



Example of Terms of reference for the Technical Working Group on the management and use of geospatial data and technologies in the health sector

1. Functions

The function of the TWG is to work in partnership with all concerned stakeholders to:

1. Support the geo-enabling of the Health Information System (HIS) by:
 - a. Contributing to the development, maintenance and update of the master lists for the core geographic objects (health facilities, communities/settlements and administrative divisions) and their associated geographies;
 - b. Defining, agreeing upon and enforcing the use of guidelines, standards and protocols aiming at improving the availability, quality and accessibility of geospatial data needed by the health programs;
 - c. Coordinating data collection efforts and projects (including the harmonization of collection tools) to avoid unnecessary duplication and ensure geospatial data consistency across the health system;
 - d. Coming up with the necessary policies and measures to leverage the necessary resources to sustain the geo-enabling of the HIS on the long term
2. Assess geospatial data, technologies and services needs and gaps;
3. Share knowledge, experiences, expertise, best practices and project information related to geospatial data management, GIS and other geospatial technologies

2. Structure and membership

1. The TWG is placed under the umbrella of the Ministry of Health (MOH);
2. The Department of Public Health shall serve as the Chair of the TWG.
3. The roles and functions of the Chair are to:
 - a. Provide leadership to the TWG;
 - b. Provide the provisional agenda to all Members and facilitates the meetings; and
 - c. Ensure for the TWG meetings executive summary and other associated materials are shared with the TWG members;

- d. Communicate/report on coordination and policy gaps and issues that cannot be resolved within the TWG to appropriate MOH officials for resolution
4. The TWG comprise focal points from:
- a. The MOH Departments/Divisions involved in the collection, management and use of geospatial data and technologies;
 - b. Key partners and stakeholders from the health sector and beyond invited by the TWG Chair
5. The roles and functions of the focal persons are to:
- a. Represent her or his division/agency and report on its activities during TWG meetings;
 - b. Serve as contact person and subject matter expert on issues covered by the TWG;
 - c. Report back to her/his division/agency on discussions and decisions taken during the TWG meetings;
 - d. Advocate for the implementation of the agreed upon guidelines, standards and protocol in her/his division/agency

3. Method of work

1. Technical advisory function:
- a. The TWG has the power to create task groups, sub-committees or launch projects;
 - b. The task group or project report directly to the TWG during its meetings;
 - c. The results of the work conducted by the TWG together with its recommendations are presented to Minister's Office for approval and implementation
2. Meetings:
- a. The frequency of meetings will be determined based on the needs and progress of the TWG's activities;
 - b. One week before each meeting, the Chair will ask Members for items to be included in the agenda and will share a final draft with all Members at least the day before the meeting;
 - c. Focal points and subject matter experts will be convened based on the items on the agenda;
 - d. When appropriate, virtual meetings will be organized.
3. Reporting:
- a. Written executive summary of the meetings shall be issued and distributed to all TWG Members one week before the next meeting at the latest.