

# POLIO | GLOBAL ERADICATION INITIATIVE

## 2024 POB Planning



Rotary



BILL & MELINDA GATES foundation



# CONTENTS

- ❖ 2024 POB Planning: Meeting Calendar & Main Topics
- ❖ 2024 GPEI Meetings Calendar
- ❖ POB Meeting Materials: Guidelines and Presentation Template
- ❖ POB Materials Preparation Process & Timeline

# 2024 POLIO OVERSIGHT BOARD PLANNING

- ❖ The Polio Oversight Board will meet quarterly in 2024.
- ❖ Virtual meetings will be 90 – 120 minutes, and 30-minute executive sessions of the POB and SC members will follow each meeting. One extended in-person meeting is planned for Q4, timing to be adjusted as needed.
- ❖ Meetings will focus on strategic discussions and decision points.

	2024											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
<i>POB Meetings: proposed topics</i>												
<b>Q1 meeting (February):</b> 2024 programmatic update & GPEI risk register review; 2024 GPEI budget and cash gap; 2024 POB engagement & advocacy		Feb 12										
<b>Q2 meeting (May):</b> outbreaks programmatic update; integration to accelerate last-mile eradication efforts; polio transition					May 22							
<b>Q3 meeting (July):</b> endemics programmatic update; lessons learned from female frontline worker co-design sessions in Pakistan; decision on multi-year budget; resource mobilization planning							July 17					
<b>Q4 in-person full day meeting (October):</b> GPEI year-in-review; decision on 2025 GPEI budget; IMB recommendations; update on gender strategy; post-certification planning; look ahead to 2025										Oct 12		

# 2024 MEETING CALENDAR\*

Event	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
GLOBAL EVENTS	World Economic Forum Jan 15 - 19	UNICEF Executive Board Feb 6 - 9	SAGE Mar 11 - 14	Endemics TAG TBD	International Rotary Convention May 25 - 29				UN General Assembly Sep 10 - 24	World Health Summit Oct 13 - 15		Gavi Board Meeting TBD
	WHO EB Jan 22 - 27			World Bank Spring Meeting Apr 19 - 21	World Health Assembly May 27-Jun 1	Gavi Board Meeting Jun 26 - 27			SAGE Sep 23 - 26	World Bank Annual Meeting Oct 25 - 27		
							IMB/ TIMB Jul 8 - 12				IPPC TBD	
			SAGE Polio WG Feb 7 - 8					SAGE Polio WG TBD				
POB/ FAC MEETINGS		Q1 POB MEETING Feb 12			Q2 POB MEETING May 22		Q3 POB MEETING Jul 17			Q4 POB MEETING Oct 12		
	Q1 FAC MEETING Jan 26				Q2 FAC MEETING TBD		Q3 FAC MEETING TBD			Q4 FAC MEETING TBD		

\* Key meetings will be added as dates become known

# **POB MEETING MATERIALS: GUIDELINES AND PRESENTATION TEMPLATE**

## 2024 POB 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.
- ❖ The POB Engagement Plan and GPEI Risk Register written updates will be shared quarterly.
- ❖ Meeting minutes and POB newsletters will be posted to the GPEI website.

# 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

