Actions after the GPC Meeting

Learning Objectives

After completing this unit, you'll be able to:

- Record the Final Decision and Meeting Minutes in the MAI record
- Successfully run the Manage Countries wizard after GPC
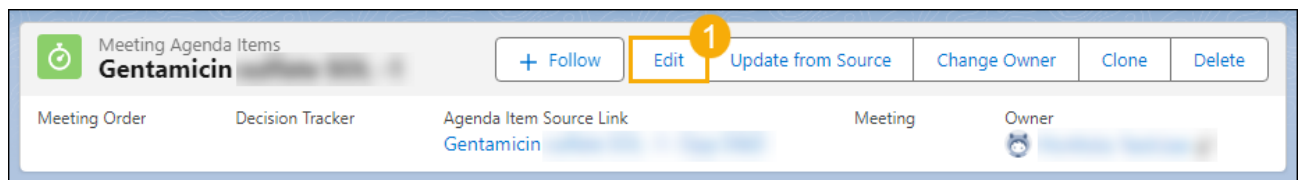- Update the scope of your selection per Country

Introduction

The day has come: your selection is in the GPC Meeting! In this meeting, the Proposed Decision is discussed, while considering the important data you have prepared in the previous unit.

When the GPC Meeting is over, you have a Final Decision and key information that must be recorded in SANITY. In this unit, you will learn how to do these post-GPC steps.

Final Decision and Meeting Minutes

After the GPC Meeting has taken place, you must record the Final Decision and Meeting Minutes within the next **2 days** after GPC. Let's see how you can do this!

1. On the MAI record, click on the "**Edit**" button

2. Complete the "**Decision Final"** field with an option from the dropdown
3. You must complete the "**Meeting Minutes"** field with clarifications and key information on the decision
4. Click "**Save"**

Note: After completing the "Decision Final" field on the MAI record, you have 24 hours to complete the 'Meeting Minutes' field.

Manage Countries

SANITY has a functionality that allows reflecting the selection decision per country - the Manage Countries wizard. Please, remember that key country scopes must always be included in your new selections. The key countries are: EU, US, CA, JP, MX, and BR.

After GPC, you need to go back to the corresponding Opp D&D record and run the Manage Countries wizard, making sure that you reflect the correct decision for each of the countries included in your selection. Let's see how to do this.

1. Click on the "**Manage Countries**" button, which will open the Manage Countries wizard

2. In the pop up, select the option "**Manage Countries**"
3. Click "**Next"**

4. If you want to select countries for In-House Development, under the **"Interest Stage"** field, select "**Interest**"
5. Select **"In-House Development"**, under "**Product Source at Selection"**
6. Select the **"Launch Type"** (options: N/A, LoE, Non-LoE)
7. Select the "**Countries**" that apply
8. Click "**Next**". To select countries for Business Development, repeat steps **4** to **8**, while selecting the option "**Business Development**" in step **5** and the appropriate countries in step **7**

9. The summary info will be updated. If you would like to Decline any countries you can continue with step 10, otherwise you can leave all fields/boxes blank and continue with step 12
10. If you want to select countries to Decline, under "**Interest Stage**" select "**Declined**"
11. Select the "**Countries**" that apply
12. Click "**Next**". To select countries to Monitor, repeat steps **9** to **12**, while selecting the option "**Monitor / Follow-up**" in step **10** and the appropriate countries in step **11**

13. The summary info will be updated
14. If you have finished your selection, click "**Next**"

15. Check the box next to **"Update MS7, MS8 Fields based on Country"** or **"Update MS7, MS8 Fields based on Region"**
16. Click **"Next"**

Manage OppDD Countries

☐ Update MS7,MS8 Fields based on Region   **15**

☐ Update MS7,MS8 Fields based on Country

16 [Next]

17. If you have selected to update MS7 and MS8 fields based on country, complete the **"Planned Reg Submission Date"** and **"Planned Launch Date"** for each selected country

18. Click **"Save"**

19. Click **"Next"**

		Country	Planned Reg Submission Date	Planned Launch Date	**17** oE Date	Parent Region
1	☐	Afghanistan	* [📅]			APMA
2	☐	Angola				APMA
3	☐	Australia				APMA
4	☐	Canada				NAmer

[Cancel] [**18** Save]

19 [Next]

20. If you have selected to update MS7 and MS8 fields based on region, enter your dates in each of the **two mandatory fields**

21. Click **"Next"**

Manage OppDD Countries   **20**

* Current planned Reg Submission Date (MS7)
[📅]
Complete this field.

* Current planned Launch Date (MS8)
[📅]

Regions

☑ NAmer (North America)

☐ APAC (Asia Pacific)

☐ MEA (Middle East & Africa)

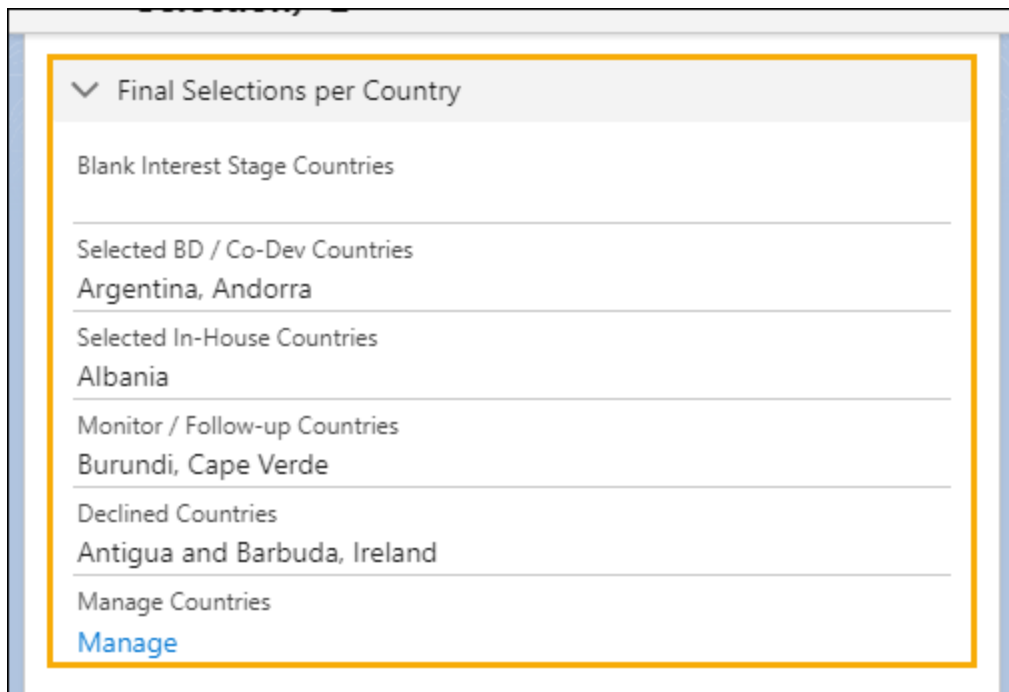| Country	Planned Reg Submission Date	Planned Launch Date	LoE Date	
Canada				

21 [Next]

Steps 15 to 21 in the Manage Countries wizard are very important. Before finishing this process of managing countries, you must record the Target Submission Date (MS7) and Target Launch Date (MS8) for each of the countries/regions included in your selection. This is a mandatory step with

important data, so please make sure you confirm these dates before recording them.

After clicking the 'Next' button, you will receive two success messages: the first one on the provided dates, saying 'Updated successfully', and the second on the overall process, saying 'Success'. Simply click on the 'Finish' button to close the Manage Countries wizard.

Upon clicking 'Finish' you will be redirected to the Opp D&D record. Under the section **"Final Selections per Country",** you will see the proposed decision per country reflecting your selection.

After the Manage Countries wizard has been successfully run, corresponding new Portfolio Project or Scope Extension can be added to your selection.

Well done! You have successfully used the Manage Countries wizard.

Update Scopes per Country

In case you want to change/update the information included in your selection, you can do so by resetting the Manage Countries wizard.

To perform the reset you, can start by opening the Manage Countries wizard as described in Steps 1 to 4 in the section above.

1. When the Manage Countries window opens, tick the "**Reset All**" checkbox

2. Click "**Next**"

After the reset, you can make your selections from the start. If you don't remember the process, simply go back to the 'Manage Countries' section above for the detailed steps.

Opp D&D and MAI records locked

Once the 'Decision Final' field is completed on the MAI record, locking of the records is initiated.

The **MAI record will be locked after 24 hours of the "Decision Final" setting**. After this time you will no longer be able to make any changes to it. To help you identify when the record will be locked, you have a **warning (1)** on the top of the MAI record, and you can find the date when the locking will occur on the field **"Record will be locked at" (2)** on the "System Information" section.

The **Opp D&D record will be locked after 14 days of the "Decision Final" setting**. After this time, you will no longer be able to make any changes to the Opp D&D record.

To help you identify when the record will be locked you have a **warning (1)** on the top of the Opp D&D record and you can find the date the locking will occur on the field **"Record will be locked at" (2)** on the "System Information" section, in this section if needed you can change the **"Record Type" (3).**

Make sure that the Forecast is properly uploaded on the Opp D&D before the record is locked.

If any changes are needed after the record has been locked, you will have to contact your Global Governance Process and System Team.

Once the Opp D&D record is locked, the record type will automatically change to "New Selection Selected".

GPC Outcome: Follow-Up or Make vs. Buy Evaluation

If the outcome of the GPC meeting is a 'Follow-Up' or request for a 'Evaluation in Make vs. Buy', the Opp D&D record will not be Selected (locked), and it will still remain Active. To bring the updated Opportunity to GPC please create a new Meeting Agenda Item for a future GPC Meeting.

Also, if all the countries taken for selection are on 'Monitor/Follow-Up', your Opp D&D will not be Selected. To bring these countries again for a selection decision, you must use this same Opp D&D record with a new MAI. However, if only some countries are on 'Monitor/Follow-Up' and the rest are Selected, the Opp D&D record will have its status changed to Selected. In the future, if you want to take the non-Selected countries for a selection decision again, you must create a new Opp D&D record with a new MAI.

Next Steps

It is very important to follow and confirm all these steps and do this in time before the records get locked. Only after the Final Decision is recorded, the Meeting Minutes are completed and Manage Countries is done accordingly, a Portfolio Project will be created so that the Product Development and BD&L teams can start working on your selection.