

MINUTES OF THIRD 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 2 ND FEBRUARY, 2006.

1.0 ATTENDANCE

1.1 PRESENT

1.	Dr. Shehu Sule, mni, MFR	-	FMOH/Nigeria	-	Chairman
2.	S. Owusu Agyei	-	FMOH/Ghana	-	Co-Chairman
3.	Dr. Ayoade Oduola	-	WHO/TDR	-	Member
4.	Dr. S. U. Inyang	-	D-G/NIPRD	-	"
5.	Dr. Oni Idigbe	-	D-G/NIMR	-	"
6.	Mr. R. N. Ciroma	-	NPF/Nigeria	-	"
7.	Mr. Tony Olofu	-	NPF/Nigeria	-	"
8.	Mr. E. S. Kaura	-	NIS/Nigeria	-	"
9.	Mrs. K. Amponsah-Bediako	-	MOH/Ghana	-	"
10.	Dr. Mary N. A. Brantuo	-	WHO/Ghana	-	"
11.	Dr. Amos Petu	-	WHO/Nigeria	-	"
12.	Mr. O. A. Bamgbose	-	MFA/Nigeria	-	"
13.	Mrs. Dorathy Oqua	-	NIPRD/Nigeria	-	"
14.	Mrs. Theresa Akuoko	-	Health Res./Ghana	-	"
15.	Dr. Michael D. Wilson	-	NMIR/Ghana	-	"
16.	Dr. Sue Block Tyrrell	-	WHO/TDR	-	"
17.	Dr. J. M. Adekeye	-	FMOH/Nigeria	-	Secretary

1.2 ABSENT WITH APOLOGY

1.	Mrs. B. N. Abu	-	NIS/Nigeria
2.	Mr. Ayo Osinlu	-	FMOH/Nigeria
3.	Mr. O. N. Egbunike	-	MFA/Nigeria
4.	Edith Wellington	-	GHS/Ghana
5.	Mr. P. O. Akinsola; SACOP	-	MFA/Nigeria
6.	Mr. Eghareuba H. A	-	NIPRD/Nigeria

1.3 SECRETARIAT

1.	Mr. Bolaji Oladejo	-	FMOH/Nigeria
2.	Mr. M. E. A. Okonnah	-	FMOH/Nigeria
3.	Mr. U. A. Udoh	-	FMOH/Nigeria
4.	Mr. Ali Gubio	-	FMOH/Nigeria
5.	Mr. Aminu Yakubu	-	FMOH/Nigeria

PARA.	DISCUSSIONS	ACTION BY	DEADLINE
2.0	<u>PREAMBLE</u>		
2.1	Prior to the commencement of the 3rd LOC meeting, Dr. Owusu A, Deputy Minister, Ministry of Health, Ghana paid a courtesy call on Hon. Minister of State for Health/Nigeria, Chief Mrs. Helen Esuene. The Deputy Minister was accompanied by Dr. Shehu Sule, <i>nni,MFR</i> , Director of Health and Research Nigeria, Dr A. Oduola, TDR, Dr. O. Idigbe, D-G/NIMR/Nigeria, and Dr. J. M. Adekeye, Secretary to the LOC.		
2.1.1	The HMSH was briefed about the High Level Meeting on Health Research for Ministers of Health of Developing Countries. Responding, She welcomed the collaborative efforts and advised that such collaboration should be extended to all programmes. She stated that such collaboration would be necessary to avert the pandemic of the avian (bird) flu.		
2.1.2	Responding, the Deputy Minister of Health, Ghana expressed thanks to Hon. Minister of Health, Prof. Eyitayo Lambo for making the proposal in Maputo and for ensuring its implementation by inaugurating the LOC.		
2.2	<u>OPENING:</u>		
2.2.1	The meeting commenced at 11.40 a.m. and was presided over by the D(HPR)/FMOH/Nigeria, Dr. Shehu Sule and was co-chaired by Owusu A, the Deputy Minister of Health/Ghana. The Chairman welcomed the Deputy Ghanaian Minister and all other participants to the 3 rd LOC meeting. He apologized for starting the meeting late because it was necessary for the HMSH to brief the Deputy Ghanaian Minister of Health before the meeting. He equally apologised for inability for the DG/NIPRD (Nigeria), Dr. S.U. Inyang to participate in the meeting right from the beginning due to other very important official commitments and assured that he (Dr. Inyang would join the meeting much later.		
2.2.2	The Deputy Minister of Health, Ghana expressed thanks to the Federal Ministry of Health and LOC for conveying the meeting and expressed hope that the meeting would have fruitful deliberations. Thereafter, members introduced themselves.		

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3.0	<u>CONSIDERATION OF THE SECOND LOC MEETING OF 13TH JANUARY, 2006</u>		
3.1	The minutes of second LOC were adopted on a motion moved by Dr. O. Idigbe, D-G/NIMR/Nigeria and supported by Michael Wilson, NMIMR/Ghana after the following amendments had been made: Pages 1 and 2, No.7 and para.3.1 respectively to read "Brantuo" Pg. 4,para 4.3.1, second bullet to read "TDR did not accept funding of CPP because it was not cost effective"		
3.2	Full names of all LOC members and those who tendered apologies should be listed on the first page.	Secretariat	
4.0	<u>MATTERS ARISING</u>		
4.1	GROUP UPDATE REPORT		
4.1.1	<u>LOGISTICS GROUP</u>		
4.1.2	The highlight of the group reports are: Nigerian Ministry of Foreign Affairs has sent letters to Mission abroad to facilitate participation of Abuja meeting, the Secretariat has been requested to forward the names of participants in order to ensure timely securing of visas. The Nigerian Foreign Affairs Ministry was to secure CVU vehicles or FCT buses and the need to find out the condition of CVU vehicles in order to avoid disappointment.		
4.1.3	Citing experience from ICASA conference Logistics group was advised to place more emphasis on FCT taxis and buses and to find out the cost of the buses.		
4.1.4	It was further observed that the budget of logistics and transport were not yet harmonised. The group was directed to harmonise the budget and submit it before the end the meeting		
4.2	<u>ACCOMMODATION</u>		
4.2.1	The Accommodation Group reported that booking arrangements have been made for Honourable Ministers of Health at Nicon Hilton, Abuja, 36 - 40 participants are to be accommodated in Nicon, and besides other accommodation information have been obtained from Rockview, Top Rank and Sheraton Hotels, Abuja for participants not sponsored by WHO.		
4.2.2	The Committee further reported that no deposit has been made in any of the hotels. Reacting to the report, the Chairman directed that LOC should secure good Hotel accommodation in Sheraton Hotel, i.e.; arrangement for transport, security and immigration formalities		

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4.2.3	<p>in Lagos.</p> <p>Collaborating the Chairman's directives, D-G/NIMR opined that IITA Guest House in Ogba should be considered as a back up accommodation for participants in Lagos. Secondly, there are some hotels that could be negotiated at a discount rate of up to 35%. In view of this the committee was directed to liaise with WHO/Nigeria to get U.N rates for all the Hotels. In addition the Secretariat was to obtain confirmation of participants, so that selected hotels could be informed appropriately.</p>		
4.3	<u>PROGRAMME/AGENDA COMMITTEE</u>		
4.3.1	<p>Dr. Amos Petu (WHO/NIGRIA) gave an update on behalf of the Programme Committee. He stated that he could not participate in meeting held in Geneva on 16 – 18 January, 2006 and could not meet with the members of the committee after Geneva meeting. He informed the LOC that information received from Geneva concerning the budget for CPP did not require any modification. He equally informed LOC that the updated timeline for the CPP also reflected in the input done in Geneva.</p>		
4.3.2	<p>Letters of invitation to Accra meeting were sent by UPS to twenty one Honourable Ministers of Health of African Countries, Asia and South America, letters of reminder have been despatched via UPS of 16th January, 2006 to Honourable Ministers of Health in the 18 participating African countries. In addition Prof. Oduola (WHO/TDR) requested to know whether a separate or a joint website for the LOC should be created for Nigeria and Accra meetings. In addition, he sought the approval of LOC to create a domain for the Honourable Ministers.</p>		
4.3.3	<p>Reacting to Oduola's request Ghanaian Deputy Minister stated that it would be necessary for Ghana to have a joint website with Nigeria for LOC meeting and for Honourable Minister of Health to have a domain created for them.</p>	Ghana/Nigeria	
4.3.4	<p>Responding, Prof. Oduola informed LOC that share point for the website had already been identified and that an account index would be created under WHO/INT. In addition he stated that there was need to sort out from Ministers whether they would like to own up the account. Ghanaian Deputy Minister stated that ownership of accounts would be necessary, however, it would be necessary for each country to make consultations with their respective governments and give feed back as soon as possible.</p>	WHO/TDR	
4.3.5	<p>A member requested to know the possibility of translating the some documents which would be written in English into French Language for the consumption of French speaking countries. Reacting to this, the LOC noted that one of the consultants is from Mali, unfortunately, he would not have the time. In view of this the</p>		

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4.3.6	<p>meeting decided to look for another consultant from French speaking country.</p> <p>Meanwhile the LOC considering the Programme of event for Abuja preparatory meeting, made the following amendments:</p> <p>Page 1, under high table, include ADB, ECOWAS, 4 seats for WHO and Honourable Minister of Science and Technology;</p> <p>Pg. 1 under Technical meeting, delete Goodwill Message;</p> <p>Pg.2, Day Three, under Welcome/Opening Ceremony, include Goodwill Message by WHO and AU and Review of Lead Paper by Prof. Nkrumah. Secondly, under Action by, delete "Permanent Secretary FMOH and replace with HMM</p> <p>Pg.2 under Welcome and Opening Ceremony, delete "Speech on Impact of Diseases on Development and National Well-being and insert "Key Note Address by Mr. President.</p> <p>Pg. 3, first item, include Tea-break and Group photograph</p> <p>Pg. 3, item 2, delete item 2 "Technical Presentation on Health Research, Technology, Resources and Control of Endemic Disease"</p> <p>Pg. 3, item 3, delete "Regional Perspectives of Impact of Diseases in Africa and replace with "Regional Perspective of Burden of Diseases Health Research needs in Africa"</p> <p>Pg. 3, item 3 under Action by, delete Nigeria, South Africa, Uganda and Angola/Mali and insert "West Africa, East Africa, North Africa and Central African Region respectively. In addition, it was agreed that Regional groups would elect their presenters.</p> <p>Pg. 3, item 4 to read "Presentation of the Draft position paper on Burden of Disease and Health Research Need in Africa".</p> <p>Pg. 3, item 5 to read "Consideration/Endorsement of Technical Working Group Document. In addition, include Next Steps.</p> <p>Pg.3, delete item 7 "Selection of Participants to Represent Africa in Ghana"</p> <p>Pg. 3 include after Vote of Thanks-Closing Remarks, "Reception Lunch.</p>		
4.3.7	<p>Commenting on the organization of LOC the Deputy Minister of Health, Ghana requested that a consultant should be located in Ghana. The WHO/TDR noted the request. In addition, the LOC</p>		

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4.3.8	directed that "Junior and Senior Consultants" as denoted by Secretariat should be replaced with "Supervisory Consultants and Technical Consultants" respectively. The LOC was equally informed that the proceeds from the Conference could be developed as project documents if properly articulated with appropriate costing.		
4.3.9	Resolutions reached at the LOC meeting were: Terms of Reference for the Consultants should be worked out, the criteria for selecting the participating countries should be stated in the background document and explain the WHO reclassification of African Blocks in one page of document.		
4.3.10	Other resolutions reached include all countries should have the opportunity of presenting their papers for at least 10 – 15 minutes, re-structuring the time of ministerial meeting, Prof. Ndumbe to present at Technical meeting, Prof. Nkrumah should present at the Ministerial meeting and that Secretariat should communicate to the Guest Presenters as soon as possible.		
4.4	<u>COMMUNICATION/REPORT COMMITTEE</u>		
4.4.1	The report was presented by the D-G/NIPRD, Dr. S. U. Inyang. He noted that the report document was yet harmonised and that there is the need to drastically pruned down the budget.		
4.4.2	LOC directed Communication Committee to harmonised the budget and submitted to Secretariat. Secondly, that Prof. Ayupekun be contacted as Editor, rapportuer to meet with their Ghana counterparts, explores the possibility of writing features about the conference in Newspapers and introduce information gate.		
5.0	<u>ANY OTHER BUSINESS</u>		
5.1	<u>HARMONIZATION OF BUGET BY LOGISTICS COMMITTEE</u>		
5.1.1	Logistics via Security/protocol proposed its budget as follows: 40 Police officers and 400 Rank and file for 5 day at N3.8m, 6 Immigration officers and 4 Inspector and Rank and file (including Lagos spread N400,000, 20 Protocol officers from Foreign affairs atN250,000, making a total of N4.650million. However, the committee stated the budget has not been finalized.		
5.1.2	Reacting to the report, the Chairman directed that the budget should be fine-tune and forward to the secretariat by 3rd February, 2006.	Logistics Committee	03/02/2006
6.0	<u>GHANA CHAPTER OF LOC MEETING</u>		
6.1	Ghanaian delegation informed LOC that a sub-LOC committee had been inaugurated in Ghana. The committee met three times and came up with a proposed budget. It also directed their Medical and		

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6.1.1	<p>Health Research to come up with position paper. They further stated that Lapal Royal Hotel, Ghana has been identified as the Venue of the Conference and that Airfare to Ghana are all economy class.</p> <p>However, the report stated that Ghana was not sure of the organisations that should be invited for the meeting and date of Accra meeting. The report further requested for increase of Accra LOC meeting from 2 to 3.</p>		
6.1.2	<p>The Chairman directed the Secretariat to provide information to Ghana on whom to invite to the meeting. He informed that WHO would provide for accommodation and per diem of the Ministers. The Chairman further directed that Nigeria should be given at least 24 hours notice to LOC meeting in Ghana.</p>	Secretariat	
6.1.3	<p>Responding o the report, Prof. Oduola clarified that WHO has a standard per diem for Ministers and that Ministers are not allowed to travel on economy class. He advised Ghana to appeal to WHO for financial assistance for others.</p>	LOC/Ghana	
7.0	<p><u>CLOSING</u></p>		
7.1	<p>The Co-Chair and Deputy Minister of Health, Ghana thanked the members of LOC and expressed satisfaction on the quality of the meeting. He requested Nigeria to sponsor additional people to Ghana LOC meeting.</p>		
7.1.2	<p>The Chairman equally thanked participants from Geneva for taking time to come for the LOC meeting in Nigeria and ceased the opportunity to informed the meeting that some officials of the LOC/Nigeria would be travelling for National Council on Health in Jalingo, Taraba State from 6 – 10 February, 2006.</p>		
7.1.3	<p>The next meeting of the LOC was scheduled for 28th February, 2006. The meeting adjourned at 4.20 p.m.</p>	Secretariat	28/02/2006