

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 of Ministry on 27 October 2016 at BNC conference room. The meeting was chaired by Additional Secretary (Discipline & Nursing); MoHFW. Senior Assistant Secretary (Nursing), MoHFW and Senior Managers from DNS, BNC and HRH project staffs were also presented in the meeting.

Discussions:

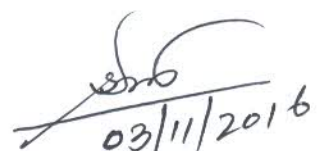
After the welcome address by the Chair and self-introduction of the participants, IT Specialist of HRH Project presented previous meeting minutes followed by made a presentation on DNS PMIS update by Shirin Akhter, DNS PMIS Section In-Charge.

Senior Assistant Secretary of MOHFW then brought up different issues of DNS PMIS on unique employee ID and Short PDS in software. IT Specialist presented in brief on PMIS software that how PMIS is helping the ministry for its policy decisions. Chairperson of the meeting mentioned the importance of development of ownership on DNS PMIS software. He also discussed on deployment process of new 10,000 nurses using web based technique. After a threadbare discussion, the following decisions were made.

Decisions:

1. Work distribution of Super Users by Divisions will be in place by Director of DNS at the end of October 2016. These Super Users team will work close collaboration with PMIS section and Executive Committee of DNS PMIS. Data verification in DNS PMIS software will be completed by 30 November 2016.
2. Currently 10,000 new nurses are in the recruitment process and will be deployed soon throughout the country. DNS will arrange a meeting for presentation on how web portal help to collect Bengali data through prescribed form. This meeting will be fixed by 06 November 2016.
3. Unique employee ID of DNS PMIS software will be finalized based on proposed Plan-C. Starting number in unique ID for Nurse is 1, for Midwife is 2 and for non-Nurse is 3. DNS will submit a proposal for approval of unique ID within 10 November 2016.
4. Every transfer, deputation, leave, foreign training, retirement, issue of official passport and other PMIS related task will be administrated by DNS PMIS software and seen by PMIS section. It must be implemented from 1st November 2016.
5. Assigned staff can only update the data/information of PDS in PMIS software. A requisition form on updating issue of DNS PMIS software will be developed by DD-Admin by November 2016. If any employee wants to update their PDS data/information they have to fill up requisition form and send to PMIS section through proper channel. Requisition form will be available in DNS website by December 2016.

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


03/11/2016
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Govt. of the People's Republic
of Bangladesh