



DCVMN 9TH ANNUAL GENERAL MEETING OVERVIEW.

On behalf of the president of the DCVMN, Dr Suresh Jadhav and the Organising Committee, we are pleased to invite you to participate in the 9th Meeting of the Developing Countries Vaccine Manufacturers' Network (DCVMN). The Meeting is being organised and jointly hosted by The Biovac Institute and will be held in Cape Town, South Africa from Sunday, 16th November – Wednesday, 19th November 2008.

The meeting has two main parts: one part devoted to scientific and technological subjects related to vaccine quality and development and the last day devoted to the DCVMN's General Assembly. Experts will talk on the programme about the latest trends in the health industry and delegates will have the opportunity to meet and network with other DCVMN members.

The Developing Countries Vaccine Manufacturers' Network (DCVMN) was founded in 2000. Its main aim is to develop and produce high quality vaccines at affordable prices for developing countries, as well as to make them available for use in national immunisation programmes.

Date:	Sunday, 16 th November – Wednesday, 19 th November 2008
Venue:	The Vineyard Hotel, Newlands, Cape Town, South Africa
Registration:	To register for the DCVMN 9 th Annual General Meeting, kindly complete the enclosed form and email back to dsvm@meropa.co.za . Registration closes on 1 st September 2008. As space is limited, please book timeously.
Dress Code:	Business Casual
Contact Details:	Please contact Fiona Thompson of the DCVMN SA Events Centre on +27 11 772 1086 or email dsvm@meropa.co.za



PROVISIONAL AGENDA

Please note that the agenda is subject to change

SUNDAY, 16TH NOVEMBER 2008

TIME	DESCRIPTION
14h00 onwards	Conference registration and Hotel check in
18h00 – 20h00	Welcome Cocktail Event
20h00 onwards	Dinner at Leisure

MONDAY, 17TH NOVEMBER 2008

TIME	DESCRIPTION
06h00 – 08h00	Breakfast at Leisure
08h00 – 08h30	Opening Ceremony: <ul style="list-style-type: none"> • Welcome – Dr Suresh Jadhav • GAVI Chair or Minister of Health or Director General of Health (TBC)
08h30 – 10h00	Knowing the Market: trends in global vaccine demand and supply: <ul style="list-style-type: none"> • UNICEF – (TBC) • GAVI – Dr Nina Schwalbe • PAHO – (TBC) Discussion
10h00 – 10h30	Refreshment Break
10h30 – 12h30	Learning from Experience: WHO Pre-qualification: Dr Nora Dellepiane - WHO: <ol style="list-style-type: none"> a. An overview of Pre-qualified Manufacturers b. Frequently asked Questions, Common Pitfalls and Accumulated Wisdom at WHO on pre-qualification of Manufacturers – for Manufacturers & Regulators Discussion



MONDAY, 17TH NOVEMBER 2008

TIME	DESCRIPTION
	<p>DCVMN Manufacturer – (Speakers to be confirmed): Manufacturers’ Learnings and Advice to Prospective Full and New Members</p> <p>Discussion</p>
12h30 – 14h00	Lunch and Networking
14h00 – 15h30	<p>Regulators: DCVRN and other Regulatory Initiatives:</p> <ul style="list-style-type: none"> • Dr Liliana Chocarro, WHO: <ul style="list-style-type: none"> ○ DCVRN initiatives, Learnings and Advice to manufacturers • Mr James Southern, South Africa, DCVRN Chair: <ul style="list-style-type: none"> ○ NMRC proposal • Dr Marc Laforce, PATH: <ul style="list-style-type: none"> ○ Facilitating multi-country regulatory evaluation for meningococcal vaccine clinical trial in Africa <p>Discussion</p>
15h30 – 16h00	Refreshment Break
16h00 – 18h00	<p>Current Developments in WHO Guidance:</p> <ul style="list-style-type: none"> • Dr Hans Kreeftenberg, Consultant to WHO: <ul style="list-style-type: none"> ○ WHO approach to demonstrate transferability of International Units from guinea pig to mice in DT potency testing and the use of serological methods • Dr Dianliang Lei, WHO: <ul style="list-style-type: none"> ○ The Progress on development of manuals for testing methods for DTP and establishment of National Standards • WHO: (TBC) <ul style="list-style-type: none"> ○ New WHO, Clinical Trial Design guidance • Prof Peter Folb, MRC South Africa and Consultant to WHO: <ul style="list-style-type: none"> ○ Overview of GIVS <p>Discussion</p>



MONDAY, 17TH NOVEMBER 2008

TIME	DESCRIPTION
18h00 – 18h30	Time at Leisure
18h30	Departure of busses for Networking Dinner
19h00 – 22h00	Casual Networking Dinner

TUESDAY, 18TH NOVEMBER 2008

TIME	DESCRIPTION
06h00 – 08h00	Breakfast at Leisure
08h00 – 10h00	<p>Resource Member/Funding Agency Overviews and Initiatives:</p> <ul style="list-style-type: none"> • Dr Kanwarjit Singh, Bill and Melinda Gates Foundation: <ul style="list-style-type: none"> ○ Proposal on Bill and Melinda Gates Foundation assistance to DCVMN • NIH Representative: (TBC) <ul style="list-style-type: none"> ○ NIH Tech Transfer and involvement with DCVMN members • Dr Jan Hendriks, NVI: <ul style="list-style-type: none"> ○ NVI's mission and involvement with DCVM members • Aeras: (TBC) <ul style="list-style-type: none"> ○ Progress in TB Vaccine Development • Dr Richard Walker, PATH: <ul style="list-style-type: none"> ○ Vaccines for Eteric and Respiratory Diseases: Targets and Technologies at VAC <p>Questions and Discussion</p>
10h00 – 10h30	Refreshment Break
10h30 – 12h30	<p>Vaccine Development at DCVMs:</p> <p>Vaccine Development presentations from DCVMs</p> <p>Questions & Discussion</p>
12h30 – 13h30	Lunch



TUESDAY, 18TH NOVEMBER 2008

TIME	DESCRIPTION
13h30 – 15h30	Vaccine Development at DCVMs: Vaccine Development presentations from DCVMs
15h30 – 16h00	Refreshment Break
16h00 – 18h00	<p>Updates on Selected Technologies:</p> <ul style="list-style-type: none"> • Dr Michel Zaffran, WHO: <ul style="list-style-type: none"> ○ Project Optimize – immunization systems and technologies for tomorrow • Dr Mark Prausnitz, Georgia Institute of Technology: <ul style="list-style-type: none"> ○ Vaccination using Microneedles • (TBC) : <ul style="list-style-type: none"> ○ Disposable bag technologies <p>Questions and Discussion</p>
18h00 – 18h30	Closing Remarks
18h30 – 19h00	Time at Leisure
19h00 – 22h00	Farewell Dinner



WEDNESDAY, 19TH NOVEMBER 2008

TIME	DESCRIPTION
DCVMN AGM MEMBERS ONLY	
06h00 – 08h00	Breakfast at leisure and hotel checkout
08h00 – 10h00	Conference Session
10h00 – 10h30	Refreshment Break
10h30 – 12h30	AGM
12h30 – 13h00	AGM Closing Remarks
13h00 – 14h00	Lunch
14h00 – 15h30	Tour of The Biovac Institute
16h00 onwards	Departure from hotel
GROUP ACTIVITY	
08h00 – 10h00	Tour of The Biovac Institute
10h00 – 13h00	Various Group Activities around Cape Town - Please see activity information
13h00 – 14h00	Lunch
14h30 onwards	Departure from hotel



EVENT INFORMATION

Accommodation

- The Conference is being held at the deluxe Vineyard Hotel in the beautiful suburb of Newlands.
- Your accommodation, breakfast, lunch and dinner, unless stated, is covered by the delegate fee (please refer to Meals and Refreshments in this Guide).
- All extra services such as room service, mini-bar, telephone, laundry, etc will be for your own account and must be settled on departure
- The Hotel will require that you present your credit card at check-in to guarantee payment of any extras; alternatively a cash deposit of ZA R800.00 will be accepted.

The Vineyard Hotel & Spa

Address:

Colinton Road, off Protea Road,
Newlands,
Cape Town 7700.

Tel: +27 (0) 21 657 4500

Fax: +27(0) 86 634 6087

Website: www.vineyard.co.za

Originally built by Lady Anne Barnard in 1799, the Vineyard Hotel and Spa has spectacular views of the forested slopes of Table Mountain.

This deluxe hotel is situated in six acres of attractive landscaped parkland in the lush leafy suburb of Newlands. The hotel is centrally situated and is 10km from the City Centre and the Victoria & Albert Waterfront, 15km from the Cape Town International Airport and a five minute walk from Cavendish Square, Cape Town's prestigious shopping centre.

All rooms have an en-suite bathroom and separate shower, air conditioning, free high-speed internet access, remote control satellite colour television, hairdryer, wall safe, international electrical sockets, direct international dialling, smoking and non-smoking rooms, paraplegic rooms, hotspots in public areas and a business centre.

The hotel boasts a state-of-the-art Health & Fitness Centre, and a heated outdoor and indoor swimming pool. The Angsana Spa, operated by the international Banyan Tree Spa Group, is situated alongside the fitness centre.

The hotel has two outstanding restaurants, the "Myoga" and "The Square" which compliment the warmth and efficient service of The Vineyard Hotel & Spa.

Airport Transfers

Airport transfers for all delegates to the DCVMN 9th Annual General Meeting will be organised from the airport to the venue, plus return transport at the end of the conference. Please ensure that all your flight details with times and dates are completed on the booking form at the end of this document.



Activity Information

On the final day of the conference, we have arranged tours to the following: Robben Island, Table Mountain and shopping at the Victoria and Alfred Waterfront.

Robben Island Tour	
Description	<p>Famous Robben Island prison was once home to former South African President, Mr Nelson Mandela, as well as many other black political freedom fighters. Robben Island is now a World Heritage Site and provides stunning views across the bay with Table Mountain as its backdrop. A trip to the island is an unforgettable experience and offers a glimpse into the life and times of the apartheid era.</p> <p>Daily tours to the island include the ferry trip, a tour of the island, plus a tour of the prison with your guide being a former political prisoner. Allow three and a half hours for the trip (this includes the 1/2 hour ferry trip each way) and book in advance. Ferries leave at regular intervals throughout the day from the Clock Tower precinct at the V&A Waterfront.</p>
Dress code	We do advise that you wear comfortable clothing, including a jersey or jacket, sun cream and a hat.
Trip up Table Mountain	
Description	<p>The top of Table Mountain offers spectacular views in all directions and gives a bird's eye view of the city. The upper cable car station is situated at 1067 metres and the revolving cable car makes sure that your trip up and down gives you a good look in all directions.</p> <p>Once on top you can follow paths to various look-outs, make use of the telescopes and enjoy a light meal or simply a sun downer drink in the restaurant. In summer, early evening is a great time to plan your trip as the sunsets are beautiful. Regardless of the weather, take a windbreaker as it can often be cool on the mountain top.</p>
Dress code	We advise that you wear comfortable clothing, including a jersey or jacket, sun cream and a hat.
Shopping Experience to Victoria & Albert Waterfront	
Description	<p>For shopping, dining and entertainment the V&A Waterfront is a hotspot for tourists and locals alike. Still a working harbour, the Waterfront is an example of creative architecture and restoration. The V & A has become South Africa's most visited tourist attraction.</p> <p>The Waterfront offers over 250 shops from designer boutiques to craft stalls, a host of restaurants and coffee shops and plenty of other activities, inclusive of the Two Oceans Aquarium and Telkom Exploratorium. The SA Maritime Museum has interactive displays, the history of local shipwrecks and more. The new Nelson Mandela Gateway in the Clock Tower precinct exhibits historical and educational material relating to Robben Island.</p> <p>Enjoy a drink at one of the many waterside pubs and restaurants, shop till you drop, or relax and enjoy the variety of live entertainment that is always on offer. There are also a number of harbour cruises and sun downer cruises that depart from the Waterfront.</p>
Dress code	We do advise that you wear comfortable clothing, including a jersey or jacket, sun cream and a hat.



Mobile Phones

Mobile phones may be used at the event. If you are an international delegate, please ensure you have international roaming. Delegates can also Rent a Mobile from Mobile Solutions who are the exclusive Rental Service Provider for MTN, one of the largest network operators in South Africa. Rent a Mobile has kiosks at Cape Town's International Arrivals Terminal and at Johannesburg's International Arrivals Terminal 2. Mobile phone reservations can be done via this web site, www.rentamobile.co.za, or e-mail info@africatravelmart.com. Mobile numbers will be allocated immediately and sent to the clients directly. Clients can collect the phones from the Rent a Mobile kiosks at the airports, or they can be delivered to your hotel by arrangement. All documentation will be completed prior to arrival to ensure that there are no delays at the airport. Rent a Mobile will be fully responsible for all invoicing. All mobile phones will be pre-programmed with telephone numbers. Detailed explanations of the value added services and functions of the mobile phones will be given to all clients.

Disabled Delegates

Seating for disabled delegates in the Conference Room will be available at the front of the room and on the aisles. A lift is situated in the Conference Foyer for easy access to the Conference Room.

Meals and Refreshments

Meals and refreshments will be provided from the evening of Sunday 16 November 2008 to lunch on Wednesday 19 November 2008. These costs are included in your delegate fee.

South Africa Organising Committee

If you have any queries relating to the event, kindly contact Fiona Thompson:

Tel: +27 (0)11 772 1086/1000

Fax : +27 (0)11 772 1118

E-mail: dcmvn@meropa.co.za .



GENERAL INFORMATION

Currency & Foreign Exchange

The South African currency is Rands (R) and Cents (c). There are 100 cents to a rand. Notes are in R200, R100, R50, R20 and R10 and coins in R5, R2, R1, 50c, 20c, 10c, and 5c. Foreign currency can be exchanged at any commercial bank, American Express, Thomas Cook, Rennie's, Diners Club or Bureaux de Change which can be found at airports and most large centres. South Africa has a modern banking system and the majority of shops and hotels accept credit cards.

Medical Services

It is advised that medical insurance be taken out before travelling to South Africa. All Government hospitals have emergency and casualty units and Cape Town's private hospitals offer excellent medical assistance. Charges are reasonable by international standards. The hotel has full 24 Hour medical support.

VAT (Value Added Tax)

VAT is currently at 14% and is added to the price of most goods, services and accommodation. As a tourist, retain receipts for purchases to the value of R250 or more and you will be able to claim VAT back on your departure.

Credit cards and Travellers Cheques

Credit cards and travellers cheques are accepted at formal businesses. At roadside stalls and informal markets etc, you will need to pay cash.

Water and Health Issues

Cape Town is a clean and safe area - there are no health risks. No vaccinations are required and there is no malaria in the Western Cape. Please note that it is safe to drink the tap water.

Seasons

Cape Town's summer is from late October through to March. In November day temperatures are beautifully warm with temperatures in the upper 20's (C). Cape Town experiences a winter rainfall season. Cape Town's coastal position does bring moderate sea breezes. The temperature tends to drop in the evening so we suggest that you take a jersey or jacket with you.

Safety

Cape Town is generally a safe and friendly city, although it is strongly advised that safety precautions be taken. Due to poverty in certain areas, crime and theft can be a problem. Try not to carry large amounts of cash and be discreet with expensive cameras, jewellery etc. Do not walk in deserted areas, especially after dark and always park in designated, well-lit areas. When driving, keep your doors locked and while parked lock your belongings in the boot (trunk) rather than leave them in the open. Ask locals or your hosts to advise you on areas that should be avoided.



DELEGATE BOOKING FORM

Please complete the booking form below, and return by fax or email to Fiona Thompson, the DCVMN Event Organiser before 1st September 2008. Fax +27 (0) 11 772 1118 or e-mail dcmvn@meropa.co.za

DELEGATE PACKAGE: Please select the most suitable package

Delegate Package: Three night's accommodation and three day's delegate conference package rate:
CHECK-IN ON SUNDAY 16TH NOVEMBER 2008 - CHECK-OUT WEDNESDAY 19TH NOVEMBER 2008:

DESCRIPTION	COST (INCL VAT)
OPTION 1 <input type="checkbox"/> Conference Package and Accommodation COURTYARD FACING STANDARD	R 8 640 .00
OPTION 2 <input type="checkbox"/> Conference Package and Accommodation COURTYARD FACING DELUXE	R 9 144.00
OPTION 3 <input type="checkbox"/> Conference Package and Accommodation MOUNTAIN FACING STANDARD	R 10 380.00
OPTION 4 <input type="checkbox"/> Conference Package and Accommodation MOUNTAIN FACING DELUXE	R 11 265.00
OPTION 5 <input type="checkbox"/> Conference Package and Accommodation GARDEN FACING JUNIOR SUITE	R 14 580.00
OPTION 6 <input type="checkbox"/> Conference Package ATTENDANCE AT THE CONFERENCE WITH NO ACCOMMODATION	R 4 000.00

Package Includes

- Return Airport Transfers from Cape Town International Airport to The Vineyard Hotel, Newlands, Cape Town.
- Three nights single accommodation at The Vineyard Hotel, Newlands, Cape Town.
 - Accommodation has also been booked for early check-ins on Saturday 15th November.
 - Please advise if you require a room for the additional night. The cost will be added to your delegate fee.
 - Please note that check-in is at 14h00 at the hotel on Sunday 16th November 2008.
 - If you would like to spend an additional night on Wednesday 19th November 2008, please indicate this on the booking form and we will add the cost to your delegate fee.
- All meals and refreshments for the duration of the Meeting
- Evening Entertainment



PERSONAL DETAILS

Title: _____ **Initials:** _____ **First Name:** _____

Surname: _____ **Preferred Name:** _____

Delegates from South Africa, please use your ID number, international delegates please use your passport number

South African ID/Passport Number: _____

Email address: _____

Gender: Male Female

CONTACT AND PROFILE DETAILS

Company Name: _____ **Position/Job Title:** _____

Business Details:

Postal Address: _____

City: _____ Postal Code: _____

Country: _____

Physical Address: _____

City: _____ Postal Code: _____

Country: _____

Work Phone: _____

Mobile: _____

Work Fax: _____



INVOICE DETAILS

*Pro forma invoices will be forwarded to you on confirmation of attendance. Please fill in your details below.
To avoid disappointment, please ensure that payment is received within 30 days of receipt of our electronic invoice.*

Name of Addressee: _____

Company Name: _____

Postal Address: _____

City: _____ **Postal Code:** _____

Country: _____

Do you require a smoking or non-smoking room? Smoking Non-Smoking

Do you require accommodation on the 15th November 2008: YES NO

Do you require accommodation on the 19th November 2008: YES NO

Please indicate your flight no and arrival date and time in Cape Town: _____

Please indicate your flight no and departure date and time from Cape Town: _____

DIETARY REQUIREMENTS

- Vegetarian Halaal Kosher
 Diabetic None Other

If Other, please specify: _____



METHOD OF PAYMENT

There are two methods of payment:

Cheque deposit: When making this deposit, please refer to banking details below, and ensure that your reference name is quoted on the deposit slip. Please enter the entire Account Name on your deposit slip. This is the only way we can track your payment. **Please kindly fax your deposit slip** with your registration form to +27 (0)11 772 1118

Direct Transfer: When making this deposit, please refer to banking details below, and ensure that your reference name is quoted under "Reference". This is the only way we can track your payment. **Please kindly fax** your proof of payment with your registration form to +27 (0)11 772 1118

Banking Details:

Bank:	Nedbank
Branch:	Sandown
Branch Code:	1933305
Type of Account:	Current
Name of Account:	Meropa Communications
Account Number:	1933 102 489
Swift Code:	NEDSZAJJ



TERMS AND CONDITIONS

PLEASE READ CANCELLATION POLICY CAREFULLY:

The Biovac Institute ("the event organiser") intends holding an event which the delegate registering for the event ("the delegate") wishes to attend. Once a delegate registers and the event organiser has sent an acknowledgement of such registration, a valid and binding agreement shall come into existence. He/she must pay the delegate fee relating to the package option selected during the registration process (the "package option"). Any cancellation thereafter will incur the cancellation charges specified below.

Delegates must make payment of the delegate fee to the event organiser within **30 days** of electronic receipt of a tax invoice.

If payment of the delegate fee is not received within **30 days of electronic receipt of a tax invoice**, then the event organiser shall be entitled to stop the delegate from accessing any information relating to the event, cancel the delegate's booking and recover the cancellation charges specified below from the delegate.

Accommodation allocations are final once the event organiser has confirmed the availability of the requested accommodation - **no changes by the delegate will be possible.**

Any cancellation after the event organiser has sent an acknowledgement of registration and forwarded the Invoice, the following cancellation charges will apply:

CANCELLATION RECEIVED ON OR BEFORE 16TH OCTOBER 2008: 20% of the TOTAL delegate fee per delegate

CANCELLATION FROM 1ST NOVEMBER 2008: Full delegate fee per delegate.

The event organiser reserves the right to change the venue, programme or other details of the event or the accommodation, if necessary.

If the event is cancelled by the event organiser then the event organiser shall, as its sole and exclusive obligation, provide delegates with a refund of the delegate fee.

The person who registers on behalf of a delegate or delegates warrants that they are duly authorised to make such registration.

These terms and conditions will be governed by and construed in accordance with the law of the Republic of South Africa and all disputes, actions and other matters relating thereto will be determined in accordance with such law.

The delegate hereby consents and submits to the non-exclusive jurisdiction of the Magistrate's Court having jurisdiction in respect of all proceedings in connection with these terms and conditions, notwithstanding that the amount claimed or the value of the matter in dispute exceeds such jurisdiction. In any event the event organiser shall be entitled, at its option, to institute any proceedings in connection with these terms and conditions against the delegate in any other court of competent jurisdiction. A certificate under the hand of any director or manager of the event organiser (whose appointment need not be proved), as given from time to time, in respect of the indebtedness of the delegate in terms of these terms and conditions or in respect of any other facts shall be prima facie evidence of the delegate's indebtedness to the event organiser and/or such other fact and shall be sufficient for all legal proceedings. If the delegate breaches these terms and conditions, the delegate will be liable for all costs and disbursements, including without limitation, legal costs on the attorney and own client scale and collection commissions, incurred by the event organiser in collecting or endeavouring to collect all or any amounts payable by the delegate to the event organiser in terms of these terms and conditions or otherwise.



The delegate shall indemnify and hold the event organiser harmless from and against any and all claims, suits, actions, damages or liabilities that arise in connection with the delegate's participation in the event.

Whatever the legal basis of a claim and notwithstanding anything to the contrary in these terms and conditions, the event organiser's liability to the delegate under these terms and conditions and howsoever arising will be limited, to the maximum extent permitted by applicable law, to direct damages up to the delegate fee.

Print Name: _____

Signature: _____ Date: _____