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

Meeting started at 1105 am CET and adjourned at 1200 CET.

Vice-Chair, PT was requested to chair the meeting due to technical challenge in my Sai Prasad’s audio system, who welcomed the Board, CEO and the secretariat team and declared the meeting open.

**Agenda Point 1. Review of AGM:** RS thanked the Board for continuous guidance and advise, Secretariat team especially SV, PK, TM, BH & SC and the Organisation Committee members from Biovac PT, MV, MB & MS for excellent co-ordination and support provided for conduct of a successful 22nd AGM from Oct.19 through 21, 2021. He affirmed having received very positive feedback for the AGM from various stakeholders on all aspects be it the choice of topics, quality of speakers, deliberations, lectures and participating members. RS confirmed that as per advice of Board Chair (SDP) we are exploring possibilities to get the conclusions of the AGM published in a reputed journal followed by a detailed conference report. The conclusion has been reviewed by the Board, the detailed report before publication shall be shared with the Board for review. As conveyed in GA, actions in terms of management and controls are in place, the Secretariat team appraisals shall happen by January 2021.

PT echoing the sentiment that ‘AGM was well organized and was a great success’, invited comments by the Board on overview and reflections of the AGM.

FL said “AGM was very well organized with an appropriate agenda keeping in mind the interactions were on a virtual platform” and that we should work on Slido to see the next polling goes smoothly.

**Agenda Point 2. Sponsorship Proposal 2022:** RS invited BH to share the proposal.

BH: Sponsorship proposal will be shared with member organizations post AGM to leverage continued impact. The proposal comprises of background information of DCVMN, vaccine manufacturing excellence of network’s members, global supply of vaccines, engagement of members in producing COVID-19 vaccines, professional development activities like trainings, e-learning, workshops provided by DCVMN and the details of sponsorship packages. The proposal is to showcase the value DCVMN shall create for the sponsors in both online and offline AGM. This year in 22nd AGM 16 sponsors (Gold–2; Silver–4; Bronze–10) participated in the AGM with a total sponsorship contribution of US$160,000 (received in 2020 and additional US$15,000 received in December 2021 taking total to US$175,000).

The proposed suggestions are:

1. To reduce the number of sponsorship packages from 5 to 4
2. Increase in sponsorship contribution fee for Gold, Silver and Bronze
3. Enhancement to the benefits being provided under each sponsorship package

Following are the suggestions/comments from Board on the sponsorship proposal 2022:

i) PT: Evaluate discounted packages for sponsors incase the AGM is fully virtual
ii) FL: Change in value contribution by change in the sponsorship fee
iii) PT: The AGM exhibition area to be well populated in case of Offline AGM
iv) TR: Sponsorship is effective way of funding, the structure of secretariat team to be dedicated/strengthened to look for potential sponsors
v) WH: To incentivize the Silver/Bronze sponsors by giving options to help them move the level up. Purpose of number limitation to each layer of sponsor.

Both RS and BH thanked the Board for the suggestions. The purpose is to maximize the quality of sponsors, to create value for the members for professional development, learning, technology, products and networking while generating opportunities for sponsors and funds for DCVMN. Keeping the uncertainty of conducting the AGM offline/online, DCVMN has to be adaptable and flexible. RS shared that with the new team structure and the proposed hiring in different regions, the reach of
DCVMN for the lookout of sponsors shall be diversified and enhanced. The draft proposal document including applicable suggestions, shall be shared by BH and circulated to the potential sponsors.

**Agenda Point 3. PATH funding extension & revised allocation:**
RS conveyed that PATH accumulated funding of US$946,000 is left over from 2020. Out of which US$500,000 shall be received this year with an extended validity till June 2022. The proposal in consultation with the Secretariat team is to utilize these funds in various initiatives like trainings and workshops. A new initiative has been planned to host a residential tech transfer training program at Hilleman Labs, Singapore. The estimated cost for this program of 10 days in Singapore for 15 people would be US$160,000. For LatAm members proposal is to have a similar training in September subject to additional grant. Further, a data management training program is likely to be organized with LinksBridge in addition to a VR study, Clinical research other than ongoing programs.

Currently, the shipping validation and a warehouse program under supply chain working group, is under consideration while Pharmacovigilance working group, Regulatory working group programs are going on smoothly with an addition of single dilution assay for diphtheria tetanus vaccines which LV is managing.

A meeting with PATH leadership team is scheduled in the coming week. The revised funding re-allocation plan shall be shared with PATH well in advance of the meeting to create the ground for discussions around funding for Africa proposal. David Kaslow had advised to spend the above unutilized fund of US$500,000 for Africa proposal. RS to share the funding re-allocation proposal with the Board.

**Agenda Point 4. Plan for new hiring:**
New hiring as approved by the Board and the General Assembly, DCVMN is looking to hire two interns in China & Indonesia (one each) and a senior person (7-10 years’ experience) for HR/Accounts in South Africa. Concerned Board members requested to advise on the salary structure for interns and the city for headquarters in their respective countries, and if the HR/Accounts person should be hired in South Africa or Switzerland. As BH would be with DCVMN till June 22, then the banking work shall be moved over to the HR/Accounts person.

RS to share the job descriptions with the Board.

**Agenda Point 5. Change of payroll agency w.e.f. January 01, 2022:** RS conveyed that the services of new Payroll agency shall be activated from January 01, 2022.

**Agenda Point 6. Accounting track and trace software:** RS informed that the track and trace software Winzip which recognizes USD currency only shall be operational from January 22 as well.

**Agenda Point 7. AOB:** RS: As per the feedback from Bernadette and Katharina, RS requested the Board to advise the concerned members within their organizations to participate and engage more actively during the working group meetings and training sessions, to enrich themselves from the knowledge the consultants are providing. Non-engagement by members is not appreciated by the consultants.

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*
12th November, 2021

Notes taken by PK

Patrick Tippoo
Chair
22 November 2021