POLIO GLOBAL ERADICATION INITIATIVE

2024 POB Planning

World Health Organization · unicef · Rotary · CDC Centers for Disease Control and Prevention · BILL & MELINDA GATES foundation · Gavi The Vaccine Alliance

EVERY LAST CHILD

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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.

	2024											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
POB Meetings: proposed topics												
Q1 meeting (February): 2024 programmatic update & GPEI risk register review; 2024 GPEI budget and cash gap; 2024 POB engagement & advocacy		Feb 12										
Q2 meeting (May): outbreaks programmatic update; integration to accelerate last-mile eradication efforts; polio transition					May 22							
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							July 17					
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										Oct 16		

2024 MEETING CALENDAR*

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

* Key meetings will be added as dates become known

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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

POLIO GLOBAL ERADICATION INITIATIVE

Agenda Development: 7 Weeks Prior to POB Meeting	Content Creation: ~6 Weeks Prior to POB Meeting	Content Finalization: ~3 Weeks Prior to POB Meeting	POB Preparation: 2 Weeks Prior to POB Meeting

POB

POB Chair review of final materials (3 business days, in parallel w/ SC final review)

POB member meeting preparation: materials review (2 weeks)

POB Secretariat

Draft POB Agenda for SC feedback

Request meeting materials (1 day)

Share comments with presenters/ pre-read authors for action (1 day)

Final materials shared with POB Secretariat

Final materials circulated to meeting participants (2 weeks prior to meeting)

SC

Review agenda and share feedback (5 business days)

Review draft meeting materials- will be added to the SC agenda for discussion. Requests for updates will be kept concise (4 business days)

Final review and approval of materials (3 business days)

Working Groups

Draft meeting materials, limiting presentations to 4 slides and using existing materials for pre-reads as much as possible (2 weeks)

Incorporate SC comments into final materials (4 business days)

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