DCVMN Secretariat meeting minutes
Tuesday, 15 June, 2021
By Webex

Participants: Sai D Prasad (SDP), Patrick Tippoo (PT), Fernando Lobos (FL), Lingjiang Yang (LY), Tiago Rocca (TR), Wendy Huang (WH), Rajinder Suri (RS), Sonia Pagliusi (SP), Sonia Villasenor (SV), Laura Viviani (LV), Tana McCauley (TM), Sivashen Cunden (SC), Benoit Hayman (BH), Prerna Kumar (PK).

Meeting started at 14h00CET and adjourned at 15h03CET.

The welcome address was given by the CEO, RS to all the Board and Secretariat members sharing that today’s meeting is an important milestone to see the achievements by the team till date and progress to be made in the second half of the year. RS thanked the Board members for their valuable time in joining the meeting.

SDP welcoming the members of the Board and Secretariat shared that the purpose of suggesting a Mid-year Review meeting with the presence of the Board was to give an opportunity to the Secretariat Team members to understand their challenges and the support that the members might need for both professional and personal growth. SDP shared that his vision is for each of the secretariat team member to grow and become a subject matter expert and assist the memberships. The purpose is building a knowledge and expertise repository within the network to guide the members of the network both external and internal.

Slides on the key responsibility areas and achievements for the first half of the year and planning for H2 were shared by the Secretariat Team members as per the agenda. The slides indicating accomplishment till date and action plans for completion of KRAs for 2021 are attached for your ready reference. Captured herein is the KRAs from each presentation.

<table>
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<tr>
<th>Team Member Name</th>
<th>Key Responsibility Area</th>
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| Sonia Villasenor | • To ensure all arrangements are in place for a successful completion of fully virtual AGM 2021 in October’21.  
• To enhance quality of participation and higher level of involvement for better outcome in each of the COVID Committee Meeting.  
• To upgrade DCVMN Website to make it fully integrated and up-to-date to attract higher visibility and visits.  
• To launch Healthy Industry Framework (HIF) with PATH-CVIA, CHAI etc. |
| Benoit Hayman    | • To expand DCVMN membership base and no. of sponsors by leveraging digital media.  
• To create higher visibility of AGM 2021 with higher engagement of stakeholders via LinkedIn & other platforms.  
• To design and execute member surveys to identify specific requirements, present findings and plan, moderate and ensure publications/whitepapers  
• To launch Healthy Industry Framework (HIF) with CEPI, GAVI, UNICEF etc.  
• To represent DCVMN on COVAX Supply & Manufacturing Task Force (WS1) |
| Laura Viviani     | • To share surveys, analysis and case studies with members for successful implementation of 3Rs project in working group members and explore new projects in a similar approach to the PSPT project.  
• To support testing phase, conduct workshops and explore options for future management/distribution of the reagent after the PSPT Project.  
• To co-create with RS a new proposal for assessment of R & D and Manufacturing capabilities in Africa and pursue for about half-a-million dollars revenue for DCVMN through funding support.  
NB. Proposal shared with Board by RS same evening. |
| Sivashen Cunden  | • To ensure effective conduct of Webinars by increasing participation and evaluating ROI by ensure optimum planning and ease of access. |
| Tana McCuley     | • To effectively manage and promote enrolment for the E-learning platform and creation of new e-learning courses.  
• To co-ordinate, facilitate and promote working group e-workshops for RMP Project, |
Pharmacovigilance & Regulatory Working Group Support.
- Finalize and update the project history deck for DCVMN since 2000. (completed)

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<tr>
<th>Sonia Pagliusi</th>
<th>To ensure full utilization of donor funds and successful completion of all such activities on time.</th>
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<tbody>
<tr>
<td></td>
<td>To ensure accurate quarterly Income (grants), expenditure and financial reports.</td>
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<tr>
<td></td>
<td>To ensure establishment of new working group in Clinical Affairs.</td>
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<td>To ensure the establishment and completion of the PV and RMP training projects.</td>
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<td>To provide review support in finalizing the vendor contract for AGM 2021.</td>
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<th>Prerna Kumar</th>
<th>To ensure efficiency and effectiveness of CEO’s Office.</th>
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<td></td>
<td>To provide support for successful organization of AGM 2021.</td>
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<tr>
<td></td>
<td>To provide creative inputs for upgradation of DCVMN Website to make it fully integrated and up-to-date.</td>
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RS thanked the team members and invited the board for feedback, advise and inputs. SDP suggested that this exercise of sharing the KRA’s amongst the Secretariat Team and the Board is extremely helpful. The exercise has given a clear picture of the roles and responsibilities of each of the team members to the Board. Going forward this shall be extremely beneficial for the individual development and development of DCVMN. He commended the presentation of the work being done by BH, SC and TM. He further mentioned that it is good to know, how they understand clearly what work they are doing and the process, this shall enhance their understanding to be able to come up with plan, concepts and ideas with regard to member needs and requirements for future.

PT was happy to see all the moving parts of DCVMN coming up as an integrated structure. He suggested that owning the space of responsibility encourages individuals to generate new ideas and innovative thinking. As EC members have transitioned in the Board and are progressing, so is the secretariat team which shall provide a solid support for growing DCVMN together.

FL appreciated the distribution and managing of the work aligned fully amongst the team members. Due to pandemic each member is doing additional work. The next challenge, objective and opportunity is to showcase the ability of DCVMN to the Members and Donors at the AGM.

LJ congratulated and appreciated the show of happier achievements and the plan for the next year to make globalization more visible. She said it is motivating that each Secretariat member knows their scope of work and contribute to the network. Moving forward this is going to help DCVMN achieve greater results.

TR thanked the Secretariat team members for an opportunity to see the individual KRA’s closely. He was impressed by the work being done. He appreciated and suggested that the presence on social media either via LinkedIn or website upgradation is a powerful tool to bring DCVMN close and connected to the members and to be able to bring greater value. RS appreciated the suggestion and mentioned that digital media shall be integrated effectively.

WH Congratulated and commented that it is impressive to see how much work the team members are doing and so efficiently. She mentioned that the upcoming AGM shall be an opportunity to showcase the stronger DCVMN to the members and donors.

RS concluded by saying that team work and collaboration makes everyone a winner. He thanked the board members for their time and appreciated the wonderful work being done by the secretariat team members. He suggested going forward the work plan shall be broken down into smaller actions for fulfillment of the objective. RS also mentioned that the document on Project Africa shall be shared with the Board members via email.

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**ASM-2021 Mid-Term Review: H1 2021 Achievements:**

1. Task Finalised: Oct 15, 2021
2. Decision taken on 100% virtual event
3. Brief from the CoP, need for visibility
4. Africa will be on focus
5. Timing: 3 days, 4 times with 1-hour break
6. The Theme: Vaccines - New Challenges, New Opportunities
7. Save the Date: Message circulated
8. Draft agenda: Finalised, under discussion
9. List of speakers: Inchanged, likely to be finalised in 3 weeks
10. Invitation Letter: Draft ready

**ASM-2021 Mid-Term Review: Objectives 2021:**

1. Select platform that suit all of our needs, with acceptable terms and conditions.
2. Members satisfaction with the virtual iAGM experience.
3. Partners satisfaction with the virtual iAGM and virtual boardroom experience

**Covid-15 Committee Mid-Term Review:**

*Sonia Viswanath*

**H2 2021 Team Achevements:**

1. Identify the WHO meetings being carried out on weekends
2. Improve preparation
3. Webinars agenda is being actively monitored on Mondys or Thursdays

**Problems found:**

1. These included re-scheduled discussions from committee members
2. Webinars were gaining traction on 2nd wave of epidemic

**Workplan H1 – 2021 Project:**

1. To drive and maintain a strong sense of global community in 2021
2. To support members and ensure successful preparations
3. To improve the experience of virtual meetings
4. To ensure the virtual meetings are improved
5. To expand the platform for virtual meetings

**Objectives:**

1. Gain increased involvement from members in the Covid Committee

**Webpage update mid-term review:**

*Website needs to be reviewed as of:
1. Not restricted to members
2. Content updated to remove technical
3. Webpage needs a new look and feel
4. More interaction with members

**Healthy Industry Framework PATH’s S-CVMA (strategy to boost vaccine innovation and access):**

**H: 315 – Achievements:**

1. A first meeting has been held to explore how to improve the scope of work between CVMA & CVMA
2. Competitive approach will be incorporated

**Workplan H2 - 2021:**

1. CVMA promotes: CVMA, PCV, VCA, AFCA and the North and South
2. Pre-competitive work will not be removed
3. If there is a need for a platform in addition to CVMA, CVMA provides a platform of manufacturers with capability of delivery, CVMA links with CVMA

**Objectives:**

1. To drive and maintain a strong sense of global community in 2021
2. To support member and ensure successful preparations
3. To improve the experience of virtual meetings
4. To ensure virtual meetings are improved
5. To expand the platform for virtual meetings

**Healthy Industry Framework: CHAIX:**

**H: 315 – Achievements:**

1. CHAI is developing a solution on tender and competitive database
2. Increases the competitiveness for the tenders and support them to identify which country to approach first
3. Create an information grid to facilitate DCVMN meting database (e.g., market, market quality of vaccine, price market introduction of new products, etc.)

**Objectives:**

1. Facilitate information available for DCVMN to promote better and wider market decisions
2. Increase competitiveness for DCVMN

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Page 3 of 5
Confidential – for Internal circulation only
Further discussion, Q&A:

- Establish a Clinical Affairs WG: email query for advice on clinical expert circulated on 19th & 30th March, and identified consultant details shared with DMC on 13th and 29th May, approved by DAC on 27th May.
- Proposal from consultant sought and shared on 06th June, pending approval

Personal KRAs:

1. Developing common agenda with DCVMN and Secretariat.
2. Acquiring myself with role and responsibilities of managing DCO office.
3. Shared several meetings, thanks to SF for supporting, changing direction.

http://www.dcmn-dcvmn.org/