



EARN

EASTERN AFRICA ROLL BACK MALARIA REGIONAL NETWORK

Hosted by UNICEF, P.O. Box 44145-00100 Nairobi, Kenya, Tel: +254-207622975
E-mail: jdasilva@unicef.org ,web site; www.rollbackmalaria.org Covering:
Burundi ,Comoros, Djibouti, Ethiopia ,Eritrea , Kenya, Rwanda, Somalia, Sudan,
South Sudan, Tanzania, Uganda and Yemen



Minutes of the ECC held on 16th February 2012 at Travelers hotel Umubano, Kigali, Rwanda

Present

1. Dr. Corine Karema
2. Mr. Athuman Chinguzo
3. Dr. Affane Bacar
4. Dr. Rebecca Kiptui
5. Dr. Mohamed Ally
6. Dr. Khalid Elmardi
7. Mr. Richard Carr
8. Dr. Charles Paluku
9. Dr. Rory Nefdt
10. Dr. Barnabas Bwambok
11. Dr. Agonafer Tekalegne
12. Dr. Joaquim Da Silva

Absent with Apology

1. Dr. Ambrose Talisuna
2. Ms. Clare Riches

Absent without Apologies

1. Mr. Anthony Gitau (Novartis)

Agenda

1. Opening remarks by the ECC Co-Chairs
2. Review of the last ECC meeting minutes
3. Overview of the 2010-11 EARN Work plan & report to the Board
4. Presentation of the 2012 EARN approved workplan
5. Evaluation of the network
6. Evaluation of EARN Coordinator Performance
7. AOB
8. Closing Remarks

1. Min#1: 16/02/2012: welcoming and opening remarks by the co-chairs

The meeting started with the ECC Co-Chairs welcoming the ECC members and brief remarks on last year EARN performance followed by comments by the ECC members. The chair started by asking the members present on whether they constituted a quorum. There was enough quorum for the meeting to be held (2/3 of ECC and 2/3 of the members and 5/6 of the constituencies present). The chair asked the members to do self-introduction.

Dr. Karema conveyed the message from Dr. Agnes Binagwaho, the Honorable Minister of health of Republic of Rwanda, stating that Rwanda was happy and honored to host the EARN ECC and NMCP managers meeting in Kigali and wished a successful discussion and fruitful deliberations and was looking forward to receive the main recommendation and action point from the meeting.

The Co-Chairs further thanked the RBM-CST for supporting the process of updating country malaria roadmaps during the manager's meeting as well as for facilitation of travel arrangements for the participants.

Agenda of the meeting presented, proposed by Sudan and seconded by CAME

The Co-Chairs urged the RBM secretariat to share the ECC guidelines among the new ECC members. It was decided that the network needs to be evaluated regularly as good practice to measure performance and progress in terms of implementation of the workplans.

The issue of how to partner with EAC and strengthening the relationship with the RECs was highly emphasized and Kenya was supposed to facilitate liaising with the health desk at EAC office in Arusha

2. Min#2: 16/02/2012: Review and adoption of the minutes from the last ECC meeting

The ECC reviewed and adopted with amendments the minutes of the Mombasa ECC meeting.

AP#1: EARN Coordinator to circulate the minutes after amendments to all ECC members and follow up their signing by EARN Co-Chairs

3. Min#3: Overview of the 2010-11 EARN Work plan & report to the Board

Mr. Athuman Chiguzo presented a summary power point of the EARN report presented during the last RBM board meeting in China, that highlighted the network programmatic and financial performance during the last year. He also mentioned that EARN was considered during the meeting among the best performing SRNs. During the discussion the ECC member recommended that a narrative and financial report to be produced and circulated among all ECC members for inputs before dissemination to the wider membership of the SRN by the end of the first fortnight of March. The report highlighted on the work plan activities by target from A to G with key discussion points as highlighted below:

- Target A: Road map tracking: Most of countries have migrated from the power point format of roadmap reports into the USB-key. The remaining countries were trained on use of USB-key for roadmaps during the meeting in Kigali.

- Target B: All TA requests from countries were timely and completely responded to
- Target C: Report Generation: EARN month reports were submitted to the secretariat and financial reports generated by the RBM financial division were shared with all ECC members.
- Target E: The best practice documentation that were supposed to be carried out in two East Africa countries were cancelled due to re-prioritization of funds to support M&E officer at WHO-AFRO. Malaria Consortium presented on time the necessary concept note for the best documentation.
- Target F: Liaise with regional economic network (EAC, IGAD): This was partially done, but we failed to have these two regional entities attending EARN general assembly meeting that took place in Mombasa
- Target G: support to the network: EARN has recruited the Assistant for the Coordinator with support from the hosting agency (UNICEF) in the second semester of 2011.

AP#2: EARN Coordinator to produce and circulate a narrative performance and financial report highlighting the network main achievements and constraints by the end of the first fortnight of March

4. Min#4: 16/02/2012: Presentation of the 2012 EARN approved workplan

EARN Coordinator presented the summary of the approved workplan for 2012 with a clear timetable for implementation of activities and mission to countries.

It was decided that the minutes of the meeting should be circulated for inputs and comments during the first week of March and that the corrected minutes of the Mombasa meeting that were endorsed after amendments during the Kigali meeting should be sent to Co-Chairs for signing during the same time. It was also decided that the extended ECC-NMCP meeting report should be circulated before the end of 15th March 2012.

The ECC also suggested that all in-country partnership support missions should be combined with technical assistance responses whenever possible. The focal point should prepare the list of countries for in-country missions to be undertaken in the first semester and propose team ECC team composition for each country visit.

The focal point to organize a monthly call with the Co-Chairs and RBM secretariat CST during the first week of the following month and discuss the status of implementation of EARN workplan. The Coordinator must organize a quarterly conference call with all ECC members and provide a quarterly progress of the implementation of the workplan.

An agenda and minutes of both meeting should be timely circulated to all ECC members for inputs and comments. Decision points, recommendations and their levels of implementation should be highlighted and circulated among all ECC members.

All mission requests to countries should be approved by the chairs and endorsed by the ECC. EARN coordinator must prepare the 2012 calendar of activities to be shared with the ECC members. EARN Coordinator's mission to countries should be proposed by the ECC and approved by the Co-Chairs.

AP#3: EARN Coordinator to organize monthly conference calls with the EARN Co-Chairs and RBM secretariat in Geneva, every first week of the following month and a wider call with all ECC members in a quarterly basis to report on workplan implementation progress and difficulties encountered during its implementation

AP#4: EARN Coordinator to produce a 2012 calendar of activities to be carried out in order to fulfill the workplan and share with all ECC members.

AP#5: All communication to the ECC should come directly from the EARN coordinators. In case communication is sent by the assistant it should state "on behalf of EARN Coordinator".

AP#6: EARN coordinator should joint all the HWG conference call if not conflicting with other priorities and should circulate the minutes of the call among all ECC members. The EARN coordinator should also circulate all relevant documents emerging from other RBM TWGs

AP#7: EARN coordinator should send the agenda of call and meeting in advance to allow good preparation by the participants. Interpretation/translation should be present in all meeting from the beginning to the end. These aspects will contribute to the organization of meetings

AP#8: EARN ECC should consider the inclusion of PMI and DFID in its membership, as advised by the RBM-CST/secretariat. The EARN monthly reports should be sent to PMI and Mr. Richard Carr would provide the email address and the correct mechanisms of sharing EARN monthly reports with PMI. During the in-country partnership visits, PMI offices should be contacted in all countries where they are present.

AP#9: EARN ECC should devise mechanisms for resource mobilization for activities that are important but not covered by the current funding mechanisms

AP#10: EARN ECC should document success stories of the SRN partnership

5. Min#5: 16/02/2012:Evaluation of the network

As it was decided during the meeting with managers, EARN evaluation was carried out and presented during the extended meeting. Details were discussed and ECC made recommendations on where to improve based on the results of the questionnaire. It was indicated that EARN coordinator should improve on information sharing and documentation of activities carried out by the network.

By and large EARN was graded as reasonably well functioning and relevant network, nonetheless areas that could be improved were indicated and actions recommended.

AP#12: EARN Coordinator to improve on information sharing with the ECC members and the wider EARN membership.

AP#13: EARN should improve on the process of consultant recruitment and countries should have a veto capacity if the consultants do not fit the profile of TORs of technical assistant request

AP#14: EARN Coordinator to request a feedback for country satisfaction before proceeding with payment of the consultant. Mr. Richard Carr was tasked to develop a simple questionnaire probing client satisfaction to be sent to countries post-consultancies that will serve as a basis for consultant payment after accomplishment of the work

6. Min#6: 16/02/2012:Evaluation of EARN Coordinator Performance

At end of the ECC meeting Mr. Richard Carr and the two Co-Chairs conducted an appraisal of the EARN Coordinator using a standard questionnaire presented to the coordinator immediately before the appraisal exercise. The Coordinator's performance was marked as 3/5 scale and the reasons for the classification were provided to him. The final appraisal report is going to be shared with the all ECC once finalized and endorsed by the CST team leader.

7. Min#7: 16/02/2012:AOB

Next EARN General Assembly meeting was decided that should be held in Arusha, Tanzania. NMCP Tanzania manager agrees to host, however EARN must send a request letter to the Permanent Secretary of the Ministry of Health Tanzania for endorsement.

AP#15: EARN Coordinator to draft the letter to the Permanent Secretary of Ministry of Health Tanzania requesting acceptance to host the meeting. The letter should be signed by the RBM executive Director or someone in a RBM senior management position.

8. Min#8: 16/02/2012:Closing Remarks

Major Decision Points

- The secretariat to circulate the minutes/ reports for the meeting that it attends to the ECC for information, action and accountability. Further the coordinator to be attending with the ECC member in some meetings for capacity enhancement
- The secretariat was mandated to plan for the various funding/budgeting scenarios for ARPM-ECC and country and shared with ECC.

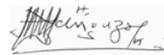
- The ECC noted that there is no mechanism to support the meetings by partners and as part of the hand over the ECC will work with the host to find alternative.
- The face to face ECC quarterly meeting two has already happened in Kigali and Mombasa and for the July one we can have a teleconference. The monthly teleconference was scheduled to take place in every Thursday for the month
- The countries that are undertaking MPR should be on track and includes Uganda, Tanzania, Ethiopia and Eritrea
- The meeting was further informed that the recruitment of the EARN focal person assistant is in progress
- The draft report will be sent to the ECC for comments and inputs, the Co Chairs will attend on behalf of the ECC
- The meeting ended at 13.00 hours.

Dr. Corine Karema



EARN Co-Chair

Mr. Athuman Chiguzo



EARN Co-Chair