

Administrative and Steering Group meeting: Setting the Post Elimination Agenda for Kala-Azar in India (SPEAK India)

**Claridges Hotel and ICMR offices
New Delhi, India, 13th and 14th May 2019**

PIs and the person responsible for financial reporting in each of the different sub-award organisations were invited to attend an administrative meeting in Delhi to learn about the LSTHM/BMGF protocols for financial reporting and the invoicing requirements. Delegates were invited to a general admin presentation on the 13th May followed by 30 minute one to one sessions during the afternoon and on the afternoon of the 14th May with Mary Cameron and Karen Holland from LSHTM to discuss any specific issues.

Partners gave progress presentations on the 13th May and the programme was designed so that there was also an opportunity for theme discussions. All of these sessions were very well attended, interactive and informative.

On the 14th May, the Steering Group members departed to the ICMR offices in Delhi where a face to face Steering Group meeting was hosted by ICMR.

Monday 13th May 2019

10.30 - 1.00pm	General admin presentation (Karen Holland) <i>ALL PIs and administrators</i>
1.00pm - 2.00pm	Lunch provided
2.00pm - 4.00pm	Karen Holland, Mary Cameron & Secretariat will hold 4 x 30 minute one-to-one sessions with each partner separately to go over any specific issues (IPH, PATH, UNION & VCRC). <i>During this time, the Surveillance/Xenomonitoring partners may wish to meet to discuss their projects together.</i>
4.00pm - 5.00pm	15 mins progress presentations (Surveillance, Xenomonitoring, Modelling, Health Systems) <i>All PIs</i>

Tuesday 14th May 2019

9.30am – 10.00am	<i>Steering Committee members (or their deputies) travel to ICMR</i>
10.00am – 11.00am	Steering committee
11.00am – 11.30am	<i>Steering Committee members (or their deputies) travel to Claridges</i>
11.30am – 12.30pm	<i>Next Steps – All PIs</i>
12.30pm – 1.30pm	<i>Lunch</i>
1.30pm – 3.30pm	Karen Holland, Mary Cameron & Secretariat will hold 4 x 30 minute one-to-one sessions with each partner separately to go over any specific issues (BHU, KAMRC, RMRI, ITM). <i>During this time, the Health Systems partners may wish to meet</i>