Government of People's Republic of Bangladesh
Ministry of Health and Family Welfare
Bangladesh Secretariat

Meeting Minutes

A quarterly meeting was held with senior managers from DNS and decision makers on 27June 2016 at BNC mini conference room. The meeting was chaired by Joint Secretary (Nursing); MoHFW. Senior Assistant Secretary (Nursing), MoHFW and Senior Managers from DNS, BNC and HRH project staffs were also presented in the meeting.

Discussions:

After the welcome address by the Chair and self-introduction of the participants, IT Specialist of HRH Project presented previous meeting minutes followed by made a presentation on DNS PMIS update.

Senior Assistant Secretary of MOHFW then brought up issue of how to make DNS PMIS system more dependable. IT Specialist discussed in brief on PMIS software that how PMIS will help the ministry for its policy decisions. Draft quarterly report format was presented. Chairperson of the meeting mentioned the importance of development of ownership on DNS PMIS software. After a threadbare discussion, the following decisions were made.

Decisions:

1. Currently 10,000 new nurses are in the recruitment process and will be deployed soon throughout the country. These new nurses info will be entered into the DNS PMIS. It was decided that each newly employed nurse will receive a copy of Data Collection Tool (DCT) form when they join. A letter will be issued by DNS with a directive to the newly employed nurse that everybody has to fill up this DCT form and submit it to DNS HQ with their joining report. This letter will be prepared by AD-Admin, DNS-HQ and will be signed and circulated by DNS Director throughout the country along with the DCT form. It will expedite new data entry into DNS PMIS software. This letter will be circulated by 15 July 2016.

2. Unique employee ID of DNS PMIS software will be finalized based on proposed Plan-C. Unique employee ID will be presented in next quarterly meeting.

3. Short PDS in DNS PMIS software will be finalized after meeting with Sr. System Analyst, MOPA. IT Specialist of HRH project will finalize the short PDS in DNS PMIS software.

4. Sketched DNS PMIS quarterly reporting format accepted. Report development team will prepare a quarterly report of Apr-June 2016.

5. IT Specialist will re-design a table for circular and notice in DNS web site by July 2016.

6. PDS information needs to update into the DNS PMIS software. DNS-HQ assigned staff will only update PDS in PMIS. A requisition form will be developed by AD-Admin of DNS-HQ by 15 July 2016. If any Staff wants to update their PDS they have to fill up this requisition form and send to PMIS section of DNS-HQ for any update of PDS in DNS PMIS software.

7. Selection of Super Users of DNS PMIS software will be done by DNS Director through forming a committee.

Since there were no other issues, the Chair thanked all participants and concluded the meeting.