DCVMN Executive Committee meeting minutes  
Tuesday, June 01, 2021  
By Webex

**Participants:** Sai D. Prasad (SDP), Patrick Tippoo (PT), Fernando Lobos (FL), Adriansjah Azhari (AA), Lingjiang Yang (LY), Tiago Rocca (TR), Rajinder Suri (RS), Sonia Pagliusi (SP), Sonia Villaseñor (SV), Prerna Kumar (PK)  
**Meeting** started at 14h00CET and adjourned at 14h56CET.

The welcome address was given by the Chair PT. The meeting started as per agenda.

RS updated the EC members on the AGM with a brief snapshot, progress made till date and action points.

**AGM Brief Snapshot:** The final dates for AGM are October 19th – 21st, 2021. AGM shall be fully virtual, co-hosted by Biovac. The President of South Africa will be invited to the inaugural session. The theme of AGM shall be “Vaccines: New Challenges, New Paradigms, New Opportunities” with focus on Africa. Meet shall be for 4 hours each day on all three days with a 30 minutes break in between the sessions.

**Actions Taken:** “Save the Date” emails have been circulated. Preparation of list of speakers is underway and shall be completed within two weeks. Draft of Invitation letter is ready and shall be tailor-made for VVIP’s to align with the theme. The proposals from the shortlisted platform vendors for hosting the virtual event is being looked into by SP for the nuances on fee, terms & conditions and services provided. SV will make sure the platform provides polling system for the GA. The work on release of invitations and registrations for the AGM to begin by 1st week of July. RS will create a formula to split the cost of the AGM between DCVMN & Biovac.

**Discussion points:** RS shared and invited suggestions from the EC to ensure that AGM has optimum visibility and value for Biovac and DCVMN. 1) Time for General Assembly to be built into the agenda. 2) Organizing a press conference on enhanced visibility for DCVMN with the co-host Biovac (to define day, time & panel).

SDP suggested DCVMN should add the press conference as an agenda item for DCVMN internally as of now. The idea is good to be able to showcase the strength and value of vaccine manufactures given the current situation and should be deliberated upon to get a substantial and worthwhile information to be shared with the press. If we don’t have something significant to show as an outcome, it may have negative impact. Well noted and agreed upon by all. An internal placeholder only visible to DCVMN to be added to the agenda to be dwelt upon in September and then take a call on either releasing a media note or interaction session with the media is to be scheduled.

PT asked for views on the timings for hosting the AGM considering different time zones. AA and LY shared their concerns; it was suggested that the latest time to consider would be 15:00 CET. Well noted, considering the participating members are in different time zones, meeting times shall be worked upon and shall be shared with EC. The timings could be different for all three days.

Concerns of LY and FL on the visibility and interaction time for sponsors and members was addressed by RS. PT informed that the platform for hosting the AGM shall be comprehensive, with all functionalities like providing the booth for partners, networking zones, one-to-one interaction rooms, voting polls, etc. to give visibility and opportunity for business interactions to sponsors and partnerships. FL welcomed focus on Africa and encourage to show the production capacity DCVMN manufacturers are giving in terms of COVID vaccines doses; he will share some thoughts in one-to-one communication with Patrick.

Moving on the next agenda item PT shared his views on the Governance Committee. While appreciating the hard work, persistence and energy of SP in reaching out to members on AGM decisions, PT raised his concern on the numbers i.e., votes required for EC to become board is still incomplete, required for closure of an outstanding governance issue. He suggested two options i.e., the EC members to volunteer to reach out to CEOs or send individual mails directly to CEOs. SP said only 1-2 votes are pending for 75% majority and in her opinion, it is not right to ask CEOs as it is a vote so we should not intimidate them and that people said they
forgot or they are finding problems. SP said that also membership fee payment needs to be reviewed to confirm if their vote is valid for 2021 poll while for 2020 all members have paid the fee. RS suggested to share with him if there are any problems so as to speak to them. SP said WHA has a good model for polling which she has suggested to SV. PT advised that it is a constitutional responsibility and there’s nothing wrong to remind them by reaching out to them as one on one approach can generate better response. SP and SV to share with RS & PT list of members (by Friday, 4th June) who are yet to respond in voting and a decision can be taken on next steps to close the issue. PT said this is a critical governance issue and should be brought to the closure.

Due to paucity of time, updates on other committees were not shared. RS invited attention to the committees marked in red, for which, he has allotted names of EC members to be governing the respective committee. RS asked for approval, suggestions, change in names. FL opted for capacity building. TR opted for HIF or Capacity building instead of Regulatory. RS suggested that to have a strong presence in regulatory and clinical committees which is not present in DCVMN internally, DCVMN should look to hire a consultant/employee.

SDP suggested that as the regulatory committee is a technical area DCVMN should get an expert external consultant or part time support to guide on global regulatory systems.

SDP said that the purpose of having the committees was to increase engagement between DCVMN members; occasionally to come up with white papers, derive dissertations, to increase participation and involvement from DCVMN members. PT suggested to differentiate between Board sub-committees (chaired by a Board member) and Working Groups (that do not need a Board member in it) to not overload Board members. AA mentioned currently the Covid committee members are extremely soft spoken, and he is making an effort for members to be more open, pro-active and outspoken.

As the last point, RS requested review by EC on the pros & cons of the note already circulated by SP on DCVMN participation in site transfer protocol proposal along with IFPMA sister associations and to share their feedback immediately. The last date has already elapsed and reminder has been received by Sonia which needs to be responded today. RS also requested to give their opinion on the 3 persons proposed or give recommendations for at least 3 persons in regulatory affairs to represent DCVMN in these meetings. SDP advised to participate in such a meeting which will provide huge benefit of all members and an opportunity to give feedback to regulators. RS asked SP to go ahead and respond to IFPMA on DCVMN participation.

The meeting concluded by RS & PT thanking all the EC members and Secretariat for the contribution for taking time out for the meeting.

End of minutes
01st June, 2021

Notes taken by PK, edited by SV

Patrick Tippoo
Chair

08 June 2021