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**UNECE**  
**International Standard in Healthcare PPP Policy**  
**Minutes of a Team Update Meeting via Webex**  
**Held on Thursday 11 December 2014 at 2.00pm GMT**

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Present: P Ward (Chairman)  
Tony Bonnici  
Alexander Dolgov  
Celso Manangan (CM)  
Nasser Massoud  
Claudio Meza (CMZ)  
Karen Prosser  
John Seed

In attendance: S Osgerby (Minutes)

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**ACTION**

**1. Progress Report & Work Plan Update**

The team have finalised both the Public Sector and Private Sector questionnaires. In addition, the cover letter from CM for the Public Sector questionnaire has been agreed and the list of recipients collated. The team have also populated the links to the library of published information on the website.

The next steps are to issue both questionnaires, then chase for responses during January.

**CM**

The Private Sector questionnaire list of respondents needs to be finalised before it can be issued.

**SO**

**2. Public Sector Questionnaire**

CM reported that the Centre of Excellence is on the point of being ready to start sending out the Public Sector questionnaire. The questionnaire is finalised and the covering letter agreed.

It was agreed that the questionnaire would be sent out from the Centre of Excellence's generic email address.

CMZ suggested uploading the questions to an electronic platform like Survey Monkey. PW remarked that that type of electronic questionnaire is more suitable for multiple choice or single word answer questions, but might not suit our purposes as we are looking for longer answers. It was agreed that CMZ would upload the questions to Survey Monkey, so a link can be issued on the email with the questionnaire.

**CMZ**

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**3. Private Sector Questionnaire**

PW commented that the questionnaire to be issued to the private sector was in its final form, subject to the incorporation of some comments by CM. The team now have a piece of work to do to identify a list of international contacts working across all aspects of PPP in the Private Sector. PW noted that he had circulated an agreed list of all companies engaged in PPP internationally, that he had taken from the database on the website. PW said that SO would undertake to populate this list with contact details for each company by 19 December. The team would then issue the finalised Private Sector questionnaire to this list of international companies for response.

SO

It was agreed that the questionnaire will be issued to the Private Sector contacts via the generic PPP email that had been set up by UNECE. PW agreed to supply CMZ with the wording for the cover email, the list of contacts for it to go to and the finalised questionnaire.

PW

CMZ will collate and pass on all responses received to PW and SO.

CMZ

**4. IPFA**

JS suggested that the team contact the IPFA (International Project Finance Association) to ask them to send out a mail shot in parallel to all their members to inquire whether they would be willing to respond as well. PW agreed to meet with Daisy Brooker of the IPFA in London before 19 December to discuss this.

PW

**5. Team Participation**

PW noted that there had been varying levels of active participation from team members but that he was keen to keep as many as possible involved. PW suggested that if the team receives particularly full responses from any respondent they may consider inviting that individual to join the team for the drafting part of the process.

It was agreed that the team would invite WHO members to review the standard when they have it in draft form, at the same time as BAB. CM offered to obtain some input from clinicians at that time also.

**6. Next Steps**

It was agreed that CM would send out the Public Sector questionnaire by 12 December and the Private Sector questionnaire would be sent by CMZ by 19 December.

CM

CMZ

The team discussed the methodology regarding the analysis of the responses and how they will progress from analysis towards the drafting phase of the project. PW proposed that workstream groups would remain in place for the initial review of the feedback: with each workstream group reviewing the responses to the specific questions set by their group. Each workstream will analyse their sections of the findings and summarise it in a three or four page document of lessons learned.

ALL

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Each workstream will then reconcile their three/four page distillation of the response material with the information in the collated library of published material on the website. PW noted that though only parts of each published report may be relevant to each specific workstream it was nevertheless important to sense check the questionnaire findings against the already published data.

PW commented that by the end of February 2015, following these actions, the team will be able to bring together the pages of lessons learned from each workstream to form the basis of the draft standard. The intention will then be to do away with the workstream groupings so that everyone can review and comment on the whole document and thereby progress the drafting process to a finalised PPP Healthcare Standard.

ALL

**7 AOB**

1. Firstly regarding translation of the questionnaires: AD agreed to translate the Public Sector questionnaire into Russian for distribution in Russia and the CIS states. It was agreed that the Private Sector questionnaire would be sent out to all recipients in English only.

AD

2. PW made an ongoing request to all to continue to add the team's resource of research material, the library of published material on PPP on the UNECE project website; and to all to continue to review the material uploaded there.

ALL

**8. Next meeting**

The next all team webex call will be on Thursday 8 January at 2.00pm GMT