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## Information Note on Upcoming Governance Events in 2016

This note captures the Board, Executive Committee and Ad Hoc Governance Group meetings

16 March 2016

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### Purpose

This information note provides an overview of the Partnership's upcoming governance events in Q2, Q3, and Q4 of the year 2016. The note focuses on the Board, Executive Committee (EC), and the Ad Hoc Governance Group (AGG) meetings. Dates and venues have been decided based on availability of the Board leadership. Some dates and venues may change and it has been marked as "to be confirmed (TBC)" where relevant. Please find a table with the dates and events in Annex I.

The Secretariat is constantly reviewing and updating its governance calendar and processes as need arises, priority changes or opportunities for improvements emerge. In line with SO4, Constituency focal points are working with their Chairs to establish regular schedules of constituency meetings so that all partners can feed into the decision making processes. We are thankful to our Board leadership and office bearers for their commitment, support and flexibility.

### **The EC is asked to note this information, and confirm the timings of Board associated events in May 2016.**

### Board

There are two Board meetings in 2016: the meeting in May 2016 will focus mainly on governance strengthening related decisions. The second meeting will be in October 2016 (date TBC), when the new Board structure will be in place (following decisions the Board will have taken in its May meeting). The October meeting is expected to take stock of achievements that will have happened in 2016 and plan for 2017. Below are the tentative dates and venues:

- **18<sup>th</sup> Board meeting, 19-20 May 2016, Copenhagen, Denmark**

This Board meeting and its associated events will take place alongside the Women Deliver Conference, taking place at the Bella Centre, Copenhagen, 16-19 May 2016. Venues have been selected to facilitate logistics for Board members and alternates who will be participating in the Women Deliver Conference, and to minimize overlap with the conference events, in particular those which are related to the Global Strategy and the work of the Partnership. It has been extremely challenging to find times which are suitable and we are grateful to the Women Deliver team for their assistance and for facilitating us at the conference venue (with the exception of the full Board meeting day when our UN colleagues will host us). The following are related details for the Board and associated governance meetings:

- 17 May 2016, 18:00-20:00, The Partnership's Side Event (and related Press Briefing): Evidence for Action on Women's, Children's and Adolescents' Health
- 17 May 2016, 20:30-22:00; EC Working Dinner
- 18 May 2016, 17:30-18:45; Pre-Board Constituency Meetings
- 19 May 2016, 17:30-20:30; First part of the 18<sup>th</sup> Board meeting
- 20 May, 2016, 08:30-18:00, UN City: Second and last day of the 18<sup>th</sup> Board meeting.

- **19<sup>th</sup> Board meeting, Mozambique October 2016 (TBC)**

The Board leadership has proposed to convene the Board meeting in:

Secretariat Hosted by the World Health Organization and Board Chaired by Mrs Graça Machel

- Mozambique, 26-27 or 27-28 October;

The Secretariat has contacted the secretariats of both GFF and FP2020 to explore opportunities to align their Q3/A4 governance meetings with the Partnership's Board meeting given the substantial overlap in membership.

### **Executive Committee (EC)**

The EC regular meeting frequency is every two months, with a possibility to increase its meetings frequency as need arises.

During the EC meeting on 9 December 2015, the EC agreed to meet every month during the first half of 2016, while the governance strengthening process is underway, and to go back to its regular meeting frequency, i.e. every two months, during the second half of 2016.

A governance calendar has been prepared and shared with the EC to this effect, indicating tentative agenda items for each meeting. The following is the EC meeting schedule during Q2, Q3, and Q4 of 2016 and for which calendar invites have been sent to EC members:

- 23 March
- 14 April
- 17 May: pre-Board EC meeting (mentioned above)
- 29 June
- 24 August
- 25 or 26 October: pre-Board EC meeting (to be confirmed when date is decided)
- 14 December.

### **Ad Hoc Governance Group (AGG)**

The AGG mandate is to oversee the ongoing governance strengthening process and to come up with related recommendations to the EC and the Board, up until the 18<sup>th</sup> Board meeting, Copenhagen, 19-20 May 2016.

The AGG meetings have, thus, been decided based on the EC meetings schedule to ensure that there an update on the governance strengthening process is included in the EC meetings' agenda. This is in preparation for the 18<sup>th</sup> Board meeting. The AGG has not yet determined whether it will need to continue to meet after the Board meeting. The following is the planned AGG meeting schedule:

- 2 March, 2016
- 21 March, 2016
- Week of 25 April (TBC), 2016

## ANNEX I

| The Partnership's Key Governance & Leadership Events in 2016     |                                                                                                                               |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Date & Venue                                                     | Event                                                                                                                         |
| <b>March 2016</b>                                                |                                                                                                                               |
| 1-2 March, Johannesburg                                          | Board Retreat                                                                                                                 |
| 2 March, Johannesburg                                            | ASG meeting (considers issues in order to make recommendations for EC on 23 March)                                            |
| 21 March                                                         | AGG teleconference (considers issues in order to make recommendations for EC on 14 April)                                     |
| 23 March                                                         | EC teleconference                                                                                                             |
| <b>April 2016</b>                                                |                                                                                                                               |
| 14 April                                                         | EC teleconference                                                                                                             |
| The week of 25 April (TBC)                                       | AGG teleconference                                                                                                            |
| <b>May 2016</b>                                                  |                                                                                                                               |
| 17 May, 18:00-20:00 , Bella Centre, Copenhagen                   | The Partnership's Side Event (and related Press Briefing): Evidence for Action on Women's, Children's and Adolescents' Health |
| 17 May, 20:30-22:00 , Bella Centre, Copenhagen                   | EC Working Dinner                                                                                                             |
| 18 May, 17:30-18:45, Bella Centre Copenhagen                     | Pre-Board constituency meetings,                                                                                              |
| 19 May (17:30-20:30), Bella Centre & 20 May, UN City, Copenhagen | 18 <sup>th</sup> Board Meeting                                                                                                |
| <b>June 2016</b>                                                 |                                                                                                                               |
| 29 June                                                          | EC                                                                                                                            |
| <b>July 2016</b>                                                 |                                                                                                                               |
| No governance events                                             |                                                                                                                               |
| <b>August 2016</b>                                               |                                                                                                                               |
| 24 August                                                        | EC teleconference                                                                                                             |
| <b>September 2016</b>                                            |                                                                                                                               |
| No governance events                                             |                                                                                                                               |
| <b>October 2016</b>                                              |                                                                                                                               |
| 26 October                                                       | EC teleconference                                                                                                             |
| <b>October/ November 2016</b>                                    |                                                                                                                               |
| Africa, dates TBC                                                | Pre-Board EC meeting                                                                                                          |
| Africa, dates TBC                                                | Pre-Board constituency meetings                                                                                               |
| Africa, dates TBC                                                | 19 <sup>th</sup> Board Meeting                                                                                                |
| <b>December 2016</b>                                             |                                                                                                                               |
| 14 December                                                      | EC teleconference                                                                                                             |