

Gavi Alliance Evaluation Advisory Committee Meeting

26 November 2021

Virtual meeting

1. Chair's report

- 1.1 Noting that the meeting had been duly convened and finding a quorum of members present, the meeting commenced at 14.08 Geneva time on 26 November 2021. James Hargreaves, Evaluation Advisory Committee (EAC) Chair, chaired the meeting.
- 1.2 The Chair provided an update on the ongoing recruitment exercise to identify new EAC members, which would result in nominations to the Board at its next meeting. He noted that beyond the current recruitment process, it might be desirable to expand membership further and if so, he suggested targeting some specific skill sets, such as experience conducting evaluations in humanitarian settings and specialism in qualitative research methods, as well as addressing some remaining issues related to representation.
- 1.3 Dr Hargreaves also updated the EAC on recent Governance meetings and evaluation dissemination meetings that he had attended. He indicated that across those meetings he had heard consistent themes expressed about the importance of evaluation with a focus on good methodology, timeliness, and good visibility across the multi-year evaluation workplan.
- 1.4 Finally, he also reported that he had attended the last Gavi Governance Committee meeting to discuss the proposal to modify the Evaluation Policy. He noted that Governance Committee members had seemed to understand the logic behind the proposed modification and appreciated the opportunity to discuss it. One Governance Committee member had queried whether the EAC had considered EAC observership instead of full participation on Steering Committees and he had explained that the EAC had discussed the idea, but that the preference had been to proceed with full membership to allow EAC representatives to fulfil their duties and to participate fully in meeting deliberations. Governance Committee members also requested a review of the implementation of the changes to the policy after approximately a year to assess whether the modification to the policy had had the intended effects.
- 1.5 Standing declarations of interest were tabled to the Committee (Doc 01a in the Committee pack).

2. Revision of the Gavi Evaluation Policy

- 2.1 Esther Saville, Head, Evaluation & Learning, presented the proposed modification to the Gavi Alliance Evaluation Policy (Doc 02).
- 2.2 She also outlined several areas for initial guidance related to the operationalisation of the change to the Evaluation Policy with respect to the COVID-19 evaluation:
 - 2.2.1 Whether the EAC would recommend that EAC members are assigned to the Evaluation Steering Committee;
 - 2.2.2 Whether 1–2 names of assigned EAC members could be shared with Centralised Evaluation Team (CET) before 7 January 2022; and
 - 2.2.3 Whether the EAC focal points for the evaluation would like to review the inception report.

Discussion

- EAC members supported the proposal to modify the Evaluation Policy to allow EAC members to participate on evaluation Steering Committees, as set out in the paper.
- With respect to the COVID-19 Evaluation:
 - On the question of whether EAC members should be assigned to the Evaluation Steering Committee, EAC members supported the participation of EAC representatives;
 - The Chair indicated that he would endeavour to provide names for EAC representative(s) for the Steering Committee prior to 7 January 2022. He requested that any EAC members who were interested in serving this role should contact him directly. If there were no volunteers, he noted that he would canvass new members joining the EAC in January 2022;
 - EAC focal points asked to receive the inception report for the COVID-19 Evaluation for information but not to conduct a formal review at that stage; and
 - One EAC member asked about the timeline for the COVID-19 Evaluation. It was clarified that the evaluation should be completed by October 2022.
- EAC members advised that the decision on whether to have EAC representatives on Steering Committees should be made on a case-by-case basis and suggested that the EAC come to the decision as a Committee.
- One EAC member asked about the exact role of EAC members on Steering Committees and whether it is to update and report back to the EAC or if they report only to the Steering Committee. It was clarified that some guidance on this point would be provided and discussed at the next EAC meeting in March 2022.

- EAC members also reflected that it would be helpful to draw lessons from the experiences of the EAC members who participated in Steering Committees in 2021 to determine the role of EAC representatives moving forward.
- A review of this new way of working was proposed after 12–18 months and any emerging challenges in this arrangement on Steering Committees are to be discussed with the EAC Chair and Secretariat.
- EAC members also requested a forward calendar to 2022 that set out the key touchpoints on each upcoming evaluation.

Decision one

The Gavi Alliance Evaluation Advisory Committee **recommended** to the Gavi Alliance Board that it **approve** the revised Evaluation Policy as set out in Annex B to Doc 2.

3. Review of decisions

- 3.1 Meegan Murray-Lopez, Senior Manager, Governance reviewed the decision language with the Committee which was approved by them.

4. Closing remarks and any other business

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

Ms Meegan Murray-Lopez
Secretary to the Meeting

Attachment A

Participants

Committee Members

- James Hargreaves (Chair)
- Zulfiqar Bhutta
- Juan Pablo Gutiérrez
- Mira Johri
- Marta Nunes
- Viroj Tangcharoensathien

Regrets

- Jeanine Condo
- Rafael Vilasanjuan
- Ezzeddine Mohsni

Secretariat

- Hope Johnson
- Esther Saville
- Emmanuella Baguma
- Chris Taylor
- Jean Zampalegre
- Cristina Cimenti
- Daria Piccand
- Meegan Murray-Lopez