

Minutes of the EDCTP Association General Assembly of 22-23 May 2017

EDCTP Association General Assembly, 22-23 May 2017, The Hague

MEETING PARTICIPANTS

General Assembly:

Christiane Druml, Austria (only attended 22 May) – AT
 Mikkel Lyndrup, Denmark - DK
 Sirpa Nuotio, Finland – FI
 Yazdan Yazdanpanah, France (Board Vice-chairperson) - FR
 Guillaume Fusai, France- FR
 Isadora Quick (technical advisor), France - FR
 Ayola Akim Adegnika, Gabon – GB
 Detlef Böcking, Germany (Board member) – DE
 Sabrina Voß, Germany (technical advisor) – DE
 Pietro Alano, Italy - IT
 Agrégé Abdoulaye Djimdé, Mali (written proxy for BF) - ML
 Eusébio Macete, Mozambique (Board Vice-chairperson; written proxy for CG) – MZ
 Gerrie Tuitert, Netherlands – NL
 Frank van de Looij, Netherlands - NL
 Ase-Marit Kristiansen, Norway - NO
 Ricardo Pereira, Portugal – PT
 Alioune Dieye, Senegal (written proxy for NE) - SN
 Jeffrey Mphahlele, South Africa – ZA
 Vinny Pillay, South Africa - ZA
 Tomas-López-Peña Ordoñez, Spain - ES
 Hannah Akuffo, Sweden (written proxy for IE) – SE
 Pontiano Kaleebu, Uganda - UG
 Mark Palmer, United Kingdom (Board Chairperson; written proxy for GH) – UK, Chairperson
 Morven Roberts, United Kingdom – UK
 Samia Majid, United Kingdom – UK
 Nkandu Luo, Zambia (written proxy for GM) – ZM
 Hellicy Ngamb, Zambia (technical advisor) – ZM
 Isabella Beretta, Switzerland (Association Aspirant Member) – CH

Secretariat:

Abdoulie Barry, Director of Finance and Administration – AB
 Pauline Beattie, Operations Manager - PB
 Gabrielle Breugelmanns, North-North Networking Manager – GB
 Moses Bockarie, Head of Africa Office and Director of South-South Cooperation - MB
 Ana Lucia Cardoso, North-North Networking Officer - ALC

Abbreviations cont.:

CfP – Call for Proposals
 CoI - Conflict of Interest
 CSA – Coordination & Support Action
 CT – Clinical Trials
 DA – Delegation Agreement
 DG-DEVCO - The Directorate General for Development and Cooperation
 DG-R&I – The Directorate General for Research and Innovation
 DSMB – Data Safety Monitoring Board
 EAC – East African Community
 EACCR - East Africa Consortium for Clinical Research
 EC – European Commission
 EFPIA – European Federation of Pharmaceutical Industries and Associations
 EMA – The European Medicines Agency
 FP9 – The ninth framework programme
 GA – General Assembly
 GCP – Good Clinical Practice
 H2020 – Horizon 2020
 HR – High Representative
 INDEPTH Network - The International Network for the Demographic Evaluation of Populations and Their Health in Developing Countries
 IPR – Intellectual Property Rights
 IR – Internal Regulations
 IRB – Internal Review Board
 ITR- Interim technical report
 KPIs- Key Performance Indicators
 MoH – Ministry of Health
 MoU – Memorandum of Understanding
 MS – Member States (now Participating States)
 NCD – Non-communicable diseases
 NoE – Network of Excellence
 NEPAD-New Partnership for Africa’s Development
 N-N – North-North
 N-S – North-South
 NP – National Programme
 NID – Neglected Infectious Disease
 PACTR – Pan African Clinical Trials Registry
 PI – Principal investigator

<p>Louwrens Kiestra, Legal Officer - LK Anne-Laure Knellwolf , Programme Portfolio Manager - AK Michael Makanga, Executive Director – MM Magda Moutafsi, North-North Networking Officer - MMo Ole Olesen, Director of North-North Cooperation - OO Lara Pandya, North-North Networking Officer – LP</p> <p>Scientific Advisory Committee (SAC): Catherine Hankins (SAC Chairperson) - CH</p> <p>EC: Line Matthiessen (only attended 22 May) - EC Denise O'Connor - EC Gianpietro van de Goor – EC</p> <p>Abbreviations: ANDI – African Network for Drugs and Diagnostics Innovation AoA – Articles of Association AU – African Union CANTAM: - Central Africa network on Tuberculosis , HIV/AIDS and Malaria CDA – Capacity Development Activity</p>	<p>PRD – Poverty related diseases PS - Participating State PSIA – Participating State Initiated Activity RCT - Randomised Clinical Trial REC – Regional Economic Communities RIA – Research & Innovation Action RfP - Rules for Participation SAC – Scientific Advisory Committee SBP – Strategic Business plan SC – Steering Committee SEC – EDCTP Secretariat SMEs - Small and Medium Enterprises SRC – Scientific Review Committee SRIA – Strategic Research & Innovation Action SOP – Standard Operating Procedure TESA - Trials of Excellence in Southern Africa TMA – Training & Mobility Action ToR - Terms of Reference WANETAM - West African Network of Excellence for TB, AIDS and malaria WG – Working group WHO – World Health Organization WHO-AFRO - World Health Organization Regional Office for Africa</p>
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Summary of Decisions and Action Points from the EDCTP Association GA of 22-23 May 2017 in The Hague, Netherlands

PAGE	ITEM NR	ITEM DESCRIPTION	DECISIONS AND ACTIONS	ACTION BY	DUE DATE
	1.2	Approval of the agenda	<u>Decision:</u> The agenda of the GA of 22-23 May 2017 was approved.		
	1.3	Minutes of the GA on 4-5 November 2016	<u>Decision:</u> The minutes of the GA of 4-5 November 2016 were approved.		
	2.2	Election of Board Members	<u>Decision:</u> All five nominated candidates were (re-)elected to the board of the EDCTP Association for a two-year term: <ol style="list-style-type: none"> 1. Detlef Böcking: Deputy GA Representative for Germany 2. Eusebio Macete: Deputy GA Representative for Mozambique 3. Francine Ntoumi: Deputy GA Representative for Congo 4. Mark Palmer: GA Representative for United Kingdom 5. Yazdan Yazdanpanah: GA Representative for France 		

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	2.3	Election of Board Chairperson	<u>Decision:</u> Mark Palmer, the candidate for board chair person, was re-elected		
	2.4	Election of Board Vice-Chairperson	<u>Decision:</u> Both candidates, Yazdan Yazdanpanah (with immediate effect) and Eusebio Macete, were (re-)elected as Vice-Chair persons		
	3.1	Update from the European Commission	<u>Actions:</u> EC to provide a picture on the timelines of FP9 at the next GA meeting in November	EC	9-10 Nov 2017
	4.1.2	WHO-AFRO response to mid-term evaluation	<u>Actions:</u> SEC to follow up with recommendations 2-5 from WHO/AFRO (slide 28) <ol style="list-style-type: none"> 2. Establish/strengthen National Ethics Review Committees in more countries and creating Regional Networks for sharing experiences as well as coordinating ethical processes in the African Region; 3. Undertake comprehensive assessments of national health research systems (NHRS) in the region to identify gaps and propose interventions; 4. Establish/strengthen collaborating centre(s) to address important health research capacity challenges and needs, including clinical trials; 5. Jointly establish a fund for implementation research to identify solutions to challenges affecting coverage of important public health interventions, including vaccinations. 	SEC	
	5.1.1	Updated Internal Regulations	<u>Decisions:</u> <ul style="list-style-type: none"> • The proposed revisions to the Internal Regulations of the EDCTP Association, except section 5, were approved. • It was agreed that a GA working group (WG) should be established to carefully review the remaining proposed revisions to the Internal Regulations and their alignment with the Articles of Association prior to formal approval by the GA. <u>Actions:</u> <ul style="list-style-type: none"> • SEC to amend organisation structure with reference to the schematic presentation of the Granting Committee considering that this is a pop body on a needs basis. 	SEC	

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			<ul style="list-style-type: none"> SEC to request volunteers for forming a working group that will amend section 5 (require four members) via written procedure 	SEC	Done
	5.1.2	Establishment of Granting Committee	<p><u>Decision:</u> There was general agreement on the necessity to establish a Granting Committee, but the wording of its terms of reference requires some revision.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> SEC to amend the terms of reference for the Granting Committee SEC to request eight volunteers from GA for granting committee via written procedure 	SEC SEC	Done
	5.2.1	Adherence to membership requirements	<p><u>Actions:</u></p> <ul style="list-style-type: none"> Create working group that will identify means to support PSs to adhere to membership Organise a meeting with African GA Members to specifically discuss adherence to the EDCTP Association membership requirements 	SEC SEC	
	5.3.1	Update from the Chairperson of the GA WG on the declaration of liability	<p><u>Actions:</u> SEC to write to all PSs to update them on the EC's feedback and follow up specifically with the European PSs that have not yet confirmed their ability/willingness to sign the declaration of liability with a request for an update on their position.</p>	SEC	In progress
	6.1.1 & 6.1.2	Annual statutory accounts for 2016 & Independent auditor's report	<p><u>Decision:</u></p> <ul style="list-style-type: none"> The annual statutory accounts for 2016 and auditors report were approved Re-appointment of the independent auditor (Ernst and Young) for one year (until June 2018) was approved 		
	6.1.3	General Updates	<p><u>Decision:</u> Three ways SEC uses to communicate with GA (quarterly EDCTP newsletter, monthly EDCTP update and written updates from the Secretariat to the Board (shared with the GA as an annex to the notes from Board meetings) is sufficient and bi-annual GA updates are not required.</p> <p><u>Actions:</u></p>		

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			<ul style="list-style-type: none"> SEC to circulate application from Nigeria to become an EDCTP Association Member with GA and request unanimous GA approval by written procedure. SEC to address mistake on page three in document 12 regarding French agency (the one listed is not responsible for EDCTP) <p>SEC to share master list of documents for public domain; restricted access; or confidential (not accessible)</p>	SEC	
	6.1.5	EDCTP 2016 Annual Report	<p><u>Decision:</u> The EDCTP 2016 Annual Report was approved.</p>		
	6.2.1	Feedback from the SAC meeting of 30-31 March 2017	<p><u>Decision:</u> To host a joint SAC/GA meeting, perhaps half day in order to enhance communication and transparency between both bodies.</p> <p><u>Actions:</u> SEC to set up joint SAC/GA meeting adjacent to GA meeting in Oct/Nov 2018.</p>	SEC	
	6.2.2	SAC Membership	<p><u>Decision:</u> The appointment of the two new Scientific Advisory Committee (SAC) members was approved.</p>		
	7.2	EDCTP2 work plan 2017	<p><u>Decision:</u> The EDCTP work plan 2017 was pre-approved and will be subject to final approval and adoption by the EDCTP Board on behalf of the GA following EC approval.</p>		
	7.3.2	New funding instrument: Portfolio funding	<p><u>Decision:</u> The GA agreed to move forward with the portfolio funding approach.</p>		
	7.6	Participating States Initiated Activities (PSIAs) reporting to the EC	<p><u>Actions:</u> SEC should raise the issue of timing of the cost incurred by PSs on PSIAs (e.g. from the date of the EC approval of the EDCTP2 Annual Work Plan (AWP) versus the whole year) once the letter from the Director General has been received; the letter of the Director General will go to the Board and is expected in the second week of June 2017.</p>	SEC	
	7.7	Update and lessons learnt from PSIAs workshop	<p><u>Decision:</u> It was agreed that a GA working group would be established in order to discuss actions from the PSIAs workshop and other issues related to PSIAs reporting, in addition to</p>		

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			<p>preparations for the third EDCTP programme.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> • DE/FR to circulate minutes from PSIA's workshop held in Vienna in March; SEC can facilitate with distribution to GA members • SEC to ask for volunteers for the GA working group on PSIA's from as many countries as possible via written procedure 	DE/FR SEC	Done
	8.3	EDCTP Forums 2018 and 2020	<p><u>Actions:</u></p> <p>SEC to revise proposed titles and themes to take into account</p> <ul style="list-style-type: none"> • Partnerships North-South • Political situation in Europe in preparation for EDCTP3 programme 	SEC	
	8.3.1	Venues European Countries	<p><u>Decision:</u></p> <p>GA endorsed SEC to move forward with hosting the EDCTP 2018 Forum in Portugal.</p> <p><u>Actions:</u></p> <p>SEC to follow up with Portugal.</p>	SEC	ongoing
	8.3.2	Venues African Countries	<p><u>Decision:</u></p> <p>GA endorsed SEC to evaluate both African venues (Mali and Mozambique) for hosting the 2020 EDCTP Forum and provide an overview to the GA for making a decision.</p> <p><u>Actions:</u></p> <p>In consultation with the respective African GA representatives the SEC to plan visiting both venues and evaluate for suitability.</p>	SEC	2019
	9.2	Date of next meeting & closing remarks	<p><u>Actions:</u></p> <p>SEC to send Doodle request to identify GA meetings in 2018, including joint SAC/GA meeting</p>	SEC	In progress