

IT&BA Internal Meeting Minutes

Agenda for Meeting 26th September, 2024

Agenda #	Agenda
1	Opening
2	Approval Previous Meeting Agenda
3	Feedback and Discussion on Tasks Agreed from Previous Department Meeting
4	AOB
5	Closing the meeting

Participants

- Mangalu Masweko – M&E
- Shalom Kaduma - System Administrator
- Martin Ringia – InfrastructureTeam Lead(Secretary)
- Shabani Chuma – Junior IS support Officer
- Remijius Modest – IS support Officer
- Kennedy Malembo - Business Systems Analyst(Chairperson)
- Cleoplace Kajetani - Software Developer
- Alfred Kilamile - Infrastructure Analyst
- Mwema Mwamasimbi - Senior Service Administrator
- Alex Msele - Field Student
- Paul Kasanga - Head of IT
- Simon Mtebe - Software Developer

Key: Colour_Definition		
Colour		Definition
Highlighted Green		Done
Highlighted White		Current Agenda for discussion
Highlighted Yellow		Agenda for next meeting discussion
Highlighted Gray		Agenda Phased out

1. Opening and welcoming all

The meeting was opened by the Chairperson with all members of the ICT & BA department present at 08:08 AM.

2. Meeting Agenda:

1.0 Business Intelligence Unit		Start Date	End Date	Person Responsible	Status	Remarks
1.1	Development of IS Strategies for the CCBRT IBA Department		29th March, 2024 Draft 9 th April	Mangalu, Martin, Paul & Shalom	Ongoing Activities done Mangalu Pending Full document from Martin, Shalom and Paul	<ul style="list-style-type: none">Work on the existing strategy document and take the input to the new IS StrategiesThis is almost done The ICT team has to understand this strategy
1.2	Development of HMIS evaluation tool + Requirements document		1st March 2024	Paul, Martin & Alfred, Mangalu	Done	<ul style="list-style-type: none">Team validation should be done on 27th Feb 2024On 1st of march validation of the HMIS evaluation tool reportOn 8th march we will have the requirement document including documentation and process mapping and data structure. Reference; review previous document

1.3	Development of data extraction and expansion of diagnostics analytics tools		9 th February 2024. Final deadline 30 th March 2024	Mangalu	Ongoing	<ul style="list-style-type: none"> Customize the existing master tools and set finals, in alignment with reports and KPI dashboards. Paul to review before 29th Feb 2024 Packed Due to New HMIS Project
1.4	M&E Training & Career development (Government reporting training)		28 th June, 2024 3 rd April		Pending Schedule already shared with Paul Done	<ul style="list-style-type: none"> Working in line with Remijius Modest on capacity development. Mangalu to share the training plan by end of the week On going and expected to be completed on June 2024 To list all reports trained so far with time frame including pending reports
1.5	Data Analysis and reports visualization				Pending	<ul style="list-style-type: none"> To be accommodate on 1.3
1.6	Development of service providers contract reviews & evaluation tool		7 th Feb 2024	Martin & Mangalu	Pending	<ul style="list-style-type: none"> Development to involve Martin, tool to be ready 1 week Martin to review on 4th March 2024 Martin & Mangalu to Share the document with procurement team end of today This is done
1.7	Develop data formats and definitions for OC HMIs		1 st March, 2024, 31 st March 2024	Remijius & Mangalu	Pending Meeting held between COO and Seline and aligned.	<ul style="list-style-type: none"> Database tables still a challenge, start with existing forms e.g., miracle feet <ol style="list-style-type: none"> Fistula log report IPD accommodation report Cleft lip/palate Claim status report Openclinic List of Users

						<p>6. DANIDA further discussion is needed. Mangalu and Resource mobilization team and Mangalu to write a summary of what is need by the end of next week</p> <p>Development of data formats is going on for the new HMIS, and learning OC HMIS data formats is also progressing</p>
1.8	SAP/SBS Deliverable: Purchase request and material request - Both are up and running		30 May 2024 To be discussed 4th October	Kennedy	On-progress	<ul style="list-style-type: none"> Development process flow review, by 31 st July 2024 - Done Review original Concept note by 31 st July 2024 - Done QN: What needs to be done? requirement documents by 15th August 2024 Development of SBS Vendor payment request Form -TBT Development of SBS Staff Payment Request Form - TBT Report and data retrieve dashboard - TBT Reviewing the project - TBT
1.9	ARUTI		30 May 2024	Kennedy/Mwema /Alfred Bullet one Remijius to take care Move to 5th October	On-going	<ul style="list-style-type: none"> Update and redevelopment of HR Budget management - SHIFT TO REMIJIUS - ON GOING by 15th September 2024 Hands-on training and support Training on leave management is done.

2.0 Systems and Networks Operations Unit		Start Date	End Date	Person Responsible	Status	Remarks
2.1	Establishment and migration Internet link to CP		30 th January 2024	Martin	Ongoing	<ul style="list-style-type: none"> Migration of resilient link to support Internet availability from ISP to CCBRT and minimize the downtime during the operations. Concept note to be shared to COO
	ARUTI performance issue		8 th March 2024 8 th April 2024	Paul/Martin/Shalom		<ul style="list-style-type: none"> To analyze network issue on ARUTI Faraja as focal person to test the performance already solved
2.2	Configuring mirroring between Moshi site and CCBRT HQ		Q1, 2024	Alfred & Martin Lucy Kavishe	Ongoing	<ul style="list-style-type: none"> All services are mirrored, pending domain synchronization. Includes status of Moshi, what is pending and what has been done Deployment of Virtual server on DSM site has been done and its needs someone to go to Moshi to finalize on the other side - Waiting for purchasing Firewall for Moshi (Lucy Kavishe owner) MFI printing issues (on going) - MFI to share second proposal- Pending budget for purchase.
2.3	Finalization & Auditing queries/issues closure + risk register		30 th January 2024, 30 th March 2024 15 th April	Martin, Mwema & Paul	Ongoing	<ul style="list-style-type: none"> Risk register to be finalized and accommodated Development audit SoP and plan to be shared by 29th Feb, 2024 This is done, progressing with risk register

2.4	Building resilient Active Directory environment architecture		28 th Feb, 2024, 30 th March 2024 8 th April 2024 mid-August 2024	Alfred, Mwema & Martin	Ongoing Pending in migration to physical	<ul style="list-style-type: none"> Plan for a new server to support the technology infrastructure in the coming 10+ years. -done Concept note to be shared to COO for procurement processes- done on virtual machine - waiting funds Mini server for active directory -waiting funds Alfred to raise purchasing request for the new server within may 2024 - done - pending for approval Waiting for purchasing - Paul to follow-up on budget allocation - waiting funds
2.5	Stabilizing power issues (central UPSs & inverters)		2 nd Feb, 2024 30th April 2024 start from 27th Jun 2024 - Early September 2024.	Shalom & Alfred	Done	<ul style="list-style-type: none"> Follow-up and power stability issues with the Facility team. UPS can be recovered from workshop- done Shalom to lead on power and battery replacement. Execution? Shalom to share the update by 27th Feb 2024 and follow up with Stephen before 1st March 2024 Shalom to start requisition process on SBS before close of the day Alfred to follow up with Steve(Facility Manager) Pending to get price from Ignas Mkote Shalom to follow-up with Steve - Waiting for fund

2.6	Marketing Networks extension and installation		30 th January, 2024	Martin & Paul	Ongoing	<ul style="list-style-type: none"> Aligned to 2.1 Martin is taking care
2.7	Cloud suite migration & operations		28 th June, 2024 30 Nov 2024	Alfed, Martin & Paul	Ongoing	<ul style="list-style-type: none"> Mock test was done already, a preliminary plan to include environment assessment at local premises and migrate based on local performance. What is the current situation? What critical systems to start with? What is the storage required? Follows steps for cloud migration - pending implementation due to cloud space To work with third parties to provide cloud space. - on going
2.8	Installation of TA devices & synchronize with Aruti HRM System		31 st January, 2024 End August 2024	Shalom & Paul, Kennedy M	Ongoing	<ul style="list-style-type: none"> Development of requirement documents to be shared to the HR team for procurement processes. Scope review for the project 15th March 2024 (Shalom to coordinate) COO to make follow-up with procurement on tender announcement by 5th April 2024 - Done Tender already announced Evaluation is complete and was submitted to tender board for final review before recommending to CEO -waiting for funds

2.9	Data backup and testing		Q1, 2024 15 th April 2024 9 th April 2024 30th May 2024	Martin & Mangalu & Paul	Pending KPIs Document shared with ICT & BA team for inputs	<ul style="list-style-type: none"> Backup was being done monthly and has been successful. Define the KPI of data quality, reliable, complete? To develop SoP/Policy for data backup validation (Data security & sharing Policy)
2.10	Ensure that the ICT Request form is in compliance with SOPs and is fully completed with all fields filled out before submission to the ICT & BA department.		29 th March, 2024	All team members Mwema to coordinate	Done	<ul style="list-style-type: none"> Team to adhere with the existing SoPs <p>This is ongoing Paul to communicate with all line managers about finalization of price change. Done</p>
2.11	Technology security improvements		7 th February 2024, 20 th March 2024 9 th April 2024	Martin, Shalom, Alfred & Paul	Pending	<ul style="list-style-type: none"> CCBRT Firewall upgrades at Moshi still pending? Details the risks assessment for all the sites to help users understand. To be accommodated on risks register approx. 8000USD. Communicate to Lucy Kavishe(pending) done Current marketing price review - Done Bandwidth review for Moshi (Martin to coordinate)-done Waiting for Lucy Kavishe to confirm the budget Purchasing in progress but only in HQ Fund allocation in progress upon availability

2.12	IT Infrastructure development and planning		26 th April, 2024 30th May 2024 Mid August 2024	Mwema, Shalom, Alfred & Martin	done	<ul style="list-style-type: none"> Develop the IT infrastructure plan, existing and the future needs Plan Shared to HoD. Analysis have been done at Standard and Private clinic
2.13	IT support and user training (Aruti, OC & other business applications)		18 th April 2024 15th Jun 20, 2024	Mwema, Martin & Shalom	Ongoing	<ul style="list-style-type: none"> Continuous process, Team capacity building on ARUTI-Kennedy, Paul, Alfred, and Mwema to participate in IT team capacity building (Specifically on administration) One training has been done for Aruti Currently Kennedy is scheduling the plan for SAP capacity building on administration -Ongoing. Mwema to share the training schedule 27th Feb, 2024. <ul style="list-style-type: none"> Phase 1 overview, 1st March 2024 Phase 2 will be after march 1st July -Done for ARUTI, Open clinic Moshi -Making review on Openclinic HMIS for Moshi. Kennedy to work on this- 30 september 2024 -Ongoing -Moshi Hospital to be involved in the coming HMIS Planning for administrative training on ARUTI(mid of may 2024)

2.14	Deployment of the new CISCO switch at the main data center(CP)		Q1, 2024 Q2 2024	Alfred & Shalom	Done	<ul style="list-style-type: none"> • Push the procurement team for purchase ASAP -done • Paul to share the budget with COO before sending to PBA team -done • Purchasing is on going-Done
2.15	Configuration of recruitment module on ARUTi		26 th April, 2024	Alfred/Kennedy cc HR team Paul/Remijius	Done	<ul style="list-style-type: none"> • It relies on 2.11 completion & assessment of cloud option independent -Third part finalizing
2.16	Maintenance of technology security infrastructure,		29 th Feb, 2024, 8 th March 2024	Shalom & Mwema	done	<ul style="list-style-type: none"> • Shalom, to share updates • visit hub rooms to check the temperature and cleanness <p>Shalom to communicate with Karimu for disposing unused items from ICT store by today</p> <p>Done.</p>
3.0 Development and Innovation		Start Date	End Date	Person Responsible	Status	Remarks
3.1	Completion of lab form to update bill engine on OC		May, 2024	Shabani & Remijius/ Kennedy	Pending	<ul style="list-style-type: none"> • Developer David is currently working on lab form. Shabani to share the areas of learning/capacity building on OC • Kennedy to coordinate the capacity building 3.2, 3.3 below
3.2	Split of eye Triage and optometrist each to have separate form on OC		May, 2024	Shabani & Remijius	Pending	<ul style="list-style-type: none"> • Developer David is currently working on the form. Shabani to share the areas of

						learning/capacity building on OC + Including self-working on test environment
3.3	Working and completing OC development tasks for Moshi		Mid, April 2024	Shabani, Martin, Mwema & Remijius, Mangalu/ Kennedy	Pending	<ul style="list-style-type: none"> • Training and remote connectivity. Review and validate the OC modules implementation at Moshi, assigned to Shabani + Remijius. Include Moshi requirement documents for review. Paul to share the focal Person- Albert, Data requirement and reports, • Validate what has been done • Work plan has been created and all activities needs to be completed by 15th April 2024 • Done, recommendations already shared
3.4	Development of Report requirements master template overall		Q1, 2024 10 th April 2024 28th june 2024	Mangalu, Shabani & Remijius	On progress Overall report template shared with Paul for inputs	<ul style="list-style-type: none"> • Merge with 1.3, follow-up with Mangalu for report flows. Pending Level document form COO for progress • Mangalu to elaborate about the report template developed.
3.5	Digitizing staff portal (e-Docs)		29 th March, 2024 6 th April 2024 30th may 2024	Shabani	Ongoing	<ul style="list-style-type: none"> • Complete user registration and login, • Digital signature • Policies and SOPs integrated • HR form which have user details • ICT access forms • Exit form • Approve flow testing 100%

						<ul style="list-style-type: none"> • Notification • User roles and permission management • Vendor module added 60% • Prepare deployment environment (production setup). • Deploy the system to production. • Conduct final validation and verification. • Create user manuals and documentation. • Provide training sessions for end-users. • Multi Roles for users and to host on linux environments.
3.6	Finalization of training management systems (TMS)		Q2, 2024 5th October 2024	Alfred, Mangalu, Martin & Paul	Ongoing	<ul style="list-style-type: none"> • Review the systems and evaluate the progress • Paul to share more inputs by mid of next week • Process flow already developed and shared for previous scope.
3.7	IT Infrastructure deployment for Tegeta branch		30 th March 2024	Alfred & Paul, Martin	Done-Ongoing	<ul style="list-style-type: none"> • Review the systems and evaluate the progress, • Paul to clarify • Review has been done and requirements has been defined and waiting for Marketing and billing team for finalization • purchasing setting computer • printer, cctv camera and access point and network- Ongoing -IT to be involved in supervision during installation

	IT Infrastructure deployment for Mabinti		9 th April 2024 17th May 2024	Shabani & Paul	Ongoing	<ul style="list-style-type: none"> Review the systems and evaluate the progress, Mabinti business process flow - Shaban by 30th July 2024 Proceeding with training <ul style="list-style-type: none"> Kennedy to train Shaban on SAP administration AND operational - 5th August 2024 Shaban to train mabinti team - liaise with Maria for training schedule and update next meeting August 2024 Shaban to survey internet installation at Slipway Masaki The report about this task is already developed by Shabani and shared to Maria Waiting for purchasing IT equipments - Shabani to remainder Clement - Maria Peter raise purchase request on SBS
3.8	Development of SQL Database queries master for different reports generations		29 th March, 2024	Shabani, Remijius & Mangalu	Done/ Ongoing	<ul style="list-style-type: none"> More database changes are required to develop SQL master and accommodate changes This has been done, Master query is available and can be modified as per user request
3.9	Building and managing of IBA GitHub account for development purposes		2 nd February 2024	All team members	Ongoing	<ul style="list-style-type: none"> Done, more users will be added after registration. All team members to share

3.10	Academy website development & completion		30 th March 2024 30th May 2024 End of October	Remijius, Shabani, Martin, Cleoplace and Simon	Ongoing Paul to support the team closely	<ul style="list-style-type: none"> Review the website and evaluate the progress. Review the project documents IT developers to review website development project with Academy team
3.10	CCBRT website control and maintenance		30th May 2024 31 st December 2024	Martin, Shabani, Cleoplace and Simon	Ongoing	<ul style="list-style-type: none"> Review who has access to the cpanel - IT team communicate and Review with third part (0757 402 809 - Abdillah), service code Get cloning Hosting and domain execution plan with marketing department for approval and reupload the website.
3.11	Development of CCBRT research management systems		4 th March 2024 Q2 2024	All	Onhold	<ul style="list-style-type: none"> Development of the system to review the requirement and start developing the new RMS. Paul to Clarify on the next meeting To concert internal research team More clarity from Academy team

3. New Items to be added on the current Annual Plan.

- Moshi site remote test server is required for secondary testing
- Upgrade of OS used by the critical application server - **Hint: NO infrastructure to expand for upgrade**
- Upgrade all clients which runs old OS i.e windows 7 (Shabani & Shalom) - **Shaban identified five (5) computers. requirement-Assess all organization computers by NOVEMBER 2024**

iv. Replacing of existing HMIS - HEC LEVEL

v. Report master development for donor and partners (check requirements with Anastasia and Yohana) - Done

4. AOB

- The IT team to be restructured based on the nature of tasks - **submitted pending for approval**
- PA team to not report about IT operations when challenges arise related to OC HMIS to be shared to OPD manager (Done)
- Team to be supplied with computer devices to facilitate working environment (not yet)
- To share the agenda for the next meeting and shorten to meet meeting time (Done)
- Build internal developers and capacitate the team to innovation and technology development (on going)
- Team building outside the CCBRT premises May 2024, date to be decided on the next meeting (done)
- Team career development - **Depend on funds availability**
- Team punctuality , and the one who is on duty, should be on his / her desk all the time so that he/she can be able to escalate all quarriers to the team - On going. emphasis documentation on task(s) process.
- ICT working Tools eg: blower , screwdriver or tools kit, etc
- Team Capacity building in every friday on 14:00
- UPS deployments at IT HUBs stations
- Clinical tariff management to be under billing unit

5. Closing the meeting

The meeting was closed by the chairperson at 10:26 AM

The next meeting will be on 31th October, 2024. And the coming chairperson and secretary will be as follows

Chairperson: Cleoplace Kajetan

Secretary: [Simon Kaswija Mtebe](#)

Attendance List

SN	Name	Role	Signature	Date
1	Mangalu Masweko	M&E		
2	Martin Ringia	InfrastructureTeam Lead		
3	Shabani Chuma	Junior IS support Officer		
4	Remijius Modest	IS support Officer		
5	Kennedy Malembo -	Business Systems Analyst		
6	Cleophace Kajetani	Software Developer		
7	Alfred Kilamile	Infrastructure Analyst		
8	Joseph Bisanda	Field student		
9	Alex Msele	Field Student		
10	Shalom Kaduma	System Administrator		
11	Simon Mtebe	Software Developer		
12	Paul Kasanga	Head of IT		