



MINUTES

3rd HEALTH METRICS NETWORK (HMN) EXECUTIVE BOARD MEETING, GENEVA: 11 OCTOBER 2011

<p>PRESENT: Richard Horton (RH) [Chairman]; Marie-Paule Kieny (MPK) [HMN Executive Secretary, a.i]; Mohamed-El-Heyba Lemrabott Berrou (MB); Akiko Maeda (AM) [Board Member]; Daniel Low-Beer (DL) [Board Member]; Pascal Villeneuve (PV) [Board Member]; Bob Emrey (BE) [Board Member]; Ties Boerma (TB) [WHO Alternate Board Member].</p> <p>IN ATTENDANCE: Jane Thomason (JT) [HMN Executive Board Adviser]; Abir Shady (AS) [HMN Secretariat]; Daniele Doebeli (DD) [HMN Secretariat]; Hernan Velasquez (HV) [HMN Secterariat].</p> <p>APOLOGIES: Ken Warman (KW) [Board Member]. Pali Lehohla (PL) [Board Member].</p>	<p>Chair: Dr Richard Horton Recorder: Abir Shady</p>
<p>MEETING OPENED: 10:15AM</p>	
<p>MEETING CLOSED: 4:00 PM</p>	
<p>AGENDA ITEM DISCUSSION</p>	<p>DECISIONS</p>
<p>Welcome The Chair welcomed everyone and thanked the Secretariat for the high quality documentation, and MPK for her leadership of HMN. He noted the importance of HMN work in the current global environment of increased accountability, and that HMN needs to be positioned to deliver as part of that agenda.</p>	
<p>ITEM 1. MINUTES FROM PREVIOUS MEETING</p>	
<p>MPK tables the minutes and decision points of the previous meeting. She noted that the discussion at the last Board of making a substantial allocation to the work of the Commission on Information and Accountability did not proceed. Minutes were tabled and accepted as a true record.</p>	<p>The Board ENDORSED the Minutes of the teleconference held on 23 June 2011.</p>



ITEM 2. MATTERS ARISING	
<p>2.1 Board Action List The Board discussed a number of opportunities for HMN to peruse in the next 12 months including:</p> <ul style="list-style-type: none"> • Commission on Information and Accountability for Women’s and Children’s Health and the meeting in Canada in November 2011. • Aid effectiveness and results monitoring and the meeting in Busan in November 2011. • HMN and resource tracking at global, regional and country levels and the use of the Paris21 PRESS model to track donor resources to HIS. <p>The Board emphasised the need for HMN to show results and recommended a clear management plan for products and dissemination.</p>	<p>The Board RECOMMENDED that HMN prepare a list of products, with clear responsibility and timing and linked to dissemination opportunities.</p> <p>The Board RECOMMENDED that HMN produce an interim report on MOVE-IT results in January 2012 and a final synthesis in May 2012.</p> <p>The Board RECOMMENDED that a PTT detailed plan be developed, shared with the Board and for the final tools to be rolled out through other partners.</p>
ITEM 3. HMN Quarterly Report	
<p>The Chair requested JT to present the Quarterly Report. JT advised that this report is planned to be provided quarterly to the Board.</p> <p>3.1 Quarterly Report JT provided an overview of the report highlighting:</p> <ul style="list-style-type: none"> - the body of work undertaken to convert the Board strategy into a 2 year Corporate Plan; - the significant management improvements that have been made within the Secretariat including: <ul style="list-style-type: none"> • establishment of a program management team, • review of financial commitments, • identification of a results based management system, • implementation of a budget management system, • development of Standard Operating Procedures. - steady progress on the MOVE-IT for MDGs, and a workplan is under preparation for MOVE-IT products; - PTT/CSM is well advanced and a supplier will be contracted this month to finalize the tools and field work will commence in November; - website has been updated and is current; - key risks are highlighted in the risk matrix. 	<p>The Board ENDORSED the Quarterly Report, with the following suggestions for the next report:</p> <ul style="list-style-type: none"> • highlight new developments during the period • track cumulative progress, • monitor donor discussions and commitments, • noting the timing of Board meetings in the report cycle, • reporting from Board members on their achievements in areas of relevance to HMN work. <p>The Board COMMENDED the Secretariat for the production of the Quarterly Report and ENDORSED its continuation.</p>



<p>3.2 Financial Report AS presented the finance report noting the available funds for the 2012-2013 Corporate Plan as US\$ 6,233,200.</p>	<p>The Board NOTED the financial report and the funds available for 2012-2013.</p>
<p>3.3 Risk Matrix The Board were presented with a Risk Matrix. It was noted that the Risk Matrix was a very useful tool and should be adopted by the Board and used on an ongoing basis.</p>	<p>The Board ADOPTED the Risk Matrix.</p>
<p>ITEM 4. HMN Corporate Plan 2012-2013</p>	
<p>4.1 Introduction JT briefed the Board on the background to the Corporate Plan noting:</p> <ul style="list-style-type: none"> • the Plan is for a full two years 2012-2013, • it contains a detailed workplan and budget for the full two years, • it is based on 5 key results areas, • it has a clear exposition of risk, • it will need strong Board support to implement, • verbal agreement has been given by the BMGF for a no cost extension to December 2013. <p>4.2 KRA1 Board comments on KRA1 included:</p> <ul style="list-style-type: none"> • support for the regional focus, • need to ensure that it is clear countries will be a focus as well, • look at potential to use regional observatories (European, MENA, WPRO, Latin America), • potential for EMRO with new Regional Director, • existing networks in PAHO could provide fruitful collaboration, • Africa essential and there are existing networks to tap in to. <p>4.3 KRA2 Board comments on KRA2 included:</p> <ul style="list-style-type: none"> • the most important thing will be to get products finished and disseminated, • use the HMN Framework as a basis for products, • need to collaborate closely with WHO so as not to blur roles, 	<p>The Board RECOMMENDED:</p> <ol style="list-style-type: none"> 1. The Corporate Plan be modified according to EB members comments and shared again for final approval, then made public. 2. A shorter sub-document derived from the Corporate Plan be developed and made public as part of the HMN partnership revitalization and partners strategy. 3. KRA 1 add the country perspective to the regional technical hubs work. 4. The Board ENDORSED an initial approach to develop an Africa Hub, an Asia Pacific Hub and an EMRO Hub. 5. KRA 2, HMN to produce a tools-products road map within its overall framework, with defined, dates for production, focal points and time frame for final publication and plan backwards. The road map should identify tools already available within HMN, produced by other partners and those that still need to be developed and may coordinate the work through other partners. 6. As part of the development of a Compendium of tools carry out a tools utilization assessment and gather

<ul style="list-style-type: none"> • consultant and institutional database, seen as lower priority than products, • review the title of the KRA and revise so as not to create an impression of competition with WHO, • products will need to be launched and marketed. <p>4.4 KRA3 Board comments on KRA3 included:</p> <ul style="list-style-type: none"> • close link between KRA 1 and KRA 3, • need to make explicit that HMN will advocate for resources in countries, • need to raise profile of country HIS and swap 3.1 and 3.2 to prioritise countries, • donor PRESS survey supported as a useful initiative, • need to develop strategic communication on issues of policy interest. <p>4.5 KRA4 Board comments on KRA4 included:</p> <ul style="list-style-type: none"> • review and change title to "Catalytic activities and key innovations to strengthen country HIS", • should contain MOVE-IT for MDGs, PTT/CSM, COIA, and other potential initiatives that may arise. <p>4.6 KRA5 Board comments on KRA5 included:</p> <ul style="list-style-type: none"> • support for active Board participation, • agreement with Board sub-committees, • noting that new Board members will be needed. 	<p>feedback on them from countries.</p> <p>7. Outputs 3.1 and 3.2 to be changed under KRA3.</p> <p>8. KRA4, to change its name to "Catalytic activities and key innovations to strengthen country HIS"</p> <p>The Board NOTED the key risks and RESOLVED to closely monitor them at all future Board meetings.</p>
--	--



	<p>4.7 Risk Matrix Board comments on the risk matrix included:</p> <ul style="list-style-type: none"> • excellent addition to Board papers, • discussion of the cost of WHO Geneva based staff and risks for the future. 	
ITEM 5. BOARD CODE		
	<p>The Board endorsed in principle the Board code, but some members wanted to obtain clearance from their organisations prior to signing.</p>	<p>The Board ENDORSED the principle and spirit of a Board Code.</p> <p>The Board AGREED that members obtain clearance from their organisations if required.</p> <p>The Board ADVISED HMN to clear the Board Code through WHO Legal Office.</p>
ITEM 7. BOARD SELF ASSESSMENT		
	<p>The Board agreed to participate in the Self-Assessment as part of the governance process. Board members completed the self assessment.</p>	<p>The Board ENDORSED the Board Self-Assessment to be completed on an annual basis.</p> <p>Board members completed the Self-Assessment and RECOMMENDED that the Secretariat communicate results and proposed actions to Board members.</p>
ITEM 6. OTHER BUSINESS		
	<p>6.1 Board Vacancies</p> <ul style="list-style-type: none"> • Board members serve in their personal capacity, even though they may come from a constituency. The only constituent seat on the Board is WHO. • Key skills and constituencies include: low income countries, policy making, women, statistics community, new donors, and data users. It could be useful to seek Board members that may represent more than one of the above criteria. 	<p>The Board ENDORSED the following process for appointment of new Board members:</p> <ul style="list-style-type: none"> • A governance sub-committee comprising RH, MPK and JT be established to oversee the Board appointment process. • EB members should send to HMN Secretariat within two weeks their suggestions for the 4 vacancies on the Board. • The Governance sub-committee will consider names based on the criteria and will propose a short list of nominees to be contacted.



		<ul style="list-style-type: none"> • The governance sub-committee will circulate names of proposed Board members, who would be prepared to serve, to the Board electronically for their endorsement. • New Board member appointments to be made before the next Board meeting in January. <p>The Board REQUESTED that EB members advise the Secretariat if they are prepared to chair any of the sub-committees within the coming two weeks.</p>
	<p>6.3 New Business There was no new business tabled.</p>	
	<p>Next meeting</p>	
	<p>The next meeting will be in Geneva in January 2012.</p>	<p>The Board REQUESTED that members send the Secretariat within the coming week their preferable dates.</p>