

**Government of Pakistan**  
**Ministry of National Health Services, Regulations and Coordination**  
**3<sup>rd</sup> Floor Kohsar Complex, Pak Secretariat Islamabad.**

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**NOTIFICATION**

The competent authority, Ministry of National Health Services, Regulations and Coordination (Mo NHR&C), Islamabad has been pleased to constitute a National Steering Committee and Technical Sub-Committee on Health Information System (HIS) in order to periodically meet and discuss issues regarding streamlining and strengthening of a cross country Health Management Information System. The Terms of Reference of both committees are as follows:

**Terms of Reference: National HIS Steering Committee**

The **Goal** of the steering committee will be to support the Health Planning System Strengthen and Information Analysis Unit at the Ministry of National Health Services Regulations and Coordination to achieve an integrated national HIS through coordination and joint collaboration, cooperation and communication among all partners and stakeholders.

The steering committee will serve as an advisory committee for the Health Planning System Strengthen and Information Analysis Unit in the Ministry of National Health Services Regulations and Coordination and for the technical subcommittee<sup>1</sup> and to coordinate with and guide all stakeholders on policy and procedures needed to improve the completeness and quality of health information in the country.

**Purposes and key responsibilities**

The National HIS Steering Committee will have the following tasks and responsibilities:

1. Oversee the overall progress and implementation of the national HIS action plan.
2. Support the provinces and the HIS including Mo NHR&C in developing priority actions for improving HIS system;
3. Establish subcommittees (within the technical subcommittee) on different aspects of the national HIS, if needed;
4. Review the utilization of information in planning, implementing, monitoring and evaluating health program at all levels;
5. Mobilize resources for national HIS activities

**Composition of HIS Steering Committee**

	<b>Job Title/Directorate</b>	<b>Role</b>
<b>Steering Committee Members</b>		
1	Federal Secretary Health, Mo NHR&C	Chairperson
2	Director General Health, Mo NHR&C	Co-Chair
3	Provincial/Area Director General Health, DoH	Member
4	Director Programs/HPSIU, Mo NHR&C	Member
5	Director of Information Technology, Mo NHR&C	Member
6	Advisor Health System, HPSIU Mo NHR&C	Member
7	Advisor Advance Data Analysis, HPSIU Mo NHR&C	Member
8	Senior Specialist MIS /IT, HPSIU Mo NHR&C	Member
9	Representative WHO Pakistan	Member

<sup>1</sup>A subcommittee comprised of members that review and provide oversight for HIS issues.

## Terms of Reference: National HIS Technical Sub-Committee

### Purposes and key responsibilities

All technical work will be delegated to the technical subcommittee(s). These technical subcommittees will be formed according to the domains of work. The technical subcommittee(s) will report to the steering committee for guidance or approvals.

- Map out all existing information systems that generate HIS data and ensure that they are consistent with expected standards to generate high quality data on core health indicators;
- Endorsing terms of reference for technical resources/consultants;
- Reviewing and approving the work of technical sub-subcommittees and technical resources/consultants;
- Identifying and defining core health sector indicators;
- Reviewing data collection tools and software in line with the national and international HIS requirements and standards;
- Validating data collected for core health sector indicators;
- Reviewing mechanisms to monitor storage, processing, analysis, reporting, dissemination and utilization of collected data;
- Advising on training programs for health information staff to ensure availability of adequate skills for the implementation of the health information strategy;
- Monitoring the production of quality and timely health profiles and any other health reports;
- Coordinating the overall implementation and review of the health information system action plan;
- Establishing and monitoring an integrated system for sentinel disease surveillance;
- Reviewing proposals for improving HIS;
- Identifying mechanisms on how the national HIS can be integrated with other sub information systems.
- Communication with other ministries and stakeholder such as Population Council, Pakistan Medical and Dental Council, Statistics Division and provincial Bureaus of Statistics, and Civil Vital Registration entities to achieve reliable, timely and complete data, and to improve integration between all sectors dealing with health information data
- Develop multi-year survey plan for conducting surveys in collaboration with stakeholders.
- Develop policies and procedure for all data between all HIS to be compatible with standards of Mo NHR&C (access to data, minimum set of data), accreditation for data from HIS with collaboration with quality directorate
- Improve HIS operations and the technology for recording births and deaths.
- Recommend and oversee implementation of standards to maintain privacy and confidentiality of data.
- Any other tasks assigned by the steering committee.



### Composition of HIS Technical Sub-Committee

	Job Title/Directorate	Role
<b>Technical subcommittee members</b>		
1	Deputy Director Program (Health Systems), Mo NHR&C	Focal point
2	Director Programs/HPSIU, Mo NHR&C	Member
3	Director Provincial/Area Health Information Cell DoH	Member
4	Director of Information Technology Mo NHR&C	Member
5	Advisor Advance Data Analysis, HPSIU Mo NHR&C	Member
6	Senior Specialist MIS /IT, HPSIU Mo NHR&C	Member
7	Joint ED, PIMS Hospital Administration	Member
8	National Vertical Programs (EPI, Polio, AIDs, TB and Malaria)	Member
9	Ministry of Planning Development & Reforms	Member
10	Pakistan Bureau of Statistics	Member
11	NADRA	Member
12	WHO	Member
13	UNICEF	Member
14	Other co-opted	Member

### **Meeting of the committee**

- Meetings of the steering committee will held be twice in a year or as and when required by chairperson
- Chairperson of the committee is responsible for determining minutes of meetings, place, time of meeting and agenda
- Meeting for the technical subcommittee will be decided by the focal point for the technical subcommittee and can be held quarterly



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### **Distribution:-**

- All concerned.

### **Copy to:-**

1. SPS to Secretary, M/o NHS, R&C, Islamabad.
2. SPS to DG Health, M/o NHS, R&C, Islamabad.