**Meeting Notes of the DPRS Support Project Procurement Report Meeting between the M&E Division and eHealth for Everyone Held in the office of the Head (M&E) Division on 12th July, 2017.**

**Attendance**

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|  | Dr. Emmanuel Meribole | FMoH | Director Medical (M&E Division) |
|  | Abatta Emmanuel | FMoH | Scientific Officer |
|  | Yetunde Hussein | FMoH | Senior Statistical Officer I |
|  | Fadeke Fadeyibi | FMoH | Deputy Director (M&E Division) |
|  | Dr. Anthony Ndoghe | FMoH | Senior Medical Officer |
|  | Gabriel Ikechukwu | FMoH | PEO II |
|  | Ime Asangansi | eHealth for everyone | Project Director |
|  | Oyindamola Oduselu | eHealth for everyone | Finance & Procurement Officer |
|  | Chukwuma Nwaugha | eHealth for everyone | Java Developer |

The meeting started at 12:25pm and was chaired by Mr Emmanuel Abatta.

**Purpose of the meeting**

To present progress on BMGF support to DPRS project in respect to procurement

**Update from eHealth for everyone**

* A 49” Smart TV (Dashboard display) has been installed at the Minister’s office.
* The workspace remodelling has just been concluded last week. However, 3 items under the procurement list are yet to be procured fully. These include:

1. Printer
2. UPS/Inverter/Solar Power
3. Interactive Screens

**Discussion**

* An overview of what was budgeted and what has been spent so far was given by Oyindamola Oduselu.
* A description on the type, specification and features of the proposed printer to be procured was presented.

Based on the discussion, the following were raised.

* Mr Abatta emphasized on the complexity of the tracking feature of the printer to be procured and the technical maintenance.
* Mrs Fadeke emphasized on the need for training sessions on how to use the printer.
* Dr Anthony clarified the issue raised by Mr. Abatta on the complexity nature of the tracking feature, that it’s just a means of accountability. Also, he suggested that the training be conducted during a book club session.
* Dr Anthony suggested that a screen be moved from the minister’s office to the visitor’s waiting room and all analytics for the HMH should be run on one screen. He also emphasized that the screen should be interactive and engaging. Mr Abatta also shared the same opinion.
* Dr Anthony suggested that existing energy boxes should be used to reduce cost of materials. He further requested for energy boxes to be installed around the workspace for ease of movement. Mr Abatta also shared the same opinion.
* Dr Anthony suggested that screens presently at the ministry can be used for the analytics provided they are can be configured using the android box.

A conclusion was reached on the type of printer to be procured and a vendor (Kamdi Computers) was selected for the procurement as the best option.

**Action Points**

* eHealth for everyone to supply wireless keyboard and mouse for the screen, a router for internet and printer.
* eHealth4everyone to send financial breakdown and the power rating of the inverter to be procured.
* eHealth4everyone to install energy boxes in the workspace area.

The meeting ended at 1.10pm

**Oyindamola Oduselu**

**Finance & Procurement Officer**