

Present: Vivienne Martin, Monica Martin, Bill Alp, Soledad Labbe-Hubbard, Phillipa Gaines, Jenny Hurunui-Angus, Dita Ciulacu

Apologies: Sonia Tafilipepe, Renata Balfour

Agenda Item	Discussion	Action	Responsibility
Minutes of the PRC teleconference on 4/12/09	It was suggested that the minutes be amended to reflect a more generic discussion about software vendors.	<ul style="list-style-type: none"> Phillipa to revise the minutes of 4 Dec and to resend to everyone. Everyone agreed that the PRC minutes of 23 Nov and 4 Dec were able to be placed into the public domain. 	<p>Phillipa Everyone</p>
PRIMHD on-line	<p>The MOH has made changes to the ODS only, which affects the test environment but not when in production. From the perspective of NGO providers there have been no changes.</p> <p>Sole asked what the process was for updating the secor/PRCs about any future changes.</p>	<ul style="list-style-type: none"> MOH technical team are usually required to give 7 days notice of any planned changes. As part of the change proposal they are also meant to submit a communications plan outlining which groups receive what key messages. Monica to escalate to her team leader if the MOH technical team seeks to implement any sudden changes in the future. 	<p>Monica and DQM</p>
The costs of NGO provider connectivity	<p>PRCs reported that Telecom (Secure Me) were treating about 7 NGO providers as 'new' clients (subject to long term contracts) rather than putting them under the MOH contract (which would cover them until 31 March 2010).</p> <p>Bill also reported that the MOH had missed a step, which involved the MOH contacting NGO providers to arrange for the installation of digital certificates.</p> <p>Biz Global still looked to be the most affordable option for NGOs.</p>	<ul style="list-style-type: none"> MOH to install the digital certificates for those stage 3 providers that are being treated as part of the stage 1 & 2 rollout. Bill to revise the project swim lanes to include all of the steps in the secure connection process. Bill reported that the latest Systems Architecture Document (SAD) had been completed and that a digital certificate may not be required in the future. However this document has not yet been approved so in the meantime we can assume about a \$100 cost for a digital certificate. Bill to notify everyone once TelstraClear's 'BizGlobal' (aka 'Health Remote') has been accredited. The MOH anticipates that there will be about a \$80 one-off set-up fee, followed by a monthly fee of about \$30 per month (NB: all costs still to be confirmed). 	<p>MOH Bill Bill Bill</p>
Te Kotuku????	Soledad had some questions about the mapping and secure connection process for this particular provider.	<ul style="list-style-type: none"> This conversation was taken off-line 	<p>Sole & MOH</p>
Section 4.2 of the PRC information pack	Soledad asked if this form could be modified by the MOH.	<ul style="list-style-type: none"> Dita suggested that this particular form is only relevant in those cases where the NGO provider is not using SecureMe. No action required. 	<p>Nil</p>
Lack of regional coordination and governance in the Southern region	<p>Dita reported that she had not received any update from the NGO User Group meeting in November.</p> <p>Dita was also unaware that the lack of a regional governance group in the South Island had been raised as an issue</p>	<ul style="list-style-type: none"> Phillipa to send Dita a copy of the November NGO User Group minutes Phillipa to escalate the lack of Southern regional governance as an issue with the MOH contract manager for resolution in the New Year. 	<p>Phillipa Phillipa</p>

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Mapping	<p>at the NGO User Group.</p> <p>Further discussion about the mapping process</p>	<ul style="list-style-type: none"> • Monica to check the addresses of the NGO providers in the Northern region for Soledad. • MOH to complete the establishment of a central log of mapping work that shows current and future mapping activity (where this is known) based on provider name. • Sole still to submit her flow-chart to the MOH, along with a copy of a completed 'Working Document' so that the MOH team can review it from their perspective with a view to sharing the learning with other PRCs. • 	<p>Monica</p> <p>MOH</p> <p>Sole</p>
Coding of whanau/family contacts	<p>The group noted the email exchange between Vivienne and the MOH.</p>	<ul style="list-style-type: none"> • Bill to pass on the groups thanks to Karen Belt and Tim Mephram for helping Vivienne to clarify the issue. • Phillipa to utilise the material in the email exchange to develop a simple FAQ for PRCs and providers. 	<p>Bill</p> <p>Phillipa</p>
Master list of NGO providers	<p>MOH master list of NGO providers contains duplicates and some providers that do not deliver services to consumers.</p>	<ul style="list-style-type: none"> • The master list still requires a bit of fine-tuning by PRCs and the MOH. 	<p>PRCs and MOH</p>
Software vendors	<p>Some discussion about approaching software vendors at a national level to discuss a collective approach for NGO providers that already have their software solution and are wanting to achieve PRIMHD compliance.</p>	<ul style="list-style-type: none"> • PRCs to check how many NGO providers are utilising software systems in common. • PRCs to consider sending around a group email to all NGO providers as a quick way of determining an answer to this question, if they have not already made contact with all of their providers. • Once the numbers are known, PRCs to let Bill know so that the MOH and Platform can plan an approach to vendors in 2010. 	
PRC minutes approved for public release?	<p>Group discussion about content of previous minutes.</p>	<ul style="list-style-type: none"> • Phil to finalise the minutes (based on feedback) for 23 Nov and 4 Dec and to resend them so that PRCs can put them into the public domain. • The Issues Register NOT to be publicly released. 	<p>Phillipa</p>
Review of Google group	<p>As per our agreement in October 2009</p>	<ul style="list-style-type: none"> • Discussion deferred until the New Year 	
	<p>Next RC teleconference</p>	<p>First one for 2010 - Welcome to the New Year Friday 22 January at 9.00am Dial 083033, Pin 181750#</p>	