

Minutes of Steering committee meeting

Date- 16th October 2019,

Venue: India Habitat Centre

Members present:

1. Dr. Priya John
2. Dr. Subhasri
3. Dr. Nilangi Sardeshpande
4. Ms. Renu Khanna
5. Ms. Bijaylakshmi Rautaray
6. Ms. Sanjeeta Gawri

These SC members were attending COPASAH symposium in Delhi, and thus they decided to meet and discuss about some of the important issues related to CH

Since the required quorum is not there, the discussion will be treated as preliminary discussion and not as final decisions

Some of the issues which were discussed in this meeting were as follows-

- 1) Review of research regarding reproductive histories supported by IWHC- It was reported that most of the teams have done 2 to 3 interviews. On 9 and 10 November, some of the SC members and mentors of this research (Sundari and Madhumita) are meeting in Mumbai to discuss the framework of analysis for this research. We discussed about the need to engage one researcher who can help to finalise the report. Initial coding will be done by the teams, however, we will require additional support to finalise the report. One of the names suggested was Sana Contractor, for helping CH to work on this report. Since Sana was present in the COPASAH, next day Nilangi discussed with her about this research and asked her availability. She is willing to work on this research and write the report.

Action required- Swati to send Sana the details of the 9,10 November meeting and arrange her travel and accommodation. Also send her background material of the project like research proposal and ethics review, tools, draft framework of analysis and reports of the December and April meetings

Sanjeeta to finalise the ToR for Sana

- 2) Planning for maternal health theme- in the previous call, it was decided that Priya will write a fact sheet about C-sections. However, since Priya has been busy with her work, she will be able to work on this only in December 2019. There was discussion about near miss audits and perinatal death audits. Anita Rego, member of maternal health theme, had shown interest in working on these audits. Subhasri is going to share the background material with Anita.
- 3) Appraisal of Swati- Since Swati completed one year as CH Coordinator, it would be good to conduct appraisal of her work. It was decided that we will use the format for appraisal that are used for SAHAJ staff and the salary hike would be as per SAHAJ rules.

Action required- Nilangi to get the format for appraisal from SAHAJ and do the necessary process

Sanjeeta to do the needful for renewal of Swati's contract

- 4) Renu reported that SAHAJ has received funds from Ford Foundation for conducting scoping exercise for (Renu please add). This activity includes series of conversations with several stakeholders. One general body meeting of CH members can be held as part of this exercise. Tentatively, this meeting can be held in mid- February in Pune.

Action required- Swati to explore the availability of BAIF in mid-February, send the draft invite to SC members in first week of November. The train bookings will start in November so we need to send the first letter through the listserve in first week of November.

- 5) It was discussed that since Alka has given significant time for developing the publications as part of RFSU project, her time needs to be compensated for as per the norms of CH.

Action required- Sanjeeta to develop the ToR and ensure that the payment is done before the end of the first year of the project

- 6) A call is required to discuss the expenditures as part of RFSU and IWHC projects

Action required- Swati to fix call with Alka, Sanjeeta, Nilangi and SAHAJ finance team to discuss RFSU project finances in first week of November

- 7) A call is required to discuss the details of meeting with Jocelyn in December

- 8) Sunil Kaul has sent the M and E note for CommonHealth work. Sanjeeta has volunteered to go through the note and give her feedback. Other SC members are also requested to give their inputs for finalising the M and E plan for CH