

Participants: Rajendra Kasi (RK)-Zydus, Patricia Mouta (PM)- Bio-Manguinhos, Aminata Diagne (AD)- Institut Pasteur de Dakar, Ana Paula Loch (APL)- Butantan, Beatriz Lucchesi (BL)-Butantan, Chetarnaj Bhamare (CB)-SII, Devi Sahoo (DS)-Indian Immunologicals, Linda Nesbitt (LN)-Biovac, Shuyan ZUO (SZ)-CNBG, Varun Sharma (VS)-PATH, Vijay Yerroju (VY)-Biological E, Viska Indriani (VI)-BioFarma, Rajinder Suri (RS)-DCVMN, Katharina Hartmann (KH)-Consultant, Sonia Villaseñor (SV)-DCVMN. **Meeting started at 12:00 pm CET and adjourned at 1:35 pm CET.**

RK welcomed the participants of the new WG and initiated a round of introductions with all the participants.

PV WG reviewed the Terms of Reference (ToR) for the Working group. The ToR were discussed, modified and refined according to the needs and objectives of the new WG. The new ToR are already shown on the webpage.

Some of the relevant changes were:

- In the Criteria for participation in the expert group: to raise the minimum expertise the participants should have to 5 years.
- The group will meet at least every 2 months.
- Each participant is expected to participate in at least 80% of the meetings scheduled and dedicate some of his/her time to work in the group.
- The minimal quorum for the WG meetings is 60%
- Workplans will include Responsibility Center (RC).

SV showed the WG members where to find the information of the previous PV WG has achieved, meeting minutes and other materials. SV informed that in order to access the documents attached in the webpage, there is a user and password needed. There is only one user and password per member company, so SV advised the members to email her so that she can inform for each specific member company who is the password holder.

The group agreed that in the interest of time, a new meeting will be set in 2 weeks' time (through a doodle) to go through the rest of the items on the agenda.

Rajendra Kasi
Chair of the PV WG