Checklist for the Health Sector Operating Committee
for its organization and the elements necessary for its operation

Organization			Operation		
Committee for decision making or similar	☐ Yes	☐ No	Committee is convened regularly	☐ Yes	☐ No
Are the Sector's representing agencies present and active?	☐ Yes	☐ No	Frequency	☐ Several times a day ☐ Once a day ☐ Every other day ☐ As needed ☐ When an event is imminent	
Representatives of agencies present have decision making capacity	☐ Yes	☐ No	Personnel rotation system	☐ Yes	☐ No
A coordinator has been identified and is already working	☐ Yes	☐ No			
Tasks and functions clearly defined	☐ Yes	☐ No			
Mechanisms and inter-sectoral coordination channels already defined	☐ Yes	☐ No			

Information Management			Decision making		
DANA preparation is facilitated	☐ Yes	☐ No	The established timetable for Committee meetings is followed	☐ Yes	☐ No
Information is available on the event and the affected areas	☐ Yes	☐ No	Mechanism for discussion and decision making is established	☐ Yes	☐ No
Quality information with adequate coverage	☐ Yes	☐ No	Actions are prioritized	☐ Yes	☐ No
Epidemiological surveillance and alert and response systems provide relevant information for decision making	☐ Yes	☐ No	Decisions are jointly made based on information analysis	☐ Yes	☐ No
A process for information analysis and management has been established	☐ Yes	☐ No	Operations are coordinated within the health sector	☐ Yes	☐ No

Technical tools for information management are available	☐ Yes	☐ No	Plans are made	☐ Yes	☐ No
IHR focal points regularly share information	☐ Yes	☐ No	Responsible parties are identified for the application and follow up of decisions	☐ Yes	☐ No
Analyzed information from different technical areas is shared	☐ Yes	☐ No	International health assistance is coordinated	☐ Yes	☐ No
Clear systems for feedback to the field	☐ Yes	☐ No	Follow up to the application and effectiveness of the decisions	☐ Yes	☐ No
Reports are prepared and updated	☐ Yes	☐ No			
Procedures for communications with different levels of coordination have been established	☐ Yes	☐ No			
Timely delivery of reports to corresponding levels	☐ Yes	☐ No			

Facilities and equipment		
Structurally sound physical space	☐ Yes	☐ No
Enough space and accessibility	☐ Yes	☐ No
Enough equipment (communications equipment, computer network, computer screens, projection screens, database packages, directories and other essential items)	☐ Yes	☐ No
Alternate communications systems	☐ Yes	☐ No
Alternate water supply systems	☐ Yes	☐ No
Alternate electrical systems	☐ Yes	☐ No
Logistical support services	☐ Yes	☐ No