

DCVMN working procedures to appoint GAVI representatives

Within the GAVI Board Alliance “Developing Country Vaccine Manufacturers”, effectively becomes the DCVMN constituency, and includes DCVMN member companies. In order to facilitate the communication, transparency and collaboration between member companies with regard to their representation on the GAVI Board and the various committees of the GAVI Alliance, the constituency has developed working procedures, as outlined below.

Any DCVMN full member company, supplying WHO-prequalified vaccines of the current GAVI portfolio or developing / producing vaccines or antigens foreseen by the GAVI investment is eligible and invited to join the GAVI-DCVMN board members constituency. Any such company is expected to contribute as an active partner to the joint constituency effort in advancing the GAVI mission: “Saving children’s lives and protecting people’s health by increasing access to immunization in poor countries”.

Process on selecting new GAVI Board Members, Alternates & Committees delegates, as well as experts/members of the ad-hoc, time-limited Working Groups / Task Forces are proposed as below:

1. The GAVI-DCVMN Board Members constituency is represented on the GAVI Board by the CEO or a Senior VP of one of the member companies of DCVMN as selected among the full members by agreement of the DCVMN executive committee. The representation rotates every number of years as specified by GAVI by-laws and statutes (presently 3 years) and shall meet the minimum criteria as to the qualifications and competencies of GAVI Board Members, as may be set by the GAVI Board or its Nominating Committee. The board nomination can be extended for another 1 year / 2 years / 3 year. if there are no nomination from the aspiring GAVI-DCVMN full members.
2. Upon the selection of a new GAVI Board Member DCVMN representative, the GAVI Governance Committee shall be notified by a letter from the DCVMN secretariat signed by the President on behalf of DCVMN Executive Committee of such selection. The letter shall contain: (a) the name and company of the new candidate GAVI Board Member as well as his/her Alternate Board Member, (b) the date of the proposed transition and (c) the contact information for the new GAVI Board Member and Alternate Board Member.
3. The Alternate Board Member shall be selected also among DCVMN full member companies. The Alternate Board Member shall be a high ranking company official, and be of a different company than the board member to assure diversity of representation of the DCVMN constituency. To the extent possible and taking due account of the GAVI Alliance Gender Policy, the DCVMN constituency shall nominate a male and a female candidate to be the Member or Alternate Board Member, providing an opportunity of dialogue with the GAVI Board Chair and governance committee in selecting the nominee.
4. The GAVI Board Member and alternate are expected to attend all Board meetings, and could be accompanied by any DCVMN member representative, as observers and the DCVMN secretariat for support.
5. Whenever the GAVI Board Member is not able to attend a meeting of the GAVI Board, the Alternate Board Member shall attend such meeting for and on behalf of the GAVI Board Member.
6. The alternate GAVI Board Member company should have priority for nomination to next Board Member, except in case that the company loses its full member status, or the represented member voluntarily declines, or the candidate does not meet the minimum criteria as to the personal qualifications and competencies of GAVI Board Members.
7. The DCVMN representatives on GAVI Committees (e.g. Programme & Policy Committee (PPC)) can be either the GAVI Board Member or Alternate Board Member, or a representative of another GAVI-DCVMN constituency company with sound understanding of international vaccine investment strategies, to facilitate the task of, and share the responsibilities of the GAVI Board members. Upon selection of the Committee’s representative, the GAVI governance Committee shall be notified of such selection by a letter from the DCVMN Secretariat signed by the President. The terms of mandate will follow that dictated by GAVI by-laws and statutes. The PPC

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is presently the only GAVI Committee where Committee Delegates can represent the constituency. Upon selection of the Programme & Policy Committee representative, the Nominating Committee shall be notified of such selection by a letter from the DCVMN secretariat.

8. Where ad-hoc, time-limited Working Groups / Task Forces are established by GAVI and industry experts or members are invited to participate, the selection of the DCVMN representatives in such Working Groups / Task Force shall be handled by the DCVMN secretariat in consultation and agreement of the DCVMN GAVI Board member and alternate. The nomination will be communicated to GAVI by the DCVMN secretariat, as appropriate.

Working processes and information procedures

9. During GAVI Board meetings & teleconferences (“TCs”), the GAVI Board Member shall represent the opinion generated and endorsed by the GAVI-DCVMN constituency, as appropriate.
10. All documents sent by the GAVI Secretariat that are addressed to or received by the GAVI Board member or any GAVI committee or group member, will in principle be shared by the relevant DCVMN representative with seat on the GAVI Board, committee or group who has received such documents, with the entire DCVMN-constituency, except in circumstances where the confidential or otherwise sensitive nature of the documents prevent them from being shared. To the extent possible, giving due regard to the confidential and/or sensitive nature of certain documents, member companies are then responsible for distributing the documents within their companies, as appropriate. Member companies shall exercise due discretionary caution to avoid sharing documents where doing so might raise concerns under applicable anti-trust laws.

Approved by DCVMN EC in May 2013. Amended in May 2014.