

## **Minutes of the Steering Committee**

Venue : YMCA International House, Mumbai, 23rd March 2019, 3 pm to 5 pm

### **Members Present:**

1. Nilangi Sardespande (Chairperson)
2. Sanjeeta Gawri, (Treasurer)
3. Rajdev Chaturvedi
4. Priya John
5. Pawan Sheokhand
6. Rahi RiazAhmed(Invitee)
7. Dr. Arvinder Nagpal(Invitee)
8. Bijayalaxmi Rautaray(Invitee)
9. Swati Shinde (CH-Coordinator)
10. Manushi (Sahaj)

### **Agenda:**

1. **Update of the present project,**
2. **Organisational issues – OD Retreat,**
3. **Other project and proposals,**
4. **CommonHealth Website**
5. **Communication within SC members**
6. **COPASAH –CH as organising committee**
7. **Listserve and Bhuvana's contract**
8. **RH Pamphlets**
9. **10: Pending: Guidelines for Prevention of Sexual Harassment at Workplace**

At the beginning unanimously the meeting duration was fixed to 3 hours.

Nilangi talked about the National dissemination meeting that we had in first half of the day, opined that it was highly productive as all were engaged throughout the meeting. For all these the lion share of credit goes to the logistics management by Swati CH-Coordinator. All the members agreed and applauded for Swati's wonderful job which she really deserves.

### **Update of the present project:**

IWHC - Reproductive History project duration is 18 months. The project period is from October 2018 to August 2020. In the project the reproductive history and pathways of different vulnerable groups from diverse location will be documented from puberty to and post menopausal period experiences. It will also document the service required from health system during that journey and what they actually received. Originally the project was to document stories of different vulnerable groups with 6 grassroots organisations but later on it was extended to 8 organisations.

YP Foundation, SAHAJ, SAHAYOG, Tejswari, Wayve foundation, GPS, PWN+, RUWSEC will carry out the research work.

Tool Development meeting was held in December 2018 and draft tools sent to SAHAJ's ethics committee. Their feedback was incorporated and the tools were finalised. The quality of data needs to be ensured by reviewing data during the data collection. To conduct the study MOU will be signed with the organization but the money will be transferred to individual account because of the restriction of FCRA transaction.

Sanjeeta shared her concern over the intellectual property right of the data and said IWHC and CH should have that right. The local organization can use the data but it should communicate this to CH. Because our ultimate objective is for better service delivery to the **stakeholders** (???) at the ground level. Another CH member however felt that IWHC being outside India cannot have right over the data. Further discussion Pawan said in IWHC project 8 MOU need to be done with 8 organizations. Answering to his query Sanjeeta told that it will be a consultancy agreement with organization. SAHAJ already has a lot of work and CH should adopt the easiest method for hassle free work. So, there will be no need of UC and hence complication can be avoided. MOU content will be drafted by Nilangi by the end of next week. Once MOU approved by Ethics committee then partner will do the piloting. In the ethics committee they raised some questions like why we will collect so much information. How are we going to use it? These queries were answered satisfactorily. Researchers training date fixed from 19<sup>th</sup> April to 21<sup>st</sup> April. Most participants will use Hindi tools, so it was decided that separate training will be conducted for Tamil Nadu where other Tamil language will be used for training. Dr. Balu, Kaushalya and one member from Tamil Nadu will attend the training programme. May, June, July August will be kept for data collection.

Answering to the query of spreading the research to more segments, Nilangi said it will be difficult to spread the work in more areas right now. Because data collection is easier but compiling all data and analysis of the gathered data will be very difficult at this stage. Yes, once everything is done we can move for regional training and without financial support partners can work on it.

There was discussion regarding logistics of the training/ venue. In summer few A/C rooms would be necessary for senior members. Priya was taken the responsibility to talk with venue at Mud Island about their availability. Total budget is Rs.200,000 for training of 30 people.

**ARROW Project:** Two internal reviews of the report were completed and the report has also been reviewed by ARROW. Dr Sundari has revised the report based on reviewer's comments. By

31<sup>st</sup> March narrative and financial report and ARROW project baseline report will be ready. What will do in next 4years for advocacy? Already we have discussed in 4 areas where advocacy could be done. We can explore the possibility of linking our efforts at the national level with different forums and use their platforms to present there such as the PRATIGYA campaign . We synergise with other movements and campaigns.

Priya: Anubha will be a great resource for legal advocacy. Nilangi said not to think of only one person because she has other work as well. In addition, we can work with HRLN, People's Watch, National Law University, Jindal University etc. Basically those are interested in the issue and those are working on the issue. ARROW project's first phase had a funding of Rs. 18 laks per one year that ended in December 2018 but received an extension till March 2019 for dissemination. Dr Alka is going to report that (???). Nilangi said thanks to our founder members due to their personal good relationship with donors' safe abortion work still going on.

In programme and project part we have no problem for next three years.

#### **RETREAT:**

CH is not like any implementing NGO. We need to explore the point of our existence as a net work. For this kind of work collective responsibility sharing is needed. It's not like that few people will responsible for everything.

Sanjeeta told during Bihar meeting every week she was almost spending 10 hours in a week. She raised her concern if CH can take additional work in view of the manpower. Donor and our objectives must be aligned to work. As a team we need to work together. Retreat will be the time to discuss how CH objectives can worked out. At least we need 2 and half days for retreat. June or July month we will do that. At last two dates finalized. 21/22/23 or 28/29/30<sup>th</sup> June. Dates will put in Doodle Poll and finalized. Some left over money we can use in it and members agreed to contribute some for Retreat.

#### **MAMA CASH:**

Priya told 31<sup>st</sup> March is the last date to apply for it. She informed that a Letter of Interest online needs to be sent. They have 2/3 portfolios. CH will apply on Voice of Women segment. In certain points we are strong but few other aspects we are not so strong.

There was a point where it requires that all the leaders should be women. CH can mentioned we have a balanced and strategic steering committee. The grant specifically asked representation of marginal groups in the managing committee that at present CH doesn't have. It was decided that Priya will consult with Alka to clarify on that point on indication of percentage of stake holders in SC.

In one year they will give Rs.25, 00,000 and as per credibility of the institution and work the funding will continued. In RH history our work will continue. Geographically we are a diverse group but its' not well reflected in terms of stakeholders. It was decided we will go ahead and apply for MAMA Cash.

Nilangi-RH histories research with young people could be supported by YP foundation. In June RETREAT programme we will have a clear cut strategy. Dr. Nagpal said as a group every person needs to contribute in it. Adding to it Priya said, as per the LOI they will scrutinize and short list suitable organisations, it will come out by 20<sup>th</sup> May. The proposal needs to be sent by the end of July and by at the end of year the result will come out.

Girls' First Fund and another one project we missed out. Common Health was not fit with the turnover. Working in proposal is a full time work. We are not a NGO or its' not a project implementing network.

### **Website:**

Our Website is not mobile friendly and basically a static website as is it right now. Out of three quotations we received the Pune based, is finalised. It is possible to discuss things in person with the agency and follow up would be easy. In redesign of Website mail was sent but only 3 to 4 members responded to the mail. Word to word translation makes the documents very difficult to understand. He will give both android and window friendly website. Content we have to give.6 updating he will give in a year. Also give a mailing account with the site. Nilangi, Sanjeeta and Bhuvana will open the mail and access to it.

Basic content for the site will be the content of brochure. It has linked with social media platform for greater visibility. We need to have a Face book community page one Twitter account and Instagram.

### **Communication with SC Members:**

We have group mail and Whats-app. To maintain the spirit acknowledgement of mail is a vital point. Its' not that one or few persons will work and taking decisions. If anywhere we have any disagreements that need to discuss and open. Keep up the spirit of collective effort. Sometimes it's' like a full-time work which shouldn't be. Nilangi said as the chairperson she is to look into funders' commitment, accountability and mentoring Swati. Communications with other members are necessary. We need to feel everyone stay connected.

Mr Rajdev had the opinion that SC members need to apply for smaller grants in collaboration with Common HealthHe sharedhis work on World Contraceptive Day and about Amplifying for Change. SC congratulates Mr Rajdev for his award on Contraceptive and family planning.

Priya concerned that it shouldn't just with steering committee members. We can't discourage other members. So, it was decided to encourage all.

**COPASAH:** In October steering Committee meeting it was decided Sanjeeta will represent CH in COPASAH. Sanjeeta once met Prem Das but there was no communication coming from their side. But did CH communicated with them proactively. If we have a common stand and objectives with any network or forum we need to keep cordial relationship with them. It was decided that Sajeeta will connect to Premdas regarding coordination with COPASAH.

Keeping everything in track is very difficult what we have faced in Bihar sharing meeting. Swati has to follow up each person one round and phone call repeatedly. ***It was decided only once to send mail and one round telephone will do for next meeting.***

In case JSA and CH relationship we should go ahead and make our commitment. Sanjeeta told to make CH vibrant everybody should acknowledge CH along with own organization with tagline.

#### **Listserve:**

At the end of this month contract with Bhuvana will end. Compiling all the data and sending throughout year payment Rs.144, 000 per year is not justified. There was hardly any interaction over the listserve within the CH members hence let's divert this to other platforms to get visibility and interaction. Let us take a break for 3 months and not circulate List serve. If CH members miss it too much then we will discuss and decide that in Retreat whether to revive or not. Translation is a major issue. We need to have two other social media. Swati will look into Facebook community page and Bijayalaxmi will look to Twitter. Before posting into account it should share in WhatsApp so that the language can be cross checked.

#### **Translation issue: RH Pamphlets**

RUWSEC prepared the contraceptive pamphlet in Tamil. Bhuvana translated that in English and nobody checked closely the translation. The same English version translated in Hindi. The technical terms were changed and the entire money of printing cost Rs.65, 000/- wasted. Now Subhashri will check the English and Alka to check the content. Sweta already received the money for translation. Translation is a time based work and need to check. To translate from one language to another using direct online platform for translation make the language disastrous. The beauty of language is lost hence manual translation needed.

#### **Sexual Harassment at workplace: Draft**

Pawan will prepare draft and that will verify. We need that and both internal and external members will be there. Anand's issue was discussed. After two three mails only he revert back with the termination mail by Nilangi from SC. Without disclosing the name in last SC meeting the issue discussed and eventually his name came out. With the decision of SC, Nilangi mailed him.

#### **Any other issue:**

##### **Flight price hike:**

Pawan told if date is fixed why we are waiting for booking in that way we can save money. Sometimes ESHA travels taking unnecessary delay in booking flights that is also hike the price of flights. So, it was decided to check with ESHA travels on that issue.

#### **Account transfer to SAHAJ:**

Manushi from SAHAJ told all the data of members and who make payment for how many years is not available with them. Receipt must be with RUWSEC. Getting the data will be helpful to know whose membership already expired or going to expired.

The meeting end with vote of thanks of Sanjeeta to all members.