MINUTES OF VMD MANAGEMENT BOARD MEETING HELD ON 12 SEPTEMBER 2019

<table>
<thead>
<tr>
<th>Members</th>
<th>Others Present</th>
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<tr>
<td>Julia Drown – Chair</td>
<td>Paul Green – VMD</td>
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<td>David Catlow</td>
<td>Abigail Seager - VMD</td>
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<td>David Corner</td>
<td>Mike Griffiths – VMD</td>
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<td>Linda Simmons – VMD</td>
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<td>Observers</td>
<td>Matthew Isted - VMD</td>
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<td>Chris Abbott – VMD: Note taker</td>
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1. Apologies for absence and announcements
1.1 Apologies were received from Peter Borriello, Christine Middlemiss and David Kennedy.

2. Declarations of interest in the matters to be discussed
2.1 None

3. Minutes of the last meeting
3.1 The minutes were agreed.

4. Matters Arising
4.1 There were no matters arising.

5. Focus topic: VMD engagement with NGO stakeholders
5.1 Matthew Isted from the VMD’s Communications team explained how the VMD engages with a variety of stakeholders in order to get its messages out and develop useful relationships. Animal welfare charities represent a trusted conduit for animal owners and are particularly useful for making major announcements and raising awareness of issues. The VMD also has stands at several pet shows each year and communicates regularly with internet retailers and vets.

5.2 EU Exit communications have focussed on main stakeholder groups affected by no-deal Brexit. Direct contact with animal owners has been deliberately avoided to minimise risk of raising unfounded fears. Charities are an important conduit for messages of reassurance about availability of medicines, especially to counter any misinformation.

6. CEO’s Report
6.1 The CEO’s report was presented and reviewed. It was noted that VMD are in discussions with Norbrook Laboratories about incorrect antimicrobials sales data they had submitted and an update would be provided at the next meeting.

ACTION

7. Delivery against the Business Plan 2019/20
7.1 Members noted that excellent progress had been made against the business plan for this year. The VMD is still not included in Defra’s people finder directory and David Corner offered to write to the appropriate authority to try and get this resolved. VMD would advise him further.

ACTION
8. **Finance Report**
   8.1 The Finance Report was reviewed.

9. **Management Board Work Plan**
   9.1 The Work Plan was reviewed.

10. **Any Other Business**
   10.1 There was no other business.

11. **Future meetings**
   11.1 The next meeting will be held on 12 September 2019.

Veterinary Medicines Directorate
September 2019