



**DRAFT MINUTES**  
**4<sup>th</sup> HEALTH METRICS NETWORK (HMN) EXECUTIVE BOARD MEETING, GENEVA: 27 JANUARY 2012**

<p><b>PRESENT:</b>  Richard Horton (RH) [Chairman 08:30-13:30]; Alan Lopez (AL) [Chairman 13:30-15:00] Marie-Paule Kieny (MPK) [HMN Executive Secretary, a.i]; Mohamed-El-Heyba Berrou (MB); Akiko Maeda (AM) [Board Member] via teleconference (08:30-11:00); Suwit Wibulpoprasert (SW) [Board Member] via teleconference (08:30-11:00); Daniel Low-Beer (DL) [Board Member]; Pali Lehohla (PL) [Board Member]; Bob Emrey (BE) [Board Member] via teleconference (08:30-11:00); Ties Boerma (TB) [WHO Alternate Board Member]; and Lisa Maniscalco (LM) [USAID Alternate Board Member] via teleconference (13:30-15:00).</p> <p><b>IN ATTENDANCE:</b>  Jane Thomason (JT) [HMN Executive Board Adviser]; Abir Shady (AS) [HMN Secretariat]; Daniele Doebeli (DD) [HMN Secretariat]; Hernan Velasquez (HV) [HMN Secretariat]; and Jane Nyarwaya (JN) [HMN Secretariat].</p> <p><b>APOLOGIES:</b>  Ken Warman (KW) [Board Member].  Walter Curioso (WC) [Board Member].  Don de Savigny (DS) [Board Member].</p>	<p>Chair: Dr Richard Horton (08:30-13:30)  Dr Alan Lopez (13:30-15:00)  Recorder: Abir Shady</p>
MEETING OPENED: 08:30AM	
MEETING CLOSED: 15:00 PM	
<b>AGENDA ITEM DISCUSSION</b>	<b>DECISIONS</b>
<p>Welcome  The Chair welcomed everyone, the participants introduced themselves. The Chair thanked the Secretariat for the high quality documentation, as well as MPK and JT for their leadership of HMN.</p> <p>Opening Remarks:</p>	<p>Chairmanship of HMN Executive Board was handed to AL, starting 13:30.</p> <p>Agenda was adopted with no changes.</p>



	<p>RH gave a brief historical background on his time on the HMN Executive Board . He emphasized the value of HMN in the areas of accountability and tracking progress in health information systems (HIS) strengthening, and civil registration and vital statistics (CRVS).</p> <p>The Chair reiterated his thanks to MPK and JT for their efforts through this challenging time. The Chair also thanked EB members for their valuable support and welcomed new board members and commended their added value that they bring to HMN Executive Board.</p> <p>RH confirmed that, although MB will leave Paris21 at the end of March 2012, MB has been invited to stay as a member on HMN Executive Board in his personal capacity, noting that all Board members are members in their personal capacity and do not represent organizations.</p> <p>TB commended RH's support to HMN and welcomed AL, noting that he is a technical expert and knows WHO well, HMN, and has demonstrated country focus.</p> <p>The group reviewed the agenda for adoption, and there were no additions.</p>	
<b>ITEM 1. MINUTES FROM PREVIOUS MEETING</b>		
	<p>MPK tabled the minutes and decision points of the previous meeting.</p> <p>MPK invited EB members to comment on the Board documents, and requested their feedback to ensure that HMN adapts the documents to their needs in future.</p>	<p>The Board ENDORSED the Minutes of the 3rd EB Meeting, Geneva, 11 October 2011.</p> <p>The Board NOTED their satisfaction with HMN Board documentation and reporting mechanisms, especially the Corporate Plan, which is a strong demonstration of HMN commitment to transparency and accountability to HMN partners and thanked the Secretariat for producing it.</p>
<b>ITEM 2. QUARTERLY PROGRESS REPORT TO THE EXECUTIVE BOARD: OCTOBER TO DECEMBER 2011</b>		



	<p>JT provide a brief update on the report , noting that all work outlined in the report is on track and welcomed guidance from EB members on HMN future work with regards to the CIOA and the Regional Hubs, indicating that they are critical for HMN future strategy.</p> <p>DLB offered supporting to link HMN on the global agenda on aid effectiveness.</p> <p>JT highlighted the HMN product plan, where HMN is intending to complete previous work initiated on several tools and was put on hold. AL emphasized the importance of ensuring the technical review of such tools before having them accessible to the public.</p> <p>PL, commended the documents, and believes HMN will have an instrumental role to play in the African Statistician Meeting in July 2012, the African Ministerial Meeting in September 2012, as well as in the next ASSD meeting in December 2012, where it is anticipated to have political declarations, as well as technical inputs on CRVS.</p> <p>TB asked if the CHIS and MNCH reports are posted on the web and if there are extra hard copies. JT confirmed that there is a print run being carried and will with Melinda Henry when they will be available, as well as having them uploaded on the website.</p> <p>AM confirmed that she will connect HMN to the regional observatories in the Pacific, as well as the Middle East and North Africa (MENA).</p>	<p>The Board WELCOMED the offer from DLB to support HMN in getting connected to work being done on the global agenda on aid effectiveness and will ensure that HMN is on the relevant working group.</p> <p>The Board DIRECTED that all HMN products be reviewed by the Board Technical sub-committee prior to publication.</p>
<p>ITEM 3. DISCUSSION OF HMN ROLE IN FOLLOW UP TO COMMISSION ON INFORMATION AND ACCOUNTABILITY</p>		
	<p>RH briefed the group on the CIOA and the IERG. He noted that HMN has two</p>	<p>The Board ENDORSED the involvement of HMN to provide a</p>



	<p>important roles in relation to the COIA.</p> <p>(i) as focal point for recommendation one: strengthening CRVS and health information systems, and  (ii) as a partner to the IERG in tracking progress against recommendation one.</p> <p>RH opened the floor to questions on the COIA work and IERG.</p> <p>JT requested clarification from WHO whether funding would be made available to HMN for CRVS from the funds mobilized for the COIA. WHO reported that the exact funding is uncertain and not all funds were received, but it was likely to be an initial amount of \$900,000, of which 25% was for WHO.</p>	<p>progress report to the IERG in June 2012 providing a baseline for CRVS systems in the 75 Commission countries.</p> <p>The Board NOTED the importance of developing a funded work plan and endorsed the proposal that COIA funds for CRVS be made available to HMN for implementation of recommendation one.</p> <p>The Board RECOMMENDED that HMN prepare a comprehensive work plan for recommendation one.</p> <p>The Board RECOMMENDED that HMN develop a resource mobilization strategy for the gap between the available funding and that required to support the implementation of recommendation one in 75 countries.</p>
<b>ITEM 4. DISCUSSION OF REGIONAL HUBS</b>		
	<p>JT reported on progress to establish three Regional Networks and Hubs in Africa, Asia-Pacific and the Eastern Mediterranean Region (EMR). JT noted that the Asia-Pacific has an existing network which is active and functioning well. In Africa Hub, HMN will be supporting CRVS and the UNECA agenda catalysing the initiatives there and working closely with multiple institutions, e.g. ASSD and Indepth. The EMR Hub is still in a premature stage, where discussions are being carried out to seek potential opportunities, however, there is a great enthusiasm and commitment from EMR Regional Office to support this initiative.</p>	<p>The Board ENDORSED the hub development as an important strategic initiative.</p> <p>The Board REQUESTED that HMN develop a workplan for the three hubs, during the next three months for circulation to the Board.</p>



ITEM 5. HMN FINANCIAL REPORT		
	<p>AS presented the financial and programme management report.</p>	<p>The Board ENDORSED the financial and programme management report.</p> <p>The Board COMMENDED the new financial reporting, which better explained the different implementation rates and looks forward to HMN more streamlined reporting once the ENQUIRE software goes live, which is anticipated within the coming two months.</p>
ITEM 7. RISKS AND RISK MANAGEMENT		
	<p>JT explained the risk matrix, the new changes and invited Board comment on the risk matrix.</p>	<p>The Board ENDORSED that John Cutler's salary cost will be utilized to fund staff in the regional hubs.</p> <p>The Board REQUESTED that a paper be prepared on options for the future functions of the HMN Secretariat, including: the roles and functions of the Secretariat, staff skills to carry out those functions, including possible scenarios for HMN to mitigate staffing risks, as well as leadership of HMN and examining options for assignment of staff to regions.</p> <p>The Board RECOMMENDED that HMN develop a resource mobilization strategy for discussion at the next Board meeting, NOTING the need to cooperate closely with WHO to avoid duplication.</p>
ITEM 8. FINAL BOARD DISCUSSION ON QUARTERLY REPORT		
	<p>EB members commended the Quarterly Report and the efforts put in streamlining HMN reporting mechanism.</p>	<p>The Board ENDORSED the Quarterly Report.</p>



ITEM 9. BOARD SELF ASSESSMENT		
	<p>JT introduced the Board Self Assessment Results noting that this exercise was for EB members not to assess themselves but rather assessing the board performance as a whole, against the functions outlined in HMN governance documents.</p>	<p>The Board ENDORSED that EB members use every opportunity to spread advocacy messaging that promotes HMN initiatives, especially the Regional Hubs, the COIA work and CRVS and where possible carry out activities with HMN that will enhance the activities of HMN, including joint badging.</p> <p>The Board RECOMMENDED that the HMN medium-term strategy, as well as the diversity on the Board membership and inclusion of donors on the Board be discussed in the coming EB Meeting.</p>
ITEM 10. BOARD CODE		
	<p>JT introduced the code and the background of it. All EB members present at the meeting signed the Code.</p>	<p>The Board ENDORSED the Board Code and was signed by all EB members present at the meeting.</p> <p>The Board RECOMMENDED that Code be sent electronically to members who were not present at the meeting for signature.</p>
ITEM 11. WHO PROPOSAL TO EXTEND HMN MOU		
	<p>MB noted that WHO is reviewing its hosting arrangements and advised that a copy of the new WHO hosting arrangement to be reviewed by the EB, once it is finalized.</p>	<p>The Board NOTED matters related to the new WHO hosting agreement and RECOMMENDED that it be discussed during the next EB Meeting, once a draft agreement has been received.</p>



ITEM 12. NOMINATION OF BOARD SUB-COMMITTEE CHAIRS		
	<p>MPK appointed TB to replace her on the Technical Sub-Committee and Regional Hubs Sub-Committee, as well as JT on the Financial and Audit Sub-Committee and the Resource Mobilization Sub-Committee.</p>	<p>The Board ENDORSED the following appointments as Chairs of the Board Sub Committees:</p> <p>Finance and Audit Sub-Committee: Chair: DLB</p> <p>Advocacy and RM Sub-Committee: Chair: MB</p> <p>Technical Sub-Committee: Chair: DS</p> <p>Regional Hubs Sub-Committee: Chair: PL</p> <p>The Board RECOMMENDED that each Sub-Committee review its TORs during the first meeting, propose and adjustments to the EB for approval.</p> <p>The Board RECOMMENDED that the HMN Secretariat work with each Sub-Committee Chair on the Sub-Committee's membership, TORs and workplan, as well as dates and venues for initial Committee meetings.</p>
ITEM 13. OTHER BUSINESS: BOARD CALENDAR FOR 2012 (MID YEAR MEETING AND END OF YEAR MEETING)		
	<p>EB members proposed several possible dates for the upcoming 5th EB Meeting and requested the Secretariat to send out to EB members possible</p>	<p>The Board REQUESTED the HMN Secretariat to send out possible dates (1, 22 or 20 June 2012) and venues for the next</p>



<p>dates and proposed venues to hold the Meeting in order to reach a consensus on the date and venue, as well as to inform all EB members accordingly.</p> <p>Proposed dates: 1 June, 22 June, or 29 June Venue: Options to be proposed and sent out to EB members by the Secretariat.</p> <p>JT requested someone from the administrative team at the Secretariat to be working with her and MPK approved this request, indicating that this is an internal managerial arrangement that does not need the EB endorsement.</p> <p>JT proposed a new mechanism to obtain EB approvals on emerging needs of the Secretariat that may not wait an EB meeting, which is a Board Flying Minute, where a proposal is put forward, sent to EB members electronically and each member may sign the minute virtually. EB members accepted and adopted JT's proposal as a new procedure for HMN Secretariat to obtain EB approval on emerging needs.</p>	<p>EB Meeting and to confirm a date with the EB.</p> <p>The Board APPROVED a new mechanism for HMN Secretariat to obtain EB approvals on emerging needs that cannot wait an EB Meeting, utilizing an electronic flying minute which EB members may agree to, sign and send back to the Secretariat.</p>
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