

POLIO | GLOBAL ERADICATION INITIATIVE

2021 POB Planning



Rotary



BILL & MELINDA
GATES foundation



CONTENTS

- ❖ 2021 POB Planning
- ❖ 2021 Meeting Calendar
- ❖ POB Meeting Materials Guidance and Presentation Template
- ❖ POB Materials Preparation Process

2021 POLIO OVERSIGHT BOARD PLANNING- *in progress*

	2021											
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
POB Meetings*												
January (closed meeting): setting the stage for 2021	Jan 12											
February (closed meeting): decision on management review recommendations; strategy update discussion		Feb 24										
March (open meeting): strategy endorsement & budget review; begin RM planning			Mar 23									
June** (open meeting): discussion on resource mobilization efforts						Jun 10						
August (open meeting): mid-year review								TBD				
October (open meeting): 2022 budget discussion										TBD		
December (open meeting): look ahead to 2022												Dec 8
POB Regional/ Country Engagement												
Quarterly Regional Meetings- TBD		TBD			TBD			TBD			TBD	
POB Travel - TBD												
POB visit to Pakistan- TBD, as soon as travel is possible												
POB Chair Outreach												
Quarterly calls with IMB/ TIMB chair	Jan 29											
Monthly calls with SC chair on POB/ SC alignment												
Quarterly POB chair newsletter			Mar		May			Aug				Dec
Bilateral calls with donors (timing TBD)												

To note, POB advocacy will be added to the engagement plan as developed

* Executive POB sessions may be scheduled around the open meetings

** June meeting is slightly off the bi-monthly meeting cadence due to scheduling conflicts



2021 MEETING CALENDAR

Event	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
GLOBAL EVENTS	WHO EB Jan 18-26	Pakistan TAG Feb 8-10	SAGE Mar 23-25		World Health Assembly May 24 - Jun 1					SAGE Oct 5-7		Gavi Board Meeting
	World Economic Forum Jan 25-29		Afghanistan TAG March 17 - 20	World Bank Spring Meeting Apr 9-11		Gavi Board Meeting Jun 23-25			UN General Assembly Sep 14-30		World Bank Annual Meeting Oct 15-17	
GPEI MEETINGS		SAGE Polio WG Feb 16-18				PPG TBD			SAGE Polio WG TBD			PPG TBD
						IPPC Jun 8-9	IMB/ TIMB TBD			IPPC Oct 14-15	IMB/ TIMB TBD	
						Rotary Convention Jun 12-16						
POB MEETINGS	POB MEETING Jan 12		POB MEETING Mar 23			POB MEETING Jun 10			POB MEETING TBD			POB MEETING Dec 8
		POB MEETING Feb 24								POB MEETING TBD		

* Key meetings will be added as dates become known

2021 POB MEETINGS

- ❖ **Meeting Cadence:** 2021 is a critical year for polio eradication, requiring commitment from all stakeholders and new ways of working. The Polio Oversight Board will increase engagement in 2021 and move to a cadence of **bi-monthly meetings** to focus on impact.

- ❖ **Meeting Materials:**
 - Pre-reads will be shared two weeks in advance of each meeting.
 - Presentation slides will be limited to allow as much time as possible for discussion.
 - Decision points and specific asks of the POB will be clearly communicated in advance of each meeting.
 - Meeting minutes and materials will be posted to the GPEI website.

POB MEETING MATERIALS: GUIDELINES AND PRESENTATION TEMPLATE

POB PRESENTATION GUIDELINES

PURPOSE: In order to equip the Polio Oversight Board members with the information needed to facilitate effective decision-making and ensure productive dialogue, please use the following guidelines for your presentation to the board:

- ❖ *To allow time to focus on critical discussions where guidance, decisions and actions are needed from the POB, presentations will be kept brief. Please limit each presentation to 4 slides maximum, using the attached presentation template.*
- ❖ *Be specific in clarifying requests and decisions needed, including timeframes and ownership.*
- ❖ *Pre-reads may be used to provide further background on issues and implications, please keep materials concise. We ask that pre-reads are limited to 2 pages in length (plus annex if needed) or if a pre-read is in PPT that it's no more than 7 slides (plus annex if needed).*
- ❖ *To streamline the materials preparation process, please utilize existing materials for pre-reads where possible.*
- ❖ *Please keep in mind that presentations will be posted/circulated outside GPEI internal documentation.*

POB PRESENTATION TEMPLATE

Presentations should be kept to 4 slides maximum, addressing the following:

- ❖ *Summary of current status*
- ❖ *Key issues and risks*
- ❖ *Outline of challenges, progress since the last POB meeting, next steps*
- ❖ *Specific requests of the POB, including timeframes and ownership*

POB MATERIALS PREPARATION PROCESS

