

Bylaws of the Health GeoLab Collaborative (HGLC)

Ve 2.0 - July 2019

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 United Nations Sustainable Development Goals (UN 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 – HGLC Governance

Section 4.1: The HGLC is managed by the board of the Health GeoLab Inc. NGO registered in the Philippines

Section 4.2: The board of the Health GeoLab Inc. NGO:

- 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 at least once a year or as deemed necessary.

Section 4.6: Consensus is the prefer mode of decision-making of the Health GeoLab Inc. board. When consensus cannot be reached, the issue is put to a majority vote among the board Members.

Article 5 – HGLC Management Office

Section 5.1: 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 5.2: The Staff of the HGLC Management Office are remunerated. The Management Office is in charge of mobilizing the necessary resources to ensure staffs salary and activities.

Section 5.3: 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 board of the Health GeoLab Inc NGO 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.
- Manage and expand the HGLC membership and the roster of consultants
- 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 5.4: The Head Office is nominated by the board of the Health GeoLab Inc. NGO for a period of 4 years.

Section 5.5: The work of the HGLC Management Office is evaluated annually by the board of the Health GeoLab Inc. NGO on the basis of the following indicators:

- Volume of resources generated and made available through the HGLC web site

- Number of partners that have become an HGLC member
- Number of individuals having joined the HGLC LinkedIn group

Article 6 – HGLC Advisory committee

Section 6.1: The Advisory Committee shall augment the knowledge and skills of the board of the Health GeoLab Inc. NGO.

Section 6.2: The Member institutions of the HGLC forms its advisory committee

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 board of the Health GeoLab Inc. NGO 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: Each Member institution of the HGLC nominates a focal point to serve as a member of the Advisory Committee.

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 is to be filled by the concerned HGLC Member institution.

Article 7 – Membership

Section 7.1: 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 7.2: The HGLC has no limit on the number of Members and membership is free.

Section 7.3: 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 7.4: Institutions and individuals interested in becoming a Member of the HGLC must complete an online application form accessible from the HGLC web site. Institutions designate an official focal point. The HGLC Management Office evaluates the candidature in consultation with the board of the Health GeoLab Inc. MGO and, if approved, adds the individual or institution to the membership roll.

Section 7.5: Members may withdraw membership through a written request submitted to the HGLC Management Office.

Section 7.6: 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 7.7: 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 7.4 of this article and by having completed one of the activities listed in section 7.6 of this article.

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 board of the Health GeoLab Inc. NGO and the HGLC Management Office

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 board of the Health GeoLab Inc. NGO 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 and that its resources are sufficient to justify its organization.

Section 8.5: The agenda of the annual meeting is determined by the board of the Health Geolab Inc. NGO in consultation with the HGLC Advisory Committee and the head of the HGLC management office

Article 9 - Amendments

Section 9.1: Any Individual or institutional Member can submit in writing a proposition of amendment of the bylaws by email to the board of the Health Geolab Inc. (secretariat@healthgeolab.org).

Section 9.2: The amendments considered for inclusion by the board of the Health Geolab Inc. NGO are shared by email with the Members institution of the HGLC. 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 sharing any potential amendment with the Member institutions of the HGLC for approval.

Article 10 - Conflict of interest

Section 10.1: Any Member of the Health Geolab Inc. board or HGLC 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.

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

| Country | ADB Member country | WHO SEARO Country | WHO WPRO Country |
|--------------------------------------|---------------------------|--------------------------|-------------------------|
| 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 |