

**Supplementary file S3 - Informant interview questionnaire on scientific advisory committees
in WHO**

A) Information about your organization's scientific advisory committees

- 1) What is your role in convening scientific advisory committees at your organization? (Is your experience primarily with expert committees, guideline development groups, the scientific and technical advisory groups, or other types of scientific advisory committees?)
- 2) Under what circumstances does your unit decide to convene a scientific advisory group?
- 3) Are there best practices at your organization for guiding how you convene scientific advisory committees?

B) Scientific advisory committees' effectiveness

- 4) In your opinion, what are the important design features of scientific advisory committees that contribute to their effectiveness?
 - And of those design features you identified, which is the single most important design feature for ensuring a scientific advisory committee's advice is:
 - a. High quality?
 - b. Relevant?
 - c. Legitimate?
- 5) What specific steps should be taken to safeguard the scientific independence of a scientific advisory committee?
- 6) In what ways might the composition and structure of a scientific advisory committee be changed if the issue addressed is scientifically complex?
- 7) In what ways might the management of a scientific advisory committee be affected if the question addressed is politically controversial? (where there is risk of scientific advice being influenced or opposed by other interests)
- 8) What dimension of diversity is **most** important when selecting members for a scientific advisory committee? (For example, would it be their expertise, geography, gender, or socioeconomic status?) What **other** dimensions of diversity are extremely important?
- 9) What is the optimal size of a scientific advisory committee?

10) In your opinion, are scientific advisory committees underutilized or overutilized at your organization?

11) What steps are taken to ensure effective dissemination and uptake of the advise by the targeted audience [stakeholders]?

C) Ideas for improving scientific advisory committees

12) Where is the greatest potential for improving how scientific advisory committees are designed at WHO?

13) If you had unlimited resources to convene scientific advisory committees at your organization, what improvements would you then make?

D) Final questions

14) Is there anything else you think is important that you would like to raise?

15) If I have any follow-up questions, may I contact you? If so, what is the best way to reach you?

16) Is there anyone else at your organization with whom you think I should speak?