

Secretariat Hosted by the World Health Organization and Board Chaired by The Rt Hon. Helen Clark, former Prime Minister, New Zealand

Evaluations of Board meetings

Participant questionnaires in 2020

The intent of this document is to summarize the key findings from an evaluation of the last two Board meetings and use the inputs to inform the design of future Board meetings.

In 2020 PMNCH held two Board meetings, one in June and one in December. Both were virtual, whilst the June meeting was a one-day meeting (3 hours), the December meeting was split over two days, with 3-hour sessions each day. After each Board meeting, an evaluation survey was administered to all participants. The results of these surveys are summarized below. Both surveys can be found in Appendices 1 and 2.

1. Board meeting, 30th June 2020

A total of 13 participants responded to the survey, key messages have been summarized below.

- Overall, participants stated that meeting objectives were met, and the meeting was well prepared. Supporting documents were perceived to be clear and shared in a timely manner with participants. The Executive Memo was perceived to be useful, making it a key document. The pre-Board webinar was also welcomed as a useful preparatory step in the build up to the meeting.
- Respondents felt valued as Board Members and speakers were well prepared. In addition, there was recognition that this was a short meeting, totaling 3 hours, which represents a significant change from the 2 day in person meetings. Some participants expressed the desire to have a longer Board meeting next time, with less time devoted to the opening statements.
- This was the first virtual Board meeting; respondents noted that the technology worked well overall, in particular with regards to accessing relevant documents. A minority suggested moving away from the Webex platform and exploring issues such as closed captions for next time.

2. Board meeting, 14th and 15th December 2020

The PMNCH 26th Virtual Board Meeting was held on the 14th and 15th December 2020. This was the second fully virtual Board Meeting, and for the first time the meeting was split into 2 days and included a closed session for Board Members only.

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As of 14 January 2020, a total of 19 out of 60 Board members and alternates responded to the survey (please see Annex 2 for the full survey), this corresponds to a 32% response rate. Of these, 8 were Board Members and 11 were Board Alternates.

Key messages from the survey are summarized below:

- The majority of respondents agreed that the meeting objectives were clear, strategic and relevant. In addition, the majority strongly agreed that the meeting was chaired effectively and that Board Members engaged actively and constructively.
- In terms of meeting preparation, the majority agreed that guidance and ample opportunity were provided to review and consult on Board papers. In addition, the majority agreed that the documents were sent in a timely manner.
- Respondents stated that the presentations and background documents were relevant, informative and clear. The latter were perceived to be helpful in informing the discussions as well as the decisions that needed to be taken.
- The majority of participants did not experience any difficulties with accessing the meeting platform or documents.

Table 1 outlines key suggestions made following the June 2020 Board meeting and indicates how these were implemented at the December 2020 Board meeting.

Table 1

Suggestions from June 2020 Board	Addressed in December 2020 Board
Documents to be shared early and Executive Memo to continue to be provided.	Documents shared two weeks in advance and Executive Memo developed, with summary and clear decision points.
Pre-Board webinar welcomed.	Webinar held again in advance of the meeting.
Reservations about use of Webex platform.	Meeting held using Zoom
Expressed a wish to have a meeting that was longer than 3 hours in total and ending on time.	Meeting was six hours, held over two days in three-hour slots, with the meeting finishing a few minutes early.
Less time for opening statements.	Opening statements were kept very short.

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Survey Results:

PMNCH 26th Board Meeting, 14-15 December 2020		Opinion							
		Strongly agree		Agree		Disagree		Strongly disagree	
Overall	Meeting objectives were clear, strategic and relevant	10	52,6%	9	47,4%	-	-	-	-
	Meeting objectives were accomplished	10	52,6%	9	47,4%	-	-	-	-
	Meeting was chaired effectively	13	68,4%	6	31,6%	-	-	-	-
	Board Members engaged actively and constructively	6	31,6%	12	63,2%	1	5,2%		
Process	Guidance and ample opportunity were provided to review and consult on board papers	10	52,6%	9	47,4%	-	-	-	-
	The documents were sent in a timely manner	9	47,4%	10	52,6%	-	-	-	-
	Decision points provided a clear way forward	4	21,0%	11	58,0%	4	21,0%	-	-
Content	Presentations were relevant, informative and clear	10	52,6%	8	42,2%	1	5,2%	-	-
	Background documents were helpful in content and structured to inform the discussions	8	42,2%	10	52,6%	1	5,2%	-	-
Technology	Documents were easy to access	8	42,2%	10	52,6%	1	5,2%	-	-
	Meeting was easy to join and participate in virtually	11	58,0%	8	22,0%	-	-	-	-

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From the comments, the following constructive suggestions emerged:

Additional Comments from December 2020 Board	Recommendations from the Secretariat going forward:
Documents and Decisions • There was not enough time to provide real feedback on the papers. Decisions felt rushed and not clear in the papers what we were deciding on. Rushing to take a decision prior to holidays is not good practice and doesn't respect a very challenging year • The decision points could use more specifics so that it's extremely clear what are the next steps and actions needed. • The Executive Memo was very useful. But some background papers (e.g. Governance reforms document) were far too long to digest. • The finance for equity session was strategic and key	• Board Meeting dates to be agreed by the end of the year for the following year. • Shorten the length of the Board Papers • The decisions slides will be part of the Board papers and will be shared in advance with participants, they will be developed according to the decision points as currently outlined in the Executive Memo and in the covering page of each of the Board papers. The decisions will be discussed at the end of each section and there will be an opportunity to agree real-time on the wording of them. • Board topics will continue to be strategic and focus on advocacy strategies to attaining the C2A campaign targets as well as the overall interim outcomes in PMNCH Results Framework.
Time Zones • An alternative to manage all the time zones should be considered, since the meeting was very early for people living in America and affects the quality of participation.	PMNCH Secretariat recognize that management of the time zones is challenging, in particular as our Partnership reach stretches from Seattle in the US to Wellington in New Zealand, where our Board Chair is based. In order to support Board Members in their participation and engagement, we would like to suggest the following ways of engagement for improving the quality of participation: • Pre-Board Orientation webinars ahead of each Board Meeting. This will consist of a presentation aimed at introducing key agenda items. This will be followed by a questions and answers session. • Written comments in advance of the Board meeting. We would invite Board Members to provide any written comments on the papers and the agenda items more generally to the Secretariat in advance of the Board meeting, for those views to be passed on to the participants. • Board meeting recording and notes. Following the Board meeting, Board Members will have the opportunity to both see and comment on the Notes for the Record and listen to the recording of the meeting.

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Roles and Responsibilities • Very strategic meeting, however constituencies need to be clearer what their role will be and how they plan on delivering on it. • Governance paper with digital action plan was well prepared and exciting. Kudos to Flavia and the GNC.	• Dual value propositions for each constituency is under development as well as the Results Framework, where each constituency is requested to provide outcome specific indicators relevant to their own constituency. Furthermore, standard operating procedures are being developed which delineate roles and responsibilities as well as strategies to enhance engagement within and across the constituencies. The governance reform transition has also included the development of detailed terms of references for constituency leadership and membership roles. • Pre-Board constituency consultations should also focus on clarifying the role of each constituency in advance of the Board Meeting.
Use of technologies • The passwords for joining the meeting were very complicated	• Passwords for future meetings will be simplified.

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Appendix 1: Board meeting, June 2020 survey

PMNCH 25th Board Meeting, 30 June 2020: Survey for participants

Thank you for participating in this short Board survey, which we hope will only take around 5 minutes to complete.

Its objective is to collect members' views on the organization and effectiveness of this Board meeting with a view to help the Secretariat to better plan and organize future Board meetings. Please be as candid and as detailed as you can.

Agenda

1. Were the objectives of the meeting clear and relevant?

Yes

Somewhat

No

2. Was enough time allocated to each Agenda item from the available time for the Board meeting?

Yes

Somewhat

No

3. Please elaborate your answers in the comment box below, as appropriate.

Comment box

Content

4. Did you find the supporting documents helpful in their content and structure, enabling you to understand the Agenda items and need for decisions?

Yes

Somewhat

No

5. Has sending the documents out to the Board 2 to 3 weeks in advance given you sufficient time to prepare for the meeting?

Yes



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Somewhat
No

6. Did you find the Executive Memo helpful, and do you have any additional suggestions on how it can be improved?

Yes
Somewhat
No

7. Please elaborate your answers in the comment box below, as appropriate.

Comment box

Technology

8. Were you able to easily download the documents from the SharePoint drive?

Yes
Somewhat
No

9. How did you find the virtual meeting experience from a technological perspective? Are there ways in which this can be improved?

Scale 0-5 (0=poor, 5=excellent)

10. Please elaborate your answers in the comment box below, as appropriate.

Comment box



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Meeting Management

11. Select one for each	Strongly agree	Agree	Disagree	Strongly disagree
Time management has been effective during the meeting:				
I felt supported and valued as a member of the Board:				
I was encouraged to discuss and share my opinion openly:				
Disagreements were handled openly, honestly and directly:				
Meeting participants appeared to be prepared for the meeting and actively engaged:				
Follow-up actions and responsibilities were clear:				

12. Please indicate any other comments/suggestions for follow-up, including potentially leaving your name if you would like the Secretariat to get in touch with you.

Comment box



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Appendix 2: Board meeting, December 2020 survey

PMNCH 26th Board Meeting, 14-15 December 2020: Participants' survey

Thank you for participating in this short Board survey, which we hope will only take around 3 minutes to complete. The objective is to collect members' views on the organization and effectiveness of this Board meeting with a view to help the Board Members and the Secretariat to better plan and organize future such meetings.

Please tick if you are a
Board Member
Alternate / Observer

PMNCH 26th Board Meeting, 14-15 December 2020		Opinion			
		Strongly agree	Agree	Disagree	Strongly disagree
Overall	Meeting objectives were clear, strategic and relevant				
	Meeting objectives were accomplished				
	Meeting was chaired effectively				
	Board Members engaged actively and constructively				
Process	Guidance and ample opportunity were provided to review and consult on board papers				
	The documents were sent in a timely manner				
	Decision points provided a clear way forward				
Content	Presentations were relevant, informative and clear				
	Background documents were helpful in content and structured to inform the discussions				
Technology	Documents were easy to access				
	Meeting was easy to join and participate in virtually				
Please elaborate on any of your answers above or provide any additional comments:					