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Minutes of the Project Board Meeting

- **Project Name:** Reducing UPOPs and Mercury Releases from the Health Sector in Africa (Regional Component)
- **Project ID:** 00090700
- **Output IDs:** 00096344
- **Place:** 10th floor conference room, UNDP Istanbul Regional Hub (IRH), Istanbul, Turkey
- **Date:** 2 June 2017
- **Meeting Participants**
 - **Project Board:**
 - ***Executive:*** Gerd Trogemann, UNDP IRH Manager
 - ***Senior Supplier:*** Etienne Gonin, Programme Analyst, Montreal Protocol and Chemicals Unit, UNDP IRH; Rosemary Kumwenda, Regional Team Leader, HIV, Health and Development Unit, UNDP IRH
 - ***Senior Beneficiary:*** Representatives from the Governments and UNDP Country Offices of the 4 participating countries (Ghana, Madagascar, Tanzania, Zambia)
 - **Others:**
 - ***Quality Assurance:*** Ekaterina Paniklova, Senior Programme Coordinator, UNDP IRH
 - ***Responsible Parties:*** World Health Organization (WHO - excused), Healthcare Without Harm (HCWH)
 - ***Regional Expert Team: Jan-Gerd Kuehling,*** Chief Technical Expert (representing the Regional Expert Team)
 - ***Project Coordinator(s):*** From the regional component and 4 national components of the GEF project.

Agenda:

Time	Session
14h30 – 14h40	<i>General opening and introduction</i> <ul style="list-style-type: none">• Chair: Gerd Trogemann, UNDP IRH Manager
14h40 – 15h10	<i>Presentation on Progress and Planning</i> <ul style="list-style-type: none">• <i>Presentation of the progress and work plan,</i> Selimcan Azizoglu, Project Manager, Regional Component. <i>Presentation on Key Technical Discussions</i> <ul style="list-style-type: none">• <i>Presentation of the key technical issues,</i> Jan-Gerd Kuehling, Chief Technical Expert
15h10 – 15h20	<i>Discussions and Inputs from Board Members</i>
15h20 – 15h30	<i>Recommendations and conclusions</i>

Minutes of the Meeting were taken by Joel Ayim Darkwah and Selimcan Azizoglu. **Simultaneous interpretation** (English/French) was provided during the meeting.

Participants:

	Participant	Title
1	Gerd Trogemann* <gerd.trogemann@undp.org>	Manager, UNDP Istanbul Regional Hub
2	Ekaterina Paniklova <ekaterina.paniklova@undp.org>	Senior Programme Coordinator, UNDP Istanbul Regional Hub
3	Rosemary Kumwenda* <rosemary.kumwenda@undp.org>	Regional Team Leader / SPS Coordinator, HIV Health and Development, UNDP Istanbul Regional Hub
4	Maksim Surkov <maksim.surkov@undp.org>	Programme Specialist, MPU/Chemicals, UNDP Istanbul Regional Hub
5	Etienne Gonin* <etienne.gonin@undp.org>	Programme Analyst, MPU/Chemicals, UNDP Istanbul Regional Hub
6	Selimcan Azizoglu <selimcan.azizoglu@undp.org>	Project Manager UNDP Istanbul Regional Hub (Project)
7	Jan-Gerd Kuehling <kuehling@etlog-health.de>	Chief Technical Expert, UNDP Istanbul Regional Hub (Project)
8	Susan Wilburn <swilburn@hcwh.org>	Director, Global Projects Healthcare Without Harm
9	Ruth Stringer <rstringer@hcwh.org>	International Science and Policy Coordinator, Healthcare Without Harm
10	Edith Clarke* <clarke.edith@gmail.com>	National Project Director, Ghana Health Services, Ministry of Health, Ghana
11	Joel Ayim Darkwah <joel.darkwah@undp.org>	Assistant Programme Officer, UNDP Ghana
12	Abena Nakawa <abena.nakawa@undp.org>	National Project Coordinator, UNDP Ghana (Project)
13	Richard Amfo-Otu <richard.amfo-otu@presbyuniversity.edu.gh>	National Technical Expert, UNDP Ghana (Project)
14	Andrianiaina Rajaonimaria* <andrianiaina.jeferson@gmail.com>	National Project Director, Ministry of Environment, Madagascar
15	Hantanirina Ravaosendrasoa <poussyna2000@yahoo.fr>	Deputy National Project Director, Ministry of Health, Madagascar
16	Verosoa Raharivelo <verosoa.raharivelo@undp.org>	Programme Officer, UNDP Madagascar
17	Sandrine Andriantsimietry <sandrine.andriantsimietry@undp.org>	National Project Coordinator, UNDP Madagascar (Project)
18	Honest Anicetus* <hanicetus@gmail.com>	National Project Director, Ministry of Health (MoHCEDC)
19	Bwijo Bwijo <bwijo.bwijo@undp.org>	Practice Specialist HIV/AIDS, UNDP Tanzania
20	Deogratias Mkembela <deogratias.mkembela@undp.org>	National Project Coordinator, UNDP Tanzania (Project)
21	Hussein L. Mohamed <hmohameds1@gmail.com>	National Technical Expert, UNDP Tanzania (Project)
22	Mulonda Mate* <mate4_ljsl@yahoo.com>	National Project Director, Ministry of Health, Zambia
23	Winnie Musonda <winnie.musonda@undp.org>	Assistant Resident Representative, Environment Advisor, UNDP Zambia
24	Brian Mwape Nkandu <brian.nkandu@undp.org>	National Project Coordinator, UNDP Zambia (Project)
25	Tsibu Bbuku <tjbbuku@yahoo.com>	National Technical Expert, UNDP Zambia (Project)
26	Gulmira Jumalievva <gdju@yandex.com>	Director of Scientific Practical Institution, Ministry of Health, Kyrgyzstan

* Voting members of the regional project board

1. General opening and introduction

Gerd Trogemann (IRH Manager):

- Welcomed the Project Board meeting participants to the second regional board meeting of the project and indicated his expectation that this meeting will have the best outcome for the success of the project.
- Indicated that this meeting was mainly to evaluate the project's implementation since the first meeting in Johannesburg and make decisions for the next year of implementation.
- Declared the formal opening of the second Project Board Meeting.

2. Presentation of the Progress and the Planning

Selimcan Azizoglu (Project Manager):

- Progress Reporting:
 - Activity 1
 - Recruitment of project teams are completed in all national components. All countries successfully initiated project activities with organization of inception workshops at both national and regional levels.
 - The regional inception workshop was organized on 22-24 September 2016 in Johannesburg-South Africa. The 1st Regional Project Board Meeting was held on 23 September 2016 with key decisions including approval of project's technology procurement to be centrally organized by UNDP Istanbul Regional Hub and approval of criteria for HCFs, technology allocation formula, allocation of leading role by each partner on key activities, and MTR criteria recommendations.
 - Regional Project teams' training took place in Nakuru, Kenya from 28 November-10 December 2016 with 28 participants (from project countries, as well as Kenya, Mauritius, South Africa and Uganda – participating at their own cost)
 - All countries started to review and update the national policy framework on healthcare waste management (HCWM)
 - Project partnerships are satisfactorily progressing with WHO and Health Care Without Harm (HCWH)
 - Several technical documents were developed at regional level and provided to the countries.
 - Activity 3
 - Development of technical specifications for equipment, selection of pilot Health Care Facilities (HCFs) and Bill of Quantities (BoQs) for the first set of procurement have been completed.
 - Evaluation of tender for mercury-free medical devices is almost completed and expected delivery date of devices is September 2017.
 - Procurement document for non-incineration healthcare waste treatment equipment is almost ready to be published and tentative schedule expects installation of equipment by April 2018.
 - Activity 5
 - The project went through the mandatory internal UNDP Quality Assurance (QA) Assessment for implementation, resulting in an overall rating of Highly Satisfactory.
 - Outreach activities by project teams and partners at international conferences and learning events were organized, including presentations at:
 - 6th International Infection Control Africa Network (ICAN) Conference, Johannesburg, South Africa (September 2016): HCWH poster and presentation.
 - Health Care Without Harm's network of Global Green and Healthy Hospitals (GGHH) Webinar Series, Reducing UPOPs and Mercury Releases from the Health Sector in Africa: A report back from Ghana and Zambia, Online (May 2017)
 - Regional component collects monthly reports of key country activities from countries within a specific template that was agreed upon in Johannesburg and updated in Nakuru; this provides an overview of the progress on a monthly basis and allows for priority setting / corrective action.
 - Financial report as of 31st May 2017:
 - 2016 delivery was 98.6% - USD 307,132

- 2017 delivery is currently at 57.0% - USD 239,823 including commitments. Approved budget for 2017 is USD 421,460; and for 2018 is USD 1,692,044.
 - Budget delivery is on track and depending on payments for upcoming procurement cases, a budget revision may be considered as some of the resources planned initially for 2018 would be advanced to the 2017 budget.
- Planning – Next steps (2017-2018):
 - Thematic focus of the next steps until the end of 2018 is proposed as following:
 - Continuation of support to strengthen policies, strategies and regulatory framework for HCWM and Mercury phase-out at national level
 - The procurement and commissioning of non-incineration HCW equipment and non-mercury devices at pilot HCFs
 - Emphasis on country-specific flagship activities:
 - Ghana – Central treatment facility (with the feedback received at discussion groups by colleagues from Ghana, this will be discussed further, with a possible new additional focus on Hepatitis vaccination of HCF workers) as the flagship activity.
 - Madagascar – Waste, Water, Sanitation and Hygiene (WASH)
 - Tanzania – Bio digestion
 - Zambia – Recycling
 - Continuation of regional monitoring on the progress of the implementation of the national components through an agreed, standard, reporting template
 - Preparation and coordination for Midterm Review in the second half of 2018
 - Regional networking, coordination and exchanges with other GEF-funded HCWM programmes in the region and/or different regions.
 - Key recommendations provided by participants during the previous session on Restitution of the Working Groups & Discussions:
 - Procurement: Increase (of up to 25%) in supply of mercury-free devices was discussed and countries will inform regional component of their potential request to receive more devices.
 - Requests for extra support from regional component: Regional component may provide support to national implementation activities, mainly on procurement, consultancy and training. This will be considered by the regional project team on a case-by-case basis. Threshold for this support may tentatively be USD 10,000 noting requests exceeding threshold would need to be referred to and decided by the Project board.
 - Midterm review (MTR): Midterm review is expected to be finalized by the end of 2018. The regional component will coordinate the international consultancy assignment and cover all costs related to this assignment. The next regional project meeting in March 2018 will hold a session for MTR preparation at country levels.
 - Project Partnerships: the NGO Health Care Without Harm (HCWH) is a Responsible Party of the project as indicated in the Project Document. HCWH's capacity assessment and contractual modality (with micro-capital grant agreement) were cleared and specific budget for supporting HCWH's participation was allocated in the Project Document within the agreed limit of USD 290,000. Complying with UNDP rules that an individual micro-capital grant will not exceed USD 150,000, it was planned to have three micro-capital grant agreements based on budget allocated to HCWH on project activities (Activity 1, 3 and 4). HCWH produced the results agreed to the first grant agreement, and a second micro-capital grant agreement (USD 90,000) covering Activity 3 is now submitted for the approval of the regional project board. In the discussion groups prior to this meeting, the final report of the first micro-capital grant agreement and the draft second micro-capital grant agreement in the value of USD 90,000 were both acknowledged.

- Gender: Two proposals were discussed; first to conduct a Gender assessment in HCW and recommend possible activities by selecting one country as a sample; second to support activities related to HCW with gender focal points within each UNDP Country Offices (CO).
 - Annual targets/results, risks of the project: Some risks were discussed and noted, mainly related to Environmental Impact Assessments for non-incineration equipment to be procured, and possible delays in supply of the equipment.
 - Date and location of next regional project meeting: Possible countries to host the next regional project meeting in March 2018 were noted as Ghana, Tanzania and Kyrgyzstan.
- *Selimcan Azizoglu* also reminded that the progress report and planning documents including annual workplans were both shared with meeting participants in the meeting package and by email as well as uploaded into the meeting's online folder.
- Planning – elements to be approved by the project board:
 - Consideration of project progress report with the Quality Assessment of the project.
 - Consideration of budgets and annual work plans for 2017-2018.
 - Consideration of approval of the draft 2nd micro-capital grant agreement with HCWH.
 - Consideration of date and location for the next regional project board meeting.

3. Presentation on Key Technical Discussions

Jan-Gerd Kühling (Chief Technical Expert):

- Provided the time planning for key technical activities, noting that non-incineration equipment is scheduled to be delivered in early 2018.
- Noted the responsibilities of partners/members of regional expert team as follows:

Component / Outcome	UNDP	WHO	HCWH
1 Technical guidelines, evaluation criteria, teams of experts			
1.1 Guidelines, evaluation criteria, formula adopted	Lead	Support	Support
1.2 National experts trained	Lead	Support	Support
2 HCW National plans, strategies and policies			
2.1 National policy and framework for HCWM and Mercury	Review	Lead	Support
2.2 National action plan + site selection	Lead	Support	Support
3a Non-incineration HCWM systems and mercury-free device			
3a.1 Procurement of HCW systems and mercury free dev.	Lead	Review	Support
3a.2 Deliver and installation of equipment	Lead	Review	Support

Figure 1. Responsibility of project partners within regional expert team

- Summarized the technical progress and indicated the project is on track with the implementation but that there is not much flexibility on the time planning for next steps (strict schedule and planning to be followed meticulously).
- Noted that his own workplan as Chief Technical Expert for the next year of implementation will be mainly to provide support for the procurement and installations of HCW equipment. He aims to start his first set of missions right after the expected delivery of mercury-free devices in September-October 2017 and the second set of missions following the delivery of main non-incineration HCW equipment to project countries in March-April 2018.
- Mentioned that the project's exit strategy should be discussed at the very early stages to develop plans for scaling up project results and accordingly emphasized the importance of engaging and confirming co-financing contributions.

4. Comments of the Project Board members and discussions

Joel Ayim Darkwah (Ghana):

- Countries have already many outcomes after a year of implementation, particularly in the field of HCW policy, which produced many lessons learnt in this period. Therefore, efforts should be made in future progress reports to reflect these lessons learnt.

Selimcan Azizoglu (Project Manager):

- Noted the request and indicated that he will engage with country teams to collect their lessons learnt and will consider these lessons accordingly, for inclusion in future reports.

Susan Wilburn (HCWH):

- The project should have a sample for reporting on co-financing.

Etienne Gonin (MPU/Chemicals):

- Co-financing will be assessed during the Midterm Review. This is an important part of the task of the Midterm Review consultant. Even before that review (and to facilitate it), project countries and the regional component should be able to keep records of achievements in terms of co-financing.

Gerd Trogemann (IRH Manager):

- It is very important for the project to be able to demonstrate to the Global Environment Facility its ability to mobilize additional funds through co-financing partnerships. It should therefore be a major priority in project countries. Lessons learnt in project implementation should be well documented.

Honest Anicetus (Tanzania):

- Regarding the supply of non-incineration equipment, there is an urgent need by countries and HCFs to receive the real exact specification of such equipment, to prepare to receive them appropriately.

Jan Gerd Kühling (Chief Technical Expert):

- Specifications have been prepared in cooperation with the project team in a collaborative manner. The exact final specifications of the equipment (dimensions etc.) can only be determined once the supplier is selected. The day of the award of the contract, such details will be shared with all project countries.

Honest Anicetus (Tanzania):

- What will be the next step after the mercury-containing devices have been collected from the health facilities?

Etienne Gonin (MPU/Chemicals):

- There are two main possibilities in the management of the mercury-containing devices. First option is safe storage, and the other is exportation to a country where there are efficient mercury management systems (either recycling or capture of the mercury). Chief Technical Expert may give further guidance on the appropriate step to take and shall be communicated to participants later. However, the project has planned for storage, but does not include funding for the export to third countries.

Jan Gerd Kühling (Chief Technical Expert):

- There will indeed be a need for step-by-step plan for long-term storage and alternate options of collected mercury in each of the countries. Also, on the midterm review (MTR), the next Regional Board Meeting is being proposed to be in March 2018 to prepare country teams for the MTR. The MTR report of Kyrgyzstan can be reviewed and used as an example by countries to help for preparations.

Etienne Gonin (MPU/Chemicals):

- Midterm review documents are public and can be circulated. The regional component's project manager will provide the link to the country teams (Evaluation Resource Centre of UNDP).

Tsibu Bkuku (Zambia):

- What is the project's position on fluorescent tubes in its mercury reduction efforts?

Jan Gerd Kühling (Chief Technical Expert):

- This project does not have any activity on compact fluorescent lamps (CFLs). It is therefore recommended that synergies are created with other Minamata Convention-related projects like the Initial Assessments to work towards mercury reduction in other areas. CFLs fall into the category of Waste Electrical and Electronic Equipment (WEEE) and should be treated as such – in synergy with e-waste projects in the project countries (there is a major one in Ghana, for example). In another project, the CTE enquired about CFL crusher equipment but the cost is around USD 80,000 and cannot be accommodated by this project.

Ekaterina Paniklova (UNDP IRH Senior Programme Coordinator):

- Project Assurance is important to ensure UNDP rules are followed, but also that the broader development goals are always kept in mind during project implementation. It is important to ascertain how well the projects are contributing to the Sustainable Development Goals (SDGs).
- There is a need to look at broader national statistics in each of the project countries and how the project is contributing to them. The project needs to be further connected to a broader, sustainability agenda.
- The point on information on the suppliers and the final specifications raised earlier by the Tanzanian delegate should be taken up. Operation and maintenance should be given priority.
- The project should as a matter of urgency, begin developing its exit strategy. It will go a long way in ensuring the sustainability of project interventions and results, after the project life span.

Etienne Gonin (MPU/Chemicals):

- Discussion groups suggested to Healthcare Without Harm to develop new partnerships with NGOs in the project countries – this can contribute to the project's exit strategy. It could also contribute to the project's sustainability and capacity building at the country level.

Jan Gerd Kühling (Chief Technical Expert):

- In terms of operation and maintenance, a minimum of 3-day training of local teams have been included - as is standard - in the draft specifications for the procurement of the non-incineration equipment. Spare parts will be provided, and spare parts should be available in countries for purchase; additionally, an after-sale guarantee of 10 years is requested. Existence of local partners or regional servicing organization will be essential to the assessment process of the applications.
- In terms of contribution to a broader development agenda, we should also keep in mind the demonstration nature of this GEF project – the share of the HCFs at the national level that is directly being supported will remain low. However, it is essential to note that in the various project countries, different levels of health facilities have been selected specifically for this demonstration purposes. It is very important therefore that results and lessons learnt from the engagement with these facilities are well documented and communicated to the wider public, and that scale-up strategies are prepared already during project implementation.

Honest Anicetus (Tanzania):

- What is the plan put in place to train technicians at facility level to manage the non-incineration equipment?

Jan Gerd Kühling (Chief Technical Expert):

- Suppliers of the equipment will provide training to technicians at the facility level. Voltage stabilizers will also be provided by the supplier. Despite the provision of these services and warranty by the supplier, health facilities should take the responsibility of managing and maintaining the equipment.

Maksim Surkov (MPU/Chemicals):

- Regarding the linkage with SDGs; perhaps a study is needed in countries to understand whether it is the UNDP GEF project that triggers more action, and through which process, or whether it complements other activities by other donors/government's investments or the private sector. The linkage with national SDG-related statistics at the national level would be useful to establish. Maybe the Terms of Reference for such a study can be prepared in the next reporting period and considered by the Project Board in the future.

Winnie Musonda (Zambia)

- Specifications for the equipment should be well documented. This information including training should be given to Country Office and Implementing Ministry's Procurement Units to be able to ascertain the authenticity of equipment when they arrive and to be able to provide support in maintenance after the project has ended.
- Project can facilitate the introduction of the green procurement practices/trainings at project countries to build capacity at the national level in the long run. Procurement trainings of 1-2-day length (for example on the model of the Sustainable Procurement in the Health Sector (SPHS) Initiative) can be organized in the framework of this project for procurement specialists.

Edith Clarke (Ghana):

- Indicated that Environmental Impact Assessment (EIA) is good to be able to demonstrate best practices. Although no funding was initially envisaged for EIAs, can a regional budget be made available to support consultancies for EIA at the country level?

Selimcan Azizoglu (Project manager):

- Such requests for regional support made by country teams can be considered at the regional level. Country requests would need to be within a threshold of USD 10,000 (beyond, it will require Project board approval).

Rosemary Kumwenda (UNDP HHD):

- There are some emerging issues from the meeting and various discussions that should be given some attention while approving the documents. These are;
 - Project interventions should be linked to the achievement of the SDGs.
 - Environmental Impact Assessments need to be completed to follow best practices.
 - Gender should be integrated in project implementation.
 - Sustainability of project results should be a priority therefore an exit strategy should be developed to ensure sustainability.

5. Project Board recommendations and conclusions

Following considerations were presented to the project board and approved with a consensus:

- *Project progress report with the Quality Assessment of the project (rated 'highly satisfactory')*
- *Budgets and annual work plans incorporating the key recommendations for 2017-2018*
- *2nd micro-capital grant agreement with HCWH to transfer USD 90,000 for HCWH's activities to support project implementation.*
- *Regional component to provide support for requests on national implementation activities up to USD 10,000. Exceeding requests to be approved by the project board.*
- *Next regional project board meeting to be held in Tanzania in March 2018.*

Gerd Trogemann (IRH Manager):

- Congratulated participants for their commitment to the project thus far and noted a great cross-unit teamwork. Expressed hope that project targets will be achieved as planned, with clear and sustainable results. Thanked the participants and formally concluded the Project Board Meeting.

Prepared by: Selimcan Azizoglu (Project Manager)



23.06.2017

Cleared by: Etienne Gonin (Programme Analyst, MPU/Chemicals)



23-06-2017

Approved by: Gerd Trogemann (IRH Manager)

Signature:



Date:

23/06/17