

**GOVERNMENT OF MEGHALAYA  
HEALTH & FAMILY WELFARE DEPARTMENT**

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No. Health. 21/2020/Pt.IV/25

Dated Shillong the 13<sup>th</sup> May, 2021.

**NOTIFICATION**

**Subject : Constitution of the State COVID-19 Communication Coordination Unit**

In view of the COVID-19 pandemic and the need for effective dissemination of information to the masses about the disease for increased compliance with the containment measures, vaccination drive and early treatment protocols issued by the Government to mitigate the spread of the virus, the **State COVID-19 Communication Coordination Unit** is hereby constituted with the following members:

1.	Smti. M. War Nongbri, IAS Secretary, Information & Public Relations	Chairperson
2.	Jt. DHS as nominated by DHS (MI)	Member
3.	State Surveillance Officer, Integrated Disease Surveillance Project	Member
4.	State Immunization Officer or her representative	Member
5.	Public Health Expert as nominated by the Director, Indian Institute of Public Health, Shillong	Member
6.	IEC Lead of National Health Mission, Meghalaya, Shillong	Member
7.	IEC Lead of Meghalaya AIDS Control Society, Shillong	Member
8.	State Informatics Officer, NIC, Meghalaya, Shillong	Member
9.	Communications Team, SCEP, MBDA	Member
10.	Director of Information & Public Relations, Meghalaya	Member Secretary

**Terms of reference:**

1. The Communications Unit will devise effective public health communication for COVID-19. It will act as a **Central Repository System** and collate information from various sources such as NHM, DHS, DC Office, etc., and ensure that vital public health communication pertaining to COVID-19 is available under one umbrella and disseminated quickly amongst the masses for increasing awareness. The Unit is also responsible for providing feedback on all outgoing COVID-19 communication materials.
2. The Unit will also identify and build relationships with key media channels to direct them towards the updated Government sources for COVID-19 data and information.
3. The Communications Unit will **convene a team of translators** to ensure that any material to be reproduced in Hindi, Khasi & Garo is done at the earliest.

4. The Unit will mobilize a panel of dedicated public health experts to answer queries/questions on COVID-19.
5. The Unit will assess ongoing outreach efforts and their impact, monitor progress as well as identify gaps in existing strategy.

Sd/-

(M. S. Rao, IAS)

Chief Secretary to the Government of Meghalaya.

Memo No. Health. 21/2020/Pt.IV/25-A

Dated Shillong the 13<sup>th</sup> May, 2021.

**Copy to:**

1. The P.S to Chief Secretary to the Government of Meghalaya for kind information of Chief Secretary.
2. The Principal Secretary to the Government of Meghalaya, Health & Family Welfare Department & CEO, MBDA.
3. The Commissioner & Secretary to the Government of Meghalaya, Health & Family Welfare Department
4. The Secretary to the Government of Meghalaya, Information & Public Relations Department.
5. The Director of Information and Public Relations, Meghalaya, Shillong.
6. The Mission Director, National Health Mission, Meghalaya, Shillong.
7. The Director of Health Services (MI), Meghalaya, Shillong for information and necessary action.
8. The Director of Health Services, (MCH&FW)/(Research), Meghalaya, Shillong for information and necessary action.
9. The State Informatics Officer, NIC, Meghalaya, Shillong for information and necessary action.
10. The Project Director, Meghalaya AIDS Control Society, Shillong.
11. The State Surveillance Officer, IDSP, Shillong.
12. The State Immunization Officer, Meghalaya, Shillong.
13. The Deputy Commissioner,  
East Khasi Hills, **Shillong** /West Khasi Hills, **Nongstoin**/South-West Khasi Hills, **Mawkyrwat**/ East Jaintia Hills, **Khliehriat**/ West Jaintia Hills, **Jowai** / Ri-Bhoi District, **Nongpoh**/ West Garo Hills, **Tura**/ South-West Garo Hills, **Ampati**/ East Garo Hills, **Williamnagar**/ South Garo Hills, **Baghmara**/ North Garo Hills, **Resubelpara**.
14. The Executive Director, MBDA, Shillong.
15. Prof Sandra Albert, Director, IIPH, Shillong
16. Joint Director of Health Services (MCH&FW) I/c IDSP, Meghalaya, Shillong.
17. All District Medical & Health Officers.

By order, etc.,

*(Signature)*  
3/5/2021  
(7.4.2021)

Joint Secretary to the Government of Meghalaya,  
Health & Family Welfare Department.

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