Participants: Sai D. Prasad (SDP), Wendy Huang (WH), Fernando Lobos (FL), Adriansjah Azhari (AA), Lingjiang Yang (LY), Patrick Tippoo (PT), Fernando Lobos (FL), Tiago Rocca (TR), Rajinder Suri (RS), Sonia Paglusi (SP), Sonia Villaseñor (SV), Prerna Kumar (PK)

Meeting started at 12:04 CET and adjourned at 12:51 CET.

The Board Chair, SDP welcomed the Board members, the secretariat team and declared the meeting session open.

RS shared Agenda Point:1: AGM 2021: Progress Update
RS appreciated the efforts of SV being actively supported by the Secretariat team in the preparations of AGM 2021.
- Registrations received till date: 336, very close to the target of 350. More are expected.
- 22nd AGM Agenda was rolled out. 95% speakers have confirmed in writing. 6 people are yet to confirm. Regular follow ups being done.
- General Assembly Nominations: A GA Nominee is an authorized representative, allowed to cast a vote in the General Assembly. Each member company has 1 vote per company. vFairs platform has a dedicated space to enable voting from these nominated representatives only. Only 9 members are yet to nominate a representative. Follow ups are being made.
- Speaker Book: The speaker book for the AGM shall have a profile picture and a brief bio sketch of each invited speaker. SV is being actively supported by TL in preparation of the speaker book.

Agenda Point:2: AGM 2021: Progress Update

Roles & responsibilities of Moderators: RS shared the best practices and R&R:
- PT consented to be the Moderator for the General Assembly, Chaired by SDP.
- To support and make moderating process easy for Board members, for each session, an observer shall be appointed.
- A Moderators guide, final agenda and Speaker book shall be shared with the Board Members for ease of understanding.
- It shall be Moderator’s responsibility to introduce the speakers. It is suggested to practice the pronunciations of the names of the speakers beforehand. Moderators shall announce housekeeping rules before the start of each session e.g. questions should only be asked in the Q&A section. Moderators to keep an eye on the Q&A, chat box and speaking timelines. Moderators will have to ensure that the speaking timelines are being met by the speakers as the Agenda is extremely tight.
- Moderators to draw a conclusion of the session at the end.
- SV on an email shall connect each moderator with the respective session speakers, topics, date and time of the session. This will help moderators to build a rapport in advance to plan the opening and closing of sessions, addressing questions and getting responses on the key ones, filter repeated questions, and effectively deliver/read out the key message.
- Mind-Stimulating Game – Powerful learnings with Entertainment is a game designed by BH and SC with support from the Secretariat Team shall be moderated by WH. The virtual game shall be experienced by the Board during the Dry-run.

All Board members unanimously agreed that the session moderator shall be called moderators as mentioned in the Agenda and not Chair.

Agenda Point:3: Approval of Amended General Assembly Agenda
RS shared that the Agenda was shared with the legal advisor by SP and has a proposed amendment as per the legal Advisors advice:
DCVMN Board Meeting Minutes  
Tuesday, October 05th, 2021  
By Webex

1. Approval of minutes of the General Assembly 2020, circulated annual report and financial statements. The documents have been circulated to members, shall be taken as read and this will be called consent agenda.

2. Discharge of the members of the Board – This is as per the advice of the legal advisors to free Board members of any legalities.

3. Approval of two new members
   a. Pasteur Institute of Dakar
   b. Can Sino

4. Reiteration and approval of Bank signatories

5. Chair’s Report by SDP

6. Expenses plan 2021 and Budget 2022 by the Treasurer FL. Already circulated to members and shall be said read out.

7. Membership Fee (On suggestion by the Legal Advisor), even if the fee is not changed this year, the fee has to be read out. Next year, a revision in fee shall be proposed.

8. Appointment of the auditors (On suggestion by the Legal Advisor), even if the auditors are already appointed, it has to be read out.

9. CEO’s report to be presented by RS

10. Miscellaneous

On the two points raised by SP (1) For approval of Bank signatories RS requested LY to send a copy of the passport to include the correct name/spellings of LY.

(2) RS shared that Agenda is an Executive Decision collectively made by the Board and the CEO. It is advised that the legal advisors should only be approached for items warranted by the Board and CEO in writing.

PT advised to provide the explanation on the agenda items to the members in advance for ease of understanding and making the proceedings during the GA smooth.

PT raised a point of if members ask to include any agenda item, will that be part of Miscellaneous.

RS responded by sharing that the timeline to inform the members about the Agenda is two weeks prior to the AGM, thus last minute no new point can be added to the Agenda. Though it is the Board Chair and Moderators discretion to admit/reject an Agenda item raised during the GA.

RS requested for Board’s approval for Agenda. Unanimously the Agenda for GA was approved.

**Agenda Point: Approval Budget 2022**

RS shared that the Budget is with the Treasurer FL and Board’s approval is awaited on the same. RS requested Board Members to respond on email.

SP asked if the budget needs to be circulated to the members. FL responded that it is not necessary once approved by the board and presented in GA. SDP asked SP if historically the budget was ever sent to members earlier. SP responded in negative. PT advised that as long as the budget is being presented to the GA and the members in the GA agree, it shall be seen as compliant of the Bylaws and statues.

SP raised a point in seeking the support of the Board for submitting the Notarised documents as cross validation of the signatures for the new signatories being added to be send to the bank directly. RS reiterated and requested support from the Board so that the process can be completed.
Agenda Point: 5: Reappointment of Mr. Sai Prasad, representing DCVMN constituency in GAVI-PPC.
RS shared that each member in GAVI-PPC is appointed for two years and SDP has completed one year already. Board’s approval is now required to re-propose his name for another year. Unanimously approved.
SDP accepted and shared that it should be brought the attention of GAVI to regularise the term. RS agreed to follow up on this with GAVI.

SDP appreciated the hard work being put in by the Secretariat team for a successful AGM and is looking forward to highlight to the world the work of DCVMN members, especially during the pandemic for innovating, developing, manufacturing and delivery with and without tech transfer of the COVID-19 vaccines. RS valued the opinion saying that this shall be integrated in the communicated strategy. RS thanked the Board members with a request to join for the dry run of the platform.

The meeting concluded by SDP thanking all the Board members and Secretariat for the contribution for taking time out for the meeting.

End of minutes
07th October, 2021
Sai D Prasad
Chair

*WH had to excuse herself, mid-session, due to incidental injury to her son.*