
UNECE
International Standard in Healthcare PPP Policy

Minutes of a Team Update Meeting via Webex
Held on Thursday 12 February 2015 at 2.00pm GMT

Present: P Ward (Chairman)
Agnieszka Gajewska
Claudio Meza
Karen Prosser
Abu Rashed

In attendance: S Osgerby (Minutes)

ACTION

1. Introductions

Apologies had been received from Jim Buchanan and Waleska Guerrero.

2. Progress Report and Workplan Update

PW reported that the team collectively now have enough of a body of information between private sector responses, public sector responses and published material gathered on the UNECE portal, to identify the key issues under each workstream which will form the basis of the standard's recommendations.

The short version of the questionnaire has now been sent to everyone who had received the long version and had not yet responded. PW said that he and SO will continue to upload any new responses to either questionnaire that are received.

PW continued that AG and Jim Buchanan had already reviewed the responses under their workstream questions and each had produced a first draft summary of their initial thoughts. PW had circulated these initial thoughts to the whole team prior to the call.

3. Re-establishment of workstream groups & production of initial draft.

PW reported that now that the information gathering phase has been completed the primary activity for the next month is for the workstream groups to be re-established. PW will circulate a list of the groups as a reminder, and then ask each of the workstreams to discuss the first draft recommendations based on the evidence gathered.

AG, Jim Buchannan and John Seed have written up their own initial draft of recommendations and PW asked the other team leads to do the same. The leads will then convene a call / webex within their workstream to discuss and refine the recommendations in relation to their topic.

ALL

The workstream groups are:

- Policy and legislative framework (led by Jim Buchanan)
- Economic context and affordability (led by Pranav Mohan)
- Planning, objectives and business cases (led by John Seed)
- Resourcing and training (led by Karen Prosser)
- Market assessment and engagement (led by Agnieszka Gajewska)
- Transparent procurement and management processes (led by Abu Rashed)

PW agreed to issue a full list of all team members under each workstream to the group, allocating any new team members to an appropriate group.

PW

PW asked all team members to contact him if they have a strong preference to join other workstreams.

4. **Workstream Discussion**

The team then had a discussion of the first draft initial thoughts from Jim Buchannan on Policy and Legislative Framework and from AG on Market Assessment.

The group concluded that they needed to give concrete, specific recommendations rather than more high level observations. KP noted that it was important for the team to keep in mind the context in which the standard may be received by developing countries and warned against being too prescriptive. PW observed that it was important to present the standard's recommendation in an objective way.

It was agreed that the format of AG's first draft was clear and helpful, with a short paragraph of assessment of a specific challenge and then a clear recommendation of how to approach it. PW undertook to circulate a template based on this format to the group for each workstream to use.

PW

5. **Next Steps**

ALL

PW will issue a list of the workstream groups, all members are asked to review the responses and evidence that has been gathered on the UNECE site here:

<https://www2.unece.org/wiki/display/pppp/P0001-ODP3-Developing+initial+draft+details-Contributions-Temp>

LEADS

The workstream leads are asked to do two things: first to produce a draft of recommendations from the evidence on the UNECE site; second to then convene a call / webex or email exchange within their workstream group to develop the draft in the first part of March.

PW

The recommendations from each workstream will then be combined into one paper by PW and circulated within the whole team for everyone to comment on before the team call in April.

ALL

Between the April call and the May call the team will collectively review and refine the standard as a group to reach a final draft version of the standard by the time of the call in May.

Following the May team call the standard will go through an external review process. The draft standard will be shared with the Business Advisory Board; WHO; and ministerial and clinical contacts of Celso Manangan in the PPP Health Centre of Excellence in Manila.

Summary of Actions

- PW to circulate an updated list of the workstream team members **PW**
- PW/SO to continue to upload questionnaire responses. **PW / SO**
- All team members to review the responses collated on the UNECE portal. **ALL**
- Team Leads to draft initial recommendations in relation to their workstream **LEADS**
- Team Leads to convene workstream call / meeting / emails to develop their draft workstream topic recommendations, by mid-March. **LEADS**

6. Next meeting

The next all team webex call will be on Thursday 16 April at 2.00pm GMT