**UNDP Support to the Health Sector in Limpopo Programme**

**Minutes of the Project Steering Committee Meeting**

**Date**: 10 February 2016

**Time**: 10h30

**Venue:** Department of Health, College Street, Polokwane

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| **Name of Chairperson** | Mr. L. Shipalani |
| **Title** | Senior Manager: Human Resource Planning and Research |
| **Organisation** | Department of Health |
| **Signature** |  |
| **Date :** | |

**Members present:**

**Department of Health**

* Mr. L. Shipalani, Senior Manager: Human Resource Planning and Research
* Mr. L. Mboniswa, Senior Manager: Budget Management
* Dr. H. Bila, Senior Manager: Risk Management

**UNDP**

* Mr. F. Shikweni, Monitoring and Evaluation Officer
* Ms. L. Monale, Programme and Administration Coordinator

**Minutes:** Ms. L. Monale, UNDP

**Apologies**:

* Dr. P. Kgaphole, General Manager: District Health Systems and Hospital Services
* Adv. Ramothopo, Legal Advisor: Legal Unit

**Meeting proceedings:**

The Chairperson opened the meeting and welcomed the members of the Project Steering Committee (PSC). The purpose of the PSC meeting was to address the long existing problem of delayed transfers to the project and attend to crucial matters that impede on progress of the programme implementation.

The members of the meeting were informed that Adv. Ramothopo, the Departmental Legal Advisor could not attend the meeting due to other urgent commitments within the department.

The members of the appraisal meeting discussed and agreed on the following issues:

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| Issue | Action/ Comments |
| Frequency of payments to the project | As per the agreement of the previous PSC meetings, the payments to the project have not been regular as expected. The Department will discuss the harmonisation and frequency of payments. UNDP has depleted its funds that were used to temporary support the project while waiting for payment from the Department.  Mr. Mboniswa to be accompanied by Mr Shipalani (The Alternate Chair) will facilitate a briefing session with Dr. Kgaphole, who is currently the Acting HOD, in order to confirm available resources and facilitate the payment process. The Committee requested Mr Mboniswa to share the outcomes of this discussion with the PSC members in a week’s time. |
| Inclusion of ECFMG verification costs in the Project Budget | Based on the Agreement of this Project, the PSC has recommended that the costs related to the verification of qualifications of doctors should be included to the actual recruitment cost of doctors. |
| Continuous training of UNVs | Complaints have been received from several UNVs that they are being overlooked when comes to training by the hospitals, especially in the area of HIV and AIDS. The Department will issue a Circular regarding the training of all staff that would include training of UNV doctors. The Human Resource Development Unit in the Department has an induction programme for newly appointed staff, UNVs will also go through this induction programme and any other training programmes organised by the Department that are relevant to their area of expertise. |
| New international UNV Conditions of Service/ Working hours | Previous regulation required UNVs to work for 6 years in their assigned duty stations, but now the new rule reduced the number of service to 4 years. The PSC has acknowledged the fact that hospitals have different ways of managing the Compensatory Time Off (CTO) of the UNVs as they have different needs. However, the Department will discuss the working hours with individual Clinical Managers. The Department will also engage Clinical Managers regarding the UNV Conditions of Service. Mr. Shipalani will engage the respective units within the department, to organise a meeting with the Clinical Managers to discuss the UNV Conditions of Service and allow for sharing of experiences on UNV management within the institutions.  The discussion will also assist to prepare institutions which may receive UNVs for the first in Phase IV. |
| Phase III Project Evaluation | Evaluation of Phase III Project commenced in December. The findings of the evaluation were presented to the Senior management and a draft report has been shared with Management for comments. The report will also be shared with the members of the PSC for comments and inputs. |
| Office Space | Mr. Shipalani announced that the Department of Social Development has recently vacated the premises. As the issue relocation of the PMU Office has been discussed in previous meetings, UNDP was requested to submit a request specifying the office space needed for allocation through the Office of the HOD, facilitated by the PSC. |
| Documentation of best practice | Mr. Shikweni proposed the initiation of a process to document best practices of the project in the province. Since Phase IV is conceived on the basis of good experiences, highlighted in previous reports and the draft evaluation report, as such, opportunities to replicate the project in other provinces has been suggested.  The PSC is supportive of the initiative and suggested that the matter be further discussed for more concrete actions, with the availability of resources. |
| ToR for Project Steering Committee | ToR for the Project Steering Committee has been drafted and will be shared with the members of the Committee on the 16 Feb 2016 for comments and inputs. Minutes of every meeting must be made readily available to the Committee with proper filing system for effective administration of the project. It was agreed that meetings will be held every 2nd week after the end of each quarter. |
| HPCSA Verification Process | Department is currently dealing with many medicolegal cases, and it does not have control on verification process done by HPCSA, and neither the time it takes. The Department will engage with clinical managers to discuss solutions. |
| AOB | Mr. Shipalani proposed that documentation relating to the project has to be circulated to all members of the PSC.  It was also proposed that Dr Ramalebane should sit in the PSC meetings on behalf of Dr Kgaphole who serves as the current Chair. Mr Shipalani will present this proposal to Dr Kgaphole. |

The Chair thanked all the members for the meeting contributions.

The meeting adjourned at 12h05.