

Minutes  
**Annual General Meeting**  
Developing Countries Vaccine Manufacturers' Network (DCVMN)  
December 7 - 9, 2006

**Subject: A summary of the 7<sup>th</sup> Annual General Meeting of the DCVMN.**

**Background:** The 7<sup>th</sup> Annual General Meeting of the DCVMN was held from 7<sup>th</sup> to 9<sup>th</sup> of December, 2006 in Bangkok/Thailand. Queen Saovabha Memorial Institute (QSMI) has kindly hosted the meeting. About 60 members across 20 countries participated in this meeting. Apart from the Network members from developing countries, resource institutes such as WHO, PATH, NIH, NVI, IVI, USAID, Pneumo ADIP & MIHR were also represented at the meeting.

For full list of speakers, agenda, participants, and various presentations given in the meeting, please be invited to visit our website [www.dcvmn.org](http://www.dcvmn.org), which will be live by 28<sup>th</sup> February, 2007.

**Actions decided in the meeting:**

1. **Opening** - The meeting began with the DCVMN membership recognizing the efforts of DCVMN leaders, Dr. Suresh Jadhav (Serum Institute of India), Ms. Mahima Datla (Biological E, India) and Dr. Akira Homma (Fiocruz/BioManguinhos, Brazil) for their substantial contributions to the network. Dr Jadhav has served as the President of the DCVMN for last three years and is also serving on the GAVI Working Group. Ms. Datla has been the Organizing Secretary to the network for the same period and has been responsible for making the membership dues structure, a reality and helped in establishing and managing the Network bank account. In addition, the new DCVMN website will soon be launched, under her supervision. Dr. Homma is the current DCVMN representative on the GAVI Board. The members also expressed gratitude for the amount of time; energy and thus funding each of their companies have given to the Network.

In view of the contribution of Dr.Suresh Jadhav and Ms.Mahima Datla to the Network, the members requested them to continue in the position of President and Organizing Secretary, respectively, for another two years i.e. from 1<sup>st</sup> January 2007 till 31<sup>st</sup> December 2008.

Additionally, the Steering Committee (SC) and all the members expressed their deepest gratitude to the WHO for funding to DCVMN from USAID; and IVI along with the PneumoADIP for the workshop in Seoul on Clinical Trial Design, Monitoring and Evaluation exclusively for the Network members, and for the overall support extended to the DCVMN in 2006. Furthermore, our sincere thanks goes out to the NVI, a Resource Institute who has been involved in setting up of several

workshops in the vaccine field and we hope to continue counting on their support. Special thanks also to the NIH and MIHR and other speakers who made the DCVMN effective and provided guidance with issues confronting the network. Our special thanks to Dr. Marie Paule Kieny for addressing us and summarizing opportunities in the vaccine world and challenges which are specific to DCVMN members. Special thanks were also extended to Dr. Susan McKinney for her continued support and personal commitment to the DCVMN and for moderating the closed door AGM.

2. **Steering Committee (SC) and duration** – The Steering Committee has fulfilled its term of service as outlined and agreed upon by the membership three years ago. Some members of the SC have been more active than others. The objective of this session was to determine which members would take the work of the DCVMN forward. The necessary work was presented and accepted by the membership in five distinct categories as follows and the name as it appears is the person who has agreed to conduct this work. The term of agreement is noted.

**SC Structure:** It was decided that SC will continue for a period of two years with the following members and responsibilities.

Designation	Name	Company	Responsibilities	Remarks
President	Dr Suresh Jadhav	Serum Institute of India	To oversee all the operations of DCVMN and represent them fairly	
Secretary	Ms Mahima Datla	Biological E.Limited, India	To take care of administration, communications, web, budget , finance and expense approval under aegis of the President	Supported by Mr. Sai Prasad from Bharat Biotech, Hyderabad
GAVI representative	Dr.Akira Homma	Bio-Manguinhos (Fiocruz), Brazil	GAVI Board Representation	Term until Dec 2007
AGM Chair	Dr.Akira Homma	Bio-Manguinhos (Fiocruz), Brazil	Team establishment and further recruitment to plan the next AGM. Fix Date, Establish agenda, Manage Logistics, Execute	Rotating Seat Dr Lucina Crequeira Leite of Instituto Butantan/Brazil will assist with the AGM
Activity Chair	Dr Lucina Crequeira Leite	Instituto Butantan, Brazil	Explore with WHO, NIH, Independent consultants and support institutions for training activities. Resource mobilization relative to these activities, Work with others to	Supported in this activity by CIGB representative

			determine how best to utilize the limited training resources provided by USAID	
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It is decided that the 8<sup>th</sup> Annual General Meeting is proposed to take place at Rio de Janeiro in Brazil, which will be organized/hosted jointly by Dr.Akira Homma and Dr.Luciana Leite, whereas the 9th Annual General Meeting of the DCVMN is proposed to take place in South Africa, which will be organized/hosted by Mr.Selwyn Kahanovitz of The BioVac.

3. **Website:** A brief presentation on the DCVMN’s new website was made. This site should serve as a reference for the Network members with some of the site requiring log in information. In addition, the site will serve as an information share point for interested parties.

- The estimated date of launch of website is February 28<sup>th</sup>.
- Members were requested to give their suggestions on the website, a copy of which is available in the CD provided to them.
- Resource members links will be available on the DCVMN website also.
- Secretariat to work on launch of the newsletter in the coming year.

4. **Membership changes:-**

a. Dr.Lucina Crequeira Leite will now be the official representative on the steering committee in place of Dr.Isias Raw of Instituto Butantan.

b. Prof.Dr.Jorge Luis Vega will be C.I.G.B’s official representative in place of Dr. Yair Quinones Maya. *\* We request an official communication from C.I.G.B to the secretariat for the same.*

c. Dr. Salwa Seddik will replace Dr.Mohammed Abbadi as representative of EgyVac (affiliated and replacing Vacsera)

5 **Membership definition: Eligible companies for membership** – Discussion took place around this issue for some time. The question focuses on ownership and interest and how equity to the companies of the DCVMN is held. The membership decided to use the World Bank definition to define developing countries. To be eligible for DCVMN membership a company must be either

1. A public sector manufacturer in a developing country; or

2. Must be majority held (51% or greater) by a person or combination of people citizens of the developing country in which the company produces vaccines.
  3. The above action will be incorporated in the byelaws and members notified accordingly.
- 6 **Finance and expenses:** A statement of collections by way of annual subscriptions and expenditure for the year 2006 was presented and approved by the Steering Committee. The excess income over expenditures was presented. Please find a summary of the statement of accounts for the year 2006 as follows:

Annual Subscriptions	54,500 USD
Expenditure	6,102 USD
Excess of Income over expenditure	48,397.85 USD

It was decided that the charter should ensure a balance equivalent to the first year subscriptions of approximately \$ 50,000 to remain at the end of every financial year.

There have been no changes in the amount of subscription for the year 2007 and the subscriptions will continue to be valid for a period of one year from 1<sup>st</sup> January '07 to 31<sup>st</sup> December '07

Communications for renewal of the membership will be sent by the Secretariat for the year 2007.

Dr.S.S.Jadhav proposed the vote of thanks and the meeting ended.