

Minutes of CommonHealth Steering Committee Meeting

Date -18th June 2022

Venue – VYK Delhi

| S.No. | | Decision taken/comments | Action needed | Person(s) responsible | Timeline |
|-------|--|---|-------------------------------|-----------------------|----------|
| 1. | Review of structure of the CH Steering Committee | <p>The CommonHealth team consists of 3 Steering Committee/office bearers + 7 programme Committee members (elected members) including Coordinator+ 3 special invitees</p> <ol style="list-style-type: none"> 1. SC members include: <ul style="list-style-type: none"> • Dr. Souvik Pyne-Chairperson • Ms. Bijaylaxmi Rautaray -SC member • Ms. Sanjeeta Gawri- Financial advisor 2. Programme committee consists of following members <ul style="list-style-type: none"> • Dr. Alka Barua • Dr. Arvinder Singh • Dr. Balasubramanian • Mr. Kuldip Chand Nangal • Mr. Pawan Singh • Mr. Rajdev Chaturvedi • Mr. Rahi Riyaz • Ms. Renu Khanna • Dr. Subha Sri (Communicated her decision to step down next year) 3. Bhuvaneshwari Sunil and Priya John step down as SC members 4. Mr. Kuldip Nangal and Dr. Balasubramanian promoted to programme committee members from special invitees | Communicate decision to Priya | Dr. Souvik Pyne | |

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| | | <ol style="list-style-type: none"> 5. Ms. Bijaylaxmi Rautaray promoted as SC member 6. Next SC meeting, CH will invite 3 invitees for CH Committee 7. Ex office- and coordinator doesn't have voting rights | | | |
| 2. | Roles and responsibilities of SC members/Programme committee members | <ul style="list-style-type: none"> • 2 members review /rewrite the roles and responsibilities of SC (refer to past document) • Work on long and short term plans • Work on diversity aspect of CH committee | Need to review the roles and responsibilities | Dr Arvinder and Pawan Singh | |
| 3. | Discussion on thematic leadership under CommonHealth | <ol style="list-style-type: none"> 1. Alka Barua is the theme lead for Safe abortion . She was appreciated and acknowledged by the SC members for planning and execution of Safe abortion work and for her overall contributions to CommonHealth's vision/mission. 2. Sanjeeta Gawri is appointed as Theme lead for Maternal Health work 3. Dr. Balasubramanian committed to take up thematic leadership for Reproductive Health after November 2022 4. Thematic leaders to share plans to SC members | | | <p>Till end of project</p> <p>Begins working as theme lead from July 2022</p> <p>Begins functioning as thematic lead starting December 2022</p> |
| 4. | Attending CH SC meetings (physical and virtual) | CH SC and programme team should not miss attending the SC meetings (3 consecutive meetings in any format) | | | |

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| <p>5.</p> | <p>Discussion on new CH membership and selection criteria</p> | <ul style="list-style-type: none"> • Process of admitting new members should be reviewed . The new membership applications should be brought to notice to CH SC and after approval • It was decided that any new member should send an application to CH coordinator stating their background, work and interest for applying to CH membership. The application should be vetted by CH team (either SC member, coordinator or CH member associated with CH long term) before their membership application is approved • Institutional membership – review institutions’ work • Individual membership – review if work is aligned to CH views/mission | <p>Swati to check it with SC</p> <p>For institutional membership- Ask for 1 year activity report with application</p> | <p>Any 2 SC members</p> | |
| <p>6.</p> | <p>Planning for RH meeting/ regional meetings</p> | <ul style="list-style-type: none"> • Reproductive health histories meeting will be planned with representative of the team in December 2022. The idea is to revisit the data collected, compiling case stories from different partners and use it for publication in form of a book • Need to relook and plan the budget for publication • In the next budget , need to reallocate money for this activity | | <p>SC core group -RH</p> <p>Sanjeeta with SC members/coordinator</p> | |

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| | | <ul style="list-style-type: none"> • The northern regional meeting should be planned in October. Organising team to submit proposal with budget • The eastern regional meeting – planning should be done in December 2022 | | Dr. Arvinder, Kuldip Nangal, Rahi Riyaz and Pawan singh Bijaylaxmi will share the proposal | 1 st week of July 2022 |
| | Updates from SAHAJ Archana Shrivastava | <ul style="list-style-type: none"> • SAHAJ hasn't yet received the FC approval yet. SAHAJ is doing all the documentation adhering to roles and regulations • As per FC rules, only 20% can be booked into admin expenses and rest 80% has to be programmatic expense • Suggested when planning regional meeting – do not draw more cash than what is needed , make payments through cheque • In the absence of Sanjeeta , the role should be taken over for approvals and communication by Souvik and or Bijaylaxmi • The CH SC should pass a resolution for utilisation of membership money (currently 3.5 lakhs) | | | |

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