

**MINUTES OF PREPARATORY MEETING ON NDD 2017 FEBRUARY ROUND,
HELD IN THE RECREATION CLUB OF O/o THE DIRECTORATE OF HEALTH &
FAMILY WELFARE ON 14th NOV'16 AT 11 am.**

A meeting was convened by Department of Health with District Inspectors of Social Education (DISE). Dr. S. K. Chakma, Member Secretary, NHM has presided over the meeting. He welcomed all the participants (annexed). After a threadbare discussion the following decisions were taken: -

TARGET:

- DISE will share the district & block wise registered and un-registered & non-enrolled children by 29th Nov, 2016. (Format would be shared in email)
- List of Non-enrolled children should be prepared jointly by both AWWs & ASHAs. MD (NHM) should direct the concerned ASHA Programme Manager & ASHA facilitators for collection of non-enrolled list by mid of December, 2016.

MEETING/TRAINING:

- DISE of respective district will ensure his/her participation at District & Block level co-ordination committee meeting to be organised by Dept. of Health during 1st week and 2nd – 3rd week of December respectively.
- The block level trainings may be planned in the month of January, 2017 after the State level training.
- DEOs, DISE & DNOs will sit together at district level to fix up dept. wise training schedule. The training schedule shall not collide so as to ensure availability and time to Resource Person. Share the training schedule with SNO during State level co-ordination committee will be held during 1st week of December.
- Trainings would be organised block wise comprising 40-50 participants in each batch avoiding joint or clubbing of blocks.
- DISE & CDPO would ensure integrated distribution of Drugs, IEC & Training materials during block level trainings.
- Ensure involvement of PRI members during District & Block level trainings.
- During trainings, more emphasis should be given on managing adverse events, resistant children, parents and reporting.

IEC & COMMUNITY MOBILIZATION:

- DISE will organise AWC centre committee meeting from January, 2017
- Organise Panchayat Samiti meeting in January 2017.

DRUGS, IEC & TRAINING MATERIALS:

- DISE would share the requirement of Drugs, IEC & Training materials block wise by 29th Nov, 2016 (Format would be share through email)
- Block wise bundles of Medicines, IEC & Training materials will be distributed among DISEs during State level training that would be held during the 1st week of January, 2017.

FUND:

- DISE will submit district wise updated bank account number and IFSC Code by 29th Nov, 2016
- State Health & Family Welfare Society(SHFWS) will ensure transfer of funds either through RTGS or NEFT within 3rd week of December.

REPORTING CASCADE:

- DISEs will notify Block Child Development Project Officer (CDPO) as the Nodal Officer for NDD at block level. The reporting structure for NDD Feb 2017 round is as below:
 - AWC to Sector Supervisors (by 22 Feb, 2017)
 - Sector Supervisors will analyse the report and submitted to CDPO (by 23 Feb 2017)
 - CDPO shall meet with Block Nodal Officer to discuss & analyse the AWC reports (by 27 Feb 2017)

MISCALLENOUS:

- Every AWC should display the Name & No. of AWC, Contact no. of MOI/C & MPW during NDD & MUD
- Districts & blocks shall go for joint monitoring during NDD & MUD.
- District Magistrate is requested to involve PRI bodies during block level meetings and trainings.
- DISE would submit updated list of AWW (village wise), Sector Supervisors & CDPOs with contact nos by 25th Nov, 2016. (Format would be shared in email)

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2.11.16
(Dr. S.K. Chakma)
Member Secretary, NHM
Agartala, Tripura

No.F.13 (3-62) - DFWPM/PHS/DEWORM/2016 (Sub-I)

Government of Tripura
Director of Family Welfare & P.M.

Dated, Agartala, the 21st Nov, 2016

Copy to –

1. Dr. S.K.Chakma, MS, NHM for information & necessary action.
2. Dr. Debasish Saha, SNO (Deworming Intervention) for information & necessary action.
3. District Inspector of Social Education (DISEs), North/Unakoti/Dhalai/Khowai/West/Sepahijala/ Gomati/South district, Tripura for information & necessary action.
4. Principal Officer (Sw-SE), TTAADC, Khumlung, Tripura for information & necessary action.
5. Mr. Zahir Abbas Mazumder, State Programme Manager, Evidence Action for information & necessary action.
6. Mr. Sanjoy Yumnam, State coordinator, Evidence Action for information & necessary action.

Copy also forwarded to –

1. PS to the Principle Secretary (HFW), Govt. of Tripura for information to the Pr. Secretary.
2. PS to the Special Secretary, SW & SE Department, Govt. of Tripura for kind information to the Special Secretary.
3. Director of FW&PM, Govt. of Tripura for information.
4. Mission Director, NHM, Tripura for information.
5. Director, SW&SE, Govt. of Tripura for information.
6. Jt. Director, SW&SE, Govt. of Tripura for information.
7. Ms. Priya Jha, Country Director, Evidence Action-Deworm the world for information.
- 8-15. CMOs, North/Unakoti/Dhalai/Khowai/West/Sepahijala/Gomati & South district for information.
- 16-23. DNOs, North/Unakoti/Dhalai/Khowai/West/Sepahijala/Gomati & South district for information.

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21.11.16
(Dr. S.K. Chakma)
Member Secretary, NHM
Agartala, Tripura

ANNEXURE

List of the participants –

1. Dr. Debasish Saha, SNO (Deworming Intervention), Govt. of Tripura.
2. District Inspector of Social Education (DISEs), North Tripura.
3. District Inspector of Social Education (DISEs), Unakoti Tripura.
4. District Inspector of Social Education (DISEs), Dhalai Tripura.
5. District Inspector of Social Education (DISEs), Khowai Tripura.
6. District Inspector of Social Education (DISEs), West Tripura.
7. District Inspector of Social Education (DISEs), Sepahijala Tripura.
8. District Inspector of Social Education (DISEs), Gomati Tripura.
9. District Inspector of Social Education (DISEs), South Tripura.
10. Mr. Zahir Abbas Mazumder, State Programme Manager, Evidence Action, Agartala, Tripura.
11. Mr. Sanjoy Yumnam, State coordinator, Evidence Action, Agartala, Tripura.