

UNICEF ESARO
Roll Back Malaria (RBM)
Minutes of Meeting.
February 2nd, 2012, 12:00 - 1:00 Geneva time

Participants:

Dr. James Banda
Dr. Joaquim Da Silva
Dr. Richard Carr
Ms. Brenda Nahataba
Ms. Lilian Mabonga

Agenda:

1. Extended ECC and EARN Managers Meeting.
2. AOB

The Teleconference was arranged and Conducted by RollBack Malaria Secretariat main Agenda item being the upcoming Extended ECC and EARN Managers Meeting scheduled to take place in Kigali, Rwanda from February 12 to February 16 2012 at Lemigo Hotel.

1. Extended ECC and EARN Managers Meeting.

- Dr. Banda wanted to get an update about the about the Logistics and other Administrations of the EARN meeting. A summarized feedback was given in four points i.e. – Attendance confirmation
 - Hotel bookings, flight bookings, and ticket issuance.
 - Per diem Settlement
 - Letter for Visa application
 - Other admins

Action points, status and deadline summarized on a table, annex 1.

- Lilian to send to Brenda quotations for services providers to justify the selected service provider, SATGURU supporting this meeting in terms of hotel & flight booking.
- Dr. Carr to advice about providing PTAE0 for Managers from Somalia who will be getting flights from Nairobi and Dr. Jamal form WHO Somalia who will be attending this meeting.
- Dr. Banda has got other commitments and therefore will not be available for this meeting. Dr. Carr who will be attending this meeting will address the issues on the Agenda which need Dr. Banda's attention.

- Dr. Da Silva will re-share the meeting Agenda in two separate parts i.e. ECC and Managers.
- Dr. Da Silva will ensure that countries have to finish their roadmap update and if possible publish on the RBM website before coming to the meeting.

Two days have been set aside on the Agenda for Countries to present their roadmap updates. There is no new roadmap going to be developed but rather an update presentation will be done.

There is a plan to arrange a direct training for the countries that have not done a roadmap like Somalia. Dr. Betty will talk to Dr. Adel from Yemen and give a brief about roadmap update before the meeting.

2. AOB

- Feedback about the meeting with UNICEF Deputy Regional Director and Chief of Operations to be given tomorrow Friday 3 February.
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Action points

No	Description	Responsible	Deadline	Current Status
1	<p>Confirmation for attendance - 28 confirmations received out of 31 invitations sent and one pending confirmation from the Malaria Consortium in Uganda.</p> <p>Hotel Bookings. - Booking done at Lemigo hotel and airport pick up and transfer arranged.</p> <p>Flight Booking - Flight Booking to be done for participants whose travel and accommodation is being funded by EARN. SATGURU to issue tickets by COB 3 Feb.</p> <p>Per diem - Participants whose travel and accommodation is being funded by EARN are entitled to per diem. SATGURU to advice about per diem arrangement.</p> <p>PTAEO - Somalia Managers requested for PTAEO for them to come to Nairobi to get flights to Kigali and WHO Somalia participant Dr. Jamal.</p>	<p>Lilian / Joaquim</p> <p>Lilian / Joaquim</p> <p>Lilian / Joaquim</p> <p>Lilian / Joaquim</p> <p>Richard</p>	<p>3 February</p> <p>6 February</p> <p>3 February</p> <p>7 February</p> <p>3 February</p>	<p>Reminder Send to Malaria Consortium Uganda office contact person, Claire riches.</p> <p>SATGURU to confirm booking has been done for how many people.</p> <p>Flight bookings have been done for 22 participants being funded by EARN i.e. 21 ECC Members and Managers and 1 WHO focal point.</p> <p>Waiting for SATGURU to advice about arrangement for per diem.</p> <p>Waiting for Richard to advice regarding PTAEO for Somalia managers and WHO Somalia Dr. Jamal.</p>

	<p>Contract for SATGURU - SATGURU to be given a contract.</p>	Brenda	7 February	Lilian to send to Brenda quotations for service providers to justify the selected service provider.
2	<p>Roadmap Update -Ensure countries complete roadmap update and upload on RBM Website before coming for the meeting.</p> <p>Yemen to get a brief of how the roadmap update is done and possibly about the USB key.</p>	<p>Joaquim</p> <p>Betty</p>	<p>11 February</p> <p>11 February</p>	<p>- Communication has been done to countries regarding their completion of the roadmaps before coming to the meeting.</p> <p>Yemen is a new EARN country and have not yet done roadmap update.</p>