

14 July 2021

Executive Memo
PMNCH Executive Committee Meeting, 24 February 2021

The Executive Committee meeting will be chaired by Darren Welch, as EC Chair, and will be focused on:

- Approval of the Executive Director's (ED) narrative and financial reports for 2020 and interim report for 2021, outlining the work undertaken and plans for the rest of 2021. The 2021 report includes a results framework and a workplan progress report. The ED report will also include reflections on PMNCH's finances and resource mobilization efforts, and a discussion on organizing the 2023 Adolescents Wellbeing Summit.
- Overview of the Governance Reform implementation presented by the Governance and Ethics Committee (GEC), as well as a progress update on the inception of the Strategic Advocacy Committee (SAC) and Partner Engagement in Countries Committee (PECC) for feedback and guidance by the EC.
- Reflections on the PMNCH Board meeting held on 8 July 2021, as presented by the Board Chair.

1. Agenda Item 1: Introduction and Agenda

Action:

- Approve the Agenda for the meeting.
- Approve the EC Notes for the Record from meetings in February and March 2021, noting that all actions have been undertaken or are in process.

Document(s) for the meeting:

EC-07-2021; 01a, Agenda, July 21	EC-07-2021; 01d, Draft EC NFR, Mar 21
EC-07-2021; 01b, Exec Memo, July 21	EC-07-2021; 01e, Monitoring of actions, Feb 21
EC-07-2021; 01c, Draft EC NFR, Feb 21	EC-07-2021; 01f, Monitoring of actions, Mar 21

2. Agenda Item 2: Executive Director's report

PMNCH ED, Helga Fogstad, will present her report to the EC, namely on the work undertaken in 2020, progress made to date in 2021, as well as on the plans for the rest of the year, including Secretariat support provided to the new PMNCH partner-led standing committees and working groups (see Agenda Item 3). In doing so, Helga will share with the EC the highlights of the draft 2021 Results Framework as well as the 2021 workplan progress report. She will further provide information about PMNCH's current financial situation and plans for the ongoing resource mobilization effort. The ED's report will also be an opportunity to highlight to the EC a proposal to have the planned Summit on Adolescents Wellbeing merged with the PMNCH's Partners' Forum in 2023.

Helga will have presented her report to the PMNCH-wide webinar (open to all members), which is planned for Friday 02 July 2021. The webinar recording will be made available on PMNCH's website.

Action:

- Approve ED's narrative and financial reports for 2020 and interim reports for 2021
- Agree process for partners to further develop and support the PMNCH Results Framework and 2021 Workplan progress report, developed in draft by the Secretariat
- Articulate the steps that EC could take to support the ongoing resource mobilization efforts
- Decide on merging the planned Adolescents Wellbeing Summit with PMNCH's Partners' Forum in 2023 and approve the commencement of the planning of this event (including the development of a budget).

Document(s)

EC-07-2021; 02a, ED presentation	EC-07-2021; 02e, Draft 2021 Results Framework and Workplan Progress report
EC-07-2021; 02b, 2020 Traffic Lights Report	EC-07-2021; 02f, Finances, resource mobilization
EC-07-2021; 02c, 2020 Annual Report	EC-07-2021; 02g; The Adolescent Well-being Summit 2023:
EC-07-2021; 02d, Draft 2020 Financial Report	An Advocacy Initiative – Concept Note

3. Agenda Item 3: PMNCH Standing Committees

The EC provides oversight to PMNCH's newly established three standing committees, Strategic Advocacy Committee (SAC), Partner Engagement in Countries Committee (PECC), and Governance and Ethics Committee (GEC). Two additional Working Groups feed into the work of the SAC specifically – these are the Accountability Working Group and the Knowledge and Evidence Working Group. The standing committees are the primary conduits and the driving force behind partner-led implementation of PMNCH's 2021 to 2025 Strategy, with roles to:

- SAC – provides guidance to the EC and Board on strategic opportunities and gaps at global, national and country levels to advance political commitment and action.
- PECC – provides guidance on how to build stronger coalitions among PMNCH constituencies and partners in countries for greater WCAH action and impact.
- GEC – focuses on improving governance effectiveness of PMNCH, ensuring inclusive, value-based and positive collaboration, oversee nomination processes, and address governance questions that may arise.

The leadership of the standing committees has now been selected, and the process is underway to secure the full membership of these committees. Throughout this process, meaningful youth engagement has been supported and made explicit in all structures, as well as other diversity criteria, monitored by the GEC.

Co-Chairs of the standing committees are expected to use this first opportunity of interacting with the EC to update on the establishing of the committees and membership issues, and then provide some reflections on the priorities going forward. The GEC will give an overview of the status of the governance reform implementation to date, as well as planned activities for the next 12 months.

Action:

- Introduce to the EC the new leadership of standing committees and working groups
- Take note of progress to date and reflections on future work directions

Document(s)

EC 07-2021; 03a, Presentation from GEC
EC 07-2021; 03b, Presentation from SAC

EC 07-2021; 03c, Presentation from PECC

4. Agenda Item 4: Board report

PMNCH Board Chair, the Rt Hon Helen Clark, will provide a verbal update to the EC on the Board meeting from 8 July 2021. Helen will reflect on both the content of the meeting, and on the practicalities related to the new mandate, format and structure of the Board.

Action:

- Reflect on the Board meeting and any lessons learned.

5. Agenda Item 5: Any other business

Proposals for dates of future governance meetings to be shared and any other agenda items to be decided on the day.

Action:

- Approve governance calendar and meeting dates
- Reflect on the key decisions emerging

Document(s)

EC 07-2021; 05, Governance Calendar 2021

6. Agenda Item 6: Closed session

PMNCH Board always had a closed session, when all observers, alternates and the Secretariat would leave the meeting. With the change in the structure of the Board, the 'Closed Session' was moved to the EC.