**Ministry of Health, Uganda**

**Uganda National Health Laboratory Services**

**Central Public Health Laboratories**

**Minutes for the 2nd Preparatory meeting of the Launch of the Hydroxyurea study**

***Held Monday, 5th February 2018, at UNHLS Executive Boardroom, at 12:00noon***

**AGENDA**

1. Prayer

2. Introductions

3. Opening remarks from Chair/ED

4. Review of previous action points

5. Discussions and reactions

6. Way forward and closure

*(Attendance list attached)*

**MIN 1: ACTION POINTS**

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| **NO.** | **ACTION POINT** | **RESPONSIBLE PERSON** |
| 1**.** | The Minister suggested that the launch should be in the venue, which is in a **hotel** set up. Still Africana was suggested. Tracy will speak to the marketing manager and inform us of the cost for holding a meeting for 150 people for a half-day event. | Tracy Nagawa |
| 2. | Provide the information concerning the research/study to Mr. Kiyaga. This will enable Mr. Kiyaga to write the Minister's speech | Dr. Opoka |
| 3. | In addition, communication will be made to NDA from the Hon. Minister informing them about the study and the finding. This will answer their previous questions concerning Hydroxyurea. |  |
| 4**.** | To work with operations to come up with a budget for the day, create the invitation list. | Evelyn |
| 5. | To provide the final report and publications of the study to attach it to the letter the Hon | Dr. Opoka |
| 6. | To draft the Invitation letter for the Minister to sign. As soon as this comes back, invitations should be sent out. | Mr. Kiyaga |

**MIN 2: PRAYER AND INTRODUCTIONS**

Meeting was called to order at 12:45 by the Executive Director Dr Susan Nabadda. Evelyn led prayers. Since the same team which was present last time was the same, there was no need for further introductions.

**MIN 2: WELCOME REMARKS**- Dr Susan welcomed all members and thanked them for taking the lead.

Informed members that this meeting was to further see how to proceed with the preparations for the launch of HU.

**MIN 3: UPDATES FROM PREVIOUS ACTION POINTS**. Mr. Kiyaga informed us about his discussion with the Hon Minister. On the 22nd/Feb which was the proposed date for the launch, the Minister will not be available as she will be out of the country. 28th/Feb was suggested and stands now as the date for the launch.

**Proposed speakers**

Prof. Ndugwa General overview of SCD and history.

Mr. Kiyaga Charles National Coordinator about SCD, the burden as indicated by the US3 study, thus the need for HU

Dr Philip Kasirye How the study was carried out

Dr Opoka Bob Results of the study

Prof Hume International experience of using HU

**MIN: 4 CLOSURE**

The ED thanked everyone who attended and promised a buffet (lunch) for the next meeting, which will take place next week on the **12th/02/2018 at 12:00 Noon**.

**Secretary Chairperson**

Date Date