**Ministry of Health, Uganda**

**Uganda National Health Laboratory Services**

**Central Public Health Laboratories**

**Minutes of the Meeting between UNHLS/CPHL Top Management on LTC composition**

***Held on Monday 16th April 2018 at Executive Boardroom - 09:00am to 12:30pm***

**Agenda**

1. Opening Prayer – Chris
2. Introduction
3. Communication from the chair – ED UNHLS
4. Presentation of updates on the membership list for LTC
5. Discussions and action points
6. Closing remarks

**Attendance list**

*Attached*

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| **Minute** | **Action Points** | **Responsible Actor** | **Timeline** |
| **MIN 7..** | 1. Need to include two sub committeeson (1) surveillance, , disease out breaks and Lab services; (2) HLIMS 2. The number of members on each LTC sub-committee to be 5 to 12 3. LTC appointment letters to be given to members by end of this week. 4. Mr. Guma to work on the edited list of the LTC membership and sub-committees and share it for members confirmation by Wednesday. 5. The terms of reference to be edited and shared. 6. Appointment letters to be given to the LTC members by 20th April. 7. The term of membership / leadership to be left open instead of changing the chairs after every three years. | Chair  Chair  Chair  Mr. Guma  Mr. Guma  Chair | Immediately  Immediately  3 days  Immediately  Immediately  4 days  Immediately |

**MIN 1: Call meeting to order and opening prayer**

* The Chairperson, Dr. Susan Nabadda, Executive Director UNHLS, called the meeting to order at 09:30am.
* Opening prayer was led by Chris
* Self-Introductions were made.
* The agenda was adopted.

**MIN 2: Communication from Executive Director UNHLS**

* The Executive Director welcomed members for the meeting, and informed the meeting that the objective was to discuss the composition of the LTC this is because there is need to give appointment letters to the LTC members and have it start work.

**Min. 3: Presentation of updates on the membership- Mr. Guma**

Mr. Guma Informed the meeting that the list was developed out of various consultations. The exercise is overdue and there is need to move fast and make the committees functional.

The membership must be raised according to the following;

* Commitment of the person and the love that someone has for the lab sector.
* Personal expertise in a particular laboratory discipline
* Availability of people and the time to attend the meetings since they are done quarterly.
* Representation of the stake holders status in the lab services in the country.

The membership should not be too big but must be representative enough and cost effective and manageable. Costs of effectively facilitating its operatoions must be born in mind it requires a lot of resources.

He noted that all chairpersons of the sub committees should become members of the main committee.

Mr. Guma mainly handled three areas namely; the LTC membership list, National Terms of Reference for the main Members of the LTC and the terms of reference for the sub committees.

**Min 4: Discussions and way forward - All**

Open discussion on the ideal number of members since the lab sector has grown.

The sub committees are proposed to be 8, the committees are the main functioning body of the LTC and they are supposed to convene meetings every month.

The ED emphasized the need to bring people on board according to their areas of expertise.

Dr. Nabadda, as the Head of Lab Services was proposed to be the secretary to the LTC while Mr. Aisu remained as a member. The secretary may not necessarily take minutes while in the LTC meetings but she will always be delegating someone to take the minutes.

Members veted the proposed names one by one to the end. It was then agreed that Mr. Guma cleans up the list and circulate it for members confirmation before appointments are made.

Members suggested that the LTC list is to be circulated without the column for the institution to avoid more questions to those who are dominating.

**Min. 6. Closing remarks**

The ED thanked the members present and called for quick action on the action points.

**Adjourn**

The meeting was adjourned at 12:30noon

**Secretariat: P/A**

**Date:**

**Chair Person: Executive Director**

**Date**

***List of Attendees***

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| **No** | **Name** | **Organization** | **Designation** |
| 1. | Dr. Susan Nabadda | UNHLS | ED |
| 2. | G. P. Mujuzi | UNHLS | STA |
| 3. | Patrick Ogwok | UNHLS | PLT/QAC |
| 4. | Steven Aisu | UNHLS | SLA |
| 5. | Amato M. Ojwiya | UNHLS | STA |
| 6. | Dr. Hakim Sendagire | UNHLS | STA |
| 7. | Christopher Okiira | UNHLS | Research Coordinator |
| 8. | Guma Gaspard | UNHLS | STA |
| 9. | Lunyolo Sarah | UNHLS | PA |