

Memo

تطوير المرافق الصحية
Health Facilities Development

ATTENTION:	All Department	DATE:	November 16,2020
FROM:	Chief of Health Facilities Development and Acting Chief of Business Services	REF. NO:	GC.GN.00/HFD/ADP/MEM/SE/878/20
SUBJECT:	New Initiative New Procedure for 2021 (NINP-21)		
PROJECT:	GC.GN.00 \ General Project Correspondence		
CC:	Hanibal Youssef Mootassem - Director of Programs-HMC Development		
<input type="checkbox"/> URGENT <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> PLEASE PROCESS <input type="checkbox"/> FYI			

Dear All,

Due to the increasing number of New Initiatives coming throughout this year and the COVID-19 situation, we would like to streamline the process of proceeding with New Initiatives for future years.

We are happy to announce the New Initiative New Procedure for 2021 (NINP-21)

The following points are the steps of our new procedure:

1. Any new initiatives for the coming year 2021 will be accepted only starting from 1st December To 1st January (our initiative portal will be open freely to have all your initiatives).
2. After the above-mentioned period initiative portal will be disabled /closed for any new submissions.
3. All the initiatives will be assessed from our P&D team from 1st January To 15th February and feedback will be communicated to the relevant requester/SRO.
4. Communication will take place with requesters/SRO for resubmission and correction if it is required, from 16th February To 28th February.
5. Status on the portal will be clear on 1st March whether the review is acceptance/Rejection (In case of acceptance your focal point will be mentioned in the list , In case of rejection the reason will be clarified).
6. HFD will provide an outline program to keep each facility apprised of the current status and forecast completion date for each Initiative.

You are kindly requested to forecast your initiatives for the upcoming year 2021. Please include clear statements of the clinical drivers, the functional needs and any compliance standards that require this work to take place.

During the (NINP-21) we would like the following points to be confirmed:

1. Once the Facility Evaluation Report (FER) and estimated budget is provided, the facility must confirm availability of the required finance commitment.

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2. Once the FER and budget is approved by the facility, If the project is likely to occur over more than the current year, the facility will need to provide budget confirmation for all years.
3. All cost and cash estimates will be supported from within HFD relevant specialist departments (PMO, P&D, PM&C and/or TMEP). Please liaise with HFD Finance Business Partner (Mr. Aminur Rahman/ arahman9@hamad.qa) if you need any further clarification on the finance related issues.

Please note that no initiative will be accepted after portal closing time.

For any assistance during this procedure kindly communicate with PMWeb team on the following details:

Dr.Shaimaa Elbahteti / Selbahteti@hamad.qa- 44390396

Mr.Satish Chandrasekar / SChandrasekar1@hamad.qa- 40251167

Regards,



Hamad Al-Khalifa

Chief of Health Facilities Development and Acting Chief of Business Services

Encl: