

MINUTES OF SECOND MEETING OF LOCAL ORGANISING COMMITTEE (LOC) ON HIGH LEVEL FORUM ON HEALTH RESEARCH HELD IN THE CONFERENCE ROOM OF THE HONOURABLE MINISTER OF HEALTH ON 13TH JANUARY, 2006

1.0 IN ATTENDANCE

1.	Dr. Shehu Sule; mni	-	DHPR (FMOH)	-	Chairman
2.	Dr. U. S. Inyang	-	DG NIPRD	-	Member
3.	Dr. Oni Idigbe	-	DG NIMR	-	"
4.	Mr. P. O. Akinsola; SACOP	-	MFA	-	"
5.	Mr. R. N. Ciroma	-	NPF	-	"
6.	Dr. Amos Petu	-	WHO-Nigeria	-	"
7.	Dr. Mary Brantwo	-	WHO-Ghana	-	"
8.	Edith Wellington	-	GHS-Ghana	-	"
9.	Mr. Ayo Osinlu	-	Press Sec. FMOH	-	"
10.	Mr. Eghareuba H. A.	-	NIPRD	-	"
11.	Mrs. B. N. Abu	-	Nigeria Immigration	-	"
12.	E. S. Kaura -	-	Nigeria Immigration	-	"
13.	O. N. Egbunike	-	MFA	-	"
14.	Dr. J. M. Adekeye	-	CSG I (R)/FMOH	-	Secretary

1.1 SECRETARIAT

1.	Mr. Bolaji Oladejo	-	DHPR/FMOH
2.	Mr. M. E. A. Okonnah	-	"
3.	Mr. Ali A. Gubio	-	"
4.	Mr. U. A. Udoh	-	"

PARA	DISCUSSION	ACTION BY	TIME LINE
2.0	<u>Opening</u>		
2.1	Meeting commenced at 3.30pm. The DG (NIPRD) apologised on behalf of D(HP&R)/FMOH for starting the meeting late due to other very important official engagements. He informed that the Chairman of the meeting would join in the course of the meeting.		
3.0	<u>CONSIDERATION OF MINUTES OF 14TH – 15TH DECEMBER, 2005</u>		
3.1	<p>The minutes of 14 – 15 December, 2005 were adopted on a motion raised by Mr. Akinsola; SACOP/FMFA and supported by Dr. U. S. Inyang, D-G/NIPRD after the following amendment had been made:</p> <p>Pages and paragraphs of minutes should be numbered appropriately,</p> <p>Pg.1 item No. 6 to read: “Mr Akinsola, SACOP, Federal Ministry of Foreign affairs” Pg. 1, item No.11 to read: “Dr. Mary Brantwo”</p> <p>Pg. 4, para.3.5 line 2 to read: “...that all the meetings are successful and that the outcome documents....”</p> <p>Pg.5, para. 4.3, line 2 to read: “...such as NIMR and NIPRD is the technical team is in recognition of ...”</p> <p>Pg.7 para.5.3, line 3 to read: “...Police also have a procedure...”</p> <p>Pg.7, para. 6 heading to read “NIMR, NIPRD (Capital letters) and Noguchi Memorial Institute for Medical Research (NMIMR), Ghana”</p> <p>Pg. 9, para. 6.6, line 2 to read: “...guideline on who should be part of the team”</p> <p>Pg.10, para. 8.4 line 1 to read: “DHPR suggested the use of Abuja Taxis...”</p>		
4.0	<u>MATTERS ARISING</u>		
4.1	<u>GROUP PRESENTATIONS:</u>		
4.1.1	<u>REPORT OF LOGISTICS GROUP</u>		

PARA	DISCUSSION	ACTION BY	TIME LINE
4.1.2	<p>The highlights of the report were:</p> <ul style="list-style-type: none"> • Mr. Akinsola, SACOP was recommended to be in two working group viz: Logistics and Accommodation; • Letters of invitation has been written to Honourable Ministers of Health of 17 countries in Africa; • Countries within ECOWAS region might not require visa; • draft budget for logistics had been prepared; • the SACOP will draft letters to the Presidency to request for the release of CVU vehicles for the meeting; • Nigerian Missions in African countries that have been invited to Abuja preparatory meeting will need to be informed so as to facilitate the issuance of visas to the HMH and delegates; • the SACOP will submit a written report to the LOC; • the FMFA, Immigration and Police will submit a common budget to the secretariat by 22nd January, 2006; and • thus item 2 on the time line for Logistics Committee i.e. "meeting to consider and amend proposals/budget..." should be shifted to the week of 23rd – 29th January, 2006; 	<p>Mr. Akinsola</p> <p>Secretariat</p> <p>All Groups</p>	<p>02/01/06</p> <p>02/02/06</p> <p>02/02/06</p>
4.1.5	<p>The meeting noted that the police will require additional information from secretariat on security matters; the need to hasten the activity of all the groups to avoid time lack. The working group were reminded to be cost conscious in view of the fact that as TDR has a limited fund for the proposed meeting.</p>		
4.1.6	<p>The Chairman directed that Logistics group should work out modalities with the Secretariat on protocol arrangements;</p>	Secretariat	
4.1.7	<p>All other Groups should harmonise and submit their respective budget by 22nd January, 2006</p>	All Groups	
4.2	<p><u>ACCOMODATION/TRANSPORT</u></p>		
4.2.1	<p>The presentation were as follows:</p> <ul style="list-style-type: none"> ▪ WHO would sponsor participation of HMH and one delegate for each of the countries invited to preparatory meeting at the NICON Hilton Hotel, 		

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4.2.2	<p>Abuja.</p> <ul style="list-style-type: none"> ▪ flight tariffs from various airlines have been collected; ▪ most airlines will arrive in Lagos on Tuesdays, Wednesdays, and Thursdays thus the need to reconsider the date of the meeting; ▪ booking arrangements had been made with Nicon Hilton Hotel for Hon. Ministers; including accommodation, tea break lunch, etc; ▪ cost of hiring Abuja taxi obtained is N10,000/day per vehicle; and ▪ only international Agencies within the country had responded to the invitation letters of the HMH; <p>The LOC advised the Secretariat to:</p> <ul style="list-style-type: none"> ▪ obtain tariff from other hotels in Abuja, to cater for delegates who may not be staying at the NICON Hilton Hotel. ▪ work with SACOP/FMFA to write note verbal and inform Nigerian Missions in the African Countries; ▪ follow-up and improve on responses from invited Honourable Ministers of Health and ▪ that WHO Country Representatives in participating countries can assist to improve responses to the invitation 	<p>Secretariat</p> <p>SACOP/FMFA</p>	
4.3	<p><u>PROGRAMME/AGENDA</u></p>		
4.3.1	<p>The presentation of the group was made by Dr. Petu (WHO/Nigeria). The highlight of the report were as follows:</p> <ul style="list-style-type: none"> ▪ e-mail address for the meeting has been opened: hlfresearchabi@yahoo.com ; ▪ TDR did not accept funding of CPP because of huge budget; and ▪ other work of the group Agenda/Programme would be determine by the outcome of the meeting in Geneva slated for 15 – 18th January, 2006; ▪ the LOC should formally request the WHO Nigeria office to create a fpt spot on the web for the High-Level meeting on health research; 		
4.3.2	<p>It was suggested that the proposed workshop to develop country position paper could hold a day before the preparatory meeting in March, 2006. This will prune down the budget for the meeting.</p>	<p>Secretariat</p>	

PARA	DISCUSSION	ACTION BY	TIME LINE
4.3.3	The meeting agreed that Abuja preparatory meeting be scheduled for Wednesday 8th – 10th March, 2006. This will facilitate movement and security of delegates arriving on Tuesday 7th March, 2006. The Secretariat should check the Diary of the HMH and confirm the new date. There should be a feedback from the HMH by 24th January, 2006.	Secretariat	
4.3.4	Committee members were told to check their e-mail regularly.	LOC members	
4.4	<u>COMMUNICATION/REPORT</u>		
4.4.1	The Press Secretary/FMOH who reported on behalf of the group apologised for inability for group to meet before the second meeting due to some other very important official engagements. He assured the meeting of a comprehensive report by the next meeting.		
4.4.2	The meeting advised the group to take into consideration production of report of the meeting and to give it a priority in its budget.		
5.0	<u>ANY OTHER BUSINESS</u>		
5.1	<u>Scheduling of CPP meeting</u>		
5.1.1	The meeting seriously considered the effect of not holding CPP meeting formally scheduled for 24 – 25 January, 2006, before the Technical meeting in March due to funds constraints.		
5.1.2	Members resolved that the meeting could be held a day before the Technical meeting so as to reduce the cost of transportation and accommodation. Dr. Amos Petu (WHO/Nigeria) was requested to take up the matter in Geneva meeting.	Dr. Petu (WHO/Nigeria)	02/02/06
5.1.3	LOC decided to postpone CPP meeting until after Geneva meeting.		
5.1.4	However, in order to pave way for proper scheduling of CPP meeting, the secretariat was directed to get approval of Hon. Minister of Health/(Nigeria) for a shift in date from 7 – 9 March to 8 – 10 March, 2006.	Secretariat	02/02/06
5.2	<u>MEMBERSHIP FOR NIGERIA CPP</u>		
5.2.1	Members saw the need for Nigeria to prepare its own		

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5.2.2	Country Position Paper on Health Research. FMOH presented 10 nominees into the CPP committee for consideration. Drawing from Ghana's experience the constitution of such committee, should include all the stakeholders in health Sector in the country, Social Science, Civil Societies, academia etc.	Secretariat	02/02.06
5.3	<u>LOC Meeting</u>		
5.3.1	The next LOC meeting was scheduled for Thursday 2nd February, 2006.	Secretariat	
6.0	<u>CLOSING</u>		
6.1	The meeting adjourned at 4.50pm.		