

The Pacific Health Information Network PHIN

Planning Group – Terms of Reference

1 Background

In November 2010 a joint meeting was held with representatives from the Pacific Health Information Network (PHIN) (the President), WHO Western Pacific Regional Office (WPRO) and the Health Information Systems (HIS) Knowledge Hub. The purpose of the meeting was to explore opportunities in supporting the PHIN to develop a regional HIS Strategic Plan, including enhancing local capacity in technical expertise, facilitation and communication, and evaluation and monitoring. Three key areas for action emerged as a result of this meeting, namely:

1. Clarifying the membership; purpose and function; and communication strategy of the Network
2. Prioritisation of issues from the 2009 Working Paper¹
3. Holding a PHIN meeting in early 2011.

Due to the large volume of work required to address the key areas for action, it was decided that a smaller Planning Group, comprised of members of the wider Network, was to be established. Requests for volunteers were sent by the President to PHIN members in early December.

2 Membership

As decided by the President of PHIN after initial requests for volunteers, the membership of the PHIN Planning Group is as follows:

Member	Country
Tofinga Aisake	Cook Islands
Ben Jesse	Federated States of Micronesia
Daniel Hone	Marshall Islands
David Dowiyogo	Nauru
Keneti Vaigafa	Samoa
Lora Su'a	Samoa*
Holland Teika	Solomon Islands
Sione Hufanga	Tonga

*In terms of gender equality it was important to have at least one female on the Planning Group, and as only one female volunteered, this has resulted in two representatives from Samoa participating in the group

¹ *Issues and Challenges for Health Information Systems in the Pacific: Findings from the Pacific Health Information Network Meeting 29 September – 2 October 2009 and the Pacific Health Information systems Development Forum 2 – 3 November 2009.* Working Paper 07. Available at www.uq.edu.au/hishub

The membership list is correct as of 22 December 2010; however it is subject to change depending on the availability and level of active participation provided by the members.

3 Technical Advisors

A panel of six technical advisors has also been established, to provide technical guidance and support to the Planning Group members:

Advisor	Organisation
Miriam Lum On	ACT Health
Sue Walker	Queensland University of Technology
Trish Ryan	Tonga Ministry of Health
Karen Carter	UQ HIS Knowledge Hub
Audrey Aumua	UQ HIS Knowledge Hub
Mark Landry	WHO Western Pacific Regional Office

To ensure this remains a Pacific regional and Pacific country-led initiative, technical advisors will not be involved in the initial decision-making processes as carried out by the Planning Group, but will contribute to the development and planning process of the PHIN via the President when requested.

4 Purpose

The Planning Group is required to provide feedback and input on **three key pieces of work** to be produced over the next four months. This work will then be presented to the wider Network for general discussion and debate. The three pieces of work are:

1. Clarifying the membership, purpose and function, and communication strategy of the PHIN
2. Developing an action plan based on the prioritisation of issues from the 2009 Working Paper
3. Setting an agenda for a PHIN meeting in 2011 (dependant on funding).

5 Communication Strategy

The Planning Group will communicate with each other through a variety of electronic mediums, including email, one-on-one phone conversations and regular teleconferences. One face-to-face meeting for the Planning Group is planned to take place in February 2011; however funding has not been secured for this as yet. As part of the communication strategy, Planning Group members will also have to decide the best way of engaging with the wider Network on progress made and potential meeting dates for the April meeting.

As mentioned previously, the technical advisors will provide their feedback and comments through the President only.

6 Timeline

The timeline below provides a general outline of the work to be achieved over the next four months, however specific dates will need to be agreed upon by the Planning Group members. Items with grey shading are the specific responsibility of the Planning Group.

Month	Actions	Responsible	Due
December 2010	Official invitation for Planning Group members Email Terms of Reference to members	President	24 December
January 2011	Regular communication schedule established	Planning Group	7 January
	Draft paper on membership, purpose and function, and communication strategy of PHIN (Paper 1) sent to Planning Group for comments	President	14 January
	Comments on draft paper due (Paper 1)	Planning Group	21 January
	Draft action plan based on prioritisation of issues from 2009 (Paper 2) sent to Planning Group for comments	President	28 January
	Comments on draft paper due (Paper 1)	Planning Group	28 January
February 2011	Comments on draft papers (Paper 1 and Paper 2) due	Planning Group	4 February*
	Draft agenda for PHIN meeting sent to Planning Group for comments	President	11 February
	Comments on draft paper (Paper 2) due	Planning Group	11 February
	Comments on draft paper (Paper 2) and draft agenda due	Planning Group	18 February**
	<i>Planning Group meeting</i>	<i>Planning Group</i>	<i>Week of 21-25 February</i>
March 2011	Invitation for PHIN meeting sent to all members with potential dates	President	4 March
	Final paper on membership, purpose and function, and communication strategy of PHIN (Paper 1) agreed by Planning Group	Planning Group	11 March
	Final action plan based on prioritisation of issues from 2009 (Paper 2) agreed by Planning Group	Planning Group	18 March
April 2011	Final agenda set by Planning Group	Planning Group	1 April
	PHIN meeting	Planning Group	Date to be advised

* Final date for first round of comments on **Paper 1** (membership, purpose and function, and communication strategy of PHIN) due on 4 February

** Final date for first round of comments on **Paper 2** (action plan based on prioritisation of issues) due on 18 February