

**MINUTES OF THE INAUGURAL MEETING OF THE LOCAL  
ORGANISING COMMITTEE (LOC) ON THE HIGH LEVEL MEETING ON  
HEALTH RESEARCH HELD IN THE CONFERENCE ROOM OF THE  
HONOURABLE MINISTER OF HEALTH ON 14<sup>TH</sup> AND 15<sup>TH</sup>  
DECEMBER, 2005**

**1.0 IN ATTENDANCE**

1. Prof. Eyitayo Lambo	HMH	Chairman
2. Dr. Shehu Sule mni	DHPR (FMOH)	Member
3. Dr. U. S. Inyang	DG NIPRD	"
4. Dr. O. C. Ezechi	DG NIMR (representing)	"
5. Mr. O. A. Bamgbose	AD (MFA)	"
6. Mr. P. O. Akinsola	MFA	"
7. Mr. G. A. Grimah	NPF	"
8. Dr. A. M. J. Odoula	TDR-Geneva	"
9. Sue Block Tyrrel	TDR-Geneva	"
10. Dr. Amos Petu	WHO-Nigeria	"
11. Dr. Mary Brantuo	WHO-Ghana	"
12. Dr. J. M. Adekeye	CSG I (R)/FMOH	Secretary

**1.1 ABSENT WITH APOLOGY**

1. Dr. Oni Idigbe	DG NIMR
-------------------	---------

**1.2 SECRETARIAT**

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

PARA	DISCUSSION	ACTION BY	TIME LINE
	<p><u>Opening</u></p> <p>Meeting started at 2.20pm and was presided over by HMM. DHPR informed the participants of the purpose of the meeting. Participants were then asked to introduce themselves.</p>		
	<p><u>Apologies</u></p> <p>The DHP&amp;R expressed apology on behalf of the D-G, NIMR, Dr. Oni Idigbe, who was unavoidably absent at the inaugural meeting but promised to send in his representative</p>		
	<p><u>An Overview Of The Loc Assignment - By Dr. Shehu Sule, DHPR</u></p> <p>DHP&amp;R gave some background information on the genesis of the up-coming High-Level meeting on Health Research of Ministers of Health of African countries and why there was a need for the LOC. He went further to give an overview of the roles of the LOC members as follows:</p> <ol style="list-style-type: none"> <li>1. <b>FMOH-</b> To ensure coordination of all activities, develop and provide draft plan and agenda, provide leadership and secretariat, logistics.</li> <li>2. <b>Immigration / Foreign Affairs-</b> To provide detailed framework for protocol procedure needed to ensure smooth entry of the participants into Nigeria.</li> <li>3. <b>Nigeria Police-</b> To provide security</li> <li>4. <b>WHO Country Representatives -</b> To provide framework for WHO role and involvement in the meeting, provide logistics, facilitate the meeting and ensure follow-up with and participation of</li> </ol>	DHPR	

PARA	DISCUSSION	ACTION BY	TIME LINE
	<p>other international organisations.</p> <p>5. <b>WHO-AFRO-</b> To provide regional framework for holding the meeting, disseminate the outcome of the meeting.</p> <p>6. <b>CDS-WHO GENEVA-</b> To provide framework for international dissemination of the outcome of the meeting and that of regional follow-up and recommendation from the outcomes of the meetings and request for support.</p> <p>7. <b>TDR-GENEVA-</b> To provide background information relevant to the proposed objective of the meeting as outlined in the letter by the HMM. Provide framework and organisation for the meeting and the logistics for follow-up mechanism for presentation of the outcome within the governance e.g with Joint Coordinating Board and request for support.</p> <p>8. <b>NIMR and NIPRD-</b> To develop the country position paper for Nigeria, Provide technical guidance, support, content, organisation framework and production of report. Serve as rapporteurs.</p> <p>9. <b>Press Secretary-</b> To provide media coverage (Local &amp; International).</p> <p>He finished his presentation by once again welcoming all on board and wished all successful execution of the assignment. (see annex 1 for complete overview)</p>		
	<p><b><u>Speech Delivered By The Honourable Minister Of Health</u></b></p> <p>The HMM thanked the DHP&amp;R and all members present, and urged that all stakeholders of the LOC who were not able to attend this inaugural meeting should be</p>		

PARA	DISCUSSION	ACTION BY	TIME LINE
	<p>contacted for the subsequent meetings since each of them have very important roles to play.</p> <p>He reiterated his belief in having evidenced based policies and the need to secure more support for health research to provide such evidence.</p> <p>He further explained that the High-Level meeting will be in three stages; the Abuja preparatory meeting, the Accra High -Level meeting and the JCB meeting to be held back-to-back with it. The Accra meeting is expected to feed into the JCB meeting. Since the High-Level meeting is for developing countries amongst which those countries in the African region carry more disease burden than the rest of the countries, the planning of the meeting this way would ensure that the position of developing countries would have more input from African countries.</p> <p>He suggested the need to include WHO-Nigeria in the 'Programme' and 'Communication &amp; Report' groups of the LOC.</p> <p>He concluded by asserting his commitment to ensure that all the meetings are successes and that the outcome documents from the Abuja meeting is one of outstanding quality.</p> <p>Entire speech is attached. (See annex II)</p>		
	<p><b><u>Technical Components And Values As Seen By NIMR, NIPRD and GIMR By Dr. Oduola</u></b></p> <p>Dr. Oduola thanked all members for coming to the inaugural meeting and then briefly gave the genesis behind the inception of TDR so that participants may</p>		

PARA	DISCUSSION	ACTION BY	TIME LINE
	<p>understand the goals and drive for its work.</p> <p>He expressed his belief in the importance of the high-level meeting on health research. He mentioned that the value of the meeting is to have local inputs on efforts, gaps, resources and impact of communicable and non-communicable diseases on socio-economic development of disease endemic and poor resource settings. This will be the back-bone on which TDR will seek to support such countries. The end product of the meeting will be a framework of health research priorities, challenges of conducting and using health research for development and the way forward on health research for all African countries in particular and the developing countries in general. A summary of the profiles from each of these countries will serve as a template on the status and genesis of the health problems in these settings. The task of the technical team is how to comprehensively capture the issues and present them to the international community.</p> <p>The involvement of the research institutes such as NIMR and NIPRD in the technical team is to in recognition of their being in the inter-phase between originators and users of research. The technical group is to work with colleagues in WHO and TDR to accomplish this enormous task.</p> <p>He also promised that TDR-WHO would support the technical component committee.</p>		
	<p><b><u>Roles And Contributions As Seen By:</u></b></p> <p><b>Foreign Affairs:</b> The participants from the Federal Ministry of Foreign Affairs rightly identified that</p>		

PARA	DISCUSSION	ACTION BY	TIME LINE
	<p>their major role is in providing protocol and assistance in ensuring that invited participants get their VISA's. To this end they informed the meeting that there are Nigerian Missions in about all the countries that have been invited for the meeting. The usual protocol is for them to inform these missions of the meeting and request that they facilitate the VISA process for the invited participants. They asked that the most important thing they need is the final list of all those invited so they can initiate contact with the missions. In the end it was agreed that they would use information from the meeting to write memo to their Ministries for information and further action.</p> <p><b>Immigration:</b> the participant from immigration services was not available at the meeting. It was agreed that efforts should be made to ensure that he/she is present at the next meeting.</p> <p><b>Police:</b> the representative from the Nigeria Police Force informed the meeting that the Police also have a protocol for providing security at such meetings. He also recognised the need to ensure smooth conduct of assignments at the Lagos end. To provide their services efficiently, he mentioned that they would need a detailed list of names, arrival times and venues of meetings and accommodation of all the invited participants in order to plan their assignment. The representative was then asked to inform his office of the proceedings of the meeting. Furthermore it was agreed that as soon as the information he required is confirmed it would be made available to him.</p>	<p>MFA representatives</p> <p>NPF representative</p> <p>Secretariat</p>	

PARA	DISCUSSION	ACTION BY	TIME LINE
	<p><b><u>Technical Components As Seen By Nimr, Niprd And Ghana Research Institute</u></b></p> <p>On Behalf of the research institutes, DG NIPRD, Dr Oduola and members of the technical group deliberated extensively on this issue.</p> <p>As members of the technical group, the research institutes are charged with ensuring that the final product of the Abuja preparatory meeting is a document with highly useful technical content, comprehensively reflecting the health research situation in African countries.</p> <p>The task before the research institutes together with other members of the technical group is to:</p> <ul style="list-style-type: none"> <li>• Assist countries in developing their position papers on health research</li> <li>• Ensure that these position papers are synthesised and used to present a summary of an African perspective of efforts, challenges, resources, gaps, needed interventions and the way forward on health research for African countries</li> <li>• Ensure that this summary is of the highest relevant technical content and in a way that it will be comprehensible to all Honourable Ministers and also adaptable to other African countries' situations.</li> </ul> <p>To achieve these, the technical group will need to:</p> <ul style="list-style-type: none"> <li>• Select 'senior' and 'junior' consultants</li> <li>• Commission senior consultants to validate the</li> </ul>	<p>Technical group</p>	

PARA	DISCUSSION	ACTION BY	TIME LINE
	<p>framework for countries' position papers</p> <ul style="list-style-type: none"> <li>• Commission the junior consultants to work with countries in developing their position papers, collect and collate all position papers from the countries, summarise these into a common African perspective on health research and present to the senior consultants for review</li> <li>• peer review all the position papers submitted by countries and take action where necessary</li> </ul> <p>The technical group is also scheduled to meet with the technical team in TDR-Geneva. The purpose is to add to their knowledge of health research issues relating to African countries as seen by international experts. It is expected that this knowledge will help the technical group in ensuring that the final document is of international quality and standard.</p> <p>The technical group should also put up a guideline on who should be part the team to develop position papers for countries.</p>	<p>Technical group</p>	
	<p><b><u>Work Groups</u></b></p> <p>List of work groups and their composition was circulated by CSG I (R). The HMM had earlier suggested that WHO-Nigeria should be in work groups III and IV and the participants agreed to this. Furthermore it was agreed that the Ministry of Foreign Affairs be in groups II and I.</p> <p>All work groups should plan and schedule time for their meetings and report back to the technical committee accordingly</p>		

PARA	DISCUSSION	ACTION BY	TIME LINE
	<p><b><u>Suggestions</u></b></p> <ul style="list-style-type: none"> <li>➤ DG- NIPRD suggested the inclusion of the African Health Research Forum headed by Dr. Abdullah into the list of international organisations.</li> <li>➤ Representative of Foreign Affairs also suggested the swapping of Angola and Malawi and the inclusion of SSS and the NIA.</li> <li>➤ It was also suggested that it is necessary to write to embassies of Nigeria in those countries so as to facilitate issuance of visas</li> <li>➤ DHPR suggested the use Abuja taxis for the meeting while the Rep. of Foreign Affairs suggested the use of CVU vehicles. It was finally agreed that the Rep. of Foreign Affairs explores the possibilities of getting the CVU vehicles.</li> <li>➤ Rep. of Foreign Affairs also suggested that a letter be written to the Inspector General of Police attention DIG Operations for the subsequent meetings.</li> </ul>		
	<p><b><u>Dates Of Next Meeting</u></b></p> <p>After much deliberations the following dates were agreed upon for the next meetings</p> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> January: meeting of the LOC</li> <li>• 24<sup>th</sup> &amp; 25<sup>th</sup> January: meeting with technical experts from all invited African countries</li> </ul>		

Aminu A. Yakubu  
HRO (Research)  
21 December 2005