

# Bylaws of the Health GeoLab Collaborative (HGLC)

Ve 1.2 - December 2017

## Article 1 - Name

Section 1.1: The name of the collaborative shall be the Health GeoLab Collaborative (i.e. the HGLC).

## Article 2 - Vision and mission

Section 2.1: The HGLC's vision is for low and middle income countries in Asia and the Pacific fully benefit from the power of geography, geospatial data, and technologies to reach the health related Sustainable Development Goals (SDG) by 2030.

Section 2.2: The mission of the HGLC is to facilitate the implementation of the HIS geo-enabling framework across low and middle income countries in Asia and the Pacific for them to fully benefit from the power of geography, geospatial data, and technologies.

## Article 3 - Organization

Section 3.1: The HGLC is neither a formal partnership nor a fund but a collective bringing together institutions and individuals sharing the HGLC's vision and willing to engage their respective skills, experience, network and/or resources to achieve it.

Section 3.2: The HGLC shall be an independent, not for profit, non-political, non-sectarian community coalition.

Section 3.3: The primary geographic area of concern of the HGLC is the low and middle income countries of Asia and the Pacific as defined in Annex 1.

## Article 4 - Membership

Section 4.1: The Collaborative strives to have Members representing the full range of stakeholders involved in activities promoting and/or strengthening the use of geospatial data and technologies in the health sector in countries across Asia and the Pacific (government and partners, donor agencies, private sector, NGOs, academic institution and open community).

Section 4.2: The HGLC has no limit on the number of Members and membership is free.

Section 4.3: Any institution or individual based in/having activities in Asia and the Pacific who is sharing the HGLC's vision and ready to contribute to its mission can be a Member of the HGLC as long as they comply with the following criteria:

- Health sector in countries (government and partners) and donor agencies:
  - Written expression of interest

- Designation of an official focal point
- Other NGOs, academic institutions, open community and private sector:
  - Written expression of interest
  - Designation of an official focal point
  - Demonstrated skills and experience regarding the implementation of the HIS geo-enabling framework in countries (in whole or in part).

Section 4.4: Institutions and individuals interested in becoming a Member of the HGLC must complete an online application form accessible from the HGLC web site and designate an official focal point for voting purposes. The HGLC Management Office evaluates the candidature in consultation with the HGLC Steering Committee and, if approved, adds the individual or institution to the membership roll.

Section 4.5: Members may withdraw membership through a written request submitted to the HGLC Management Office.

Section 4.6: A Member must be involved in at least one of the following activities per two years to retain membership:

- Implement a HIS geo-enabling activity (training for example) in at least one of the countries listed in Annex 1
- Contribute to the development of reference, advocacy, or training material supporting the geo-enablement of the HIS in countries (guidelines, SOPs,..)
- Contribute to the content of the HGLC knowledge repository
- Contribute in cash or in kind to the implementation of the HIS geo-enabling framework in Asia and the Pacific
- Attend the annual HGLC meeting

Section 4.7: The HGLC Management Office is to provide notice to Members of their expulsion. Member who have been expelled are eligible to renew their membership by following the procedure set forth in section 4.4 of this article and by having completed one of the activities listed in section 4.6 of this article.

## **Article 5 - Steering Committee**

Section 5.1: The Steering Committee shall be the principal governing body of the HGLC. The Steering Committee is composed of:

- up to five (5) Members representing the health sector in countries (government and partners).
- The head of the HGLC Management Office as non-voting member.

Section 5.2: Steering Committee members shall be nominated as soon as the HGLC counts enough members and serve without compensation.

Section 5.3: The Steering Committee:

- Defines the strategic direction and membership of the HGLC.

- Prioritizes the activities of the HGLC based on the challenges and needs expressed by the Members.
- Evaluates the work performed by the HGLC Management Office.
- Communicates its discussions and decisions that affect or define the HGLC policies, rules, or positions by making summary reports available to all members of the HGLC. and
- Meets annually at the time of the HGLC meeting and/or by teleconference as deemed necessary.

Section 5.4: The five (5) Steering Committee members representing the health sector in countries (government and partners) are elected for a 2-year period through a secure online process. The ballot for these members is determined by both self-nomination and nomination by the membership. Any Member representing the health sector in countries (government and partners) is eligible for nomination. Nominations will be accepted by the HGLC Management Office over a period of 1 month. Prior to the vote, the head of the HGLC Management Office will share the list of nominations with the Members and ask for additional nominations. Each nominee must accept their nomination in writing prior to his/her name being added to the list of candidates. The head of the HGLC Management Office closes the nominations and calls for the vote. The candidates are not authorized to vote. Each official delegate shall cast a ballot for no more than three candidates. The HGLC Management Office tallies the ballot and provides the results to the Members. Shall become member of the Steering Committee:

- The 5 candidates with the highest number of votes if there were more than 5 candidates
- The candidates having received at least 1 vote if there were 5 candidates or less
- Possible ties are decided through a second round of votes

Section 5.5 Steering Committee members may withdraw membership through a written request to the head of the HGLC Management Office. Vacancies in the Steering Committee will be filled during the following annual meeting.

Section 5.6: Consensus is the prefer mode of decision-making of the Steering Committee. When consensus cannot be reached, the issue is put to a majority vote among all the Steering Committee Members

## **Article 6 - Advisory committee**

Section 6.1: The Advisory Committee shall augment the knowledge and skills of the Steering Committee and Management Office. The advisory committee is composed of up to five (5) Members representing the donor agencies, the private sector, NGOs, academic institutions and the open community.

Section 6.2: Advisory Committee members shall be nominated as soon as the HGLC counts enough members and serve without compensation

Section 6.3: The Advisory Committee:

- Makes recommendations and/or provide key information and materials to the in country health sector in general and the Steering Committee in particular
- Serves as liaison and advocate for the HGLC to the community they respectively serve
- Assists in determining activities of importance for the HGLC Members
- Meets annually at the time of the HGLC meeting and/or by teleconference as deemed necessary.

Section 6.4: The five (5) Advisory Committee members are elected for a 1-year period through a secure online process. The ballot for these members is determined by both self-nomination and nomination by the membership. Any Member representing donor agencies, the private sector, NGOs, academic institutions or the open community is eligible for nomination. Any Member representing the health sector in countries (government and partners) is eligible for nomination. Nominations will be accepted by the HGLC Management Office in the month prior to the concerned annual meeting. During the concerned annual meeting, prior to the vote, the head of the HGLC Management Office verbally announces the nominations and opens the floor for additional nominations. Each nominee must verbally accept their nomination prior to his/her name being added to the list of candidates. The head of the HGLC Management Office closes the nominations and calls for the vote. The candidates are not authorized to vote. Each Member shall cast a ballot for no more than three candidates. The HGLC Management Office tally the ballot and provide the results to the Members. Shall become member of the Advisory Committee:

- The 5 candidates with the highest number of votes if there were more than 5 candidates
- The candidates having received at least 1 vote if there were 5 candidates or less
- Possible ties are decided through a second round of votes

Section 6.5: Advisory Committee members may withdraw membership through a written request to the head of the HGLC Management Office. Vacancies in the Advisory Committee will be filled during the following annual meeting.

## **Article 7 - Management Office**

Section 7.1: The Management Office is the standardization, implementation and coordination arm of the HGLC. The Management Office is composed of:

- A head of Office
- A GIS analyst
- A communication and donors relation officer
- A secretary

Section 7.2: The Staff of the HGLC Management Office are remunerated. The Management Office is in charge of mobilization resources to ensure staffs salary and activities.

### Section 7.3: The Management Office:

- Help the health sector in countries structure needs and challenges into projects proposals publicizes them and facilitates the selection of the final proposal.
- Team with the following groups to implement the priority actions and activities defined by the steering committee and therefore answer in countries' health sectors needs and challenges:
  - Donors to identify and secure funding
  - The private sector to establish Public Private Partnership (PPP) agreements
  - The Members of the HGLC to:
    - Assesses, advises, and guides the government and partners in countries
    - Equip countries with the necessary tools
    - Develop the reference (guidelines, SOPs,..), advocacy, and training material they need to support the implementation of their programs and ensure an homogenous use of these among the HGLC Members
    - Test Application and methods
- Monitor and evaluate the implementation of projects and activities in countries.
- Supports the activities of the HGLC Steering and Advisory Committees.
- Maintains and expand the HGLC membership.
- Maintains and animates the HGLC website, the knowledge repository, the network, and the social media platforms.
- Organize, in collaboration with the hosting institution, the annual Health GeoLab Collaborative meeting.

Section 7.4: The Head Office is nominated for a period of 4 years. The manager of the former AeHIN GIS Lab serves as the Head of Office for the first term. The position is opened for candidature at the end of each term. The former Head of Office can apply for the next term. The sorting members of the Steering and Advisory Committees elect the Head of Office for the new term during a secure online vote managed by another entity than the Management Office.

Section 7.5: The work of the HGLC Management Office is evaluated annually by the Steering Committee on the basis of the following indicators:

- Amount of support (financial and in kind) provided to countries for the geo-enabling of their HIS
- Number of countries that have achieved the geo-enabling of their HIS
- Number of partners that have joined the HGLC by 2025

## **Article 8 - Annual meeting**

Section 8.1: The annual HGLC meeting has for objective to allow for all the Members to meet, share their experience as well as express their priority needs and challenges to the steering committee

Section 8.2: Members are invited to nominate themselves as potential host for the annual HGLC meeting

Section 8.3: The time and place of the annual meeting are determined by the Steering Committee based on the nominations that have been received.

Section 8.4: The first annual meeting shall be organized as soon as the Collaborative counts enough members to justify its organization.

Section 8.5: The agenda of the annual meeting is determined by the Steering Committee in consultation with the Advisory Committee

### **Article 9 - Amendments**

Section 9.1: Any Member can submit in writing a proposition of amendment of the bylaws to the Steering Committee through the Management Office.

Section 9.2: The amendments considered for inclusion by the Steering Committee are shared with the Members on the HGLC web site. Any amendment shall become effective after 30 days if no objections are received over this period. An objection triggers further discussion between the concerned parties before reposting the proposed amendment on the HGLC web site for consultation.

### **Article 10 - Conflict of interest**

Section 10.1: Any Member of the HGLC Steering committee, Advisory Committee or Management Office who has a financial, personal or official interest in, or in conflict or appearance of conflict with any matter pending before the HGLC, of such nature that it prevents or may prevent that Member from acting on the matter in an impartial manner, will offer to voluntarily excuse her/himself from the discussion and voting on the said item.

### **Article 11 - Dissolution**

Section 11.1: The HGLC shall be dissolved once its vision has been achieved or if its activities are generating fewer resources for the countries than its operational cost after the first two years.

**Annex 1 - Low and middle income countries primarily targeted by the HGLC**

<b>Country</b>	<b>ADB Member country</b>	<b>WHO SEARO Country</b>	<b>WHO WPRO Country</b>
Bangladesh	X	X	
Bhutan	X	X	
Cambodia	X		X
China, People's Republic of	X		X
Cook Islands	X		X
Fiji	X		X
India	X	X	
Indonesia	X	X	
Kiribati	X		X
Korea, Democratic People Republic of		X	
Lao People's Democratic Republic	X		X
Malaysia	X		X
Maldives	X	X	
Marshall Islands	X		X
Micronesia, Federated States of	X		X
Mongolia	X		X
Myanmar	X	X	
Nauru	X		X
Nepal	X	X	
Papua New Guinea	X		X
Philippines	X		X
Republic of Korea	X		X
Samoa	X		X
Solomon Islands	X		X
Sri Lanka	X	X	
Thailand	X	X	
Timor-Leste	X	X	
Tonga	X		X
Vanuatu	X		X
Viet Nam	X		X