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❖ 2024 GPEI Meetings Calendar
❖ POB Meeting Materials: Guidelines and Presentation Template
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2024 POLIO OVERSIGHT BOARD PLANNING

❖ The Polio Oversight Board will meet quarterly in 2024.

❖ Virtual meetings will be 120 – 180 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.

<table>
<thead>
<tr>
<th>POB Meetings: proposed topics</th>
<th>2024</th>
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<tbody>
<tr>
<td>Q1 meeting (February): 2024 programmatic update &amp; GPEI risk register review; 2024 GPEI budget and cash gap; 2024 POB engagement &amp; advocacy</td>
<td>Feb 12</td>
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<td>Q2 meeting (May): outbreaks programmatic update; integration to accelerate last-mile eradication efforts; polio transition</td>
<td>May 22</td>
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<tr>
<td>Q3 meeting (July): endemics programmatic update; lessons learned from female frontline worker co-design sessions in Pakistan; decision on multi-year budget; decision on revised eradication strategy timeline</td>
<td>July 17</td>
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<tr>
<td>Q4 in-person full day meeting (October): GPEI year-in-review; decision on 2025 GPEI budget; IMB recommendations; update on gender strategy; post-certification planning; GPEI dissolution decision; resource mobilization planning; look ahead to 2025</td>
<td>Oct 16</td>
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## 2024 MEETING CALENDAR*

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<th>Event</th>
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<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
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<td>UNICEF Executive Board</td>
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<td>SAGE Polio WG</td>
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* 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**

**Agenda Development:** 7 Weeks Prior to POB Meeting
- Draft POB Agenda for SC feedback
  - Review agenda and share feedback (5 business days)

**Content Creation:** ~6 Weeks Prior to POB Meeting
- Request meeting materials (1 day)
  - Review draft meeting materials- will be added to the SC agenda for discussion. Requests for updates will be kept concise (4 business days)

**Content Finalization:** ~3 Weeks Prior to POB Meeting
- Share comments with presenters/pre-read authors for action (1 day)
  - Incorporate SC comments into final materials (4 business days)
- POB Chair review of final materials (3 business days, in parallel w/ SC final review)
  - Final review and approval of materials (3 business days)

**POB Preparation:** 2 Weeks Prior to POB Meeting
- Final materials shared with POB Secretariat
  - Final materials circulated to meeting participants (2 weeks prior to meeting)
- POB member meeting preparation: materials review (2 weeks)

**POB Secretariat**

**SC**

**Working Groups**