



NDPHS Strategy Working Group Work Plan

Adopted on 2 March 2009

Action	Date	Remarks
<p>1. SWG discusses preliminary ideas regarding the selected recommendations to be addressed by the SWG. It agrees on follow-up actions regarding "Other recommendations" to be presented to the CSR 15 Meeting on 23-24 April 2008 for decision.</p> <p>2. SWG agrees on selected issues regarding documents to be presented to the CSR 15 and the CSR 16.</p> <p>3. SWG agrees on key points and messages to be taken into account by the SWG Consultant during his/her assignment (to be included in the ToR for the SWG Consultant).</p>	2 March	Ref. documents: SWG 2/4/1 "Agreed division of responsibilities and related SWG 1 decisions" and other documents submitted under item 4.
<p>4. SWG Chair attends the EG Chairs and ITAs 8 Meeting and informs about the progress in the SWG work and the plans for the future (with a special focus on the interaction with the EG Chairs and ITAs with regard to the recommendations concerning the Expert Groups).</p>	3 March	One issue to discuss with the EG Chairs and ITAs is a SWG meeting with the participation of the EG Chairs and ITAs, which is mentioned further down in this Work Plan (cf. item 11).
<p>5. SWG Members, who need to revise their preliminary papers concerning the follow-up of the recommendations and to include the outcome of the SWG 2 discussions into their papers, submit the revised papers to the SWG Chair and the Secretariat.</p>	10 March	These preliminary papers will be taken into account by the SWG Chair and the Secretariat when they will be developing draft ToR for the SWG Consultant.
<p>6. SWG Chair and the Secretariat submit draft ToR for the SWG Consultant to the SWG Members for comments and approval (through a written procedure).</p>	16 March	Additional draft paper approval round(s) to be made, if necessary. The whole process will begin only when funding is made available for employment of a consultant.

7. The ToR for the SWG Consultant approved by the SWG Members.	26 March	
8.1 The SWG Chair discusses the assignment with the recommended consultant (in coordination with the sponsoring institution and the SWG Members). 8.2 The Secretariat concludes the contract with the selected consultant (in coordination with the sponsoring institution and the SWG Chair).	Week 13 Week 14	
9. SWG Chair and the Secretariat submit draft progress report for the CSR to the SWG Members for comments and approval (through a written procedure).	Week 14	The draft progress report will also include the proposed decisions on the follow up of the three recommendations listed in the last section (<i>Other recommendations</i>) of document "Agreed division of responsibilities and related SWG 1 decisions." Additional approval round(s) to be made, if necessary.
10.1 The progress report for the CSR approved by the SWG Members. 10.2 SWG Chair submits the approved progress report to the CSR15 Meeting.	6 April 7 April	The report to be disseminated with the nearest submission of documents to the CSR 15 Meeting.
11. SWG 3 Meeting with the participation of the EG Chairs and ITAs.	22 April	If the SWG Consultant is available, and funds permit, he/she could also be invited to attend.
12. SWG Progress report presented during the CSR 15 Meeting. Assuming that the SWG issues would be tackled during the first day of the CSR 15 Meeting, the SWG Members might quickly discuss the outcome of the CSR discussions during the evening of 23 April.	23/24 April	If the SWG Consultant is available, and funds permit, he/she could also be invited to attend the SWG agenda item during the CSR 15 Meeting.
13. Assignment of the SWG Consultant begins	4 May	
14.1 The SWG Consultant submits a draft paper. 14.2 Draft paper immediately submitted to the SWG Members for comments.	29 May 1 June	EG Chairs and ITAs could be asked to comment on the section(s) of the report of direct relevance to the EGs.
15. Comments on the SWG Consultant's paper submitted by the SWG Members (and the EG Chairs and ITAs, if invited) to the Secretariat and subsequently forwarded to the SWG Consultant.	5 June	
16.1 The SWG Consultant submits a revised paper. 16.2 Revised paper immediately submitted to the SWG Members for comments.	16 June	

17. Final comments on the SWG Consultant's paper submitted by the SWG Members to the Secretariat and subsequently forwarded to the SWG Consultant.	22 June	
18.1 The SWG Consultant submits the final version of his/her paper. The SWG Consultant's assignment ends. 18.2 The final paper immediately submitted to the SWG Members.	30 June	
19. SWG 4 Meeting discusses points and messages to be included in the SWG final report for submission to the CSR 16.	Mid-late August	Place and date to be agreed upon. Other issues to be addressed by the SWG 4 need to be agreed upon later.
20. SWG Chair and the Secretariat submit draft SWG final report for the CSR to the SWG Members for comments and approval (through a written procedure).	2 September	Additional approval round(s) to be made, if necessary.
21.1 SWG final report for the CSR approved by the SWG Members. 21.2 SWG Chair submits the approved final report to the CSR 16 Meeting.	Week 37 Week 38	The report to be disseminated with the nearest submission of documents to the CSR 16 Meeting.
22. SWG final report presented during the CSR 16 Meeting. End of the SWG assignment.	Date to be decided on by the CSR	Supporting documents, such as a ppt presentation to be developed for the meeting in due time.