Participants: Patrick Tippoo (PT), Fernando Lobos (FL), Adriansjah Azhari (AA), Lingjiang Yang (LY), Tiago Rocca (TR) Rajinder Suri (RS), Sonia Pagliusi (SP), Sonia Villaseñor (SV), Benoit Hayman (BH), Prerna Kumar (PK)

Meeting started at 1300 CET and adjourned at 1359 CET.

PT was requested to Chair the meeting in absence of Mr. Sai Prasad. PT welcomed the Board, CEO and the secretariat team and declared the meeting open.

**Agenda Point 1. PATH/BMGF Meeting update**

RS shared that the Board (via email communication) has been apprised of the successful conduct of BMGF/PATH/DCVMN meeting held on Nov. 30th. In the follow up meeting, Cynthia had requested for Scope of Work (SOW), which has been integrated by SP and shared with PATH by RS. SOW covers the revised plan and activities extended till June 2022. PATH team offered to extend this till end of 2022 with an understanding that this is whole year budget, just in case DCVMN is not able to cover all activities until June 2022. However, RS in turn, informed them that this is only 1st half year budget and related activities and that we will share with PATH, the activities & related budget from July to December 2022 by end of January for consent & approval of additional budget. This will ensure a provision for additional budget for later half of 2022.

On the Africa proposal, positive feedback has been received from the BMGF US & Europe Team. It was informed that NIIMBL has proposed a similar activity and BMGF suggested to join the forces with DCVMN. BMGF has to meet NIIMBL in this week and will share progress in January 22. RS will keep the Board updated on the progress.

No comments were raised or questions asked.

**Agenda Point 2. DAC Update**

RS: Action points for the Secretariat from successful DAC Meeting, chaired by PT.

i) **Tech-transfer Initiatives** — DAC members are interested in the content or curriculum offered by various institutions to map the opportunity which can be integrated. RS to check with Hilleman Labs, David Kaslow, IVI Korea, WHO and any other key players and get back to the committee with a position paper. **Action: RS**

ii) **Data Management**: Linksbridge a US based company has created a data bank on markets and vaccine products. DCVMN wanted to get its members trained on the Data management. However, David raised the point whether it fits into DCVMN mandate being a competitive activity. PT as DAC chair had advised to escalate it to DCVMN Board for discussion and advice. Hence this point. RS conveyed that it is difficult for DCVMN companies to compete with multinationals in the tendering process due to the non-availability of data. We had earlier proposed to get the market related data only via Linksbridge database and now have enquired if they have data pertaining to disease burden, immunization etc. Linksbridge is closely working with CHAI conducting various programs. Data mining is an important activity by DCVMN, a value addition for members. If not through Linksbridge then through some other source DCVMN should budget this activity. **This was approved by the Board.**

**Agenda Point 3. RS shared the following points:**

i) **New hiring**: Advertisements were placed via LinkedIn.

For Indonesia, Intern position, 5 CVs received, 4 short-listed, interview with shortlisted candidates is scheduled on 17th December by AA & RS. For China, the regulations require, even to call for applications, to have a registered office of DCVMN in China. LJ is of the opinion that it is not worth at this stage. The approved intern position could be hired in some other country.

In this situation, the proposal is to move the approved position hiring of Intern in South Africa or South Korea and for account cum HR executive in Switzerland. This will ensure early hiring and ease of banking in Switzerland when BH moves on in June, 2022.

For Business Development position, only one response has been received from Switzerland and the compensation package is out of budget.
For account cum HR executive position, no CV’s have been received so far from South Africa. RS asked for references from Board and Secretariat members for both the positions.

**ii) Appraisals:** RS shared the dummy one-page appraisal template, based on the principles of Management by Objectives & Results (MBO&R). This is for quantitative and objective assessment. Each person shall have 4 Key Result Areas (KRA), 3 individual and 1 team KRA to encourage team spirit. Comments were invited. AA & LJ asked who would be the appraiser? RS responded it shall be self-appraised ratings with final assessment by the CEO. PT asked if this is in alignment with the secretariat team. RS responded that the template shall be circulated to all and discussed with the secretariat team in the upcoming meeting on December 15th. SV had a clarification on the score number which was cleared by RS. SP raised a concern for the appraisal to be subjective between two people. PT responded that as explained by RS appraisal template is similar to the one being used by most companies, is quantifiable and shall come to the Board for transparency which will decrease the risk of appraisal being subjective. PT suggested to add a comments section for the appraisee to share comments. RS reiterated that the template is designed on the principles of MBO&R to remove any bias or personality issue. The foundation of an organization is based on trust between the employee and the supervisor. Without trust there’s no point of working together. For sharing the difference of opinion between the appraisee and appraiser a section to reflect comments as advised by Chair shall be added.

PT remarked that this is in alignment with the DCVMN moving into an evolution trajectory in the right direction so that operational decisions are being effectively taken by the CEO.

No further comments were raised. RS to revert with comments of the Secretariat team post meeting to the Board who was in alignment with the new appraisal system. **Action: RS**

**Agenda Point 4. Banking related**

**i) Currency Change w.e.f. 1.1.2022** — RS tabled that as proposed by the accountant and audit recommendation, currency change from CHF to USD shall come into effect from January 01, 2022. FL confirmed that this is in order.

**ii) Decision on FD** — RS sought to put the reserve funds lying in the bank to be booked under a Fixed Deposit Scheme as per audit recommendation. FL suggested that he shall consult with the finance team at Sinergium and get back with recommendations on next step. **Action: FL**

**iii) Payroll Switch** — RS informed, as agreed earlier, a new pay roll agency Helvetica shall come into force from 01.01.2022.

**Agenda Point 5. Restructuring**

**i) Working Groups** — RS shared that a communication has been sent to CEOs of member companies inviting nominations for members for restructuring of the working groups. The need for restructuring is imminent. The working group members need to interact with multilateral agencies like WHO, GAVI, CEPI, UNICEF, PATH, BMGF etc. and this requires expert and experienced members with high communication ability. A brief profile in consultation with the respective consultant of each working group has been shared and call of nominations made accordingly.

RS shared his feedback on almost negligible response, kind of a lethargy in responding from member companies and requested Board members to drive through within their organisations.

PT suggested to get companies to nominate one point of contact member from each company to drive through various DCVMN initiatives.

PT suggested and echoed by RS to have a CEO’s Forum interaction planned quarterly or so in 2022. **Action: RS**

**ii) Covid Committee** — RS recommended to AA, to look into nominating members from 3Rs WG as it has 26 members and connect with some of them to join the COVID Committee to assist AA in the initiatives run by the committee. PT suggested to AA to create a one-page article on the COVID
Committee objectives, challenges and achievements so that a call for nomination could be made to member companies. **Action:** AA

iii) Q Team – RS shared that ‘One Voice for Quality’ forum is a great initiative from 25 MNCs with heads of Quality as members and that he intends extending this initiative to DCVMN calling for Quality heads from the PQ members first, followed by non-PQ members.

The meeting concluded by PT thanking the Board, CEO and Secretariat for the contribution and for taking time out for the meeting. The follow ups shall be done via email.

**End of minutes**
13th December, 2021

Notes taken by PK

Patrick Tippoo
Chair