

Present: Vivienne Martin, Kuvandrin Poonan, Monica Martin, Jenny Hurunui-Angus, Soledad Labbe-Hubbard (chair), Phillipa Gaines,

Apologies: Bill Alp

Agenda Item	Discussion	Action	Responsibility
Minutes of 13-14 Oct	Discussion about Sole's suggested revisions.	<ul style="list-style-type: none"> <li>Final comments on Sole's revised minutes to be sent to Phillipa by Thurs 29 Oct</li> <li>Final version of the minutes to be loaded onto the Google group site, but not put into the public domain at this stage.</li> <li>RCs to raise the issue of minutes (and any other material) in the public domain with their regional governance group.</li> </ul>	<p>Everyone Phillipa</p> <p>RCs</p>
Scope definition	Group discussion about Sole's suggested revisions.	<ul style="list-style-type: none"> <li>Phillipa to revise the scope definition based on suggested reordering of bullet points and with the addition of a section called 'other related information' that captures the last two bullet points.</li> <li>Phillipa to resubmit this version to the MOH for consideration by the ESG</li> </ul>	<p>Phillipa Gaines</p> <p>Phillipa</p>
Communications	Key messages for use in different settings (based on RCs comments at the last RC meeting).	<ul style="list-style-type: none"> <li>Phillipa to draft five key messages for MOH, Platform and RCs to use as part of their communication with all key stakeholders.</li> <li>Phillipa to send out an invitation for RCs and MOH to join the google group established by Platform for the project (please note that this is a work in progress and will require collective input to make the site informative and useful).</li> </ul>	<p>Phillipa Phillipa</p>
Mapping Working Party TOR	Discussion about Sole's proposed changes	<ul style="list-style-type: none"> <li>Central Region to send back their feedback on TOR (and attached project brief) next week.</li> <li>MOH to send their feedback by 6 November to give them some time to consider the implications of the revised deliverables.</li> <li>Phillipa to revise current TOR to add dates to the deliverables and to extend the current term to Dec 2010.</li> </ul>	<p>KP and Sandra</p> <p>MOH</p> <p>Phillipa</p>
NGO provider readiness	Next report due	<ul style="list-style-type: none"> <li>Bill to send out the latest version of this report next week</li> </ul>	<p>Bill</p>
Workload management	Liaison between MOH and RCs around clearly identifying those NGOs who are about to engage with PRIMHD.	<ul style="list-style-type: none"> <li>Monica requested that all RCs send her a list of NGO names and their physical addresses for those providers that they have identified as coming on-stream before Christmas.</li> </ul>	<p>RCs</p>
Issues register	Process for updating and reviewing the issues register	<ul style="list-style-type: none"> <li>Phillipa to send the latest version to all RCs for immediate feedback</li> <li>Phillipa to submit this register for consideration by the PRIMHD ESG next week.</li> </ul>	<p>Phillipa Phillipa</p>
Next meeting		<ul style="list-style-type: none"> <li>Teleconference at 9.00am on Friday 6<sup>th</sup> November</li> <li>RCs to notify Sole of agenda items by 4 November</li> <li>Sole to send out meeting invitation</li> </ul>	<p>Everyone RCs Sole</p>