GAVI Alliance Governance Committee Meeting  
5 June 2014  
Teleconference

FINAL MINUTES

1. Chair’s report

1.1 Finding a quorum of members present, the meeting commenced at 14.00 Geneva time on 5 June 2014. Geeta Rao Gupta, Governance Committee Chair, chaired the meeting.

2. New Board Chair recruitment process

2.1 The Committee Chair recapped the conversations the Committee had engaged in thus far to develop a recruitment plan to identify the next Board Chair. One key action was to decide a timeline that would ensure good governance planning and a smooth transition but not distract the Board from the strategy development and replenishment activities. To this end, the Committee Chair had distributed a Gantt chart to the members which provided a potential timeline. She asked the Committee to input into this plan.

Discussion

- The Committee agreed that the recruitment and replenishment processes are equally important and should not distract from one another. Several members noted that other processes to recruit a chair at the GAVI Alliance and other organisations had taken anywhere from 10-12 months, and so the Committee needed to allow for that much time to conduct the recruitment.

- The Committee agreed that it needed to start an “internal” process as soon as possible after the June Board meeting to ensure good management and governance, and a smooth transition for the GAVI Alliance. It was agreed that the Governance Committee would set up a committee of the Board whose members would informally consult individual Board members to get their views on the terms of reference for a new chair, and initial thoughts on potential nominees.

- The Committee agreed that the more public-facing search would begin in early 2015 after the replenishment event, which could include advertising
externally and hiring a search firm. The intent would be to present a nominee to the Board for appointment by September 2015 at the latest.

- From September 2015 to the end of that year, the current Chair would be able to work with the Chair-elect to ensure a good on-boarding process, with the intent that the latter would take office on 1 January 2016.

- Finally, the Governance Committee Chair confirmed that she would lay out this entire process to the Board for information at the meeting on 18-19 June 2014, so members have a full sense of how the Governance Committee plans to proceed.

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After determining there was no further business, the meeting was brought to a close.

Ms Debbie Adams
Secretary to the Board
Attachment A

Participants

**Committee Members**
- Geeta Rao Gupta, Chair
- Joan Awunyo-Akaba
- Donal Brown
- Maria C. Freire
- Shanelle Hall
- Orin Levine
- Olga Popova
- Samba O. Sow
- Beate Stirø
- George W. Wellde, Jr.
- Seth Berkley (non-voting)

**Secretariat**
- Debbie Adams
- Helen Evans
- Kevin A. Klock

**Guests**
- Gian Gandhi, Senior Adviser to the Board Vice Chair