

Sub national Health Cluster Coordination operational checklist

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Introduction

This document presents briefly a list of practical activities that helps on the development on the cluster meetings, aiming to facilitate and make more efficient. Those are based on the following material:

- SCHWARZ, Roger (2015) "How to Design an Agenda for an Effective Meeting" in Harvard Business Review available in <https://hbr.org/2015/03/how-to-design-an-agenda-for-an-effective-meeting>
- ROGELBERG Steven G. (2019) "Why Your Meetings Stink—and What to Do About It" in Harvard Business Review available in <https://hbr.org/2019/01/why-your-meetings-stink-and-what-to-do-about-it>

Background

The health cluster in Mozambique has established during the first stages of Idai cyclone response as part of the global humanitarian response. The chair is the Government of Mozambique by the Ministry of Health MISAU or the representation in the field DPS. The co-leader is WHO at the capital and subnational levels. The participation in the health cluster meeting and mechanisms and the registry with Misau / DPS is mandatory to every organization in which activities are related to health in the country. For more details please refer to the HC TOR.

The cluster is a component of the Humanitarian Reform that organized the different components of emergency relief coordination and is a global agreement of the humanitarian community. The humanitarian reform established that the UN agency who leads each cluster must provide the cluster coordinator officer and the cluster information management officer to provide support to the different partners. For more details please refer to "The Cluster System" in HR.info

On the other hand, is also important to understand and differentiate the role of WHO and its mandate as one of the partners of the Health Cluster, and its role as co-leader of the HC.

As an example of useful resources, In this document, you can find a proposed template for the attendance sheet and the diagram for reporting activities.

The checklist is up to be completed and there are some activities that can help to guide the work on the cluster meetings

Finally: *Do you think that these checklist items are useful? which others shall be included? And which shall be removed/modified?*

Checklist

Before

- ⊙ Verify with the government the time and place for the meeting, and hopefully the representative that will chair the meeting. Also, agree on the agenda points and times, and the expected outcomes from the meeting.
- ⊙ Share the previous meeting minutes to the government for verification and then with partners having clear the action points and responsibilities from the previous meeting (if it is possible to use the Website Humanitarianresponse.info for this)
- ⊙ Identify and validate the list of the partners who must participate
- ⊙ Send invitations and email reminders of the meeting including date, time, place, and proposed agenda. Reinforce the message of the importance of participation in the meeting. Also, ask for comments, suggestions and relevant materials that the partners may want to share
- ⊙ Prepare and print assistance sheet templates for the participants to fill
- ⊙ Print copies of the meeting minutes for the lead and the co-lead
- ⊙ Verify who will take notes and control action

During the meeting

- ⊙ Be sure to arrive some minutes before and set up video-beam, AC, and disposition of place.
- ⊙ If needed provide some minutes for the participants to arrive but be clear on the importance of start on time and have a proper time management.

- ⊙ The chair shall officially start the meeting.
- ⊙ Present the proposed agenda
- ⊙ Circulate the attendance sheet for the participants to fill. Before the end of the meeting double check that everybody filled out the attendance. Be clear on who will get access to the contact details.
- ⊙ Take good control on the timing and relevance of interventions.
- ⊙ Be sure that the Action Points are clearly identified and registered with responsibility and time to be completed.
- ⊙ Try to close the meeting in the agreed end time. In the case of needing more time, ask the participants and agree how much time it will be and based in which outputs (for what we do need more time).
- ⊙ If it is possible, ask for feedback on the organization of the meeting in order to improve it for the next time
- ⊙ Compile and share the meeting minutes

Relevant supporting resources

Those are some resources useful for coordination (available in the shared drive)

- ⊙ Calendar of meetings including working groups
- ⊙ Cluster support contact details and contact directory
- ⊙ Attendance sheet templates
- ⊙ Cluster Terms of Reference / Working Plan
- ⊙ 4w templates /guidelines
- ⊙ HumanitarianResponse.info, [HDX](http://HDX.org), Reliefweb.int relevant links

4W Process 2019-2020 Mozambique

Day 1 to 31st previous month

Organizations work on activities

Day 1st – 2nd of month

4W Focal point produces the 4W report with organization activities

Day 3th of month

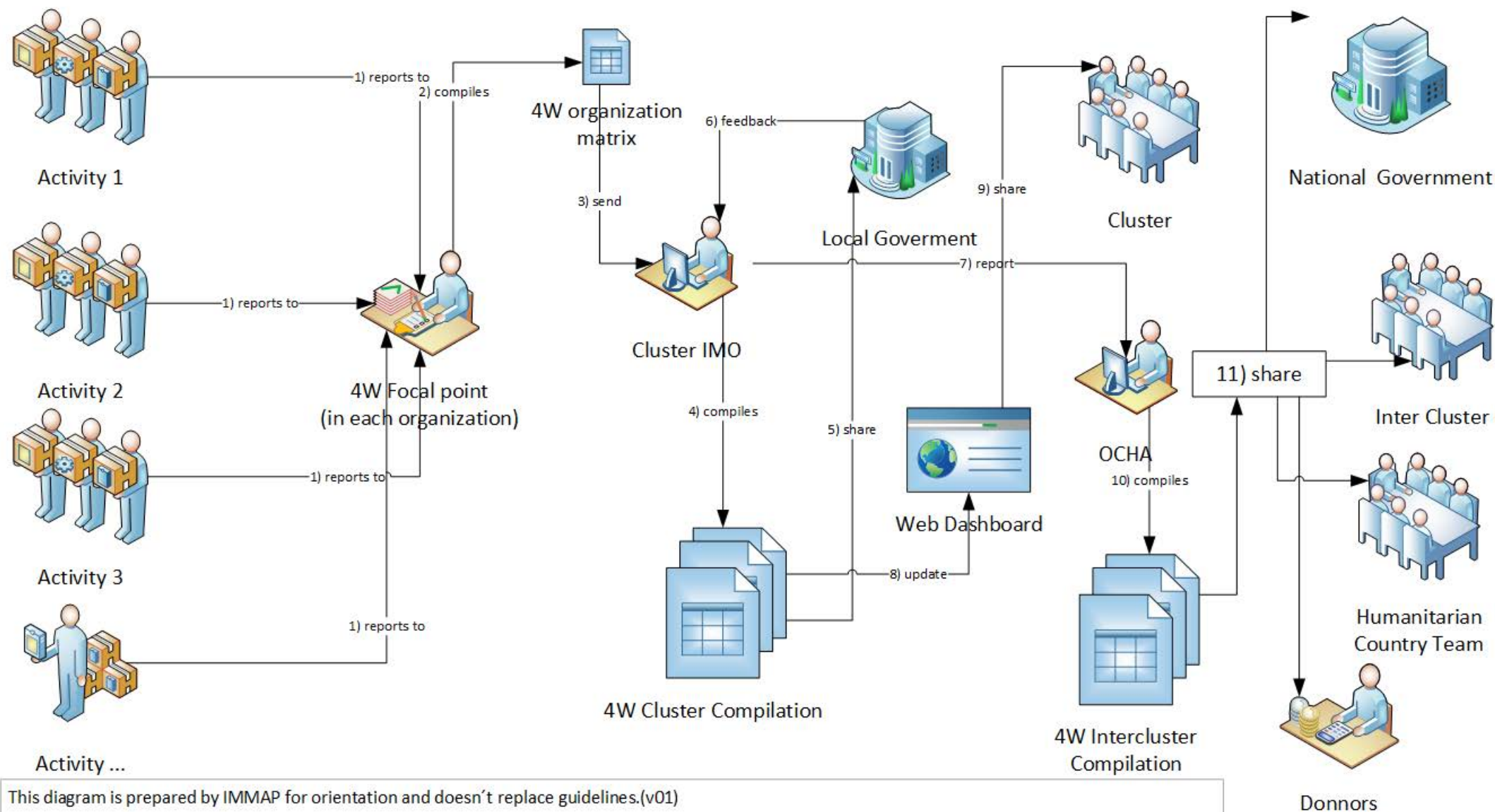
Cluster IMO
Compiles Health 4W

Day 4th of month

Cluster IMO
Sends to DPS

Day 5th of month

Cluster IMO
Sends to OCHA



This diagram is prepared by IMMAP for orientation and doesn't replace guidelines.(v01)