



Pacific Health Information Network

Terms of Reference

November 2011

1.0 Objective

The purpose of the Pacific Health Information Network (PHIN) is to provide a mechanism for support, knowledge transfer and training for people working as health information professionals in the Pacific region.

1.1 Aim

PHIN aims to support health outcomes and systems through strengthening the quality and improving the use of health information. To achieve this, PHIN has a number of specific target aims across the region including:

- To support the integration of health information systems (HIS), and to ensure that cost-effective, timely, reliable and relevant information is available, and used, to better inform health development policies
- To provide a capacity building mechanism for networking, support, information sharing and training for people working as health information professionals
- To promote health information systems in the broader health system strengthening agenda.

1.2 Vision

Health in Pacific Island Countries and Territories (PICTs) is enhanced through better use of quality and timely information.

1.3 Mission

Professionals working in HIS in PICTs shall promote and use reliable, complete and timely information for decision-making and for achieving greater health outcomes.

2.0 Membership

Membership of the PHIN will be free, but all members must provide a full resume and contact details to be officially registered with the Network. Members are encouraged to recommend other colleagues in the region to join the Network to broaden and strengthen its effectiveness.

Membership renewal will be sought annually through email verification. Members will be asked to respond to an email providing up-to-date contact details for their membership to remain active.

3.0 Structure

A President and Vice-President will be nominated from existing members through an annual process, via an email ballot. The President will represent this Network at all relevant events and functions, as funds allow, and will be the key contact for the PHIN for their time in office. If the President is on leave for extended periods or is unable to continue in this capacity, the Vice-President will assume the President's responsibilities.

3.1 President and Vice-President Roles and Responsibilities

President and Vice-President position details are as follows:

- The President and Vice-President will hold the position for a period of two years (unless otherwise agreed to by the PHIN Secretariat and PHIN members)
- The duration of office is from December to December
- The President and Vice-President must demonstrate that they are working in a health information related role
- The President and Vice-President must have the permission of their respective Ministry of Health and have written approval from their immediate supervisor to undertake the role
- The President and Vice-President positions may involve chairing meetings, writing and reviewing documents and coordination of PHIN activities
- The President and Vice-President positions may involve travel to other countries and attendance at regional and global health information meetings (subject to available funding).

With implementation of the PHIN Regional HIS Strategic Plan (2012-2017), it is expected that the President and Vice-President will take active roles in the monitoring and evaluation of activities, and reporting to PHIN members and technical/donor organizations.

4.0 Communication Strategy

Regular communication with members will be via email. A website has been established to host information relevant to members and to provide current PHIN contact details for the office bearers.

An e-newsletter will be produced as appropriate to ensure members are kept up-to-date of the latest developments effecting health information in the region.

An annual meeting and conference will be held in one of the member's countries, assuming appropriate funds can be obtained. This may be held in conjunction with other regional meeting to limit costs. The President will be responsible for arranging this meeting.