

2021 POB Planning













CONTENTS

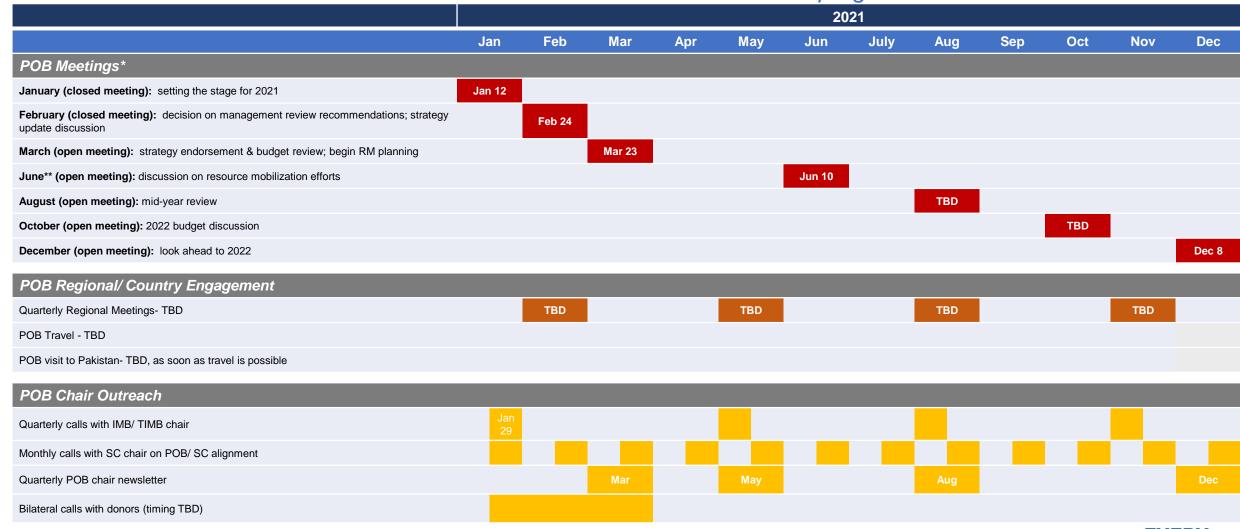


- ❖ 2021 POB Planning
- ❖ 2021 Meeting Calendar
- ❖ POB Meeting Materials Guidance and Presentation Template
- ❖ POB Materials Preparation Process



2021 POLIO OVERSIGHT BOARD PLANNING- in progress





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

^{*} 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

