

## ***Gavi CSO Constituency Steering Committee Meeting***

**November 28 - Dec 1, 2015**

**Location: Crowne Plaza Hotel, Geneva, Switzerland**

### **Meeting NOTES-- Approved**

#### **Meeting Objectives:**

- Welcome new SC members since June meeting, show appreciation for those who have completed their terms and decide upon when the recruitment of the 8 new members should start in 2016
- Redefine the role of the SC for 2016: representation of the entire constituency, input and influence Gavi Governance for policies changes at the global and country level for a better access to vaccines
- Discuss and finalise the Charter
  - Reiterate SC organisational structure to new members with references to Special Advisor to Board member, CFP/Coordinator and assistant, etc.
  - Approve all ToRs
  - Discuss and finalise on Conflict of interest section
- Update on Gavi-eligible countries represented on SC/ Update from CC and discuss synergies with existing and new partners
- Report on work done by SO working groups, identify priorities and agree on way forward
- Update on the current state of CSO country platforms and discuss options for way forward post-2015
  - clarify the role of SC vis a vis the Platform: what are platforms there for? how can we improve their sustainability without being in micro management(OAG and facilitating organization are there for that)
- Agree on CSO positions to be taken at December 2015 Gavi Board meeting
- Meet with key Gavi Secretariat staff, receive updates on key areas of interest and provide feedback; provide input to Political Will Advocacy strategy
- Attend and contribute to Gavi pre-Board session

#### **SC Participants:**

Ariful Alam	Joan Awukaba (OAG Member – SC Observer)
Amy Dietterich (IFRC)	Louis Merlin Tsamo
Arvind Bardwaj (IFRC)	Margaret Fisher (Chair)
Ashish Parthak (Special Advisor)	Monica Njoroge (CRS)
Ayo Ipinmoye	Nana Akyeneba III
Dorothy Esangbedo	Naveen Thacker (Board Rep)
Dure Samin Akram	Naseem Muhammed
Hannah Bowen	Patrick Bertrand
Hermenegild Mayunga	Raquel Fernandes (IFRC)
Jackson Ndegwa	Sylvie Coulibali (OAFRESS)
JohnPaul Omollo	Nathalie Ernout (MSF – Observer)

## **Friday 27 November, 2015**

SC members arrive in Geneva, head to the Crowne Plaza Hotel

OAG Meeting

## **Saturday, 28 November 2015**

<b>Time</b>	<b>Topic</b>	<b>Responsible person</b>
<b>08:50</b>	<b>Everyone meets in the Crowne Plaza Hotel meeting room</b>	Raquel
<b>09:00 - 09:15</b>	<b>Welcome message, Presentation and approval of agenda for the 3 days</b> <i>Morning Rapporteur: Raquel</i> <ul style="list-style-type: none"><li>• Self-introduction</li><li>• Review of 3-day agenda, main goals and ground rules</li><li>• Review rapporteur duties and schedule</li><li>• Housekeeping issues/announcements</li></ul>	Meg
<b>09:15- 09:30</b>	<b>Presentation of the SC roles and responsibilities to new members</b>	Meg/Naveen/Patrick
<b>09:30- 10:00</b>	<b>Redefine the role of the SC in Gavi policy-making</b> <ul style="list-style-type: none"><li>• Produce a list of main SC roles (<i>that can be used for the Charter as well</i>), on the basis of weaknesses identified up to now.</li></ul> <p><i>Each new SC member is being linked to a former SC member for information sharing and learning purposes</i></p> <ul style="list-style-type: none"><li>• <i>Dorothy with Meg</i></li><li>• <i>JohnPaul Omollo with Louis</i></li><li>• <i>Nana with Ayo</i></li></ul>	Clarisse
<b>10:00- 10:30</b>	<b>Report of SO Working Groups activities on the following basis by each SO Group leader:</b> <ol style="list-style-type: none"><li>1. <i>SO number and complete description (as appears on Action Tracker):</i></li><li>2. <i>SO members (leader in bold):</i></li><li>3. <i>Activities undertaken since June meeting:</i></li><li>4. <i>Progress towards SO's stated main goals and activities (as listed on Action Tracker):</i></li><li>5. <i>Suggested future directions:</i></li></ol> <p><b>Discussion</b></p> <ul style="list-style-type: none"><li>• SO5: Improve our role in Gavi Governance – Update Report. Group members: Patrick, Clarisse, Naveen, Rick</li><li>• Which of the working groups are not making progress and would it be best to re-focus them on other priorities?</li><li>• Action plan for next year</li></ul> <p><i>SO1 Group – DS (see presentation <a href="#">here</a>)</i></p> <ul style="list-style-type: none"><li>• <i>Some activities were not fully done due to lack of funding to perform studies, as well as lack of time</i></li><li>• <i>DS proposes for her group to meet separately during the SC meeting to define the areas of collaboration for 2016, in parallel to the Gavi 2016-21 strategy</i></li></ul>	DS

	<ul style="list-style-type: none"> <li>Naseem suggests for each group to have its own ToRs with specific targets/outputs to be reached by the end of the year, so that each member exactly knows what to do. Outputs can be fixed both at group and individual level</li> <li>Naveen addresses the fact that such target settings needs to be time-bound simple and achievable</li> <li>Dorothy reinforces the fact that funding is crucial for good work to be done, such as for research. Some of the information can be obtained through the CRS reports.</li> <li>Patrick suggests to use the network that we have to gather data but also to spread information</li> <li>Clarisse: we need to reinforce the link with the field, to collect information but also to increase the involvement of the Platforms to provide the SC with timely information</li> </ul> <p>SO2 Group – Hannah</p> <ul style="list-style-type: none"> <li>There is a need to make a better use of the Mailing list, maybe using it for monthly updates (technical updates from countries, within SC communication, etc.)</li> </ul> <p>SO3 Group – Patrick</p> <ul style="list-style-type: none"> <li>Patrick presents the CS letter that will be sent to the Gavi Board and that will be sent to the Gavi Board members, in the name of the CSO Constituency (see the letter <a href="#">here</a>)</li> <li>Joan suggests that the letter is sent previously to the Board meeting</li> <li>All SC members support the letter.</li> </ul>	
10:30-11:00	<p><b>Presentation of draft Strategy for GAVI CSO SC in 2016</b></p> <ul style="list-style-type: none"> <li>Production of a vision document for next 2 years which may contain new/revised action tracker and SOs</li> <li>Specification of SC members’ roles and responsibilities</li> <li>The SC members agree that we should have a 5 years plan</li> <li>Brainstorming session takes place on the Working Groups that are a priority for 2016</li> </ul>	Ashish
11:00-11:15	<b>Coffee break</b>	
11:15-12:00	<p><b>Presentation of draft Strategy for GAVI CSO SC in 2016 – continued</b></p> <ul style="list-style-type: none"> <li>Discussion and adoption of strategy</li> </ul> <p>See presentation <a href="#">here</a>.</p> <ul style="list-style-type: none"> <li>On the basis of the discussions held, Ashish suggests a list of SO Working Groups</li> <li>Each SC member will reflect on the group he would like to join, amongst for example: <ul style="list-style-type: none"> <li>Vision document</li> <li>Accountability</li> <li>Governance</li> <li>Resource mobilization</li> <li>Expansion of CSO Constituency</li> <li>Technical group for HSS/TCA/Data</li> <li>Innovative ideas</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>- <i>Internal and external communication</i></li> <li>- <i>Community ownership</i></li> </ul> <p><i>An idea is suggested to have non-SC members as members of the Working Groups and all agree this would increase involvement of the Constituency as a whole</i></p>	
12:00-13:00	<p><b>Review and finalise on the Charter (Meg)</b></p> <ul style="list-style-type: none"> <li>o Reiterate SC organisational structure to new members with references to Special Advisor to Board member, CFP/Coordinator and assistant, etc.</li> <li>o Approve all ToRs</li> <li>o Discuss and finalise on Conflict of interest section</li> </ul> <p>See Charter <a href="#">here</a>.</p> <p><i>The Charter was quickly presented to the SC members, it is agreed that all would read it and come back on the next day with comments</i></p>	Meg
13:00-14:00	<b>Lunch</b>	
14:00-15:15	<p><b>Board paper discussions</b> <i>Afternoon Rapporteur – Ashish</i></p> <p><b>ALL SC MEMBERS ARE EXPECTED TO HAVE READ THE SUMMARIES FOR ALL OF THE BOARD PAPERS</b> <i>(discussants should not spend any time re-summarizing the papers)</i></p> <p>14:00-14:15 - Short presentation of the importance of the Board Paper Discussion, burning issues at the Gavi Board and concerning Gavi governance (15 min) – <b>Naveen</b></p> <ul style="list-style-type: none"> <li>• <i>Discussion on key points that the CSO representatives should make at the Board and to present the draft wording for our Board position.</i></li> </ul> <p><b>Papers for Decisions</b></p> <p>14:15 – Doc 6: Financial forecast and programme funding request <b>Need Volunteer</b></p> <p>14:30 – Doc 7: Gavi's Measles and Rubella strategy Suggested reviewer from SC: <b>DS, Frank</b></p> <p>14:45 – Doc 8: Alliance Partnership Strategy with India, 2016-2021, Suggested reviewer <b>Meg Fisher</b></p> <p>15:00 – Doc 11: Gavi Alliance Strategy 2016-2020: goal level indicators and targets, Suggested reviewers <b>Patrick, Ayo,</b></p> <p><i>All Board papers for decision were reviewed, CSO positions were agreed on.</i></p>	Clarisse / Naveen
15:15-15:30	<b>Coffee Break</b>	
15:30-16:15	<p><b>Board paper discussions for decisions – Continued</b></p> <p>15:30 – Doc 12: Data strategic focus area, Suggested reviewer <b>Dorothy</b></p> <p>15:50– Doc 15: Engagement Framework and Budget for Partners and Secretariat for 2016-2017, Suggested reviewer <b>Hannah</b></p> <p><i>All Board papers for decision were reviewed, CSO positions were agreed on (as listed on this <a href="#">document</a>)</i></p>	Clarisse/Nav een/Ashish
16:15-16:45	<p><b>Key challenges in countries in transition from Gavi co-financing</b></p> <ul style="list-style-type: none"> <li>• Participation of SC members in Gavi meetings (reporting)</li> </ul>	Dorothy

	<ul style="list-style-type: none"> <li>- Most Gavi countries are defaulting on their payments</li> <li>- Nathalie and Dorothy address the importance of graduated countries to make an alliance to request access to lower price vaccines</li> <li>- Sylvie: The SC should think about duplicating the AfriVac (Senegal) model to other countries; as well as the importance of purchasing the vaccines produced in Indian because of the lower prices;</li> </ul>	
17:00	End of day wrap-up	Meg

### **Sunday, 29 November 2015**

Time	Topic	Responsible person
08:50	Everyone meets in the Crowne Plaza Hotel meeting room	Raquel
09:00 - 09:15	Introduction to the day agenda and housekeeping announcements	Meg
09:15- 11:00	<p><b>Position on Information Board Papers (not for decision):</b>  Morning rapporteur: Hannah</p> <p>09:15 – Doc 5: Resource Mobilisation and Private Sector Partnerships Update, Suggested reviewer <b>Jack</b></p> <p>09:30 – Doc 13: Country Programmes strategic issues, Suggested reviewer <b>Naseem</b></p> <p><a href="#">Papers were discussed and CSO responses agreed upon.</a></p> <p>09:45 – Doc 14: Risk management update, Suggested reviewer <b>Nana</b></p> <p>10:00 – Doc 16: Ebola update, Suggested reviewer <b>Louis</b></p> <p>10:15 - Doc 17: Update on malaria vaccine and next steps, Suggested reviewer DS</p> <p><a href="#">Papers were discussed and CSO responses agreed upon.</a></p> <p>10:30 – Doc 3: CEO Report (to follow), Suggested reviewers <b>JohnPaul Omollo, Ariful Alam</b></p> <p><i>Missing information</i></p> <ul style="list-style-type: none"> <li>- CSO contribution (supported the development of 24 Platforms)</li> <li>- Financial investment for CSO in coming years</li> <li>- What are the country-level sustainability strategies?</li> <li>- Vaccine pricing and WHO certification for vaccine manufacture</li> </ul> <p><b>Discussion on Board paper continued:</b>  Continuation of discussion on papers for which not enough time was allocated</p> <p><i>All Board papers were reviewed, CSO positions were agreed on.</i></p>	Clarisse/Naveen

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11:00-11:15	<b>Coffee Break</b>	
11:15-12:30	<p><b>Accountability and Equity</b></p> <ul style="list-style-type: none"> <li>• Discussion on how increase the accountability with Partners</li> <li>• Presentation of a plan to increase contribution in improving equity and coverage (previously prepared by OAG)</li> <li>• Adoption of plan</li> </ul> <p><i>This session was held on Saturday-28 11:30 (see presentation <a href="#">here</a>)</i></p> <ul style="list-style-type: none"> <li>• <i>Naveen stresses the importance of developing a monitoring/accountability framework/matrix for CSOs, in order for us to be able to internally monitor our performance (since it is part of Gavi's new strategy – PEF – to develop the partners' performance)</i></li> <li>• <i>This will be considered and incorporated as we revise the Charter</i></li> </ul>	Naveen
12:30-13:30	<b>Lunch</b>	
13:30-15:30	<p><b>SG231 Updates on Country Platforms</b></p> <p>Presentations:</p> <ul style="list-style-type: none"> <li>o Presentation of burning issues on the countries' platform, recent achievements and concerns. Follow up discussion. (<i>see presentation <a href="#">here</a></i>)</li> <li>o Lessons learnt for next Phase</li> <li>o Update on Francophone platform and key issues needing SC input (<i>see presentation <a href="#">here</a></i>)</li> <li>o Plan for 2016</li> </ul> <p>Update on (South-) Asian Platform</p> <p><i>The countries that are thought of for the Asian Platform are:</i></p> <ul style="list-style-type: none"> <li>- <i>Afghanistan</i></li> <li>- <i>Nepal</i></li> <li>- <i>Indonesia</i></li> <li>- <i>Bengladesh</i></li> <li>- <i>Cambodia</i></li> <li>- <i>India</i></li> <li>- <i>Pakistan</i></li> <li>- <i>Myanmar &amp; Papua New Guinea (on the request of Gavi)</i></li> </ul> <p><i>Exchanges of good practices will be done between OAFRESS and this new Platform</i></p> <p><i>Good practice would be to organize a presentation meeting with reps of each country, and invite one representative of REPAOC</i></p> <p><i>It is agreed that in 2016 a meeting would be organized in Asia to disseminate the concept of an Asia Platform. CSO representatives would be invited, and the event would be funded out of the RFP budget.</i></p> <p><i>A meeting to discuss the way forward will be set up by Raquel before the end of the year</i></p>	CRS/Sylvie
15:30-15:50	<b>Coffee Break</b>	

15:50-16:30	<p><b>OAG Update followed by discussion</b></p> <ul style="list-style-type: none"> <li>o Synopsis of last OAG meeting and key issues needing SC input</li> <li>o OAG proposed next steps on post 2015</li> <li>o Update on Ebola recovery proposals from platforms</li> <li>o Update on the Ghana Platforms' financial issues <ul style="list-style-type: none"> <li>- <i>Nana has investigated the issue of mishandling of funds by the Ghana Platform and managed to identify the responsible person and ensure that funds were returned.</i></li> </ul> </li> <li>o Presentation and approval of monitoring model for next Phase</li> <li>o AOB</li> </ul> <p>- <i>As part of the next SC meeting, we should have a session on CSO success stories, instead of focusing on issues!</i></p> <p>- <i>DS addresses the fact that we should have more 'control' on CRS; CRS has already shown signs of a will for a better and enhanced collaboration;</i></p> <p>- <i>Gavi CSO report: there is a need to include an assessment of CRS performance in all countries;</i></p> <p>- <i>The SC would have liked to see CRS financial report up to this point;</i></p> <p>- <i>The OAG will share the CRS reports with the SC</i></p>	Patrick/Clarisse
16:30-17:00	<p><b>Update on Gavi's Engagement of Faith-Based Organisation</b> Interface of FBOs with wider CSO Constituency</p> <p><i>This session was cancelled</i></p>	Rick via Skype
17:00	<b>End of day wrap-up</b>	Meg
17:30	<b>Departure for Evening activity</b>	

**Monday, 30<sup>th</sup> November, 2015**

Time	Topic	Responsible person
09:00-09:15	<p><b>Meeting begins-- Welcome and housekeeping</b> <i>Morning Rapporteur until lunch: Raquel</i></p>	Meg Fisher
09:15-11:00	<p><b>Discussion: CSO participation in the upcoming meetings</b> Lead paper presentation: CSO role in coverage and equity (demand generation, community mobilisation, evidence of impact).</p> <ul style="list-style-type: none"> <li>• RFP status <ul style="list-style-type: none"> <li>- <i>Masha is not able to provide feedback on the RFP and suggests for a smaller group to meet with Hind and Nilgun to take place on Tuesday</i></li> <li>- <i>Naveen and the Board Observers will participate in the meeting with Hind and Geoff at 11:00 am</i></li> </ul> </li> <li>• AFRO/EMRO WHO meeting, February 2016.</li> </ul>	Meg/Masha

	<ul style="list-style-type: none"> <li>- <i>There is already a draft agenda, in which some slot were allocated for CSOs (Session 4 and last part, where Declaration will be read)</i></li> <li>- <i>List of CSOs proposed was suggested by Amy and Masha;</i></li> <li>- <i>Dates of meeting: 24-25 of Feb.</i></li> <li>- <i>The SC will work on the content of the meeting and review the list of participants, suggesting a final list</i></li> <li>- <i>The SC will also look at sessions where the CSO reps could participate</i></li> <li>- <i>A CSO statement should be added to Session 5, along with the Youth Statement</i></li> <li>- <i>The CSO Declaration needs to be drafted</i></li> <li>- <i>A CSO Declaration should be ready by January 15, for the Ndjamen Meeting, for final presentation in February</i></li> <li>- <i>Masha is thinking about way to make the Declaration come alive and be meaningful in front of the whole audience</i></li> <li>- <i>Hannah and Patrick will work on a final list of CSO representatives; Clarisse and Dorothy will also participate in drafting the list</i></li> <li>- <i>Comments on the agenda and the list of CSO representatives will be sent to Masha by the SC, by Friday 4/12</i></li> <li>- <i>The Declaration will have to be translated into all languages of the AFRO/EMRO region</i></li> <li>- <i>DS and Naseem will be involved in the group commenting the agenda in order to bring EMRO representatives</i></li> <li>- <i>Nathalie Ernoult addresses the importance of having one sentence on CS in the Ministerial Declaration</i></li> <li>- <i>Masha will send a copy of the Ministerial Declaration to Meg/Raquel, who will circulate it to the SC for input</i></li> <li>- <i>Masha will connect Joan with her colleague who takes care of the session with the First Lady of Ghana so that they can see if any collaboration can be done</i></li> </ul> <ul style="list-style-type: none"> <li>• <b>UHC meeting</b> <ul style="list-style-type: none"> <li>- <i>Masha will circulate the UHC paper from 2012 for info the SC</i></li> <li>- <i>The 2015 meeting will take place on 7-8 of December in Montreux</i></li> <li>- <i>The CSO representative will be Joan Akaba, she participated in the 2012 session</i></li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• <b>SCM involvements in CSO Platforms</b> <ul style="list-style-type: none"> <li>- <i>On the basis of the CSO report results, it is now part of the SCMs responsibilities to contact CSO representatives every time they travel to a given country</i></li> <li>- <i>Gavi will aim at improving the coordination between SCMs and country representatives</i></li> <li>- <i>Due to the low level of contact between the SC and SCMs, Masha suggests for the SC to raise country issues every time they appear so that SCMs can bring their contribution</i></li> <li>- <i>Some SC members would like to be involved in some SCM country visits; Masha confirms that it could eventually be possible, as long as the trips are funded by the Foundational budget</i></li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• <b>2015 under-expenditure and carry-over</b> <ul style="list-style-type: none"> <li>- <i>3.500 CHF left from 2013/14 budget, has to be used by Dec. 31 2015;</i></li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>- We are moving from a contractual agreement to the PEF type of agreement, since Gavi CSO is becoming a core partner;</li> <li>- 2015 will end with an under-expenditure (which is actually a non-disbursement) of around 50.000 CHF</li> <li>• Involvement of SC in Monitoring CSO indicators (2016-2020) <ul style="list-style-type: none"> <li>- Masha proposes the SC to meet with the M&amp;E team at Gavi to discuss the involvement of the SC in monitoring the CSO indicators of the Gavi 2016-20 strategy</li> <li>- Masha suggests doing the monitoring in more than 24 countries, and in a sub-group from the SC (technical), which would not contain implementation actors of the Platforms project to avoid Conflicts of Interest</li> <li>- Masha confirms that Gavi will provide resources for this monitoring process</li> <li>- The discussion with Gavi M&amp;E team can be started from the proposal that will send by Raquel on how to use the 2015 under-expenditure</li> <li>- Patrick suggests for the Board Representatives and Observers to try to informally meet with Peter Hansen during the next few days</li> </ul> </li> <li>• CSO report: Gavi/SC discussion <ul style="list-style-type: none"> <li>- The SC addresses the fact that they have comments on the CSO report, such as for example the fact that Eliot didn't address project issues and commented on topics that were out of his ToR</li> <li>- Masha proposes the SC to send all its comments to Gavi</li> </ul> </li> <li>• 2016 contract <ul style="list-style-type: none"> <li>- The Gavi CSO will be managed under the PEF (which is the new business plan)</li> <li>- Gavi shared with the SC a table of deliverables, similar to the previous one</li> <li>- The contractual agreement will remain with IFRC, due to no requests for change</li> </ul> </li> <li>• Charter/Strategy revision <ul style="list-style-type: none"> <li>- Masha suggests for SC members to reach out to her every time they have questions or need information</li> <li>- Raquel will share Masha's email address with the SC</li> <li>- The quarterly calls with Gavi Management will be maintained</li> <li>- Masha suggests for wider Constituency calls to be organized and for Gavi to participate in it</li> <li>- Gavi would be ready to set up trainings for CSOs in countries; Masha suggests for the SC to present a list of organizations and needs, this could be done on a regular basis (the SC should be more proactive on this matter)</li> <li>- Masha will share some factsheets so that some SC members can share them with the CSOs</li> <li>- Some of the newer SC members address the need for an induction training when they take their functions, both at SC and Gavi level</li> </ul> </li> <li>• Update of decisions taken during SC meeting <ul style="list-style-type: none"> <li>- Accountability framework</li> <li>- Update of Charter</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>- <i>New OAG monitoring model (technical experts, OAG coordinator)</i></li> <li>- <i>Masha addresses the financial issue: there is a need for a budget to be planned for the Platforms' monitoring</i></li> <li>- <i>Masha suggests for the SC to send a list of topics to be discussed with Hind prior to the meeting (ideally today by 2.30pm) – separating the items for discussion that the ones that are only for information</i></li> </ul>	
11:00-11:15	<b>Coffee break</b>	
11:15-13:00	<p><b>Continued discussion on pending Gavi topics</b></p> <p><b>CSO Report</b></p> <p><b>Member Replenishment</b></p> <ul style="list-style-type: none"> <li>- <i>8 new members will be elected for the June session and 8 will leave; there is a risk of losing a significant amount of institutional memory</i></li> <li>- <i>these people were supposed to be elected during the SC meeting but there is a possibility that the election is done before</i></li> <li>- <i>in this case, these people would be invited to participate in a 3-days meeting, of which 1 would be used for SC and/or Gavi induction training; the introduction should be held by the SC Chair &amp; CFP for the SC and by the Board Representative &amp; Special Assistant for Gavi;</i></li> <li>- <i>8 members leaving a risk that will persist in the coming years if we do not solve the problem</i></li> <li>- <i>it is decided that there should only be 5 members changing each years, to reduce the loss of institutional memory; this change should be incorporated into the new Charter so that it is valid as of 2016;</i></li> <li>- <i>out of the 8 changing members, DS will be extended because she is the new PPC representative;</i></li> <li>- <i>the call for 2016 nominations will be done in April 2016, as indicated by the Charter; information on the call will be sent to the wider Constituency as of the month of December 2015 to make sure that we receive enough applications;</i></li> <li>- <i>Information on the documents required for application will be published and sent on a monthly basis to all</i></li> <li>- <i>Diversity will be encouraged, in terms of gender, organization type and region; DS highlights the fact that we should also be looking for expertise in specific topics in the applicants;</i></li> <li>- <i>The application period will be open during 2 weeks as of April 1<sup>st</sup>; Decision will be taken by April 30, hoping that the successful applicants will have enough time to obtain a visa;</i></li> <li>- <i>The selection will be done by the Steering Committee</i></li> </ul> <p><b>Next SC meeting</b></p> <ul style="list-style-type: none"> <li>- <i>Should include 1 day for new members orientation, 0.5 day of meeting with Gavi and 0.5 day for pending topics such as strategy for communication with wider Constituency</i></li> </ul>	
13:00-14:00	<b>Lunch</b>	

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14:00-15:30	<p><b>Discussion on other topics:</b></p> <ul style="list-style-type: none"> <li>● SO Working Groups: <ul style="list-style-type: none"> <li>- 4 new working groups were defined, as per the new SC strategy. See list of new groups <a href="#">HERE</a>.</li> <li>- Each group will develop its own ToRs in the first quarter of 2016 with specific outputs to be reached</li> <li>- The list will be sent to the full SC and SC members will be requested to choose one or two groups to join (two is preferred)</li> </ul> </li> <li>● Use of social media <ul style="list-style-type: none"> <li>- Some information (specifically the OAG reports) is missing from the website; <i>The website will be updated as much as possible;</i></li> </ul> </li> <li>● Nominations for SAGE 2016 <ul style="list-style-type: none"> <li>- This discussion was not held</li> </ul> </li> <li>● Charter <ul style="list-style-type: none"> <li>- A sub-group will work on finalizing the Charter: Ayo, Rick, Naveen, DS and Meg</li> <li>- Once it is closed to finalization, it will be shared with the SC for approval, and then open it to the Wider Constituency for comments</li> <li>- Charter will be finalized by a SC sub-group and adopted at the June 2016 meeting; new sections will be added such as the Conflicts of Interest section and Nomination procedures of SC members to Gavi Committees</li> </ul> </li> <li>● Constituency Health Check-up <ul style="list-style-type: none"> <li>- Naveen presented the updated number of CSOs that are part of the Constituency as well as the use of social media. Presentation can be found <a href="#">here</a>.</li> </ul> </li> <li>● Indicators for CSOs working group <ul style="list-style-type: none"> <li>- DS is proposing that another SC Member joins Ayo is working on the Indicators and the SC involvement in its monitoring</li> <li>- Ashish will join Ayo</li> </ul> </li> </ul>	Patrick/Clarisse /Naveen/Dorothy
15:30-15:45	Coffee break	
15:45-16:45	<p><b>Wrap up session</b></p> <ul style="list-style-type: none"> <li>● Vice-Chair Nomination <ul style="list-style-type: none"> <li>- Dorothy Esangbedo was unanimously nominated as the Gavi CSO SC Vice-Chair, as of December 2015.</li> </ul> </li> <li>● Under-expenditures (under-disbursement) <ul style="list-style-type: none"> <li>- There will be about 50.000 CHF is funds that we haven't spent in 2015</li> <li>- Some people are proposing to refresh the website</li> <li>- Raquel will look into the possibility of hiring a web-design firm and paying them upfront, in 2015, for such work; the website needs to be attractive, cheap and also easy to manage by a non-specialist</li> <li>- Raquel will look into the possibility of editing the CSO video to a shorter version before the end of the year</li> <li>- We decided to revise the video – we will ask Eunice to edit it and prepare a 1 minute and a 3 minute video</li> </ul> </li> <li>● Ministerial Conference <ul style="list-style-type: none"> <li>- the agenda will be shared with the SC by Hannah</li> <li>- DS will propose names for EMRO CSO representatives</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>● OAG <ul style="list-style-type: none"> <li>- TORs are approved!</li> <li>- The OAG is its current form will be extended for a 6-month period, to cover the transition period</li> </ul> </li> <li>● SC Meeting Observers <ul style="list-style-type: none"> <li>- In the future, a call for 2 observers will be sent to the wider Constituency prior to the meeting, in order to give a chance to all CSOs</li> </ul> </li> <li>● Preparation of to-do list for next 6-month <ul style="list-style-type: none"> <li>- The Work groups will develop their own ToRs will specific targets/outputs</li> <li>- The recruitment of new SC members will be an on-going process for the up-coming 5 month</li> <li>- The Charter will be revised and finalized by June 2016</li> <li>- The Ministerial meeting will be prepared</li> <li>- On-going work will be done on the indicators</li> <li>- Transition to the new Platforms' Project Phase</li> <li>- Preparation of the New face-to-face meeting (including induction for new members, introduction to Gavi Secretariat, provision of an information package)</li> </ul> </li> </ul>	
17:00	End of day wrap-up	Naveen
17:00-18:00	<p><b>Meeting with Gavi (Hind, Nilgun, Masha, Ivone)</b></p> <p><b>RFP</b></p> <ul style="list-style-type: none"> <li>- Gavi is happy to let the SC make our own choice on the Management Organization and be responsible/accountable for the Project's results (REPAOC AND CRS)</li> <li>- Hind stresses the importance of the SC being responsible for the quality of the work</li> <li>- Asian Platform: Hind agrees and supports the idea</li> <li>- NEXT STEPS: Patrick and Meg will discuss with CRS and REPAOC to see how the distribution of countries can be done</li> <li>- It is agreed that the funds for the OAG Coordinator will be managed by the IFRC, a request will be made for that</li> </ul> <p><b>Financial reporting</b></p> <ul style="list-style-type: none"> <li>- As of 2016, a quarterly financial report on the Foundational budget will be done by the CFP</li> </ul>	

## **Side Meetings**

### **Monday, 30 November, 2015**

- Adrien DeChaiseMartin, PEF Discussion – 5 pm

### **Tuesday, 1 December, 2015**

- Geoff Adlide with Board Representatives and observers – 11am

**Wednesday 2 – 3 December, 2015—Gavi Board Meeting**

Our Board team for this meeting will be:

- Naveen Thacker- Board Member
- Ashish Parthak - Special Adviser
- Clarisse Loe Loumou- CSO Board alternate (TBC)
- *Jackson Ndwega - Observer*
- *Patrick Bertrand- Observer*
- *Dorothy Esangbedo – Observer*