**GHHIN Steering Committee Call 23/8/17 16h00-17h30 GVA**

Agenda

1. General Progress since last call
2. Planning for ICB Meeting Sept 3-7
3. Review of Proposed Governance and Committees
4. Review of Proposed Content and Process of Global Synthesis Report

Participants:

1. Joy Shumake-Guillemot
2. Hunter Jones
3. Juli Trtanj
4. Robbie Parks
5. Nathaniel Matthews-Trigg
6. Hannah Nissan
7. Angie Bone
8. Rupa Kumar Kolli
9. Shubayu Saha
10. Kim Knowelton

Written comments provided by: Andreas, Kim, Angie

1. **Summary of GHHIN at ICB in Durham**

*Several steering committee members and the GHHIN core team will be at ICB in Durham providing the opportunity to socialize the idea to potential members and organize key activities. Email to be circulated. Current plan*

* + 1. Monday 4th – lunch meeting to plan Tues session
    2. Tues 5th - a 30 min informational session on GHHIN.
    3. Thursday 7th – Working Session
    4. GHHIN will also be promoted in individual presentations

\*Brochures are being printed

1. **GHHIN Progress and Status**

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| Planned Steps | Status |
| 1. Establish and Staff GHHIN Coordination Unit , and develop human resource plan | * Need Resource Plan for Hiring a Coordinator, arranging secondments * Joy has Submitted a request to Germany for 2yr Junior Professional Officer (long-shot for coordination) |
| 1. Formalize the Advisory Committee and Leadership | * Scope of Committees proposed * Present discussion |
| 1. Establish Process to Produce Bi-annual Global Synthesis Report | * Present discussion |
| 1. Prepare Stocktaking Report | * Stocktaking materials developed (To not overwhelm committee- we did not circulate) * 5 case studies and descriptions prepared for each chapter of the report. * Literature database compiled * Drafting of some chapters elaborated |
| 1. Develop and launch GHHIN Engagement Strategy | * 30 pg Engagement Strategy document drafted, including recruitment/retention plan, website and outreach plan.   (To not overwhelm committee- will be circulated for next discussion) |
| 1. Develop PR Materials | * Basic Website Registered and Running – [www.ghhin.org](http://www.ghhin.org) * Logo + Brochure developed * Brochure to be printed pre-ICB |
| 1. Organize the 1st Global Forum | * Concept note pending * Resource Mobilization Plan   *Global forum location and details need to be figured out. Setting the date to Feb or March 2018 to allow time to plan properly.*  *Core team discussion at ICB planned.* |

The Core team set out to advance seven tasks this summer and are making good progress.

1. **Discussion 1: Governance and Committees**: *Listening to the previous advice we propose a structure to ensure “legitimacy, light touch governance, and effective to execute.”a description of different committees were proposed and discussed. Summary:* 
   1. **Executive Committee**
      1. Made up of high level folks, such as politicians, large funders, people will high level influence
      2. Advisory role (advises the Steering Committee)
      3. Meetings once a year, receives semi-annual update from SC
   2. **Steering and Core committee**:
      1. Composition: About 20 members representing the diverse global scope of GHHIN (country representation, and thematic expertise etc.)
      2. Mutually exclusive from the executive committee
      3. Focus is to execute and carry out services and heavy lifting of the network
      4. They will have decision making role, but listen to advice of executives
      5. Meets Monthly – actively engage in and/or lead thematic/task subcommittees
   3. **Working/Task Groups of the Steering Committee**
      1. Created as needed to drive specific actions
      2. Do a lot of the work
   4. **Virtual Expert Groups**
      1. GHHIN members will on joining the network self-assign to expert community
      2. This pool of GHHIN member experts can be called upon by the Steering Committee to answer questions, or be a part of the working group, identify issues, (e.g. calling all architects within GHHIN, or epidemiologists within GHHIN?)
      3. They can be called upon to join working groups, assist in writing and reviewing chapters, etc.
   5. **Regional Nodes** ( not much discussion on Regional nodes) Central structure requires clarification. Hunter provided a potential organization of the north America node (see the notes he sent out). Based on NIHHIS and cross-border work.

Discussion on Committees

1. **General agreement that the proposed governance structure is appropriate, no opposition but suggestions and agreement for advancing.** We discussed how to advance from Ad-hoc to formal steering committee – a starting point is formalizing and expanding membership
   * 1. **Recommendation for SC Membership:** Agreement to ask current members to a) confirm they want to be on the SC, b) agree on pre-defined disciplines/geography/type of institution to be on the SC; ask current members to nominate in total 10 new members to match gaps (we are currently about 10) for better representation of regions/disciplines. d) core team to discuss at ICB ; e) submissions to be discussed and agreed on Sept Call, and invitations to be sent.
     2. **Recommendation Terms and renewal** - We should set a 3-4 year term from now. The renewal of the SC should use the platform to get applications to join the committee in the future.
     3. **Recommendation Clarification on Institutional Status Needed:** GHHIN will require institutional support and membership. SC recommended to clarify the status, e.g. is GHHIN a UN project, an NGO, a consortium, etc. – as this will help institutions such as WMO and the Government bodies know how best to affiliate and support the Network.
     + ***Action point****: extract proposed Rules/Procedures and rules of engagement from original documents to draft a Statute Document.*
     + *Joy to ask for WMO tacit endorsement of GHHIN.*
     + *Ask Members to confirm language of Logo use on Website – “Founding Expert Members are from the following Institutions”*
     1. Recommendation/Task for core team to develop actual TORs for each committee
     2. **Recommendation to brainstorm on EC Members:** Politics and funding seem to be the executive committees role, so we also need to nominate who should be on this committee to begin targeting resource mobilization
     3. **Recommendation to creating the SC and EC in tandem.** .The question was raised if we should wait to get the SC working before reaching out to heads of agencies. Suggestion made to do this in tandem – but we need a solid SC membership to propose and engage EC members. The SC should start to address this in 2017.
     4. **Recommendation to** keep in mind nominations should be from diverse areas of interest and location.
2. **Discussion 2: Synthesis Report Structure**

**SC members generally agreed the new structure of the report works – no opposition.**

* 1. **Explanation of Relation of Synthesis and Stocktaking** – the stocktaking evolved to help jumpstart the overall synthesis report process. Team has prepared content that can be handed to the expert teams to develop chapters, particularly synthesizing key issues, identifying case studies and literature per each section. (Robbie and Nate) have been working hard on this, and have 50+ pages of material, selections of case studies, and a literature data base.
  2. **Agreement New structure works** – in June the SC advised to base the report on the IPCC risk framework, and participants confirmed this works – with the exception of how warning systems and responses are sequenced. Reminder to focus on describing solutions. The core team noted that the responses/risk management content and case studies are extensive – and to not bury HHWS – a separate chapter was focused on warning systems. However, the expert team should decide how to best present this material.
  3. **Agreement design is innovative and draws on practice** – to help connecting theory and the research with the practice. Member inputs and case studies particularly help curate the science and application.
  4. **Concern about length**: The report aims to be a synthesis with 50-75 pages - but the contents are extensive and likely to be more than 100 pages. This will need to be managed – as an online report we want it to be not too dense – but rich and evidence based. Format and creativity of author/coordination group needed.
  5. **Agreement alignment of content with needs on the ground can be addressed.** - The section c. in each chapter is about the decision and knowledge process – what do we need to know to make good decisions. The expert teams will need to decide what this is – for each area. E.g. what is a good HHWS? Reminder to focus on describing solutions.
  6. **Agreement Recommendations sections helps align content with overall GHHIN Workplan** – the recommendations section will try to synthesize actions/priorities for the network that come from each chapter – eg. What are the research needs, capacity gaps, advocacy, etc. this is proposed to streamline back to how organizations and teams are organized in their planning. Reminder to focus on describing solutions.
  7. **Explanation Synthesis report will be used as a “tracking mechanism”**

Its emerged this summer that current systems are not tracking heat impacts, extreme heat events very well, and GHHIN can help address this. We had already discussed extracting key facts/figures – but we think we can do better by proposing indicators that can be used on a dashboard, possibly even measured at national/regional levels over time.

* + 1. **Action:** We need each expert team to help refine indicators, propose how to measure them – ideally drawing on existing and easy to update.
  1. **Process:** Do we seek funding to hire a team that the SC supervises, or do it ourselves?

*We don't have a clear plan forward as there are pros and cons to both. Further discussion is planned at ICB to outline some options for resources and management. A combination of both is likely – but we need a plan.*

**Interim-Activities**

* ICB discussion on: Resource Mobilization, Institutional arrangements, Engagement Plan Documents, Nominations to committees, Portal Development

**SEPTEMBER Call Decisions**

* Discuss fundraising, engagement strategy
* Validate new proposed members to receive invitations to the SC