

Minutes of VMD Management Board meeting held on 19 March 2020

Members – by teleconference	Others Present	Observers
Julia Drown – Chair David Catlow David Corner	Peter Borriello - VMD Abigail Seager – VMD Paul Green – VMD (by teleconference) Mike Griffiths – VMD (by teleconference) Linda Simmons – VMD Chris Abbott – VMD: Note taker	None present

1. Apologies for absence and announcements

1.1 Apologies were received from Christine Middlemiss and David Kennedy.

2. Declarations of interest in the matters to be discussed

2.1 None

3. Minutes of the last meeting

VMDMB 20/02

3.1 The minutes were agreed.

4. Matters Arising

VMDMB 20/03

4.1 The lack of access to People Finder and Defra email contacts remains an important issue which is being pursued by VMD and some other agencies which are also affected.

5. Delivery against the Business Plan 2019/20

VMDMB 20/04

5.1 The Chair congratulated the VMD on progress made against the Business Plan for the year. It was noted that there was a lot of interest in the One Health plan and its integrated surveillance areas for antimicrobial resistance, but additional funding was required and the main focus was now on coronavirus.

5.2 It was noted that the electronic application form was functionally ready but further testing was required.

6. Draft Business Plan and review of 2020/21 KPIs

VMDMB 20/05

6.1 Members reviewed the draft Business Plan and KPIs for 2020/21. VMD reported that another KPI would be added to cover authorisation non-application projects as there had been a reduction in the amount of application work being received.

6.2 The plan was adopted subject to some minor amendments. It was noted that any difficulties achieving the KPIs caused by coronavirus would be captured in the Risk Register.

7. Trade and Transition Activities

Verbal update

7.1 A number of issues, including the coronavirus outbreak, budget allocation delays, multiple requests for VMD's input and information and confusion over the Northern Ireland protocol, were providing considerable challenges. However, MoUs on future working relationships had been signed with Australia and New Zealand and agreement has nearly been reached with the Canadian authorities. Work on the medicines and devices bill has been suspended but members were assured that VMD would still have regulatory powers

even if the UK left the transition phase without the new legislation being in place.

- | | | |
|------------|--|--------------------|
| 8. | CEO's Report | VMDMB 20/06 |
| 8.1 | The CEO's report was presented and reviewed. It was also noted that Professor Borriello had been invited to speak at a recent meeting of the global trade body Health for Animals Board, where he gave the message that the UK is open for business and applications can be submitted and assessed, if not authorised, during the transition period. | VMDMB 20/07 |
| 9. | Finance Report | VMDMB 20/08 |
| 9.1 | The Finance report was reviewed and members were pleased that there was nothing significant to report in regards to over or underspend including against the R&D budget which had been problematic last year. | |
| 10. | Review of Debt Management | VMDMB 20/09 |
| 10.1 | The review showed a significant decrease in debt owed to the VMD had been achieved in recent years, which was down in part to having more experienced staff in place carrying out robust work. Members noted the good improvement shown but questioned the value of chasing debts of less than £100. | |
| 11. | Management Board annual assessment form | VMDMB 20/10 |
| 11.1 | The form was agreed and would be circulated. | |
| 12. | Management Board Work Plan | VMDMB 20/11 |
| 12.1 | The work plan was approved. | |
| 10. | Any Other Business | |
| 10.1 | There was no other business. | |
| 11. | Future meetings | |
| 11.1 | The next meeting will be held on 3 July 2020. | |

**Veterinary Medicines Directorate
March 2020**