UNECE
International Standard in Healthcare PPP Policy

Minutes of a Team Update Meeting via Webex
Held on Thursday 13 November 2014 at 12.00pm GMT

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Present:	P Ward	(Chairman)
	Tony Bonnici	
	Jim Buchanan	
	Anuj Chabra	
	Ekow Coleman	
	Alexander Dolgov	
	Agnieszka Gajewska	
	Geoffrey Hamilton	
	Celso Manangan	
	Nasser Masoud	
	Claudio Messer	
	Karen Prosser	
	Inon Schenker	
	John Seed	
In attendance:	S Osgerby	(Minutes)

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			ACTION
1.	**Introductions**		
2.	**Progress Report & Work Plan Update**		
	PW reported that a final version of the Public Sector questionnaire has been agreed by the team and uploaded to the site. PW noted that a list of proposed Public Sector responders had been provided by CM. GH thanked the team for their hard work in producing what in his view was a professional and comprehensive questionnaire for the Public Sector.		
	It was agreed that PW would circulate the list of public sector contacts to the team and to his John Laing colleagues in North America and Australia for any additions. PW to send on any comments to CM on the list by the middle of w/c 17 November.		**PW**
	JS agreed to ask the IPFA to comment on the list of proposed private sector contacts, and invite them to make introductions to their members who might be willing to respond (however the UNECE team, rather than IPFA, will manage the issue and receipt of responses).		**JS**
	GH undertook to produce a covering letter for the submission of the questionnaire. The covering letter to be on UN headed paper and signed by both PW and CM and will be issued by 21 November.		**GH**

3.	**Team Participation Update, (WHO & Centre of Excellence)**		
	It was agreed that the questionnaire should be shown to WHO representatives prior to submission to the identified responders. CM agreed to share it with the WHO representatives in the Philippines and GH agreed to share it with the WHO representatives in Geneva.		**CM** **GH**
4.	**Private Sector Questionnaire**		
	PW reported that he had produced an initial draft list of questions to be submitted to Private Sector respondents and a draft list of respondents, and several team members had provided comments. PW noted that the questions would only be submitted to Private Sector respondents working in countries which have at least gone through a procurement process for a Healthcare PPP. PW will recirculate both the Private Sector questions and Private Sector contact list to the team for comment next week with a view to agreeing both in time to issue the questionnaires week commencing 24 November.		**PW**
5.	**UNECE PPP Database update**		
	In assessing the list of countries that have already delivered Healthcare PPP projects, PW referred to the database list of PPP projects by country on the website, *UNECE PPP database 140909,* (https://www2.unece.org/wiki/download/attachments/23758291/UNECE%20PPP%20database%20140909.xlsx?api=v2) and commented that on the face of it only about 30 countries appear to have procured healthcare PPP projects with only about a dozen having delivered multiple projects in the sector. The team agreed to review the database *UNECE PPP database 140909*, and report on any omissions on the list of projects, or any updates on their status.		**ALL**
	CM agreed to submit a list of the list of the identified projects recorded on the database to each country for validation when submitting the Public Sector questionnaire. The letter asking respondents to complete the questionnaire will also make clear that the results will be published, and ask respondents to confirm the accuracy of information on the database.		**CM / GH**
6.	**Library of published information**		
	Along with the public and private sector questionnaires, the library of published information being collated on the project website will be the third source of information on which the standard will be based. PW noted that the team need to look again at the library to ensure no significant reports have been omitted from it. The team discussed potential sources of further material. PW emphasised that all information must be in the public domain, and objective. GH suggested the community of practice kept by firms such as Deloitte, or the IFC. PW observed that this would be welcome feedback provided the relevant parties were willing to disclose it publicly, but that it is important that the standard is based on empirical sources of information that can be disclosed. PW asked all of the team to review the collected information on the website. The target is to at least identify where the gaps in the research library are by the time of the next monthly call.		**ALL**

7.	**Translations of the questionnaire** It was agreed that JS would organise the translation of the Public Sector questionnaire into Turkish; PW will forward the latest version to JS in order to do so. GH agreed to organise the translation of the questionnarie into Russian for submission in Russia and other CIS countries but the English version will be used for all other countries.		**PW / JS** **GH**
8.	**AOB** GH, TB, CM and PW will be attending the South South meeting in Washington from 17 to 19 November. It is likely that other team members will have opportunities to promote the work of the team, so PW undertook to circulate some draft slides setting out the project's aims, structure, approach and timescales which might help team members discuss the project with potential contacts who could help or support its development.		**PW**
6.	**Next meeting**		
	The next project team webex call will be on Thursday 11 December at 2.00pm GMT		