Participants: Rajinder Suri (RS), Sonia Pagliusi (SP), Sonia Villasenor (SV), Laura Viviani (LV), Benoit Hayman (BH), Tana McCauley (TM), Swashen Cunden (SC), Tamires Santos Lacerda (TSL), Prerna Kumar (PK)

Meeting started at 03h00CET and adjourned at 04h04CET.

CEO extended warm welcome to Tamires Lacerda, who joined the Secretariat meeting for the first time.

Agenda Point 2: (AGM2021: Progress Report) (a) Update till date: RS shared that he is happy with the progress of tasks related to AGM. So far everything is shaping up in the right direction. He is happy with the contribution from each of the Secretariat Team members and suggested to keep the focus on.

Agenda Point 2: (AGM2021: Progress Report) (b) Plan for next 15 days: SV shared the plan:

i. SV shall get the AGM registration link to be set up on DCVMN website within a day & will share a draft cover-note with RS for approval to be sent with the registration link to register.

ii. Post the approval of designs of banners to be used at vFairs platform by BioVac, SV shall share the designs to be uploaded on vFairs platform.

iii. Follow up for the GA nominations registration. RS shared that till now only 3 members (Indian companies) have sent their nominations. A follow up schedule to be created and followed by RS/SV/TK.

iv. SV shall prepare the first draft of the Speaker Book and TL will support in compilation of the speaker book. RS suggested that the follow up with the VVIPs shall be done by him personally and for VIP's shall be done by his office. RS suggested that only the speakers who have confirmed shall be sent an email (RS shall draft) asking for an updated bio (limited to 60 words) and a latest passport size photo to be published in the speaker book. RC is RS – VVIPs /SV – Members who attended last year /PK – to support. TL shall be given these details to be uploaded in the speaker book. TL shall not connect with any speaker directly as of now. RS shall draft a message to be sent to speakers asking for bio and photo.

v. BH shall follow up with sponsors as per schedule for uploading details on the vFairs platform.

vi. SV shared other pending activities, which shall require attention once most confirmations are received. To create speakers and moderators’ guidelines, upload on vFairs platform and sharing with speakers/guests. RS shared that once 70-80% confirmations are received, only then the agenda shall be circulated. Till that time follow-ups to be scheduled and followed as per RC.

Agenda Point 2: (AGM2021: Progress Report) (c) General Assembly documents:

SP shared that the following documents (called Consent Agenda) are mandatory to be approved by the General Assembly:

i. Minutes of the previous years’ GA meeting

ii. Audited Financial Statements, approved by Chair and Treasurer

iii. Proposed budget for the coming year

iv. Any proposal for which voting is required in the GA

SP shared that for this year the annual report has been drafted, the financial statements are not yet audited and will be audited by 31st August. Audited financial statements shall be sent to Chair and Treasurer for signatures and then circulated to members. It is mandatory to circulate these documents at least 2 weeks prior to the AGM, though this year, the plan is to share about 4 weeks prior to the AGM.

SP shared that historically, the new members presented about their companies for a minute to the GA and GA voted for their inclusion in the DCVMN as members. RS shared that this year, the details of the new members shall be shared with the GA as part of consent agenda. Once approved by the GA, the new members shall than introduce themselves to the GA.

SP also shared with HIF as an example that any proposal/plan like this needs to be shared with members in advance and to be included in consent agenda. RS mentioned that HIF this has been shared with the members much earlier, and shall be included as part of Consent Agenda in the documents to be shared with members prior to AGM.
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Agenda Point 3: (Social Media): Website up date by SV:
   i. manufacturers who cease to be the members of DCVMN have been removed from the website.
   ii. COVID-19 section has been renamed as COVID-19 dashboard. BH has proposed to bifurcate the dashboard into three categories. SC is working on segmenting the information available/identifying new information as per categories. Once proposal is ready, it shall be shared with RS, Adriansjah Azhari and SP for approval and then further update the website.
   RS suggested to share with the entire Secretariat team for suggestions, as the website needs to be attractive and informative with high value content.
   iii. SV shared that YouTube plan is delayed. SP shared that previously we did not have a YouTube plan. Mr. Machy supports in uploading the YouTube links on the website. RS suggested that as communication RC, TM to work on updating the YouTube on the website with support from SC.

Agenda Point 4: (Office 365) (a) Roll out date and plan:
   i. SV shared that as two board members are using Office365, it is being re-confirmed with the service provider if that will not create any hindrance/problem in rolling out Office365 for DCVMN. RS suggested to take 1-2 additional licenses so that as and when someone joins, we should have a license ready for usage. RS also suggested to negotiate further with the provider.
   ii. SV shared that Office 365 has an option of emails and checked if we should migrate emails from Zimbra to Office 365. SP suggested to analyse/work on Office 365 for some-time and then plan to migrate emails. RS agreed and suggested to create a plan in consultation with Mr. Machy and do the migration in a phased manner.

Agenda Point 5: (Feedback on Working Groups DAC/webinars/workshops): SV shared that in the last COVID-19 Committee Meeting it was observed that participation from members is decreasing. Adriansjah Azhari (Chair-COVID-19 Committee) and Mr. Apoorv from Bharat Biotech proposed ideas to be implemented to strengthen the committee. RS suggested that DCVMN consults from technical, regulatory and clinical team should come together in the sub-committee and bring meaningful initiatives to support the COVID-19 committee. TM could support in getting the teams together. RS also shared that for the Pharmacovigilance Working Group, Alexander is tied up with some issues at personal and professional level. For the time being Linda has been given the assignment to manage and represent Alexander in the Working Group meetings and as representative in CEPI.

SC shared the webinar schedule for the month of September and October and Q3 overview. Average connections per webinar is lower in Q3 (26) than in Q2 (34), most likely due to the webinars scheduled in the latter half of Q3. Average number of companies remain the same as at 19. Average number of countries increased to 13 in Q3 from 12 in Q2. RS suggested to go deeper to understand why the number is going down and accordingly plan to enhance the value that the Secretariat team is bringing to the table for members. SP suggested SC to create a calendarized data table for ease of understanding the webinar schedule and booking the available slots for speakers. RS agreed. SC shall share the revised schedule.

TM shared the workshop updates for Pharmacovigilance and Risk Management and asked for support on how to proceed for the Medical Writing Workshop as she has not received a response from the consultant. RS suggested to wait for the response as there may be some exigency or she may be on vacation.

Agenda Point 6: (AOB):
   SV shared a challenge in completing the slides for the Regulatory working committee. RS advised to write to Samir Desai (Chair) with a copy to RS asking for the information. RS also agreed to SV’s suggestion to mark Dr. Bernadette to participate as an observer in the next meeting.

End of minutes
18th August, 2021

Rajinder Suri, CEO

Notes taken by PK

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