

**Minutes of the Meeting of the Board of Governors
National Institute of Health, Islamabad
May 08, 2009**

The 58th meeting of Board of Governors, National Institute of Health, Islamabad was held on May 08, 2009 at 09.30 am in conference room of National Institute of Health and was attended by:

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| i) | Mr. Khushnood Akhtar Lashari
Secretary
Ministry of Health | Chairman |
| ii) | Dr. Rashid Jooma
Director General Health | Member |
| iii) | Mr. Tahawar Ahmed
Financial Advisor Health | Member |
| iv) | Maj. Gen. Sohaib Ahmad
Nominee of Surgeon General | Member |
| v) | Dr. Huma Qureshi
Executive Director, PMRC | Member |
| vi) | Prof. Dr. Rizwana Chaudhry
Representative, CPSP | Member |
| vii) | Dr. Birjees Mazher Kazi
Executive Director, NIH | Member/Secretary |

2. Dr. M. Qasim Jan, Vice Chancellor Quaid-i-Azam University, Islamabad could not attend the meeting.

3. The meeting started with recitation from the Holy Quran by Dr. Birjees Mazher Kazi, Executive Director, National Institute of Health (ED, NIH)

4. The Executive Director, NIH while welcoming the Chairman and Members of the Board of Governors (BoG) in first meeting during his tenure as Executive Director, NIH and Member/Secretary BoG particularly thanked the Secretary and Director General Health for their continued support for the technical advancement of the Institute.

5. **General Discussion:**

- 5.1. Responding to a query of the Finance Advisor Health, the Director General Health (DGH) informed that the Institute actively pursuing its case for enhancement of vaccine production capacity through Public Private Partnership (PPP). The DGH elaborated that a summary had already been submitted to the Prime Minister that envisions the Biological Production Division to work as a limited company having significant flexibility to work on commercial lines. To chalk out modalities, the services of an appropriate consultant firm having expertise in administrative, financial and marketing management would be required. The proposal is being finalized in consultation with concerned organizations/departments, which would be subsequently presented in a special meeting of the Board of governors for consideration and approval.
- 5.2. The Chairman BoG referred to the proposed vision of NIH presented in the last meeting of BoG wherein the proposal was approved in principle with the direction to put up a detailed and comprehensive proposal for implementation of the vision for 20-30 years encompassing the entire mandate and activities of the National Institute of Health.
- 5.3. Speaking on the matter, the Financial Advisor Health urged the need to strengthen NIH through appropriate resource allocation which would result in significant foreign exchange savings currently being spent on the import of vaccines. He remarked that through the kind of support required, the NIH had the potential to build indigenous capacity of vaccine production. He also desired a detailed presentation about vaccine production issues for better knowledge and understanding of the BoG members.
- 5.4. ED NIH referring to the earlier discussion said that vaccinology was a continuously evolving field requiring ongoing technological advancements, which need huge investments. This coupled with the rampant commercialism and tactics by the competitors had forced public sector vaccine production organizations worldwide to gradually pull themselves out of active production business. Such institutions have now restricted significance. He stressed that no public health organization such as NIH could be expected to generate funds through a variable like vaccine production for delivery of state-related public health functions of constant value.
- 5.5. Chairman said that despite good work in the field of public health, the Institute is lagging behind in vaccine production mainly because of non reinvestment on production facilities. DGH seconding views of the Chairman said that we need to decide either abandon vaccine production at NIH or meet full requirement of NIH for vaccine production. Nominee of Surgeon General opined that NIH needed support to acquire new recombinant technologies to meet the future vaccine production needs.
- 5.6. **Decision:**

The Board decided that a detailed presentation on NIH vision with special reference on vaccine production be made before the Board of Governors as early as possible in its next meeting.

5.7. **Action:**

Executive Director, NIH

6. **Agenda Item No. I: Implementation Status of decisions taken by Board of Governors in its 57th meeting held on June 18, 2008:**

6.1. The Executive Director, NIH invited attention of BoG on implementation status of the decision taken by Bog in its 57th meeting held on June 18, 2008 placed in the folder as **Annex-I**.

6.2. While reviewing the implementation status, the DGH was requested for comments on status of encroachment on NIH land by World Health Organization (WHO).

6.3. DGH informed that as per Bog decision, he had visited the WHO premises where extra construction of a large warehouse has been carried out over and above the allocated land. The facility was used to store important supplies such as medicines, cold chain equipment; medical aid kits etc. to assist the Government / MoH in emergency. As such it might not be appropriate to ask WHO to wind up the warehouse. He however, referred to a decision taken in a meeting under his chairmanship, also attended by representative of WHO, wherein it was decided that all organizations (including WHO) and programmes that have been allocated NIH land shall pay ground rent @ Rs.5000/- per kanal per month as per decision of BoG. On his query, it was informed that WHO has not yet paid the rent.

6.4. FA Health opined that no UN agency was authorized to encroach on the land of any institute without approval by the concerned Government. The WHO should accordingly be clearly communicated to pursue proper procedure as in vogue for the diplomatic missions and get the land under their use regularized through appropriate channels.

6.5. **Decision:**

WHO may be asked to pay the prescribed ground rent and also adopt proper procedure, as applicable to diplomatic missions, for regularization of land under its use.

6.6. **Action:**

Executive Director NIH

Director General Health

- 6.7. FA Health referred to agenda item of up gradation of posts and stated that it involved change in nomenclature as well as organizational set up and such must be considered by appropriate committee. He enquired about the process as to whether these are implemented after approval of the BoG or and through any other committee (s). ED NIH explain that the promotion cases are processed through the concerned department Promotion Committee properly notified by the Ministry of Health and Establishment Division.

7. Agenda item No. II Approval of Revised Budget Estimates for the year 2008-2009 and Budget Estimates for the year 2009-2010:

- 7.1 With permission of the Chairman, ED NIH invited Deputy Director Finance NIH to present Revised Budget Estimates for the year, 2008-2009 and Budget Estimate for the year, 2009-2010. He made slide presentation on revised and budget estimates.

7.2 Revised Budget Estimates for the year 2008-2009:

7.2.1. Following presentations on the budget, BoG made following observations:

- Proposal for Supplementary Grant of Rs.44.00 million to meet deficit of the revised budget estimates might not be possible due to financial crunch.
- The revised estimates 2008-09 need to be reconsidered and rationalized with a view to cut the deficit to bare minimum, Subsequently, Ministry of Health may recommend Technical Supplementary grant to NIH out of its overall savings.

7.2.2. The Financial Advisor Health remarked that FA's organization will fully support the proposal for technical supplementary grant for the Institute.

7.2.3. Responding to the suggestion of the nominee of Surgeon General for increased investment to enhance vaccine production receipt, the Chairman supported the proposal and remarked that the enhancement was required to meet the increased vaccine requirements in future due to rapid population growth.

7.3. Budget Estimates for the year 2009-2010:

7.3.1. BoG observations on Budget Estimates for the year 2009-2010 were as under: -

- In order to ensure timely allocation of required resources, the budget estimates for 2009-10 should have been presented to BoG before finalization of budget estimates by the Ministry of Finance so that the recommendations of the BoG could have

been adequately incorporated.

- The Government has already decided to provide NIH a Grant-in-aid of Rs.92.000 million and additional grant of Rs.25.000 million. Hence against total requirement of Rs.203.500 million, the NIH shall get a total Grant-in-aid of Rs.117.000 million only.
- The Budget Estimates for the year 2009-2010 need to be rationalized with all possible austerity measures. Subsequently, a case for additional allocation may be taken up with FA's organization with shortest possible time.

7.3.2. Chairman concluding the agenda item desired that NIH should immediately approach the Ministry of Health and FA's organization for sanction of possible additional grants of as to meet its budget deficit.

7.3.3. The Board thanked FA Health for his interest and support to solve financial constraints of National Institute of Health.

7.4. **Decision:**

The Board decided and directed and directed NIH to: -

- a) Further examine the Revised Budget Estimates for the year 2008-2009 and Budget Estimates for the year 2009-2010.
- b) Submit and actively pursue an urgent request for technical supplementary grant out of the savings of the Ministry of Health during 2008-09.
- c) Submit request to the MoH on priority basis to enhance already agreed grant in aid of Rs.92.00 million and Rs.25.00 million as additional grant for next financial year 2009-2010.

7.5. **Action:**

Executive Director NIH
FA Health

8. Agenda Item No. III Approval of Standard Operation Procedures (SOPs) for Submission and implementation of Research Projects at NIH, Islamabad:

8.1 The Board of Governors considered the proposal regarding approval of Standard Operations Procedures (SOPs) for Submission and implementation of Research Projects at NIH, Islamabad.

8.2. ED, NIH explained to the BoG that Institute was expected to carryout high quality research in the field of healthcare, which requires significant amount of financial resources. The same was possible if NIH scientists develop sound

technical proposals that could successfully compete for the grant opportunities of renowned international organizations. He pointed out that no standardized procedure existed in NIH for the submission and subsequent implementation of research projects won from international donors and institutions and institutions. Resultantly scientists do not feel encouraged to compete for such opportunities. Moreover, it also causes inconvenience during project implementation. ED informed the BoG that the proposed SOPs were meant for provide standardized guidelines to the interested scientists to plan and execute research projects won by them in priority areas while maintain the highest possible professional standards and transparency. He accordingly requested the BoG to approve the SOPs.

- 8.3. The nominee of the Surgeon General and the Executive Director PMRC opined in favour of the proposed SOPs. FA Health however; desired some time to study the documents in detail. In the meanwhile, as an incentive to the NIH scientists, he also suggested to develop an SPS scheme for its employees on the lines of PAEC and NARC.
- 8.4. The Chairman remarked that NIH had recently secured a Cooperative Agreement from Centers for Disease Control (CDC), Atlanta. The case is currently with the Cabinet Division for final approval. The early approval and implementation of the SOPs would facilitate better implementation of the project that could pave way for more support in future. He accordingly proposed the approval of SOPs through circulation.
- 8.5. ED NIH supported the idea and with permission of the Chairman, briefed the BoG about the recent initiatives undertaken for technical advancement of the Institute. He presented a calendar of three years activities planned by various divisions and departments of the Institute and informed that a Technical Working Group (TWG) comprising of senior most scientists was regularly reviewing the progress on technical issues on monthly basis. Similarly a Managerial Review Committee (MRC) had also been constituted to ensure correct decision-making.
- 8.6. While appreciating the initiatives, FA Health opined that the recovery of outstanding amounts from various departments was an administrative issue and must accordingly be pursued by relevant department instead of committee.
- 8.7. With regards to the issue of dues pending towards national programs, The Chairman desired that such issues, if any should be referred to Ministry of Health.

8.8. **Decision:**

The BoG decided the SOPs to be got approval through circulation among members.

8.9. **Action:**

Executive Director NIH

9. Agenda Item No. IV: Request of Mr. Raffique Ahmed Channa for Promotion/Appointment in higher grade Senior Scientific Officer (SSO) BS-18 in NIH.

9.1. The Board considered request of Mr. Raffique Ahmed Channa, Scientific Officer (Microbiology) submitted to Minister for Health vide his application on 22.12.2008 for promotion/appointment as Senior Scientific Officer (SSO) BS-18 in NIH.

9.2. ED NIH briefed about facts of the case mentioned in the agenda item at Annex-IV and proposed that the available vacant post SSO (Endocrinology) BS-18 for Sindh (Rural) quota be re-designated as SSO (Microbiology) BS-18 while retaining its regional quota. The action would strengthen the specialty of Microbiology, which on account of associated workload requires additional people in supervisory capacity as compared to Endocrinology.

9.3. FA Health opined that the BoG was not the appropriate forum to take up such proposals and suggested that such matters should be dealt administratively by adopting appropriate channels.

9.4. Decision:

The Board decided that NIH may take up the case with the Ministry of health in accordance with the laid down procedure.

9.5. Action:

Executive Director, NIH

10. Agenda Item No. V: Any other item with approval of the Chairman:

10.1 With permission of the Chairman, ED NIH presented and briefed about the following cases to the Board.

- a) Promotion of Deputy Director Administration NIH to the post of Director Purchase & Procurement (BS-19).
- b) Promotion of Deputy Director Finance to the post of Director Finance (BS-19) on current charge basis.
- c) Up gradation / Promotion of Dr. Fazil Subhan, PSO RP/RH BS-19 as Chief Scientific Officer RP/RH BS-20.
- d) Promotion of Syed Sohail Zahoor Zaidi, SSO BS-19 AS Chief Scientific Officer BS-20.

10.2. FA Health while reiterating his earlier stance adopted against agenda IV suggested all cases to be dealt administratively by adopting appropriate channels.

10.3. ED NIH remarked that although appropriate channels and Departmental Promotion Committee exist for processing of such cases yet it was thought appropriate to get BoGs approval in principal before their processing.

10.4. FA also remarked that putting up such cases before BoG for specific persons by name must be avoided.

10.5. Chairman agreed with views of FA Health and ED NIH.

10.6. **Decision:**

The cases would be referred to the Ministry of Health for decision of competent authority.

10.7. **Action:**

Executive Director, NIH

11. The meeting ended with a vote of thanks to and from the Chair.

Prepared by:

(Dr. Birjees Mazher Kazi)
Executive Director/
Member/Secretary BoG NIH
12th May 2009

Approved by:

(Khushnood Akhtar Lashari)
Secretary Health/Chairman BoG NIH