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

Meeting started at 15h05 and finished at 16h00.

1. 2021 Work Plan:
   a. Submission dates. LV (together with SC) and TM have already submitted their work plans. SP, SV and BH will submit their plans by tomorrow. LV shared her template so that we can put together a homogeneous work plan and create a roadmap. RS said it is important to enhance commercial activities if EC approves the plan. SV is considered to participate in RS’s commercial plans along with BH. RS defined Commercial activities as: All the communications and meetings with GAVI, PIP (Pandemic Influenza preparedness) from WHO, Partnerships contributions, CEPI and UNICEF, amongst others. RS will be interacting with them. It also includes interactions between manufacturers, and academia and other companies (high level activity).
   b. Progress update: SP is helping RS to set up meetings with stakeholders like Gavi, UNICEF and others so that the commercial part can happen.

SP mentioned the Secretariat activities has 2 main components. One is the routine staff activities: Write the annual report in January, issue partnerships and members’ invoices, receipts and follow up for payment. SP for Q1 is finishing the last part of the Annual report (required by the local authorities) with the financial review. If everything is clear, how we divide our activities and allocate our funding.

Then the work plan related to the events of calendar. SV is in charge of modifying the events calendar. SP also verifies, coordinates, sends messages, keeps control with “eagle eye” to ensure the quality of DCVMN’s outputs. The second component are the Pit goals- SP is delegating as many activities and tasks as possible so that every secretariat member owns what they are doing. LV has PSPT and 3R WG; members and partners communications are delegated to BH.

Everything, including plans, minutes, reports is being uploaded on the website so that information is accessible for all. SV is working on that. RS suggested also to create a space for ppt presentations available to everyone. BH will help with that.

RS requested SP to follow up on organizing his interaction with Consultants.

AGM- SV updated on the advances with the platform suppliers’ benchmark. She requested the team to send her suggestions of vendors having successfully organized an event they had attended. RS requested to be included in the meetings with vendors. (LV suggested by chat Swapcard).

2. DAC Q1:
   SP said 2021 workplan is being now put together to get the donors’ point of view on 1st March. Each initiative holder will provide their specific workplan and it has to be agreed upon. MD is getting the slides with everyone’s inputs. MD will still be in charge of this meeting. SV will temporarily take over this responsibility until a replacement is in place and will keep in touch with MD to get the materials and use same templates.

3. Takeover charge from Maureen
   SC: will take over the monthly webinar series by partners or resource members.
   TM: the series of 9 workshops on pharmacovigilance (PV) by PATH-DCVMN, as she is also supporting the PV working group.
   BH: the technical workshops by partners.
   LV: the technical workshops on PSPT, as this is her main project and area of responsibility.
   Katharina Hartman (KH): Technical PV Workshops, with the IT support of TM (LV will support TM as needed), KH will be facilitating.
   SV: the workshops on supply chain, as she has also supported the supply WG and knows the topic and people. SV is also willing to learn to prepare for the DAC meetings, and finalize the meetings minutes; temporarily,
as she will be assigned later with other responsibilities.

RS asked SP to request MD if she could hand over the tutorials (SOPs) and details on the technical aspects and timelines for managing such activities she has been in charge of, and handover any material needed, including those not listed here that she might have been performing. MD will be requested to send the respective information to each of the persons listed above, cc RS and SP.

LV will put it in a template who will do what, as discussed, and will share platform and responsibilities and at the same time deliver to whom it has been committed.

4. Communication
RS made 2 requests to the team:

1) To please copy RS in all communications either external or internal. If he needs to intervene, to mention it.
2) The EC mandated that all requests for approvals should go through the CEO.

5. AGM 2021: Vendor identification for Virtual meeting
RS said he sees we have the opportunity to have the in presence gathering in South Africa thanks to the vaccines against COVID-19 being shipped worldwide. And have also a virtual platform for support. Pending tasks: 1st establish the dates, 2nd look for a virtual vendor, 3rd look for a local venue.

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Rajinder Suri
CEO