# Meeting Minutes

**Meeting Purpose:** Blood Safety Strengthening Programme – External Meeting

**Date:**  02 December 2015 at 3:00pm – 4:00pm

**Attendees:**

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| **Name** | **Initials** |
| Carl Fourie (Chair) | CF |
| Daniel Futerman | DF |
| Tariro Mandevani | TM |
| Rhonwyn Cornell | RC |
| Drammeh Bakary | DB |
| Christine Bales | CB  |
| Linda Taylor  | LT |
| Maleqhoa Nyopa | MN  |
| Michelle Chevalier | MC |
| Khotsho |  |
| John Pitman | JP |

**Apologies**

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| Robert Wilkinson | RW |
| Chris Seebregts | CJS |
| Robin Nozick | RN |
| Pete Zacharias | PZ  |
| Carolyn Smith | CS |
| Chrispen Dandavare | CD |
| Jono Gebers  | JG |

## Agenda:

* Donor Management Status Update (LT)
* Implementation Update (RhC)
* Ethiopia IT Update
* AOB

## Minutes

1. **Donor Management Status Update (LT)**
* For the last few weeks, the development team has been concentrating on doing a lot of testing on the system, working on bug fixing, refinement and hardening the code ready for the release. The only feature that we hoped to include with the Lesotho implementation but will not be included in this release is the double entry outcomes. We think it is too risk at this stage to have to add a whole feature, but we will continue to work on this in the background.
1. **Implementation Update (Rhc)**
* The implementation is happening and the Jembi team will be in country from 6 Dec- to 11 December 2015. We will be at the LBTS office. The team will start working on the infrastructure and deploying BSIS with the LBTS and MOH IT Teams. Our training consultant Carolyn and RhC will spend sometime within Donor management specialist and Chrispen looking at the SOP in BSIS. Diane will also in country during the implementation in Lesotho.
* MoH and LBTS have gone through the IQ checklist and everything is in order. The first draft of the donor management user manual has been completed and printing will be starting this week. The Jembi team will be bringing the manuals from Cape Town.
* **CF**: The Jembi Cape Town office is busy putting the roadmap for post Dec schedule for full draft next year.
* **DB**: Clarify if this visit to Lesotho is the final installation of the donor management complete version and what Carolyn’s role of the training would be.
* **CF**: This is the OQ implementation of the Donor Management. The earliest to go live with BSIS is February 2016. However this is a new system and the first time we are doing OQ of it and the testing. We will be going on through the operational qualification process by LBTS and AABB while on site and this might reveal bugs and issues which the team needs to address. The roles of AABB particularly Chrispen working on the system is guiding the LBTS on how to evaluate the software under the OQ patterns and doing the functional comparison between the AABB’s DRDB software and the BSIS tool.

**Travel**: Our mandate as Jembi team is to be able to forecast travel as early as possible, any potential travel and try to co-ordinate travel. We would like to align this with AABB trips and opportunities that they have in terms of travelling to Lesotho.

**CB**: For AABB, our mandate is to try and get travel arranged 3 weeks prior to the trip.

**CF**: We will make sure to keep everyone in a loop in terms of future travels.

Follow up implementation call to be scheduled on the 15th of December 2015.

1. **AOB - Ethiopia IT Update (CF)**
* Jembi Team has continued with the conversation with Ethiopia. They have shown persistent interest in engaging with us. We have scheduled a call for Friday 04 December and have forwarded version 0.7 donor management requirement for the INSA team to review.
* Recommendation for sending information to Ethiopia is for CDC to introduce Jembi team to the country.
* CB: Could you please clarify if BSIS will be going to Ethiopia next year for implementation?
* CF: CDC has introduced Ethiopia to our project BSIS &BECS and we are walking the road with them. We are providing them with our requirements and specifications which we built the donor management from to give them an understanding of what it takes to build a BECS.
* CB: Are you talking about next implementation of BSIS after the LBTS?
* CF: We are talking about the next implementation and these are in discussion with DB & MC (CDC) on call, looking at the countries for next year depending on the continuation feedback approval.
* DB> CB: Do you have any countries in line with regards next year’s implementation?
* CB: Swaziland is interested and is similar to Lesotho and there might be a switch over. Mozambique and Zambia are also on the list for countries that are interested.
* DB>CB: We can discuss about Swaziland and we need clarification especially the system that they currently have. We can then consider to include them on the list.
* CB: The reason we are in discussion with Swaziland is that the current system they have needs them to spend quite a bit of money to get the functionality they require.
* DB: Initially when vein-to-vein was developed, we had some discussion with Swaziland but they decided to take a different path. We then found out that they had decided to purchase a commercial system. We really need to know what their clear intentions are and then we can make a determination of where they fit on the list.

**Summary:**

* An update was given on the Donor management and it was highlighted that one area that will not be in the current version is the test outcomes.
* Lesotho implementation happening 6 – 11 December 2015.
* Implementation update call to be scheduled for 15 December 2015 and a calendar invite would be sent out.
* We have begun engaging with Ethiopia and we have a scheduled call for Friday 4th December. We have sent Ethiopia some requirements documents for reviews.
* We clarified some information around the approach to countries and CB has highlighted some of the countries AABB are interested in.
* The website is coming in place next week 07 December 2015.

## Action Items and Decisions Made

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| **DECISION** | **BY** |  |
| To have a new conference line for the new year 2016 | TM & LT |  |
| **ACTION ITEM**  | **RESPONSIBLE**  | **DUE DATE**  |
| Schedule Call for follow up feedback on implementation - Tuesday the 15th Of December  | TM | 14/12/2015 |
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