

Minutes of the Meeting on the Creation of Webpage for Directorate of Family Welfare Services, Manipur held at the Conference Hall of Directorate of Family Welfare Services, Manipur on 6th February, 2024 at 11:00 AM.

A meeting on the Creation of Webpage for the Directorate of Family Welfare Services, Manipur was held on 6th February, 2024 at 11:00 AM in the Conference Hall of the Directorate of Family Welfare Services, Manipur under the Chairmanship of Dr. L. Tomcha Khuman, Director of Family Welfare Services, Government of Manipur.

1. Members present are enclosed at ANNEXURE.
2. At the outset, Dr. L. Tomcha Khuman, Director (FW) welcomed all the officers, Principal (SFWTC) and Principal FHW Training School, SNOs, Development Partners and staffs of the Directorate of Family Welfare Services, Manipur and the agenda for discussion were taken up.
3. All the members discussed at length the agenda of the meeting and the following resolutions were adopted.

DECISIONS

1. It was decided that as the Family Welfare Webpage address was already created by Directorate of Information Technology (DIT), an official letter would be written to DIT requesting it to fit all the contents currently prepared to the already existing webpage address.

Action: Deputy Director (PF), FWD.

2. It was also decided that the scrolling on "Covid 19" in the Home Page would be replaced by "Relief Camp related activities" as it is more relevant in the present situation. And the main focus would be on MH, CH, and Immunization.

Action: Chairman Webpage Committee.

3. It was decided that the "Download" column would be replaced by "Upcoming Events" where all upcoming events would be uploaded.

Action: Chairman Webpage Committee.

4. In the "Demographic Profile of Manipur" under "About Us", Sex Ratio at birth under PC & PNDT, should be added in serial No. 7.

Action: Chairman Webpage Committee.

5. It was decided that under "Contact Us" certain changes are to be made updating of Jhpiego representative to Ng. Monota and "PATH" representative to R.K. Pairson.

Action: Jhpiego and PATH.

6. Under Child Health, programs carried out by CH to be numbered

1. Community Based Care for Newborn and Young child.
2. Facility Based Care.
3. Other programmes under CH.

And all activities carried out to be numbered as 1.1, 1.2, etc. or 2.1, 2.2 etc.

Action: SNO (Child Health).

Dr. L. Tomcha Khuman

7. It was decided that "RBSK" programmes should be located under the sub Menu of Child Health.

Action: SNO (Child Health).

8. Under Family Planning Programme in the "Empanelled Doctors and Accredited Hospitals" name of some Doctors in the list need to be updated and the list of the Doctors and Hospitals are to be detailed District wise. The contact number of Doctors should be removed from the list.

Action: Chairman Webpage Committee.

9. It was decided that the achievements of PC & PNDT should be uploaded in editable format instead of slide format and numbering of the achievements to be maintained while uploading in the webpage.

Action: SNO (PC & PNDT).

10. Under NUHM it was decided that Kakching UPHC should be shown under Kakching District, as Kakching has already been identified as a District.

Action: Chairman Webpage Committee.

11. It was decided that as "UNICEF" have distributed Covid Testing Kits, Vaccine Carriers, Training materials to some Health Institutions and the total number distributed should be highlighted in "bold letter". E-mail addresses of staffs of UNICEF should be uploaded in the webpage instead of their contact number.

Action: UNICEF.

12. It was resolved that all Development Partners should categorize the details of their support to the State as Hardware – Testing Kit and Software – Planning, Monitoring, Training.

Number of facilitation provided by the Development Partners (WHO, UNICEF, PATH) should be presented in a tabulated format.

Action: Development Partners.

13. It was also decided that "Future Plan of Activities" by Development Partners such as planning to provide AI assisted Cervical Cancer detection equipments by PATH should also be highlighted.

Action: Development Partners.

14. It was also decided that brief background of UNDP and how it supported the State in Immunization and Covid Vaccination should be added and uploaded in the Webpage.

Action: Development Partners.



15. Concerned Programme Officers should add caption to the photos submitted for uploading in the Webpage.

Action: All SNOs.

16. Under the "Resources" Menu all IEC Materials, Guidelines, Posters, Training Modules etc. should be uploaded in PDF format by all concerned for all the programmes.

Action: All SNOs.

17. It was observed that there were some issues regarding alignment and font size in the write ups. These should be corrected and uniformity must be maintained.

Action: Chairman Webpage Committee.

18. The Family Welfare Webpage is now in the final stage with only a few minor modifications needed for some programmes. Hereforth, only the concerned Programme Officers/SNOs should sit with the "Webpage Committee" to make the modifications and finalize the contents of the programmes.

Action: Chairman Webpage Committee.

19. Resolved that The Webpage designer should fit the currently created contents of the Webpage to the already existed Webpage provided by DIT.

Action: Punābir.

20. Resolved that Webpage should be officially inaugurated by the Hon'ble Minister Health and Family Welfare, as and when it is ready.

Action: Chairman Webpage Committee.

The meeting concluded with vote of thanks from the chair.



(Dr. L. Tomcha Khuman)

Director,
Family Welfare Services, Manipur.

No. 1/MISC/DFWS-2023:

Imphal, the February, 2024.

Copy to.

1. PS to the Hon'ble Minister (Health & FW), Govt. of Manipur.
2. Commissioner (Health & FW), Govt. of Manipur.
3. Director of Health Services, Manipur.
4. State Mission Director, SHS, NHM, Manipur.
5. Principal, State Family Welfare Training Centre, Lamphel.
6. All SNOs/Programme Officers concerned.
7. Principal, FHW Trg. School, Lamphel.
8. Development Partners.....
9. Guard file.