

**Minutes of the Meeting of the Board of Governors
National Institute of Health, Islamabad,
16th July 2013**

The 61st meeting of Board of Governors, National Institute of Health, Islamabad was held on 16th July 2013 at 10.30 a.m. in the Conference Room of National Institute of Health and was attended by:

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| i. | Mr. Imtiaz Inayat Elahi
Secretary, National Health Services, Regulations & Coordination Division | Chairman |
| ii. | Dr. Qazi Abdus Saboor, Director General Health (NHSRCD) | Member |
| iii. | Maj. Gen. Mohammad Ayyub (Nominee of Surgeon General Pak Army) | Member |
| iv. | Dr. Huma Qureshi, Executive Director PMRC | Member |
| v. | Prof. Dr. Rizwana Chaudhry (Representative, President CPSP) | Member |
| vi. | Prof. Dr. Abdul Hameed, Representative (Vice Chancellor Quaid-e-Azam University, Islamabad) | Member |
| vii. | Raja Ejaz Mehdi, Deputy Financial Advisor (NHSRCD) | Member |
| viii. | Dr. Birjees Mazher Kazi, Executive Director NIH | Member/
Secretary |

2. The meeting started with recitation from the Holy Qura'an.

3. **Agenda Item No. I:
Implementation Status of decisions by Board of Governors in its 60th meeting held on 25th November 2010**

- 3.1 The Executive Director, NIH briefed the BoG on implementation status of the decisions taken in its 60th meeting held on 25th November 2010.
- 3.2 The Board was informed that some lab technicians have approached the Court regarding delay in their up-gradation, which was already approved by the BoG under Agenda Item-I in the previous meeting. The ED, NIH solicited further guidance from the Board.

Decision:

The Board directed NIH to re-submit the case along with financial impact to the NHR&C Division.

- 3.3 In response to the query about implementation status of agenda item No. VI (b); the ED NIH informed that the Ministry of Health prepared and forwarded the recruitment rules to the Establishment Division for approval in December 2010 before its devolution in June 2011. The Chairman BoG updated that the NIH was placed under administrative control of National Health Services, Regulations & Coordination Division in May 2013. The matter has been taken up with Establishment Division and shall be managed soon.

4. **Agenda Item No. II
Presentation on Budget for the BoG**

- 1). Revised Estimates for 2012-13 (Annexure-A)
- 2). Budget Estimates for 2013-14 (Annexure-B)

- a. The Director Finance NIH presented the Revised Estimates for 2012-13 and Budget Estimates for 2013-14. The Chairman enquired about enhancement in budget for FY 2012-13 as compared with 2013-14. The Director Finance explained that it was mainly because of more than 100 % raise in salaries/ pension of the employees and manifold increase in utilities rates/charges.
- b. While discussing the Revised Estimates for 2012-13, the Chairman BoG enquired about decrease in the NIH own receipts from vaccine production/sale. The Director Finance, NIH briefed that due to some procedural factors, EPI did not purchase the vaccines up to the expected level.
- c. The Chairman BoG directed to constitute a 'Technical Advisory Committee' in collaboration with Dr. Huma Qureshi, ED PMRC to evolve a mechanism and ensure purchase of those vaccines by the EPI Programme, which are being produced by the Biological Production Division NIH and also included in the EPI procurement plan.
- d. The Executive Director explained that the Budget Estimates for 2013-14 have been segregated in two Parts as follows:
 - i. Part (I) was about the expenditure related with "Commercial Functions" (Vaccine/ Antisera etc. production by the Biological Production Division).
 - ii. Part (II) was comprised of the expenditure to be incurred on "Non-Commercial Functions" i.e. Essential Public Health Services being delivered by the 'rest of NIH technical Divisions like lab diagnostics for the control of communicable diseases, Appellate Drugs functions under Drug Act 1976 Food safety under Pure Food Act 1960 and medical laboratory education through College of Medical Lab Technology.
- e. The BoG discussed new proposal in detail. The Chairman posed many questions about various budget heads and sorted out clarifications about operational expenditures of Budget Estimates 2013-14.
- f. The Chairman invited DFA to opine on the budget estimates FY 2013-14 and revised estimates for 2012-13. The DFA showed his agreement.
- g. The Board agreed with Budget Estimates 2013-14 and proposal regarding segregation of budget into two Parts, which was based on commercial and non-commercial services.

Decisions:

- i. The BoG approved:
 - a. Revised Estimates for 2012-13
 - b. Budget Estimates for 2013-14
- ii. The Board agreed and approved the enhancement of the budget for operational, essential public health functions including laboratories and employees related expenditure of NIH.
- iii. It was agreed in the light of discussion and working paper circulated to constitute a committee to prepare a proposal for the Biological Production Division to work as corporate entity.

Actions: ED NIH to propose the following Committees:

- i. Suitable committee to workout details regarding establishing a "Self-sustaining/ Accounting Entity" i.e. Biological Production Division NIH.
- ii. 'Technical Advisory Committee' for suggesting modalities to ensure purchase of those vaccines by the EPI Programme, which are mentioned in EPI procurement plan/PC-1 and being produced by the Biological Production Division NIH as well.

5 **Agenda Item No. III**
Approval for recommendation of BoG reviewing the project of Welfare Shopping Centre and its re-balloting

- a. The issue of shops in the NIH Welfare Shopping Centre was circulated to the members with all details including TORs and initial approval by the BoG. The Chairman BoG enquired about the allotment period, rent and rules for the allotment of shops in NIH Welfare Shopping Centre. ED NIH briefed about the decisions made in the meeting of BoG held in January 2002 with the following conditions:
 - i. The rent will be increased @ 10% annually.
 - ii. In case of death of employee, the possession of shop will be taken over by NIH
 - iii. If an employee/allottee of a shop leaves NIH on retirement, transfer or resignation, he will be bound to hand over possession of the vacant shop.
 - iv. The shops will be allotted to the employees of NIH with advance money as security; initially for a period of two years. Later on, the entire scheme will be reviewed after completion of the said period.
- b. The ED NIH briefed that some of the employees, who have been retired or died, have handed over allotted shops to their children or non-NIH employees. It was informed that six (06) of the employees have gone for civil suits against increase of shop rent and vacation of the shops after retirement or death of the employee.
- c. The Chairman directed the Director Administration of NIH to pursue the cases personally.
- d. The Board was requested to allow reballotting of the shops, which are not implicated in the civil suits/ might have been vacated by the retired employees.

Decisions:

- i. The Board approved re-ballotting of shops purely on merit, which are not implicated in the civil suits/ vacated already.
- ii. Board approved to workout the details about number of shops, status and rent comparison with the nearby markets for submitting a proposal regarding long term solution and increasing the receipts of the welfare funds of NIH.

Action:

ED, NIH (NIH Administration in collaboration with Finance Division of NIH)

6 **Agenda Item No. IV**
Any other item with permission of the Chairman, Board of Governors

6.1 **Establishment of “Field Epidemiology & Disease Surveillance Division (FE&DS)”.**

- a. ED, NIH elaborated that the Institute had five notified technical Disciplines/Specialties viz. Pathology, Microbiology, Pharmacy / Pharmaceutics, Chemistry/Biochemistry and Clinical & Public Health. These Specialties are practiced through 04 technical Divisions namely; Public Health Laboratories Division, Biological Production Division, Drugs Control & Traditional Medicine Division and Nutrition Division.
- b. Keeping in view the available workforce in the said specialty/discipline of Clinical & Public Health and having a look at the assigned Functions of NIH under 1980 Ordinance, a separate Division should have existed for the Discipline of “Clinical & Public Health” as well.

- c. It was informed that concepts about disease surveillance and epidemiology have undergone a major transformation in the wake of epidemiological forecast that more than 75% of the communicable diseases affecting humans would actually come from the animals; crossing human-livestock interface. The situation demands to take practical steps.

Decisions:

- i. The Board approved the proposal of establishing new Division “Field Epidemiology & Disease Surveillance Division (FE&DSD)” as 5th technical Division of NIH under supervision of Dr. Rana Mohammad Safdar, Principal Scientific Officer (Epidemiology) BS-19, the senior most officer in the discipline of Clinical & Public Health without incurring expenditure in the current fiscal year.
- ii. The officer will submit a comprehensive proposal within 06 weeks about the proposed Division as approved by the BoG along with financial impact.
- iii. International/ national organisations / donors should be approached through proper channels for mobilising recourses to make the proposed division fully functional.

Action:

NIH Administration and PSO (Epidemiology) through ED NIH.

6.2 Creation of a Proper ‘Health Education & Social Mobilization Unit’ at the National Institute of Health, Islamabad.

- a. ED, NIH informed the Board that Health Education and Social Mobilization were critical areas in the health sector and integral parts of global health policies. Health Education and communication is actually an investment, having vital role in supporting all areas of Public Health and form part of all preventive and pre-emptive strategies.
- b. The proposed Unit shall devise strategies, build capacity of different stakeholders in this area and coordinate with the Provincial Governments, line departments, and international partners alongside liaising with the civil society, influencers, opinion leaders and the media.

Decisions:

- i. The Board approved to establish the Health Education & Communication Unit at NIH and up gradation of the incumbent Health Education Adviser (Mr. Mazhar Nisar Sheikh) to BS-19.
- ii. The officer will present a structure for the Health Education and Communication Unit to the Chairman Board of Governors within 02 months through the Executive Director, NIH.
- iii. The Unit may seek support of international partner agencies in the health sector for human, technical and material resources.

6.3 Up-gradation of the Posts of Steno-typist, Stenographer and Private Secretary.

- a. The Board was informed that the Finance Division had up-graded the post of Private Secretary from BS-17 to BS-18 vide its Office Memorandum No. 19 (15) legal-II/2011-1055 dated 23rd December, 2011 having following criteria:

“The existing Private Secretaries in BS-17 will be granted BS-18 on one time basis irrespective of their length of service in BS-17”.

- b. It was informed that at present, only one post of Private Secretary (BS-17) exists at the National Institute of Health, and Mr. Javed Akhtar Abbasi, is working as Private

Secretary (BS-17) since 15th October 2010 who fulfils the criteria framed by the Government of Pakistan.

Decision:

The Board approved up-gradation of Mr. Javed Akhtar Abbasi working as Private Secretary from BS-17 to BS-18 as GoP policy.

Action:

NIH Administration through ED NIH.

6.4 Re-designation of the post of Administrative Officer EPI

- a. The Board was informed that a post of Administrative Officer-EPI (BS-16) initially created in NIH was up-graded to BS-17 with the approval of the Board of Governors NIH in its meeting held on 16th January 1982.
- b. It was also informed that the EPI has now created its separate post of Administrative Officer (BS-17) in its PC-I. Therefore, this post may be re-designated as Administrative Officer-II (BS-17), NIH to strengthen Administration Department of NIH. The method of appointment shall be:
 - i. By promotion from amongst Superintendents, BPS-16
 - ii. If no person is eligible for promotion then by direct recruitment / transfer.
- c. The Board was requested to accord approval for re-designation of the above post.

Decision:

The Board approved re-designation of the post as Administrative Officer (II), NIH

Action:

NIH Administration through ED NIH.

6.5 Proposal for increase in laboratory test fee/charges for Food, Water, Drugs and Medical Laboratory Diagnostics samples

The issue was discussed at length and the Board found that the proposed increase in Laboratory fee for Public Health Laboratories Division, Biological Production Division, Drugs Control & Traditional Medicine Division and Nutrition Division was based on fact and thus justified.

Decisions:

- i. The Board approved the new rates.
- ii. Board advised to bring up a fresh case in next meeting, after cost accounting for further increase in lab test, if required so.

Action:

NIH Administration through ED NIH.

6.6 Proposal for increase in Allergy Testing Fee

The Board was briefed that the existing rates of Skin Prick Test for Allergy i.e. Rs. 300/- per patient were levied about a decade ago and therefore needs enhancement. It was accordingly proposed that the said rates may be increased to Rs. 450/-

Decision:

The Board approved the new rates for Skin Prick Test for Allergy.

Action:

NIH Administration through ED NIH.

7. **Miscellaneous Items:**

Two points regarding Blood Safety/ IBTA and Food Safety came under discussion during deliberations, which are stated below:

- 7.1 Maj. Gen. Mohammad Ayyub drew the attention towards the affairs related to the subject of Blood Safety/ Transfusion Medicine and Islamabad Blood Transfusion Authority (IBTA). The Chairman BoG/ Secretary NHR&C Division briefed that IBTA remained dormant after 18th Constitutional Amendment since nothing was mentioned about its fate when the Ministry of Health got devolved. The Authority has however been revived and notified. The Chairman BoG informed that the NHRCD wanted to broaden the scope and fortify the mission regarding blood safety.

Decisions:

- i. The Secretary/ Chairman BoG directed to constitute an “Advisory Committee for NHRCD on Blood Safety/ Transfusion Medicine & IBTA Affairs” comprising of Dr. Birjees Kazi, ED NIH, Maj. Gen. Mohammad Ayyub, Head Pathology Department, AMC and Dr. Huma Qureshi ED, PMRC.
- ii. NIH will request the National Health Services, Regulations & Coordination Division to issue a ‘Notification’ for establishing the above committee.

Action:

NIH Administration through ED NIH.

- 7.2 The Secretary/ Chairman BoG called the attention of Board members towards streamlining the safety of food within Islamabad and desired that NIH may extend its food testing facilities in collaboration with CDA and other concerned authorities in view of a direct relationship between safe food and good health.

The Board was apprised that the Nutrition Division of NIH is ‘Federal Public Analyst Laboratory’ under 1960 Pure Food Act for Islamabad Capital Territory and was already analysing the food samples collected within Islamabad and sent officially by the concerned quarters/ food inspectors.

Decision:

It was decided that NIH will extend laboratory food analyses facilities for the samples sent by the concerned civic authorities while the National Health Services, Regulations & Coordination Division shall device a mechanism in collaboration with CDA to broaden the scope of random food testing so as to improve overall health standards.

Action:

NIH Administration through ED NIH.

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

Prepared by:

(Dr. Birjees Mazher Kazi)
Executive Director/ Secretary BoG
22nd July 2013

Approved by:

(Mr. Imtiaz Inayat Elahi)
Secretary NHRCD /Chairman