# Meeting Minutes

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

**Date:**  28 September 2016 at 3:00pm – 4:00pm

**Attendees:**

|  |  |
| --- | --- |
| **Name** | **Initials** |
| Linda Taylor | LT |
| Michael Qualls (CDC) | MQ |
| Daniel Futerman | DF |
| Rhonwyn Cornell | RC |
| Ann Parsons | AP |
| Tariro Mandevani | TAM |
| Michelle Chevalier (CDC) | MC |
| Drammeh Bakary (CDC) | DB |
| Carl Fourie | CF |

**Apologies**

|  |  |
| --- | --- |
| Pete Zech | CB |
| Chris Seebrgets | CJS |
| Christine Bales | CB |

## Agenda:

* **Implementation Update**
* **Product Update**
* **Implementation Schedule**
* **Discuss possible next countries**
* **Prepping for implementations successes and challenges**
* **Validation process - why, who and how**
* **A.O.B**

## Minutes

**Implementation Update:**

* There are currently challenges in Cameroon in finding funding. We will keep in contact with everyone around that
* Ethiopia we will go the beginning of November. The maintenance is taking long. We have given them infrastructure
* Zambia has a set back with procurement of hardware. We have a call with them tomorrow afternoon.
* Ghana: We are full steam ahead with implementation and Rhonwyn and Xhanti will be in country during the week of 03Rd October.
* Lesotho: We were scheduled to be in country on Tuesday 04 October to do the data transfer. There has been one critical concern that they are going to develop an SOP for that.
* **Question: What their timing is for go live?** By end of October we will have to go live.
* Michael: As the date for Lesotho keeps sliding, it impacts the assessment, and timelines

**Product Update LT)**

* The development team are working on the issues that are on backlog. We have a few areas that we working on and we will continue to work on the new features.
* We have the next date for release which is due the 9th of November.
* CF: What is planned for the next release?
* DF: We are looking at the UI – additional checks on the samples release, enhanced reporting.
* We will go with the release of what we wanted. The product development will always be ahead of the implementation at this point.
* Key objectives: Reporting, Implementation hardware.

**Discuss Possible Next Countries CF:**

* Michelle has given me the next set of countries.
* CF: We are talking to Cambodia and I will discuss with the other countries while I am in Orlando.

**Prepping for implementation success and challenges**

**Validation process**

**M & E Plan**

* **Plan was sent to CDC**
* Michael: thanks to Ann to send the M & E plan. What is the thinking of how this can be operationalised? I am trying to figure how the data that we have in BSIS will be transferred
* So that we have comparable data, we will do the comparison of the data, 1 year evaluation. I will send the report next week. We gone through on that document on what we can get out of BSIS.
* We could get data sooner than 6 months to compare on the assessment.
* Reporting – there are several proxies on the data?
* CF: what Ann has sent is the start of our framework. The data point – does that add value to what you need on your side?
* The sooner we can start to get out from BSIS will be very helpful – Reporting
* Michelle to look at the M & E Plan. There is a new member who will be joining CDC and he will be responsible for M & E Plan.

**A.O.B**

## Action Items and Decisions Made

|  |  |  |
| --- | --- | --- |
| **DECISION** | **BY** |  |
|  |  |  |
| **ACTION ITEM** | **RESPONSIBLE** | **DUE DATE** |
|  |  |  |
|  |  |  |
|  |  |  |