

Agenda for CommonHealth SC Meeting (Online)

Date: 29th April 2023

<div style="display: flex; justify-content: space-between; padding: 5px;"> Agenda for CommonHealth Steering committee meeting Date: 29th April 2023 Time: 10.00 PM-12.00 PM </div>			
Time	Topic	Discussion	Decisions/key points/responsibility
10.00 am-10.05 am	CommonHealth projects update (overall)and funds status /Update on membership	Swati updated briefly about the project activities	
10.05 am-11.30 am	<p>Discussion on administrative issues</p> <ol style="list-style-type: none"> Review of roles of office bearers, SC/Programme advisory committee members, theme leaders - expected roles as per ToR, challenges in fulfilling these roles, suggestions towards addressing challenges 	<p>SC members</p> <ul style="list-style-type: none"> - Need to relook the roles and responsibilities of the Steering committee. Last year for the purpose of FCRA we had to revise the structure of the SC. It now has 3 members (Chairperson, Financial advisor and SC member), rest all are programme advisory committee member - The original roles and responsibilities document needs to be revised. A revised document drafted by Dr Arvinder and Pawan was circulated. It needs clarity. - Sanjeeta talked about her unavailability due to her new job and also about the struggle in terms of being an office bearer and suggested clarity on her role as financial advisor and as a officer bearer 	<p>Need to relook and redesign the roles and responsibilities for SC and programme advisory committee</p> <p>Swati will circulate a google document. All the SC and PAC members are expected to review and provide inputs by 6th May.</p> <p>Office bearers to finalise the document and circulate before the next meeting on 13th May 2023</p>

		<ul style="list-style-type: none"> - Bijaylaxmi also sought clarity on her role as SC member - Souvik also talked about his job shift and informed that earlier he was working with CH member and therefore had greater opportunity to collaborate on work front and therefore could provide more time. He too highlighted the need to deliberate on the role clarity especially wrt project related tasks such as proposal submission etc He talked about his project specific contributions and admitted that he may not have contributed to other expected tasks and there has been an overlap of roles and responsibilities and need clarity. He suggested listing down various functions/tasks undertaken by the SC members and dividing the roles and responsibilities within the members - There were reflections by other members such as the number of projects and activities have considerably increased and therefore needs more clarity on roles and responsibilities among SC members. - There was a suggestion about accountability wrt to roles and responsibilities - There was a suggestion for office bearers to hold regularly SC meetings atleast quarterly meetings (one physical and other online) to have an update of activities and resolve issues on regular basis - Concerns – weekly calls are not practical and feasible - Archana suggested delegating the roles and responsibilities in case the person responsible is absent. The person should ensure the tasks are done. She suggested having the regular meetings to streamline the work atleast initially (atleast 15-20 mins once a month). She also shared concerns regarding resolving of issues related to finances /approvals and multiple delays and 	<p>Weekly or fortnightly calls between office bearers and coordinator. Office bearers to suggest fixed schedule 1st and 3rd or 2nd and 4th Saturday?)</p> <p>Office bearers to schedule SC meetings possibly every quarter</p> <p>Officer bearers to schedule regular meeting (atleast once a month) with fund holding organisation</p> <p>SC members should to look at the functions and state what they would be able to do and based on which accountability mechanism can be drawn out. As a follow up of that officer bearers should look at the roles and responsibilities and revise the document and finalise it.</p> <ol style="list-style-type: none"> 1. Review the role of office bearers 2. Review the role of PAC 3. Reconciling the older document of roles and
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		<p>said can only do their task after SC or concerned persons approval</p> <ul style="list-style-type: none"> - Souvik suggested defining all the tasks for CH other than going other way round and defining for office bearers or PAC members etc as there is chance of missing out on tasks those are not listed and the responsibility for same is then is not defined. For eg. Thematic leads take enormous responsibilities and other members are under-utilised. He also admitted that he was able to contribute to Safe abortion theme work but not as much as to the administrative tasks. - Sanjeeta opined that CH has become project specific and need to function beyond that taking into consideration CH's larger vision, expansion of membership, representing CH in various foras etc and suggested looking at CommonHealth's overall vision /mission. - Alka had a difference of opinion and talked about network building that is been done as part of CH project activities and regional meetings such as collaboration with like-minded entities such as JSA, other informal network for decriminalisation and even membership expansion etc. She further raised issues of non- response from other SC members with regard to project updates being shared and pointed out accountability of other members not responding in the given time. - There were some concerns shared by other SC members being underutilised. Alka made a point on that SC members are supposed to volunteer to undertake the tasks. She also talked about making a distinction between her and financial advisor's role with regard to project related approvals - There was a discussion on many of the SC roles and 	<p>responsibilities and the document shared by Dr Arvinder and Pawan.</p> <ol style="list-style-type: none"> 4. Timeline- Next Saturday (6th May) on the document 5. Timeframe for office bearers – one week post that (13th April)
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		<p>responsibilities falling on the coordinator and invited suggestions from SC members on relooking roles and responsibilities so that administrative functions are taken care by the office bearers</p> <ul style="list-style-type: none"> - Renu said there are list of functions under the responsibilities of office bearer and SC, if SC members look at those functions and say what is it that they can undertake and figure out the modus operandi, that is one way to go forward to distribute work proportionately - Renu pointed out the need for clarity on accountability mechanisms and clear pointers on what happens if the accountability is not met - Swati expressed her desire to be involved more in project related management and work and shift from administrative functions. - In terms of communication, Renu suggested it would be useful to state the name of person in the head or body and ask specifically to respond. (mention desirable to respond) - Regarding approval related communication with SC members, Swati asked how many responses would mean, she has the approval and can go ahead? The group thought even if majority of respond, the SC (3 people) decides and takes it forward. Especially on the matter related to finances, financial advisor takes a call and provides direction. There was a suggestion that for technical inputs wait for larger SC to respond, especially who are directly involved with the project activity. The administrative decisions have to be taken by 3 members SC. - The nomenclature should be clearly distinguished. Steering committee for 3-member committee and 	<p>For all practical and administrative purposes the SC can consisting 3 members should take decisions based on opinion and inputs of PAC.</p>
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		<p>program advisory for the remaining members.</p> <ul style="list-style-type: none"> - The e-mail communication especially related to finance should be careful - 	
	<p>2. Accountability mechanisms - since several administrative issues are pending for quite some time, discussion on accountability mechanisms for these and implementation of these mechanisms</p>	<ul style="list-style-type: none"> - There was suggestion that SC members should self-review their contributions - Feedback from others on the review respectfully - Ensure mechanisms of review <p>Concerns:</p> <ul style="list-style-type: none"> - How do we see contributions? - In terms of change of SC members and thematic leads, are there people who are ready to take up the roles and do they have enough capacity - There is need to identify new people for SC membership and desire to come on board with commitment and play active role - There is a gap and we need to consider taking this to general members - There was a suggestion that the self reviews should not only be reviewed by the other SC members but also members outside that who have collaborated or worked closely with the SC member - Once the self review is done, the SC member should also take a call if he/she is not able to contribute as expected, to realign it and delegate it so that the tasks are done - Archana in context of the project specific roles and timelines /deadlines suggested that some members should take on that roles of looking at overarching project commitments and ensure compliance to deadlines/timelines by taking other people on board, communicating with them or delegating it to others 	<p>Institutionalise the self review process</p> <p>Swati to circulate the form to SC members (SAHAJ uses for review)</p> <p>Dr Arvinder to compile the self review process</p>

		<ul style="list-style-type: none"> - Chairperson has the overarching responsibility and has to bring this to notice of other SC members or thematic leads and has to play a critical role and currently it is a major gap - Renu suggested that in the one accountability is fulfilling the task and in that accountability framework we should consider holding the intrinsic values that CommonHealth holds - Alka suggested it is time and would be useful to reiterate the CommonHealth values with CH members either in an offline or online meeting. Renu suggested it could be done in the southern regional meeting 	
	<p>3. Communication related issues - Fixing of some minimum turnaround time for emails sent to office bearers, SC members and theme leaders, suggestions for addressing challenges in these</p>	<ul style="list-style-type: none"> - Communication is an issue between the office bearers. There have been delays in communication and responding to mails. There was a discussion on streamlining the process and addressing the challenges - Souvik raised a concern about a communication with regards to Swati's contract. He informed he made a proposition to SC committee members and there was no consensus and asked clarity about decision making aspect. - There was a concern shared about a CH member being transphobic (who is also a CH member) and addressing it through establishing a redressal mechanism - There was a suggestion on setting up an ad hoc committee. But before that it would be useful to directly talk to the concerned person and understand the issue and reiterate about CH values. - There can be institutional mechanism also in place to discuss this. Once Souvik speaks to the person and brings it back to the larger committee to discuss. 	<p>Souvik to recirculate the proposition to the larger group (SC +PAC). Everyone should respond .</p> <p>Souvik to speak to the concerned person to understand the issue.</p>

	<ol style="list-style-type: none"> 4. Financial report and related discussion - review of current financial situation, planning for current financial year 5. Finalizing of financial guidelines - a draft guideline was proposed in 2015, but has not been finalized. this needs review and finalization 6. Etiquettes and protocols of internal communication 7. Setting up a grievance redressal system 8. Clarity on official depiction of CH-SAHAJ relationship (especially for fundraising processes) 9. Consultancy claims by Steering Committee Members 10. Decisions for booking travel for CH activities 11. Resolution for CH membership money 12. Hiring of new staff for administrative work /Swati's appraisal/new role 		Need to discuss
11.30 am – 11.40 am	Issues raised by SAHAJ (if any)	Archana Shrivastava	

11.40 am – 12.00	Planning for regional meetings /activities/responsibilities for next one year	Souvik Pyne /SC members	

Summary:

1. There was a discussion on relooking roles and responsibilities of officer bearers, SC and PAC. Swati will circulate the 2 documents (older and new) in the google document and circulate for everyone to share their inputs by 6th May 2023
2. Officer bearers would finalise the document. And if there are any concerns on the same, rediscuss in the next meeting
3. The SC and PAC will do a self- review and review of other. Can use the SAHAJ template for review. Swati will send out the self-review form. Dr. Arvinder will compile.
4. Swati's contract is pending and needs to be finalised
5. Building a JD for Swati and JD for a person who needs to be appointed
6. For the purposed of audit can finalise the administrative part of the contract
7. Swati's contract – There was a suggestion to make a contract for a shorter period of time until the JD is finalised. And later a new contract could be issued.
8. Set a timeline for finalize the JD and other aspects.
9. Need to set up a committee for redressal of some of the internal issues (transphobic comments by a CH member)
10. Meeting on Mat 13 to discuss the renewed roles and discuss remaining agenda points.