

Minutes of steering committee meeting (virtual)

Date: 16th December 2020

Time: 3 pm-4.30pm

Members present:

1. Dr. Alka Barua
2. Ms. Bijaylaxmi Rautaray
3. Mr. Kuldip Singh
4. Mr. Pawan Kumar
5. Ms. Priya John
6. Mr. Rajdev Chaturvedi
7. Ms. Renu Khanna
8. Ms. Sanjeeta Gawri
9. Mr. Souvik Pyne
10. Dr. Subhasri
11. Ms. Swati Shinde

Mr. Rahi Riyaz, Dr. Arvinder, Dr. Balu, Dr. Bhuvaneswari were unable to join the meeting due to other commitments. The steering committee meeting was held to discuss on the following agenda:

- Dr. Nilangi Sardeshpande's decision to step down as chairperson
- Appointing new chairperson
- Reviewing CH Steering committee structure

Nilangi informed that she is not able to give much time lately for the role of chairperson given her work and personal commitments. In view of this she has decided to step down from the position of CommonHealth chairperson and SC membership and informed the same to the SC members. She however ensured she would continue to work voluntarily and support CommonHealth's activities in whatever capacity she can, outside the role of the formal set up.

The SC members accepted the decision and proposed discussion on suggestions for a new chairperson.

She informed that there has been lot of changes in CommonHealth's project activities post Covid-19 outbreak and everything has moved to virtual meetings and consultations. Project activity timelines and spending have been affected due to the constraints of carrying out activities on ground with partners. The current steering committee was playing the executive functions and the need was felt to define the roles beyond it. The SC committee members discussed that there is need of strategising and allocating definite role of SC members to enable effective decisions and programme. It was discussed that a dedicated project implementing team or committee is required to actively guide and carryout project implementation. On this background the members mutually agreed that the present CH SC structure needs to

be modified and a 2 tier committee should be formed. Therefore a smaller Steering Committee and a larger programme implementation committee were proposed.

The proposed 2 tier committee is:

1. 3 member steering committee constituting a financial advisor, chairperson and one SC member for all the executive/operational decisions
2. A programme implementation team or committee to guide and implement the project implementation of CH's projects. All the rest of the earlier SC committee members would be part of this committee and would work for implementing projects under 3 subthemes- Maternal Health, Safe abortion and Reproductive health.

The members proposed the name of Souvik Pyne who is currently with YP foundation and has been engaged in the issues of youth SRHR and policy advocacy for the new chairperson. Ms. Bijaylaxmi Rautaray who has been working at the grassroots with the community on the health issues for a long time could bring in the valuable experience and complements the role of SC member and hence was suggested as a possible option for the newly structured steering committee alongside the financial advisor, Ms. Sanjeeta Gawri. It was unanimous choice of the members and both Souvik and Bijaylaxmi agreed to take on the role in the new CommonHealth Steering Committee. Nilangi agreed to support and mentor Souvik for the new role. The members appreciated Sanjeeta's involvement and role as financial advisor for CommonHealth.

Nilangi briefly also talked about the recent amendments with respect to FCRA and that the SAHAJ team is trying its best to work around those to implement the new process with support from CA. It was decided that CH steering committee members who are leading the projects should have a call with SAHAJ team and its CA to understand the new regulations and its implications on the project activities.

In order to understand the role and responsibilities of new steering committee, its organisational and practical aspects of functioning, a call was proposed next week between the small group (Sanjeeta, Souvik, Bijaylaxmi, Nilangi and Swati). Additionally, the purpose of this meeting is to officially handover the responsibilities by Nilangi to Souvik, and discussion on setting up of new systems of meeting and functioning. The discussion and decisions would then be communicated to the programme implementation committee for their inputs. It was suggested that since SAHAJ is the fund holding organisation, one of its members needs to be represented in these SC meetings. Since, Renu Khanna who has been facilitating communication between the SAHAJ and CH team in terms of the projects could be invited for these meetings. She could be on the CH steering committee as ex-officio and would bring in the operational and statutory aspects of SAHAJ.

The members suggested that post this the document where steering committee roles and responsibilities are laid out should be updated following the decisions.

The members extended gratitude and thanked Nilangi for her wonderful role and commitment as a CH chairperson last many years and welcomed, Souvik as the new chairperson and Bijaylaxmi as the SC members , also thanking Sanjeeta for her continued role as financial advisor of CommonHealth.

Key Decisions:

1. Dr. Nilangi Sardeshpande stepped down as CommonHealth Chairperson
2. The SC was restricted to 2 tier system-3 member SC (Souvik as new chairperson, Sanjeeta continues as financial advisor and Bijaylaxmi as a SC member) and rest 12 members as programme implementation committee
3. Ms. Renu Khanna would be representative of SAHAJ as ex-Officio in CommonHealth SC meetings
4. The role and responsibilities of the new SC will be worked out and shared with the larger group
5. The changes in the new CommonHealth steering committee to be documented and sent to SAHAJ for records
6. Meeting with the SAHAJ auditor to be organised and programme members to attend the call to check any processes /changes required post the FC Amendment with respect to the project implementation