

MINUTES OF THE NATIONAL COORDINATING COMMITTEE OF THE 2020 LLINs MASS CAMPAIGN

Date: - 24th January, 2020

Venue: - Main boardroom – NMEC

ATTENDANCE LIST

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AGENDA

1. Registration
2. Introductions
3. Adoption of the agenda
4. Main Gantt chart
5. Updates by sub-committees
6. Scorecard

7. AOB
8. Closing remarks

ADOPTION OF THE AGENDA

Dr. Lulembo suggested the addition of the following items to the agenda:

- I. Action items from the NMEP Director
- II. Fall back plan if GF ITNs arrived in the country late
- III. IRS/ITNs deployment clarifications
- IV. Schedule of meetings for the National Coordinating Committee

Adoption of the revised agenda was then proposed & seconded.

At this point Jennifer wanted it to be put on record that unless the decision regarding where PBO Vs standard ITNs would be sent was made in a few days' time, there was a risk of having the nets arrive late in the country.

PRESENTATIONS BY SUB-COMMITTEES

1. Technical & Implementation sub-committee

Topic: Main Gantt chart

Presenter: Ketty

Key take aways:

- The 2020 ITN mass campaign will take place in all 10 provinces
- Gantt chart activities have been color coded with red denoting "not done", green denoting "done" and gray representing by when an activity should end.
- Campaign has the following 3 phases:
 - I. Planning (Macro & micro)
 - II. Household registration
 - III. Distribution
- PMI net procurement was triggered in August, 2019 while that for GF was triggered in November.

- Draft plan of action (POA) based on assumptions exists; to be validated & finalized during micro planning.
- PMI nets to be received in batches with 1st batch expected in May.
- Mass campaign launch planned for week of August 3rd.
- Post commodity distribution planned for September.
- There is a possibility of GF nets being received in September; need for fall back plan. Further discussions on issue to take place after upcoming visit by GF team.
- NMEP has lots of human resource that should be tapped into to help not overload Ketty with responsibilities.

2. Advocacy, Social & Behavior Change Communications sub-committee

Topics: Outline of activity roadmap & presentation of progress made.

Presenter: Maileny Ndubakwenda

Key take aways:

- Timeline of activities to be embedded in main Gantt chart; to be circulated by 27th January.
- Messaging strategy taking into account both IRS& ITNs needs to be developed.

3. Monitoring & Evaluation sub-committee

Topics: Background – LLINs Campaign, Subcommittee Deliverables, Salient Points from Plan of Action.

Presenters: Ketty, Jennifer, Wongani

Key take aways:

- Sub-committee will meet every Wednesday at 08:30hrs.
- TORs/SOW have been broken down into scopes, with each scope being led by a separate team member.
- 2017 data collection forms will be used in 2020.

- Registration & distribution to be done door to door.
- Monitoring will be done at every level.
- M&E detailed plan will take into account SBCC indicators.
- Forms (even in booklet form) shall be serialized.
- There is need to harmonize IRS & ITN data (both should track data to the same level).
- Risk management & mitigation plan to be put in place.
- Data entry into DHIS2 will be done at district level but paper forms will still be maintained.
- All documents to be shared in one central depository.
- There is need to have some outcomes captured in the immediate post campaign period.
- The following IRS eligibility data was given by Reuben:
 - I. Structure must be constructed of permanent or semi-permanent material.
 - II. Structure should be roofed.
 - III. Structure must be in a cluster of not less than 25.

4. Logistics & procurement sub-committee

Topics: Background – LLINs Campaign, supply chain mapping of LLINs, membership composition, sub-committee deliverables & progress made

Presenter: Noah Mtonga

Key take aways:

- Draft logistics plan is in place.
- Storage facilities at all levels assessed; report being compiled.
- There is need to develop a risk management plan.
- PMI is ok with deploying ITNs to provinces not previously earmarked to be covered.

- The Zambia defense forces requested for their operational areas to be considered for net allocation.

SCORE CARD

Presenter: Wongani

Key take aways:

- The tool tracks low level activities by sub-committee, task & person responsible; it is color coded.
- Each member of every sub-committee has an account.
- Each sub-committee Chairperson will collate activities, or appoint a proxy, to give to M&E for upload.
- There were suggestions to add meeting schedules & a functionality to enable someone to send messages specifically to one's own sub-committee.

ACTION POINTS FROM THE MEETING

S/N	ACTION	RESPONSIBLE	BY WHEN
1	Marginalized groups to be included in ITN allocation	Logistics sub-committee	No timeline given
2	Breakthrough action to be reminded about the need for greater visibility	Jennifer	No timeline given
3	1 to 2 page summaries for briefing NMEP management to be produced from time to time	Small task team (engine)	Monthly?
4	Determination of when GF nets will arrive needs to be made.	Mr. Mponda	29th January
5	Logistics plan of action to be finalized	Logistics sub-committee	29th January
6	Risk management & mitigation plan to be developed	M&E sub-committee	No timeline given
7	M&E forms to receive final validation	NMEP Leadership	No timeline given
8	Finalized main Gantt chart to be circulated	Small task team	27th January

9	Addition of 3rd color to main Gantt chart to represent when activity took place if it was delayed	Wongani	27th January
10	There is need to develop a proper campaign payment plan	Logistics sub-committee	No timeline given
11	All sub-committee documents to be finalized	All sub-committees	31st January
12	The campaign operational plan of action to be finalized	Technical & Implementation sub-committee	10th February

AOB

- Dr. Banda from GF reported that he wasn't sure when GF nets would arrive in the country.
- Action points from the NMEP Director were briefly discussed.
- It was resolved that the name of the grouping would be "National Coordinating Committee".
- It was resolved that the group would meet once every month; next meeting date to be communicated by the small task team (the engine).

There being no other matters to discuss, the Chairperson declared the meeting ended at 12:10hrs.

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Peter C Kalenga

Secretary

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Dr. J J Banda

Chairperson

TABLE WITH ACTION POINTS & PERSONS RESPONSIBLE