

The WG will provide information and suggestions to the DFO for consideration. The DFO welcomes this input, together with input from other relevant stakeholders and sources, and determines its application as appropriate. For example, the DFO will consider several factors including operational/logistical (data availability, time needed for analyses, FDA vaccine licensing timing, vaccine safety and efficacy data, etc.) and priorities (current administration, HHS, CDC Director, and CDC programs) that inform agenda topic selection for an ACIP meeting.

## **MEMBERSHIP**

The Meeting Administration and Planning WG is chaired by a member of the ACIP committee. The ACIP DFO or a designee from the ACIP Secretariat will serve as the WG Lead (WGL). The WG Chair, in consultation with both the WGL and the ACIP DFO, determines the WG's membership, work priorities, and deliverables. Other federal staff (e.g., HHS leadership) and

members of liaison representatives may be invited to join WG meetings for expertise as needed but will not serve as WG members or participate in any deliberations or WG discussions.

**WG Membership:** The Meeting Administration and Planning WG is composed of a WG Chair and up to 5 additional ACIP voting members given their professional, scientific, and technical expertise; and vested interest in ensuring the success of the ACIP meetings. They are experts who are regarded as an authority or a practitioner of unique competence and skill by other persons in their profession or occupation. Upon request, HHS federal agencies named in the ACIP charter may also appoint members to serve on WGs. The ACIP Chair may recommend and DFO will select the WG members.

## MEETINGS, ADMINISTRATION, and TIMELINES

1. **Administrative Oversight:** The WGL will work with the WG Chair to arrange meetings, document meeting proceedings, and may provide presentations about the WG activities and findings to the ACIP.
2. **Meeting frequency and location:** The Meeting Administration and Planning WG will meet on an as needed basis as determined by the WG Chair, WGL, and DFO. All Meeting Administration and Planning WG meetings are convened virtually via teleconference.
3. **Meeting structure:** In addition to the WGL, at least two ACIP parent committee members (one of whom serves as the Meeting Administration and Planning WG Chair) must be present at each meeting for a quorum. An agenda, relevant publications, and background documents will be circulated as read ahead material prior to each meeting.
4. **Conflicts of Interest:** N/A.
5. **Confidentiality:** The discussions of the Meeting Administration and Planning WG may include information that is unpublished, protected, privileged, or confidential. Discussions within the WG will be kept confidential. Information of this nature must not be disseminated, distributed, or copied to persons not authorized to receive such information. When these types of information are distributed, the person/s presenting will identify the information as such, so all members are duly informed; and written materials shall be clearly marked as such. Unlike ACIP parent committee meetings, which are open to the public, Meeting Administration and Planning WG teleconferences are not subject to the open meeting requirements of the Federal Advisory Committee Act or the GSA Final Rule; data presented during these meetings/teleconferences are often proprietary and should not be distributed to people other than approved WG members.
6. **CDC Staff Involvement:** The CDC staff engaged in the ACIP Meeting Administration and Planning WG include the ACIP DFO and ACIP Secretariat staff. Consultation or informational presentations by CDC staff may be requested by the WG. CDC staff do not serve as members of the Meeting Administration and Planning WG but may be asked to provide administrative support and technical expertise to ACIP WGs, bringing subject matter expertise and current professional focus in areas relevant to the goals of the WG. Consultation or informational presentations by CDC staff will be transparent and evident to minimize the risk of, or the appearance of, undue influence that would compromise the independence of the WG. The ACIP,

CDC DFO and WGL of the Meeting Administration and Planning WG, in consultation with the Chair of the Meeting Administration and Planning WG, will monitor the interaction between the WG and the agency staff to ensure that the WG activities and work products are appropriate and that there is not undue influence by the CDC or by any special interest group on the activities or work products of the WG.

7. Subject content: Findings and opinions of the Meeting Administration and Planning WG members may be discussed at ACIP meetings. Where applicable, the Meeting Administration and Planning WG's findings will be presented to the ACIP parent committee for consideration for action (discussion, deliberation and decision, and recommendations).
8. WG Meeting Summaries: Meeting minutes will be created to capture the information gathered during each Meeting Administration and Planning WG meeting and teleconference.
9. WG findings: The Meeting Administration and Planning WG will present any products to the ACIP DFO and at the ACIP meeting, as applicable. Final versions of any products that may be produced and presented at the ACIP parent committee meeting will be included in the committee's official records.
10. WG Record Keeping: All CDC FACA committees, subcommittees, and WGs are subject to the Federal Records Act. All records will be uploaded in the Federal Advisory Committee Management Portal. The summary report of WG meeting activities and other WG documents will become part of the ACIP's official records as required by GENERAL RECORDS SCHEDULE 6.2: Federal Advisory Committee Records.

## **RECORDKEEPING and REPORTING**

The WG will share approved products with the ACIP DFO and at ACIP meeting, if applicable.