



**Telecommunication
Development Bureau (BDT)**

Ref. BDT/POL/CYB/DM-041

Geneva, 19 April 2011

Contact: Ms. Aurora Rubio
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South-East Asia

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Telecommunication/ICT Ministries and
Regulators from the following Member States:
Bangladesh, Cambodia, Fiji, India, Indonesia,
Lao PDR, Mongolia, Philippines, Thailand and
VietNam

Subject: Asia Leadership Forum on Health Information Systems (HIS)
Manila, Philippines, 13-16 June 2011

Dear Sir/ Madam,

I have the pleasure to inform you that in line with WTDC Res.65 (Hyderabad, 2010): "Improving Access to healthcare services by using information and communication technologies", ITU is supporting the World Health Organization (WHO) and the U.S Agency for International Development (USAID) in organizing the **Asia Leadership Forum on Health Information Systems (HIS)** which will be held in Manila, Philippines on 13-16 June 2011. This important event is hosted by the Philippine Department of Health.

The Forum is designed to address the multisectoral issues in the area of Health Information Systems in Bangladesh, Cambodia, Fiji, India, Indonesia, Lao PDR, Mongolia, Philippines, Thailand and Vietnam comprising of officials and decision makers from government agencies that have a stake in the country's HIS, such as the Ministries of Health, Finance, **Telecommunications**, and Planning.

In this regard, I would like to invite your organization to participate in the HIS Leadership Forum and have the opportunity to work both within your own delegation and across sectors on strengthening national HIS and promoting related multisectoral collaboration.

Please refer to the enclosed invitation letter from WHO (Annex 1) providing details regarding the Forum, for your further information.

We are pleased to inform you that within the available fellowship funds, ITU will provide one fellowship to one delegate duly authorized by the respective ITU Administrations from Least Developed Countries (LDCs) to facilitate their participation in the Forum.



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Geneva, 28 April 2011

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Completed fellowship request forms (Annex 2) should be returned to us as soon as possible but not later than **13 May 2011**.

Should you need any further information, please do not hesitate to contact **Ms. Aurora A. Rubio** (aurora.rubio@itu.int).

I look forward to your positive response and active participation in this Forum.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Brahima Sanou', written in a cursive style.

Brahima Sanou
Director

Annex 1 – Invitation Letter from WHO
Annex 2 – Fellowship Request form

Country Ownership Strategies: Leadership Forum on Health Information Systems

**Manila, Philippines
13-16 June, 2011**

Forum Objectives

1. Delegates will broaden their perspectives on implementation options, challenges and roles related to health information systems (HIS) by interacting with colleagues from other countries and sectors.
2. Delegates will develop a shared awareness of the roles of various sectors in strengthening HIS and the options and strategies for improving cross sector coordination.
3. Delegates will explore leadership roles in managing health information systems as a national asset.
4. Delegates and donor participants will work together to develop preliminary action plans to promote stakeholder engagement and commitment to HIS.
5. Donor participants will highlight relevant follow on resources (information, financial and technical assistance) available in their respective sectors to strengthen HIS.

Forum Agenda

SUNDAY, 12 JUNE, TIME TBD

Delegate Registration

DAY 1: MONDAY, 13 JUNE 2011

Time	Session
7:30 – 8:15 am	On-site Registration
Morning Plenary: Opening Session	
8:30 am (20 mins)	Introduction to the Forum <ul style="list-style-type: none"> • Background and purpose of the forum • Commitment to country ownership • Forum outcomes • Intro of planning group, sponsors • Highlight why the donors are present at the forum.
8:50 (15 mins)	Opening Remarks
9:05 (10 mins)	Introduction of Delegates and Partners
9:15 (20 mins)	Pre-Forum Interview Results (20 mins) <ul style="list-style-type: none"> • Objectives and Methodology • Common Challenges & Promising Practices • Implications for the Forum
9:35 (20 mins)	Overview of the Forum -Objectives, Agenda, Methodology, Norms
9:55 (20 mins)	HIS Impact Story – #1 Country TBD <ul style="list-style-type: none"> • 10 min presentations, clarifying questions • Follow standard format (3 – 4 slides) <ul style="list-style-type: none"> ○ HIS Challenge ○ Actions ○ Impact
10:15 – 10:45 am	Tea Break
10:45 (5 mins)	Intro of Keynote Speaker
10:50 (30 mins)	Keynote Speaker
11:20 (20 mins)	Technical Overview of HIS <ul style="list-style-type: none"> ○ Sense of urgency about why this approach to HIS is important ○ Components of HIS ○ Mention of data use ○ Harmonization and interoperability ○ Role of the other sectors, .e.g., Finance, Telecommunications, Planning

Day 1 Continued

Time	Session
11:40 (20 mins)	Overview of the Country Leadership and Ownership Continuum <ul style="list-style-type: none"> • Overview of Country Ownership Continuum and how it can be used • Brief explanation of each level and what it reflects • Highlight points about complexity, progress, cross-cutting work • How ownership and leadership fit
12:00 (10 mins)	Preview of Afternoon Breakout Sessions
12:30 – 1:30 pm	Lunch (go directly to breakout rooms after lunch)
Assigned Breakout Rooms: Working Group Session #1 [Country-Specific Groups]	
1:30 – 5:00 pm	Working Group Session #1 – HIS Ownership and Leadership <p>Session Objectives</p> <ul style="list-style-type: none"> • Establish working groups • Orient delegates to expectations, process, norms, and working in teams • Enhance understanding of HIS ownership and leadership <p>Working Group Guidelines</p> <ul style="list-style-type: none"> • Quick round of introductions. • Define role of facilitator/rapporteur and group norms. • Review objectives of the session. • Point out reference material in pax package, use of HIS continuum in this session <p>Discussion Questions (Deliverables: Revisions to definition of high level HIS, Challenges)</p> <ul style="list-style-type: none"> • Refer to the last column of the continuum - How might you refine the definition of a mature/high-level HIS in your country context? • What is the role of leadership in creating ownership of HIS? • Who are the stakeholders contributing to HIS strengthening in your country? • What are some of the key leadership and ownership gaps in HIS in your country context?
[Concurrent Media Briefing]	
1:30 – 2:30 pm	Concurrent Media Briefing <ul style="list-style-type: none"> • Overview of the Forum – groundbreaking effort that will be replicated based on lessons learned • Summation of why this is critical, what we are trying to accomplish • Norms of engagement/media package
5:00 – 5:30 pm	Wrap up for the Day <ul style="list-style-type: none"> • Day 1 Reflections – Highlights and Hopes for tomorrow • Preview of Day 2 • Announcements
5:30 – 6:00 pm	Debrief with advance team and rapporteurs

DAY 2: TUESDAY, 14 JUNE 2011

Time	Session
Morning Plenary	
8:30 am (10 mins)	Overview of the Day
8:40 (20 mins)	Impact Story #2 <ul style="list-style-type: none"> • 10 min presentations, clarifying questions • Follow standard format (3 – 4 slides) <ul style="list-style-type: none"> ○ HIS Challenge ○ Actions ○ Impact
9:00 (20 mins)	Creating an Information Culture in HIS <ul style="list-style-type: none"> • Data driven decision-making
Assigned Breakout Rooms: Working Group Session #2	
9:20 am – 12:30 pm	Working Group Session #2 – MultiSectoral Engagement and Coordination / Demand for Data <p>Session Objectives</p> <ul style="list-style-type: none"> • Identify the sectors involved in HIS. • Identify the potential role of each sector in HIS. • Identify information needs by sector. <p>Discussion Questions</p> <ul style="list-style-type: none"> • Why is HIS important to each sector? • What information and resources are needed from other sectors in order for the sector to contribute to HIS systems strengthening?
12:30 – 1:30 pm	Lunch (go directly to breakout rooms after lunch)

Day 2 Continued

Time	Session
Assigned Breakout Rooms: Working Group Session #3	
1:30 – 5:00 pm	<p>Working Group Session #3 – HIS Strengths & Gaps Analysis</p> <p>Session Objectives</p> <ul style="list-style-type: none"> • Assess HIS strengths and gaps in relation to the 7 components of HIS • What are the strengths and gaps in HIS ownership and leadership in regard to: <ol style="list-style-type: none"> a. Governance and multisectoral engagement b. Strategic planning/financing c. Policy and regulatory environment d. Information use e. Infrastructure f. Human capital development g. Systems & data interoperability • What other challenges exist? • what actions need to be taken? • What resources are needed to support the country ownership roadmap?
[Concurrent Donor/Sponsor/Resource Agency Working Group]	
1:30 – 5:00 pm	<p>Donor/Sponsor/Resource Agency Working Group</p> <ul style="list-style-type: none"> • Mapping of funded programs and activities • What are areas of overlap and gaps in HIS donor support?
Afternoon Plenary: Wrap up for the Day	
5:00 – 5:30 pm	<p>Wrap up for the Day</p> <ul style="list-style-type: none"> • Day 2 Reflections – Highlights and Hopes for tomorrow • Preview of Day 3 • Announcements
5:30 – 6:00 pm	<p>Debrief with advance team and rapporteurs</p>

DAY 3: WEDNESDAY, 15 JUNE 2011

Time	Session
Morning Plenary	
8:30 am (10 mins)	Overview of the Day
8:40 (30 mins)	Effective MultiSectoral Collaboration
[Country-Specific Working Groups]	
9:10 – 10:10 am	Working Group Synthesis and Preparation for Report Outs <ul style="list-style-type: none"> • Any modifications to definition of high-level HIS • Challenges in establishing a coordinated HIS • Strengths in HIS Leadership and Ownership • Priority gaps in HIS ownership and leadership • Actions that should be taken to improve coordination • What resources are needed to support country ownership
10:10 – 10:30 am	Short Tea Break
Inter-Team Reporting and Networking	
10:30 am – 12:00 pm	Inter-Team Reporting and Networking (three groups of three countries, one group of two countries) (approx. 20 mins each including Q&A, plus discussion) <ul style="list-style-type: none"> • Any modifications to definition of high-level HIS • Challenges in establishing a coordinated HI System. • Strengths in HIS Leadership and Ownership • Priority gaps in HIS ownership and leadership • What resources are needed to support country ownership
12:00 – 1:00 pm	Early Lunch
Afternoon Plenary	
1:00 pm (30 mins)	Highlights from Inter-Team Networking

Day 3 Continued

Time	Session
1:30 (60 mins)	<p>Resources to Support HIS Strengthening – Donor Panel (and presentations?)</p> <p>Session Objectives</p> <ul style="list-style-type: none"> • Donor presentation on available resources • Process and template for accessing donor resources • Country-driven partnership • Q&A
2:30 (30 mins)	<p>Overview of Action Plans and VLDP</p> <p>Assigned Breakout Rooms: Working Group Session #4</p>
3:00 – 5:30 pm	<p>Working Group Session – Action Planning (To be continued Day 4) (no plenary wrap-up this day)</p> <p>Session Objective:</p> <ul style="list-style-type: none"> • Identify next steps for delegates. • Outline a plan for engaging country stakeholders and creating a sense of urgency to take action in HIS. • Develop an action plan. <p>Discussion Topics</p> <ul style="list-style-type: none"> • Synthesis of priority challenges, gaps, action plan. • Re-entry strategy and actions (what each of us will do when we return to our work setting). • How and with whom will we share our findings? • Who are the key stakeholders we want to engage in country as a guiding coalition? • What are our key messages to create a sense of urgency to take action? Write 1 or 2 headlines to report back in plenary. • When and how will we engage them? • To whom and how do we report progress?
5:30 – 6:00 pm	<p>Debrief with advance team and rapporteurs</p>

Suggestion: Cultural event

Pictures of each country team with John Novak and Mark Landry and other donors (to save time in certificate presentations)

DAY 4: THURSDAY, 16 JUNE 2011

Time	Session
Morning Plenary	
8:30 pm (10 mins)	Overview of the Day
8:40 pm (20 mins)	Impact Story #3 <ul style="list-style-type: none"> • 10 min presentations, clarifying questions • Follow standard format (3 – 4 slides) <ul style="list-style-type: none"> ○ HIS Challenge ○ Actions ○ Impact
Assigned Breakout Rooms: Working Group Session #5	
9:00 – 11:30 am	Action Planning Continued
11:30 (60 mins)	Working Group Synthesis and Preparation for Report Outs <ul style="list-style-type: none"> • Action Plan
12:30 – 1:30 pm	Lunch
Inter-Team Reporting and Networking	
1:30 – 3:00 pm	Inter-Team Reporting and Networking (three groups of three countries, one group of two countries) (approx. 20 mins each including Q&A, plus discussion) <ul style="list-style-type: none"> • Priority Actions • Key messages/Call to action!
3:00 – 3:15 pm	Short Tea Break
Afternoon Plenary (Closing -5:00 PM)	
3:15 pm (45 mins)	Highlights of Priority Actions
4:00 (10 mins)	Evals
4:10 (10 mins)	Closing Remarks <ul style="list-style-type: none"> • Next steps for the forum organizers. • Process and timeline for country team reporting.
4:20 (10 mins)	Closing Remarks from MOH
4:30 (30 mins)	Certificates
5:00 – 5:45 pm	Debrief with advance team and rapporteurs Rapporteur synthesis
5:45 pm	Celebration!



**Leadership Forum on Health Information Systems
Manila, Philippines, 13 – 16 June 2011**



Please return to:

**Planning, Budget and
Administration (PBA)
ITU/BDT
Geneva (Switzerland)**

**E-mail : bdtfellowships@itu.int
Tel: +41 22 730 5487 / 5095
Fax: +41 22 730 5778**

Copy to : Amie Budiarto
ITU Jakarta

E-mail : amie.budiarto@itu.int
Fax : +62 21 3802322

Request for a fellowship to be submitted before 13 May 2011

Participation of women is encouraged

Country _____	
Name of the Administration or Organization _____	
Mr. / Ms.	_____
	(family name) (given name)
Title _____	
Address _____	

Tel.:	Fax _____
e-mail _____	
PASSPORT INFORMATION :	
Date of birth	_____
Nationality	_____
Passport number	_____
Date of issue	_____
In (place)	_____
Valid until (date)	_____
CONDITIONS	
1. One fellowship per eligible country	
2. A return economy class air ticket by the most direct/economical route	
3. A daily allowance to cover accommodation, meals and incidental expenses	
4. Imperative that fellows be present first day/end of the meeting	
Signature of fellowship candidate	_____
Date	_____
TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.	
Signature:	_____
Date:	_____