Participants:
Present: Rajinder Suri (RS) minutes, Sonia Pagliusi (SP), Laura Viviani (LV), Benoit Hayman (BH), Tana McCauley (TM), Sonia Villaseñor (SV), Sivashen Cunden (SC)

Meeting started at 12h20 and finished at 14h05.

1. Welcome & Introduction: At the outset RS welcomed the team and SP welcomed RS and assured full support for onboarding. All members introduced themselves and shared their qualifications, experience and activities & time they are engaged with DCVMN in brief. RS expressed his pleasure to be part of this happening team, appreciated & congratulated them to make a flawless virtual AGM happen in spite of unprecedented Pandemic situation prevailing.

2. Priorities at hand:
Review of Secretariat Structure: Present & Proposed
A detailed discussion was held on current and proposed structure. SP informed that being a small team as such there’s no formal structure at present. Then RS shared a draft proposed structure in a ppt. Following are the highlights:

a. It has been divided into five major buckets each depending upon the nature of work involved so as to allot specific tasks to each member of the Secretariat based on their competencies, interest, experience, qualifications and displayed expertise.

b. RS proposed to add one bucket for Commercial Activities including Lobbying & Advocacy. SP raised the point that Lobbying is a job in Switzerland and commercial activities have not been a part of DCVMN as on today as we are neither selling nor buying vaccines. RS expressed willingness to get it vetted by a legal advisor to steer clear of any legal implications.

c. Further SP informed that presently there’s no provision to have a person outside Switzerland, as a member of Secretariat staff.

d. Efforts made by Laura along with Benoit, in fund raising activity were lauded by SP.

f. SP said that while she can’t participate in Commercial activities because of no experience, but with her qualification & post doc in molecular biology as well as experience in giving direction to regulatory and scientific initiatives can add value & give more focus on the technical activities. RS assured to add her name in technical bucket.

Action 1. RS to share the draft structure with EC by next week.

Appraisals: Need, Structure & Timing
RS explained the need & timing and shared the concept of well-established principles of MBOs (Management By Objectives) in appraisal system. RS further elaborated the rationale of KRAs (Key Result Areas) divided into KPIs (Key Performance indicators/milestones) of each member to enable their performance appraisal objectively on the completion thereof. It was appreciated & agreed by the team that clearly defined roles and responsibilities will help bring transparency.

SP expressed some concerns on the appraisal template received recently from EC of privacy, culture, compliance, legal issues, alignment with labor laws, etc.; in addition to lack of her expertise in this area & absence of a HR manager in the present structure as reasons for her discomfort. RS asked SP to share the appraisal template with him along with her and team’s concerns so as to help resolve them. SP agreed to send final version to EC post review by RS within three weeks.

RS reassured the team that he has over 30 years of experience in designing, administering and coaching on Appraisal systems including his last assignment wherein he was leading Corporate HR as an additional charge for both Pharma & Vaccines including hiring and appraisals of a very senior leadership team.

Still if required we can seek expert advice from an HR consultant in Switzerland.

Actions to be taken:
1. SP to share Appraisal template along with her & team’s concerns to help RS find and propose solutions
and arrive at a final template.

2. SP to complete all pending appraisals & get these reviewed by RS to send final version to EC within 3 weeks.

(SP confirmed on 2nd February 2021 that there are no pending appraisals of staff related to 2020. The EC already received my comments, and agreed that it would be inappropriate to share or modify, after they have occurred, also because the performance of staff relates to 2020, not 2021).

Disbursement & Procurement policy: RS informed SP that he has already responded to EC on the subject and she’s in cc.

2021 Work Plan:
Calendar of Key activities
Roles & responsibilities
Challenges & opportunities

SP informed that as on today it is 50:50 and that each member has some plan but it is not one plan. RS emphasized the need to have one clear road map charting out all activities for 2021. SP said she will need support from RS on this. RS assured and asked SP to share all pieces and activities which then can be integrated into DCVMN Work Plan 2021.

Action: SP to share all plans and details of activities planned for 2021 with RS

AGM 2021

We discussed on Sai’s suggestion during ECTC on Jan 20th in response to Patrick’s invitation to host face to face AGM in Cape Town. SP proposed Plan A as 100% Virtual and Plan B as a hybrid of a small population of 20-25 people who can arrange to reach SA in wake of ongoing Pandemic and for rest a virtual mode and that we can review in a month or two. SP asked SV for her opinion and SV also endorsed Plan A.

RS suggested to reverse and consider Plan A as Hybrid with participation of at least 100 people for face-to-face meeting and remaining through virtual mode and Plan B as 100% virtual keeping in mind the vaccination drive where in 300 Million people are likely to be vaccinated in India alone by July/August while the global numbers will be much more and secondly jumpstarting the economic activity including Air Travel will be a key priority for all countries.

SP & SV also shared their experience of several hiccups with the Company they worked for virtual AGM. SP clarified that while it was same agency as used by GAVI, however, probably they had subcontracted to an unexperienced startup.

Therefore, this time we should look for a seasoned player with successful experience of handling multiple platforms.

On the other hand, we should ask local hosts to start negotiating for hotels and other infrastructure and seek quotes. But consider not shelling out too much in non-refundable advances. We can review in June/July which way to go.

Action: 1. RS to respond to Patrick with copy to EC/SP/SV & BH.
2. SV/BH to scout for an experienced agency to handle virtual meeting.

AOB

It was proposed by SP to have this kind of meetings every month for one hour.

Action: 1. SP to share day, date & timing for monthly meetings.
2. SP to help organize an interaction of RS with all consultants.
3. Team to feel free and contact RS for any support they may need any time.

------------------End of the document------------------

Nyon, 22 January 2021

Rajinder Suri
CEO