

**Minutes of the meeting of the Steering Committee (SC) of Developing Countries Vaccine Manufacturers Network (DCVMN)**

**Date and time: April 21, 2004 0930 to 1430 hrs.**

Members of the Steering Committee who were present:

Chair:	Dr. S S Jadhav	Serum Institute of India, India
Member:	Dr. Isaias Raw	Instituto Butantan, Brazil
Member:	Dr. Akira Homma	Fiocruz, Brazil
Member:	Dr. M A Abbadi	Vacsera, Egypt
Member:	Ms. Mahima Datla	Biological E. Limited, India

Non Steering Committee members:

Resource:	Dr. James E. Maynard	PATH, USA
Resource:	Ms. Angeline Nanni	PneumoADIP, USA
Member:	Dr. Rania Ali Hasan	Vacsera, Egypt

The following members regretted their attendance:

Resource:	Dr. Kreeftenberg	NVI, Netherlands
SC Member:	Dr. Luis Herrera	CIGB, Cuba
Member:	Dr. Yair Quinones Maya	CIGB, Cuba
SC Member:	Mr. Marzuki Abdulla	Bio Farma, Indonesia
* Member:	Mr. G T Assudani	Cadila, India

Dr. Jadhav summarized the current activities of the DCVMN and discussed the agenda for the meeting.

The following were highlighted.

1. Dr. Peter Carrasco has been nominated on behalf of WHO to act as a coordinator with the DCVMN.
2. The following organizations expressed their interest to be resources to the DCVMN:
  - WHO
  - National Institute of Health, USA
  - PATH
  - Nederlands Vaccine Institute, Netherlands and
  - International Vaccine Institute, Korea
3. Both PATH and NVI have offered to fulfill the role of a secretariat for the DCVMN.
4. Dr. Akira Homma of Fiocruz, was nominated as the DCVMN representative on the GAVI board for the next term. He has kindly consented to accept the same.
5. In order to ensure commitment of the members and meet the administrative costs of the secretariat, the following fee structure was proposed and seconded by all members of the Steering Committee.
  - a. Group A: Pre-qualified organizations – US\$ 10,000 a year
  - b. Group B: Organizations with commitment to pre-qualification and in countries with a fully functional National Regulatory Authority (NRA) – US\$ 5,000 a year.
  - c. Group C: All other organizations – US\$ 2,000 dollars a year
  - d. Group D: The resource partners – No fees.

The partnership fee may be increased or decreased based on a review of the yearly operational costs by the Steering Committee.

6. The role of the secretariat was discussed to be the following (please note this is not a conclusive list and may be elaborated upon discussion and agreement):
  - a. Maintain membership information database.
  - b. Coordinate meetings of the Steering Committee twice and the general membership once a year.
  - c. Establish communication and visibility thru' news letters, websites etc.
  - d. Treasury / Accounting.
  - e. Interact with other organizations on behalf of the DCVMN in consultation with the Steering Committee.
  - f. One to one relationships excluded from this arrangement.
  - g. Maintain a list of manufacturers, highlighting different needs and request for assistance and lists of strengths and areas of services offered and match needs vs. offers of all members.

The following action points were decided:

Sl. No.	Action Point	Responsibility	Date	Status
1	The DCVMN objectives have to be reviewed and a revised. A draft is to be submitted to the Chairman of the Steering Committee	Ms. Mahima Datla	May 10, 2004	Request an extension of 10 days
2	The DCVMN By-laws are to be discussed and agreed upon. The draft has to be sent by Dr. Raw to Dr. Jadhav	Dr. Jadhav	May 5, 2004	
3	Qualification criteria has to be reviewed and sent for incorporation in the by-laws.	Ms. Mahima Datla	May 10, 2004	Request an extension of 10 days
4	A proposal has to be made to notify and to invite PATH as a resource partner and secretariat.	Dr. Jadhav		
5	Information about training courses for DCVMN Members are to be sent in coordination with NIH, NVI etc.	Dr. Jadhav		

\* Secretariat has to be decided.

## **Presentations:**

1. Dr. James Maynard, representative of PATH gave a presentation about the current programs that were relevant for business in the developing world. He highlighted several examples of past and existing partnerships with other organizations and discussed current strategic programs at PATH. A copy of his presentation is enclosed.\*
  
2. Ms. Angeline Nanni represented a PneumoADIP and highlighted the strategic goals and activities of the ADIP. A copy of the presentation is enclosed.\*

Both presenters expressed on behalf of their respective institutions that they were keen on interacting with the DCVMN in order to further our respective goals.

## **Next Meeting:**

The members proposed that the next Steering Committee meeting be held in September 2004 at Egypt. Dr. Abbadi has kindly consented to host the meeting. The annual meeting of the general membership may follow the Steering Committee meeting. The agenda for September 2004 was proposed as follows:

- a. Update all members about DCVMN activities during the year.
- b. Highlight the issues of the intellectual property meeting.
- c. Have a program specifically for organizations interested in pre-qualification highlighting case studies and issues.
- d. Discuss research and development projects.

(Once again the above agenda is not conclusive and may be more detailed.)