# Meeting Minutes

ICT4D Working Group, September 24, 2014

Chair: Jade Lamb, Pact

Organizations Attending: Pact, Dimagi, UNICEF, MCRB, MIMU, PU-AMI, Ooredoo, USAID, UNESCO, Malaria Consortium

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| Activity | Follow up |
| 1. Presentation by CommCare (Saijai Liangpunsakul and Rushika Shekhar) on How to Implement Mobile Technology Projects for frontline workers

Stages:1. Design and Preparation
2. Field testing and refinement
3. Training and Deployment

Greentree Consensus: best practices of ICT4D* Design under the mango tree: making sure everything is culturally appropriate, including community members in design; find value for all participants; changing roles, not getting rid of jobs; find pain points of people’s jobs
* Understand the ecosystem
* Design for scale, i.e. offline installation, troubleshooting and supervision systems
* Sustainability: complex v. simple apps have maintenance implications, engage with different partners (i.e. government integration)
* Be data driven (create actionable data for management)
* Open source and open-standards: technology that can be used by anyone, CommCare exchange allows self-publication of apps that can be used by anyone
* Reuse and improve: don’t reinvent the wheel, use and adapt what others have already created; make everything usable by non-tech savvy people within the organization
* Be collaborative

Questions on ethical data management, encryption (and legality in Myanmar), roles in the system, differences between ODK and CommCare (CC allows case management), the kinds of internal capabilities needed to manage CommCare (no programming skills, just basic tech skills, plus a field manager), CC can use multiple languages/multimedia to overcome literacy issues (need Android 4.4 to read Unicode MMR font) |  |
| 1. Translation of common ICT terms

List compiled but terms need to be translated and vettedPossibly some terms already used in ministry draft laws related to ICT? | Jade to connect Saijai with Htaike Htaike, Lillian (field monitors might be able to vet), Thi Thi Thein for possible help with translation |
| 1. Upcoming events
* CommCare training workshop September 25-26
* Mobile Mondays last Monday of every month at Pepperoni Pizza
* Next working group meeting October 29
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Attendance

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| # | Name | Organization | Position | Email |
| 1 | Jade Lamb | Pact | M&E Manager | jlamb@pactworld.org |
| 2 | Saijai Liangpunsakul | Dimagi | Senior Field Manager | sliangpu@dimagi.com |
| 3 | Lillian Luanda | UNICEF | ICT Specialist | lluanda@unicef.org |
| 4 | Thi Thi Lwin | UNICEF | WASH Cluster Information Management | thithilwin@gmail.com |
| 5 | Hsu Mon Aung | MIMU | Liaison Associate | Hsu.mon.aung@undp.org |
| 6 | Nicole Gray | MSI M | Senior Program Advisor | Nicole.gray@mariestopes.org |
| 7 | Brian McDonald |  | IM Consultant | Brian.mcdonald01@gmail.com |
| 8 | Thi Thi Thein | MCRB | Sector Wide Impact Assessment Manager | ttthein@gmail.com |
| 9 | Aude Morille | PU-AMI | MNCH Advisor | Mmr.mnch@pu-ami.org |
| 10 | Moe Moe Su | MIMU | Web Developer | Moe.moe.su@undp.org |
| 11 | Htun Lin Oo | Ooredoo Myanmar | Program Manager | hoo@ooredoo.com.mm |
| 12 | Will Francis | MIMU | SDI Project Coordinator | William.francis@undp.org |
| 13 | Robert Kelly | USAID | Health Advisor | rkelly@usaid.gov |
| 14 | Rushika Shekhar | Dimagi | Field Manager | rshekhar@dimagi.com |
| 15 | Sriharsha Masabathula | UNESCO | Young Professional | s.masabathula@unesco.org |
| 16 | Nolwenn Conan | Malaria Consortium | Project Coordinator | n.conan@malariaconsortium.org |
| 17 | Yasmin Padamsee | Malaria Consortium | Country Representative | y.padamsee@malariaconsortium.org |